

**Gibson County Special School District
Board of Trustees**

GCSSD Board of Trustees Regular Meeting

Dyer School Library

November 8, 2022

Members Present: Mr. Scott Ball, Mr. Benny Boals, Mr. John Campbell II, Mr. Tom Lannom, Ms. Treva Maitland, Mr. Charles Scott, Mr. Eddie Watkins.

PLEDGE OF ALLEGIANCE

Mr. Tom Lannom led the Pledge of Allegiance.

CALL TO ORDER

Mr. Tom Lannom, Board Chairman, called the meeting to order.

ROLL CALL

CONSENT AGENDA

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

ALC Report

Bullying/Harassment Report

Finance Reports

Juvenile Court Referrals

Maintenance/Technology Reports

Minutes Approval

Overnight Field Trips

Policy Revisions - Second Readings

RECOGNITION

Mr. Eddie Pruett recognized Mr. Eddie Watkins, a board member, for receiving the Boardmanship Level III award at the Fall District Meeting in October.

PUBLIC COMMENT

No public comment

****AMENDED AGENDA**

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

Board Self-Assessment Results

Mr. Eddie Pruett explained the Board Self-Assessment loaded incorrectly. He asked the board if he could re-send it and add it to the next board meeting. They agreed.

American Education Week

- **November 13th -19th**

Mr. Pruett informed the board of American Education Week, November 13th - 19th. The Board and District usually provide breakfast for all employees. This year, breakfast will be served on November 15th.

ESSER 2.0 and ESSER 3.0 Application Approval

Mr. Pruett presented the ESSER 2.0 and ESSER 3.0 applications for the 2022-2023 school year. Board approval is required for this application.

A motion was made by Mr. Tom Lannom to approve ESSER 2.0 and 3.0 applications, with a second by Mr. Benny Boals. *Motion passed.*

GCHS Soccer Field Irrigation Bids

Mr. Terry Cunningham presented the GCHS Soccer Field Irrigation Bids.

Tried & True Lightscaping & Irrigation for \$21,550.00

Design Irrigation Systems for \$21,635.00

Tri-Turf Sod Farm, LLC for \$45,400.00

A motion was made by Mr. Benny Boals to approve Tried & True Lightscaping & Irrigation bid in the amount of \$21,550 and amend the budget, with a second by Ms. Treva Maitland. *Motion passed.*

GCHS Soccer Field Sod Bids

Mr. Terry Cunningham presented the GCHS Soccer Field Sod Bids.

Tri-Turf Sod Farm, Inc. for \$95,810.00

A motion was made by Mr. John Campbell II to approve the Tri-Turf Sod Farms, Inc. bid in the amount of \$95,810 and amend the budget, with a second by Mr. Benny Boals. *Motion passed.*

GCHS Soccer Field LED Lighting Bids

Mr. Terry Cunningham presented the GCHS Soccer Field LED Lighting Bids.

Musco Sports Lighting, LLC for \$201,500.00

A motion was made by Mr. Eddie Watkins to approve the Musco Sports Lighting bid of \$201,500 and amend the budget, with a second by Mr. John Campbell II. *Motion passed.*

SGCHS Sports Complex Field Maintenance

Mr. Terry Cunningham presented the SGCHS Sports Complex Field Maintenance bids.

4-Evergreen LLC for \$27,992.00

ProgreenOne for \$36,100.00

A motion was made by Mr. Charles Scott to approve 4Evergreen LLC in the amount of \$27,992 and amend the budget, with a second by Mr. Eddie Watkins. *Motion passed.*

****Maintenance Personnel / Maintenance Van**

Mr. Eddie Pruett and Mr. Terry Cunningham informed the board of the need to hire a new maintenance employee and purchase a maintenance van.

A motion was made by Mr. Tom Lannom to approve the hire of a maintenance person, purchase of a maintenance van and amend the budget, with a second by Mr. Benny Boals. *Motion passed.*

****Employee Bonus**

Mr. Eddie Pruett and Mr. Terry Cunningham asked the board to approve a \$600,000 total employee bonus. Each full-time employee gained \$1,000.00 before taxes and part-time employee bonuses will be prorated.

A motion was made by Ms. Treva Maitland to approve the \$600,000 total amount of employee bonus and amend the budget, with a second by Mr. John Campbell II. *Motion passed.*

PESG Custodial Services November 2022

Mr. Terry Cunningham presented the PESG Custodial Service increase. This increase includes a \$2.50 to \$3.00 an hour wage increase and a material/supply increase. The monthly billing rate will increase to \$110,602.00, up from the current monthly billing rate of \$86,665.00.

A motion was made by Mr. Benny Boals to approve the monthly increase and amend the budget, with a second by Mr. John Campbell II. *Motion passed.*

North End School Consolidation

- **Michelle Wallsmith and Jon Stafford**

Mrs. Michelle Wallsmith and Mr. Jon Stafford spoke to the board opposing the north-end school consolidation.

Mrs. Wallsmith submitted to the board a petition composed of individuals and a list of reasons against the north-end consolidation.

Mr. Jon Stafford also added several reasons he is against the feasibility study and north-end consolidation.

The board discussed options and mentioned several solutions. The board suggested adding a vote to the ballot at the next election in 2024.

DIRECTOR'S REPORT

Request for Qualifications

Mr. Eddie Pruett presented a Request for Qualifications (RFQ). The board discussed options. However, no action was taken.

Surplus

Mr. Eddie Pruett presented a list of surplus items from SGCMS.

A motion was made by Mr. Charles Scott to approve the SGCMS surplus items, with a second by Mr. Scott Ball. *Motion passed.*

TSBA Leadership Conference & Convention

- **November 10th - 13th at Gaylord Opryland Resort & Convention Center in Nashville, TN**

Mr. Eddie Pruett reminded the board of the TSBA Leadership Conference and Convention, on November 10th-13th in Nashville.

ADJOURN

Mr. Charles Scott made the motion to adjourn.

North GC current

School	Grade	DHA Results	Reason for DHA	Date of DHA	Appeal Date	Notes	Time Complete
GCHS	9	Zero Tolerance	Smoking Marijuana in BR	5/4/2022	Dec, 2023		
GCHS	9	Zero Tolerance	Possession of MJ in BR	5/4/2022	Dec, 2023		
GCHS	10	40 Days ALC	Firecrackers at school	9/19/2022			

South GC current

School	Grade	DHA Results	Reason for DHA	Date of DHA	Appeal Date	Notes
SGCHS	10	Zero Tolerance	under influence	3/2/2022		90 day appeal clean drug screen
SGCHS	12	Zero Tolerance	knife and alcohol at game	8/30/2022		3rd DHA
SGCHS	11	Remainder of Year ALC	Dabb Pen (THC vape)	10/27/2022		
SGCHS	10	ALC thru Spring Break	Dabb Pen (THC vape)	10/18/2022		
SGCHS	10	Remainder of Year ALC	Dabb Pen (THC vape)	10/12/2022		

North GC for the year

School	Grade	DHA Results	Reason for DHA	Date of DHA	Appeal Date	Notes	Time Complete
Yorkville	8	45 days ALC	possession of alcohol at school	8/25/2022			
GCHS	10	40 Days ALC	Firecrackers at school	9/19/2022			
Rutherford	8	ALC til Thanksgiving	Innapropriate comments	10/20/2022			
GCHS	10	ALC rest of semester	Multiple infractions	10/13/2022			

South GC for Year

School	Grade	DHA Results	Reason for DHA	Date of DHA	Appeal Date	Notes	Time Complete
SGCHS	9	30 days ALC	Innapropriate Behavior locker room	9/14/2022		appealed to Mr. Pruett	
SGCHS	9	30 days ALC	Innapropriate Behavior locker room	9/14/2022		appealed to Mr. Pruett	Time Complete
SGCHS	9	30 days ALC	Innapropriate Behavior locker room	9/14/2022		appealed to Mr. Pruett	
SGCHS	9	30 days ALC	Innapropriate Behavior locker room	9/14/2022		appealed to Mr. Pruett	
SGCHS	11	Remainder of Year ALC	Dabb Pen (THC vape)	10/27/2022			
SGCHS	10	ALC thru Spring Break	Dabb Pen (THC vape)	10/18/2022			
SGCHS	10	Remainder of Year ALC	Dabb Pen (THC vape)	10/12/2022			

HARASSMENT/BULLYING REPORT

October 1, 2022 to October 31, 2022

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

	VERBAL INCIDENT	WRITTEN INCIDENT	TECHNOLOGY INCIDENT	PHYSICAL INCIDENT	TOTALS For Month	TOTALS YTD	Previous Year Total
DYER	0	0	0	0	0	1	0
GCHS	0	0	0	0	0	0	4
KENTON	0	0	0	0	0	0	0
SGCES	0	0	0	0	0	0	2
SGCMS	0	0	0	0	0	0	4
RUTHERFORD	0	0	0	0	0	0	2
SGCHS	0	0	0	0	0	1	2
SPRING HILL	0	0	0	0	0	0	0
YORKVILLE	0	0	0	0	0	0	0

VERBAL OR WRITTEN (classified as one of the following)

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

TECHNOLOGY (classified as)

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

PHYSICAL (classified as one of the following)

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

Gibson County Special Schools
Bank Account Check Listing By Date

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 00000200379

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
56831	10/4/2022	Usable Life	Vendor	Outstanding	\$7,831.00
56832	10/10/2022	Alexander,Thompson And Arnold	Vendor	Outstanding	\$12,000.00
56833	10/10/2022	Area Wide Communications	Vendor	Outstanding	\$322.00
56834	10/10/2022	Batteries Plus	Vendor	Outstanding	\$54.56
56835	10/10/2022	Anthony Bogue	Vendor	Outstanding	\$24.00
56836	10/10/2022	Br Supply, Inc.	Vendor	Outstanding	\$1,745.13
56837	10/10/2022	Burk's Beverage	Vendor	Outstanding	\$32.43
56838	10/10/2022	Carissa Burkett	Vendor	Outstanding	\$24.00
56839	10/10/2022	City Lumber Company	Vendor	Outstanding	\$731.68
56840	10/10/2022	Cooperative Financial Solutions	Vendor	Outstanding	\$34,840.91
56841	10/10/2022	Denise Coleman	Vendor	Outstanding	\$133.38
56842	10/10/2022	Ena Services Llc	Vendor	Outstanding	\$171.15
56843	10/10/2022	Ferguson Enterprises	Vendor	Outstanding	\$101.97
56844	10/10/2022	Gchs Vocational Technical Center	Vendor	Outstanding	\$43.56
56845	10/10/2022	Gibson Connect, LLC	Vendor	Outstanding	\$524.03
56846	10/10/2022	Gibson County Federal Accounts	Vendor	Outstanding	\$19,418.54
56847	10/10/2022	Gibson County Food Service	Vendor	Outstanding	\$171,053.74
56848	10/10/2022	Greater Gibson County Chamber Of Commerce	Vendor	Outstanding	\$305.00
56849	10/10/2022	J.C. Educational Supply	Vendor	Outstanding	\$1,328.00
56850	10/10/2022	Debra Keeton	Vendor	Outstanding	\$326.95
56851	10/10/2022	Lashlee-Rich, Inc	Vendor	Outstanding	\$115,767.00
56852	10/10/2022	N2y	Vendor	Outstanding	\$219.65
56853	10/10/2022	Ncs Pearson, Inc.	Vendor	Outstanding	\$11,137.50
56854	10/10/2022	Reed Backflows	Vendor	Outstanding	\$575.00
56855	10/10/2022	SECURITY BANK ESCROW	Vendor	Outstanding	\$6,093.00
56856	10/10/2022	Senor Wooly	Vendor	Outstanding	\$570.00
56857	10/10/2022	Stuart C. Irby Company	Vendor	Outstanding	\$46.50

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Number	Date	Description	Check Type	Status	
56858	10/10/2022	Terri Mcdaniel	Vendor	Outstanding	\$277.29
56859	10/10/2022	Willie Trevathan	Vendor	Outstanding	\$3,350.00
56860	10/10/2022	TSBA	Vendor	Outstanding	\$3,625.00
56861	10/10/2022	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$395.98
56862	10/11/2022	Alford's Tire Center	Vendor	Outstanding	\$63.95
56863	10/11/2022	Amy M. Richardson	Vendor	Outstanding	\$169.65
56864	10/11/2022	Apple, Inc	Vendor	Outstanding	\$299.00
56865	10/11/2022	Kelli Elliott Barnes	Vendor	Outstanding	\$2,300.00
56866	10/11/2022	DeltaMath Solutions	Vendor	Outstanding	\$1,200.00
56867	10/11/2022	Gibson Electric Membership	Vendor	Outstanding	\$1,119.77
56868	10/11/2022	Laura Hawks	Vendor	Outstanding	\$42.30
56869	10/11/2022	Lowe's Credit Services	Vendor	Outstanding	\$845.03
56870	10/11/2022	Medina Auto Farm Supply	Vendor	Outstanding	\$17.25
56871	10/11/2022	Mike Ramsey	Vendor	Outstanding	\$316.67
56872	10/11/2022	Nexair	Vendor	Outstanding	\$63.50
56873	10/11/2022	Bryan Poole	Vendor	Outstanding	\$2,600.00
56874	10/11/2022	Quill	Vendor	Outstanding	\$17.99
56875	10/11/2022	Renee Childs	Vendor	Outstanding	\$112.32
56876	10/11/2022	Spring Hill School	Vendor	Outstanding	\$78.78
56877	10/11/2022	Waste Management	Vendor	Outstanding	\$2,761.01
56878	10/11/2022	COLLETTE WILSON	Vendor	Outstanding	\$63.18
56879	10/11/2022	Workcare Resources Inc,	Vendor	Outstanding	\$70.00
56880	10/12/2022	Alisha Bauman	Vendor	Outstanding	\$24.00
56881	10/12/2022	Amanda Cross	Vendor	Outstanding	\$231.01
56882	10/12/2022	Amber Tritt	Vendor	Outstanding	\$231.01
56883	10/12/2022	Mary Gay London	Vendor	Outstanding	\$66.11
56884	10/12/2022	Michelle Haney	Vendor	Outstanding	\$225.00
56885	10/12/2022	Stellar Therapy Services	Vendor	Outstanding	\$380.92

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Number	Date	Description	Check Type	Status	
56886	10/12/2022	Teresa Newell	Vendor	Outstanding	\$226.98
56887	10/12/2022	The Tri City Reporter	Vendor	Outstanding	\$80.00
56888	10/13/2022	Alisha Owens	Vendor	Outstanding	\$24.00
56889	10/13/2022	Allicia Ladd	Vendor	Outstanding	\$296.60
56890	10/13/2022	City Lumber Company	Vendor	Outstanding	\$18.00
56891	10/13/2022	Quill	Vendor	Outstanding	\$402.83
56892	10/13/2022	StaffEZ Facility Services	Vendor	Outstanding	\$86,664.65
56893	10/13/2022	The Tri City Reporter	Vendor	Outstanding	\$280.00
56894	10/13/2022	Jennifer Turk	Vendor	Outstanding	\$15.21
56895	10/13/2022	CHLIC	Vendor	Outstanding	\$13,820.38
56896	10/13/2022	JOSEPH AGEE	Vendor	Outstanding	\$198.90
56897	10/13/2022	Area Wide Communications	Vendor	Outstanding	\$2,493.10
56898	10/13/2022	Cdw Government	Vendor	Outstanding	\$30,013.26
56899	10/13/2022	Central Technologies, Inc.	Vendor	Outstanding	\$500.00
56900	10/13/2022	Gibson County Bus Garage	Vendor	Outstanding	\$13,009.39
56901	10/13/2022	Michelle Haney	Vendor	Outstanding	\$225.00
56902	10/13/2022	Public Consulting Group	Vendor	Outstanding	\$3,150.00
56903	10/13/2022	Trenton Special School District	Vendor	Outstanding	\$295.91
56904	10/13/2022	TSBA	Vendor	Outstanding	\$4,200.00
56905	10/14/2022	Dyer School	Vendor	Outstanding	\$750.00
56906	10/14/2022	Kenton Elementary School	Vendor	Outstanding	\$600.00
56907	10/14/2022	Rutherford Elementary School	Vendor	Outstanding	\$600.00
56908	10/14/2022	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Outstanding	\$2,600.00
56909	10/14/2022	South Gibson County Middle School	Vendor	Outstanding	\$1,500.00
56910	10/14/2022	Spring Hill School	Vendor	Outstanding	\$600.00
56911	10/14/2022	Victory 93.7 Wtkb Fm	Vendor	Outstanding	\$200.00
56912	10/14/2022	Yorkville Elementary School	Vendor	Outstanding	\$1,000.00
56913	10/18/2022	Ace Building Center	Vendor	Outstanding	\$21.36

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Number	Date	Description	Check Type	Status	
56914	10/18/2022	Capital One	Vendor	Outstanding	\$55.59
56915	10/18/2022	Ena Services Llc	Vendor	Outstanding	\$4,210.00
56916	10/18/2022	United Propane Gas	Vendor	Outstanding	\$33.23
56917	10/18/2022	Michelle McCollum	Vendor	Outstanding	\$35.00
56918	10/18/2022	Psychological Services	Vendor	Outstanding	\$8,700.00
56919	10/18/2022	Steve Weiss Music	Vendor	Outstanding	\$5,439.00
56920	10/18/2022	Volunteer Technology Systems	Vendor	Outstanding	\$419.26
56921	10/18/2022	Wells Fargo Financial Leasing	Vendor	Outstanding	\$399.00
56922	10/18/2022	Workcare Resources Inc,	Vendor	Outstanding	\$535.00
56923	10/19/2022	Tessa Buckingham	Vendor	Outstanding	\$1,532.53
56924	10/19/2022	Laura Hawks	Vendor	Outstanding	\$17.15
56925	10/19/2022	Kim Newton	Vendor	Outstanding	\$40.95
56926	10/19/2022	Shawn Hampton	Vendor	Outstanding	\$24.00
56927	10/19/2022	Tammie Floersh	Vendor	Outstanding	\$24.00
56928	10/19/2022	Tennessee Book Company	Vendor	Outstanding	\$3,082.00
56929	10/21/2022	909 Designs	Vendor	Outstanding	\$35.00
56930	10/21/2022	Business Card	Vendor	Outstanding	\$2,095.98
56931	10/21/2022	Gibson County Federal Accounts	Vendor	Outstanding	\$2,466.50
56932	10/21/2022	Gibson County High School	Vendor	Outstanding	\$1,227.98
56933	10/21/2022	Hi-Tech Printing	Vendor	Outstanding	\$325.80
56934	10/21/2022	Medina Auto Farm Supply	Vendor	Outstanding	\$91.48
56935	10/21/2022	TCAT Jackson	Vendor	Outstanding	\$11,861.28
56936	10/21/2022	Townsend Door & Hardware	Vendor	Outstanding	\$366.00
56937	10/21/2022	Business Card	Vendor	Void	\$850.00
56938	10/21/2022	Capital One	Vendor	Void	\$27.96
56939	10/21/2022	Pitney Bowes	Vendor	Void	\$503.50
56940	10/21/2022	Riverside Insights	Vendor	Void	\$1,421.20
56941	10/21/2022	Washington Music Center	Vendor	Void	\$2,155.45

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Number	Date	Description	Check Type	Status	
56942	10/21/2022	Workcare Resources Inc,	Vendor	Void	\$105.00
56943	10/21/2022	Yorkville Elementary School	Vendor	Void	\$108.43
56944	10/21/2022	Business Card	Vendor	Outstanding	\$850.00
56945	10/21/2022	Capital One	Vendor	Outstanding	\$27.96
56946	10/21/2022	Pitney Bowes	Vendor	Outstanding	\$503.50
56947	10/21/2022	Riverside Insights	Vendor	Outstanding	\$1,421.20
56948	10/21/2022	Washington Music Center	Vendor	Outstanding	\$2,155.45
56949	10/21/2022	Workcare Resources Inc,	Vendor	Outstanding	\$105.00
56950	10/21/2022	Yorkville Elementary School	Vendor	Outstanding	\$108.43
56951	10/24/2022	Boston Mutual Whole Life	Vendor	Outstanding	\$195.02
56952	10/24/2022	Cheri Draper	Vendor	Outstanding	\$635.89
56953	10/24/2022	General Sessions Court	Vendor	Outstanding	\$60.84
56954	10/24/2022	Gibson County Imagination Library	Vendor	Outstanding	\$120.00
56955	10/24/2022	Gibson Education Association	Vendor	Outstanding	\$1,047.12
56956	10/24/2022	MANHATTANLIFE ASSURANCE COMPANY OF AMERIC	Vendor	Outstanding	\$414.36
56957	10/24/2022	Nglic	Vendor	Outstanding	\$2,098.62
56958	10/24/2022	Pre-Paid Legal Services, Inc.	Vendor	Outstanding	\$189.35
56959	10/24/2022	Symetra National Life Insurance Company	Vendor	Outstanding	\$39.31
56960	10/24/2022	Tasc Pvr	Vendor	Outstanding	\$5,018.24
56961	10/24/2022	Tenn Child Support	Vendor	Outstanding	\$1,463.00
56962	10/24/2022	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS, INC	Vendor	Outstanding	\$2,149.90
56963	10/24/2022	TSACG	Vendor	Outstanding	\$12,580.00
56964	10/24/2022	Usable Life	Vendor	Outstanding	\$936.00
56965	10/24/2022	Marianne Valdez	Vendor	Outstanding	\$73.50
56966	10/24/2022	Usable Life	Vendor	Outstanding	\$9,494.39
56967	10/24/2022	Usable Life	Vendor	Outstanding	\$7,740.70
56968	10/24/2022	Business Card	Vendor	Outstanding	\$116.00
56969	10/24/2022	Capital One	Vendor	Outstanding	\$45.88

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Number	Date	Description	Check Type	Status	
56970	10/24/2022	Cdw Government	Vendor	Outstanding	\$12,619.57
56971	10/24/2022	Gibson County Federal Accounts	Vendor	Outstanding	\$105,892.07
56972	10/24/2022	Life Investors	Vendor	Outstanding	\$477.45
56973	10/24/2022	TN DEPT ENV & CONSERVATION	Vendor	Outstanding	\$1,000.00
56974	10/24/2022	Willie Trevathan	Vendor	Outstanding	\$2,275.00
56975	10/24/2022	Verizon Wireless	Vendor	Outstanding	\$598.79
56976	10/24/2022	Business Card	Vendor	Outstanding	\$925.87
56977	10/24/2022	Tasc Pvr	Vendor	Outstanding	\$100.00
56978	10/25/2022	Aims	Vendor	Outstanding	\$3,000.00
56979	10/25/2022	Business Card	Vendor	Outstanding	\$6.25
56980	10/25/2022	CoCo's of Medina	Vendor	Outstanding	\$765.00
56981	10/25/2022	Copies Unlimited	Vendor	Outstanding	\$1,475.65
56982	10/25/2022	Gibson County Federal Accounts	Vendor	Outstanding	\$6,378.05
56983	10/25/2022	Wilda Record	Vendor	Outstanding	\$150.93
56984	10/25/2022	Business Card	Vendor	Outstanding	\$409.68
56985	10/25/2022	Business Card	Vendor	Outstanding	\$117.95
56986	10/25/2022	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$29.38
56987	10/25/2022	M&A Supply Company, Inc.	Vendor	Outstanding	\$50.00
56988	10/25/2022	Quill	Vendor	Outstanding	\$108.26
56989	10/25/2022	Stanford Electric	Vendor	Outstanding	\$76.00
56990	10/25/2022	Trane U.S. Inc	Vendor	Outstanding	\$340.83
56991	10/25/2022	Volunteer Technology Systems	Vendor	Outstanding	\$608.28
56992	10/26/2022	Aflac	Vendor	Outstanding	\$367.44
56993	10/26/2022	CHLIC	Vendor	Outstanding	\$13,308.50
56994	10/26/2022	Caymee Services	Vendor	Outstanding	\$42.00
56995	10/26/2022	Food Rite	Vendor	Outstanding	\$25.29
56996	10/26/2022	Gibson County Federal Accounts	Vendor	Outstanding	\$213,052.84
56997	10/26/2022	Gibson County Food Service	Vendor	Outstanding	\$166,803.56

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Number	Date	Description	Check Type	Status	
56998	10/26/2022	J.D.Distributors, Inc.	Vendor	Outstanding	\$3,237.00
56999	10/26/2022	Mike Ramsey	Vendor	Outstanding	\$316.67
57000	10/26/2022	Tri-Turf Sod Farms, Inc.	Vendor	Outstanding	\$2,000.00
57001	10/27/2022	Capital One	Vendor	Outstanding	\$23.38
57002	10/27/2022	Nurses Professional Liability Ins.	Vendor	Outstanding	\$116.00
57003	10/27/2022	Tri-Turf Sod Farms, Inc.	Vendor	Outstanding	\$1,200.00
57004	10/27/2022	Christy Griggs	Vendor	Outstanding	\$93.60
57005	10/27/2022	Eddie Pruett	Vendor	Outstanding	\$41.00
57006	10/27/2022	ESGI	Vendor	Outstanding	\$4,028.00
57007	10/27/2022	Higdon Electric	Vendor	Outstanding	\$567.47
57008	10/27/2022	Trane U.S. Inc	Vendor	Outstanding	\$340.83
57009	10/28/2022	Higdon Electric	Vendor	Outstanding	\$1,377.40
57010	10/28/2022	Tennessee Tractor Llc	Vendor	Outstanding	\$72.40
57011	10/31/2022	Act	Vendor	Outstanding	\$3,280.00
57012	10/31/2022	Alisha Owens	Vendor	Outstanding	\$300.69
57013	10/31/2022	At&t Wireless	Vendor	Outstanding	\$176.51
57014	10/31/2022	Joe Frizzell	Vendor	Outstanding	\$780.00
57015	10/31/2022	Gibson County Federal Accounts	Vendor	Outstanding	\$7,420.76
57016	10/31/2022	Michelle Goad	Vendor	Outstanding	\$308.30
57017	10/31/2022	Veronica Minton	Vendor	Outstanding	\$67.55
57018	10/31/2022	Modern Telephone Systems	Vendor	Outstanding	\$137.50
57019	10/31/2022	Patricia Rickman	Vendor	Outstanding	\$1,040.80
57020	10/31/2022	Rory Hinson	Vendor	Outstanding	\$471.19
57021	10/31/2022	South Gibson County Middle School	Vendor	Outstanding	\$125.00
57022	10/31/2022	Stericycle, Inc.	Vendor	Outstanding	\$38.10
57023	10/31/2022	Kimberly Taylor	Vendor	Outstanding	\$37.15
57024	10/31/2022	Terri Mcdaniel	Vendor	Outstanding	\$222.89
57025	10/31/2022	The Tri City Reporter	Vendor	Outstanding	\$25.00

Gibson County Special Schools
Bank Account Check Listing By Date

Run At: 11/1/2022 9:54 AM
Run By: Amy Santaniello
 Page 8 of 10

Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
 GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
57026	10/31/2022	Volunteer Technology Systems	Vendor	Outstanding	\$813.00
57027	10/31/2022	Billy Windsor	Vendor	Outstanding	\$101.79

Totals for Vendor

Number of Checks:	197
Total Checks:	\$1,227,695.52
Reconciled Checks:	\$0.00
Outstanding Checks:	\$1,222,523.98
Void Checks:	\$5,171.54

Gibson County Special Schools
Bank Account Check Listing By Date

Run At: 11/1/2022 9:54 AM
Run By: Amy Santaniello
Page 9 of 10

Bank Account: Security Bank Vendor (Fund 141)
GL Account: 141- -11130

Account Number: 000000200379

Totals for 141- -11130

Number of Checks:	197
Total Checks:	\$1,227,695.52
Reconciled Checks:	\$0.00
Outstanding Checks:	\$1,222,523.98
Void Checks:	\$5,171.54

Gibson County Special Schools
Bank Account Check Listing By Date

Run At: 11/1/2022 9:54 AM
Run By: Amy Santaniello
Page 10 of 10

Bank Account: Security Bank Vendor (Fund 141)

Account Number: 000000200379

Grand Totals

Number of Checks:	197
Total Checks:	\$1,227,695.52
Reconciled Checks:	\$0.00
Outstanding Checks:	\$1,222,523.98
Void Checks:	\$5,171.54

Date/Time: 11/2/2022 2:27 PM

Payments

Page 1 of 2

AP Division	Payment Number	Payment Date	Payment Status	Vendor	Payment Amount
Gibson County Special Schools	7571	10/12/2022	Paid	Lowe's	\$1,341.37
Gibson County Special Schools	7572	10/12/2022	Paid	Lowe's	\$14.02
Gibson County Special Schools	7573	10/12/2022	Paid	Lowe's	\$197.09
Gibson County Special Schools	7574	10/19/2022	Paid	Alisha Bauman	\$279.63
Gibson County Special Schools	7575	10/19/2022	Paid	Amanda Callins	\$76.05
Gibson County Special Schools	7576	10/19/2022	Voided	Dyer School	\$95.00
Gibson County Special Schools	7577	10/19/2022	Paid	Johnna Hill	\$81.77
Gibson County Special Schools	7578	10/19/2022	Paid	LTC	\$34.65
Gibson County Special Schools	7579	10/19/2022	Paid	Milan Special School District	\$13,163.32
Gibson County Special Schools	7580	10/19/2022	Paid	NHA	\$2,131.00
Gibson County Special Schools	7581	10/19/2022	Paid	Play Versus Inc	\$2,400.00
Gibson County Special Schools	7582	10/19/2022	Paid	Pocket Nurse	\$3,291.15
Gibson County Special Schools	7583	10/19/2022	Paid	Wells Fargo Financial Leasing	\$85.00
Gibson County Special Schools	7584	10/24/2022	Paid	Amanda Bell	\$204.75
Gibson County Special Schools	7585	10/24/2022	Paid	Business Card	\$1,599.37
Gibson County Special Schools	7586	10/24/2022	Paid	Business Card	\$10.00
Gibson County Special Schools	7587	10/24/2022	Paid	Business Card	\$355.00
Gibson County Special Schools	7588	10/24/2022	Paid	Business Card	\$94.12
Gibson County Special Schools	7589	10/24/2022	Paid	Business Card	\$27.49
Gibson County Special Schools	7590	10/24/2022	Paid	Business Card	\$2,341.51
Gibson County Special Schools	7591	10/24/2022	Paid	Dyer School	\$395.00
Gibson County Special Schools	7592	10/24/2022	Paid	Ets	\$110.00
Gibson County Special Schools	7593	10/24/2022	Paid	Gibson County School District/Gp Account	\$7,741.53
Gibson County Special Schools	7594	10/24/2022	Paid	Kelvin	\$803.48
Gibson County Special Schools	7595	10/24/2022	Paid	Samantha Litton	\$222.30

Date/Time: 11/2/2022 2:27 PM

Payments

Page 2 of 2

AP Division	Payment Number	Payment Date	Payment Status	Vendor	Payment Amount
Gibson County Special Schools	7596	10/24/2022	Paid	TAASE	\$225.00
Gibson County Special Schools	7597	10/24/2022	Paid	Tammie Floersh	\$248.63
Gibson County Special Schools	7598	10/24/2022	Paid	Yorkville Elementary School	\$145.00
Gibson County Special Schools	7599	10/26/2022	Voided	Dyer School	\$95.00
Gibson County Special Schools	7600	10/27/2022	Paid	RACHEL BEARDEN	\$328.19
Gibson County Special Schools	7601	10/27/2022	Paid	Capital One	\$116.98
Gibson County Special Schools	7602	10/27/2022	Paid	Capital One	\$189.01

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40125	Trustee's Collections - Bankruptcy	0.00	(19.31)	0.00%	0.00	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	50,000.00	(42,972.33)	85.94%	4,166.67	(37,189.92)	892.56%
40162	Payments In Lieu Of Taxes-Local	150,000.00	(3,298.84)	2.20%	12,500.00	(824.71)	6.60%
40210	Local Option Sales Tax	3,700,000.00	(1,113,184.54)	30.09%	308,333.33	(358,445.06)	116.25%
40350	Interstate Telecommunications Tax	20,000.00	(8,539.48)	42.70%	1,666.67	(2,874.44)	172.47%
40610	Current Property Tax	7,129,000.00	0.00	0.00%	594,083.33	0.00	0.00%
40620	Prior Year's Property Tax	150,000.00	(67,137.55)	44.76%	12,500.00	(13,770.47)	110.16%
40630	Interest And Penalty	20,000.00	(5,994.42)	29.97%	1,666.67	(1,412.04)	84.72%
41110	Marriage Licenses	900.00	(296.06)	32.90%	75.00	(88.82)	118.43%
43570	Receipts From Individual Schools	65,000.00	(37,791.99)	58.14%	5,416.67	(3,874.86)	71.54%
43990	Other Charges For Services	0.00	(12,562.76)	0.00%	0.00	(3,684.12)	0.00%
44110	Investment Income	20,000.00	(35,913.37)	179.57%	1,666.67	(9,744.70)	584.68%
46511	Basic Education Program	24,339,720.00	(7,299,000.00)	29.99%	2,028,310.00	(2,433,000.00)	119.95%
46515	Early Childhood Education	412,187.00	(33,717.44)	8.18%	34,348.92	(33,717.44)	98.16%
46590	Other State Education Funds	512,858.00	(101,571.79)	19.81%	42,738.17	(46,248.38)	108.21%
46610	Career Ladder Program	37,500.00	0.00	0.00%	3,125.00	0.00	0.00%
	Total Revenues	36,607,165.00	(8,761,999.88)	23.94%	3,050,597.08	(2,944,874.96)	96.53%
Expenditures							
71100	Regular Instruction Program	(15,750,484.71)	2,852,281.98	18.11%	(1,312,540.39)	1,208,373.88	92.06%
71200	Special Education Program	(2,260,809.64)	399,668.65	17.68%	(188,400.80)	195,975.33	104.02%
71300	Career and Technical Education	(1,225,453.29)	253,138.70	20.66%	(102,121.11)	98,756.70	96.71%
72110	Attendance	(77,994.50)	25,936.32	33.25%	(6,499.54)	6,097.67	93.82%
72120	Health Services	(570,743.48)	35,847.36	6.28%	(47,561.96)	8,436.50	17.74%
72130	Other Student Support	(1,175,957.03)	214,349.90	18.23%	(97,996.42)	53,631.36	54.73%
72210	Regular Instruction Program	(1,286,784.83)	303,922.21	23.62%	(107,232.07)	85,415.09	79.65%
72220	Special Education Program	(279,048.26)	167,663.46	60.08%	(23,254.02)	14,751.05	63.43%
72230	Career and Technical Education	(7,500.00)	3,500.00	46.67%	(625.00)	0.00	0.00%
72250	EDUCATION TECHNOLOGY	(751,081.11)	359,262.71	47.83%	(62,590.09)	23,756.52	37.96%
72310	Board Of Education	(508,672.00)	200,875.24	39.49%	(42,389.33)	14,989.63	35.36%
72320	Office Of The Superintendent	(269,690.75)	86,749.19	32.17%	(22,474.23)	19,529.07	86.90%
72410	Office Of The Principal	(2,094,660.05)	553,603.18	26.43%	(174,555.00)	170,552.09	97.71%
72510	Fiscal Services	(241,695.50)	91,867.88	38.01%	(20,141.29)	17,646.71	87.61%
72610	Operation Of Plant	(2,365,963.00)	1,167,556.09	49.35%	(197,163.58)	186,726.01	94.71%
72620	Maintenance Of Plant	(874,185.63)	400,544.15	45.82%	(72,848.80)	106,412.46	146.07%
72710	Transportation	(1,320,540.86)	344,291.13	26.07%	(110,045.07)	57,918.22	52.63%
73400	Early Childhood Education	(412,187.00)	66,136.04	16.05%	(34,348.92)	30,951.84	90.11%
76100	Regular Capital Outlay	(1,696,158.89)	943,430.96	55.62%	(141,346.57)	601,911.34	425.84%

Gibson County Special Schools
 Summary Financial Statement
 October 2022

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
82130	Education	(3,210,533.00)	47,381.54	1.48%	(267,544.42)	0.00	0.00%
82230	Education	(1,390,323.00)	695,547.01	50.03%	(115,860.25)	0.00	0.00%
Total Expenditures		(37,770,466.53)	9,213,553.70	24.39%	(3,147,538.88)	2,901,831.47	92.19%
Total	141 General Purpose School	(1,163,301.53)	451,553.82	38.82%	(96,941.79)	(43,043.49)	-44.40%

	A	B	C	D	E	F
1	Monthly Work Order Recap					
2	Period: October 1 through October 31					
3						
4			Beginning of Month	New	Closed	End of Month
5	Technology	Assigned To:	Open Work Orders	Work Orders	Work Orders	Open Work Orders
6		Jamie Barr	14	11	15	10
7		Shawn Hampton	4	52	51	5
8		Alisha Owens	6	33	32	7
9		Anthony Bogue	5	32	31	6
10						
11	Grand Totals		29	128	129	28
12						
13						
14			Beginning of Month	New	Closed	End of Month
15	Maintenance	Assigned To:	Open Work Orders	Work Orders	Work Orders	Open Work Orders
16		Charles Salles	26	12	12	26
17		Travis Hendrix	3	0	1	2
18		Mark Robinson	0	9	7	2
19		Caleb Black	0	27	27	0
20		Ted Bauman	2	34	34	2
21						
22	Grand Totals		31	82	81	32
23						
24						
25	Notes:					
26	1. Assigned To: The person who was assigned the work order.					
27	2. Beginning of the Month Work Orders: The number of work orders open for the Assigned To for time frame selected.					
28	3. New Work Orders: New work orders received by the Assigned To during the time frame selected.					
29	4. Closed Work Orders: Closed work orders closed by the Assigned To during the time frame selected.					
30	5. End of Month Open Work Orders: Work orders still open for the Assigned To for the time frame selected.					

Gibson County Special School District
Board of Trustees
GCSSD Board of Trustees Regular Meeting
Rutherford School Library
October 13, 2022

Members Present are Mr. Scott Ball, Mr. Benny Boals, Mr. John Campbell II, Mr. Tom Lannom, Ms. Treva Maitland, and Mr. Eddie Watkins.

PLEDGE OF ALLEGIANCE

Mr. John Campbell led the Pledge of Allegiance.

CALL TO ORDER

Mr. Tom Lannom, Board Chairman, called the meeting to order.

ROLL CALL

CONSENT AGENDA

A motion was made by Mr. Eddie Watkins to approve the consent agenda, with a second by Mr. Scott Ball. *Motion passed.*

ALC Report

Bullying/Harassment Report

Finance Reports

Juvenile Court Referrals

Maintenance/Technology Reports

Minutes Approval

Overnight Field Trips

Policy Revisions - Second Readings

RECOGNITION

PUBLIC COMMENT

Mr. Tom Lannom opened the floor for public comments.

- Mr. Mack Zarecor to speak on behalf of a group against the consolidation of the north-end schools. He touched on several topics such as tax increases, building material costs, and classroom sizes. He mentioned how the consolidation of the school would hurt the local communities and added that the money for a new school should be spent on our teachers.
- Mrs. Michelle Wallsmith also spoke against the north-end school consolidation, focusing on the current success of students and small classroom sizes.
- Mr. John Stafford disputed the findings from the last board meeting, stating that building a new school would not create smaller classroom sizes, and would not increase teacher salaries.
- A man, unidentified, spoke against the 3rd-grade retention.
- Mr. Travis Little spoke in favor of the north-end school consolidation. He explained the need for CTE courses for junior high students that would be available with the consolidation of these five schools and also pointed out the advantages of having STEM classes. Mr. Little added that most of the buildings are aging, and the upkeep is costly. He explained the education system is considered when industries are researching a new location. Consolidation could lead the way for more industries in our area. He compared classroom sizes, stating that not all schools out of the five are experiencing low classroom sizes. Adding that combining the schools will lower the classroom sizes across the board. Mr. Little ended by saying we should continue to look at the data.
- A man, unidentified, spoke in agreement with the feasibility study, stating that we should at least look to see if we will save money.

****AMENDED AGENDA**

A motion was made by Mr. Benny Boals to approve the amended agenda, with a second by Ms. Treva Maitland. *Motion passed.*

Board Self-Assessment

Mr. Tom Lannom asked the board to complete the self-assessment form by the end of the month to discuss the results at the next meeting.

Bid Recap for Lift System

Mr. Rory Hinson presented bids to replace the tire alignment and lift system, installation, training, and software for the Maintenance/Light Repair Shop at Gibson County High School. A proposal by Snap-on Industrial totaled \$56,444.12. A second proposal by McDaniel Equipment Company totaled \$54,995.00.

A motion was made by Mr. Tom Lannom to approve the bid of McDaniel Equipment Company in the amount of \$54,995.00, with a second by Mr. Scott Ball. *Motion passed.*

GCHS Soccer Field Phase 1 Bids

Mr. Terry Cunningham presented the Gibson County High School Soccer Field Phase 1 Bids. A proposal by Ronnie Cooper Trucking & Dirt Work totaled \$206,350.00. A second proposal by Mid America Sports Construction totaled \$863,189.99.

A motion was made by Mr. John Campbell II to approve the bid of Ronnie Cooper Trucking and Dirt Work in the amount of \$206,350.00 and amend the budget, with a second by Ms. Treva Maitland. *Motion passed.*

SGCHS Sports Complex Field Events

Mr. Terry Cunningham presented the bids for the South Gibson County High School Sports Complex Field Events. A proposal by Hellas Construction, Inc. totaled \$327,410.00. A second bid by Barnes and Brower was incomplete.

A motion was made by Mr. Tom Lannom to approve the bid of Hellas Construction Inc. in the amount of \$327,410, with a second by Mr. Benny Boals. *Motion passed.*

2022 Local Education Agency Compliance Report

Mr. Eddie Pruett presented the 2022 Local Education Agency (LEA) Compliance Report. This report states the district follows all federal and state education laws and State Board of Education (SBE) rules.

A motion was made by Mr. Scott Ball to approve the 2022 LEA Compliance Report, with a second by Mr. John Campbell II. *Motion passed.*

Policy Revisions

Mr. Eddie Pruett presented the policy revisions.

- Policy # 3.202 *Emergency Preparedness Plan* requires one remote learning drill each year.
- Policy # 4.101 *Instructional Standards* is a new policy making sure that all our instructional materials are not Common Core.
- Policy # 4.212 *Virtual Education Programs* allows districts to utilize virtual instruction for up to two days in case of a serious outbreak or extreme weather.
- Policy # 4.402 *Reconsideration of Textbooks and Instructional Materials* is a new policy regarding procedures if there is a complaint about textbooks and instructional materials.
- Policy # 4.403 *Library Materials* is a revision regarding procedure if there is a complaint about library materials.
- Policy # 4.406 *Use of the Internet* ensures that vendors prevent access to harmful online material.
- Policy # 4.603 *Promotion and Retention* explains requirements for third and fourth-grade students, including the appeals process.
- Policy # 5.119 *Employment of Retirees*, Policy # 5.200 *Separation Practices for Tenured Teachers*, Policy # 5.201 *Separation Practices for Non-Tenured Teachers*, and Policy # 5.701 *Substitute Teachers* allow flexibility in hiring retired employees.

- Policy # 6.318 *Admission of Suspended or Expelled Students* eliminates notification to the Commissioner of Education of the decision to deny admission of a suspended or expelled student.
- Policy # 6.409 *Reporting Child Abuse* allows only employees working directly with children to complete training. The policy also states reports may be made to DCS and law enforcement before contacting the coordinator if alleged abuse is by an employee.

A motion was made by Mr. Tom Lannom to approve the policy revisions, with a second by Ms. Treva Maitland. *Motion passed.*

DIRECTOR'S REPORT

ESSER 3.0 Public Plan for Remaining Funds

Mr. Eddie Pruett presented the ESSER 3.0 Public Plan for Remaining Funds outlining how the remaining funds are dispersed

A motion was made by Mr. Benny Boals to approve ESSER 3.0 Public Plan for Remaining Funds, with a second by Mr. John Campbell II. *Motion passed.*

Safe Return to In-Person Instruction Plan-Six Month Addendum

Mr. Eddie Pruett presented the Safe Return to In-Person Instruction Plan which outlines a safe reopening plan for our schools. Mr. Pruett stated there were no changes to this plan.

A motion was made by Mr. Scott Ball to approve the Safe Return to In-Person Instruction Plan, with a second by Mr. Eddie Watkins. *Motion passed.*

Surplus

Mr. Eddie Pruett presented a list of equipment to be approved for surplus from SGCMS.

A motion was made by Mr. Scott Ball to approve the SGCMS surplus items, with a second by Mr. Tom Lannom. *Motion passed.*

TSBA Leadership Conference & Convention

- **November 10-13, 2022 at Gaylord Opryland Resort and Convention Center in Nashville, TN**

Mr. Eddie Pruett reminded board members to review the attachment of the agenda for the 2022 TSBA Leadership Conference and Convention in Nashville, TN on November 10-13 at Gaylord Opryland Resort and Convention Center.

ADJOURN

Mr. Tom Lannom made the motion to adjourn.

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School Dyer, Rutherford, Yorkvill, Spring Hill Date of Request 10/26/2022
Teacher Frankie Leslie Class Middle School Band
Number of Students Involved ~3-4 Cost Per Student ~\$60

Date of Trip 2/9-2/11 Alternate Date _____

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

Has the Transportation Supervisor been contacted? ___ YES NO

Personal Vehicles being used? YES ___ NO

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

Has the Cafeteria been contracted? ___ YES NO

Has School Nurse been notified of Field Trip? ___ YES NO

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

Destination: Memphis, TN

Time of Departure: 8:00 AM Thursday Time of Return: 4:00pm Saturday

Purpose of the Trip: All-West Honor Band Festival

Field Trip Activities: Middle School Band Rehearsal and performance

ATTACH LESSON PLAN FOR FOLLOW-UP.

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

Approved Disapproved ___ Principal Keintan Date 10/26/2022

Approved Disapproved ___ Supervisor Michelle Foad Date 10/28/22

Approved Disapproved ___ Director of Schools Eddie Pruett Date 10/28/22

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

Eddie Pruett

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School Dyer, Rutherford, Yorkvill, Spring Hill Date of Request 10/26/2022
Teacher Frankie Leslie Class Middle School Band
Number of Students Involved ~7-9 Cost Per Student ~\$45
Date of Trip 1/26-1-28 Alternate Date _____

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

Has the Transportation Supervisor been contacted? YES NO

Personal Vehicles being used? YES NO

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

Has the Cafeteria been contracted? YES NO

Has School Nurse been notified of Field Trip? YES NO

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

Destination: UT- Martin

Time of Departure: 12:00pm Time of Return: 5:00pm

Purpose of the Trip: UTM Honor band festival

Field Trip Activities: _____

ATTACH LESSON PLAN FOR FOLLOW-UP.

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

Approved Disapproved _____ Principal Kentum Date 10/26/2022

Approved Disapproved _____ Supervisor Michelle Bond Date 10/28/22

Approved Disapproved _____ Director of Schools Eddie Pruett Date 10/28/22

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

Eddie Pruett

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School Rutherford Date of Request 10/14/2022

Teacher Jayna Watkins Class Beta Club

Number of Students Involved 45 Cost Per Student 125.00

Date of Trip 11/21 - 11/22, 2022 Alternate Date _____

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

Has the Transportation Supervisor been contacted? YES NO

Personal Vehicles being used? YES NO

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

Has the Cafeteria been contracted? YES N/A NO

Has School Nurse been notified of Field Trip? YES NO

Total Number of Chaperones: Administrators _____ Teachers 1 Teacher Assistant _____
Parents 15 Others _____

Destination: Opryland Hotel - Nashville, TN

Time of Departure: 6:00 AM Time of Return: 5:00 PM

Purpose of the Trip: To attend the TN State Jr. Beta Club Convention

Field Trip Activities: Beta Competitions, Beta Council Sessions

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

Approved Disapproved _____ Principal [Signature] Date 10/17/22

Approved Disapproved _____ Supervisor [Signature] Date 10/24/22

Approved Disapproved _____ Director of Schools [Signature] Date 10/24/22

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

Eddie Pruett

Date Received in the District Office 10/20/22
Board Approval Date _____
Over Night Trip Yes ___ No

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School SGCMS Date of Request 10/20/2021
Teacher Glenn-Hoekstra Class Band
Number of Students Involved 10-15 Cost Per Student \$45.00 Registration + 4 meals
Date of Trip 1/26-28/2023 Alternate Date _____
Number of Buses Needed _____ Is Handicap bus required? ___ YES / NO
Has the Transportation Supervisor been contacted? ___ YES ___ NO
Personal Vehicles being used? / YES ___ NO
Proof of vehicle liability insurance on file at School? / YES ___ NO
Has the Cafeteria been contracted? ___ YES / NO
Has School Nurse been notified of Field Trip? / YES ___ NO
Total Number of Chaperones: Administrators _____ Teachers 1 Teacher Assistant _____
Parents 2 Others _____
Destination: University of Tennessee - Martin
Time of Departure: 1/26 Time of Return: 1/28
Purpose of the Trip: UT Martin Honor Band

Field Trip Activities: Rehearse & perform with students from across the region

ATTACH LESSON PLAN FOR FOLLOW-UP.

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

Approved Disapproved _____ Principal [Signature] Date 10/20/22

Approved Disapproved _____ Supervisor [Signature] Date 10/20/22

Approved Disapproved _____ Director of Schools [Signature] Date 10/24/22

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

Eddie Pruett

Date Received in the District Office 10/20/22
Board Approval Date _____
Over Night Trip Yes No

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School SGCMS Date of Request 10/20/2021
Teacher Glenn-Hoekstra Class Band
Number of Students Involved 5 - 10 Cost Per Student \$55.00 Registration
\$55.00 Food
Date of Trip 2/9 - 11/2023 Alternate Date _____
Number of Buses Needed _____ Is Handicap bus required? YES NO
Has the Transportation Supervisor been contacted? YES NO
Personal Vehicles being used? YES NO
Proof of vehicle liability insurance on file at School? YES NO
Has the Cafeteria been contracted? YES NO
Has School Nurse been notified of Field Trip? YES NO
Total Number of Chaperones: Administrators _____ Teachers 1 Teacher Assistant _____
Parents 2 Others _____

Destination: Memphis Convention Center

Time of Departure: 2/9 Time of Return: 2/11

Purpose of the Trip: WTSBOA All-West Honor Band

Field Trip Activities: Rehearse & perform with students from across the region.

ATTACH LESSON PLAN FOR FOLLOW-UP.

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

Approved Disapproved _____ Principal [Signature] Date 10/20/22

Approved Disapproved _____ Supervisor [Signature] Date 10/20/22

Approved Disapproved _____ Director of Schools Eddie Pruett Date 10/24/22

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Eddie Pruett

Date Received in the District Office 10/19/22
Board Approval Date _____
Over Night Trip Yes No

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School GCHS Date of Request 10-17-22
Teacher TODD STEPPARD Class GCHS VOLLEYBALL
Number of Students Involved 13 Cost Per Student _____
Date of Trip 10-17-22 → 10-21-22 Alternate Date _____
Number of Buses Needed 1 Is Handicap bus required? YES NO
Has the Transportation Supervisor been contacted? YES NO
Personal Vehicles being used? YES NO
Proof of vehicle liability insurance on file at School? YES NO
Has the Cafeteria been contracted? YES NO
Has School Nurse been notified of Field Trip? YES NO
Total Number of Chaperones: Administrators 2 Teachers 2 Teacher Assistant _____
Parents _____ Others _____
Destination: MURFREESBORO
Time of Departure: 12:45 Pm. Time of Return: TBD. - DEPENDS ON RESULTS
Purpose of the Trip: TN VOLLEYBALL STATE TOURNAMENT

Field Trip Activities: PLAY VOLLEYBALL MATCHES, PRACTICE, EAT OUT

ATTACH LESSON PLAN FOR FOLLOW-UP.
(This must be included for field trip to be approved.)
Approved Disapproved _____ Principal [Signature] Date 10/17/22
Approved Disapproved _____ Supervisor [Signature] Date 10/17/22
Approved Disapproved _____ Director of Schools Eddie Pruett Date 10/19/22

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

Eddie Pruett

Date Received in the District Office 10/24/22
Board Approval Date _____
Over Night Trip Yes No

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School SGCHS Date of Request 10/24/22
Teacher Ethan Ellis Class Girls Soccer
Number of Students Involved 26 Cost Per Student 0
Date of Trip 10/25-10/29 Alternate Date _____

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

Has the Transportation Supervisor been contacted? YES NO

Personal Vehicles being used? YES NO

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

Has the Cafeteria been contracted? YES NO

Has School Nurse been notified of Field Trip? YES NO

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

Destination: Chattanooga - TSSAA State Tournament

Time of Departure: 2:00 pm Time of Return: 3:00 pm

Purpose of the Trip: Girls Soccer State Tournament

Field Trip Activities: Soccer Games

ATTACH LESSON PLAN FOR FOLLOW-UP.

(This must be included for field trip to be approved.)
Approved Disapproved _____ Principal Prigel Rogers Date 10-24-22
Approved _____ Disapproved _____ Supervisor [Signature] Date 10-24-22
Approved Disapproved _____ Director of Schools Eddie Pruett Date 10/25/22

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

Eddie Pruett

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School GCHS Date of Request 10/18/22

Teacher Agee Class Band

Number of Students Involved 15 Cost Per Student N/A

Date of Trip Jan 26-28 Alternate Date N/A

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

Has the Transportation Supervisor been contacted? YES NO

Personal Vehicles being used? YES NO

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

Has the Cafeteria been contracted? YES NO

Has School Nurse been notified of Field Trip? YES NO

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

Destination: University of TN at Martin

Time of Departure: 9am Time of Return: 1/28/22

Purpose of the Trip: Students to participate in an honor band with
The top students in West TN

Field Trip Activities: Rehearse and perform with students in
West tn. Attend a masterclass on their instrument.

ATTACH LESSON PLAN FOR FOLLOW-UP.

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

Approved Disapproved _____ Principal James M. High Date 10/21/22

Approved Disapproved _____ Supervisor _____ Date 10/24/22

Approved Disapproved _____ Director of Schools Eddie Pruett Date 10/25/22

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FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1ST
DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA.
REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.

Eddie Pruett

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School GCHS Date of Request 10/18/22
Teacher Agee Class Band
Number of Students Involved 5 Cost Per Student N/A
Date of Trip Feb. 9-11 Alternate Date N/A
Number of Buses Needed 0 Is Handicap bus required? ___ YES NO
Has the Transportation Supervisor been contacted? YES ___ NO
Personal Vehicles being used? YES ___ NO
Proof of vehicle liability insurance on file at School? YES ___ NO
Has the Cafeteria been contracted? ___ YES NO
Has School Nurse been notified of Field Trip? YES ___ NO
Total Number of Chaperones: Administrators ___ Teachers 2 Teacher Assistant ___
Parents ___ Others ___

Destination: Memphis Cannon Center

Time of Departure: 9am Time of Return: 2/11/23

Purpose of the Trip: Students to participate in an honor band with
The top students in West TN that was auditioned

Field Trip Activities: Rehearse and perform with students in
West tn. Attend a masterclass on their instrument.

ATTACH LESSON PLAN FOR FOLLOW-UP.

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

Approved Disapproved ___ Principal [Signature] Date 10/21/22
Approved Disapproved ___ Supervisor [Signature] Date 10/21/22
Approved Disapproved ___ Director of Schools [Signature] Date 10/25/22

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

Eddie Pruett

FIELD TRIP REQUEST
GIBSON COUNTY SPECIAL SCHOOL DISTRICT

School GCHS Date of Request 10/18/22

Teacher Agee Class Band

Number of Students Involved 5 Cost Per Student N/A

Date of Trip April 19-22 Alternate Date N/A

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

Has the Transportation Supervisor been contacted? YES ___ NO

Personal Vehicles being used? YES ___ NO

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

Has the Cafeteria been contracted? ___ YES NO

Has School Nurse been notified of Field Trip? YES ___ NO

Total Number of Chaperones: Administrators ___ Teachers 1 Teacher Assistant ___
Parents 1 Others ___

Destination: Opry Land Hotel

Time of Departure: 9am Time of Return: 4/22/23

Purpose of the Trip: Students to participate in an honor band with
The top students in the state that was auditioned

Field Trip Activities: Rehearse and perform with students in
West tn. Attend a masterclass on their instrument.

ATTACH LESSON PLAN FOR FOLLOW-UP.
(This must be included for field trip to be approved.)
Approved Disapproved ___ Principal [Signature] Date 10/21/22
Approved ___ Disapproved ___ Supervisor [Signature] Date 10/21/22
Approved Disapproved ___ Director of Schools Eddie Pruett Date 10/25/22

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

Eddie Pruett

PROPOSED POLICY³⁸

Gibson County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 **ARMED INTRUDER DRILLS**

21 The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill
22 annually in coordination with local law enforcement.⁴

23 **AED DRILLS⁵**

24 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
25 the event of a medical emergency. The principal shall ensure that the drill occurs.

26 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
27 training, planning, notification, and maintenance to comply with state law.

1 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

2 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
3 and consult with the local and state health departments and other local emergency or healthcare
4 providers in protecting students and the community from further infection. The Director of Schools
5 shall develop procedures for health emergencies in accordance with state law.

6 REMOTE LEARNING DRILLS⁷

7 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
8 reflect how students will transition to remote learning in the event of a disruption to school operations.
9 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Gibson County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 09/12/19
		Rescinds: 3.202	Issued: 12/14/17

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 **ARMED INTRUDER DRILLS**

21 The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill
22 annually in coordination with local law enforcement.⁴

23 **AED DRILLS⁵**

24 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
25 the event of a medical emergency. The principal shall ensure that the drill occurs.

26 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
27 training, planning, notification, and maintenance to comply with state law.

1 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

- 2 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
3 and consult with the local and state health departments and other local emergency or healthcare
4 providers in protecting students and the community from further infection. The Director of Schools
5 shall develop procedures for health emergencies in accordance with state law and regulations.

Legal References

1. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019,
Chapter No. 391
6. TCA 49-6-3004(a), (e); TCA 49-5-404

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Gibson County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or
3 federal law shall be taught.¹ The Director of Schools shall develop administrative procedures to
4 implement this policy.

5 **STATE STANDARDS²**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with
8 Common Core; or
- 9
- 10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
11 identified as Common Core textbooks or instructional materials.

12 Any complaints regarding the above shall be submitted per board policy 4.402.

13 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

14 All curriculum and instructional programming implemented in the school district shall adhere to state
15 and federal laws. District employees shall not include or promote any concepts that would violate state
16 law when providing instruction, using instructional or supplemental materials, or when implementing
17 the instructional program and curriculum.¹

18 The Director shall develop procedures to ensure that the district’s instructional program complies with
19 state law.

20 Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the
21 regulation developed by the Tennessee Department of Education.³

Legal References

- 1. TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206;
TCA 49-6-1019
- 2. TCA 49-1-302(a)(8); TCA 49-1-314; Public Acts of
2022, Chapter No. 1085
- 3. TRR/MS 0520-12-04

Cross References

- Reconsideration of Textbooks and Instructional Materials
4.402
- Controversial Issues 4.800
- Controversial Materials 4.801

Gibson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h3 style="text-align: center;">Virtual Education Program</h3>	Descriptor Code: 4.212	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Gibson County Special School District virtual education program is a course or series of courses
 3 offered by a school district to provide students a broader range of educational opportunities through the
 4 use of technology. Utilizing this program is temporary and shall not replace a student’s regular
 5 instructional program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
 7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10 2. Continuity of educational service for students who are homebound;⁴
- 11 3. Continuity of educational service for students who are quarantining;⁵
- 12 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
- 13 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
 14 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
 15 or staff, or during the administration of end of course examinations or other examinations as
 16 allowed per state law.⁷

21 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

22 Students shall be eligible to utilize a virtual education program if participating in one of the above
 23 educational opportunities. The following factors shall also be taken into consideration when
 24 determining eligibility:

- 25 1. Attendance;
- 26 2. Grades;
- 27 3. Technology survey

1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of board
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;

7
8 2. Students participating in synchronous virtual instruction;

9
10 3. Students completing work in a learning management system;

11
12 4. Students submitting work via hard-copy or virtual formats; or
13

14 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

15 A student may be removed from the virtual education program or denied future enrollment in a virtual
16 education program based on disciplinary issues, attendance issues, or poor academic performance.

17 Before a student is removed based on poor academic performance, the following interventions shall
18 occur:

19 1. Notification of parent/guardian;

20
21 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
22 academic performance; and
23

24 ENROLLMENT AGREEMENT (if applicable)

25 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
26 students from other school districts that want access to virtual education program courses.

1. TRR/MS 0520-01-03-.05(2)
 2. TCA 49-1-104(h); State Board of Education Policy 3.206
 3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
 4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
 5. TRR/MS 0520-01-13-.01(1)(d)(1)
 6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
 7. Public Acts of 2022, Chapter No. 897
- Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Gibson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 11/09/21
		Rescinds:	Issued:

1 *General*

2 The Gibson County Special School District virtual education program is a course or series of courses
3 offered by a school district to provide students a broader range of educational opportunities through the
4 use of technology. Utilizing this program is temporary and shall not replace a student’s regular
5 instructional program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10 11 2. Continuity of educational service for students who are homebound;⁴
- 12 13 3. Continuity of educational service for students who are quarantining;⁵ and
- 14 15 4. Continuity of educational service for students enrolled in an alternative school.⁶

16 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

17 Students shall be eligible to utilize a virtual education program if participating in one of the above
18 educational opportunities. The following factors shall also be taken into consideration when
19 determining eligibility:

- 20 1. Attendance;
- 21 22 2. Grades;
- 23 24 3. Technology survey; and

25 **ATTENDANCE**

26 Student attendance in the virtual education program shall adhere to the general requirements of board
27 policy 6.200 and any relevant administrative procedures.

28 Methods of confirming student attendance shall include two or more of the following:

- 1 1. Students participating in a phone call with a teacher, with parent/guardian support as
2 appropriate for the age of the student;
- 3
- 4 2. Students participating in synchronous virtual instruction;
- 5
- 6 3. Students completing work in a learning management system;
- 7
- 8 4. Students submitting work via hard-copy or virtual formats; or

9 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

10 A student may be removed from the virtual education program or denied future enrollment in a virtual
11 education program based on disciplinary issues, attendance issues, or poor academic performance.

12 Before a student is removed based on poor academic performance, the following interventions shall
13 occur:

- 14 1. Notification of parent/guardian;
- 15
- 16 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
17 academic performance; and

18 **ENROLLMENT AGREEMENT**

19 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
20 students from other school districts that want access to virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy
3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09

Cross References

Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Gibson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h3 style="text-align: center;">Reconsideration of Textbooks and Instructional Materials</h3>	Descriptor Code: 4.402	Issued Date:
		Rescinds:	Issued:

- 1 If a complaint is filed by a parent/guardian, employee, or student regrading textbooks or instructional
 2 materials, this process is to be followed:¹
- 3 1. Inform the complainant of the selection procedures and make no commitments.
 - 4
 - 5 2. Request the complainant to submit a Request for Reconsideration of Textbooks and
 6 Instructional Materials form.
 - 7
 - 8 3. Inform the principal (and other appropriate personnel).
 - 9
 - 10 4. Keep challenged materials available for use during the reconsideration process. The materials
 11 shall be removed immediately if they:²
 - 12
 - 13 a. Were created to align exclusively with Common Core; or
 - 14
 - 15 b. Are marketed or otherwise identified as Common Core textbooks or instructional
 16 materials.
 - 17
 - 18 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
 - 19
 - 20 6. The principal shall request review of the challenged materials by an ad hoc materials review
 21 committee within 15 working days. The review committee is appointed by the principal and
 22 includes representatives from classroom teachers, one or more parents, and may include one or
 23 more students. The principal will inform the Director of Schools of the review committee's
 24 progress.
 - 25
 - 26 7. The review committee shall take the following steps after receiving the challenged materials:
 - 27
 - 28 a. Read, view, or listen to the contested material in its entirety;
 - 29 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 30 c. Determine the extent to which the material supports the curriculum;
 - 31 d. Complete the appropriate Checklist for Reconsideration of Textbooks and Instructional
 32 Materials, judging the material for its strength and value; and
 - 33 e. Present recommendation to principal for further action and to the Director of Schools
 34 for purposes of information.
 - 35

- 1 8. If the complainant desires further action after receiving the recommendation of the committee
2 and the decision of the principal, an appeal may be made to the Board.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; Public Acts of 2022, Chapter No. 1085

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Gibson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b style="text-align: center;">Library Materials	Descriptor Code: 4.403	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The **Supervisor of Librarians** shall be responsible for library collection development. Library materials
3 shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access
8 them. The determining factor will be based on an assessment of any mature themes or content
9 (i.e., violence, sexual content, vulgar language, substance abuse);
- 10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 **Supervisor of Librarians** shall be responsible for periodically reviewing the district’s library collection
15 in line with these established standards.

16 **COMPLAINTS**

17 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 18 1. Inform the complainant of the selection procedures and make no commitments.
- 19
- 20 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 21
- 22 3. Inform the principal (and other appropriate personnel).
- 23
- 24 4. Keep challenged materials available for use during the reconsideration process.
- 25
- 26 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 27
- 28 6. The principal shall request review of the challenged materials by an ad hoc materials review
29 committee within **ten** days. The review committee is appointed by the principal and includes
30 certified library media personnel, representatives from classroom teachers, one or more parents,
31 and may include one or more students. The principal will inform the Director of Schools of the

- 1 review committee's progress.
2
3 7. The review committee shall take the following steps after receiving the challenged materials:
4
5 a. Read, view, or listen to the contested material in its entirety;
6 b. Check general acceptance of the material by reading recognized and evaluative reviews;
7 c. Determine the extent to which the material supports the educational mission of the
8 school;
9 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
10 the material for its strength and value; and
11 e. Present recommendation to principal for further action and to the Director of Schools
12 for purposes of information.
13
14 8. If the complainant desires further action after receiving the recommendation of the committee
15 and the decision of the principal, an appeal may be made to the Board.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Gibson County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **EMPLOYEES**

5 Before any employee is allowed use of the district's internet or intranet access, the employee shall sign
6 a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions
7 of such use. Any employee who accesses the district's computer system for any purpose agrees to be
8 bound by the terms of that agreement, even if no signed written agreement is on file.

9 The Director of Schools shall develop and implement procedures for appropriate internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement;
- 12
- 13 2. General rules and ethics of internet access;
- 14
- 15 3. Guidelines regarding appropriate instruction and oversight of student internet use;
- 16
- 17 4. Prohibited and illegal activities including, but not limited to, the following:¹
 - 18 • Sending or displaying offensive messages or pictures;
 - 19 • Using obscene language;
 - 20 • Harassing, insulting, defaming, or attacking others;
 - 21 • Damaging computers, computer systems, or computer networks;
 - 22 • Hacking or attempting unauthorized access to any computer;
 - 23 • Violation of copyright laws;
 - 24 • Trespassing in another's folders, work, or files;
 - 25 • Intentional misuse of resources;
 - 26 • Using another's password or other identifier (impersonation);
 - 27 • Using the network for commercial purposes; and
 - 28 • Buying or selling on the internet.

29 **STUDENTS**

1 The Director of Schools shall develop and implement procedures for appropriate internet use by students.
2 Procedures shall address the following:

- 3 1. General rules and ethics of internet use; and
- 4 2. Prohibited or illegal activities including, but not limited to:¹
 - 5 • Sending or displaying offensive messages or pictures;
 - 6 • Using obscene language;
 - 7 • Harassing, insulting, defaming, or attacking others;
 - 8 • Damaging computers, computer systems, or computer networks;
 - 9 • Hacking or attempting unauthorized access;
 - 10 • Violation of copyright laws;
 - 11 • Trespassing in another's folders, work, or files;
 - 12 • Intentional misuse of resources;
 - 13 • Using another's password or other identifier (impersonation);
 - 14 • Using the network for commercial purposes; and
 - 15 • Buying or selling on the internet.

16 **INTERNET SAFETY MEASURES²**

17 Internet safety measures shall be implemented that effectively address the following:

- 18 1. Controlling access by students to inappropriate matter on the internet and world wide
19 web;
- 20
- 21 2. Safety and security of students when they are using electronic mail, chat rooms, and
22 other forms of direct electronic communications;
- 23
- 24 3. Preventing unauthorized access, including "hacking" and other unlawful activities by
25 students online;
- 26
- 27 4. Unauthorized disclosure, use, and dissemination of personal information regarding
28 students; and
- 29
- 30 5. Restricting students' access to materials harmful to them.

31 The Director of Schools/designee shall establish a process to ensure the district's education technology
32 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
33 include, but not be limited to:

- 34 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both
35 students and adults) to material that is obscene or pornographic;³
- 36
- 37 2. Prohibiting and preventing a use from sending, receiving, viewing, or downloading
38 materials that are deemed to be harmful to minors;⁴
- 39
- 40 3. Maintaining and securing a usage log; and
- 41

1 4. Monitoring online activities of students.²

2 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to
3 address and communicate its internet safety measures.²

4 A written parental consent shall be required prior to the student being granted access to electronic media
5 involving district technological resources. The required permission/agreement form, which shall specify
6 acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural
7 violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and
8 also by the student. This document shall be executed each year and shall be valid only in the school year
9 in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In
10 order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old)
11 must provide the Director of Schools with a written request.

12 Complaints alleging a violation of the internet safety measures shall be submitted to the **Lead**
13 **Technology Coordinator**. All complaints shall be reviewed to determine how to appropriately respond.

14 **EMAIL**

15 Users with network access shall not utilize district resources to establish electronic mail accounts through
16 third-party providers or any other nonstandard electronic mail system. All data including email
17 communications stored or transmitted on school district computers shall be monitored.
18 Employees/students have no expectation of privacy with regard to such data. Email correspondence may
19 be a public record under the public records law and may be subject to public inspection.⁵

20 **INTERNET SAFETY INSTRUCTION⁶**

21 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
22 computer resources. The Director of Schools shall provide adequate in-service instruction on internet
23 safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the
24 dangers posed by the internet and ways in which the internet may be used safely.

25 **SOCIAL NETWORKING**

- 26 1. District staff who have a presence on social networking websites are prohibited from posting
27 data, documents, photographs, or inappropriate information that is likely to create a material and
28 substantial disruption of classroom activity.
- 29 2. District staff are prohibited from accessing personal social networking sites on school computers
30 or during school hours except for legitimate instructional purposes.
- 31 3. The Board discourages district staff from socializing with students on social networking
32 websites. The same relationship, exchange, interaction, information, or behavior that would be
33 unacceptable in a non-technological medium is unacceptable when done through the use of
34 technology.

35 **VIOLATIONS**

1 Violations of this policy or a corresponding administrative procedure shall be handled in accordance
2 with the existing disciplinary procedures of the district.

3 **VENDOR CONTRACTS³**

4 Prior to entering into any contract for the provision of digital or online materials created or marketed
5 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor
6 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
7 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a
8 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

Cross References

- Use of Email 1.805
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

Gibson County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 05/09/17
		Rescinds: 4.406	Issued: 05/14/09

1 The board supports the right of staff and students to have reasonable access to various information
 2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
 3 and responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
 6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
 7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
 8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which shall
 10 address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • Sending or displaying offensive messages or pictures;
 - 16 • Using obscene language;
 - 17 • Harassing, insulting, defaming, or attacking others;
 - 18 • Damaging computers, computer systems or computer networks;
 - 19 • Hacking or attempting unauthorized access to any computer;
 - 20 • Violation of copyright laws;
 - 21 • Trespassing in another's folders, work, or files;
 - 22 • Intentional misuse of resources;
 - 23 • Using another's password or other identifier (impersonation);
 - 24 • Use of the network for commercial purposes; and
 - 25 • Buying or selling on the Internet.

26 **Students**

27 The director of schools shall develop and implement procedures for appropriate Internet use by students.
 28 Procedures shall address the following:

- 29 1. General rules and ethics of Internet use.
- 30 2. Prohibited or illegal activities, including, but not limited to:¹
 - 31 • Sending or displaying offensive messages or pictures;
 - 32 • Using obscene language;

- 1 • Harassing, insulting, defaming, or attacking others;
- 2 • Damaging computers, computer systems or computer networks;
- 3 • Hacking or attempting unauthorized access;
- 4 • Violation of copyright laws;
- 5 • Trespassing in another's folders, work, or files;
- 6 • Intentional misuse of resources;
- 7 • Using another's password or other identifier (impersonation);
- 8 • Use of the network for commercial purposes; and
- 9 • Buying or selling on the Internet.

10 **INTERNET SAFETY MEASURES²**

11 Internet safety measures shall be implemented that effectively address the following:

- 12 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 13 Web;
- 14 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 15 forms of direct electronic communications;
- 16 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 17 students on-line;
- 18 • Unauthorized disclosure, use and dissemination of personal information regarding
- 19 students; and
- 20 • Restricting students' access to materials harmful to them.

21 The director of schools/designee shall establish a process to ensure the district's education technology is
22 not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
23 include, but not be limited to:

- 24 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 25 material that is obscene, child pornography or harmful to students;
- 26 • Maintaining and securing a usage log; and
- 27 • Monitoring on-line activities of students.²

28 The board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
29 address and communicate, its Internet safety measures.²

30 A written parental consent shall be required prior to the student being granted access to electronic media
31 involving district technological resources. The required permission/agreement form, which shall specify
32 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural
33 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
34 and also by the student. This document shall be executed each year and shall be valid only in the school
35 year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order
36 to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must
37 provide the director of schools with a written request.

38 **E-MAIL**

- 1 Users with network access shall not utilize district resources to establish electronic mail accounts
2 through third-party providers or any other nonstandard electronic mail system. All data including e-mail
3 communications stored or transmitted on school system computers shall be monitored.
4 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
5 may be a public record under the public records law and may be subject to public inspection.³

6 **INTERNET SAFETY INSTRUCTION⁴**

- 7 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
8 computer resources. The director shall provide adequate in-service instruction on internet safety. Parents
9 and students will be provided with material to raise awareness of the dangers posed by the internet and
10 ways in which the internet may be used safely.

11 **SOCIAL NETWORKING**

- 12 1. District staff who have a presence on social networking websites are prohibited from posting
13 data, documents, photographs, or inappropriate information that is likely to create a material and
14 substantial disruption of classroom activity.
- 15 2. District staff are prohibited from accessing personal social networking sites on school computers
16 or during school hours except for legitimate instructional purposes.
- 17 3. The board discourages district staff from socializing with students on social networking websites.
18 The same relationship, exchange, interaction, information, or behavior that would be
19 unacceptable in a non-technological medium is unacceptable when done through the use of
20 technology.

21 **VIOLATIONS**

- 22 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
23 with the existing disciplinary procedures of this District.

Legal References

1. TCA 39-14-602
2. Children's Internet Protection Act (Public Law 106-554)
3. TCA 10-7-512
4. TCA 49-1-221

Cross References

- Use of Electronic Mail (e-mail) 1.805
School and System Websites 4.407

Gibson County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="text-align: center;">Promotion and Retention</h2>	Descriptor Code: <h3 style="text-align: center;">4.603</h3>	Issued Date: <hr/> Issued:
		Rescinds:	

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
 3 federal law. All decisions shall be made in consultation with a student’s IEP and/or 504 team, if
 4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
 6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
 7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student’s maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
 24 student is due to:⁴

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
 28 released; or
- 29

30 **PROMOTION PLANS⁵**

1 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
2 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
3 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
4 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
5 counselor, or other appropriate school personnel.

6 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
7 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
8 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
9 will include additional requirements for promoting students in these grades. A copy of the plan will be
10 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
11 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
12 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
13 promotion plan.

14 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
15 promoted to the next grade level unless retention is required per additional requirements for students in
16 third and fourth grade.⁶

17 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
18 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
19 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
20 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
21 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
22 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
23 year.⁷

24 **RETENTION⁶**

25 A student may be retained when such retention is in the best interests of the student or when retention
26 is required per additional requirements for students in third and fourth grade.

27 *Decision of Retention – General⁸*

28 If a student is retained, the Director of Schools/designee shall develop an individualized academic
29 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
30 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
31 development. The plan shall include at least one of the following strategies:

- 32 1. Adjustment to the current instructional strategies or materials;
- 33
- 34 2. Additional instructional time;
- 35
- 36 3. Individual tutoring;
- 37

- 1 4. Modification to the student's classroom assignment to ensure the student receives
2 instruction from a teacher with a level of overall effectiveness of above expectations (level
3 4) or significantly above expectations (level 5); or
4
- 5 5. Attendance or truancy interventions.

6 A student shall not be retained more than once in any grade. The progress of students who are retained
7 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
8 school year in which the student is retained. The Director of Schools shall develop procedures to
9 ensure appropriate recordkeeping of students who are retained.

10 *Decision of Retention – Third Grade*⁹

11 Third grade students shall not be promoted to the next grade unless they are determined to be
12 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
13 (ELA) based on the student's most recent TCAP test.

14 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 15 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
16 portion of the student's most recent TCAP test may be promoted if:
17
 - 18 a. The student is an English language learner and has received less than two (2) full years
19 of ELA instruction;
 - 20 b. The student was previously retained in grades K-3;
 - 21 c. The student is retested before the next school year and scores proficient in ELA;
 - 22 d. The student attends a learning loss bridge camp before the next school year, maintains a
23 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
24 test at the end of the camp; or
 - 25 e. The student receives tutoring for the entirety of the next school year in accordance with
26 state law.
- 27
28 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
29 the student's most recent TCAP test may be promoted if:
30
 - 31 a. The student is an English language learner and has received less than two (2) full years
32 of ELA instruction;
 - 33 b. The student was previously retained in grades K-3;
 - 34 c. The student is retested before the next school year and scores proficient in ELA; or
 - 35 d. The student attends a learning loss bridge camp before the next school year, maintains a
36 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
37 school year in accordance with state law.

38 *Decision of Retention – Fourth Grade*⁹

39 Students in the following categories shall show adequate growth in the following ways before being
40 promoted to the fifth grade:

1 A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next
2 school year in accordance with state law or because of attending a learning loss bridge camp must
3 maintain a ninety percent (90%) attendance rate; and
4

5 1. A student receiving tutoring for the entirety of the next school year in accordance with state law
6 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
7 student may be promoted to fifth grade.

8 A student shall not be retained more than once in fourth grade.

9 *Decision of Retention – Students with Disabilities*¹⁰

10 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
11 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
12 TCAP was due to the student's disability. The school district shall not retain a student with a disability
13 or a suspected disability that impacts their ability to read.

14 **APPEALS**^{7,11}

15 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
16 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
17 made to a committee appointed by the principal within **five** days. The student and his/her
18 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
19 the opportunity to address the committee. The committee shall conduct a hearing within **five** days to
20 determine if the student will be promoted and issue such decision within **three** days. Upon notification
21 of the committee decision, the principal shall send written notification to the Director of
22 Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
23 their right to appeal such action within **five** days to the Director of Schools/designee.

24 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
25 decision shall be issued within **three** days.

26 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
27 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
28 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
29 The action of the Board shall be final.

30 For students where retention is required per the additional requirements for students in third and fourth
31 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
32 accordance with state law.¹²

33

34

35

1 **CARNEGIE UNIT REQUIREMENT FOR GRADES 9-12**

2 In order to promote to the next grade, students must complete and/or accrue the prescribed number of
3 credits (Carnegie units) per grade level designated by the Board of Education and the State of
4 Tennessee.

5 5 credits (Carnegie units) or more at the end of the 9th grade
6 11 credits (Carnegie units) or more at the end of the 10th grade
7 16 credits (Carnegie units) or more at the end of the 11th grade
8 24 credits (Carnegie units) or more at the end of the 12th grade

9 Credits (Carnegie units) include the passing of required courses as set forth by the Board and the State
10 of Tennessee.

11 Student must complete 24 credits before being eligible to graduate from Gibson County High School
12 and South Gibson County High School.

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Gibson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 08/08/19
		Rescinds: 4.603	Issued: 04/12/18

1 **PROMOTION¹**

2 The Director of Schools/designee shall promote students to the next grade level based on the
 3 successful completion of required academic work or demonstration of satisfactory progress in each of
 4 the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless
 5 the student has shown a basic understanding of curriculum and the ability to perform the skills required
 6 in the subject of reading as demonstrated by the student's grades or standardized test results. This
 7 requirement shall not apply to students who are participating in a board-approved, research-based
 8 intervention prior to the beginning of the next school year or to students who have an individualized
 9 education program (IEP).²

10 Students who have difficulty in achieving the requirements for promotion **may be considered** for
 11 retention. Schools shall identify these students by February 1st. Factors used to identify students for
 12 retention shall include:¹

- 13 1. Ability to perform at the current grade level;
- 14
- 15 2. Results of local assessments, screening, or monitoring tools;
- 16
- 17 3. State assessments, as applicable;
- 18
- 19 4. Overall academic achievement of the student;
- 20
- 21 5. Likelihood of success with more difficult material if promoted to the next grade;
- 22
- 23 6. Attendance record; and
- 24
- 25 7. Social and emotional maturity.

26 Students may be identified for retention after the February 1st deadline if the delay in identifying a
 27 student is due to:

- 28 1. Date of enrollment; or
- 29
- 30 2. Additional information acquired after results of local assessment, screening, or monitoring are
 31 released.
- 32

1 When a student is **considered** for retention, the student's parent(s)/guardian(s) shall be notified within
3 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
4 avoid retention. The plan shall be developed in coordination with the student's teachers and may also
5 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school
6 personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

6 The Director of Schools shall develop procedures governing how decisions on retention will be made
7 after the student begins work on his/her individualized promotion plan.

8 *K – 3 Reading Notification*

9 If it is determined through a student's overall performance or a state or local assessment that a student
10 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the
11 student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such
12 determination.

13 **RETENTION¹**

14 A student may be retained when such retention is in the best interest of the student. However, a student
15 shall not be retained more than once in any grade.

16 If a student is retained, the Director of Schools/designee shall develop an individualized academic
17 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the
18 student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall
19 include at least one of the following strategies:

- 20 1. Adjustment to the current instructional strategies or materials;
- 21
- 22 2. Additional instructional time;
- 23
- 24 3. Individual tutoring outside of school hours;
- 25
- 26 4. Modification to the student's classroom assignment to ensure the student receives
27 instruction from a teacher with a level of overall effectiveness of above expectations (level
28 4) or significantly above expectations (level 5); or
- 29
- 30 5. Attendance or truancy interventions.

31 The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who
32 are retained.

33 For the purpose of determining the effectiveness of retention toward improving student achievement,
34 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
35 least three (3) times during the school year in which the student is retained.

1 **CARNEGIE UNIT REQUIREMENT FOR GRADES 9-12**

2 In order to promote to the next grade, students must complete and/or accrue the prescribed number of
3 credits (Carnegie units) per grade level designated by the Board of Education and the State of
4 Tennessee.

- 5 5 credits (Carnegie units) or more at the end of the 9th grade
6 11 credits (Carnegie units) or more at the end of the 10th grade
7 16 credits (Carnegie units) or more at the end of the 11th grade
8 24 credits (Carnegie units) or more at the end of the 12th grade

9 Credits (Carnegie units) include the passing of required courses as set forth by the Board and the State
10 of Tennessee.

11 Student must complete 24 credits before being eligible to graduate from Gibson County High School
12 and South Gibson County High School.

Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205

PROPOSED POLICY⁶⁸

Gibson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers
7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of
8 Retirement that no other qualified personnel are available to substitute teach.¹

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

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

- 13 1. The Director of Schools of the employing district shall certify in writing that no other qualified
14 individuals are available to fill the position;
- 15 2. The Commissioner of Education shall certify that the employing school district serves an area
16 that lacks qualified teachers to serve in the position to be filled;
- 17 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 18 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
19 receive medical insurance coverage; and
- 20 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
21 Board for teachers with no experience filling similar positions or more than eighty-five percent
22 (85%) of the rate of compensation set by the Board for teachers with comparable training and
23 years of experience filling similar positions.
- 24
- 25
- 26
- 27

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
6
7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
8 retirement allowance;
9
10 3. The retired member's employment can't be longer than a one (1) year period; however, the
11 retired member can be reemployed for additional one (1) year periods;
12
13 4. The retired member is not drawing disability retirement benefits; and
14
15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that
17 the retired member has the required experience and training for the position and that no other qualified
18 persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
22 percent (5%) of the retired member's pay rate.
23

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date:
		Rescinds:	Issued:

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 teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of
8 suspension.

9 SUSPENSION OF THREE DAYS OR LESS^{2,3}

10 The 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 conference, if requested within five
14 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
15 represented by counsel at the conference, which shall be recorded.

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

19 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
21 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,
22 and shall be signed by the party or parties making the charges.

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
24 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice
25 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
26 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after
28 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from
30 the list maintained by the Board.

1 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
2 impartial hearing officers as defined under Tennessee law.

3 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
4 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of
5 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following
6 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any
7 prehearing conference may be conducted by telephone if each participant has an opportunity to
8 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered
9 to issue appropriate orders and to regulate the conduct of the proceedings.

10 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)
11 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.
12 The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,
13 documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the
14 receipt of the notice of appeal.

15 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
16 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.
17 In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend
18 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the
19 decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse
20 the decision. The Board shall render its decision within ten (10) working days after the conclusion of the
21 hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall
22 transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery
23 court for its review.

24 RESIGNATION

25 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
26 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
27 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'
28 notice requirement and permit a teacher to resign in good standing.⁵

29 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

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

34 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
35 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
36 Failure to render such notice may be considered a breach of contract.⁷

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
38 the State Board of Education and request the suspension of a teacher's license. After the State Board of

1 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
2 Education may suspend the license for no less than thirty (30) days and no more than three hundred
3 sixty-five (365) days.⁸

4 **RETIREMENT**

5 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from
6 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to
7 retire at any age according to the provisions of the retirement system.

8 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the
9 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee
10 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
11 teacher to file for benefits.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. TCA 8-36-805
10. TCA 8-36-821

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 11/09/21
		Rescinds: 5.200	Issued: 09/12/19

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 teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of
8 suspension.

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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 conference, if requested within five
14 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
15 represented by counsel at the conference, which shall be recorded.

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

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴**

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
21 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,
22 and shall be signed by the party or parties making the charges.

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
24 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice
25 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
26 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after
28 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from
30 the list maintained by the Board.

1 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
2 impartial hearing officers as defined under Tennessee law.

3 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
4 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of
5 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following
6 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any
7 prehearing conference may be conducted by telephone if each participant has an opportunity to
8 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered
9 to issue appropriate orders and to regulate the conduct of the proceedings.

10 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)
11 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.
12 The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,
13 documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the
14 receipt of the notice of appeal.

15 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
16 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.
17 In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend
18 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the
19 decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse
20 the decision. The Board shall render its decision within ten (10) working days after the conclusion of the
21 hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall
22 transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery
23 court for its review.

24 RESIGNATION

25 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
26 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
27 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'
28 notice requirement and permit a teacher to resign in good standing.⁵

29 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

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

34 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
35 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
36 Failure to render such notice may be considered a breach of contract.⁷

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
38 the State Board of Education and request the suspension of a teacher's license. After the State Board of

1 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
2 Education may suspend the license for no less than thirty (30) days and no more than three hundred
3 sixty-five (365) days.⁸

4 **RETIREMENT**

5 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from
6 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to
7 retire at any age according to the provisions of the retirement system.

8 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the
9 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee
10 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
11 teacher to file for benefits.

12 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without
13 loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of
14 Schools certifies in writing to the Division of Retirement that no other qualified personnel are available
15 to substitute teach.⁹

16 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment
17 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will
18 not be lost or suspended under certain conditions which include, but are not limited to, the following:¹⁰

- 19 1. The Director of Schools of the employing district shall certify in writing that no other qualified
20 individuals are available to fill the position;
- 21 2. The Commissioner of Education shall certify that the employing school district serves an area
22 that lacks qualified teachers to serve in the position to be filled;
- 23 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 24 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
25 receive medical insurance coverage; and
- 26 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
27 Board for teachers with no experience filling similar positions or more than eighty-five percent
28 (85%) of the rate of compensation set by the Board for teachers with comparable training and
29 years of experience filling similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
9. TCA 8-36-805
10. TCA 8-36-821

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

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

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 The 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, including all transcripts and evidence, documentary or otherwise, and provide a copy to the
10 Board.

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 sent to the teacher by certified mail, overnight carrier, or
2 by email within five (5) business days following the last instructional day for the school year.³ If
3 the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall
4 include a statement listing it as the cause for nonrenewal.⁴

5 **RESIGNATION**

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

9 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 10 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
11 statement of a physician approved by the Board; or
12
13 2. The release by the Board of the teacher from the contract which the teacher has entered into with
14 the Board.

15 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
16 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
17 Failure to render such notice may be considered a breach of contract.⁷

18 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
19 the State Board of Education and request the suspension of a teacher's license. After the State Board of
20 Education has provided the teacher an opportunity for defense during a hearing, the State Board of
21 Education may suspend the license for no less than thirty (30) days and no more than three hundred
22 sixty-five (365) days.⁸

23 **RETIREMENT**

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

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

31 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
32 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
33 *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
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. TCA 8-36-805

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 11/09/21
		Rescinds: 5.201	Issued: 01/09/20

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 The 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.

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17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
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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, including all transcripts and evidence, documentary or otherwise, and provide the Board a
10 copy of the 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 sent to the teacher by certified mail or overnight carrier,
2 or by email within five (5) business days following the last instructional day for the school year.³

3 **RESIGNATION**

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

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

- 8 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
9 statement of a physician approved by the Board; or
10
11 2. The release by the Board of the teacher from the contract which the teacher has entered into with
12 the Board.

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

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

21 **RETIREMENT**

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

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

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

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

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

16 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
17 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
18 *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

PROPOSED POLICY

Gibson County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board or by a third-party employer through an agreement between such third-party employer and the
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the **Substitute Personnel Director** who will maintain
14 file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

15 COMPENSATION

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
24 or shall be a retired teacher that held the appropriate endorsement.⁶

25 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
26 the state salary schedule.¹

1 **EMERGENCY NEEDS**

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 **TRAINING AND ORIENTATION**

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers.

11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
13 to, bus duty and playground supervision.

14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

Gibson County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 08/08/19
		Rescinds: 5.701	Issued: 02/14/19

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
 2 Substitute teachers may be employed and paid directly by the Board or by a third party public or private
 3 employer through an agreement between such third party employer and the Board.

4 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
 5 eligibility conditions as substitute teachers employed directly by the Board.²

6 **APPLICATION/QUALIFICATIONS**

7 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

8 Applicants with revoked licenses or certificates according to the Department of Education shall not be
 9 hired.⁴

10 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
 11 state laws and regulations.

12 A list of substitute teacher(s) will be prepared by the substitute personnel director, who will maintain
 13 file(s) which may include transcripts, credentials, recommendations, and other pertinent information. A
 14 list of all approved substitutes shall be provided to all building principals. **ONLY** those persons on the
 15 approved substitute list shall be employed to substitute teach.

16 **COMPENSATION**

17 If employed directly by the system, the compensation of substitute teachers shall be determined annually
 18 by the Board.

19 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
 20 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
 21 after July 1, 2011 through July 1, 2016.⁵

22 **CERTIFICATION**

23 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
 24 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught.⁶
 25 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
 26 the state salary schedule.¹

1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
2 benefits¹ and may substitute for additional days if the Director of Schools certifies in writing to the
3 Division of Retirement that no other qualified personnel are available to substitute teach.⁷

4 **EMERGENCY NEEDS**

5 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
6 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
7 unable to arrive on time or remain for the full day.

8 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
9 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
10 for both positions at the same time.

11 **TRAINING AND ORIENTATION**

12 The Director of Schools shall be responsible for ensuring that there are appropriate training and
13 development programs for substitute teachers.

14 All substitute teachers shall be required to attend an orientation session held at the beginning of each
15 school year to provide instructions regarding reporting, pay schedules, and other pertinent information
16 and to answer questions.

17 **RESPONSIBILITIES**

18 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
19 to, bus duty and playground supervision.

20 **RE-EMPLOYMENT/TERMINATION**

21 On an annual basis, the Director of Schools, with input from the principals, shall determine which
22 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
23 acceptable level shall not be re-employed.

24 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
25 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date:
		Rescinds:	Issued:

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.

- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school district and make a recommendation to the Board to
- 6 approve or deny the request.

- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

- 8 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 9 suspended or expelled from the former school district.¹

Legal References

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

Cross References

- School Admissions 6.203
Student Records 6.600

Gibson County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 05/13/02
		Rescinds: 6.317	Issued: 06/13/96

- 1 The Board of Trustees may deny admission of any student (except those in state custody) who has been
- 2 expelled or suspended from another school system in Tennessee or another state even though the student
- 3 has established residency in the system in which s/he seeks enrollment.

- 4 After a request for enrollment is made, the director of schools shall investigate the facts surrounding the
- 5 suspension/expulsion from the former school system and make a recommendation to the Board to
- 6 approve or deny the request.

- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

- 8 If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of
- 9 Education, notify the Commissioner of Education of the decision.

- 10 Any school system that accepts enrollment of a student from another school system may dismiss the
- 11 student if it is determined subsequent to the enrollment that the student has been suspended or expelled
- 12 from the former school system.¹

Legal References

1. TCA 49-6-3401 (f); 20 U.S.C. A § 1232g(b)(4), (h)

Cross References

- School Admissions 6.203
Student Records 6.600-603

Gibson County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7
- 8 3. Supply the Coordinator with all necessary resources;
- 9
- 10 4. Ensure that all employees working directly with students annually complete the child abuse
11 training program required by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
19 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
20 prior to notifying the Coordinator.⁵

21 The report shall include, to the extent known by the reporter:⁶

- 22 1. The name, address, telephone number, and age of the child;
- 23
- 24 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 25
- 26 3. The nature and extent of the abuse or neglect; and
- 27
- 28 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
29 abuse or neglect.

30 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
31 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Gibson County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 09/10/20
		Rescinds: 6.409	Issued: 11/08/18

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7
- 8 3. Supply the Coordinator with all necessary resources;
- 9
- 10 4. Ensure that all school personnel annually complete the child abuse training program required
- 11 by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of

13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel

16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed

17 immediately with the Coordinator, the Department of Children's Services (DCS), and law

18 enforcement.⁴

19 The report shall include, to the extent known by the reporter:⁵

- 20 1. The name, address, telephone number, and age of the child;
- 21
- 22 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 23
- 24 3. The nature and extent of the abuse or neglect; and
- 25
- 26 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 27 abuse or neglect.

28 The Director of Schools/designee shall develop reporting procedures, including sample indicators of

29 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁶ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁷

Legal References

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); H.B. 2461, 111th Tenn. Gen. Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400



GCSSD School Board Self-evaluation 2022-2023

Questions Responses 7 Settings

7 responses



Accepting responses

Summary

Question

Individual

Demographic information

Name

7 responses

Scott Ball

John Campbell

Charles Scott

Treva Maitland

Eddie Watkins

Benny R. Boals

Tom Lannom



Gibson Co Sp Dist (275) Public District - FY 2023 - Elementary and Secondary School Emergency Relief (ESSER) 2.0 - Rev 1 - Elementary and Secondary School Emergency Relief (ESSER) 2.0

Indirect Cost	
Total Contributing to Indirect Cost	\$621,930.91
Indirect Cost Rate	14.68%
Maximum Allowed for Indirect Cost	\$79,612.36

Filter by Location: All - \$621,930.91 ▼

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72220 - Support Services/Special Education Program	72250 - Education Technology	Total
Line Item Number						
121 - Data Processing Personnel					45,125.00	45,125.00
130 - Social Workers		57,301.00				57,301.00
163 - Educational Assistants	193,254.00		0.00			193,254.00
189 - Other Salaries & Wages	0.00	0.00	178,892.00	3,600.00	0.00	182,492.00
201 - Social Security	11,982.00	3,553.00	11,092.00	224.00	2,798.00	29,649.00
204 - State Retirement	13,721.00	4,979.00	15,546.00	313.00	3,204.00	37,763.00
207 - Medical Insurance	17,364.00	7,550.00	10,147.00	0.00	11,850.00	46,911.00
212 - Employer Medicare	2,802.00	831.00	2,594.00	53.00	654.00	6,934.00
355 - Travel		0.00	5,060.91	800.00	0.00	5,860.91
429 - Instructional Supplies & Materials	16,641.00					16,641.00
Total	255,764.00	74,214.00	223,331.91	4,990.00	63,631.00	621,930.91
					Adjusted Allocation	621,930.91
					Remaining	0.00

Gibson Co Sp Dist (275) Public District - FY 2023 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Indirect Cost	
Total Contributing to Indirect Cost	\$1,226,476.84
Indirect Cost Rate	14.68%
Maximum Allowed for Indirect Cost	\$156,999.30

Filter by Location: ▼

Account Number	71100 - Regular Instruction Program	71200 - Special Education Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72220 - Support Services/Special Education Program	Total
Line Item Number						
130 - Social Workers			60,166.00			60,166.00
163 - Educational Assistants	204,850.00	0.00		0.00		204,850.00
189 - Other Salaries & Wages	52,000.00	0.00	0.00	641,754.00	0.00	693,754.00
201 - Social Security	15,925.00	0.00	3,730.00	39,789.00	0.00	59,444.00
204 - State Retirement	19,224.00	0.00	5,228.00	55,769.00	0.00	80,221.00
207 - Medical Insurance	18,406.00	0.00	0.00	46,495.84	0.00	64,901.84
212 - Employer Medicare	3,724.00	0.00	872.00	9,306.00	0.00	13,902.00
355 - Travel			0.00	20,000.00	0.00	20,000.00
399 - Other Contracted Services	0.00	0.00	0.00	0.00	10,000.00	10,000.00
429 - Instructional Supplies & Materials	0.00	19,238.00				19,238.00
722 - Regular Instruction Equipment	76,149.00					76,149.00
Total	390,278.00	19,238.00	69,996.00	813,113.84	10,000.00	1,302,625.84

**GCHS Soccer Field Irrigation Bids
November 8, 2022**

<u>Vendor</u>	<u>COST</u>
Tried & True Lightscaping & Irrigation	\$21,550.00
Design Irrigation Systems	\$21,635.00
Tri-Turf Sod Farms, LLC	\$45,400.00

Soccer Irrigation Scope of Work:

* Install irrigation system on new soccer field, as per Rainbird SF-3 soccer field drawing, with Schedule 40 pipe.

Recommendation : Tried & True Lightscaping & Irrigation and amend the budget.

**GCHS Soccer Field Sod Bids
November 8, 2022**

<u>Vendor</u>	<u>COST</u>
Tri-Turf Sod Farms, Inc.	\$95,810.00

Soccer Sod Scope of Work:

- * Laser Grade Soccer Field before and after irrigation.
- * Fertilize, supply and install Tif Tuff Bermuda Sod
- * Top-dress with sand 4-6 weeks after completion
- * Seed and straw 30' around perimeter of soccer field

Recommendation : Tri-Turf Sod Farms, LLC and amend the budget.

**GCHS Soccer LED Lighting Bids
November 8, 2022**

<u>Vendor</u>	<u>COST</u>
Musco Sports Lighting, LLC	\$201,500.00

Purchase off of Sourcewell Contract with the State of TN. Contract Number: 071619-MSL

Soccer Field LED Scope of Work

* See attached document for Scope of Work

Recommendation : Musco Sports Lighting, LLC

Gibson County High School
Soccer Field LED Lighting
Dyer, TN
September 15, 2022

Sourcewell
Master Project: 199030, Contract Number: 071619-MSL, Expiration: 08/27/2023
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell purchase – contract number: 071619-MSL

Quotation Price – Materials Delivered to Job Site and Installation

Soccer Field (330' x 210') \$ 201,500.00

Pricing furnished is effective for 30 days unless otherwise noted and is considered confidential.

SportsCluster® system with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 30 Foot candles

System Description

- 4 Galvanized steel poles with Concrete bases
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- Disconnects
- UL Listed assemblies

Control Systems and Services

- Control-Link® control and monitoring system to provide remote on/off control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Payment Terms

Musco’s Credit Department will provide payment terms.

If approved Email a copy of the Purchase Order to Musco Sports Lighting, LLC:
Musco Sports Lighting, LLC
Attn: Jimmy Jumper
Email: Jimmy.Jumper@musco.com

All purchase orders should note the following:
Sourcewell purchase – contract number: 071619-MSL



Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location.
- Voltage and phase of electrical system required
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production.
- Product assurance and warranty program is contingent upon site review and compatibility with Musco's lighting system

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Jimmy Jumper
Musco Sports Lighting, LLC
Phone: 256-483-5433
E-mail: jimmy.jumper@musco.com



**SGCHS Sports Complex Field Maintenance
November 8, 2022**

<u>Vendor</u>	<u>COST</u>
4-Evergreen LLC	\$27,992
ProGreenOne	\$36,100

Scope of Work :

1. Spray and fertilize playing and practice sport fields six (6) applications each (baseball, softball, soccer, football). Spray and fertilize three (3) applications each on common areas.
2. One annual aeration of all game and practice fields.

Recommendation : 4-Evergreen. LLC and amend the budget.

**PESG CUSTODIAL SERVICES
NOVEMBER 2022**

SUBJECT: MONTHLY COST INCREASE

The labor markets in Gibson County and nationally have tightened significantly in the past 24-30 months. In the local labor market Jackson-Madison County and several large employers in and around the Gibson County area are constantly driving rates up. The proposed hourly rate increases of \$2.50 to \$3.00 per hour is to help keep our current staff, which are being pursued and recruited aggressively, to help our wage offering for new recruitments, and to be competitive in the median pay range in their respective areas. Other school districts in the Gibson County area are offering similar hourly rates to attract new workers.

Additionally, the cost of materials/supplies are continuing to escalate. Our costs have risen steadily year over year and are now spending between \$10,000 and \$11,000 per month (134,500.00 annually) on supplies to clean the buildings, toilet paper, hand towels, etc. up from the original \$6,000 per month originally allocated in our pricing.

Monthly amount will increase from \$86,665 to \$110,602 (27.6% increase).

Recommendation: Approve the monthly increase and amend the budget.

GIBSON COUNTY SPECIAL SCHOOL DISTRICT

130 TRENTON HIGHWAY

DYER, TENNESSEE 38330

<https://www.gcssd.org>

Consulting Services Request Regarding: Existing School Facilities Condition Assessments; New School Construction Cost Projections; Existing and New School Operating Costs Analyses; Projected Per-Pupil Cost Analyses Based on Consolidated Schools; Potential Impact of School Consolidations on Property Tax Rates, Property Values, and the Community's Economy; Potential Impact of School Consolidations on Student Success; Student Demographic and Enrollment Projections; and Potential Return on Investment from School Consolidations.

Request for Qualifications

STATEMENTS OF QUALIFICATION ARE DUE NO LATER THAN 2:00 P.M. CENTRAL STANDARD TIME ON _____, 2022.

SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS

The Gibson County Special School District, 130 Trenton Highway, Dyer, TN 38330, is requesting

Statements of Qualifications from firms or individuals with experience in developing a variety of education research and plans for the District. Specifically, the District requests consultation services leading to:

- Research and development regarding the following information and data:
 - Existing School Facilities Condition Assessments, New School Construction Cost Projections, Existing and New School Operating Costs Analyses(20 year breakdown), Projected Per-Pupil Cost Analyses Based on Consolidated Schools, Potential Impact of School Consolidations on Property Tax Rates, Property Values, and the Community's Economy, Potential Impact of School Consolidations on Student Success, Student Demographic and Enrollment Projections, and Potential Return on Investment from School Consolidations.

The information produced in these documents may reveal potential issues, considerations, and/or changes that could provide positive results for the District.

A complete response to this RFQ must include eight (8) copies of a bound written Statement of Qualifications plus a PDF format version of the Statement of Qualifications. The Statements of Qualification will be received until 2:00 PM Central Standard Time on _____, 2022, at the Gibson County Special School District Office, 130 Trenton Highway, Trenton, TN 38382. Email and faxed responses are not acceptable and will not be reviewed. The submittal deadline is absolute. Late submittals will not be considered. Prospective firms and individuals must select a method of delivery that ensures the Statement of Qualifications will be delivered to the correct location by the due date and time.

This RFQ may be downloaded from the Gibson County Special School District website using the following link: [\[REDACTED\]](#). Any amendments or clarifications of the RFQ issued by the District will also be posted to this website location.

Interested firms or individuals are required to identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). Pre-qualification is not required. All interested firms and individuals responding to this RFQ are required to comply with all applicable provisions of federal, state, and local law.

The District reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted a fully responsive Statement of Qualifications and who is determined by the District to be a professional, qualified firm or individual to be in the best interest of the District, or (4) take whatever action or make whatever decision it determines to be appropriate. The Gibson County Special School District assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.

SECTION 2. BACKGROUND

- Gibson County Special School District has been asked by a group of constituents to consider having a feasibility study to determine if consolidating five schools is in the best interest for the students in those schools. The district has two feeder patterns. On the south end of the district,

you have one elementary that feeds into a one middle school that feeds into one high school. On the north end of the district, you four PreK-8 schools and one PreK-4 school that feeds into one high school. The board met and discussed what information would be needed to help them make the decision about consolidating or not. The following items were discussed and would need to be addressed in this RFQ;

- Assessment of current buildings
 - 20 year cost to keep current buildings running including maintenance needs
- New building
 - Cost for new building/including purchase of land
 - 20 year cost to keep new building running with included maintenance needs
- Financial comparison with keeping current buildings open compared to consolidating to one building
 - Upkeep
 - Maintenance
 - Utilities
 - Personnel needs
- Demographic studies of the community
 - Are numbers of students increasing/decreasing? What about the community/town as a whole?
- Cost per student now and cost per student if consolidated
- What will the economic impact be for a community if a school is closed
 - Traffic flow decrease and impact on local purchases at local businesses
- What would the potential economic impact be if a new school is built
 - Houses, property values, property taxes
- What would be the impact on student success
- References of school districts that you have worked with
- If there is a return on investment, what would that be

The board desires to do what is best for the students that attend our schools and they hope this study will provide information needed to make that decision.

SECTION 3. SCOPE OF STUDY

The following items are the fundamental products that shall be produced:

A comprehensive written report regarding the Gibson County Special School District (TN) that includes responses to the following:

- Assessment of current buildings
 - 20 year cost to keep current buildings running including maintenance needs
- New building
 - Cost for new building/including purchase of land
 - 20 year cost to keep new building running with included maintenance needs
- Financial comparison with keeping current buildings open compared to consolidating to one building
 - Upkeep
 - Maintenance

- Utilities
- Personnel needs
- Demographic studies of the community and school district
 - Are numbers of students increasing/decreasing? What about the community/town as a whole?
- Projected Per-Pupil Cost Analyses Based on Consolidated Schools
- Projected Per-Pupil Cost Analyses Based on if current schools were to remain
- What will the economic impact be for a community if a school is closed
 - Traffic flow decrease and impact on local purchases at local businesses
- What would the potential economic impact be if a new school is built
 - Houses, property values, property taxes
- What would be the impact on student success if consolidation occurs?
- References of school districts that you have worked with
- If there is a return on investment, what would that be

SECTION 4. MINIMUM QUALIFICATIONS AND CRITERIA FOR EVALUATION

The firm or individual ultimately selected is expected to hold the following minimum qualifications and will be evaluated on the following criteria:

- A. Demonstrated knowledge of Tennessee educational standards and regulations.
- B. Demonstrated knowledge of Tennessee school district financial operations.
- C. Experience in assessing school district educational program effectiveness and operating efficiency.
- D. Ability to bring a complete, competent team required to address all required study topics, including instructional issues, human resources issues, operational issues, school construction issues, and financial issues.
- E. Quality of the information presented in the Statement of Qualifications and completeness, relevance, and organization of the information and materials presented.
- F. Response of references.

The Gibson County Special School District Board of Education members, or a selection committee appointed by the Board or appointed by the Director of Schools, will review the Statements of Qualifications submitted in response to this RFQ and may request interviews with some firms or individuals. The Board or the selection committee will rank the top firms and individuals based on Statements of Qualifications and interviews (if conducted).

SECTION 5. STATEMENT OF QUALIFICATIONS: RESPONSE FORMAT

The Statement of Qualifications should include the following information in the following order and format, describing the prospective consultant's availability, interests, qualifications, and current relevant experience. Concise reports are preferred with a maximum limit of 15 pages, not including prior work product(s) referenced in item B below.

- A. Consulting firm or individual's information:
 1. Cover letter indicating the RFQ due date and title, the firm or individual's name, address,

- telephone number, fax number, and email contract address(es);
2. Firm or individual profile;
 3. Identify and provide bios for each team member to be involved in the study. Identify the agents and subcontractors (if any) that the firm or individual anticipates assigning in conjunction with this project. Include a discussion of the expertise of the individuals who will be assigned to the project team, along with a description of their individual roles;
 4. Describe why the firm or individual is the best qualified to perform the scope of services in a timely and responsive manner;
 5. Provide at least three (3) public entity references (with contact name, address, and telephone number) for which the firm and proposed key personnel have performed (or are performing) that represents work of a similar scope and complexity.
- B. Prior Work Product: Provide at least one example of a prior work product that reflects a similar complexity to the scope of work as expected in this study.

SECTION 6. NEGOTIATIONS

Once the most qualified firm is selected and a final scope of work is identified, a cost proposal will be requested. If negotiations cannot produce a contract, the District shall declare an impasse and open negotiations with the second ranked firm. If agreement cannot be reached with the second ranked firm, contract negotiations are begun with the third ranked firm. This process continues until all interviewed firms are exhausted, a firm is awarded a contract, or the District chooses not to proceed further

SECTION 7. RECORDS AND FINANCIAL DATA

All correspondence with the District, including responses to this RFQ, will become the exclusive property of the District upon receipt and will become public records under the Tennessee Public Records Act. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a very limited number of exceptions to this disclosure requirement. During this selection process, until the District selects a firm or an individual, it will not disclose proposals (or any parts thereof), except as required under applicable law. This means that, depending on the nature or timing of the request, the information submitted in a response to this RFQ may be publicly disclosed.

SECTION 8. GENERAL PROVISIONS

Each prospective firm or individual submitting a Statement of Qualifications in response to this RFQ agrees that the preparation of all materials for submittal to the District and all presentations are at the firm or individual's sole cost and expense. Under no circumstances will the District be responsible for any costs or expenses incurred by a prospective firm or individual. In addition, each prospective firm understands and agrees that all documentation and materials submitted with a Statement of Qualifications will remain the property of the District will become a public record; the District will assume ownership of all documents and deliverables submitted by prospective firms and individuals.

Release of this RFQ does not commit the District to the selection of a firm or an individual and does not

commit the District to enter into any agreement with a firm or an individual identified by the District through this process as the most qualified to provide the services described in this RFQ.

To the extent applicable, prospective firms and individuals are responsible for making necessary investigations and examination of any public records deemed appropriate. Failure to do so will not act to relieve any condition of a potential professional services agreement or the requirements set out in this RFQ. By submitting a Statement of Qualifications, the submitter acknowledges that the prospective firm has made such examinations and investigations. No request for modification of a Statement of Qualifications shall be considered after its submission on the grounds that the prospective firm or individual was not fully informed as to any fact or condition.

A prospective firm or individual may withdraw their proposal at any time prior to the date and the time which is set forth herein as the deadline or submittal of Statements of Qualifications.

The District reserves the right to request additional information at any time from any prospective firms or individuals as deemed necessary by the District to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation or to make substantive revisions to the original Statement of Qualifications.

Without limiting its liability, the selected consultant shall maintain, during the life of the contract: Consultant's Professional Liability Insurance. This coverage may not be canceled, reduced or allowed to lapse without written notice to the District. All Statements of Qualifications will remain in effect and legally binding for at least one hundred twenty (120) days from the date of submission.

Anything to the contrary notwithstanding in this Agreement, any dispute arising out of this RFQ shall be decided in the Chancery Court of Gibson County, Tennessee, as the sole and exclusive venue and jurisdiction for the resolution of any said claims. The parties may voluntarily agree to a non-binding mediation in Gibson County, Trenton, Tennessee, to resolve dispute prior to litigation, but are not obligated to do so. Each party shall be responsible for its own fees and costs.

The deadline for technical questions is 2:00 p.m. local time, _____ 2022. Unless otherwise directed, all communications regarding this RFQ, including all questions, shall be submitted in writing to Mr. Eddie Pruett, Director of Schools, via e-mail at epruett@gcssd.org. No answers will be given over the phone. Written answers to any technical questions shall be provided as an amendment to the RFQ, and will be posted for all interested parties on the Gibson County Special School District website no later than close of business on _____ 2022.

SECTION 9. TENTATIVE SCHEDULE

The following is the District's tentative schedule for selection of a consultant:

_____ 2022	RFQ Release Date
_____ 2022	Deadline for Submittal of Questions or Requests for Clarification
_____ 2022	Posting of RFQ Amendments, if necessary
_____ 2022	RFQ Response Submittals Due to District

- _____ 2022 Review of Statements
- _____ 2022 Interviews (as necessary)
- _____ 2022 Contract Negotiations with District Team
- _____ 2022 Recommendation to the Gibson County Special School District Board of Education to enter into contract with selected firm.

The following items need to be surplused. Thanks.

114515	10/17/2022	Kahler	Desktop
114525	10/17/2022	Kahler	Desktop
114540	10/17/2022	K. Walker	Desktop

Kevin Painter
Assistant Principal
South Gibson County Middle School
731-783-1962

Please add the following items to our surplus list for the month of October. These are in addition to the ones I sent you on 10/17/2022. Thank you.

112699	10/26/2022	Moore	Desktop
112707	10/26/2022	Painter	Desktop
117248	10/26/2022	Bufford	Laptop

Kevin Painter
Assistant Principal
South Gibson County Middle School
731-783-1962

Benny Boals

TSBA Convention
TSBA Leadership Conference
TSBA Pre-Convention Legal Workshop

John Campbell

TSBA Convention
TSBA Leadership Conference
TSBA Pre-Convention Legislative Workshop
TSBA Delegate Assembly

Tom Lannom

TSBA Convention
TSBA Board Chairman Roundtable
TSBA Leadership Conference
TSBA Pre-Convention Legislative Workshop
TSBA Delegate Assembly

Eddie Pruett

TSBA Convention
TSBA Leadership Conference
TSBA Pre-Convention Legal Workshop

Eddie Watkins

TSBA Convention
TSBA Leadership Conference
TSBA Pre-Convention Legislative Workshop
TSBA Delegate Assembly

Tennessee School Boards Association
2022 Annual Convention Schedule
Gaylord Opryland Resort and Convention Center

Thursday, November 10

- 8:30 a.m.-6:30 p.m. Registration
- 10:00-11:45 a.m. Board Chairman Roundtable Discussion
- 2:00-6:00 p.m. Leadership Conference

Friday, November 11

- 7:00 a.m.-7:00 p.m. Registration
- 7:30-8:15 a.m. Leadership Conference Breakfast
- 8:30-11:30 a.m. Leadership Conference
- 11:30 a.m.-12:45 p.m. Lunch (*on your own*)
- 1:00-3:00 p.m. Pre-Convention Legal Workshop
- 1:00-3:00 p.m. Pre-Convention Legislative Workshop
- 1:00-5:00 p.m. Exhibit Hall/Reception
- 5:15-6:45 p.m. Opening General Session

Speaker: Clint Pulver

Saturday, November 12

- 7:00 a.m.-6:30 p.m. Registration
- 7:00-10:30 a.m. Exhibit Hall Open
- 7:00-8:15 a.m. Exhibit Hall Breakfast
- 8:30-9:30 a.m. Clinic Session A
- 9:45-10:15 a.m. Exhibit Hall Door Prizes
- 10:30-11:30 a.m. General Session

Speaker: Dr. Rick Rigsby

- 11:30 a.m.-12:45 p.m. Lunch (*on your own*)
- 1:00-2:00 p.m. Clinic Session B
- 2:30-4:15 p.m. Delegate Assembly
- 2:30-4:00 p.m. Board Secretaries' Meeting
- 4:45-6:00 p.m. Awards Reception & Ceremony

Sunday, November 13

- 7:00-10:00 a.m. Registration
 - 7:15-8:15 a.m. Convention Breakfast
 - 8:30-9:45 a.m. Closing General Session
- Speaker: Phillip Fulmer**
- 9:45 a.m. Adjourn

TSBA Leadership Conference
November 10-11, 2022
Gaylord Opryland Resort and Convention Center
AGENDA

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November 10, 2022

2:00 p.m.	Welcome	Keys Fillauer, TSBA President, Oak Ridge
2:02 p.m.	Relentless Leadership	Hamish Brewer, Motivational Speaker
3:15 p.m.	BREAK	
3:45 p.m.	The 4 Cores of Credibility	Beverly Miller, Asst. Director of Schools of Admin./Chief Technology Officer, Greeneville Dr. Suzanne Bryant, Asst. Director of Schools of Instruction, Greeneville
5:55 p.m.	Announcements	Keys Fillauer
6:00 p.m.	Adjourn	

November 11, 2022

7:30-8:15 a.m.	Leadership Conference Breakfast	
8:30 a.m.	Welcome and Introductions	Keys Fillauer
8:31 a.m.	Superhero Leadership in Uncertain Times	Brett Culp, Motivational Speaker
9:45 a.m.	BREAK	
10:00 a.m.	Sustaining Technology Programs into the Endemic	Dr. Kecia Ray, President, K20Connect, LLC
11:25 a.m.	Wrap Up	Keys Fillauer
11:30 a.m.	Adjourn	