

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office - 6:00 PM
May 5, 2026

1. **INVOCATION:**
2. **CALL TO ORDER:**
3. **APPROVE AGENDA:**
 - 3.1. Approval of May 5th Agenda:
4. **APPROVE MINUTES:**
 - 4.1. Approval of April 7th Minutes:
5. **CONSENT AGENDA:**
 - 5.1. Approval of Central Office Financial Report:
 - 5.2. Approval of Three Schools Financial Report:
 - 5.3. Approval of Peabody Academy Status Change:
 - 5.4. Approval of General Purpose Budget Amendments:
6. **PUBLIC COMMENT (must sign up prior to beginning of the meeting):**
7. **REGULAR AGENDA:**
 - 7.1. Approval of 2026-2027 Textbook Adoption :
 - 7.2. Approval of New General Purpose Budget Items:
 - 7.3. Approval of PHS FFA Trips:
 - 7.3.1. June 29 to July 3 FFA Camp - Doyle, TN for 15 Students and 2 Chaperons:
 - 7.3.2. July 24 to 26 - FFA Officer Retreat in McKenzie for 6 to 10 Students and 2 Chaperons:
 - 7.4. Approval of First Reading of Section 1 Policies:
 - 7.4.1. Policy 1.404 Appeals to and Appearances Before the Board:
 - 7.4.2. Policy 1.800 School Calendar:
 - 7.4.3. Policy 1.804 Alcohol & Drugs in the Workplace:
 - 7.5. Approval of First Reading of Policy 2.400 Revenues:
 - 7.6. Approval of First Reading of Section 5 Policies:
 - 7.6.1. Policy 5.114 Personnel Records:
 - 7.6.2. Policy 5.1151 Telework During Emergencies:
 - 7.6.3. Policy 5.200 Separation Practices for Tenured Teachers:
 - 7.6.4. Policy 5.201 Separation Practices for Non-Tenured Teachers:
 - 7.6.5. Policy 5.202 Separation Practices for Non-Certified Employees:
 - 7.6.6. Policy 5.302 Sick Leave:
 - 7.6.7. Policy 5.400 Personnel Health Examination/Communicable Diseases:
 - 7.6.8. Policy 5.403 Drug & Alcohol Testing for Employees:
 - 7.6.9. Policy 5.606 Political Activities:
 - 7.6.10. Policy 5.608 Tutoring for Pay:
 - 7.6.11. Policy 5.800 Director of Schools:
 - 7.7. Approval of First Reading of Policy 6.411 Student Wellness:
8. **DIRECTORS REPORT:**

- 8.1. TES Resignations - Ashley Harrell, 2nd Grade Teacher; Sara Martin, Teacher Assistant; and Kayla Taggart, 1st Grade Teacher:
- 8.2. TRMS Resignations — Tim Allen, Alternative School Teacher; Aleshia Cox-Dermame, 8th Grade Science Teacher; Jennifer Harsy, 6th Grade Science Teacher; and Caitlin Phillips, Special Education Teacher:
- 8.3. TES Transfer - Zhane Box, Cafeteria to Teacher Assistant:
- 8.4. TES New Hires — Kelton Bailey, 2nd Grade Teacher; Gabriella Bower, 3rd Grade Teacher; Chloe Hendrix, 1st Grade Teacher; and Kamryn Twilla, Bookkeeper:
- 8.5. Transportation New Hires — Carrie Mercer, Bus Driver and John Mercer, Bus Driver:
- 8.6. School Activities:
 - 8.6.1. May 4 to 8 Teacher Appreciation Week:
 - 8.6.2. May 6 TRMS 5th Grade Trip to Discovery Park:
 - 8.6.2.1. School Nurse Day:
 - 8.6.3. May 7 TRMS Band in Jr Strawberry Festival Parade:
 - 8.6.4. May 8 PHS Band in Strawberry Festival Parade:
 - 8.6.5. May 11 TRMS Final Roar Store:
 - 8.6.6. May 12 TRMS Band Banquet 6 pm:
 - 8.6.6.1. Seniors Awards Day 8:30 am:
 - 8.6.6.2. Senior Walk Through TES and TRMS 9:30 am:
 - 8.6.7. May 14 TRMS Honors Banquet at 6 pm:
 - 8.6.7.1. 8th Grade Trip to Shiloh:
 - 8.6.7.2. Grades 9 to 11 Awards Day 8:30 am:
 - 8.6.8. May 15 TRMS Student of the Month Recognition:
 - 8.6.8.1. TRMS House Day:
 - 8.6.8.2. PHS Graduation 7 pm:
 - 8.6.9. May 18 Bears Breakfast for 5th and 6th Grade:
 - 8.6.9.1. TRMS Field Day:
 - 8.6.9.2. FFA Banquet 5 pm:
 - 8.6.10. May 19 Bears Breakfast for 7th and 8th Grade:
 - 8.6.10.1. Rising 5th Grade Parent Meeting 6 pm:
 - 8.6.11. May 20 TRMS Gold/Silver Bears Recognition:
 - 8.6.11.1. PreK Graduation at 9 am at PHS:
 - 8.6.11.2. 4th Graders Visit TRMS:
 - 8.6.11.3. 8th Graders Visit PHS:
 - 8.6.12. May 21 TRMS 8th Grade Graduation 9 am:
 - 8.6.12.1. 5th, 6th, 7th Grade Awards Ceremony 1 pm:
 - 8.6.12.2. TRMS Report Cards Go Home:
 - 8.6.13. May 29 Baseball Banquet (tentative):
- 8.7. Athletic Activities:
 - 8.7.1. May 5 to 6 Tennis District Team Tournament:
 - 8.7.2. May 8 to 10 PHS Baseball Region 7AA Tournament:
 - 8.7.3. May 12 to 15 Tennis State Tournament:
 - 8.7.4. May 15 to 17 PHS Baseball Sectional Tournament:
 - 8.7.5. May 19 to 24 PHS Baseball Class AA State Tournament:
- 9. **ADJOURNMENT:**

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Central Office - 6:00 PM
May 5, 2026

1. INVOCATION

2. CALL TO ORDER

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- 3.1. Approval of May 5th Agenda

4. APPROVE MINUTES

- 4.1. Approval of April 7th Minutes

5. CONSENT AGENDA

- 5.1. Approval of Central Office Financial Report
- 5.2. Approval of Three Schools Financial Report
- 5.3. Approval of Peabody Academy Status Change
- 5.4. Approval of General Purpose Budget Amendments

6. PUBLIC COMMENT (must sign up prior to beginning of the meeting)

7. REGULAR AGENDA

- 7.1. Approval of 2026-2027 Textbook Adoption
- 7.2. Approval of New General Purpose Budget Items
- 7.3. Approval of PHS FFA Trips
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 - School Nurse Day
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 - May 11 TRMS Final Roar Store
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 - TRMS Field Day
 - FFA Banquet 5 pm
 - May 19 Bears Breakfast for 7th and 8th Grade
 - Rising 5th Grade Parent Meeting 6 pm
 - May 20 TRMS Gold/Silver Bears Recognition
 - PreK Graduation at 9 am at PHS
 - 4th Graders Visit TRMS
 - 8th Graders Visit PHS
 - May 21 TRMS 8th Grade Graduation 9 am
 - 5th, 6th, 7th Grade Awards Ceremony 1 pm
 - TRMS Report Cards Go Home

May 29 Baseball Banquet (tentative)

8.7. Athletic Activities

May 5 to 6 Tennis District Team Tournament

May 8 to 10 PHS Baseball Region 7AA Tournament

May 12 to 15 Tennis State Tournament

May 15 to 17 PHS Baseball Sectional Tournament

May 19 to 24 PHS Baseball Class AA State Tournament

9. ADJOURNMENT

TRENTON SPECIAL SCHOOL DISTRICT
Board of Trustees' Regular Meeting
Central Office - 6 p.m.
April 7, 2026

ROLL CALL: The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, April 7, 2026, at 6 p.m. In attendance were the following:

Justin Weaver, Chairman
Lisa Andrews-Young
Clint Hickerson
Lilly Burns, Student Member

Tim Haney, Director of Schools
Katie Dinwiddie
Shannon Parra

Ross Pope - Absent

CALL TO ORDER: Chairman Justin Weaver called the meeting to order.

APPROVAL OF AGENDA: Chairman Weaver presented the agenda for the April 7, 2026, Regular Meeting for approval. Clint Hickerson made a motion to approve the amended agenda with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF MINUTES: Chairman Weaver presented the minutes of the March 10, 2026, Regular Meeting for approval. With no additions or corrections, Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

REPORTS: Stephanie Franks presented the March DHB Report. A DHB was requested by the parents of a 4th grader assigned to TES Behavior Class for six (6) weeks. The DHB listened to the student, parents, and Mr. Pillow. The DHB also looked at discipline referrals. Based on all the information provided, the DHB believed it to be in the best interest of the student to uphold the six (6) week placement in the Behavior Class with Mr. Greg Vinson.

A DHB was requested by the mother of an 8th Grader assigned to TRMS Alternative School for the remainder of the school year. The DHB listened to the student, the mother, and Mrs. Jessica Murray. The DHB also looked at discipline referrals. Based on the case presented, the DHB believes that it is in the best interest of the student to uphold the placement to Alternative School for the remainder of the school year. The mother requested that the student be able to attend afterschool tutoring. The DHB did allow the student to attend afterschool tutoring the remainder of time that it is offered. Any misbehavior would nullify them being allowed to stay for tutoring.

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

1. Approval of Central Office Financial Reports
2. Approval of Three Schools Financial Reports
3. Approval of PHS Technology Surplus
4. Approval of Title III Budget Amendment
5. Approval of CTE Budget Amendment #4
6. Approval of HQIM Budget Amendment
7. Approval of Cafeteria Surplus Items

Clint Hickerson made the motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

PUBLIC COMMENT: There was no public comment.

REGULAR AGENDA: The following items appeared on the “Regular Agenda”:

APPROVAL OF TSSD BOARD OF TRUSTEE’S 5 YEAR PLAN 2025-2030: Michele Elliott requested approval of the TSSD Board of Trustee’s 5 Year Plan 2025-2030. Updates to align with the District and TISA Plans were made under Academics. Item 1. Increase TN Ready Grade 3 ELA met/exceeds proficiency rates by 4-5%. Item 2. Increase EOC/TN Ready met/exceeds ELA proficiency rates by 4-5%. Item 3. Increase EOC/TN Ready met/exceeds Math proficiency rates by 4-5%. Item 8. Expand CTE/STEM opportunities. Continue ACT Prep and add the House Program at TES. The 5 Year Plan has to be posted to the district website once approved. Katie Dinwiddie made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF LITERACY MATERIAL IMPLEMENTATION SUPPORT GRANT (CLSD): Michele Elliott shared that TSSD had received a five (5) year Literacy Implementation Grant. It focuses on grades 5-12. Tammy Smith requested approval of adding \$90,000 to revenue 47309 for the literacy grant. It will be expensed as follows:

71100-195 Certified Subs	\$1,000
71100-198 Non-certified subs	500
71100-201 Social Security	93
71100-212 Medicare	22
71100-429 Instructional Supplies	8,385
72210-399 Other Contracted Serv	80,000

Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF NEW GENERAL PURPOSE BUDGET ITEMS: Tammy Smith requested approval of adding \$35,326.47 to revenue 49700 for Insurance Recovery. It will be expensed through 76100-707-010 Regular Capital Outlay for gutter repairs. Katie Dinwiddie made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously

APPROVAL OF CTE CARRYOVER BUDGET ITEMS: Tammy Smith requested approval of adding 1,199.76 to revenue 47131 for CTE carryover funds. Expense changes would be as follows:

71300-429 Instructional Supplies	2,000.00	Decrease
71300-499 Other Supplies & Mtls	325.00	Increase
71300-730 Voc Instruct Equip	5,064.42	Increase
72130-599 Other Charges	2,189.66	Decrease

Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously

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

TES Resignation - Kiley Carmack, Third Grade Teacher
TES Retirement - Scarlett Mathis, Bookkeeper
TRMS Retirement - Kim Reynolds, Attendance Clerk
PHS Retirement - Linda Stoneburner, Cafeteria
Transportation Retirement - Randy Reynolds, Bus Driver

School Activities

Apr 8 to 9 - All State Honor Band
Apr 10 TRMS Roar Store

TRMS Student of the Month Recognition

- Apr 11 ACT Test Date
- Apr 16 TRMS TN Ready Writing
- Apr 21 TRMS TN Ready ELA
- Apr 22 TRMS TN Ready ELA
 - Administrative Professionals Day
- Apr 23 TRMS TN Ready Math
- Apr 24 TRMS TN Ready Math
- Apr 28 TRMS TN Ready Science
 - Teapot Festival Music Feast Featuring 6th Grade Band
- Apr 29 TRMS TN Ready Science
- Apr 30 TRMS TN Ready Social Studies
 - TRMS Progress Reports Go Home
- May 1 TRMS TN Ready Social Studies
 - Principal's Day
- May 2 Teapot Parade Featuring PHS and TRMS Bands
- May 4 to 8 Teacher Appreciation Week
- May 4 TRMS iReady Diagnostic Window Opens
- May 6 TRMS 5th Grade Trip to Discovery Park
 - School Nurse Day
- May 7 Jr Strawberry Festival Parade Featuring TRMS Band
- May 8 Strawberry Festival Featuring PHS Band
- May 11 TRMS Final Roar Store
- May 14 TRMS Honors Banquet at 6 pm
- May 15 TRMS Student of the Month Recognition
- May 18 TRMS 5th and 6th Grade Bears Breakfast
- May 19 TRMS 7th and 8th Grade Bears Breakfast
 - TRMS House Day
- May 20 Gold and Silver Bears Recognition
 - Pre K Graduation
- May 21 TRMS 8th Grade Graduation at 9 am
 - TRMS 5th, 6th, and 7th Grade Awards Ceremony 1 pm

Athletic Activities

- Apr 7 PHS Tennis vs Madison 4:30 pm:
 - PHS Softball vs Westview 5 pm:
 - TRMS Boys Soccer vs South Gibson 5:30 pm:
 - TRMS Baseball vs Crockett Co 5:30 pm:
 - PHS Boys Soccer at JCM (Lambuth) 6 pm:
 - PHS Baseball vs Gibson Co 6:30 pm:
- Apr 9 PHS Tennis @ Gibson Co 4 pm:
 - PHS Softball vs Northside 5 pm:
 - PHS Baseball @ Lake Co 6:30 pm:
- 9.7.3. Apr 13 PHS Tennis vs South Gibson 4 pm
 - PHS Softball vs South Fulton 5 pm
 - TRMS Boys Soccer @ Dyer Co 5:30 pm
 - TRMS Baseball vs West Carroll 5:30 pm (8th Grade Night)
 - PHS Baseball @ Union City 6:30 pm
- 9.7.4. Apr 14 PHS Softball @ Gibson Co 5 pm
 - TRMS Baseball @ Crockett Co 5:30 pm
 - PHS Baseball vs Union City 6:30 pm

Apr 15 PHS Baseball vs Dresden 6:30 pm
Apr 16 PHS Tennis @ Dyersburg 4:30 pm
 PHS Softball vs Dresden 5 pm (Senior Night)
 TRMS Boys Soccer vs Obion Co 5:30 pm
 PHS Baseball vs Bradford 6 pm (Senior Night)
 PHS Boys Soccer vs Dyersburg 6 pm
 PHS Track & Field @ Dyersburg
Apr 17 PHS Baseball at East Roberson (in Huntingdon) 4:30 pm
 TRMS Baseball vs Bradford 5:30 pm
Apr 20 PHS Tennis @ Southside 4 pm
 PHS Softball @ Westview 5 pm
 PHS Boys Soccer @ Gibson Co 6 pm
 PHS Baseball @ Westview 6:30 pm
Apr 21 PHS Tennis @ Greenfield 4 pm
 PHS Softball @ Union City 5 pm
 PHS Baseball vs Westview 6:30 pm
Apr 23 PHS Softball vs Ripley 6 pm
 PHS Baseball @ Dresden 6:30 pm
Apr 24 PHS Baseball @ Dyersburg 5:30 pm
 PHS Boys Soccer @ Obion Co 5:30 pm
 PHS Track & Field @ Union City
Apr 27 PHS Softball vs Milan 5 pm
Apr 28 PHS Softball @ Ripley 5:30 pm
 PHS Boys Soccer vs Milan 6 pm
May 1 PHS Track & Field @ South Gibson

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

Chairman of the Board

Secretary to the Board

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40210	Local Option Sales Tax	1,300,000.00	(1,114,963.32)	85.77%	108,333.33	(158,228.00)	146.06%
40350	Interstate Telecommunications Tax	(9,000.00)	0.00	0.00%	(750.00)	0.00	0.00%
40610	Current Property Tax	2,887,340.00	(2,685,706.42)	93.02%	240,611.67	(1,096,272.37)	455.62%
40620	Prior Year's Property Tax	100,000.00	(70,252.68)	70.25%	8,333.33	(10,119.68)	121.44%
40630	Interest And Penalty	12,000.00	(5,857.49)	48.81%	1,000.00	(1,760.12)	176.01%
40650	Payments In Lieu Of Taxes	20,000.00	(16,423.34)	82.12%	1,666.67	(16,423.34)	985.40%
41110	Marriage Licenses	300.00	(282.16)	94.05%	25.00	(8.64)	34.56%
43531	Transportation - Other State Systems	10,000.00	0.00	0.00%	833.33	0.00	0.00%
43570	Receipts From Individual Schools	0.00	(6,647.74)	0.00%	0.00	0.00	0.00%
43990	Other Charges For Services	20,000.00	(34,356.70)	171.78%	1,666.67	0.00	0.00%
44110	Investment Income	160,000.00	(222,064.95)	138.79%	13,333.33	(22,206.10)	166.55%
44120	Lease/Rentals/PPP	19,800.00	(15,275.00)	77.15%	1,650.00	(2,375.00)	143.94%
44130	Sale Of Materials And Supplies	0.00	(150.00)	0.00%	0.00	(150.00)	0.00%
44170	Miscellaneous Refunds	0.00	(583.53)	0.00%	0.00	0.00	0.00%
44530	Sale Of Equipment	0.00	(2,070.00)	0.00%	0.00	0.00	0.00%
44570	Contributions & Gifts	3,165.00	(3,065.00)	96.84%	263.75	0.00	0.00%
44990	Other Local Revenues	3,000.00	(32,400.00)	1,080.00%	250.00	(499.00)	199.60%
46510	Tennessee Investment in Student	10,643,482.00	(8,653,391.30)	81.30%	886,956.83	(1,064,348.29)	120.00%
46513	TISA - On-behalf Payments	25,000.00	0.00	0.00%	2,083.33	0.00	0.00%
46515	Early Childhood Education	418,187.00	(279,828.83)	66.91%	34,848.92	(34,824.89)	99.93%
46570	Literacy Coordination	0.00	0.00	0.00%	0.00	0.00	0.00%
46590	Other State Education Funds	303,504.00	(284,268.12)	93.66%	25,292.00	(9,682.94)	38.28%
46596	Paid Parental Leave	0.00	(20,294.98)	0.00%	0.00	(20,294.98)	0.00%
46610	Career Ladder Program	10,000.00	(6,226.09)	62.26%	833.33	0.00	0.00%
46760	Adult Vocational	6,500.00	(6,500.00)	100.00%	541.67	(1,500.00)	276.92%
46790	Other Vocational	238,290.00	(140,104.12)	58.80%	19,857.50	(51,661.81)	260.16%
46850	Mixed Drink Tax	9,000.00	(740.29)	8.23%	750.00	0.00	0.00%
46852	State Revenue Sharing -	9,000.00	(5,205.58)	57.84%	750.00	(715.09)	95.35%
46980	Other State Grants	127,351.11	(68,963.69)	54.15%	10,612.59	(14,390.37)	135.60%
49700	Insurance Recovery	56,603.82	(121,814.68)	215.21%	4,716.99	(35,326.47)	748.92%
49800	Transfers In	2,000.00	0.00	0.00%	166.67	0.00	0.00%
	Total Revenues	16,375,522.93	(13,797,436.01)	84.26%	1,364,626.91	(2,540,787.09)	186.19%
Expenditures							
71100	Regular Instruction Program	(6,859,493.00)	4,232,491.31	61.70%	(571,624.42)	492,870.67	86.22%
71150	Alternative Instruction Program	(485,421.00)	309,378.83	63.73%	(40,451.75)	37,877.33	93.64%
71200	Special Education Program	(787,723.00)	601,561.28	76.37%	(65,643.58)	74,451.81	113.42%
71300	Career and Technical Education	(803,484.00)	455,757.72	56.72%	(66,957.00)	44,648.13	66.68%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71400	Student Body Education Program	(57,575.00)	38,014.96	66.03%	(4,797.92)	5,157.24	107.49%
72110	Attendance	(152,609.00)	112,435.66	73.68%	(12,717.42)	13,606.37	106.99%
72120	Health Services	(171,137.00)	105,717.76	61.77%	(14,261.42)	14,190.22	99.50%
72130	Other Student Support	(483,458.00)	321,281.55	66.45%	(40,288.17)	37,340.09	92.68%
72210	Regular Instruction Program	(903,805.00)	625,524.17	69.21%	(75,317.08)	53,405.47	70.91%
72220	Special Education Program	(54,867.00)	63,026.56	114.87%	(4,572.25)	7,128.68	155.91%
72230	Career and Technical Education	(107,978.00)	82,145.39	76.08%	(8,998.17)	8,900.37	98.91%
72250	Instructional Technology	(503,831.00)	320,054.28	63.52%	(41,985.92)	22,106.32	52.65%
72310	Board Of Education	(263,255.00)	224,053.38	85.11%	(21,937.92)	26,946.22	122.83%
72320	Director Of Schools	(443,688.00)	391,173.18	88.16%	(36,974.00)	15,155.64	40.99%
72410	Office Of The Principal	(1,032,078.00)	662,068.13	64.15%	(86,006.50)	76,998.94	89.53%
72510	Fiscal Services	(120,559.00)	80,320.06	66.62%	(10,046.58)	9,082.84	90.41%
72520	Human Services/Personnel	(154,812.00)	112,887.28	72.92%	(12,901.00)	11,409.18	88.44%
72610	Operation Of Plant	(1,295,456.00)	951,687.22	73.46%	(107,954.67)	92,118.40	85.33%
72620	Maintenance Of Plant	(534,626.11)	380,119.12	71.10%	(44,552.18)	21,501.49	48.26%
72710	Transportation	(449,468.60)	280,825.06	62.48%	(37,455.72)	32,884.00	87.79%
72810	Central And Other	(42,000.00)	26,413.23	62.89%	(3,500.00)	345.86	9.88%
73100	Food Service	(65,000.00)	19,438.18	29.90%	(5,416.67)	8,079.64	149.16%
73300	Community Services	(3,000.00)	1,400.00	46.67%	(250.00)	1,000.00	400.00%
73400	Early Childhood Education	(424,619.00)	287,620.53	67.74%	(35,384.92)	35,350.39	99.90%
76100	Regular Capital Outlay	(2,039,744.22)	1,681,640.74	82.44%	(169,978.69)	80,505.77	47.36%
82130	Education	(720,000.00)	720,000.00	100.00%	(60,000.00)	720,000.00	1,200.00%
82230	Education	(507,419.00)	507,418.76	100.00%	(42,284.92)	253,709.38	600.00%
	Total Expenditures	(19,467,105.93)	13,594,454.34	69.83%	(1,622,258.83)	2,196,770.45	135.41%
Total	141 General Purpose School	(3,091,583.00)	(202,981.67)	-6.57%	(257,631.92)	(344,016.64)	-133.53%

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44110	Investment Income	0.00	292.04	0.00%	0.00	128.80	0.00%
46980	Other State Grants	261,250.00	(92,601.40)	35.45%	21,770.83	(28,853.80)	132.53%
47131	Vocational Educ - Basic Grants To	51,535.52	(36,736.78)	71.28%	4,294.63	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	731,282.47	(307,159.11)	42.00%	60,940.21	(37,801.09)	62.03%
47143	Special Education - Grants To States	352,125.01	(182,866.66)	51.93%	29,343.75	(7,424.45)	25.30%
47145	Special Education Preschool Grants	44,080.33	(7,279.06)	16.51%	3,673.36	(861.43)	23.45%
47146	English Language Acquisition Grants	7,852.55	(2,890.52)	36.81%	654.38	(2,117.22)	323.55%
47148	Rural Education	36,153.50	(20,677.52)	57.19%	3,012.79	(2,959.94)	98.25%
47309	COVID-19 Grant D	164,300.00	(36,947.98)	22.49%	13,691.67	(19.54)	0.14%
47310	COVID-19 Grant E	110,184.66	(59,743.48)	54.22%	9,182.06	0.00	0.00%
	Total Revenues	1,758,764.04	(746,610.47)	42.45%	146,563.67	(79,908.67)	54.52%
Expenditures							
71100	Regular Instruction Program	(367,740.21)	185,361.96	50.41%	(30,645.02)	9,922.74	32.38%
71200	Special Education Program	(362,858.34)	217,245.05	59.87%	(30,238.20)	37,388.75	123.65%
71300	Career and Technical Education	(155,330.18)	122,009.53	78.55%	(12,944.18)	13,915.05	107.50%
72130	Other Student Support	(105,679.12)	61,912.43	58.59%	(8,806.59)	4,176.43	47.42%
72210	Regular Instruction Program	(441,318.19)	246,857.87	55.94%	(36,776.52)	91,689.17	249.31%
72220	Special Education Program	(61,586.00)	33,096.39	53.74%	(5,132.17)	3,209.72	62.54%
72230	Career and Technical Education	(3,000.00)	765.42	25.51%	(250.00)	614.42	245.77%
73300	Community Services	(260,388.00)	128,744.74	49.44%	(21,699.00)	22,362.01	103.06%
99100	Transfers Out	(864.00)	0.00	0.00%	(72.00)	0.00	0.00%
	Total Expenditures	(1,758,764.04)	995,993.39	56.63%	(146,563.67)	183,278.29	125.05%
Total	142 School Federal Projects	0.00	249,382.92	100.00%	0.00	103,369.62	0.00%

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	2,000.00	(6,657.10)	332.86%	166.67	(1,418.30)	850.98%
43522	Lunch Payments - Adults	10,000.00	(9,530.75)	95.31%	833.33	(1,009.85)	121.18%
43523	Income From Breakfast	0.00	(408.00)	0.00%	0.00	0.00	0.00%
44110	Investment Income	25,839.00	(559.89)	2.17%	2,153.25	137.34	-6.38%
46520	School Food Service	8,000.00	(9,063.56)	113.29%	666.67	(9,063.56)	1,359.53%
46980	Other State Grants	95,108.00	0.00	0.00%	7,925.67	0.00	0.00%
47111	USDA School Lunch Program	850,000.00	(471,310.96)	55.45%	70,833.33	0.00	0.00%
47112	USDA Commodities	80,000.00	0.00	0.00%	6,666.67	0.00	0.00%
47113	Breakfast	700,000.00	(254,653.98)	36.38%	58,333.33	0.00	0.00%
47114	USDA - Other	300,000.00	(118,068.50)	39.36%	25,000.00	0.00	0.00%
47990	Other Direct Federal Revenue	750,000.00	(35,582.80)	4.74%	62,500.00	0.00	0.00%
	Total Revenues	2,820,947.00	(905,835.54)	32.11%	235,078.92	(11,354.37)	4.83%
Expenditures							
73100	Food Service	(2,885,947.00)	2,074,306.34	71.88%	(240,495.58)	88,123.44	36.64%
	Total Expenditures	(2,885,947.00)	2,074,306.34	71.88%	(240,495.58)	88,123.44	36.64%
Total	143 Central Cafeteria	(65,000.00)	1,168,470.80	1,797.65%	(5,416.67)	76,769.07	1,417.

144 School Transportation		Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Account	Description						
Revenues							
43531	Transportation - Other State Systems	628,334.00	(534,392.81)	85.05%	52,361.17	(48,270.36)	92.19%
44990	Other Local Revenues	0.00	(1,339.00)	0.00%	0.00	0.00	0.00%
	Total Revenues	628,334.00	(535,731.81)	85.26%	52,361.17	(48,270.36)	92.19%
Expenditures							
72710	Transportation	(628,334.00)	534,392.81	85.05%	(52,361.17)	48,270.36	92.19%
	Total Expenditures	(628,334.00)	534,392.81	85.05%	(52,361.17)	48,270.36	92.19%
Total	144 School Transportation	0.00	(1,339.00)	100.00%	0.00	0.00	0.00%

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-011-11130

Number	Date	Description	Check Type	Status	
35692	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$133.03
35696	3/16/2026	American Cancer Society Gibson Co	Vendor	Outstanding	\$0.73
35700	3/16/2026	Gibson Co Imagination Library	Vendor	Reconciled	\$0.40
35706	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$13.82
35710	3/16/2026	TASC	Vendor	Reconciled	\$8.33
35715	3/16/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	\$10.41
35717	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$119.63
35721	3/16/2026	TSSD Cell Phones	Vendor	Reconciled	\$5.00
35724	3/16/2026	TSSD Concord	Vendor	Outstanding	\$658.73
35731	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$3,689.55
35745	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$1,352.72
35748	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$1,266.05
35751	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$32.00
35759	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$86.28

Totals for Vendor

Number of Checks:	14
Total Checks:	\$7,376.68
Reconciled Checks:	\$6,660.99
Outstanding Checks:	\$715.69
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-011-11130

Account Number: 000000090212

Totals for 142-011-11130

Number of Checks:	14
Total Checks:	\$7,376.68
Reconciled Checks:	\$6,660.99
Outstanding Checks:	\$715.69
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-101-11130

Number	Date	Description	Check Type	Status	
35695	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$340.17
35699	3/16/2026	Gibson Co Imagination Library	Vendor	Reconciled	\$4.49
35704	3/16/2026	Peabody High School General Fund	Vendor	Reconciled	\$1.45
35708	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$30.07
35713	3/16/2026	Tn Child Support	Vendor	Reconciled	\$145.37
35719	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$100.00
35726	3/16/2026	TSSD Concord	Vendor	Outstanding	\$1,965.69
35735	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$18,565.33
35744	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$4,754.22
35746	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$2,801.48
35753	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$65.68
35755	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$97.07

Totals for Vendor

Number of Checks:	12
Total Checks:	\$28,871.02
Reconciled Checks:	\$26,809.58
Outstanding Checks:	\$2,061.44
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Totals for 142-101-11130

Number of Checks:	12
Total Checks:	\$28,871.02
Reconciled Checks:	\$26,809.58
Outstanding Checks:	\$2,061.44
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-170-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35683	3/4/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$3,793.87
35689	3/10/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$11,884.61
35694	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$60.00
35728	3/16/2026	TSSD Concord	Vendor	Outstanding	\$785.68
35734	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$4,644.02
35743	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$1,153.61
35763	3/24/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$1,653.68
35763	3/24/2026	Amazon Capital Services, Inc.	Vendor	Void	\$1,653.68

Totals for Vendor

Number of Checks:	8
Total Checks:	\$25,629.15
Reconciled Checks:	\$23,189.79
Outstanding Checks:	\$785.68
Void Checks:	\$1,653.68

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-170-11130

Account Number: 000000090212

Totals for 142-170-11130

Number of Checks:	8
Total Checks:	\$25,629.15
Reconciled Checks:	\$23,189.79
Outstanding Checks:	\$785.68
Void Checks:	\$1,653.68

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-430-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35684	3/4/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$1,772.05
35686	3/4/2026	Food Rite	Vendor	Reconciled	\$109.64
6	3/10/2026	Amazon Capital Services, Inc.	Vendor	Void	\$0.00
7	3/10/2026	Amazon Capital Services, Inc.	Vendor	Void	\$0.00
8	3/10/2026	Amazon Capital Services, Inc.	Vendor	Void	\$0.00
9	3/10/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	\$0.00
35702	3/16/2026	Peabody High School General Fund	Vendor	Reconciled	\$0.05
35720	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$0.48
35723	3/16/2026	TSSD Concord	Vendor	Outstanding	\$2,257.16
35736	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$15,165.75
35740	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$3,947.57
35765	3/24/2026	Food Rite	Vendor	Reconciled	\$86.94
35765	3/24/2026	Food Rite	Vendor	Void	\$86.94

Totals for Vendor

Number of Checks:	13
Total Checks:	\$23,426.58
Reconciled Checks:	\$21,082.48
Outstanding Checks:	\$2,257.16
Void Checks:	\$86.94

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-430-11130

Account Number: 000000090212

Totals for 142-430-11130

Number of Checks:	13
Total Checks:	\$23,426.58
Reconciled Checks:	\$21,082.48
Outstanding Checks:	\$2,257.16
Void Checks:	\$86.94

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-601-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35693	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$64.93
35703	3/16/2026	Peabody High School General Fund	Vendor	Reconciled	\$0.93
35712	3/16/2026	Tn Child Support	Vendor	Reconciled	\$92.68
35727	3/16/2026	TSSD Concord	Vendor	Outstanding	\$178.74
35737	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$706.02
35741	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$250.64
35750	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$212.42
35756	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$0.50

Totals for Vendor

Number of Checks:	8
Total Checks:	\$1,506.86
Reconciled Checks:	\$1,328.12
Outstanding Checks:	\$178.74
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-601-11130

Account Number: 000000090212

Totals for 142-601-11130

Number of Checks:	8
Total Checks:	\$1,506.86
Reconciled Checks:	\$1,328.12
Outstanding Checks:	\$178.74
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-801-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35687	3/4/2026	Anna Shelton	Vendor	Reconciled	\$393.44
35688	3/4/2026	Arianne Stearns	Vendor	Reconciled	\$306.00
35688	3/4/2026	TSSD General Purpose	Vendor	Reconciled	\$220.98
35688	3/4/2026	Arianne Stearns	Vendor	Void	\$306.00
35762	3/24/2026	Amazon Capital Services, Inc.	Vendor	Void	\$89.99
35762	3/24/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	\$89.99
35766	3/24/2026	Lowe's	Vendor	Outstanding	\$151.05
35766	3/24/2026	Lowe's	Vendor	Void	\$151.05
35767	3/24/2026	National Healthcareer Association	Vendor	Void	\$1,917.00
35767	3/24/2026	National Healthcareer Association	Vendor	Outstanding	\$1,917.00
35771	3/27/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	\$1,854.00

Totals for Vendor

Number of Checks:	11
Total Checks:	\$7,396.50
Reconciled Checks:	\$920.42
Outstanding Checks:	\$4,012.04
Void Checks:	\$2,464.04

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-801-11130

Account Number: 000000090212

Totals for 142-801-11130

Number of Checks:	11
Total Checks:	\$7,396.50
Reconciled Checks:	\$920.42
Outstanding Checks:	\$4,012.04
Void Checks:	\$2,464.04

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-901-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35691	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$611.38
35697	3/16/2026	American Cancer Society Gibson Co	Vendor	Outstanding	\$0.78
35698	3/16/2026	Chapter 13 Trustee	Vendor	Reconciled	\$268.00
35701	3/16/2026	Gibson Co Imagination Library	Vendor	Reconciled	\$5.22
35705	3/16/2026	Peabody High School General Fund	Vendor	Reconciled	\$5.00
35707	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$42.72
35711	3/16/2026	TASC	Vendor	Reconciled	\$18.92
35714	3/16/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	\$19.71
35718	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$65.68
35722	3/16/2026	TSSD Concord	Vendor	Outstanding	\$2,261.27
35733	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$12,442.52
35742	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$3,955.03
35749	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$3,969.95
35754	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$171.60
35758	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$74.95
35760	3/16/2026	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$11.63

Totals for Vendor

Number of Checks:	16
Total Checks:	\$23,924.36
Reconciled Checks:	\$21,416.65
Outstanding Checks:	\$2,507.71
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-901-11130

Account Number: 000000090212

Totals for 142-901-11130

Number of Checks:	16
Total Checks:	\$23,924.36
Reconciled Checks:	\$21,416.65
Outstanding Checks:	\$2,507.71
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-911-11130

Number	Date	Description	Check Type	Status	
35709	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$1.17
35716	3/16/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	\$14.52
35725	3/16/2026	TSSD Concord	Vendor	Outstanding	\$101.24
35730	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$463.61
35738	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$139.80
35747	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$123.03
35752	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$10.62
35757	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$0.39
35761	3/16/2026	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$7.05

Totals for Vendor

Number of Checks:	9
Total Checks:	\$861.43
Reconciled Checks:	\$726.83
Outstanding Checks:	\$134.60
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-911-11130

Account Number: 000000090212

Totals for 142-911-11130

Number of Checks:	9
Total Checks:	\$861.43
Reconciled Checks:	\$726.83
Outstanding Checks:	\$134.60
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
 GL Account: 142-951-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35770	3/24/2026	TNTP, Inc.	Vendor	Outstanding	\$40,000.00
Totals for Vendor					
Number of Checks:					1
Total Checks:					\$40,000.00
Reconciled Checks:					\$0.00
Outstanding Checks:					\$40,000.00
Void Checks:					\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-951-11130

Account Number: 000000090212

Totals for 142-951-11130

Number of Checks:	1
Total Checks:	\$40,000.00
Reconciled Checks:	\$0.00
Outstanding Checks:	\$40,000.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-952-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35769	3/24/2026	TNTP, Inc.	Vendor	Void	\$36,400.00
35769	3/24/2026	TNTP, Inc.	Vendor	Outstanding	\$36,400.00

Totals for Vendor

Number of Checks:	2
Total Checks:	\$72,800.00
Reconciled Checks:	\$0.00
Outstanding Checks:	\$36,400.00
Void Checks:	\$36,400.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-952-11130

Account Number: 000000090212

Totals for 142-952-11130

Number of Checks:	2
Total Checks:	\$72,800.00
Reconciled Checks:	\$0.00
Outstanding Checks:	\$36,400.00
Void Checks:	\$36,400.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-954-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35685	3/4/2026	Cdw Government, Inc	Vendor	Reconciled	\$2,187.26
35690	3/10/2026	Jackson State Community College	Vendor	Reconciled	\$6,162.00
35729	3/16/2026	TSSD Concord	Vendor	Outstanding	\$374.75
35732	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$1,826.46
35739	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$687.03
35764	3/24/2026	Apple, Inc	Vendor	Void	\$1,158.00
35764	3/24/2026	Apple, Inc	Vendor	Reconciled	\$1,158.00
35768	3/24/2026	School Outfitters	Vendor	Outstanding	\$2,470.79
35768	3/24/2026	School Outfitters	Vendor	Void	\$2,470.79

Totals for Vendor

Number of Checks:	9
Total Checks:	\$18,495.08
Reconciled Checks:	\$12,020.75
Outstanding Checks:	\$2,845.54
Void Checks:	\$3,628.79

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Citizens City And County Bank Bus Garage 144
GL Account: 142-954-11130

Account Number: 000190350001

Totals for 142-954-11130

Number of Checks:	9
Total Checks:	\$18,495.08
Reconciled Checks:	\$12,020.75
Outstanding Checks:	\$2,845.54
Void Checks:	\$3,628.79

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Citizens City And County Bank Bus Garage 144

Account Number: 000190350001

GL Account: 144- -11130

Number	Date	Description	Check Type	Status	
17278	3/10/2026	Blake Daniels	Vendor	Reconciled	\$600.00
17279	3/10/2026	Edsell Burns	Vendor	Reconciled	\$200.00
17280	3/10/2026	William Frazier	Vendor	Outstanding	\$75.00
17281	3/10/2026	Rickey Hooker	Vendor	Reconciled	\$150.00
17282	3/10/2026	Kenneth Doss	Vendor	Reconciled	\$300.00
17283	3/10/2026	Trenton Industrial Laundry	Vendor	Reconciled	\$93.13
17284	3/16/2026	AFLAC	Vendor	Outstanding	\$60.45
17285	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$554.19
17286	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$12.64
17287	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$64.00
17288	3/16/2026	TSSD Concord	Vendor	Outstanding	\$1,764.22
17289	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$12,685.79
17290	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$3,565.30
17291	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$2,178.90
17292	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$121.97
17293	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$23.54
17294	3/23/2026	Gibson Co Utility Dist	Vendor	Reconciled	\$687.18
17295	3/23/2026	Gibson Connect	Vendor	Reconciled	\$93.69
17296	3/31/2026	AAA Auto Glass	Vendor	Outstanding	\$650.00
17297	3/31/2026	Ace Building Center	Vendor	Outstanding	\$342.73
17298	3/31/2026	Best One Tire Of Jackson	Vendor	Outstanding	\$3,951.56
17299	3/31/2026	Br Supply, Inc	Vendor	Outstanding	\$155.66
17300	3/31/2026	Edsell Burns	Vendor	Outstanding	\$200.00
17301	3/31/2026	Central States Bus Sales, Inc.	Vendor	Outstanding	\$9,960.77
17302	3/31/2026	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$78.08
17303	3/31/2026	Kimball Midwest	Vendor	Outstanding	\$866.34
17304	3/31/2026	Motor Parts Co Of Milan	Vendor	Outstanding	\$869.46

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Bank Account: Citizens City And County Bank Bus Garage 144
GL Account: 144- -11130

Account Number: 000190350001

Number	Date	Description	Check Type	Status	
17305	3/31/2026	Nexair, Llc	Vendor	Outstanding	\$52.09
17306	3/31/2026	O'reilly Auto Part	Vendor	Outstanding	\$1,955.21
17307	3/31/2026	Rasberry Tire	Vendor	Outstanding	\$385.00
17308	3/31/2026	Serra of Jackson	Vendor	Outstanding	\$26.08
17309	3/31/2026	Tag Truck Center Of Jackson	Vendor	Outstanding	\$3,875.74
17310	3/31/2026	Temple Landscaping, LLC	Vendor	Outstanding	\$201.00
17311	3/31/2026	Trenton Industrial Laundry	Vendor	Outstanding	\$409.26
17312	3/31/2026	Trenton Light & Water Depts.	Vendor	Outstanding	\$413.13
17313	3/31/2026	Volunteer International Inc.	Vendor	Outstanding	\$648.25

Totals for Vendor

Number of Checks:	36
Total Checks:	\$48,270.36
Reconciled Checks:	\$21,195.72
Outstanding Checks:	\$27,074.64
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Regions Bank Cafeteria 143
GL Account: 144- -11130

Account Number: 0115084308

Totals for 144- -11130

Number of Checks: 36
Total Checks: \$48,270.36
Reconciled Checks: \$21,195.72
Outstanding Checks: \$27,074.64
Void Checks: \$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16940	3/4/2026	Healthy Flavors AR LLC	Vendor	Void	\$20,000.00
16940	3/4/2026	Healthy Flavors AR LLC	Vendor	Void	\$20,000.00
16941	3/4/2026	Healthy Flavors, Inc.	Vendor	Void	\$34,833.33
16941	3/4/2026	Healthy Flavors, Inc.	Vendor	Void	\$34,833.33
16942	3/4/2026	Hiland Dairy Foods Company LLC	Vendor	Void	\$6,879.64
16942	3/4/2026	Hiland Dairy Foods Company LLC	Vendor	Void	\$6,879.64
16943	3/4/2026	Lisa Seiber Garland	Vendor	Void	\$365.50
16943	3/4/2026	Lisa Seiber Garland	Vendor	Void	\$365.50
16944	3/4/2026	Mccartney Produce Company, Inc.	Vendor	Void	\$8,852.14
16944	3/4/2026	Mccartney Produce Company, Inc.	Vendor	Void	\$8,852.14
16945	3/4/2026	Keely Spain	Vendor	Void	\$300.35
16945	3/4/2026	Keely Spain	Vendor	Void	\$300.35
16946	3/4/2026	Stockyard Market	Vendor	Void	\$3,198.90
16946	3/4/2026	Stockyard Market	Vendor	Void	\$3,198.90
16947	3/4/2026	TSSD General Purpose	Vendor	Void	\$1,959.49
16947	3/4/2026	TSSD General Purpose	Vendor	Void	\$1,959.49
16948	3/4/2026	Volco	Vendor	Void	\$4,662.57
16948	3/4/2026	Volco	Vendor	Void	\$4,662.57
16949	3/4/2026	WebstaurantStore	Vendor	Void	\$8,565.09
16949	3/4/2026	WebstaurantStore	Vendor	Void	\$8,565.09
16951	3/4/2026	Healthy Flavors AR LLC	Vendor	Reconciled	\$20,000.00
16952	3/4/2026	Healthy Flavors, Inc.	Vendor	Reconciled	\$34,833.33
16953	3/4/2026	Hiland Dairy Foods Company LLC	Vendor	Reconciled	\$6,879.64
16954	3/4/2026	Lisa Seiber Garland	Vendor	Reconciled	\$365.50
16955	3/4/2026	Mccartney Produce Company, Inc.	Vendor	Reconciled	\$8,852.14
16956	3/4/2026	Keely Spain	Vendor	Reconciled	\$300.35
16957	3/4/2026	Stockyard Market	Vendor	Reconciled	\$3,198.90

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Bank Account Check Listing By Date

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Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16958	3/4/2026	TSSD General Purpose	Vendor	Reconciled	\$1,959.49
16959	3/4/2026	Volco	Vendor	Reconciled	\$4,662.57
16960	3/4/2026	WebstaurantStore	Vendor	Reconciled	\$8,565.09
16961	3/10/2026	Bell Family Farm	Vendor	Reconciled	\$800.00
16962	3/10/2026	Brandon White	Vendor	Reconciled	\$1,346.16
16963	3/10/2026	Bull's Eye Brands	Vendor	Reconciled	\$2,256.80
16964	3/10/2026	Delta Electrical Incorporated	Vendor	Reconciled	\$3,850.00
16965	3/10/2026	Food Rite	Vendor	Reconciled	\$182.55
16966	3/10/2026	Food Rite #10	Vendor	Reconciled	\$60.21
16967	3/10/2026	Cale Meador	Vendor	Reconciled	\$1,884.25
16968	3/10/2026	NWTN Local Food Network 1	Vendor	Reconciled	\$458.44
16969	3/10/2026	Quill Corporation	Vendor	Outstanding	\$8.15
16970	3/10/2026	Smart Foods 4 Schools	Vendor	Reconciled	\$5,023.50
16971	3/10/2026	Keely Spain	Vendor	Reconciled	\$1,346.16
16972	3/10/2026	United Refrigeration Inc.	Vendor	Reconciled	\$531.25
16973	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$1,005.55
16974	3/16/2026	American Cancer Society Gibson Co	Vendor	Outstanding	\$2.99
16975	3/16/2026	Gibson Co Imagination Library	Vendor	Reconciled	\$13.77
16976	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$113.39
16977	3/16/2026	TASC	Vendor	Reconciled	\$30.42
16978	3/16/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	\$113.67
16979	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$75.68
16980	3/16/2026	TSSD Concord	Vendor	Outstanding	\$4,160.00
16981	3/16/2026	TSSD General Fund Payroll	Vendor	Reconciled	\$26,514.86
16982	3/16/2026	TSSD General Purpose	Vendor	Reconciled	\$6,810.44
16983	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$9,664.30
16984	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$369.48
16985	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$132.59

Trenton Special School District
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Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16986	3/16/2026	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$192.20
16987	3/24/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$242.82
16988	3/24/2026	Food Rite	Vendor	Reconciled	\$34.11
16989	3/24/2026	Food Rite #10	Vendor	Reconciled	\$45.67
16990	3/24/2026	Ryan Bauer	Vendor	Outstanding	\$112.95
16991	3/24/2026	Stockyard Market	Vendor	Outstanding	\$630.00
16992	3/24/2026	Volco	Vendor	Outstanding	\$6,206.77
16993	3/24/2026	Brandon White	Vendor	Reconciled	\$1,346.16
16994	3/24/2026	Keely Spain	Vendor	Reconciled	\$1,346.16

Totals for Vendor

Number of Checks:	64
Total Checks:	\$345,762.48
Reconciled Checks:	\$154,618.86
Outstanding Checks:	\$11,909.60
Void Checks:	\$179,234.02

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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 143- -11130

Account Number: 0100033708

Totals for 143- -11130

Number of Checks: 64
Total Checks: \$345,762.48
Reconciled Checks: \$154,618.86
Outstanding Checks: \$11,909.60
Void Checks: \$179,234.02

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
57519	3/3/2026	Abbott Services LLC	Vendor	Reconciled	\$4,000.00
57520	3/3/2026	Ace Building Center	Vendor	Reconciled	\$4.25
57521	3/3/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$29.97
57522	3/3/2026	Food Rite	Vendor	Reconciled	\$55.47
57523	3/3/2026	Gibson Farmers Co-Op	Vendor	Reconciled	\$2,035.02
57524	3/3/2026	Madd	Vendor	Void	\$250.00
57525	3/3/2026	Nasn	Vendor	Reconciled	\$140.50
57526	3/3/2026	Rasberry Tire	Vendor	Reconciled	\$506.33
57527	3/3/2026	Telemetrics	Vendor	Reconciled	\$340.00
57528	3/3/2026	Temple Landscaping, LLC	Vendor	Reconciled	\$5,012.00
57529	3/3/2026	Tennessee Bureau of Investigation	Vendor	Reconciled	\$100.00
57530	3/3/2026	Thunder Laser USA	Vendor	Reconciled	\$19,800.00
57531	3/3/2026	TN Department of Environment and Conservation	Vendor	Reconciled	\$4,000.00
57532	3/3/2026	Trane Parts Center	Vendor	Reconciled	\$7,760.00
57533	3/3/2026	Trenton Light & Water Depts.	Vendor	Reconciled	\$35,472.71
57534	3/3/2026	TSSD Gibson Co Bus Garage	Vendor	Reconciled	\$6,132.00
57535	3/3/2026	Verizon	Vendor	Reconciled	\$715.01
57536	3/3/2026	Volunteer Technology Systems, Llc	Vendor	Reconciled	\$2,587.30
57537	3/4/2026	TSSD Federal Projects	Vendor	Reconciled	\$18,618.15
57538	3/9/2026	Ace Building Center	Vendor	Reconciled	\$84.03
57539	3/9/2026	Airgas USA, LLC	Vendor	Reconciled	\$29.12
57540	3/9/2026	Amy Allen	Vendor	Reconciled	\$600.00
57541	3/9/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$204.70
57542	3/9/2026	American Express	Vendor	Reconciled	\$90.00
57543	3/9/2026	Austin Baird	Vendor	Reconciled	\$600.00
57544	3/9/2026	Br Supply, Inc	Vendor	Reconciled	\$85.14
57545	3/9/2026	Brooke Piercy	Vendor	Reconciled	\$600.00

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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
57546	3/9/2026	David Bruketta	Vendor	Reconciled	\$600.00
57547	3/9/2026	Amy Van Buuren	Vendor	Reconciled	\$975.00
57548	3/9/2026	Clint Sisco	Vendor	Outstanding	\$883.00
57549	3/9/2026	Anna Shelton Cobb	Vendor	Reconciled	\$600.00
57550	3/9/2026	Cortnee Wilkes	Vendor	Reconciled	\$600.00
57551	3/9/2026	Digital Technology Group	Vendor	Reconciled	\$24,759.80
57552	3/9/2026	Sunni Ferguson	Vendor	Reconciled	\$600.00
57553	3/9/2026	Food Rite	Vendor	Reconciled	\$15.16
57554	3/9/2026	Franky Hodges	Vendor	Reconciled	\$512.22
57555	3/9/2026	Gibson Farmers Co-Op	Vendor	Reconciled	\$150.00
57556	3/9/2026	Sonya Hayman	Vendor	Reconciled	\$600.00
57557	3/9/2026	Holly Barnett	Vendor	Reconciled	\$1,146.75
57558	3/9/2026	Holly Pillow	Vendor	Reconciled	\$600.00
57559	3/9/2026	Rickey Hooker	Vendor	Reconciled	\$450.00
57560	3/9/2026	Jake Ramsey	Vendor	Reconciled	\$600.00
57561	3/9/2026	Jd Distributors	Vendor	Reconciled	\$1,993.30
57562	3/9/2026	Jessica Murray	Vendor	Reconciled	\$600.00
57563	3/9/2026	Jon Michael Lee	Vendor	Reconciled	\$600.00
57564	3/9/2026	Jostens	Vendor	Outstanding	\$60.00
57565	3/9/2026	Lanny Poteet, Jr	Vendor	Reconciled	\$1,112.35
57566	3/9/2026	Lisa Bradford	Vendor	Reconciled	\$600.00
57567	3/9/2026	Lisa Seiber Garland	Vendor	Reconciled	\$600.00
57568	3/9/2026	Lois H Ellison	Vendor	Reconciled	\$600.00
57569	3/9/2026	Lowe's	Vendor	Outstanding	\$1,167.84
57570	3/9/2026	LTC Language Solutions	Vendor	Reconciled	\$18.00
57571	3/9/2026	Marshell Easley	Vendor	Reconciled	\$300.00
57572	3/9/2026	Michael Hart	Vendor	Reconciled	\$300.00
57573	3/9/2026	Ncs Pearson, Inc.	Vendor	Reconciled	\$656.99

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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
57574	3/9/2026	Paul Pillow	Vendor	Reconciled	\$600.00
57575	3/9/2026	Peabody High School General Fund	Vendor	Reconciled	\$6,270.93
57576	3/9/2026	R J Young Company	Vendor	Reconciled	\$343.20
57577	3/9/2026	Randal Reynolds	Vendor	Reconciled	\$300.00
57578	3/9/2026	Rose Campbell	Vendor	Reconciled	\$1,146.75
57579	3/9/2026	School Nurse Supply, Inc	Vendor	Reconciled	\$466.00
57580	3/9/2026	Shannon Parra	Vendor	Reconciled	\$600.00
57581	3/9/2026	Austin Smith	Vendor	Reconciled	\$600.00
57582	3/9/2026	Andrea Staser	Vendor	Outstanding	\$600.00
57583	3/9/2026	Stephanie Franks	Vendor	Reconciled	\$600.00
57584	3/9/2026	Rhonda Summers	Vendor	Reconciled	\$917.40
57585	3/9/2026	Tamela Smith	Vendor	Reconciled	\$600.00
57586	3/9/2026	Tina Miller	Vendor	Outstanding	\$309.62
57587	3/9/2026	Tony D. Kash	Vendor	Reconciled	\$600.00
57588	3/9/2026	TSSD Cafeteria	Vendor	Reconciled	\$6,879.64
57589	3/9/2026	TSSD Federal Projects	Vendor	Reconciled	\$64.79
57590	3/9/2026	Tyler Walls	Vendor	Reconciled	\$300.00
57591	3/9/2026	Alana Vandiver	Vendor	Reconciled	\$600.00
57592	3/9/2026	Victory 93.7 Wtkb-Fm	Vendor	Reconciled	\$99.00
57593	3/9/2026	Vital Records Control	Vendor	Reconciled	\$37.02
57594	3/9/2026	Darrell Walker	Vendor	Reconciled	\$550.00
57595	3/9/2026	Robert Webber	Vendor	Reconciled	\$300.00
57596	3/9/2026	Words For Life Speech	Vendor	Reconciled	\$4,563.00
57597	3/9/2026	Youth Town	Vendor	Reconciled	\$1,313.50
57598	3/12/2026	Amy Van Buuren	Vendor	Reconciled	\$975.00
57599	3/12/2026	Karla Valle	Vendor	Outstanding	\$120.00
57600	3/12/2026	Estate of Angelica Voigt	Vendor	Reconciled	\$5,576.57
57601	3/16/2026	AFLAC	Vendor	Outstanding	\$235.48

Trenton Special School District
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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
57602	3/16/2026	AirMedCare Network	Vendor	Reconciled	\$12,745.48
57603	3/16/2026	American Cancer Society Gibson Co	Vendor	Outstanding	\$10.50
57604	3/16/2026	Centennial Bank	Vendor	Reconciled	\$640,309.31
57605	3/16/2026	Gibson Co Imagination Library	Vendor	Reconciled	\$163.12
57606	3/16/2026	Peabody High School General Fund	Vendor	Reconciled	\$112.57
57607	3/16/2026	Superior Vision Services, Inc.	Vendor	Outstanding	\$1,220.03
57608	3/16/2026	TASC	Vendor	Reconciled	\$2,982.32
57609	3/16/2026	Tn Child Support	Vendor	Reconciled	\$2,377.95
57610	3/16/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	\$800.10
57611	3/16/2026	TSA Consulting Group, Inc.	Vendor	Reconciled	\$4,237.86
57612	3/16/2026	TSSD Cell Phones	Vendor	Reconciled	\$20.00
57613	3/16/2026	TSSD Concord	Vendor	Void	\$73,031.15
57614	3/16/2026	TSSD General Purpose	Vendor	Void	\$153,366.58
57615	3/16/2026	TSSD Teacher Insurance System	Vendor	Reconciled	\$127,456.33
57616	3/16/2026	USABLE LIFE	Vendor	Outstanding	\$5,145.17
57617	3/16/2026	Usable Life - Premium Billing	Vendor	Reconciled	\$2,129.54
57618	3/16/2026	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$659.32
57619	3/17/2026	Ace Building Center	Vendor	Reconciled	\$36.73
57620	3/17/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$324.84
57621	3/17/2026	B & E Electronics, Inc.	Vendor	Reconciled	\$6,616.00
57622	3/17/2026	Molly Bailey	Vendor	Outstanding	\$255.00
57623	3/17/2026	Br Supply, Inc	Vendor	Outstanding	\$53.65
57624	3/17/2026	Cook's Pest Control, Inc	Vendor	Outstanding	\$496.00
57625	3/17/2026	Delta Materials Handling, Inc.	Vendor	Reconciled	\$698.25
57626	3/17/2026	Follett Content Solutions, LLC	Vendor	Outstanding	\$57.10
57627	3/17/2026	Food Rite	Vendor	Reconciled	\$30.45
57628	3/17/2026	Gibson Connect	Vendor	Reconciled	\$1,117.40
57629	3/17/2026	Greater Gibson Co. Chamber Com	Vendor	Reconciled	\$150.00

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Bank Account: Regions Bank Checking Gen Purpose 141 Account Number: 0100033708
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
57630	3/17/2026	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$223.15
57631	3/17/2026	Jackson Sun	Vendor	Outstanding	\$171.59
57632	3/17/2026	Jd Distributors	Vendor	Reconciled	\$983.36
57633	3/17/2026	Candra Kizer	Vendor	Reconciled	\$255.00
57634	3/17/2026	Madd	Vendor	Outstanding	\$500.00
57635	3/17/2026	Quill Corporation	Vendor	Outstanding	\$263.90
57636	3/17/2026	Raspberry Tire	Vendor	Reconciled	\$620.33
57637	3/17/2026	Regions Bank, Corporate Trust Attn: C. Sasser	Vendor	Reconciled	\$973,709.38
57638	3/17/2026	Teague Transports, LLC	Vendor	Reconciled	\$540.00
57639	3/17/2026	Trafera, LLC	Vendor	Reconciled	\$152,575.00
57640	3/17/2026	Trenton Floor Center	Vendor	Reconciled	\$19.04
57641	3/17/2026	Trenton Gazette	Vendor	Reconciled	\$42.00
57642	3/17/2026	Trenton Light & Water Depts.	Vendor	Reconciled	\$993.31
57643	3/17/2026	Karla Valle	Vendor	Outstanding	\$120.00
57644	3/17/2026	Alana Vandiver	Vendor	Reconciled	\$255.00
57645	3/17/2026	Words For Life Speech	Vendor	Reconciled	\$4,306.50
57646	3/18/2026	TSSD Federal Projects	Vendor	Reconciled	\$49,066.45
57647	3/18/2026	Teresa Beth Peterson	Vendor	Reconciled	\$277.05
57648	3/20/2026	TSSD Federal Projects	Vendor	Reconciled	\$10,235.65
57649	3/23/2026	909 Design	Vendor	Reconciled	\$1,640.00
57650	3/23/2026	AAA Auto Glass	Vendor	Outstanding	\$405.00
57651	3/23/2026	Ace Building Center	Vendor	Reconciled	\$24.13
57652	3/23/2026	Amazon Capital Services, Inc.	Vendor	Reconciled	\$353.23
57653	3/23/2026	ASMS	Vendor	Reconciled	\$339.96
57654	3/23/2026	Amy Van Buuren	Vendor	Reconciled	\$1,950.00
57655	3/23/2026	Cdw Government, Inc	Vendor	Outstanding	\$2,384.00
57656	3/23/2026	Food Rite	Vendor	Reconciled	\$21.98
57657	3/23/2026	Gibson Co Utility Dist	Vendor	Reconciled	\$11,316.26

Trenton Special School District
Bank Account Check Listing By Date

Run At: 5/1/2026 12:57 PM
Run By: Shannon Parra
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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
57658	3/23/2026	Grainger	Vendor	Reconciled	\$341.71
57659	3/23/2026	Ixl Learning	Vendor	Outstanding	\$225.00
57660	3/23/2026	Jd Distributors	Vendor	Reconciled	\$1,572.48
57661	3/23/2026	Lewis West End Tire Co.	Vendor	Outstanding	\$49.95
57662	3/23/2026	Melinda Reynolds	Vendor	Reconciled	\$27.70
57663	3/23/2026	R J Young Company	Vendor	Reconciled	\$607.00
57664	3/23/2026	Tennessee Book Company LLC	Vendor	Reconciled	\$6,665.20
57665	3/23/2026	Trenton Rotary Club	Vendor	Outstanding	\$133.00
57666	3/23/2026	TSSD Cafeteria	Vendor	Reconciled	\$1,200.00
57667	3/23/2026	Karla Valle	Vendor	Outstanding	\$120.00
57668	3/24/2026	TSSD Cafeteria	Vendor	Reconciled	\$9,063.56
57669	3/24/2026	Ace Building Center	Vendor	Reconciled	\$397.17
57670	3/24/2026	Connor Ladd	Vendor	Reconciled	\$169.01
57671	3/24/2026	Cortnee Wilkes	Vendor	Reconciled	\$169.00
57672	3/24/2026	Holly W Furnish	Vendor	Reconciled	\$303.01
57673	3/24/2026	John Glenn-Hoekstra	Vendor	Reconciled	\$169.01
57674	3/24/2026	Hannah Butler	Vendor	Reconciled	\$169.00
57675	3/24/2026	Jennifer Harsy	Vendor	Reconciled	\$236.01
57676	3/24/2026	Holly Pillow	Vendor	Reconciled	\$231.01
57677	3/24/2026	Kim Johnston	Vendor	Outstanding	\$169.01
57678	3/24/2026	Sarah McAlexander	Vendor	Reconciled	\$169.01
57679	3/24/2026	Bayley Miller	Vendor	Outstanding	\$169.01
57680	3/24/2026	Myranique Ganaway	Vendor	Void	\$169.01
57681	3/24/2026	Jillian Nunnery	Vendor	Reconciled	\$169.01
57682	3/24/2026	Melanie Scates	Vendor	Outstanding	\$169.01
57683	3/24/2026	Chase Sowell	Vendor	Reconciled	\$169.01
57684	3/24/2026	Bailey Stewart	Vendor	Reconciled	\$169.00
57685	3/25/2026	Gibson's Grill	Vendor	Reconciled	\$500.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 5/1/2026 12:57 PM
Run By: Shannon Parra
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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
57686	3/26/2026	Myranique Ganaway	Vendor	Reconciled	\$169.01
57687	3/26/2026	Waco's Body Shop	Vendor	Reconciled	\$411.06
57688	3/27/2026	District 6760 RYLA Committee	Vendor	Outstanding	\$500.00
57689	3/27/2026	Trenton Rotary Club	Vendor	Outstanding	\$500.00
57690	3/31/2026	TSSD Cafeteria	Vendor	Outstanding	\$111,230.49
57691	3/31/2026	TSSD Federal Projects	Vendor	Outstanding	\$75,166.96

Totals for Vendor

Number of Checks:	173
Total Checks:	\$2,648,992.44
Reconciled Checks:	\$2,217,825.97
Outstanding Checks:	\$204,349.73
Void Checks:	\$226,816.74

Trenton Special School District
Bank Account Check Listing By Date

Run At: 5/1/2026 12:57 PM
Run By: Shannon Parra
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Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Totals for 141- -11130

Number of Checks: 173
Total Checks: \$2,648,992.44
Reconciled Checks: \$2,217,825.97
Outstanding Checks: \$204,349.73
Void Checks: \$226,816.74

Trenton Special School District
Bank Account Check Listing By Date

Run At: 5/1/2026 12:57 PM
Run By: Shannon Parra
Page 38 of 38

Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

Grand Totals

Number of Checks: 376
Total Checks: \$3,293,312.94
Reconciled Checks: \$2,507,796.16
Outstanding Checks: \$335,232.57
Void Checks: \$450,284.21

Trenton Elementary School

Run Date: 4/7/2026 8:29:17PM

Balance Sheet Report
Through 03/31/2026

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	105,526.51	26,494.62	0.00	132,021.13
Total Assets		\$105,526.51	\$26,494.62	\$0.00	\$132,021.13
Liabilities					
91	General fund balance	-97,009.75	0.00	0.00	-97,009.75
Total Liabilities		\$-97,009.75	\$0.00	\$0.00	\$-97,009.75
Revenues					
304	Pictures	-2,185.42	0.00	0.00	-2,185.42
313	Instructional Supplies	-59.99	0.00	0.00	-59.99
320	Interest	-411.06	0.00	0.00	-411.06
321	Board Allocations	-12,659.19	0.00	0.00	-12,659.19
326	Snack Shack	-16,787.16	0.00	0.00	-16,787.16
327	Student Incentive	-35,077.60	0.00	0.00	-35,077.60
Total Revenues		\$-67,180.42	\$0.00	\$0.00	\$-67,180.42
Expenditures					
411	Folders	1,600.00	0.00	0.00	1,600.00
412	Office Supplies	1,314.87	0.00	0.00	1,314.87
418	General Supplies	549.34	0.00	0.00	549.34
421	Instructional Supplies	3,817.68	0.00	0.00	3,817.68
424	Student Incentive	33,125.94	0.00	0.00	33,125.94
429	Copy Machines	5,600.00	0.00	0.00	5,600.00
491	Do Right Store	5,774.00	0.00	0.00	5,774.00
498	Snack Shack	5,230.67	0.00	0.00	5,230.67
499	Miscellaneous	1,651.16	0.00	0.00	1,651.16
Total Expenditures		\$58,663.66	\$0.00	\$0.00	\$58,663.66
Restricted Accounts					
804	Library	0.00	-12,732.88	0.00	-12,732.88
810	Fourth Grade Field Trips	0.00	-21.01	0.00	-21.01
811	Fine Arts	0.00	-826.16	0.00	-826.16
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
816	Physical Education	0.00	-1,305.17	0.00	-1,305.17
817	Guidance	0.00	-18.36	0.00	-18.36
819	Yearbook	0.00	-8,105.58	0.00	-8,105.58
822	Second Grade Field Trips	0.00	-209.50	0.00	-209.50
823	Third Grade Field Trips	0.00	-44.01	0.00	-44.01
827	Basketball	0.00	-991.10	0.00	-991.10
830	PreK SPED	0.00	-94.02	0.00	-94.02
831	Chrome Book Fees	0.00	-44.00	0.00	-44.00
835	STEM	0.00	-0.29	0.00	-0.29
Total Restricted Accounts		\$0.00	\$-26,494.62	\$0.00	\$-26,494.62
Grand Totals :		\$0.00	\$0.00	\$0.00	\$0.00

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	-13,555.94	56,756.23	0.00	43,200.29
21	CD#403819 - Security Bank	171.87	10,274.86	0.00	10,446.73
Total Assets		\$-13,384.07	\$67,031.09	\$0.00	\$53,647.02
Liabilities					
91	General fund balance	-7,029.34	0.00	0.00	-7,029.34
Total Liabilities		\$-7,029.34	\$0.00	\$0.00	\$-7,029.34
Revenues					
298	Cookie Dough Fundraiser	-15,018.00	0.00	0.00	-15,018.00
307	Start Up Money	-20,350.00	0.00	0.00	-20,350.00
318	Student Snacks	-3,206.00	0.00	0.00	-3,206.00
320	Interest	-239.71	0.00	0.00	-239.71
325	Board Allocations	-11,747.58	0.00	0.00	-11,747.58
557	Student Incentive	-925.15	0.00	0.00	-925.15
Total Revenues		\$-51,486.44	\$0.00	\$0.00	\$-51,486.44
Expenditures					
406	Cookie Dough Fundraiser	10,345.00	0.00	0.00	10,345.00
411	Start Up Money	20,350.00	0.00	0.00	20,350.00
412	Office Supplies	3,711.87	0.00	0.00	3,711.87
413	PBIS -ROAR STORE	6,264.95	0.00	0.00	6,264.95
414	Equipment & Repairs	8,295.90	0.00	0.00	8,295.90
419	Instructional Supplies	5,380.52	0.00	0.00	5,380.52
498	Student Snacks	4,765.57	0.00	0.00	4,765.57
500	Miscellaneous	4,036.86	0.00	0.00	4,036.86
556	Student Incentive	8,749.18	0.00	0.00	8,749.18
Total Expenditures		\$71,899.85	\$0.00	\$0.00	\$71,899.85
Restricted Accounts					
510	Student Council	0.00	-219.72	0.00	-219.72
511	Athletic Concessions	0.00	0.00	0.00	0.00
512	Book Damage Fees	0.00	-987.96	0.00	-987.96
514	Chromebook fees	0.00	-721.00	0.00	-721.00
555	FCA	0.00	-46.00	0.00	-46.00
558	Scholastic Reading Club	0.00	-8.25	0.00	-8.25
602	Cheerleader	0.00	-1,835.45	0.00	-1,835.45
610	Library	0.00	-984.97	0.00	-984.97
611	Accelerated Reader	0.00	-1,661.19	0.00	-1,661.19
613	All Athletics Interest	0.00	-430.58	0.00	-430.58
614	Baseball	0.00	-1,560.87	0.00	-1,560.87
615	Basketball	0.00	-3,409.73	0.00	-3,409.73
616	Football	0.00	-1,548.12	0.00	-1,548.12
617	Soccer	0.00	-8,068.41	0.00	-8,068.41
618	Softball	0.00	-13,213.00	0.00	-13,213.00
619	Volleyball	0.00	-8,195.38	0.00	-8,195.38
800	Coding Grant	0.00	0.00	0.00	0.00
801	Beta Club	0.00	-7,454.30	0.00	-7,454.30
802	STEM	0.00	-1,039.79	0.00	-1,039.79
803	Special Population	0.00	-263.23	0.00	-263.23
904	Band	0.00	-8,450.17	0.00	-8,450.17
906	Annual	0.00	-1,712.77	0.00	-1,712.77

Trenton Rosenwald Middle School

Balance Sheet Report
Through 03/31/2026

		<u>General</u>	<u>Restricted</u>	<u>Food Service</u>	<u>Total</u>
909	Leigh Boyce Scholarship Fund	0.00	-5,220.20	0.00	-5,220.20
	Total Restricted Accounts	\$0.00	\$-67,031.09	\$0.00	\$-67,031.09
	Grand Totals :	\$0.00	\$0.00	\$0.00	\$0.00

Peabody High School

Balance Sheet Report
Through 03/31/2026

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	29,315.75	274,432.84	0.00	303,748.59
Total Assets		\$29,315.75	\$274,432.84	\$0.00	\$303,748.59
Liabilities					
91	General fund balance	-36,546.61	0.00	0.00	-36,546.61
Total Liabilities		-\$36,546.61	\$0.00	\$0.00	-\$36,546.61
Revenues					
300	Start-up Change	-91,600.00	0.00	0.00	-91,600.00
304.3	Pepsi Machine	-4,400.00	0.00	0.00	-4,400.00
304.4	Graham Snack Foods	-1,973.78	0.00	0.00	-1,973.78
307	Donations	-156.55	0.00	0.00	-156.55
321	Board Allocations	-16,403.59	0.00	0.00	-16,403.59
333	Safety & Security	-387.19	0.00	0.00	-387.19
355	Student Incentive	-2,101.08	0.00	0.00	-2,101.08
Total Revenues		-\$117,022.19	\$0.00	\$0.00	-\$117,022.19
Expenditures					
400	Start-up Change	92,100.00	0.00	0.00	92,100.00
411	Admin Supplies & Materials	1,152.42	0.00	0.00	1,152.42
420	Other Admin Expenditures	1,070.00	0.00	0.00	1,070.00
421	Instructional Supplies & Materials	2,930.71	0.00	0.00	2,930.71
426	Copy Machine	6,845.19	0.00	0.00	6,845.19
452	Postage	780.00	0.00	0.00	780.00
455	Student Incentive	385.12	0.00	0.00	385.12
459	Other Expenditures	18,989.61	0.00	0.00	18,989.61
Total Expenditures		\$124,253.05	\$0.00	\$0.00	\$124,253.05
Restricted Accounts					
601	All Athletics	0.00	-31,426.28	0.00	-31,426.28
701	Class of 2026	0.00	-1,608.25	0.00	-1,608.25
704	Class of 2029	0.00	-36.83	0.00	-36.83
705	Class Sign/Monument	0.00	-20,711.61	0.00	-20,711.61
801	Beta Club	0.00	-8,006.37	0.00	-8,006.37
802	FFA Club	0.00	-10,649.56	0.00	-10,649.56
803	Speech & Debate Club	0.00	-896.61	0.00	-896.61
813	History Club	0.00	-848.51	0.00	-848.51
814	Pep Club	0.00	-632.35	0.00	-632.35
821	Junior Rotary	0.00	-744.17	0.00	-744.17
822	HOSA	0.00	-53.87	0.00	-53.87
825	Girls & Boys State	0.00	-28,123.74	0.00	-28,123.74
827	Peabody Pals	0.00	-771.04	0.00	-771.04
828	STEM Club	0.00	-1,058.60	0.00	-1,058.60
829	21 Plus Club	0.00	-742.02	0.00	-742.02
831	Peabody Rock Ensemble	0.00	-251.19	0.00	-251.19
832	AP - Advance Placement	0.00	-2,865.55	0.00	-2,865.55
833	SAT Exam	0.00	-15.00	0.00	-15.00
834	Peabody Perk	0.00	-4,506.21	0.00	-4,506.21
835	Middle College	0.00	-6,866.69	0.00	-6,866.69
840	Prom	0.00	-8,321.61	0.00	-8,321.61
841	Graduation	0.00	-807.07	0.00	-807.07

Peabody High School

Run Date: 4/10/2026 7:10:07PM

Balance Sheet Report
Through 03/31/2026

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
842	Benevolence	0.00	-805.00	0.00	-805.00
849	Altruismo	0.00	-3.00	0.00	-3.00
850	Onraka House	0.00	-192.16	0.00	-192.16
851	Homecoming	0.00	-755.65	0.00	-755.65
901	Library	0.00	-129.79	0.00	-129.79
902	Football Cheerleaders	0.00	-2,015.83	0.00	-2,015.83
903	School Annuals	0.00	-12,429.81	0.00	-12,429.81
904	Band	0.00	-3,210.15	0.00	-3,210.15
906	Student Council	0.00	-1,411.62	0.00	-1,411.62
907	Art	0.00	-1,080.89	0.00	-1,080.89
911	St. Jude	0.00	-1,960.74	0.00	-1,960.74
915	Project Inspire	0.00	-16.15	0.00	-16.15
916	Chromebook	0.00	-1,922.00	0.00	-1,922.00
932	Football Donations	0.00	-18,040.49	0.00	-18,040.49
933	Girls Basketball Donations	0.00	-15,330.65	0.00	-15,330.65
934	Boys Basketball Donations	0.00	-11,904.46	0.00	-11,904.46
935	Baseball Donations	0.00	-11,517.54	0.00	-11,517.54
936	Golf Donations	0.00	-430.29	0.00	-430.29
938	Soccer Donations	0.00	-3,427.92	0.00	-3,427.92
939	Softball Donations	0.00	-5,137.09	0.00	-5,137.09
940	Tennis Donations	0.00	-390.33	0.00	-390.33
941	Volleyball Donations	0.00	-5,888.86	0.00	-5,888.86
942	Track & Field	0.00	-1,320.19	0.00	-1,320.19
950	Football Donation / Quarterback	0.00	-2,349.28	0.00	-2,349.28
951	Band Pit Crew	0.00	-18,694.29	0.00	-18,694.29
952	Basketball Cheerleaders	0.00	-10,457.10	0.00	-10,457.10
989	Band Uniforms	0.00	-13,668.43	0.00	-13,668.43
	Total Restricted Accounts	\$0.00	\$-274,432.84	\$0.00	\$-274,432.84
	Grand Totals :	\$0.00	\$0.00	\$0.00	\$0.00

Form B: School Closure Form

Step 1: Choose Closure Reason. Districts should submit a School Closure Form (Form B) for any of the scenarios listed below. Select the option that best fits your request. Each closure requires a separate application. Answer all questions completely to avoid delays.

Please select a **primary reason** for the school closure (select one):

- Reason 1: No active enrollment
- Reason 2: Merge with another school
- Reason 3: School split
- Reason 4: Modification of grade spans by more than three grades ¹
- Reason 5: Change in school type or replace an existing school (please specify the reason):
- Reason 6: Other, please explain:

If the school closing has a federal designation, select one: no designation CSI/Priority CSI only TSI ATSI

If you have selected Reason 2, 3, 4, or 5, a Form A (New School Application) must be submitted together with this closure request. Applications without Form A will be denied. What is the name of the new school:

Step 2: Provide School Closure Information.

Form B: School Closure Form	
Section 1. School Closure Information	
District Name: Trenton Special School District	District Number: 273
School Name: Peabody Academy	School Number: 20

¹ School grade configuration changes are restricted by EdFacts to preserve historical records. Schools may only change the grades they serve by three grades or fewer each year (not including pre-kindergarten or kindergarten as grades). Changing grade spans in a school by more than three grades requires the district to submit a school closure request (Form B) and a school opening request (Form A).

Form B: School Closure Form

School Type:

* Retired school types after 2025-26

- | | |
|---|--|
| <input type="checkbox"/> Adult High School | <input type="checkbox"/> Opportunity Public Charter School |
| <input type="checkbox"/> Alternative School | <input type="checkbox"/> Pre-Kindergarten Program |
| <input checked="" type="checkbox"/> Career and Technical Education (CTE) School | <input type="checkbox"/> Public Charter School |
| <input type="checkbox"/> Early Postsecondary School * | <input type="checkbox"/> Public Virtual School |
| <input type="checkbox"/> ELL Newcomer Program/Center * | <input type="checkbox"/> Special Education School |
| <input type="checkbox"/> Hybrid School | <input type="checkbox"/> Traditional Public School |
| <input type="checkbox"/> Hybrid Non-Traditional School * | <input type="checkbox"/> State Special School ² |
| <input type="checkbox"/> Non-Traditional School * | |

Date of School Closing: **June 30, 2026**

Section 2. Assurances

By signing below,

- I certify that all the information provided in this form is accurate and complete, to the best of my knowledge.
- I certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.
- I understand that if any of the information changes, I am obligated to update the information with the Tennessee Department of Education via the appropriate process presented in the [TNSD Authorization and Data Verification Guide](#).

Director of Schools Signature of Assurances: _____

Print Director of School's Name: **Tim Haney, Director of Schools**

Date: **4/17/2026**

Step 3. Department Decision. This is for department use only.

² State special schools are created and authorized by the Tennessee General Assembly pursuant to [Tenn. Code Ann. § 49-50-1001 et seq.](#)

For School Directory Use Only	
School closure approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requested a review by Accountability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accountability Recommendation:	
Additional Comments:	
Appropriate Division Notification	
Division	
Authorized Official's Signature	
Print Authorized Official's Name	
Date when the form is signed	
Recommendations:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
If denied, deny reason	

Budget Amendments
May 5, 2026

		Decrease	Increase
Innovative School Models (ISM)		Debit	Credit
Vocational Education Program			
71300-499-955-005	Other Supplies and Materials - PHS	31019.64	
71300-499-955-010	Other Supplies and Materials - TRMS	3000.00	
71300-730-955-005	Vocational Instruction Equipment - PHS	408.14	
		34427.78	
71300-730-955-010	Vocational Instruction Equipment - TRMS		3000.00
72710-729-955-005	Transportation Equipment		31427.78
			34427.78



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

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

The Trenton Special School District Board of Education approved the City, County,
or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract
during the meeting of the board on 5-5-2026.

Month, Day, Year

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

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

5-5-2026

Date

Chairman, Board of Education

5-5-2026

Date

Director of Schools



Parra, Shannon <shannon.parra@trentonssd.org>

Textbook Adoption-Section E

1 message


Elliott, Michele <michele.elliott@trentonssd.org>
To: Shannon Parra <shannon.parra@trentonssd.org>

Fri, May 1, 2026 at 9:04 AM

I have attached the Section E textbook adoption and I will bring you the copy of the form that Justin and Coach Haney will need to sign. It has a due date of May 15th on the form, but that isn't correct. Forms are due electronically to TDOE by June 30th.

Michele Elliott
Supervisor of Teaching and Learning
Federal Programs Director

Trenton Special School District
201 West Tenth Street
Trenton, TN 38382
731-855-1191
731-855-1414 fax
michele.elliott@trentonssd.org

 **TSSD Textbook-Section E.pdf**
108K

Report of Local Adoption of Textbooks*

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

For the School Year 2026-2027

Report for schools of Trenton County, City, or Special District.

Subject: STEM

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of STEM, recommend that the Trenton (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Trenton (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9-12		iCEV STEM Site - Stem I Foundations	CEV Multimedia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9-12		iCEV STEM Site - Stem II Applications	CEV Multimedia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9-12		iCEV STEM Site - Stem III STEM in Context	CEV Multimedia
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Report of Local Adoption of Textbooks*

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

For the School Year 2026-2027

Report for schools of Trenton County, City, or Special District.

Subject: Coding

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Coding, recommend that the Trenton (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Trenton (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9-12		Tennessee Coding I	Code HS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Report of Local Adoption of Textbooks*

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

For the School Year 2026-2027

Report for schools of Trenton County, City, or Special District.

Subject: Welding

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Welding, recommend that the Trenton (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Trenton (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9-12		iCEV Architecture, Construction, Transportation & Manufacturing Site - Welding I	CEV Multimedia
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Report of Local Adoption of Textbooks*

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

For the School Year 2026-2027

Report for schools of Trenton County, City, or Special District.

Subject: Life Time Wellness

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Life Time Wellness, recommend that the Trenton (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Trenton (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>9-12</u>	Sanderson, Zelman, Farthing, Lynch, Munsell	Essential Health Skills for High School	Goodheart Wilcox
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Report of Local Adoption of Textbooks*

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

For the School Year 2026-2027

Report for schools of Trenton County, City, or Special District.

Subject: Industrial Maintenance

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Industrial Maintenance, recommend that the Trenton (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Trenton (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>9-12</u>	Shawn A Ballee Gary R Shearer	Industrial Maintenance & Mechatronics	Good Heart Wilcox
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

May 5, 2026
New Budget Items

Civics Grant			
Regular Instruction Program			
Revenue			Debit
46980-CIVIC	Other State Grants		\$10,000.00
			\$10,000.00
Expenditures			Credit
71100-429-CIVIC	Instructional Supplies & Materials		\$500.00
71100-471-CIVIC	Software		\$2,500.00
71100-499-CIVIC	Other Supplies & Materials		\$900.00
71100-599-CIVIC	Other Charges		\$2,600.00
71100-722-CIVIC	Regular Instruction Equipment		\$3,500.00
			\$10,000.00

Budget Amendments
May 5, 2026

Innovative School Models (ISM)		Decrease	Increase
Vocational Education Program		Debit	Credit
71300-499-955-005	Other Supplies and Materials - PHS	31019.64	
71300-499-955-010	Other Supplies and Materials - TRMS	3000.00	
71300-730-955-005	Vocational Instruction Equipment - PHS	408.14	
		34427.78	
71300-730-955-010	Vocational Instruction Equipment - TRMS		3000.00
72710-729-955-005	Transportation Equipment		31427.78
			34427.78



Parra, Shannon <shannon.parra@trentonssd.org>

May Board Meeting Agenda

Hayman, Sonya <sonya.hayman@trentonssd.org>
To: "Parra, Shannon" <shannon.parra@trentonssd.org>

Tue, Apr 28, 2026 at 1:15 PM

Here's this if you think it's okay to go ahead and get these approved.

FFA Camp- Doyle TN, 2 Chaperones, 15 Students, June 29-July 3rd
FFA Officer Retreat- TBD (Looking at a place in McKenzie TN), 6-10 Students (This will be the new officer team but they won't be elected before Friday), 2 Chaperones, July 24-26th.

[Quoted text hidden]

Trenton Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date:
		Rescinds:	Issued:

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not
4 hear complaints or concerns which have not advanced through the proper administrative procedure. If
5 all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
6 Board, the matter shall be referred in writing to the office of the Director of Schools, and the Board
7 shall determine whether to hear the appeal.

8 APPEARING BEFORE THE BOARD

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to
10 individual board members or staff members only upon approval of the Chair. Each person speaking
11 shall state his/her name and subject of presentation. ~~Remarks will be limited to time allotted in the
12 agenda unless time is extended by the Board.~~ The Chair shall have the authority to terminate the
13 remarks of any individual who violates state law or does not adhere to board rules.¹

14 *Public Comment Period*²

15 There shall be a public comment period for each meeting with actionable items on the agenda, with the
16 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda
17 and matters that are germane to the school board's jurisdiction. The total public comment period shall
18 be for no more than ten (10) minutes. If an individual wishes to address the Board, he/she shall sign up
19 on the form provided before the beginning of the board meeting to request time to speak. Each speaker
20 shall be given no more than two (2) minutes. Delegations shall select only one (1) individual to speak
21 on their behalf unless otherwise determined by the Board.

22 *Adding an Item to the Agenda*

23 Individuals desiring to appear before the Board shall submit a written request with descriptive
24 materials to the office of the Director of Schools seven (7) days before the meeting. If the request is
25 approved by the executive committee, the item will be placed on the agenda. Individuals placed on the
26 agenda will be recognized at the beginning of the meeting and given two (2) minutes to speak when
27 their item is addressed on the agenda. All requests submitted will be included in the board packet.

28
29 ~~If an individual wishes to address the Board on an item on the agenda, s/he may sign up on the form
30 provided before the beginning of the board meeting to request time to speak. Delegations must select
31 only one individual to speak on their behalf unless otherwise determined by the Board.~~

- 1 -
- 2 ~~The chairman may recognize individuals not on the agenda for remarks to the Board if s/he determines~~
- 3 ~~that such is in the public interest. A majority vote of members present can overrule the decision of the~~
- 4 ~~chairman.~~
- 5 ~~Individuals desiring additional information about any item on the agenda shall direct such inquiries to~~
- 6 ~~the office of the director of schools.~~
- 7 -
- 8 ~~Guidelines for individuals who address the Board:~~
- 9 ~~1. Those requesting to speak to the Board must have documented evidence that they have followed the~~
- 10 ~~chain of command in addressing this issue.~~
- 11 ~~2. Each person speaking shall state his/her name, address, and subject of remarks.~~
- 12 ~~3. Individuals may address the Board only on items that the Board can take action on.~~
- 13 ~~4. No response is necessary by the Board or any board member.~~
- 14 ~~5. If appropriate, the Board or the director of schools will respond at a later date.~~
- 15 ~~6. Time is not transferable to another individual.~~
- 16 ~~7. Name calling, personal attacks, profanity, threats, verbal abuse, or disruption of the orderly meeting~~
- 17 ~~process will result in the individual or group being asked to leave the meeting.~~

18

Legal References

1. [TCA 39-17-306](#)
2. [TCA 8-44-112](#)

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 07/25/23
		Rescinds: 1.404	Issued: 07/13/99

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints
4 or concerns which have not advanced through the proper administrative procedure from the point of
5 origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
Board, the matter shall be referred in writing to the office of the director of schools and the Board shall
determine whether to hear the appeal.

6 APPEARING BEFORE THE BOARD

8 Individuals desiring to appear before the Board must submit a written request with descriptive materials
9 to the office of the director of schools seven (7) days before the meeting. If the request is approved by
10 the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will
11 be recognized at the beginning of the meeting and given two (2) minutes to speak when their topic of
12 interest is addressed on the agenda. All requests submitted will be included in the board packet.

13 If an individual wishes to address the Board on an item on the agenda, s/he may sign up on the form
14 provided before the beginning of the board meeting to request time to speak. Delegations must select
15 only one individual to speak on their behalf unless otherwise determined by the Board.

16 The chairman may recognize individuals not on the agenda for remarks to the Board if s/he determines
17 that such is in the public interest. A majority vote of members present can overrule the decision of the
18 chairman.

19 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to
20 individual board members or staff members only upon approval of the chairman. Each person speaking
21 shall state his name, address, and subject of presentation. Remarks will be limited to time allotted in the
22 agenda unless time is extended by the Board. The chairman shall have the authority to terminate the
23 remarks of any individual who is disruptive or does not adhere to Board rules.¹

24 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
25 the office of the director of schools.

26
27 Guidelines for individuals who address the Board:

- 1 1. Those requesting to speak to the Board must have documented evidence that they have followed the
- 2 chain of command in addressing this issue.
- 3 2. Each person speaking shall state his/her name, address, and subject of remarks.
- 4 3. Individuals may address the Board only on items that the Board can take action on.
- 5 4. No response is necessary by the Board or any board member.
- 6 5. If appropriate, the Board or the director of schools will respond at a later date.
- 7 6. Time is not transferable to another individual.
- 8 7. Name calling, personal attacks, profanity, threats, verbal abuse, or disruption of the orderly meeting
- 9 process will result in the individual or group being asked to leave the meeting.

10 *Public Comment Period*²

11 There shall be a public comment period for each meeting with actionable items on the agenda, with the
12 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The
13 total public comment period shall be for no more than ten (10) minutes. If an individual wishes to address
14 the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request
15 time to speak. Each speaker shall be given no more than two (2) minutes. Delegations shall select only
16 one (1) individual to speak on their behalf unless otherwise determined by the Board.

17
18

Legal Reference:

1. TCA 39-17-306

Cross References:

- School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds:	Issued:

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
2 Director of Schools, an official school calendar for the succeeding school year. The calendar will
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to
5 inclement weather or other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certified personnel;
- 11 • Four (4) discretionary days; and

12 The director of schools shall plan each year's program accounting for a 200-
13 day year and shall recommend it to the Board for approval.

14 The calendar shall be distributed to the school staff at the opening of the school term.

15 **STUDENT ATTENDANCE DAYS**

16 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
17 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
18 by the State Department of Education.¹

19 **IN-SERVICE EDUCATION**

20 Each day of in-service education included in the school calendar shall be equivalent to not less than six
21 (6) hours of planned activities.³

22 **DISCRETIONARY DAYS**

23 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
24 student attendance days, in-service days, or administrative days which may be used by administrators,
25 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,
26 parent-teacher conferences, and other classroom functions.¹

Legal References

1. [TCA 49-6-3004\(a\)\(1\)-\(6\)](#)
2. [TCA 2-3-107](#)
3. [TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*](#)

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 01/05/16
		Rescinds: 1.800	Issued: 07/13/99

1 No later than the end of the school year, the Board will adopt, upon the recommendation of
2 administrators and teachers, an official school calendar for the succeeding school year. The
3 calendar will identify holidays, vacation days, summer sessions and other extensions of the school
4 year. The calendar may be revised by the Board, upon recommendation of the director of schools, due
5 to inclement weather or other factors.

6
7 The regular school year shall be 200 days¹ and scheduled as follows:

- 8 • A minimum of 180 student attendance days;
- 9 • A minimum of five (5) days in-service education for all certificated personnel;
- 10 • One (1) day for parent-teacher conferences;
- 11 • Ten (10) days paid vacation for all certificated personnel; and
- 12 • Four (4) discretionary days

13
14 The director of schools shall plan each year's program accounting for a 200-day year and shall
15 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
16 opening of the school term.

17 **STUDENT ATTENDANCE DAYS**

18
19
20 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
21 inclement weather, the time lost above five (5) days shall be made up unless otherwise approved
22 by the State Department of Education.

23 **IN-SERVICE EDUCATION**

24
25
26 Each day of in-service education included in the school calendar shall be equivalent to not less than
27 six (6) hours of planned activities.²

28 **DISCRETIONARY DAYS**

29
30
31 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
32 student attendance days, in-service days or administrative days, which may be used by administrators,
33 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
34 parent-teacher conferences and other classroom functions.¹

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education Guidelines for Planning Approvable In-Service Education Activities

Cross References

Compensation Guides and Contracts 5.110
In-Service & Staff Development Opportunities 5.113
Attendance 6.200

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.¹

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

23 **PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION**

24 Whenever the Director, or his/her authorized designee reasonably suspects that an employee’s work
25 performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or
26 that an employee has otherwise violated this policy, Alcohol & Drugs in the workplace, the employee
27 may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in
28 Policy 5.403 Drug & Alcohol Testing for Employees.

Legal References

1. [Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215](#)
2. [21 USCA § 812](#)
3. [TCA 49-5-1003\(b\)\(16\), \(17\), \(18\)](#)
4. [TCA 57-4-102; 26 USCA § 5002](#)
5. [TCA 39-17-715](#)

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: 10/02/19
		Rescinds: 1.801	Issued: 09/05/00

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.¹

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

- Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

8 **FEES**

9 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
10 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
11 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
12 use its equipment.² School fees shall be waived for students who receive free or reduced-price lunches.³
13 No student will be penalized for nonpayment of any school fee.

14 **EXTENDED SCHOOL PROGRAM**

15 Extended school funds shall be collected at the individual schools and receipted and deposited in the
16 school bank account. The principal shall report the collections and pay the Board by school check.⁴

17 **FINES**

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages,⁵ including textbooks, library books, equipment, and buildings. All money collected as
20 fines shall be placed in the system-wide school fund.

21 **TUITION INCOME**

22 Tuition collected from nonresident students shall be placed in the system-wide school fund.

23 **RENTAL INCOME**

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

1 GRANTS

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

6 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶

7 Approved district staff may utilize [insert title of vendor for electronic collection method] for
8 electronic transactions. The Director of Schools/designee shall determine when this type of transaction
9 may be utilized on a case-by-case basis. At the individual school level, the principal shall oversee the
10 collection of funds and submit a plan that includes the following:

- 11 1. Adequate supporting documentation for the electronic collection method including a plan to
12 provide a total daily receipt summary;
- 13
- 14 2. Methods of providing receipts to payers;
- 15
- 16 3. Information on maintaining and inspecting any voided receipts; and
- 17
- 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
19 who will be assigned to complete this task.

20 Processing fees for these transactions [select "shall" or "shall not"] be charged.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with
22 the *Tennessee Internal School Funds Manual*.

23 ROUNDING IN CASH TRANSACTIONS

24 Due to the discontinuance of the penny, rounding procedures shall be utilized in cash transactions.
25 This applies to collections of all cash funds received by the district.

26 Cash transactions shall be rounded to the nearest \$0.05. The following rounding method shall be
27 utilized:

- 28 • Amounts ending in \$0.01 or \$0.02 shall be rounded down
- 29 • Amounts ending in \$0.03 or \$0.04 shall be rounded up
- 30 • Amounts ending in \$0.06 or \$0.07 shall be rounded down
- 31 • Amounts ending in \$0.08 or \$0.09 shall be rounded up

32 The Director of Schools/designee shall monitor implementation to ensure compliance with accounting
33 standards and state law.

Legal References

1. [TCA 49-2-110\(a\); *Internal School Funds Manual, Section 5-4*](#)
2. [TCA 49-6-3001\(a\); TCA 49-2-110\(c\)](#)
3. [TCA 49-2-114](#)
4. [Internal School Funds Manual, Section 4-32, 4-33](#)
5. [TCA 37-10-101, 102](#)
6. [Internal School Funds Manual, Section 5-8](#)

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 12/05/23
		Rescinds: 2.400	Issued: 10/12/21

1 *General*

2 Any money collected by any school shall be documented.

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

8 **FEES**

9 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
10 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
11 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
12 use its equipment.² School fees shall be waived for students who receive free or reduced-price lunches.³
13 No student will be penalized for nonpayment of any school fee.

14 **EXTENDED SCHOOL PROGRAM**

15 Extended school funds shall be collected at the individual schools and receipted and deposited in the
16 school bank account. The principal shall report the collections and pay the Board by school check.⁴

17 **FINES**

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages,⁵ including textbooks, library books, equipment, and buildings. All money collected as
20 fines shall be placed in the system-wide school fund.

21 **TUITION INCOME**

22 Tuition collected from nonresident students shall be placed in the system-wide school fund.

23 **RENTAL INCOME**

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

1 **GRANTS**

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

6 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶**

7 Approved district staff may utilize The Square for electronic transactions. The Director of
 8 Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis.
 9 At the individual school level, the principal shall oversee the collection of funds and submit a plan that
 10 includes the following:

- 11 1. Adequate supporting documentation for the electronic collection method including a plan to
 12 provide a total daily receipt summary;
 13
 14 2. Methods of providing receipts to payers;
 15
 16 3. Information on maintaining and inspecting any voided receipts; and
 17
 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
 19 who will be assigned to complete this task.

20 Processing fees for these transactions shall be charged if excessive.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with
 22 the *Tennessee Internal School Funds Manual*.

Legal References

1. TCA 49-2-110(a); *Internal School Funds Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Internal School Funds Manual*, Section 4-37
5. TCA 37-10-101, 102
6. *Internal School Funds Manual*, Section 5-8

Cross References

Fundraising Activities 2.601
 Student Activity Funds Management 2.900
 Food Service Management 3.500
 Textbooks and Instructional Materials 4.400
 Compensation Guides & Contracts 5.110
 Attendance of Non-Resident Students 6.204
 Student Fees and Fines 6.709

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools/designee(s) shall be authorized to maintain personnel records and to permit
2 inspection of the same, except for matters deemed confidential by law. The following personnel records
3 shall be maintained for all employees as appropriate:

- 4 1. Employee applications and contracts;
- 5
- 6 2. Professional certificates and other documents required by state and federal laws and
7 regulations;¹
- 8
- 9 3. Evaluations;
- 10
- 11 4. Cumulative information files;
- 12
- 13 5. INS Form I-9²; and
- 14
- 15 **6. Disciplinary action, as appropriate and any response from the employee.**

16 The following guidelines shall be followed:

- 17 1. Information contained in personnel records shall be limited to job-related matters;
- 18
- 19 2. The Director of Schools shall be responsible for notifying all employees of the types of records
20 kept and uses made of such records;
- 21
- 22 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 23
- 24 4. Employee records are public records, except for matters deemed confidential by law, and shall
25 be open for inspection during regular business hours;³
- 26
- 27 5. In accordance with federal law, the district shall release information regarding the professional
28 qualifications and degrees of teachers and the qualifications of paraprofessionals to
29 parent(s)/guardian(s) upon request for any teacher or paraprofessional who is employed by a
30 school receiving Title I funds and who provides instruction to their child at that school;⁴
- 31
- 32 6. Members of the public may not obtain the home telephone number, personal cell phone
33 number, bank account information, social security number, residential street address, driver
34 license information (except where driving or operating a vehicle is considered to be a part of
35 the employee's duties), or the results of individual teacher evaluations of an employee or of the
36 immediate family members or household members of an employee, unless release of this

- 37 information is expressly authorized by the employee;⁵
38
39 7. A record of the person inspecting and the date of inspection shall be recorded; and
40
41 8. Copies of records may be made under rules determined by the Director of Schools.⁶

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(M\)](#)
2. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359](#)
3. [TCA 10-7-503, 504](#)
4. [20 USCA § 6312\(e\)\(1\)](#)
5. [TCA 10-7-504\(f\)\(1\); TCA 10-7-504\(a\)\(23\)](#)
6. [TCA 10-7-506; TCA 49-2-301\(b\)\(1\)\(AA\)](#)

Cross References

Teacher Effect Data 5.1141

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 04/07/16
		Rescinds: 5.114	Issued: 03/04/03

1 The director of schools or his/her designee(s) shall be authorized to maintain personnel records and to permit
2 inspection of the same. The following personnel records shall be maintained for all employees as appropriate:

- 3 1. Employee applications and contracts;
- 4 2. Professional certificates and other documents required by state and federal laws and regulations;¹
- 5 3. Evaluations;
- 6 4. Cumulative information files; and
- 7 5. INS Form I-9.²

8 The following guidelines shall be followed:

- 9 1. Information contained in personnel records shall be limited to job-related matters;
- 10 2. The director of schools shall be responsible for notifying all employees of the types of records
11 kept and uses made of such records;
- 12 3. Employees shall be granted an opportunity to respond in writing to material placed in
13 records;
- 14 4. Employee records are public records, except medical records, and shall be open for
15 inspection during regular business hours;³
- 16 5. In accordance with federal law, the district shall release information regarding the
17 professional qualifications and degrees of teachers and the qualifications of paraprofessionals
18 to parents upon request for any teacher or paraprofessional who is employed by a school
19 receiving Title I funds
20 and who provides instruction to their child at that school.⁴
- 21 6. Members of the public may not obtain an employee's unpublished telephone number, bank
22 account information, social security number or driver's license information except where
23 driving or operating a vehicle is considered to be a part of the employee's duties, unless
24 release of this information is expressly authorized by the employee.⁵
- 25 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 26 8. Copies of records may be made under rules determined by the director of schools.⁶
- 27

Legal References

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 USCS 6311 § 1111 (6)(A)
5. TCA 10-7-504 (f)(1)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108

Cross References

School Board Records 1.407
Retention of Employment Records 5.114.1 (AP)

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools. **Telework outside of times of emergency is**
9 **not permitted.**

10 **WORK ENVIRONMENT**

11 Employees approved for telework shall maintain a dedicated and safe work environment.

12 An employee who teleworks shall not allow anyone other than district employees to utilize district
13 provided services or equipment. Employees shall keep remote work and information confidential, in
14 accordance with district policies, procedures, and applicable privacy laws.

Cross References

Emergency Closings 1.8011

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: 06/30/20
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools.

9 **WORK ENVIRONMENT**

10 Employees approved for telework shall maintain a dedicated and safe work environment.

11 An employee who teleworks shall not allow anyone other than district employees to utilize district
12 provided services or equipment. Employees shall keep remote work and information confidential, in
13 accordance with district policies, procedures, and applicable privacy laws.

14

Cross References

Emergency Closings 1.8011

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date:
		Rescinds:	Issued:

1 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 **SUSPENSION PENDING AN INVESTIGATION¹**

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

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

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

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

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

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

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

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

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

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

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

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

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

36 **RESIGNATION**

37 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
38 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

1 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'
2 notice requirement and permit a teacher to resign in good standing.⁵

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

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

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

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

16 **RETIREMENT**

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

20 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the
21 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee
22 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
23 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](#); [512](#); [513](#)
5. [TCA 49-5-508\(a\)](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 09/06/22
		Rescinds: 5.200	Issued: 10/02/19

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.

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)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special 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 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 **SUSPENSION PENDING AN INVESTIGATION¹**

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

21 **SUSPENSION OF THREE DAYS OR LESS²**

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

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

1 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

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

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

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

- 9 1. Be represented by counsel;
- 10
- 11 2. Call and subpoena witnesses;
- 12
- 13 3. Examine all witnesses; and
- 14
- 15 4. Require that all testimony be given under oath.

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

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

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

- 28 1. Sustain the decision;
- 29
- 30 2. Send the record back if additional evidence is necessary; or
- 31
- 32 3. Revise the penalty or reverse the decision.

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

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

1 NONRENEWAL

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

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

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

- 10 1. The Board shall be notified at the next regular board meeting; and
- 11 2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or
12 by email within five (5) business days following the last instructional day for the school year.³ If
13 the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall
14 include a statement listing it as the cause for nonrenewal.⁴

15 RESIGNATION

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

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

- 20 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
21 statement of a physician approved by the Board; or
- 22 2. The release by the Board of the teacher from the contract which the teacher has entered into with
23 the Board.
- 24

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

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

33 RETIREMENT

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

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

6 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
7 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
8 *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. [TCA 49-5-409\(b\)\(2\)](#)
5. [TCA 49-5-508](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 09/06/22
		Rescinds: 5.201	Issued: 11/02/21

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)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Certified Employees	Descriptor Code: 5.202	Issued Date:
		Rescinds:	Issued:

1 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 **SUSPENSION**

14 The Director of Schools/designee may suspend an employee at any time when deemed necessary.¹

15 Under no circumstances shall a Director of Schools suspend an employee with pay if a Department of
16 Children's services or criminal investigation is pending. If reinstated, the employee shall be paid full
17 salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

18 **DISMISSAL**

19 All non-certified employees are employed at the will of the Director of Schools. The Director of Schools
20 may dismiss any non-certified employee during the year for any lawful reason.

21 **RESIGNATION**

22 Support personnel shall give the immediate supervisor written notice of resignation ten (10) working
23 days in advance of the effective date of voluntary termination. The ten (10) working days may be waived
24 by the Director of Schools for justifiable reason.

25 The immediate supervisor shall forward copies the day received to the Director of Schools' office. The
26 payroll office will prepare final payment for the next appropriate scheduled pay day.

27

1 RETIREMENT

2 Retirement shall mean a termination of services under conditions which will allow the employee to draw
3 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits
4 may elect to retire at any age according to the provisions of the retirement system.

5 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
6 responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee
7 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
8 employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one
9 hundred twenty (120) days per year without loss of retirement benefits.²

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(EE\), \(FF\)](#)
2. [TCA 8-36-805](#)

Cross References

Recommendations and File Transfers 5.203

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 04/07/16
		Rescinds: 5.202	Issued: 06/05/12

1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary. ¹

3 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the
4 employee shall be paid full salary for the period of suspension, unless suspension without pay is
5 deemed to be an appropriate penalty.

6 **DISMISSAL**

7 All non-certified (classified) employees are employed at the will of the director. The director of schools
8 may dismiss any non-certified employee during the contract year for any lawful reason.

9 **RESIGNATION**

10 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks
11 (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working
12 days may be waived by the director of schools for justifiable reason.

13 The immediate supervisor shall forward copies the day received to the director of schools' office. The
14 payroll office will prepare final payment for the next appropriate scheduled pay day.

15 **RETIREMENT**

16 Retirement shall mean a termination of services under conditions which will allow the employee to draw
17 benefits from retirement plans and/or social security benefits.

18 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
19 the retirement system.

20 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
21 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
22 central office. It shall be the responsibility of the retiring employee to file for benefits.

1 Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year
2 without loss of retirement benefits.
3

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date:
		Rescinds:	Issued:

1 **PROFESSIONAL PERSONNEL**

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for
11 five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the
12 employee or immediate family member.

13 Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring
14 a physician's certificate stating the reason for absence.

15 Documentation from a physician may be required in support of any claim for sick leave pay.

16 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
17 of his/her sick leave accumulation.

18 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
19 Director of Schools' office.

20 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
21 school district, provided that the Director of Schools of the district in which the accumulated leave was
22 held provides notarized verification.³

23 **SUPPORT PERSONNEL**

24 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

25 At the termination of the employment of any employee, all unused sick leave accumulated by the
26 employee shall be forfeited.

27 The immediate supervisor may require documentation from a physician stating the reason for absence.

1 SICK LEAVE BANK

2 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
3 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

4 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition
5 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
6 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
7 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
8 of three (3) days of sick leave. These days are to be deducted from the employee's personal
9 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are
10 nonrefundable and nontransferable.⁷

11 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
12 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
13 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
14 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
15 employee.⁷

16 An employee who is a member of the sick leave bank may request an allotment of days (for the
17 employee's personal illness or on account of an illness of his/her minor child) in the manner designated
18 by the trustees. The need for these days shall be verified by a statement from a physician.⁸

19 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of
20 any year.⁹ Membership withdrawal results in forfeiture of all days contributed.

21 The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. [TCA 49-5-710\(a\)\(1\)](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-811](#)
5. [TCA 49-5-803](#)
6. [TCA 49-5-804](#); [TCA 49-5-805](#)
7. [TCA 49-5-807](#)
8. [TCA 49-5-808\(j\)](#), [\(m\)](#)
9. [TCA 49-5-806\(d\)](#)
10. [TCA 49-5-801 et seq.](#)

Cross References

- Workers' Compensation 3.602
- Orientation and Probation 5.107
- Short Term Leaves of Absence 5.300
- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 12/02/25
		Rescinds: 5.302	Issued: 02/09/21

1 PROFESSIONAL PERSONNEL

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
15 Director of Schools' office.

16 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school district, provided that the Director of Schools of the district in which the accumulated leave was
18 held provides notarized verification.³

19 ADVANCE OF UNEARNED SICK LEAVE

20 A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days
21 which such teacher may accumulate during the remainder of the school year in which the teacher is
22 employed. Such advance of sick leave shall be charged to sick leave accumulated in the same school
23 year.

24 Upon the termination of the employment or at the end of the school year, any teacher using advance
25 sick leave and not having earned sufficient days to cover any excess sick leave days used shall have
26 deducted from the final salary payment an amount based on the daily rate of pay sufficient to cover the
27 excess days used. If such salary is not sufficient for this purpose, the teacher shall be liable for
28 reimbursement of any amount in excess of the final salary.

1 TEN-MONTH CLASSIFIED EMPLOYEES

2 All full-time ten-month employees earn one (1) sick leave day per month or ten (10) days per year and
3 two (2) personal days are earned one per half year. Any unused leave shall be carried over to the next
4 school year. Upon retirement, any unused leave will be reported to TCRS for service credit. If
5 separation from employment is due to anything other than retirement, any unused leave will be paid at
6 the current sick leave rate.

7 BUS DRIVERS

8 Bus drivers earn one day of sick leave per month or ten (10) per year. Any unused sick leave is paid in
9 June, at the employee's current daily rate.

10 CLASSIFIED SUPPORT PERSONNEL

11 Sick leave is available to eligible employees at the rate of (1) day per month, or 12 days annually. If
12 the employee does not use all of this sick leave, it will be carried over to the following year. Sick leave
13 is cumulative. In case of illness, the employee shall inform his/her supervisor as soon as possible that
14 s/he will not be able to report to work.

15 **SICK LEAVE BANK**

16 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
17 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

18 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition
19 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
20 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
21 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
22 of three (3) days of sick leave. These days are to be deducted from the employee's personal
23 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are
24 nonrefundable and nontransferable.⁷

25 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
26 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
27 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
28 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
29 employee.⁷

30 An employee who is a member of the sick leave bank may request an allotment of days (for the
31 employee's personal illness or on account of an illness of his/her minor child) in the manner designated
32 by the trustees. The need for these days shall be verified by a statement from a physician.⁸

33 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of
34 any year.⁹ Membership withdrawal results in forfeiture of all days contributed.

35 The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. [TCA 49-5-710\(a\)\(1\)](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-811](#)
5. [TCA 49-5-803](#)
6. [TCA 49-5-804](#); [TCA 49-5-805](#)
7. [TCA 49-5-807](#)
8. [TCA 49-5-808\(j\), \(m\)](#)
9. [TCA 49-5-806\(d\)](#)
10. [TCA 49-5-801 et seq.](#)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date:
		Rescinds:	Issued:

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹
2 Employees shall inform the Director of Schools whenever they contract a contagious or communicable
3 disease.

4 **No** an employee who has a communicable disease shall not perform his/her duties in any location where
5 such might endanger the health of students. The Board shall require an employee to submit to a physical
6 examination by a physician whenever there is reason to believe that the employee has a communicable
7 disease.²

8 The Director of Schools shall reassign **an employee to alternate duties, place employee on administrative**
9 **leave with pay, or temporarily remove employee from the school setting** (or suspend any employee) who
10 is suspected of having a communicable disease which might endanger the health of students, pending
11 investigation and final disposition of the case before the Board.

12 To assist the Board in making final disposition of the case, the Director of Schools may refer the case to
13 the County Health Office or other medical experts.

14

15 ~~The Board shall use the written report to determine the employment status of the employee.~~

Legal References

1. [TCA 49-5-404](#)
2. [TCA 49-2-203\(b\)\(2\)](#); [TCA 49-5-710\(a\)\(7\)](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date: 07/13/99
		Rescinds:	Issued:

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health
2 record.¹ Employees shall inform the director of schools whenever they contract a contagious or
3 communicable disease.

4 No employee who has any communicable disease shall perform his/her duties in any location where
5 such might endanger the health of school children. The Board shall require any employee to submit to
6 a physical examination by a physician whenever there is reason to believe that the employee has any
7 communicable disease.²

8 The director of schools shall reassign or suspend any employee who is suspected of having a
9 communicable disease which might endanger the health of children, pending investigation and final
10 disposition of the case before the Board.³

11 To assist the Board in making final disposition of the case, the director of schools may refer the case to
12 the County Health Office or other medical experts.

13 The Board shall use the written report to determine the employment status of the employee.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511

Cross References:

- Section 504/ADA Grievance Procedures 1.802
Suspension/Dismissal 5.200-202

Click here to choose a school board.

Monitoring: Review: Annually, in February	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date:
		Rescinds:	Issued:

1 **REASONABLE SUSPICION DRUG TESTING**

2 If a supervisor observes or receives a report of conduct suggesting a potential violation of Policy 1.804,
3 Alcohol & Drugs in the Workplace, the supervisor shall promptly inform the Director/designee. Upon
4 reasonable suspicion that an employee's job performance or behavior may be impaired by illegal
5 drugs, including improper use of prescribed drugs, or alcohol, the Director/designee may require the
6 employee to undergo drug or alcohol testing.

7 An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and
8 refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the
9 employee in accordance with board policy, and state law, where applicable.

10 An employee who tests positive on a reasonable suspicion test will be in violation of this policy and
11 subject to termination.

12 The Director or his/her authorized designee are the only individuals in the district authorized to make
13 the determination that reasonable suspicion or cause exists to order a drug screen and are the only
14 individuals who may order an employee to submit to a drug screen.

15 Two types of cases for which reasonable suspicion procedures may be invoked are:

16 1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where
17 the use of alcohol or drugs may be reasonably suspected as the cause.

18
19 2. Acute Case: Appearing in a specific incident or observation to then be under the present
20 influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs
21 is reasonably suspected to be a contributing cause.

22 Circumstances under which substance screening may be considered, in either the chronic or acute
23 cases, include, but are not limited to, the following:

24
25 ~~Trained supervisors have the responsibility to observe and document the cause for reasonable~~
26 ~~suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the~~
27 ~~supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and~~
28 ~~supporting this suspicion should be included in a written report detailing the basis for the suspicion.~~
29 ~~After the report is filed, the employee should be notified.~~
30 -

1 ~~Any employee may be required to submit to substance screening if the following conditions exist: (list~~
2 ~~is not inclusive)~~

3

- 4 1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of
5 alcohol and/or the illegal use or sale of prescription drugs.
- 6
- 7 2. Apparent physical state of impairment of motor functions.
- 8
- 9 3. Marked changes in personal behavior not attributable to other factors.
- 10
- 11 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is
12 reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or
13 not they involve actual or potential injury.
- 14
- 15 5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or
16 prescription drugs and/or violations of drug statutes.

17 The circumstances, under which substance screening may be considered, as outlined above, are strictly
18 limited in time and place to employee conduct on duty or during work hours, or on or in Board of
19 Education property, or at school system-approved or school-related functions.

20 Prior to substance screening, employees must sign an acknowledgment that the summary result will be
21 transmitted to the Medical Review Officer and the Director/designee.

22 Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories
23 utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified
24 Breath Alcohol Technician.

25 **TESTING FOR CDL EMPLOYEES**

26 All drivers and applicants for driver positions who are required to hold a Commercial Driver's License
27 (CDL) to perform their job function shall adhere to the requirements of this policy and all procedures
28 relating to this policy.¹

29 The use, possession, sale, purchase, or transfer of any controlled substances, except medically prescribed
30 drugs on school property, while on school business, or while operating school vehicles and equipment,
31 is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to
32 work, or having any measurable amount of alcohol in the employee's system during working hours is
33 prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs
34 and alcohol is prohibited to the extent that it affects the driver's attendance or performance and his/her
35 ability to pass required Department of Transportation alcohol and controlled substance tests. Any
36 violation of this policy is grounds for termination and possible legal prosecution.

37 The use of any prescription drug that could affect the central nervous system or one that would impair
38 reaction time shall be reported to the Director of Schools/designee. Notice shall be given of non-

1 prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration
2 of ingestion and the possible side effects.

3 *Procedures*

4 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct
5 breath testing, and/or search all employees/applicants for alcohol and drug use and those employees
6 suspected of violating this policy who are involved in a reportable accident or who are periodically or
7 randomly selected. The procedures are designed not only to detect violations of this policy but also to
8 ensure fairness to each employee. Disciplinary action will be taken as necessary.

9 *Implementation*

10 The Director of Schools/designee is authorized to implement this policy and procedures for the drug
11 testing program, including a periodic review of the program to address any problems, changes, and/or
12 revisions of it, maintenance of all records required by the federal regulations, and determination upon
13 board approval of how the program will be accomplished, whether in-house, contracted, or by
14 consortium.

15 *Dissemination*

16 The Director of Schools/designee shall be responsible for communicating this policy and the
17 procedures to all employees affected by this policy and shall be accountable for its consistent
18 enforcement.² The Director of Schools/designee is designated to answer questions about this policy,
19 procedures, and all other matters involved in alcohol and controlled substance testing of CDL drivers
20 and the reasonable suspicion testing of all other employees.

Legal References

1. [Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331](#)
2. [49 CFR § 382.601](#)

Cross References

Alcohol & Drugs in the Workplace 1.804

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 04/07/16
		Rescinds: 5.403	Issued: 07/15/10

1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable
3 suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the
4 supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and
5 supporting this suspicion should be included in a written report detailing the basis for the suspicion.
6 After the report is filed, the employee should be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist: (list
8 is not inclusive)

- 9 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of
10 alcohol and/or prescription drugs.
- 11 2. Apparent physical state of impairment of motor functions.
- 12 3. Marked changes in personal behavior not attributed to other factors.
- 13 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is
14 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or
15 not they involve actual or potential injury.
- 16 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs
17 and/ or violations of drug statutes.

18 TESTING FOR CDL EMPLOYEES

19 All drivers and applicants for driver positions who are required to hold a Commercial Drivers License
20 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures
21 relating to this policy.¹

22 The use, possession, sale, purchase or transfer of any controlled substances except medically
23 prescribed drugs on school property, while on school business or while operating school vehicles and
24 equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before
25 reporting to work or having any measurable amount of alcohol in his/her system during working hours
26 is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of
27 drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and
28 his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy
29 is grounds for termination as employee of the Board and possible legal prosecution.

1 The use of any prescription drug that could affect the central nervous system or one that would impair
2 reaction time shall be reported to the director of schools/director of transportation. Notice shall be
3 given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall
4 include the duration of ingestion and the possible side effects.

5 **Procedures**

6 The execution and enforcement of this policy will follow set procedures to screen bodily fluids,
7 conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those
8 employees suspected of violating this policy who are involved in a reportable accident or who are
9 periodically or randomly selected. The procedures are designed not only to detect violations of this
10 policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

11 **Implementation**

12 The director of schools/director of transportation is authorized to implement this policy and procedures
13 for the drug testing program, including a periodic review of the program to address any problems,
14 changes and/or revisions of it, maintenance of all records required by the federal regulations, and
15 determination upon Board approval of how the program will be accomplished, whether in-house,
16 contracted or by consortium.

17 **Dissemination**

18 The director of schools/director of transportation shall be responsible for communicating this policy
19 and the procedures to all employees affected by this policy and shall be accountable for its consistent
20 enforcement.² The director of schools/director of transportation is designated to answer questions
21 about this policy, procedures and all other matters involved in alcohol and controlled substance testing
22 of CDL drivers and the reasonable suspicion testing of all other employees.

23 **Work Related Accidents**

24 All work related accidents requiring medical treatment beyond first aid shall require a drug test. Any
25 positive test results will result in non-payment of claim, disciplinary action up to and including
26 possible dismissal.

Legal References:

1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
2. 49 CFR §382.601

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Political Activities</h2>	Descriptor Code: <h3 style="text-align: center;">5.606</h3>	Issued Date:
		Rescinds:	Issued:

1 Employees have a right to express their views on any issue, but shall in each case, make clear that the
 2 view expressed is not the official view of the Board or school district.

3 Employees may, on their own time, campaign for or against any candidate or referendum but are
 4 prohibited from using district owned property to engage in political activity. District owned property
 5 includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic
 6 equipment, and email accounts. District-owned property, including school buildings, district offices, and
 7 other facilities, shall not be used as a location for filming or recording content intended for political
 8 promotion or solicitation. Employees shall not use audio or video messages to engage in any political
 9 promotion or solicitation during school hours.¹

~~Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interest of education.—~~

Legal References

1. [TCA 49-6-2009](#)

Cross References

Board-Community Relations 1.500
 Advertising and Distribution of Materials in Schools
 1.806

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h3 style="text-align: center;">Political Activities</h3>	Descriptor Code: 5.606	Issued Date: 04/07/16
		Rescinds: 5.606	Issued: 07/13/99

1 Employees have a right to express their views on any issue, but must in each case make clear that the
 2 view expressed is not the official view of the Board or school system.

3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
 4 prohibited from using system owned property to engage in political activity. System owned property
 5 includes, but are not limited to: all buildings, signage, message boards, telephonic equipment, electronic
 6 equipment and email accounts. Employees shall not use audio or video messages to engage in any
 7 political promotion or solicitation during school hours.¹

8 Any employee who intends to campaign for an elective public office which infringes upon a contracted
 9 agreement shall present a proposed solution to the Board for consideration. The essential element to be
 10 determined by the Board is whether the activities proposed by the employee are consistent with his
 11 services to the school system and the best interest of education.

Legal References

1. TCA 49-6-2009

Cross References

- Board-Community Relations 1.500
- News Releases, News Conferences & Interviews 1.503
- Advertising & Distribution of Materials in Schools 1.806

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date:
		Rescinds:	Issued:

1 Any teacher may enter into an agreement with parent(s)/guardian(s) for tutoring children for a fee, but
2 this practice shall be limited to those children whom the teacher is not currently exercising teaching,
3 administrative, or supervisory responsibility.¹ No private teaching or tutoring shall be done during the
4 hours of the regular school day.

5 Any teacher who enters into a private tutoring agreement with a parent/guardian does so as an
6 independent actor and not as an agent of the school district. The school district shall not be liable for any
7 claims, damages, or liabilities arising from or related to private tutoring services provided by a school
8 employee. The teacher providing such tutoring services shall assume full responsibility and liability, and
9 agrees to indemnify and hold harmless the school district, its board members, administrators, and
10 employees from any and all claims, demands, actions, or causes of action arising out of or in connection
11 with such services.

12

13 ~~School facilities may not be used for private profit.~~

Legal References

1. [TCA 49-5-1003\(b\)\(11\)](#)

Cross Reference

Community Use of School Facilities 3.206
Non-School Employment 5.607

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date: 04/07/16
		Rescinds: 5.608	Issued: 07/13/99

- 1 Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice
- 2 must be limited to those children who the teacher is not currently exercising teaching, administrative or
- 3 supervisory responsibility.¹

- 4 School facilities may not be used for private profit.

Legal References

1. TCA 49-5-1003

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall be the chief executive officer of the school district and shall have, under
2 the direction of the Board, general supervision of all the public schools, personnel, and departments of
3 the school district. The Director of Schools is the only employee directly employed by the Board of
4 Education. All other employees of the district are employed, supervised, and managed under the
5 authority of the Director of Schools.¹ ~~The director of schools is responsible for the management of the~~
6 ~~schools under the Board's policies and is accountable to the Board.~~¹

7 The Director of Schools is charged by the Board with the responsibility to oversee and manage all
8 personnel matters within the district, consistent with applicable laws, regulations, and Board policies.
9 This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the
10 delegation of such duties as appropriate.²

11 ~~The director of schools, at his/her discretion, may delegate any of his/her duties to other school~~
12 ~~personnel.~~

Legal References

1. [TCA 49-2-301\(a\)](#)
2. [TCA 49-2-301\(e\)](#)

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: 07/13/99
		Rescinds:	Issued:

1 The director of schools shall be the chief executive officer of the school system and shall have, under
2 the direction of the Board, general supervision of all the public schools, personnel and departments of
3 the school system. The director of schools is responsible for the management of the schools under the
4 Board's policies and is accountable to the Board.¹

5 The director of schools, at his/her discretion, may delegate any of his/her duties to other school
6 personnel.

Legal Reference:

1. TCA 49-2-301(a)

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date:
		Rescinds:	Issued:

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious
2 practices and the impact that such practices have on student academic achievement, health, and well-
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be
4 followed by all schools in the district.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the ~~Centers of Disease Control and Prevention's (CDC)~~ Coordinated
7 School Health (CSH) program for wellness related programs and services in schools and the
8 surrounding community based on state law and State Board of Education CSH standards and
9 guidelines. The school district's Coordinated School Health Coordinator or Supervisor shall be
10 responsible for overseeing compliance with State Board of Education CSH standards and guidelines in
11 the school district.

12 **SCHOOL HEALTH ADVISORY COUNCIL²**

13 A school district health advisory council shall be established to serve as a resource to schools for
14 implementing policies and programs and develop an active working relationship with the county health
15 council. The council shall consist of individuals representing the school and community, including
16 parents, students, teachers, school administrators, health professionals, school food service
17 representatives, and other stakeholders concerned with the health and wellness of students. The
18 primary responsibilities of the council include, but are not limited to **reviewing the CSH plan, and as**
19 **necessary, making recommendations as to procedures and programs.**

- 20
- 21 ~~1. Developing, implementing, monitoring, reviewing, and as necessary, making~~
22 ~~recommendations as to physical activity and nutrition policies;~~
 - 23 ~~-~~
 - 24 ~~2. Ensuring all schools within the school district create and implement an action plan~~
25 ~~related to all School Health Index modules;~~
 - 26 ~~-~~
 - 27 ~~3. Ensuring that the results of the action plan are annually reported to the council; and~~
28 ~~-~~
 - 29 ~~4. Ensuring that school level results include measures of progress on each indicator of the~~
30 ~~School Health Index.~~

31

1 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
2 as guidance by the council to make recommendations. The Board will consider recommendations of
3 the council in making policy changes or revisions.

4 Additionally, each school shall have a Healthy School Team that is representative of all eight (8)
5 components of the CSH program. The team members shall consist of the principal, teachers, staff,
6 students, parents, and community members with at least half of the team members being non-school
7 personnel.² The Team will hold Healthy School Team meetings during the school year to assess needs
8 and oversee planning and implementation of school health efforts. The Director of Schools/designee
9 will ensure compliance with the school wellness policy, to include an assessment of the
10 implementation of the wellness policy and the progress made in attaining the policy goals. The
11 assessment will be made available to the public.

12 **COMMITMENT TO NUTRITION**

13 All schools within the district shall participate in the USDA child nutrition programs, which may
14 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
15 Summer Food Service Program, and the After School Snack Program.^{3,4,5}

16 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
17 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
18 encouraged. All foods and beverages including vending machines, fundraising items, and concessions
19 shall meet guidelines set forth by the Healthy, Hunger-free Kids Act of 2010 and Smart Snacks in
20 Schools.^{4,5,6} The principal/designee shall be responsible for overseeing the school district's compliance
21 with the State Board of Education rules and regulations for sale of food items in the school district.^{2,4,5}

22 ***Fundraising***

23 Food-and beverages sold that can be consumed on campus during the school day must meet or exceed
24 the USDA Smart Snacks guidelines in school nutrition standards. Schools shall follow the limit on
25 days per semester in which non-healthy foods may be used for fundraisers.⁴

26 **DISTRICT GOALS**

27 The school district will promote healthy nutrition through various activities, including nutrition related
28 newsletters, informational links on the school district website, healthy eating posters and bulletin
29 boards in dining areas, and informational booths at various community functions. Nutrition education
30 will be offered as part of a standards based program designed to provide students with the
31 knowledge and skills needed to promote and protect their health as outlined in the State Board of
32 Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage
33 teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each
34 day with a healthy breakfast. If a district engages in food or beverage marketing, all marketing shall
35 comply with the Smart Snacks in School nutrition standards.⁶

36 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

1 The Board recognizes that physical activity is extremely important to the overall health of a child.
2 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
3 of the school program.

4 Physical education classes shall be offered as part of a standards based program designed to provide
5 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
6 physical education classes shall comply with the State Board of Education's Physical Education
7 Standards.

8 Unstructured physical activity periods shall be offered in addition to the school district's physical
9 education program. Elementary school students shall receive a minimum of forty (40) minutes of
10 physical activity each full school day. Middle and high school students shall receive a minimum of
11 ninety (90) minutes of physical activity each full school week.

12 Physical activity will be conducted outside if weather permits. The following activities shall not be
13 considered physical activity: walking to and from class, time spent on an electronic device, and time
14 spent in a physical education class.

15 Schools shall continue to offer after school sports and activities. Physical activity shall not be
16 employed as a form of discipline. Physical activity shall not be withheld from a student as a form of
17 punishment.

18 **COMMITMENT TO CURRICULUM²**

19 All applicable courses of study shall be based on State-approved curriculum standards.

20 **SCHOOL HEALTH INDEX²**

21 All schools within the district shall annually administer a baseline assessment on each of the
22 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
23 Council and reported to the Tennessee Department of Education.

24 **RECORD KEEPING COMPLIANCE**

Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
4. [TRR/MS 0520-01-06](#)

Cross References

Student Suicide Prevention 6.415

5. [7 CFR § 210](#); [7 CFR § 220](#)
6. [7 CFR 210.31\(c\)\(3\)\(iii\)](#)
7. [TCA 49-6-1021](#); [State Board of Education Policy 4.206](#)
8. [7 CFR § 210.31\(f\)](#)

1 The school district's Coordinated School Health Coordinator shall ensure that records demonstrating
2 compliance with community involvement requirements are maintained. The Coordinated School
3 Health Coordinator shall additionally document that the school wellness policy and triennial
4 assessments are made available to the public.⁸

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 07/22/25
		Rescinds: 6.411	Issued: 12/03/19

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious
2 practices and the impact that such practices have on student academic achievement, health, and well-
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be
4 followed by all schools in the district.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated
7 School Health (CSH) approach to managing new and existing wellness related programs and services
8 in schools and the surrounding community based on state law and State Board of Education CSH
9 standards and guidelines. The school district's Coordinated School Health Coordinator shall be
10 responsible for overseeing compliance with State Board of Education CSH standards and guidelines in
11 the school district.

12 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

13 A school district health advisory council shall be established to serve as a resource to schools for
14 implementing policies and programs and develop an active working relationship with the county health
15 council. The council shall consist of individuals representing the school and community, including
16 parents, students, teachers, school administrators, health professionals, school food service
17 representatives, and members of the public. The primary responsibilities of the council include, but are
18 not limited to:

- 19 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations
20 as to physical activity and nutrition policies;
- 21 2. Ensuring all schools within the school district create and implement an action plan related to all
22 School Health Index modules;
- 23 3. Ensuring that the results of the action plan are annually reported to the council; and
- 24 4. Ensuring that school level results include measures of progress on each indicator of the School
25 Health Index.
- 26
- 27
- 28

29 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
30 as guidance by the council to make recommendations. The Board will consider recommendations of
31 the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
2 community members, and administrators.² The Team will hold Healthy School Team meetings during
3 the school year to assess needs and oversee planning and implementation of school health efforts. The
4 Director of Schools/designee will ensure compliance with the school wellness policy, to include an
5 assessment of the implementation of the wellness policy and the progress made in attaining the policy
6 goals. The assessment will be made available to the public.

7 **COMMITMENT TO NUTRITION**

8 All schools within the district shall participate in the USDA child nutrition programs, which may
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
10 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
13 encouraged. All foods and beverages including vending machines, fundraising items, and concessions
14 shall meet guidelines set forth by the Healthy, Hunger-free Kids Act of 2010 and Smart Snacks in
15 Schools.^{4,5,6} The principal/designee shall be responsible for overseeing the school district's compliance
16 with the State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

17 **[Include any special exemptions for infrequent school-sponsored fundraisers here.]**

18 ***Fundraising***

19 Food-and beverages sold that can be consumed on campus during the school day must meet or exceed
20 the USDA Smart Snacks guidelines in school nutrition standards. Schools shall follow the limit on
21 days per semester in which non-healthy foods may be used for fundraisers.⁵

22 **DISTRICT GOALS**

23 The school district will promote healthy nutrition through various activities, including nutrition related
24 newsletters, informational links on the school district website, healthy eating posters and bulletin
25 boards in dining areas, and informational booths at various community functions. Nutrition education
26 will be offered as part of a standards based program designed to provide students with the
27 knowledge and skills needed to promote and protect their health as outlined in the State Board of
28 Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage
29 teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each
30 day with a healthy breakfast. If a district engages in food or beverage marketing, all marketing shall
31 comply with the Smart Snacks in School nutrition standards.⁷

32 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁸**

33 The Board recognizes that physical activity is extremely important to the overall health of a child.
34 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
35 of the school program.

36 Physical education classes shall be offered as part of a standards based program designed to provide
37 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All

1 physical education classes shall comply with the State Board of Education’s Physical Education
2 Standards.

3 Unstructured physical activity periods shall be offered in addition to the school district’s physical
4 education program. Elementary school students shall receive a minimum of forty (40) minutes of
5 physical activity each full school day. Middle and high school students shall receive a minimum of
6 ninety (90) minutes of physical activity each full school week.

7 Physical activity will be conducted outside if weather permits. The following activities shall not be
8 considered physical activity: walking to and from class, time spent on an electronic device, and time
9 spent in a physical education class.

10 Schools shall continue to offer after school sports and activities. Physical activity shall not be
11 employed as a form of discipline. Physical activity shall not be withheld from a student as a form of
12 punishment.

13 **COMMITMENT TO CURRICULUM³**

14 All applicable courses of study shall be based on State-approved curriculum standards.

15 **SCHOOL HEALTH INDEX³**

16 All schools within the district shall annually administer a baseline assessment on each of the
17 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
18 Council and reported to the Tennessee Department of Education.

19 **RECORD KEEPING COMPLIANCE**

20 The school district’s Coordinated School Health Coordinator shall ensure that records demonstrating
21 compliance with community involvement requirements are maintained. The Coordinated School
22 Health Coordinator shall additionally document that the school wellness policy and triennial
23 assessments are made available to the public.⁹

Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
5. [TRR/MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [7 CFR 210.31\(c\)\(3\)\(iii\)](#)
8. [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
9. [7 CFR § 210.31\(f\)](#)

Cross References

Student Suicide Prevention 6.415