



**LAKELAND BOARD OF EDUCATION
BUSINESS MEETING AGENDA
Monday, June 8, 2026, 5:45 PM
Lakeland School System District Office
3009 Davies Plantation Road
Lakeland, TN 38002**

- I. **CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG**
- II. **ROLL CALL**
- III. **CHAIR'S WELCOME**
- IV. **PUBLIC COMMENT (Limited to two (2) minutes per speaker.)**
- V. **REPORTS**
 - 1. Superintendent's Report
 - Recognition of the 2026 TSA State Leadership Conference Attendees
 - 2. Monthly Financial Summary
 - April 2026
 - 3. Legislative Liaison Update
- VI. **APPROVAL OF AGENDA**
- VII. **CONSENT AGENDA**
 - 1. Approval of Meeting Minutes
 - Business Meeting - May 11, 2026
 - Special Called Meeting - May 19, 2026
 - 2. Approval of FY 25-26 Budget Amendments (06/26)
 - 3. Approval of LSS Job Description
 - Finance Manager
 - Occupational Therapist
- VIII. **DISCUSSION / ACTION**
 - 1. Approval of Superintendent Evaluation
 - 2. Approval of Superintendent's Surety Bond
 - 3. Approval of 26-27 School Fees List
- IX. **ANNOUNCEMENTS**
- X. **ADJOURNMENT**

LAKELAND SCHOOL SYSTEM
Expense Summary Fiscal Year 2026
Period Ending April 30, 2026

PROGRAM	2025-26 Original Budget	2025-26 Revised Budget	2025-26 FYTD Activity	Monthly Activity	Encumbered Amount	Balance	% EXPENDED	
Regular Instruction Program	16,673,665	18,314,117	14,161,208	1,343,167	40,873	4,112,036	78%	
Special Education Program	2,966,891	3,079,323	2,200,545	237,298	0	878,778	71%	
Vocational Education	175,028	348,112	140,795	17,193	70,191	137,126	61%	
Health Services	527,220	533,027	393,699	40,482	186	139,142	74%	
Other Student Support	1,213,670	1,213,670	979,455	91,672	0	234,215	81%	
Regular Instruction Program Support	988,637	988,637	820,732	77,155	3,963	163,941	83%	
Special Education Program Support	556,193	556,193	444,619	35,222	0	111,573	80%	
Vocational Education Prog (ISM)	0	10,000	3,140	0	0	6,860	31%	
Technology	810,392	790,392	688,232	83,738	0	102,161	87%	
Board of Education	795,558	829,549	728,497	35,392	1,150	99,902	88%	
Office of the Superintendent	433,865	433,865	326,939	29,870	0	106,926	75%	
Office of the Principal	2,064,031	2,208,545	1,697,136	161,413	450	510,959	77%	
Fiscal Services	502,141	502,141	422,182	37,866	0	79,959	84%	
Human Services/Personnel	391,895	391,895	316,959	28,359	0	74,936	81%	
Operation of Plant	1,724,398	1,860,173	1,456,172	131,657	6,010	397,991	79%	
Maintenance of Plant	783,435	874,597	650,276	62,073	16,701	207,620	76%	
Transportation	1,270,000	1,325,181	863,394	127,962	0	461,787	65%	
Transfers to Other Funds	0	1,195	1,195	0	0	0	100%	
General Purpose Fund Subtotal	32,851,232	34,286,400	26,298,426	2,542,456	139,524	7,848,451	77%	
Federal Projects Regular Instruction	189,482	174,897	127,874	15,521	4,291	42,731	76%	
Federal Projects Special Education	271,649	280,671	210,035	22,370	0	70,636	75%	
Federal Programs Innovative Schools	235,117	61,460	61,460	0	0	0	100%	
Federal Projects Other Student Support	61,559	67,558	47,070	4,607	0	20,488	70%	
Federal Projects Regular Instruction	50,902	50,013	19,758	2,512	1,350	28,904	42%	
Federal Projects Special Education Support	211,522	227,559	131,349	28,051	464	95,746	58%	
Federal Projects Vocational	8,072	4,562	2,464	231	0	2,098	54%	
Federal Programs Early Childhood Grant	0	2,000	2,000	0	0	0	100%	
Food Service	1,055,000	1,376,264	900,137	116,168	11,963	464,164	66%	
Before/After School Program	280,000	320,000	286,540	33,102	0	33,460	90%	
Education Capital Projects	1,067,927	1,524,792	901,872	9,031	222,518	400,402	74%	
GRAND TOTAL:	36,415,483	38,376,176	28,988,985	2,774,049	380,110	9,007,081	77%	



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, May 11, 2026, 5:45 PM

Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002

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

With a quorum present, the meeting was called to order on Monday, May 11, 2026, at 5:45 PM, by Chair Laura Harrison. Laura Harrison led a moment of silence and led the Pledge to the Flag.

II. ROLL CALL

Attendance Taken at 5:45 PM.

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

III. CHAIR'S WELCOME

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

No comments.

V. REPORTS

1. Superintendent's Report

Superintendent Horrell recognized the following:

- 25-26 Tenured Teachers: Carrie Sutton, Kimberly Munafo, Tammy Madden, Casey Druelinger, Jennifer Dixon, Nadine Hopper, Katherine Batson
- 25-26 Retiree, Genny Kilpatrick
- Class of 2026 Valedictorian, Caroline Morrison
- Class of 2026 Salutatorian, Colin Walker
- Class of 2026 Suma Cum Laude Recipients: Bryce Thomas, Matthew Normand, Addy Blu Maness, Tatum Madden, Nathan Harrison, Aubrey Frye, Madelynn Chauffe, Abby Stevens, Cooper Gallagher, Hayden Hughes, Cullen Hutchens,



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Brooklyn Norris, Alexia Norris, Jack McDaniel, Luke Baldrige, Lana Afaneh, Sienna Dunn, Truman Heames, Yazmin Hudani, Ben Kanda, Elizabeth Nguyen, Hunter Owen, Ella Reynolds, Elizabeth Spicer, Edward Vasilescu, Amneek Waraich

Superintendent Horrel reported on various events and administrative items.

2. Monthly Financial Summary

- **March 2026**

3. Legislative Liaison Update

Legislative Representative Childs presented an update to the board which included information regarding education bills currently under consideration by the legislature. The session adjourned April 24, 2026. Questions from board members were taken and responses given accordingly.

VI. APPROVAL OF AGENDA

Laura Harrison (Chair) moved to bring the agenda to the floor for discussion, seconded by Keith Acton.

Per information received prior to the start of the meeting, Superintendent Horrell recommended removing items 1, 2, and 3 from the Discussion/Action.

Laura Harrison (Chair) moved to amend the agenda and remove the following items from the Discussion/Action, seconded by Keith Acton.

- Approval of FY26-27 Budget
- Approval of 26-27 Salary Schedules & Stipend Schedules
- Approval of LSS Job Descriptions

Without objection, items 1, 2, and 3 were removed from the Discussion/Action.

Laura Harrison (Chair) moved to add the 25-26 School Board Calendar to the Discussion/Action, seconded by Keith Acton.

Without objection, the 25-26 School Board Calendar was added to the Discussion/Action.

When the question was called, the agenda was approved as amended.

Acton: Aye



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Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

VII. CONSENT AGENDA

- 1. Approval of Meeting Minutes: Business Meeting - April 13, 2026**
- 2. Approval of Amendment for the One-Year Extension of the Durham Contract.**
- 3. Approval of FY 25-26 Budget Amendments (05/26)**
- 4. Approval of the 26-27 Protected Reading Lists**
 - LES
 - LPS
- 5. Approval of ELA Supplemental Materials**
- 6. Approval of 26-27 Textbook Fines**
- 7. 26-27 Agreement to Administer the School Nutrition Programs**
- 8. Approval of Amendment to Policy 1.804 - Alcohol & Drugs in the Workplace**
- 9. Approval of Amendment to Policy 2.400 - Revenues**
- 10. Approval of Amendment to Policy 5.114 - Personnel Records**
- 11. Approval of Amendment to Policy 5.1151 - Telework**
- 12. Approval of Amendment to Policy 5.200 - Separation Practices for Tenured Teachers**
- 13. Approval of Amendment to Policy 5.201 - Separation Practices for Non-Tenured Teachers**
- 14. Approval of Amendment to Policy 5.202 - Separation Practices for Non-Certified Employees**
- 15. Approval of Amendment to Policy 5.302 - Sick Leave**
- 16. Approval of Amendment to Policy 5.400 - Personnel Health Examinations / Communicable Diseases**
- 17. Approval of Amendment to Policy 5.403 - Drug & Alcohol Testing for Employees**



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18. Approval of Amendment to Policy 5.606 - Political Activities

19. Approval of Amendment to Policy 5.608 - Tutoring for Pay

20. Approval of Amendment to Policy 5.800 - Superintendent

Laura Harrison moved to bring the Consent Agenda to the floor seconded by Keith Acton. When the question was called, the Consent Agenda was approved as presented. **Motion carried.**

Acton: Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

VIII. DISCUSSION / ACTION

1. Approval of 26-27 School Board Calendar

Laura Harrison (Chair) motioned to bring this item to the floor seconded by Keith Acton. When the question was called, the 26-27 School Board Calendar was approved as presented. **Motion carried.**

Acton: Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

2. Approval of Amendment to the 25-26 School Board Calendar

Laura Harrison (Chair) moved to bring this item to the floor, seconded by Keith Acton.

Superintendent Horrell recommended that the Work Session scheduled for June 1, 2026 be removed.

Laura Harrison (Chair) moved to amend and remove the June 1, 2026 Work Session from the 25-26 School Board Calendar, seconded by Keith Acton.



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When the question was called, the 25-26 School Board Calendar was approved as amended.

Acton: Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

3. Review Policy Manual: Section 6 (Second Half)

No updates.

IX. ANNOUNCEMENTS

X. ADJOURNMENT

There being no other business on which to take action, Laura Harrison (Chair) moved to adjourn the meeting, seconded by Keith Acton. **Motion carried.**

Acton: Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye



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**The meeting was adjourned at 6:26 PM on Monday, May 11, 2026
These minutes were approved on Monday, June 8, 2026.**

Laura Harrison, Chair

ATTEST:

Dr. Ted Horrell, Superintendent	Summer Smith, Board Secretary
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**LAKELAND BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

Tuesday, May 19, 2026, 2:30 PM

**Lakeland School System District Office
3009 Davies Plantation Road
Lakeland, TN 38002**

I. CALL TO ORDER

With a quorum present, the meeting was called to order on Tuesday, May 19, 2026, at 2:30 PM, by Chair Laura Harrison. Laura Harrison led a moment of silence and led the Pledge to the Flag.

II. ROLL CALL

Attendance Taken at 2:30 PM.

Board members Jeremy Burnett (Vice Chair) and Keith Acton were virtually present at the meeting, but were not voting members.

Deborah Thomas: Present

Keith Acton: Absent

Michelle Childs: Present

Laura Harrison (Chair): Present

Jeremy Burnett (Vice-Chair): Absent

III. DISCUSSION/ACTION

1. Approval of FY26-27 Budget

Laura Harrison (Chair) moved to bring this item to the floor, seconded by Michelle Childs.

Superintendent Horrell presented the proposed FY26-27 Budget.
Questions were taken from the board and answered accordingly.

Superintendent Horrell recommended an amendment to the budget to decrease line item 141 R 49800 000 000 00000 660 to \$1,053,180.00 to match the exact amount provided by the City of Lakeland for only the fifteen cent (\$.15) equivalent payment for FY26-27 and increase by the same amount, line item 141 R 44170 000 000 00000 000 to reflect various anticipated payments.

Laura Harrison (Chair) motioned to make an amendment to the budget, to decrease line item 141 R 49800 000 000 00000 660 to \$1,053,180.00 to match the exact amount provided by the City of Lakeland for only the fifteen cent (\$.15) equivalent



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payment for FY26-27 and increase by the same amount, line item 141 R 44170 000 000 00000 000 to reflect various anticipated payments, seconded by Michelle Childs.

Attorney Katherine Kimmel presented on the fifteen cent (\$.15) property tax levy history and recommended continuing to receive the City of Lakeland funds. Questions were taken from the board and answered accordingly.

When the question was called, the budget amendment was approved without objection. **Motion carried.**

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

When the question was called, the FY26-27 Budget was approved, as amended, without objection. **Motion carried.**

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

2. Approval of 26-27 Salary Schedules & Stipend Schedules

Laura Harrison (Chair) motioned to move this item to the floor, seconded by Michelle Childs.

When the question was called, the 26-27 Salary Schedules & Stipend Schedules were approved as presented. **Motion carried.**

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

3. Approval of LSS Job Descriptions

- Chief of Human Resources
- Director of Instruction
- Director of CTE and Special Programs



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- Behavior and Transition Facilitator
- Attendance Operator
- 504 Secretary
- Technology Systems Facilitator

Laura Harrison (Chair) moved to bring this item to the floor, seconded by Michelle Childs.

When the question was called, the LSS Job Descriptions were approved as presented. **Motion carried.**

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

IV. ADJOURNMENT

There being no other business on which to take action, Laura Harrison (Chair) moved to adjourn the meeting, seconded by Michelle Childs. **Motion carried.**

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

The meeting was adjourned at 3:12 PM on Tuesday, May 19, 2026.

These minutes were approved on Monday, June 8, 2026

Laura Harrison, Chair

Dr. Ted Horrell, Superintendent

Summer Smith, Board Secretary



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

Tuesday, May 19, 2026, 2:30 PM

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LSS Proposed Budget Amendment							
Fund 142 - Title IV							
Account Number Fnd T Acct Obj Prj Loc Prg	Account Level Description	FY 25-26 Revised Budget	FY 25-26 FY Activity	FY 25-26 Encumbered	FY 25-26 Available Funds	Proposed Budget Amendment	Difference
Revenue:							
142 R 47189 000 000 00000 200	Title II	\$ 45,512.66	\$ 14,818.38	\$ -	\$ 30,694.28	\$ 47,614.32	\$ 2,101.66
Revenue Difference:						\$	2,101.66
Expenditures:							
142 E 72210 524 000 00116 200	In-Service/Staff Development	\$ 11,729.44	\$ 6,686.71	\$ 100.00	\$ 4,942.73	\$ 12,780.27	\$ 1,050.83
142 E 72210 524 000 02000 200	In-Service/Staff Development	\$ 14,335.97	\$ 10,825.33	\$ -	\$ 3,420.01	\$ 15,386.80	\$ 1,050.83
Expenditures Difference:						\$	1,050.83

LSS Proposed Budget Amendment							
Fund 142 - Title IV							
Account Number Fnd T Acct Obj Prj Loc Prg	Account Level Description	FY 25-26 Revised Budget	FY 25-26 FY Activity	FY 25-26 Encumbered	FY 25-26 Available Funds	Proposed Budget Amendment	Difference
Revenue:							
142 R 47147 000 000 00000 410	Safe and Drug-Free Schools - S	\$ 16,358.52	\$ 11,310.14	\$ -	\$ 5,048.38	\$ 16,622.72	\$ 264.20
Revenue Difference:						\$	264.20
Expenditures:							
142 E 72130 189 000 00116 410	Other Salaries & Wages	\$ 14,455.67	\$ 11,675.79	\$ -	\$ 2,779.88	\$ 14,719.87	\$ 264.20
Expenditures Difference:						\$	264.20

LSS Proposed Budget Amendment								
Fund 141 - Summer Learning Camp								
Account Number Fnd T Acct Obj Prj Loc Prg	Account Level Description	FY 25-26 Revised Budget	FY 25-26 FY Activity	FY 25-26 Encumbered	FY 25-26 Available Funds	Approved Budget Amendment	Proposed Budget Amendment	Difference
Expenditures:								
Regular Instruction								
141 E 71100 116 904 00116 000	Teachers					\$ 110,676.80	\$ 112,000.00	\$ 1,323.20
141 E 71100 201 904 00116 000	Social Security					\$ 6,472.80	\$ 7,960.80	\$ 1,488.00
141 E 71100 204 904 00116 000	State Retirement					\$ 8,740.00	\$ 9,780.00	\$ 1,040.00
141 E 71100 204 904 02000 000	State Retirement					\$ 4,132.00	\$ 3,724.00	\$ (408.00)
141 E 71100 212 904 00116 000	Medicare					\$ 1,513.80	\$ 1,861.80	\$ 348.00
141 E 71100 217 904 00116 000	SRT Rate					\$ -	\$ 1,120.00	\$ 1,120.00
141 E 71100 217 904 02000 000	SRT Rate					\$ -	\$ 408.00	\$ 408.00
						\$ 131,535.40	\$ 136,854.60	\$ 5,319.20
Health Services								
141 E 72120 131 904 00116 000	Nurses					\$ 1,690.00	\$ 4,860.00	\$ 3,170.00
141 E 72120 131 904 02000 000	Nurses					\$ 1,690.00	\$ -	\$ (1,690.00)
141 E 72120 201 904 00116 000	Social Security					\$ 104.78	\$ 301.32	\$ 196.54
141 E 72120 201 904 02000 000	Social Security					\$ 104.78	\$ -	\$ (104.78)
141 E 72120 204 904 00116 000	State Retirement					\$ 84.50	\$ 388.80	\$ 304.30
141 E 72120 204 904 02000 000	State Retirement					\$ 84.50		\$ (84.50)
141 E 72120 212 904 00116 000	Medicare					\$ 24.51	\$ 70.47	\$ 45.96
141 E 72120 212 904 02000 000	Medicare					\$ 24.51		\$ (24.51)
141 E 72120 217 904 00116 000	SRT Rate					\$ -	\$ 48.60	\$ 48.60
						\$ 3,807.58	\$ 5,669.19	\$ 1,861.61
Transportation								
141 E 72710 312 904 01000 000	Contracts with Private Agencies					\$ -	\$ 43,000.00	\$ 43,000.00
141 E 72710 399 904 01000 000	Other Contracted Services					\$ 55,180.81	\$ -	\$ (55,180.81)
141 E 72710 412 904 01000 000	Diesel Fuel					\$ -	\$ 5,000.00	\$ 5,000.00
						\$ 55,180.81	\$ 48,000.00	\$ (7,180.81)
Expenditures Difference:								\$ (0.00)

Job Title: Finance Manager

Exemption Status: Exempt/Professional

Reports to: Chief of Finance

Salary Schedule: 12M Manager

Dept./School: District Office

Date Approved:

Primary Purpose:

This position assists in the preparation of financial, purchasing, and inventory details in the finance department, including accounts payable, accounts receivable and clerical functions. This position assists the Chief of Finance with designated accounting tasks as assigned.

Minimum Training and Qualifications:

Bachelor's degree or higher in accounting, finance or related field

Minimum of one (1) year of financial experience (government or school system preferred)

Additional experience may be considered in lieu of other requirements

Ability to prepare written financial reports

Proficient computer skills to include word processing, spreadsheet development, database accounting software (government- or school-related preferred), e-mail, cloud-based solutions

Capable of working independently with minimal supervision

Such alternatives as the Superintendent or CFO may find appropriate and acceptable

Performance Responsibilities:

1. Serves as the centralized purchasing agent for Lakeland School System, prepares and verifies purchasing documentation, adheres to the appropriate laws and regulations surrounding procurement, advises the CFO on changes to procurement laws, policies, and procedures.
2. Prepares and verifies various standard accounting entries for financial data processing system; reconciles report discrepancies and problems.
3. Prepares documentation for monthly account reconciliations.
4. Creates, develops, and maintains accounting spreadsheets used in the finance function.
5. Monitors accounting records to ensure that expenses and revenues are allocated to proper accounts.
6. Lead the vendor management process, distributes vendor invoices for approval, sets up new vendor accounts, manages payment methods offered by the district, and routinely provides areas of improvement related to the accounts payable team.
7. Contacts vendors with questions and/or responds to vendor inquiries and concerns; resolves billing errors and discrepancies.
8. Monitors the system's physical inventory database.
9. Assists in development and preparation of necessary reports.

10. Assists Chief of Finance and auditors in annual review of records.
11. Works with the Chief of Finance as budget analyst for assigned functions within the system.
12. Assists Chief of Finance in development of budget and audit deliverables.
13. Prepares vendor 1099s annually.
14. Serves as a backup for the payroll process.
15. Serves as the lead trainer for new finance employees.
16. Serves as the first point of contact and supervisor for the finance department in the CFO's absence.
17. Performs other duties as assigned by the Superintendent.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Finance Manager** maintains a forty (40)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a twelve (12) month position and salary will be determined based on qualifications and experience. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Lakeland School System offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information and adheres to the provisions of the Family Rights and Privacy Act (FERPA).

Job Title: Occupational Therapist

Exemption Status: Exempt/Professional

Reports to: Principal

Salary Schedule: 10M OT/PT

Dept./School: Assigned Campus

Date Approved:

Primary Purpose:

Plan and provide therapy to students with mental, physical, or emotional disabilities. Provide therapeutic intervention to maximize physical or mental functioning, increase independent functioning, and/or adjust to disabilities; operates as part of a multi-disciplinary team.

Minimum Training and Qualifications:

Master's degree in occupational therapy or related program

Valid Tennessee license as an occupational therapist granted by the Tennessee Board of Occupational Therapy

Knowledge of rehabilitation procedures, activities, and equipment used in occupational therapy

Ability to instruct students and manage their behavior

Proficient in the use of computers to include word processing, database and spreadsheet applications

Excellent oral and written communication skills.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work at all levels

Ability to prepare clear, concise, accurate and complete reports including statistics.

Such alternatives as the Superintendent may find appropriate and acceptable

Performance Responsibilities:

1. Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' Individual Education Plans (IEP). Evaluate student progress and make recommendations regarding occupational therapy services.
2. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.
3. Assess students with disabilities and determine eligibility for services.
4. Present staff development in assigned school as requested. Conduct one-on-one consultation with teachers, parent(s)/guardian(s), and others to assist with selection and use of adaptive equipment and material that will enhance student learning.
5. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.

6. Establish control and administer discipline according to the Student Code of Conduct and student handbook.
7. Assist with the interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.
8. Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.
9. Compile, maintain, and file all reports, records and other documents required.
10. Comply with federal and state law, State Board of Education rules and regulations, and local board policy. Comply with all district and campus routines and regulations.
11. Follow district safety protocols and emergency procedures.
12. Develops a therapy intervention plan that supports the IEP goals, objective/outcomes and implements this plan in appropriate settings and within the curriculum.
13. Coordinates the implementation of goals/outcomes with the IEP team with a provision of continuum of services to students.
14. Documents findings, actions taken, and/or recommendations made regarding areas of service.
15. Maintains records as required by Lakeland School System and various state and federal mandates.
16. Develops and implements training opportunities and in-service for educational staff, parents, and administrators.
17. Devises a treatment program aimed at improving identified areas of function, as they relate to the student educational needs and the State of Tennessee Curriculum and the curriculum of Lakeland School System.
18. Attends meetings, trainings, conferences and travels to a variety of work sites within the district, as required, to meet the needs of students.
19. Performs such other duties as assigned by the Supervisor or Principal.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Occupational Therapist** maintains a thirty-seven and a half (37.5)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a ten (10) month position and salary will be determined based on qualifications and experience. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Lakeland School System offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information and adheres to the provisions of the Family Rights and Privacy Act (FERPA).



Laura Harrison
Board Chair

Jeremy Burnett
Board Vice Chair

Keith Acton
Board Member

Michelle Childs
Board Member

Deborah Thomas
Board Member

Dr. Ted Horrell
Superintendent

Board of Education of Lakeland School System

Superintendent Evaluation June 2026

Overall Evaluation Average
4.60 / 5.00



Approved on
Changes Proposed on 06/08/26

Lakeland School System Fees List

REQUIRED FEES FOR 2026-2027

School	Required Fee	Purpose	Activity / Program
Lakeland Elementary	\$5	Art Club Fee	Art Club
Lakeland Elementary	Not to exceed \$300	Camp Invention Fee	Camp Invention
Lakeland Elementary	Not to exceed \$150	Chess Club Fee	Chess Club
Lakeland Elementary	\$150	Drama Camp Fee	Drama Camp
Lakeland Elementary	Not to exceed \$75	Drama Club Fee	Drama Club
Lakeland Elementary	Not to exceed \$100	Kindergarten Camp Fee	Kindergarten Camp
Lakeland Elementary	Not to exceed \$200	Lego Club Fee	Lego Club
Lakeland Elementary	Not to exceed \$75	Memphis Youth Athletics	Cross Country
Lakeland Middle Preparatory	\$40	5th Grade Choir Club	5th Grade Choir
Lakeland Middle Preparatory	Not to Exceed \$100	Middle School Winter Musical Cast Fee	Theatre
Lakeland Middle Preparatory	Not to Exceed \$50	Middle School Winter Musical Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$100	High School Fall Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	High School Fall Production Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$200	High School Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$100	High School Spring Production Crew Fee	Theatre
Lakeland Preparatory	Not to exceed \$600	Baseball Fee	Baseball
Lakeland Middle Preparatory	Not to exceed \$600	Baseball Fee	Baseball
Lakeland Preparatory	Not to exceed \$1000	Basketball Cheerleading Fee	Basketball Cheer
Lakeland Middle Preparatory	Not to exceed \$1000	Basketball Cheerleading Fee	Basketball Cheer
Lakeland Middle Preparatory	\$21	Battle of the Books Fee	Battle of the Books
Lakeland Preparatory	Not to exceed \$300	Bowling Fee	Bowling
Lakeland Preparatory	Not to exceed \$375	Boys Basketball Fee	Boys Basketball
Lakeland Middle Preparatory	Not to exceed \$375	Boys Basketball Fee	Boys Basketball
Lakeland Preparatory	Not to exceed \$400	Boys Lacrosse Fee	Boys Lacrosse
Lakeland Middle Preparatory	Not to exceed \$400	Boys Lacrosse Fee	Boys Lacrosse
Lakeland Preparatory	Not to exceed \$550	Boys Soccer Fee	Boys Soccer
Lakeland Middle Preparatory	Not to exceed \$550	Boys Soccer Fee	Boys Soccer
Lakeland Preparatory	\$250	Chess Club Fee	Chess Club
Lakeland Middle Preparatory	\$250	Chess Club Fee	Chess Club
Lakeland Middle Preparatory	\$10	Club Fee	MS Science Club
Lakeland Preparatory	Not to exceed \$5000	Competitive Cheerleading Fee	Competitive Cheer
Lakeland Middle Preparatory	Not to exceed \$5000	Competitive Cheerleading Fee	Competitive Cheer
Lakeland Preparatory	Not to exceed \$225	Cross Country Fee	Cross Country
Lakeland Middle Preparatory	Not to exceed \$225	Cross Country Fee	Cross Country
Lakeland Preparatory	Not to exceed \$30	DECA Membership	CTE Student Organization (Entrepreneurship)
Lakeland Preparatory	Not to exceed \$50	Debate Club	Debate Club
Lakeland Preparatory	Not to exceed \$50	Events Sponsored by Vendors (All West, Choral Festival, & Other Related Workshops)	Fine Arts Programs
Lakeland Preparatory	Not to exceed \$200	Events Sponsored by Fine Arts Vendors - Examples: (Not exhaustive) All West, Choral Festival, Solo and Ensemble, & Other Related Workshops	Fine Arts Programs



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Lakeland School System Fees List

REQUIRED FEES FOR 2026-2027

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$200	Events Sponsored by Fine Arts Vendors - Examples: (Not exhaustive) All West, Choral Festival, Solo and Ensemble, & Other Related Workshops	Fine Arts Programs
Lakeland Preparatory	\$250	Fall Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$375	Football Fee	Football
Lakeland Middle Preparatory	Not to exceed \$375	Football Fee	Football
Lakeland Preparatory	\$40	Gardening Club Fee	Gardening Club
Lakeland Preparatory	Not to exceed \$375	Girls Basketball Fee	Girls Basketball
Lakeland Middle Preparatory	Not to exceed \$375	Girls Basketball Fee	Girls Basketball
Lakeland Preparatory	Not to exceed \$400	Girls Lacrosse Fee	Girls Lacrosse
Lakeland Preparatory	Not to exceed \$550	Girls Soccer Fee	Girls Soccer
Lakeland Middle Preparatory	Not to exceed \$550	Girls Soccer Fee	Girls Soccer
Lakeland Preparatory	Not to exceed \$250	Golf Fee	Golf
Lakeland Middle Preparatory	Not to exceed \$250	Golf Fee	Golf
Lakeland Preparatory	\$14	HOSA Membership Fee	CTE Student Organization (Health Sciences)
Lakeland Preparatory	Not to exceed \$50	HOSA Membership Fee	CTE Student Organization (Health Sciences)
Lakeland Preparatory	Not to exceed \$60	International Thespian Society	Theatre
Lakeland Preparatory	\$20	Jazz Band Fee	Band
Lakeland Middle Preparatory	\$20	Jazz Band Fee	Band
Lakeland Middle Preparatory	Not to exceed \$60	Jr International Thespian Society	Theatre
Lakeland Preparatory	Not to exceed \$50	Knowledge Bowl Team Fees	Knowledge Bowl Club
Lakeland Preparatory	Not to exceed \$70	Beta Club Membership Fee	Beta Club
Lakeland Middle Preparatory	\$35	Junior Beta Club Membership Fee	Junior Beta Club
Lakeland Preparatory	\$40	Local Membership Fee	American Chemical Society
Lakeland Preparatory	Not to exceed \$1000	Marching Band and Color Guard Fee	High School Band and Color Guard
Lakeland Preparatory	Not to exceed \$50	Mu Alpha Theta	Mu Alpha Theta
Lakeland Middle Preparatory	\$5	National Elementary Honor Society Dues	NEHS
Lakeland Preparatory	Not to exceed \$70	National Honor Society Membership Fee	NHS
Lakeland Middle Preparatory	\$15	National Junior Honor Society Dues	NJHS
Lakeland Preparatory	Not to exceed \$20	National Science Honor Society Dues	NSHS
Lakeland Preparatory	Not to exceed \$30	National Science Honor Society Dues	NSHS
Lakeland Preparatory	Not to exceed \$45	National Technical Honor Society	NTHS
Lakeland Preparatory	Not to exceed \$2000	Non-Curricular Field Trips	Various
Lakeland Middle Preparatory	Not to exceed \$2000	Non-Curricular Field Trips	Various
Lakeland Preparatory	\$50	Parking Fee	Administrative
Lakeland Middle Preparatory	Not to exceed \$100	Perennial Math Club	Perennial Math Club
Lakeland Preparatory	Not to exceed \$25	PSAT Exam Fee	PSAT Test
Lakeland Preparatory	Not to exceed \$275	Robotics Competition Fees	Robotics Club
Lakeland Preparatory	Not to exceed \$300	Robotics Competition Fees	Robotics Club
Lakeland Middle Preparatory	Not to exceed \$300	Robotics Competition Fees	Robotics Club



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REQUIRED FEES FOR 2026-2027

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$125	Senior Activity Fee	Senior Activities
Lakeland Preparatory	Not to exceed \$75	Senior Banner Fee	Various
Lakeland Preparatory	\$50	Senior Parking Painting	Senior Activities
Lakeland Preparatory	Not to exceed \$20	Skills USA Membership	CTE Student Organization (Criminal Justice)
Lakeland Preparatory	Not to exceed \$400	Softball Fee	Softball
Lakeland Middle Preparatory	Not to exceed \$400	Softball Fee	Softball
Lakeland Preparatory	Not to exceed \$40	Spanish Honor Society	Sociedad Honoraria Hispanica
Lakeland Preparatory	\$100	Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to exceed \$300	Tennis Fee	Tennis
Lakeland Middle Preparatory	Not to exceed \$300	Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$50	Student Council	Student government
Lakeland Middle Preparatory	Not to exceed \$50	Student Council	Student government
Lakeland Preparatory	Not to exceed \$300	Swimming Club Fee	Swim Club
Lakeland Preparatory	Not to exceed \$350	Swimming Club Fee	Swim Club
Lakeland Middle Preparatory	Not to exceed \$350	Swimming Club Fee	Swim Club
Lakeland Preparatory	Not to exceed \$250	Track & Field Fee	Track & Field
Lakeland Middle Preparatory	Not to exceed \$250	Track & Field Fee	Track & Field
Lakeland Preparatory	Not to exceed \$10	Tri-M	Tri-M
Lakeland Preparatory	Not to exceed \$30	Tri-M	Tri-M
Lakeland Preparatory	Not to exceed \$20	TSA Membership	CTE Student Organization (STEM and A/V Production)
Lakeland Preparatory	Not to exceed \$75	TSA Membership	CTE Student Organization (STEM and A/V Production)
Lakeland Preparatory	Not to exceed \$600	Volleyball Fee	Volleyball
Lakeland Middle Preparatory	Not to exceed \$600	Volleyball Fee	Volleyball
Lakeland Preparatory	Not to exceed \$325	Winter Guard Fee	Winter Guard
Lakeland Preparatory	Not to exceed \$300	Wrestling Fee	Wrestling
Lakeland Preparatory	Not to exceed \$75	WTSBOA All-West Fee	All-West
Lakeland Preparatory	Not to exceed \$60	Ceramics Club	Ceramics Club
Lakeland Preparatory	Not to exceed \$100	ACT Tutoring	ACT
Lakeland Middle Preparatory	Not to exceed \$30	Student Ambassadors	Student Ambassadors
Lakeland Preparatory	Not to exceed \$100	Student Ambassadors	Student Ambassadors



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REQUESTED FEES FOR 2026-27

School	Requested Fee	Purpose	Course
Lakeland Elementary	\$10	4th Grade Recorder Fee	Music
Lakeland Elementary	Not to exceed \$10	Class T-Shirt Fee	School-wide
Lakeland Elementary	Not to exceed \$288	Chromebook Repair Fee	School-Wide
Lakeland Elementary	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Elementary	\$99	Damaged iPad Fee	School-Wide
Lakeland Elementary	Not to exceed \$50	School Day Field Trips	Varied
Lakeland Elementary	\$30	Technology Fee	School-wide
Lakeland Preparatory	\$200	½ Credit Per Session Fee	Credit Recovery
Lakeland Preparatory	\$50	Visual Arts	Art
Lakeland Middle Preparatory	\$50	5 Day Art	Art
Lakeland Middle Preparatory	\$20	5th Grade Art and 6th Grade MAPS Rotation Art	Art
Lakeland Preparatory	\$25	AAPPL Language Test	French
Lakeland Middle Preparatory	\$25	AAPPL Language Test	French
Lakeland Preparatory	\$25	AAPPL Language Test	Spanish
Lakeland Middle Preparatory	\$25	AAPPL Language Test	Spanish
Lakeland Preparatory	Not to Exceed \$100	Advanced Placement (AP) Exam Fee	Various
Lakeland Preparatory	Not to Exceed \$105	Advanced Placement (AP) Exam Fee	Various
Lakeland Preparatory	Not to Exceed \$50	AP Exam Late Fee	Various
Lakeland Preparatory	\$80	Autodesk Inventor Certification	STEM III
Lakeland Preparatory	\$75	Band Instrument Rental Fee (Summer)	HS Concert Band
Lakeland Middle Preparatory	\$75	Band Instrument Rental Fee (Summer)	MS Band
Lakeland Preparatory	\$75	Band Instrument Rental Fee Per Semester	HS Concert Band
Lakeland Middle Preparatory	\$75	Band Instrument Rental Fee Per Semester	MS Band



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Lakeland School System Fees List

REQUESTED FEES FOR 2026-27

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$75	Band Shirt and Supply Fee	HS Concert Band
Lakeland Middle Preparatory	\$75	Band Shirt and Supply Fee	MS Band
Lakeland Preparatory	\$165	Certified Clinical Medical Assistant (CCMA) Certification	CTE
Lakeland Preparatory	Not to Exceed \$175	Certified Clinical Medical Assistant (CCMA) Certification	CTE
Lakeland Preparatory	\$75	Choir Shirt and Supply Fee	Choir
Lakeland Middle Preparatory	\$75	Choir Shirt and Supply Fee	Choir
Lakeland Preparatory	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Middle Preparatory	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Preparatory	\$20	Course Fee	Introduction to Theatre
Lakeland Middle Preparatory	\$20	MS Theatre Course Fee	MS Theatre
Lakeland Preparatory	\$20	Course Fee	Acting
Lakeland Preparatory	\$20	Course Fee	Tech Theatre
Lakeland Preparatory	\$40	Course Fee	CTE Audio Visual Technology I, II, and III
Lakeland Middle Preparatory	\$20	Course Fee	Middle School Theatre Courses
Lakeland Preparatory	\$20	Course Fee	Production Workshop
Lakeland Middle Preparatory	\$25	MS STEM Course Fee	Middle School STEM Courses
Lakeland Preparatory	Not to exceed \$50	Curricular Field Trips	Varied
Lakeland Middle Preparatory	Not to exceed \$50	Curricular Field Trips	Varied
Lakeland Preparatory	\$99	Damaged iPad Fee	School-Wide
Lakeland Middle Preparatory	\$99	Damaged iPad Fee	School-Wide
Lakeland Preparatory	\$30	Device Case Replacement Fee	School-Wide
Lakeland Middle Preparatory	\$30	Device Case Replacement Fee	School-Wide
Lakeland Preparatory	\$45	Device Charger Replacement Fee	School-Wide



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School	Requested Fee	Purpose	Course
Lakeland Middle Preparatory	\$45	Device Charger Replacement Fee	School-Wide
Lakeland Preparatory	\$50	Device Damage Incident Fee	School-Wide
Lakeland Middle Preparatory	\$50	Device Damage Incident Fee	School-Wide
Lakeland Preparatory	\$50	Device Protection Fee	School-wide
Lakeland Middle Preparatory	\$50	Device Protection Fee	School-wide
Lakeland Preparatory	Not to exceed \$288	Device Repair Fee	School-Wide
Lakeland Middle Preparatory	Not to exceed \$288	Device Repair Fee	School-Wide
Lakeland Preparatory	\$84	Hotspot Replacement Fee	School-Wide
Lakeland Middle Preparatory	\$84	Hotspot Replacement Fee	School-Wide
Lakeland Preparatory	\$40	Instructional Technology Fee	School-wide
Lakeland Middle Preparatory	\$40	Instructional Technology Fee	School-wide
Lakeland Preparatory	\$25	Lab fee	Chemistry
Lakeland Preparatory	\$25	Lab fee	Biology
Lakeland Preparatory	\$40	Lab Fee	AP Environmental Science
Lakeland Preparatory	\$25	Lab Fee	CTE Health Science Education
Lakeland Preparatory	\$25	Lab Fee	CTE Medical Therapeutics
Lakeland Preparatory	\$25	Lab Fee	Earth Science
Lakeland Preparatory	\$30	Lab Fee	Anatomy and Physiology
Lakeland Preparatory	\$30	Lab Fee	Physics
Lakeland Preparatory	\$40	Lab Fee	AP Biology
Lakeland Preparatory	\$40	Lab Fee	AP Chemistry
Lakeland Preparatory	\$40	Lab Fee	AP Psych
Lakeland Preparatory	\$25	Lab Fee	CTE STEM I



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School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$25	Lab Fee	CTE STEM II
Lakeland Preparatory	\$25	Lab Fee	CTE STEM III
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Anatomy and Physiology
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Biology
Lakeland Preparatory	\$25	Local Dual Credit Wellness Course Exam Fee	Wellness
Lakeland Preparatory	\$73	Entrepreneurship and Small Business Certification	CTE-Entrepreneurship
Lakeland Preparatory	Not to exceed \$80	Entrepreneurship and Small Business Certification	CTE Entrepreneurship
Lakeland Preparatory	\$99	Adobe Premier Pro Certification	CTE Audio Visual Technology III
Lakeland Preparatory	Not to exceed \$105	Adobe Premier Pro Certification	CTE Audio Visual Technology III
Lakeland Middle Preparatory	\$10	MS Science Lab Fee	All MS Science Courses
Lakeland Preparatory	\$32	OSHA 10 Certification Fee	CTE
Lakeland Preparatory	Not to exceed \$40	OSHA 10 Certification Fee	CTE
Lakeland Preparatory	\$25	PE Uniform Fee	PE
Lakeland Middle Preparatory	\$25	PE Uniform Fee	PE
Lakeland Preparatory	Not to exceed \$60	Pre-Engineering and Robotics Certification	STEM II
Lakeland Middle Preparatory	\$10	Recorder Fee	Music (5th Grade)
Lakeland Preparatory	\$75	Strings Instrument Rental Fee Per Semester	Strings
Lakeland Middle Preparatory	\$75	Strings Instrument Rental Fee Per Semester	Strings
Lakeland Preparatory	\$75	Strings Shirt and Supply Fee	Strings
Lakeland Middle Preparatory	\$75	Strings Shirt and Supply Fee	Strings
Lakeland Preparatory	\$40	Lab Fee	AP Physics
Lakeland Middle Preparatory	Not to exceed \$25	Additional Uniform	PE
Lakeland Preparatory	Not to exceed \$25	Additional Uniform	PE