

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION

REGULAR SCHEDULED MEETING

Thursday, January 21, 2021, @ 5:30 PM

Board Members

Eddie Pless | Phil Isaacs | Danny O'Quinn | Mike Wilson | Jamie Schaff | Maggie Cole (Student Liaison)

The Elizabethton Board of Education will meet on Thursday, January 21, 2021, at 5:30 PM in the Mack Pierce Board Room, 804 South Watauga Ave , Elizabethton, TN 37643.

1. CALL TO ORDER
2. MOMENT OF SILENCE
3. PLEDGE TO THE FLAG
4. APPROVE CONSENT AGENDA AND REGULAR AGENDA
5. TIME FOR CITIZENS TO SPEAK
6. CONSENT AGENDA
 - A. Minutes of Regular Meeting: December 17, 2020.
 - B. Approve General Purpose Fund Financial Statement, December 30, 2020.
 - C. Approve Federal Projects Fund Financial Statement, December 30, 2020.
 - D. Approve School Nutrition Fund Financial Statement, December 30, 2020.
 - E. Approve professional leave and travel for the Board Chairman and Director of Schools to attend the TSBA Legislative and Legal Institute 2021, February 15-16, 2021, in Nashville, Tennessee.
 - F. Approve professional leave and travel for the Director of Schools to attend the 2021 TOSS Legislative and Learning Conference in Nashville, Tennessee, from March 23rd through March 25th, 2021.
 - G. Equipment Disposal Request from Jon Minton, Principal at EHS for the disposal of 82 student desks, 7 metal desks, 22 desk tables, 5 chairs, 2 tables, 1 bookshelf, 1 filing cabinet, 1 bulletin board that are no longer usable.
 - H. Equipment Disposal Request from Brian Culbert, CTE Director at EHS for the disposal of 1997 Delmar's Medical Assisting Videos, 1992 Delmar's Basic Nursing Procedures for Long-Term Care Videos, 1998 In the Mix (PBS VHS Tape), Nursing: The Power to Make a Difference VHS Tape that are outdated.
 - I. Equipment Disposal Request from Brian Culbert, CTE Director at EHS for the disposal of 10 adult ambu bags with face pieces, 2 adult face masks and 7 pediatric/infant face masks to be thrown away.
 - J. Approve on second reading Board Policy 1.901 Charter School Applications as revised.
 - K. Approve on second reading Board Policy 6.303, Interrogations and Searches as revised.
 - L. Approve on second reading Board Policy 6.405 Medicines, as revised.
 - M. Approve on second reading Board Policy 4.400 Textbooks and Instructional Materials, as revised.

The Elizabethton Board of Education provides for public participation during Board Business meetings under procedures established under ECS Policy 1.404. Board business meetings are no public forums; however, provision is made for public participation. To assure an orderly business meeting, the Board requires that an individual requesting to address Board members make that request giving the topic to the Superintendent or Board Chairman prior to the Board meeting. The Chairman shall determine if the request will be granted, the time allowed for the presentation, and (if there are numerous requests on the same subject), the Chairman may request a representative to speak on each side of the issue.

N. Approve on second reading Board Policy 6.402 Physical Examinations and Immunizations, as revised.

O. Equipment Disposal Request from John Wright, Principal at West Side Elementary School for the disposal of 2 filing cabinets, playground seesaw, playground spring rocking horse, room divider and playground stools that are no longer usable.

P. Equipment Disposal Request from Brian Culbert, CTE Director, for the disposal of two APW/Wyatt "Champion" cook series hot plates to be recycled.

7. REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS

New Hire: Jordan B. Carder, Interim ESP Program Coordinator at ESP Systemwide, effective December 1, 2020. Brandon C. Blevins, Asst. to the Teacher at EHS, effective December 3, 2020

Retired: Wendy F. Wright, School Nurse/LPN at EHS, effective January 6, 2021.

Resignation: Erin L. Roberts, Asst. to the Teacher at WSE, effective January 1, 2021; Brenda C. Hyder, Asst. to the Teacher at TAD, effective January 4, 2021.

Transfer: Casey L. Frost, from Interim Asst. to the Teacher at ESE to Substitute Teacher, Systemwide, effective December 9, 2020; Kendra Lewis, from Interim Teacher at ESE to FT Instructional Asst. at ESE, effective October 26, 2020; Nickie Grayless, from Substitute School Nurse, Systemwide to School Nurse (with a student) at EHS, effective January 6, 2021; Alicia Jarrett, from School Nurse at EHS (with a student) to School Nurse at EHS, effective January 6, 2021; Billie Chinault, PT Asst. to the Teacher at TAD to Full-time Asst. to the Teacher at TAD, effective January 5, 2021.

Leave of Absence: Revised: Peggy Moore, Asst. to the Teacher at EHS from October 12, 2020 through November 20, 2020; Revised: Jeaneen N. Vines, Cook at EHS, from September 14, 2020 through November 20, 2020; Revised: Adrienne Meade, Asst. to the Teacher at ESE from November 9, 2020 through December 2, 2020; Brennan Trent, Teacher at EHS from January 19, 2021 through February 19, 2021; Samantha Lee, SLP Teacher from December 14, 2020 through January 31, 2021; Kristen Grindstaff, Teacher at WSE, from January 1, 2021 through May 25, 2021; Jeaneen N. Vines, Cook at EHS from December 10, 2020 through January 21, 2021; Revised: Amy Cole, Teacher at HME, from August 19, 2020 through May 25, 2021.

8. OTHER

- A. Director's Update
- B. Board Reports
- C. City Council Liaison's Report
- D. Student Liaison's Report

9. REGULAR AGENDA

- A. Approve on first reading the removal of Board Policy 4.401 Textbook Selection, Distribution and Care.
- B. Approve Elizabethton City Schools' COVID-19 Emergency Paid Leave Plan effective January 1, 2021 through June 30, 2021.

The Elizabethton Board of Education provides for public participation during Board Business meetings under procedures established under ECS Policy 1.404. Board business meetings are not public forums; however, provision is made for public participation. To assure an orderly business meeting, the Board requires that an individual requesting to address Board members make that request giving the topic to the Superintendent or Board Chairman prior to the Board meeting. The Chairman shall determine if the request will be granted, the time allowed for the presentation, and (if there are numerous requests on the same subject), the Chairman may request a representative to speak on each side of the issue.

- C. Approve the creation of a part-time Graduation Coach position at EHS to assist at risk students for the 2020-2021 school year, to be paid by using XQ funds.
- D. Approve the opening of a retainage/escrow account at Citizens Bank with GRC Construction to add new Board Members.
- E. Approve signature card changes at Citizens Bank, replacing former Board Chair with Mr. Eddie Pless, new Board Chairman.
- F. Approve Change Order 2031-03 for the T. A. Dugger Restroom Renovation Project in the amount of \$11,434.50 to complete additional cafeteria flooring, lighting, and ceiling tile work.
- G. Approve the purchase of Bipolar Ionization equipment to be installed by Trane, in common areas throughout the District, for an amount not to exceed \$18,280.00.

10. FOR YOUR INFORMATION

11. NEXT REGULARLY SCHEDULED BOARD MEETING

- A. The next regularly scheduled Board Meeting will be held on Thursday, February 18, 2021 at 5:30 p.m. in the Mack Pierce Board Room in the offices of the Elizabethton Board of Education, located at 804 S. Watauga Avenue, Elizabethton, Tennessee.
- B. There will be a Budget Workshop on Thursday, February 18th at 4:45 p.m. before the next regularly scheduled Board Meeting.

12. ADJOURN

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION
REGULAR SCHEDULED MEETING
Thursday, December 17, 2020 6:30 PM
Mack Pierce Board Room

The Elizabethton Board of Education met in a regular meeting on Thursday, December 17, 2020, at 6:30 PM, at Mack Pierce Board Room.

Attendance Taken at 6:50 PM.

Phil Isaacs: Present
Danny O'Quinn: Present
Eddie Pless: Present
Jamie Schaff: Present
Mike Wilson: Present

ELECTION OF BOARD CHAIR AND VICE CHAIR

Motion was made by Mike Wilson, second by Phil Isaacs to appoint Eddie Pless as the Board Chairman. Motion carried.

Phil Isaacs: aye
Danny O'Quinn: aye
Eddie Pless: aye
Jamie Schaff: aye
Mike Wilson: aye

aye: 5, nay: 0

Motion was made by Danny O'Quinn to appoint Phil Isaacs as Vice-Chairman. Motion carried.

Phil Isaacs: aye
Danny O'Quinn: aye
Eddie Pless: aye
Jamie Schaff: aye
Mike Wilson: aye

aye: 5, nay: 0

Mr. Phil Isaacs began the meeting with the election of officers. Mr. Mike Wilson nominated Mr. Eddie Pless to become the new Board Chair. Mr. Pless opened the floor to nominations for Vice-Chair. Mr. Danny O'Quinn nominated Mr. Phil Isaacs to remain Vice-Chair. It is not required that a second be made when nominating Board Officers.

CALL TO ORDER

The Meeting was called to order by the new Board Chairman, Mr. Eddie Pless.

MOMENT OF SILENCE

PLEDGE TO THE FLAG

APPROVE CONSENT AGENDA AND REGULAR AGENDA

Motion was made by Phil Isaacs, second by Danny O'Quinn to approve the Consent and Regular Agendas, and the combining of Regular Agenda Items A-E (Board Policies). Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Motion was made by Phil Isaacs, second by Danny O'Quinn to approve Regular Agenda Items A-E (Board Policies). Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Mr. Isaacs asked that Items A-E on the Regular Agenda be combined.

SPECIAL RECOGNITION

Mr. Travis Thompson recognized all ECS System-Level and Building Level Teachers of the Year.

Recognition of the 2020-2021 Elizabethton City Schools System-Level Teachers of the Year and Building-Level Teachers of the Year as follows:

System-Level Teachers of the Year:

PRE-K-4: Amy Cole

GRADES 5-8 & SPECIAL AREAS: Brandi McCloud

GRADES 9-12: Jason Clevinger

Building-Level Teachers of the Year:

EAST SIDE ELEMENTARY SCHOOL:

Sara Dunford

Nicole Horne

HAROLD MCCORMICK ELEMENTARY SCHOOL:

Amy Cole

Emilee Whitehead

WEST SIDE ELEMENTARY SCHOOL:

Lindsey Mussard

Laura Blevins

T. A. DUGGER JUNIOR HIGH SCHOOL:

Brandi McCloud

ELIZABETHTON HIGH SCHOOL:

Jason Clevinger

Presentation of honey to the new School Board Members by students in the Betsy Bees Program at EHS from their recent harvest.

Mr. Jerry Agan and two students from the Betsy Bees Program at EHS presented each Board Member with honey produced by the beehive at EHS. They also gave a short presentation of their program.

BRIEF BREAK

TIME FOR CITIZENS TO SPEAK

CONSENT AGENDA

Minutes of Regular Meeting: November 17, 2020.

Approve a Clinical Experience Affiliation Agreement between Elizabethton City Schools and East Tennessee State University for the 2020-2021 School Year, which will allow students to gain clinical experience with ECS.

Approve General Purpose Fund Financial Statement, November 30, 2020.

Approve Federal Projects Fund Financial Statement, November 30, 2020.

Approve School Nutrition Fund Financial Statement, November 30, 2020.

Equipment Disposal Request from Jon Minton, Principal at EHS for the disposal of a filing cabinet and magazine rack that are no longer usable.

Equipment Disposal Request from Brian Culbert, CTE Director at EHS for the disposal of blue chairs on rollers that are no longer usable.

Equipment Disposal Request from Brian Culbert, CTE Director at EHS for the disposal of a teacher desk chair that is no longer usable.

Approve Federal Programs 2020-2021 Budget Amendment #1.

Approve addresses for financial institution statements with Citizens Bank.

Approve the School Activity Funds Audit Report for the Fiscal Year Ended June 30, 2020.

Approve the Board of Education Audit Report for the Fiscal Year Ended June 30, 2020.

Approve a Resolution for the Emergency Suspension of Board Policies During the 2020-2021 School Year. Those Board Policies are Policy 1.101 Role of the Board of Education, Policy 1.400 School Board Meetings, Policy 1.800 School Calendar, Policy 1.801 School Day, Policy 1.8011 Emergency Closings, Policy 3.206 Community Use

of School Facilities, Policy 4.200 Curriculum Development, Policy 4.209 Alternative Credit Options, Policy 6.200 Attendance, and Policy 6.310 Dress Code.

REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS

Mr. Pless welcomed each of the new Board Members.

OTHER

Director's Update

Glad to have the new Board Members. Thanks to teachers and staff for their hard work during the challenges of this school year. Also, thanks to our Teachers of the Year, the cream of the crop. Audit reports in your packet.

Ms. Wilson: Board Audit Report had no findings. School Audit Report had one finding due to two teacher logs being lost. Everyone has done an amazing job dotting their "i's" and crossing their "t's".

The District has gone hybrid until after Christmas break. We've been able to avoid a full virtual shut down due to our people and having a plan in place. This has been a tremendous burden to families, teachers, and staff. Cases could double maybe triple after Christmas Break and into the first of February. By going hybrid we can spread students out and maintain social distancing.

Mr. Culbert has secured a \$10,000.00 grant for T. A. Dugger and a \$7,000.00 for EHS.

City Council has contributed to the Josh Wandell Scholarship Fund.

Very proud of our Cyclones for back to back football championships. Also Parker Hughes and Bryson Rollins were both Mr. Football finalists. We're very proud of them. Parker Hughes was chosen as Mr. Football.

Construction Projects: Hardening of the entrances at ES, EHS, and HME are going well. All kinds of challenges with getting building supplies, waiting on doors, door

hardware, etc.

T. A. Dugger: two restroom projects have been completed and are very nice. They're working on the other two now, along with two handicapped restrooms. They've also roofed three of the outbuildings, and still lack the media center, band room, and the main building.

Mr. Simerly asked to speak from the City Council. It has been suggested that Rogosin Drive be changed to Dave Rider Drive. The issue has been tabled in order to speak to residents about changing the name. He asked for school system employees to let him know what they think about the name change.

Board Reports

Mr. Isaacs, Mr. O'Quinn, and Mr. Pless have had TSBA training. Mr. Pless stated the training was better than anything he's ever attended. Mr. Wilson and Ms. Schaff went to Nashville a couple of weeks ago. Mr. Wilson stated it was great training on legal issues and the appropriate role of a School Board Member. Ms. Schaff stated she appreciated the opportunity to go, that it was very informative and it gave you the boundaries of a School Board Member.

Student Liaison's Report

Veronica congratulated the new Board Members and thanked them for being a part of the Town Hall Meeting.

REGULAR AGENDA

Approve the first reading of revised Board Policy 1.901(1) Charter School Applications, with mark-ups.

Motion was made by Danny O'Quinn, second by Phil Isaacs to approve the first reading of revised Board Policy 1.901(1) Charter School Applications, with mark-ups.

Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Motion was made by Danny O'Quinn, second by Phil Isaacs to approve combined Regular Agenda Items A-E (Board Policies). Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

The Board agreed to combine Regular Agenda Items A through E. Mr. VanHuss explained how TSBA monitors our policies providing information to us when State law changes and recommending we change as well.

Approve the first reading of revised Board Policy 6.303(2) Interrogations and Searches, with mark-ups.

Approve the first reading of revised Board Policy 6.405 Medicines, with mark-ups.

Approve the first reading of revised Board Policy 4.400(1) Textbooks and Instructional Materials, with mark-ups.

Approve the first reading of revised Board Policy 6.402(1) Physical Examinations and Immunizations, with mark-ups.

Approve on first reading Board Policy 1.400 School Board Meetings, as revised.

Motion was made by Eddie Pless, second by Danny O'Quinn to approve on first reading Board Policy 1.400 School Board Meetings, as revised. Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Day of the week and time change. Board Meetings will be changed to the third Thursday of each month at 5:30 p.m.

Approve on first reading, revised Board Policy 4.700 Testing Programs, with mark-ups.

Motion was made by Danny O'Quinn, second by Mike Wilson to approve on first reading, revised Board Policy 4.700 Testing Programs, with mark-ups. Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Motion was made by Danny O'Quinn, second by Mike Wilson to approve revised Board Policy 4.700 Testing Programs. Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Questions about State Testing due to COVID. The state may not grant waivers. Teachers are held harmless. The test score will only counted if it will help a students final grade.

FOR YOUR INFORMATION

NEXT REGULARLY SCHEDULED BOARD MEETING

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The Next Regularly Scheduled Board Meeting will be held on Thursday, January 21, 2021, at 5:30 p.m. in the Mack Pierce Board of Education Room, located at 804 S. Watauga Avenue, Elizabethton, Tennessee.

ADJOURN

Motion was made by Eddie Pless, second by Mike Wilson Motion to Adjourn Motion carried.

Phil Isaacs: aye

Danny O'Quinn: aye

Eddie Pless: aye

Jamie Schaff: aye

Mike Wilson: aye

aye: 5, nay: 0

Mr. Isaacs made the motion to adjourn the meeting and was seconded by Mr. Wilson.

Chairman of the Board
Schools

Director of

	Acct	2020-21	2020-21	2020-21	2020-21	Unencumbered	December
		Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	2020-21 Monthly Activity
141 E 71100	REGULAR INSTRUCTION PROGRAM	11,102,130.00	11,102,130.00	4,114,111.53	37.06	6,900,315.47	879,390.98
141 E 71200	SPECIAL EDUCATION PROGRAM	1,982,648.00	1,982,648.00	667,144.87	33.65	1,312,745.70	159,706.35
141 E 71300	VOCATIONAL EDUCATION PROGRAM	992,510.00	992,510.00	343,252.32	34.58	645,572.24	80,682.95
141 E 71400	STUDENT BODY EDUCATION PROGRAM	308,745.00	308,745.00	241,362.32	78.18	67,382.68	27,333.74
141 E 72110	ATTENDANCE	81,225.00	81,225.00	51,366.04	63.24	29,858.96	5,165.14
141 E 72120	HEALTH SERVICES	368,005.00	368,005.00	122,636.84	33.32	243,398.26	27,959.21
141 E 72130	OTHER STUDENT SUPPORT	802,633.00	802,633.00	302,708.35	37.71	433,824.65	51,339.07
141 E 72210	REGULAR INSTRUCTION PROGRAM	979,244.00	979,244.00	407,329.02	41.60	570,384.00	84,500.38
141 E 72220	SPECIAL EDUCATION PROGRAM	344,955.00	344,955.00	142,550.23	41.32	202,141.77	32,671.29
141 E 72230	VOCATIONAL EDUCATION PROGRAM	147,768.00	147,768.00	75,910.12	51.37	71,857.88	11,658.15
141 E 72250	TECHNOLOGY	462,713.00	462,713.00	199,257.74	43.06	257,948.93	38,411.47
141 E 72310	BOARD OF EDUCATION	475,300.00	475,300.00	317,191.09	66.73	154,756.47	33,879.43
141 E 72320	OFFICE OF THE SUPERINTENDENT	343,598.00	343,598.00	155,167.59	45.16	175,470.29	24,863.66
141 E 72410	OFFICE OF THE PRINCIPAL	1,545,129.00	1,545,129.00	662,624.59	42.88	882,504.41	124,703.26
141 E 72510	FISCAL SERVICES	282,861.00	282,861.00	173,792.42	61.44	106,022.98	27,602.90
141 E 72610	OPERATION OF PLANT	1,512,240.00	1,512,240.00	723,172.43	47.82	781,977.81	104,077.21
141 E 72620	MAINTENANCE OF PLANT	817,590.00	817,590.00	522,022.39	63.85	107,517.60	81,711.03
141 E 72710	TRANSPORTATION	441,895.00	441,895.00	181,728.00	41.12	228,580.38	27,487.65
141 E 73100	FOOD SERVICE	0.00	0.00	1,972.43	0.00	-1,972.43	1,972.43
141 E 73300	COMMUNITY SERVICES	216,552.00	216,552.00	25,251.65	11.66	178,765.20	1,741.07
141 E 73400	EARLY CHILDHOOD EDUCATION	404,779.00	404,779.00	149,479.90	36.93	254,289.96	32,098.12
141 E 76100	REGULAR CAPITAL OUTLAY	92,000.00	92,000.00	361,768.39	393.23	-849,677.29	0.00
141 E 99100	OPERATING TRANSFERS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Grand Expense Totals		23,709,520.00	23,709,520.00	9,941,800.26	41.93	12,758,665.92	1,858,955.49

Number of Accounts: 503

***** End of report *****

		2020-21	2020-21	2020-21	2020-21	Unencumbered	December 2020-21	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
141 R 40110	000	CURRENT PROPERTY TAX	3,100,000.00	3,100,000.00	529,525.52	17.08	2,570,474.48	438,359.26
141 R 40120	000	TRUSTEE'S COLLECTIONS - PRIOR	83,000.00	83,000.00	16,060.04	19.35	66,939.96	4,889.95
141 R 40130	000	CIR CLK/CLK & MASTER COLLECTIO	18,500.00	18,500.00	3,968.52	21.45	14,531.48	2,432.92
141 R 40140	000	INTEREST AND PENALTY	24,000.00	24,000.00	5,469.46	22.79	18,530.54	1,395.50
141 R 40162	000	PAYMENTS IN LIEU OF TAXES-LOCA	62,500.00	62,500.00	0.00	0.00	62,500.00	0.00
141 R 40163	000	PAYMENTS IN LIEU OF TAXES - OT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
141 R 40210	000	LOCAL OPTION SALES TAX	2,300,000.00	2,300,000.00	717,585.53	31.20	1,582,414.47	244,375.97
141 R 40275	000	MIXED DRINK TAX	18,000.00	18,000.00	6,834.78	37.97	11,165.22	1,467.08
141 R 40320	000	BANK EXCISE TAX	30,550.00	30,550.00	0.00	0.00	30,550.00	0.00
141 R 41110	000	MARRIAGE LICENSES	600.00	600.00	253.84	42.31	346.16	57.47
141 R 43511	000	TUITION - REGULAR DAY STUDENTS	310,000.00	310,000.00	196,433.30	63.37	113,566.70	23,517.94
141 R 43513	000	TUITION - SUMMER SCHOOL	750.00	750.00	0.00	0.00	750.00	0.00
141 R 43517	000	TUITION - OTHER	222,552.00	222,552.00	24,484.21	11.00	198,067.79	2,801.63
141 R 44110	000	INVESTMENT INCOME	20,000.00	20,000.00	1,765.01	8.83	18,234.99	319.07
141 R 44120	000	LEASE/RENTALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
141 R 44170	000	MISCELLANEOUS REFUNDS	0.00	0.00	11,552.89	0.00	-11,552.89	0.00
141 R 44990	000	OTHER LOCAL REVENUES	200.00	200.00	31.06	15.53	168.94	0.00
141 R 46511	000	BASIC EDUCATION PROGRAM	14,346,000.00	14,346,000.00	7,157,000.00	49.89	7,189,000.00	1,431,400.00
141 R 46515	000	EARLY CHILDHOOD EDUCATION	404,779.00	404,779.00	147,771.12	36.51	257,007.88	97,952.74
141 R 46550	000	DRIVER EDUCATION	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
141 R 46590	000	OTHER STATE EDUCATION FUNDS	92,000.00	92,000.00	29,879.35	32.48	62,120.65	11,726.88
141 R 46610	000	CAREER LADDER PROGRAM	41,359.00	41,359.00	19,902.64	48.12	21,456.36	0.00
141 R 46980	000	OTHER STATE GRANTS	55,540.00	55,540.00	79,700.00	143.50	-24,160.00	79,700.00
141 R 46990	000	OTHER STATE REVENUES	113,000.00	113,000.00	0.00	0.00	113,000.00	0.00
141 R 48610	000	DONATIONS	25,200.00	25,200.00	8,760.29	34.76	16,439.71	1,200.00
141 R 49800	000	OPERATING TRANSFERS	29,490.00	29,490.00	0.00	0.00	29,490.00	0.00
141 R 49810	000	CITY GENERAL FUND TRANSFER	2,400,000.00	2,400,000.00	1,200,000.00	50.00	1,200,000.00	200,000.00
Grand Revenue Totals			23,709,520.00	23,709,520.00	10,156,977.56	42.84	13,552,542.44	2,541,596.41

Number of Accounts: 35

***** End of report *****

		2020-21	2020-21	2020-21	2020-21	Unencumbered	December 2020-21
	Acct	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
142 E 71100	REGULAR INSTRUCTION PROGRAM	700,595.00	1,423,688.00	544,878.42	38.27	615,032.86	61,666.67
142 E 71200	SPECIAL EDUCATION PROGRAM	571,672.00	607,925.72	199,264.41	32.78	407,650.43	50,271.66
142 E 71300	VOCATIONAL EDUCATION PROGRAM	25,268.00	24,594.56	18,625.28	75.73	5,969.28	4,613.78
142 E 72120	HEALTH SERVICES	0.00	40,000.00	0.00	0.00	40,000.00	0.00
142 E 72130	OTHER STUDENT SUPPORT	99,402.00	97,160.00	38,346.68	39.47	48,266.90	6,269.67
142 E 72210	REGULAR INSTRUCTION PROGRAM	209,768.00	342,202.79	108,573.75	31.73	233,324.07	34,851.64
142 E 72220	SPECIAL EDUCATION PROGRAM	54,215.00	68,166.87	21,459.60	31.48	46,707.27	5,364.85
142 E 72230	VOCATIONAL EDUCATION PROGRAM	2,119.00	2,008.92	100.00	4.98	1,908.92	0.00
142 E 72250	TECHNOLOGY	0.00	205,077.00	60,741.99	29.62	144,335.01	10,433.29
142 E 72410	OFFICE OF THE PRINCIPAL	0.00	0.00	9,497.19	0.00	-9,497.19	1,784.73
142 E 73300	COMMUNITY SERVICES	141,084.00	141,834.00	50,213.99	35.40	91,620.01	15,159.87
142 E 76100	REGULAR CAPITAL OUTLAY	0.00	435,103.36	156,618.18	36.00	278,485.18	53,973.50
142 E 99100	OPERATING TRANSFERS	25,490.00	29,285.80	0.00	0.00	29,285.80	0.00
Grand Expense Totals		1,829,613.00	3,417,047.02	1,208,319.49	35.36	1,933,088.54	244,389.66

Number of Accounts: 148

***** End of report *****

		2020-21	2020-21	2020-21	2020-21	Unencumbered	December 2020-21	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
142 R 47141	OCA	TITLE 1 GRANTS TO LOCAL EDUC A	107,695.00	117,895.00	50,384.13	42.74	67,510.87	8,218.69
142 R 47189	OCA	EISENHOWER PROF DEVELOPMENT ST	13,000.00	16,000.00	6,082.03	38.01	9,917.97	992.11
142 R 47131	OCP	VOCATIONAL EDUC - BASIC GRANTS	42,387.00	40,179.48	20,405.39	50.79	19,774.09	19,177.85
142 R 47143	OID	SPECIAL EDUCATION - GRANTS TO	556,598.00	584,914.59	192,152.75	32.85	392,761.84	49,463.44
142 R 47145	OPS	SPECIAL EDUCATION PRESCHOOL GR	15,074.00	19,079.10	2,738.65	14.35	16,340.45	664.96
142 R 47141	OT1	TITLE 1 GRANTS TO LOCAL EDUC A	677,518.00	796,751.49	229,785.58	28.84	566,965.91	51,720.60
142 R 47590	OT1	OTHER FEDERAL THROUGH STATE	58,404.00	71,464.28	20,104.99	28.13	51,359.29	4,525.27
142 R 47189	OT2	EISENHOWER PROF DEVELOPMENT ST	81,123.00	140,542.25	39,821.06	28.33	100,721.19	25,028.62
142 R 47590	OVR	OTHER FEDERAL THROUGH STATE	42,335.00	42,335.00	17,603.86	41.58	24,731.14	6,324.81
142 R 47147	21C	SAFE AND DRUG-FREE SCHOOLS-ST	145,334.00	145,334.00	47,496.95	32.68	97,837.05	18,822.97
142 R 47143	890	SPECIAL EDUCATION - GRANTS TO	54,215.00	54,215.00	14,333.71	26.44	39,881.29	0.00
142 R 47143	891	SPECIAL EDUCATION - GRANTS TO	0.00	12,451.87	7,087.02	56.92	5,364.85	5,325.98
142 R 47143	895	SPECIAL EDUCATION - GRANTS TO	0.00	0.00	-4,263.64	0.00	4,263.64	0.00
142 R 47303	CLP	CLP-LEA REOPENING	0.00	60,000.00	60,000.00	100.00	0.00	0.00
142 R 47305	CNT	Connectivity Grant - COVID	0.00	37,050.00	31,468.36	84.93	5,581.64	31,468.36
142 R 47990	CPS	OTHER DIRECT FEDERAL REVENUE	0.00	435,103.36	156,618.18	36.00	278,485.18	156,618.18
142 R 47301	CRS	ESSER-CARES ACT	0.00	631,129.02	284,274.79	45.04	346,854.23	10,364.29
142 R 47143	IDS	SPECIAL EDUCATION - GRANTS TO	0.00	0.00	4,263.64	0.00	-4,263.64	0.00
142 R 47143	IDT	SPECIAL EDUCATION - GRANTS TO	0.00	5,432.03	3,822.39	70.37	1,609.64	0.00
142 R 47141	T1N	TITLE 1 GRANTS TO LOCAL EDUC A	35,930.00	46,498.55	7,494.83	16.12	39,003.72	2,640.91
142 R 47304	TCH	Remote Technology Grant - COVI	0.00	160,672.00	37,500.00	23.34	123,172.00	37,500.00
Grand Revenue Totals			1,829,613.00	3,417,047.02	1,229,174.67	35.97	2,187,872.35	428,857.04

Number of Accounts: 21

***** End of report *****

		2020-21	2020-21	2020-21	2020-21	Unencumbered	December 2020-21
	<u>Acct</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>
143 E 73100 --- --- ----- ---	FOOD SERVICE	1,176,125.00	1,176,125.00	477,697.72	40.62	698,427.28	91,541.15
Grand Expense Totals		1,176,125.00	1,176,125.00	477,697.72	40.62	698,427.28	91,541.15

Number of Accounts: 85

***** End of report *****

		2020-21	2020-21	2020-21	2020-21	Unencumbered	December 2020-21	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
143 R 43521	000	LUNCH PAYMENTS - CHILDREN	170,000.00	170,000.00	10,583.95	6.23	159,416.05	-36.45
143 R 43522	000	LUNCH PAYMENTS - ADULTS	22,150.00	22,150.00	4,946.10	22.33	17,203.90	948.20
143 R 43523	000	INCOME FROM BREAKFAST	725.00	725.00	0.00	0.00	725.00	0.00
143 R 43525	000	A LA CARTE SALES	34,250.00	34,250.00	9,580.45	27.97	24,669.55	608.45
143 R 43990	000	OTHER CHARGES FOR SERVICES	13,000.00	13,000.00	2,393.29	18.41	10,606.71	2,393.29
143 R 44110	000	INVESTMENT INCOME	3,750.00	3,750.00	146.18	3.90	3,603.82	13.92
143 R 46520	000	SCHOOL FOOD SERVICE	10,750.00	10,750.00	0.00	0.00	10,750.00	0.00
143 R 47111	000	USDA SCHOOL LUNCH PROGRAM	556,500.00	556,500.00	216,689.48	38.94	339,810.52	40,600.80
143 R 47112	000	USDA COMMODITIES	93,500.00	93,500.00	39,645.24	42.40	53,854.76	19,327.77
143 R 47113	000	USDA BREAKFAST	253,500.00	253,500.00	150,458.34	59.35	103,041.66	23,743.56
143 R 47114	000	USDA - ESP SNACK PROGRAM	18,000.00	18,000.00	1,008.72	5.60	16,991.28	1,008.72
Grand Revenue Totals			1,176,125.00	1,176,125.00	435,451.75	37.02	740,673.25	88,608.26

Number of Accounts: 43

***** End of report *****

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

ITEM: * 82 Student Desks * 1 Book Shelf

* 7 Metal Desks * 1 Filing Cabinet

* 22 Desk Tables * 1 Bulletin Board

* 5 Chairs (Metal & Wood)

* 2 Table (Wooden top)

INVENTORY TAG NUMBER: N/A

METHOD OF SALE/DISPOSAL: Dumpster

SCHOOL/BUILDING WHERE ITEM IS HOUSED: EHS

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 1/4/2021
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

- ITEM: • ¹⁹⁹⁷ Delmar's Medical Assisting Videos (VHS Tape #2, 8, & 9)
- ¹⁹⁹² Delmar's Basic Nursing Procedures for Long-Term Care Videos (VHS Tape #1, 5, 6, & 7)
- ¹⁹⁹⁸ In the Mix - PBS VHS tape
- Nursing: The Power to Make a Difference VHS tape

INVENTORY

TAG NUMBER: N/A

METHOD OF

SALE/DISPOSAL: garbage

SCHOOL/BUILDING

WHERE ITEM IS HOUSED EHS - CTE Health Science room

SALE/DISPOSAL

AUTHORIZED BY: *Ben Calbert* DATE: 1/5/21
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

H. Dwyer

L. Meier
K. Dwyer

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

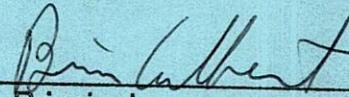
The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

ITEM: 10 adult ambu bags with face pieces
2 adult face masks
7 pediatric/infant face masks

INVENTORY TAG NUMBER: N/A

METHOD OF SALE/DISPOSAL: garbage

SCHOOL/BUILDING WHERE ITEM IS HOUSED: EHS - CTE (Health Science)

SALE/DISPOSAL AUTHORIZED BY:  DATE: 12/17/20
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

Elizabethton City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 08/20/19
		Rescinds: 1.901	Issued: 10/23/18

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 in accordance with state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send notice to the Director of Schools of its intent sixty (60)
8 calendar days prior to February 1st of the year preceding the year in which the proposed charter school
9 plans to begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
13 state law for the formation of a charter school, and the proposed charter school will be able to
14 implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall
3 include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1) Evaluate all charter school applications based on the review criteria adopted by the Board;
7
- 8 2) Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
10
- 11 3) Make recommendations for revocation, renewal, or non-renewal of charter contracts.

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter application within ninety (90)
14 calendar days of receipt of the completed application, or the application shall be deemed approved by
15 state law. The Director of Schools shall report the action taken by the Board to the Department of
16 Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board, which shall be binding on the charter school's governing body. The charter school
20 agreement shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to state law and the charter school agreement.⁶

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal laws. Services agreed to be
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁷The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
34 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)
35 calendar days either to deny or to approve the amended application, or the application shall be deemed
36 approved by law.⁴

- 1 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
 - 2 School Commission.⁹
-

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Elizabethton City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 01/16/14
		Rescinds: 6.303	Issued: 11/19/07

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely-or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct , the
8 principal may interrogate the student, without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal /designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing
24 on school property or in the actual or constructive possession of any student during any organized school

1 activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school*
2 *parking lot that vehicles parked on school property by students or visitors are subject to search for*
3 *drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives
4 information which would cause a reasonable belief that the search will lead to the discovery of:

- 5 1. Evidence of any violation of the law;
- 6 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty
7 conduct;
- 8 3. Any object or substance which, because of its presence, presents an immediate danger of harm
9 or illness to any person.

10 A student using a locker that is the property of the school system does not have the right of privacy in
11 that locker or its contents. All lockers or other storage areas provided for student use on school premises
12 remain the property of the school system and are provided for the use of students subject to inspection,
13 access for maintenance and search. *Notice shall be posted in each school that lockers and other storage*
14 *areas are school property and are subject to search.*

15 A student may be subject to physical search or a student's pocket, purse or other container may be
16 required to be emptied because of the results of a locker search, or because of information received from
17 a teacher, staff member or other student if such action is reasonable to the principal. All of the following
18 standards of reasonableness shall be met:

- 19 1. A particular student has violated policy;
- 20 2. The search could be expected to yield evidence of the violation of school policy or disclosure of
21 a dangerous weapon or drug;
- 22 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
23 safety, supervision and education of students;
- 24 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
- 25 5. The search shall be reasonably related to the objectives of the search and not excessively
26 intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged
27 to have been committed.

28 Strip searches are prohibited. There are no conditions or circumstances which would justify school or
29 administrative personnel conducting strip searches. Strip search is defined as requiring a student to
30 remove his/her clothing such that undergarments are visible or are removed. Removal of jackets, hats,
31 shoes, socks, and/or belts, or the untucking of shirts does not fall within the definition of strip search.

32 School officials may conduct hand-held or walk-through metal detector checks of a student's person or
33 personal effects.

1 **USE OF ANIMALS**

2 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
3 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and
4 shall not be used to search the persons of students or visitors.

5 **USE OF METAL DETECTORS**

6 In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use
7 of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

8 School officials or law enforcement officers may conduct metal detector checks of groups of individuals
9 if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a
10 randomly selected class; or every third individual entering an athletic event). Metal detector checks of
11 groups of individuals may not be used to single out a particular individual or category of individuals.

12 If a school official has reasonable suspicion to believe that a particular student is in possession of an
13 illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of
14 the student's person and personal effects.

15 A student's failure to permit a metal detector check as provided in this policy will be considered grounds
16 for disciplinary action including possible suspension.

17 **SEARCHES BY POLICE AND SCHOOL PERSONNEL**

18 If public health or safety is involved, upon request of the principal who shall be present, police officers
19 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for
20 drugs, weapons or items of an illegal or prohibited nature.

21 If the principal has received reliable information which he/she believes to be true that evidence of a
22 crime or of stolen goods, not involving school property of members of the school staff or student body,
23 is located on school property and that any search for such evidence or goods would be unrelated to school
24 discipline or to the health and safety of a student or the student body, he/she shall file a report with local
25 law enforcement; and procedures to obtain and execute a search warrant shall thereafter be followed.

26 Anything found in the course of the search conducted in accordance with this entire policy which is
27 evidence of a violation of the law or a violation of student conduct standards may be:

- 1 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
2 should be tagged for identification at the time it is seized and kept in a secure place by the
3 principal or the principal's designee until it is presented at the hearing. At the discretion of the
4 principal, the items seized may be returned to the parent or guardian of a student.
5
- 6 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
7 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official
8 after completion of an administrative proceeding at which its presence is reasonably required.

9 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her
10 designee may request the assistance of a law enforcement officer to:

- 11
- 12 1. Search any area of the school premises, any student or any motor vehicle on the school premises;
13 or
14
- 15 2. Identify or dispose of anything found in the course of a search conducted in accordance with this
16 policy.
17

18 The involvement of law enforcement officials is encouraged when there is probable cause to suspect that
19 criminal evidence is about to be uncovered.

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; Tenn. Op. Att'y Gen. No. 14-21
(February 24, 2014)

Cross References

- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Reporting Child Abuse 6.409

Elizabethton City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 05/15/18
		Rescinds: 6.405	Issued: 04/17/18

1 If under exceptional circumstances a student is required to take non-prescription or prescription
2 medication during school hours and the parent/guardian cannot be at school to administer the medication,
3 only the principal/designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following regulations.¹

5 Written instructions signed by the parent/guardian will be required and will include:

- 6 1. Child's name;
- 7 2. Name of medication;
- 8 3. Name of physician;
- 9 4. Time to be self-administered;
- 10 5. Dosage and directions for self-administration (non-prescription medicines must have label
11 direction);
- 12 6. Possible side effects, if known; and
- 13 7. Termination date for self-administration of the medication.

14 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
15 inhalers if the additional information is provided by a parent/guardian:

- 16 1. Written statement from the prescribing health care practitioner that the student suffers from
17 asthma and has been instructed in self-administration; and
- 18 2. Purpose of the medication.

20

21 The medication must be delivered to the principal's office in person by the parent/guardian of the student
22 unless the medication must be retained by the student for immediate self-administration.

23 The principal/designee will:

- 24 1. Inform appropriate school personnel of the medication to be self-administered;
- 25 2. Keep written instructions from parent/guardian in student's record;
- 26 3. Keep an accurate record of the self-administration of the medication;
- 27 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
28 order;

Commented [MN1]: From TSBA: We have updated this policy to clarify the process for allowing students to self-administer asthma medication during school hours.

- 1 5. Return unused prescription to the parent/guardian only; and
 - 2 6. Ensure that all guidelines developed by the Department of Health and the Department of
 - 3 Education are followed.
- 4 The parent/guardian is responsible for informing the designated official of any change in the student's
- 5 health or change in medication.
- 6 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term
- 7 administration of medication.

8 **BLOOD GLUCOSE SELF-CHECKS²**

9 Upon written request of a parent or guardian, and if included in the student's medical management plan

10 and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a

11 blood glucose check or administer insulin using any necessary diabetes monitoring and treatment

12 supplies, including sharps. The student shall be permitted to perform the testing in any area of the school

13 or school grounds at any time necessary.

14 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of

15 such sharps is appropriate.

16 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee

17 Occupational Safety and Health Administration (TOSHA).³

18 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

19 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage

20 their prescribed medication in a manner directed by a licensed healthcare provider without additional

21 assistance or direction. The Director of Schools shall develop procedures for the development of an

22 Individualized Healthcare Plan (IHP) for every student that wishes to self-administer.

23 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

24 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of

25 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 26 1. The district shall train school personnel who will be responsible for administering the
- 27 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
- 28 medication.
- 29 2. The district shall maintain a record of all school personnel who have completed this training.
- 30
- 31

- 1 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
2 professional may administer the prescribed medication to the student. If a school nurse or other
3 licensed health care professional is not immediately available, trained school personnel may
4 administer the prescribed medication.
- 5 The director of schools shall develop procedures on the administration of medications that treat adrenal
6 insufficiency, including the treatment of an adrenal crisis while on school transportation and during
7 activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

- Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Elizabethton City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Resources and Materials Textbook and Instructional Materials	Descriptor Code: 4.400	Issued Date: 09/18/14
		Rescinds: 4.400	Issued: 03/29/90

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

11 The Director of Schools shall establish a procedure for providing citizens of the community with an
12 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
13 including public notice of the time and location at which textbooks and instructional materials may be
14 examined. Once approved by the Board, the Director of Schools shall post the list of all approved
15 textbooks and instructional materials on the school district's website and send a copy of the list to the
16 Commissioner of Education.²

17 **DISTRIBUTION**

18 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
19 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

20 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

21 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
22 school year, upon completion of the course, or upon withdrawal from a course or school.
23 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
24 instructional materials received and used by their children. The Director of Schools shall be responsible
25 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
26 instructional materials.

27 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

28 A list of textbooks and instructional materials shall be revised annually by principals under the direction
29 of the Director of Schools.

- 1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
- 2 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
- 3 and graded by their child's teacher.

The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

- Surplus Property Sales 2.403
- Reconsideration of Instructional Materials and Textbooks 4.403
- Controversial Materials 4.801
- Student Fees and Fines 6.709

Elizabethton City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 02/17/05
		Rescinds: 6.402	Issued: 01/29/90

1 **PHYSICAL EXAMINATIONS**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time² and
- 4
- 5 2. Participation as a member of any athletic team or in any other strenuous physical activity
- 6 program.³

7 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
8 on file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health
10 will be conducted. Parent(s)/Guardian(s) will receive written notice of any screening result that indicates
11 a condition that might interfere with a student's progress. The school district will not conduct physical
12 examinations of a student without parental consent to do so or by court order, unless the health or safety
13 of the student or others is in question.⁴

14 **IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from
17 producing such records.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their children
18 immunized and to provide such proof to the principal of the school which the student is to attend.⁵

19 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
20 written statement that such measures conflict with one of the following:

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
22 epidemic;⁶ or
- 23
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
25 him/her from the immunization.⁷

Commented [MN1]: From TSBA: State law allows for religious and medical exceptions from immunization requirements. We have received several questions about immunizations in light of the state law on exceptions in a pandemic. As a result, we wanted to send out our model policy.

- 1 The Director of Schools shall ensure that appropriate immunization records are maintained for each
- 2 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

ITEM: 2 Filing Cabinets
See Saw (play ground)
Spring Rocking Horse (Play ground)
 Room Divider (trash)
Playground stools

INVENTORY TAG NUMBER: _____

METHOD OF SALE/DISPOSAL: Trash or donate to someone who needs them.

SCHOOL/BUILDING WHERE ITEM IS HOUSED: West Side Elementary

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 1/7/21
Principal

AUTHORIZED BY: [Signature] DATE: 1/8/21
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

1/11/21

10/11

Shurtz

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

ITEM: APW/Wyott "Champion" cook series
hot plates (2 ea)
(Each ~~unit~~ unit has 2 burners)

INVENTORY TAG NUMBER: Perkins # 64408 and 64407

METHOD OF SALE/DISPOSAL: Maintenance

SCHOOL/BUILDING WHERE ITEM IS HOUSED: 30C

SALE/DISPOSAL AUTHORIZED BY: *Jim Culbert* DATE: 1/11/21
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

Elizabethton City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 09/18/14
		Rescinds: 4.401	Issued: 03/29/90

1 SELECTION ¹

2 The selection of textbooks shall be completed according to the laws and policies required by the State
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
4 the local textbook selection committees subject to approval by the Board.¹ The director of schools shall
5 establish a procedure for providing the citizens of the community an opportunity to examine proposed
6 textbooks prior to their final adoption,² including public notice of time and location at which textbooks
7 may be examined. Once the proposed textbooks have been approved by the Board, the director of
8 schools shall post the list of all approved textbooks and instructional materials on the school system's
9 website and send a copy of the list to the commissioner of education.

10 The most important consideration in selecting textbooks is student need. Other important points to
11 consider are: Quality of content, local and state educational goals, current curriculum trends, available
12 resources to supplement the textbook, professional qualifications and experience of staff, and community
13 support and concern.

14 DISTRIBUTION

15 The materials clerk shall be designated by the Board to be responsible for the purchase and distribution
16 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
17 required textbooks at no cost to the student.³

18 CARE OF TEXTBOOKS

19 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion
20 of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they
21 shall be responsible for the textbooks received and used by their children.

22 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed
23 books:

24	Age of Book	Amount Collected
25	1 - 2 years	100% of replacement cost
26	3 - 4 years	75% of replacement cost
27	5 or more years	50% of replacement cost

28
29

1 INSPECTION

- 2 A list of textbooks used by the schools shall be revised annually by building administrators under the
3 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians
4 upon request, and the director of schools shall develop procedures for the inspection of materials and
5 distribute these procedures to each principal.⁴

Legal References

1. TCA 49-6-2207(c)(e)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References

Personal Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

ELIZABETHTON CITY SCHOOLS

COVID-19 EMERGENCY PAID LEAVE PLAN

EFFECTIVE JANUARY 1, 2021 - JUNE 30, 2021 or until the time of additional legislative action related to paid leave for COVID-19, whichever comes first.

Employees not eligible to work remotely: School Nutrition, Lunchroom Monitors, Maintenance, Custodians, Bus Drivers, School Nurses, Educational Assistants and ESP workers.

Employee is quarantined or in isolation due to COVID-related reasons and is eligible to work remotely, the employee is expected to follow their normal schedule	Regular Pay. Paid leave <u>not</u> required because the employee is actively working. If an employee is offered the opportunity to work remotely but chooses to quarantine instead, the employee may take their own accrued leave to cover the absence or take unpaid leave
Employee is quarantined or in isolation due to COVID-related reasons and is not eligible to work remotely, employee is unable to work remotely due to severe illness of self or household member or the employee's elementary or middle-school-aged child is impacted by a COVID-related reason.	The employee may qualify for up to eight days of district paid leave, that does not count against their own accrued leave. This is a one-time allotment of paid leave. Any paid sick leave an employee has utilized under the FFCRA will be counted against the eight-day allotment granted to employees after December 31, 2020. After the eight-day allotment is exhausted, if still unable to work, employee may use their own sick leave, personal leave, or unpaid leave, if applicable.
Employee is off for other reasons non-COVID related (i.e., personal day, sick day for doctor's appt., etc.)	Employee is required to use their own paid or unpaid time off to cover the absence. Remote work is not an option currently.
Employee is on an approved extended leave of absence	Employee uses own paid leave or unpaid leave if applicable. FMLA protected leave may also apply. Remote work is not an option currently.

Approved COVID related reasons:

1. The employee has been diagnosed with COVID and is subject to a defined isolation period as recommended by the Carter County Health Dept. and CDC.
2. The employee has been exposed to a positive case of COVID and is subject to a defined quarantine period as recommended by the Carter County Health Dept. and CDC.
3. The employee must provide care to someone who has been diagnosed with COVID or is subject to a quarantine related to COVID.
4. The school or daycare that an employee's child(ren) attend has been closed due to COVID.

ANY EMPLOYEE THAT UTILIZES THE COVID-19 EMERGENCY PAID LEAVE PLAN MAY BE ASK FOR PROOF OF TESTING AND/OR TEST RESULTS AS APPLICABLE.



January 21, 2021

Michelle Melton
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Ms. Melton:

Our signatures below indicate that we agree to open a retainage/escrow account with GRC Construction under the Federal ID # of 62-0730716.

The following will be the signers for that account:

Eddie Pless
Phil Isaacs
Richard VanHuss
Myra Newman

Any changes in signers to the account must be approved by the Board of Education.

Thank you for your assistance in this matter.

Sincerely,

Eddie Pless/Board Chair

Jamie Schaff/Board Member

Phil Isaacs/Board Vice-Chair

Danny O'Quinn/Board Member

Mike Wilson/Board Member



January 21, 2021

Michelle Melton
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Ms. Melton:

We would like to make the following changes, listed in red, to accounts held at your institution with the Federal ID # of 62-0730716. The following locations have accounts and the current signers for those accounts are listed.

- Elizabethton Board of Education Checking &
- Elizabethton School Food Service Checking
 - ~~Rita Booher~~
 - Eddie Pless
 - Phil Isaacs
 - Richard VanHuss
 - Myra Newman

- Harold McCormick Elementary -
 - Pendola Nave
 - Stephani Shouse
 - Eric Wampler
 - Beth Wilson

- West Side Elementary
 - John Wright
 - Karen Barnett
 - Tammy Markland
 - Beth Wilson

- Elizabethton High School
 - Sheri Nelson
 - Tom Hopson
 - Jonathan Minton
 - Joe Diaz
 - Brian Culbert
 - Jennifer Wetzel
 - Kim Kelley



Citizens Bank Request for Resolution
Page 2

- Katherine J. Jones, CD
 - Jonathan Minton
 - Jennifer Wetzel
 - Kim Kelley

- Nancy Hunt Scholarship Savings Account
 - Jonathan Minton
 - Tom Hopson
 - Sheri Nelson
 - Jennifer Wetzel
 - Kim Kelley

Any changes in signers to the above accounts must be approved by the Board of Education. The current members of the Board of Education are listed below.

Eddie Pless
Phil Isaacs
Danny O'Quinn
Jamie Schaff
Mike Wilson

Thank you for your assistance in this matter.

Sincerely,

Eddie Pless/Board Chair

Jamie Schaff/Board Member

Phil Isaacs/Board Vice-Chair

Danny O'Quinn/Board Member

Mike Wilson/Board Member



**Construction
Manager**

Change Order

Order#: 2031-03

Order Date: 01/04/2021

To: Elizabethton City Schools
804 Watauga Avenue
Elizabethton TN 37643

Project: 2031
TA Dugger Restroom Renovations
804 Watauga Avenue
907 Jason Witten Way Elizabethton TN
Elizabethton TN 37643

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Demolition	3,200.00
Flooring/Base	2,265.00
Paint	700.00
Acoustical Ceilings	1,625.00
HVAC	200.00
Electrical	2,900.00
C.M. Fee (5%)	544.50

Notes

Change Order Request reflects costs associated with attached directive and drawings submitted to GRC Construction from Thomas Weems Architect via e-mail dated 1-13-21.

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

11,434.50

The original Contract Sum was	693,398.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	693,398.00
The Contract Sum will be changed by this Change Order	11,434.50
The new Contract Sum including this Change Order will be	704,832.50
The Contract Time will be changed by	0 Days

Owner: _____ Date: _____

Contractor: _____ Date: _____

Spencer Breeding

From: Thomas Weems <tom@thomasweemsarchitect.com>
Sent: Wednesday, January 13, 2021 10:21 AM
To: Pat Breeding; Spencer Breeding; Tim Royston
Cc: Richard VanHuss; Chris Berry; John Hutchins; Caryn Ellis; Harold Damron
Subject: TAD Interior Renovations - Additional Work in Cafeteria
Attachments: 5-TAD Bldg A - New Finish Plan.pdf; 1-TAD Bldg A - Demo FP.pdf; 2-TAD Bldg A - Demo CP.pdf; 3-TAD Bldg A - New FP.pdf; 4-TAD Bldg A - New CP.pdf

Good morning, All.

Please provide a quote for the following extra work in Existing Corridor 000A and the adjacent overflow space not included in the original project scope:

1. Demolition
 - a. Remove existing VCT flooring (2 layers) and plywood underlayment. Assume the base layer of VCT and / or mastic may contain asbestos.
 - b. Remove existing resilient base.
 - c. Remove existing acoustic lay-in ceiling.
 - d. Remove existing fluorescent lights, diffusers, grilles and devices.
2. New Construction
 - a. Inspect wood floor substrate and install new Ardex underlayment.
 - b. Install new VCT flooring. Match material noted in finish schedule. Provide transition strip at all new openings and junctions with existing flooring material.
 - c. Install new resilient base. Match material noted in finish schedule.
 - d. Paint all walls doors and trim. Match material noted in finish schedule.
 - e. Install new acoustic lay-in ceiling. Match material noted in finish schedule.
 - f. Install new HVAC diffusers. Connect to existing supply air duct. Match existing.
 - g. Install new light fixture type 'A'. Connect to existing normal power circuit and switching.
 - h. Relocate existing ceiling mounted speakers, smoke detectors and fire alarm devices to new ceiling. Connect to existing systems.

We will prepare revised drawings to submit to TFM for approval. We need a price ASAP to keep the work moving. Pricing can be submitted separately for abatement / demolition and new construction. School is virtual this week. It would be helpful if abatement can be done will school is virtual. The abatement contractor is to submit documentation of disposal of all hazardous materials, air monitoring, etc. required to comply with applicable requirements.

Submit a detailed pricing document with separate line items for demolition, flooring/base, painting, ceiling, HVAC/Electrical.

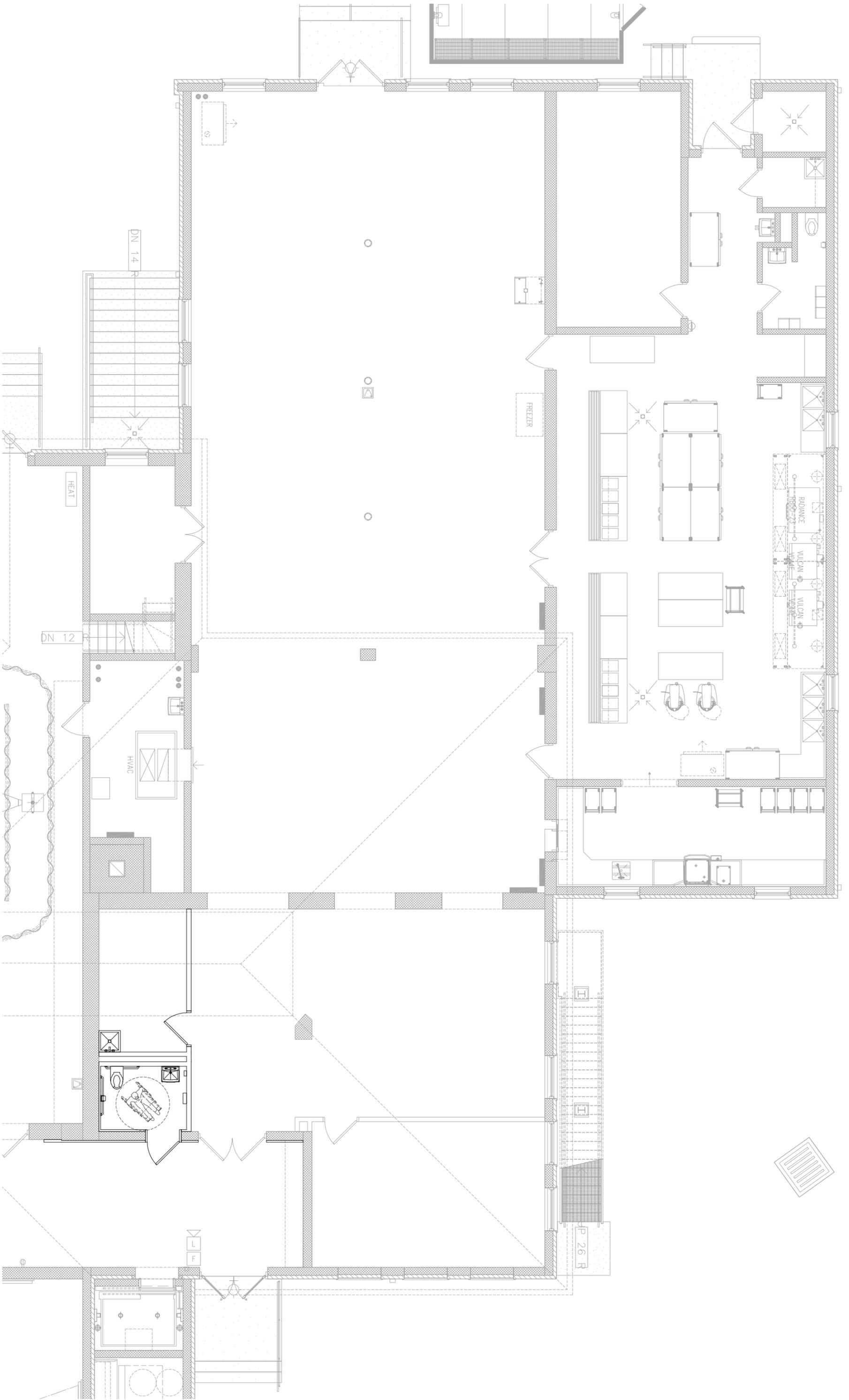
Give me a call with questions.

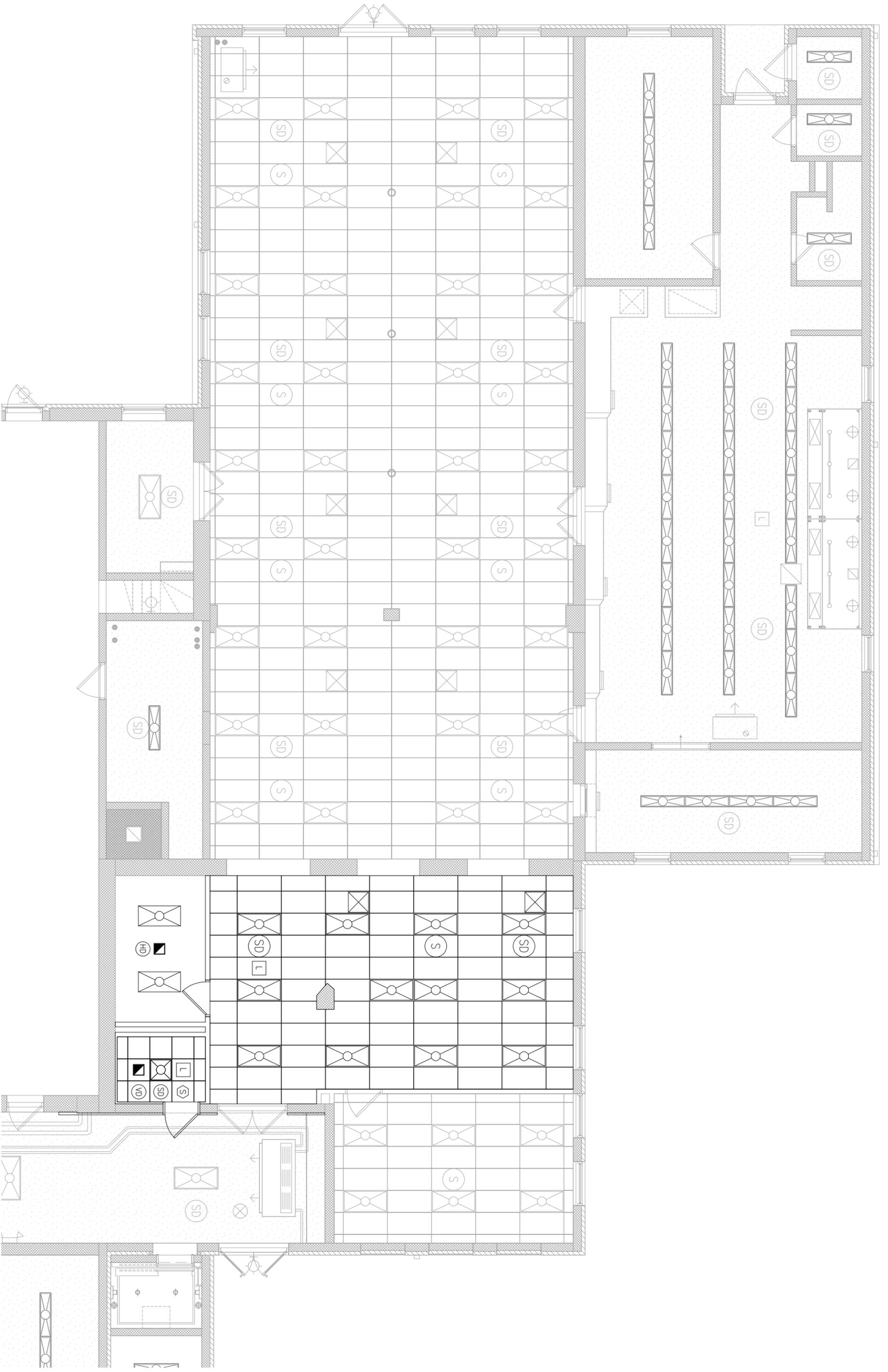
Tom

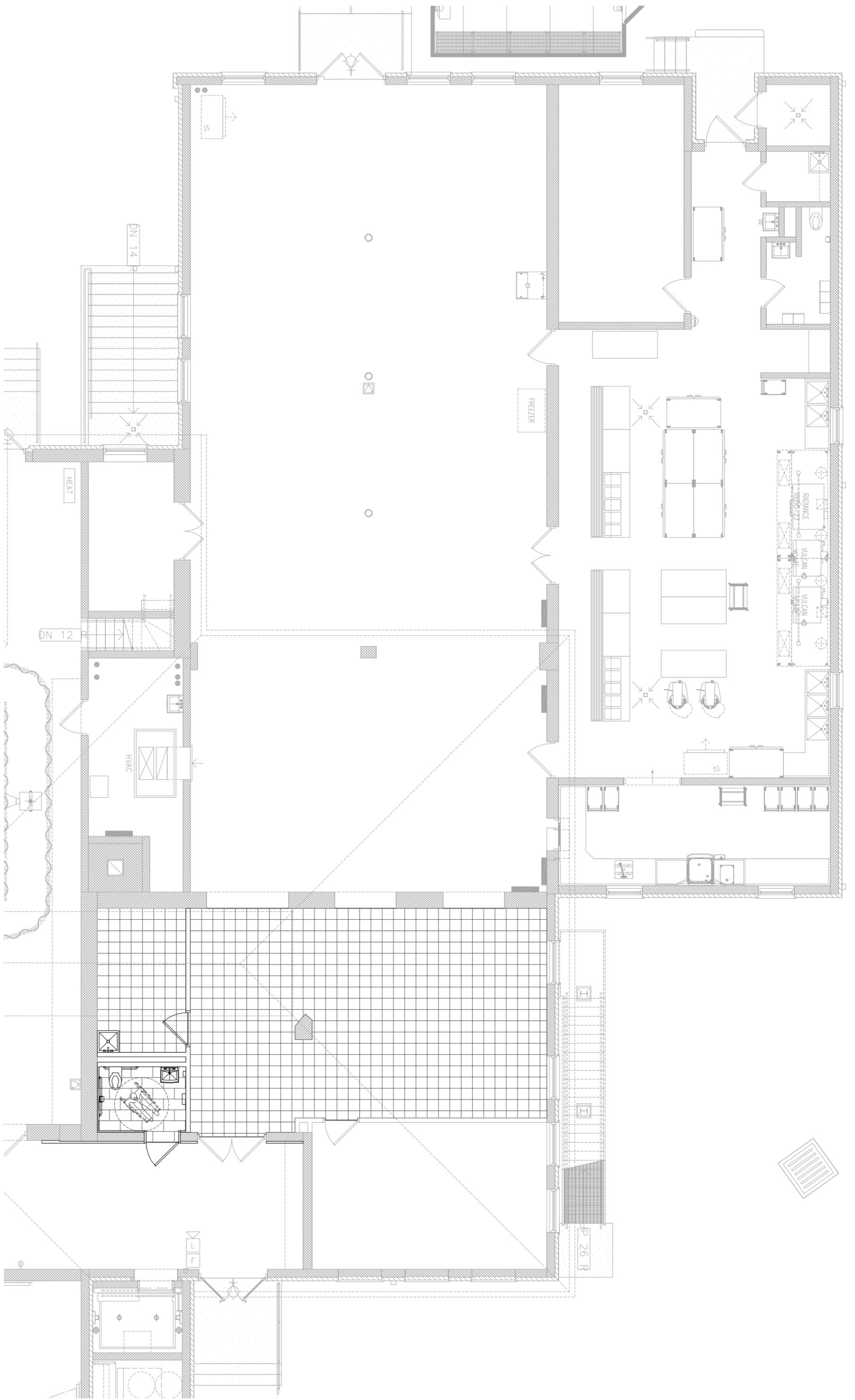
Thomas Weems | RA, AIA, ACHA | o: 423.952.2700 | f: 423.952.2702 | tom@thomasweemsarchitect.com
Thomas Weems Architect | 3203 Hanover Road, Johnson City, Tennessee 37604 | www.thomasweemsarchitect.com













PROPOSED CHANGE ORDER

DATE:12/28/20

- **PROJECT:** Installation of Bipolar Ionization

TO: ELIZABETHTON CITY SCHOOLS

ATTENTION: JOEY TRENT

Trane is pleased to offer you this proposal for performance of the following Scope of Work:

SCOPE OF WORK

Provide the following for each piece of equipment

- Commercial grade NPBI module properly sized for each HVAC unit
- Brackets and all mounting hardware
- Low voltage transformer when required
- Installation, wiring, programming and checkout of each unit.

Elizabethton High School

- **Front Entrance Area**
- **Mini Gym AHU**
- **Band RTU-2**
- **Band RTU-3**

Eastside Elementary

- **Gym Unit**

Harold McCormick Elementary

- **2) Gym Units**

Westside Elementary

- **3) Gym Units**

COMPENSATION

Trane will complete the above described Scope of Work for the lump sum of \$18,280.00

NOTES AND EXCLUSIONS:

Customer to assist with access to the buildings

Customer to provide one man lift for work required in the gyms



We look forward to successfully delivering these services to you. Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (423)202-6448.

Best regards,

Glen Johnson

Proposal accepted:

Authorized by: _____	Date: _____
Title: _____	PO / Contract #: _____

Terms and Conditions of the original agreement between Customer and Trane are incorporated into this Change Order.