

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION

REGULAR SCHEDULED MEETING

Thursday, September 21, 2023, @ 5:30 PM

Board Members

Eddie Pless | Phil Isaacs | Danny O'Quinn | Edwin Alexander | Jamie Schaff
Hannah McCoy (Student Liaison)

The Elizabethton Board of Education will meet on Thursday, September 21, 2023, 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. **TIME FOR CITIZENS TO SPEAK**
5. **SPECIAL RECOGNITION**
 - A. TA Dugger students participated in the Little League Softball World Series
 - B. Teachers of the year for the 2023-2024 school year.
6. **CONSENT AGENDA**
 - A. Approve Minutes of Regular Meeting: Date August 17,2023
 - B. Approve Minutes of Special Called Meeting: August 31, 2023
 - C. Approve General Purpose Fund Financial Statement, Date: 8/2023
 - D. Approve Federal Projects Fund Financial Statement, Date 8/2023
 - E. Approve School Nutrition Fund Financial Statement, Date: 8/2023
 - F. Approve Audit Reports for 2022-2023 school year.
 - G. Approve Research Study for Hayden Howard's thesis project..
 - H. Approve Math Implementation Support Grant Application.
 - I. Approve Agreement between Milligan University and Elizabethton City Schools- Placement Contract for the 2023-24 school year.
 - J. Approve Funding Application Status Change- LEA ID 101 Elizabethton- 2024 21st CCLC Remaining Funds.
 - K. Approve XQ SPF Product Testing Agreement and Supplement to Grant Agreement for Elizabethton High School.
 - L. Approve TN ALL Corps Application -FY 2024
 - M. Approve TAD Lead & Elevate Service-Learning and Leadership Trip 2023 to Eastern Kentucky. 10/15/-10/21/2023
 - N. Approve EHS Young Adult Literature Festival in Charleston, SC. November 10-11, 2023 to be attended by 12 students and 2 staff members.

- O. Approve request for property/equipment sale/disposal of various items that are no longer operable or needed.
See attached lists.
 - P. Approve ESSER 3.0 Public Plan for Remaining Funds.
 - Q. Approve second reading of Board Policy 6.415 Student Suicide Prevention
 - R. Approve to reject bid # ECSS 2023-2021-01 for the HME Gym Roof Replacement.
The total cost was over budget.
 - S. Approve to open an Escrow Account with GRC, Inc. for the purpose of the retainage for the T.A.Dugger Construction Project.
 - T. Approve to request a change to our VISA account by removing Joey Trent and adding Jason Lancaster.
 - U. Approve to request that our VISA credit limit be increased from \$25,000.00 to \$50,000.00.
7. **REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS**
- A. Personnel Report
NEW HIRES:
Tina Byrd- P/T Educational Assistant @ HME- effective 8/25/2023
Michelle Grant- P/T Educational Assistant @ ESE- effective 8/15/2023
Kyla Guzell- P/T Ed. Asst/Lunchroom Monitor @ WSE-effective 8/25/2023
Brittany Reece-P/T Educational Assistant @ EHS-effective 8/16/2023
Lyndsay Tappert- P/T Educational Assistant @ HME-effective 8/22/2023
Esther Whitener- P/T Educational Assistant @ ESE-effective 8/17/2023
Jessica Souvannakhily-P/T Educational Assistant @ HME-effective 8/23/2023
Abby Foster-ESP Student Leader-effective 8/8/2023
Makaleigh Godsey- ESP Student Leader-effective 8/17/2023
Haley Stresemann- ESP Student Leader-effective 8/10/2023
Catherine James- Substitute Teacher- effective 9/1/2023
Terry King- Substitute Teacher- effective 8/23/2023
Andrew Kingston- Substitute Teacher- effective 8/22/2023
Angel Klepper- Substitute Teacher-effective 9/1/2023
Carol Manis- Substitute Teacher-effective 8/11/2023
Christy Manning- Substitute Teacher-effective 8/22/2023
James Rice-Substitute Teacher-effective 9/1/2023
Jim Presnell- Head Track and Field Coach @ EHS-effective 6/15/2023
Kinzey Hill- Assistant Girl's Basketball Coach @ TAD-effective 8/15/2023
Sandy Cox- Educational Assistant @ HME -Retired-effective 9/1/2023
Lena Peters- Cafeteria Personnel @ EHS- Resigned-effective 9/8/2023
Brittany Reece-Educational Assistant @EHS-Resigned-effective 9/1/2023
Elitha Macomb- Custodian @ CO- Resigned-effective 9/1/2023
Carolyn Ayers- Educational Assistant @ HME-Rehire-effective 8/23/2023
Colbie Hopson- Educational Assistant @ ESE- Rehire-effective 8/17/2023
Regina Livingston- Cafeteria Personnel @ HME- Rehire- effective 8/23/2023
Andrew Kingston- Transferred from Substitute to P/T Educational Assistant

@ EHS - effective 9/1/2023

Carol Manis- Transferred from Substitute to P/T Educational Assistant @ EHS- effective 8/25/2023

Bo Toft- P/T SPED Educational Assistant @ HME- Transferred to F/T Regular Ed Assistant @ HME-effective 9/1/2023

Jason Lancaster- Technology Specialist @ CO Transferred to Coordinator of Technology & Network Services @ CO-effective 9/7/2023

Ellie Phillips-Teacher @ EHS-Leave of Absence-effective 8/23/2023-1/3/2024

Angie Shingleton- Office Assistant @ CO- Revised Leave of Absence- effective 7/24/2023-12/29/2023 (tentatively)NEW HIRES:

- B. Director's Update
 - C. Board Member Reports
 - D. City Council Liaison's Report
 - E. Student Liaison's Report
8. **REGULAR AGENDA**
- A. Approve agreement between Elizabethton City Schools, the City of Elizabethton and Boyd Sports to complete turf installation on the infield at Joe O'Brien Field at a cost to the system of \$152,905.00
 - B. Approve contract between Elizabethton City Schools and Baseline Sports Construction to install infield turf on the EHS softball field for a cost of \$234,824.00, using Sourcewell Cooperative Purchasing Agreement.
 - C. Approve modifications to the Certified Staff Member Sick Leave Bank Guidelines
 - D. Approve creation of a Classified Staff Member Sick Bank and Guidelines.
 - E. Approve proposed Board Policy 4.602 Honor Roll, Awards & Class Ranking
9. **FOR YOUR INFORMATION**
10. **NEXT REGULARLY SCHEDULED BOARD MEETING**
- The next regularly scheduled Board Meeting will be held on Thursday, October 19, 2023 at 5:30pm in the Mack Pierce Board Room of the Elizabethton Board of Education, located at 804 S. Watauga Avenue, Elizabethton, TN.
11. **ADJOURN**

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION
REGULAR SCHEDULED MEETING
Thursday, August 17, 2023 5:30 PM
Mack Pierce Board Room

The Elizabethton Board of Education met in a regular meeting on Thursday, August 17, 2023, at 5:30 PM, at Mack Pierce Board Room.

Attendance Taken at 5:29 PM.

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

1. CALL TO ORDER
2. MOMENT OF SILENCE
3. PLEDGE TO THE FLAG
4. APPROVE CONSENT AGENDA AND REGULAR AGENDA

Motion was made by Danny O'Quinn, second by Phil Isaacs to approve the Consent and Regular Agendas. Motion carried.

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

Mike
Wilson: absent

aye: 4, nay: 0, absent: 1

5. TIME FOR CITIZENS TO SPEAK

David Johnson of 111 CBM Camp Rd. Watauga, TN 37694 works with Camp-Ta-Pa-Win-Go and asked to speak regarding the Bible Released Time Program. Mr. Johnson is concerned about not being able to make the information and consent forms available for students this year. The Bible Released Time has been offered monthly for students to be excused from lunch or classroom specials to attend the class and has been taught for many years. Last year, over 100 children initially enrolled in the program and by the end of the year they had 200 students. He asked that the Board reconsider letting the consent forms be available for parents if they ask for their child to be able to attend the program.

6. SPECIAL RECOGNITION

A. Recognition of the TA Dugger Track Team

Coach McCloud and Coach Wilson wanted to thank each of these students for their hard work and dedication. The 8th graders overcame alot and made a tough decision to forego their Washington DC trip to attend the State Track Meet.

TAD State Track Qualifiers/participants:

Braylon Britt-qualified in the 100M

Chyanne Everett-qualified in the 100M & Girl's' 4x100M Relay.

Vella Nave-qualified in the 800M and Girl's 4x100M Relay

Liahna Nave-qualified in Shot Put and Discus

Malani Everett-participated in the Girl's 4x100M Relay

Addison Merryman-qualified in the Girl's 4x100M Relay

Naye Musa-qualified in the Girl's 4x100M Relay

Medal Winners at the State Meet:

Vella Nave placed 3rd in the 800M

Liahna Nave placed 3rd in the Discus (breaking the state meet record with a throw of 10 feet and 3 inches) and 5th in the Shot Put.

- B. Sheriff Fraley and the Carter County work crew for their hard work this summer throughout the district.

Mr. VanHuss wanted to thank Sheriff Fraley for allowing the Carter County work crew to come and help the school system during the summer. They were a tremendous help with getting various things done throughout our schools. We are very appreciative of Sheriff Fraley's support and all he does for our school system.

7. CONSENT AGENDA

- A. Minutes of Regular Meeting: Date: July 20, 2023
- B. Approve General Purpose Fund Financial Statement, June 30, 2023
Approve General Purpose Fund Financial Statement, July 31, 2023
- C. Approve Federal Projects Fund Financial Statement, June 30, 2023
Approve Federal Projects Fund Financial Statement, July 31, 2023
- D. Approve School Nutrition Fund Financial Statement, June 30, 2023
Approve School Nutrition Fund Financial Statement, July 31, 2023
- E. Approve year end Reserve Funds for 2022-2023
- F. Approve the following Disciplinary Hearing Authority Committee Members for the 2023-2024 school year: John Hutchins, Myra Newman, Josh Boatman, Beth Wilson and Travis Thompson.
- G. Ratify travel request for Director of Schools to TOSS CEO Redesign Committee Meeting in Murfreesboro, TN on August 10-11, 2023.
- H. Approve Cheryl Richardson, who is completing her dissertation in literacy studies at the University of Tennessee, to interview various middle grade level ELA teachers about their experiences in using texts for instruction.
- I. Approve the Educator Preparation Program MOU between ETSU and Elizabethton City Schools for the 2023-2024 school year.
- J. Approve MOU between The Access Academy and Elizabethton City Schools for the 2023-2024 school year.

- K. Ratify the construction management contract between Preston Construction and Elizabethton City Schools for renovation work to be completed at the Community Development and Engagement Center, formerly the Union Pharmacy building.
 - L. Approve the Governor's Early Literacy Foundation Refuel Book Bus Grant agreement for the 2023-2024 school year.
 - M. Approve agreement between TCAT and Elizabethton City Schools to allow Student Nursing Assistants for work-based learning experience during the 2023-2024 school year.
 - N. Approve an Equipment Disposal Request from John Wright, Principal at West Side Elementary, for the disposal of various classroom items that are no longer useful.
Please see the attached document for detailed information.
 - O. Approve an Equipment Disposal Request from Brian Culbert, CTE Director at EHS for the disposal of various classroom items that are no longer useful.
Please see attached documents for detailed information.
 - P. Approve an Equipment Disposal Request from Jon Minton, Principal at Elizabethton High School, for various classroom items that are no longer useful.
 - Q. Approve Request for Equipment disposal from Chris Berry, Principal at TA Dugger for broken equipment.
 - R. Approve Elizabethton City Schools Reopening Plan and ESSER Health & Safety Plan for the 2023-2024 school year.
8. REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS
- A. Personnel Report
 - New Hires:
 - Zachariah Allgood- Educational Assistant @ TAD -effective 8/7/2023 & Assistant Football Coach- EHS - effective 7/24/2023
 - Jack Bembry- TNAC Instructional Assistant- TAD- effective 8/3/2023
 - Alexis Bier- TNAC Instructional Assistant- ESE-effective 8/3/2023
 - Cameron Coleman- Assistant Football Coach-TAD-effective 8/11/2023

Isabella Cranford- Teacher- TAD- effective 8/1/2023
Carter Everett- Assistant Football Coach- EHS- effective 7/11/2023
Nicki Ferguson-Educational Assistant-TAD-effective 8/10/2023
Austin Greer- Supplemented Band Support Staff-EHS-effective 7/17/2023
Andrew Holt- ESP Student Leader-Systemwide-effective 8/11/2023
Kelly King-Educational Assistant-ESE-effective 8/3/2023
Colton Kitzmiller- Educational Assistant-HME-effective 8/7/2023
Carol Manis- Substitute Teacher-Systemwide-effective 8/11/2023
Elijah Murphy- ESP Student Leader-Systemwide-effective 8/3/2023
Jeffrey Pryor- Substitute Teacher- Systemwide-effective 7/27/2023
Carrie Reed- Educational Assistant- ESE- effective 8/3/2023
Makayla Rhymer-ESP Student Leader-Systemwide-effective 8/11/2023
Grace Roberts- Teacher-EHS-effective 8/1/2023
Holly Schumann- Interim Math Teacher- TAD-effective 8/1/2023
Gracie Shaw- ESP Student Leader-Systemwide-effective 8/1/2023
Larry Smith- Custodian- ESE-effective 8/1/2023
Haley Stresemann-ESP Student Leader-Systemwide-effective 8/10/2023
Racheal Turbyfill-Teacher-Teacher-EHS-effective 8/3/2023
Brittany Yancey- Educational Assistant-EHS-effective 8/3/2023
Beth Kortze-Educational Assistant-HME-effective 8/3/2023
REHIRE:
Patricia McKesson- Educational Assistant-EHS-effective 8/3/2023
Sasha Rose- Cafeteria Personnel-ESE-effective 8/15/2023
TRANSFERRED:
Andrew Andes- TNAC Instructional Assistant-ESE-effective 8/3/2023
Hannah Babb-Cafeteria Manager-HME-effective 8/14/2023
Melenda Egolf-Front Office Secretary-EHS-effective 7/18/2023
Beth Hilbert-Bookkeeper-EHS-effective 7/10/2023
Anna Hurley- Assistant Principal-EHS-effective 7/14/2023
Angie Peters- Data Manager-EHS-effective 7/18/2023
Robin Peterson- Instructional Assistant-HME-effective 8/3/2023
Charlene Ray- Registrar-EHS-effective 7/18/2023

Jennifer Tolley-Educational Assistant-EHS-effective 8/3/2023

ADDITIONAL POSITION:

Greg Abarientos-Assistant Volleyball Coach-EHS-effective 8/7/2023

Lenzi Rose- ESP Student Leader-Systemwide-effective 8/14/2023

RESIGNATIONS:

Carolyn Ayers-Cafeteria Personnel-ESE-effective 7/31/2023

Camryn Brashear-Assistant Volleyball Coach-EHS-effective 8/1/2023

Chelsey Campbell-Educational Assistant-ESE-effective 7/24/2023

Brittany Collins-Educational Assistant-ESE-effective 7/13/2023

Haley Fair- ESP Student Leader-Systemwide-effective 8/7/2023

Tammy Gilbert-Educational Assistant-HME-effective 7/31/2023

Kaylee Ingram- Educational Assistant-ESE-effective 7/20/2023

Keaton Johnson-ESP Student Leader-Systemwide-effective 8/4/2023

Marianna Krueger-Educational Assistant-EHS-effective 7/31/2023

Austen Lopez-ESP Student Leader-Systemwide-effective 8/7/2023

Alex Matlock- Educational Assistant-EHS-effective 8/7/2023

Natasha Hope Mauck-Cafeteria Personnel-EHS-effective 8/14/2023

Olivia Oakley- ESP Student Leader-Systemwide-effective 7/27/2023

Sasha Rose- Cafeteria Personnel-EHS-effective 7/12/2023

RETIRED:

Karen Carr-Cafeteria Manager-HME-effective 8/11/2023

Joey Trent- Dir. of Technology, Facilities & Transportation-Central Office-effective 9/6/2023

LEAVE OF ABSENCE:

Kevin Harmon-Bus Driver-effective 8/10/2023-8/31/2023

Janith Johnson- Custodian-WSE-effective 8/7/2023-8/17/2023

Angie Shingleton-Administrative Secretary-Central Office-effective 7/24/2023-8/25/2023

Jessica Ward- Teacher-HME-effective 8/10/2023-9/1/2023

B. Director's Update

Mr. VanHuss welcomed Hannah McCoy to her first Board Meeting as the Student Liaison. The Board looks forward to working with her and her

input as the representative of the student body.

The school year is off to a good start. The Back-To-School Bash was very successful. We purchased 800 bags and there were 35 left. We had over 1000 people come through. The vendors were very appreciative and grateful for the opportunity to be included in this event. Plans are already underway for next year.

Capital projects: construction continues at Harold McCormick. The staff has stepped up and accommodated for the lack of room. It is going to be great when the project is completed. We hope that you will stop by and see how good it looks.

Demo at TA Dugger continues and should be completed by Christmas. The previous Union building is in the design aspect and we are in the process of getting prices. Our maintenance department will be doing quite a bit of the renovation which will save on cost.

The EHS training facility is still being worked on.

The Casting Crowns Concert was an incredible night and we are very appreciative to the City of Elizabethton for providing this event.

Please let us know if you have any suggestions on the ESSER requirements for the ECS reopening plan.

The Summer Law Institute was very informative and we appreciate being able to attend.

C. Board Member Reports

Mr. Pless commended the TSBA and how they keep us informed on the things that are going on.

We will be attending the Fall District Meeting on August 28th at West Ridge High School.

I was able to attend the Carter County School Board Meeting earlier today to observe how they conduct their Board meetings.

D. City Council Liaison's Report

E. Student Liaison's Report

Ms McCoy is very excited to see what can be accomplished during the upcoming year and all the opportunities that are available to the students.

9. REGULAR AGENDA

A. Approve on first and only reading Board Policy 4.600, Grading System.

Motion was made by Jamie Schaff, second by Danny O'Quinn to approve on first and only reading Board Policy 4.600, Grading System. Motion carried.

Phil
Isaacs: aye

Danny
O'Quinn: aye

Eddie
Pless: aye

Jamie
Schaff: aye

Mike
Wilson: absent

aye: 4, nay: 0, absent: 1

With regard to page 2 line 5, the administrative team met and agreed that there should be an attendance component to earn and receive credit.

Attendance is extremely important and we are measured by student attendance. 3 or less unexcused absences were brought to us by the school administrators and teachers.

B. Approve first reading of Board Policy 6.415, Student Suicide Prevention.

Motion was made by Danny O'Quinn, second by Phil Isaacs to approve first reading of Board Policy 6.415, Student Suicide Prevention. Motion carried.

Phil
Isaacs: aye

Danny
O'Quinn aye
n:

Eddie
Pless: aye
Jamie
Schaff: aye

Mike
Wilson: absent

aye: 4, nay: 0, absent: 1

Students now only need to dial 988 to reach the National Suicide Prevention Hotline.

C. Evaluation of the Director of Schools by the Board of Education.

Board evaluation of the Director of Schools.

The overall score was 4.7 on a 5.0 scale. A few of Mr. VanHuss strengths that were listed are his communication with the board and stakeholders of our community. We are contacted in a timely manner regarding any issues that occur. There were no areas of weakness listed.

We are very thankful to Mr. VanHuss for his leadership role and the direction he is taking our school system.

Mr. VanHuss is very appreciative of this opportunity and the people he works with.

D. Approve the acceptance of Mr. Mike Wilson's resignation from his position of School Board Member of the Elizabethton City Board of Education, effective immediately.

Motion was made by Danny O'Quinn, second by Phil Isaacs to approve the acceptance of Mr. Mike Wilson's resignation from his position of School Board Member of the Elizabethton City Board of Education, effective immediately. Motion carried.

Phil
Isaacs: aye

Danny
O'Quin aye
n:

Eddie
Pless: aye

Jamie
Schaff: aye

Mike
Wilson: absent

aye: 4, nay: 0, absent: 1

Mr. Wilson will truly be missed. He has served our school system very well through the years. Mrs.Schaff added that he is highly intelligent.

Mr. Isaacs said that he was always great to the students and did so much for our system.

- E. Discussion of process to fill board member vacancy for remainder of term. We have 30 days to fill this vacancy. His resignation has raised a lot of interest within our community. The vacancy will be filled to complete Mr.Wilson's term in office from now until November of 2024. Interested individuals must reside within the Elizabethton City limits. Individuals will need to submit a letter of interest in person or by email to Mrs. Walker that includes their name, address and a brief explanation of why they would like to be a board member. The deadline for submission will be Friday August 25, 2023 at 12:00 pm. We will have a special called meeting on August 31, 2023 to discuss and nominate a replacement.
- F. Approve purchase of 612 Dell 31,940.0010 Chromebooks from Dell Technology for \$149,940.00 using state contract pricing.

Motion was made by Danny O'Quinn, second by Jamie Schaff To approve purchase of 612 Dell 31,940.0010 Chromebooks from Dell Technology for \$149,940.00 using state contract pricing. Motion carried.

Phil
Isaacs: aye

Danny
O'Quinn aye
n:

Eddie
Pless: aye

Jamie
Schaff: aye

Mike
Wilson: absent

aye: 4, nay: 0, absent: 1

10. FOR YOUR INFORMATION

11. NEXT REGULARLY SCHEDULED BOARD MEETING

12. ADJOURN

Motion was made by Danny O'Quinn Motion to Adjourn Motion carried.

Phil
Isaacs: aye

Danny
O'Quinn: aye

Eddie
Pless: aye

Jamie
Schaff: aye

Mike
Wilson: absent
aye: 4, nay: 0, absent: 1

Chairman of the Board

Director of Schools

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION

Called Board Meeting

Thursday, August 31, 2023 4:00 PM

Mack Pierce Board Room

The Elizabethton Board of Education met in a regular meeting on Thursday, August 31, 2023, at 4:00 PM, at Mack Pierce Board Room.

Attendance Taken at 3:54 PM.

Phil Isaacs: Present

Danny O'Quinn: Present

Eddie Pless: Present

Jamie Schaff: Present

Mike Wilson: Absent

1. CALL TO ORDER

A. Discussion and possible action to fill the vacancy created by the resignation of Board Member Mike Wilson.

Mr Pless and the board members were taken aback by the 8 interested individuals who submitted a letter of interest. There are some very worthy candidates. We have a tough decision to make and it is very heartbreaking to have to fill this position. All the board members have put a lot of thought and prayer into their decision. We would like to thank each individual who showed an interest in the Board position.

Mr. Pless reminded everyone that there must be a majority vote for the nomination to pass. There will be a roll call vote by Mrs. Walker.

Mr. Danny O'Quinn nominated Mr. Ed Alexander for the vacant Board Member position to be voted on and it was seconded by Phil Isaacs.

- a. Approve the nomination of Mr. Edwin Alexander as the new Board Member to replace Mike Wilson for the remainder of his term, September 2023- November 2024.

Motion was made by Danny O'Quinn, second by Phil Isaacs To nominate Mr. Edwin Alexander as the new board member to replace Mike Wilson for the remainder of his term, September 2023-November 2024. A Roll Call vote was taken with the following results: PHIL ISAAC- AYE DANNY O'QUINN- AYE JAMIE SCHAFF-AYE EDDIE PLESS-AYE MOTION CARRIED Motion carried.

Phil

Isaac aye

cs:

Dan

ny

O'Quinn aye

uinn

:

Eddie

ie

Pless aye

s:

Jamie

ie

Schaff aye

aff:

Mike

e

Wilson absent

on:

aye: 4, nay: 0, absent: 1

2. ADJOURN

Motion was made by Jamie Schaff Motion to Adjourn Motion carried.

Phil
Isaacs: aye

Danny
O'Quinn: aye

Eddie
Pless: aye

Jamie
Schaff: aye

Mike
Wilson: absent

aye: 4, nay: 0, absent: 1

Chairman of the Board

Director of Schools

Acct	2023-24		2023-24		2023-24		2023-24		2023-24		2023-24	
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Unencumbered	August 2023-24	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act
141 R 40110 000	3,600,000.00	3,600,000.00	0.00	0.00	3,600,000.00	0.00	0.00	3,600,000.00	3,600,000.00	0.00	0.00	3,600,000.00
141 R 40120 000	86,000.00	86,000.00	7,752.97	9.02	78,247.03	7,752.97	9.02	78,247.03	86,000.00	7,752.97	9.02	78,247.03
141 R 40130 000	23,000.00	23,000.00	1,832.33	7.97	21,167.67	1,832.33	7.97	21,167.67	23,000.00	1,832.33	7.97	21,167.67
141 R 40140 000	27,000.00	27,000.00	1,018.63	3.77	25,981.37	1,018.63	3.77	25,981.37	27,000.00	1,018.63	3.77	25,981.37
141 R 40162 000	59,000.00	59,000.00	12.57	0.02	58,987.43	12.57	0.02	58,987.43	59,000.00	12.57	0.02	58,987.43
141 R 40163 000	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00
141 R 40210 000	4,200,000.00	4,200,000.00	338,459.66	8.06	3,861,540.34	338,459.66	8.06	3,861,540.34	4,200,000.00	338,459.66	8.06	3,861,540.34
141 R 40275 000	22,000.00	22,000.00	4,328.80	19.68	17,671.20	4,328.80	19.68	17,671.20	22,000.00	4,328.80	19.68	17,671.20
141 R 40320 000	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00
141 R 41110 000	600.00	600.00	63.36	10.56	536.64	63.36	10.56	536.64	600.00	63.36	10.56	536.64
141 R 43511 000	380,000.00	380,000.00	-300.00	-0.08	380,300.00	-300.00	-0.08	380,300.00	380,000.00	-300.00	-0.08	380,300.00
141 R 43513 000	750.00	750.00	0.00	0.00	750.00	0.00	0.00	750.00	750.00	0.00	0.00	750.00
141 R 43517 000	227,975.00	227,975.00	45,138.07	19.80	182,836.93	45,138.07	19.80	182,836.93	227,975.00	45,138.07	19.80	182,836.93
141 R 44110 000	40,000.00	40,000.00	10,036.32	25.09	29,963.68	10,036.32	25.09	29,963.68	40,000.00	10,036.32	25.09	29,963.68
141 R 44120 000	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
141 R 44170 000	0.00	0.00	995.76	0.00	-995.76	995.76	0.00	-995.76	0.00	995.76	0.00	-995.76
141 R 44990 000	273,195.00	273,195.00	0.00	0.00	273,195.00	0.00	0.00	273,195.00	273,195.00	0.00	0.00	273,195.00
141 R 46510 000	19,250,000.00	19,250,000.00	1,909,840.55	9.92	17,340,159.45	1,909,840.55	9.92	17,340,159.45	19,250,000.00	1,909,840.55	9.92	17,340,159.45
141 R 46515 000	407,000.00	407,000.00	0.00	0.00	407,000.00	0.00	0.00	407,000.00	407,000.00	0.00	0.00	407,000.00
141 R 46550 000	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00	0.00	6,500.00	6,500.00	0.00	0.00	6,500.00
141 R 46590 000	239,876.00	239,876.00	0.00	0.00	239,876.00	0.00	0.00	239,876.00	239,876.00	0.00	0.00	239,876.00
141 R 46610 000	30,907.00	30,907.00	0.00	0.00	30,907.00	0.00	0.00	30,907.00	30,907.00	0.00	0.00	30,907.00
141 R 46790 000	340,113.00	340,113.00	0.00	0.00	340,113.00	0.00	0.00	340,113.00	340,113.00	0.00	0.00	340,113.00
141 R 46990 000	113,000.00	113,000.00	0.00	0.00	113,000.00	0.00	0.00	113,000.00	113,000.00	0.00	0.00	113,000.00
141 R 47590 000	64,842.00	64,842.00	0.00	0.00	64,842.00	0.00	0.00	64,842.00	64,842.00	0.00	0.00	64,842.00
141 R 48610 000	26,400.00	26,400.00	5,944.91	22.52	20,455.09	5,944.91	22.52	20,455.09	26,400.00	5,944.91	22.52	20,455.09
141 R 49800 000	2,460.00	2,460.00	0.00	0.00	2,460.00	0.00	0.00	2,460.00	2,460.00	0.00	0.00	2,460.00
141 R 49810 000	2,400,000.00	2,400,000.00	400,000.00	16.67	2,000,000.00	400,000.00	16.67	2,000,000.00	2,400,000.00	400,000.00	16.67	2,000,000.00
Grand Revenue Totals	31,853,618.00	31,853,618.00	2,725,123.93	8.56	29,128,494.07	2,725,123.93	8.56	29,128,494.07	31,853,618.00	2,725,123.93	8.56	29,128,494.07

Number of Accounts: 39

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

Acct	2023-24		2023-24		2023-24		2023-24		2023-24		2023-24	
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Unencumbered	August 2023-24	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act
141 E 71100	14,555,796.00	14,555,796.00	554,265.62	3.81	13,702,328.40	551,074.48	REGULAR INSTRUCTION PROGRAM	14,555,796.00	14,555,796.00	554,265.62	3.81	13,702,328.40
141 E 71200	2,561,690.00	2,561,690.00	4,611.10	0.18	2,550,432.27	3,008.98	SPECIAL EDUCATION PROGRAM	2,561,690.00	2,561,690.00	4,611.10	0.18	2,550,432.27
141 E 71300	1,716,235.00	1,716,235.00	24,027.34	1.40	1,585,375.12	17,791.91	VOCATIONAL EDUCATION PROGRAM	1,716,235.00	1,716,235.00	24,027.34	1.40	1,585,375.12
141 E 71400	425,130.00	425,130.00	76,449.53	17.98	344,594.47	62,426.49	STUDENT BODY EDUCATION PROGRAM	425,130.00	425,130.00	76,449.53	17.98	344,594.47
141 E 72110	111,810.00	111,810.00	31,422.28	28.10	78,787.72	25,402.31	ATTENDANCE	111,810.00	111,810.00	31,422.28	28.10	78,787.72
141 E 72120	433,622.00	433,622.00	11,620.70	2.68	418,923.10	7,699.38	HEALTH SERVICES	433,622.00	433,622.00	11,620.70	2.68	418,923.10
141 E 72130	1,117,740.00	1,117,740.00	68,795.34	6.15	1,037,241.08	61,606.09	OTHER STUDENT SUPPORT	1,117,740.00	1,117,740.00	68,795.34	6.15	1,037,241.08
141 E 72210	1,326,988.00	1,326,988.00	189,834.40	14.31	1,129,415.14	85,749.05	REGULAR INSTRUCTION PROGRAM	1,326,988.00	1,326,988.00	189,834.40	14.31	1,129,415.14
141 E 72220	413,459.00	413,459.00	24,649.31	5.96	386,598.69	12,542.70	SPECIAL EDUCATION PROGRAM	413,459.00	413,459.00	24,649.31	5.96	386,598.69
141 E 72230	178,895.00	178,895.00	23,128.44	12.93	155,766.56	12,930.90	VOCATIONAL EDUCATION PROGRAM	178,895.00	178,895.00	23,128.44	12.93	155,766.56
141 E 72250	830,510.00	830,510.00	254,316.37	30.62	565,064.87	209,730.90	TECHNOLOGY	830,510.00	830,510.00	254,316.37	30.62	565,064.87
141 E 72310	596,365.00	596,365.00	285,149.64	47.81	296,670.07	23,202.49	BOARD OF EDUCATION	596,365.00	596,365.00	285,149.64	47.81	296,670.07
141 E 72320	438,535.00	438,535.00	80,697.54	18.40	330,174.06	41,799.03	OFFICE OF EDUCATION	438,535.00	438,535.00	80,697.54	18.40	330,174.06
141 E 72410	1,897,951.00	1,897,951.00	213,881.82	11.27	1,684,069.18	150,301.38	OFFICE OF THE SUPERINTENDENT	1,897,951.00	1,897,951.00	213,881.82	11.27	1,684,069.18
141 E 72510	422,650.00	422,650.00	97,171.60	22.99	320,649.15	39,753.19	OFFICE OF THE PRINCIPAL	422,650.00	422,650.00	97,171.60	22.99	320,649.15
141 E 72510	2,016,211.00	2,016,211.00	422,111.56	20.94	1,587,664.72	198,068.07	FISCAL SERVICES	2,016,211.00	2,016,211.00	422,111.56	20.94	1,587,664.72
141 E 72610	1,228,225.00	1,228,225.00	212,791.00	17.33	812,435.94	144,816.07	OPERATION OF PLANT	1,228,225.00	1,228,225.00	212,791.00	17.33	812,435.94
141 E 72620	813,436.00	813,436.00	78,675.42	9.67	554,587.39	32,806.35	MAINTENANCE OF PLANT	813,436.00	813,436.00	78,675.42	9.67	554,587.39
141 E 72710	41,395.00	41,395.00	4,368.00	10.55	37,027.00	2,184.00	TRANSPORTATION	41,395.00	41,395.00	4,368.00	10.55	37,027.00
141 E 73100	227,975.00	227,975.00	49,400.96	21.67	161,985.02	18,771.72	FOOD SERVICE	227,975.00	227,975.00	49,400.96	21.67	161,985.02
141 E 73300	407,000.00	407,000.00	18,296.21	4.50	388,678.78	15,163.10	COMMUNITY SERVICES	407,000.00	407,000.00	18,296.21	4.50	388,678.78
141 E 73400	92,000.00	92,000.00	207,380.43	225.41	-874,144.68	73,925.93	EARLY CHILDHOOD EDUCATION	92,000.00	92,000.00	207,380.43	225.41	-874,144.68
141 E 76100	31,853,618.00	31,853,618.00	2,933,044.61	9.21	27,254,324.05	1,770,754.52	REGULAR CAPITAL OUTLAY	31,853,618.00	31,853,618.00	2,933,044.61	9.21	27,254,324.05
Grand Expense Totals												

Number of Accounts: 602

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

Acct	2023-24		2023-24		2023-24		2023-24		2023-24		August 2023-24	
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Unencumbered	FYTD Act	Monthly Activity	Unencumbered	FYTD %	Balance - YTD Act	Monthly Activity
142 R 47141	OCA	TITLE 1 GRANTS TO LOCAL EDUC A	95,123.00	95,123.00	14,105.81	14.83	81,017.19	14,105.81	81,017.19	14.83	14,105.81	14,105.81
142 R 47189	OCA	EISENHOWER PROF DEVELOPMENT ST	9,000.00	9,000.00	1,334.63	14.83	7,665.37	1,334.63	7,665.37	14.83	1,334.63	1,334.63
142 R 47131	OCF	VOCATIONAL EDUC - BASIC GRANTS	35,330.00	35,330.00	0.00	0.00	35,330.00	0.00	35,330.00	0.00	0.00	0.00
142 R 47143	OID	SPECIAL EDUCATION - GRANTS TO	611,680.00	611,680.00	0.00	0.00	611,680.00	0.00	611,680.00	0.00	0.00	0.00
142 R 47145	OPB	SPECIAL EDUCATION PRESCHOOL GR	16,128.00	16,128.00	0.00	0.00	16,128.00	0.00	16,128.00	0.00	0.00	0.00
142 R 47141	OT1	TITLE 1 GRANTS TO LOCAL EDUC A	516,142.00	516,142.00	3,351.42	0.65	512,790.58	3,351.42	512,790.58	0.65	3,351.42	3,351.42
142 R 47590	OT1	OTHER FEDERAL THROUGH STATE	52,820.00	52,820.00	342.99	0.65	52,477.01	342.99	52,477.01	0.65	342.99	342.99
142 R 47189	OT2	EISENHOWER PROF DEVELOPMENT ST	87,544.00	87,544.00	4,063.31	4.64	83,480.69	4,063.31	83,480.69	4.64	4,063.31	4,063.31
142 R 47590	OVR	OTHER FEDERAL THROUGH STATE	48,895.00	48,895.00	931.72	1.91	47,963.28	931.72	47,963.28	1.91	931.72	931.72
142 R 47147	21C	SAFE AND DRUG-FREE SCHOOLS-ST	110,059.00	110,059.00	0.00	0.00	110,059.00	0.00	110,059.00	0.00	0.00	0.00
142 R 47401	930	ESSER 3.0	339,480.00	339,480.00	0.00	0.00	339,480.00	0.00	339,480.00	0.00	0.00	0.00
142 R 47401	933	ESSER 3.0	4,250,000.00	4,250,000.00	0.00	0.00	4,250,000.00	0.00	4,250,000.00	0.00	0.00	0.00
142 R 47141	TIN	TITLE 1 GRANTS TO LOCAL EDUC A	23,337.00	23,337.00	0.00	0.00	23,337.00	0.00	23,337.00	0.00	0.00	0.00
Grand Revenue Totals			6,195,538.00	6,195,538.00	24,129.88	0.39	6,171,408.12	24,129.88	6,171,408.12	0.39	24,129.88	24,129.88

Number of Accounts: 13

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

Acct	2023-24		2023-24		2023-24		2023-24		August 2023-24	
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Unencumbered	Monthly Activity	Unencumbered	Monthly Activity	Monthly Activity
142 E 71100	1,752,151.00	1,752,151.00	278,414.85	15.89	1,062,036.76		250,030.85			
REGULAR INSTRUCTION PROGRAM										
142 E 71200	627,808.00	627,808.00	0.00	0.00	627,808.00		0.00			
SPECIAL EDUCATION PROGRAM										
142 E 71300	19,830.00	19,830.00	1,440.00	7.26	10,844.42		1,440.00			
VOCATIONAL EDUCATION PROGRAM										
142 E 72120	50,000.00	50,000.00	0.00	0.00	50,000.00		0.00			
HEALTH SERVICES										
142 E 72130	407,469.00	407,469.00	17,233.34	4.23	371,241.34		11,695.02			
OTHER STUDENT SUPPORT										
142 E 72210	367,979.00	367,979.00	26,925.16	7.32	340,853.84		20,021.49			
REGULAR INSTRUCTION PROGRAM										
142 E 72230	2,000.00	2,000.00	968.67	48.43	-342.67		851.00			
VOCATIONAL EDUCATION PROGRAM										
142 E 72250	83,326.00	83,326.00	5,521.64	6.63	77,804.36		5,521.64			
TECHNOLOGY										
142 E 72710	0.00	0.00	348.01	0.00	-348.01		348.01			
TRANSPORTATION										
142 E 73300	110,059.00	110,059.00	20,543.81	18.67	89,515.19		20,543.81			
COMMUNITY SERVICES										
142 E 76100	2,772,456.00	2,772,456.00	271,394.10	9.79	2,501,061.90		271,394.10			
REGULAR CAPITAL OUTLAY										
142 E 99100	2,460.00	2,460.00	0.00	0.00	2,460.00		0.00			
OPERATING TRANSFERS										
Grand Expense Totals	6,195,538.00	6,195,538.00	622,789.58	10.05	5,132,935.13		581,845.92			

Number of Accounts: 154

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

Acct	2023-24		2023-24		2023-24		2023-24		2023-24		August 2023-24	
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Unencumbered	Unencumbered	Balance - YTD Act	Unencumbered	Balance - YTD Act	Monthly Activity	Monthly Activity
143 R 43521 000	175,000.00	175,000.00	26,631.27	15.22	148,368.73	148,368.73	148,368.73	26,631.27	148,368.73	26,631.27	26,478.82	26,478.82
143 R 43522 000	15,500.00	15,500.00	1,428.35	9.22	14,071.65	14,071.65	14,071.65	1,428.35	14,071.65	1,428.35	1,428.35	1,428.35
143 R 43525 000	16,000.00	16,000.00	5,438.75	33.99	10,561.25	10,561.25	10,561.25	5,438.75	10,561.25	5,438.75	5,438.75	5,438.75
143 R 43990 000	13,000.00	13,000.00	0.00	0.00	13,000.00	13,000.00	13,000.00	0.00	13,000.00	0.00	0.00	0.00
143 R 44110 000	20,000.00	20,000.00	3,745.95	18.73	16,254.05	16,254.05	16,254.05	3,745.95	16,254.05	3,745.95	3,745.95	3,745.95
143 R 46520 000	12,500.00	12,500.00	0.00	0.00	12,500.00	12,500.00	12,500.00	0.00	12,500.00	0.00	0.00	0.00
143 R 47111 000	700,000.00	700,000.00	0.00	0.00	700,000.00	700,000.00	700,000.00	0.00	700,000.00	0.00	0.00	0.00
143 R 47112 000	93,500.00	93,500.00	0.00	0.00	93,500.00	93,500.00	93,500.00	0.00	93,500.00	0.00	0.00	0.00
143 R 47113 000	325,000.00	325,000.00	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00	325,000.00	0.00	0.00	0.00
143 R 47114 000	14,500.00	14,500.00	0.00	0.00	14,500.00	14,500.00	14,500.00	0.00	14,500.00	0.00	0.00	0.00
Grand Revenue Totals	1,385,000.00	1,385,000.00	37,244.32	2.69	1,347,755.68	1,347,755.68	1,347,755.68	37,244.32	1,347,755.68	37,244.32	37,091.87	37,091.87

Number of Accounts: 36

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

Acct	2023-24	2023-24	2023-24	2023-24	Unencumbered	August 2023-24
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
143 E 73100 --- --- FOOD SERVICE	1,385,000.00	1,385,000.00	55,268.56	3.99	1,329,731.44	36,225.34
Grand Expense Totals	1,385,000.00	1,385,000.00	55,268.56	3.99	1,329,731.44	36,225.34

Number of Accounts: 81

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

August 25, 2023

Mr. Eddie Pless, Board Chair,
Mr. Richard VanHuss, Director of Schools, and the
Elizabethton City Schools Board of Education
Internal School Funds
804 South Watauga Avenue
Elizabethton, Tennessee 37643

We are pleased to confirm our understanding of the services we are to provide the Elizabethton City Schools for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the combined financial statements – regulatory basis, including the disclosures which collectively comprise the basic financial statements of Elizabethton City Schools' Internal Funds and the individual school financial statements – regulatory basis, presented as supplementary as of and for the year ended June 30, 2024.

We have also been engaged to report on supplementary information other than required supplementary information (RSI) that accompanies Internal School Fund's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

1. Schedule of Interfund and Interaccount Transfers by Internal School Fund
2. Schedule of Surety Bond Coverage
3. Schedule of Salary Supplements

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

1. Directory of School Officials

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the *Tennessee Internal School Uniform Accounting Policy Manual*, a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Tennessee Internal School Uniform Accounting Policy Manual* and will include tests of the accounting records of the Internal School Funds and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements.

However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Segregation of duties, 2. Significant volume of cash transactions, 3. Override of controls.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Internal School Funds' compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Internal School Fund's in conformity with the *Tennessee Internal School Uniform Accounting Policy Manual* based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the aforementioned regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the aforementioned regulatory basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with this regulatory basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

In the event we are requested by you, or are required by government regulations, subpoena or other legal process, to produce documents or our personnel as witnesses with respect to our engagements for you, you will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expense, as well as the fees and expenses of our counsel, incurred in responding to such requests.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Elizabethton City Schools Department of Education and the State of Tennessee Comptroller's Office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Blackburn, Childers & Steagall, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Blackburn, Childers & Steagall, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2024, and to issue our report no later than December 31, 2024. Kevin R. Peters is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$16,850. Note that our fees for the audit of the General Purpose, Federal, and Child Nutrition Funds are included in a separate engagement letter. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2021 peer review report accompanies this letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Reporting

We will issue a written report upon completion of our audit of Elizabethton City Schools' Internal Fund's financial statements. Our report will be addressed to the Director and Board members of Elizabethton Board of Education. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Internal School Funds are subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Elizabethton City Schools Board of Education and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BLACKBURN, CHILDERS & STEAGALL, PLC



Kevin R. Peters, CPA
Member of the Firm

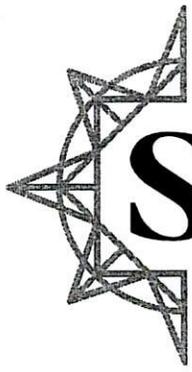
RESPONSE:

This letter correctly sets forth the understanding of the Elizabethton City Schools Board of Education.

By: _____

Title: _____

Date: _____



SEK

CPAs & ADVISORS

Guidance You
Can Count On.

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Blackburn, Childers & Steagall, PLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an examination of service organizations [SOC 2 engagement].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Blackburn, Childers & Steagall, PLC. has received a peer review rating of pass.

Smith Elliott Kearns & Company, LLC

Hagerstown, Maryland
June 10, 2021

August 25, 2023

Mr. Eddie Pless, Chair
Mr. Richard VanHuss, Director of Schools, and the
Elizabethton City Schools Board of Education
804 South Watauga Avenue
Elizabethton, TN 37643-4207

We are pleased to confirm our understanding of the services we are to provide the Elizabethton City Schools, Board of Education (Board) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the disclosures, which collectively comprise the basic financial statements of the Board as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Board's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in Net Pension Liability and Related Ratios – TCRS – Agency Plan, Schedule of Contributions – TCRS – Agency Plan, Schedule of Proportionate Share of Net Pension Liability (Asset) – TCRS Plans, Schedule of Contributions – TCRS Plans
3. Schedule of Changes in Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS; and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements: Schedule of expenditures of federal and state awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

1. List of Elected and Appointed Officials

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatement, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include the tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

1. Revenue recognition, 2. Override of controls

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Board of Education's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of the tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect of each of the Board of Education's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit.

The purpose of those procedures will be to express an opinion on the Board of Education's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, related notes and government wide adjusting entries of the Elizabethton City Schools in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards.

The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes and government wide adjusting entries services previously described.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) rules and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers).

You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the date of field work, estimated to be October 25, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID 19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditure of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information.

You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, related notes, government wide adjusting entries, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, related notes and government wide adjusting entries and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, related notes and government wide adjusting entries prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electric submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board of Education and State of Tennessee Comptroller's Office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

The audit documentation for this engagement is the property of Blackburn, Childers & Steagall, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Blackburn, Childers & Steagall, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit approximately May and June 2024 and to issue our reports no later than December 31, 2024. Kevin R. Peters, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not to exceed \$23,750. The fee is comprised of \$15,500 for the general purpose and federal projects funds, \$8,250 for child nutrition services. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2021 peer review report accompanies this letter.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Board of Directors of Elizabethton City Schools Board of Education. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Elizabethton City Schools Board of Education and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BLACKBURN, CHILDERS & STEAGALL, PLC

A handwritten signature in cursive script that reads "Kevin R. Peters".

Kevin R. Peters, CPA
Member of the Firm

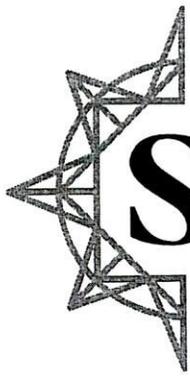
RESPONSE:

This letter correctly sets forth the understanding of the Elizabethton City Schools Board of Education.

By: _____

Title: _____

Date: _____



SEK

CPAs & ADVISORS

Guidance You
Can Count On.

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Blackburn, Childers & Steagall, PLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an examination of service organizations [SOC 2 engagement].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Blackburn, Childers & Steagall, PLC. has received a peer review rating of pass.

Smith Elliott Kearns & Company, LLC

Hagerstown, Maryland
June 10, 2021

Allocations

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Allocations

	(1)	Math Implementation	Total
Original	\$71,250.00		\$71,250.00
Incoming Carryover	\$0.00		\$0.00
Outgoing Carryover	\$0.00		\$0.00
Reallocated	\$0.00		\$0.00
Additional	\$0.00		\$0.00
Released	\$0.00		\$0.00
Consortium	\$0.00		\$0.00
Forfeited	\$0.00		\$0.00
FER Released	\$0.00		\$0.00
Total	\$71,250.00		\$71,250.00

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

LEA ID#

101

LEA Name

Elizabethton City Schools

LEA Official Address

Street

804 S Watauga Ave

City

Elizabethton

Zip Code

37643

Phone

423-547-8000

LEA Website

<https://www.ecschools.net/>

Director of Schools

Name

Richard VanHuss

Email

richard.vanhuss@ecschools.net

Phone

423-547-8000

Math Implementation Support Grant Point of Contact

Name

Myra Newman

Email

myra.newman@ecschools.net

Phone

423-547-8000

Program Details

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

Please provide in the box below a narrative of at least five hundred (500) words in length detailing your math implementation support plan. Within the narrative, please make sure you address the following:

- The districts intent to adopt and purchase State approved (recommended by TN Textbook and Instructional Materials Quality Commission and approved by TN State Board of Education) comprehensive kindergarten through grade twelve math curriculum prior to the start of the 2023-24 academic year that shall be implemented during the 2023-24 academic year. The narrative should include details on how the district will either use ESSER funds, or allocate other identified funds, for this purpose.
- How the district plans to dedicate support to teacher implementation of these new materials specifically how the district plans to leverage principals, coaches, and/or school leaders within this grant opportunity.
- Details on anticipated scope (e.g., grade level focus) with a rationale and desired outcomes as well as the district's plan for how they anticipate this grant opportunity will support and fit into their overarching math High Quality Instructional Materials ("HQIM") implementation goals.
- An indication of willingness to evaluate your implementation data, reflect on the implementation plan, adjust as deemed necessary by the State, and share data (screener, IPG, teacher survey data, etc.) to support the districts success and the success of this project for students in Tennessee.
- A clear indication of how the district will use this partnership grant, as the grant recipients will have autonomy to choose its vendor resources from the State approved list. Responses should be grounded in an understanding of how partnerships with State qualified professional learning vendors (vendors will be qualified through a State Request for Proposals, currently in development) can be a lever that propels change strategically and with high impact.

Elizabethton City Schools adhered to all TDOE textbook adoption guidelines throughout the process of adopting High-Quality Instructional Materials (HQIM) for the content area of Math for the 2023-2024 SY. We partnered with outside vendors to support our district through this process and identified the best HQIM that matched the needs of our district. General Purpose funds designed for textbooks were utilized to purchase identified HQIM with the sole purpose of implementing it in SY 2023-2024. Our HQIM Math adoption consisted of Great Minds- Eureka Math Squared for Kindergarten and First grade, iReady for second through fifth grades, and Big Ideas for middle and high school classes.

Elizabethton City Schools worked in collaboration with the selected vendors to strategically plan the scope of work for the two-year partnership. An analysis of our district math data was conducted to identify our greatest area of need. Current data indicates high school math, Algebra I, Algebra II, and Geometry, as areas of need for improvement. Additional system data will be analyzed to develop a full scope of work to strengthen math instruction throughout the district. The strategic planning process will help us to either broaden or narrow our scope of work.

Our goal, through these partnerships, is to build the capacity of our building administrators and teachers of math in content knowledge, use of High-Quality Instructional Materials (HQIM), and effective research-based instructional strategies and practices for teaching math. Capacity building for our Principals, Instructional Coaches, and Learning Leaders (Teacher Leaders) will consist of training on the TN Math Instructional Practices Guide (IPG) walkthrough tool that will be used in quarterly walkthroughs. This training would also consist of coaching sessions that would support our leaders in norming the walks and how to utilize the information gathered during the walks to support teachers in the implementation of HQIM and effective research-based math strategies. Our leader training will focus on the Instructional Focus Document (IFD) and how to use this tool in conjunction with the IPG tool to best support teachers. Because we believe students need to be doing the cognitive lift; it is important for both the leaders and teachers to develop the skills on how to analyze student work to determine if tasks are on grade level and determine the mastery level of students to support and provide the next steps needed in the TIER I instruction. We worked with our vendors to develop a scope of work to build the capacity of our teachers as well. The teacher capacity building scope of work includes teacher training on the TN Math IPG tool, the Instructional Focus Document, effective research-based instructional strategies and practices for

teaching math, analyzing student work, and unit/lesson preparation. We have implemented district wide, grade level specific PLCs to designate a consistent time for our teachers to build their capacity.

Elizabethton City Schools is willing to evaluate our Math Implementation Plan by analyzing growth on the IPG walkthroughs, progress monitoring students projected achievement, and conducting teacher surveys. Data from these evaluation tools will be reflected upon to develop action plans to drive our goal of improvement of math success for all students.

Is your organization an LEA or Charter School?

LEA ▼

For LEAs only:

Will charter schools within your district also be applying for this grant?

No ▼

Resources

[Click here to open the application guidance document.](#)

Budget

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

Account Number	Total
72210 - Support Services/Regular Instruction Program	\$71,250.00
Total	\$71,250.00
Adjusted Allocation	\$71,250.00
Remaining	\$0.00

Budget Detail

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

72210 - Support Services/Regular Instruction Program - \$71,250.00 ▼

Budget Detail

Narrative Description

Account Number: 72210 - Support Services/Regular Instruction Program

Funds will be utilized to partner with an SchoolKit to support implementation of new State Math Standards and new HQIM.

Line Item Number: 399 - Other Contracted Services

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$71,250.00

Line Item Total: \$71,250.00

Total for 72210 - Support Services/Regular Instruction Program: \$71,250.00

Total for all other Account Numbers: \$0.00

Total for all Account Numbers: \$71,250.00

Adjusted Allocation: \$71,250.00

Remaining: \$0.00

Budget Overview

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

Filter by Location: All - \$71,250.00 ▼

Line Item Number	Account Number	72210 - Support Services/Regular Instruction Program	Total
399 - Other Contracted Services		71,250.00	71,250.00
Total		71,250.00	71,250.00
		Adjusted Allocation	71,250.00
		Remaining	0.00

Assurances

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

An authorized LEA or public charter school representative must sign below to indicate approval of the contents of the LEA or public charter school application and these Assurances for the MATH IMPLEMENTATION SUPPORT GRANT.

*** The undersigned authorized representative hereby applies for the program funds requested in the application on behalf of the identified LEA (Grantee). These Assurances, together with all application information submitted by the LEA, constitute the "Grant Contract."**

The Grantee hereby agrees to the following Assurances:

1.	The Grantee shall submit TN Math Instructional Practice Guide ("TN Math IPG") data to the State to track impact of math implementation support.
2.	The Grantee shall participate in math implementation grant support as detailed below for two (2) years.
a)	The Grantee shall select Grant-funded vendor supports from the following State approved list of services:
i.	Lead conversations to help identify a district's greatest area of need to be the focus area for the district for the duration of the two (2) year grant.
ii.	Lead the district in HQIM knowledge building activities prior to the district beginning to use the TN Math IPG as a walkthrough tool.
iii.	Focused leader walk-through training for School Leaders and district leaders on how to use the TN Math IPG.
iv.	Focused leader walk-through training or coaching on how to provide teacher support with TN Math IPG.
v.	Unit Preparation/Lesson Preparation training for math lessons.
vi.	Use of student work analysis protocols to determine if tasks are on grade level and determine mastery level of students to support and provide next steps needed in Tier I instruction.
vii.	Coaching on the use of Instructional Focus Documents ("IFDs") in tandem with the TN Math IPG.
viii.	Training for math educators in effective research-based instructional strategies (e.g., Concrete-Representation-Abstract (CRA) strategies) and practices for teaching math
ix.	Embedded lesson support for foundational math skills in grades kindergarten through grade two (K-2).
x.	Training and support for curriculum-embedded Assessments that determine additional supports necessary for students during Tier I instruction.
xi.	Training and support on using the IFD's to strengthen mathematics instruction.
xii.	Training and support for tutoring programming design
xiii.	As determined by the Grantee the services may be provided in a variety of ways such as on-the-ground training and support, webinars, synchronous or asynchronous trainings, etc.

b) The Grantee shall securely share the following impact data with the State:	
	i. Scope of selected partner services with vendor and quarterly vendor performance reviews
	ii. TN Math IPG monthly tracker data for teachers in the district's area of focus quarterly
	iii. Teacher semiannual efficacy survey
	iv. Quarterly Math Implementation Support Reports
c) Project Management	<p>i. The Grantee's Project Coordinator shall ensure that the district selects a State approved vendor and that the vendor meets service expectations outlined in the vendor's contract with the State and in accordance with local purchasing policies and procedures. The Grantee shall submit report performance reviews quarterly (on the last business day on or before Sept. 30, Dec. 30, March 30, June 30) to the State.</p> <p>ii. The Grantee's Project Coordinator shall provide the district determined focus area by September 30, 2022.</p> <p>iii. The Grantee's Project Coordinator shall provide the State with IPG trackers</p> <p>iv. The Grantee's Project Coordinator shall ensure all teachers complete the semiannual efficacy survey.</p>
d) In addition to vendor-based support, Grantee shall participate in two (2) of the three (3) State led grand division district HQIM trainings.	

Grant Assurances

1. Administration of the program, activities, and services covered by this Grant Contract shall be in accordance with all applicable state and federal statutes, regulations, and the approved application.
2. The Grantee shall use its own documented procurement procedures in the event of contracted services, which reflect applicable state and local laws and regulations provided that the procurements conform to applicable federal law and regulations.
3. The Grantee shall use fiscal control and fund accounting procedures and shall ensure proper disbursement of, and accounting for federal funds received and distributed under this program.
4. The Grantee shall adopt and use proper methods of administering such program, including a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
5. The Grantee shall administer such funds and property to the extent required by authorizing statutes.
6. The Grantee shall maintain on-site documentation for all reimbursement requests for a period of five (5) years following the end of the Grant Contract period. The Grantee shall provide such documentation to the State as requested.

ESSER Assurances

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1.	The Grantee shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to Coronavirus.
2.	The Grantee shall report spending progress and reimbursement request on a monthly basis to the TDOE, along with any other required documentation.
3.	The Grantee shall track in its standard accounting program ESSER 3.0 funds separately from ESSER 1.0 and 2.0 funds.
4.	All programs, services, and activities covered by this Grant Contract will be operated in accordance with state and federal laws, regulations, as well as approved policies and rules as established by the Tennessee State Board of Education and the TDOE. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are available here .
5.	Expenditures shall be in compliance with the standard accounting procedures and guidelines established by the TDOE, federal legislation, and F&A Accounts Policy 03.
6.	Recognize that State approval of an application does not relieve the Grantee of its responsibility to comply with all applicable program and fiscal requirements.
7.	Grant funds shall not be expended in any manner other than as outlined in the budgeted section of the approved grant application. Funds shall only be expended for allowable costs. Any changes to the original budget must be pre-approved by the TDOE before line items are modified. The Grantee acknowledges that this program is subject to funds availability and that the TDOE reserves the right to terminate program activities and expenditures for convenience at any time.
8.	Use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for federal funds paid to that agency under each program as noted in Cash Management Improvement Act (CMIA) 7211R rule .
9.	Keep such records, and provide such information to the TDOE, as may be reasonably required for fiscal audit, data reporting, and program evaluation.
10.	Program activities, expenditures, and records shall be subject to monitoring by the TDOE. Grantees shall maintain documentation of all expenditures and shall submit this documentation with the final report.
11.	Activities shall align with the intent and purpose of the CRRSA and CARES Acts as outlined in the H.R. 748 legislation. Allowable services, activities, and expenditures funded with the CARES Act align with the ESEA, IDEA, and Perkins, and other allowable programs shall be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
12.	Special Education and Related Services shall be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
13.	Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance.
14.	Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; and Tennessee Department of Education Technical Application Guide: ESSER Fund 3.0 22 May 2021
15.	All regulations, guidelines, and standards issued by the TDOE and U.S. Department of Education.

State of Tennessee Assurances

* The LEA agrees to the State of Tennessee Assurances and has sent **Attachment A** to cpo.auditnotice@tn.gov.

[Click here to download the State of Tennessee Assurances.](#)

Related Documents

Elizabethton (101) Public District - FY 2024 - Math Implementation Support Grant - Rev 0 - Math Implementation Support Grant

Required Documents		
Type	Document Template	Document/Link
(Math Implementation) Executed Vendor Contract [Upload at least 1 document(s)]	N/A	 2022-2024 SchoolKit Math Contract

Milligan University

AREA OF TEACHER EDUCATION

Agreement between Milligan University and the City of Elizabethton for its Elizabethton City Schools

2023 – 2024 School Year

CLINICAL PRACTICE AND STATE RECOGNIZED PARTNERSHIP GUIDELINES: INITIAL LICENSURE

This program description will be used as the governing document for the program. It will be reviewed and revised at least annually.

1. Program Objectives:

- A. To provide prospective professional educators a semester (student teachers) or year-long (internship) experience for clinical preparation that is mutually planned by the school system and Milligan University (CAEP 2.1).
- B. To provide multiple indicators and appropriate technology-based applications (SharePoint) to establish, maintain, and refine criteria for performance evaluations and continuous improvement (CAEP 2.2).
- C. To provide candidates close supervision and support to ensure that candidates demonstrate their developing effectiveness and positive impact on all students' learning and development (CAEP 2.3).

2. Selection of Candidates:

- A. Milligan will recommend initial licensure candidates to the school system. Interns will be students holding a bachelor's degree and will be enrolled in Milligan's Master of Education (initial licensure) program. These interns may initially lack some coursework in pedagogy and academic disciplines. Milligan will determine the coursework to be taken. Student Teachers will be seniors enrolled in their last semester of their undergraduate program completing an (initial licensure) education degree.
- B. Prospective candidates will complete the application process as directed by the school system. The information will be sent to the designated administrator of the school system and will be shared with principals and supervisors. Principals may also interview candidates and then make decisions to accept or reject them as interns and/or student teachers.
- C. Criteria for candidates to enter clinical experience include unconditional admission to the professional level of their program and the following:

1. 3.0 overall GPA including method and content prerequisite courses

2. Successful completion of Praxis II content knowledge exam
 3. Completion of TBI background check
 4. First Aid and CPR verification (must be current)
 5. Overall disposition ratings at “expectation” or higher
3. Candidate Benefits and Responsibilities:
- A. Candidates will have the same holidays (Thanksgiving, Christmas, Spring Break, etc.) as do professional educators in their assigned school system. Candidates will not have any personal leave days.
 - B. Candidates are to use sick days only as necessary. These do not accumulate.
 - C. Candidates are not and shall not be deemed to be employees or agents of the school system at any time. No insurance or other fringe benefits are provided to these candidates.
 - D. Candidates will be responsible for instructional duties such as planning, communicating plans to the mentor teacher, and instructing individuals and small groups.
 - E. According to policy from the Tennessee Department of Education, initial licensure candidates must successfully complete the edTPA performance assessment in order to receive state licensure. Candidates are required to video one or more lessons during their first placement and sometimes their second placement of their clinical experience. Candidates are required to obtain the Milligan Area of Education Video Release form and have all students’ parents/guardians sign the form. Candidates will use video documentation only for edTPA portfolio purposes and will not be permitted to upload or use the videos in any other way. Candidates will not be permitted to share edTPA video materials with anyone other than Milligan clinical supervisors or Milligan clinical instructors.
 - F. Prior to being admitted to the program, all candidates undergo both an FBI and TBI criminal background check. Additionally, candidates purchase professional liability insurance with coverage of no less than \$1 million / \$5 million prior to starting their clinical experience, and candidates are aware that there is no expectation of receipt of compensation or future employment during and following the clinical experience.
 - G. Candidates will not be placed in school systems where there are family members or friends employed, or where they have previously been employed.
 - H. Candidates should address questions and concerns regarding clinical placement activities to Milligan’s coordinator of field placements.
4. Selection of Mentor Teachers:
- A. The designated administrator and the Milligan coordinator of field placements will work closely together to determine the most appropriate mentor for each candidate.

- B. Cooperating teachers will be selected according to criteria, which include (a) teaching experience, (b) appropriate certification, (c) evaluation as a highly competent teacher, and (d) willingness to assume the roles expected of a mentor.
 - C. Criteria for mentor teachers include the following:
 - 1. Must have a professional teaching license with at least 3 years of full-time teaching experience in certification area.
 - 2. Must have a level of effectiveness overall score of 4 or higher.
 - 3. Must be highly competent as evidenced by local assessment and/or state evaluation procedures with TEAM overall summary scores of 4 or higher.
 - 4. Must be willing to assume the roles expected of a mentor (i.e., confidant, advocate, coach, and critic).
5. Operational Guidelines:
- A. The principal (as necessary), Milligan representative, mentor teacher, and candidate will work together to develop a plan of activities for the candidate.
 - B. Responsibilities of mentor teachers include the following:
 - 1. Supervise candidate planning and instructional activities, observe lessons, and provide performance feedback in SharePoint.
 - 2. Model effective instruction for candidates.
 - 3. Meet regularly with candidates to provide assistance in planning, diagnosing learner needs, evaluating student progress, selecting teaching strategies and materials, and providing effective classroom management.
 - C. In general, candidates will work with no more than two mentor teachers; however, if the school system and Milligan agree, modifications can be made in special situations. Candidates will be supplemental to existing staffing in the school where they are located. They will be teamed with one or more experienced teachers to facilitate the goals of the school.
 - D. Due to the rigorous demands of edTPA, Thursday afternoons will be allocated to each candidate for portfolio preparation. Candidates will report to Milligan on Thursdays from noon until 4:30, and then attend their evening class, unless there is an extenuating circumstance. During the week of official edTPA submission, three additional days may be scheduled for finalizing edTPA portfolios. During these three days, candidates will report to Milligan from 8:00 a.m. until 3:00 p.m. Arrangements will be made with the mentor teacher and principal in advance when this time is to be used.
 - E. Flexibility in the candidate's program will be maintained during the first semester to accommodate an adequate orientation period and to allow use of the tie enrichment experiences. Ample time should be provided for planning. Although the goal is to involve the candidate in teaching as quickly and as fully as possible, adjustments will be made to accommodate individual differences in background and training. (Interns Only).

- F. In general, the second semester will have a more concentrated focus on teaching activities. At some point, depending on the background and ability of the candidate, the candidate will assume a full or nearly full teaching load. Candidates are expected to emulate the mentor teacher and participate fully in the full range of instructional activities. (Interns Only)
 - G. Candidates will not be used as substitute teachers unless this is a planned activity approved in advance by both Milligan and the school system.
 - H. No candidate will be the teacher of record for any class.
 - I. Mentor teachers will be given an opportunity to participate in some of the regularly scheduled clinical seminars conducted by Milligan.
 - J. Candidates will begin the clinical experience on the same day that teachers new to the school system begin their year. Candidates will participate as directed in new teacher orientation activities prior to the beginning of the school year.
 - K. Candidates will follow the same school calendar as the professional educators of the assigned district.
6. Evaluation and Program Termination:
- A. Mentor teachers and Milligan supervisors will provide frequent feedback as well as informal and formal evaluations to support the candidate's development as an effective teacher. Formal evaluation procedures are detailed in the Milligan Clinical Experience Handbook – Evaluation Section.
 - B. Formal evaluation will follow the same procedures as that used for district teachers. Mentor teachers and Milligan supervisors will conduct formal classroom observations in SharePoint. All formal observation documents will be available and on-line in SharePoint.
 - C. Candidate performance will be documented in SharePoint. If a candidate's performance is not satisfactory, the Milligan supervisor, mentor teacher, and as appropriate the school's administration will develop a growth plan with a timeline for the candidate. If the candidate does not meet the expectations of the growth plan, the Milligan field placement coordinator will review records, meet with the candidate in person, and determine further action. If corrective action is unsuccessful, the candidate will be withdrawn from the placement. These procedures are further detailed in the Milligan Clinical Experience Handbook – see Intern Removal from Placement Flow Chart.
 - D. If the candidate's performance has been satisfactory, Milligan will recommend the candidate for the state initial practitioner's license after the evaluation process has been completed.

Please provide licensure needs and/or projection of needs for your school system in the space below.:

EDUCATOR PREPARATION PROVIDER/ LOCAL EDUCATION AGENCY STATE-RECOGNIZED PARTNERSHIP (ADDENDUM)

Prompt 1: Identify mutually agreed upon strategies to select, prepare, evaluate, support, and retain high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-K-12 student learning and development.

The designated LEA administrator and the Milligan Clinical Placement Coordinator (CPC) co-select clinical mentors. Clinical mentors are co-selected according to mutually agreed upon criteria: 1) Professional teaching license with 3 years full-time teaching experience and endorsement in the same content or closely related field; 2) Rating as a highly effective teacher (i.e., level of effectiveness overall score of 4 or higher on a state evaluation model); 3) Willingness to assume the roles expected of a mentor as defined in the Initial Licensure Handbook (ILH).

Criteria for clinical supervisors include: 1) Expertise in the grade/content for which they are assigned; 2) Successful experience with past mentoring; 3) Successful completion of TEAM evaluation training; 4) Willingness to assume the responsibilities of a supervisor as defined in the ILH.

Clinical educators are prepared through an orientation prior to the clinical experience. All clinical educators receive a comprehensive ILH, electronically available through Microsoft Forms. Primary components of the ILH and critical clinical assessments are reviewed at the orientation. Mentors are surveyed following the orientation for feedback. The clinical supervisor provides support to the mentor by conducting regular visits. During these visits, the clinical supervisor observes the mentor with teacher candidates, discusses concerns, and offers any needed support to the mentor. If the mentor has an issue or concern with the teacher candidate, the clinical supervisor takes appropriate action as outlined in the ILH. The CPC supports clinical supervisors.

If a mentor has difficulty meeting the roles, responsibilities, and expectations outlined in the ILH, additional support by the Milligan supervisor will be provided. If the clinical mentor continues to struggle after these additional supports are provided, the CPC will become involved to provide support. If mentors fail to meet the roles, responsibilities, and expectations, the CPC will assign a different mentor and not approve future experiences with this mentor. Likewise, if the Milligan supervisor is not meeting the roles, responsibilities, and expectations, the CPC will offer additional support. If the Milligan Supervisor continues to struggle, the Area Chair will meet with the supervisor to provide additional support. If expectations are still unmet, the Area Chair will remove the supervisor from supervision.

Candidates and supervisors evaluate clinical mentors after each experience; clinical supervisors are also evaluated by candidates and mentors after of each experience. EPP administrators will closely monitor evaluation results and retain clinical educators receiving positive ratings. The

CPC provides mentor evaluations to districts and results regarding supervisor evaluations are shared with supervisors by the Area Chair.

Prompt 2: Identify mutually agreed upon design of clinical experiences of sufficient depth, breadth, diversity, coherence, and duration to ensure that candidates demonstrate their developing effectiveness and positive impact on all students' learning and development.

The design of the clinical experience allows candidates to demonstrate their developing effectiveness and positive impact on all students' learning and development through a series of structured experiences that follow state-approved guidelines for the duration of clinical experience (see Educator Preparation Policy). In collaboration with our partners, multiple indicators and appropriate technology-based applications are used to establish, maintain, and refine criteria for continuous improvement (CAEP, Standard 2). Initial seeking students are evaluated through The Tennessee Educator Acceleration Model (TEAM). TEAM provides candidates a coherent and consistent assessment as it is one of the approved models for educator evaluation.

Concepts and evidence-based strategies related to the practice are introduced during coursework. These concepts and strategies are reinforced during field experiences associated with key courses within each pathway. Candidate progress is monitored throughout coursework and clinical experiences. At this level candidates are expected to move from observing and assisting during the first two weeks of the experience, to co-teaching, to gradually adding responsibility until they are assuming full classroom teaching responsibilities by the end of the experience. During the first two weeks in each placement, candidates learn the cultural backgrounds of students in their classroom as well as student learning strengths and needs. This knowledge of students assists candidates with implementing culturally relevant practices as they gradually assume responsibility for classroom instruction. Candidates are expected to independently analyze instructional materials, resources, and curriculum based on this information and plan for appropriate supports for various cultural backgrounds and learning needs. Candidates work with mentor and supervisor support to move toward independence with analyzing materials and implementing these practices into each lesson.

The candidates' clinical experience allows for sufficient depth and breadth through frequent observations, constructive feedback, student data, and professional seminar courses. Both the clinical supervisor and clinical mentor evaluate (or observe) candidates several times during each experience, and feedback is provided following each observation.

Candidates are required to document their positive impact on student learning through their edTPA Assessment Portfolio submission (which requires candidates to describe, analyze, and identify patterns in their P12 students' learning) and/or through TEAM evaluation scores from their clinical experiences. Candidates have sufficient clinical experiences in diverse settings through careful selection of clinical placements based on demographic information. The Milligan Educator Disposition rubric, which is aligned with The Interstate New Teacher Assessment and Support Consortium (InTASC), assesses the candidates' abilities in the

following areas: (a) collaboration and professionalism, (b) feedback, (c) communication, (d) diverse learners, (e) ethical and legal practice, and (f) technology.

Please provide your INITIAL (PreK-12) licensure needs and/or projections of needs for your school system:

Please provide your ADVANCED (Administration and Counseling) licensure needs and/or projections of needs for your school system:

July 2023

The above agreement between Milligan and the school system is a description that governs the clinical experience programs. The document is annually reviewed and revised by Milligan for the operations guideline for both Milligan and the school system.

Karen A. Presnell 07-11-2023

Karen Presnell, Milligan Field Placement Coordinator

Date

Angela Hilton-Prillhart 07/28/2023

Dr. Angela Hilton-Prillhart, Chair Area of Education

Date

Richard VanHuss – Superintendent of Schools

Date

History Log

Elizabethhton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - History Log

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	9/8/2023 3:26:14 PM	Spencer Yonce	Status changed to 'FER Grants Management Final Approved'.	S
	7/31/2023 3:35:54 PM	Richard Vanhuss	Status changed to 'FER LEA Authorized Representative Approved'.	S
	7/31/2023 3:34:09 PM	Beth Wilson	Status changed to 'FER LEA Fiscal Representative Approved'.	S
	7/31/2023 3:33:56 PM	Beth Wilson	Status changed to 'FER Draft Completed'.	S
<input type="checkbox"/>	7/31/2023 3:28:33 PM	Beth Wilson	Agreed to "Once the applicant starts the Final Expenditure Report, no more revisions may be made to this Funding Application. Furthermore, the applicant may not create any additional Reimbursement Requests for the grants in this Funding Application. By completing this status change, the applicant acknowledges and agrees to be bound by these terms."	C
	7/31/2023 3:28:32 PM	Beth Wilson	Status changed to 'FER Draft Started'.	S

Allocations

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - Allocations

	(1)	21st CCLC	Total
Original	\$110,058.75		\$110,058.75
Incoming Carryover	\$0.00		\$0.00
Outgoing Carryover	\$0.00		\$0.00
Reallocated	\$0.00		\$0.00
Additional	\$0.00		\$0.00
Released	\$0.00		\$0.00
Consortium	\$0.00		\$0.00
Forfeited	\$0.00		\$0.00
FER Released	\$0.00		\$0.00
Total	\$110,058.75		\$110,058.75

Contacts

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - Contacts

Type	Additional Contacts
	Contact(s)
Agency Director	<u>Richard Vanhuss</u>
Fiscal Director	<u>Beth Wilson</u>
Grant Director	<u>Carrie Taylor</u>

Actual Revenue

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Account - Account Description (Expand All Collapse All)	Revenue Amount
31000 - End of Year Equity (Reserve)	\$0.00
34500 - Restricted	\$0.00
34587 - Retirement - Hybrid Stabilization	\$0.00
44000 - Other Local Revenue	\$0.00
44100 - Recurring Items	\$0.00
44170 - Miscellaneous Refunds	\$0.00
47000 - Federal Revenues	\$110,058.75
47100 - Federal Through State	\$110,058.75
47150 - 21st Century Community Learning Centers	\$110,058.75
49000 - Other Sources	\$0.00
49800 - Transfers In	\$0.00
Total:	\$110,058.75

Final Expenditures

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Line Item Number	Account Number	73300 - Community Services	Total
Supervisor / Director 105		30,815.76	30,815.76
Teachers 116		34,603.00	34,603.00
Other Salaries & Wages 189		26,096.84	26,096.84
Social Security 201		4,886.74	4,886.74
State Retirement 204		6,019.46	6,019.46
Life Insurance 206		36.00	36.00
Medical Insurance 207		6,194.00	6,194.00
Dental Insurance 208		255.60	255.60
Employer Medicare 212		1,151.35	1,151.35
Total		110,058.75	110,058.75

Balance Sheet

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Assets

Account	Account Description	Amount
11120	Cash on Hand	0.00
11130	Cash in Bank	2,468.91
11140	Cash with Trustee	0.00
11150	Cash with Paying Agents	0.00
11180	Cash with Clerks, Register & Sheriff	0.00
11200	Inventories	0.00
11300	Investments	0.00
11410	Accounts Receivable	0.00
11430	Due from Other Government Agencies	0.00
11440	Due from Other Funds	0.00
11600	Prepaid Items	0.00
11800	Notes Receivable - Current	0.00
11890	Other Current Assets	0.00
13900	Other Fixed Assets	0.00
14800	Amount to be provided for Retirement of Debt - Gen. Long Term Debt	0.00
Total:		\$2,468.91

Liabilities

Account	Account Description	Amount
21100	Accounts Payable	2,468.91
21200	Accrued Payroll	0.00
21310	Income Tax Withheld and Unpaid	0.00

21320	Social Security Tax	0.00
21325	Employee Medicare Deductions	0.00
21330	Retirement Contributions	0.00
21340	Employee Insurance Deductions	0.00
21410	Contracts Payable	0.00
21500	Due to Other Funds	0.00
21710	Matured Bonds Payable	0.00
21750	Matured Interests on Bonds	0.00
21800	Notes Payable - Current	0.00
21900	Other Current Liabilities	0.00
27300	Bond Anticipation Notes Payable/Long Term	0.00
27400	Capital Outlay Notes Payable/Long Term	0.00
27500	Capitalized Lease Obligations - Non Current	0.00
	Total:	\$2,468.91

End of Year Reserves

Account	Account Description	Amount
34210	Endowments	0.00
34220	Inventory	0.00
34230	Long-term Notes Receivable	0.00
34240	Prepaid Expenses	0.00
34555	Restricted for Education	0.00
34560	Restricted for Instruction (Career Ladder)	0.00
34565	Restricted for Support Services	0.00
34570	Restricted for Operation of Non-Instructional Services	0.00
34575	Restricted for Capital Outlay	0.00
34580	Restricted for Debt Service	0.00

34585	Restricted for Capital Projects	0.00
34587	Retirement - Hybrid Stabilization	0.00
34590	Restricted for Other Purposes	0.00
34655	Committed for Education	0.00
34660	Committed for Instruction	0.00
34665	Committed for Support Services	0.00
34670	Committed for Operation of Non-Instructional Services	0.00
34675	Committed for Capital Outlay	0.00
34680	Committed for Debt Service	0.00
34685	Committed for Capital Projects	0.00
34690	Committed for Other Purposes	0.00
34755	Assigned for Education	0.00
34760	Assigned for Instruction	0.00
34765	Assigned for Support Services	0.00
34770	Assigned for Operation of Non-Instructional Services	0.00
34775	Assigned for Capital Outlay	0.00
34780	Assigned for Debt Service	0.00
34785	Assigned for Capital Projects	0.00
34790	Assigned for Other Purposes	0.00
39000	UNASSIGNED	0.00
	Total:	\$0.00
Beginning of Year Reserves		
Account	Account Description	Amount
342101	Endowments	0.00
342201	Inventory	0.00
		\$0.00
		\$0.00

342301	Long-term Notes Receivable	0.00	0.00	\$0.00
342401	Prepaid Expenses	0.00	0.00	\$0.00
345551	Restricted for Education	0.00	0.00	\$0.00
345601	Restricted for Instruction (Career Ladder)	0.00	0.00	\$0.00
345651	Restricted for Support Services	0.00	0.00	\$0.00
345701	Restricted for Operation of Non-Instructional Services	0.00	0.00	\$0.00
345751	Restricted for Capital Outlay	0.00	0.00	\$0.00
345801	Restricted for Debt Service	0.00	0.00	\$0.00
345851	Restricted for Capital Projects	0.00	0.00	\$0.00
345871	Retirement - Hybrid Stabilization	0.00	0.00	\$0.00
345901	Restricted for Other Purposes	0.00	0.00	\$0.00
346551	Committed for Education	0.00	0.00	\$0.00
346601	Committed for Instruction	0.00	0.00	\$0.00
346651	Committed for Support Services	0.00	0.00	\$0.00
346701	Committed for Operation of Non-Instructional Services	0.00	0.00	\$0.00
346751	Committed for Capital Outlay	0.00	0.00	\$0.00
346801	Committed for Debt Service	0.00	0.00	\$0.00
346851	Committed for Capital Projects	0.00	0.00	\$0.00
346901	Committed for Other Purposes	0.00	0.00	\$0.00
347551	Assigned for Education	0.00	0.00	\$0.00
347601	Assigned for Instruction	0.00	0.00	\$0.00
347651	Assigned for Support Services	0.00	0.00	\$0.00
347701	Assigned for Operation of Non-Instructional Services	0.00	0.00	\$0.00
347751	Assigned for Capital Outlay	0.00	0.00	\$0.00
347801	Assigned for Debt Service	0.00	0.00	\$0.00
347851	Assigned for Capital Projects	0.00	0.00	\$0.00
347901	Assigned for Other Purposes	0.00	0.00	\$0.00

390001	UNASSIGNED	0.00	0.00
Total:		\$0.00	\$0.00

FER Summary Report 1

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Account	Account Description	Amount
11000	Total Assets	\$2,468.91
31000	Liabilities Reserves and Fund Balance	\$2,468.91

FER Summary Report 2

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Funds

Account	Account Description	Amount
300001	Beginning of Year Reserves and Fund Balance	\$0.00
47999	Total Operating Revenues	\$110,058.75
48000	Total Other Revenue	\$0.00
49000	Total Other Sources	\$0.00
49999	Total Revenues	\$110,058.75
	Grand Total Available Funds:	\$110,058.75

Expenditures

Account	Account Description	Amount
70000	Total Operating Expenditures	\$0.00
73300	Total Community Services	\$110,058.75
73400	Total Childhood Education	\$0.00
76100	Total Regular Capital Outlay	\$0.00
80000	Total Debt Service	\$0.00
91300	Total Education Capital Projects	\$0.00
99100	Total Transfers / Other Uses	\$0.00
99999	Grand Total Expenditures	\$110,058.75
30000	End of Year Reserves and Fund Balance	\$0.00
	Total Expense / End of Year Reserve / Fund Balance:	\$110,058.75

FER Related Documents

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Required Documents		
Type	Document Template	Document/Link
(FER) Statement of Revenues - June 30 [Upload at least 1 document(s)]	N/A	 (FER) Statement of Revenues - June 30
(FER) Statement of Expenditures - June 30 [Upload at least 1 document(s)]	N/A	 (FER) Statement of Expenditures - June 30
(FER) Trial Balance - June 30 [Upload at least 1 document(s)]	N/A	 (FER) Trial Balance - June 30

Optional Documents		
Type	Document Template	Document/Link
(ASR) Additional Supporting Documents [Upload up to 1 document(s)]	N/A	
(FER) Additional Supporting Documents	N/A	

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Organizational type that best describes your agency:

Public School / Public School District ▼

This is a joint application between an LEA and community based organization.

Proposed Sites

Center / Site Name	Proposed Number of Students Served	Grade Span Targeted	Site Location (Address)	Students attend a Title I School	Students attend a Priority or Focus School
Harold McCormick Elementary School	50	K-5	226 S. Cedar Ave. Elizabethton, TN 37643	<input checked="" type="checkbox"/>	<input type="checkbox"/>
East Side Elementary School	50	K-5	800 Siam Rd. Elizabethton, TN 37643	<input checked="" type="checkbox"/>	<input type="checkbox"/>
West Side Elementary School	52	K-5	1310 Burgie St. Elizabethton, TN 37643	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T.A. Dugger Jr. High School	30	6-8	305 W. E St. Elizabethton, TN 37643	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Public Notice

Describe how the community was given public notice of your intent to submit this application and how this application and any waiver requests are available for public review after submission of this application.

The public was notified via postings on all of our social media accounts and on our school website that there would be a copy of the Nita M. Lowey 21st CCLC grant application on file at our central office and that it would be able to be viewed by appointment and they were given the contact information on how to view it and any waiver requests.

DUNS Number

100072768

Unique Entity Identifier (UEI)

MP87VN3EF127

Prior Grantees / New Applicants

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Organizational Capacity

- Prior Grantee
- New Applicant

Prior Grantees Only. A prior grantee is an agency that has received either a 21st CCLC or LEAP grant within the last 5 years.

Funded Agency

Elizabethton City Schools

Last Year of Grant Funding

2022

Funding Source

- Lottery for Education: Afterschool Programs
- 21st Century Community Learning Centers

Grade Level Served

- Elementary (PK - 5)
- High (9 - 12)
- Middle (6 - 8)
- Adult Family Members

Program Successes and Lessons Learned

Re-applicants should describe prior experience implementing the 21st CCLC grant including successes and lessons learned.

In re-applying for this grant, we reflected over the past 5 years. There were numerous successes that we recalled - from a non-verbal student showing the beginning signs of speaking to behavior issues resolving with several students. However, we feel that our most significant success would be our ability to push through the pandemic with our program intact and the ability to offer services during the COVID shut down period. We were able to quickly adapt and offer parents resources to keep their children involved in the activities they had grown to love. Our employees were stretched to their limits mentally. However they stepped up to the plate and took this challenge head on. They were able to create lessons and activities in their own home and record them so they could be shared. We put together weekly digital activity books with all of the same activities they enjoyed in our program. There were helpful tips and tricks for parents and encouragement to help them along the journey of homeschooling. We were able to have pick up locations for activities that could be completed at home along with how to videos filmed by our own staff walking them through the activities step-by-step. All of these efforts kept families involved in our program and engaged with one another. Once we were able to meet in person we had a good return rate. I think this was directly due to our efforts of connecting with students and families virtually in their home.

There were also a number of lessons learned throughout the previous 5 years. But most importantly, we learned how important QUALITY staffing is over QUANTITY staffing. Once the pandemic hit our employees were asked to go above and beyond what they were already doing. They were asked to, not only teach a creative and engaging lesson, but they were asked to them in front of a camera. That is not as easy as it sounds! And after seeing what some were able to do, versus what some were unable to do; it became apparent to us that it was necessary, in our hiring process, to be more selective at picking quality workers to have in our program. Most of our staff were able to rise to the challenge and excelled to put out creative content while others did not or put forth minimal effort. Seeing these efforts fold out in front of us made us realize that we had to be more purposeful in selecting candidates that have a higher

work ethic and greater skill set than we previously thought we needed.

Overall, our experience implementing the 21st CCLC grant over the past 5 years was full of highs and lows, but every aspect was wonderful. Prior to the pandemic, we operated like a well-oiled machine - and we are finding our way back to that function level. We have had a lot of staff turn-over and a lot of COVID policies we have had to navigate, but we have been successfully and positively impacting student's lives this entire time - which I feel is the most important thing about this grant. It allows us the ability to staff appropriately and provide quality instruction for our students as well as introduce our students to experiences they may never have otherwise.

New Project Components

The re-applicant should clearly identify the new project components in this application. For example, a new project component may include additional program activities (i.e. activities that were not available to students or families in prior project years) and/or an expansion of the program into different target areas (i.e. adding program sites or serving another grade level).

We have several new and exciting components to offer students in our upcoming year. First off we will be implementing a new virtual learning (VR) program. We will be using the ClassVR platform. It is an open platform, supporting virtual and augmented curriculum content, and allows students and teachers to create, upload, and share their own content. The ClassVR portal includes access to a huge library of curriculum that is standards aligned and engaging, along with downloadable structured lesson plans and guides to help spark the imagination of students. The Portal also provides access to a community of content that has been created and shared by teachers around the world, as well as exciting partnerships with great VR and AR educational content publishers. ClassVR has been designed to provide an exciting, engaging, yet simple to use interface to allow students and teachers to quickly and easily access educational content and applications with minimal fuss and no distractions, keeping them focused on the task at hand. ClassVR's pre-printed lesson plans can be used independently by students, or in peer groups, aiding self led learning and peer collaboration. Students can discuss topics, then interact with virtual and augmented reality. The ClassVR covers lessons on the following subjects: Art, Biology, Chemistry, Personal, Social and Citizenship Education, Design, Technology and Industrial Arts, Drama, Theatre and Performing Arts, Literacy and Language Arts, History, Mathematics, Music, Physical Education, Physics, and Geography. We believe this will fully engage students and excite them about learning.

Another new component that we will be adding in to our program is coding. The students will discover coding with the original Botley the Coding Robot! Botley comes with advanced features that grow along with your coding skills. Best of all, Botley helps kids learn to code completely screen-free - no phone or tablet required! Botley is CSTA (computer science teacher association), NGSS (next generation state standards), and ISTE (international society for teaching and education) standards aligned. Botley is a colorful robot and remote-control combo that teaches kids beginner code. Children can program their Botley coding robot by entering a code on the remote and then ask Botley to 'run the code'. Students will learn the basic concepts of coding like algorithms, loops and debugging while playing with Botley. These are coding concepts that even 5 year old students can understand. Coding at this age is not just about computers - learning to code has many benefits beyond the computer screen. Students who learn the basic concepts of coding will also be learning to problem solve and think creatively. Through the use of this coding robot students will learn problem solving, self-correcting errors, critical thinking, analytical thinking, if-then logic, working collaboratively with others, discussion and communication skills, calculating distance, and spatial concepts.

We are also going to be implementing a new curriculum entitled MindWorks. MindWorks Resources develops comprehensive enrichment designed to support the dynamic needs of after-school program and the unique needs of the students participating in the programs across the country. Using the comprehensive research into the structure of the 21st Century Learning Model, the most recent studies into learning styles, the compelling evidence behind Project Based Learning (PBL), and the decades of research behind state standards for education, MindWorks Resources has successfully designed an all-inclusive, evidence-based program which promotes the 21st Century Learning Model and follows best practices for the education of children. The structure of 21st Century Learning involves five types of skills, namely communication, collaboration, creativity, critical thinking, and information literacy in order to produce students who will do well in life, have digital literacy skills, and be well-respected as responsible citizens (Saucerman et al., 2017; Osler & Starkey, 2018). MindWorks Resources uses the 21st Century Learning Model as the basis for all its lessons to ensure that students participating in MindWorks activities are developing the skills they need for the future, all while developing a love for learning. Principles which are key to the 21st Century Learning Model and integrated into MindWorks enrichment include:

* Authentic learning - learning from real world problems and questions

- * Mental model building - using physical and virtual models to refine understanding
- * Internal motivation - identifying and employing positive emotional connections in learning
- * Multi-modal learning - applying multiple learning methods for diverse learning styles
- * Social learning - using the power of social interaction to improve learning impact
- * International learning - using the world around you to improve teaching and learning skills.

In addition, MindWorks Resources integrates the following best practices into daily, hands-on lessons to promote the development of life-long skills:

- * Critical Thinking
- * Creative Thinking
- * Collaborating
- * Information Literacy
- * Media Literacy
- * Technology Literacy
- * Flexibility
- * Initiative
- * Social Skills
- * Productivity
- * Leadership

The latest theories and research on best practices in teaching and learning, and the content standards developed at the state and national level, is of utmost importance in the development of MindWorks Resources' enrichment. In alignment with the 21st Century Learning Model, MindWorks' enrichment carefully balances both teacher-directed and student initiated learning, with an emphasis on responding to students' learning styles and building on their strengths and interests. In addition to utilizing research from the 21st Century Learning Model, learning styles, and national and state standards, MindWorks Resources also incorporates key components of project-based learning into the academic enrichment. Project Based Learning (PBL) is an instructional approach built upon authentic learning activities that engage student interest and motivation. These activities are designed to answer a question or solve a problem and generally reflect the types of learning and work people do in the everyday world, outside the classroom. Project Based Learning teaches students 21st century skills as well as content in engaging and student-centered ways. These skills include communication and presentation skills, organization and time management skills, research and inquiry skills, self-assessment and reflection skills, and group participation and leadership skills. This research-based approach to education incorporates hands-on learning each and every day through a variety of both research and evidence-based techniques, including multi-sensory learning. Students are given the opportunity to learn content by creating small-scale, hands-on projects that require the use of the inquiry process to formulate questions, plan, research, develop, improve, and present finished products as part of the lessons. These projects require critical thinking, problem solving, collaboration, communication; evaluation, revision, and hard work which are core to the research findings in the 21st Century Learning Model. The fundamental goal of MindWorks' Resources is to develop lessons and activities that plant seeds of learning while adhering to best-practices in education and the most recent research into learning styles and individual learning. By utilizing the results from almost a century of research into brain development, learning styles, and normal language development, MindWorks is able to create highly effective, student-centered learning experiences that meet the highest standards for learning.

For physical activity and nutrition we are planning to use a new program called "BOKS". The BOKS program includes lesson plans, training, and support needed to get kids moving for up to 45 minutes a day. It also includes shorter movement breaks, games, and activities tailored to our needs. BOKS can help children not only develop healthy habits to promote optimal growth trajectories but also promote social and emotional skills that can help them better handle stress, peer interactions, and negative feelings it is just what children need and should be broadly scaled. BOKS will help with executive functioning such as improved shift and working memory skills, physical fitness by decreased body fat percentage; increased cardiovascular endurance; and promote increased activity time outside of BOKS. BOKS also includes nutritional knowledge and will increase knowledge of nutritional and healthy living concepts. In a traditional BOKS class, trainers (trained employees) use rotating 12-week plans for classes. Every BOKS class includes running and then focuses on a functional fitness skill of the week (like squats, push-ups, or planks), which are incorporated into relays, obstacle courses, and group games. At the end of every class, kids stretch and cool down while listening to the BOKS Bit nutrition tip of the week. BOKS is an adaptive program and includes activities for all children. BOKS also includes what is called a "BOK Burst" which we will utilize at beginning of our day and also sometimes for transitions in between activities. BOKS Bursts

are 1 to 10 minute in-classroom physical activities created to help kids stay active and energize their brains for enhanced learning. The programming takes into consideration the typical classroom layout and resources, and all Bursts, whether individual, partner, or team focused, are designed to be performed with minimal space. Bursts are traditionally led by teachers, but training can also be tailored to cover a youth-led model, providing kids a health focused leadership role within the school or classroom.

Traversing through the height of COVID allowed us to rethink how we could serve our community better and opened us up to the idea of offering more sites. After surveying parents and teachers it was apparent to us that it is more appealing to have the students stay at the school they attend during the school day rather than traveling to another school. In response to the survey results we are adding more program sites. In the past we merged into one location, we will now offer four separate sites. This will consist of three elementary school sites and one middle school site. This will allow children to stay at the school they are attending during the day rather than traveling by bus to one location. Parents are familiar with their child's home school and generally speaking it is closer to their home which requires less travel for parents after long work days. This change will also allow us an opportunity to work closely with the children's teachers and collaborate lessons being taught and will also hopefully encourage teachers to be a part of afterschool learning and give them a chance to continue to grow relationships with the children they are working with in a different environment.

New Applicants Only

If the applicant does not have a prior history of State grants or contracts, provide the following information:

Previous experience with grant funding at the local or federal level.

Previous experience in delivering educational or related services.

Resources

[Click here to open the guidance document.](#)

Budget

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Indirect Cost Guide	
Total Allocation	\$110,058.75
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$110,058.75
Indirect Cost Rate	4.46%
Max Available Budget In Categories Eligible for Indirect Cost	\$105,359.71
Max Indirect Cost	\$4,699.04

Account Number	Total
73300 - Community Services	\$110,058.75
99100 - Transfers Out	\$0.00
Total	\$110,058.75
Adjusted Allocation	\$110,058.75
Remaining	\$0.00

Budget Detail

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

73300 - Community Services - \$110,058.75 ▼

Budget Detail

Narrative Description

Account Number: 73300 - Community Services

Line Item Number: 105 - Supervisor / Director

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$33,946.00

Line Item Total: \$33,946.00

96% of the directors salary comes from the ESP program. The remaining comes from a separate program. It is at 96% due to the fact that the director spends 96% of their time working on the grant guidelines and grant objectives and ensuring that high quality programming is being utilized to meet those objectives.

Account Number: 73300 - Community Services

Line Item Number: 116 - Teachers

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$31,500.00

Line Item Total: \$31,500.00

This covers 6 part time Student Leaders at \$12 an hour, 1-4 hours a day based on attendance and need, 5 days a week, 180 days a school year for \$31,500 a year.

Account Number: 73300 - Community Services

Line Item Number: 189 - Other Salaries & Wages

Optional Program Code:

This is for one site coordinator at \$16 an hour, 2 hours a day, 180 school days a year equaling \$2,880, and four assistant site coordinators at \$14 an hour, 2 hours a day, 180 school days a year equaling \$25,920 a school year.

Code: Elizabethton (101)
 Location Code: Elizabethton (101)
 Quantity: 1.00
 Cost: \$25,920.00
 Line Item Total: \$25,920.00

Account Number: 73300 - Community Services
 Line Item Number: 201 - Social Security
 Optional Program Code:
 Location Code: Elizabethton (101)
 Quantity: 1.00
 Cost: \$5,000.00
 Line Item Total: \$5,000.00

This is the social security amount for the Director, Site Coordinators, Assistant Site Coordinators, and Student Leaders. 6.2%

Account Number: 73300 - Community Services
 Line Item Number: 204 - State Retirement
 Optional Program Code:
 Location Code: Elizabethton (101)
 Quantity: 1.00
 Cost: \$6,170.00
 Line Item Total: \$6,170.00

This is state retirement for the Director and other classified staff. 12.35% for classified- only for eligible employees.

Account Number: 73300 - Community Services
 Line Item Number: 206 - Life Insurance

This is life insurance for the director.

Number:

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$40.00

Line Item Total: \$40.00

Account Number: 73300 - Community Services

Line Item Number: 207 - Medical Insurance

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$6,002.75

Line Item Total: \$6,002.75

Account Number: 73300 - Community Services

Line Item Number: 208 - Dental Insurance

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$300.00

Line Item Total: \$300.00

This is medical insurance for the director.

This is dental insurance for the director.

Account 73300 - Community Services

Number:

Line Item Number: 212 - Employer Medicare

Optional Program Code:

Location Code:

Elizabethton (101)

Quantity:

1.00

Cost:

\$1,180.00

Line Item Total:

\$1,180.00

This is the Medicare amount for the director, site coordinators, assistant site coordinators, student leaders and certified teaching staff. 1.45%

Total for 73300 - Community Services: \$110,058.75

Total for all other Account Numbers: \$0.00

Total for all Account Numbers: \$110,058.75

Adjusted Allocation: \$110,058.75

Remaining: \$0.00

Budget Overview

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Indirect Cost Guide	
Total Allocation	\$110,058.75
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$110,058.75
Indirect Cost Rate	4.46%
Max Available Budget In Categories Eligible for Indirect Cost	\$105,359.71
Max Indirect Cost	\$4,699.04

Filter by Location: All - \$110,058.75 ▼

Line Item Number	Account Number	73300 - Community Services	Total
105 - Supervisor / Director		33,946.00	33,946.00
116 - Teachers		31,500.00	31,500.00
189 - Other Salaries & Wages		25,920.00	25,920.00
201 - Social Security		5,000.00	5,000.00
204 - State Retirement		6,170.00	6,170.00
206 - Life Insurance		40.00	40.00
207 - Medical Insurance		6,002.75	6,002.75
208 - Dental Insurance		300.00	300.00
212 - Employer Medicare		1,180.00	1,180.00
Total		110,058.75	110,058.75
		Adjusted Allocation	110,058.75
		Remaining	0.00

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Student recruitment and retention. The applicant should describe who will be served and the process for student recruitment and retention. The applicant must describe what data will be used to determine student participation in the program. Students must meet the eligibility guidelines mentioned in the Absolute Priority section of the application.

All children in grades K-8 in Elizabethton City Schools are targeted as potential participants in the Extended School Program. Within this group, students who are identified as academically at-risk are specifically targeted to participate in the program. Continuing with a 21st CCLC grant would allow the program to keep our rates lower or free which allows us to serve a larger number of at-risk students. All three elementary schools and the middle school in the system have action plans addressing reading and mathematics achievement and value-added scores. The Tennessee Department of Education provides student achievement data which can be used to identify students who are not projected to score proficient or advanced on the Reading and Mathematics TCAP tests. These students would be targeted to attend the program. The ESP program provides an additional level of intervention for these students. In 2008, Elizabethton City Schools implemented a Response to Intervention (RTI) program for Reading and Mathematics. AIMS Web was selected as the progress monitoring tool for the program. This data would be used in the Extended School Program to identify students in need of supplemental, remedial, and/or enrichment activities for these two academic areas. Students who score in the bottom 25% of their class on the benchmark and progress monitoring assessments will be targeted for entrance into the program. Many times, the classroom teacher is the first to recognize at-risk students; therefore, teacher referrals for students would also be a qualifier for enrollment in the program. Although all students enrolled in Elizabethton City Schools elementary schools are eligible to attend, priority will be given to those students who are on free/reduced lunch, teacher referral and/or principal referral.

Nutritional programs and physical activity. The applicant should describe how snacks will be provided and the type of physical activities that will be offered to students.

Snacks are funded by the United States Department of Agriculture (USDA) through the National School Lunch Program (NSLP). The National School Lunch Program Afterschool Snack Program is a federally assisted nutrition program that fills the afternoon hunger gap for school children. Afterschool snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetables or fruits or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal. For physical activity we are planning to use a new program we have discovered entitled "BOKS". The BOKS program includes lesson plans, training, and support needed to get kids moving for up to 45 minutes a day. It also includes shorter movement breaks, games, and activities tailored to our needs. BOKS can help children not only develop healthy habits to promote optimal growth trajectories but also promote social and emotional skills that can help them better handle stress, peer interactions, and negative feelings it is just what children need and should be broadly scaled. BOKS will help with executive functioning such as improved shift and working memory skills, physical fitness by decreased body fat percentage; increased cardiovascular endurance; and promote increased activity time outside of BOKS. BOKS also includes nutritional knowledge and will increase knowledge of nutritional and healthy living concepts. In a traditional BOKS class, trainers (trained employees) use rotating 12-week plans for class. Every BOKS class includes running and then focuses on a functional fitness skill of the week (like squats, push-ups, or planks), which are incorporated into relays, obstacle courses, and group games. At the end of every class, kids stretch and cool down while listening to the BOKS Bit nutrition tip of the week. BOKS is an adaptive program and includes activities for all children. BOKS also includes what is called a "BOK Burst" which we will utilize at beginning of our day and also sometimes for transitions in between activities. BOKS Bursts are 1 to 10 minute in-classroom physical activities created to help kids stay active and energize their brains for enhanced learning. The programming takes into consideration the typical classroom layout and resources, and all Bursts, whether individual, partner, or team focused, are designed to be performed with minimal space. Bursts are traditionally led by teachers, but training can also be tailored to cover a youth-led model, providing kids a health focused leadership role within the school or classroom.

Program Schedule. The applicant should check the appropriate grade level(s) to be served. For each grade level, indicate if programming will be provided before or afterschool as well as during the summer. The applicant should indicate when transportation will be provided. Enter the total number of hours the program will be open under each day of the week.

Elementary

	Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	<input type="checkbox"/>							0
After	<input type="checkbox"/>	3.00	3.00	3.00	3.00	3.00		15
Summer	<input type="checkbox"/>	10.45	10.45	10.45	10.45	10.45		52.25
ELT Waiver	<input type="checkbox"/>							0

Middle

	Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	<input type="checkbox"/>							0
After	<input type="checkbox"/>	3.25	3.25	3.25	3.25	3.25		16.25
Summer	<input type="checkbox"/>	10.75	10.75	10.75	10.75	10.75		53.75
ELT Waiver	<input type="checkbox"/>							0

High

	Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	<input type="checkbox"/>							0
After	<input type="checkbox"/>							0
Summer	<input type="checkbox"/>							0
ELT Waiver	<input type="checkbox"/>							0

Transportation Plan. All programs/sites must establish a plan for the safe transportation of participants and explain that procedure in the proposal, such as bus transportation, parent pick-up, or walking. All programs will be expected to provide services in a manner consistent with state child care guidelines.

Since the program will be housed in the students home school, the need for transportation is not necessary, unless we take a field trip. Field trips are taken during school break such as Fall Break, Winter Break, Spring Break, and Summers. Elizabethton City Schools graciously provides buses and bus drivers for the extended school program. A transportation request form is filled out when buses are needed for field trips. Per state guidelines we require a permission slip signed by a parent or guardian prior to a student attending a field trip. Parents are given an itinerary and relevant contact information pertaining to the field trip.

All students will be parent pick-up at their home school. When a parent fills out an enrollment application they indicate who is allowed to pick up their student. When a person is authorized to pick up a child they are issued a specific PIN number. They are also directed to download an app on their smart phone that allows them to scan a QR code and sign their student out using their own device. They can either use their unique PIN to sign out their student on our iPad or use the app on their personal device by scanning the QR code and signing on their device. If they choose to scan, it informs the Site Coordinator who is checking the child out through our ProCare childcare software system. Anytime someone is picking up a student for the first time they are asked to show identification so we can verify that they are the authorized person allowed to pick the student up. Once a student is signed out the Site Coordinator radios over a walkie-talkie that the student will be going home. A staff member then radios back that the student is on their way to the front entrance. Once that is done the student is monitored through the school until they reach the check out desk.

Budget - Program Timeline

In this section, the applicant will describe the project timeline for the first year of the program. The timeline should delineate when activities will begin, project milestones, and responsible party (ies). Project milestones should be based on the proposed activities that will be implemented to achieve the performance goals. It is not necessary to identify all project activities. The applicant may use a project chart to outline this information.

July 2022-Review staff availability and hire and train new staff as needed, School year staff orientation will take place and we will purchase and implement trainings for all curriculum-as performed by the director

August 2022- Parent Orientation and Parent Handbook Distribution; registration will begin August 3rd and the program opens on August 8th and new curriculum will begin- as performed by the director and site coordinators

September 2022- Parent Involvement Activity and registration for Fall Break- as performed by the site coordinators, enter assessment data into ELAP- as performed by the director

October 2022- Data Check, update stakeholders- as performed by the director, Fall Break- as performed by site coordinators

November 2022- Parent Involvement Activity and registration for Winter Break- as performed by the site coordinators, verify state issued student ID's are in ELAP- as performed by the director

December 2022- Winter Break- as performed by the site coordinators and Data Check, update stakeholders, enter all FRPL, SpEd, ELL into ELAP- as performed by the director

January 2023- Mid-Year Report, enter teacher emails and Fall 2022 GPA's in ELAP - as performed by the director

February 2023- Parent Involvement Activity, parent survey- as performed by the site coordinators, Data Check- as performed by the director

March 2023- Spring break registration, Possible student surveys, Teacher surveys, Spring Break- as performed by the site coordinators,

April 2023- Summer registration, Parent Involvement Activity- as performed by the site coordinators, Data Check, hire summer staff as needed- as performed by the director

May 2023- Parent Orientation for Summer Program, hire summer staff as needed, last push for Parent and Teacher surveys, End of Year Report- as performed by the director

June 2023- Summer Program begins- as performed by the director and site coordinators, Spring 2023 GPA, school year absentees, ISS, state assessment data, and daily records entered into ELAP- as performed by the director

Resources

[Click here to open the guidance document.](#)

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Community Assets and Opportunities. In this section, the applicant will describe the community assets that exist to support the project. The process used to identify community assets including the key stakeholders who were involved such as parents, students, community members, etc. should also be described. The applicant should broadly discuss how the assets can be used to support the program and improve the program experience for students and families.

The process we used to identify community assets entailed meetings with school system central office staff, parents, students, and community members. In these meetings we talked about all our community has to offer and how each item will add value to our program. We defined an asset as a person, physical structure or place, a community service, and businesses. We are fortunate in our community to have excellent camaraderie among our community members. This gives way to many supporters for our extended school program.

Some of the assets we identified are as follows:

People- Ryan Witten, embraces the opportunity to help athletes ages 9-18 achieve their goals by developing their fundamental physical skills. Ryan has continuously supported the extended school program by volunteering free services during the summer months at our sites. Jamie Ferguson, leads a parent lead program called All Pro Dads. This group meets monthly in the mornings before school and supports families that take part in our program. Joe LaPorte, supports our community by donating funds for things to be built such as new soccer fields, track, and football stadium. We are allowed access to use all of these locations as needed. Tom Taylor, is a local sports broadcaster who is also a supporter of our extended school program. He highlights a student of the month from our program live on his sports broadcasting show. He is an asset to our community by broadcasting various community events for youth through high school sports. He broadcasts these free for the community to view.

Physical Structures/Place - The main community asset for our extended school program would be our school buildings themselves. Elizabethton City School System allows us access to the school buildings in our city. We are allowed access to use three elementary schools and a middle school to house our program. We plan on utilizing West Side Elementary School, East Side Elementary School, Harold McCormick Elementary School, and T.A. Dugger Middle School to house our program. Each of these schools have a gymnasium, cafeteria, media center, and classrooms that we will have access to use. Additionally, the three elementary schools have multiple playgrounds we have access to along with a stage in each gymnasium. The middle school has an auditorium with a stage, and a walking track that can also be utilized in our program. Elizabethton City Schools also provide our program the ability to use their school buses as a means of transportation for field trips. They transport the students and staff to and from multiple locations throughout the school year and summer. We have several city parks that are open for our program to utilize that are within walking distance to each school. These parks are maintained by our parks and rec department. The parks and rec department supports our program by ensuring restroom facilities are unlocked and available when we schedule visits. One of those parks houses our town land mark The Covered Bridge (which spans across the Doe River which flows into the Watauga River) and is beside another town land mark called The Monument. We also have a public library that supports and welcomes our program to use their facilities. The Elizabethton/Carter County Public Library provides a full range of library services to residents and guests of all ages, aiding and supporting their civic, cultural, educational, intellectual, and recreational endeavors. They support our program by offering summer programming as well as sending volunteers to our program to read with our students and offer library card registration. We are within walking distance to the Library at certain sites. We are fortunate to have two State Parks in our county. Sycamore Shoals State Historic Park protects the land that was the location of several important historical events that occurred in the late 18th century. Roan Mountain State Park (RMSP) encompasses more than 2,000 acres dominated by rich hardwood forest along rugged ridges. Doe River goes through the center of RMSP park and supports a healthy population of trout, wildflowers and wildlife. Both of these state parks partner with our program to provide field trip locations and wildlife and historical education. The Tweetsie Trail is a rails-to-trails project of former ET&WNC railroad right-of-way between Johnson City and Elizabethton. The trail provides opportunities for walking, hiking, running, biking, etc. on a relatively flat grade in a beautiful, natural setting. The trail runs right behind one of our elementary schools and we are able to access it anytime we wish. The Appalachian Trail runs the length of our county. Some of the best scenery on the trail is found along that length. The Overmountain Victory trail runs through Elizabethton and intersects with the Appalachian Trail. Every year the story of the Overmountain trail is relived by people in authentic period clothing and gear. Both trails provide a wonderful way for our students to see nature and experience history. We also have several Fire Departments and Police stations in our community. These can be used for

field trip sites and for educational purposes.

Community Services - Services of the Carter County Health Department include: WIC (Women Infants and Children) supplemental nutrition program, EPSD&T "well child" screenings (Early, Periodic, Screening, Diagnostic, & Treatment), vital records (birth and death certificates), dental health services, environmental health, acute primary care services, health promotion, immunizations, nutrition education. They often partner with our program by providing nutritional and health education to our students. Our county also has a Recycling drop off center that accepts cardboard, paper, aluminum, and plastic. Often our kids will do service learning projects that include recycling and we are able to use this center to drop off items. The Senior Citizens Center - often we will do a service learning project by sending cards or other items to the center. There are numerous churches in our county, one hospital and several walk-in health clinics.

Businesses- There are a multitude of local businesses that will often provide free kids meals, coupons, and student or family discounts as well as provide donations or services for our program. In the past we have worked with Fatz, McDonalds, KFC, Applebee's, Dino's Restaurant, Domino's Pizza, Little Caesar's Pizza, Taco John's, J's Corner, Wal-Mart, Lowes, Food City and Ingles Grocery Store.

All of these community assets work together to improve the program experience for students and families by enhancing what our program offers in a way we would be otherwise be unable to do if we were not located in this county. Being surrounded by people who love our kids, history and nature and utilizing those assets within our program gives our students and families more time to connect with and feel supported by the community in which they live.

Performance Goals and Indicators. The Tennessee Department of Education (TDOE) extended learning programs has established a set of performance goals and indicators as a part of the statewide evaluation of 21st CCLC programs. Performance targets were based on statewide data collected during prior program years and/or national targets. A chart of the performance goals and indicators is listed below. Each performance goal aligns with a specific aspect of the department's strategic plan. Indicators are the tools that will be used to measure progress towards goals. The indicators are pre-established and in some cases include TDOE developed instruments such as teacher and parent surveys that will be provided to the grantee.

In this section, the applicant should describe the following: 1. specific program activities that will be implemented to address each performance goal and target; 2. relevant professional development activities pertaining to each goal and performance target and 3. how progress towards performance goals will be shared with stakeholders such as parents, students and school/community partners.

Performance Goal 1: All students will reach high academic standards demonstrating growth in reading/language arts and mathematics.

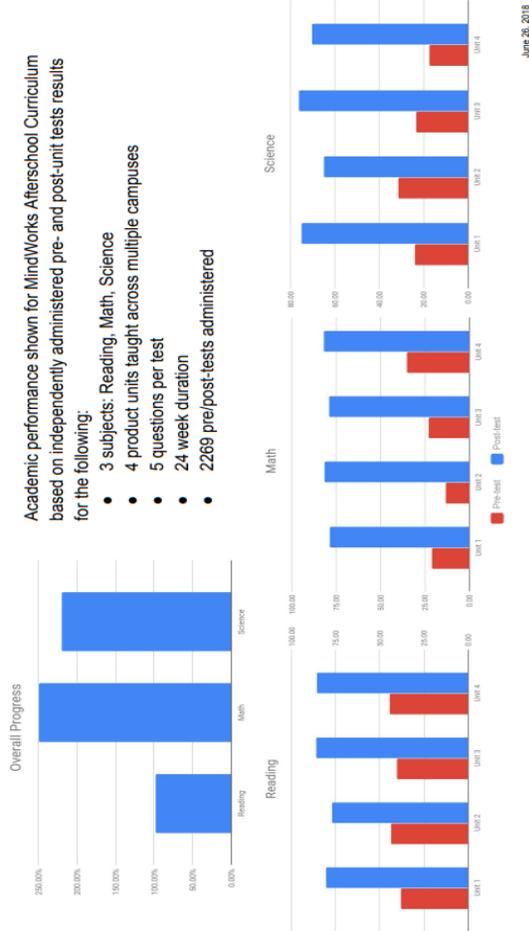
Performance Target(s)	<p>1.1 At least 25% of all students in grades 4-8 who participated in programming during the school year will demonstrate growth in Math state assessments.</p> <p>1.2 At least 40% of all students in grades 4-8 who participated in programming 90 hours or more during the school year will demonstrate growth in Math state assessments.</p> <p>1.3 At least 20% of all students in grades 4-8 who participated in programming during the school year will demonstrate growth in Reading/Language arts state assessments.</p> <p>1.4 1.3 At least 40% of all students in grades 4-8 who participated in programming 90 hours or more during the school year will demonstrate growth in Reading/Language arts state assessments.</p>
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Activities	<p>For this performance target we will mainly be using lessons from our MindWorks curriculum. MindWorks Resources integrates the following best practices into daily, hands-on lessons to promote the development of life-long skills. Learning Skills (Critical Thinking, Creative Thinking, Collaborating, and Communicating); Literacy Skills (Information Literacy, Media Literacy, Technology Literacy Life Skills, Flexibility, and Initiative);and Social Skills (Productivity and Leadership).</p> <p>MindWorks' primary focus is the promotion of language and literacy. Using age-appropriate language, vocabulary, and context within each activity, they focus on promoting students' language development in natural and meaningful ways. Positive behaviors increase and attendance is improved when learning is hands-on and fun! Students are engaged in experimental learning that unfolds naturally in each and every MindWorks lesson.</p>
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No two days are alike: students will look forward to their after-school experience! All learning styles are addressed as our auditory, visual, and kinesthetic instructions engage students in active learning. Academic enrichment is achieved in Math, Science and Language Arts, all infused with STEAM, Social Studies, and Careers. Lessons are easy to implement by facilitators of all experience levels. Lesson preparation time is minimized which frees up valuable time for facilitators to build relationships with students. Facilitator confidence is increased through a consistent and engaging lesson format. Instant out-of-the-box activities are available at a moment's notice. Students' progress is documented through pre- and post-assessments for each set of lessons. Students enjoy learning and staff is comfortable and confident in facilitating lessons using the thoroughly researched, evidence-based, and well-structured program.

Below is an Academic Performance Study for MindWorks. As you can see the growth amount from the pre test to the post test is well over the 25% and even the 40% growth mark. We are hopeful this will be the same for our students as we use this new and exciting hands on learning curriculum.

MindWorks Resources Afterschool Curriculum Academic Performance Study



MindWorks also offers a Family Engagement Kit. Designed for optimal family engagement, either as a school-based family night or at home, each of the ENGAGE Family kits contain three lessons created to encourage family communication, problem-solving, and fun. With engaging projects and a wide variety of materials, the ENGAGE Family lessons are sure to have the entire family involved. Each creative, hands-on lesson provides an overview of the topic for the activity, a materials list, step-by-step instructions for completing the project, and "Let's Talk" questions to promote communication after the project is finished. MindWorks' ENGAGE Family is the perfect way to get the entire family involved in learning!

Professional Development	<p>The curriculum MindWorks offers employee training annually. This will consist of hands on learning for all employees. This training will equip our employees to understand and teach the lessons throughout the year. These trainings cover both Math and Language Arts. Additionally we will supplement the MindWorks training with Y4Y staff training. Y4Y focuses on learning for every staff member at every level of a 21st Century Community Learning Centers program. Research shows that students who attend high-quality afterschool programs are likely to do better in school, make positive choices about their health and well-being, and show improved communication and social skills with peers and adults.</p>
Communicating Results	<p>We will communicate these updates to our stakeholders in our monthly newsletters. Anytime we recognize a student has made growth in Math or Language Arts they will appear in the "Shout Out" section of our newsletter. This will keep parents and students engaged in learning and be proud of the progress they are making. Additionally we will communicate results through the weekly school system newsletter when applicable and on our website. Regular communication with school day teachers will guide us in measuring progress for students in K-3. Progress is more than grades alone. Progress also will be shown in the areas of behavior, social and emotional skills, and absenteeism. This is why regular teacher check ins will prove beneficial to our program. Additionally the school system has given us access to Skyward which is our school management software. Through this system we will be able to track student grades.</p>
<p>Performance Goal 2: All students will reach high academic standards demonstrating growth in all subjects.</p>	
Performance Target(s)	<p>2.1 At least 25% of ALL students in grades 7-8 and 10-12 who participated in programming during the school year and had an unweighted GPA of less than 3.0 the year before, will demonstrate an improved GPA.</p> <p>2.2 At least 50% of ALL students in grades 7-8 and 10-12 who participated in programming 90 hours or more during the school year and had an unweighted GPA of less than 3.0 the year before, will demonstrate an improved GPA.</p>
Activities	

Having a variety of learning tools available in a classroom is absolutely crucial to maintaining students' interest and dynamically appealing to the variety of preferential learning styles with any group of students. VR and AR learning provides a platform of varied, interactive and tactile learning, which appeals to various learning habits and preferences. Virtual reality (VR) technology can be used to add value to traditional teaching methods, creating fully immersive learning experiences where students are encouraged to communicate and collaborate. ClassVR is an all-in-one virtual reality solution that provides everything needed to implement VR into our program. It is designed specifically for the classroom providing headsets, resources, teacher controls and charging stations that help create immersive and engaging lessons. ClassVR gets students excited and fully engaged in learning through virtual reality. ClassVR's pre-printed lesson plans can be used independently by students, or in peer groups, aiding in self-led learning and peer collaboration. Students will be able to discuss topics, then interact with virtual and augmented reality (AR). ClassVR's platform of being able to add, manage and control the varied content provides teachers with a flexible system of being able to change what appears and what the students interact with by one click of a button. This content may be in the form of 360-degree images, 360-degree videos or interacting with 3D models through the use of the ARCube. ClassVR covers lessons on the following subjects: Art, Biology, Chemistry, Personal, Social and Citizenship Education, Design, Technology and Industrial Arts, Drama, Theatre and Performing Arts, Literacy and Language Arts, History, Mathematics, Music, Physical Education, Physics, and Geography. We believe this will fully engage students and excite them about learning. Being able to virtually engage in a variety of subjects will support learning in the classroom and improve the students over all GPA. Some key benefits of VR and AR in the classroom are improved outcomes through increased engagement and better knowledge retention through personal experience. Class VR follows the SAMR model for using technology in the classroom.

Another tool we will use to improve overall GPA is Botley a coding robot. Coding is a basic literacy in the digital age, and kids need to understand and work with the technology around them. Having children learn coding at a young age prepares them for the future. Coding helps children with communication, creativity, math, writing, and confidence. Students who learn the basic concepts of coding will also be learning to problem solve and think creatively. Children who learn to code understand how to plan and organize thoughts. Coding helps children to be able to visualize abstract concepts, lets them apply math to real-world situations, and makes math fun and creative. Through the use of Botley students will learn problem solving, self-correcting errors, critical thinking, analytical thinking, if-then logic, working collaboratively with others, discussion and communication skills, calculating distance, and spatial concepts. These skills will carry over into the classroom and support overall academic growth thus raising the GPA of students.

We will use both of these programs periodically in our family engagement activities so that families are able to experience these wonderful advancements in technology.

Professional Development

All ClassVR users are entitled to unlimited support via phone and email, with access to a suite of resources to help with implementation and training. Subscriptions come with bite-sized lectures on how to get set-up on ClassVR, using the portal and creating your very own VR experiences to make sure you're getting the most out of the headsets. All ClassVR Educational Specialists are fully qualified teachers. They have extensive experience in training teachers how to use technology successfully in the classroom. They understand how to adapt their sessions to meet the needs of staff across the whole range of familiarity with new technologies.

Additionally we will supplement the ClassVR training with Y4Y staff training. Y4Y focuses on learning for every staff member at every level of a 21st Century Community Learning Centers program. Research shows that students who attend high-quality afterschool programs are likely to do better in school, make positive choices about their health and well-being, and show improved communication and social skills with peers and adults.

Communicating Results

We will communicate these updates to our stakeholders in our monthly newsletters. Anytime we recognize a student has made growth in Math or Language Arts they will appear in the "Shout Out" section of our newsletter. This will keep parents and students engaged in learning and be proud of the progress they are making. Additionally we will communicate results through the weekly school system newsletter and on our website. Regular communication with school day teachers will guide us in measuring progress for students in K-6. Progress is more than grades alone. Progress also will be shown in the areas of behavior, social and emotional skills, and absenteeism. This is why regular teacher check ins will prove beneficial to our program. Additionally the school system has given us access to Skyward which is our school management software. Through this system we will be able to track student grades.

Performance Goal 3: The percentage of students who are chronically absent from school will decrease.

Performance Target(s)

- 3.1 At least 50% of ALL students who participated in programming during the school year and missed 18 days or more in the prior school year, will demonstrate an improved attendance rate in the current school year.
- 3.2 At least 75% of ALL students who participated in the programming 90 hours or more during the school year and missed 18 days or more in the prior school year, will demonstrate and improved attendance rate in the current school year.

Activities

We will continue to analyze our strengths and weakness as a program to help with absenteeism. Through our use of ProCare, our childcare management software, we are able to track student attendance so that we can make informed decisions on how to improve. The most direct way we can improve attendance is by finding new ways to connect with parents. Parents are our customers and integrating them into the program will also help improve attendance. By eliminating any communication issues, our program will become an integral part of not only the child's day, but their parents as well. Sharing updates about their children will help to keep them involved. Utilizing social media can also help boost our attendance numbers just by making our work more visible and keeping parents updated. We will engage with parents at checkout times using verbal announcements or updates on how their child is excelling in our program. We will also communicate through our monthly newsletter. We will have students of the month which will make the student be eligible to guest star on a local sports broadcasting show. Attendance will play a large role on which student that is selected monthly.

Students must attend their normal school day in order to attend our afterschool program. We will do an attendance war each month based on grade levels. Which ever grade level has the highest percentage of attendance for that month will get a random reward sometime throughout the following month. Giving the reward randomly will incentivize the student to attend the afterschool program as much as possible which in turn increases daily school attendance.

The best way to identify student absences is by using the attendance data collected through our ProCare childcare software program. If a site coordinator notices that a student has been absent from the after school program, they will check with the building administration to see if the student is having attendance issues during the school day and if so how can they help. Additionally the Site coordinator will reach out to the parent or guardian of the student who has been absent to see if there is any support they can offer.

Another way our program helps decrease absenteeism is by supporting the McKinney Vento homeless assistance program. Any student who qualifies for this program can attend our program free of charge.

<p>Competitive Priority III Activities</p>	<p>We will be using a curriculum called MindUP to address mental health. For nearly two decades, the MindUP Program has been supporting mental wellness for children to thrive in school and throughout their lives. MindUP was created in response to the global epidemic of childhood aggression, anxiety, depression, and suicide. MindUP was developed by a team of experts and focuses on four pillars, neuroscience, social-emotional learning (SEL), positive psychology, and mindful awareness. MindUP provides the vehicle for whole-child, whole-school, whole-community transformation and offers programs that include educators, administrators, families, and adults. We are planning to integrate this into our daily frame work of our programs and be able to help address the mental health of the students we serve. MindUP For Schools is an evidence-based program that has been shown to increase pro-social actions, decrease aggressive behaviors, and improve academic achievement especially in math and language arts. MindUP has been shown to reduce aggression and increase pro-social behaviors. Evidence also demonstrates MindUP's positive impact on academic measures, such as math and language arts. A specific MindUp lesson will be taught monthly at each school by a certified school counselor. The counselor will dive deeper into a specific lesson for that month and then remain at the school for a set amount of time to meet with students one on one that may want to talk to them. A licensed counselor will also be on standby the entire year in case other needs may arise on days they are not at the school.</p>
<p>Professional Development</p>	<p>All employees will be trained on our ProCare system and understand how to accurately track attendance. They will also remind and encourage good attendance practices to the students. Employees will have yearly training on interaction with students. Building these relationships will be key to great attendance records. When the students look forward to spending time with the employees they are more apt to attend. Site coordinators will be trained in parent communication that can be implemented at check out time. This will assist us in knowing how the children are enjoying our program and if there are any issues that student may be have that we can help fix.</p> <p>Additionally we will implement Y4Y staff training. Y4Y focuses on learning for every staff member at every level of a 21st Century Community Learning Centers program. Research shows that students who attend high-quality afterschool programs are likely to do better in school, make positive choices about their health and well-being, and show improved communication and social skills with peers and adults.</p>
<p>Communicating Results</p>	<p>Stakeholders will be able to see ways to interact and connect with our program in our monthly newsletter. We will also feature the student of the month and announce when their sports radio show will be airing so that all can watch. Additionally we will communicate results and showcase the program through the weekly school system newsletter, on the school system website and via social media outlets such as Facebook and Twitter.</p>
<p>Performance Goal 4: All students will exhibit positive behavior changes that support academics and social growth.</p>	
<p>Performance Target(s)</p>	<p>4.1 At least 50% of ALL students who participated in programming during the school year will experience a decrease in the school suspensions compared to the previous year.</p> <p>4.2 At least 75% of ALL students who participated in programming 90 hours or more during the school year will experience a decrease in in-school suspensions compared the previous year.</p>

Activities

To combat unwanted behavior from students that could result in suspension we will be using a curriculum called "Core Essential Values". Through the use of Core Essential Values, we will use monthly value words (or Big Ideas) and a simple application to help focus on developing internal competencies in order to influence outward behaviors. Or in other words, as we tell kids, "Ideas that grow inside you to change the world around you." There are three components that Core Essential Values focus on. The first one is "Treating Others Right". This component focuses on our relationships with others, including the social emotional learning competencies of social awareness and relationship skills. The second component is "Making Smart Decisions". This component is about learning to make choices that incorporate many factors, as is age appropriate. It involves learning how to evaluate, identify problems, and being aware of personal safety and ethical standards. The third component is "Maximizing your potential". This incorporates self-awareness and self-management, and emphasizes long and short-term goals, where age appropriate. In using this curriculum our hopes are to promote character education and turn the tide in student suspensions. Each month there is also an animal and color associated with the value. These have specific meanings that tie back to the value and can be used for visual learners. It is a unique way of engaging students who may love art or animals. It is a visual representation of what value they are being taught for the month. We feel like this program will allow us to give students the tools they need and empower them to become the wonderful little people that they are. Through these core values it will allow students to understand behaviors and change them for the positive. This education of values will also foster and support academic and social growth among students and their peers. This program will help teach them how to feel good about themselves and when to recognize the positive choices they are making in their day to day lives. We will use the framework to show how to be meaningful and align to a bigger vision in our county where local businesses and organizations also focus on these same character traits. We will be able to link these traits to employability skills that ultimately develop better citizens and employees in our community. With all of these tools we think it will influence children to behave in a positive way thus cutting down on the number of suspended students throughout the school year.

**Competitive Priority III
Activities**

We will be using a curriculum called MindUP to address mental health. For nearly two decades, the MindUP Program has been supporting mental wellness for children to thrive in school and throughout their lives. MindUP was created in response to the global epidemic of childhood aggression, anxiety, depression, and suicide. MindUP was developed by a team of experts and focuses on four pillars, neuroscience, social-emotional learning (SEL), positive psychology, and mindful awareness. MindUP provides the vehicle for whole-child, whole-school, whole-community transformation and offers programs that include educators, administrators, families, and adults. We are planning to integrate this into our daily frame work of our program and be able to help address the mental health of the students we serve. MindUP For Schools is an evidence-based program that has been shown to increase pro-social actions, decrease aggressive behaviors, and improve academic achievement especially in math and language arts. MindUP has been shown to reduce aggression and increase pro-social behaviors. Evidence also demonstrates MindUP's positive impact on academic measures, such as math and language arts. A specific MindUp lesson will be taught monthly at each school by a certified school counselor. The counselor will dive deeper into a specific lesson for that month and then remain at the school for a set amount of time to meet with students one on one that may want to talk to them. A licensed counselor will also be on standby the entire year in case other needs may arise on days they are not at the school. We believe that with all of this in place it will promote better suspension rates by taking care of situations before they escalate.

<p>Professional Development</p>	<p>Our staff will have an annual training of these character traits for the year at the beginning of each school year. We will go over the names and meanings and work together to come up with ways to incorporate them in all of our monthly activities. The newsletter will also include a section called "Why the Color" and "Why the Animal", explaining the significance of the color and animal of the month that corresponds with the value of the month. Each employee will be given a jump drive with the curriculum for them to use throughout the school year.</p> <p>Additionally we will supplement the Core Essential Value and MindUP trainings with Y4Y staff training. Y4Y focuses on learning for every staff member at every level of a 21st Century Community Learning Centers program. Research shows that students who attend high-quality afterschool programs are likely to do better in school, make positive choices about their health and well-being, and show improved communication and social skills with peers and adults.</p>
<p>Communicating Results</p>	<p>These values will be communicated to our stakeholders through a monthly newsletter. Teachers, parents, and children will all know the value for that month and be able to utilize it in their daily interaction with the children. The newsletter will include practical ways to live out the value of the month and give conversation starters. Additionally we will communicate results through the weekly school system newsletter, social media outlets and on our website.</p>
<p>Performance Goal 5: All students will continuously be engaged in their learning.</p>	
<p>Performance Target (s)</p>	<p>5.1 At least 50% of ALL students who participated in programming during the school year will demonstrate an improvement in teacher-reported engagement in learning.</p> <p>5.2 At least 75% of ALL students who participated in programming 90 hours or more during the school year will demonstrate an improvement in teacher-reported engagement in learning.</p>
<p>Activities</p>	<p>The assistant site coordinator for each site will meet with teachers regularly at their school and go over the pacing guide so we stay on track. This will allow each school to coincide the lessons being taught in our program with what is being taught in the classroom. With our MindWorks curriculum we will provide hands on learning lessons that are the same concepts being taught in the classroom. This will reinforce the learning and show students practical ways the knowledge can be applied. Doing these lessons will help students be more engaged in the classroom and excited to learn about how the lessons can be applied to everyday life. This engagement in learning will spill over into the classroom and be evident to teachers and to other students.</p>
<p>Professional Development</p>	<p>Site coordinators will be trained on what pacing guides are and how to pick lessons from our curriculum that coincide with what is being taught in the classroom. Presentation skill training will also be done for all employees. The way the lessons are presented will greatly effect the reception of the lessons for the students. When we are excited about learning, the students will in turn become excited both in our program and in the classroom. It becomes less of what we "have" to do and more of what we "get" to do mentality.</p> <p>Additionally we will implement Y4Y staff training. Y4Y focuses on learning for every staff member at every level of a 21st Century Community Learning Centers program. Research shows that students who attend high-quality afterschool programs are likely to do better in school, make positive choices about their health and well-being, and show improved communication and social skills with peers and adults.</p>
<p>Communicating Results</p>	<p>We will communicate in our monthly newsletter what lessons and hands on activities are being taught for each grade level. Our newsletter will contain what is called a "Grade Level Statement". This is an overview for stakeholders about what will be taking place in each grade level at each site. This will detail the hands on lessons that will match up with the pacing guides. Additionally we will communicate results through the weekly school system newsletter, social media outlets and on our website.</p>

Performance Goal 6: Family engagement will be embedded in the entirety of the program.

<p>Performance Target (s)</p>	<p>6.1 At least 90% of all families with children/youth who participated in the program will report that the program offers useful resources and materials such as workshops on homework assistance, parent advocacy, adult education classes, etc.</p> <p>6.2 At least 90% of all families with children/youth who participated in the program will report that there is always program staff available to discuss individual student needs.</p> <p>6.3 At least 90% of all families with children/youth who participate in the program will report they that the program provides an open, welcoming environment for families.</p>
<p>Activities</p>	<p>Useful resources are available to both the families and the children through many different mediums. We will have a monthly newsletter with activities parents can do with their student at home. This will help keep them informed with what their child is learning in our program. This can create conversations that are crucial in the students learning.</p> <p>We will also offer a Parent Involvement Activities every Quarter. Parent involvements will be planned at various times during the program and take into account the parent's work schedule. These will allow students and parents to learn and grow together. We will alternate subjects for these involvements making sure to cover a variety of topics. We will make the activities relatable to what is going on in culture and in our community. These will also sometimes include a service learning project to benefit our community. Parents are encouraged to attend any scheduled field trips with their student. Parents also know that we are a transparent program and have an open door policy. If ever any question arose they would feel comfortable to talk to us about it.</p> <p>There will be an assistant site coordinator at each school and will greet the parents at pick up. They will be available daily to discuss any individual student needs. The program director is also available at any time to discuss with parents any concerns or specific needs they have as a family or they have for their student. Through communication with the other staff the site coordinator will make an effort to communicate to each parent something interesting /positive that their child did or said at least once a week. The site coordinator will also ask parents regularly for input about their child's needs.</p> <p>We will also have community resources available for families. We will have an area where resources are located and will allow for privacy and confidentiality. Resources will include mental & physical health, nutrition, housing, freebies, etc. We will also provide parents with a parent handbook. This handbook explains all program policies and procedures that families need to know. Family friendly language is used, not jargon or acronyms, in all written communications to families. We will also offer a parent suggestion box at each site and we will be prepared to address parents' suggestions constructively.</p> <p>During Staff Orientation the program will have training on how staff can make an effort to understand and respect cultural differences, to be non-judgmental, and keep an open mind about all families. Staff receive training and support in being aware of their own "cultural lenses" and/or biases, and how to be respectful of families and children no matter their backgrounds and cultural identifiers such as ethnicity, education level, race, sexual orientation, employment status, language, disability, socioeconomic status, etc.</p> <p>Another way we will engage with our parents will be at pick up time. Once quarterly we will have a gift for them at pick up. We will have "Mocha's for Moms" and "Doughnuts for Dads". Upon check out of their child the moms will be given the opportunity to make a cup of coffee and the dads will be given a doughnut. This will produce reciprocity and harbor good connections with parents. When they feel like we are giving to them they will in turn give to us in ways that will be beneficial to the program such as giving us more information on how to serve them as a family or giving of their time to help organize an event.</p>
<p>Competitive Priority III Activities</p>	<p>We will offer parent engagement using our MindUp program. This will allow parents access to the same lessons that their children are being taught to address mental health. Monthly a certified counselor will dive deeper into a specific lesson for that month and then remain at the school for a set amount of time to meet with students one on one as needed. A licensed counselor will also be on standby for additional family or student needs. We will have an area that parents can access upon pick up where resources are located and will allow for privacy and confidentiality. Resources will include mental & physical health, nutrition, housing, freebies, family activities, etc.</p>

Professional Development	All staff will be trained on the MindUp curriculum. They will also undergo training through Youth for You, an online training resource, for "Family Engagement" and "Creating a "Positive Learning Environment". These tools will assist them in building parent advocacy, and engaging with families while creating a welcoming environment that is open for communication.
Communicating Results	Each site will have its own location on resources that will be available to all stakeholders. We will also list resources in our monthly newsletter. When a suggestion is made in a suggestion box that will also be talked about in the monthly newsletter along with how we plan to address the comment. Additionally we will communicate results through the weekly school system newsletter and on our website.
Competitive Priority II Out of School Time Career Pathways. Competitive priority points will be awarded to applicants that propose to do one or more of the following:	
<ul style="list-style-type: none"> • Provide work based learning opportunities for students during extended learning/out of school time • Provide opportunities for students to prepare and sit for industry recognized certification exams 	
In this section, the applicant should describe the work based learning and/or certification opportunities that will be available to high school students who participate in the program.	
<p>Partnerships. In this section, the applicant should describe how partnerships have or will be formed to carry out the project goals. A signed copy of the memorandum of agreement with the school district(s) must be completed and submitted with the application as well a statement of collaboration and partnership agreement form for each partner.</p> <p>Partners are invaluable to an after-school program. They support not only the program, but the students and families of the program. We rely on our partners to bring community into the school. This allows our students to feel more a part of the community and hopefully will give them a sense of ownership in their community. We have various partnerships that have eagerly agreed to work with us. Community-based organizations are also a key component to our after-school program in the fact that we will rely on their support in many ways. It is always with great pride that schools have collaboration within the community, and this is no exception to our Extended School Program. We believe that by joining together resources and knowledge we can create and maintain a first-rate program to help our children and area. We will ensure that all our partners collaborate and work together to have full success for each student. All communication will take place through the program director. In the absence of the director, the assistant director will be the back-up designee. To make sure we have successful partnerships we will measure the productivity monthly by accessing our original goals, the student's overall accomplishments, and the staff's feedback. To maintain the progress and success for all partners working together we will hold semiannual meetings that will include any member of the partnership, staff, and community who would like to discuss the progress happening with students academically and socially. At the end of each meeting adjustments will be made to the program to its benefit. Since this is a technology-based world we live in, email will be an important aspect of communication as well between all partners and our program. We have secured partnership with several community partners. Elizabethton City Schools agrees to provide our program sites that include all utilities including a landline phone; use of office space; use of computer lab, library, and gymnasium; janitorial services; and maintenance of facilities. Additionally, Elizabethton City Schools will provide access to dye cut machine; book keeping services, payroll services; nutrition services; copy machines, include ESP staff in any relative trainings offered by the system and provide maintenance for all equipment. Elizabethton Chick-fil-A has agreed to donate four free kids meals monthly for our students of the month award. Tom Taylor Sports Show a six-time Associated Press Sportscenter of the year, agrees to announce our students of the month for elementary and middle school on the Tom Taylor Sports Show. This will take place on air at a sporting event and will allow the students to guest star for a short segment during the broadcast. The time and date will vary from month to month. The Coordinated School Health with Elizabethton City Schools agrees to offer quarterly health/wellness newsletters for parents; plan nutrition education classes for parents and students, as well as give parents strategies for increasing physical activity at home. CSH will offer general support for enhancing the health and wellness of our program's students in the form of lessons and resources from the Health Smart Curricula. CSH will measure the student's height and weight to calculate Body Mass Index at the beginning of the school year. CSH will provide training and resources to encourage students to participate daily moderate to vigorous physical activity that is developmentally appropriate, enjoyable, and involves a variety of activities. The Carter County Health Department shall partner</p>	

with our program through their health educator to offer health promotion classes to the students in our program. The health educator will coordinate with ECS staff to plan curricula that promotes physical activity, nutrition, and wellness. Elizabethton Parks and Recreation agrees to provide special events throughout the year exclusively for our program. These will include an annual meet and greet with Santa and a special story time at the elementary schools. They will also have a Lego event hosted at the Parks and Rec Center, and a Glow Dodgeball competition. We will provide transportation to the students from each site to attend these events. Additional, Elizabethton Parks and Rec agrees to provide access to the restroom facilities at the city parks when we are scheduled to be at any park within city limits. Sycamore Shoals State Park has agreed to host a field trip for our students offering programming that covers the history of the state of Tennessee as well as the history of the City of Elizabethton. Additionally, the park will allow our program to host scavenger hunts and walks along and on the park trail. The Elizabethton/Carter County Public Library agrees to end as representative to the middle school once a month to discuss things such as genealogy and Tennessee History. Additionally, they will send a representative each month to read age appropriate books to the students. They will also campaign a library card initiative with the students at all schools to get them excited about coming and checking out books.

Sustainability. Applicants are asked to describe the process for continuing the project after grant funding is no longer available. The sustainability plan should be detailed. The applicant should include in this section a list of in-kind contributions that includes the source and approximate dollar amount.

In order to sustain the program apart from grant funding we would target our at risk population who would need support outside of the regular school day. This would include students who are identified as academically at-risk. Students who are not projected to score proficient or advanced on the Reading and Mathematics TCAP tests and students who qualify for the Response to Intervention (RTI) program for Reading and Mathematics. This data would be used in the Extended School Program to identify students in need of supplemental, remedial, and/or enrichment activities for these two academic areas. Students who score in the bottom 25% of their class on the benchmark and progress monitoring assessments will be targeted for entrance into the program. Many times, the classroom teacher is the first to recognize at-risk students; therefore, teacher referrals for students would also be a qualifier for enrollment in the program. By streamlining who services are offered to, our budget for staffing and consumable items would significantly decrease which helps in sustaining the program. Non-consumable items such as curriculum, equipment, and community assets will still remain intact and will be utilized to further sustain the program. Activities will be focused on those that achieve desired outcomes. During our partnership meetings sustainability activities will be made known and discussed with partners and stakeholders.

In partnership meetings fundraiser and scholarship options will be discussed to sustain the program. Possibilities might include, a golf tournament, a community yard sale, a dessert auction, etc. To further sustain the program we would seek out in-kind donations from local businesses and community stakeholders. An income based fee designed to replicate the structure that the department of human services utilizes would be implemented. These fees would be collected once a year at registration. The amount would be determined based upon fundraising efforts. However no child will be excluded from attending the program if the student is not capable of paying the annual fee. Fees will be deposited on an as needed basis throughout the school year and will be managed by the school system.

Resources

[Click here to open the guidance document.](#)

Related Documents

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

Optional Documents		Document/Link
Type	Document Template	
(21st CCLC/LEAPS) Statement of Collaboration/Partnerships	Statement of Collaboration Form Template	Elizabethton Parks and Recreation Center Sycamore Shoals State Park Elizabethton Chick-fil-A Elizabethton Carter County Public Library Elizabethton City Schools, Carter County Health Department, Coordinated School Health Tom Taylor Sports Show
(21st CCLC/LEAPS) Proof of D-U-N-S/UEI and System for Award Management (SAM) registration [Upload up to 2 document(s)]	N/A	SAM and DUNS
(21st CCLC/LEAPS) Most recent audit or financial review [Upload up to 2 document(s)]	N/A	Audit Report 2021
(21st CCLC/LEAPS) Memorandum of Agreement (required for CBOs)	Memorandum of Agreement Form	Memorandum Agreement
(21st CCLC/LEAPS) 501c(3) Determination Letter (required for CBOs) [Upload up to 1 document(s)]	N/A	
(21st CCLC/LEAPS) IRS 990 (if applicable) [Upload up to 1 document(s)]	N/A	
(21st CCLC/LEAPS) Private Schools Consultation (CBOs)	Documentation of Private Schools Participation	Private Schools
(21st CCLC) Expanded Learning Time Plan [Upload up to 1 document(s)]	N/A	
(21st CCLC/LEAPS) Program Fees and Income Description	N/A	(21st CCLC/LEAPS) Program Fees and Income Description

Assurances

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - 21st CCLC Cohort 2022

- I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant. - Check box to agree.
- I FURTHER CERTIFY that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge. - Check box to agree.

Name of Applicant Agency Administrator: _____

Certify Date: _____



21st CCLC General Assurances

Assurance is hereby provided that:

1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The programs and services provided with federal funds under this grant will be operated so as not to discriminate on the basis of age, sex, race, national origin, religion, creed, or disability.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
4. The activities and programs that will be performed under this grant will be used to supplement services and not supplant funds from non-federal sources.
5. The grantee will require the entity and its principals involved in any subtier covered transaction paid through federal funds, that requires such certification, to ensure it/they are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a federal department or agency. {EDGAR-Part 85}
6. The grantee will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives as appropriate.
7. The grantee will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.
8. This program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
9. The grantee will cooperate in carrying out any evaluation of this program conducted by or for the state educational agency, the secretary, or other federal officials.

10.	The grantee will comply with civil rights and nondiscrimination requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries.
11.	The grantee will use fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.
12.	The grantee will (a) make reports to the Tennessee Department of Education and the U.S. Secretary of Education as may be necessary to enable the state and federal departments to perform their duties under this program; and (b) maintain records, provide information, and afford access to the records, as the department or the U.S. Secretary of Education may find necessary to carry out their duties
13.	Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant state and local funds that, in the absence of such funds would otherwise be spent for activities under this section.
14.	The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Tennessee Department of Education.
15.	No board or staff member of a grantee will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family.
16.	Before the plan was submitted, the grantee afforded a reasonable opportunity for public comment on the plan and has considered such comment.
17.	Any printed (or other media) description of programs will state the total amount being spent on the project or activity and will indicate the percentage of funds from the federally funded programs.
18.	The grantee will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
19.	The grantee will administer such funds and property to the extent required by the authorizing statutes.

Program Specific Assurances

Assurance is further provided that:

20.	The program will take place in a safe and easily accessible facility.
21.	The proposed program was developed and will be carried out in active collaboration with the schools the students attend.
22.	The program will primarily target students who attend schools eligible for school-wide programs under Section 1114 and the families of such students.
23.	Funds under this part will be used to increase the level of state, local, and other non-federal funds that would, in the absence of funds under this part, and in no case supplant federal, state, local, or other non-federal funds.
24.	The community will be given notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application.
25.	The program will be provided in a manner that meets the minimum, basic requirements of state child care guidelines.

Carryover

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - Final Expenditure Report

Grant	Allocation	Expenditures	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
21st CCLC Cohort 2022	\$110,058.75	\$110,058.75	\$0.00		

Elizabethton (101) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 4 - Grant Award Notification (GAN)

GAN Award Date:	7/1/2022
Federal Award Identification Number:	S287C220043
Period of Performance:	7/1/2022 to 9/30/2023
Budget Period of Performance:	7/1/2022 to 9/30/2023
Grant Name:	21st Century Community Learning Centers Program
Project Total:	\$22,847,336.00
Federal Granting Agency:	U.S. Department of Education
Assistance Listing Number (CFDA#):	84.287C
Federal Award Project Description:	21st Century Community Learning Centers Program
Pass Through Entity:	Tennessee Department of Education
Subrecipient Grant Award Notification Date:	8/18/2022
Original Allocation	\$0.00
Funds Obligated by this Award/Revision:	\$110,058.75
Total Project Funds Obligated to Subrecipient:	\$110,058.75
Revised Allocation:	N/A
Revised Allocation Date:	N/A
Approved Indirect Cost Rate:	4.46%
UEI Number:	MP87VN3EF127

TERMS, CONDITIONS AND FUNDING: THIS GRANT AWARD IS MADE SUBJECT TO ALL APPLICABLE STATUTES, REGULATIONS AND FUNDING LIMITATIONS IN EDGAR 2CFR200.331

The sub-grantee will permit the State and auditors to have access to the sub-grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this grant.

This grant award is subject to the appropriation and availability of Federal grant funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to discontinue the Grant.

As deemed appropriate during the fiscal year, any condition could be added, and a modified grant award letter issued.

This is not a R&D grant.

You are authorized, in carrying out this grant, to utilize the higher threshold set for micro-purchase and simplified acquisition thresholds for federal assistance under this grant established by recent statutory changes. These statutory changes raise the threshold for micropurchases under Federal financial assistance awards to \$10,000 and raise the threshold for simplified acquisitions to \$250,000 for recipients.

*Under the "Tydings Amendment," Section 421(b) of the General Education Provisions Act, 20 U.S.C. 122(B), Any funds that are not obligated at the end of the federal funding period shall remain available for obligation for an additional period of 12 months.

Direct Contact	Direct Contact Email	USEd Program Contact	Program Contact Email	TDOE Program Contact	Program Contact Email
Morgan Campey	Morgan.Campey@tn.gov	Julie A Coplin	Julie.Coplin@ed.gov	Brinn Obermiller	Brinn.Obermiller@tn.gov

Resources

[LEA Grant Award Notification Overview](#)

Grant Award Notifications from FY15-FY22 are stored in the LEA Document Library.



XQ SPF Product Testing Agreement and Supplement to Grant Agreement for Elizabethton High School

August 3, 2023 (“Effective Date”)

Jon Minton
Elizabethton High School
907 Jason Witten Way
Elizabethton, TN 37643

Re: The XQ SPF Design Collaborative

Dear Jon Minton:

XQ Institute, a California nonprofit public benefit corporation (“XQ”), is pleased to work with Elizabethton High School, a Tennessee school (“School”) on a product testing relationship for the XQ Student Performance Framework (“SPF”) (the “Design Collaborative”) in accordance with this agreement (this “Agreement”). This Agreement is legally binding and will be effective upon XQ’s receipt of a copy of the Agreement signed by an authorized representative of the School. Please read the terms and conditions of this Agreement carefully. This Agreement is intended as a supplement to that certain Amended and Restated XQ Grant Agreement dated as of July 1, 2019 between XQ and School, as amended, (the “Existing Grant Agreement”). Except as expressly supplemented hereby, the Existing Grant Agreement shall continue in full force and effect in accordance with the provisions thereof on the date hereof, provided that if the Existing Grant Agreement is no longer in effect by its own terms (e.g., expiration or termination), the terms thereof shall be deemed in effect with respect to this Agreement only. All provisions contained in the Existing Grant Agreement shall govern this Agreement except as expressly modified below. Capitalized terms used but not defined herein shall have the meaning given to such term in the Existing Grant Agreement. In the event of any conflict or inconsistency between the terms and conditions of this Agreement and the terms and conditions of the Existing Grant Agreement, the Existing Grant Agreement shall govern and control.

TERMS AND CONDITIONS

- 1. XQ SPF Design Collaborative.** The XQ SPF Design Collaborative is a group of experienced educators who will work together to actively engage with tools of the XQ SPF to help provide rapid feedback to XQ and engage in user-centered co-design. These participants will have experience in implementing high quality learning experiences connected to competencies. Participants will meet virtually as a group, communicate within an online community and share stories of learning. The group will be facilitated by XQ and XQ partners. The Design Collaborative shall be conducted in a manner that does not permit personal identification of students by anyone other than representatives of the School or

XQ or its designated third party with legitimate interests in such information as set forth below. As used herein, “Student Work” shall refer to student work product during the Design Collaborative.

2. **Student Information.** In connection with the Product Testing, XQ or its designated third party (e.g., Getting Smart) will receive certain student data from School, including students’ Google Classroom-linked email addresses, names, photos, grade level, performance in math (e.g., whether the student is “on grade level”), standardized test scores in math, Student Work and any other information provided through the products tested (collectively, the “Student Information”). The parties agree that for the purposes of the Family Educational Rights and Privacy Act (“FERPA”), XQ or its designated third party shall be considered a School Official, under the control and direction of School as it pertains to the use of Student Information.
 - a. **Parent Access.** To the extent required by law, School shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Student Information and correct erroneous information, as well procedures for the transfer of student-generated content to a personal account, consistent with the functionality of the products tested. XQ shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for a school to respond to a parent or student, whichever is sooner) to School’s request for Student Information in a student’s records held by XQ or its designated third party to view or correct as necessary. In the event that a parent or other individual contacts XQ to review any of the Student Information accessed pursuant to the products tested, XQ shall refer the parent or individual to School, who will follow the necessary and proper procedures regarding the requested information.
 - b. **Use and Storage of Student Information.** XQ shall use Student Information solely in connection with and to the extent necessary for (x) the Product Testing, (y) research and development of the SPF, and (z) uses by XQ in connection with the promotion and demonstration of XQ’s work with School and/or the SPF (in accordance with the other terms and conditions hereof). XQ shall not disclose any Student Information except as directed by School; provided, however, that this prohibition shall not apply to (1) anonymized aggregate summaries of Student Information or anonymized samples of Student Work or (2) Student Information shared with research and development partners for the limited purpose of researching and developing the SPF and the supporting products. XQ shall require all of XQ’s employees, consultants, and agents who have access to Student Information to comply with all applicable provisions of this Agreement. Where required by applicable law, Student Information shall be stored within the United States. Upon School’s written request, XQ will provide a list of the locations where Student Information is stored. XQ shall use safeguards reasonably designed to protect Student Information from unauthorized access, disclosure, acquisition, destruction, use, or modification. In the event of a known unauthorized release, disclosure or acquisition of Student Information that compromises the security,

confidentiality or integrity of the Student Information maintained by XQ, XQ shall provide notification to School within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of such incident by law enforcement.

3. **School Commitments.**

- a. **Education Regulation.** If and to the extent that the SPF and any materials or actions hereunder (including, without limitation, any interaction between XQ and the School's teachers and/or administrators) qualify as "curriculum" that is governed by local, state, federal or international laws, rules, or regulations (each, an "Education Regulation"), School shall take all steps necessary to ensure that the SPF and any other materials provided or actions taken under this Agreement comply with any such Education Regulation.
- b. **Protection of Personal Information.** School shall conduct the Product Testing in compliance with (i) all applicable laws regarding personal information and privacy and (ii) all best practices applied by School with respect to any student information or data obtained by the School, including taking reasonable precautions to secure usernames, passwords and any other means of gaining access to Student Information. School shall not provide XQ with Student Information for any student under the age of 13 without XQ's prior written approval. School shall be responsible for obtaining all necessary parental consents in connection with the Product Testing including parental consents required by FERPA (if any) and other applicable state and federal laws to enable the transfer and processing of Student Information under this Agreement; School will provide XQ with copies of any applicable consents upon request. School shall notify XQ promptly of any known unauthorized access to Student Information and will assist XQ in any efforts by XQ to investigate and respond to any unauthorized access.
- c. **Feedback.** School acknowledges and agrees that detailed feedback is vital to the success of the Product Testing, and agrees to promptly obtain and promptly provide XQ with detailed information (in each case, as requested by XQ) regarding student and teacher feedback on the SPF (including, without limitation, any technology or application utilized in connection therewith). In addition, and without limiting the foregoing, XQ shall also collect feedback in connection with the Pilot, which feedback may be in the form of a photograph, videotape, audio-recording or any other recording format ("Recordings"). The parties agree that XQ shall have all right, title and interest in any and all Recordings.

4. **Licenses; Ownership.**

- a. **Licenses.** XQ hereby grants to School the following licenses:
 - i. a limited, nonexclusive, non-sublicensable, non-transferable, revocable license to use and exploit the SPF and all of XQ's Intellectual Property contained or otherwise embodied in the SPF (collectively, the "SPF IP")

with teachers, administrators, students, and other persons at the School solely for the purpose of conducting the Product Testing during the Term in accordance with all instructions provided by XQ; and

- ii. a limited, perpetual, nonexclusive, non-sublicensable, non-transferable, revocable license to use and exploit all of XQ's Intellectual Property referenced in Section 4.b.ii with teachers, administrators, students, and other persons at the School solely for the purpose of conducting the Product Testing in accordance with all instructions provided by XQ.

As used herein, "Intellectual Property" includes, without limitation, copyrights, works of authorship (whether copyrightable or not), educational materials, records, trademarks, logos, trade dress, drawings, designs, patents, inventions (whether patentable or not), improvements, developments, discoveries, information and trade secrets.

- b. **Ownership of Agreement IP.** The parties agree that all Agreement IP is the sole property of XQ, and any and all Agreement IP which is created by School (including, without limitation, by any student or teacher) shall constitute a "work made for hire." "Agreement IP" means (i) the SPF IP, (ii) any Intellectual Property that is developed, in whole or in part, through the piloting of the SPF at the School, and (iii) any Intellectual Property that is derived from the foregoing; provided, however, that Student Work shall not constitute Agreement IP.. School shall not, except with express prior written approval from XQ, produce, reproduce, distribute, publish, copy, sell, offer to sell, license, sublicense, or otherwise use Agreement IP for any purpose outside of those explicitly allowed by this Agreement. XQ may grant or withhold such approval in its sole discretion.
- c. **Further Assurances.** At XQ's cost and expense, School will promptly cooperate with any requests by XQ relating to any and all actions to be taken in order to ensure that XQ's rights in the Agreement IP (as defined below) are secured or perfected.
- d. **License to School Marks for Promotional Purposes.** School hereby grants to XQ a perpetual, irrevocable, nonexclusive, sublicensable license under all trademarks and trade names owned or otherwise licensable by School that relate to School ("School Marks") solely for use by XQ in connection with the promotion of School, the SPF and other non-commercial and educational purposes. School represents and warrants that it owns or controls the rights necessary to grant a license under any trademarks hereby licensed to XQ. Use of School Marks by XQ inures to the benefit of School.

5. **Term and Termination.**

- a. **Term.** This Agreement shall commence on the Effective Date in the 2023-2024 school year and end on June 30, 2024, unless earlier terminated as set forth in Section 5.b below (the "Term").

- b. **At Will Termination.** Either party may terminate this Agreement for convenience upon ten (10) days' written notice (email is sufficient).
 - c. **Effect of Termination; Remedies.** Upon termination, School shall immediately return to XQ (i) all Agreement IP that School has in its possession or control, and (ii) all Confidential Information owned by XQ that School has in its possession or control. This Agreement may be enforced by XQ by an action for specific performance and injunctive relief or by any other appropriate remedy by any court having jurisdiction. School acknowledges and agrees that XQ shall have the legal standing necessary to bring any suit it deems necessary to enforce the terms of this Agreement. XQ may also avail itself of any other remedies available by applicable Law.
 - d. **Survival.** In addition to any other sections of this Agreement that explicitly state their survival after expiration or termination of this Agreement, the provisions of Sections 3.b (Protection of Personal Information), 3.c (Feedback), 4.b (Ownership of Agreement IP), 4.c (Further Assurances), 5.c (Effect of Termination), 6 (Arbitration of All Disputes, Claims, or Controversies) and 7 (Governing Law) shall survive the termination or expiration of this Agreement.
6. **Arbitration of All Disputes, Claims, or Controversies.** Any and all disputes, claims or controversies in any way arising out of, related to, or connected with this Agreement or the subject matter hereof, will be determined exclusively by confidential, final, and binding arbitration, in accordance with the then existing Comprehensive Arbitration Rules and Procedures of JAMS, in San Francisco, California. Disputes, claims, and controversies subject to final and binding arbitration include, without limitation, all those that otherwise could be tried in court to a judge or jury in the absence of this agreement to arbitrate. By agreeing to submit all such disputes, claims, and controversies to binding arbitration, the parties expressly waive any rights to have such matters heard or tried in court before a judge or jury or in another tribunal. Any award will be final, binding, and conclusive upon the parties, subject only to judicial review provided by statute, and a judgment rendered on the arbitration award can be entered in any state or federal court having jurisdiction thereof. The prevailing party in any action, arbitration, or other proceeding by which one party to this Agreement seeks to enforce its rights under the Agreement shall be entitled to recover its attorney's fees and all costs, fees, and expenses incurred in connection with said action, arbitration, or proceeding. THE PARTIES UNDERSTAND THAT BY ENTERING INTO THIS AGREEMENT TO ARBITRATE THE PARTIES ARE WAIVING ANY RIGHT TO A JURY OR COURT TRIAL, TO THE EXTENT PERMITTED BY LAW.
7. **Governing Law.** This Agreement will be interpreted and construed in accordance with, and governed by, the laws of the State of California and the United States of America, without regard to conflict of law principles.
8. **No Waivers.** The failure of any party to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights. The exercise of any right or remedy by XQ shall not bar or preclude the exercise of any other right or remedy by XQ, and no

acknowledgement of School's improper compliance with this Agreement in any instance shall be considered a waiver of any of XQ's rights under this Agreement.

9. **Entire Agreement; Amendments.** This Agreement supersedes any prior or contemporaneous oral or written understandings or communications between the parties with respect to the subject matter hereof (SPF Design Collaborative product testing). This Agreement may not be amended or modified, except in a writing signed by both parties.
10. **Notice.** Any notice, report or record required or permitted under the terms of this Agreement or required by applicable Law must be in writing and must be: (i) delivered in person; (ii) sent by first class registered mail, or air mail, as appropriate; (iii) sent by overnight air courier; or (iv) delivered to a verified e-mail address with receipt confirmation, in each case, as applicable, properly posted and fully prepaid to the address set forth below. Either party may change its address for notice by notice to the other party given in accordance with this Section 10. Notices will be considered to have been given at the time of actual delivery in person or to a verified e-mail address with delivery confirmation, three (3) business days after deposit in the mail as set forth above, or one (1) day after delivery to an overnight air courier service.

Notices to XQ should be addressed to: XQ Institute, 248 3rd Street #319, Oakland, CA 94607, Attention: Legal & Grants or e-mailed to: legal@xqinstitute.org and katie@xqinstitute.org.

Notices to School should be addressed to: Jon Minton, Elizabethton High School, 907 Jason Witten Way Elizabethton, TN 37643 or e-mailed to: jon.minton@ecschoools.net.

11. **Successors; No Assignment.** This Agreement shall bind and inure to the benefit of the parties and their respective successors, permitted assigns, legatees, designees, legal representatives, executors and administrators. School may not assign this Agreement except upon express prior written approval from XQ. Any attempted assignment in violation of this Section 11 shall be void.
12. **Counterparts.** This Agreement may be executed in counterparts, each of which shall constitute an original, but both of which, when taken together, shall constitute only one agreement.

[Signature Follow]

Sincerely,

Russlynn Ali, CEO
XQ Institute

Accepted on behalf of Elizabethton High School by:

Authorized Signature

Date

Name

Title

Allocations

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - Allocations

	(1)	TN ALL Corps	Total
Original	\$562,800.00	\$562,800.00	\$562,800.00
Incoming Carryover	\$12,966.01	\$12,966.01	\$12,966.01
Outgoing Carryover	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00
FER Released	\$0.00	\$0.00	\$0.00
Total	\$575,766.01	\$575,766.01	\$575,766.01

Elizabethhton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

LEA ID#

101

LEA Name

Elizabethhton City Schools

LEA Official Address

Street

804 S. Watauga Ave

City

Elizabethhton

Zip Code

37643

Phone

423-547-8000

LEA Website

<https://www.ecschools.net/>

Director of Schools

Name

Mr. Richard VanHuss

Email

richard.vanhuss@ecschools.net

Phone

423-547-8000

TN ALL Corps Point of Contact

Name

Dr. Myra Newman

Email

myra.newman@ecschools.net

Phone

423-547-8000

Budget

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

Account Number	Total
71100 - Regular Instruction Program	\$530,418.01
71200 - Special Education Program	\$0.00
72120 - Health Services	\$0.00
72210 - Support Services/Regular Instruction Program	\$45,348.00
72220 - Support Services/Special Education Program	\$0.00
72250 - Education Technology	\$0.00
72310 - Board of Education	\$0.00
72410 - Office of the Principal	\$0.00
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00
73300 - Community Services	\$0.00
76100 - Regular Capital Outlay	\$0.00
Total	\$575,766.01
Adjusted Allocation	\$575,766.01
Remaining	\$0.00

Budget Detail

Elizabethhton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

71100 - Regular Instruction Program - \$530,418.01

Budget Detail

Narrative Description

Account Number: 71100 - Regular Instruction Program

Line Item Number: 116 - Certified Teachers

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethhton (101)

Quantity: 1.00

Cost: \$202,952.00

Line Item Total: \$202,952.00

Four (4) FTE TN All Corps Teacher positions for each school to operate in-school tutoring program. Teachers salaries are based upon our system's Teacher Salary Schedule. Full teachers salary will be paid from TN ALL Corps grant. Teachers salary is an average \$50,738.

Account Number: 71100 - Regular Instruction Program

Line Item Number: 163 - Educational Assistants

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethhton (101)

Quantity: 1.00

Cost: \$159,320.00

Line Item Total: \$159,320.00

Ten (13) FTE TN All Corps Instructional Assistants to assist with in-school tutoring program at four schools. Instructional Assistants salary are based upon our system's Assistant Salary Schedule. Half of the Instructional Assistant salary will be paid from TN ALL Corps grant and the remaining half will be paid from ESSER 3.0. An average of each Instructional Assistant salary will be \$12,255.38 from TN ALL Corps Grant.

Total:

Account Number: 71100 - Regular Instruction Program

Line Item Number: 201 - Social Security

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$22,460.00

Line Item Total: \$22,460.00

Social Security for TN All Corps teachers (4) FTE and instructional assistants (13) FTE

Account Number: 71100 - Regular Instruction Program

Line Item Number: 204 - State Retirement

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$33,823.00

Line Item Total: \$33,823.00

State Retirement for TN All Corps teachers (4) FTE and instructional assistants (13) FTE

Account Number: 71100 - Regular Instruction Program

Line Item 206 - Life Insurance

Life Insurance for TN All Corps teachers (4) FTE and instructional assistants (13) FTE

Number:

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$655.00

Line Item Total: \$655.00

Account Number: 71100 - Regular Instruction Program

Line Item Number: 207 - Medical Insurance

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$80,123.00

Line Item Total: \$80,123.00

Account Number: 71100 - Regular Instruction Program

Line Item Number: 208 - Dental Insurance

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Medical Insurance for TN All Corps teachers (4) FTE and instructional assistants (13) FTE

Dental Insurance for TN All Corps teachers (4) FTE and instructional assistants (13) FTE

Optional Program Code:

TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$3,150.00

Line Item Total: \$3,150.00

Account Number: 71100 - Regular Instruction Program

Line Item Number: 212 - Employer Medicare

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code:

TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$5,249.00

Line Item Total: \$5,249.00

Account Number: 71100 - Regular Instruction Program

Line Item Number: 429 - Instructional Supplies & Materials

Focus Area: Instructional Materials and Supplies...

School Type: Traditional Public School

Optional Program Code:

Location Code: Elizabethton (101)

Medicare for TN All Corps teachers (4) FTE and instructional assistants (13) FTE

These funds will be utilized to purchase any instructional supplies and materials needed to support in-school tutoring
Newsela Membership - \$2500
Lexia Digital License - \$2500
Amplify m-Class - \$4,000
Heggerty Curriculum - \$1000

Amounts and Programs may be adjusted if a new program is identified that will better meet our needs to accelerate student learning in ELA.

Quantity: 1.00
Cost: \$10,000.00
Line Item Total: \$10,000.00

Account Number: 71100 - Regular Instruction Program
Line Item Number: 499 - Other Supplies and Materials

Focus Area: Technology/Software

School Type: Traditional Public School

Optional Program Code: TN All Corp

Location Code: Elizabethton (101)

Quantity: 1.00
Cost: \$12,686.01
Line Item Total: \$12,686.01

Supplies and materials for TN All Corp in-school tutoring program (i.e., paper, copies, consumables, 3-ring binders, pencils, index cards, ink pens, etc.

Total for 71100 - Regular Instruction Program: \$530,418.01
Total for all other Account Numbers: \$45,348.00
Total for all Account Numbers: \$575,766.01
Adjusted Allocation: \$575,766.01
Remaining: \$0.00

Budget Detail

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

72210 - Support Services/Regular Instruction Program - \$45,348.00 ▼

Budget Detail

Narrative Description

Account Number: 72210 - Support Services/Regular Instruction Program
Line Item Number: 189 - Other Salaries & Wages
Focus Area: Tutor Stipends/Salaries
School Type: Traditional Public School
Optional Program Code:
Location Code: Elizabethton (101)
Quantity: 1.00
Cost: \$35,398.00
Line Item Total: \$35,398.00

One (1) FTE TN ALL Corps District Lead Implementation Coach to support TN ALL Corps Implementation throughout the year. Salary is based on systems teacher salary schedule. Half of the Implementation Coach salary is paid through the TN ALL Corps grant and the salary match is paid from ESSER 3.0.

Account Number: 72210 - Support Services/Regular Instruction Program
Line Item Number: 201 - Social Security
Focus Area: Tutor Stipends/Salaries
School Type: Traditional Public School
Optional Program Code:
Location Code: Elizabethton (101)
Quantity: 1.00
Cost: \$2,195.00
Line Item Total: \$2,195.00

Fund Social Security for One (1) TN ALL Corps District Lead Implementation Coach to support TN ALL Corps Implementation throughout the year.

Total:

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 204 - State Retirement

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$3,076.00

Line Item Total: \$3,076.00

Fund State Retirement for One (1)TN ALL Corps District Lead Implementation Coach to support TN ALL Corps Implementation throughout the year.

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 206 - Life Insurance

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$45.00

Line Item Total: \$45.00

Fund Life Insurance for One (1)TN ALL Corps District Lead Implementation Coach to support TN ALL Corps Implementation throughout the year.

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item 207 - Medical Insurance

Fund State Retirement for One (1)TN ALL Corps District Lead Implementation Coach to support TN ALL Corps Implementation throughout the year.

Number:

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$3,963.00

Line Item Total: \$3,963.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 208 - Dental Insurance

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Optional Program Code:

Location Code: Elizabethton (101)

Quantity: 1.00

Cost: \$158.00

Line Item Total: \$158.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 212 - Employer Medicare

Focus Area: Tutor Stipends/Salaries

School Type: Traditional Public School

Fund Dental Insurance for One (1)TN ALL Corps Implementation throughout the year.

Fund Employer Medicare for One (1)TN ALL Corps District Lead Implementation Coach to support TN ALL Corps Implementation throughout the year.

Optional
Program
Code:

Location Elizabethton (101)

Code:

Quantity: 1.00

Cost: \$513.00

Line Item
Total: \$513.00

Total for 72210 - Support Services/Regular Instruction Program: \$45,348.00

Total for all other Account Numbers: \$530,418.01

Total for all Account Numbers: \$575,766.01

Adjusted Allocation: \$575,766.01

Remaining: \$0.00

Budget Overview

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

Filter by Location: All - \$575,766.01 ▼

Line Item Number	Account Number 71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	Total
116 - Certified Teachers	202,952.00		202,952.00
163 - Educational Assistants	159,320.00		159,320.00
189 - Other Salaries & Wages	0.00	35,398.00	35,398.00
201 - Social Security	22,460.00	2,195.00	24,655.00
204 - State Retirement	33,823.00	3,076.00	36,899.00
206 - Life Insurance	655.00	45.00	700.00
207 - Medical Insurance	80,123.00	3,963.00	84,086.00
208 - Dental Insurance	3,150.00	158.00	3,308.00
212 - Employer Medicare	5,249.00	513.00	5,762.00
429 - Instructional Supplies & Materials	10,000.00	0.00	10,000.00
499 - Other Supplies and Materials	12,686.01	0.00	12,686.01
Total	530,418.01	45,348.00	575,766.01
		Adjusted Allocation	575,766.01
		Remaining	0.00

Program Details

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

Program Details

a) Projected content area of support and number of students to be served in ELA and Math in grades 1-5.

Grade	Content Area	Total # Students (FY24)	Total # Students in TN ALL Corps (FY24)	Percent of Students Served
1	ELA	177	132	74.5762%*
1	Math	177	0	0%
2	ELA	178	132	74.1573%*
2	Math	178	0	0%
3	ELA	197	132	67.0050%*
3	Math	197	0	0%
4	ELA	184	132	71.7391%*
4	Math	184	0	0%
5	ELA	197	132	67.0050%*
5	Math	197	0	0%
Total		933	660	70.7395%*

b) Optional: Projected content area of support and number of students to be served in ELA and Math in grades 6-8:

Grade	Content Area	Total # Students (FY24)	Total # Students in TN ALL Corps (FY24)	Percent of Students Served
6	ELA	214	48	22.4299%*
6	Math	214	0	0%
7	ELA	198	48	24.2424%*
7	Math	198	0	0%
8	ELA	218	48	22.0183%*

8	Math	218	0	0 %
Total		630	144	22.8571 %

Participating Schools

c) In the table below, select the schools that will participate in TN ALL Corps (including charter schools, if applicable).

School Name
East Side Elementary - 101-0010 ▼
Harold McCormick Elementary - 101-0020 ▼
West Side Elementary - 101-0030 ▼
T A Dugger Junior High School - 101-0025 ▼

d) Please select the tutoring model(s) your district plans to implement. Select ALL that apply (multiple select):

- Small groups during RTI² or Intervention block
- Before school
- After school
- Extended day or additional block in master schedule
- Other

e) Please select the staffing model(s) your district plans to use (multiple select):

- Current teachers (Full time)
- Current Teacher (Part time)
- Current educational assistants (Full time)
- Current educational assistants (Part time)
- Hiring additional certified teachers (Full time)
- Hiring additional certified teachers (Part time)
- Hiring additional educational assistants (Full time)
- Hiring additional educational assistants (Part time)
- Hiring retired teachers (Full time)
- Hiring retired teachers (Part time)
- Partnering with Education Prep Programs / Pre-service teachers (Full time)
- Partnering with Education Prep Programs / Pre-service teachers (Part time)
- Undecided
- Other

f) Does your district intend to partner with a community organization/vendor for the TN ALL Corps program, or administer the program itself? Select ALL that apply. (multiple select)

Our district will administer TN ALL Corps with our own staff.

We plan to contract with an outside provider/community partner for TN ALL Corps. - Enter the name(s) of outside provider/community partners you intend to contract with.

Matching Funds - Please list the full three year match amount and upload the corresponding three year budget spreadsheet in the LEA Document Library.

Match Amount	Source	Check box to indicate uploaded local match budget is in the 2024 LEA Document Library.	If any of the line items in the ESSER 3.0 budget include TN ALL Corps expenses as well as non-TN ALL CORPS expenses, please check this box and refer to the Technical Application Guide for instructions on identifying these expenses in the spreadsheet.	Check this box if you do not need the full \$1,500 per student for TN ALL Corps and are using some or all of your local match funds for other small group supports.
\$ 1,116,570.00	ESSER 3.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Program Dates - Program start date should ensure that students receive twelve weeks of service in first semester.

FY24 Projected Start Date for TN ALL Corps

09/18/2023

Project Narrative

1. a. Describe how your tutoring structures will ensure all students receive tutoring at least 2-3 times per week, in 30-45-minute sessions, in ratios of no more than 1:3 in grades 1-5, and no more than 1:4 if electing to serve students in grades 6-8. (500 words maximum)
Our two high poverty lower performing elementary schools will employ one certified teacher and three instructional assistants to serve the identified students in grades 1-5. Our third elementary school which is lower poverty and high performing will employ one certified teacher and two instructional assistants to serve the identified students in grades 1-5. Ratios are 1:3 and tutoring sessions consist of two 45-minute periods per week. These sessions occur during each grade level intervention block. The junior high has one certified teacher and two instructional assistants to serve the identified students in grades 6-8. Ratios are 1:4 and tutoring sessions consist of two 45-minute periods per week. Since there isn't a designated RTI block that involves all students at a grade level in middle school, students are being pulled from exploratory classes twice a week for the tutoring sessions. This model allows us to conduct two groups of tutoring sessions a week per grade level.

1b) Describe how your staffing models will ensure all students receive tutoring at least 2-3 times per week, in 30-45-minute sessions, in ratios of no more than 1:3 in grades 1-5, and no more than 1:4 if electing to serve students in grades 6-8.
A certified teacher will be hired full-time for each location for a total of 4 teachers. These certified teachers will serve as Lead Tutors for each school. At our two high-poverty/lower-performing elementary schools three full-time assistants will be hired to serve as tutors. At our lower-poverty/high-performing elementary school, two full-time assistants will be hired to serve as tutors. Two full-time assistants will be hired for the middle school to serve as tutors. This will equal to 10 full-time Tutors (assistants) for the district. This configuration will allow one teacher and two/three assistants for each elementary school and one teacher and two assistants for the middle school. Hiring the full-time equivalent employees will allow in-school tutoring to occur two times a week for 45 minutes in ratios of no more than 1:3 in grades 1-5, and no more than 1:4 in grades 6-8.

2a: How will your district use multiple sources of data when selecting students for participation in the program? Describe your student selection protocol. (200 words maximum)

Our district will utilize TCAP proficiency levels, Universal Screening data, and TVAAS student projection data in ELA to identify students who will be best served through the ELA tutoring program. Students who scored at the Approaching and Below proficiency levels in ELA will be identified. Universal Screening data and

student data meetings will identify students who qualify for TIER II or III intervention. These students will be removed from the possible TN ALL Corps tutoring list. The students' projections in ELA of the remaining students on the Approaching/Below proficiency level list will be utilized to narrow down the tutoring list.

2. b. How will your district engage students and their families with monthly progress reports and activities to support the learning acceleration at home? (200 words maximum)

Mastery Connect and AIMweb data reports will be utilized with age-appropriate students to engage them in their learning targets. Appropriate assessment tools will be utilized with younger students to help engage them in reaching their learning targets. Data reports and parent communications will be utilized to engage parents in the TN ALL Corps learning. Progress Monitoring reports will be shared with parents bi-weekly at the elementary level and monthly at the middle school level. Learning activities will be shared with parents to help engage acceleration at home.

3. Describe your plans for monitoring student progress with tutoring and how you will adapt tutoring services to ensure all students meet their academic outcomes.(500 words maximum)

Our district will utilize the MasteryConnect Benchmark tool and AIMSweb to progress monitor students' mastery toward identified standards. Benchmark assessments will be administered three times a year (Fall, Winter, and Spring) to support in identifying standards of need for tutoring. Progress monitoring will occur bi-weekly in elementary and monthly in middle school. TN ALL Corps teachers will create probes to assess identified ELA standards students need to master to be proficient in ELA on the TCAP assessment. These progress monitoring assessments will be utilized to inform tutoring instruction throughout the year. ELA Grades 1 & 2 Aimsweb ELA Grade 3 Aimsweb and MasteryConnect Benchmark ELA Grades 4-8 Mastery Connect Benchmark

4. Describe how you will provide support and training opportunities for your unlicensed tutors. (200 word maximum)

Each assistant is assigned to a licensed teacher who will provide job-embedded mentoring. Our district has also hired an Implementation Coach who will support TN ALL Corps tutors throughout the year. This will help our programs to be consistent and function with fidelity. All TN ALL Corps Instructional Assistants will complete the TN ALL Corps Training for Aspiring and Alternative Educators. All TN ALL Corps Teachers will complete the TN All Corps Refresher Modules, Our Implementation Coach will monitor tutors progress through these modules and keep completion certificates on file. Time will be provided for tutors to complete these state training modules.

5. How will your district provide time for collaboration between tutors and classroom teachers, encouraging weekly communication to coordinate content-specific strategies, share student progress, and share student engagement strategies across instructional times? (300 word maximum)

Tutoring will occur four days a week. The fifth day will be utilized to provide time for the TN ALL Corps teacher to collaborate with grade-level teachers. During this collaboration time grade level ELA teachers and the TN ALL Corps teacher will share targeted standards, student progress, and strategies and materials being used within each setting.

Program Design including High Quality Instructional Materials (HQIM): Select all that apply

6. a. ELA HQIM: What HQIM are you using to support your literacy tutoring program?

- District Adopted HQIM
- Intervention-Specific Curriculum Materials
- TDOE's Foundational Literacy Skills Curriculum
- District-Created Materials

6. b. Math HQIM: What HQIM are you using to support your Math tutoring program?

- District Adopted HQIM
- Intervention-Specific Curriculum Materials
- Zearn Math's Teacher/Tutor-Led Lessons
- District-Created Materials

Zearn Math: Select ONE

7. How are you using Zearn to support your Math tutoring program?

Select...



Resources

[Click here to open the Technical Application Guide.](#)

Assurance

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

*** The undersigned authorized representative hereby applies for the program funds requested in the application on behalf of the identified LEA (Grantee). These Assurances, together with all application information submitted by the LEA, constitute the "Grant Contract."**

The Grantee hereby agrees to the following Assurances:

1. Administration of the program, activities, and services covered by this Grant Contract shall be in accordance with all applicable state and federal statutes, regulations, and the approved application.
2. The Grantee shall make a good faith effort (as demonstrated by communication, recruitment, and retention plans) to serve at least 15% of students in grades 1st through 5th by the start of the 2023-24 school year, or in any individual year before that time.
3. The Grantee shall maintain tutor ratios of no more than 1:3 in grades 1-5, and no more than 1:4 in grades 6-8 if the district chooses to serve students in 6th, 7th, and/or 8th grade.
4. The Grantee shall provide tutor sessions that last between 30 and 45 minutes and occur for the same students 2-3 times per week.
5. The Grantee shall provide tutoring to individual students for a full school year. The Grantee shall not exit a student from tutoring mid-year unless they leave the LEA or public charter school.
6. The Grantee shall provide tutoring content that focuses on ELA or math for individual students for the entire semester. The Grantee may change the subject area focus after each semester.
7. The Grantee shall use its own documented procurement procedures in the event of contracted services, which reflect applicable state and local laws and regulations provided that the procurements conform to applicable federal law and regulations.
8. The Grantee agrees to contribute \$800 per student, per year for all participating students to be eligible to receive funds under this grant.
9. The Grantee shall complete progress monitoring for all participating students for the duration of its tutoring support. The Grantee shall use the online assessment component of the free math platform provided by the Tennessee Department of Education ("TDOE").
10. If the Grantee is an LEA that authorizes charter schools, the LEA shall coordinate with its charter schools to ensure that its charter schools are provided the opportunity to participate in TN ALL Corps to the same extent as the LEA's other public schools.
11. The Grantee shall use fiscal control and fund accounting procedures and shall ensure proper disbursement of, and accounting for federal funds received and distributed under this program.
12. The Grantee shall adopt and use proper methods of administering such program, including a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
13. The Grantee shall administer such funds and property to the extent required by authorizing statutes.
14. The Grantee shall maintain on-site documentation for all reimbursement requests for a period of five (5) years following the end of the Grant Contract period. The Grantee shall provide such documentation to the State as requested.

ESSER Assurances

1.	The Grantee shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to Coronavirus.
2.	The Grantee shall report spending progress and reimbursement request on a monthly basis to the TDOE, along with any other required documentation.
3.	The Grantee shall track in its standard accounting program ESSER 3.0 funds separately from ESSER 1.0 and 2.0 funds.
4.	All programs, services, and activities covered by this Grant Contract will be operated in accordance with state and federal laws, regulations, as well as approved policies and rules as established by the Tennessee State Board of Education and the TDOE. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are available here .
5.	Expenditures shall be in compliance with the standard accounting procedures and guidelines established by the TDOE, federal legislation, and F&A Accounts Policy 03.
6.	Recognize that State approval of an application does not relieve the Grantee of its responsibility to comply with all applicable program and fiscal requirements.
7.	Grant funds shall not be expended in any manner other than as outlined in the budgeted section of the approved grant application. Funds shall only be expended for allowable costs. Any changes to the original budget must be pre-approved by the TDOE before line items are modified. The Grantee acknowledges that this program is subject to funds availability and that the TDOE reserves the right to terminate program activities and expenditures for convenience at any time.
8.	Use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for federal funds paid to that agency under each program as noted in Cash Management Improvement Act (CMIA) 7211R rule .
9.	Keep such records, and provide such information to the TDOE, as may be reasonably required for fiscal audit, data reporting, and program evaluation.
10.	Program activities, expenditures, and records shall be subject to monitoring by the TDOE. Grantees shall maintain documentation of all expenditures and shall submit this documentation with the final report.
11.	Activities shall align with the intent and purpose of the CRRSA and CARES Acts as outlined in the H.R. 748 legislation. Allowable services, activities, and expenditures funded with the CARES Act align with the ESEA, IDEA, and Perkins, and other allowable programs shall be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
12.	Special Education and Related Services shall be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
13.	Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance.
14.	Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; and Tennessee Department of Education Technical Application Guide: ESSER Fund 3.0 22 May 2021
15.	All regulations, guidelines, and standards issued by the TDOE and U.S. Department of Education.

State of Tennessee Assurances

* The LEA agrees to the State of Tennessee Assurances and has sent **Attachment A** to cpo.auditnotice@tn.gov.

[Click here to download the State of Tennessee Assurances.](#)

Related Documents

Elizabethton (101) Public District - FY 2024 - TN ALL Corps - Rev 0 - TN ALL Corps

Required Documents

This page is currently not accepting Related Documents.

TAD Lead + TAD Elevate Service-Learning and Leadership Trip 2023 to Eastern Kentucky

What is TAD Lead?

TAD Lead is an exploratory class designed to help any student interested improve his/her leadership skills, allow for leadership opportunities both at T. A. Dugger and in the community, as well as address specific issues and needs at T. A. Dugger. It is meant to be both an encouragement and a catalyst for both the students involved in the class along with the school climate of T. A. Dugger.

What is TAD Elevate?

TAD Elevate is an exploratory class for those students who have an IEP for being intellectually gifted. This exploratory class is meant to challenge those students within it, push their creativity, and elevate their critical thinking skills. It is also striving to help give these students opportunities to find how they can use their interests and abilities to make their school and community better in the process. *** Please note that this trip will only be offered to the 8th graders in this class.

What is a Service-Learning and Leadership Trip?

A Service-Learning and Leadership Trip is meant to give students the opportunity to experience and learn first-hand what it means to lead through service. It will hopefully take students out of their East Tennessee comfort zones and allow them to serve others who live differently than they do. The ultimate hope of a service-learning and leadership trip is for students to be able to take what they learned and experienced and apply it to their everyday lives in their schools, homes, and communities.

What is the purpose of a Service-Learning and Leadership Trip and how could it be beneficial?

To be a good leader or even just a quality human being, involves helping and caring about other people. To accomplish caring about other people, you must allow yourself to do at least these two actions:

- 1.) Think about other people.
- 2.) Be able/willing to be a part of something bigger than just yourself.

This Service-Learning and Leadership Trip is a means to allow students to experience this in a way which is just not possible from the confines of a school classroom or building. It will expose students to real-world ways they can make a difference and have an impact on a community. The confidence and encouragement a trip like this can offer students could prove life-changing and life-affirming, which could prove very helpful Post-COVID era.

What does this trip consists of?

This Service-Learning and Leadership Trip will allow students to travel to Floyd County, Kentucky. While there, students and staff will be doing a variety of service work in a region that

desperately needs it. We will be partnering with Crossroads Missions Appalachia (a 501 C3 non-profit organization) using their housing, food services, and service site management for the trip. This agency will provide our students with safe dormitory housing, all our meals while there, and the coordination of our service project sites, materials needed, and management/instruction at the various sites. Crossroads will also allow our students to engage with youth from the community in Floyd County through some evening fun activities held at the mission. Lastly, this trip hopes to include some fun outdoor activities conducted through the help Crossroads.

Here is a website address which has a lot of information about Crossroads Missions Appalachia:
<https://www.crossroadsmissions.com/multi-day-opportunities/appalachia/>

Here is a news story from this year about the flooding issues and effects from them in Floyd County, KY:

<https://www.wymt.com/2023/02/19/floyd-county-officials-fear-new-normal-communities-are-hit-with-more-flooding/>

Tentative Outline for this Trip:

Tentative Dates for this trip are 10/15/23 – 10/21/23.

***Please note we will likely be leaving on the afternoon of Sunday, October 15, 2023, which will be the SECOND SUNDAY OF OUR FALL BREAK THIS YEAR!!! I just want to be up front about that with you as you think about your travel plans for Fall Break!

***Monday, October 16 – Friday, October 20 we will be following the Service Schedule set out by Crossroads Missions Appalachia.

***We will return home around lunch time on Saturday, October 21, 2023.

Break Down of Tentative Cost for this Trip:

- Cost for the week from Crossroads Missions Appalachia = \$400 per student includes housing, food, service materials, and fun activities.
- Cost for the week for car rentals = \$130 per student
- Cost for the week to cover gas, one meal, and other miscellaneous items = \$50
- Cost for the week to cover teacher/staff chaperones = \$70
- Total Cost is likely to be around \$650 per student depending upon number of students going and the cost of vehicle rentals when I can book them.

In Conclusion:

The Elizabethton City School System is a system which is passionate about our students and the community stands behind us at large. This Service-Learning and Leadership Trip is aimed to help foster and form students into leaders at the middle school level, on into high school, and hopefully beyond in our community. The potential impact of what this trip could do for the students involved is enormous, which will play a part in making our schools and community better for years to come.

ECS TRANSPORTATION REQUEST FORM

TYPE OF TRIP:

FIELDTRIP
 ATHLETIC/BAND
 EXCURSION
 ACADEMIC COMPETITION

METHOD OF TRANSPORTATION:

SCHOOL BUS
 RENTAL VEHICLE
 WALKING

DATE OF REQUEST:
 GROUP/TEAM/GRADE:

SCHOOL:
 DATE OF TRIP:
 DEPARTURE TIME:
 RETURN TIME:

YES NO
 DESTINATION IS GREATER THAN 50 MILES

YES NO
 DESTINATION IS OUT-OF-STATE

YES NO
 DESTINATION IS ON BOARD APPROVED LIST

TOTAL NUMBER INVOLVED

NUMBER OF BUSES OR VANS NEEDED

COST PER STUDENT (if applicable)

DESTINATION

ADDITIONAL STOP 1

ADDITIONAL STOP 2

ADDITIONAL STOP 3

ADDITIONAL STOP 4

YES NO NA
 PERMISSIONS SLIPS OBTAINED

YES NO NA
 CAFETERIA NOTIFIED IF STUDENTS WILL MISS LUNCH

PERSON(S) IN CHARGE OF STUDENTS REMAINING AT SCHOOL (if applicable):

NAMES & CELL NUMBERS OF CHAPERONES/SPONSORS:

Dustin Hensley 423 957 1538 Vanessa Abdelnour 423 202 5571

SPONSOR'S NAME

SPONSOR'S EMAIL ADDRESS

ITEMS BELOW - TO BE COMPLETED BY ADMINISTRATION

BUILDING ADMINISTRATOR:

APPROVED
 DENIED

ADMINISTRATOR'S SIGNATURE

ADMINISTRATOR'S EMAIL ADDRESS

SYSTEM ADMINISTRATOR:

APPROVED
 DENIED

TRANSPORTATION DIRECTOR

TO BE COMPLETED BY DRIVER:

DEPARTURE TIME RETURN TIME TOTAL TIME DRIVER'S SIGNATURE

*SIGN UPON RETURN FROM TRIP

*TRIP SPONSOR'S SIGNATURE

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:

• Old Calculus Books - have no value as
used book per textbook rep. [Adin Dancer]

• Old Pre-Calculus Books - have no value as
used book per textbook rep [Adin Dancer]

INVENTORY
TAG NUMBER:

Calculus ISBN# 978-0-07-327657-1
(26 Books)

Pre-Calculus ISBN#
978-0-07-660218-6
(51 Books)

METHOD OF
SALE/DISPOSAL:

dumpster Disposal

SCHOOL/BUILDING
WHERE ITEM IS
HOUSED

EHS - Room 81 - Coach Pierce

SALE/DISPOSAL
AUTHORIZED BY:

Jonathan Minton
Principal

DATE: 09/05/2023

AUTHORIZED BY:

Paul Valt
Director of Schools

DATE: 9/5/23

AUTHORIZED BY:

Board Chairman

DATE: _____

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: Brown Table

INVENTORY TAG NUMBER: 09233

METHOD OF SALE/DISPOSAL: Disposal / Dumpster

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS room 62

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 8/10/23
Principal

AUTHORIZED BY: [Signature] DATE: 9/5/23
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: Items Attached

INVENTORY TAG NUMBER: _____

METHOD OF SALE/DISPOSAL: Resale, Trash what can't be resold.

SCHOOL/BUILDING WHERE ITEM IS HOUSED: EHS

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 8/16/23
Principal

AUTHORIZED BY: [Signature] DATE: 9/5/23
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

I have the following textbooks that need to go:

Title: Calculus Early Transcendental Functions 3rd Ed.

Publisher: McGraw-Hill

Authors: Robert Smith and Roland Minton

ISBN-13 978-0-07-327657-1

ISBN-10 0-07-327657-X

26 BOOKS

Title: Glencoe Precalculus Early Transcendental Functions

Publisher: McGraw-Hill

Authors: Carter, Cuevas, Day, and Malloy

ISBN 978-0-07-660218-6

MHID 0-07-660218-4 51 BOOKS

**Let me know if we can't sell them and I will dispose of them. Thanks,
Coach Pierce**

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 \$500.00. 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: Washing Machine

INVENTORY TAG NUMBER: 1331

METHOD OF SALE/DISPOSAL: Disposal - no longer works

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS

SALE/DISPOSAL AUTHORIZED BY: Jenna Deas DATE: _____
Principal

AUTHORIZED BY: Rick Valt DATE: 8/28/23
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 \$500.00. 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: Microwave

INVENTORY TAG NUMBER: 1702

METHOD OF SALE/DISPOSAL: Disposal - no longer works

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: _____
Principal

AUTHORIZED BY: [Signature] DATE: 9/28/23
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 \$500.00. 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.

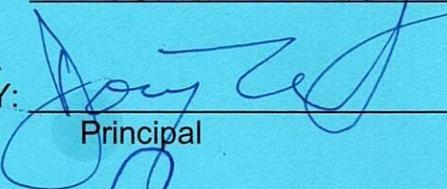
ITEM: 3x Samsung Chromebook XE 303C22

Aruba 3500yl 24port switch

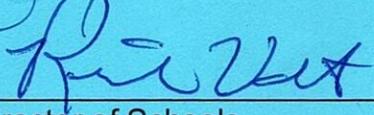
INVENTORY TAG NUMBER: 12225, 11847, 00699FCF8259422, 11910

METHOD OF SALE/DISPOSAL: Recycle

SCHOOL/BUILDING WHERE ITEM IS HOUSED: Central Office

SALE/DISPOSAL AUTHORIZED BY:  DATE: 6-20-23

Principal

AUTHORIZED BY:  DATE: 9/5/23

Director of Schools

AUTHORIZED BY: _____ DATE: _____

Board Chairman

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: Elizabethton City Schools

Director of Schools (Name): Richard VanHuss

ESSER Director (Name): John Hutchins, Director; Marsha Taylor, Assistant

Address: 804 S. Watauga Ave. Elizabethton, TN 37643

Phone #: 423-547-8000 District Website: www.ecschools.net

Addendum Date: September 7, 2023

Total Student Enrollment:	2696
Grades Served:	PreK-12
Number of Schools:	5

Funding

ESSER 2.0 Remaining Funds:	\$ 0
ESSER 3.0 Remaining Funds:	\$ 3,759,105.60
Total Remaining Funds:	\$ 3,759,105.60

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring	0	470,190.00
	Summer Programming	0	0
	Early Literacy Implementation Coach	0	44,850.00
	Interventionists	0	286,375.00
	Other: Benchmark Testing	0	28,500.00
	Other: Instructional Tech Coach	0	83,326.00
	Other: Textbooks	0	340,350.00
	Sub-Total	0	1,253,591.00
Student Readiness	AP and Dual Credit/ Enrollment Courses	0	0
	High School Innovation	0	0
	Academic Advising	0	161,975.00
	Special Populations	0	0
	Mental Health	0	55,000.00
	Other: School Counselor		70,110.00
	Other: Social Worker	0	74,365.00
	Sub-Total	0	361,450.00
Educators	Strategic Teacher Retention	0	0
	Grow Your Own	0	0
	Class Size Reduction	0	139,090.00
	Sub-Total	0	139,090.00
Foundations	Technology	0	0
	High-Speed Internet	0	0
	Academic Space (facilities)	0	1,974,159.60
	Auditing and Reporting	0	30,815.00
	Other	0	0
	Sub-Total	0	2,004,974.60
Total		0	3,759,105.60

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

Through our district needs assessment, Elizabethton City Schools identified specific priorities to accelerate Academic Achievement within our district. Our goal is for every student to have access to high-quality instruction aligned to Tennessee State Standards leading to mastery. To achieve this goal, the academic and non-academic needs of all students must be supported. Therefore, strategic allocations have been made to support our teachers and students in this endeavor.

Since 2021 all PreK-5 teachers and administrators attended the TDOE Early Reading Foundational Skills training courses and continue training through professional development sessions on early literacy. Early Literature Resources approved by the TDOE were adopted, purchased, and implemented. Our district was awarded the opportunity to participate in the Early Literacy Networks to support teachers with the implementation of new resources. We hired an Early Literacy Implementation Coach to guide and support our teachers with the new reading resources. We invested in personnel to support high-quality instruction, which includes Interventionists, Instructional Coaches, Class-size Reduction Teachers, and certified teacher tutors and tutoring assistants. ECS implemented TN ALL Corps to address learning loss by providing high dosage, low ratio tutoring.

2. Describe initiatives included in the "other" category.

A standards-based benchmark progress monitoring tool (CASE/Mastery Connect) will provide us with the ability to monitor students' progress toward mastery of Tennessee State Standards.

A technology instructional coach will provide technology integration support for our teachers to implement new technology tools in the classroom.

Elizabethton City Schools will utilize ESSER 3.0 funds for purchasing high-quality instructional materials for math and ELA adoption for grades K-12 for the 23-24 SY. The HQIM math materials include Eureka Math (grades K-1), Curriculum Associates Ready Mathematics (grades 2-5), Big Ideas Learning (grades 6-8, Algebra 1, 2, and Geometry), and SAVVAS (Elementary Statistics, Pre-Calculus, Calculus). The HQIM ELA materials include Amplify CKLA (grades K-5). These materials have been thoroughly vetted by the Tennessee Department of Education and selected by a team of teachers, instructional coaches, and curriculum leaders at all grade levels. The high-quality materials will be key resources as we work toward our mathematics and reading proficiency goals.

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

Through our district needs assessment, Elizabethton City Schools identified specific priorities to support Student Readiness within our district. Our goal is for every student to have access to high-quality instruction aligned to Tennessee State Standards leading to mastery. To achieve this goal, the academic and non-academic needs of all students must be supported. Therefore, strategic allocations have been made to support our teachers and students

in this endeavor. ECS allocated funding for two College and Career Advisor positions at our high school and an additional middle school counselor. The advisors and school counselor provide increased readiness support for students seeking continuing education guidance and academic support as well as social, behavior, and attendance support. ECS invested ESSER funding towards an additional mental health counselor in our district who promotes and supports students' academic and social success by assisting with mental health concerns, behavioral concerns, positive behavioral support, academic support, and consultation with teachers, parents, and administrators. Our mental health counselors provide students with extended social-emotional support that will enable them to experience a more positive, supportive school environment. ECS is participating in the AP Access for All program. We have a standing partnership with Northeast State Community College and TCAT Elizabethton (Tennessee College of Applied Technology) to offer on-site dual enrollment courses. Outside grants provide funding for students to enroll in dual enrollment courses and other funding sources aid students' payment for AP exam fees. We are also partnering with Niswonger Project On-Track for additional tutoring assistance.

2. Describe initiatives included in the "other" category.

ECS allocated ESSER funding for a district-wide school social worker who promotes and supports students' academic and social success by assisting with mental health concerns, behavioral concerns, attendance intervention, positive behavioral support, academic support, and consultation with teachers, parents, and administrators. Our social worker provides students with extended social-emotional support that will enable them to experience a more positive, supportive school environment. She also assists families with specific needs and connects them to beneficial outside agency resources.

Educators

1. Describe strategic allocations to **Recruit, Retain, and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

Through our district needs assessment, Elizabethton City Schools identified specific priorities to recruit, retain, and support educators and school personnel. ECS is in partnership with Milligan University for the Grow Your Own Grant. We are working closely with Milligan University to support three Elizabethton City Schools employees to earn an advanced degree and become licensed teachers. The program began in August 2021 with employees having two years to complete their degree and certification. We desire to develop highly effective educators and to employ them after this program. ECS supported our educators with ESSER funding by adding two classroom size reduction teachers at EHS (English) and TAD (Math). The addition of these teachers at the schools enabled us to accelerate academic achievement by teachers serving fewer students per class.

2. Describe initiatives included in the "other" category.

N/A

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district’s needs assessment.

Through our district needs assessment, Elizabethton City Schools identified specific priorities to strengthen structural expectations including technology in our school system. Our needs assessment addressed all our facilities are over 45 years old, with one being 81 years old. During the mid-20th Century, schools were not built with the needs of the 21st-century classroom in mind. Harold McCormick Elementary needs many upgrades, including energy-efficient windows and updated HVAC units. A major portion of the building is over 60 years old and needs electrical, lighting, and plumbing upgrades. This work has been delayed by the costly nature of removing encapsulated asbestos from the building. This has created a deferred maintenance issue in several systems throughout the school. This ESSER-funded facility project allows us to improve the energy efficiency of the building, improve the indoor air quality of the facility, and improve the overall learning environment for our students, faculty, and staff.

2. Describe initiatives included in the “other” category.

N/A

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The ESSER budgets are entered and approved by the TN Department of Education. Utilizing our Universal Grant Guidance document for accounting purposes, each grant is given a separate sub-fund within the Federal Projects Fund of the system’s financial software. Purchase Orders are issued for each purchase following local Board Policies. Proper quotes and board approvals are obtained as necessary. All Purchase Orders are checked to the details of the budget in ePlan before being issued. All invoices are signed to document the receipt of goods or services before payment is made. Checks are issued to vendors promptly. Requests for reimbursement of funds are made in ePlan after funds have been expended. When the funds are received through ACH, the revenue is recorded in the appropriate revenue account in the sub-fund of the Federal Projects Fund.

Our district employs an ESSER Grant Manager to provide oversight of funds as required. The manager also completes data collection and monitoring during the grant period to ensure all funded items are implemented as designed. ESSER reporting information is shared with the community on our website, on social media, at school board meetings, and other school-based events.

ECS contracts with Blackburn, Childers, and Stegall for external auditing to confirm that policies/procedures are in place, current, and in alignment with LEA practices.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

ECS is participating in TN ALL Corps.

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

We continue to share ESSER information with our community on our website, district newsletter, and social media. Our Director of Schools informs and consults with the ECS Board, district, and school administrators. School administrators responded to a questionnaire on ESSER expenditures which provided feedback on ESSER-funded programs' effectiveness and suggestions for improvement. Suggested revisions were presented at the School Board meeting with an opportunity for feedback from stakeholders. Our board meetings are open to all stakeholders including parents, school staff, students, and community leaders. These meetings are streamed live, and recordings are posted on our YouTube channel. ECS utilized annual ESSER funding surveys to gather feedback from community stakeholders. The surveys were distributed to ECS faculty, staff, and students through email and learning management systems. It was distributed to parents and other community stakeholders through our district newsletter and social media. All public ESSER 3.0 funding documents and planning addenda are posted on our website in English and Spanish. We produced a video of our principals sharing the positive impact ESSER funding has had in each of our schools. An ESSER infographic on the district webpage provides funding investment information to stakeholders and an email contact (ESSER Grant Manager) is for anyone to ask questions or provide feedback at any time. www.ecschools.net/Content/806

2. Describe how the LEA engaged at a minimum of 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

Our Spring 2023 ESSER stakeholder survey gave us well above the minimum 10% engagement responses received in the following stakeholder groups: Current Students, Parents of an ECS Student, Elected Officials and School Board Members, School and District Administrators, Special Education Administrators, Principals, School Leaders, Educators, School Staff, Civil Rights Organizations, Disability Rights Organizations, and all Interest Groups. Surveying our stakeholders before school dismissal in May allowed more students to engage with responses in the survey at school. Stakeholders were still connected with schools at that time and response participation on their part was comparable to the 2022 survey and much better than our 2021 stakeholder survey.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

We continue to share ESSER information with our community on our website, district newsletter, and social media. Our Director of Schools informs and consults with the ECS Board, district, and school administrators who uphold accountability for diverse populations. School administrators provided feedback on ESSER-funded programs' effectiveness and suggestions for improvement. Suggested revisions were presented at the School Board meeting with an opportunity for feedback from stakeholders. Our board meetings are open to all stakeholders including parents, school staff, students, and community leaders. These meetings are streamed live, and recordings are posted on our YouTube channel. Our stakeholder survey was distributed to ECS faculty, staff, and students through email and learning management systems. It was distributed to parents and other community stakeholders through our district newsletter and social media. The stakeholder survey engaged a significantly diverse population representation of stakeholders including Students with Disabilities, English Language Learners, Children Experiencing Homelessness, Children in Foster Care, Migratory Students, Students who are Incarcerated, and Underserved Students.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

ECS utilized multiple modes of engagement in the development of the original and revised plans which included social media announcements, stakeholder surveys, administrator surveys, scheduled faculty meetings, PTA/PTO meetings, civic meetings, and school board meetings to gain input from stakeholders. Our school board meetings are streamed live, and recordings are posted on our YouTube channel. All public ESSER 3.0 funding documents and planning addenda are posted on our website in English and Spanish. We produced a video of our principals sharing the positive impact ESSER funding has had in each of our schools. An ESSER infographic on the district webpage provides funding investment information to stakeholders and an email contact (ESSER Grant Manager) is for anyone to ask questions or provide feedback at any time. www.ecschools.net/Content/806

Elizabethton City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 9/21/2023
		Rescinds:	Issued:

1 The board is committed to protecting the health and well-being of all students and understands that
2 physical, behavioral, and emotional health are integral components of student achievement. Students
3 are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students
4 will be provided information regarding The National Suicide Prevention Lifeline by dialing the number 988.

5 **PREVENTION¹**

6 All district employees shall attend either the annual in-service training in suicide prevention or
7 participate in other equivalent training approved by the director of schools. The training shall include,
8 but not be limited to, identification of risk factors, warning signs, intervention and response
9 procedures, referrals, and postvention.

10 The director of schools shall identify a district suicide prevention coordinator responsible for planning
11 and coordinating the implementation of this policy. Each school principal shall designate a school
12 suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide
13 prevention and policy implementation.

14 **INTERVENTION¹**

15 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such
16 belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but
17 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a
18 student self-refers.

19 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.
20 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The
21 principal or designee shall contact the director of schools or designee as soon as practicable.

22 Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if
23 there could be further risk of harm resulting from parent/guardian notification. If parent/guardian
24 notification could result in further risk of harm or endanger the health or well-being of the student, then
25 local law enforcement and the Department of Children's Services shall be contacted.²

1 If appropriate, the director of schools or designee shall contact the student's parent/guardian and
2 provide the following information:

- 3 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of
4 suicide;
- 5 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that
6 emergency medical services were contacted;
- 7 3. Ask the parent/guardian whether he/she is aware of the student's mental state;
- 8 4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health
9 counseling for the student;
- 10 5. Provide the names of community mental health counseling resources if appropriate.

11 The director of schools or designee will seek parental permission to communicate with outside mental
12 health care providers regarding a student. If the student is under the age of 18 and the parent/guardian
13 refuses to seek appropriate assistance, the director of schools or designee shall contact the Department
14 of Children's Services.²

15 The director of schools or designee shall document the contact with the parent/guardian by recording:

- 16 1. The time and date of the contact;
- 17 2. The individual contacted;
- 18 3. The parent/guardian's response; and
- 19 4. Anticipated follow-up.

20 The director of schools or designee shall ensure the student is under adult supervision until a
21 parent/guardian or other authorized individual accepts responsibility for the student's safety.

22 Prior to a student returning to school, the director of schools or designee and/or principal shall meet
23 with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide
24 documentation from a mental health care provider stating that the student has received care. The
25 principal will identify an employee to periodically check in with the student to ensure the student's
26 safety and address any problems with re-entry.

27 **POSTVENTION¹**

28 Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis
29 Management plan. At a minimum, the Crisis Management plan shall address the following:

- 30 1. Verification of death;
- 31 2. Preparation of postvention response to include support services;
- 32 3. Informing faculty and staff of a student death;
- 33 4. Informing students that a death has occurred;
- 34 5. Providing information on the resources available to students;

35 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
36 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty
37 will immediately review suicide warning signs and reporting requirements. The director of schools or
38 designee shall be responsible for all media inquiries.

Legal References

1. Public Acts of 2016, Chapter No. 623
2. T.C.A. 37-1-403

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-
bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411



September 21, 2023

Kim Norris
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Ms. Norris:

We would like to request to open an Escrow Account with GRC, Inc. for the purpose of the retainage for the T. A. Dugger Construction Project. The signers for that account are listed.

- Eddie Pless
- Jamie Schaff
- Richard VanHuss
- Myra Newman

Any changes in signers to the above account 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
Edwin Alexander

Thank you for your assistance in this matter.

Sincerely,

Eddie Pless/Board Chair

Phil Isaacs/Board Member

Jamie Schaff/Board Vice-Chair

Danny O'Quinn/Board Member

Edwin Alexander/Board Member



September 21, 2023

Kathleen Danuser
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Mrs. Danuser:

Elizabethton City Schools would like to request changes to our VISA account being used by administrators. We would like to request that the credit limit for these accounts remain at \$27,500.00. The following administrators will need to have individual cards on the account with the availability indicated. The changes are in red.

Myra Newman	\$ 4,500.00
John Hutchins	\$ 5,500.00
Travis Thompson	\$ 4,500.00
Joey Trent	\$ 5,000.00
Jason Lancaster	\$ 5,000.00
Richard VanHuss	\$ 3,000.00
Josh Boatman	\$ 5,000.00

Please contact Keri Howell at 547-8000 extension 8205 should you need any additional information.

Thank you for your assistance in this matter.

Sincerely,

Richard VanHuss
Director of Schools



September 21, 2023

Kathleen Danuser
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Mrs. Danuser:

Elizabethton City Schools would like to request changes to our VISA account which consists of several generic cards. We would like to request that the credit limit for these cards be increased from \$25,000.00 to \$50,000.00.

Please contact Keri Howell at 547-8000 extension 8205 should you need any additional information.

Thank you for your assistance in this matter.

Sincerely,

Richard VanHuss
Director of Schools



Mr. Mains,

Please accept this letter as our official request to turf the infield at Northeast Community Credit Union Ballpark @ Joe O'Brian Field. We have selected Baseline Inc. to handle this infield installation. The project is quoted at \$458,714.00 to be paid equally by the City of Elizabethton, Boyd Sports, and Elizabethton High School.

Boyd Sports proposes the following payment plan:

Boyd Sports will cover the entire cost and once completion of the project the City of Elizabethton, and Elizabethton High School will have 90 days to each pay \$152,905.00 for a total of \$305,810.00 which is 2/3 of the total cost. The remaining amount of \$152,905.00 will be covered by Boyd Sports.

Thank you in advance for your consideration towards this project, and we look forward to working with the City of Elizabethton and Elizabethton High School.

Chris Allen

A handwritten signature in blue ink, appearing to read "Chris Allen", written over a blue background.

Boyd Sports- President/COO



Boyd Sports, LLC • 3540 Line Drive • Kodak, TN 37764



www.baselineLLC.com

PROPOSAL

TO: Richard VanHuss Elizabethton City Schools 804 S. Watauga Ave. Elizabethton, TN 37643 Richard.vanhuss@ecschoools.net	JOB NAME: Elizabethton High School LOCATION: Elizabethton, TN PHONE: 423 895-6045 DATE: August 31, 2023
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We hereby submit specifications and estimates for:

Synthetic Turf Field for Softball (infield only) – 12,100 sq ft \$234,824.00

The following describes the work to be performed:

- **Size of Field** – Extent of new artificial turf shall be the infield area only (approximately 110' x 110' plus foul territory) including out of bounds area to the dugouts and fencing. The infield shall be graded to match existing slope and elevation of the outfield on average.
- **Access** – If it shall become necessary to take down any fencing to access the field, Baseline will restore fencing to original condition once construction is complete. Baseline will repair damage to surrounding areas including seed and straw as necessary.
- **Subgrade** – Baseline shall strip existing clay and baseball surface to appropriate elevation and dispose of on-site or offsite as directed by owner. Baseline will laser grade the sub-grade and establish well compacted base for construction of turf field drainage system.
- **Curbing** – Baseline will install an 8" by 8" flush concrete curb or rubber curb around the perimeter of the infield where it connects with the outfield and along the dugout/sides of the field. A pressure treated nailer board shall be attached to the new concrete curb and to the backstop for anchoring of the synthetic turf.
- **Drainage** – A French drain (approximately 2' wide by 2' in depth) will be constructed adjacent to the sideline and around the infield perimeter. The French drains will tie into newly prepared storm drainage structures (by others). For purposes of this proposal, it is assumed that the existing swales that take storm water away from the existing field will be sufficient to accommodate run off from the new field.
- **Geotextile** – a 4 ounce / square yard non-woven geotextile underlayment shall be installed over the subgrade prior to placement of any stone to prevent the migration of soil material up into the stone layer.
- **Stone Base** - New stone base shall be installed over the field area to a depth of 6". This stone base shall be comprised of 4" of #57 stone and 2" of #8 stone. Stone shall be laser graded in order to provide uniform elevation and slope on the field.
- **Bases, plate and pitching rubber** – Install all new base sleeves and bases, home plate and pitching rubber in concrete footers.
- **Pad** – provide and install Schmitz foam ProPlay20 synthetic turf pad under all synthetic turf infield and foul territory of the infield only – 12,100 sq. ft.
- **Turf** – Baseline will install **Shaw Sports Turf TruHop** blended synthetic turf over base materials as described above. Assumption for purposes of this proposal is that the infield is all brown or clay colored. Softball playing line package is included.



3600 Henson Road • Knoxville, TN 37921
tel: (865) 588-4320 • fax: (865) 588-4111
e-mail: info@baselineLLC.com
www.baselinellc.com



- **Sand and Rubber infill** – Sand shall be distributed on top of the turf at the rate of 3.0 pounds/square foot and rubber shall be distributed at the rate of 1.0 pounds/square foot. Sand and rubber shall be infilled evenly and broomed into place.
- **Groomer** – Baseline will provide a piece grooming equipment for field maintenance.
- **Permits and Engineering** – Baseline will not provide any permits or storm water plans that may be required prior to Baseline commencing work. Engineering and SWPPP if required to be provided by others.
- **Damage** – It would be reasonable to expect some damage to existing roadways and parking areas during the course of construction. The extent of the damage will be assessed after construction is completed. We have not allocated funds for damage attributable to construction traffic.

Additional work other than above that is additional to the base price: None

WE PROPOSE TO PERFORM THE ABOVE NAMED WORK FOR THE SUM OF: See Above

All material and workmanship are guaranteed for one (1) year after completion unless otherwise specified. Payment in full to be made upon completion of the described work; 1 1/2% interest per month will be applicable to any unpaid balance ten days after the invoice date.

Valid Through: 30 days

Submitted by: Will Ferguson
Will Ferguson

Acceptance of Proposal- The above prices, specifications, and conditions are satisfactory and are hereby accepted. Baseline Sports Construction, LLC is authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE: _____ SIGNATURE: _____



866.703.4004

185 South Industrial Blvd. Calhoun, GA 30701

www.shawsportsturf.com

January 1, 2023

To Whom It May Concern:

This letter shall serve to inform that Baseline Sports Construction, LLC is an aligned manufacturer's representative authorized to represent, sell, install, service, and receive payment on behalf of Shaw Sports Turf using Sourcewell contract #031622-SII for Athletic Surfaces and related materials.

Jimmy Marshall

Director Of Cooperative Sales

(615) 879-0136



shawgrass®



January 1, 2023

SENT VIA ELECTRONIC MAIL

Baseline Sports Construction
3600 Henson Rd.
Knoxville, TN 37921

Re: Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Supplies, Installation and Services Contract #031622-SII

To whom it may concern:

I have reviewed Contract #031622-SII. Shaw Sports Turf's Form A response regarding distributor partners permits Baseline Sports Construction to provide services on behalf of Shaw Sports Turf as an authorized subcontractor. Baseline Sports Construction is incorporated into the Contract as a distributor partner for Shaw Sports Turf products and services.

If you have any questions or comments regarding the above, please do not hesitate to contact me.

Sincerely,

/s/ Dan Listug
Government Relations Associate
Sourcewell



Solicitation Number: RFP #031622

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Shaw Industries, Inc., 616 E. Walnut Ave., Dalton, GA 37021 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires May 26, 2026, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

Notwithstanding anything herein to the contrary, Supplier's warranty of the Equipment, Products, and Services is subject to the applicable generally published manufacturer's limited product warranty, such that in the event of a conflict between this Contract and such manufacturer's limited product warranty, the terms of the manufacturer's limited product warranty control. EXCEPT AS EXPRESSLY SET FORTH IN THIS PARAGRAPH, AND TO THE MAXIMUM EXTENT PERMITTED BY LAW, SUPPLIER MAKES NO OTHER WARRANTIES FOR ANY EQUIPMENT, PRODUCTS, SERVICES, OR MATERIALS PROVIDED UNDER THIS CONTRACT AND HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR USE.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity. Unless exempt, the applicable Participating Entity is responsible for all applicable taxes arising from the provision of Equipment, Products, or Services under this Contract, which shall be in addition to any other pricing for such goods and/or services.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. Sourcewell's approval of such requests will not be unreasonably withheld. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

Upon receipt of a properly submitted request, Sourcewell will approve Equipment, Product, or Service price increases, without limitation, if such increase is attributable to a material change in applicable duties, taxes, tariffs, similar charges, or other government action.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference. Sourcewell will use commercially reasonable efforts to expedite the effective implementation of any approved Price and Product Change Request.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and, where appropriate, will encourage potential participating entities to join Sourcewell, unless such potential participating entity is already a member of another group purchasing organization or similar cooperative organization. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order must clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone

agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be the state where the Participating Entity making the purchase is located.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);

- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total net sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter less any applicable taxes, freight, fees, and discounts and less amounts attributable to any Services, freight, delivery, installation, unpaid invoices, returned Products or materials, or credits issued. Orders under this Contract will only be eligible for the administrative fee if the Participating Entity notes the applicable Sourcwell contract number on the purchase order when submitting such purchase order. Payments should note the Supplier's name and Sourcwell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcwell's banking institution per Sourcwell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcwell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcwell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

Sourcewell is responsible for complying with all laws and regulations related or applicable to such Administrative Fee.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any third-party claims or causes of action, including reasonable attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any negligent act or omission or intentional misconduct in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*
 - a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all third-party suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the authorized use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier under this Contract, in strict compliance with Supplier's applicable specifications, in violation of applicable patent or copyright laws.

5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The defaulting party will have 60 calendar days, unless otherwise approved in writing by the non-defaulting part, to cure an outstanding issue, or, if such issue is not capable of cure within 60 calendar days, to commence curing such issue and continue to diligently pursue such cure until complete.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute provided that Sourcewell and the applicable Participating Entity(ies) are current in all payment obligations, if any. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 60 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages to the extent permitted by this Contract. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or

- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other

insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all

references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

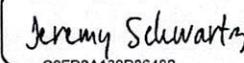
22. CANCELLATION

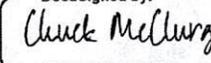
Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's

Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

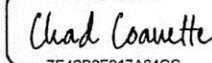
Sourcewell

Shaw Industries, Inc.

DocuSigned by:

 By: C0FD2A139D06489...
 Jeremy Schwartz
 Title: Chief Procurement Officer
 Date: 5/23/2022 | 2:13 PM CDT

DocuSigned by:

 By: DE2133F6A5DB49F...
 Chuck McClurg
 Title: Vice President
 Date: 5/25/2022 | 12:01 PM PDT

Approved:

DocuSigned by:

 By: 7E42B8F817A64CC...
 Chad Coquette
 Title: Executive Director/CEO
 Date: 5/25/2022 | 9:22 PM CDT

RFP 031622 - Artificial Turf and Tracks with Installation, Related Equipment, Materials, and Supplies

Vendor Details

Company Name: Shaw Contract Flooring Services, Inc.
Does your company conduct business under any other name? If yes, please state: Shaw Sports Turf
Address: 185 S Industrial Blvd
Calhoun, Georgia 30701
Contact: Jimmy Marshall
Email: jimmy.marshall@shawinc.com
Phone: 615-879-0136
HST#:

Submission Details

Created On: Thursday February 03, 2022 10:36:23
Submitted On: Wednesday March 16, 2022 14:02:27
Submitted By: Jimmy Marshall
Email: jimmy.marshall@shawinc.com
Transaction #: 54b4e149-3538-4b56-955e-2625b1bad1db
Submitter's IP Address: 104.129.206.71

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Shaw Industries, Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Shaw Sports Turf, ShawGrass, Southwest Greens, Watershed Geo
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	NA
4	Provide your CAGE code or DUNS number:	78-637-1393
5	Proposer Physical Address:	185 S Industrial Blvd. Calhoun, GA 30701
6	Proposer website address (or addresses):	www.shawsportsturf.com
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Chuck McClurg, Vice President - Shaw Turf
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jimmy Marshall, Director of Cooperative Sales 185 S Industrial Blvd Calhoun, GA 30701 615-879-0136 jimmy.marshall@shawinc.com
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	N/A

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Shaw Industries, a Berkshire Hathaway, Inc. company, is the world's largest carpet manufacturer and leading floor covering provider with more than \$6 billion in annual sales and over 20,000 associates worldwide. Now, with the marriage of proven tradition and expanding arenas, Shaw applies the same philosophy of innovation that has been woven into more than a decade of legendary carpet manufacturing to the synthetic turf market. Through substantial assets, investments, key acquisitions and partnerships, Shaw Sports Turf has quickly secured a leadership position as a complete turnkey surfacing company excelling in providing synthetic solutions for sports, commercial, residential landscaping, pet facilities, parks, playgrounds and landfill closures Shaw Industries acquired Sportexe Construction Service, a successful 20 year veteran of the sports turf industry in 2009. By 2010 Shaw Sports Turf was a fully integrated manufacturing and supply chain for complete control of product quality from design to completion. Also the same year, Shaw Sports Turf contracted the largest synthetic turf sports field installation in the U.S.A., a 1.7 million sq. ft. multi-field sports complex. Closely following the landmark installation, Shaw constructed a 13,000 sq. ft. sports science laboratory, the industry's largest and most advanced lab for product development and testing.

11	What are your company's expectations in the event of an award?	Shaw looks forward to continuing our positive relationship with Sourcewell. Our fully turn-key services are ready to provide project management and coordination. If awarded, Shaw intends to leverage the Sourcewell agreement in the government and education sectors to provide members with top-of-the-line products and services that will make every project a seamless experience.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Shaw Industries, Inc. is a privately held company and, as such, we are unable to provide financial statements. We will be providing a D&B report to show our financial viability for your project.	*
13	What is your US market share for the solutions that you are proposing?	Our US market share is 25%.	*
14	What is your Canadian market share for the solutions that you are proposing?	Our Canada market share is 5%.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No, Shaw Industries has never had to petition for Bankruptcy protection. As a subsidiary of Berkshire Hathaway, Shaw benefits from a strong financial backing.	*
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Shaw Industries, Inc. is classified as a Manufacturer. Your members will work with a mixture of Shaw employees and third-party vetted installers. Our company is vertically integrated so the manufacturing of the products to the sale and delivery is all conducted by Shaw employees. Shaw then partners with one of our vetted and trusted contracting groups to provide top-of-the-line installation services. Whether employed by us or contracted out Shaw stands by our products and installation.	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Shaw Industries holds the appropriate tax certificates, business licenses, and contractor licenses in the United States and Canada. These licenses and certifications can vary from location to location and as such Shaw is vigilant in keeping up to date to provide our services.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Shaw Industries, Inc. has never had any suspensions or debarments.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>Shaw Sports Turf is proud to hold 450+ONE certification. The 450 means that our products go through a minimum of 450 quality and performance tests. The +ONE represents our commitment to going above and beyond with our products. Shaw Sports Turf has also been recognized for not having a single fiber failure in our history of manufacturing sports turf. Since all of our products are manufactured here in the United States our products go through some of the most stringent quality standards in the industry. Our other industry recognitions include:</p> <p>2022</p> <ul style="list-style-type: none"> - Training APEX from Trianing Magazine: Recognized for commitment to and success with employer-sponsored training and development programs. <p>2021</p> <ul style="list-style-type: none"> - 50 Best Companies to Sell For from Selling Power: Shaw Industries ranked 12th on the list, ranking factors included compensation, benefits and sales training. - Best-In-State Employer for Georgia from Forbes: Ranked 11th on list of 100 employers in the state of Georgia. - GreenStep Award - People Honoree from Floor Covering Weekly: Recognized for prioritizing the health and wellbeing of associates in response to the COVID-19 pandemic. - Shipper of Choice from FreightWaves: Recognized among the top 25 different manufacturers, distributors, and retailers across the USA, for company's ability to keep the American economy moving. <p>2020</p> <ul style="list-style-type: none"> - w3 - Gold & Silver from the Academy of Interactive and Visual Arts: Recognized for creative excellence of Websites, Marketing, Video, Mobile, Social, and Podcasts. - America's Best Employers for Diversity - #454 Culture from Forbes: Companies with 1,000+ associates were evaluated on: Recommendations from associates and non-associates, diversity among executives and diversity KPIs based on public data. Over 50,000 participated. <p>2019</p> <ul style="list-style-type: none"> - America's Best Employers for Diversity from Forbes: Evaluated on recommendations from associates, recommendations from non-associates, diversity among top executives/board and diversity KPIs. - Responsible Business Awards: Finalist from Ethical Corporation: Finalist for circular innovation, plastics innovation and diversity & inclusion leadership. - Top 30 Company By Giving from United Way of the Coastal Empire: Recognizes "most generous workplaces" by releasing the top 30 of more than 500 companies and organizations whose employees give to the United Way campaign. <p>2018</p> <ul style="list-style-type: none"> - 2018 Employer of the Year from Service Providers Association for Developmental Disabilities (SPADD): Nominated by Cross Plains Community Partner for our commitment to creating an inclusive workplace. - America's Best Large Employers from Forbes Magazine: Forbes partners with a market research company to rank the best employers in America.
20	What percentage of your sales are to the governmental sector in the past three years	Approximately 30% of our sales were to the government sector for the past 3 years. *
21	What percentage of your sales are to the education sector in the past three years	Approximately 30% of our sales were to the education sector for the past 3 years. *
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>We currently hold a contract with Sourcwell as well as 8 other cooperatives. These cooperatives are:</p> <p>NASPO ValuePoint AEPA TIPS COSTARS OMNIA Partners</p> <p>Our client information is confidential. We do not share their sales numbers, In turn, we would not share Sourwell's numbers.</p>
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	NA *

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Furman University	Gary Clark	864.294.3460	*
Baltimore Ravens	Keith Weldon	410.701.4215	*
Louisiana State University	Ronnie Haliburton	225.578.2885	*
Georgetown University	Brian McGuire	202.687.2435	
Montana Tech	Chuck Morrell	406.565.6175	

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Union County	Government	New Jersey - NJ	Turf Field Replacements, Repair, Maintenance	\$250,000- \$1,500,000	\$4,000,000	*
MidAmerican Energy Sports RecPlex	Non-Profit	Iowa - IA	Turn key turf conversions	\$250,000- \$1,000,000	\$3,500,000	*
Murfreesboro Parks and Recreation	Government	Tennessee - TN	turn key turf conversions	\$300,000 - \$1,500,000	\$4,000,000	*
Cobb County	Education	Georgia - GA	turn key turf conversions, maintenance, replacement	\$250,000 - \$1,000,000	\$5,000,000	*
DeKalb County Parks and Recreation	Government	Georgia - GA	turn key turf conversions, maintenance, repairs, replacements	\$250,000- \$1,000,000	\$2,500,000	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	<p>The highest level executive in charge of or Shaw Turf is Chuck McClurg. Chuck is responsible for leading the Sales, Operations, and Marketing teams for Shaw Turf and Specialty Markets - the driving energy of this segment is Shaw Sports Turf. This business segment is made up of more than 150 employees.</p> <p>The outside sales team is comprised of our VP of Sales, three RVP's covering the East & West United States and Canada, and 22 full time sales people.</p> <p>The brands represented by our sales team are Shaw Sports Turf, Shawgrass, WatershedGeo, and Southwest Green product lines</p>
27	Dealer network or other distribution methods.	Shaw proudly hosts its own transportation network allowing us to get our products to you quicker. We have the capability to distribute both in the US and Canada through our 30 distribution centers, 800 trucks, and 3000 trailers. Shaw associates will be the people that process, handle, and ship products nationally and globally.
28	Service force.	Shaw is offering fully turnkey service and project management. A Shaw associate will handle all aspects of the project from ensuring product availability to coordinating general contractors for installation. The Shaw project manager will be the single point of contact on every project. In order to accommodate installation Shaw will hire vetted general contractors to complete the project.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Each of your members will be assigned a Shaw project manager. The Shaw associate will work with your member during the custom design phase and throughout shop drawing submittals.
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>Shaw seeks to keep customer service simple. The project manager will be the single point of contact for the assigned Sourcewell member. The point of contact will work with a team assigned to the customer to help fulfill the request. Response time is typically within 24 hours.</p> <p>For our manufacturing, after the synthetic turf and inlays have been approved manufacturing the custom product typically takes 21 days to complete. After the product is completed shipping usually takes another one to four days depending on the destination. Finally the Installation under normal circumstances takes around 21 days to complete. Since our company is vertically integrated we are able to control most aspects of the manufacturing and delivery process. This control usually allows us the ability to meet the goals we set.</p>
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Shaw Industries is willing and able to provide both our full line of products and services to any area in the United States.
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Shaw is willing and able to provide both our full line of products and services to any area in Canada.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	There are no areas in the United States or Canada that we could not serve.
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Shaw Industries has the size and capability to fully serve any entity through our proposed contract.
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	There are no contract requirements or restrictions for the given areas.

Table 7: Marketing Plan

Line Item	Question	Response *
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Segment-specific marketing materials with the Sourcewell contract information and logo will be readily available online. Targeted email campaigns to Sourcewell Members and potential members will announce the contract. Our dedicated personnel from Shaw Sports Turf will promote and champion the Sourcewell contract. We will also provide incentives to the sales force and conduct extensive sales force training.
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Shaw, through our Sports Turf Social media, will announce all new contracts to make our partnership known. The announcement is made through our official Twitter, Facebook, Instagram, and LinkedIn. We also use the Shaw Sports Turf website to provide content such as new marketing collateral and new educational videos targeting Sourcewell members. Furthermore, we use collected metadata to understand what messages are working and how to improve our message to continue reaching prospective partners for both Sourcewell and Shaw.
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	We ask that Sourcewell continue our proven relationship by providing access to the Sourcewell members, information about potential members, email lists, access to leads and cross-promotion of websites. We also ask that Sourcewell continue your role in the active training of the Shaw Sports Turf sales force.
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Shaw Sports Turf does not offer any e-procurement ordering.

Table 8: Value-Added Attributes

Line Item	Question	Response *
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Shaw Sports Turf's service after the sale is second-to-none. We offer onsite training, as well as written and video maintenance training free of charge to ensure proper care and use of Turf and the additional maintenance equipment. Our automated system tracks maintenance needs and will issue a reminder when it is time for important maintenance milestones.
41	Describe any technological advances that your proposed products or services offer.	No other manufacturer in the industry can match the amount of innovation and research that goes into our turf. Shaw Sports Turf had a goal to create the most natural feeling turf out there. Most recently, our GAMEON product line has redefined the design and installation for the synthetic turf industry. This proprietary technology, along with our innovations around fiber and infill are unmatched in this space. - Fiber: Our newest fiber Thunderbolt is built to last. The fiber was designed to handle more wear and tear so that the turf maintains its performance capability and appearance for longer. - Infill: Our infill is a combination of coarse and fine materials. This allows for balance that provides the natural feel and increase traction and balance. Backing: Because Shaw is vertically integrated we are able to design and make backing specifically made for athletic turf. Our UltrLoc 2.0 backing provides dimensional stability, requires less infill, and provides a stronger turf bind. Cooling Technology: The HydroChill cooling system allows players on the turf to remain cool in the heat, through the natural system of evaporative cooling. As the sun gets higher in the sky and more of the field is heated up, the moisture trapped in the HydroChill infield causes the playing field to have a significant change in temperature that last longer than natural moisture evaporation.
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Sourcewell and Shaw share a vision of creating a better tomorrow. Shaw offers several initiatives to help lessen our impact on the planet. All of our products come with Declare labels and Health Product Declarations. These provide your participating entities with transparency as to what is in the products they purchase. We are also committed to reducing our energy intensity and carbon emissions. All the offered products will be manufactured in one of our commercial carbon neutral plants. Another initiative Shaw has great pride in is our reclamation and recycling. By partnering with our customers we reclaim our old products at the end of their life cycle and repurpose them into the manufacturing of new products.
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Shaw Industries takes our commitment to material responsibility seriously. Today, 90% of our products are Cradle to Cradle certified, which is the most stringent environmental standard.
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	NA
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Our 50 years of experience and financial strength contribute to our ability to deliver innovative products and world-class service. We are a wholly-owned Berkshire Hathaway subsidiary with \$6.2 billion in annual revenue. This history has allowed us to become one of the most vertically integrated companies in the industry. This level of integration allows us to drive down costs while ensuring high quality. We own and control the majority of the following aspects of our business including: <ul style="list-style-type: none"> • Manufacturing • Warehousing • Distribution • Customer experience • Recycling process

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	The Shaw Sports Turf warranty covers the synthetic turf system to include installation. Shaw Sports Turf does not warranty the base under the synthetic turf system.	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No, the warranty imposes no restrictions or limitations that would adversely affect coverage.	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, our warranties do cover these expenses.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No, we can service all areas of the United States and Canada.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	We do not warranty other manufacturers' products. Warranty issues from other manufacturers' products are typically passed to the original manufacturer.	*
51	What are your proposed exchange and return programs and policies?	Shaw Sports Turf makes each product custom for all of your members. Due to the unique nature of each product manufactured, we cannot accept returns or exchanges.	*
52	Describe any service contract options for the items included in your proposal.	We are offering multiple levels of maintenance plans to Sourcewell members. Details and pricing plans are included in pricing document.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Our payment terms are Net 30 and we accept both checks and ACH payment. Our preferred method is ACH. A schedule of values will be issued with each contract.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	Shaw understands the need of the education and government sectors to conserve their capital. We can offer your members flexible payment terms tailored to meet their needs. We also can offer financing through NCL Government Capital, as well.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Shaw will provide a standard boiler plate purchasers contract on request.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, we do accept P-Card. There is a 2.5% fee.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Shaw is submitting a line item discount model.
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Each product has a ceiling price that is discounted a minimum of 5% from our published pricing; however, each project is priced based on specific circumstances. Typically, the final negotiated pricing results in a much greater discount from the published list price for the Sourcwell member.
59	Describe any quantity or volume discounts or rebate programs that you offer.	Volume discounts are considered on a project-by-project basis.
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	"sourced" or "open market" items will be priced using RS Means. A minimum of 3% off RS Means list price will be offered. RS Means is a self contained construction cost estimating tool that features numerous costing line items that are updated quarterly by region to account for changing costs and wage rates.
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Applicable taxes are the only items not included in our pricing submitted with this proposal.
62	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	Freight is included in our pricing unless noted as FOB Dalton or FOB Plant
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight rates for material and equipment to Alaska and Hawaii will be added to the not-to-exceed rates and will be shared with the Sourcwell member during the final project negotiation.
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	For customers on the west coast, we can offer rail delivery which is likely less expensive but may not be as timely.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Published pricing is consistent across cooperative offers, but additional discount are provided to Sourcwell members.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Each Sourcewell project will be audited by our Accounting Manager on a monthly basis to ensure compliance with our contract with Sourcewell.
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	a. Additional tracking mechanisms have been added into our internal system to monitor successes. b. Internal programs measure Sourcewell jobs and usage compared to typical public bid jobs. c. Monthly reports of Sourcewell contracted jobs
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Shaw is proposing a two tiered administrative fee structure. Dollar amounts \$0-\$999,999 carry a 2% fee and dollar mounts \$1,000,000 + carry a 1% fee

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	We are proposing custom manufactured athletics/sports field-related services. Our services include: <ul style="list-style-type: none"> - Product consultation - Specification and design support - Construction Consultation - Product Management - Removal/Ground Preparation - Logo positioning and Field Markings - Infill Placement - Field Inspection - maintenance and Care - Synthetic Sports Turf Installation - Robust Warranties - Reclamation and Reuse Programs
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	We also offer: <ul style="list-style-type: none"> - Design Services - Consulting Services - Field Construction and Installation - Additional Site Work as Required by the Member - Equipment

Table 148: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
71	Indoor and outdoor athletic and recreational artificial turf and running track surfaces and sub-surfaces	<input checked="" type="radio"/> Yes <input type="radio"/> No	Shaw Sports Turf is offering our full product line of outdoor artificial turf and sub-surfaces, including shock pads.
72	Equipment, options, accessories, technology, materials, and supplies complementary or incidental to the purchase of a turnkey or complete solution of the types described in Line 71 above	<input checked="" type="radio"/> Yes <input type="radio"/> No	In addition to our turf, Shaw will also offer the maintenance products and equipment. This includes: Inlays Infill Shock Pad
73	Services related to the offering of the solutions described in Lines 71 and 72 above, including installation, removal, disposal, refurbishment, inspection, repair, maintenance, training, and support	<input checked="" type="radio"/> Yes <input type="radio"/> No	Shaw Sports Turf is offering turn-key services. Our associate will provide: Project Management, product and maintenance training, installation inspection and customer service support. Our vetted third party contractors will provide: Removal service, disposal, installation services, refurbishment, and major repairs .

Table 15: Industry Specific Questions

Line Item	Question	Response *
74	Describe any unique advantage your product offers in relation to design, manufacturing, performance, maintenance, and product longevity.	Our turf is manufactured in Shaw facilities by experienced Shaw associates right here in Northwest Georgia. Our manufacturing facilities, equipment and processes are second to none and that shows through the quality of our Shaw Sports Turf product line. Since we have begun manufacturing fields, we've yet to have a single fiber failure. We're committed to upholding our record - building our fields using the best innovations in the industry designed for wear and durability. We Offer FIFA compliant products and installation, evaluated for material construction, durability, player/surface interaction, ball/surface interaction, and field construction.
75	Describe any sustainability design features your product offers.	Shaw always looks to keep sustainability at the forefront of our product manufacturing. Many of our Shaw products backing is made using recycled products. This allows us to use less new material and lessens our carbon footprint. We also use rubber in our infill which keeps old tires out of the landfills.
76	Describe the installation process and how it is managed from product order to completion.	After the consultative sales process and pricing is completed, a contract between Shaw Sports Turf and the Sourcewell member is written. The regional project manager will become the primary contact for the Sourcewell member. Shaw Sports Turf can write the contract or execute a contract written by the member. This contract process protects both parties on a construction project of this magnitude. Execution of this contract will serve as the order placement. Please note that all contracts are subject to approval by Shaw Financial Services. Once contract is executed, shop drawings are issued for approval and requested submittals are produced. This process can take anywhere from 7-21 days depending on scope, scale, design, etc. With each field being a custom order, the approval process is the key to progressing to the manufacturing stage. Custom manufacturing typically takes 21 days and requires between 1 and 4 days to ship depending on project location. Installation on a prepared surface typically takes between 14 and 21 days.

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- Pricing - Sourcewell Price List RFP 03162022 .xlsx - Tuesday March 15, 2022 08:42:05
 - Financial Strength and Stability - shaw-industries,-inc._D&B_02-23-2022.pdf - Wednesday March 09, 2022 09:21:07
 - Marketing Plan/Samples - SST_Marketing_v2.pdf - Monday March 14, 2022 08:24:26
 - WMBE/MBE/SBE or Related Certificates (optional)
 - Warranty Information - Shaw Turf Warranty Information.pdf - Monday March 14, 2022 08:23:24
 - Standard Transaction Document Samples - Shaw Sports Turf - 02.28.2022_Installation Subcontract VS 20_6.pdf - Monday March 14, 2022 15:10:58
 - Upload Additional Document - Cerificates & Distribution List.zip - Wednesday March 16, 2022 13:59:38

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jimmy Marshall, Director of Cooperative Sales , Shaw Industries, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_1_Artificial_Turf_RFP_031622 Tue March 8 2022 04:36 PM	<input checked="" type="checkbox"/>	2

Elizabethton Board of Education
Elizabethton Education Association
Certified Employee Sick Leave Bank Guidelines

I. PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned, personal illness, injury, disability, quarantine, or illness of his/her minor child, and whose paid leave is exhausted.

II. ADMINISTRATION

The Sick Leave Bank shall be administered by a Committee of Trustees. The Committee shall be composed of five (5) members: two (2) members appointed by the School Board from its membership, two (2) members appointed by the Association, and the Superintendent of Schools, who shall chair the Committee.

III. MEMBERSHIP

Any certified professional employee shall be eligible to participate in the Sick Leave Bank. A person entitled to sick leave under TCA 49-5-710 shall become a member of the Bank by donating three (3) days (22.5 hours) of accumulated sick leave. Employees who do not already have three (3) sick leave days accrued will not be eligible for membership. Days are non-transferable between the Certified and Classified sick leave banks.

IV. RULES

1. A minimum participation of twenty (20) members shall be required to establish the Bank.
2. Any certified professional employee who elects to participate in the Bank shall initially have three (3) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Certified professional employees electing to participate shall do so only during the months of August, September, or October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable, unless the Bank is dissolved.
3. If at any time the number of days in the Sick Leave Bank is less than twenty (20), or one (1) per member if there are more than twenty (20) members, or at any time deemed advisable, the Committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the certified professional employee. The certified professional employee may not withdraw days from the sick leave bank prior to contribution.

4. By written notice to Trustees, a member may withdraw from Bank participation effective June 30 next. Membership withdrawal shall result in forfeiture of all days contributed.
5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days. For example, an employee joins September 1 and becomes eligible to request a grant of sick leave after September 30.
6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated paid leave, including all paid Board extensions. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, or illness of any member of the participant's family (other than a minor child), or during any period the member is receiving disability benefits from social security or the state or local retirement plan. Also excluded are those teachers who receive any disability pay under the Worker's Compensation Law. See TCA 49-5802-(4).
7. Leave grants from the Bank, recommended by the Board of Trustees shall be in units of no more than twenty (20) consecutive pay days for the individual applicant. Applicants may submit requests for extensions of such leave grant before their prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60) pay days. The maximum number of pay days any participant may receive as a result of any one or recurring diagnosed illness or accident is ninety (90) days. Days from the Bank may not be utilized for those days when an employee would not receive pay. The Trustees may establish regulations further restricting the number of days which may be withdrawn from the Bank by one (1) member on account of one (1) illness, particularly a known illness existing at the time the teacher elected to participate in the Bank.
8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.
9. All requests to utilize days from the Bank shall be accompanied by a physician's statement verifying the cause of the illness or injury and attesting to the individual's inability to perform assigned duties (if applicable). Refusal to supply such a statement shall result in the request being denied.
10. Sick leave granted a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.
11. A member shall lose the right to obtain the benefits of the sick leave bank by:
 - a. Resignation or termination of employment.
 - b. Cancellation of participation which is effective on June 30 next.
 - c. Refusal to honor such assessment as may be required by the Committee of Trustees.
 - d. Being on approved leave of absence with the exception of personal illness or disability leave.
 - e. Retirement

12. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee. The Board of Trustees may request a second medical opinion to be obtained at the applicant's expense.
13. Any days approved by the Trustees but not utilized by an individual shall be returned to the Bank.
14. Enrollment in the bank shall be for the current year and subsequent years unless revoked in writing. Such cancellation shall be effective June 30 next.
15. All actions of the Trustees shall require three (3) affirmative votes and shall be final and binding.

PROCEDURES

1. Trustees of the Bank shall be responsible for developing all necessary forms for the implementation and administration of the Bank. All forms will be available at the local schools and should be submitted to the office of the Superintendent.
2. Members shall sign authorization forms stating that they are aware of the provisions of the sick leave bank and also relieving the Board, the Association, and the individual Trustees from any liability as a result of action taken by the Trustees.
3. A member wishing to withdraw days from the Sick Leave Bank must submit an application with a physician's statement.
4. The Trustees shall act affirmatively or negatively on all applications within ten (10) calendar days of the application and submitted to the payroll office with a copy to the member.
5. All records of Sick Leave Bank shall be kept in the central office of the school system which handles regular sick leave records. The Trustees shall inform the office of all applications they approve and the amount of additional leave granted the member.
6. Pay for approved sick leave bank days shall be made on the next regularly scheduled payroll date for that individual.

School Board Chair

Director of Schools

ELIZABETHTON CITY SCHOOLS
Sick Leave Bank
Application for Use of Sick Leave

Name _____ Date of Application _____

Social Security Number (Last 4 Digits) _____ School _____

Number of Days Requested* _____ (Any not used will be returned to the Bank.)

Sick leave to be used beginning on (Date). _____

Is the illness for you or your minor child? _____

Check correct response:

Yes No

_____ Did present illness/injury exist prior to membership in the Sick Leave Bank?

_____ Is request for elective surgery or illness of a family member?

Justification for request: (Please attach required doctor's statement to this form.)

Signature of Applicant: _____

*Limitation of 10 days for illness/injury existing before membership in sick leave bank and 20 days for all other illnesses/injuries.

FOR CENTRAL OFFICE USE ONLY

Date of Receipt by Business Office _____

Yes No

_____ Applicant has used all available paid leave (sick, personal, vacation, annual, comp, etc.).

Signature of Payroll Officer: _____ Date: _____

_____ Second medical opinion requested.

_____ Second medical opinion received.

Date of Board of Trustees Action: _____

Request Granted _____ Number of sick leave days approved _____

Request Denied _____ Reason for Denial _____

Trustees' Signatures: _____

Elizabethton Board of Education
Elizabethton Education Association
Classified Employee Sick Leave Bank Guidelines

I. PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned, personal illness, injury, disability, quarantine, or illness of his/her minor child, and whose paid leave is exhausted.

II. ADMINISTRATION

The Sick Leave Bank shall be administered by a Committee of Trustees. The Committee shall be composed of five (5) members: two (2) members appointed by the School Board from its membership, two (2) members appointed by the Association, and the Superintendent of Schools, who shall chair the Committee.

III. MEMBERSHIP

Any classified employee (who is eligible for sick leave) shall be eligible to participate in the Sick Leave Bank. A person entitled to sick leave under TCA 49-5-710 shall become a member of the Bank by donating three (3) full days (22.5 hours) of accumulated sick leave. Employees who do not already have three (3) sick leave days accrued will not be eligible for membership. Days are non-transferable between the Certified and Classified sick leave banks.

IV. RULES

1. A minimum participation of twenty (20) members shall be required to establish the Bank.
2. Any classified employee who elects to participate in the Bank shall initially have three (3) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Classified employees electing to participate shall do so only during the months of August, September, or October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable, unless the Bank is dissolved.
3. If at any time the number of days in the Sick Leave Bank is less than twenty (20), or one (1) per member if there are more than twenty (20) members, or at any time deemed advisable, the Committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the certified professional employee. The certified professional employee may not withdraw days from the sick leave bank prior to contribution.

4. By written notice to Trustees, a member may withdraw from Bank participation effective June 30 next. Membership withdrawal shall result in forfeiture of all days contributed.
5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days. For example, an employee joins September 1 and becomes eligible to request a grant of sick leave after September 30.
6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated paid leave, including all paid Board extensions. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, or illness of any member of the participant's family (other than a minor child), or during any period the member is receiving disability benefits from social security or the state or local retirement plan. Also excluded are those teachers who receive any disability pay under the Worker's Compensation Law. See TCA 49-5802-(4).
7. Leave grants from the Bank, recommended by the Board of Trustees shall be in units of no more than twenty (20) consecutive pay days for the individual applicant. Applicants may submit requests for extensions of such leave grant before their prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60) pay days. The maximum number of pay days any participant may receive as a result of any one or recurring diagnosed illness or accident is ninety (90) days. Days from the Bank may not be utilized for those days when an employee would not receive pay. The Trustees may establish regulations further restricting the number of days which may be withdrawn from the Bank by one (1) member on account of one (1) illness, particularly a known illness existing at the time the teacher elected to participate in the Bank.
8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.
9. All requests to utilize days from the Bank shall be accompanied by a physician's statement verifying the cause of the illness or injury and attesting to the individual's inability to perform assigned duties (if applicable). Refusal to supply such a statement shall result in the request being denied.
10. Sick leave granted a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.
11. A member shall lose the right to obtain the benefits of the sick leave bank by:
 - a. Resignation or termination of employment.
 - b. Cancellation of participation which is effective on June 30 next.
 - c. Refusal to honor such assessment as may be required by the Committee of Trustees.
 - d. Being on approved leave of absence with the exception of personal illness or disability leave.

e. Retirement

12. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee. The Board of Trustees may request a second medical opinion to be obtained at the applicant's expense.
13. Any days approved by the Trustees but not utilized by an individual shall be returned to the Bank.
14. Enrollment in the bank shall be for the current year and subsequent years unless revoked in writing. Such cancellation shall be effective June 30 next.
15. All actions of the Trustees shall require three (3) affirmative votes and shall be final and binding.

PROCEDURES

1. Trustees of the Bank shall be responsible for developing all necessary forms for the implementation and administration of the Bank. All forms will be available at the local schools and should be submitted to the office of the Superintendent.
2. Members shall sign authorization forms stating that they are aware of the provisions of the sick leave bank and also relieving the Board, the Association, and the individual Trustees from any liability as a result of action taken by the Trustees.
3. A member wishing to withdraw days from the Sick Leave Bank must submit an application with a physician's statement.
4. The Trustees shall act affirmatively or negatively on all applications within ten (10) calendar days of the application and submitted to the payroll office with a copy to the member.
5. All records of Sick Leave Bank shall be kept in the central office of the school system which handles regular sick leave records. The Trustees shall inform the office of all applications they approve and the amount of additional leave granted the member.
6. Pay for approved sick leave bank days shall be made on the next regularly scheduled payroll date for that individual.

School Board Chair

Director of Schools

ELIZABETHTON CITY SCHOOLS
Sick Leave Bank
Application for Use of Sick Leave

Name _____ Date of Application _____

Social Security Number (Last 4 Digits) _____ School _____

Number of Days Requested* _____ (Any not used will be returned to the Bank.)

Sick leave to be used beginning on(Date). _____

Is the illness for you or your minor child? _____

Check correct response:

Yes No

_____ Did present illness/injury exist prior to membership in the Sick Leave Bank?

_____ Is request for elective surgery or illness of a family member?

Justification for request: (Please attach required doctor's statement to this form.)

Signature of Applicant: _____

*Limitation of 10 days for illness/injury existing before membership in sick leave bank and 20 days for all other illnesses/injuries.

FOR CENTRAL OFFICE USE ONLY

Date of Receipt by Business Office _____

Yes No

_____ Applicant has used all available paid leave (sick, personal, vacation, annual, comp, etc.).

Signature of Payroll Officer: _____ Date: _____

_____ Second medical opinion requested.

_____ Second medical opinion received.

Date of Board of Trustees Action: _____

Request Granted _____ Number of sick leave days approved _____

Request Denied _____ Reason for Denial _____

Trustees' Signatures: _____

Elizabethton City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Honor Roll, Awards, & Class Ranking PROPOSED	Descriptor Code: 4.602	Issued Date: 08/18/22
		Rescinds: 4.602	Issued: 03/29/90

1 Students must be enrolled full time at the home base school to be eligible for ranking among the top high
2 school seniors.

3 All grades earned in grades 9, 10, 11 and the first ~~semester~~ three-quarters of grade 12 will be counted
4 toward the grade point average and the rank in class for purposes of recognition.

5
6 The final grade point average and class rank on transcripts will be calculated after completion of all
7 coursework.

8 Honor roll students will be determined by standards approved by the Board. Students who meet these
9 standards, and who do not request otherwise, will have their names submitted to the principal for release
10 to the news media.

11 Each school department or club which presents honors or awards or conducts contests will file with the
12 principal the name of the honor, award or contest; the basis for selection of the award and honor; the
13 method of participation; and the reason for the contest.

14 Beginning with Class of 2024 and subsequent cohorts students will be recognized at graduation utilizing
15 the Latin System outlined in policy 4.600 Grading System.

Cross References

Grading System 4.600
Graduation Requirements 4.605