

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION

REGULAR SCHEDULED MEETING

Thursday, August 15, 2024, @ 5:30 PM

Board Members

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

The Elizabethton Board of Education will meet on Thursday, August 15, 2024, at 5:30 PM in the Mack Pierce Board Room, 804 South Watauga Ave , Elizabethton, TN 37643.

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE TO THE FLAG**
4. **APPROVE CONSENT AGENDA AND REGULAR AGENDA**
5. **TIME FOR CITIZENS TO SPEAK**
6. **SPECIAL RECOGNITION**
 - A. TA Dugger Track Team members who advanced to the TMSAA State Championship at Austin Peay University.
Vella Nave
Ava Rogers
Nevaeh Hooper
 - B. Congratulations to Ivy Hall Nursing Home for receiving an Honorable Mention in the Tennessee Flagship Industry Partners through the Tennessee Department of Education.
7. **CONSENT AGENDA**
 - A. Minutes of Regular Meeting: Date.July 16, 2024
 - B. Approve General Purpose Fund Financial Statement, Date.June 2024
Approve General Purpose Fund Financial Statement, Date.July 2024
 - C. Approve Federal Projects Fund Financial Statement, Date.June 2024
Approve Federal Projects Fund Financial Statement, Date.July 2024
 - D. Approve School Nutrition Fund Financial Statement, Date.June 2024
Approve School Nutrition Fund Financial Statement, Date.July 2024
 - E. Approve year-end Reserve Funds for the 2023-2024 School Year.
 - F. Approve Citizen Bank Request for Resolution.
 - G. Approve Memorandum of Understanding between The Access Academy and Elizabethton City Schools for the 2024-2025 school year.

- H. Approve Grant Contract between the State of Tennessee Department of Human Services and Elizabethton City Schools for the 2024-2025 school year.
 - I. Approve Transportation Request Form.
 - J. Request for Property/Equipment - Sale/Disposal.
 - K. Approve Bus Driver Certifications for new and returning drivers.
8. **REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS**
- A. Personnel Report

NEW HIRES:

Russella Allison-Substitute Teacher, eff. 8/6/24
Debby Bradford- Substitute Cook, eff. 7/10/24
Michael Corn-Teacher/ Head Baseball Coach @ EHS, eff.8/1/24
Victoria de Mare-Substitute Teacher, eff. 7/29/24
Jennifer Hardin-Bookkeeper @ EHS, eff. 8/1/24
Alyssa Hatley-ELA Teacher @ ESE, eff. 8/1/24
Sarah King-Interim Teacher @ HME, eff. 8/5/24
Alexis Lopez-Substitute Teacher,eff. 7/29/24
Brittany May-Substitute Teacher, eff. 8/6/24
Aubrey McCray- 4th grade teacher @ ESE,eff. 8/1/24
BJ Miller- Assistant Basketball Coach @ TAD, eff. 8/5/24
McKenzie Miller-Educational Assistant @ WSE, eff. 8/6/24
Lillian Owens-Substitute Teacher, eff. 8/5/24
Gracie Payne- Edicational Assistant @ EHS, eff. 8/5/24
Aaron Rios- Assistant Football Coach @ EHS, eff. 7/19/24
JT Roberts-Educational Asst. @ EHS, eff. 8/2/24
Jan Stephen's- Cafeteria Persoonel @ EHS, eff 8/2/24
Annie Wallace- Educational Asst. @ TAD, eff 8/2/24
Madison Wagner-Family Resource Secretary @ EHS, eff. 8/2/24
Makaleigh Godsey-INT. Educational Asst. @ WSE, eff. 8/5/24-12/20/24
Jacqueline Mays-Educational Assistant @ WELC eff, 8/8/2024
Tonya Riffe-Custodain @ EHS, eff. 8/12/2024
Lynn Marsh-Substitute Teacher, eff. 8/12/2024
Diana Austin- Educational Assistant @ WSE, eff. 8/9/2024
Brianna Henderson-ESP Student Leader, eff. 8/12/2024
Keili Hall-ESP Student Leader, eff. 8/12/2024
Heather Garner-Educational Assistant @WELC, eff. 8/5/2024
Sheila Nelson-Assistant Swim Coach @ EHS, eff. 8/8/2024

ADDITIONAL POSITION:

Jason Holly-Volunteer Assistant Boys' Golf Coach @ EHS, eff. 7/29/24
Korey Hardin - Tennis Coach @ TAD eff. 8/8/2024

TRANSFERS:

Ashley Estep from Pre-K to 4th grade Teacher@ESE,eff. 7/31/2024
Cynthia Davis from sub Cook to a systemwide P/T Floating Cook, eff. 7/29/2024
Nichole Johnson from substitute to a systemwide Floating Cook, eff. 7/29/2024

Dawn Heading from P/T to F/T Educational Assistant @ EHS, eff. 8/5/2024
Allen Morris from F/T Custodian @ EHS to F/T Custodian @ ESE, eff. 7/24/2024
Zach Allgood from F/T SPED Assistant @ TAD to F/T SPED Assistant @ EHS, eff. 7/11/2024
Angela Smith from P/T Educational Assistant @ EHS to F/T Educational Assistant @ WSE, eff. 8/5/2024
Alex Matlock from Substitute Teacher to Math Teacher @ TAD, eff. 8/1/2024
Maggie Carpenter from P/T to F/T Educational Assistant @ TAD
Holly Schumann from Interim to F/T Math Teacher @ TAD, eff. 7/12/2024
Alexis Bier from F/T Educational Assistant @ ESE to WSE, eff. 8/5/2024
Jay Scurry from SPED Teacher @ TAD to Instructional Assistant @ EHS, eff. 7/11/2024
Lyndsay Tappert from Regular Ed Assistant to Academic Tutor @ HME, eff. 8/5/2024

RESIGNATIONS:

Shannon Barnett-Teacher @ ESE, eff. 7/9/2024
Victoria Silvestri-Teacher @ ESE, eff 7/12/2024
Carly Williams-PE Teacher @ EHS, eff. 7/10/2024
Elizabeth Greenwell- Instructional ASst. @ WSE, eff. 7/10/2024
Caroline Hill-ESP Student Leader, eff. 7/8/2024
Scott Cornwell- SPED Assistant @ WSE, eff. 7/15/2024
Nancy Cornwell- Educational Assistant @ EHS, eff. 7/15/2024
Gail Ridlehuber- Educational Assistant @ EHS, eff. 7/22/2024
Dolly Rudlesden- Cafeteria Personnel @ EHS, eff. 7/18/2024
Curtis Cox- ESP Student Leader, eff. 7/22/2024
James Cable- Instructional Assistant @ EHS, eff. 7/22/2024
Sarah Stewart- Educational Assistant @ EHS, eff. 7/23/2024
Lakyn James-ESP Student Leader, eff. 7/24/2024
Colton Kitzmiller- Educational Asst, @ HME, eff. 7/29/2024
Peyton Lacy- ESP Student Leader, eff. 7/31/2024
Colby Dugger-ESP Student Leader, eff. 7/31/2024
Annie Wallace-Educational Assistant @ TAD, eff. 8/8/2024
Skylar Kirkland- ESP Student Leader, eff. 8/12/2024
Annie Wallace-Educational Assistant @ TAD, eff. 8/8/2024

TERMINATIONS:

LEAVE OF ABSENCE:

Michael Freeman-eff. 8/1/2024-12/20/2024
Kendra Killion- eff. 8/1/2024-9/27/2024
Gary Harrison- eff. 8/1/2024-8/28/2024
Anna Hurley- eff. 7/22/2024-8/30/2024

- B. Director's Update
- C. Board Member Reports

D. City Council Liaison's Report

E. Student Liaison's Report

9. **REGULAR AGENDA**

A. Approve Renewal of Mastery Connect subscription.

B. Approve Elizabethton City Schools Bus Driver Forms.

10. **FOR YOUR INFORMATION**

11. **NEXT REGULARLY SCHEDULED BOARD MEETING**

The next regularly scheduled Board Meeting will be held on Thursday, September 19, 2024 at 5:30pm in the Mack Pierce Board Room of the Elizabethton Board of Education, located at 804 S. Watauga Avenue, Elizabethton, TN.

12. **ADJOURN**

Acct	2023-24		2023-24		Unencumbered		June 2023-24
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity	
141 R 40110 000	CURRENT PROPERTY TAX	3,600,000.00	3,600,000.00	3,518,411.48	97.73	81,588.52	-77,936.86
141 R 40120 000	TRUSTEE'S COLLECTIONS - PRIOR	86,000.00	100,000.00	94,665.89	94.67	5,334.11	0.00
141 R 40130 000	CIR CLK/CLK & MASTER COLLECTIO	23,000.00	23,000.00	24,781.92	107.75	-1,781.92	7,425.92
141 R 40140 000	INTEREST AND PENALTY	27,000.00	27,000.00	27,388.66	101.44	-388.66	5,092.91
141 R 40162 000	PAYMENTS IN LIEU OF TAXES-LOCA	59,000.00	59,000.00	48,050.91	81.44	10,949.09	48,038.34
141 R 40163 000	PAYMENTS IN LIEU OF TAXES - OT	2,000.00	2,000.00	1,029.13	51.46	970.87	0.00
141 R 40210 000	LOCAL OPTION SALES TAX	4,200,000.00	4,200,000.00	4,074,699.39	97.02	125,300.61	1,385,276.84
141 R 40275 000	MIXED DRINK TAX	22,000.00	25,000.00	23,027.93	92.11	1,972.07	2,141.31
141 R 40320 000	BANK EXCISE TAX	30,000.00	38,500.00	38,523.38	100.06	-23.38	0.00
141 R 41110 000	MARRIAGE LICENSES	600.00	600.00	611.77	101.96	-11.77	94.93
141 R 43511 000	TUITION - REGULAR DAY STUDENTS	380,000.00	380,000.00	357,015.56	93.95	22,984.44	50,143.30
141 R 43513 000	TUITION - SUMMER SCHOOL	750.00	750.00	0.00	0.00	750.00	0.00
141 R 43517 000	TUITION - OTHER	227,975.00	285,085.00	240,760.59	84.45	44,324.41	28,180.00
141 R 43542 000	CONTRACT FOR INSTRUCT SERV W/O	0.00	0.00	148,645.75	0.00	-148,645.75	148,645.75
141 R 44110 000	INVESTMENT INCOME	40,000.00	190,000.00	190,214.97	100.11	-214.97	41,964.03
141 R 44120 000	LEASE/RENTALS	1,000.00	1,000.00	100.00	10.00	900.00	0.00
141 R 44170 000	MISCELLANEOUS REFUNDS	0.00	0.00	0.00	0.00	0.00	-18,659.18
141 R 44990 000	OTHER LOCAL REVENUES	273,195.00	292,035.00	278,798.92	95.47	13,236.08	85,889.45
141 R 46510 000	TISA STATE FUNDING	19,250,000.00	19,550,000.00	19,366,652.06	99.06	183,347.94	1,612,549.05
141 R 46513 000	TISA OBP	0.00	0.00	83,383.54	0.00	-83,383.54	83,383.54
141 R 46515 000	EARLY CHILDHOOD EDUCATION	407,000.00	411,160.17	411,160.17	100.00	0.00	73,620.04
141 R 46550 000	DRIVER EDUCATION	6,500.00	8,500.00	8,493.02	99.92	6.98	0.00
141 R 46590 000	OTHER STATE EDUCATION FUNDS	239,876.00	292,454.64	285,454.64	97.61	7,000.00	285,454.64
141 R 46610 000	CAREER LADDER PROGRAM	30,907.00	30,907.00	24,134.32	78.09	6,772.68	-19.31
141 R 46790 000	OTHER VOCATIONAL	340,113.00	722,363.00	720,944.31	99.80	1,418.69	256,487.25
141 R 46980 000	OTHER STATE GRANTS	0.00	121,620.64	20,700.00	17.02	100,920.64	20,700.00
141 R 46990 000	OTHER STATE REVENUES	113,000.00	194,250.00	195,008.24	100.39	-758.24	195,008.24
141 R 47590 000	OTHER FEDERAL THROUGH STATE	64,842.00	26,772.79	26,772.79	100.00	0.00	26,772.79
141 R 48610 000	DONATIONS	26,400.00	28,275.00	22,398.47	79.22	5,876.53	6,212.95
141 R 49800 000	OPERATING TRANSFERS	2,460.00	2,460.00	1,836.80	74.67	623.20	-598,163.20
141 R 49810 000	CITY GENERAL FUND TRANSFER	2,400,000.00	2,400,000.00	2,400,000.00	100.00	0.00	1,000,000.00
Grand Revenue Totals		31,853,618.00	33,012,733.24	32,633,664.61	98.85	379,068.63	4,668,302.73

Number of Accounts: 49

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

Acct	2023-24		2023-24		Unencumbered		June 2023-24
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity	
141 E 71100 --- --- -----	REGULAR INSTRUCTION PROGRAM	14,555,796.00	13,663,455.30	13,506,158.25	98.85	157,297.05	3,453,724.36
141 E 71200 --- --- -----	SPECIAL EDUCATION PROGRAM	2,561,690.00	2,570,640.00	2,554,331.88	99.37	16,308.12	608,348.29
141 E 71300 --- --- -----	VOCATIONAL EDUCATION PROGRAM	1,716,235.00	1,727,100.00	1,686,606.53	97.66	40,493.47	345,930.65
141 E 71400 --- --- -----	STUDENT BODY EDUCATION PROGRAM	425,130.00	487,880.00	474,309.15	97.22	13,570.85	-7,695.05
141 E 72110 --- --- -----	ATTENDANCE	111,810.00	111,810.00	93,274.27	83.42	18,535.73	3,946.60
141 E 72120 --- --- -----	HEALTH SERVICES	433,622.00	444,725.00	418,657.86	94.14	26,067.14	86,574.00
141 E 72130 --- --- -----	OTHER STUDENT SUPPORT	1,117,740.00	880,350.00	768,351.48	87.28	111,998.52	146,596.61
141 E 72210 --- --- -----	REGULAR INSTRUCTION PROGRAM	1,326,988.00	1,312,588.00	1,129,076.33	86.02	183,511.67	191,435.98
141 E 72220 --- --- -----	SPECIAL EDUCATION PROGRAM	413,459.00	440,684.00	394,862.60	89.60	45,821.40	38,643.59
141 E 72230 --- --- -----	VOCATIONAL EDUCATION PROGRAM	178,895.00	171,745.00	164,328.49	95.68	7,416.51	12,751.51
141 E 72250 --- --- -----	TECHNOLOGY	830,510.00	873,060.00	862,992.09	98.85	10,067.91	86,738.58
141 E 72310 --- --- -----	BOARD OF EDUCATION	596,365.00	625,365.00	559,666.82	89.49	65,698.18	20,311.37
141 E 72320 --- --- -----	OFFICE OF THE SUPERINTENDENT	438,535.00	439,385.00	419,419.96	95.46	19,965.04	29,252.78
141 E 72410 --- --- -----	OFFICE OF THE PRINCIPAL	1,897,951.00	1,918,725.40	1,863,099.26	97.10	55,626.14	296,364.60
141 E 72510 --- --- -----	FISCAL SERVICES	422,650.00	422,650.00	411,196.13	97.29	11,453.87	35,881.02
141 E 72610 --- --- -----	OPERATION OF PLANT	2,016,211.00	2,092,425.85	1,936,864.93	92.57	155,560.92	217,607.58
141 E 72620 --- --- -----	MAINTENANCE OF PLANT	1,228,225.00	1,606,299.64	1,412,029.15	87.91	194,270.49	113,821.90
141 E 72710 --- --- -----	TRANSPORTATION	813,436.00	894,663.33	697,751.89	77.99	196,911.44	141,130.30
141 E 73100 --- --- -----	FOOD SERVICE	41,395.00	36,395.00	19,219.23	52.81	17,175.77	1,451.58
141 E 73300 --- --- -----	COMMUNITY SERVICES	227,975.00	285,085.00	271,711.38	95.31	13,373.62	85,816.97
141 E 73400 --- --- -----	EARLY CHILDHOOD EDUCATION	407,000.00	411,160.17	411,160.17	100.00	0.00	73,620.04
141 E 76100 --- --- -----	REGULAR CAPITAL OUTLAY	92,000.00	2,760,675.00	2,858,580.52	103.55	-97,905.52	619,488.20
Grand Expense Totals		31,853,618.00	34,176,866.69	32,913,648.37	96.30	1,263,218.32	6,601,741.46

Number of Accounts: 665

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	July 2024-25	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
141 R 40110	000	CURRENT PROPERTY TAX	3,675,000.00	3,675,000.00	0.00	0.00	3,675,000.00	0.00
141 R 40120	000	TRUSTEE'S COLLECTIONS - PRIOR	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
141 R 40130	000	CIR CLK/CLK & MASTER COLLECTIO	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
141 R 40140	000	INTEREST AND PENALTY	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00
141 R 40162	000	PAYMENTS IN LIEU OF TAXES-LOCA	61,000.00	61,000.00	0.00	0.00	61,000.00	0.00
141 R 40163	000	PAYMENTS IN LIEU OF TAXES - OT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
141 R 40210	000	LOCAL OPTION SALES TAX	4,250,000.00	4,250,000.00	0.00	0.00	4,250,000.00	0.00
141 R 40275	000	MIXED DRINK TAX	24,000.00	24,000.00	2,010.00	8.38	21,990.00	2,010.00
141 R 40320	000	BANK EXCISE TAX	38,750.00	38,750.00	0.00	0.00	38,750.00	0.00
141 R 41110	000	MARRIAGE LICENSES	650.00	650.00	0.00	0.00	650.00	0.00
141 R 43511	000	TUITION - REGULAR DAY STUDENTS	385,000.00	385,000.00	0.00	0.00	385,000.00	0.00
141 R 43513	000	TUITION - SUMMER SCHOOL	750.00	750.00	0.00	0.00	750.00	0.00
141 R 43517	000	TUITION - OTHER	227,975.00	227,975.00	24,061.76	10.55	203,913.24	24,061.76
141 R 44110	000	INVESTMENT INCOME	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
141 R 44120	000	LEASE/RENTALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
141 R 44170	000	MISCELLANEOUS REFUNDS	0.00	0.00	19,899.06	0.00	-19,899.06	19,899.06
141 R 44990	000	OTHER LOCAL REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
141 R 46510	000	TISA STATE FUNDING	20,592,093.00	20,592,093.00	0.00	0.00	20,592,093.00	0.00
141 R 46515	000	EARLY CHILDHOOD EDUCATION	411,160.00	411,160.00	0.00	0.00	411,160.00	0.00
141 R 46550	000	DRIVER EDUCATION	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
141 R 46590	000	OTHER STATE EDUCATION FUNDS	232,876.00	232,876.00	0.00	0.00	232,876.00	0.00
141 R 46610	000	CAREER LADDER PROGRAM	23,947.00	23,947.00	0.00	0.00	23,947.00	0.00
141 R 46790	000	OTHER VOCATIONAL	317,497.00	317,497.00	0.00	0.00	317,497.00	0.00
141 R 46990	000	OTHER STATE REVENUES	113,000.00	113,000.00	0.00	0.00	113,000.00	0.00
141 R 47590	000	OTHER FEDERAL THROUGH STATE	64,842.00	64,842.00	0.00	0.00	64,842.00	0.00
141 R 48610	000	DONATIONS	26,400.00	26,400.00	2,500.00	9.47	23,900.00	2,500.00
141 R 49810	000	CITY GENERAL FUND TRANSFER	2,400,000.00	2,400,000.00	200,000.00	8.33	2,200,000.00	200,000.00
Grand Revenue Totals			33,125,440.00	33,125,440.00	248,470.82	0.75	32,876,969.18	248,470.82

Number of Accounts: 35

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

	Acct	2024-25	2024-25	2024-25	2024-25	Unencumbered	July 2024-25
		Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
141 E 71100	REGULAR INSTRUCTION PROGRAM	14,885,198.00	14,885,198.00	28,865.64	0.19	14,838,818.36	28,865.64
141 E 71200	SPECIAL EDUCATION PROGRAM	2,701,461.00	2,701,461.00	1,277.27	0.05	2,698,818.23	1,277.27
141 E 71300	VOCATIONAL EDUCATION PROGRAM	1,667,157.00	1,667,157.00	7,950.00	0.48	1,656,628.00	7,950.00
141 E 71400	STUDENT BODY EDUCATION PROGRAM	465,830.00	465,830.00	5,471.41	1.17	460,358.59	5,471.41
141 E 72110	ATTENDANCE	114,300.00	114,300.00	6,188.67	5.41	107,111.33	6,188.67
141 E 72120	HEALTH SERVICES	476,052.00	476,052.00	3,981.97	0.84	469,857.33	3,981.97
141 E 72130	OTHER STUDENT SUPPORT	1,186,085.00	1,186,085.00	4,000.00	0.34	1,168,621.26	4,000.00
141 E 72210	REGULAR INSTRUCTION PROGRAM	1,357,541.00	1,357,541.00	107,858.31	7.95	1,230,240.59	107,858.31
141 E 72220	SPECIAL EDUCATION PROGRAM	511,010.00	511,010.00	12,633.15	2.47	498,376.85	12,633.15
141 E 72230	VOCATIONAL EDUCATION PROGRAM	189,611.00	189,611.00	10,650.73	5.62	178,960.27	10,650.73
141 E 72250	TECHNOLOGY	1,053,560.00	1,053,560.00	195,357.14	18.54	795,033.30	195,357.14
141 E 72310	BOARD OF EDUCATION	637,915.00	637,915.00	298,889.96	46.85	332,135.04	298,889.96
141 E 72320	OFFICE OF THE SUPERINTENDENT	449,695.00	449,695.00	32,331.45	7.19	385,378.04	32,331.45
141 E 72410	OFFICE OF THE PRINCIPAL	1,954,133.00	1,954,133.00	66,192.85	3.39	1,887,940.15	66,192.85
141 E 72510	FISCAL SERVICES	439,279.00	439,279.00	56,562.68	12.88	379,868.31	56,562.68
141 E 72610	OPERATION OF PLANT	2,118,961.00	2,118,961.00	267,608.74	12.63	1,843,812.59	267,608.74
141 E 72620	MAINTENANCE OF PLANT	1,302,361.00	1,302,361.00	207,553.25	15.94	902,616.96	207,553.25
141 E 72710	TRANSPORTATION	841,451.00	841,451.00	73,462.09	8.73	590,604.88	73,462.09
141 E 73100	FOOD SERVICE	42,705.00	42,705.00	2,710.29	6.35	39,994.71	2,710.29
141 E 73300	COMMUNITY SERVICES	227,975.00	227,975.00	6,451.36	2.83	206,240.08	6,451.36
141 E 73400	EARLY CHILDHOOD EDUCATION	411,160.00	411,160.00	3,421.49	0.83	407,438.51	3,421.49
141 E 76100	REGULAR CAPITAL OUTLAY	92,000.00	92,000.00	21,254.53	23.10	-8,402.74	21,254.53
Grand Expense Totals		33,125,440.00	33,125,440.00	1,420,672.98	4.29	31,070,450.64	1,420,672.98

Number of Accounts: 534

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

		2023-24	2023-24	2023-24	2023-24	Unencumbered	June 2023-24	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
142 R 47141	OCA	TITLE 1 GRANTS TO LOCAL EDUC A	95,123.00	101,123.00	99,889.99	98.78	1,233.01	9,733.25
142 R 47189	OCA	EISENHOWER PROF DEVELOPMENT ST	9,000.00	12,000.00	11,303.27	94.19	696.73	1,155.04
142 R 47131	OCP	VOCATIONAL EDUC - BASIC GRANTS	35,330.00	41,597.18	41,597.18	100.00	0.00	7,149.10
142 R 47143	OID	SPECIAL EDUCATION - GRANTS TO	611,680.00	643,824.08	547,297.73	85.01	96,526.35	141,183.63
142 R 47145	OPS	SPECIAL EDUCATION PRESCHOOL GR	16,128.00	22,483.19	20,662.50	91.90	1,820.69	6,611.00
142 R 47141	OT1	TITLE 1 GRANTS TO LOCAL EDUC A	516,142.00	553,472.94	460,225.65	83.15	93,247.29	75,094.73
142 R 47590	OT1	OTHER FEDERAL THROUGH STATE	52,820.00	57,689.14	47,851.19	82.95	9,837.95	7,827.23
142 R 47189	OT2	EISENHOWER PROF DEVELOPMENT ST	87,544.00	124,245.28	90,662.38	72.97	33,582.90	15,399.33
142 R 47590	OVR	OTHER FEDERAL THROUGH STATE	48,895.00	48,895.00	48,737.84	99.68	157.16	11,327.78
142 R 47147	21C	SAFE AND DRUG-FREE SCHOOLS-ST	110,059.00	110,058.75	110,058.75	100.00	0.00	3,955.13
142 R 47404	702	ARP Homeless	0.00	31,109.92	31,435.75	101.05	-325.83	31,435.75
142 R 47401	930	ESSER 3.0	339,480.00	575,766.01	575,766.01	100.00	0.00	204,552.45
142 R 47401	933	ESSER 3.0	4,250,000.00	3,759,105.60	3,759,105.60	100.00	0.00	387,259.89
142 R 47307	936	ESSER 2.0	0.00	71,250.00	71,250.00	100.00	0.00	0.00
142 R 46990	995	OTHER STATE REVENUES	0.00	9,776.00	9,775.71	100.00	0.29	9,775.71
142 R 47990	CPS	OTHER DIRECT FEDERAL REVENUE	0.00	458,899.00	0.00	0.00	458,899.00	0.00
142 R 47141	T1N	TITLE 1 GRANTS TO LOCAL EDUC A	23,337.00	32,842.65	19,863.08	60.48	12,979.57	882.60
Grand Revenue Totals			6,195,538.00	6,654,137.74	5,945,482.63	89.35	708,655.11	913,342.62

Number of Accounts: 17

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

	Acct	2023-24	2023-24	2023-24	2023-24	Unencumbered	June 2023-24
		Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
142 E 71100	REGULAR INSTRUCTION PROGRAM	1,752,151.00	2,268,631.31	2,076,876.10	91.55	191,755.21	324,653.21
142 E 71200	SPECIAL EDUCATION PROGRAM	627,808.00	659,307.27	567,960.23	86.14	91,347.04	147,794.63
142 E 71300	VOCATIONAL EDUCATION PROGRAM	19,830.00	17,776.20	17,151.94	96.49	624.26	0.00
142 E 72120	HEALTH SERVICES	50,000.00	55,000.00	50,000.00	90.91	5,000.00	15,000.00
142 E 72130	OTHER STUDENT SUPPORT	407,469.00	354,100.98	352,167.06	99.45	1,933.92	59,943.19
142 E 72210	REGULAR INSTRUCTION PROGRAM	367,979.00	493,858.08	448,443.45	90.80	45,414.63	32,623.49
142 E 72220	SPECIAL EDUCATION PROGRAM	0.00	7,000.00	0.00	0.00	7,000.00	0.00
142 E 72230	VOCATIONAL EDUCATION PROGRAM	2,000.00	1,766.00	1,858.59	105.24	-92.59	200.00
142 E 72250	TECHNOLOGY	83,326.00	83,326.00	79,519.78	95.43	3,806.22	13,947.91
142 E 72710	TRANSPORTATION	0.00	29,034.92	29,416.82	101.32	-381.90	28,686.09
142 E 73300	COMMUNITY SERVICES	110,059.00	110,058.75	110,058.75	100.00	0.00	-50,997.22
142 E 76100	REGULAR CAPITAL OUTLAY	2,772,456.00	2,572,308.60	2,210,193.11	85.92	362,115.49	125,823.47
142 E 99100	OPERATING TRANSFERS	2,460.00	1,969.63	1,836.80	93.26	132.83	1,836.80
Grand Expense Totals		6,195,538.00	6,654,137.74	5,945,482.63	89.35	708,655.11	699,511.57

Number of Accounts: 219

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

			2024-25	2024-25	2024-25	2024-25	Unencumbered	July 2024-25
<u>Acct</u>			<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>
142 R 47141	OCA	TITLE 1 GRANTS TO LOCAL EDUC A	99,623.00	99,623.00	0.00	0.00	99,623.00	0.00
142 R 47189	OCA	EISENHOWER PROF DEVELOPMENT ST	9,030.00	9,030.00	0.00	0.00	9,030.00	0.00
142 R 47131	OCP	VOCATIONAL EDUC - BASIC GRANTS	41,597.00	41,597.00	0.00	0.00	41,597.00	0.00
142 R 47143	OID	SPECIAL EDUCATION - GRANTS TO	628,419.00	628,419.00	0.00	0.00	628,419.00	0.00
142 R 47145	OPS	SPECIAL EDUCATION PRESCHOOL GR	17,353.00	17,353.00	0.00	0.00	17,353.00	0.00
142 R 47141	OT1	TITLE 1 GRANTS TO LOCAL EDUC A	589,659.00	589,659.00	0.00	0.00	589,659.00	0.00
142 R 47590	OT1	OTHER FEDERAL THROUGH STATE	54,018.00	54,018.00	0.00	0.00	54,018.00	0.00
142 R 47189	OT2	EISENHOWER PROF DEVELOPMENT ST	94,515.00	94,515.00	0.00	0.00	94,515.00	0.00
142 R 47590	OVR	OTHER FEDERAL THROUGH STATE	51,018.00	51,018.00	0.00	0.00	51,018.00	0.00
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
142 R 47141	T1N	TITLE 1 GRANTS TO LOCAL EDUC A	23,800.00	23,800.00	0.00	0.00	23,800.00	0.00
Grand Revenue Totals			1,719,091.00	1,719,091.00	0.00	0.00	1,719,091.00	0.00

Number of Accounts: 11

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	July 2024-25
	<u>Acct</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>
142 E 71100 --- --- ----- ---	REGULAR INSTRUCTION PROGRAM	554,341.00	554,341.00	0.00	0.00	554,341.00	0.00
142 E 71200 --- --- ----- ---	SPECIAL EDUCATION PROGRAM	645,772.00	645,772.00	0.00	0.00	645,772.00	0.00
142 E 71300 --- --- ----- ---	VOCATIONAL EDUCATION PROGRAM	19,951.00	19,951.00	0.00	0.00	19,951.00	0.00
142 E 72130 --- --- ----- ---	OTHER STUDENT SUPPORT	116,029.00	116,029.00	4,239.25	3.65	94,782.79	4,239.25
142 E 72210 --- --- ----- ---	REGULAR INSTRUCTION PROGRAM	271,173.00	271,173.00	7,102.47	2.62	263,570.53	7,102.47
142 E 72230 --- --- ----- ---	VOCATIONAL EDUCATION PROGRAM	1,766.00	1,766.00	0.00	0.00	956.00	0.00
142 E 73300 --- --- ----- ---	COMMUNITY SERVICES	110,059.00	110,059.00	23,847.02	21.67	86,211.98	23,847.02
Grand Expense Totals		1,719,091.00	1,719,091.00	35,188.74	2.05	1,665,585.30	35,188.74

Number of Accounts: 92

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

		2023-24	2023-24	2023-24	2023-24	Unencumbered	June 2023-24
	Acct	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
143 E 73100 --- --- ----- ---	FOOD SERVICE	1,385,000.00	1,507,500.00	1,494,725.58	99.15	12,774.42	151,806.45
Grand Expense Totals		1,385,000.00	1,507,500.00	1,494,725.58	99.15	12,774.42	151,806.45

Number of Accounts: 92

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

		2023-24	2023-24	2023-24	2023-24	Unencumbered	June 2023-24	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
143 R 43521	000	LUNCH PAYMENTS - CHILDREN	175,000.00	105,000.00	91,261.53	86.92	13,738.47	8,048.71
143 R 43522	000	LUNCH PAYMENTS - ADULTS	15,500.00	23,000.00	23,204.03	100.89	-204.03	761.61
143 R 43525	000	A LA CARTE SALES	16,000.00	56,000.00	53,306.38	95.19	2,693.62	0.00
143 R 43990	000	OTHER CHARGES FOR SERVICES	13,000.00	13,000.00	6,316.36	48.59	6,683.64	-5,157.49
143 R 44110	000	INVESTMENT INCOME	20,000.00	40,000.00	40,363.21	100.91	-363.21	6,526.41
143 R 44170	000	MISCELLANEOUS REFUNDS	0.00	0.00	0.00	0.00	0.00	-2,720.03
143 R 46520	000	SCHOOL FOOD SERVICE	12,500.00	12,500.00	10,277.77	82.22	2,222.23	0.00
143 R 47111	000	USDA SCHOOL LUNCH PROGRAM	700,000.00	700,000.00	647,937.48	92.56	52,062.52	11,292.60
143 R 47112	000	USDA COMMODITIES	93,500.00	108,500.00	110,828.76	102.15	-2,328.76	110,828.76
143 R 47113	000	USDA BREAKFAST	325,000.00	355,000.00	348,741.31	98.24	6,258.69	7,960.68
143 R 47114	000	USDA - ESP SNACK PROGRAM	14,500.00	94,500.00	87,616.34	92.72	6,883.66	0.00
Grand Revenue Totals			1,385,000.00	1,507,500.00	1,419,853.17	94.19	87,646.83	137,541.25

Number of Accounts: 48

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	July 2024-25	
<u>Acct</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	
143 R 43522	000	LUNCH PAYMENTS - ADULTS	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00
143 R 43525	000	A LA CARTE SALES	55,280.00	55,280.00	0.00	0.00	55,280.00	0.00
143 R 43990	000	OTHER CHARGES FOR SERVICES	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00
143 R 44110	000	INVESTMENT INCOME	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
143 R 46520	000	SCHOOL FOOD SERVICE	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
143 R 47111	000	USDA SCHOOL LUNCH PROGRAM	785,000.00	785,000.00	0.00	0.00	785,000.00	0.00
143 R 47112	000	USDA COMMODITIES	93,500.00	93,500.00	0.00	0.00	93,500.00	0.00
143 R 47113	000	USDA BREAKFAST	447,500.00	447,500.00	0.00	0.00	447,500.00	0.00
143 R 47114	000	USDA - ESP SNACK PROGRAM	31,000.00	31,000.00	0.00	0.00	31,000.00	0.00
Grand Revenue Totals			1,497,780.00	1,497,780.00	0.00	0.00	1,497,780.00	0.00

Number of Accounts: 34

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	July 2024-25
	<u>Acct</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>
143 E 73100 --- --- ----- ---	FOOD SERVICE	1,497,780.00	1,497,780.00	16,889.23	1.13	1,480,890.77	16,889.23
<hr/> Grand Expense Totals		1,497,780.00	1,497,780.00	16,889.23	1.13	1,480,890.77	16,889.23

Number of Accounts: 81

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

**ELIZABETHTON CITY SCHOOLS
YEAR END RESERVES
2023-2024**

<u>GENERAL PURPOSE</u>	<u>BEGINNING</u> <u>6/30/2023</u>	<u>ADJUSTMENTS</u>	<u>ENDING</u> <u>6/30/2024</u>
34560-05100 RESTRICTED FOR CAREER LADDER	\$ -	\$ 1,307.49	\$ 1,307.49
34587-05350 RESTRICTED FOR SRT FUNDS - TCRS	\$ 305,583.48	\$ 136,184.00	\$ 441,767.48
34655-06000 COMMITTED FOR CONNIE BAKER LAB	\$ 6,200.00	\$ (5,344.33)	\$ 855.67
34760-09100 ASSIGNED FOR PROJECT ON TRACK MATH SUPPLIES	\$ 3,858.45	\$ (3,858.45)	\$ -
34760-15150 ASSIGNED FOR CTE CARRYOVER	\$ 18,174.42	\$ 1,148.74	\$ 19,323.16
34760-15310 ASSIGNED FOR CTE - AUTO MECH-TCAT	\$ -	\$ 3,904.25	\$ 3,904.25
34760-15311 ASSIGNED FOR CTE - BUILDING CONST - TCAT	\$ -	\$ 3,535.00	\$ 3,535.00
34760-15312 ASSIGNED FOR CTE - INFORMATION TECH - TCAT	\$ -	\$ 360.00	\$ 360.00
34760-15313 ASSIGNED FOR CTE - ADVANCED MFG - TCAT	\$ -	\$ 1,204.64	\$ 1,204.64
34760-15550 ASSIGNED FOR AVIATION DONATION	\$ 341.05	\$ (341.05)	\$ -
34760-50001 ASSIGNED FOR SPECIAL EDUCATION FROM DONATION	\$ 3,540.00	\$ 1,875.00	\$ 5,415.00
34760-90800 ASSIGNED BACK TO SCHOOL BASH	\$ 7,369.89	\$ 6,231.64	\$ 13,601.53
34770-02000 ASSIGNED FOR SNP EQUIPMENT	\$ 57,059.31	\$ -	\$ 57,059.31
34770-05201 ASSIGNED FOR TECHNOLOGY	\$ 45,000.00	\$ 10,000.00	\$ 55,000.00
34770-05900 ASSIGNED FOR MAINTENANCE TRUCK	\$ -	\$ 50,000.00	\$ 50,000.00
34770-06500 ASSIGNED FOR ARCHIVING	\$ 5,000.00	\$ -	\$ 5,000.00
34770-90100 ASSIGNED FOR COMMUNITY INVOLVEMENT PROGRAM	\$ -	\$ -	\$ -
34770-90150 ASSIGNED FOR COMMUNITY INVOLVEMENT PROGRAM - SWIM	\$ 20,305.39	\$ (8,104.30)	\$ 12,201.09
34770-91000 ASSIGNED FOR BETSY BOOK BUS	\$ 8,547.18	\$ 4,833.63	\$ 13,380.81
34770-99020 ASSIGNED FOR ELEMENTARY AFTER SCHOOL PROGRAM	\$ 44,966.57	\$ (22,684.49)	\$ 22,282.08
34775-05800 ASSIGNED FOR CAPITAL OUTLAY TURF REPLACEMENT	\$ 400,000.00	\$ -	\$ 400,000.00
34775-05950 ASSIGNED FOR CAPITAL OUTLAY MAINTENANCE RELOCATION	\$ 100,000.00	\$ (100,000.00)	\$ -
34775-15900 ASSIGNED FOR CAPITAL OUTLAY OUTDOOR ATHLETIC FACILITIES	\$ 400,000.00	\$ (400,000.00)	\$ -
34775-20000 ASSIGNED FOR CAPITAL OUTLAY HAROLD MCCORMICK	\$ 130,000.00	\$ 770,250.00	\$ 900,250.00
34775-25900 ASSIGNED FOR CAPITAL OUTLAY TAD	\$ 650,000.00	\$ (585,250.00)	\$ 64,750.00
34775-60003 ASSIGNED FOR ENERGY SAVINGS	\$ 235,000.00	\$ (235,000.00)	\$ -
34775-60100 ASSIGNED FOR TRAINING COMPLEX / UNION BUILDING	\$ 150,000.00	\$ (100,000.00)	\$ 50,000.00
34775-61500 ASSIGNED FOR CAPITAL OUTLAY EHS FIELD HOUSE	\$ 1,000.00	\$ -	\$ 1,000.00
34775-61500 ASSIGNED FOR EHS ATHLETIC FACILITY	\$ 450,000.00	\$ 120,000.00	\$ 570,000.00
34775-61500 ASSIGNED FOR EHS PARKING LOT	\$ -	\$ 70,000.00	\$ 70,000.00
39000 UNASSIGNED FUND BALANCE	\$ 1,493,092.41	\$ 4,218.40	\$ 1,497,310.81
GENERAL PURPOSE TOTAL	\$ 4,535,038.15	\$ (275,529.83)	\$ 4,259,508.32
 FEDERAL PROJECTS			
34655-999 COMMITTED FOR EDUCATION - (From General Purpose Funds)	\$ 25,000.00	\$ -	\$ 25,000.00
FEDERAL PROJECTS TOTAL	\$ 25,000.00	\$ -	\$ 25,000.00
 SCHOOL NUTRITION			
34220 INVENTORY	\$ 52,258.96	\$ 2,868.96	\$ 55,127.92
34570 RESTRICTED FOR OPERATION OF SCHOOL NUTRITION	\$ 1,191,514.23	\$ (74,691.85)	\$ 1,116,822.38
SCHOOL NUTRITION TOTAL	\$ 1,243,773.19	\$ (71,822.89)	\$ 1,171,950.30
TOTAL RESERVES AND FUND BALANCES OF ALL FUNDS	\$ 5,803,811.34	\$ (347,352.72)	\$ 5,456,458.62



August 15, 2024

Kim Norris
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Ms. Norris:

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

- Elizabethton Board of Education Checking &
- Elizabethton School Food Service Checking
 - Eddie Pless
 - Jamie Schaff
 - Richard VanHuss
 - Myra Newman

- Harold McCormick Elementary -
 - Pendola Nave
 - Liz Grill
 - Eric Wampler
 - Beth Wilson

- West Side Elementary
 - John Wright
 - Sara Yeager (add)
 - ~~Karen Barnett (delete)~~
 - Tammy Markland
 - Beth Wilson

- Elizabethton High School
 - Anna Hurley
 - Tom Hopson
 - Jonathan Minton
 - Joe Diaz
 - Brian Culbert
 - Jennifer Hardin (add)
 - Beth Hilbert
 - ~~Kim Kelley (delete)~~



Citizens Bank Request for Resolution
Page 2

- Katherine J. Jones, CD
 - Jonathan Minton
 - Brian Culbert
 - Jennifer Hardin (add)
 - Beth Hilbert
 - ~~Kim Kelley (delete)~~

- Nancy Hunt Scholarship Savings Account
 - Jonathan Minton
 - Brian Culbert
 - Jennifer Hardin (add)
 - Beth Hilbert
 - ~~Kim Kelley (delete)~~

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

Eddie Pless
Phil Isaacs
Danny O'Quinn
Jamie Schaff
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

The Access Academy

Elizabethton and The Access Academy General Outline of Expectations

The Access Program (TAA) services:

- Presentation of content from the topics listed below on our Scope and Sequence developed by The Access Academy Curriculum Specialist.
- The topics are directly correlated to help your students create their own post-secondary goals, career exploration, and/or further education needed to meet these goals.
- Each lesson will include a presentation of the topic, videos, and application activities that the students will practice in class or can practice in a real life setting. If the student is enrolled in a Work Based Learning class then a ready made opportunity is available. We provide all of the materials needed such as assessments, worksheets, activities supplies, however not specific work sites.
- We will provide assessments and results to the school system and VR if requested, career exploration to each student, creating personal SMART career goals, and how to develop post-secondary goals.
- TAA will also guide the students in soft-skills and work readiness skills, such as communication, interviewing skills, and self-advocacy skills.
- For the areas that are covered through Transition School to Work from your school system, TAA can provide support, through in class training and practice to prepare the students to use their skills in work settings.
- TAA can also assist with Project Search services if applicable.

Elizabethton Service Expectations:

- Allowing time (preferably 1 - 1 ½ hours time frame weekly or twice a month) with identified students during the school day through Resource and/or CDC or WBL classes.
- Provide a signed permission slip and the front page of the IEPs for each student participating.
- Correlation with the Special Education teachers to determine the topics they are covering so we can support or provide reinforcement with our lessons.
- Local opportunities for suggested locations for informational interviews, job shadows, business tours, and guest speakers, etc. This can support our lessons or be incorporated every other week through your program. We are doing this with one system. Every other week the

The Access Academy (TAA)

school/VR/Transition Coordinator are providing a local guest speaker, business tour, presentation on specific careers, or Skype type Q/A. The next week we provide a lesson from our Scope and Sequence.

Our goal is to provide support to the school system, teachers and students by presenting instruction and application opportunities for post-secondary goals. Since our plans are correlated with the TSW, Pre-ETS WINTAC, and Transitiontn.org we can collaborate with your teachers to help students identify and reach their personal goals.

Confidentiality Agreement: All employees of the The Access Academy (TAA) and school system agree to full confidentiality of student information. Only the information that is required by the state for grant, invoice and audit purposes will be made available to Tennessee state. Only the first page of the IEP and the signature permission form for TAP services will be shared by the school system. TAP lesson plans, materials and information is copyrighted for their use only and may not be printed, downloaded, copied or shared in any form.

This agreement is between _____ and The Access Academy (TAA) for the school year of August 1 2024 through July 31 2025 (to include any Summer Job Club camps offered).

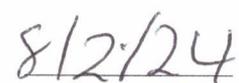
School System Representative

The Access Academy - Representative



Date

Date



Fees: TAA will file invoices with the State of Tennessee for instruction and services for the Pre-ETS program according to the grant awarded by the state. Should the grant be discontinued TAA and/or the school system may request a negotiation meeting to determine if services can continue with another method of payment.

2024-2025 SCOPE AND SEQUENCE

The Access Academy

1. Communication (WR)
2. Leadership (WR)
3. Positive Thinking Habits (SA)
4. Job Exploration (JE)
5. Listening & Following Directions (SA)
6. Career Interests (JE)
7. Identifying Agencies (PE)
8. Financial Literacy 1 (WR)
9. Time Management (WR)
10. Job Applications (JE)
11. Financial Literacy 2 (WR)
12. Critical Thinking (WR)
13. Resume Readiness (JE)
14. Job Interviews (JE)
15. Realistic Goals (WR)
16. Post Secondary Planning (PE)
17. Teamwork (WR)
18. Support System (SA)
19. Problem Solving (WR)
20. Budgeting for the Future (SA)
21. Putting the Pieces Together 1 (WR)
22. Workplace Etiquette (WR)
23. Career Assessment (JE)
24. Conflict Resolution (SA)
25. Career Game Show (JE)
26. Soft Skills (WR)
27. Self-Representation (SA)
28. Adaptability and Flexibility (JE)
29. Overcoming Obstacles (SA)
30. Putting the Pieces Together 2 (JE)

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF HUMAN SERVICES
AND
ELIZABETHTON CITY SCHOOLS**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Human Services, hereinafter referred to as the "State" or the "Grantor State Agency" and Elizabethton City Schools, hereinafter referred to as the "Grantee," is for the provision of Pre-Employment Transition Services, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 2068

A. SCOPE OF SERVICES AND DELIVERABLES:

A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.

A.2. Definitions:

- a. "Counseling on Post-Secondary Education" means providing information on course offerings, career options, types of academic and occupational training needed to succeed in the workplace, and post-secondary opportunities associated with career fields or pathways in comprehensive transition or postsecondary educational programs at institutions of higher education.
- b. "Fair Labor Standards Act" is a United States labor law codified at 29 U.S.C. § 201, *et seq.*, which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.
- c. "Individualized Plan for Employment" or "IPE" means a plan developed in collaboration with the State and an individual with a disability that identifies an employment outcome and the scope of VR services needed to achieve the employment outcome in accordance with 34 CFR 361.45
- d. "Instruction in Self-Advocacy" means instruction to further an individual's ability to effectively communicate, convey, negotiate, or assert his/her own interests and/or desires.
- e. "Instructional Unit" means a unit of measure of instruction consisting of fifteen (15) consecutive minutes of instruction in Pre-Employment Transition Services to a Student with a Disability.
- f. "Job Exploration Counseling" means counseling intended to foster motivation, consideration of employment opportunities and informed career path decision-making.
- g. "Pre-Employment Transition Services" ("Pre-ETS") means Pre-Employment Transition Services as defined in 34 CFR § 361.5(c)(42) and 34 CFR § 361.48.
- h. "Pre-ETS Community Rehabilitation Provider" or "CRP" means a/an individual, for-profit corporation, non-profit corporation, special purpose corporation or association, partnership, joint venture, or limited liability company contracted with DHS to provide Pre-Employment Transition Services in Tennessee.
- i. "Student with a Disability" means an individual with a disability in a secondary, post-secondary, or other recognized education program who meets the requirements of 34 CFR § 361.5(c)(51).
- j. "Transition Specialist" means a professional, employed by the Tennessee Vocational Rehabilitation program, who determines the eligibility of a student with a disability for Pre-

ETS, coordinates the provision of Pre-ETS to be made available statewide, provides technical assistance on transition services and the VR program, and serves as a primary referral source to the VR program while students are in school.

- k. "Work-based Learning Services" ("WBL") means an educational approach or instructional methodology that uses the workplace or real work to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. Work-based Learning Services shall include work-based learning activities and may include work-based learning capstone experiences.
 - l. "Workplace Readiness Training" means training in the development of social skills and independent living skills, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, and employer expectations.
 - m. "Workforce Innovation and Opportunity Act" ("WIOA") means the federal law codified at 29 U.S.C. § 3101 et seq. designed to strengthen and improve the nation's public workforce development system by helping Americans with barriers to employment, including individuals with disabilities, achieve high quality careers and helping employers hire and retain skilled workers.
 - n. "Vocational Rehabilitation Services Program" ("VR") means the Tennessee Department of Human Services' program that provides services to individuals with disabilities so that they may prepare for and engage in competitive, integrated employment or supported employment to enable those individuals to maximize their opportunities for employment, including career advancement.
- A.3. The Grantee shall provide the following five (5) Pre-Employment Transition Service activities for Students with Disabilities for the entirety of the Term in accordance with the Public Law 113-128, Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 422, and Code of Federal Regulations, Title 34, Part 361, as amended:
- (1) Job Exploration Counseling;
 - (2) Work-based Learning Services;
 - (3) Workplace Readiness Training to develop social and independent living skills;
 - (4) Instruction in Self-advocacy; and
 - (5) Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-secondary Education Programs.

A minimum of two Instructional Units must be completed per Pre-ETS activity.

- A.4. The Grantee shall collaborate with DHS to provide Pre-ETS to Students with Disabilities. DHS shall assign a Transition Specialist to coordinate efforts between the Grantee and DHS. Prior to expanding services through a Pre-ETS Community Rehabilitation Provider (CRP), the Grantee shall submit a written request to DHS. Such request shall detail the name of the Pre-ETS CRP, the approximate number of eligible students to receive services from the Pre-ETS CRP, the timeline for entry into the school(s), and the names of the schools in which the Pre-ETS CRP will provide services. DHS shall review the request within thirty (30) business days of receipt and accept or reject the request. The Grantee shall not expand services without written approval from DHS.

The Grantee agrees to coordinate any expansion effort with DHS and will comply with all requests and directives by DHS. In the event the Grantee needs assistance, DHS will assist in coordinating efforts to find a Pre-ETS CRP that meets the Grantee's needs and requirements. A student may receive instruction in similar Pre-ETS activities from multiple sources during a reporting period provided that there is no duplication. DHS shall not be responsible for Pre-ETS CRP admittance into school(s).

- A.5. The Grantee shall be required to actively participate in the following coordination activities for Pre-ETS:

- a. attend individualized education program meetings for students with disabilities, when invited;
 - b. work with the local workforce development boards, one-stop centers, and employers to develop work opportunities for Students with Disabilities, including internships, apprenticeships, summer employment and other employment opportunities available throughout the school year; and
 - c. when invited, attend person-centered planning meetings for individuals receiving services under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.).
- A.6. The Grantee shall provide work-based learning activities for eligible Students with Disabilities. Work-based learning activities must be provided in an integrated setting in the community or school site chosen as a result of an individual's or group's expressed interest, an interest inventory assessment, or other identifiable measure. The Grantee shall provide work-based learning activities which may include one or more of the following:
- a. Job Shadowing: on-the-job learning, career development, and leadership development intervention. Job shadowing involves working with another employee who might have a different job in hand, might have something to teach, or can help the person shadowing him or her to learn new aspects related to the job, organization, certain behaviors, or competencies.
 - b. Workplace Tours: A group excursion for the purpose of first-hand observation to specific work sites. Students learn about the business, meet employees, ask questions, and observe work in progress.
 - c. Informational Interviews: An informational interview is an informal conversation with someone working in a career area/job that interests you, who will give you information and advice. It is an effective research tool in addition to reading books, exploring the internet, and examining job descriptions. It is not a job interview, and the objective is not to find job openings.
- A.7. The Grantee may provide a work-based capstone experience for eligible Student with Disabilities, which may be paid or unpaid. To participate, the student must have been referred to VR and have an approved Individualized Plan for Employment with work-based learning capstone on the plan.
- a. The Grantee affirms that any paid capstone experience shall comply with the Fair Labor Standards Act and any other applicable state and federal labor law(s).
 - b. For unpaid capstone experiences at for-profit private sector employers, the Grantee will document that the following six criteria are met:
 - 1) The capstone experience, even though it may include actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
 - 2) The capstone experience is for the benefit of the Student with a Disability;
 - 3) The Student with a Disability does not displace regular employees, but works under close supervision of existing staff;
 - 4) The employer that provides the training derives no immediate advantage from the activities of the Student with a Disability; and on occasion its operations may actually be impeded;
 - 5) The Student with a Disability is not necessarily entitled to a job at the conclusion of the capstone experience; and
 - 6) The employer and the Student with a Disability understand that the Student with a Disability is not entitled to wages for the time spent in the capstone experience.

- c. The job site where the work-based learning capstone experience takes place must be in an integrated setting in the community chosen as a result of a Student with Disability's documented expressed interest, interest inventory assessment, or other identifiable measure. Job site documentation must include the signature, name, address, and contact information of authorizing personnel associated with the job site and date capstone was completed.
 - d. Prior to beginning work-based learning capstone experiences, the Grantee must document the individual Student with Disabilities via an agreement through the DHS-provided work-based learning template for each work-based learning capstone experience. These agreements must be kept on file and may be requested at any time by the DHS for review. The Grantee will provide an individualized monthly report in compliance with Section A.11.b on each Student with Disabilities' Work-Based Learning Capstone experience until the Capstone experience has been completed. The Grantee may provide no more than two (2) Work-Based Learning Capstone experiences for each student.
- A.8. The Grant funding may only be used for any of the three (3) following staff positions: transition case manager, transition coach, and workplace readiness specialist. The Grantee must utilize DHS-provided job descriptions for the three (3) staff positions. No additional responsibilities may be added to the DHS-provided job descriptions. Any additional responsibilities assigned to the staff position by Grantee outside of the DHS-provided job descriptions shall not be considered an allowable cost under this Grant Agreement.
- The Grantee shall employ sufficient staff to provide Pre-ETS coordination and direct services as defined by 34 CFR § 361.5(c)(42), 34 CFR § 361.48, and as outlined above.
- A.9. The Grantee shall provide accessible office facilities for staff, applicants, and eligible students and shall make reasonable efforts to accommodate individuals with disabilities, in compliance with state and federal law, including, but not limited to, the Americans with Disabilities Act.
- A.10. The Grantee's performance of this Grant Agreement shall not supplant or replace any transition activities that the Grantee already performs and shall not replace the performance of any school personnel's regular duties, including but not limited to teacher of record, substitute teacher, bus duty, and lunch duty. The Grantee shall demonstrate that all staff time funded by this Grant Agreement is spent on Pre-ETS coordination and direct services only. The Grantee shall provide all technical and administrative services as needed for Grant Agreement completion. The Grantee shall monitor and review all work performed; and coordinate budgeting and scheduling to assure that the Grant Agreement is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.
- a. Prior to delivering Pre-ETS, the Grantee shall obtain written permission, on the DHS provided form, from the parent or legal guardian of any Student with a Disability that is under eighteen (18) years of age and shall provide said permission documents and proof of eligibility to receive Pre-ETS to DHS.
 - b. The Grantee shall only provide Pre-ETS services to students after receipt of written confirmation from the Transition Specialist that the student is eligible to be a Participant and a case file has been created for the Student with a Disability.
 - c. The Grantee shall comply with 2 CFR § 200.430 Compensation - personal services and 2 CFR § 200.431 Compensation - fringe benefits, when calculating the salaries and benefits of personnel under this Grant Agreement and monitoring time and labor.
 - d. The Grantee shall keep and maintain an accurate account of personnel time and submit monthly timesheets of staff positions funded by this Grant Agreement to DHS. Timesheets must be completed and signed by each person providing coordination and direct services under this Grant Agreement. Staff positions funded by this Grant Agreement shall adhere to the Grantee's established employee leave policies. The Grantee shall establish and maintain internal control policies that describe the separation of duties and monitoring and oversight of

- timesheet completion. The Grantee shall verify that timesheets have been reviewed prior to submission and comply with its written timesheet policy.
- e. The Grantee shall refer any regular education or special education Student with a Disability who needs more intensive or individualized services to DHS. These referrals shall include those students with Individualized Education Programs (IEP), 504 plans, and serious health conditions, in accordance with the appropriate parental/guardian or age-appropriate student's consent. The Grantee shall provide Students with a Disability information about VR throughout the provision of Pre-ETS and may collaborate with the Transition Specialist to host VR informational sessions. Students who need VR services shall be referred to the Vocational Rehabilitation program as soon as it is determined that the Student with Disabilities may benefit from additional and individualized VR services, or at least twenty-four (24) months prior to exiting high school, whichever occurs first.
 - f. The Grantee shall provide VR staff with access to school records and assessment reports, in accordance with the Family, Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and with parental/guardian consent or consent of the student at the age of majority.
- A.11. The Grantee shall submit the following detailed reports, in a DHS approved format, by the deadline established by DHS:
- a. The monthly Pre-ETS Report shall include demographic information about the individuals served and the services provided. The monthly service reports shall include, at a minimum, the following:
 - i. Name of the Student with a Disability;
 - ii. WIOA Pre-ETS Student ID number;
 - iii. Specific services and/or activities provided to each Student with a Disability;
 - iv. Number of instructional units and date activities provided; and
 - v. Name and location of school where each Student with a Disability is registered.
 - b. The monthly Individualized Student Report shall be submitted after services have been provided, by the deadline established by DHS. The individualized student reports shall include demographic information about each individual served and the services provided. The monthly individualized student reports shall include, at a minimum, the following:
 - i. Name of the Student with a Disability;
 - ii. WIOA Pre-ETS Student ID number;
 - iii. Specific services provided to the Student with a Disability;
 - iv. Detailed description of the service and service outcome;
 - v. Number of Instructional Units and date activities provided; and
 - vi. Name and location of school where each Student with a Disability is registered.
 - c. The Grantee shall submit final outcomes (employment, enrollment in post-secondary education, advancement to the next grade, etc.) achieved by Students with a Disability receiving Pre-ETS to DHS as they occur, but no later than June 30 of the relevant year of the Term.
 - d. The Grantee shall also provide any other reports related to the Grant Agreement that may be requested by DHS. Any report deemed deficient by the Transition Specialist shall be rejected and returned to the Grantee. If the report is returned, the Grantee agrees to correct the report and resubmit to the Transition Specialist prior to invoice payment.
- A.12. The Grantee shall actively engage in assuring that all eligible and interested students have the access, resources, and information needed to participate in Pre-ETS activities, including but not limited to the following:

- a. When appropriate, serve as a Pre-ETS subject matter expert at individualized education program meetings for students with disabilities;
 - b. Serve as a resource to local workforce development boards, one-stop centers, and employers to actively participate in the development of work opportunities for individual students with disabilities. Those opportunities may include internships, apprenticeships, summer employment, and other employment opportunities available throughout the school year; or
 - c. When appropriate, serve as a Pre-ETS subject matter expert at person-centered planning meetings for individuals receiving services under title XIX of the Social Security Act (42 U.S.C. § 1396 et seq.)
- A.13. The Grantee shall perform this Grant Agreement consistent with DHS' approved State Plan, as amended from time to time, as required by Rehabilitation Act of 1973; 34 CFR § 361.10, as amended. DHS will monitor the Grantee's performance throughout the duration of the Grant Agreement. The Grantee shall provide services under the Grant Agreement at an acceptable level of quality as determined by DHS and in a manner consistent with contemporary standards, customs, and practices.
- In the event of a performance deficiency, DHS may direct the Grantee, in writing, to provide a corrective action plan. If directed by DHS, the Grantee shall prepare and submit to DHS a written corrective action plan no later than thirty (30) calendar days after the date of DHS's notice of deficiency. Upon DHS' approval of the corrective action plan, the Grantee shall carry out the measures described in the corrective action plan no later than thirty (30) calendar days after DHS' approval of the corrective action plan.
- A.14. Neither DHS nor the Grantee shall enter into an arrangement with an entity holding a special wage certificate under Section 14(c) of the Fair Labor Standards Act for the purpose of operating a program under which a Student with a Disability is engaged in work at a subminimum wage. Both parties shall adhere to the documentation requirements under Section 511 of the Workforce Innovations Opportunity Act (WIOA) for Students with Disabilities seeking subminimum wage employment.
- A.15. Staff Roster. The Grantee shall send a roster of all staff funded by this Grant Agreement via the Formstack located at the following link:
- https://stateoftennessee.formstack.com/forms/provider_roster
- The Grantee shall submit its staff roster through the Formstack within the first thirty (30) calendar days of this Contract's Term. The Grantee shall report any change in staff providing Pre-ETS services to DHS within fifteen (15) calendar days of the change. To report the staff change, the Grantee shall provide an updated roster with a complete list of current staff providing services via Formstack at the same link provided above.
- A.16. Throughout the Term, and at no additional cost to DHS, the Grantee shall comply with 2019 Tennessee Laws Pub. Ch. 71 and any rules DHS may promulgate pursuant to the same, including any written directive DHS issues to the Grantee pertaining to background checks.
- A.17. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment B, is incorporated in this Grant Contract.

B. TERM OF CONTRACT:

This Grant Agreement shall be effective on October 1, 2024 ("Effective Date") and ending on September 30, 2026 ("Term"). The Grantor State Agency shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed One Hundred Thousand Seven Hundred Fifty Eight Dollars and No Cents (\$100,758.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A and Attachment A-1 is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

https://stateoftennessee.formstack.com/forms/transition_school_to_work

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Department of Human Services, Division of Rehabilitation Services.
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget

and any other provision of this Grant Contract relating to allowable reimbursements.

- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
- (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may request revisions of Grant Budget line-items by submitting a Budget Revision Request Form, giving full details supporting such request, provided that such revisions do not increase total Grant Budget amount. Grant Budget line-item revisions may not be made without prior, written approval of the State in which the terms of the approved revisions are explicitly set forth. Any increase in the total Grant Budget amount shall require a Grant Contract amendment.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Central Procurement Office Policy Statement 2013-007 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.

- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.

- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Gina Burnett, Program Coordinator
Division of Rehabilitation Services
505 Deaderick Street, 15th Floor
Nashville, TN 37243
gina.burnett@tn.gov
(615) 350-4357

The Grantee:

Josh Boatman

Elizabethton City Schools
804 S Watauga Avenue
Elizabethton, TN 37643
josh.boatman@ecschoools.net
Telephone # (423) 547-8000

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present

grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.

- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.
- At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") (accessible through the Edison Supplier portal).
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.
- The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.
- For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).
- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be

construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Family Educational Rights and Privacy Act & Tennessee Data Accessibility, Transparency and Accountability Act. The Grantee shall comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and its accompanying regulations (34 C.F.R. § 99) ("FERPA"). The Grantee warrants that the Grantee is familiar with FERPA requirements and that it will comply with these requirements in the performance of its duties under this Grant Contract. The Grantee agrees to cooperate with the State, as required by FERPA, in the performance of its duties under this Grant Contract. The Grantee agrees to maintain the confidentiality of all education records and student information. The Grantee shall only use such records and information for the exclusive purpose of performing its duties under this Grant Contract. The obligations set forth in this Section shall survive the termination of this Grant Contract.

The Grantee shall also comply with Tenn. Code Ann. § 49-1-701, *et seq.*, known as the "Data Accessibility, Transparency and Accountability Act," and any accompanying administrative rules or regulations (collectively "DATAA"). The Grantee agrees to maintain the confidentiality of all records containing student and de-identified data, as this term is defined in DATAA, in any databases, to which the State has granted the Grantee access, and to only use such data for the exclusive purpose of performing its duties under this Grant Contract.

Any instances of unauthorized disclosure of data containing personally identifiable information in violation of FERPA or DATAA that come to the attention of the Grantee shall be reported to the State within twenty-four (24) hours.

- E.3. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.

E.4. Personally Identifiable Information. While performing its obligations under this Grant Contract, Grantee may have access to Personally Identifiable Information held by the State ("PII"). For the purposes of this Grant Contract, "PII" includes "Nonpublic Personal Information" as that term is defined in Title V of the Gramm-Leach-Bliley Act of 1999 or any successor federal statute, and the rules and regulations thereunder, all as may be amended or supplemented from time to time ("GLBA") and personally identifiable information and other data protected under any other applicable laws, rule or regulation of any jurisdiction relating to disclosure or use of personal information ("Privacy Laws"). Grantee agrees it shall not do or omit to do anything which would cause the State to be in breach of any Privacy Laws. Grantee shall, and shall cause its employees, agents and representatives to: (i) keep PII confidential and may use and disclose PII only as necessary to carry out those specific aspects of the purpose for which the PII was disclosed to Grantee and in accordance with this Grant Contract, GLBA and Privacy Laws; and (ii) implement and maintain appropriate technical and organizational measures regarding information security to: (A) ensure the security and confidentiality of PII; (B) protect against any threats or hazards to the security or integrity of PII; and (C) prevent unauthorized access to or use of PII. Grantee shall immediately notify State: (1) of any disclosure or use of any PII by Grantee or any of its employees, agents and representatives in breach of this Grant Contract; and (2) of any disclosure of any PII to Grantee or its employees, agents and representatives where the purpose of such disclosure is not known to Grantee or its employees, agents and representatives. The State reserves the right to review Grantee's policies and procedures used to maintain the security and confidentiality of PII and Grantee shall, and cause its employees, agents and representatives to, comply with all reasonable requests or directions from the State to enable the State to verify or ensure that Grantee is in full compliance with its obligations under this Grant Contract in relation to PII. Upon termination or expiration of the Grant Contract or at the State's direction at any time in its sole discretion, whichever is earlier, Grantee shall immediately return to the State any and all PII which it has received under this Grant Contract and shall destroy all records of such PII.

The Grantee shall report to the State any instances of unauthorized access to or potential disclosure of PII in the custody or control of Grantee ("Unauthorized Disclosure") that come to the Grantee's attention. Any such report shall be made by the Grantee within twenty-four (24) hours after the Unauthorized Disclosure has come to the attention of the Grantee. Grantee shall take all necessary measures to halt any further Unauthorized Disclosures. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals whose PII was affected by the Unauthorized Disclosure. The Grantee shall bear the cost of notification to all individuals affected by the Unauthorized Disclosure, including individual letters and public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to this State under this Grant Contract or otherwise available at law. The obligations set forth in this Section shall survive the termination of this Grant Contract.

E.5. Federal Funding Accountability and Transparency Act (FFATA).

This Grant Contract requires the Grantee to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable FFATA requirements, including but not limited to those below, are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

a. Reporting of Total Compensation of the Grantee's Executives.

(1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:

i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and

- ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and sub awards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or § 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant Contract is established.
- c. If this Grant Contract is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant Contract becomes effective.
- d. The Grantee will obtain a Unique Entity Identifier (SAM) and maintain its number for the term of this Grant Contract. More information about obtaining a Unique Entity Identifier can be found at: <https://www.gsa.gov>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant Contract for which the State may terminate this Grant Contract for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

E.6. Transfer of Grantee's Obligations.

The Grantee shall not transfer or restructure its operations related to this Grant Contract without the prior written approval of the State. The Grantee shall immediately notify the State in writing of a proposed transfer or restructuring of its operations related to this Grant Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving a proposed transfer or restructuring.

- E.7. Clean Air Act and Federal Water Pollution Control Act. As a condition for receipt of funds, the Grantee agrees to comply with the Clean Air Act, 42 U.S.C. § 7401 *et seq.* and the Federal Water Pollution Control Act, 33 U.S.C § 1251 *et seq.*, as those sections are amended from time to time during the term. Violations must be reported to the U.S. Department of Education, Rehabilitation Services Administration, and the Region 4 Office of the Environmental Protection Agency.
- E.8. Americans with Disabilities Act. The Grantee must comply with the Americans with Disabilities Act (ADA) of 1990, as amended, including implementing regulations codified at 28 CFR Part 35 "Nondiscrimination on the Basis of Disability in State and Local Government Services" and at 28 CFR Part 36 "Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities," and any other laws or regulations governing the provision of services to persons with a disability, as applicable. For more information, please visit the ADA website: <http://www.ada.gov>.
- E.9. Disaster Recovery/Continuity of Operations Plan. The Grantee acknowledges and represents to the State that it has implemented a disaster recovery/continuity of operations plan that may be executed in the event of a natural disaster or man-made disaster. Said plan shall be made available to the State upon request.

IN WITNESS WHEREOF,

ELIZABETHTON CITY SCHOOLS:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF HUMAN SERVICES:

CLARENCE H. CARTER, COMMISSIONER

DATE

GRANT BUDGET				
Elizabethton City Schools				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expenses incurred during the period beginning 10/1/2024, and ending 9/30/2025.				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$34,125.00	\$0.00	\$34,125.00
	Benefits & Taxes ²	\$15,393.00	\$0.00	\$15,393.00
	Professional Fees/Grant & Awards ²	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$0.00	\$0.00	\$0.00
	Indirect Cost (% and method)	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$49,518.00	\$0.00	\$49,518.00

¹ Each expense object line-item shall be defined by the U.S. OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

SALARIES	AMOUNT
Transition Coach	\$34,125.00
TOTAL	\$34,125.00

BENEFIT AND TAXES	AMOUNT
Transition Coach, Soc. Sec., Retirement, Insurance (Life, Medical, and Dental), & Employer Medicare.	\$15,393.00
TOTAL	\$15,393.00

GRANT BUDGET				
Elizabethton City Schools				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expenses incurred during the period beginning 10/1/2025, and ending 9/30/2026.				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$35,490.00	\$0.00	\$35,490.00
	Benefits & Taxes ²	\$15,750.00	\$0.00	\$15,750.00
	Professional Fees/Grant & Awards ²	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$0.00	\$0.00	\$0.00
	Indirect Cost (% and method)	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$51,240.00	\$0.00	\$51,240.00

¹ Each expense object line-item shall be defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library/html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

SALARIES	AMOUNT
Transition Coach	\$35,490.00
TOTAL	\$35,490.00

BENEFIT AND TAXES	AMOUNT
Transition Coach, Soc. Sec., Retirement, Insurance (Life, Medical, and Dental), & Employer Medicare.	\$15,750.00
TOTAL	\$15,750.00

Federal Award Identification Worksheet

Subrecipient's name (must match name associated with its Unique Entity Identifier (SAM))	ELIZABETHTON CITY SCHOOLS
Subrecipient's Unique Entity Identifier (SAM)	MP87VN3EF127
Federal Award Identification Number (FAIN)	HS126A250063
Federal award date	10/1/24 – 9/30/26
Subaward Period of Performance Start and End Date	
Subaward Budget Period Start and End Date	
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	84.126 Rehabilitation Services Vocational Rehabilitation Grants to States
Grant contract's begin date	10/1/2024
Grant contract's end date	9/30/2026
Amount of federal funds obligated by this grant contract	\$100,758.00
Total amount of federal funds obligated to the subrecipient	
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$90,247,327 (Estimate)
Federal award project description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	State Vocational Rehabilitation Services
Name of federal awarding agency	US Department of Education
Name and contact information for the federal awarding official	Education Program Contact: Suzanne Mitchell (202) 245-7454 Suzanne.mitchell@ed.gov
Name of pass-through entity	Tennessee Department of Human Services, Division of Rehabilitation Services
Name and contact information for the pass-through entity awarding official	Kevin Wright, Assistant Commissioner Kevin.R.Wright@tn.gov
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.332 for information on type of indirect cost rate)	Public Assistance Cost Allocation Plan

★ Needs Board Approval

ECS TRANSPORTATION REQUEST FORM

TYPE OF TRIP:

FIELDTRIP ATHLETIC/BAND EXCURSION ACADEMIC COMPETITION

METHOD OF TRANSPORTATION:

SCHOOL BUS RENTAL VEHICLE WALKING

DATE OF REQUEST: 8/2/24 GROUP/TEAM/GRADE: NNOCC

EHS

SCHOOL

2-5 OCT 24

DATE OF TRIP

6:00 AM

DEPARTURE TIME

6:00 PM

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

30
TOTAL NUMBER INVOLVED

0
NUMBER OF BUSES OR VANS NEEDED

COST PER STUDENT (if applicable)

USS YORKTOWN, CHARCESTON, SC
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:

JEROME BEHRMAN 305-528-8594 jerome.behrman@ecschools.net

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.

Lenovo thinkpad e495	Serial PF1BMVJD	TAG 12198
		No tag assigned Bought 4-7-20
Lenovo thinkpad e495	Serial PF1BRXV2	141-72250-709

METHOD OF

SALE/DISPOSAL: RECYCLE

SALE/DISPOSAL

AUTHORIZED BY:  DATE: 7-23-24
DARRIN BREWER

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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ITEM: * Table (Brace Legs) 05694

* Desks

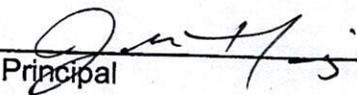
* Chairs

* Bookshelf

INVENTORY TAG NUMBER: 5868, 9998, 2653, 5949, 9021, 8938, 1707

METHOD OF SALE/DISPOSAL: _____

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS

SALE/DISPOSAL AUTHORIZED BY:  DATE: 7/26/21
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT

SALE / DISPOSAL

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TAG# see attached list

*Cannon Printer
Serial # PWL 56253*

ITEMS: see attached list

METHOD OF

SALE/DISPOSAL: RECYCLE

SALE/DISPOSAL

AUTHORIZED BY: _____

J. A. T. J.
Principal

DATE: *7/25/24*

AUTHORIZED BY: _____

Director of Schools

DATE: _____

AUTHORIZED BY: _____

Board Chairman

DATE: _____

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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ITEM: old intercom base

INVENTORY TAG NUMBER: S.O. No- 99-02125

METHOD OF SALE/DISPOSAL: trash

SALE/DISPOSAL AUTHORIZED BY: *D.B.* DATE: 7-29-24
Principal

AUTHORIZED BY: *Rue West* DATE: 7/31/24
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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ITEM: Dell monitor x 2

INVENTORY TAG NUMBER: 005066; 005065

METHOD OF SALE/DISPOSAL: trash

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 7-29-24
Principal

AUTHORIZED BY: [Signature] DATE: 7/31/24
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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ITEM:

*Old Curriculum
(No longer using)*

- Math Connects Curriculum Materials
- Go Math Curriculum Materials
- Algebra I Textbooks
- On Core Mathematics Materials
- 2 Big Ideas Textbooks 7th Grade (damaged)

INVENTORY

TAG NUMBER: N/A

METHOD OF

SALE/DISPOSAL: Trash

SALE/DISPOSAL

AUTHORIZED BY: *C. By* DATE: 8-5-24
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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ITEM:

Event Stand Up Piano
(Well over 50 years old)

INVENTORY
TAG NUMBER:

0025 WSE

METHOD OF
SALE/DISPOSAL:

Give away - Land Fill - Donation

SCHOOL/BUILDING
WHERE ITEM IS
HOUSED

West Side Elementary

SALE/DISPOSAL
AUTHORIZED BY:

[Signature] DATE: 8/2/24
Principal

AUTHORIZED BY:

[Signature] DATE: 8/8/24
Director of Schools

AUTHORIZED BY:

Board Chairman DATE: _____

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT

SALE / DISPOSAL

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TAG# see attached list (ALL HME old chromebooks)

ITEMS: see attached list

METHOD OF

SALE/DISPOSAL: RECYCLE

SALE/DISPOSAL

AUTHORIZED BY: _____

Elin Wampler

DATE: 6 Aug 23

Principal

AUTHORIZED BY: _____

DATE: _____

Director of Schools

AUTHORIZED BY: _____

DATE: _____

Board Chairman

serialNumber	model
P203M5NH	Lenovo 100e Chromebook
P201XFS5	Lenovo 100e Chromebook
P201X9AD	Lenovo 100e Chromebook
P203M39V	Lenovo 100e Chromebook
P201Y0NL	Lenovo 100e Chromebook
P201X9BC	Lenovo 100e Chromebook
P201XT90	Lenovo 100e Chromebook
P201XSMW	Lenovo 100e Chromebook
P201Y0GE	Lenovo 100e Chromebook
P201Xfv2	Lenovo 100e Chromebook
P201XT2Y	Lenovo 100e Chromebook
P201XNPB	Lenovo 100e Chromebook
P203M6AV	Lenovo 100e Chromebook
P201Y0JM	Lenovo 100e Chromebook
P201Y0JL	Lenovo 100e Chromebook
P201Y0JF	Lenovo 100e Chromebook
P201Y0C7	Lenovo 100e Chromebook
P201Y0UR	Lenovo 100e Chromebook
P201XT9S	Lenovo 100e Chromebook
P203M5AQ	Lenovo 100e Chromebook
P203M59X	Lenovo 100e Chromebook
P203M5AK	Lenovo 100e Chromebook
P201XEUT	Lenovo 100e Chromebook
	Lenovo 100e Chromebook 2nd Gen
P2061KSA	MTK
	Lenovo 100e Chromebook 2nd Gen
P2061L41	MTK
	Lenovo 100e Chromebook 2nd Gen
P2061M2F	MTK
	Lenovo 100e Chromebook 2nd Gen
P20611B0	MTK
	Lenovo 100e Chromebook 2nd Gen
P205SR83	MTK
	Lenovo 100e Chromebook 2nd Gen
P205SR58	MTK
	Lenovo 100e Chromebook 2nd Gen
P205SR61	MTK
	Lenovo 100e Chromebook 2nd Gen
P205SQE3	MTK
	Lenovo 100e Chromebook 2nd Gen
P205SR7R	MTK
P203M58Y	Lenovo 100e Chromebook
P203M5GH	Lenovo 100e Chromebook
P203M593	Lenovo 100e Chromebook
P203M5DM	Lenovo 100e Chromebook
P203M68X	Lenovo 100e Chromebook
P203M5C5	Lenovo 100e Chromebook
	Lenovo 100e Chromebook 2nd Gen
P2061LZS	MTK
	Lenovo 100e Chromebook 2nd Gen
P2061LW4	MTK

P2061LYM	Lenovo 100e Chromebook 2nd Gen MTK
P2061L83	Lenovo 100e Chromebook 2nd Gen MTK
P2061LDN	Lenovo 100e Chromebook 2nd Gen MTK
P203M5DF	Lenovo 100e Chromebook
P203M5EW	Lenovo 100e Chromebook
P203M5PH	Lenovo 100e Chromebook
P203M3FD	Lenovo 100e Chromebook
P203M5B7	Lenovo 100e Chromebook
P203M5PN	Lenovo 100e Chromebook
P201XSKG	Lenovo 100e Chromebook
P203M5A3	Lenovo 100e Chromebook
P203M308	Lenovo 100e Chromebook
P203M3BN	Lenovo 100e Chromebook
P201XEXE	Lenovo 100e Chromebook
P203M39N	Lenovo 100e Chromebook

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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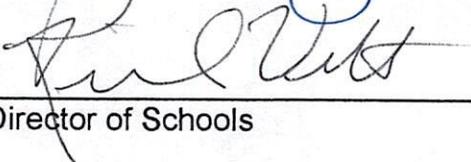
ITEM: metal rack / speaker

INVENTORY TAG NUMBER: 4065 / 2661

METHOD OF SALE/DISPOSAL: _____

SCHOOL/BUILDING WHERE ITEM IS HOUSED East Side

SALE/DISPOSAL AUTHORIZED BY:  DATE: 8/5/24
Principal

AUTHORIZED BY:  DATE: 8/5/24
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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ITEM:

29 textbooks (student
1 teacher's edition
AP US History
America's History
Henretta

INVENTORY
TAG NUMBER:

n/a

METHOD OF
SALE/DISPOSAL:

?

SCHOOL/BUILDING
WHERE ITEM IS
HOUSED

Elizabethton High (room 65)

SALE/DISPOSAL
AUTHORIZED BY:

[Signature]
Principal

DATE: 8/8/24
Lynn Honigcutter

AUTHORIZED BY:

[Signature]
Director of Schools

DATE: 8/8/24

AUTHORIZED BY:

Board Chairman

DATE: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

Richard VanHuss | Director of Schools
 John Hutchins | Assistant Director of Schools - Operations
 Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR NEW DRIVERS

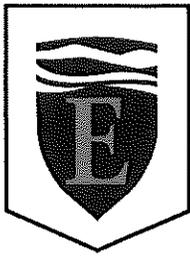
Driver's Printed Name: Glen E Seems

- Has the candidate completed an interview, affirming they can meet, or exceed, the job requirements that were listed: YES NO Date: 6/10/24 24
- Verification/Passing fingerprinting & background check: YES NO Date: 5/13/24 24
- Completion of a health screening: YES NO Date: 1/10/24 24
- Verification of completion of ELDT Training: YES NO Date: 5/24/24 24
- Verification/Passing written driver's exam: YES NO Date: 5/13/24 24
- Verification/Passing a mental exam: YES NO Date: _____
- Verification/Passing the driving test: YES NO Date: 7/2/24 24
- Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 7/2/24 24
- Yearly verification - Passing of a DOT physical: YES NO Date: 1/10/24 24
- Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 7/30/24 24
- Yearly completion of compliance training: YES NO Date: 2/29/24 24
- Yearly completion of school system training sessions: YES NO Date: 01/29/2024 Trans 2 Meetings
- Yearly completion of Tennessee Risk Management Training: YES NO Date: N/A 24
- Positive evaluation and recommendation for renewal: YES NO Date: N/A 24

Driver's Signature: Glen E Seems Date: 7/29/24
 Trans. Supervisor's Signature: [Signature] Date: 8/2/24
 Trans. Director's Signature: [Signature] Date: 8/9/24
 Director of Schools Signature: [Signature] Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____ Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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 John Hutchins | Assistant Director of Schools - Operations
 Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR NEW DRIVERS

Driver's Printed Name: Timothy Oper

- Has the candidate completed an interview, affirming they can meet, or exceed, the job requirements that were listed: YES NO Date: 11/8/23 2L
- Verification/Passing fingerprinting & background check: YES NO Date: 11/9/23 2L
- Completion of a health screening: YES NO Date: 11/3/23 2L
- Verification of completion of ELDT Training: YES NO Date: 12/28/23 2L
- Verification/Passing written driver's exam: YES NO Date: 11/13/23 2L
- Verification/Passing a mental exam: YES NO Date: _____
- Verification/Passing the driving test: YES NO Date: 12/28/23 2L
- Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 12/28/23 2L
- Yearly verification - Passing of a DOT physical: YES NO Date: 11/3/23 2L
- Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 7/30/24 2L
- Yearly completion of compliance training: YES NO Date: 7/29/24 2L
- Yearly completion of school system training sessions: YES NO Date: 8/2/24 2L
- Yearly completion of Tennessee Risk Management Training: YES NO Date: _____
- Positive evaluation and recommendation for renewal: YES NO Date: 4/12/24 2L

Driver's Signature: Timothy Oper Date: 7/29/24 2L
 Trans. Supervisor's Signature: _____ Date: 8/2/24
 Trans. Director's Signature: John Hutchins Date: 8/9/24
 Director of Schools Signature: Richard VanHuss Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____ Date: _____



ELIZABETHTON CITY SCHOOLS

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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: James Hatley

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: issued 01/09/2024 2A

Yearly verification Passing of a DOT physical:

YES NO Date: 10/5/2023 2A

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 2A

Yearly completion of compliance training:

YES NO Date: 9/18/2023 Infinity 2A
8/7/2023 Safe schools

Yearly completion of school system training sessions:

YES NO Date: 08/02/2023 Trans. Meeting 2A

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASMS 2A

Positive evaluation and recommendation for renewal:

YES NO Date: sub driver x didn't drive at end of year 2A

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 2A

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 7/29/24

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

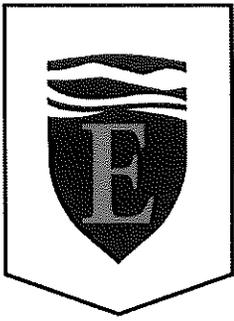
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Tom Hudson

Verification/Passing a mental exam:

YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO ___ Date: ^{issued} 02/10/2021 ZK

Yearly verification Passing of a DOT physical:

YES NO ___ Date: 10-03-2023 ZK

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO ___ Date: 7/30/24 ZK

Yearly completion of compliance training:

YES NO ___ Date: 9/4/2024 Infinity ZK

Yearly completion of school system training sessions:

YES NO ___ Date: 08/07/2023 Safe Schools ZK

Yearly completion of Tennessee Risk Management Training:

YES NO ___ Date: 09/21/2023 ASMS ZK

Positive evaluation and recommendation for renewal:

YES NO ___ Date: 5/21/2024 ZK

Cautions/Complaints warranting disciplinary action:

YES ___ NO Date: 5/21/2024 ZK

If Yes List:

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

Driver's Signature: Tom Hudson

Date: 7/24/24

Trans. Supervisor's Signature: ZK

Date: 7/2/24

Trans. Director's Signature: John Hutchins

Date: 8/9/24

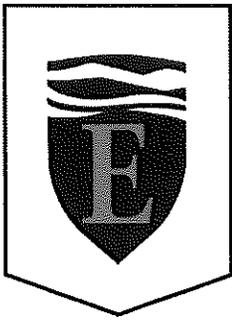
Director of Schools Signature: Richard VanHuss

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Sam O. Ellis, Jr.

Verification/Passing a mental exam:

YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO ___ Date: issued 7/2/2019 2h

Yearly verification Passing of a DOT physical:

YES NO ___ Date: 10/05/2023 2h

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO ___ Date: 7/30/24 2h

Yearly completion of compliance training:

YES NO ___ Date: 8/17/2023 Infinity 2h

Yearly completion of school system training sessions:

YES NO ___ Date: 8/2/2023 Safe Schools Trans. Meeting 2h

Yearly completion of Tennessee Risk Management Training:

YES ___ NO Date: 9/21/2023 2h

Positive evaluation and recommendation for renewal:

YES ___ NO Date: sub driver 2h

Cautions/Complaints warranting disciplinary action:

YES ___ NO Date: 5/21/24 2h

If Yes List:

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

Driver's Signature: [Signature]

Date: 7/29/24 2h

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

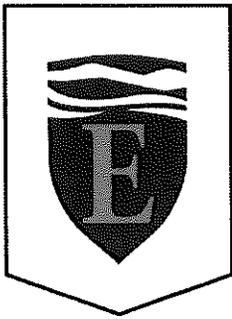
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Garry Lee Cole II

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: ^{issued} 12/09/2016 2A

Yearly verification Passing of a DOT physical:

YES NO Date: 01/25/2023 2A

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 2A

Yearly completion of compliance training:

YES NO Date: 11/19 on report 2A

Yearly completion of school system training sessions:

YES NO Date: 8/2/2023 ^{8/1/2023 state schools} Trans Meeting 2A

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASMS 2A

Positive evaluation and recommendation for renewal:

YES NO Date: 5/21/2024 2A

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 2A

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 7/29/24 2A

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

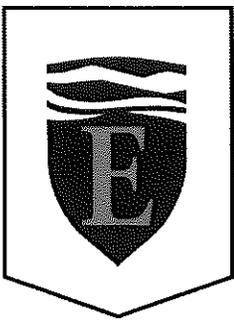
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Tracy Holliday

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: issued 11/07/2018 21

Yearly verification Passing of a DOT physical:

YES NO Date: 08/29/2023 21

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 21

Yearly completion of compliance training:

YES NO Date: 1/7/2024 Entire
8/7/2023 Safe Schools

Yearly completion of school system training sessions:

YES NO Date: 8/2/2023 Trans. Meeting 21

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASIMS 21

Positive evaluation and recommendation for renewal:

YES NO Date: 4/10/2024 21

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 21

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Tracy Holliday

Date: 7/29/24

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

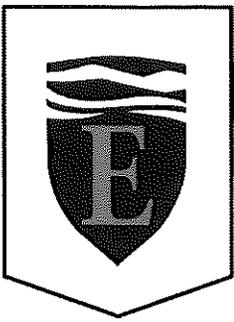
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

Richard VanHuss | Director of Schools
John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: KEVIN HARMON

Verification/Passing a mental exam: YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/13/2019 2h

Yearly verification Passing of a DOT physical: YES NO Date: 10/03/2023 2h

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 2/30/24 2h

Yearly completion of compliance training: YES NO Date: 11/1/2023 Integrity 6/7/2023 Safe Schools

Yearly completion of school system training sessions: YES NO Date: 8/2/2023 Trans Meeting 2h

Yearly completion of Tennessee Risk Management Training: YES NO Date: 09/21/2023 ASMS 2h

Positive evaluation and recommendation for renewal: YES NO Date: 5/3/2024 2h

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/21/2024 2h

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 7/20/24 2h

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

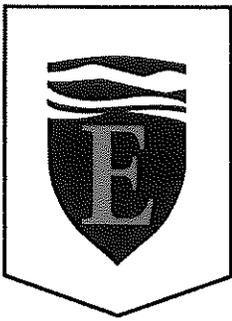
Director of Schools Signature: [Signature]

Date: 8/9/24

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Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: GARY NIDIFFER

Verification/Passing a mental exam: YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 2/24/2020 2

Yearly verification Passing of a DOT physical: YES NO Date: 10/03/2023 2

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 7/30/24 2

Yearly completion of compliance training: YES NO Date: 11/9/2023 Influ

Yearly completion of school system training sessions: YES NO Date: 8/2/2023 SafeSchools

Yearly completion of Tennessee Risk Management Training: YES NO Date: 09/21/2023 ASMS 2

Positive evaluation and recommendation for renewal: YES NO Date: 4/30/2024 2

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/21/2024 2

If Yes List: _____ RESOLVED: YES NO

_____ RESOLVED: YES NO

_____ RESOLVED: YES NO

Driver's Signature: Gary Nidiffer Date: 7/24/24 2

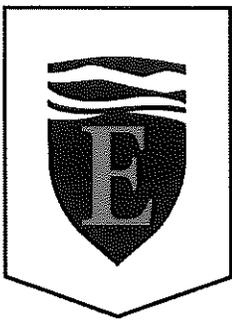
Trans. Supervisor's Signature: _____ Date: 7/2/24

Trans. Director's Signature: John Hutchins Date: 8/9/24

Director of Schools Signature: Richard VanHuss Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____ Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Nisa Carrier-Nidiffer

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: 8/2/2024 25

Yearly verification Passing of a DOT physical:

YES NO Date: 10/03/2023 25

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 2/30/24 25

Yearly completion of compliance training:

YES NO Date: 11/29/2023 In Progress
8/7/2023 Safe Schools

Yearly completion of school system training sessions:

YES NO Date: 8/9/2023 25

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASMS 25

Positive evaluation and recommendation for renewal:

YES NO Date: 4/22/2024 25

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 25

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Nisa Carrier-Nidiffer

Date: 7/29/24 25

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

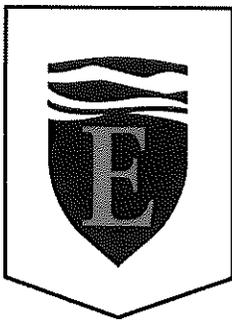
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Larry Adams

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: issued 07/20/2020 2h

Yearly verification Passing of a DOT physical:

YES NO Date: 09/19/2023 2h

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 2h

Yearly completion of compliance training:

YES NO Date: 11/15/23 2h

Yearly completion of school system training sessions:

YES NO Date: 08/02/2023 Safe Schools Trans. Meeting 2h

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASMS 2h

Positive evaluation and recommendation for renewal:

YES NO Date: 4/30/2024 2h

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 2h

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Larry Adams

Date: 7/29/24 2h

Trans. Supervisor's Signature: [Signature]

Date: 7/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

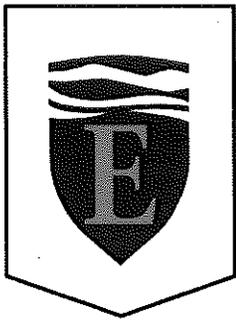
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Jennifer Kay Johnson

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: ^{issued} 01/16/2020 JK

Yearly verification Passing of a DOT physical:

YES NO Date: 10/2/2023 JK

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 JK

Yearly completion of compliance training:

YES NO Date: 11/15/2023 Initial JK

Yearly completion of school system training sessions:

YES NO Date: 08/04/2023 Trans. Meeting JK

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASMS JK

Positive evaluation and recommendation for renewal:

YES NO Date: 4/19/2024 JK

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 JK

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Jennifer Kay Johnson

Date: 7/29/24 JK

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

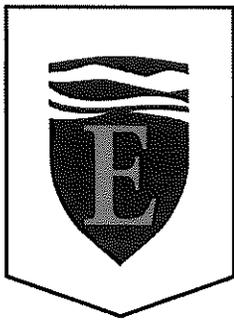
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Zachary Ensor

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: ^{issued} 11/4/2019 22

Yearly verification Passing of a DOT physical:

YES NO Date: 10/03/2023 22

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 22

Yearly completion of compliance training:

YES NO Date: 11/15/2023 Infinite
8/7/2023 Safeschools

Yearly completion of school system training sessions:

YES NO Date: 8/2/2023 Trans Meeting 22

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 09/21/2023 ASMS 22

Positive evaluation and recommendation for renewal:

YES NO Date: 5/21/2024 22

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/2024 22

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Zachary Ensor

Date: 7/29/24 22

Trans. Supervisor's Signature: [Signature]

Date: 7/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

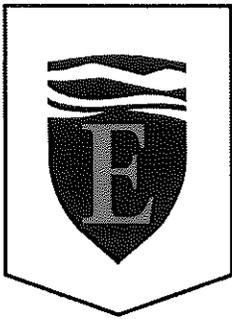
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

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ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: JERRY M. AGAN, III

Verification/Passing a mental exam:

YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO ___ Date: 5/6/24 Issued 22

Yearly verification Passing of a DOT physical:

YES NO ___ Date: 10/6/2023 22

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO ___ Date: 7/30/24 22

Yearly completion of compliance training:

YES NO ___ Date: 8/7/2023 Infinity 22

Yearly completion of school system training sessions:

YES NO ___ Date: 8/2/2023 Safe Schools Trans. Meeting 22

Yearly completion of Tennessee Risk Management Training:

YES ___ NO Date: 7/2/23 22

Positive evaluation and recommendation for renewal:

YES NO ___ Date: 5/21/2024 22

Cautions/Complaints warranting disciplinary action:

YES ___ NO Date: 5/21/2024 22

If Yes List:

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

Driver's Signature: J.M. Agan

Date: 7/30/24 22

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

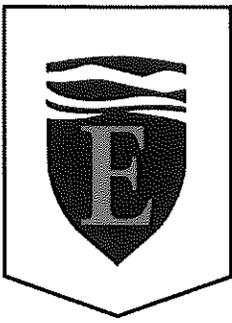
Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Lucas Honeycutt

Verification/Passing a mental exam:

YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO ___ Date: 11/4/19 *2A*

Yearly verification Passing of a DOT physical:

YES NO ___ Date: 10/05/2023 *2A*

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES ___ NO Date: 7/3/24 *2A*

Yearly completion of compliance training:

YES NO ___ Date: 11/21/2023 *Infinity 2A*

Yearly completion of school system training sessions:

YES NO ___ Date: 8/2/2023 *8/7/2023 Safe Schools Trans Meeting 2A*

Yearly completion of Tennessee Risk Management Training:

YES NO ___ Date: 09/21/2023 *ASMS 2A*

Positive evaluation and recommendation for renewal:

YES NO ___ Date: 5/21/2024 *2A*

Cautions/Complaints warranting disciplinary action:

YES ___ NO Date: 5/21/2024 *2A*

If Yes List:

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

Driver's Signature: *Lucas Honeycutt*

Date: 7/29/24 *2A*

Trans. Supervisor's Signature: *[Signature]*

Date: 8/2/24

Trans. Director's Signature: *[Signature]*

Date: 8/9/24

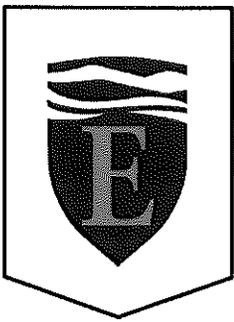
Director of Schools Signature: *[Signature]*

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

Richard VanHuss | Director of Schools
John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Joe Diaz

Verification/Passing a mental exam:

YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO ___ Date: 2/6/24 LD

Yearly verification Passing of a DOT physical:

YES NO ___ Date: 10/18/2023 2A

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES ___ NO Date: 7/30/24 2A

Yearly completion of compliance training:

YES NO ___ Date: 11/2/2023 Infinity 2A
8/2/2023 Safe Schools

Yearly completion of school system training sessions:

YES NO ___ Date: 8/2/2023 2A

Yearly completion of Tennessee Risk Management Training:

YES NO ___ Date: 09/21/2023 ASMS 2A

Positive evaluation and recommendation for renewal:

YES NO ___ Date: 5/21/2024 2A

Cautions/Complaints warranting disciplinary action:

YES ___ NO Date: 5/21/2024 2A

If Yes List:

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

RESOLVED: YES ___ NO ___

Driver's Signature: Joe Diaz

Date: 7/30/24 2A

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24 2A

Trans. Director's Signature: [Signature]

Date: 8/9/24

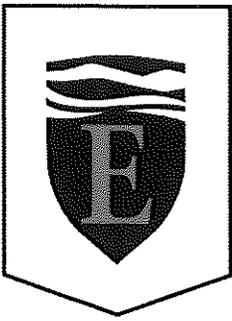
Director of Schools Signature: [Signature]

Date: 8/9/24

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Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Lois Andrews

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: 3/31/20 2A

Yearly verification Passing of a DOT physical:

YES NO Date: 10/5/23 2A

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 2A

Yearly completion of compliance training:

YES NO Date: 6/1/24 2A

Yearly completion of school system training sessions:

YES NO Date: 8/3/25 2A

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/21/2023 2A

Positive evaluation and recommendation for renewal:

YES NO Date: 5/21/2024 2A

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/24 2A

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 8/2/24

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

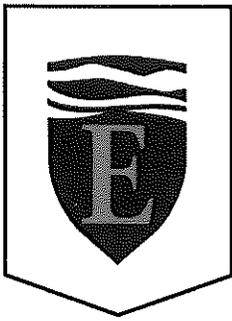
Director of Schools Signature: [Signature]

Date: 8/9/24

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Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

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Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Paul Kraberg

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: 7/8/20 ZK

Yearly verification Passing of a DOT physical:

YES NO Date: 10/7/23 ZK

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 ZK

Yearly completion of compliance training:

YES NO Date: 11/14/23 ZK

Yearly completion of school system training sessions:

YES NO Date: 8/4/23 ZK

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/21/23 ZK

Positive evaluation and recommendation for renewal:

YES NO Date: 5/21/2024

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/24 ZK

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Paul Kraberg

Date: 8/2/24 ZK

Trans. Supervisor's Signature: [Signature]

Date: 8/2/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

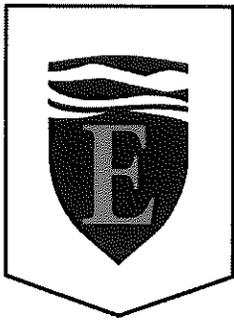
Director of Schools Signature: [Signature]

Date: 8/9/24

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Board Chairman's Signature: _____

Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

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John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS

Driver's Printed Name: Kevin Brindstoff

Verification/Passing a mental exam:

YES NO Date: _____

Verification of an appropriate CDL with proper endorsements (P & S):

YES NO Date: 2/18/22 2A

Yearly verification Passing of a DOT physical:

YES NO Date: 10/4/23 2A

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse:

YES NO Date: 7/30/24 2A

Yearly completion of compliance training:

YES NO Date: 11/17/25 2A

Yearly completion of school system training sessions:

YES NO Date: 8/4/23 2A

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 7/21/2023 ^{ASTHS} 2A

Positive evaluation and recommendation for renewal:

YES NO Date: 5/2/24 2A

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/21/24 2A

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Kevin Brindstoff

Date: 8/8/24 2A

Trans. Supervisor's Signature: [Signature]

Date: 8/9/24

Trans. Director's Signature: [Signature]

Date: 8/9/24

Director of Schools Signature: [Signature]

Date: 8/9/24

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____



Services Order Form

Order #: Q-352311-1
 Date: 2024-03-21
 Offer Valid Through: 2024-07-16

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Elizabethton City Schools

Address: 804 S. Watauga Ave
 City: Elizabethton
 State/Province: Tennessee
 Zip/Postal Code: 37643
 Country: United States

Order Information
 Billing Frequency: Annual Upfront
 Payment Terms: Net 30

Billing Contact

Primary Contact

Name: _____
 Email: _____
 Phone: _____

Name: Myra Newman
 Email: myra.newman@ecschools.net
 Phone: +1 423 547 8000

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Mastery View Predictive Assessments TN - Full Year - District Pricing - MVPA Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11	2024-07-31	2025-07-30	User	1,774	USD 7.73	USD 13,713.02
Individual Student Reports	2024-07-31	2025-07-30	User	1,774	USD 0.25	USD 443.50
MasteryConnect Bundled Subscription	2024-07-31	2025-07-30	User	1,774	USD 7.00	USD 12,418.00
Item Bank - Navigate All 4 Subjects & CASE Bundle	2024-07-31	2025-07-30	User	1,774	USD 3.61	USD 6,404.14
Recurring Sub-Total						USD 32,978.66
Year 1 Total						USD 32,978.66

Year 2						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Mastery View Predictive Assessments TN - Full Year - District Pricing - MVPA Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11	2025-07-31	2026-07-30	User	1,774	USD 7.96	USD 14,121.04

Description	Start Date	End Date	Metric	Qty	Price	Amount
Individual Student Reports	2025-07-31	2026-07-30	User	1,774	USD 0.26	USD 461.24
MasteryConnect Bundled Subscription	2025-07-31	2026-07-30	User	1,774	USD 7.18	USD 12,737.32
Item Bank - Navigate All 4 Subjects & CASE Bundle	2025-07-31	2026-07-30	User	1,774	USD 3.86	USD 6,847.64
Recurring Sub-Total						USD 34,167.24
Year 2 Total						USD 34,167.24

Year 3						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Mastery View Predictive Assessments TN - Full Year - District Pricing - MVPA Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11	2026-07-31	2027-07-30	User	1,774	USD 8.20	USD 14,546.80
Individual Student Reports	2026-07-31	2027-07-30	User	1,774	USD 0.27	USD 478.98
MasteryConnect Bundled Subscription	2026-07-31	2027-07-30	User	1,774	USD 7.37	USD 13,074.38
Item Bank - Navigate All 4 Subjects & CASE Bundle	2026-07-31	2027-07-30	User	1,774	USD 4.13	USD 7,326.62
Recurring Sub-Total						USD 35,426.78
Year 3 Total						USD 35,426.78
Grand Total:						USD 102,572.68

Package Information
Included in your Item Bank - Navigate All 4 Subjects & CASE Bundle:

Deliverable	Description	Expiration	Qty
Mastery View Predictive Assessments TN - Full Year - District Pricing - MVPA Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11	Mastery View Predictive Assessments - Grade Levels	N/A	1,774
Individual Student Reports	Mastery View Individual Student Reports	N/A	1,774
MasteryConnect Subscription	Mastery Connect - Subscription	N/A	1,774
MasteryConnect Student Licensing - GradeCam	User means a learner, administrator, author, manager or designated user associated with Customer's organization, which is authorized by Customer to use the Service with a login credential. Includes access to GradeCam services allowing for bubblesheet scoring.	N/A	1,774
CASE Item Bank	Annual Subscription for Mastery Item Bank - Supplemental	N/A	1,774
Mastery Item Bank Subscription	Mastery Item Bank subscription for ELA, Math, Science and Social Studies featuring learning standards alignments for all 50 States, D.C., Common Core and Next Generation Science Standards.	N/A	1,774

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

3rd Party Product	Description	Expiration	Qty
MasteryConnect Student Licensing - GradeCam	User means a learner, administrator, author, manager or designated user associated with Customer's organization, which is authorized by Customer to use the Service with a login credential. Includes access to GradeCam services allowing for bubblesheet scoring.	N/A	1,774

Metrics and Descriptions:

User: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Product	Description
Mastery View Predictive Assessments - Grade Levels	Mastery View Predictive Assessments for the State Tested Subject Areas.
Item Bank - Mastery All 4 Subjects & Mastery View Bundle	Annual Subscription for Mastery View + Mastery Item Banks

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:
Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>
Portfolium: <https://portfolium.com/support-terms>
MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/master-terms-and-conditions>

The provision of any Item Bank Services shall also be governed by the Addendum which can be found here: <https://www.instructure.com/policies/item-bank-addendum>.

The provision of any Predictive Assessment Services shall also be governed by the Addendum which can be found here:

<https://www.instructure.com/benchmark-assessment-addendum>.

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

The parties agreement with regards to Instructure's processing of personal data or personally identifiable information can be found at: <https://www.instructure.com/policies/data-processing>

Notes

This quote is to renew Mastery Connect, Item Banks, and MVPA's for grades 3-11. Also includes Student Reports. CER Pricing.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?	Check here if your company is exempt from US state sales tax : _____
Please Enter (Yes or No): _____	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>
If yes, please enter PO Number: _____	

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Elizabethton City Schools

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



E L I Z A B E T H T O N

C I T Y S C H O O L S

Experience Excellence

Richard VanHuss | Director of Schools

John Hutchins | Assistant Director of Schools - Operations

Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR NEW DRIVERS:

Print Name: _____

Has the candidate completed an interview, affirming they can meet, or exceed, the job requirements that were listed: YES ___ NO ___ Date: _____

Verification/Passing fingerprinting & background check: YES ___ NO ___ Date: _____

Completion of a health screening: YES ___ NO ___ Date: _____

Verification of completion of ELDT Training: YES ___ NO ___ Date: _____

Verification/Passing written driver's exam: YES ___ NO ___ Date: _____

Verification/Passing a mental exam: YES ___ NO ___ Date: _____

Verification/Passing the driving test: YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S): YES ___ NO ___ Date: _____

Yearly verification Passing of a DOT physical: YES ___ NO ___ Date: _____

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES ___ NO ___ Date: _____

Yearly completion of compliance training: YES ___ NO ___ Date: _____

Yearly completion of school system training sessions: YES ___ NO ___ Date: _____

Yearly completion of Tennessee Risk Management Training: YES ___ NO ___ Date: _____

Positive evaluation and recommendation for renewal: YES ___ NO ___ Date: _____

Driver's Signature: _____ Date: _____

Trans. Supervisor's Signature: _____ Date: _____

Director of Schools Signature: _____ Date: _____

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____ Date: _____



ELIZABETHTON CITY SCHOOLS

Experience Excellence

Richard VanHuss | Director of Schools
John Hutchins | Assistant Director of Schools - Operations
Dr. Myra Newman | Assistant Director of Schools - Academics

ECS BUS DRIVER CERTIFICATION

DISTRICT CERTIFICATION REQUIREMENTS FOR RETURNING DRIVERS:

Print Name: _____

Verification/Passing a mental exam: YES ___ NO ___ Date: _____

Verification of an appropriate CDL with proper endorsements (P & S): YES ___ NO ___ Date: _____

Yearly verification Passing of a DOT physical: YES ___ NO ___ Date: _____

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES ___ NO ___ Date: _____

Yearly completion of compliance training: YES ___ NO ___ Date: _____

Yearly completion of school system training sessions: YES ___ NO ___ Date: _____

Yearly completion of Tennessee Risk Management Training: YES ___ NO ___ Date: _____

Positive evaluation and recommendation for renewal: YES ___ NO ___ Date: _____

Driver's Signature: _____ Date: _____

Trans. Supervisor's Signature: _____ Date: _____

Director of Schools Signature: _____ Date: _____

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____ Date: _____