

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION

REGULAR SCHEDULED MEETING

Thursday, August 21, 2025, @ 5:30 PM

Board Members

Eddie Pless | Jamie Schaff | Phil Isaacs | Dr. Bob Lewis | Josh Smith
Helen Hackett (Student Liaison)

The Elizabethton Board of Education will meet on Thursday, August 21, 2025, 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:**
Patty Woodby- Carter County Mayor
EMA Directors
6. **SPECIAL RECOGNITION:**
TAD Track team- State Meet qualifiers
EHS Track team- State meet qualifiers
EHS National Naval Cadet Corp cadets attending NJROTC Area 8 Summer Leadership Training.
7. **CONSENT AGENDA**
 - A. Minutes of Regular Meeting: Date: July 15, 2025
 - B. Approve General Purpose Fund Financial Statement, Date: June 2025
 - C. Approve General Purpose Fund Financial Statement, Date: July 2025
 - D. Approve Federal Projects Fund Financial Statement, Date: June 2025
 - E. Approve Federal Projects Fund Financial Statement, Date: July 2025
 - F. Approve School Nutrition Fund Financial Statement, Date: June 2025
 - G. Approve School Nutrition Fund Financial Statement, Date: July 2025
 - H. Approve Year End Reserves for the 2024-2025 school year.
 - I. Approve second reading of the following Board Policies:
 - 1.700 School District Goals
 - 4.602 Honor Roll, Awards and Class Rankings
 - J. Approve Partnership Agreement between Tusculum University and Elizabethton City Schools for the 2025-2026 school year.

- K. Approve Memorandum of Understanding between Western Governors University and Elizabethton City Schools for the 2025-2026 school year.
- L. Approve changes to Checking Accounts and Request for Resolution at Citizens Bank.
- M. Approve individuals to be allowed to pick up night deposits made at their institution.
- N. Approve request for changes to VISA account being used by administrators.
- O. Approve Field Trip request for Cross Country team to travel to Louisville, KY.
- P. Approve Field Trip request for 11th & 12th grade students to travel to Maine and Pennsylvania.
- Q. Approve Bus Driver Certifications.
- R. Approve BOE and individual schools' Audit Contracts for year ending 6/30/2026.
- S. Approve request for Property/Equipment --Sale/Disposal
- T. Approve Memorandum of Understanding between The Access Academy and Elizabethton City Schools for the 2025-2026 school year.
- U. Approve Memorandum of Understanding between Middle Tennessee University and Elizabethton High School for the 2025-2026 school year.
- V. Approve travel for the Director of Schools and Board members to attend the TSBA Annual Conference in Nashville, TN, from November 13th-16th, 2025.
- W. Approve travel for the Director of Schools to attend the American Association of School Administrators National Conference in Nashville, TN from February 11-14, 2026.

8. REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS

A. Personnel Report

NEW HIRES:

Karen Arnold-Custodian @ HME, eff.8/6/2025
 Ashleigh Hillebrand- Substitute Teacher, eff. 8/4/2025
 Jessica Lee-Assistant Girls' Soccer Coach @ TAD, eff, 7/15/2025
 Karissa Shepard-Interim LPN @ WSE,eff. 8/6/2025
 Joe Lellman- SPED Teacher @ HME, eff. 7/10/2025
 Emma Brewer-Ed. Assistant @ TAD, eff. 8/6/2025
 Russell Daniels-Bus Driver-Systemwide, eff. 8/8/2025
 Mya Foster-Supplemented Band Staff @ EHS,eff. 8/4/2025
 Karen Gratigny- Ed. Assistant @ ESE, eff. 8/6/2025
 Brittany Hennessee- Ed. Assistant @ HME, eff. 8/6/2025
 Anna Keel-Ed. Assistant @ EHS, eff. 8/1/2025
 Kaylee Knott-Ed. Assistant @ ESE, eff. 8/6/2025
 Jessica Lee- Asst. Girls' Soccer Coach @ TAD, eff, 7/15/2025
 Joe Lellman-Behavior Mod. Teacher @ HME, eff. 8/4/2025
 Aerial Lovelace- Ed. Assistant @ ESE, eff.8/6/2025
 Tammy Matheson-Ed. Assistant @ HME, eff. 8/6/2025
 Clayton McGill- Int. Chemistry Teacher @ EHS, eff. 7/31/2025
 Lauren Miller-Substitute Teacher, eff. 8/11/2025
 Morgan Powell- Ed. Assistant @ EHS, eff. 8/11/2025
 Susan Reneau-Substitute Teacher, eff 8/4/2025
 Wendy Rhines-Substitute Teacher, eff 8/7/2025
 Rachel Robinson- Student Center Assistant @ EHS, eff. 8/4/2025
 Ivan Sanders-Substitute Teacher, eff. 8/11/2025
 Aundria Sartain- Ed. Assistant @ HME, eff. 8/7/2025

Mary Shaffer- substitute Teacher, eff. 8/1/2025
Karissa Shepard-Interim LPN @ WSE, eff. 8/6/2025
Kayla Sparks- Ed. Assistant @ ESE/WELC, eff. 8/6/2025
Eric Stitt-Substitute Teacher, eff. 8/4/2025
Cody Tarlton- Supplemented Band Staff @ EHS, eff. 7/10/2025
Bethany Stonbraker-LPN @ TAD, eff.8/20/2025
Holli Honeycutt- LPN @ EHS, eff. 8/12/2025
Juliana Collins-Substitute Teacher, eff. 8/14/2025
Maicey Grindstaff- Cafeteria substitute, eff. 8/13/2025

ADDITIONAL POSITION:

Brian Jenkins- Assistant Football Coach @ EHS, eff. 7/1/2025
Tim Blevins-Asst. Boys' Basketball Coach @ TAD, eff 8/1/2025
Seth Carter-Asst. Boys' Basketball Coach @ EHS,eff. 8/1/2025
Abby Foster- Substitute Teacher, eff. 7/28/2025
Gary Harrison- Head Boys' Basketball Coach @ TAD, eff. 8/1/2025
Brian Jenkins- Asst. Football Coach @ /EHS, eff. 8/1/2025
Autumn Miller- Substitute teacher, eff. 8/6/2025

TRANSFERS:

Nicole Birchfield, from sub Cook to Floating Cafeteria substitute, eff.7/11/2025
Amy King- from part-time to full-time Educational Assistant @ ESE, eff. 7/15/2025
Clayton McGill-from substitute to Interim Chemistry Teacher, eff. 7/31/2025
Rebekah Hodge- from Assistant to the teacher @ WELC to SPED Assistant @ ESE, eff. 7/9/2025
Malarie Guinn-from Educational Assistant to Secretary @ WELC, eff. 7/11/2025
Ricky Eggers- from PT to FT custodian @ EHS, eff. 8/1/2025
Jeff Fox-from EHS to TAD as custodian, eff. 7/21/2025
Jackie HiTechew from FT LPN @ TAD to Sub LPN -Systemwide, eff 8/8/2025
Rebekah Hodge from Ed. Asst @ WELC to SPED Asst @ ESE, eff. 7/9/2025
Alicia Jarrett from LPN to Custodian @ EHS,eff. 7/30/2025
Brian Jenkins from ESE to EHS as SPED teacher, eff. 8/1/2025
Amy King from PT to FT Ed. Assistant @ ESE, eff. 7/15/2025
Elitha Macomb from sub cook to PT Sub Cook based at WSE, eff 7/31/2025
Scarlett Miller from cook to interim Cafeteria Manager @ ESE, eff. 8/1/2025
Macie Odom from substitute teacher to Ed. Assistant @ WELC, EFF. 8/4/2025
Gracie Payne from PT to FT Ed. Assistant @ EHS, eff. 8/6/2025
Isabel Swearingin from Ed. Asst to Spanish teacher @ EHS, eff. 8/4/2025
Heather Garner from Ed. Asst to SPED Teacher @ ESE, eff. 8/12/2025
Jessi Norman from Ed. Assistant @ WSE to Teacher @ ESE, eff. 8/14/2025
Nicole Birchfield from part-time cafeteria personnel to full-time cafeteria personnel, eff. 8/15/2025
Megan Lane from part-time Educational Assistant to full-time Title 1 Assistant @ WSE, eff. 8/15/2025

RESIGNATIONS:

Brian Adams- Instructional Asst, @ TAD, eff. 7/21/2025
Zach Allgood- Educational Asst, @ EHS, eff. 7/14/2025
Andy Andes-ESP Student Leader only, eff.7/28/2025
Abby Baker, ESP Student Leader only, eff. 7/18/2025
Brandon Blevins, Assistant football coach @ TAD, eff. 7/14/2025
Monica Brewer-ESP Student Leader, eff. 7/22/2025
Keirstyn Brooks-ESP Student Leader, eff.7/28/2025
Juanita Coley, Educational Assistant @ HME, eff. 7/15/2025
Billy Etter-SPED Teacher @ EHS, eff. 7/31/2025
Jacey Fair-ESP Student Leader, eff.7/25/2025
Farzana Farid- Educational Assistant @ ESE, eff. 8/6/25
Susan Fricke- Educational Assistant @ TAD, eff. 7/18/2025
Colby Garland-ESP Student Leader, eff. 7/28/2025
Abbie Grindstaff- ESP Student Leader, eff, 7/28/2025
Alyssa Hatley- Reading Interventionist @ ESE, eff. 8/2/2025

Brianna Henderson- ESP Student Leader, eff. 7/25/2025
Jordan Hensley- Educational Assistant @ TAD, eff. 8/1/2025
Katrina Hyder- ESP Student Leader, eff. 7/28/2025
Seanna Larkins- ESP Student Leader, eff. 7/25/2025
Marley Lindley- Educational Assistant @ TAD, eff. 8/8/2025
Bailey Marvel- ESP Student Leader, eff. 7/22/2025
Craig Newman-ESP Student Leader, eff. 7/22/2025
Callee Phillips, Educational Assistant @ HME, eff. 7/14/2025
Amelia Pierce- Educational Assistant @ ESE, & ESP Student Leader, eff.8/6/2025
Jason Roberts- Educational Assistant @ EHS, eff. 7/24/2025
Taylor Shanks- Head Softball Coach @ TAD, eff. 7/14/2025
Tanner Stiltner-ESP Student Leader, eff. 8/1/2025
Donna Townsend-ESP Student Leader, eff. 7/27/2025
Jayla Wanderll-ESP Student Leader, eff. 7/23/2025
Megan Wolfe-Secretary @ WELC, eff. 7/11/2025
Zachariah Allgood, Educational Assistant @ EHS, eff. 7/14/2025
Melissa Andrews-Cafeteria Personnel @ HME, eff. 8/12/2025
Gracie Shaw-ESP Student Leader, eff. 8/13/2025
Bonnie White-ESP Student Leader, eff. 8/6/2025

RETIREMENT:

James Ward-Custodian @ TAD, eff. 8/1/2025

TERMINATIONS:

Sarah King, Project On-Track teacher @ ESE, eff. 5/26/2025

SUSPENSION:

Christopher Rhodes, eff. 7/7/2025

LEAVE OF ABSENCE:

Sheena Gardner- Cafeteria Manager @ ESE, eff. 8/1/2025-11/6/2025

- B. Director's Update: District Data
 - C. Board Member Reports
 - D. City Council Liaison's Report
 - E. Student Liaison's Report
9. **REGULAR AGENDA**
- A. Approve CTE Exchange Agreement with Elizabethton City Schools and Carter County Schools.
 - B. Approve stipends for employees not included in the State of Tennessee teacher stipend allocation at a cost not to exceed \$200,000. These funds will come from the school system's undesignated fund balance.
10. **FOR YOUR INFORMATION**
11. **NEXT REGULARLY SCHEDULED BOARD MEETING**
- The next regularly scheduled Board Meeting will be held on Thursday, September 18, 2025 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**

**ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION
REGULAR SCHEDULED MEETING**

Tuesday, July 15, 2025 5:30 PM

Mack Pierce Board Room

The Elizabethton Board of Education met in a regular meeting on Tuesday, July 15, 2025, at 5:30 PM, at Mack Pierce Board Room.

Attendance Taken at 5:30 PM.

Phil Isaacs: Present

Bob Lewis: Present

Eddie Pless: Present

Jamie Schaff: Absent

Josh Smith: Present

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

Motion was made by Bob Lewis, second by Josh Smith to approve the Consent and Regular Agendas. Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: absent

Josh Smith: aye

aye: 4, nay: 0, absent: 1

- 5. TIME FOR CITIZENS TO SPEAK**

No citizens ask to appear before the Board.

- 6. SPECIAL RECOGNITION**

7. CONSENT AGENDA

- A. Minutes of Regular Meeting: Date: June 17, 2025**
- B. Approve General Purpose Fund Financial Statement,**

- C. Approve Federal Projects Fund Financial Statement,**
- D. Approve School Nutrition Fund Financial Statement, .**
- E. Approve Memorandum of Understanding between the City of Elizabethton, Elizabethton Police Department and Elizabethton City Schools for the 2025-26 school year.**
- F. Approve Memorandum of Understanding between Elizabethton City Schools and East Tennessee State University for school years 2025-2027.**
- G. Approve agreement between MagicSchool AI and Elizabethton City Schools.**
- H. Approve second reading of the following Board Policies:**
 - 1.1021- Student Board Member**
 - 1.407- School District Records**
 - 1.901- Charter School Applications**
 - 1.903- Charter School Oversight**
 - 1.905- Charter School Renewal**
 - 1.906-Charter School Revocation**
 - 2.403- Surplus Property Sales**
 - 3.202- Emergency Preparedness Plan**
 - 3.204-Threat Assessment Team**
 - 4.100-Instructional Program**
 - 5.500-Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious)**
 - 6.304- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**
 - 4.212-Virtual Education Program**
 - 4.301-Interscholastic Athletics**
 - 4.403-Library Materials**
 - 4.406-Use of the Internet**

- 4.601-Reporting Student Progress
- 5.100-Personnel Goals
- 5.110-Compensation Guides & Contracts
- 5.119-Employment of Retirees
- 5.305-Family and Medical Leave
- 5.701-Substitute Teachers
- 6.200-Attendance
- 6.303-Questioning Students and Searches
- 6.411-Student Wellness
- 6.312-Use of Wireless Communication Devices
- 6.600-Student Records
- 6.300- Code of Conduct
- 6.307-Drug-Free Schools
- 6.309- Zero Tolerance Offenses
- 6.316- Suspension

- I. Approve Agreement to administer the School Nutrition Programs for Local Education Agencies/School Fund Authority for the 2025-2026 school year.
 - J. Approve travel for the Director of Schools to attend the 2025 Superintendent Study Council Conference in Gatlinburg, TN, September 13-17, 2025.
 - K. Approve request for Equipment/Property Disposal or Sale.
Approve request for Equipment/Property Disposal or Sale.
8. REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS
- A. Personnel Report
NEW HIRES:
 - B. Director's Update
Mr. VanHuss reported that we are in the final construction on the Dave Rider Center. The exterior walls are up and should soon begin the installation of turf. The fundraiser is going well. We would like to say a big

thank you to those who have contributed. Our community has really come together and assisted with this project.

The preliminary testing results look good. The district has done very well, but we will continue to move forward and strive for higher scores.

There are several events scheduled for the next couple of months. The Board will be traveling to Gatlinburg for the Summer Law Institute, which is always enlightening.

The Back-to-School Bash will be on July 29th from 6pm-8pm at the High School. We would like to encourage everyone to come.

The opening In-Service will be on August 4th at the High School. Lunch will begin at 11:30 and then we will go to the gym for introductions and presentations.

The board members and myself will attend the Summer Law Institute later this week. It is always very informative and provides lots of good information.

That is all I have to report on.

C. Board Member Reports

Mr Pless also commented on how informative the Summer Law Institute is for everyone. He also discussed the Fall District Meeting, which this year will be held at Morristown Hamblen High School on Monday, August 25th. If you want to attend, please let Mrs. Walker know as soon as possible so that registrations can be made.

D. City Council Liaison's Report

Mr. Simerly had no reports.

E. Student Liaison's Report

9. REGULAR AGENDA

A. Approve first reading of the following Board Policies:

1.700 School District Goals

4.602 Honor Roll, Awards, and Class Rankings

Motion was made by Phil Isaacs, second by Bob Lewis To approve first reading of the following Board Policies: 1.700 School District Goals 4.602 Honor Roll, Awards and Class Rankings Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: absent

Josh Smith: aye

aye: 4, nay: 0, absent: 1

Mr. VanHuss discussed Board policy 1.700, the change was some language in state law that we needed to cleanup regarding educator diversity.

Board policy 4.602—on line 3: We changed how the students' grades are used to determine their rankings. We went back to the original calculations because we can't wait until the end of school, due to the fact that we wouldn't be able to have any of our banquets to honor these students for their hard work. We looked at several different options but felt what we were doing worked the best.

10. FOR YOUR INFORMATION:

Audit Planning Communication letter from Blackburn, Childers & Steagall, PLC

11. NEXT REGULARLY SCHEDULED BOARD MEETING

The next regularly scheduled Board Meeting will be held on Thursday, August 21, 2025 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

Motion was made by Phil Isaacs Motion to Adjourn Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: absent

Josh Smith: aye

aye: 4, nay: 0, absent: 1

Chairman of the Board

Director of Schools

		2024-25	2024-25	2024-25	2024-25	Unencumbered	June 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	3,528,716.59	96.02	146,283.41	118,959.58
141 R 40120	000	TRUSTEE'S COLLECTIONS - PRIOR	100,000.00	100,000.00	77,972.43	77.97	22,027.57	0.00
141 R 40130	000	CIR CLK/CLK & MASTER COLLECTIO	23,000.00	23,000.00	23,101.42	100.44	-101.42	5,297.76
141 R 40140	000	INTEREST AND PENALTY	27,000.00	27,000.00	27,296.10	101.10	-296.10	4,438.01
141 R 40162	000	PAYMENTS IN LIEU OF TAXES-LOCA	61,000.00	61,000.00	47,568.98	77.98	13,431.02	47,562.75
141 R 40163	000	PAYMENTS IN LIEU OF TAXES - OT	2,000.00	2,000.00	1,424.22	71.21	575.78	0.00
141 R 40210	000	LOCAL OPTION SALES TAX	4,250,000.00	4,250,000.00	4,205,565.49	98.95	44,434.51	1,428,618.56
141 R 40275	000	MIXED DRINK TAX	24,000.00	32,000.00	34,289.83	107.16	-2,289.83	10,705.34
141 R 40320	000	BANK EXCISE TAX	38,750.00	38,750.00	34,319.57	88.57	4,430.43	0.00
141 R 41110	000	MARRIAGE LICENSES	650.00	650.00	505.05	77.70	144.95	101.33
141 R 43511	000	TUITION - REGULAR DAY STUDENTS	385,000.00	385,000.00	365,957.57	95.05	19,042.43	13,636.73
141 R 43513	000	TUITION - SUMMER SCHOOL	750.00	750.00	1,400.00	186.67	-650.00	1,400.00
141 R 43517	000	TUITION - OTHER	227,975.00	316,125.00	246,031.97	77.83	70,093.03	33,873.76
141 R 44110	000	INVESTMENT INCOME	120,000.00	145,000.00	143,792.15	99.17	1,207.85	27,968.38
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	-48,339.05
141 R 44530	000	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	-400.00
141 R 44570	000	CONTRIBUTIONS & GIFTS	0.00	0.00	0.00	0.00	0.00	-14,764.90
141 R 44990	000	OTHER LOCAL REVENUES	1,000.00	377,353.00	393,366.88	104.24	-16,013.88	135,378.83
141 R 46510	000	TISA STATE FUNDING	20,592,093.00	20,592,093.00	20,549,605.58	99.79	42,487.42	1,990,005.02
141 R 46513	000	TISA OBP	0.00	84,000.00	84,305.68	100.36	-305.68	84,305.68
141 R 46515	000	EARLY CHILDHOOD EDUCATION	411,160.00	530,853.00	530,852.66	100.00	0.34	197,814.83
141 R 46550	000	DRIVER EDUCATION	6,500.00	8,450.00	8,463.12	100.16	-13.12	0.00
141 R 46590	000	OTHER STATE EDUCATION FUNDS	232,876.00	246,317.00	246,316.53	100.00	0.47	246,316.53
141 R 46596	000	TN PPL	0.00	63,000.00	64,589.25	102.52	-1,589.25	30,364.46
141 R 46610	000	CAREER LADDER PROGRAM	23,947.00	22,806.00	11,803.66	51.76	11,002.34	0.00
141 R 46790	000	OTHER VOCATIONAL	317,497.00	290,197.00	286,500.63	98.73	3,696.37	97,555.92
141 R 46980	000	OTHER STATE GRANTS	0.00	100,921.00	100,920.64	100.00	0.36	0.00
141 R 46990	000	OTHER STATE REVENUES	113,000.00	113,000.00	113,000.00	100.00	0.00	113,000.00
141 R 47590	000	OTHER FEDERAL THROUGH STATE	64,842.00	67,051.00	67,051.00	100.00	0.00	67,051.00
141 R 48610	000	DONATIONS	26,400.00	48,400.00	32,010.75	66.14	16,389.25	11,200.00
141 R 49800	000	OPERATING TRANSFERS	0.00	1,975.00	954.20	48.31	1,020.80	954.20
141 R 49810	000	CITY GENERAL FUND TRANSFER	2,400,000.00	3,650,000.00	3,650,000.00	100.00	0.00	1,445,068.87
Grand Revenue Totals		33,125,440.00	35,253,691.00	34,877,781.95	98.93	375,909.05	6,048,073.59	

Number of Accounts: 59

Acct	2024-25		2024-25		Unencumbered		June 2024-25
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity	
141 E 71100 --- --- -----	REGULAR INSTRUCTION PROGRAM	14,885,198.00	15,297,371.00	15,189,081.24	99.29	108,289.76	3,956,340.97
141 E 71200 --- --- -----	SPECIAL EDUCATION PROGRAM	2,701,461.00	2,824,274.00	2,700,585.52	95.62	123,688.48	634,185.58
141 E 71300 --- --- -----	VOCATIONAL EDUCATION PROGRAM	1,667,157.00	1,663,015.00	1,599,340.59	96.17	63,674.41	360,612.04
141 E 71400 --- --- -----	STUDENT BODY EDUCATION PROGRAM	465,830.00	510,830.00	445,944.18	87.30	64,885.82	-26,817.61
141 E 72110 --- --- -----	ATTENDANCE	114,300.00	100,800.00	91,940.36	91.21	8,859.64	6,872.09
141 E 72120 --- --- -----	HEALTH SERVICES	476,052.00	480,580.00	443,775.51	92.34	36,804.49	96,792.77
141 E 72130 --- --- -----	OTHER STUDENT SUPPORT	1,186,085.00	1,057,085.00	1,030,175.86	97.45	26,909.14	186,508.63
141 E 72210 --- --- -----	REGULAR INSTRUCTION PROGRAM	1,357,541.00	1,373,289.00	1,267,681.56	92.31	105,607.44	222,029.27
141 E 72220 --- --- -----	SPECIAL EDUCATION PROGRAM	511,010.00	442,010.00	371,010.40	83.94	70,999.60	42,853.04
141 E 72230 --- --- -----	VOCATIONAL EDUCATION PROGRAM	189,611.00	189,611.00	183,854.37	96.96	5,756.63	20,539.71
141 E 72250 --- --- -----	TECHNOLOGY	1,053,560.00	1,001,060.00	954,785.74	95.38	46,274.26	114,108.34
141 E 72310 --- --- -----	BOARD OF EDUCATION	637,915.00	627,115.00	593,033.13	94.57	34,081.87	11,194.62
141 E 72320 --- --- -----	OFFICE OF THE SUPERINTENDENT	449,695.00	463,836.00	441,562.42	95.20	22,273.58	53,296.19
141 E 72410 --- --- -----	OFFICE OF THE PRINCIPAL	1,954,133.00	1,962,238.00	1,962,120.97	99.99	117.03	306,838.83
141 E 72510 --- --- -----	FISCAL SERVICES	439,279.00	439,279.00	435,583.49	99.16	3,695.51	36,013.06
141 E 72610 --- --- -----	OPERATION OF PLANT	2,118,961.00	2,231,332.00	2,147,448.00	96.24	83,884.00	243,722.62
141 E 72620 --- --- -----	MAINTENANCE OF PLANT	1,302,361.00	1,501,708.00	1,381,217.51	91.98	120,490.49	130,294.79
141 E 72710 --- --- -----	TRANSPORTATION	841,451.00	977,228.00	910,965.11	93.22	66,262.89	67,426.63
141 E 73100 --- --- -----	FOOD SERVICE	42,705.00	62,705.00	49,583.59	79.07	13,121.41	10,728.76
141 E 73300 --- --- -----	COMMUNITY SERVICES	227,975.00	316,125.00	259,666.06	82.14	56,458.94	91,148.21
141 E 73400 --- --- -----	EARLY CHILDHOOD EDUCATION	411,160.00	410,805.00	410,804.70	100.00	0.30	100,591.40
141 E 76100 --- --- -----	REGULAR CAPITAL OUTLAY	92,000.00	3,048,250.00	2,968,375.41	97.38	79,874.59	434,339.75
Grand Expense Totals		33,125,440.00	36,980,546.00	35,838,535.72	96.91	1,142,010.28	7,099,619.69

Number of Accounts: 631

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

			2025-26	2025-26	2025-26	2025-26	Unencumbered	July 2025-26
	Acct		Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
141 R 40110	000	CURRENT PROPERTY TAX	3,700,000.00	3,700,000.00	0.00	0.00	3,700,000.00	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	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
141 R 40140	000	INTEREST AND PENALTY	28,000.00	28,000.00	0.00	0.00	28,000.00	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	4,300,000.00	4,300,000.00	0.00	0.00	4,300,000.00	0.00
141 R 40275	000	MIXED DRINK TAX	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
141 R 40320	000	BANK EXCISE TAX	39,000.00	39,000.00	0.00	0.00	39,000.00	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	3.35	0.00	384,996.65	3.35
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	268,375.00	268,375.00	26,950.95	10.04	241,424.05	26,950.95
141 R 44110	000	INVESTMENT INCOME	130,000.00	130,000.00	0.00	0.00	130,000.00	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	31,694.67	0.00	-31,694.67	31,694.67
141 R 44990	000	OTHER LOCAL REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
141 R 46511	000	BASIC EDUCATION PROGRAM	20,601,732.00	20,601,732.00	0.00	0.00	20,601,732.00	0.00
141 R 46513	000	TISA OBP	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00
141 R 46515	000	EARLY CHILDHOOD EDUCATION	487,721.00	487,721.00	0.00	0.00	487,721.00	0.00
141 R 46550	000	DRIVER EDUCATION	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
141 R 46590	000	OTHER STATE EDUCATION FUNDS	313,362.00	313,362.00	491,380.80	156.81	-178,018.80	491,380.80
141 R 46596	000	TN PPL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
141 R 46610	000	CAREER LADDER PROGRAM	7,374.00	7,374.00	0.00	0.00	7,374.00	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	53,046.00	53,046.00	0.00	0.00	53,046.00	0.00
141 R 48610	000	DONATIONS	26,400.00	26,400.00	250.00	0.95	26,150.00	250.00
141 R 49810	000	CITY GENERAL FUND TRANSFER	2,525,000.00	2,525,000.00	210,416.66	8.33	2,314,583.34	210,416.66
Grand Revenue Totals			33,661,407.00	33,661,407.00	760,696.43	2.26	32,900,710.57	760,696.43

Number of Accounts: 40

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

Acct	2025-26		2025-26		Unencumbered		July 2025-26
	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity	
141 E 71100 --- --- -----	REGULAR INSTRUCTION PROGRAM	15,016,698.00	15,016,698.00	97,228.66	0.65	14,527,087.37	97,228.66
141 E 71200 --- --- -----	SPECIAL EDUCATION PROGRAM	2,923,270.00	2,923,270.00	1,643.61	0.06	2,920,975.93	1,643.61
141 E 71300 --- --- -----	VOCATIONAL EDUCATION PROGRAM	1,774,265.00	1,774,265.00	9,215.11	0.52	1,756,404.89	9,215.11
141 E 71400 --- --- -----	STUDENT BODY EDUCATION PROGRAM	519,585.00	519,585.00	8,573.25	1.65	505,918.45	8,573.25
141 E 72110 --- --- -----	ATTENDANCE	122,100.00	122,100.00	21,397.02	17.52	99,452.98	21,397.02
141 E 72120 --- --- -----	HEALTH SERVICES	479,851.00	479,851.00	1,511.12	0.31	477,671.48	1,511.12
141 E 72130 --- --- -----	OTHER STUDENT SUPPORT	1,326,061.00	1,326,061.00	1,402.00	0.11	1,299,159.00	1,402.00
141 E 72210 --- --- -----	REGULAR INSTRUCTION PROGRAM	1,353,055.00	1,353,055.00	54,941.10	4.06	1,262,055.12	54,941.10
141 E 72220 --- --- -----	SPECIAL EDUCATION PROGRAM	470,390.00	470,390.00	10,383.28	2.21	459,006.72	10,383.28
141 E 72230 --- --- -----	VOCATIONAL EDUCATION PROGRAM	196,030.00	196,030.00	11,682.67	5.96	184,347.33	11,682.67
141 E 72250 --- --- -----	TECHNOLOGY	1,013,615.00	1,013,615.00	195,061.98	19.24	812,764.50	195,061.98
141 E 72310 --- --- -----	BOARD OF EDUCATION	624,380.00	624,380.00	322,823.27	51.70	301,506.73	322,823.27
141 E 72320 --- --- -----	OFFICE OF THE SUPERINTENDENT	451,350.00	451,350.00	34,584.37	7.66	393,132.24	34,584.37
141 E 72410 --- --- -----	OFFICE OF THE PRINCIPAL	2,063,970.00	2,063,970.00	80,507.12	3.90	1,983,462.88	80,507.12
141 E 72510 --- --- -----	FISCAL SERVICES	454,665.00	454,665.00	56,967.20	12.53	394,108.70	56,967.20
141 E 72610 --- --- -----	OPERATION OF PLANT	2,149,141.00	2,149,141.00	267,985.13	12.47	1,870,109.80	267,985.13
141 E 72620 --- --- -----	MAINTENANCE OF PLANT	1,261,225.00	1,261,225.00	15,267.54	1.21	1,002,391.98	15,267.54
141 E 72710 --- --- -----	TRANSPORTATION	727,000.00	727,000.00	58,062.91	7.99	619,914.34	58,062.91
141 E 73100 --- --- -----	FOOD SERVICE	38,660.00	38,660.00	2,820.85	7.30	35,839.15	2,820.85
141 E 73300 --- --- -----	COMMUNITY SERVICES	268,375.00	268,375.00	3,749.14	1.40	254,294.24	3,749.14
141 E 73400 --- --- -----	EARLY CHILDHOOD EDUCATION	427,721.00	427,721.00	3,310.35	0.77	424,410.65	3,310.35
141 E 76100 --- --- -----	REGULAR CAPITAL OUTLAY	0.00	0.00	78,988.43	0.00	-121,249.87	78,988.43
Grand Expense Totals		33,661,407.00	33,661,407.00	1,338,106.11	3.98	31,462,764.61	1,338,106.11

Number of Accounts: 536

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	June 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	113,000.00	90,502.38	80.09	22,497.62	16,377.44
142 R 47189	OCA	EISENHOWER PROF DEVELOPMENT ST	9,030.00	14,000.00	11,879.40	84.85	2,120.60	2,029.08
142 R 47131	OCP	VOCATIONAL EDUC - BASIC GRANTS	41,597.00	49,643.02	49,643.02	100.00	0.00	10,872.43
142 R 47143	OID	SPECIAL EDUCATION - GRANTS TO	628,419.00	768,989.35	641,918.30	83.48	127,071.05	184,149.65
142 R 47145	OPS	SPECIAL EDUCATION PRESCHOOL GR	17,353.00	20,344.69	20,273.70	99.65	70.99	8,360.74
142 R 47141	OT1	TITLE 1 GRANTS TO LOCAL EDUC A	589,659.00	804,761.54	582,271.31	72.35	222,490.23	121,577.78
142 R 47590	OT1	OTHER FEDERAL THROUGH STATE	54,018.00	74,761.02	53,913.02	72.11	20,848.00	11,294.39
142 R 47189	OT2	EISENHOWER PROF DEVELOPMENT ST	94,515.00	127,357.17	101,951.95	80.05	25,405.22	14,531.57
142 R 47590	OVR	OTHER FEDERAL THROUGH STATE	51,018.00	51,018.00	48,473.35	95.01	2,544.65	10,175.02
142 R 47147	21C	SAFE AND DRUG-FREE SCHOOLS-ST	110,059.00	127,808.75	127,808.75	100.00	0.00	17,750.00
142 R 47404	702	ARP Homeless	0.00	0.00	0.00	0.00	0.00	-4,519.88
142 R 47149	703	EDUCATION FOR HOMELESS CHILDRE	0.00	8,000.00	6,523.46	81.54	1,476.54	6,084.26
142 R 47401	933	ESSER 3.0	0.00	62,069.30	62,069.30	100.00	0.00	0.00
142 R 47990	CPS	OTHER DIRECT FEDERAL REVENUE	0.00	458,899.00	458,899.00	100.00	0.00	0.00
142 R 47141	T1N	TITLE 1 GRANTS TO LOCAL EDUC A	23,800.00	48,027.14	29,130.84	60.65	18,896.30	533.19
Grand Revenue Totals			1,719,091.00	2,728,678.98	2,285,257.78	83.75	443,421.20	399,215.67

Number of Accounts: 15

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	June 2024-25
	Acct	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity
142 E 71100	REGULAR INSTRUCTION PROGRAM	554,341.00	789,840.27	560,547.26	70.97	229,293.01	101,522.17
142 E 71200	SPECIAL EDUCATION PROGRAM	645,772.00	785,510.04	662,192.00	84.30	123,318.04	187,676.32
142 E 71300	VOCATIONAL EDUCATION PROGRAM	19,951.00	22,461.30	21,024.25	93.60	1,437.05	900.00
142 E 72130	OTHER STUDENT SUPPORT	116,029.00	125,755.72	113,826.15	90.51	11,929.57	23,822.29
142 E 72210	REGULAR INSTRUCTION PROGRAM	271,173.00	341,265.97	269,361.81	78.93	71,904.16	3,937.39
142 E 72220	SPECIAL EDUCATION PROGRAM	0.00	3,824.00	0.00	0.00	3,824.00	0.00
142 E 72230	VOCATIONAL EDUCATION PROGRAM	1,766.00	2,075.00	2,151.98	103.71	-76.98	552.30
142 E 72710	TRANSPORTATION	0.00	7,200.00	6,423.08	89.21	776.92	0.00
142 E 73300	COMMUNITY SERVICES	110,059.00	127,808.75	127,808.75	100.00	0.00	-27,925.68
142 E 76100	REGULAR CAPITAL OUTLAY	0.00	520,968.30	520,968.30	100.00	0.00	17,470.54
142 E 99100	OPERATING TRANSFERS	0.00	1,969.63	954.20	48.45	1,015.43	954.20
Grand Expense Totals		1,719,091.00	2,728,678.98	2,285,257.78	83.75	443,421.20	308,909.53

Number of Accounts: 125

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

<u>Acct</u>	<u>2025-26</u> <u>Original Budget</u>	<u>2025-26</u> <u>Revised Budget</u>	<u>2025-26</u> <u>FYTD Activity</u>	<u>2025-26</u> <u>FYTD %</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>July 2025-26</u> <u>Monthly Activity</u>
Number of Accounts: 0						

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	July 2025-26	
	Acct	Original Budget	Revised Budget	FYTD Activity	FYTD %	Balance - YTD Act	Monthly Activity	
142 E 72210	--- --- ----- ---	REGULAR INSTRUCTION PROGRAM	0.00	0.00	567.10	0.00	-617.10	567.10
142 E 72230	--- --- ----- ---	VOCATIONAL EDUCATION PROGRAM	0.00	0.00	52.00	0.00	-2,352.00	52.00
142 E 73300	--- --- ----- ---	COMMUNITY SERVICES	0.00	0.00	27,056.46	0.00	-27,056.46	27,056.46
Grand Expense Totals			0.00	0.00	27,675.56	0.00	-30,025.56	27,675.56

Number of Accounts: 14

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	June 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 43521	000	LUNCH PAYMENTS - CHILDREN	0.00	0.00	-34.73	0.00	34.73	0.00
143 R 43522	000	LUNCH PAYMENTS - ADULTS	22,000.00	22,000.00	19,199.22	87.27	2,800.78	516.90
143 R 43525	000	A LA CARTE SALES	55,280.00	55,280.00	46,319.25	83.79	8,960.75	4,594.80
143 R 43990	000	OTHER CHARGES FOR SERVICES	12,500.00	12,500.00	2,463.85	19.71	10,036.15	283.64
143 R 44110	000	INVESTMENT INCOME	40,000.00	40,000.00	33,700.30	84.25	6,299.70	5,140.50
143 R 44170	000	MISCELLANEOUS REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00
143 R 46520	000	SCHOOL FOOD SERVICE	11,000.00	11,000.00	10,950.05	99.55	49.95	0.00
143 R 47111	000	USDA SCHOOL LUNCH PROGRAM	785,000.00	785,000.00	703,856.71	89.66	81,143.29	76,122.49
143 R 47112	000	USDA COMMODITIES	93,500.00	93,500.00	55,932.80	59.82	37,567.20	21,987.07
143 R 47113	000	USDA BREAKFAST	447,500.00	447,500.00	392,776.89	87.77	54,723.11	42,575.77
143 R 47114	000	USDA - ESP SNACK PROGRAM	31,000.00	31,000.00	23,064.13	74.40	7,935.87	4,772.24
Grand Revenue Totals		1,497,780.00	1,497,780.00	1,288,228.47	86.01	209,551.53	155,993.41	

Number of Accounts: 40

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

		2024-25	2024-25	2024-25	2024-25	Unencumbered	June 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	1,504,910.28	100.48	-7,130.28	67,996.15
<hr/> Grand Expense Totals		1,497,780.00	1,497,780.00	1,504,910.28	100.48	-7,130.28	67,996.15

Number of Accounts: 88

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	July 2025-26	
<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	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
143 R 43525	000	A LA CARTE SALES	60,000.00	60,000.00	0.00	0.00	60,000.00	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	820,000.00	820,000.00	0.00	0.00	820,000.00	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	475,000.00	475,000.00	0.00	0.00	475,000.00	0.00
143 R 47114	000	USDA - ESP SNACK PROGRAM	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Grand Revenue Totals		1,562,000.00	1,562,000.00	0.00	0.00	1,562,000.00	0.00	

Number of Accounts: 34

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	July 2025-26
	<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	1,562,000.00	1,562,000.00	18,402.24	1.18	1,543,597.76	18,402.24
<hr/> Grand Expense Totals		1,562,000.00	1,562,000.00	18,402.24	1.18	1,543,597.76	18,402.24

Number of Accounts: 76

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

**ELIZABETHTON CITY SCHOOLS
YEAR END RESERVES
2024-2025**

<u>GENERAL PURPOSE</u>	<u>BEGINNING</u> <u>6/30/2024</u>	<u>ADJUSTMENTS</u>	<u>ENDING</u> <u>6/30/2025</u>
34560-05100 RESTRICTED FOR CAREER LADDER	\$ 1,307.49	\$ (611.84)	\$ 695.65
34587-05350 RESTRICTED FOR SRT FUNDS - TCRS	\$ 441,767.48	\$ (51,345.48)	\$ 390,422.00
34655-06000 COMMITTED FOR CONNIE BAKER LAB	\$ 855.67	\$ (855.67)	\$ -
34760-15150 ASSIGNED FOR CTE CARRYOVER	\$ 19,323.16		\$ 19,323.16
34760-15310 ASSIGNED FOR CTE - AUTO MECH-TCAT	\$ 3,904.25	\$ 818.93	\$ 4,723.18
34760-15311 ASSIGNED FOR CTE - BUILDING CONST - TCAT	\$ 3,535.00	\$ 2,155.49	\$ 5,690.49
34760-15312 ASSIGNED FOR CTE - INFORMATION TECH - TCAT	\$ 360.00	\$ 2,308.01	\$ 2,668.01
34760-15313 ASSIGNED FOR CTE - ADVANCED MFG - TCAT	\$ 1,204.64	\$ (400.73)	\$ 803.91
34760-15314 ASSIGNED FOR CTE - MILLWRIGHT SCKILLS - TCAT	\$ -	\$ 2,800.00	\$ 2,800.00
34760-15315 ASSIGNED FOR CTE - CRIMINAL JUSTICE (HOLLY) - TCAT	\$ -	\$ 923.17	\$ 923.17
34760-15316 ASSIGNED FOR CTE - CRIMINAL JUSTICE (HARDIN) - TCAT	\$ -	\$ 1,189.12	\$ 1,189.12
34760-15317 ASSIGNED FOR CTE - CRIMINAL JUSTICE (COPELAND) - TCAT	\$ -	\$ 2,616.22	\$ 2,616.22
34760-15318 ASSIGNED FOR CTE - CRIMINAL JUSTICE (PRESNELL) - TCAT	\$ -	\$ 253.53	\$ 253.53
34760-15319 ASSIGNED FOR CTE - OFF-ROAD DIESEL - TCAT	\$ -	\$ 2,000.00	\$ 2,000.00
34760-50001 ASSIGNED FOR SPECIAL EDUCATION FROM DONATION	\$ 5,415.00		\$ 5,415.00
34760-90800 ASSIGNED BACK TO SCHOOL BASH	\$ 13,601.53	\$ (1,942.42)	\$ 11,659.11
34770-02000 ASSIGNED FOR SNP EQUIPMENT	\$ 57,059.31	\$ (9,466.08)	\$ 47,593.23
34770-05201 ASSIGNED FOR TECHNOLOGY	\$ 55,000.00		\$ 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
34770-10100 ASSIGNED FOR ESE BATHROOMS	\$ -	\$ 8,000.00	\$ 8,000.00
34770-25900 ASSIGNED FOR TAD TILE (SECOND FLOOR)	\$ -	\$ 24,000.00	\$ 24,000.00
34770-43000 ASSIGNED FOR FRC DONATIONS	\$ -	\$ 2,072.21	\$ 2,072.21
34770-60004 ASSIGNED FOR NEW BUSES	\$ -	\$ 230,000.00	\$ 230,000.00
34770-43000 ASSIGNED FOR EHS ATHLETIC EQUIPMENT	\$ -	\$ 75,000.00	\$ 75,000.00
34770-90100 ASSIGNED FOR COMMUNITY INVOLVEMENT PROGRAM	\$ -		\$ -
34770-90150 ASSIGNED FOR COMMUNITY INVOLVEMENT PROGRAM - SWIM	\$ 12,201.09	\$ (7,826.48)	\$ 4,374.61
34770-91000 ASSIGNED FOR BETSY BOOK BUS	\$ 13,380.81	\$ 3,431.01	\$ 16,811.82
34770-99020 ASSIGNED FOR ELEMENTARY AFTER SCHOOL PROGRAM	\$ 22,282.08	\$ (5,807.61)	\$ 16,474.47
34775-05800 ASSIGNED FOR CAPITAL OUTLAY TURF REPLACEMENT	\$ 400,000.00	\$ 200,000.00	\$ 600,000.00
34775-20000 ASSIGNED FOR CAPITAL OUTLAY HAROLD MCCORMICK	\$ 900,250.00	\$ (900,250.00)	\$ -
34775-25900 ASSIGNED FOR CAPITAL OUTLAY TAD	\$ 64,750.00	\$ (64,750.00)	\$ -
34775-60100 ASSIGNED FOR TRAINING COMPLEX / UNION BUILDING	\$ 50,000.00	\$ (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	\$ 570,000.00		\$ 570,000.00
34775-61500 ASSIGNED FOR EHS PARKING LOT	\$ 70,000.00		\$ 70,000.00
39000 UNASSIGNED FUND BALANCE	\$ 1,497,310.81	\$ (26,093.01)	\$ 1,471,217.80
GENERAL PURPOSE TOTAL	\$ 4,259,508.32	\$ (612,781.63)	\$ 3,646,726.69
 <u>FEDERAL PROJECTS</u>			
34655-999 COMMITTED FOR EDUCATION - (From General Purpose Funds)	\$ 25,000.00	\$ -	\$ 25,000.00
FEDERAL PROJECTS TOTAL	\$ 25,000.00	\$ -	\$ 25,000.00
 <u>SCHOOL NUTRITION</u>			
34220 INVENTORY	\$ 55,127.92	\$ (1,866.15)	\$ 53,261.77
34570 RESTRICTED FOR OPERATION OF SCHOOL NUTRITION	\$ 1,116,822.38	\$ (207,658.18)	\$ 909,164.20
SCHOOL NUTRITION TOTAL	\$ 1,171,950.30	\$ (209,524.33)	\$ 962,425.97
TOTAL RESERVES AND FUND BALANCES OF ALL FUNDS	\$ 5,456,458.62	\$ (822,305.96)	\$ 4,634,152.66

Elizabethton City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District Goals Proposed	Descriptor Code: 1.700	Issued Date: 04/15/21
		Rescinds: 1.700	Issued: 08/24/90

1 The Board shall determine the educational goals of the school district. In discharging that responsibility,
2 the Board has adopted the following goals:

3 INSTRUCTION

- 4 1. To promote a plan for the organized improvement of school curriculum, including the transition
5 between elementary and secondary schools;
- 6 2. To offer a wide range of career and service opportunities;
- 7 3. To promote an integration of academic, physical, social and emotional growth experiences for
8 each student; and
- 9 4. To promote the recognition of achievement in all endeavors (i.e., academic, athletic).

14 STUDENTS

- 15 1. To structure the instructional program to provide necessary alternatives to meet a variety of
16 individual needs and aspirations;
- 17 2. To ensure that each student's interests, capacities and objectives are considered in his/her
18 learning program; and
- 19 3. To help students gain understanding of themselves, as well as skills and techniques in living and
20 working with others and being responsible citizens.

25 PERSONNEL

- 26 1. To promote high quality performance by the staff, including both professional and support
27 personnel;
- 28 2. To establish acceptable performance standards for all personnel;
- 29

- 1
- 2 ~~3. To set goals for educator diversity that take into consideration the diversity of the student~~
- 3 ~~population;¹~~
- 4
- 5 4. To provide in-service training and professional growth experiences for teachers and
- 6 administrators; and
- 7
- 8 5. To maintain an evaluation system for the improvement of the instructional system.

9 **OPERATIONS**

- 10 1. To make every effort to secure adequate funding for the educational program in support of the
- 11 stated goals;
- 12
- 13 2. To maintain an adequate system of fiscal and business management;
- 14
- 15 3. To develop plans for the efficient use of school facilities; and
- 16
- 17 4. To ensure appropriate communication between the Director of Schools and the Board
- 18

19 The Board shall annually review these goals and revise them as necessary.

20

21 The Director of Schools is responsible for developing procedures and strategies to implement the

22 goals of the Board.

Legal References

1. State Board of Education Policy 5.700; TCA
49-1-302(g)

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Elizabethton City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Honor Roll, Awards, & Class Ranking	Descriptor Code: 4.602	Issued Date: 09/21/23
		Rescinds: 4.602	Issued: 08/18/22

1 Students must be enrolled full time at the home base school to be eligible for ranking among the top high
2 school seniors.

3 All grades earned in grades 9, 10, 11, and the first **semester** ~~three-quarters of grade 12~~ will be counted
4 toward the grade point average and the rank in class for purposes of recognition.

5
6 The final grade point average and class rank on transcripts will be calculated after completion of all
7 coursework.

8 Honor roll students will be determined by standards approved by the Board. Students who meet these
9 standards, and who do not request otherwise, will have their names submitted to the principal for release
10 to the news media.

11 Each school department or club which presents honors or awards or conducts contests will file with the
12 principal the name of the honor, award or contest; the basis for selection of the award and honor; the
13 method of participation; and the reason for the contest.

14 Beginning with Class of 2024 and subsequent cohorts students will be recognized at graduation utilizing
15 the Latin System outlined in policy 4.600 Grading System.

Cross References

Grading System 4.600
Graduation Requirements 4.605



Educator Preparation Provider/ Local Education Agency State-Recognized Partnership Agreement

Educator Preparation Provider (EPP)	Tusculum University
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Local Education Agency (LEA)	Elizabethton City Schools
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Term of Agreement	One year, per TNDOE requirements
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EPP Contact/Designee	
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Name: Michelle DeFord	Title: Director of Clinical Experience
Email Address: mdeford@tusculum.edu	Phone Number: 423-636-7300 ext. 5024

LEA Contact/Designee	
-----------------------------	--

Name:	Title:
Email Address:	Phone Number:

LEA Administrator for Field Placement	
--	--

Name:	Title:
Email Address:	Phone Number:

Certification (Signatures verify partnership)	
--	--

EPP Unit Head	Name: Dr. Miriam Stroder Date: July 1, 2025 Title: Assistant Dean, Education Division; Director of Educator Preparation Programs Signature:
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LEA Director of Schools	Name: Date: Title: Signature:
--------------------------------	--

**State-Recognized Partnership Agreement between
Elizabethton City Schools**

and



THIS AGREEMENT is entered into by and between Tusculum University (hereinafter known as the Educator Preparation Program or EPP) and **Elizabethton City Schools** (hereinafter known as the Local Education Agency or LEA).

WITNESSETH

In consideration of the mutual promises contained herein, the parties have agreed and do hereby enter into this agreement according to the following provisions:

I. Purpose and Responsibility

The EPP is engaged in preparing candidates to be effective educators. In order to help ensure that a supply of qualified new teachers is available to be hired, the LEA wishes to participate in the clinical education of teacher education candidates. Candidates enrolled in clinical experience courses at the EPP will be considered by the LEA for participation in observational and classroom activities, including student teaching. Job embedded Candidates (a candidate who has been hired as a fulltime teacher by the LEA and whom the EPP has recommended for a Practitioner Teacher License) enrolled in content mentoring courses at the EPP will be assigned a content mentor by the LEA.

The purpose of this agreement is to define the responsibilities of the EPP and the LEA in providing these direct experiences for candidates in the EPP's Initial Teacher Licensure Programs. Because of their differing functions, the LEA and the EPP have unique responsibilities. Therefore, frequent and clear communication between the LEA's designated contact person and the EPP's Director of Clinical Experiences and/or the EPP's Director of Embedded Clinical Experiences is critical. Sharing of responsibility is needed if all parties are to derive maximum benefit from this program. It is agreed that continuous effort will be made by both the LEA and the EPP to accept this shared responsibility.

II. Scope and Sequence of Clinical Experiences

Clinical Experiences are defined as follows:

- a. Clinical I – Initial clinical experience of 60 classroom hours completed during instructional time while students are present. These 60 hours are split into 2 separate 30 hour placements. The first 30 hours will be in a Title I school and will be in either:
 1. primary or intermediate grade span for K-5 licensure;

2. middle school or high school grade span for 6-12 licensure; or
 3. elementary school, middle school or high school grade span for K-12 licensure
- The candidate primarily observes and works with students one-on-one and in small groups during this placement. The second 30 hours will be in a different school and will be in the alternate grade span listed for each licensure area above. During the second 30 hours, the candidate is required to teach at least one small group lesson which will be observed and evaluated by the Clinical I instructor using the TEAM Rubric. The Clinical I experience is designed to provide the candidate with opportunities to demonstrate his or her developing effectiveness and positive impact on students' learning and development in diverse learning environments that cover a significant breadth of the candidate's licensure area.
- b. Clinical II – Pre-student teaching experience of 80 classroom hours completed during instructional time while students are present. The candidate actively observes, works with students one-on-one and in small groups, and teaches at least two whole group lessons: the first evaluated by the cooperating teacher using a modified TEAM rubric and the Clinical II instructor using the TEAM rubric, the second evaluated by the cooperating teacher using a Modified TEAM rubric and the university clinical supervisor using the TEAM rubric. The entire 80 hours of this experience are in a single placement. Ideally, the candidate remains in this placement for the student teaching semester. The Clinical II experience is designed to provide the candidate with opportunities to demonstrate his or her developing effectiveness and positive impact on students' learning and development in a consistent learning environment with diverse groups of learners. During Clinical II, students will be required to record some of their classroom instruction in order to evaluate their own teaching and to fulfill requirements for the EPP and TNDOE. Before recording, students must obtain signed permission forms for any student who will be participating in the lesson. Classroom instruction will only be recorded under secure conditions and will only be accessible by clinical supervisors/instructors at the EPP. Recordings will not be made public in any way.
 - c. Student Teaching – Culminating experience of a minimum of 15 full-time weeks to provide the candidate with sufficient depth of experience for a significant duration of time. The candidate works as an apprentice teacher, engaged in all of the duties and responsibilities of a regular classroom teacher, and maintains the same schedule as the classroom teacher. The candidate is required to teach a total of at least 4 formally-observed lessons to fulfill licensure requirements dictated by TNDOE. Cooperating Teacher will complete two TEAM Observations. The first observation must be completed by the 4th week of student teaching. The second observation must be completed by the 11th week of student teaching. Clinical Supervisors will complete four TEAM Observations. The first observation must be completed by the 4th week of student teaching. The second observation must be completed by the 7th week of student teaching. The third observation must be completed by the 11th week of student teaching. The fourth observation must be completed by the 15th week of student teaching. Tusculum University strongly encourages one full week of

solo-teaching time or at least two full weeks of co-teaching with the cooperating teacher. The student teaching experience is designed to provide the candidate with consistent opportunities to demonstrate his or her developing effectiveness and positive impact on students' learning and development in a learning environment with diverse groups of learners.

III. Scope and Sequence of Content Mentoring Program

The purpose of the content mentoring program is to provide job embedded candidates with purposeful, structured, and specific support by an assigned content mentor. The content mentor will be a resource throughout their first two semesters of full-time teaching. Throughout this experience, candidates will meet with an assigned mentor to discuss how to apply content and pedagogical knowledge in P-12 settings that progressively develop and demonstrate the knowledge, skills, and dispositions necessary to demonstrate positive impact on all P-12 students' learning and development.

- a. *Content Mentoring I-* As part of the "Intent to Hire" letter (appendix form JB.1), building or district administrators will assign the job embedded candidate with a content mentor who currently teaches in the same or similar content area, in the same school or school district as the candidate. Job embedded candidates will meet weekly with their mentor throughout the semester. The content mentor will provide coaching of mentee in mentee's classroom. Content mentor will complete one formal observation of the candidate using the Modified TEAM template and complete one evaluation of the candidate's disposition and professional skills. The Content Mentoring I instructor will complete one formal observation of the job-embedded candidate using the Modified TEAM template. During Content Mentoring I, students will be required to record some of their classroom instruction in order to evaluate their own teaching and to fulfill requirements for the EPP and TNDOE. Before recording, students must obtain signed permission forms for any student who will be participating in the lesson. Classroom instruction will only be recorded under secure conditions and will only be accessible by clinical supervisors/instructors at the EPP. Recordings will not be made public in any way.
- d. *Content Mentoring II-* Job embedded candidates will meet with their mentor weekly throughout the semester. The content mentor will provide coaching of mentee in mentee's classroom. Content mentor will complete **two** formal observation of the candidate using the TEAM template and complete one evaluation of the candidate's disposition and professional skills. Content Mentoring II instructor will complete **two** formal observation of the job-embedded candidate using the TEAM template and complete one evaluation of the candidate's disposition and professional skills. During Content Mentoring II, students will be required to record some of their classroom instruction in order to evaluate their own teaching and to fulfill requirements for the EPP and TNDOE. Before recording, students must obtain signed permission forms for any student who will be participating in the lesson. Classroom instruction will only be recorded under secure conditions and will only be accessible

by clinical supervisors/instructors at the EPP. Recordings will not be made public in any way.

IV. Recruitment and Selection Strategies and Goals

The EPP is committed to the recruitment of candidates from diverse backgrounds and those seeking the high-needs endorsement areas of its partnering districts. To achieve the goals of strengthening recruitment in these two areas, the EPP, in collaboration with the LEA will:

- a. At the request of guidance counselors, work with high school guidance counselors to target high school juniors and seniors who have shown an interest or aptitude in a helping profession, and provide any potential candidates with information about the teaching profession and the EPP.
- b. At the request of guidance counselors and the potential candidates, be available to meet with students in urban areas who are considering majoring in education in order to provide specific counseling regarding high-needs endorsement areas

V. Responsibilities of the LEA

Responsibilities of the LEA related to Clinical Experience:

- a. The LEA may refuse to accept any teacher education candidate assigned to train in the School System for any non-discriminatory reason.
- b. The LEA will designate an administrator and/or principal(s) to serve as its contacts for field placements. These administrators will serve as liaisons between the School System and EPP's designated contact in managing all candidate visits in the School System. Any questions or problems arising which involve field placements will be brought to the attention of the EPP Director of Clinical Experience by the School System's Administrator for Field Placement or the building principal.
- c. Placement of teacher education candidates will be under the direction and control of the Director of Schools or an appointed designee from the LEA in collaboration with the Director of Clinical Experiences at Tusculum University. Placements will be made only with the consent of the principal and the cooperating teacher.
- d. Candidates will be placed according to their content area and grade span of emphasis.
- e. All teacher education candidates have a completed background check on file with the EPP and have met the criteria required by the Tennessee Department of Education (TCA 49-5-5610). If required by the LEA, a second background check through the appropriate vendor will be obtained by teacher candidates prior to clinical placement. The LEA will inform the Director of Clinical Experiences if the district requires an additional background check and/or drug testing.
- f. The LEA will endeavor to provide placements for EPP candidates with the greatest potential for providing maximum benefit for the candidate and for the School System. Cooperating teachers chosen to work with teacher education candidates must meet the following criteria:
 - i. Recommended by the school principal.

- ii. Highly-effective in the classroom based on TEAM evaluations and TVAAS data, including an overall LOE score of 4 or 5.
 - iii. Minimum of 3 years classroom experience required; 4+ years of classroom experience preferred.
 - iv. Ability to engage diverse groups of learners.
 - v. Ability and willingness to provide authentic feedback to teacher candidates about their strengths and areas for improvement.
 - vi. Ability and willingness to communicate effectively with university clinical supervisors about candidate strengths and areas for improvement.
 - vii. Willingness to host and mentor a teacher candidate allowing him/her opportunity to gain consistent experience within the classroom.
- g. Principals will provide orientation meetings at the school for the candidates at the beginning of their clinical experiences and will monitor the professional relationship between teachers and teacher education candidates.
 - h. The Director of Clinical Experiences will provide Cooperating Teachers with appropriate guidelines and expectations.
 - i. Cooperating teachers will be given the opportunity at the end of each placement to provide open-ended feedback of the candidate, university clinical supervisor, overall EPP program and its supports through a web-based system (SL&L). This data will be used by the EPP to make program improvements for subsequent semesters.
 - j. The principals of participating schools have responsibility for determining the degree to which EPP candidates conform to school policies. Problems arising from any breach of policy of field placement candidates should be referred by the principal to LEA's Administrator for Field Placement. However, if the principal deems it necessary, he/she may remove the field placement candidate from the school until the situation can be resolved through collaboration with the EPP Director of Clinical Experience.
 - k. The LEA agrees to share the LEA's Human Capital Report with the EPP.

Responsibilities of LEA related to Content Mentoring:

- a. The LEA will endeavor to provide a content mentor for each EPP job embedded candidate with the greatest potential for providing maximum benefit for the candidate, the school district, and the students. Content mentors chosen to work with job embedded candidates must meet the following criteria:
 - i. Hold an active Tennessee license with an endorsement in the area or a closely related area where they will be supervising the job-embedded candidate.
 - ii. Highly-effective in the classroom based on TEAM evaluations and TVAAS data, including an overall Level of Effectiveness of 4 (above expectations) or 5 (significantly above expectations) for the prior school year.
 - iii. Hold a Master's Degree in Education from an accredited college or university.
 - iv. Obtain recommendation of school administrator.

- v. Possess knowledge of the use of formative assessment in instructional planning, pacing charts, benchmark testing, and the TEAM rubric.
 - vi. Demonstrate ability to communicate and model implementation of content standards, effective instructional approaches, incorporation of resources and technologies.
- b. The LEA agrees to the conditions associated with the duties and responsibilities that come with the position of content mentor. Content mentor responsibilities include the following:
- i. The role will run for 3 consecutive semesters.
 - ii. The LEA will provide 3 half days of leave time, or the equivalent there of, from mentor's classroom per semester to be spent in the mentee's classroom for onsite coaching and collaboration. Mentor will use such visits to complete formal lesson observations.
 - iii. Mentor will initiate weekly points of contact with mentee through email, phone call, video conference, and/or face to face meetings
- c. The LEA will designate an administrator and/or principal(s) to serve as its contacts for content mentors. These administrators will serve as liaisons between the School System and EPP's designated contact. Any questions or problems arising which involve content mentoring will be brought to the attention of the Director of Embedded Clinical Experience at Tusculum University by the School System's Administrator for Job-Embedded Teachers or the building principal.
- d. Selection of content mentors will be under the direction and control of the Director of Schools or an appointed designee from the LEA.
- e. The LEA agrees to share the LEA's Human Capital Report with the EPP.

VI. Responsibilities of the EPP

- a. The EPP designee for Clinical Experience:
- I. The EPP has designated the Office of Clinical Experience to assume the responsibility for coordinating all observations, clinical experiences, and student teaching placements in the LEA. Any questions arising which are related to the initial placement in clinical experiences should be brought to the attention of the EPP's Office of Clinical Experience.

The Director of the EPP's Clinical Experience Program is:

Michelle DeFord

Tusculum University

60 Shiloh Road

Greeneville, TN 37745

Office Phone: 423-636-7300 ext. 5024

Cell Phone: 865-230-3967

Email Address: mdeford@tusculum.edu

- II. The Director of Clinical Experience will provide the LEA with specific assignments for each field placement in order to ensure clear communication about the purposes and the expectations for the experience. The EPP will also provide an orientation for candidates involved in field placements to communicate the purposes and expectations of the experience. When requested, the EPP will conduct staff development sessions with LEA personnel to provide opportunities for discussion and collaboration about field experiences.
- b. The EPP designee for Content Mentoring:
 - i. The EPP has designated the Director of Embedded Clinical Experiences to assume the responsibility for coordinating all content mentors in the LEA. Any questions arising which are related to content mentoring should be brought to the attention of the Director of Embedded Clinical Experience.
The Director of the EPP's Embedded Clinical Experience Program is:
Stephanie Efird
Tusculum University
60 Shiloh Road
Greeneville, TN 37745
Office Phone: 423-636-7300 ext. 5026
Cell Phone: 865-776-9708
Email Address: sefird@tusculum.edu
 - ii. The Director of Embedded Clinical Experiences will provide the LEA with specific requirements for each Content Mentoring course in order to ensure clear communication about the purposes and the expectations for the experience. The EPP will provide orientation and training information which will inform content mentors and job-embedded candidates of the purposes and expectations of the experience.
 - c. University Clinical Supervisors employed to work with teacher education candidates must meet the following criteria:
 - Documented evidence of having been a highly-effective teacher
 - Minimum of 5 years classroom experience
 - Ability to provide candidates with strategies for engaging diverse learners in meaningful learning
 - Ability and willingness to provide constructive feedback to teacher candidates about their strengths and areas for improvement
 - Ability and willingness to communicate effectively with teacher candidates and cooperating teachers
 - Ability and willingness to foster positive relationships between and among school-based administrators, teachers, teacher candidates, and university faculty and staff
 - Current knowledge of and training on TEAM, Praxis exams, and current trends in education to aid in the retention of mentors who demonstrate a positive impact on candidates' development and pre-K-12 student learning and development

- Consistent demonstration of professionalism
- d. University clinical supervisors and teacher education candidates will be provided appropriate guidelines and expectations from the Tusculum Director of Clinical Experiences. Additionally, clinical supervisors will be provided on-going support through workshops and seminars.
- e. University clinical supervisors will be given the opportunity at the end of each placement to provide open-ended feedback of the candidate, cooperating teacher, overall EPP program and its supports. This data will be used by the EPP to make program improvements for subsequent semesters.
- f. Teacher candidates will be given the opportunity at the end of Clinical II, and Student Teaching to provide open-ended feedback of the university supervisor, cooperating teacher, overall EPP program and its supports. Job embedded and MAT Permit candidates will be given an opportunity at the end of Content Mentoring I and Content Mentoring II to provide open-ended feedback of the university supervisor, content mentor, the overall EPP program and its supports. This data will be used by the EPP to make program improvements for subsequent semesters.
- g. EPP will provide access to online training for cooperating teachers and content mentors on mentoring candidates and will provide access to any planned workshops for candidates to aid in the retention and training of teachers who demonstrate a positive impact on candidates' development and pre-K-12 student learning and development.
- h. Tusculum University will, in advance of the field experience, provide the LEA with a list of candidates who are eligible for field placements along with appropriate information about the candidates.
- i. All teacher education candidates have a completed background check on file with the EPP and have met the criteria required by the Tennessee Department of Education (TCA 49-5-5610). If required by the LEA, a second background check through the appropriate vendor will be obtained by teacher candidates prior to clinical placement. The LEA will inform the Director of Clinical Experiences if the district requires an additional background check and/or drug testing.
- j. The EPP will inform all candidates who will be completing field experiences in the LEA of their obligation to observe the policies of the School System, as well as the school in which the candidates are placed. Candidates are subject to the rules, regulations, and policies of the School System and EPP, including recognizing the confidential nature of information regarding students and their records, and performance during emergency situations.
- k. Teacher education candidates who are student teaching are required to maintain membership in an approved professional teacher organization which provides liability insurance.
- l. The EPP will coordinate all field placements through the Director of Clinical Experience. No affiliates of the EPP will make independent agreements for field experiences with individual schools or staff members.

- m. The EPP Director of Clinical Experience is responsible for removing an EPP candidate from a field placement. Withdrawal may be the result of a request initiated within the School System or from a source within the EPP.
- n. The EPP will communicate in a timely manner with appropriate LEA administrators in the event that there is a significant issue or pattern of issues involving a cooperating teacher or a content mentor.
- o. Tusculum University agrees to the following exchange of yearly data: the EPP's Annual State Report.

VII. Additional Provisions

The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section of 504 of the Rehabilitation Act of 1973, Executive Order 11,246, ADA, and the related Regulations of each. The University and District shall not discriminate against any person on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, or any other classification protected by Federal or State constitutional or statutory law.

- a. No provision of this agreement will act or be deemed to be a waiver by the LEA of any immunity or of any provision of the TENNESSEE GOVERNMENTAL TORT LIABILITY ACT. Tenn. Code Ann. 29-20-101 et seq. Any liability to the EPP or third parties for any claims, damages, losses, or costs arising out of, or related to acts performed by the LEA under this agreement will be governed and limited by the provisions of the Tennessee Governmental Tort Liability Act, Tenn. Code. Annotated, Section 29-20-101 et seq.
- b. EPP will be responsible for personal injury and/or damage resulting from the gross negligence of the University performing any responsibility specifically required under the terms of this agreement. Damages recoverable against the LEA will be expressly limited by the Tennessee Governmental Tort Liability Act, Tennessee Code Annotated, Section 29-20-101 et seq.
- c. Nothing in this Agreement will be construed or deemed to create any relationship between the LEA and EPP other than that of independent entities contracting with each hereunder, solely for the purpose of effecting the provisions of this Agreement. Neither of the parties nor any of their respective officers, directors, or employees will be construed to be the agent, employer, or representative of the other except as provided herein.
- d. The term of this Agreement will be for ONE YEAR from the date set forth above unless terminated in writing by either party. Any termination of this Agreement will be effective at the conclusion of the EPP's academic semester, except that candidates participating in student teaching will be entitled to complete student teaching at the school notwithstanding any prior termination.
- e. Candidates may be employed by the LEA within the parameters of TNDOE policy and licensure rule. Candidates will work under the supervision of existing staff. This

agreement does not entitle candidates to a job in the LEA at the conclusion of the clinical practice and/or student teaching experience.

IN WITNESS WHEREOF, the parties have, by their duly authorized representative, set their signatures on the partnership agreement cover page.



Educator Preparation Provider/ Local Education Agency State-Recognized Partnership Agreement

Educator Preparation Provider (EPP)	Tusculum University
--	---------------------

Local Education Agency (LEA)	Elizabethton City Schools
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Term of Agreement	One year, per TNDOE requirements
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EPP Contact/Designee	
-----------------------------	--

Name: Michelle DeFord	Title: Director of Clinical Experience
Email Address: mdeford@tusculum.edu	Phone Number: 423-636-7300 ext. 5024

LEA Contact/Designee	
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Name:	Title:
Email Address:	Phone Number:

LEA Administrator for Field Placement	
--	--

Name:	Title:
Email Address:	Phone Number:

Certification (Signatures verify partnership)	
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EPP Unit Head	Name: Dr. Miriam Stroder Date: July 1, 2025 Title: Assistant Dean, Education Division; Director of Educator Preparation Programs Signature:
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LEA Director of Schools	Name: Date: Title: Signature:
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**State-Recognized Partnership Agreement between
Elizabethton City Schools**

and



THIS AGREEMENT is entered into by and between Tusculum University (hereinafter known as the Educator Preparation Program or EPP) and **Elizabethton City Schools** (hereinafter known as the Local Education Agency or LEA).

WITNESSETH

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The purpose of this agreement is to define the responsibilities of the EPP and the LEA in providing these direct experiences for candidates in the EPP's Initial Teacher Licensure Programs. Because of their differing functions, the LEA and the EPP have unique responsibilities. Therefore, frequent and clear communication between the LEA's designated contact person and the EPP's Director of Clinical Experiences and/or the EPP's Director of Embedded Clinical Experiences is critical. Sharing of responsibility is needed if all parties are to derive maximum benefit from this program. It is agreed that continuous effort will be made by both the LEA and the EPP to accept this shared responsibility.

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Clinical Experiences are defined as follows:

- a. Clinical I – Initial clinical experience of 60 classroom hours completed during instructional time while students are present. These 60 hours are split into 2 separate 30 hour placements. The first 30 hours will be in a Title I school and will be in either:
 1. primary or intermediate grade span for K-5 licensure;

2. middle school or high school grade span for 6-12 licensure; or
 3. elementary school, middle school or high school grade span for K-12 licensure
- The candidate primarily observes and works with students one-on-one and in small groups during this placement. The second 30 hours will be in a different school and will be in the alternate grade span listed for each licensure area above. During the second 30 hours, the candidate is required to teach at least one small group lesson which will be observed and evaluated by the Clinical I instructor using the TEAM Rubric. The Clinical I experience is designed to provide the candidate with opportunities to demonstrate his or her developing effectiveness and positive impact on students' learning and development in diverse learning environments that cover a significant breadth of the candidate's licensure area.
- b. Clinical II – Pre-student teaching experience of 80 classroom hours completed during instructional time while students are present. The candidate actively observes, works with students one-on-one and in small groups, and teaches at least two whole group lessons: the first evaluated by the cooperating teacher using a modified TEAM rubric and the Clinical II instructor using the TEAM rubric, the second evaluated by the cooperating teacher using a Modified TEAM rubric and the university clinical supervisor using the TEAM rubric. The entire 80 hours of this experience are in a single placement. Ideally, the candidate remains in this placement for the student teaching semester. The Clinical II experience is designed to provide the candidate with opportunities to demonstrate his or her developing effectiveness and positive impact on students' learning and development in a consistent learning environment with diverse groups of learners. During Clinical II, students will be required to record some of their classroom instruction in order to evaluate their own teaching and to fulfill requirements for the EPP and TNDOE. Before recording, students must obtain signed permission forms for any student who will be participating in the lesson. Classroom instruction will only be recorded under secure conditions and will only be accessible by clinical supervisors/instructors at the EPP. Recordings will not be made public in any way.
 - c. Student Teaching – Culminating experience of a minimum of 15 full-time weeks to provide the candidate with sufficient depth of experience for a significant duration of time. The candidate works as an apprentice teacher, engaged in all of the duties and responsibilities of a regular classroom teacher, and maintains the same schedule as the classroom teacher. The candidate is required to teach a total of at least 4 formally-observed lessons to fulfill licensure requirements dictated by TNDOE. Cooperating Teacher will complete two TEAM Observations. The first observation must be completed by the 4th week of student teaching. The second observation must be completed by the 11th week of student teaching. Clinical Supervisors will complete four TEAM Observations. The first observation must be completed by the 4th week of student teaching. The second observation must be completed by the 7th week of student teaching. The third observation must be completed by the 11th week of student teaching. The fourth observation must be completed by the 15th week of student teaching. Tusculum University strongly encourages one full week of

solo-teaching time or at least two full weeks of co-teaching with the cooperating teacher. The student teaching experience is designed to provide the candidate with consistent opportunities to demonstrate his or her developing effectiveness and positive impact on students' learning and development in a learning environment with diverse groups of learners.

III. Scope and Sequence of Content Mentoring Program

The purpose of the content mentoring program is to provide job embedded candidates with purposeful, structured, and specific support by an assigned content mentor. The content mentor will be a resource throughout their first two semesters of full-time teaching. Throughout this experience, candidates will meet with an assigned mentor to discuss how to apply content and pedagogical knowledge in P-12 settings that progressively develop and demonstrate the knowledge, skills, and dispositions necessary to demonstrate positive impact on all P-12 students' learning and development.

- a. *Content Mentoring I-* As part of the "Intent to Hire" letter (appendix form JB.1), building or district administrators will assign the job embedded candidate with a content mentor who currently teaches in the same or similar content area, in the same school or school district as the candidate. Job embedded candidates will meet weekly with their mentor throughout the semester. The content mentor will provide coaching of mentee in mentee's classroom. Content mentor will complete one formal observation of the candidate using the Modified TEAM template and complete one evaluation of the candidate's disposition and professional skills. The Content Mentoring I instructor will complete one formal observation of the job-embedded candidate using the Modified TEAM template. During Content Mentoring I, students will be required to record some of their classroom instruction in order to evaluate their own teaching and to fulfill requirements for the EPP and TNDOE. Before recording, students must obtain signed permission forms for any student who will be participating in the lesson. Classroom instruction will only be recorded under secure conditions and will only be accessible by clinical supervisors/instructors at the EPP. Recordings will not be made public in any way.
- d. *Content Mentoring II-* Job embedded candidates will meet with their mentor weekly throughout the semester. The content mentor will provide coaching of mentee in mentee's classroom. Content mentor will complete **two** formal observation of the candidate using the TEAM template and complete one evaluation of the candidate's disposition and professional skills. Content Mentoring II instructor will complete **two** formal observation of the job-embedded candidate using the TEAM template and complete one evaluation of the candidate's disposition and professional skills. During Content Mentoring II, students will be required to record some of their classroom instruction in order to evaluate their own teaching and to fulfill requirements for the EPP and TNDOE. Before recording, students must obtain signed permission forms for any student who will be participating in the lesson. Classroom instruction will only be recorded under secure conditions and will only be accessible

by clinical supervisors/instructors at the EPP. Recordings will not be made public in any way.

IV. Recruitment and Selection Strategies and Goals

The EPP is committed to the recruitment of candidates from diverse backgrounds and those seeking the high-needs endorsement areas of its partnering districts. To achieve the goals of strengthening recruitment in these two areas, the EPP, in collaboration with the LEA will:

- a. At the request of guidance counselors, work with high school guidance counselors to target high school juniors and seniors who have shown an interest or aptitude in a helping profession, and provide any potential candidates with information about the teaching profession and the EPP.
- b. At the request of guidance counselors and the potential candidates, be available to meet with students in urban areas who are considering majoring in education in order to provide specific counseling regarding high-needs endorsement areas

V. Responsibilities of the LEA

Responsibilities of the LEA related to Clinical Experience:

- a. The LEA may refuse to accept any teacher education candidate assigned to train in the School System for any non-discriminatory reason.
- b. The LEA will designate an administrator and/or principal(s) to serve as its contacts for field placements. These administrators will serve as liaisons between the School System and EPP's designated contact in managing all candidate visits in the School System. Any questions or problems arising which involve field placements will be brought to the attention of the EPP Director of Clinical Experience by the School System's Administrator for Field Placement or the building principal.
- c. Placement of teacher education candidates will be under the direction and control of the Director of Schools or an appointed designee from the LEA in collaboration with the Director of Clinical Experiences at Tusculum University. Placements will be made only with the consent of the principal and the cooperating teacher.
- d. Candidates will be placed according to their content area and grade span of emphasis.
- e. All teacher education candidates have a completed background check on file with the EPP and have met the criteria required by the Tennessee Department of Education (TCA 49-5-5610). If required by the LEA, a second background check through the appropriate vendor will be obtained by teacher candidates prior to clinical placement. The LEA will inform the Director of Clinical Experiences if the district requires an additional background check and/or drug testing.
- f. The LEA will endeavor to provide placements for EPP candidates with the greatest potential for providing maximum benefit for the candidate and for the School System. Cooperating teachers chosen to work with teacher education candidates must meet the following criteria:
 - i. Recommended by the school principal.

- ii. Highly-effective in the classroom based on TEAM evaluations and TVAAS data, including an overall LOE score of 4 or 5.
 - iii. Minimum of 3 years classroom experience required; 4+ years of classroom experience preferred.
 - iv. Ability to engage diverse groups of learners.
 - v. Ability and willingness to provide authentic feedback to teacher candidates about their strengths and areas for improvement.
 - vi. Ability and willingness to communicate effectively with university clinical supervisors about candidate strengths and areas for improvement.
 - vii. Willingness to host and mentor a teacher candidate allowing him/her opportunity to gain consistent experience within the classroom.
- g. Principals will provide orientation meetings at the school for the candidates at the beginning of their clinical experiences and will monitor the professional relationship between teachers and teacher education candidates.
 - h. The Director of Clinical Experiences will provide Cooperating Teachers with appropriate guidelines and expectations.
 - i. Cooperating teachers will be given the opportunity at the end of each placement to provide open-ended feedback of the candidate, university clinical supervisor, overall EPP program and its supports through a web-based system (SL&L). This data will be used by the EPP to make program improvements for subsequent semesters.
 - j. The principals of participating schools have responsibility for determining the degree to which EPP candidates conform to school policies. Problems arising from any breach of policy of field placement candidates should be referred by the principal to LEA's Administrator for Field Placement. However, if the principal deems it necessary, he/she may remove the field placement candidate from the school until the situation can be resolved through collaboration with the EPP Director of Clinical Experience.
 - k. The LEA agrees to share the LEA's Human Capital Report with the EPP.

Responsibilities of LEA related to Content Mentoring:

- a. The LEA will endeavor to provide a content mentor for each EPP job embedded candidate with the greatest potential for providing maximum benefit for the candidate, the school district, and the students. Content mentors chosen to work with job embedded candidates must meet the following criteria:
 - i. Hold an active Tennessee license with an endorsement in the area or a closely related area where they will be supervising the job-embedded candidate.
 - ii. Highly-effective in the classroom based on TEAM evaluations and TVAAS data, including an overall Level of Effectiveness of 4 (above expectations) or 5 (significantly above expectations) for the prior school year.
 - iii. Hold a Master's Degree in Education from an accredited college or university.
 - iv. Obtain recommendation of school administrator.

- v. Possess knowledge of the use of formative assessment in instructional planning, pacing charts, benchmark testing, and the TEAM rubric.
 - vi. Demonstrate ability to communicate and model implementation of content standards, effective instructional approaches, incorporation of resources and technologies.
- b. The LEA agrees to the conditions associated with the duties and responsibilities that come with the position of content mentor. Content mentor responsibilities include the following:
- i. The role will run for 3 consecutive semesters.
 - ii. The LEA will provide 3 half days of leave time, or the equivalent there of, from mentor's classroom per semester to be spent in the mentee's classroom for onsite coaching and collaboration. Mentor will use such visits to complete formal lesson observations.
 - iii. Mentor will initiate weekly points of contact with mentee through email, phone call, video conference, and/or face to face meetings
- c. The LEA will designate an administrator and/or principal(s) to serve as its contacts for content mentors. These administrators will serve as liaisons between the School System and EPP's designated contact. Any questions or problems arising which involve content mentoring will be brought to the attention of the Director of Embedded Clinical Experience at Tusculum University by the School System's Administrator for Job-Embedded Teachers or the building principal.
- d. Selection of content mentors will be under the direction and control of the Director of Schools or an appointed designee from the LEA.
- e. The LEA agrees to share the LEA's Human Capital Report with the EPP.

VI. Responsibilities of the EPP

- a. The EPP designee for Clinical Experience:
- I. The EPP has designated the Office of Clinical Experience to assume the responsibility for coordinating all observations, clinical experiences, and student teaching placements in the LEA. Any questions arising which are related to the initial placement in clinical experiences should be brought to the attention of the EPP's Office of Clinical Experience.

The Director of the EPP's Clinical Experience Program is:

Michelle DeFord

Tusculum University

60 Shiloh Road

Greeneville, TN 37745

Office Phone: 423-636-7300 ext. 5024

Cell Phone: 865-230-3967

Email Address: mdeford@tusculum.edu

- II. The Director of Clinical Experience will provide the LEA with specific assignments for each field placement in order to ensure clear communication about the purposes and the expectations for the experience. The EPP will also provide an orientation for candidates involved in field placements to communicate the purposes and expectations of the experience. When requested, the EPP will conduct staff development sessions with LEA personnel to provide opportunities for discussion and collaboration about field experiences.
- b. The EPP designee for Content Mentoring:
 - i. The EPP has designated the Director of Embedded Clinical Experiences to assume the responsibility for coordinating all content mentors in the LEA. Any questions arising which are related to content mentoring should be brought to the attention of the Director of Embedded Clinical Experience.
The Director of the EPP's Embedded Clinical Experience Program is:
Stephanie Efird
Tusculum University
60 Shiloh Road
Greeneville, TN 37745
Office Phone: 423-636-7300 ext. 5026
Cell Phone: 865-776-9708
Email Address: sefird@tusculum.edu
 - ii. The Director of Embedded Clinical Experiences will provide the LEA with specific requirements for each Content Mentoring course in order to ensure clear communication about the purposes and the expectations for the experience. The EPP will provide orientation and training information which will inform content mentors and job-embedded candidates of the purposes and expectations of the experience.
 - c. University Clinical Supervisors employed to work with teacher education candidates must meet the following criteria:
 - Documented evidence of having been a highly-effective teacher
 - Minimum of 5 years classroom experience
 - Ability to provide candidates with strategies for engaging diverse learners in meaningful learning
 - Ability and willingness to provide constructive feedback to teacher candidates about their strengths and areas for improvement
 - Ability and willingness to communicate effectively with teacher candidates and cooperating teachers
 - Ability and willingness to foster positive relationships between and among school-based administrators, teachers, teacher candidates, and university faculty and staff
 - Current knowledge of and training on TEAM, Praxis exams, and current trends in education to aid in the retention of mentors who demonstrate a positive impact on candidates' development and pre-K-12 student learning and development

- Consistent demonstration of professionalism
- d. University clinical supervisors and teacher education candidates will be provided appropriate guidelines and expectations from the Tusculum Director of Clinical Experiences. Additionally, clinical supervisors will be provided on-going support through workshops and seminars.
- e. University clinical supervisors will be given the opportunity at the end of each placement to provide open-ended feedback of the candidate, cooperating teacher, overall EPP program and its supports. This data will be used by the EPP to make program improvements for subsequent semesters.
- f. Teacher candidates will be given the opportunity at the end of Clinical II, and Student Teaching to provide open-ended feedback of the university supervisor, cooperating teacher, overall EPP program and its supports. Job embedded and MAT Permit candidates will be given an opportunity at the end of Content Mentoring I and Content Mentoring II to provide open-ended feedback of the university supervisor, content mentor, the overall EPP program and its supports. This data will be used by the EPP to make program improvements for subsequent semesters.
- g. EPP will provide access to online training for cooperating teachers and content mentors on mentoring candidates and will provide access to any planned workshops for candidates to aid in the retention and training of teachers who demonstrate a positive impact on candidates' development and pre-K-12 student learning and development.
- h. Tusculum University will, in advance of the field experience, provide the LEA with a list of candidates who are eligible for field placements along with appropriate information about the candidates.
- i. All teacher education candidates have a completed background check on file with the EPP and have met the criteria required by the Tennessee Department of Education (TCA 49-5-5610). If required by the LEA, a second background check through the appropriate vendor will be obtained by teacher candidates prior to clinical placement. The LEA will inform the Director of Clinical Experiences if the district requires an additional background check and/or drug testing.
- j. The EPP will inform all candidates who will be completing field experiences in the LEA of their obligation to observe the policies of the School System, as well as the school in which the candidates are placed. Candidates are subject to the rules, regulations, and policies of the School System and EPP, including recognizing the confidential nature of information regarding students and their records, and performance during emergency situations.
- k. Teacher education candidates who are student teaching are required to maintain membership in an approved professional teacher organization which provides liability insurance.
- l. The EPP will coordinate all field placements through the Director of Clinical Experience. No affiliates of the EPP will make independent agreements for field experiences with individual schools or staff members.

- m. The EPP Director of Clinical Experience is responsible for removing an EPP candidate from a field placement. Withdrawal may be the result of a request initiated within the School System or from a source within the EPP.
- n. The EPP will communicate in a timely manner with appropriate LEA administrators in the event that there is a significant issue or pattern of issues involving a cooperating teacher or a content mentor.
- o. Tusculum University agrees to the following exchange of yearly data: the EPP's Annual State Report.

VII. Additional Provisions

The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section of 504 of the Rehabilitation Act of 1973, Executive Order 11,246, ADA, and the related Regulations of each. The University and District shall not discriminate against any person on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, or any other classification protected by Federal or State constitutional or statutory law.

- a. No provision of this agreement will act or be deemed to be a waiver by the LEA of any immunity or of any provision of the TENNESSEE GOVERNMENTAL TORT LIABILITY ACT. Tenn. Code Ann. 29-20-101 et seq. Any liability to the EPP or third parties for any claims, damages, losses, or costs arising out of, or related to acts performed by the LEA under this agreement will be governed and limited by the provisions of the Tennessee Governmental Tort Liability Act, Tenn. Code. Annotated, Section 29-20-101 et seq.
- b. EPP will be responsible for personal injury and/or damage resulting from the gross negligence of the University performing any responsibility specifically required under the terms of this agreement. Damages recoverable against the LEA will be expressly limited by the Tennessee Governmental Tort Liability Act, Tennessee Code Annotated, Section 29-20-101 et seq.
- c. Nothing in this Agreement will be construed or deemed to create any relationship between the LEA and EPP other than that of independent entities contracting with each hereunder, solely for the purpose of effecting the provisions of this Agreement. Neither of the parties nor any of their respective officers, directors, or employees will be construed to be the agent, employer, or representative of the other except as provided herein.
- d. The term of this Agreement will be for ONE YEAR from the date set forth above unless terminated in writing by either party. Any termination of this Agreement will be effective at the conclusion of the EPP's academic semester, except that candidates participating in student teaching will be entitled to complete student teaching at the school notwithstanding any prior termination.
- e. Candidates may be employed by the LEA within the parameters of TNDOE policy and licensure rule. Candidates will work under the supervision of existing staff. This

agreement does not entitle candidates to a job in the LEA at the conclusion of the clinical practice and/or student teaching experience.

IN WITNESS WHEREOF, the parties have, by their duly authorized representative, set their signatures on the partnership agreement cover page.

Exhibit A
Video Recording

1. **Teacher Performance Assessment.** District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of real artifacts (such as lesson plans and student work samples). District also recognizes that in states where the edTPA is required, video recordings of the Candidate teaching in the classroom will be utilized and included in the submission.
2. **Clinical Observation / Evaluation.** University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. **Guidelines.** The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

Teacher Candidate Guidelines for Video Recordings

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to University.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.

For notice purposes:

Attn: Contracts Manager
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: contracts@wgu.edu

For notice purposes:

Email:

student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either Party gives the other Party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. **Points of Contact.** Each Party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. **Right to Accept or Terminate a Placement.** District may refuse to accept placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University Point of Contact (listed at the bottom of this Agreement) in writing immediately and state the reasons for such decision.
4. **Insurance.**
 - o University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
 - o Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
5. **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the Parties. Neither Party will have the authority to, and will not, act as agent for or on behalf of the other Party or represent or bind the other Party in any manner. No Candidate or other third Party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
6. **Non-Discrimination.** Each Party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. **Entire Agreement.** This Agreement represents the entire understanding between the Parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both Parties.

The Parties have executed this Agreement as of the Effective Date.

UNIVERSITY

DISTRICT

By: Kim DeMent

By: _____

Title: Senior Associate Dean & Senior Director, School of Education

Title: _____

Date: _____

Point of Contact:

District and Funded Partnerships

Email: tc_outreach@wgu.edu

Point of Contact:

Email:

Phone:

3. Documented evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Has positively impacted and mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Demonstrates and models WGU's Professional Dispositions and Ethics.
7. Completes University training to understand policies, processes, procedures, and how to mentor adult learners, and completes any required State training.
8. *For California Districts Only:* As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
 - o *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment.* WGU faculty and staff advise Candidates on available options to work with students at risk for literacy-related disabilities, the expected timeline for completion, and ensure Candidates have ample opportunity to practice teaching skills identified in Domain 7 of the TPEs.

H. Clinical Supervisor Standards. The University, in collaboration with District, shall select a Clinical Supervisor who provides guidance, support, on-site and/or virtual assistance, assessment, and feedback to a Candidate throughout Advanced Clinical, Student Teaching One and Student Teaching Two of the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Successfully completed a background clearance.
6. Ability to consistently demonstrate and model Professional Dispositions and Ethics.

I. Advanced Programs Practicum.

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own school using a qualified individual as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate shall:
 - o identify a school with which he/she has (i) an established relationship with and (ii) obtained district approval for placement. All identified placements are subject to University approval.
 - o identify preferred Clinical Supervisor, subject to approval of University's Clinical Experience team to ensure the Clinical Supervisor meets program requirements.
 - o complete a valid background clearance, provide proof of liability insurance, and a valid teaching license.
 - o comply with all other applicable District requirements.
3. Evaluations of Candidates are as follows:
 - o Educational Leadership – a minimum of four (4) evaluations
 - o English Language Learning – a minimum of three (3) observations or evaluations.
 - o Early Childhood Education – a minimum of one (1) observation

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable

F. District Responsibilities. District shall:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Clinical Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Clinical Experience.
4. Notify University about any changes to District policies that would impact Candidate's placement (e.g., COVID and other healthcare policies).
5. Placement will align to Candidates Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
6. Placement must align with the Candidates' Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
7. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
8. Through the involvement of the Mentor Teacher, participate with the Clinical Supervisor and Candidate in two evaluations pursuant to WGU's grading rubric. University shall be responsible for the format of evaluations.
 - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership and English Language Learning.
9. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
10. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
11. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
12. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
13. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
14. Report any concerns related to the Candidate's performance, conduct, or attendance promptly to the Clinical Supervisor. Identify a teacher or other school administrator to evaluate Candidates for Embedded Work Based Learning.
15. Adhere to any then-applicable state requirements related to training/professional development.
16. *For California Districts Only:* Require Cooperating Teachers to complete and document training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to the program curriculum, and eight (8) hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices (as required by the CTC).
 - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment. WGU faculty and staff advise Candidates on available options to work with students at risk for literacy-related disabilities, the expected timeline for completion, and ensure Candidates have ample opportunity to practice teaching skills identified in Domain 7 of the TPEs.*

G. Mentor Teacher Standards. District, in collaboration with University, shall provide the Candidate with a Student Teaching assignment under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience, with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) a demonstrated record of strong performance.

C. Mutually Beneficial Activities. The Parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. University will provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's Employer Recruiting & Guidelines.
 - o Whenever possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District employees will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. University will notify District of learning opportunities where University will provide optional professional development to District's employees for their career and skill enrichment.
5. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
6. University may invite District employees to participate in a focus group to:
 - o provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors, criteria for selection of Mentor Teachers and Clinical Supervisors, and curriculum development;
 - o review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
 - o review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to Candidate outcomes and Candidate performance.

D. Recordings. District recognizes that University requires the utilization of video recordings for both observations and teacher performance assessments. District also recognizes that video recordings may be utilized for Educative Teacher Performance Assessment ("edTPA") in states where required. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs consistent with the conditions set forth in **Exhibit A** ("Video Recording").

E. University Responsibilities. University shall:

1. Place qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide Mentor Teacher with an honorarium for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required, Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a current, fully cleared background check.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis ("TB") risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers and Clinical Supervisor.
9. Facilitate course instruction and support for the Candidates during their Clinical Experience. Including, the final performance assessment, specific task requirements and peer interactions in a weekly cohort seminar.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

PLACEMENT AGREEMENT

This Placement Agreement ("Agreement") is made between Western Governors University, a Utah nonprofit corporation ("University" or "WGU"), and Elizabethton City Schools ("District"), and is effective as of the date of District's signature below ("Effective Date"). WGU and District may be referred to herein individually as a "Party" and collectively as the "Parties."

WGU is nationally accredited by the Northwest Commission on Colleges and Universities ("NWCCU"). University Educator Preparation programs are further accredited by the Council for the Accreditation of Educator Preparation ("CAEP") and the Association for Advancing Quality in Educator Preparation ("AAQEP"). University represents that each Candidate assigned to District for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two is validly enrolled in a current University educator preparation program and meets District's background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* shall have the following meanings:

1. **"Candidate"** means a student enrolled in a University program that leads to an education credential.
2. **"Mentor Teacher"** means a District employee who is the teacher presiding in the classroom to which the Candidate is assigned. Standards for Mentor Teachers are explained in Section G of this Agreement.
3. **"Clinical Supervisor"** means a qualified individual who is an employee or independent contractor of WGU. The individual will supervise the Candidate. Standards for Clinical Supervisors are explained in Section H of this Agreement.
4. **"Initial Licensure Program"** means a program that results in a professional license.
5. **"Advanced Program"** means an advanced licensure or endorsement program that may result in an additional license.
6. **"Clinical Experience"** means the active participation by a Candidate in a wide range of virtual and in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two.
 - a. **"Early Clinical"** means a Candidate's first supervised opportunity to observe a classroom setting.
 - b. **"Advanced Clinical"** means supervised classroom-based activities in a classroom setting where Candidates observe, collaborate, and reflect with a Mentor Teacher.
 - c. **"Student Teaching One"** and **"Student Teaching Two"** (collectively **"Student Teaching"**) means the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and a Clinical Supervisor.
7. **"Practicum"** means the University Clinical Experience requirements for advanced licensure programs.
8. **"Professional Dispositions and Ethics"** means standards of behavior expected of Candidates and University faculty and staff, as follows:

o All Individuals Can Learn	o Communication
o Belonging	o Integrity
o Empathy	o Professionalism
o Growth Mindset	o Intellectual Courage
9. **"LEA"** means Local Education Agency.
10. **"SEA"** means State Education Agency.

*References to "District" shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers that align with the Candidate's licensure area with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. A Clinical Supervisor will be assigned to observe and provide support to the Candidate. The District and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

August 15, 2025

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~~ (delete)
 - Carla Whiles (add)
 - Liz Grill
 - Eric Wampler
 - Beth Wilson

- West Side Elementary
 - John Wright
 - Sara Yeager
 - Tammy Markland
 - Beth Wilson

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

Citizens Bank Request for Resolution
Page 2

- Katherine J. Jones, CD
 - Jonathan Minton
 - Brian Culbert
 - Jennifer Hardin
 - Beth Hilbert
- Nancy Hunt Scholarship Savings Account
 - Jonathan Minton
 - Brian Culbert
 - Jennifer Hardin
 - Beth Hilbert

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
Robert Lewis, DDS
Jamie Schaff
Josh Smith

Thank you for your assistance in this matter.

Sincerely,

Eddie Pless/Board Chair

Phil Isaacs/Board Member

Jamie Schaff/Board Vice-Chair

Robert Lewis, DDS/Board Member

Josh Smith/Board Member



August 21, 2025

Kim Norris
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Ms. Norris:

We would like for the following individuals to be allowed to pick up night deposits made at your institution.

Forrest Holt
Community Involvement Director

Danny O'Quinn
Director of Educational Programs
& Operations

Thank you for your assistance in this matter.

Sincerely,

Eddie Pless/Board Chair

Jamie Schaff/Board Vice-CHair

Phil Isaacs/Board Member

Robert Lewis, DDS/Board Member

Josh Smith/Board Member



August 21, 2025

Kathleen Danuser
Citizens Bank
300 Broad Street
Elizabethton, TN 37643

Dear Mrs. Danuser:

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

Myra Newman	\$ 4,500.00
John Hutchins	\$ 5,500.00
Danny O'Quinn	\$ 4,500.00
Travis Thompson	\$ 4,500.00
Jason Lancaster	\$ 5,000.00
Richard VanHuss	\$ 3,000.00 increase to \$ 4,000.00
Josh Boatman	\$ 5,000.00

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

Thank you for your assistance in this matter.

Sincerely,

Richard VanHuss
Director of Schools

ECS TRANSPORTATION REQUEST FORM

TYPE OF TRIP:

FIELD TRIP ATHLETIC/BAND EXCURSION ACADEMIC COMPETITION

METHOD OF TRANSPORTATION:

SCHOOL BUS RENTAL VEHICLE 3 Vans WALKING

DATE OF REQUEST: 7/30/25 GROUP/TEAM/GRADE: Cross Country (EHS)

Elizabeth High School
SCHOOL

7/19 - 7/20
DATE OF TRIP

9/19/25 8:00 am
DEPARTURE TIME

9/20/25 11 am
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

20
TOTAL NUMBER INVOLVED

3
NUMBER OF BUSES OR VANS NEEDED

N/A
COST PER STUDENT (if applicable)

Louisville, KY
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):

N/A

NAMES & CELL NUMBERS OF CHAPERONES/SPONSORS:

Matt Campbell 865-850-4948 J. M. Presnell 423-767-4901

Matthew Campbell
SPONSOR'S NAME

matthew.campbell@ecs.schools.net
SPONSOR'S EMAIL ADDRESS

ITEMS BELOW - TO BE COMPLETED BY ADMINISTRATION

BUILDING ADMINISTRATOR:

APPROVED DENIED

[Signature]
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

ECS TRANSPORTATION REQUEST FORM

TYPE OF TRIP:

FIELDTRIP ATHLETIC/BAND EXCURSION ACADEMIC COMPETITION

METHOD OF TRANSPORTATION:

SCHOOL BUS RENTAL VEHICLE WALKING

DATE OF REQUEST: 8/12/25 GROUP/TEAM/GRADE: 11th+12th grade

Elizabethton High School SCHOOL 3/26-3/30 DATE OF TRIP 5am DEPARTURE TIME 5pm RETURN TIME

YES NO
DESTINATION IS GREATER THAN 50 MILES

Boston, MA
DESTINATION

YES NO
DESTINATION IS OUT-OF-STATE

Philadelphia, PA
ADDITIONAL STOP 1

YES NO
DESTINATION IS ON BOARD APPROVED LIST

Salem, MA
ADDITIONAL STOP 2

TOTAL NUMBER INVOLVED

ADDITIONAL STOP 3

NUMBER OF BUSES OR VANS NEEDED

ADDITIONAL STOP 4

COST PER STUDENT (if applicable)

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:

Brandi McCloud
423-440-0755

Dustin Hensley
423-957-1538

Brandi McCloud

brandi.mccloud@ecschools.net

SPONSOR'S NAME

SPONSOR'S EMAIL ADDRESS

ITEMS BELOW - TO BE COMPLETED BY ADMINISTRATION

BUILDING ADMINISTRATOR:

APPROVED

DENIED

[Signature]
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

Boston/Philadelphia Trip Spring 2026

We are in the VERY early stages of planning a trip to Boston in Spring of 2026. Tentative dates are March 26-30th. We would like to try to gauge interest in the trip at this point in time so that we can make important decisions about transportation.

If we have enough students interested in the trip, we will look into chartering a bus, but if we do not have enough to fill a charter bus, we have other options:

Chaperones drive vans

Train

So, letting us know now your interest level will be VERY helpful for our planning! Transportation will vary our plans some—so we want to nail this down first.

Possible Itinerary with a bus:

3/26-Thursday Morning

Leave from EHS early in the morning (5 am)

Drive to Philadelphia (8 hours) with stops in between

Arrive at Hotel in Philadelphia at 6 pm

Dinner near hotel

3/27-Friday Morning

Travel into Philadelphia

Liberty Bell/Independence Hall

National Constitution Center

Ben Franklin's Grave/Christchurch Burial Ground

Franklin Square

Philadelphia Art Museum (Rocky Steps)

Lunch in Philadelphia

Bus pick us up by 3 pm—Head to Boston (5 hour drive—dinner on the way)

Hotel in Boston 9 pm

3/28-Saturday

Travel into Boston

Boston Tea Party Ship and Museum

Bunker Hill

Freedom Trail (2.5 miles)

Old State House



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: Lucas Henevert

Verification/Passing a mental exam: YES NO Date: 9/26/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 9/26/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 11/1/2025

Yearly completion of school system training sessions: YES NO Date: 6/5/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/25

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List: _____ RESOLVED: YES NO

_____ RESOLVED: YES NO

_____ RESOLVED: YES NO

Driver's Signature: [Signature] Date: 8/5/25

Trans. Director's Signature: [Signature] Date: 7/5/25

Director of Schools Signature: [Signature] Date: 8/5/25

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 Agen

Verification/Passing a mental exam:

YES NO Date: 9/17/2025

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

YES NO Date: 10/1/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 9/17/2025

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 10/1 - 10/30/2025

Yearly completion of school system training sessions:

YES NO Date: 8/16/25

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/24/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 6/20/2025

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 8-5-25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: [Signature]

Date: 8/5/25

Approved by the ECS Board of Education: Date: _____

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: Zach Ensor

Verification/Passing a mental exam: YES NO Date: 9/25/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 9/25/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 11/1/2025

Yearly completion of school system training sessions: YES NO Date: 2/7/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/25

If Yes List:

RESOLVED: YES NO
RESOLVED: YES NO
RESOLVED: YES NO

Driver's Signature: Z. Ensor Date: 8/5/25

Trans. Director's Signature: [Signature] Date: 8/5/25

Director of Schools Signature: R. Watt Date: 8/5/25

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: Lucas Andrews

Verification/Passing a mental exam:

YES NO Date: 9/23/2025

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

YES NO Date: 6/1/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 9/23/2025

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 6/1-6/30/2025

Yearly completion of school system training sessions:

YES NO Date: _____

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/24/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

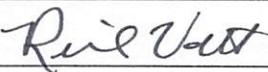
RESOLVED: YES NO

Driver's Signature: 

Date: 8-5-2025

Trans. Director's Signature: 

Date: 8/5/25

Director of Schools Signature: 

Date: 8/5/25

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: Paul Linberg

Verification/Passing a mental exam:

YES NO Date: 9/24/2025

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

YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 9/24/2025

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 11/1/2025

Yearly completion of school system training sessions:

YES NO Date: 6/5/2025

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action:
If Yes List:

YES NO Date: 5/20/2025

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Paul Linberg

Date: 8/5/25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: [Signature]

Date: 8/5/25

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: Joe Diaz

Verification/Passing a mental exam:

YES NO Date: 9/3/2025

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

YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 11/1/2025

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 9/3/2025

Yearly completion of school system training sessions:

YES NO Date: 7/8/2025

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/20/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Joe Diaz

Date: 8/5/25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: Richard VanHuss

Date: 8/5/25

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: Ricky Addison

Verification/Passing a mental exam:

YES NO Date: 6/29/2026

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

YES NO Date: 12/1-12/31/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 6/29/2026

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 6/13/2025

Yearly completion of school system training sessions:

YES NO Date: 6/13/2025

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/25/2025

Positive evaluation and recommendation for renewal:

YES NO Date: 8/20/2025

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Ricky Addison

Date: 8-5-25

Trans. Director's Signature: [Signature]

Date: 8/3/25

Director of Schools Signature: [Signature]

Date: 8/5/25

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 Grindstaff

Verification/Passing a mental exam: YES NO Date: 9/26/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 9/25/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 11/1/2025

Yearly completion of school system training sessions: YES NO Date: 7/8/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/25

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/25

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: K. Grindstaff

Date: 8-5-25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: Richard VanHuss

Date: 8/5/25

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: Glen Sams

Verification/Passing a mental exam:

YES NO Date: 3/3/2026

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

YES NO Date: 2/1/2026

Yearly verification Passing of a DOT physical:

YES NO Date: 3/3/2026

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 2/1/2026

Yearly completion of school system training sessions:

YES NO Date: 6/10/2025

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 8-5-25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: [Signature]

Date: 8/5/25

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: Larry Adams

Verification/Passing a mental exam: YES NO Date: 9/10/2024

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/30/2024

Yearly verification Passing of a DOT physical: YES NO Date: 9/10/2024

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 11/1/2024

Yearly completion of school system training sessions: YES NO Date: 7/20/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 7/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List: _____ RESOLVED: YES NO

_____ RESOLVED: YES NO

_____ RESOLVED: YES NO

Driver's Signature: Larry Adams Date: 8-5-25

Trans. Director's Signature: [Signature] Date: 8/5/25

Director of Schools Signature: Richard VanHuss Date: 8/5/25

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: Chris Carr

Verification/Passing a mental exam:

YES NO Date: 5/22/2025

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

YES NO Date: 9/1/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 8/22/2025

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 9/1/2025

Yearly completion of school system training sessions:

YES NO Date: _____

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 6/20/2025

Cautions/Complaints warranting disciplinary action:

YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 8-5-25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: [Signature]

Date: 8/5/25

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: Timothy Dyer

Verification/Passing a mental exam: YES NO Date: 10/24/25

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 12/28/2023

Yearly verification Passing of a DOT physical: YES NO Date: 10/24/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 8/12/2025

Yearly completion of compliance training: YES NO Date: 11/21/2025

Yearly completion of school system training sessions: YES NO Date: 5/27/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List: _____ RESOLVED: YES NO

_____ RESOLVED: YES NO

_____ RESOLVED: YES NO

Driver's Signature: Timothy Dyer Date: 8/5/25

Trans. Director's Signature: [Signature] Date: 8/5/25

Director of Schools Signature: [Signature] Date: 8/5/25

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: Gary Kidder

Verification/Passing a mental exam: YES NO Date: 9/25/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 9/25/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 11/1/2025

Yearly completion of school system training sessions: YES NO Date: 6/6/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO
RESOLVED: YES NO
RESOLVED: YES NO

Driver's Signature: Gary Kidder Date: 8-25-25

Trans. Director's Signature: [Signature] Date: 8/5/25

Director of Schools Signature: [Signature] Date: 8/5/25

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: Tracy Holliday

Verification/Passing a mental exam: YES NO Date: 8/20/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 1/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 8/20/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 1/1/2025

Yearly completion of school system training sessions: YES NO Date: 7/10/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/20/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO
RESOLVED: YES NO
RESOLVED: YES NO

Driver's Signature: Tracy Holliday Date: 7-28-25

Trans. Director's Signature: [Signature] Date: 8/5/25

Director of Schools Signature: Richard VanHuss Date: 8/5/25

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 Herman

Verification/Passing a mental exam: YES NO Date: 9/26/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 9/26/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 11/1/2025

Yearly completion of school system training sessions: YES NO Date: 7/2/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/25

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO
RESOLVED: YES NO
RESOLVED: YES NO

Driver's Signature: [Signature] Date: 8/5/25

Trans. Director's Signature: [Signature] Date: 8/5/25

Director of Schools Signature: [Signature] Date: 8/5/25

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: Gary Lee Cole II

Verification/Passing a mental exam:

YES NO Date: 8/21/2025

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

YES NO Date: 11/1/2025

Yearly verification Passing of a DOT physical:

YES NO Date: 3/21/2025
~~4/1/2025~~

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

YES NO Date: 6/12/2025

Yearly completion of compliance training:

YES NO Date: 11/1/2025

Yearly completion of school system training sessions:

YES NO Date: 7/9/2025

Yearly completion of Tennessee Risk Management Training:

YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal:

YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action:
If Yes List:

YES NO Date: 6/20/2025

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: Gary Lee Cole II

Date: 8/5/25

Trans. Director's Signature: [Signature]

Date: 8/5/25

Director of Schools Signature: Rich VanHuss

Date: 8/5/25

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: Tom Haysen

Verification/Passing a mental exam: YES NO Date: 9/25/2025

Verification of an appropriate CDL with proper endorsements (P & S): YES NO Date: 3/1/2025

Yearly verification Passing of a DOT physical: YES NO Date: 9/23/2025

Yearly verification that the driver has not been flagged on the FMCSA Drug and Alcohol Clearinghouse: YES NO Date: 6/12/2025

Yearly completion of compliance training: YES NO Date: 3/1/2025

Yearly completion of school system training sessions: YES NO Date: 6/11/2025

Yearly completion of Tennessee Risk Management Training: YES NO Date: 9/26/2024

Positive evaluation and recommendation for renewal: YES NO Date: 5/20/2025

Cautions/Complaints warranting disciplinary action: YES NO Date: 5/20/2025

If Yes List:

RESOLVED: YES NO

RESOLVED: YES NO

RESOLVED: YES NO

Driver's Signature: [Signature]

Date: 8-5/25

Trans. Director's Signature: [Signature]

Date: 8/3/25

Director of Schools Signature: [Signature]

Date: 8/5/25

Approved by the ECS Board of Education: Date: _____

Board Chairman's Signature: _____

Date: _____

July 30, 2025

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

We are pleased to confirm our understanding of the services we are to provide the Elizabethton City Schools, Board of Education (Board) for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the disclosures, which collectively comprise the basic financial statements of the Board as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Board's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

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

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

1. List of Elected and Appointed Officials

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

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

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

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

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

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

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

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

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

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

1. Revenue recognition, 2. Override of controls

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information.

In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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

Audit Procedures – Internal Control

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

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

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

Audit Procedures – Compliance

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

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

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

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, related notes and government wide adjusting entries of the Elizabethton City Schools in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes and government wide adjusting entries services previously described. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

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

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

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months, if currently known).

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

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

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

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Blackburn, Childers & Steagall, PLC has received a peer review rating of *pass*.

Smith Elliott Ream & Company, LLC

Hagerstown, Maryland
June 14, 2024

Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the date of field work, estimated to be October 15, 2026.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID 19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditure of federal awards.

You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon.

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

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

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

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

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, related notes, government wide adjusting entries, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, related notes and government wide adjusting entries and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, related notes and government wide adjusting entries prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

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

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

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

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

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

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

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

We expect to begin our audit approximately May and June 2026 and to issue our reports no later than December 31, 2026. Kevin R. Peters, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not to exceed \$25,750. The fee is comprised of \$16,750 for the general purpose and federal projects funds, \$9,000 for child nutrition services. The fee for the Comptroller's Office required chart of account crosswalk entry will be \$750. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

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

As an attest client, Blackburn, Childers and Steagall cannot retain your documents on your behalf. This is in accordance with ET 1.295.143 of the AICPA *Code of Professional Conduct*. The Board is responsible for maintaining its own data and records. I-channel and Suralink (referred to as portals) are used solely to transmit data and are not intended to store the Board's information. The Board is responsible for downloading any deliverables and other records from these portals that it wishes to retain for its own records at the completion of the engagement. Upon completion of the engagement, data and other content will either be removed from the portals or become unavailable to the Board within one year.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2024 peer review report accompanies this letter.

Reporting

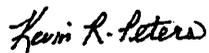
We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the members of the Elizabethton City Schools Board of Education. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on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

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

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

Very truly yours,

BLACKBURN, CHILDERS & STEAGALL, PLC



Kevin R. Peters, CPA
Member of the Firm

RESPONSE:

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

By: _____

Title: _____

Date: _____



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

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

We have reviewed the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC (the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT / SALE / DISPOSAL

The following items are hereby declared surplus property/equipment of no value or valued at less than \$500.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

- ITEM:
- 1) Lenovo Chromebook serial # MPIW6V57-TAD
 - 2) Lenovo Chromebook serial # MP1WVGAL-TAD
 - 3) Lenovo Chromebook serial # MP1WTOFS-TAD
-
-

INVENTORY TAG NUMBER: 1) 00557 2) 01108 3) 00601

METHOD OF SALE/DISPOSAL: Retired by tech- no longer usable

SCHOOL/BUILDING WHERE ITEM IS HOUSED _____

SALE/DISPOSAL AUTHORIZED BY: System wide - Cares Act DATE: 8/7/25
Principal

AUTHORIZED BY: [Signature] DATE: 8/11/25
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT / SALE / DISPOSAL

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ITEM: Lenovo 110e Chromebook G2
serial # MP1WVPTN
- Esser funded purchase

INVENTORY TAG NUMBER: 1074

METHOD OF SALE/DISPOSAL: retired by technology

SCHOOL/BUILDING WHERE ITEM IS HOUSED WSE

SALE/DISPOSAL AUTHORIZED BY: Dave Green DATE: 8-1-25
Principal

AUTHORIZED BY: Paul Velt DATE: 8/1/25
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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

ITEM: Scan Snap Jet Pro Scanner--C.Walker

INVENTORY
TAG NUMBER: _____

METHOD OF
SALE/DISPOSAL: disposal

SALE/DISPOSAL
AUTHORIZED BY: _____ DATE: _____
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: (4) well steamtable
eagle SHT 4-240

INVENTORY TAG NUMBER: 1599

METHOD OF SALE/DISPOSAL: Maintenance

SCHOOL/BUILDING WHERE ITEM IS HOUSED Harold McCormick Elementary

SALE/DISPOSAL AUTHORIZED BY: Regina Isaacs DATE: 7-30-25
Principal

AUTHORIZED BY: Russ Velt DATE: 7/22/25
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT / SALE / DISPOSAL

The following items are hereby declared surplus property/equipment of no value or valued at less than \$500.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made in an appropriate manner.

ITEM: 11 laptops used by students at Elizabethton

Tag #'s Academy - in poor condition, unusable
10735, 10736, 10737, 10400, 10401,
10402, 10403, 10404, 21F005,
21F006, 21F007

INVENTORY TAG NUMBER: See above list

METHOD OF SALE/DISPOSAL: Retired by tech

SCHOOL/BUILDING WHERE ITEM IS HOUSED Returned to CO by Elizabethton Acad.

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 7/21/25
Principal

AUTHORIZED BY: [Signature] DATE: 7/21/25
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

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

ITEM: Office Chairs

INVENTORY TAG NUMBER: 1040, 11599, 10644

METHOD OF SALE/DISPOSAL: Trash

SCHOOL/BUILDING WHERE ITEM IS HOUSED: Central Office

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 7/24/25
Principal

AUTHORIZED BY: [Signature] DATE: 7/21/25
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

Dell laptop 3400 (2019-20)
Ese# 2020-10-0009crs
Serial g9r3zz2

Dell Desktop (from 2016)
ESE# 4671
serial 937mmd2

Chromebook
ECS# 11715
Serial f7jdw2

EHS Softball LT (11 years old)
CTE VOC# 64640 (cant read serial)

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.

TAG# see attached list (4 devices)

ITEMS see attached list (4 devices)

METHOD OF
SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL

AUTHORIZED BY: _____ DATE: 7-11-25


Principal

AUTHORIZED BY: _____ DATE: _____

Director of Schools

AUTHORIZED BY: _____ DATE: _____

Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT

SALE / DISPOSAL

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

ITEM:

Dell Latitude 3400, Learning Leader Laptop from 2019

Serial# CBDQNT2 (Stephanie Shouse removed from LL inventory)

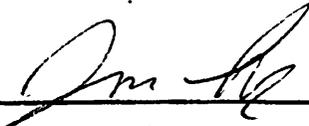
Inventory #5615

METHOD OF

SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL

AUTHORIZED BY: _____


Principal

DATE: 7-16-25

AUTHORIZED BY: _____

Director of Schools

DATE: _____

AUTHORIZED BY: _____

Board Chairman

DATE: _____

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

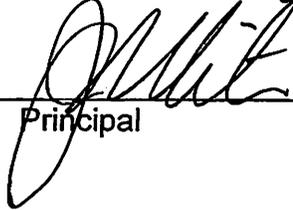
The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made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

ITEM: Scales
 CS 2000 (Broken)

INVENTORY TAG NUMBER: 4122

METHOD OF SALE/DISPOSAL: Trash

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS Storage Room 35

SALE/DISPOSAL AUTHORIZED BY:  DATE: 7/24/25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

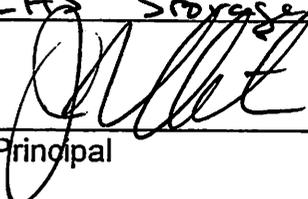
The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made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

ITEM: Scanner (No Software)

INVENTORY TAG NUMBER: 4126

METHOD OF SALE/DISPOSAL: Trash

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS Storage Room 35

SALE/DISPOSAL AUTHORIZED BY:  DATE: 7/24/25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT SALE / DISPOSAL

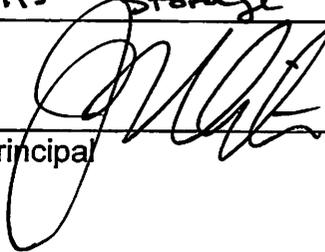
The following items are hereby declared surplus property/equipment of no value or valued at less than \$250.00. Since these items are no longer useful to the Elizabethton City School System, they may be sold at a fair price to any person interested in purchasing them, given away or disposal may be made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

ITEM: Scanner (No Software)

INVENTORY TAG NUMBER: 4125

METHOD OF SALE/DISPOSAL: Trash

SCHOOL/BUILDING WHERE ITEM IS HOUSED EHS Storage Room 35

SALE/DISPOSAL AUTHORIZED BY:  DATE: 7/24/25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

The Access Academy
Elizabethton City Schools 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. We provide all the materials needed such as assessments, worksheets, activities supplies.
- TAA will also guide the students in soft-skills and work readiness skills, such as communication, interviewing skills, and self-advocacy skills.
- 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.
- TAA will ensure each instructor has had a background check and will submit to any and all additional background checks that Elizabethton City Schools (school system) deems necessary.

Elizabethton City Schools Service Expectations:

- Allowing time (preferably 1 - 1 ½ hours' time frame weekly) with identified students during the school day through Resource and/or CDC or WBL classes.
- Provide a signed VR permission form and IEP for each student participating.
- Provide adequate space for TAA to meet with students in a group setting.
- Provide a school staff person to be in attendance while TAA conducts instruction.

The Access Academy (TAA}

Our goal is to provide support to the school system, teachers and students by presenting instruction and applicable 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 Access Academy (TAA) and school system agree to full confidentiality of student information. Only the information that is required by the state for contract, invoice and audit purposes will be made available to the State of Tennessee. TAA lesson plans, materials and information are copyrighted for their use only and may not be printed, downloaded, copied or shared in any form.

This agreement is between Elizabethton City Schools and The Access Academy (TAA) for the school year of August 2025 through July 2026 (to include any Summer Job Club camps offered}.

School System Representative

Date



7/17/25

TheAccess Academy - Representative

Date

Fees: TAA will file invoices with the State of Tennessee for instruction and services for the Pre-ETS program according to the contract awarded by the state.

**Memorandum of Understanding
Between
Elizabethton High School
And
Middle Tennessee State University**

This Memorandum of Understanding (MOU) is by and between **MIDDLE TENNESSEE STATE UNIVERSITY (MTSU)** and Elizabethton High School. The purpose of this MOU is to establish a Dual Credit relationship between MTSU and Elizabethton High School. At the request of Elizabethton High School, MTSU will provide Dual Credit online test for their qualifying students.

ROLES AND RESPONSIBILITIES

- Elizabethton High School Agriculture Educators will actively promote **MTSU** as a provider of this higher education opportunity for their students.
- Elizabethton High School will provide space for student meetings and individual advising.
- **MTSU** will provide teacher training, online materials and curriculum preparing 200 students for potential success in MTSU Agriculture Dual Credit classes.

While the parties anticipate significant mutual benefit from collaborative efforts, this MOU does not constitute a commitment by either Party regarding specific projects or the use of specific resources to achieve the purposes of this MOU.

Both parties will jointly develop an annual summary of this collaboration during an annual meeting including at least one representative of each institution. Further, both parties will speak regularly, no less than once a quarter, to discuss and evaluate the effectiveness of collaborative efforts, as well as develop and refine additional strategies and opportunities of mutual benefit.

OTHER TERMS OF THIS AGREEMENT

- This MOU may be amended in writing and signed by both parties.
- No funds are committed and no legal obligations are created by this MOU. Any commitment of funds shall be made under separate documents.
- Agreements regarding intellectual property will be addressed in the specific written research agreements referred to in the Roles and Responsibilities section.

- Conflicts or issues may arise which cannot be resolved between Elizabethton High School and MTSU personnel. Such conflicts or issues should be raised to the necessary level of management to obtain resolution. It is expected that normal communications channels will be used for routine issues; however, should satisfactory resolutions not be obtained through normal interactions, representatives of the Parties will take the issues up their respective organizational levels until the issues are resolved.
- This MOU will be in effect for a period of one (1) year and may thereafter be extended by mutual agreement of the parties before the termination date. Either Party may terminate this agreement by giving written notice to the other Party; this MOU will terminate 30 days thereafter or the end of the current academic year, whichever is most appropriate.

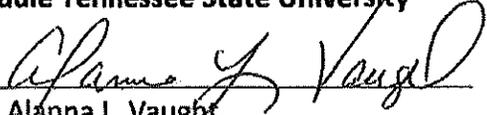
AUTHORIZED SIGNATURES

Those individuals whose signatures appear below hereby certify they are authorized to sign on behalf of the respective Parties to this MOU. This MOU will be executed in duplicate and is not effective until signed by both Parties.

Elizabethton High School / Elizabethton City Schools

Superintendent	Date
	8/8/25
	Date

CTE Director

Middle Tennessee State University	
	8-7-25
Dr. Alanna L. Vaught.	Date

**MEMORANDUM OF UNDERSTANDING BETWEEN
ELIZABETHTON CITY SCHOOLS & CARTER COUNTY SCHOOLS
FOR A CTE COURSE EXCHANGE PROGRAM**

This Memorandum of Understanding (“MOU”) is made entered into by and between Elizabethton City Schools (“ECS”) and Carter County Schools (“UCS”), each individually a “Party” and collectively, the “Parties”, pursuant to their authority under TENN. CODE ANN. § 7-51-908 to contract for matters concerning education. The purpose of the MOU is to establish a Career and Technical Course Exchange Program.

1. **Effective Date.** The MOU shall be effective on the date executed by authorized representatives of both Parties, and if different, then on the latter date thereof.
2. **Term and Termination.** The MOU shall terminate on June 30 following its effective date. Prior to June 30, the Parties will discuss and mutually agree to renewal or termination of the MOU. Additionally, either Party may terminate the MOU by written notice to the other Party specifying that the MOU will terminate ninety (90) calendar days after receipt of the written notice or the end of the current academic year.
3. **Definitions.**
 - a. Career and Technical (“CTE”) Course Exchange Program [“Program”] is a plan allowing high school students from each Party to participate in CTE courses offered by the other Party.
 - b. Home District is the Party in which students participating in the Exchange Program are enrolled full-time.
 - c. Host District is the Party offering a CTE course in which students from the Home District may participate.
4. **Roles and responsibilities of the Host District**
 - a. The Host District retains the authority to designate the CTE courses for which students from the Home District are eligible.
 - b. The Host District must notify the other Party no later than thirty (30) calendar days before the beginning of each school semester as to how many spaces are available for students from the other district. Decisions regarding the number of spaces available shall enhance opportunities for students without detriment to students in the Host District’s academic program.
 - c. The Host District will provide and fund an instructor who is appropriately licensed and certified and who is otherwise legally authorized to teach in Tennessee.
 - d. The Host District will provide and fund an appropriate and adequate classroom space to provide a quality educational experience for students.
 - e. The Host District will retain the authority and responsibility to assign all grades related to the CTE course. Course instructors will provide updates to the student’s Home District to include, at minimum, timely submission of final grades required for progress reports and report cards .
 - f. The Host District school will supply usual and reasonable student materials, technology, and costs associated with CTE course(s).

5. Roles and Responsibilities of Both Parties.
 - a. Each Party must commit to good faith cooperation in the development and operation of the Program.
 - b. The CTE Director of each Party is responsible for communication and coordination of services with the other Party. Liaisons will speak regularly, no less than once a quarter, to discuss and evaluate the effectiveness of collaborative efforts and to develop and refine additional strategies and opportunities of mutual benefit.
 - c. The Parties will jointly evaluate the Program and the effectiveness of the Parties' collaboration during an annual meeting that includes at least one representative of each Party.
 - d. Each Party retains responsibility and liability for any transportation required for its own students to participate in the Program.

6. Roles and Responsibilities of Students Participating in Exchange Program Courses
 - a. Students are permitted to attend field trips and excursions related to the CTE course in which they are enrolled but shall be subject to the same rules and requirements imposed upon students in the Host District for such participation.
 - b. Students are required to provide materials, pay fees or otherwise meet responsibilities reasonably required of students in the Host District for courses in which they are enrolled, provided, however, that fees must be assessed consistent with Tenn. Comp. R. & Regs. 0520-01-02-.16 or any subsequent revision thereof.
 - c. Students must maintain satisfactory attendance, academic achievement and disciplinary records, and if not, they may be removed from the Program with at least one (1) business day advance notice to the Home District.

7. The Parties expect significant mutual benefit from their collaborative efforts in this Program but do not commit nor expect commitment by either Party regarding specific projects or the use of specific resources to achieve the purpose of this MOU. Should funding commitments be required, the MOU will be modified pursuant to paragraph eleven (11) herein.

8. The Parties agree that personally identifiable information regarding students will be accessed, used, retained or disclosed in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g), together with its implementing rules and regulations, and other applicable laws governing confidentiality.

9. The Parties agree, warrant and assure that no person shall be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination in the performance of this MOU on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee constitutional or statutory law.

10. Both Parties shall have the duty to meet and attempt, in good faith, to resolve any disputes or disagreements. Any dispute not resolved within twenty-five (25) days shall be referred to mediation conducted by a Tennessee Supreme Court listed Rule 31 mediator chosen by mutual agreement of the Parties. Should mediation fail, a complaint may be filed in a court of competent jurisdiction in Carter County, Tennessee, or if there is no court of competent jurisdiction within the county, then such

court that is nearest Carter County, Tennessee . The Parties hereby consent to the venue in those courts. Should there be a material breach and should the same fail to be cured or resolved, then both Parties shall have all rights and remedies against the other as permitted by law or by this MOU.

11. No change, alteration or modification of the MOU shall be effective unless in writing and signed by a duly authorized agent of the respective Parties hereto. This MOU may be executed in counterparts, each of which shall constitute an original and all of which when taken together shall constitute one document.
12. No waiver of any term, provision, or condition of this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further and continuing waiver of any such term, provision or condition of this Agreement.
13. This MOU and its Attachment A constitute the entire agreement between the Parties relating to the subject matter hereof and supersede all other agreements between the Parties relating to the matters discussed herein, whether written or verbal.
14. This Agreement was drafted jointly by the Parties and shall not be construed or interpreted against any Party based upon the contention that this Agreement or a portion of it was drafted by that Party.

IN TESTIMONY HEREOF, the Parties have executed this MOU, effective on the date appearing opposite their signatures below or the latter date thereof.

Director of Schools
Elizabethton City Schools

Date

Director of Schools
Carter County Schools

Date

ATTACHMENT A
Elizabethton City Schools and Carter County Schools
Roles & Responsibilities

CTE Instructors

- Teach with fidelity to the approved curriculum
- Teach using provided A/V equipment
- Instruct using Canvas or Google Classroom as collaboration tool with students
- Provide grades for entry to the class proctor in a timely manner
- Organize fields trips, if appropriate
- Coordinate Local Dual Credit assessments, if applicable
- Oversee completion of industry certifications, if applicable

CTE Directors

- Coordinate services and communications regarding the Program
- Complete evaluations and/or reports required to implement the Program
- Conduct monthly partnership meetings to assess success and lessons learned
- Address escalated issues/concerns in a timely manner to ensure success of the Program
- Approve field trips, provided that approval shall be consistent with applicable board policies and procedures
- Monitor compliance with the MOU