

ELIZABETHTON CITY SCHOOLS BOARD OF EDUCATION

REGULAR SCHEDULED MEETING

Thursday, November 20, 2025, @ 5:30 PM

Board Members

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

The Elizabethton Board of Education will meet on Thursday, November 20, 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**
6. **SPECIAL RECOGNITION**
 - A. Hannah Daniels, artist for the 2025 Christmas Card.
 - B. Elizabethton High School Betsy Band for their 2025 State Championship, their fourth year in a row.
7. **CONSENT AGENDA**
 - A. Minutes of Regular Meeting: Date: October 16, 2025
 - B. Approve General Purpose Fund Financial Statement, Date October 2025
 - C. Approve General Purpose Budget Amendment for 2025-2026 school year.
 - D. Approve Federal Projects Fund Financial Statement, Date: October 2025
 - E. Approve School Nutrition Fund Financial Statement, Date: October 2025
 - F. Approve 2nd reading of board policies:
 - 5.500 Discrimination / Harassment of Employees
 - 6.3041 Title IX & Sexual Harassment
 - G. Approve agreement with ETSU and Elizabethton City Schools for the Golden Opportunity Program to provide Extended School Program (ESP) tutors for the 2025-2026 school year.
 - H. Approve Business Associate Agreement and Consulting Agreement between Elizabethton City Schools and Gallagher Benefit Services.
 - I. Approve State Recognized Partnership Agreement between East Tennessee State University and Elizabethton City Schools for the 2025-2026 SY.
 - J. Approve State Recognized Partnership Agreement between Elizabethton City Schools and the University of Tennessee for the 2025-2026 SY.

- K. Approve for Elizabeth Bennett, a doctoral candidate in the Educational Leadership Program at Milligan University to conduct her dissertation study with Elizabethon City Schools.
- L. Approve Request for Property/Equipment Sale/Disposal.
- 8. **REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS**
 - A. Personnel Report
 - NEW HIRES:
 - Jada Bunten-Ed. Assistant @ WSE, eff. 10/24/2025
 - Charles Clevenger- Ed. Assistant @ HME, eff. 11/6/2025
 - Zach Coggins- CIP, Wrestling Coach, eff. 10/17/2025
 - Tabatha Doss- School Psychologist, eff. 9/26/2025
 - Helen Hill- cook @ ESE, eff. 10/29/2025
 - Paula Leonard- school nurse @ WSE, eff. 10/24/2025
 - Heather Greene-Systemwide RN, eff. 11/7/2025
 - Margie Lopez- Sub Cook @ HME, eff. 10/14/2025
 - Raygen Malone- ESP Student Leader, eff. 10/30/2025
 - Sherry Martinez- Substitute Teacher, eff. 10/13/2025
 - Eun Minnix- Substitute Teacher, eff. 10/24/2025
 - Rusty Russell- Substitute Teacher, eff. 10/15/2025
 - Caroline Saylor- Substitute Teacher, eff. 10/9/2025
 - Tonia White-ESP Student Leader, eff. 10/16/2025
 - Michelle Brooks- Systemwide Sub Cook, eff. 11/4/2025
 - Patricia Doody- Substitute Teacher, eff. 11/4/2025
 - ADDITIONAL POSITION:
 - Jaydon Lowe- Substitute Teacher, eff. 10/23/2025
 - Kelli Broussard- Assistant Swim Coach @ TAD, eff. 10/27/2025
 - TRANSFERS:
 - Leann Hartley- from part-time to full-time Instructional Assistant @ TAD, eff. 10/3/2025
 - Macey Grindstaff from part-time to full-time cafeteria personnel @ EHS eff. 10/14/2025
 - Angel Harding- from part-time to full-time cafeteria personnel @ EHS, eff. 10/14/2025
 - Russella Allison-from Substitute to Interim Bookkeeper @ HME, eff. 1/5/2026-4/10/2026.
 - Aundria Sartin from part-time to full-time ed. assistant @ HME, eff. 11/3/2025
 - RESIGNATIONS:
 - Bailey Tyree - Educational Assistant @ HME, eff.11/7/2026
 - Makayla Taylor- Substitute Teacher, eff. 11/3/2025
 - Jennifer Hanson-Asst. Softball Coach @ TAD, eff. 11/6/2025
 - James Trey Rice-Educational Assistant @ EHS, eff. 11/17/2025
 - Isabel Swearingin-Spanish Teacher @ EHS, eff. 12/22/2025
 - Brooke Enfinger-Educational Assistant @ ESE, eff. 11/26/2025

TERMINATIONS:

LEAVE OF ABSENCE:

Liz Grill- Bookkeeper @ HME, eff. 1/5/2026-4/10/2026

Jessica Honeycutt-Teacher @ EHS, eff. 12/9/2025-1/5/2026

Hannah Starkey- Teacher @ ESE, eff. 12/15/2025-4/2/2026

Tracy Holliday-bus driver, eff. 10/13/2025-12/31/2025

Sarah Proffitt- Ed. Assistant @ EHS, eff. 1/7/2026-5/27/2026

- B. Director's Update
 - C. Board Member Reports
 - D. City Council Liaison's Report
 - E. Student Liaison's Report
9. **REGULAR AGENDA**
- A. Approve the 2026-2027 School year calendar.
 - B. Approve waiver of policies for Harbor Freight Tools for Schools grant award to teacher.
10. **FOR YOUR INFORMATION**
11. **NEXT REGULARLY SCHEDULED BOARD MEETING**
- The next regularly scheduled Board Meeting will be held on Thursday, December 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
Thursday, October 16, 2025 5:30 PM
Mack Pierce Board Room**

The Elizabethton Board of Education met in a regular meeting on Thursday, October 16, 2025, at 5:30 PM, at Mack Pierce Board Room.

Attendance Taken at 5:28 PM.

Phil Isaacs: Present

Bob Lewis: Present

Eddie Pless: Present

Jamie Schaff: Present

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 Jamie Schaff, second by Phil Isaacs to approve the Consent and Regular Agendas. Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: aye

Josh Smith: aye

aye: 5, nay: 0

5. TIME FOR CITIZENS TO SPEAK

No citizens ask to appear before the Board.

6. SPECIAL RECOGNITION:-

TCAT recognition of EHS Dual Enrollment Partnership.

Mr. VanHuss welcomed Dr. Church, Ms. Fink, and Casey Robbins from Northeast State Community College. They presented our CTE Program with 2 Bronze-level awards. One for having total participation of 222 students with dual enrollment, and the other for having 27% of our total student body enrolled at Northeast.

I would like to recognize Mr. Brian Culbert and any CTE teachers who are present tonight. We would like to present you with the banners for these awards. Thank you for your participation with Northeast.

7. CONSENT AGENDA

- A. Minutes of Regular Meeting: Date September 18, 2025**
- B. Approve General Purpose Fund Financial Statement, Date: September 2025**
- C. Approve Federal Projects Fund Financial Statement, Date: September 2025**
- D. Approve School Nutrition Fund Financial Statement, Date: September 2025**
- E. Approve Public School Security Grant FY 2026.**
- F. Approve second reading of the following Board Policies:**
 - 5.109 Evaluations**
 - 6.600 Student Records**
- G. Approve travel request for Board Liaison, Helen Hackett, to attend the FullScale Symposium in New Orleans, Louisiana from 10/25/2025-10/28/2025.**
- H. Approve request for Equipment / Property disposal or sale.**
- I. Approve request for Aaron Clary, Doctoral Candidate at E.T.S.U. to interview Secondary Teachers for Student Suicide Prevention Research.**
- J. Approve request for Kelsey McLean to conduct a research study among Career and Technical Educators for the University of Cumberlands.**

K. Approve Primary Partnership Agreement between Elizabethton City Schools and Milligan University for the 2025-2026 School Year.

L. Approve the 2025 LEA Compliance Report.

8. REPORT - DIRECTOR OF SCHOOLS/BOARD MEMBERS

A. Personnel Report

NEW HIRES:

Julie Miller-ESP Student Leader, eff. 10/9/2025

Connor Johnson-Ed. Assistant and also Asst. Football Coach, @ EHS eff. 10/8/2025.

Dalton Williams- Wrestling Coach @ EHS, eff. 10/8/2025

Trey Rice- SPED Assistant @EHS, eff. 10/8/2025

Stephanie White- Transition to Work Secretary @ EHS, eff. 9/29/2025

Joshua Pate- Head Softball Coach @ TAD, eff. 9/22/2025

Gerald Spencer- Custodian @ HME, eff. 10/6/2025

Skyler Zupancic-Substitute Teacher, eff. 9/18/2025

Vicki Williams-Substitute LPN, eff. 9/18/2025

Voinyee Weatus- Substitute Teacher, eff. 9/17/2025

Joanne Lowe-Substitute Teacher, eff. 9/16/2025

Tyanna Hitechew- Educational Assistant @ TAD, eff. 9/2/2025

ADDITIONAL POSITION:

Angelia Hathaway-ESP Student Leader, eff. 9/10/2025

TRANSFERS:

Karen Kirkpatrick-Gagnon- part time to full time Ed. Assistant @ EHS, eff. 9/15/25

Jodie Buckles-FT LPN to substitute LPN, eff, 9/18/2025

Charles Bradford- part time to full time custodian @ EHS, eff. 9/5/2025

Lyndsay Tappert- part time to full time Academic Tutor @ HME, eff. 9/15/2025

RESIGNATIONS:

Cora Sue Pike- Educational Assistant @ HME, eff. 9/2/2025

Abigail Bailey- Educational Assistant @ EHS, eff. 9/29/2025

Sheena Gardner- Cafeteria Manager @ ESE, eff. 11/7/2025

Sasha Malone- Cafeteria Personnel @ ESE, eff. 12/19/2025

TERMINATIONS:

LEAVE OF ABSENCES:

Liz Grill- Bookkeeper @ HME, eff. 1/5/2026-4/10/2026

Cindy Walker- Adm. Specialist @ CO, eff. 9/23/2025-10/3/2025

B. Director's Update

I have just a couple of things. The TSBA Convention is coming up on November 13-16th. I always look forward to this. It is a good opportunity to spend time together and it is always full of information.

The Dave Rider Athletic Facility is nearly complete; only minor details remain to be finished. It is already being used for a few things and it is much better than what we had envisioned. We will have a Ribbon Cutting Ceremony on November 21, 2025 at 1:00pm. We will be sending out more information and invitations in the next few weeks.

I would like to announce that Dr. Minton was awarded the 2024-2025 TSSAA AF Bridges Principal of the Year for this athletic district. It recognizes people who are doing the right things and setting examples for high school athletics in the state of TN.

C. Board Member Reports

Mr. Phil Isaacs thanked Mr. Simerly and the City Council for helping the school system get the parking lot paved at the high school. It looks great and has been a long time coming. Mr. VanHuss also thanked the city for their consideration and waiting until Fall break to do the paving.

D. City Council Liaison's Report

Mr. Simerly did not have anything to share this evening.

E. Student Liaison's Report

Ms. Hackett shared that Homecoming week was very successful. She stated that after fall break, the students came back to a beautiful new mural in the courtyard.

This was the one part of the school that needed some renovation. We hope to get some permanent seating so that it can be utilized for more

things in the future.

Next week, we have the ACT for senior retake and we are offering it to our juniors as well.

I'll be heading to New Orleans in a few weeks for a full-scale symposium. I will help teachers present what makes our school unique and hopefully gather input from other systems on new ways to improve our school. I am grateful for this opportunity.

9. REGULAR AGENDA

A. Approve creation of an Assistant Swim Coach at TA Dugger Junior High School.

Motion was made by Jamie Schaff, second by Josh Smith To approve to create a position for an Assistant Swim Coach at TA Dugger Junior High School. Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: aye

Josh Smith: aye

aye: 5, nay: 0

Mr. VanHuss stated that Mr. Berry had shared some information on the swim program continuing to grow. We heard about the program last month, and once students reach junior high, they have the opportunity to participate in the swim team. Those numbers have fluctuated over the past few years, averaging about 30 students per year. Currently, we have one coach, which is concerning, given the large number of students. I think that in itself warrants having an assistant coach position.

B. Approve first reading of Board Policies

5.500 Discrimination-Harassment of Employees

6.3041 Title IX & Sexual Harassment

Motion was made by Josh Smith, second by Phil Isaacs To approve first reading of Board Policies 5.500 Discrimination-Harassment of Employees 6.3041 Title IX & Sexual Harassment Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: aye

Josh Smith: aye

aye: 5, nay: 0

Both of these policy changes are bookkeeping issues. Policy 5.500: Discrimination-Harassment of Employees policy previously had the director of Federal Programs and now it is the Director of Student Services. We are required to have that in the policy. It is the same with policy 6.3041 Title IX & Sexual Harassment. It was Mr. Hutchins and now it is

Dr. Newman.

- C. Approve the 25-26 TISA Accountability Report for Expenditures in the 2024-2025 school year.

Motion was made by Jamie Schaff, second by Bob Lewis To approve the 2025-2026 TISA Accountability Report for Expenditures in the 2024-2025 school year. Motion carried.

Phil Isaacs: aye

Bob Lewis: aye

Eddie Pless: aye

Jamie Schaff: aye

Josh Smith: aye

aye: 5, nay: 0

This is a requirement from the state annually on how we spend our TISA dollars. We list goals that we are working on in the district that we feel are important. 1 is a required goal that every school system in the state has to

have, and it is in 3rd grade reading. Each school system has the flexibility to do others. We focused on two other areas which lines up with our school improvement plan. One is 3-12 ELA, so it takes the 3rd grade and expands it out over all the grades that are tested on ELA. There is also a 3-12 Math goal as well. You have to report on proficiency rates and tie dollars that are used in TISA that go directly to these goals. Last year, in 3rd grade reading proficiency, we spent roughly half a million dollars just on 3rd grade ELA and the 3–12 grade ELA goal. We spent 3.8 million dollars. It sounds like a lot, but that encompasses all the general education teachers, interventionists, special ed teachers, assistants and assessment tools that we have. The math goal was 3-12 and we spent a little over 6 million dollars on these goals. The intention of the plan is that if we say it is important and do the dollars back it up. If we don't spend any money, then it is really important and we are addressing those issues. A lot of work has gone into this and putting the report together. We also have to make the report available for the public to comment on the plan. We are doing that and have also posted it on our website to give people the opportunity to comment and ask questions.

Dr. Newman and myself had the opportunity to meet with someone from the CORE office to talk about the plan and if we had any questions. There are not too many districts that have had the opportunity and once you go through it there are certain measureables and, over a 5-year period, what you want your proficiency level and goals to be. We exceeded in 2 of the 3 and the other we had improvement, we just didn't reach the goal. That speaks volumes to the investment that our teachers and staff are doing to try and achieve those goals.

10. FOR YOUR INFORMATION:

The 2024-2025 school year TISA Accountability Report will be available for public comment during the October Board Meeting.

11. NEXT REGULARLY SCHEDULED BOARD MEETING

The next regularly scheduled Board Meeting will be held on Thursday, XXX 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: aye

Josh Smith: aye

aye: 5, nay: 0

Chairman of the Board

Director of Schools

			2025-26	2025-26	2025-26	2025-26	Unencumbered	October 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	6,086.87	6.09	93,913.13	-9,503.80
141 R 40130	000	CIR CLK/CLK & MASTER COLLECTIO	26,000.00	26,000.00	3,128.04	12.03	22,871.96	356.50
141 R 40140	000	INTEREST AND PENALTY	28,000.00	28,000.00	2,682.20	9.58	25,317.80	732.86
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	364,902.53	8.49	3,935,097.47	-378,639.14
141 R 40275	000	MIXED DRINK TAX	25,000.00	25,000.00	8,850.19	35.40	16,149.81	3,311.39
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	172.96	26.61	477.04	61.15
141 R 43511	000	TUITION - REGULAR DAY STUDENTS	385,000.00	385,000.00	63,341.29	16.45	321,658.71	63,668.66
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	78,170.12	29.13	190,204.88	14,682.11
141 R 44110	000	INVESTMENT INCOME	130,000.00	130,000.00	21,520.55	16.55	108,479.45	5,508.26
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	10,542.76	0.00	-10,542.76	-2,324.88
141 R 44990	000	OTHER LOCAL REVENUES	1,000.00	1,000.00	25,000.00	2,500.00	-24,000.00	0.00
141 R 46510	000	TISA STATE FUNDING	20,601,732.00	20,601,732.00	6,068,399.55	29.46	14,533,332.45	2,022,799.85
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	87,312.10	17.90	400,408.90	87,312.10
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	0.00
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	6,173.83	83.72	1,200.17	6,173.83
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	5,562.87	21.07	20,837.13	5,300.00
141 R 49810	000	CITY GENERAL FUND TRANSFER	2,525,000.00	2,525,000.00	841,666.64	33.33	1,683,333.36	210,416.66
Grand Revenue Totals			33,661,407.00	33,661,407.00	8,084,893.30	24.02	25,576,513.70	2,029,855.55

Number of Accounts: 45

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	October 2025-26
	Acct	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	3,242,897.34	21.60	11,771,100.66	1,227,345.99
141 E 71200	SPECIAL EDUCATION PROGRAM	2,923,270.00	2,923,270.00	540,262.45	18.48	2,383,007.55	237,436.52
141 E 71300	VOCATIONAL EDUCATION PROGRAM	1,774,265.00	1,774,265.00	365,780.25	20.62	1,265,870.81	155,125.69
141 E 71400	STUDENT BODY EDUCATION PROGRAM	519,585.00	519,585.00	185,778.34	35.76	333,806.66	19,934.25
141 E 72110	ATTENDANCE	122,100.00	122,100.00	52,008.19	42.59	70,091.81	8,188.24
141 E 72120	HEALTH SERVICES	479,851.00	479,851.00	93,544.75	19.49	382,439.19	37,960.20
141 E 72130	OTHER STUDENT SUPPORT	1,326,061.00	1,326,061.00	277,374.34	20.92	1,024,728.31	97,811.21
141 E 72210	REGULAR INSTRUCTION PROGRAM	1,353,055.00	1,353,055.00	427,184.76	31.57	903,697.39	106,097.60
141 E 72220	SPECIAL EDUCATION PROGRAM	470,390.00	470,390.00	118,187.94	25.13	346,552.06	56,566.22
141 E 72230	VOCATIONAL EDUCATION PROGRAM	196,030.00	196,030.00	60,315.02	30.77	135,714.98	15,770.20
141 E 72250	TECHNOLOGY	1,013,615.00	1,013,615.00	395,824.43	39.05	590,967.86	66,682.99
141 E 72310	BOARD OF EDUCATION	624,380.00	624,380.00	388,626.10	62.24	232,428.29	16,357.80
141 E 72320	OFFICE OF THE SUPERINTENDENT	451,350.00	451,350.00	155,133.91	34.37	275,977.33	38,035.68
141 E 72410	OFFICE OF THE PRINCIPAL	2,063,970.00	2,063,970.00	602,821.91	29.21	1,460,798.09	162,625.01
141 E 72510	FISCAL SERVICES	454,665.00	454,665.00	171,705.40	37.77	277,327.00	37,291.50
141 E 72610	OPERATION OF PLANT	2,149,141.00	2,149,141.00	832,281.83	38.73	1,311,486.78	197,420.39
141 E 72620	MAINTENANCE OF PLANT	1,261,225.00	1,261,225.00	467,104.06	37.04	557,289.41	183,583.28
141 E 72710	TRANSPORTATION	727,000.00	727,000.00	201,847.27	27.76	486,244.69	60,339.75
141 E 73100	FOOD SERVICE	38,660.00	38,660.00	43,931.91	113.64	-5,271.91	2,782.91
141 E 73300	COMMUNITY SERVICES	268,375.00	268,375.00	87,002.48	32.42	177,332.00	10,531.89
141 E 73400	EARLY CHILDHOOD EDUCATION	427,721.00	427,721.00	76,401.46	17.86	351,319.54	34,443.24
141 E 76100	REGULAR CAPITAL OUTLAY	0.00	0.00	2,025,279.13	0.00	-2,077,540.57	468,094.55
Grand Expense Totals		33,661,407.00	33,661,407.00	10,811,293.27	32.12	22,255,367.93	3,240,425.11

Number of Accounts: 753

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

**ELIZABETHTON CITY SCHOOLS
GENERAL PURPOSE BUDGET
2025-2026**

		<u>ORIGINAL BUDGET</u>	<u>AMENDMENT #1 GP November</u>	<u>AMENDED BUDGET</u>
ESTIMATED REVENUES AND OTHER SOURCES				
40000	Local Taxes	8,281,000.00		8,281,000.00
41000	Licenses & Permits	650.00		650.00
43000	Charges for Current Services	654,125.00		654,125.00
44000	Other Local Revenues	132,000.00	107,800.00	239,800.00
46500	State Education Funds	21,876,186.00	632,395.91	22,508,581.91
46800	Other State Revenues	113,000.00		113,000.00
47500	Other Federal Funds thru State	53,046.00		53,046.00
48000	Other Governments and Citizens Groups	26,400.00	410,300.00	436,700.00
49000	Other Sources - Indirect Cost	0.00		0.00
49000	Other Sources - City General Fund Transfer	2,525,000.00		2,525,000.00
49000	Other Sources - Excess Sales Tax - Capital	<u>0.00</u>	<u>750,000.00</u>	<u>750,000.00</u>
TOTAL ESTIMATED REVENUES AND OTHER SOURCES		<u>33,661,407.00</u>	<u>1,900,495.91</u>	<u>35,561,902.91</u>
ESTIMATED RESERVES				
34000	Reserves to be Used for Specific Projects	0.00	1,722,500.63	<u>1,722,500.63</u>
TOTAL ESTIMATED RESERVES		<u>0.00</u>	<u>1,722,500.63</u>	<u>1,722,500.63</u>
TOTAL AVAILABLE FUNDS		<u>33,661,407.00</u>	<u>3,622,996.54</u>	<u>37,284,403.54</u>
ESTIMATED EXPENDITURES				
INSTRUCTION				
71100	Regular Instruction Program	15,016,698.00	385,171.00	15,401,869.00
71200	Special Education Program	2,923,270.00	52,362.74	2,975,632.74
71300	Vocational Education Program	1,774,265.00	196,803.05	1,971,068.05
71400	Student Body Education Program	<u>519,585.00</u>	<u>83,402.00</u>	<u>602,987.00</u>
TOTAL INSTRUCTION		<u>20,233,818.00</u>	<u>717,738.79</u>	<u>20,951,556.79</u>
SUPPORT SERVICES				
72100	Students	1,928,012.00	(77,083.00)	1,850,929.00
72200	Instructional Support	3,033,090.00	67,953.00	3,101,043.00
72300	General Administration	1,075,730.00	13,885.00	1,089,615.00
72400	School Administration - Office of Principal	2,063,970.00	30,735.00	2,094,705.00
72500	Business Administration	454,665.00	33,410.00	488,075.00
72600	Operation and Maintenance of Plant	3,410,366.00	133,208.31	3,543,574.31
72700	Student Transportation	<u>727,000.00</u>	<u>239,295.00</u>	<u>966,295.00</u>
TOTAL SUPPORT SERVICES		<u>12,692,833.00</u>	<u>441,403.31</u>	<u>13,134,236.31</u>
NON-INSTRUCTIONAL SERVICES				
73100	Food Services	38,660.00	32,780.00	71,440.00
73300	Community Services	268,375.00	6,435.00	274,810.00
73400	Early Childhood Education	427,721.00	(15,360.56)	412,360.44
76100	Regular Capital Outlay	0.00	2,440,000.00	2,440,000.00
99100	Operating Transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NON-INSTRUCTIONAL SERVICES		<u>734,756.00</u>	<u>2,463,854.44</u>	<u>3,198,610.44</u>
TOTAL EXPENDITURES		<u>33,661,407.00</u>	<u>3,622,996.54</u>	<u>37,284,403.54</u>
ESTIMATED REVENUE & RESERVES OVER EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**ELIZABETHTON CITY
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Account Code	RESERVES Description	Approved Budget	Debit Decrease	Credit Increase	Amended Budget
39000	Unassigned Fund Balance	0.00		176,033.00	176,033.00
34760 15310	Assigned for CTE - AUTO MECH-TCAT	0.00		4,723.18	4,723.18
34760 15311	Assigned for CTE - BUILDING CONST - TCAT	0.00		5,690.49	5,690.49
34760 15312	Assigned for CTE - INFORMATION TECH - TCAT	0.00		2,668.01	2,668.01
34760 15313	Assigned for CTE - ADVANCED MFG - TCAT	0.00		803.91	803.91
34760 15314	Assigned for CTE - MILLWRIGHT SKILLS - TCAT	0.00		2,800.00	2,800.00
34760 15315	Assigned for CTE - CRIMINAL JUSTICE (HOLLY) - TCAT	0.00		923.17	923.17
34760 15316	Assigned for CTE - CRIMINAL JUSTICE (HARDIN) - TCAT	0.00		1,189.12	1,189.12
34760 15317	Assigned for CTE - CRIMINAL JUSTICE (COPELAND) - TCAT	0.00		2,616.22	2,616.22
34760 15318	Assigned for CTE - CRIMINAL JUSTICE (PRESNELL) - TCAT	0.00		253.53	253.53
34760 15319	Assigned for CTE - OFF-ROAD DIESEL - TCAT	0.00		2,000.00	2,000.00
34770 02000	Assigned for SNP Equipment	0.00		20,800.00	20,800.00
34770 10100	Assigned for ESE Bathrooms	0.00		8,000.00	8,000.00
34770 25900	Assigned for TAD Tile	0.00		24,000.00	24,000.00
34770 60004	Assigned for New Buses	0.00		230,000.00	230,000.00
34775 05800	Assigned for Turf Replacement	0.00		600,000.00	600,000.00
34775 61510	Assigned for RCAP	0.00		570,000.00	570,000.00
34775 61520	Assigned for EHS Parking Lot	0.00		70,000.00	70,000.00
TOTALS		0.00	0.00	1,722,500.63	1,722,500.63
				1,722,500.63	
Account Code	REVENUES Description	Approved Budget	Debit Decrease	Credit Increase	Amended Budget
44100	Other Local				
44990 51000	Project RAISE	0.00		25,000.00	25,000.00
44990 15920	Innovate Grant	0.00		82,800.00	82,800.00
46500	State Education Funds				
46515 35000	Early Childhood Education	427,721.00	15,360.56		412,360.44
46515 55000	Early Childhood Education - State SP PREK	60,000.00	2,678.26		57,321.74
46590 01555	State Funds - Teacher Stipend			491,381.00	491,381.00
46790 15700	ISM Grant	184,866.00		121,485.08	306,351.08
46790 25700	ISM Grant	132,631.00	15,264.66		117,366.34
46980 62000	Public School Safety Grant			52,833.31	52,833.31
48600	Citizens Groups				
48610 61500	Donations - RCAP	0.00		400,000.00	400,000.00
48610 43000	Donations - FRC	0.00		5,000.00	5,000.00
48610 43100	Donations - FRC/Kiwanis	0.00		1,800.00	1,800.00
48610 43200	Donations - FRC/Gardens	0.00		3,500.00	3,500.00
49800	Operating Transfers				
49810 60002	Excess Sales Tax for Capital	0.00		750,000.00	750,000.00
TOTALS		805,218.00	33,303.48	1,933,799.39	2,705,713.91
				1,900,495.91	

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Account Code	EXPENDITURES Description		Approved Budget	Debit Increase	Credit Decrease	Amended Budget
71100	Regular Education					
188	01555	State Stipend	0.00	360,600.00		360,600.00
201	01555	Social Security	0.00	22,110.00		22,110.00
204	01555	State Retirement	0.00	21,480.00		21,480.00
212	01555	Employer Medicare	0.00	5,230.00		5,230.00
217	01555	SRT - Retirement	0.00	4,505.00		4,505.00
116		Teachers	9,700,909.00		5,412,695.00	4,288,214.00
116	41100	Teachers	0.00	247,854.00		247,854.00
116	41200	Teachers	0.00	2,557,291.00		2,557,291.00
116	41300	Teachers	0.00	2,607,550.00		2,607,550.00
163		Educational Assistants	270,000.00		165,460.00	104,540.00
163	41100	Educational Assistants	0.00	27,607.00		27,607.00
163	41200	Educational Assistants	0.00	95,979.00		95,979.00
163	41300	Educational Assistants	0.00	41,874.00		41,874.00
189		Other Salaries & Wages	556,470.00		529,803.00	26,667.00
189	41100	Other Salaries & Wages	0.00	75,075.00		75,075.00
189	41200	Other Salaries & Wages	0.00	232,659.00		232,659.00
189	41300	Other Salaries & Wages	0.00	222,069.00		222,069.00
201		Social Security	645,000.00		376,205.00	268,795.00
201	41100	Social Security	0.00	21,682.00		21,682.00
201	41200	Social Security	0.00	177,301.00		177,301.00
201	41300	Social Security	0.00	177,222.00		177,222.00
204		State Retirement	718,250.00		420,212.00	298,038.00
204	41100	State Retirement	0.00	26,005.00		26,005.00
204	41200	State Retirement	0.00	199,479.00		199,479.00
204	41300	State Retirement	0.00	194,728.00		194,728.00
206		Life Insurance	14,865.00		8,833.00	6,032.00
206	41100	Life Insurance	0.00	460.00		460.00
206	41200	Life Insurance	0.00	4,214.00		4,214.00
206	41300	Life Insurance	0.00	4,159.00		4,159.00
207		Medical Insurance	1,600,000.00		879,980.00	720,020.00
207	41100	Medical Insurance	0.00	53,558.00		53,558.00
207	41200	Medical Insurance	0.00	422,178.00		422,178.00
207	41300	Medical Insurance	0.00	404,244.00		404,244.00
208		Dental Insurance	48,500.00		28,486.00	20,014.00
208	41100	Dental Insurance	0.00	1,633.00		1,633.00
208	41200	Dental Insurance	0.00	13,766.00		13,766.00
208	41300	Dental Insurance	0.00	13,087.00		13,087.00
212		Employer Medicare	152,500.00		89,118.00	63,382.00
212	41100	Employer Medicare	0.00	5,106.00		5,106.00
212	41200	Employer Medicare	0.00	42,247.00		42,247.00
212	41300	Employer Medicare	0.00	41,765.00		41,765.00
217		TCRS-SRT	109,000.00		67,170.00	41,830.00
217	41100	TCRS-SRT	0.00	1,538.00		1,538.00
217	41200	TCRS-SRT	0.00	33,080.00		33,080.00
217	41300	TCRS-SRT	0.00	32,552.00		32,552.00
449		Textbooks	92,248.00		92,248.00	0.00
449	10000	Textbooks	10,000.00	6,800.00		16,800.00
449	15000	Textbooks	10,000.00		7,500.00	2,500.00
449	20000	Textbooks	10,000.00	500.00		10,500.00
449	25000	Textbooks	10,000.00	5,194.00		15,194.00
449	30000	Textbooks	10,000.00	500.00		10,500.00
722	15700	Furniture & Fixtures	0.00	58,000.00		58,000.00

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71200	Special Education				
188	01555 State Stipend	0.00	57,850.00		57,850.00
201	01555 Social Security	0.00	3,565.00		3,565.00
204	01555 State Retirement	0.00	3,965.00		3,965.00
212	01555 Employer Medicare	0.00	840.00		840.00
217	01555 SRT - Retirement	0.00	420.00		420.00
116	Teachers	1,280,000.00		1,041,872.00	238,128.00
116	41100 Teachers	0.00	97,750.00		97,750.00
116	41200 Teachers	0.00	493,689.00		493,689.00
116	41300 Teachers	0.00	450,433.00		450,433.00
163	Educational Assistants	515,000.00		362,007.00	152,993.00
163	41100 Educational Assistants	0.00	18,476.00		18,476.00
163	41200 Educational Assistants	0.00	167,954.00		167,954.00
163	41300 Educational Assistants	0.00	175,577.00		175,577.00
201	Social Security	125,000.00		86,096.00	38,904.00
201	41100 Social Security	0.00	7,092.00		7,092.00
201	41200 Social Security	0.00	40,927.00		40,927.00
201	41300 Social Security	0.00	38,077.00		38,077.00
204	State Retirement	136,000.00		91,246.00	44,754.00
204	41100 State Retirement	0.00	725.00		725.00
204	41200 State Retirement	0.00	46,303.00		46,303.00
204	41300 State Retirement	0.00	44,218.00		44,218.00
206	Life Insurance	2,770.00		1,948.00	822.00
206	41100 Life Insurance	0.00	171.00		171.00
206	41200 Life Insurance	0.00	907.00		907.00
206	41300 Life Insurance	0.00	870.00		870.00
207	Medical Insurance	350,000.00		237,810.00	112,190.00
207	41100 Medical Insurance	0.00	18,347.00		18,347.00
207	41200 Medical Insurance	0.00	110,102.00		110,102.00
207	41300 Medical Insurance	0.00	109,361.00		109,361.00
208	Dental Insurance	12,000.00		8,181.00	3,819.00
208	41100 Dental Insurance	0.00	665.00		665.00
208	41200 Dental Insurance	0.00	3,809.00		3,809.00
208	41300 Dental Insurance	0.00	3,707.00		3,707.00
212	Employer Medicare	29,000.00		19,975.00	9,025.00
212	41100 Employer Medicare	0.00	1,646.00		1,646.00
212	41200 Employer Medicare	0.00	9,495.00		9,495.00
212	41300 Employer Medicare	0.00	8,834.00		8,834.00
217	TCRS-SRT	20,000.00		16,149.00	3,851.00
217	41100 TCRS-SRT	0.00	1,769.00		1,769.00
217	41200 TCRS-SRT	0.00	7,205.00		7,205.00
217	41300 TCRS-SRT	0.00	7,175.00		7,175.00
163	55000 Educational Assistants	50,000.00	3,000.00		53,000.00
201	55000 Social Security	3,100.00	175.00		3,275.00
204	55000 State Retirement	6,175.00		5,888.26	286.74
212	55000 Employer Medicare	725.00	35.00		760.00
312	Contracts with Private Agencies	65,000.00		11,599.00	53,401.00
429	Instructional Supplies	20,000.00		15,000.00	5,000.00
499	Other Supplies & Materials	3,000.00	15,000.00		18,000.00

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71300	Vocational Education					
188	01555	State Stipend	0.00	33,000.00		33,000.00
201	01555	Social Security	0.00	2,045.00		2,045.00
204	01555	State Retirement	0.00	1,940.00		1,940.00
212	01555	Employer Medicare	0.00	480.00		480.00
217	01555	SRT - Retirement	0.00	450.00		450.00
429	15310	Assigned for CTE - AUTO MECH-TCAT	0.00	4,723.18		4,723.18
429	15311	Assigned for CTE - BUILDING CONST - TCAT	0.00	5,690.49		5,690.49
429	15312	Assigned for CTE - INFORMATION TECH - TCAT	0.00	2,668.01		2,668.01
429	15313	Assigned for CTE - ADVANCED MFG - TCAT	0.00	803.91		803.91
429	15314	Assigned for CTE - MILLWRIGHT SKILLS - TCAT	0.00	2,800.00		2,800.00
429	15315	Assigned for CTE - CRIMINAL JUSTICE (HOLLY) - TCAT	0.00	923.17		923.17
429	15316	Assigned for CTE - CRIMINAL JUSTICE (HARDIN) - TCAT	0.00	1,189.12		1,189.12
429	15317	Assigned for CTE - CRIMINAL JUSTICE (COPELAND) - TCAT	0.00	2,616.22		2,616.22
429	15318	Assigned for CTE - CRIMINAL JUSTICE (PRESNELL) - TCAT	0.00	253.53		253.53
429	15319	Assigned for CTE - OFF-ROAD DIESEL - TCAT	0.00	2,000.00		2,000.00
116	15700	Teachers	48,300.00		19,590.00	28,710.00
116	25700	Teachers	103,500.00		30,735.00	72,765.00
201	15700	Social Security	2,995.00		1,215.00	1,780.00
201	25700	Social Security	6,417.00		1,906.00	4,511.00
204	15700	State Retirement	3,304.00		1,578.00	1,726.00
204	25700	State Retirement	7,080.00		2,881.00	4,199.00
206	15700	Life Insurance	68.00		23.00	45.00
206	25700	Life Insurance	136.00		46.00	90.00
207	15700	Medical Insurance	12,526.00	2,979.00		15,505.00
207	25700	Medical Insurance	6,263.00		1,743.00	4,520.00
208	15700	Dental Insurance	236.00		82.00	154.00
208	25700	Dental Insurance	472.00		164.00	308.00
212	15700	Employer Medicare	700.00		284.00	416.00
212	25700	Employer Medicare	1,500.00		745.00	755.00
217	15700	SRT - Retirement	0.00	859.00		859.00
499	15700	Other Supplies & Materials	0.00	2,000.00		2,000.00
730	15700	Vocational Equipment	0.00	173,141.08		173,141.08
730	25700	Vocational Equipment	0.00	17,233.34		17,233.34
71400	Student Body Education - Other					
188	01555	State Stipend	0.00	500.00		500.00
201	01555	Social Security	0.00	30.00		30.00
204	01555	State Retirement	0.00	65.00		65.00
212	01555	Employer Medicare	0.00	7.00		7.00
399	15920	Other Contracted Services	45,000.00	37,800.00		82,800.00
399	15921	Other Contracted Services	0.00	10,000.00		10,000.00
790	15921	Other Equipment	0.00	35,000.00		35,000.00
72110	Attendance					
188	01555	State Stipend	0.00	500.00		500.00
201	01555	Social Security	0.00	30.00		30.00
204	01555	State Retirement	0.00	65.00		65.00
212	01555	Employer Medicare	0.00	7.00		7.00
72120	Health Services					
188	01555	State Stipend	0.00	4,500.00		4,500.00
201	01555	Social Security	0.00	280.00		280.00
204	01555	State Retirement	0.00	435.00		435.00
212	01555	Employer Medicare	0.00	65.00		65.00
499	43000	Other Supplies & Materials - FRC	0.00	5,000.00		5,000.00
499	43100	Other Supplies & Materials - FRC/Kiwanis	0.00	1,800.00		1,800.00
499	43200	Other Supplies & Materials - FRC/Gardens	0.00	3,500.00		3,500.00

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72130	Other Student Support				
188	01555 State Stipend	0.00	20,500.00		20,500.00
201	01555 Social Security	0.00	1,240.00		1,240.00
204	01555 State Retirement	0.00	1,455.00		1,455.00
212	01555 Employer Medicare	0.00	300.00		300.00
217	01555 SRT - Retirement	0.00	240.00		240.00
524	15700 Inservice / Staff Development	3,000.00	2,000.00		5,000.00
524	25700 Inservice / Staff Development	1,000.00	1,000.00		2,000.00
730	15700 Vocational Equipment	120,000.00		120,000.00	0.00
72210	Regular Education - Support				
188	01555 State Stipend	0.00	23,500.00		23,500.00
201	01555 Social Security	0.00	1,335.00		1,335.00
204	01555 State Retirement	0.00	1,355.00		1,355.00
212	01555 Employer Medicare	0.00	340.00		340.00
217	01555 SRT - Retirement	0.00	120.00		120.00
189	Other Salaries & Wages	135,630.00		52,005.00	83,625.00
189	41100 Other Salaries & Wages	0.00	3,059.00		3,059.00
189	41200 Other Salaries & Wages	0.00	24,473.00		24,473.00
189	41300 Other Salaries & Wages	0.00	24,473.00		24,473.00
201	Social Security	56,000.00		2,932.00	53,068.00
201	41100 Social Security	0.00	172.00		172.00
201	41200 Social Security	0.00	1,380.00		1,380.00
201	41300 Social Security	0.00	1,380.00		1,380.00
204	State Retirement	61,650.00		2,775.00	58,875.00
204	41100 State Retirement	0.00	163.00		163.00
204	41200 State Retirement	0.00	1,306.00		1,306.00
204	41300 State Retirement	0.00	1,306.00		1,306.00
206	Life Insurance	975.00		74.00	901.00
206	41100 Life Insurance	0.00	4.00		4.00
206	41200 Life Insurance	0.00	35.00		35.00
206	41300 Life Insurance	0.00	35.00		35.00
207	Medical Insurance	113,000.00		8,625.00	104,375.00
207	41100 Medical Insurance	0.00	3,317.00		3,317.00
207	41200 Medical Insurance	0.00	2,654.00		2,654.00
207	41300 Medical Insurance	0.00	2,654.00		2,654.00
208	Dental Insurance	3,675.00		225.00	3,450.00
208	41100 Dental Insurance	0.00	13.00		13.00
208	41200 Dental Insurance	0.00	106.00		106.00
208	41300 Dental Insurance	0.00	106.00		106.00
212	Employer Medicare	13,000.00		680.00	12,320.00
212	41100 Employer Medicare	0.00	40.00		40.00
212	41200 Employer Medicare	0.00	320.00		320.00
212	41300 Employer Medicare	0.00	320.00		320.00
72220	Special Education - Support				
188	01555 State Stipend	0.00	2,500.00		2,500.00
201	01555 Social Security	0.00	155.00		155.00
204	01555 State Retirement	0.00	180.00		180.00
212	01555 Employer Medicare	0.00	35.00		35.00
124	51000 Psychological Personnel	0.00	25,000.00		25,000.00
201	51000 Social Security	0.00	930.00		930.00
212	51000 Employer Medicare	0.00	218.00		218.00
72230	CTE - Support				
188	01555 State Stipend	0.00	2,500.00		2,500.00
201	01555 Social Security	0.00	155.00		155.00
204	01555 State Retirement	0.00	180.00		180.00
212	01555 Employer Medicare	0.00	35.00		35.00

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72250	Technology Services				
188	01555 State Stipend	0.00	8,000.00		8,000.00
201	01555 Social Security	0.00	495.00		495.00
204	01555 State Retirement	0.00	745.00		745.00
212	01555 Employer Medicare	0.00	115.00		115.00
217	01555 SRT - Retirement	0.00	60.00		60.00
72310	Board of Education				
188	01555 State Stipend	0.00	2,000.00		2,000.00
201	01555 Social Security	0.00	125.00		125.00
204	01555 State Retirement	0.00	255.00		255.00
212	01555 Employer Medicare	0.00	30.00		30.00
506	Liability Insurance	80,000.00	8,000.00		88,000.00
72320	Director of Schools				
188	01555 State Stipend	0.00	3,000.00		3,000.00
201	01555 Social Security	0.00	185.00		185.00
204	01555 State Retirement	0.00	245.00		245.00
212	01555 Employer Medicare	0.00	45.00		45.00
72410	Office of the Principal				
188	01555 State Stipend	0.00	27,000.00		27,000.00
201	01555 Social Security	0.00	1,550.00		1,550.00
204	01555 State Retirement	0.00	1,795.00		1,795.00
212	01555 Employer Medicare	0.00	390.00		390.00
72510	Business Office				
188	01555 State Stipend	0.00	1,500.00		1,500.00
201	01555 Social Security	0.00	95.00		95.00
204	01555 State Retirement	0.00	190.00		190.00
212	01555 Employer Medicare	0.00	20.00		20.00
105	Supervisor/Director	0.00	26,250.00		26,250.00
201	Social Security	0.00	1,625.00		1,625.00
204	State Retirement	0.00	3,350.00		3,350.00
212	Employer Medicare	0.00	380.00		380.00
72610	Operation of Plant				
188	01555 State Stipend	0.00	9,350.00		9,350.00
201	01555 Social Security	0.00	580.00		580.00
204	01555 State Retirement	0.00	1,195.00		1,195.00
212	01555 Employer Medicare	0.00	135.00		135.00
501	Boiler Insurance	4,400.00	550.00		4,950.00
502	Building & Contents Insurance	215,000.00	19,800.00		234,800.00
72620	Maintenance of Plant				
188	01555 State Stipend	0.00	3,000.00		3,000.00
201	01555 Social Security	0.00	185.00		185.00
204	01555 State Retirement	0.00	385.00		385.00
212	01555 Employer Medicare	0.00	45.00		45.00
335	10100 Maintenance & Repair of Buildings - ESE Bathrooms	0.00	8,000.00		8,000.00
335	25900 Maintenance & Repair of Buildings - TAD Tile	0.00	24,000.00		24,000.00
524	Inservice/Staff Development	0.00	250.00		250.00
717	Maintenance Equipment	0.00	12,900.00		12,900.00
790	62000 Other Equipment	0.00	52,833.31		52,833.31
72710	Transportation				
188	01555 State Stipend	0.00	4,350.00		4,350.00
201	01555 Social Security	0.00	270.00		270.00
204	01555 State Retirement	0.00	510.00		510.00
212	01555 Employer Medicare	0.00	65.00		65.00
511	Vehicle & Equipment Insurance	50,000.00	4,100.00		54,100.00
729	60004 Transportation Equipment	0.00	230,000.00		230,000.00

**ELIZABETHTON CITY
SCHOOLS**

**GENERAL PURPOSE FUND
BUDGET AMENDMENT
1 GP**

**Fiscal Year 2025-2026
November 2025**

Account Code	EXPENDITURES Description		Approved Budget	Debit Increase	Credit Decrease	Amended Budget
73100	Food Service					
188	01555	State Stipend	0.00	10,100.00		10,100.00
201	01555	Social Security	0.00	625.00		625.00
204	01555	State Retirement	0.00	1,110.00		1,110.00
212	01555	Employer Medicare	0.00	145.00		145.00
710	02000	Food Service Equipment	0.00	20,800.00		20,800.00
73300	Community Services					
188	01555	State Stipend	0.00	5,750.00		5,750.00
201	01555	Social Security	0.00	355.00		355.00
204	01555	State Retirement	0.00	245.00		245.00
212	01555	Employer Medicare	0.00	85.00		85.00
73400	Early Childhood Education					
105	35000	Supervisor / Director	29,352.00		1,847.00	27,505.00
161	35000	Secretary	12,355.00	4,118.00		16,473.00
163	35000	Educational Assistants	97,910.00	1,365.00		99,275.00
201	35000	Social Security	20,135.00		1,087.56	19,047.44
204	35000	State Retirement	25,520.00		5,640.00	19,880.00
206	35000	Life Insurance	430.00		90.00	340.00
207	35000	Medical Insurance	46,665.00		9,165.00	37,500.00
208	35000	Dental Insurance	1,915.00		615.00	1,300.00
212	35000	Employer Medicare	4,709.00		9.00	4,700.00
217	35000	TCRS-SRT	3,600.00		2,390.00	1,210.00
76100	Capital Outlay					
304		Architects	0.00	20,000.00		20,000.00
304	61500	Architects - RCAP	0.00	25,000.00		25,000.00
706	61500	Building Construction - RCAP	0.00	1,695,000.00		1,695,000.00
707	05800	Building Improvements - Turf Replacement	0.00	600,000.00		600,000.00
707	15700	Building Improvements - EHS ISM	0.00	30,000.00		30,000.00
707	91520	Building Improvements - EHS Parking Lot	0.00	70,000.00		70,000.00
TOTALS			17,913,930.00	13,867,629.36	10,244,632.82	21,536,926.54
				3,622,996.54		

			2025-26	2025-26	2025-26	2025-26	Unencumbered	October 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>
142 R 47141	OCA	TITLE 1 GRANTS TO LOCAL EDUC A	0.00	0.00	15,358.19	0.00	-15,358.19	5,118.68
142 R 47189	OCA	EISENHOWER PROF DEVELOPMENT ST	0.00	0.00	2,139.51	0.00	-2,139.51	1,821.82
142 R 47131	OCP	VOCATIONAL EDUC - BASIC GRANTS	41,276.01	41,276.01	9,289.15	22.50	31,986.86	2,938.79
142 R 47143	OID	SPECIAL EDUCATION - GRANTS TO	0.00	0.00	118,562.22	0.00	-118,562.22	59,355.69
142 R 47145	OPS	SPECIAL EDUCATION PRESCHOOL GR	0.00	0.00	3,051.88	0.00	-3,051.88	1,525.94
142 R 47141	OT1	TITLE 1 GRANTS TO LOCAL EDUC A	0.00	0.00	104,110.53	0.00	-104,110.53	42,133.70
142 R 47590	OT1	OTHER FEDERAL THROUGH STATE	0.00	0.00	9,686.91	0.00	-9,686.91	9,351.75
142 R 47189	OT2	EISENHOWER PROF DEVELOPMENT ST	0.00	0.00	33,105.62	0.00	-33,105.62	7,278.20
142 R 47147	21C	SAFE AND DRUG-FREE SCHOOLS-ST	110,058.75	110,058.75	23,192.82	21.07	86,865.93	10,312.14
142 R 47141	T1N	TITLE 1 GRANTS TO LOCAL EDUC A	0.00	0.00	3,357.00	0.00	-3,357.00	3,357.00
Grand Revenue Totals			151,334.76	151,334.76	321,853.83	212.68	-170,519.07	143,193.71

Number of Accounts: 10

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	October 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>
142 E 71100	REGULAR INSTRUCTION PROGRAM	0.00	0.00	101,044.92	0.00	-109,241.71	46,752.03
142 E 71200	SPECIAL EDUCATION PROGRAM	0.00	0.00	121,818.58	0.00	-121,818.58	62,410.11
142 E 71300	VOCATIONAL EDUCATION PROGRAM	9,500.00	9,500.00	5,755.87	60.59	3,744.13	2,979.87
142 E 72130	OTHER STUDENT SUPPORT	29,701.01	29,701.01	16,327.97	54.97	-1,282.96	11,136.98
142 E 72210	REGULAR INSTRUCTION PROGRAM	0.00	0.00	70,022.40	0.00	-83,490.27	24,480.94
142 E 72230	VOCATIONAL EDUCATION PROGRAM	2,075.00	2,075.00	880.08	42.41	-605.08	0.00
142 E 73300	COMMUNITY SERVICES	110,058.75	110,058.75	27,771.97	25.23	82,286.78	14,891.29
Grand Expense Totals		151,334.76	151,334.76	343,621.79	227.06	-230,407.69	162,651.22

Number of Accounts: 75

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	October 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	2,710.15	10.84	22,289.85	935.20
143 R 43525	000	A LA CARTE SALES	60,000.00	60,000.00	12,073.02	20.12	47,926.98	3,426.43
143 R 43990	000	OTHER CHARGES FOR SERVICES	12,500.00	12,500.00	2,170.65	17.37	10,329.35	2,170.65
143 R 44110	000	INVESTMENT INCOME	40,000.00	40,000.00	6,844.38	17.11	33,155.62	2,064.24
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	208,237.32	25.39	611,762.68	152,350.26
143 R 47112	000	USDA COMMODITIES	93,500.00	93,500.00	15,406.25	16.48	78,093.75	0.00
143 R 47113	000	USDA BREAKFAST	475,000.00	475,000.00	123,292.84	25.96	351,707.16	91,266.44
143 R 47114	000	USDA - ESP SNACK PROGRAM	25,000.00	25,000.00	4,582.62	18.33	20,417.38	3,709.44
Grand Revenue Totals		1,562,000.00	1,562,000.00	375,317.23	24.03	1,186,682.77	255,922.66	

Number of Accounts: 34

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

		2025-26	2025-26	2025-26	2025-26	Unencumbered	October 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	469,910.14	30.08	1,092,089.86	140,712.82
<hr/> Grand Expense Totals		1,562,000.00	1,562,000.00	469,910.14	30.08	1,092,089.86	140,712.82

Number of Accounts: 77

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

Elizabethton City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 07/15/25
		Rescinds: 5.500	Issued: 08/31/99

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
2 discrimination/harassment (including the definition of antisemitism found in policy 4.100). It shall be a
3 violation of this policy for any employee or any student to discriminate against or harass an employee
4 through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

5 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
6 conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious
7 nature that:

- 8 1. Unreasonably interferes with the individual's work or performance;
- 9
- 10 2. Creates an intimidating, hostile, or offensive work environment;
- 11
- 12 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 13
- 14 4. Implies that submission to or rejection of such conduct will be used as a basis for an employment
- 15 decision affecting the harassed employee.

16 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these
17 incidents immediately.² This report shall be made to the immediate supervisor, except when the
18 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report
19 may be made to the Federal Rights Coordinator or the Director of ~~Federal Projects~~ **Student Services**.
20 Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be
21 submitted; however, such complaint shall be reduced to writing to ensure a more complete investigation.
22 The complaint shall include the following information:

- 23 1. Identity of the alleged victim and person accused;
- 24
- 25 2. Location, date, time, and circumstances surrounding the alleged incident;
- 26
- 27 3. Description of what happened;
- 28
- 29 4. Identity of witnesses; and
- 30
- 31 5. Any other evidence available.

32 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
33 because an individual's need for confidentiality shall be balanced with obligations to cooperate with

- 1 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
2 investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses
3 may be disclosed in appropriate circumstances to individuals with a need to know.
- 4 A substantiated charge against an employee shall result in disciplinary action, up to and including,
5 termination. A substantiated charge against a student may result in corrective or disciplinary action, up
6 to and including, suspension.
- 7 There will be no retaliation against any person who reports discrimination/harassment or participates in
8 an investigation. However, any employee who refuses to cooperate or gives false information during the
9 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
10 itself be considered harassment and will be treated as such.
- 11 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
12 Rights Coordinator or the Director of **Federal Projects Student Services**.

Legal References

1. 29 CFR §1604.11; TCA 5-23-104; Public Acts of 2025, Chapter No. 293
2. 20 USCA § 1681

Cross References

Equal Opportunity Employment 5.104
Complaints and Grievances 5.501
Title IX & Sexual Harassment 6.3041

Elizabethton Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 08/24/20
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:** ~~Mr. John Hutchins~~ **Dr. Myra Newman**, Assistant Director of Schools ~~for Operations~~

18 **Mailing address:** 804 S. Watauga Ave, Elizabethton, TN 37643

19 **Phone number:** 423-547-8000

20 **Email:** john.hutchins@ecschoools.net myra.newman@ecschoools.net

21

22 **Title:** Dr. Jon Minton, Principal

23 **Mailing address:** 907 Jason Witten Way, Elizabethton, TN 37643

24 **Phone number:** 423-547-8015

25 **Email:** jon.minton@ecschoools.net

1 **Title:** Mr. Chris Berry, Principal

2 **Mailing address:** 305 W E Street, Elizabethton, TN 37643

3 **Phone number:** 423-547-8025

4 **Email:** chris.berry@ecschoools.net

5

6 **Title:** Mr. John Wright, Principal

7 **Mailing address:** 1310 Burgee Street, Elizabethton, TN 37643

8 **Phone number:** 423-547-8030

9 **Email:** john.wright@ecschoools.net

10

11 **Title:** Mr. Eric Wampler, Principal

12 **Mailing address:** 226 Cedar Ave., Elizabethton, TN 37643

13 **Phone number:** 423-547-8020

14 **Email:** eric.wampler@ecschoools.net

15

16 **Title:** Mr. Travis Hurley, Principal

17 **Mailing address:** 800 Siam Road, Elizabethton, TN 37643

18 **Phone number:** 423-547-8010

19 **Email:** travis.hurley@ecschoools.net

20

21 **DEFINITIONS⁴**

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
24 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
25 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

38

1 Except in cases where an employee is alleged to have sexually harassed a student, the Title IX
2 Coordinator shall provide the parties to a formal complaint a written notice disclosing the allegations,
3 the requirements of the informal resolution process and the consequences of participating in the
4 informal resolution process that does not involve a full investigation and adjudication of the complaint.
5 The parties may voluntarily agree in writing to participate in the informal resolution process, provided
6 that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal
7 resolution process and resume the grievance process with respect to the formal complaint.

8 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
9 shall be provided to both parties simultaneously.¹⁵

10 **Investigations**¹⁶

11 The Title IX Coordinators and Building Administrators shall serve as the investigator and be responsible
12 for investigating complaints in an equitable manner that involves an objective evaluation of all relevant
13 evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility
14 rests on the school district and not the complainant or respondent.

15 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours
16 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
17 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
18 why the investigation was not initiated within the required timeframe.

19 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
20 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
21 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
22 investigation has not been completed.

23 All investigations shall:

- 24 1. Provide an equal opportunity for the parties to present witnesses and evidence;
25
- 26 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
27 and present relevant evidence;
28
- 29 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
30 seek disclosure of information protected under a legally recognized privilege unless such
31 privilege has been waived;¹⁷
32
- 33 4. Provide the parties with the same opportunities to have others present during any grievance
34 proceeding;
35
- 36 5. Provide to parties whose participation is requested written notice of the date, time, location,
37 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
38 for the party to prepare to participate;
39

- 1 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
2 the allegations in the formal complaint; and
3
- 4 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
5
- 6 a. Prior to the completion of the investigative report, the investigator shall send to each
7 party the evidence subject to inspection and review. All parties shall have at least ten
8 (10) days to submit a written response which shall be taken into consideration in
9 creating the final report.

10 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
11 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
12 process. At the close of the investigation, a written final report on the investigation will be delivered to
13 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
14 Director of Schools.

15 **Determination of Responsibility**¹⁹

16 The respondent is presumed not responsible for the alleged conduct until a determination regarding
17 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of the evidence
18 standard shall be used in making this determination.²¹

19 Assistant Director of Schools for Curriculum, Director of Accountability, and Director of Special
20 Education shall act as the decision-maker. He/she shall receive the final report of the investigation and
21 allow each party the opportunity to submit written questions that he/she wants asked of any party or
22 witness prior to the determining responsibility.

23 The decision-maker shall make a determination regarding responsibility and provide the written
24 determination to the parties simultaneously along with information about how to file an appeal.

25 A substantiated charge against a student may result in corrective or disciplinary action up to and
26 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
27 and including termination.

28 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
29 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
30 whether any other actions are necessary to prevent reoccurrence of the harassment.

31 **APPEALS**²²

32 Either party may appeal from a determination of responsibility based on a procedural irregularity that
33 affected the outcome, new evidence that was not reasonably available at the time of the determination
34 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
35 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
36 Coordinator within ten (10) days of a determination of responsibility. The Director of Schools will serve
37 at the impartial hearing officer.

38 Upon receipt of an appeal, the Title IX Coordinator shall:

- 1 1. Notify the parties in writing.
- 2 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
- 3 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
- 4 the result of the appeal and the rationale for the result. The written decision shall be provided
- 5 simultaneously to both parties.

6 **RETALIATION**²³

- 7 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
- 8 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

ETSU Golden Opportunity

Students must first identify Elizabethton City Schools as their "TGO" placement in Handshake (our ETSU version of *Indeed*) before interviews can be scheduled. Students have an application deadline set for **November 14**, interviews can take place in December or January, depending on your needed timeline.

Students will complete a Learning Experience Form in Handshake, which does have terms that the employer will need to agree to and ultimately approve the experience. Requests for these approvals comes in an email from Handshake with a link to complete the form.

Elizabethton City Schools may want to identify someone as the point of contact to make sure those agreements come to you for review and approval.

Below are the terms of the contract in case the board or HR needs to review these before hand:

- A. The Golden Opportunity (TGO) Contract is between the "Employer" and East Tennessee State University, on behalf of its University Career Services, hereinafter referred to as "ETSU". Both parties agree to the terms and conditions set forth in this contract. This TGO Contract may not exceed \$2,250.00 per student. The contract term shall commence on the Student's first day of work with the Employer and shall continue until the Student's final day of work, unless terminated earlier in accordance with the provisions of this agreement. The Employer agrees to provide mentorship, skillful guidance, and feedback to each TGO student (a "Participant") as outlined in the TGO participant's learning objective contract in Handshake, and provide wages to the Participant for the duration of the internship placement. Employer will invoice ETSU for reimbursement of wages Employer pays Participant.
- B. TGO DEFINITION: The Golden Opportunity is an employer incentive program that allows employers to offer quality, paid internship experiences for ETSU students with the promise of being reimbursed for the wages provided to the student. An internship as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting (across in-person, remote, or hybrid modalities). Internships provide students the opportunity to gain valuable applied experience,

develop social capital, explore career fields, and make connections in professional fields.

- C. ETSU shall reimburse the Employer the maximum training charge per participant (see Individual Training Plan per participant) upon completion of the internship experience in an amount not to exceed total reimbursement for costs of training provided by the Employer to participant. Employer agrees to submit an invoice for payment within ten days of the internship completion date.
- D. Conditions of employment and training will be in full accordance with the applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination laws, labor and employment laws, environmental laws or health and safety laws).
- E. CONFLICT OF INTEREST: Employer certifies that no member of TGO participant's immediate family will directly supervise TGO participant. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to TGO participant's spouse.
- F. NONDISCRIMINATION: Employer hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Employer on the grounds of disability, age, race, color, religion, sex, national origin, political affiliation, or belief; or any other classification protected by Federal, Tennessee State constitutional, or statutory law. Employer shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- G. Employer agrees to submit a final evaluation and payroll receipt at the end of the internship. Receipt, Student, and Employer evaluations are needed before a reimbursement can be issued.
- H. Reimbursement will be issued within 30 days of the invoice

Position Title: ETSU Golden Opportunity Tutor

Hours: 2:30 PM – 6:15 PM (Monday–Friday)

Pay Rate: \$12 per hour

Approximate Hours per Semester: 150

Position Overview:

The ETSU Golden Opportunity Tutor will serve as part of the Elizabethton City Schools Extended School Program (ESP), providing academic support and encouragement to students in a safe and positive after-school environment. Tutors will work with students individually or in small groups to assist with homework completion, improve academic performance, and build confidence in core subjects.

Responsibilities:

- Provide one-on-one and small group tutoring in reading, math, and other academic subjects as needed.
- Assist students with daily homework assignments and promote effective study habits.
- Support students with spelling practice, reading logs, and additional enrichment activities.
- Foster a positive and engaging learning environment that encourages academic growth.
- Communicate with ESP staff regarding student progress, needs, and any concerns.
- Maintain student supervision and ensure a safe, structured program setting.

Qualifications:

- Must be an active participant in the **ETSU Golden Opportunity Program**.
- Must be at least 18 years of age.
- Must have a high school diploma or equivalent.
- Must enjoy working with children and helping them learn and succeed.
- Strong knowledge of elementary and/or middle school academic content, particularly reading and math.
- Dependable, patient, and organized, with the ability to manage small groups effectively.
- Prior experience working with children in an educational or tutoring setting is preferred but not required.

Schedule:

This is a part-time position during the regular school semester. Hours are Monday through Friday, 2:30 PM – 6:15 PM.

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“**Agreement**”) is entered into on 1/1/2025 (the “**Effective Date**”), by and between Elizabethton City Schools (“**Covered Entity**”) and Gallagher Benefit Services, Inc. (“**Business Associate**”).

RECITALS

WHEREAS, Business Associate provides, or intends to provide, certain services to Covered Entity described in an underlying agreement (“**Underlying Agreement**”);

WHEREAS, to the extent that Covered Entity and Business Associate qualify as a “covered entity” and “business associate” (as such terms are defined in 45 C.F.R. § 160.103) with regard to any Protected Health Information (“**PHI**”) processed as part of the Underlying Agreement, Covered Entity and Business Associate mutually desire to outline their individual responsibilities with respect to the use, disclosure and security of PHI under the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d (“**HIPAA**”), the Health Information Technology for Economic and Clinical Health Act of 2009, as codified at 42 U.S.C. § 17901 *et seq.* (“**HITECH Act**”), and any current and future regulations promulgated under HIPAA or the HITECH Act (HIPAA, HITECH Act, and any current and future regulations promulgated under either are collectively referred to as the “**Regulations**”); and

WHEREAS, in the event and only to the extent that the Regulations apply to any data received by Business Associate from or on behalf of Covered Entity, Covered Entity and Business Associate understand and agree that the Regulations require Covered Entity and Business Associate to enter into this Business Associate Agreement, which shall govern the use, disclosure and security of PHI.

NOW, THEREFORE, the parties hereto agree as follows:

1. Definitions. When used in this Agreement and capitalized, the following terms have the following meanings:

- (a) “**Breach**” shall have the same meaning as the term “breach” in 45 C.F.R. § 164.402.
- (b) “**Electronic Protected Health Information**” or “**ePHI**” shall mean Protected Health Information transmitted by electronic media or maintained in electronic media.
- (c) “**Individual**” shall have the same meaning as the term “individual” in 45 C.F.R. § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- (d) “**Privacy Rule**” shall mean the Standards for Privacy of Individual Identifiable Health Information as set forth at 45 C.F.R. Parts 160 and 164 Subparts A and E.
- (e) “**Protected Health Information**” or “**PHI**” shall have the same meaning as the term “protected health information” in 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- (f) “**Required by Law**” shall have the same meaning as the term “required by law” in 45 C.F.R. § 164.103.

(g) “**Secretary**” shall mean the Secretary of the Department of Health and Human Services or their designee.

(h) “**Security Incident**” shall mean a successful unauthorized access, use, disclosure, modification or destruction of Unsecured PHI;

(i) “**Security Rule**” shall mean the Standards for Security of ePHI, as set forth at 45 C.F.R. Parts 160 and 164 Subparts A and C.

(j) “**Unsecured PHI**” shall have the same meaning as the term “unsecured protected health information” in 45 C.F.R. § 164.402.

Capitalized terms used but not defined in this Agreement shall have the same meaning as those terms are defined in the Regulations.

2. Obligations and Activities of Business Associate Regarding PHI.

(a) Business Associate shall only use or disclose PHI as permitted or required by this Agreement.

(b) Business Associate shall use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by this Agreement.

(c) Business Associate agrees to take reasonable steps, including providing adequate training to its employees, to ensure compliance with this Agreement and the Regulations.

(d) Business Associate shall ensure that any agents and sub-contractors that create, receive, maintain or transmit PHI on behalf of Business Associate agree to comply with substantially the same restrictions, conditions and requirements that apply to Business Associate with respect to such information. Business Associate shall enter into written agreements with any such agents and subcontractors, and the terms of such agreements shall incorporate the applicable requirements of, and otherwise comply with, the Regulations.

(e) Upon request of Covered Entity and to the extent that Business Associate maintains PHI in a Designated Record Set that is not also in Covered Entity’s possession, Business Associate shall provide Covered Entity with access to the PHI in the Designated Record Set in a reasonable time and manner as designated by Covered Entity, in order for Covered Entity to comply with the requirements under 45 C.F.R. § 164.524.

(f) To the extent that Business Associate maintains PHI in a Designated Record Set, Business Associate shall make any amendment to PHI in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 C.F.R. § 164.526 in a reasonable time and manner as designated by Covered Entity.

(g) Upon request of Covered Entity, Business Associate shall provide Covered Entity with documentation of any disclosures by Business Associate that would be required for an accounting of disclosures to an Individual under 45 C.F.R. § 164.528 in a reasonable time and manner as designated by Covered Entity.

(h) Business Associate shall give notice to Covered Entity of any request under 45 C.F.R. §§ 164.524, 164.526 or 164.528 that it receives directly from an Individual in order for Covered Entity to comply with its requirements under the Regulations.

(i) Business Associate shall have policies and procedures in place to ensure its compliance with the Privacy Rule to Support Reproductive Health Care Privacy, 89 Fed. Reg. 32976 (2024), and to ensure it does not use or disclose PHI in violation of 45 C.F.R. § 164.502(a)(5)(iii).

(j) To the extent Business Associate performs any of Covered Entity's obligations under the Privacy Rule, Business Associate shall comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligations.

(k) Business Associate shall make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary, in a reasonable time and manner as designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Regulations, subject to any attorney-client or other applicable legal privileges.

3. Permitted Uses and Disclosures of PHI by Business Associate.

(a) Business Associate may use or disclose PHI to perform functions, activities or services for, or on behalf of, Covered Entity, including as necessary to perform the services set forth in the Underlying Agreement.

(b) Business Associate may use or disclose PHI as Required by Law.

(c) Business Associate must not use or disclose PHI in a manner that is prohibited under the Privacy Rule, 45 C.F.R. § 164.502(a)(5), or would otherwise violate the Privacy Rule if done by Covered Entity, except for the specific uses and disclosures permitted in this Agreement.

(d) Business Associate may use PHI for the proper management and administration of Business Associate and to carry out the legal responsibilities of Business Associate.

(e) Business Associate may disclose PHI for the proper management and administration of Business Associate and to carry out the legal responsibilities of Business Associate if:

(i) Such disclosure is Required by Law, or

(ii) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that such information will remain confidential and used or further disclosed only as Required by Law or for the purposes for which it was disclosed to the person, and the person agrees to notify Business Associate of any instances of which it is aware that the confidentiality of the information has been Breached.

(f) Business Associate shall limit its uses and disclosures of, and requests for, PHI, to the minimum amount of PHI necessary to accomplish the intended purpose of such use, disclosure or request subject to the exceptions set forth in the Privacy Rule.

(g) Business Associate may de-identify PHI in accordance with 45 C.F.R. § 164.514(a)-(c) (“**De-Identified Information**”) and may use and disclose such De-Identified Information for lawful purposes provided that the De-Identified Information cannot be reasonably linked to Covered Entity or any Individual.

(h) Business Associate may use PHI to provide Data Aggregation services related to the health care operations of Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).

(i) Business Associate shall comply with any requests for restrictions on certain uses and disclosures of PHI to which Covered Entity has agreed in accordance with 45 C.F.R. § 164.522 and of which Business Associate has been notified by Covered Entity.

(j) In the event Business Associate receives a request for the use or disclosure of PHI that is potentially related to Reproductive Health Care, as defined by 45 C.F.R. § 160.103 (“**RHI**”) and that may be prohibited under 45 C.F.R. § 165.502(a)(5)(iii), Business Associate shall (i) notify Covered Entity of such request; and (ii) only use or disclose the RHI to the requester if (1) Business Associate has reasonably determined that such use or disclosure is not prohibited under 45 C.F.R. § 165.502(a)(5)(iii), and (2) where required, Business Associate has received a signed attestation in the form required by 45 C.F.R. § 164.509 from the requestor that the use or disclosure of RHI is not for a purpose prohibited by 45 C.F.R. § 164.502(a)(5)(iii).

4. Obligations of Covered Entity Regarding PHI.

(a) Covered Entity agrees that the permitted and required uses and disclosures of PHI by Business Associate pursuant to this Agreement are and, at the time of execution and throughout the term of this Agreement, will be consistent with the form of the notice of privacy practices that Covered Entity provides to Individuals in accordance with 45 C.F.R. § 164.520. Covered Entity shall provide notice to Business Associate of any changes to its notice of privacy practices if such changes affect Business Associate’s permitted or required uses and disclosures of PHI.

(b) Covered Entity shall provide notice to Business Associate of any changes in, or revocation of, an authorization by an Individual to use or disclose PHI, if such changes affect Business Associate’s permitted or required uses and disclosures of PHI.

(c) Covered Entity shall provide notice to Business Associate of any restrictions to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, if such restrictions affect Business Associate’s permitted or required uses and disclosures of PHI.

(d) Covered Entity shall obtain any consent or authorization from Individuals that may be required under the Regulations or otherwise Required by Law.

(e) Covered Entity shall only provide Business Associate with the minimum amount of PHI necessary in order for Business Associate to perform the services set forth in the

Underlying Agreement, including, where possible, only providing Business Associate with PHI that has been de-identified in accordance with 45 C.F.R. § 164.514(a)-(c).

(f) Covered Entity shall require its employees, agents and representatives to be appropriately informed of its legal obligations pursuant to this Agreement and the Regulations and will reasonably cooperate with Business Associate in the performance of the mutual obligations under this Agreement.

5. Security of Protected Health Information.

(a) Business Associate has implemented policies and procedures to ensure that its receipt, maintenance or transmission of PHI on behalf of Covered Entity complies with the applicable administrative, physical and technical safeguards of the Security Rule.

(b) Business Associate shall ensure that its agents or subcontractors agree to implement the applicable administrative, physical and technical safeguards of the Security Rule.

(c) Business Associate shall establish procedures to mitigate, to the extent possible, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of this Agreement.

(d) Business Associate agrees to notify Covered Entity as soon as practicable, but not later than sixty (60) days after Discovery (as defined by 45 C.F.R. § 164.410) of any Security Incident or Breach of Unsecured PHI and, to the extent available to Business Associate, provide the following information relating to a Breach of Unsecured PHI to Covered Entity:

- (1) The date of the Breach;
- (2) The date of the discovery of the Breach;
- (3) A description of the type of Unsecured PHI that was involved;
- (4) The identity of each Individual whose Unsecured PHI has been, or is reasonably believed to have been, accessed, acquired or disclosed; and
- (5) Any other information reasonably necessary to permit Covered Entity to comply with the requirements of 45 C.F.R. Part 164 Subpart D.

(e) Covered Entity acknowledges and agrees that Covered Entity is independently responsible for the security of all PHI in its possession, including all PHI that it receives from any third party (including from Business Associate).

6. Term and Termination.

(a) **Term.** This Agreement shall be effective as of the Effective Date and shall remain in effect until this Agreement is terminated and all PHI is returned, destroyed or is otherwise protected as set forth in Section 6(d).

(b) **Termination for Cause by Covered Entity.** Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall provide an

opportunity for Business Associate to cure the breach. If Business Associate does not cure the breach within thirty (30) days from the date that Covered Entity provides notice of such breach to Business Associate, Covered Entity shall have the right to immediately terminate this Agreement and the Underlying Agreement.

(c) **Termination by Business Associate.** This Agreement may be terminated by Business Associate upon thirty (30) days prior written notice to Covered Entity if Business Associate, acting in good faith, believes that the requirements of any law, legislation, consent decree, judicial action, governmental regulation or agency opinion (enacted, issued or otherwise effective after the date of this Agreement and applicable to PHI or to this Agreement) cannot be met by Business Associate in a commercially reasonable manner and without significant additional expense.

(d) **Effect of Termination.** Upon termination of this Agreement for any reason, at the written request of Covered Entity, Business Associate shall:

(1) Return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, without unreasonable delay, except as set forth below;

(2) Retain a copy of any PHI only as necessary for Business Associate to continue its proper management and administration of its business or to carry out its legal responsibilities;

(3) Continue to use appropriate safeguards and comply with the Security Rule with respect to the PHI for as long as Business Associate retains the PHI, and shall not use or disclose the PHI other than the purposes for which it was retained; and

(4) Shall return or destroy all PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration of its business or to carry out its legal responsibilities.

(e) **Survival.** The obligations of Business Associate under this Section shall survive the termination of the Agreement until all PHI is returned or destroyed.

7. Amendment.

The parties may agree to amend this Agreement from time to time as is necessary for compliance with the requirements of the Regulations, other applicable laws, and any other respect that they deem appropriate. This Agreement shall only be amended by written instrument executed by the parties.

8. Indemnification.

To the maximum extent allowed by law, each party agrees to indemnify, defend and hold harmless the other party and its directors, officers, employees and agents, from any and all third-party losses, damages, claims, fines, penalties, costs and expenses, arising from, in connection with, or based on a breach of this Agreement or a violation of the Regulations by the indemnifying party; provided, however, that any indemnification obligations shall be reduced to the extent such losses, damages, claims, costs and expenses arise from or are caused by the acts or omissions of the other party or its employees, agents or subcontractors. Each party shall promptly provide written notice to the other party

of any claimed indemnification obligations; provided, however, that the failure to give prompt notice shall only absolve or release the indemnifying party from its indemnification obligations to the extent actual prejudice results from the failed or delayed notice. The indemnification obligations provided for in this Section will commence on the Effective Date of this Agreement and will survive its termination.

9. Limitation of Liability.

Notwithstanding anything to the contrary in this Agreement, the parties agree that all liabilities between them under this Agreement will be subject to the limitations and exclusions of liability in the Underlying Agreement.

10. Severability.

The parties intend this Agreement to be enforced as written. Should any provision of this Agreement be held unenforceable or invalid under the laws of any jurisdiction, then the parties agree that the remaining provisions of the Agreement shall be severed therefrom and unaffected thereby, and that this Agreement, without the unenforceable or invalid provisions, shall remain in full force and effect.

11. Notices.

(a) The following are the primary contacts for purposes of any co-operation, communications or notices with respect to this Agreement:

- (1) Elizabethton City Schools contact:
Richard VanHuss, Director of Schools
423 547 8000 richard.vanhuss@eschools.net
- (2) Gallagher contact for Security Incidents or Breaches of Unsecured PHI: cyber_security@ajg.com.

Gallagher contact for all other communications or notices relating to this Agreement: GlobalPrivacyOffice@ajg.com.

(b) Each party shall promptly notify the other if any of the above contact information changes.

12. Regulatory Compliance.

The parties shall comply with their respective obligations under the Regulations. A reference in this Agreement to a section in the Regulations means the referenced section or its successor, and for which compliance is required to the extent that the Regulations apply to the party.

13. Headings and Captions.

The headings and captions of the various subdivisions of the Agreement are for convenience or reference only and will in no way modify or affect the meaning or construction of any of the terms or provisions hereof.

14. Entire Agreement.

This Agreement sets forth the entire understanding of the parties with respect to the subject matter herein and supersedes all prior agreements, arrangements and communications, whether oral or written, pertaining to the subject matter hereof. In the event of any conflict between the terms and conditions of this Agreement and the Underlying Agreement, the terms and conditions of this Agreement shall prevail.

15. Binding Effect.

The provisions of this Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors and assigns.

16. No Waiver.

No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions by either party shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

17. Governing Law.

This Agreement will be governed by and construed in accordance with the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties have executed this Business Associate Agreement as of the Effective Date.

**BUSINESS ASSOCIATE:
Gallagher Benefit Services, Inc.**

By:



Name Wesley Dozier

Title Area Vice President

**COVERED ENTITY:
Elizabethton City Schools**

By:

Name Richard VanHuss

Title Director of Schools

CONSULTING AGREEMENT

This Consulting Agreement (this “**Agreement**”) is made by and between Gallagher Benefit Services, Inc., (“**Gallagher**”) and Elizabethton City Schools (“**Client**”).

Client wishes to enter into a consulting relationship with Gallagher on the terms and conditions set forth in this Agreement, and Gallagher is willing to accept such a consulting relationship. In consideration of and in reliance upon the terms and conditions contained in this Agreement, Client and Gallagher agree as follows:

1. **Engagement of Services**

Client hereby engages Gallagher as a professional consultant to provide the consulting and/or brokerage services as more fully described in Exhibit A attached to this Agreement and incorporated herein. During the time that Gallagher is performing services for Client under this Agreement, and for all purposes outlined in this document, Gallagher’s status will be that of an independent contractor for Client.

2. **Term and Termination**

The parties agree that by signing on the dates specified under the signature blocks below, this Agreement shall be retroactively effective as of January 1, 2025 (“Effective Date” of this Agreement). The term of Gallagher’s engagement under this Agreement (the “Consulting Period”) will begin as of the Effective Date and will remain in effect for one (1) year from the Effective Date. The Consulting Period will be automatically extended for an additional year on each anniversary of the Effective Date. Either party may terminate this Agreement by giving the other party at least ninety (90) days written notice of its intent to terminate. In the event such termination is effective during the Consulting Period (including any renewed Consulting Period), Client shall be responsible for compensating Gallagher for any services performed prior to the date of termination and Gallagher shall be responsible to Client to continue to provide services until the date of termination of this Agreement.

3. **Compensation**

As compensation for its services under this Agreement, Gallagher will receive carrier commissions and/or direct fees paid by the Client, as set forth in the Compensation Disclosure Statement attached hereto as Exhibit B. Additional information regarding Gallagher compensation can also be found in Exhibit B. Gallagher shall disclose the amount of commissions payable, if any, to it by each insurance company at the time it presents rates to Client. The parties hereby agree that any Direct Client Fees for Consulting Services specified under Exhibit B shall be increased by an amount not to exceed three percent (3%) annually after the initial Consulting Period under this Agreement, unless otherwise agreed to by Gallagher. Client is responsible for payment of Gallagher’s fees (if applicable) within thirty (30) days of invoice receipt. Any amounts not paid when due will accrue interest at the rate of one percent (1%) per month or the highest rate permitted by applicable law, whichever is less. If any amount is not paid in full when due without a good faith basis to withhold, that nonpayment will constitute a material breach of this Agreement.

4. **Performance and Scope**

(a) Representations and Warranties. Each party represents, warrants and covenants to the other that: (i) it has full power and authority to make, execute, deliver and perform its obligations under this Agreement; (ii) the performance of its obligations pursuant to this Agreement shall be in accordance with all applicable laws; (iii) this Agreement has been duly executed and delivered by an authorized representative of such party and constitutes the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms; and (iv) there are no other agreements presently in force which would encumber or prevent either party’s compliance with any terms of this Agreement.

(b) Standard of Care. Gallagher will perform its duties, responsibilities and obligations with the care, skill, prudence and diligence that a prudent employee benefits consultant or insurance broker acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims under the circumstances then prevailing. As appropriate, Gallagher will coordinate fiduciary review services and other related duties with the plan's claims administrator and/or insurance carrier(s). However, Gallagher generally does not accept any fiduciary duties or obligations with respect to a plan given that these are typically performed by the plan's claims administrator or insurance carriers.

(c) Reliance. In the performance of its duties, Gallagher may rely upon, and will have no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to Gallagher by Client or its designated representatives and reasonably believed by Gallagher to be genuine and authorized by Client.

(d) No Practice of Law. Gallagher will not be obligated to perform, and Client will not request performance of, any services which may constitute the unauthorized practice of law. Client will be solely responsible for obtaining any legal advice, review or opinion as may be necessary to ensure that its own conduct and operations, including the engagement of Gallagher under the scope and terms herein, conform in all respects with applicable State and Federal laws and regulations (including ERISA, the Internal Revenue Code, State and Federal securities laws and implementing regulations) and, to the extent that Client has foreign operations, any applicable foreign laws and regulations.

(e) Subcontractors. Gallagher may cause another person or entity, as a subcontractor to Gallagher, to provide some of the services required to be performed by Gallagher hereunder; provided that Gallagher shall remain responsible for all acts and omissions of any such subcontractors (each of which shall be bound by Gallagher's obligations under this Agreement). Gallagher shall seek prior written approval from Client for any subcontractors providing substantive consulting, professional or managerial services. Prior written approval shall not be required for clerical, office, secretarial, IT back-up, administrative or similar support services.

(f) Conflict of Interest. Gallagher's engagement under this Agreement will not prevent it from taking similar engagements with other clients who may be competitors of Client. Gallagher will, nevertheless, exercise care and diligence to prevent any actions or conditions which could result in a conflict with Client's best interest.

(g) Acknowledgements. In connection with Gallagher's services under this Agreement, Client agrees that:

(i) Although Gallagher will apply its professional judgment to access those insurance companies it believes are best suited to insure Client's risks, there can be no assurance that the insurance companies Gallagher has accessed are the only or are the best suited to insure Client's risks. The final decision to choose any insurance company has been made by Client in its sole and absolute discretion. Client understands and agrees that Gallagher does not take risk, and that Gallagher does not guarantee the financial solvency or security of any insurance company.

(ii) Any compensation of the types described above and disclosed to it does not constitute a conflict of interest and Client expressly waives any claims alleging any such conflict of interest.

(iii) The compensation payable to Gallagher is solely for the services set forth under this Agreement, as detailed in Exhibit A. To the extent any additional administrative, claims representative or other services are required, the parties may enter into a separate agreement covering such additional services.

5. Confidentiality

(a) Confidential Information.

(i) As used in this Agreement, “**Confidential Information**” means any nonpublic, proprietary or personal data and information furnished by either party or its agents or representatives to the other party or its agents and representatives, whenever furnished and regardless of the manner or media in which such information is furnished, which the receiving party knows or reasonably should know to be confidential. Each party shall treat Confidential Information as confidential and only use it in the performance of its obligations under this Agreement. The parties agree that Gallagher may de-identify or aggregate Client’s Confidential Information such that no information may reasonably be linked to Client or any specific individual and may use the de-identified or aggregated information for data analytics, benchmarking, service enhancements and similar business purposes.

(ii) The parties acknowledge that Confidential Information includes personal data provided to Gallagher by Client for the benefit of Client and/or its employees to facilitate the performance of services set forth in Exhibit A. Both Parties also agree that the Confidential Information may include information that alone, or in combination with other information, uniquely identifies an individual. Client agrees that Gallagher is permitted to disclose and transfer Client’s Confidential Information to Gallagher’s affiliates, agents or vendors that have a need to know the Confidential Information in connection with the services provided under this Agreement (including insurance carriers, as necessary, for quoting and/or placing insurance coverages). Gallagher has established security controls to protect Client Confidential Information from unauthorized use or disclosure. For additional information, please review Gallagher’s Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

(iii) Both Gallagher and Client agree to comply with all state and federal laws, rules, and orders that relate to privacy and data protection which are, or which in the future may be, applicable to Confidential Information, the services or the performance of obligations under this Agreement. Upon request, Gallagher will cooperate with Client pursuant to applicable law(s) to comply with requests from individuals regarding their personal information, and to comply with requests made pursuant to the Tennessee Public Records Act.

(b) HIPAA Privacy. Gallagher and Client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 (“**HIPAA**”) and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. When required, Client, as a representative of the health plans, and Gallagher will enter into a separate Business Associate Agreement.

(c) Use of Names; Public Announcements. No party will use, in any commercial manner, the names, logos, trademarks or other intellectual property of the other party without its prior written consent. Except as may be required by law, no party will issue any press releases or make any public announcements of any kind regarding the relationship between the parties without the other party’s prior consent.

6. Indemnification Rights and Limitation of Liability

(a) Indemnification. To the extent permitted by applicable law, each party agrees to defend, indemnify and hold the other party and its affiliates and their respective directors, officers, employees and agents harmless from any and all losses, liabilities, exposures, damages and all related costs and expenses, including reasonable legal fees, to the extent arising from or relating to any third party claims, demands, suits, allegations, or causes or threats of action based on the indemnifying party’s: (i) breach of any representation, warranty or covenant made by such party hereunder, or (ii) grossly negligent acts or omissions or intentional misconduct; provided, however, that the indemnifying party’s indemnification obligations hereunder shall be reduced to the extent that such losses and damages arise from the acts or omissions of the other party or its employees or agents.

(b) Limitation of Liability. Notwithstanding any other term or provision of this Agreement, each party shall only be liable for actual damages incurred by the other party, and shall not be liable for any indirect, special, exemplary, reliance, consequential or punitive damages, or for any attorneys’ fees other than as described in Section 6(a) above (whether incurred in a dispute or an action against the

other, or as alleged damages that any party incurred in any insurance coverage dispute, or otherwise). Furthermore, unless otherwise noted in Exhibit A, the aggregate liability under this Agreement, if any, of either party to the other for claimed losses or damages shall not exceed \$1,000,000. This provision applies to the fullest extent permitted by applicable law. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with this Agreement or any services provided hereunder may be brought by either party any later than two (2) years after the accrual of such claim or cause of action.

(c) Provisions in Section 6 (a) & 6 (b) above are applicable only to the extent permitted under applicable law.

7. Notices

Any notices, requests or other communications pursuant to this Agreement will be addressed to the party at its address listed below. Such notices will be deemed to have been duly given, (i) if delivered in person or by courier, upon delivery; (ii) if sent by an overnight service with tracking capabilities, upon receipt; (iii) if sent by registered or certified mail, postage prepaid, within five (5) days of deposit in the mail; or (iv) if sent by fax or electronic mail, at such time as the party which sent the notice receives confirmation of receipt by the applicable method of transmittal.

If to the Client: Elizabethton City Schools
Attention: Richard VanHuss - Director of Schools
804 S Watauga Avenue
Elizabethton, TN 37643

If to Gallagher: Gallagher Benefit Services, Inc.
Attention: Marisa Combs Smith or Wes Dozier
8 Cadillac Drive
Brentwood, TN 37027

Either party may, by written notice to the other, change the address to which notices to such party are to be delivered or mailed.

8. Miscellaneous

(a) Severability. The various provisions and subprovisions of this Agreement are severable and if any provision or subprovision or part thereof is held to be unenforceable by any court of competent jurisdiction, then such enforceability will not affect the validity or enforceability of the remaining provisions or subprovisions or parts thereof in this Agreement.

(b) Entire Agreement; Amendment. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties regarding the subject matter hereof. Except for changes in carriers and/or lines of coverage noted in Exhibit B, which may occur upon unilateral approval of Client, this Agreement may be modified or amended only by a written instrument executed by both parties. This Agreement may be executed by the parties in several counterparts, each of which shall be deemed to be an original copy.

(c) Waiver. No covenant, term or condition or the breach thereof will be deemed waived, except by written consent of the party against whom the waiver is claimed. Any waiver by either party hereto of any provision of this Agreement shall not be construed as a waiver of any other provision of this Agreement, nor shall such waiver be construed as a waiver of such provision with respect to any other event or circumstance, whether past, present or future.

(d) Governing Law; Rule of Construction. This Agreement will be construed, interpreted and enforced in accordance with the laws of the State of Tennessee without giving effect to the choice of law principles thereof or any canon, custom or rule of law requiring construction against the drafter.

(e) Successors. This Agreement shall be binding upon and shall inure to the benefit of all assigns, transferees and successors in the interest of the parties hereto.

(f) Warranties. Except as expressly set forth in this Agreement, Gallagher makes no other warranties of any kind with respect to the Services, including, without limitation, warranties that may be implied from a course of performance, dealing or trade usage.

(g) Force Majeure. Neither party shall be liable to the other for any delay or failure to perform any of its obligations under this Agreement (other than payment obligations) as a result of flood, earthquake, storm, other act of God, fire, derailment, accident, labor dispute, explosion, war, act of terrorism, sabotage, insurrection, riot, embargo, court injunction or order, act of government or governmental agency or other similar cause beyond its reasonable control.

(h) Assignment. This Agreement shall apply to and bind the successors and assigns of the parties hereto, including, in the event of a party's insolvency, debtors-in-possession and any appointed trustee or administrator. This Agreement shall not be assignable by either party, except with the prior written consent of the other party; provided, however, that either party may assign this Agreement to an affiliate or in the event of a merger or sale, provided the assignee is willing and able to assume such party's obligations hereunder.

(i) Counterparts. This Agreement may be executed in multiple counterparts (including by scanned image or electronic signature), each of which shall be considered one and the same agreement, and shall become effective when signed by each of the parties hereto and delivered to the other party.

(j) Survival of Provisions. Sections 3, 5, 6, and 8 will survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the date first written above.

ELIZABETHTON CITY SCHOOLS

By: _____

Name: Richard VanHuss

Title: Director of Schools

Date: _____

GALLAGHER BENEFIT SERVICES, INC.

By: _____

Name: Kevin Mattice

Title: Area President

Date: November 4, 2025

EXHIBIT A SCOPE OF SERVICES

Subject to any changes and additions as may be mutually agreed by the parties in writing, availability and delivery of data from the insurance carrier and other third party vendors, Gallagher will provide the following Services to Client on an “as needed” basis:

RENEWAL ANALYSIS:

- Review and evaluate carrier proposals
- Coordinate carrier negotiations
- Create employee contribution modeling reports as requested
- Assist with budget projections as requested
- Provide renewal alternatives with impact of benefit plan changes

CARRIER MARKETING AND NEGOTIATIONS, AS DIRECTED BY CLIENT:

- Work with Client to develop a strategy to identify goals, analyze program costs and review both current and alternative funding arrangements
- Manage the renewal process with the current carrier to control costs
- Implement carrier renewal strategies with Client
- Develop timeline covering every aspect from RFP preparation to the delivery of employee communications
- Provide analysis of employee disruption report and preparation of geo-access report
- Manage RFP development that tailors the RFP to the desires, needs and financial directions provided by Client
- Explore alternative funding solutions
- Evaluate vendor responses to track variations in coverage and costs as they are identified
- Facilitate decision process by coordinating close collaboration and discussions among the Gallagher team and Client

LEGISLATIVE AND REGULATORY COMPLIANCE SUPPORT:

- Provide legislative updates, including Compliance Alerts, Webinars, Technical Bulletins and Directions newsletter
- Evaluate plan design to assist with compliance with state and federal regulations
- Provide general information and guidance to assist with compliance with ACA, COBRA, HIPAA and other Federal legislation that directly affects the administration of plan benefits
- Provide template or sample compliance notices and enrollment forms as reasonably requested by Client

DAY TO DAY ADMINISTRATIVE ASSISTANCE:

- Provide assistance to Client’s HR/benefits contacts to help with resolving carrier service issues
- Coordinate and participate in annual service meetings with Client and select carriers

COMMUNICATION MATERIALS:

- Assist with the drafting and distribution of participant Satisfaction Surveys
- Assist with the drafting and distribution of Open Enrollment-New Member Orientation summary information and any other communications pertaining to the health and welfare program
- Provide annual open enrollment guidance and employee meeting materials
- Assist with marketing and oversight of Customized Enrollment Materials (if elected)
- Assist with participant wellness initiatives, as directed by Client

BENEFIT ADMINISTRATION ASSESSMENT:

- Periodic evaluation of internal plan enrollment and benefit termination processes

- Review, coordinate and implement Client agreed upon plan “best practices” to help limit plan liability and increase participant satisfaction
- Help identify opportunities for streamlining and improving administration procedures

MARKET BENCHMARKING STUDIES:

- Local Area Surveys
- Industry Surveys

BENEFIT PLAN DESIGN (OR REDESIGN):

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package – e.g., types & levels of coverage
- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives

COORDINATE THE HEALTH INSURANCE BENEFITS HUMAN RESOURCE TECHNOLOGY SERVICES PROVIDED BY CLIENT'S VENDOR, MYBENEFITSCHANNEL:

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package – e.g., types & levels of coverage
- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives

COORDINATE THE COBRA SERVICES PROVIDED BY CLIENT'S VENDOR, CONSOLIDATED ADMIN SERVICES (AKA TASC) ("COBRA SERVICES"):

- Gather information and assist Client with accessing and using the TASC COBRA services.
- Serve as the primary liaison between Client and TASC for the TASC services.
- Gallagher shall coordinate the payment on behalf of the Client of all uncontested and properly documented fees associated with the TASC services as outlined in the contract between the Client and TASC from compensation received by Gallagher pursuant to this Agreement.
- Gallagher and the Client mutually agree that Gallagher shall not be liable for services provided by TASC.

**EXHIBIT B
COMPENSATION DISCLOSURE STATEMENT**

Line of Coverage / Service	Company	Commission ¹	Third Party Compensation	Direct Client Fees ²	Effective Date
Dental	Delta Dental	5%	N/A	N/A	1/1/2025
GTL/ADD	USABLE	15%	N/A	N/A	7/1/2025
Educators Disability	USABLE	10%	N/A	N/A	7/1/2025
VGTL/VADD	USABLE	15%	N/A	N/A	7/1/2025
Accident	USABLE	1yr-18% 2-5yr-7% 5% remainder	N/A	N/A	7/1/2025
Cancer	USABLE	1yr-18% 2-5yr-7% 5% remainder	N/A	N/A	7/1/2025
Critical Illness	USABLE	1yr-18% 2-5yr-7% 5% remainder	N/A	N/A	7/1/2025
Term Life	USABLE	1yr-30% 2-5yr-4% 1% remainder	N/A	N/A	7/1/2025
COBRA Admin	TASC	0%	N/A	N/A	1/1/2025
My Benefits Channel Technology	My Benefits Channel	0%	N/A	N/A	1/1/2025

It should also be noted that:

- Gallagher is not an affiliate of the insurer or vendor whose contract is recommended. This means the insurer or vendor whose contract is recommended does not directly or indirectly have the power to exercise a controlling influence over the management or policies of Gallagher.
- Gallagher's ability to recommend other insurance contracts or vendors is not limited by an agreement with any insurance carrier or vendor and Gallagher is affecting the transaction for applicable plan(s) in the ordinary course of Gallagher business. Thus, pertinent transaction(s) are at least as favorable to the applicable plan(s) as an arm's length transaction with an unrelated party.
- Gallagher is not a trustee of the plan(s) and is neither the Plan Administrator of the plan(s), a Named Fiduciary of the plan(s), nor an employer which has employees in the plan(s).
- Gallagher may receive supplemental compensation from insurance carriers and vendors, normally calculated at the end of each calendar year, that are contingent on a number of factors including the overall number of employer plans represented, plan retention rates, and overall premium growth. Historically, supplemental compensation has ranged, on average, between 0-3% based on specific carrier programs. These plans have no effect on premiums. Further, Gallagher may receive non-cash compensation from plan vendors or service providers that are not in connection with any particular client. If you have any questions regarding direct or indirect compensation received by Gallagher, contact your dedicated Gallagher advisor or refer to the Gallagher Global Standards of Business Conduct.

For Employers and Plan Sponsors Subject to ERISA: This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher's and Gallagher affiliates' income before purchasing the insurance product and/or vendor services and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24³, which protects both Client and Gallagher⁴, and the disclosure requirements under ERISA §408(b)(2), as amended by Div. BB, Title II, §202 of the Consolidated Appropriations Act, 2021. Disclosure must be made to responsible plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher's compensation arrangements, please visit www.ajg.com/us/about-us/disclosures. In the event a client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to Compensation_Complaints@ajg.com.

¹ Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of "finders' fees" or other fees to Gallagher for a transaction or service involving the plan.

² Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.

³ Which allows an exemption from a prohibited transaction under Section 408(a) of the Employee Retirement Income Security Act of 1974 (ERISA).

⁴ In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.

Educator Preparation Provider/Local Education Agency State Recognized Partnership Agreement

Educator Preparation Provider (EPP)	East Tennessee State University
Local Education Agency (LEA)	Elizabethton City Schools
Academic Year of Agreement	2025-2026

EPP Contact/Designee	
Name: Laura Click	Title: Executive Director of Literacy Education and
Email: clicklm@etsu.edu	Phone Number: 423-439-4200

LEA Contact/Designee	
Name: Dr. Myra Newman	Title: Assistant Director of Schools
Email: myra.newman@ecschoools.net	Phone Number: (423) 547-8000

Certification (signatures verify partnership)	
EPP Head Administrator: Dr. Cindy Chambers	Title: Associate Dean of Academics and Educato
Signature: <i>Dr. Cindy Chambers</i>	Date: 9/30/2025

LEA Head Administrator:	Title:
Signature:	Date:

Prompt
1

Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students. *NOTE: Responses should not exceed one page per prompt.*

For the 25-26 academic year, ETSU ' s Office of Educator Preparation (OEP) collaborated with all state-recognized partners via zoom or in-person during the months of May and June to review procedures for selecting, preparing, evaluating, supporting, and retaining high quality clinical educators, and identify ways for continuous improvement. In addition to these meetings, ETSU and partnering LEAs also communicate via phone and zoom as needed to ensure the relationship with clinical educators positively impact candidates ' and prek-12 students ' development. The OEP also continues to communicate via email and phone with partnering LEAs that currently do not have students placed in their district.

To improve the co-selection process of clinical educators, ETSU ' s EPP continues to implement the mentor teacher/ residency candidate match system that involves a mentor teacher interest survey and a residency candidate video clip. The OEP requires candidates to complete a 2-minute video clip of themselves answering predetermined questions related to goals, work style, etc., and provides each LEA with a personalized mentor online interest survey to use when selecting clinical mentors to help districts create a list of teachers interested in mentoring students. LEAs continue to provide overwhelming positive feedback from LEAs regarding the videos and the match system and how it positively impacts the co-selection process. Furthermore, the OEP asks instructors to complete a readiness survey with the students they have taught during the junior year and then collaborates with these same instructors to gather additional information about candidates ' who seemed to have issues in the classroom and areas where additional support is needed. The OEP also shares this candidate information is shared with LEAs during the partnership meeting to strengthen the co-selection process. To improve the co-selection process of university supervisors, LEAs continue to share the EPP/LEA created university supervisor online application to retiring teachers they would recommend working with pre-service candidates. ETSU conducts interviews and contacts LEAs regarding supervisor references.

To prepare and support high-quality clinical educators the OEP provides a full day of training for university supervisors. This training is organized by the newly hired Coordinator of Clinical Practice Supervisors, and the content of the meeting includes information about the coaching cycle, TEAM training, Co-teaching, and the state-approved Observation Model Process. The OEP provides a similar training to mentor teachers during two virtual after-school sessions. Principals are also invited to attend the virtual mentor teacher training. For mentors who are unable to attend either virtual session, a PowerPoint and recording is emailed and one-on-one sessions are provided as needed. Additional university supervisor monthly meetings are scheduled to review candidate performance data and trends connected to observations and professionalism. In addition to this training, ETSU ' s OEP created a Mentor and Candidate Discussion Summary Document to positively impact candidate ' s development and pre-k 12 students. This document must be completed by the candidate and mentor once a month during the Residency I and II semesters. This document promotes collaboration between the student teacher and mentor teacher by identifying an area of reinforcement and an area of refinement connected to the domains and indicators from the TEAM rubric. This summary also tracks the type of co-teaching the candidate and mentor complete each month and identifies the student ' s role in planning, instruction, and evaluation. In order evaluate high-quality clinical educations, ETSU ' s OEP distributes surveys to residency candidates, mentor teachers, and university supervisors at the end of each academic year to provide feedback related to the students ' preparation and residency placement. ETSU ' s OEP continues to share the mentor teacher and university supervisor survey data with LEAs.

**Prompt
2**

Describe the design and implementation of clinical experiences, utilizing various modalities, of sufficient depth, breadth, diversity, coherence, and duration to ensure candidates demonstrate their developing effectiveness and positive impact on pre-k-12 students (For instructional leader programs, ensure how clinical experiences allow opportunities for candidates to practice applications of content knowledge and skills.). *NOTE: Responses should not exceed one page per prompt.*

ETSU has developed a robust year-long residency program to provide residency candidates adequate time to complete to engage in experiences during the beginning, middle and end of the academic year. Pre-residency occurs in July and August for candidates to experience teacher requirements at the start of the school year. ETSU residency candidates are required to attend 1 to 2 days of district and/or school administrative or in-service days, minimum of 1 day classroom setup with their mentor teacher, the first full day of school for students, district substitute training, and Resilient Teachers Trauma-Informed Care Training. Next, candidates complete the Residency I semester, a 15-week field experience requiring candidates to continue working with their mentor teacher during the fall semester for at least 135 hours. University supervisor will follow the approved Observation Evaluation Model and complete one complete TEAM observation (including pre-and post-conferences) during the fall semester and the mentor teacher will complete an informal observation once a month and follow up with a Mentor and Candidate Reflective Discussion Summary and Professional Disposition Checklist each month during this semester. Candidates are also required to complete a reflection on each informal mentor teacher observation and meet with their university supervisor review the identified area of strength and refinement. will complete three times during the semester and complete a reflective discussion summary and professional dispositions checklist each month with their mentor teacher. Finally, during Residency II clinical practice semester, candidates complete at least 15 weeks of full-time student teaching where they will experience two placements across their licensed grade span. University Supervisors will complete four complete TEAM observations during their clinical practice semester (including pre- and post-conferences). Mentor Teachers will also complete a Reflective Discussion Summaries and Professional Disposition Checklist each month during this semester. ETSU supports several dual licensure programs such as K-5/ESL Elementary Education and K-12 Comprehensive/Intervention Special Education. The Elementary Education program will continue to implement a model what was piloted last year. This model requires K-5 candidates to complete one placement in a self-contained setting and a second placement in a departmentalized setting where they travel with a group of students to complete their clinical practices in all academic settings (ELA, Math, Social Studies, and Science). ESL clinical practices will be embedded within these placements.

The OEP continues to collaborate with LEAs to ensure candidates are placed in clinical experiences that include diverse placements across rural, suburban and urban settings. The OEP shares a detailed description of how the clinical experiences connect to coursework and inform mentors about assignments that will allow candidates to be placed with mentor who can model and support the evidence-based practices being taught in the classroom. Candidates ' clinical experiences also are tracked throughout their time at ETSU to ensure this is happening.

To provide more opportunities to practice, reflect and evaluate on both residency and job-embedded candidates ' progress, ETSU has purchased a GoReact subscription. Candidates will have the opportunity to record lessons for their university supervisor that focus on an area of refinement to get specific feedback. Utilizing this type of technology allows candidates to not only get specific time-stamped feedback more frequently, but also allows them to watch themselves teaching lessons.

Finally, ETSU ' s EPP continues to respond to feedback from candidates and mentor teachers regarding preparedness in using High-Quality Instructional Materials (HQIM) during clinical practice. ETSU has connected with the First CORE office and secured a list of HQIM that are used within the First District and has secured these materials for instructors to use. LEA curriculum coordinators and/or instructional coaches will continue to share curriculum preparation strategies with EPP instructors and university supervisors to better support candidates during their clinical practice.

Educator Preparation Provider/Local Education Agency State Recognized Partnership Agreement

Educator Preparation Provider (EPP)	University of Tennessee - Knoxville
Local Education Agency (LEA)	Elizabethton City Schools
Academic Year of Agreement	2025-2026

EPP Contact/Designee	
Name: Dr. David Cihak	Title: Associate Dean
Email: beateacher@utk.edu	Phone Number: 865-974-5203

LEA Contact/Designee	
Name: Dr. Myra Newman	Title: Assistant Director of Schools
Email: myra.newman@ecschoools.net	Phone Number: 423-547-8000

Certification (signatures verify partnership)	
EPP Head Administrator: Dr. David Cihak	Title: Associate Dean
Signature: David Cihak <small>Digitally signed by David Cihak Date: 2025.10.08 15:26:20 -04'00'</small>	Date: October 8, 2025

LEA Head Administrator:	Title:
Signature:	Date:

**Prompt
1**

Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students. *NOTE: Responses should not exceed one page per prompt.*

High-quality clinical educators will be co-selected for initial licensure candidates based on the following mutually agreed upon criteria:

1. All clinical educators must have a willingness to provide mentoring that promotes professional growth.
2. Clinical mentors/school-based mentors must be licensed in the same area or a closely related area and rated as above average level of effectiveness.
3. Clinical supervisors/UTK supervisors must have a minimum of a master's degree and three years of professional experience and achieve Certified TEAM Evaluator status.
4. Exceptions may only be made in unique circumstances and if mutually agreed upon by both parties.

The EPP and the LEA collaborate to prepare and evaluate clinical educators as follows:

1. Preparation of Clinical supervisors/UTK supervisors: All UTK clinical supervisors must complete training prior to working with teacher candidates. This training includes clinical supervision expectations, observation and feedback practices, and support strategies aligned with the TEAM rubric and TIGER model, and training on the Professional Competencies, Attitudes, and Dispositions expected of the teaching profession. LEA partners are invited to provide feedback on all aspects of supervisor training during our twice-yearly partnership meetings.
2. Preparation of Clinical mentors/school-based mentors: Mentor trainings are held at the start of each semester, and mentors are offered stipends from UTK to attend training. Mentor training includes guidance on mentoring expectations, coaching strategies, delivering high-quality feedback, and supporting candidate growth and development. If LEA mentors are not able to attend the training, materials are shared with them to review. Exemplary LEA mentors are invited to co-develop and co-deliver mentor training with UTK personnel.
3. Evaluation of UTK Supervisors: UTK and LEA partners codeveloped a supervisor evaluation survey. Both teacher candidates and mentor teachers are invited to complete the supervisor evaluation survey at the end of each semester. Evaluation results are shared with UTK supervisors and used in decision making regarding supervision assignments.
4. Evaluation of LEA Mentors: UTK and LEA partners codeveloped a survey that provides feedback regarding mentoring practices and experiences. Both teacher candidates and UTK faculty have the opportunity to provide feedback regarding mentoring at the end of each semester. Aggregate results of this survey are shared with mentors and school partners twice a year during our partnership meetings, and used to inform future mentor training.

**Prompt
2**

Describe the design and implementation of clinical experiences, utilizing various modalities, of sufficient depth, breadth, diversity, coherence, and duration to ensure candidates demonstrate their developing effectiveness and positive impact on pre-k-12 students (For instructional leader programs, ensure how clinical experiences allow opportunities for candidates to practice applications of content knowledge and skills.). *NOTE: Responses should not exceed one page per prompt.*

Design and Implementation of Clinical Experiences:

UTK is committed to strong, collaborative partnerships with local education agencies (LEAs). We are grateful to our LEA partners for welcoming candidates into their schools and providing essential mentorship. Together, we ensure clinical experiences are rigorous, relevant, and aligned with state policy and standards to prepare candidates to meet the needs of varied PreK-12 learners.

All UTK candidates begin preparation with field experiences/practicum experiences that are designed to provide targeted experiences in schools that allow for foundational learning. Following successful completion of the required program gateways, candidates progress into state-recognized clinical practices (Student Teaching, Internship, or Job-Embedded Practitioner (JEP)). All clinical practice models are intentionally designed to meet expectations outlined in state policy and CAEP accreditation standards, providing experiences of sufficient depth, breadth, variety, coherence, and duration to ensure quality preparation and day-one readiness.

Modality of Clinical Experiences:

Clinical experiences are delivered through multiple modalities to ensure that students are prepared for the reality of teaching. Most placements are in-person placements across PreK-12 grade bands. Technology-enhanced opportunities expose candidates to digital instructional tools and virtual learning environments throughout the preparation program.

Positive Impact on P-12 students:

UTK and LEA partners collaborate to closely monitor teacher candidates in clinical placement to ensure that candidates demonstrate their developing effectiveness and that they benefit students in their classrooms. In response to the shift away from edTPA, UTK adopted the TIGER model (Tennessee Integrated Guidelines for Educator Readiness) to guide structured, frequent observation and feedback cycles. The model fosters collaboration between UTK and LEA personnel and emphasizes reflection and professional growth aligned with Tennessee preparation standards. This model also provides both EPP and LEA a centralized way to track teacher candidate progress and growth, while simultaneously supporting areas for refinement in the clinical setting.

For instructional leader programs, clinical experiences include authentic opportunities to practice leadership tasks such as conducting teacher observations, analyzing student data, facilitating professional development, and engaging with school improvement planning. These experiences are supported by daily/weekly mentoring from an experienced school-based leader as well as by mentoring from a veteran Tennessee educational leader who conducts site visits and reports on student progress to the UTK program. Students are also required to submit reflections on standards-based activities that connect theory with practice.

Coherence:

UTK holds biannual partnership meetings with LEA representation across Tennessee to gather feedback and align clinical experiences with current school needs and standards. This ongoing collaboration ensures relevance and responsiveness across all clinical placements.

UTK's clinical experiences are thoughtfully designed to foster the growth of high-quality educators and leaders who positively impact PreK-12 student learning across Tennessee.

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: #1 Dell Desktop - room 25 Linberg
Serial # D8CZHHZ

#2 Dell Desktop - room 17 Agan
Serial # CCZIXKZ

INVENTORY TAG NUMBER: #1 64814 / #2 64944

METHOD OF SALE/DISPOSAL: trash

SCHOOL/BUILDING WHERE ITEM IS HOUSED Elizabethton High School

SALE/DISPOSAL AUTHORIZED BY: *Ben Culbert* DATE: 10/27/25
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.

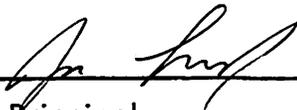
SEE ATTACHED 

ITEMS: old dell desktops/monitors

METHOD OF

SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL

AUTHORIZED BY:  DATE: 10-13-25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

	A	B	C
1	item	serial	voc
2	dell pc	cwcsk2	non
3	dell 3070	36x9z23	65158
4	dell pc	cwcxhk2	non
5	dell pc	cwc0jk2	non
5	dell pc	cwbyhk2	64964
7	dell pc	cwbvbk2	non
3	dell pc	cwcthk2	non
3	dell pc	cwcvhk2	non
0	loose sticker		65157
1	dell monitor	hl06r82	
2	dell monitor	cptdx03	
3	dell monitor	37gr4d2	
4	dell monitor	gt62c52	
5	dell monitor	f991c52	
6	dell monitor	7t62c52	
7	dell monitor	6ptdx03	
8	dell monitor	bbgr4d2	
9	dell monitor	dbgr4d2	
0	dell monitor	cptdx03	
1	dell monitor	47gr4d2	
2	dell monitor	g9gr4d2	
3	dell monitor	bvdx03	
4			

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT

SALE / DISPOSAL

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ITEMS: 23 tad chromebooks (see attached)

METHOD OF
SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL

AUTHORIZED BY:  DATE: 10-21-25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

1. MP1WVQAK -CARES -tad
2. MP1WVK24 – cares tad
3. MP1WVQ6C -cares tad

4. PF3NGB1J -tad# 4786
5. PF3NGNCR tad# 4802
6. PF3NGHSF tad# 4794
7. PF3NGYBF tad 4807
8. PF3NGHQ7 tad 4792
9. PF3NGNAP tad 4801
10. PF3NGSTQ tad 4804
11. PF3NGFHM tad 4790
12. PF3NGW0F tad 4806
13. PF3NGFJ3 tad 4791
14. PF3NKM2V tad 4809
15. PF3NLESE tad 4810
16. PF3NGN9H tad 4800
17. PF3NH0M1 tad 4808
18. PF3NGL1Q tad 4799
19. PF3NGL0Z tad 4797
20. PF3NGD9C tad 4788
21. PF3NGL1B tad 4798
22. PF3NGD8Q tad 4811
23. PF3NBWVT tad 4851

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT

SALE / DISPOSAL

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ITEMS: 22 Chromebooks, see attached page

METHOD OF
SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL

AUTHORIZED BY:  DATE: 10-16-25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

1. PF3NBBVR (NOT CARES) tad# 4844 , po 7002200040
2. PF3NGFH3 -tech purchased

Cares act:

1. Mp1wvsp7
2. MP1WSH78
3. MP1WVMTC
4. **MP1WVKM8**
5. **MP1WVQ4G**
6. **MP1WVKTW**
7. **MP1WSMAQ**
8. **MP1WSVTK**
9. **MP1WVKSH**
10. **MP1WVKME**
11. **MP1WVP2T**
12. **MP1WSQB6**
13. **MP1WSYBR**
14. **MP1WVKQZ**
15. **MP1WVMV2**
16. **MP1WVM9B**
17. **MP1WT0JE**
18. **MP1WVMTN**
19. **MP1WVKSF**
20. **MP1WSLA0**

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT

SALE / DISPOSAL

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ITEMS: battery backup, ECS# 12000, bought 5-4-18

METHOD OF
SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL

AUTHORIZED BY:  DATE: 11-3-25
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 \$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: Lenovo 110e Chromebook G2
Serial # - MPIWSXTO
- Cares Act funded

INVENTORY TAG NUMBER: 00548

METHOD OF SALE/DISPOSAL: retired by tech.

SCHOOL/BUILDING WHERE ITEM IS HOUSED TAD

SALE/DISPOSAL AUTHORIZED BY:  DATE: 10-21-25
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 \$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: Lenovo 110e Chromebook G2
(x 18) - Esser funded

INVENTORY TAG NUMBER: see attached

METHOD OF SALE/DISPOSAL: Retired by technology

SCHOOL/BUILDING WHERE ITEM IS HOUSED TAD

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 10-28-25
Principal

AUTHORIZED BY: [Signature] DATE: 10/29/25
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

Keli Whitney

To: Darrin Brewer
Subject: RE: CB inventory

Thanks Darrin, I will remove these from inventory and complete a disposal form.

From: Darrin Brewer <Darrin.Brewer@ecschoools.net>
Sent: Tuesday, October 28, 2025 9:32 AM
To: Keli Whitney <keli.whitney@ecschoools.net>
Cc: Brooklyn Hinkle <brooklyn.hinkle@ecschoools.net>; Lindsey Malecki <lindsey.malecki@ecschoools.net>
Subject: CB inventory

All from tad, retired

1. MP1WSNGW Cares Tag # 410
2. MP1WSV3T Cares Tag # 566
3. MP1WSSZA Cares Tag # 482
4. MP1WVQ3R Cares Tag # 1180
5. MP1WSVP5 Cares Tag # 541
6. MP1WT0AZ Cares Tag # 597
7. MP1WSTSM Cares Tag # 492
8. MP1WSPL1 Cares Tag #440
9. MP1WKGJA Cares Tag # 128
10. MP1WT0GH Cares Tag # 603
11. MP1WSTW0 Cares Tag # 497
12. MP1WT0FP Cares Tag # 600
13. MP1WSTTR Cares Tag # 494
14. MP1WSPJB Cares Tag # 436
15. MP1WSVPC Cares Tag # 532
16. MP1WSVNT Cares Tag #531
17. MP1WSYAH Cares Tag # 571
18. MP1WSH1M Cares Tag # 360
19. MP1WSM21 - Cares tag # 400
20. MP1WV5IX - Cares tag # 1254

(kel)

Darrin Brewer
IT Dept.
Elizabethton City Schools

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT
SALE / DISPOSAL

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ITEM: brown desk

INVENTORY TAG NUMBER: 7188 desk, drawer 0849

METHOD OF SALE/DISPOSAL: _____

SCHOOL/BUILDING WHERE ITEM IS HOUSED Harold McCormick

SALE/DISPOSAL AUTHORIZED BY: Elin Wampler DATE: 11/3/25
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: (2) Dell Latitude 3400 laptops (Esser)
Serial #'s 5FN3ZZ2 - B. Wagner
BLO6ZZ2 - J. Lucas

INVENTORY TAG NUMBER: 2020-20-0020CR5 & 2020-10-0010CR5

METHOD OF SALE/DISPOSAL: retired by tech

SCHOOL/BUILDING WHERE ITEM IS HOUSED CO - ESE

SALE/DISPOSAL AUTHORIZED BY: [Signature] DATE: 10-15-25
Principal

AUTHORIZED BY: [Signature] DATE: 10/16/25
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:

Fencing for EHS Softball Field
Damaged by Hurricane Helene

INVENTORY
TAG NUMBER:

No Inventory Tag #

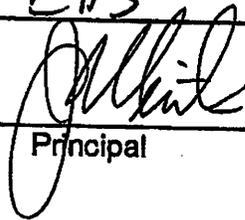
METHOD OF
SALE/DISPOSAL:

Take to scrap metal buyer Check/cash returned to EHS
Funds will be deposited into Athletic account to purchase
Screens for newly installed fence.

SCHOOL/BUILDING
WHERE ITEM IS
HOUSED

EHS

SALE/DISPOSAL
AUTHORIZED BY:


Principal

DATE: 11/16/25

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.

TAG# see attached list (22 devices)

ITEMS chromebooks

METHOD OF
SALE/DISPOSAL: E-WASTE RECYCLE

SALE/DISPOSAL
AUTHORIZED BY:  _____ DATE: 11-11-25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

PF3NYK1D, from tech inventory, tad# 4941

The rest are cares act

1. MP1WVPHY cares 1018
2. MP1WW733 cares 1473
3. MP1WT8D8 cares 624
4. MP1WSNLP cares 423
5. MP1WVQ65 cares 1208
6. MP1WSSZP cares 483
7. MP1WTE7G cares 595
8. MP1WKGQ5 cares 179
9. MP1WT8JV cares 625
10. MP1WSYD8 cares 585
11. MP1WSKL0 cares 371
12. MP1WVQC6 cares 1131
13. MP1WSTV3 cares 495
14. MP1WVT7T cares 1378
15. MP1WSNKL cares 421
16. MP1WVQ72 cares 1219
17. MP1WSPL4 cares 441
18. MP1WVT6B cares 1363
19. MP1WWCMD cares 1390
20. MP1WVS9J cares 1334
21. MP1WSMDJ cares 395

ELIZABETHTON CITY SCHOOLS

REQUEST FOR PROPERTY / EQUIPMENT
SALE / DISPOSAL

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ITEM: Brown teacher desk

INVENTORY TAG NUMBER: 6637

METHOD OF SALE/DISPOSAL: Trash

SCHOOL/BUILDING WHERE ITEM IS HOUSED: Harold McCormick

SALE/DISPOSAL AUTHORIZED BY: Eric Wangler DATE: 11/11/25
Principal

AUTHORIZED BY: _____ DATE: _____
Director of Schools

AUTHORIZED BY: _____ DATE: _____
Board Chairman

ELIZABETHTON CITY SCHOOLS

2026 K-12 CALENDAR 2027

AUGUST 2026					SEPTEMBER 2026					OCTOBER 2026					
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
3 TEACHER INSERVICE DAY	4 TEACHER INSERVICE DAY	5 TEACHER WORKDAY	6 	7 TEACHER WORKDAY		1	2	3	4				1	2	
10 FIRST FULL DAY	11	12	13	14	7 LABOR DAY	8	9	10	11	5	6	7	8	9 X	
17	18	19	20	21	14	15	16	17	18 PARENT TEACHER CONF.	12	13	14	15	16	
24	25	26	27	28	21	22	23	24	25	19 PD DAY	20	21	22	23	
31					28	29	30			26	27	28	29	30	
NOVEMBER 2026					DECEMBER 2026					JANUARY 2027					
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
2 PD DAY	3 ELECTION DAY PD DAY	4	5	6		1	2	3	4					1	
9	10	11	12	13	7	8	9	10	11	4 TEACHER WORKDAY	5 PD DAY	6	7	8	
16	17 PR	18	19	20	14	15	16	17	18 X	11	12	13	14	15	
23	24	25	26	27	21	22	23	24	25	18 MARTIN LUTHER KING DAY	19	20	21	22	
30					28	29	30	31		25	26	27	28	29	
FEBRUARY 2027					MARCH 2027					APRIL 2027					
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
1	2	3	4	5 PR	1	2	3	4	5				1	2	
8	9	10	11	12	8	9	10	11	12 X	5	6	7	8	9	
15 PD DAY	16	17	18	19	15	16	17	18	19	12	13	14	15	16	
22	23	24	25	26	22	23	24	25	26 GOOD FRIDAY	19	20	21	22	23	
					29 PD DAY	30	31			26	27	28	29	30	
MAY 2027					KEY										
3	4 PD DAY	5	6	7	1ST SEM DAYS: 83 2ND SEM. DAYS: 90										
10	11	12	13	14	173 - STUDENT DAYS 7 - PROF. DEV. DAYS 180 - TOTAL DAYS										
17	18	19	20	21		4 - TEACHER WORKDAYS					3 - ALT. INSERVICE DAYS				
24 X	25 TEACHER WORKDAY	26	27	28		2 - TEACHER INSERVICE					HOLIDAYS AND BREAKS				
31 MEMORIAL DAY						7 - PROF. DEV. DAYS									
						3 - ABBREVIATED DAYS: GRADES K-5 (8:00 - 11:46 AM); GRADES 6-12 (7:45-11:16 AM)									
						1 - P/T CONF. DAY: GRADES K-5 (8:00 - 11:00 / 12:00 - 3:00); GRADES 6-12 (7:45 - 11:00 / 12:00 - 2:45); (LUNCH FROM 11:00 - 12:00)									
					PR - PROGRESS REPORTS					(LUNCH FROM 11:00 - 12:00)					
					X - END OF GRADING PERIOD					6 - STOCKPILED INCLEMENT WEATHER DAYS					
					- FIRST/LAST STUDENT DAY					BOARD APPROVAL DATE: 11/21/2024					

Elizabethton City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 07/15/25
		Rescinds: 5.110	Issued: 08/24/90

1 *General*

2 Certified personnel shall make a written contract at a fixed salary per month before entering upon their
3 duties.¹

4 The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary
5 schedule to the Board for its approval.²

6 Contracts for certified personnel shall provide the following:³

7 1. A minimum of one hundred and eighty (180) working days;

8

9 2. A minimum of five (5) days for in-service education;

10

11 3. Ten (10) vacation days; and

12

13 4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher
14 conferences).

15 The school calendar adopted by the Board each year shall become part of all certified personnel contracts.

16 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
17 the revenue is deposited with and salaries paid through the Board. This includes donations or
18 contributions from individual, civic, or other non-school related sources of funds from individual
19 school activity funds, such as gate receipts and concessions.^{1,4}

20 **ACCRUED LEAVE & BENEFICIARIES⁵**

21 A deceased teacher's estate or designated beneficiary shall be paid the value of any unused
22 accumulated leave. Unless a teacher designates differently, the beneficiary shall be the same as the
23 beneficiary designed for receipt of retirement benefits with the Tennessee Consolidated Retirement
24 System.

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006(a)
5. Public Acts of 2025, Chapter No. 433

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Elizabethton City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff Gifts and Solicitations	Descriptor Code: 5.605	Issued Date: 08/20/19
		Rescinds: 5.605	Issued: 01/16/90

1 **GIFTS**

2 Employees shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees shall not give gifts to staff members who exercise administrative or supervisory
4 jurisdiction over them.

5 Employees are prohibited from accepting things of material value from individuals, companies, or
6 organizations doing business with the school system. Exceptions to this policy are the acceptance of
7 minor items which are generally distributed to all by the companies through public relations programs.

8 **SOLICITATIONS**

9 No organization may solicit funds from employees within the schools. Flyers or other materials related
10 to fundraisers shall not be distributed through the schools without the written approval of the Director of
11 Schools.

12 Employees shall not be responsible for the collection of any money or the distribution of any fundraising
13 materials within the schools unless such activity has the Director of Schools' written approval.

Cross References

Advertising and Distribution of Materials in Schools
1.806
Gifts and Bequests 2.401
Fundraising Activities 2.601
Vendor Relations 2.809
Staff Conflicts of Interest 5.601
Gifts 6.710