

**WASHINGTON COUNTY
BOARD OF EDUCATION**

February 13, 2020

6:30 PM

Central Office

- I. CALL TO ORDER**
- II. CONSIDERATION OF CONSENT AGENDA**
 - A. Approval of Minutes - Regular Meeting - January 9, 2020 Called Meeting
- January 23, 2020, February 3, 2020**
 - B. Payment of Bills**
 - C. Personnel**
 - D. Early Dismissal Requests for Athletic Events**
- III. CONSIDERATION OF MEETING AGENDA**
- IV. DIRECTOR'S REPORT**
 - A. Lamar Elementary Students**
 - B. SCOPE Students**
 - C. Lease of Old Boones Creek Elementary School**
 - D. Budget Calendar**
 - E. We Are Washington County**
 - F. Other**
- V. RECOMMENDATION OF CERTIFIED PERSONNEL TO RECEIVE
TENURE STATUS**
- VI. COMMITTEE REPORTS**
 - A. Athletics Committee Report**
 - B. Facilities Committee Report**
 - C. Finance Committee Report**
 - D. Policy Committee Report**
- VII. STAFF REPORTS**
 - A. Crystal Fink - Request Approval for Special Program of Study**
- VIII. NEW BUSINESS**
 - A. WCEA**
- IX. ROUND TABLE DISCUSSION**
- X. ADJOURNMENT**

The Washington County Board of Education met in called session on February 3, 2020 at 4:00 p.m. in the Conference Room of the Central Office. The purpose of the meeting was for consideration and review of energy savings performance contracts and to continue the review of board policies. Those present were Hammond, Dellinger, Fleenor, Buchanan, McLain, Ganger, Meredith, and Ervin. Board member Jason Day was absent.

Mr. Ervin called the meeting to order.

Following a moment of silence, Mr. McLain led the pledge to the flag.

Chairman Ervin opened the floor for discussions regarding the energy savings performance contracts.

Mr. McLain moved to re-enter discussions with Energy Systems Group. Ms. Dellinger seconded the motion.

Mr. McLain said Energy Systems Group had spent a year studying the school system and had trimmed down an affordable plan. He continued that in a twenty year time frame it equaled \$1 million; costing the system \$50,000 per year to address the capital needs.

Chairman Ervin said it is a funding issue and must pay for itself.

Mr. Meredith said the system needs to obtain the maximum savings possible with energy retro fix.

Members expressed wanting to receive a plan that is budget neutral.

Mr. Ervin moved to amend the motion to include the plan is budget neutral.

Mr. Ervin withdrew his motion.

Members expressed wanting to receive the maximum energy savings the system can receive and then focus on the items Mr. Patrick needs.

Mr. Meredith moved to amend the motion for the discussions to be opened with the three other companies (Wesco, Siemens, Johnson Controls) that had presented to the Board and that the direction is the energy savings will be a maximum amount of energy savings that they can generate. Mr. Ervin seconded the motion which carried on roll call vote: yes votes – Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, and Ervin; no vote – Ganger.

The original motion as amended carried on roll call vote: yes votes – Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, and Ervin; no vote – Ganger.

Following a brief recess, Chairman Ervin called the meeting back to order and turned the meeting over to Dr. Keys to lead the policy review.

On a motion by Ms. Buchanan and seconded by Mr. Fleenor, the following policies were passed on second reading by roll call vote: yes votes - Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, Ganger, and Ervin.

- 5.107 Application for Employment
- 5.118 Background Investigations
- 5.302 Sick Leave
- 5.305 Family and Medical Leave
- 5.403 Drug and Alcohol Testing for Employees
- 5.801 Recruitment and Selection
- 5.802 Qualifications/Duties

Mr. Fleenor moved to waive first reading and pass policy 4.704 – Promotion and Retention on second reading. Ms. Buchanan seconded the motion which carried on roll call vote: yes votes - Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, Ganger, and Ervin.

Ms. Buchanan moved to waive first reading and pass policy 5.700 – Interim Employees on second reading. Mr. Meredith seconded the motion which carried on roll call vote: yes votes - Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, Ganger, and Ervin.

Mr. Ganger moved to delete policy 6.306 – Student Conduct. Mr. McLain seconded the motion which carried on roll call vote: yes votes - Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, Ganger, and Ervin.

On a motion by Mr. Ganger and seconded by Mr. Fleenor the Board approved the following policies for first reading on a roll call vote: yes votes - Hammond, Dellinger, Fleenor, Buchanan, McLain, Meredith, Ganger, and Ervin.

- 6.202 Home Schools
- 6.207 Withdrawals
- 6.208 Release during School Hours
- 6.209 Child Custody and Parental Access
- 6.302 Procedural Due Process
- 6.305 Student Concerns, Complaints, and Grievances

The meeting was adjourned.

The Washington County Department of Education met in called session on January 9, 2020 at 4:30 p.m. in the Conference Room of the Central Office. The purpose of the meeting was to receive presentations from companies offering energy savings performance contracts, establish selling price for Boones Creek Middle School, and roundtable regarding TSBA Annual Convention. Those present were Chairman Keith Ervin, Vice-Chair Annette Buchanan, Jason Day, David Hammond, Mitch Meredith, Mary Beth Dellinger, Phillip McLain, and Todd Ganger. Board member Chad Fleenor was absent.

Chairman Ervin called the meeting to order.

Following a moment of silence, Mr. Ervin led the pledge to the flag.

Representatives from Wesco, Johnson Controls, and Siemens presented proposals for energy savings performance contracts.

Following the presentations, the Board discussed allowing the companies to perform walk through the facilities and need to have time for review of the information presented by the companies.

Ms. Buchanan moved to place the energy savings performance contracts on the February 3rd called Board meeting. Mr. Day seconded the motion which carried without opposition on roll call vote: yes votes – Day, Hammond, Dellinger, Buchanan, McLain, Ganger, Meredith, and Ervin.

The next item on the agenda was setting a selling price for the Boones Creek Middle School.

Director Flanary said to be in accordance with Board policy, the Board should take action to retire the facility. Dr. Flanary referenced policy 3.216 – Retirement of Facilities.

Ms. Buchanan moved to retire Boones Creek Middle School facility and property. Ms. Dellinger seconded the motion which carried without opposition on roll call vote: yes votes - Day, Hammond, Dellinger, Buchanan, McLain, Ganger, Meredith, and Ervin.

Mr. Meredith moved to set the asking price for Boones Creek Middle School at \$2 million dollars. Mr. Day seconded the motion.

Mr. Ervin moved to amend the motion to change the asking price to \$2.3 million. Ms. Dellinger seconded the motion. The amendment failed on roll call vote: yes votes – Dellinger and Ervin; no votes – Day, Hammond, Buchanan, McLain, Ganger, and Meredith.

The original motion carried on roll call vote: yes votes – Day, Hammond, Buchanan, McLain, Ganger, and Meredith; no votes – Dellinger and Ervin.

Chairman Ervin opened the floor for discussion of the TSBA Annual Convention.

Mr. Meredith said his suggestion was for each Board member to bring forth ideas and/or programs learned about at the Convention. Then in turn, ask Director Flanary and staff to research the ideas for the feasibility of implementing them in the system.

The following items were shared:

Vault – free program for students; teaches financial responsibility

CTE – shortage of workers for the trade industries; research where the shortages are

Ask the Attorney Sessions – system should annually review contracts (ex. Custodial)

Durham Bus Services – bus leasing, able parents to track their child's bus

BOEconnect

Tennessee Digital Library

Safe Schools

Brink Fidler - Defend System

The meeting was adjourned.

FY21 Budget Timeline

- Feb. 3, 2020 the State of the State address from the Governor
- Feb. 6, 2020 Director of Schools to present budget timeline to the board
- Feb. 17, 2020 Finance Director to begin meetings with department heads
- March 2, 2020 Director of Finance completion of all department head meetings
- March 2, 2020 BOE will have communicated to the Director of Schools any individual budget priorities
- March 20, 2020 Director Schools and Director of Finance finalizes expense structure of the budget to present to the board
- April 9th Board Meeting – Expense component to the Board, Revenue will only be an estimate at this point
- April 28th – Called Board Meeting for FY21 Budget
- May 1st – send FY21 Budget to County Finance Director
- May 2020 – additional Budget Meetings as necessary until Washington County Commission approves the WCDE General, Federal, & Dietary funds.

**AGREEMENT BETWEEN
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON
AND _____**

THIS AGREEMENT, is made this 1st day of (date), by and between Tennessee College of Applied Technology Elizabethton, hereinafter referred to as the User, and _____, hereinafter referred to as the Leaser, for the use of the leaser's facility located at _____.

Description of Space: (example) the space consists of one metal building. The building is approximately (2,000 sq. ft.) of leased area. The facility consist of an area of entrance with two office area with a storage closet and another room that will be used for main classroom, with drop ceilings and concrete floor covered with carpet and vinyl floor covering. Two restroom are available at the end of a hallway.

WITNESSETH: in consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this agreement according to the provisions set forth herein:

The specific use of this facility for which the parties enter into this agreement is to house the _____ Program(s).

1. The Lessor shall provide the following: (example)
 - a. Provide heat in the entire area.
 - b. Provide cooling air in the entire area.
 - c. Provide 110 volt AC current in all rooms.
 - d. Provide lighting in all area.
 - e. Provide two functional bathrooms.

2. In addition, the Lessor has agreed to: (example)
 - a. General maintenance as needed such as light bulb replacement of filters in cooling/heating equipment and plumbing and electrical maintenance.
 - b. Inside/outside of building structure.
 - c. Heating and cooling units.
 - d. Hot and cold water equipment.
 - e. Parking space as are available

3. The User shall be responsible for the following: (example)
 - a. General weekly cleaning
 - b. Telephones
 - c. Pay for utilities

4. Monthly lease of _____ payable the 15th of each month. (This amount includes bill for water usage as per verbal agreement between Tennessee College of Applied Technology at Elizabethton, and _____)

5. Required one month rent for damage deposit.

6. Effective date of this lease is _____, until _____ and by mutual agreement can be renewed in one-month segments.
7. This agreement may be terminated by either party upon giving a thirty (30) day written notice to the other party prior to termination. This agreement may be terminated without the above described notice upon grounds that the facility has been rendered unusable due to an act of God or destroyed by an unforeseen catastrophe.
8. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, disability, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

9. This agreement may be modified only by written amendment executed by all parties hereto.
10. Any and all claims against the user for personal injury and/or property damage resulting from the negligence of the college in performing any responsibility specifically required under the terms of this agreement shall be submitted to the Board of claims or the claims commission of the State of Tennessee. Damages recoverable against the college shall be expressly limited to claims paid by the Board of Claims or claims Commission pursuant to T.C.A. Section 9-8-301, et.seq.

IN WITNESS WHEREOF, the parties, through their authorized representatives, have affixed their signatures below.

Tennessee College of Applied Technology Elizabethton

BY: _____ DATE: _____

TITLE: _____

BY _____ DATE: _____

TITLE: _____

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FY21 Budget Timeline

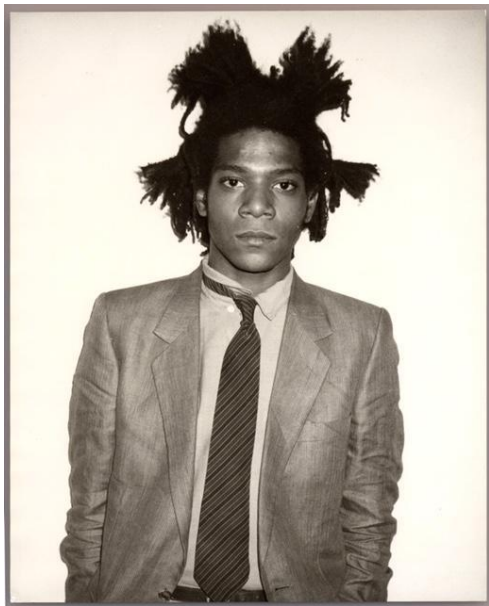
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WE ARE WASHINGTON COUNTY

An illustration featuring four Black Americans. From left to right: a woman wearing a red headwrap and a red patterned top; a woman with a blue headband and a white top; Barack Obama in a blue suit and white shirt, smiling broadly; and a man with dreadlocks wearing a light blue jacket. The background is a yellow and black geometric pattern.

By Ronquille Joyner

<https://theundefeated.com/features/the-undefeated-44-most-influential-black-americans-in-history/#introduction>



Jean - Michel Basquiat
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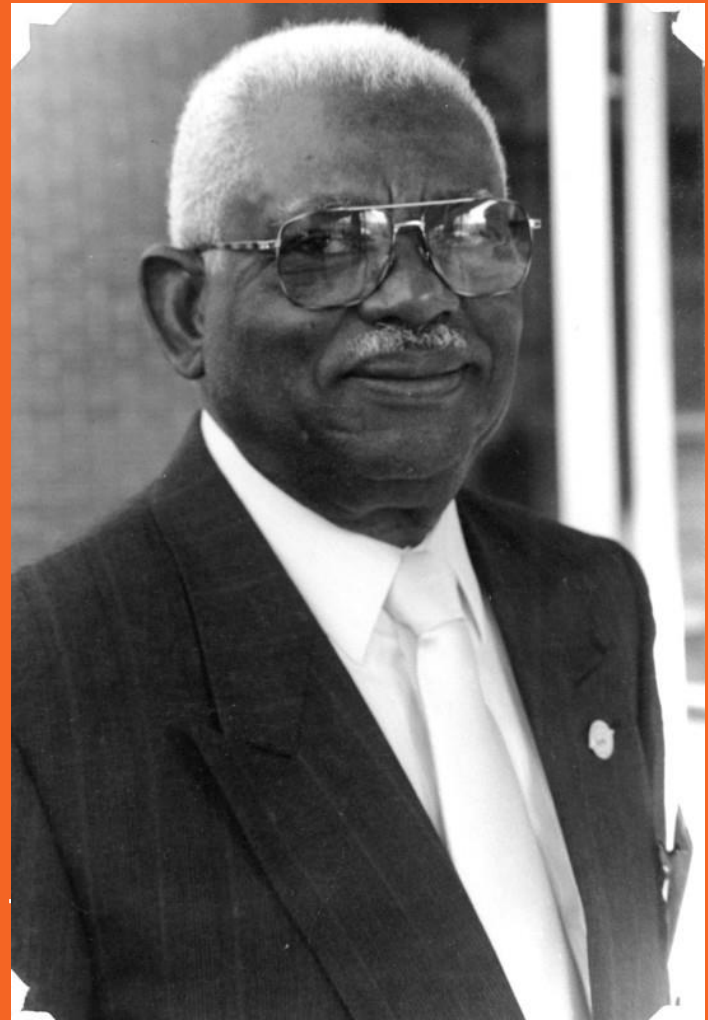


HER STORY IS REMARKABLE

she joined the Harlem Writers Guild and with help from friend and fellow author James Baldwin, went on to write *I Know Why the Caged Bird Sings* in 1969 – the first in what would become a **seven-volume, best-selling autobiographical series**. Nearly a decade later, Angelou struck poetic gold with *And Still I Rise*, a collection that remains one of her most important works.

Angelou was also a fearless and determined civil rights activist, serving as the northern coordinator for Martin Luther King Jr.'s Southern Christian Leadership Conference, and working with Malcolm X to establish the Organization of Afro-American Unity.

An outstanding student at Langston High School. He attended Swift Memorial College and graduated with honors in 1945, then earned a Bachelor's degree in Business Administration from A&I State College.



	2019 Tenure Eligibility		Hire Date	School	Tenure/Watch
1	James	Gray	7/31/2014	Asbury	Yes SY 2019-20
2	Mishayla	Hensley	7/31/2014	BCE	Yes SY 2019-20
3	Eva "Lauren"	Lyons	8/1/2013	BCE	Yes SY 2019-20
4	Candi	Wright	7/31/2015	BCE	Yes SY 2019-20
5	Leslie	Thompson	8/4/2010	CO	Yes 2019-20
6	Mindy	Myers	7/9/2018	CO	Regains, Yes SY 2019-20
7	James	Bishop	7/31/2014	DBHS	Yes SY 2019-20
8	Thomas	Gillis	7/31/2014	DBHS	Yes SY 2019-20
9	Scherry	Graham	7/31/2014	DBHS	Yes SY 2019-20
10	Catherine	Marciante	7/31/2014	DBHS	Yes SY 2019-20
11	Jesse	Taylor	1/5/2015	DBHS	Yes, SY 2019-20 45 months
12	Jeremy	Walker	7/31/2014	DBHS	Yes SY 2019-20 45
13	Katherine	Purchase	8/4/2010	DBHS	Yes SY 2019-20
14	Lauren	Chandley	7/31/2014	DCHS	Yes SY 2019-20
15	Amber	Pugh	7/31/2014	FB	Yes SY 2019-20
16	Amber	Tate	7/31/2014	FB	Yes SY 2019-20
17	Melody	Blevins	11/11/2013	Gray	Yes SY 2019-20
18	Shannon	Gray	8/24/1992	Gray	Regains, Yes SY 2019-20
19	Lindsey	Tipton	9/29/2011	Gray	Yes SY 2019-20
20	Lynn	Whitaker	8/17/1994	Gray	Regains, Yes SY 2019-20
21	Brittnay	Gray	7/31/2014	JES	Yes SY 2019-20
22	Brandi	Dugger	8/9/2012	JES	Yes SY 2019-20
23	Vicki	Woodward	8/1/2013	JES	Yes SY 2019-20
24	Megan	Shelton	8/9/2012	JES	Yes SY 2019-20
25	Joshua	Edens	7/31/2014	JMS	Yes, SY 2019-20 49 months
26	Katelyn	Dugger	12/1/2014	Lamar	Yes, 45 Months
27	Tyler	Devault	7/31/2014	RV	Yes, SY 2019-20
28	Cheryl	Honeycutt	7/31/2014	RV	Yes SY 2019-20
29	Peggy	Burgner	7/31/2014	SC	Yes, SY 2019-20
30	Lisa	Greene	8/12/2009	SS	Yes, SY 2019-20
31	Cindy	Hayes	7/1/1997	SS	Regains, Yes SY 2019-20
32	Christa	Merkel	08/17/2016 rehi	WV	Regains

Athletics Committee Meeting

The Athletics Committee met February 12, 2020 at 4:30 p.m. in the Central Office.

Those present were Chairman Todd Ganger, Chad Fleenor, Jason Day, Josh Kite, Danny Good, Brandon McKee, and Darrell Barnwell. David Hammond, and Ronquille Joyner were absent.

Chairman Ganger called the meeting to order.

On behalf of Grandview Elementary Principal Rachel Adams and the Blue & Gold Club, Mr. Kite presented a request to concrete the batting cages at the athletic complex. He added the estimate of the project was \$4, 500 and funded by the Blue & Gold Club.

On a motion by Mr. Fleenor and seconded by Mr. Good, the Committee approved the request to concrete the batting cages contingent on approval of the project by Mr. Patrick.

Mr. Good and Mr. Kite reported on the winter and spring sports that have begun.

Mr. McKee asked for clarification on the athletic contract allowing athletes to play sports if they passed the previous year by passing 6 out of 8 subjects. It was confirmed this is allowed.

Mr. Ganger asked Mr. Barnwell to discuss the middle school golf program.

Mr. Barnwell said the current program is a community team and not registered through the schools. He requested guidance for going forward and asked if the sport should be sanctioned.

Mr. Ganger said the Committee would further discuss the program at next month's committee meeting. He noted a stipend would be required if it is decided to sanction the middle school golf program.

The Committee discussed potentially combining middle school baseball and softball teams. The Athletic Directors will provide participation numbers at the next Committee meeting.

The Committee scheduled the next Athletics Committee for March 2nd at 5:00 p.m.

Mr. Ganger said he would see that the full Board is aware that the Committee will be exploring the idea to combine the middle schools' baseball and softball programs .

Mr. Fleenor suggested to also notify the administrators.

Mr. Good brought for discussion requiring coaches to obtain a CDL beginning next school year. This would be an effort to aide in securing drivers for athletic events.

Mr. Ganger said this could be an administrative action and he will discuss the matter with Dr. Flanary.

The meeting was adjourned.

Respectfully submitted:

Todd Ganger
Chairman, Athletics Committee

The Facilities Committee of the Washington County Board of Education met on Wednesday, February 5, 2020 at 4:30 p.m. in the Board Room of the Central Office. Those present were Jason Day, Annette Buchanan, Todd Ganger, and Phillip Patrick. Also present was Chad Fleenor. Committee members David Hammond and William Flanary were absent.

Mr. Day asked for an update on the following: handicap ramp at Daniel Boone High (will begin when weather permits), David Crockett High baseball field (ditch dug and filled with rock along the road of the field), new playground equipment at Boones Creek Elementary has arrived and needs installed (Mr. Patrick requested the individuals contact him to ensure the installer is playground certified), new outside benches for Boones Creek Elementary (Mr. Patrick said the school did not purchase the correct benches – do not match what has been installed), tile in the shower in the locker room at David Crockett High (it has been fixed), and the brick repair at Gray Elementary.

The Committee discussed the brick repair and the current estimate for the project. Mr. Patrick said it would require a re-bid of the project for an updated estimate. The Committee request Mr. Patrick to go ahead and inform the HEW Committee a request will be forthcoming.

On a motion by Mr. Ganger and seconded by Ms. Buchanan, the Committee unanimously approved and recommends to the full Board to allow BLS Thompson & Litton to provide a budgetary number for the re-brick project at Gray Elementary School.

The Committee discussed the stadium improvements at Daniel Boone High and David Crockett High that has remained on the capital priority list for a number of years. Mr. Day expressed the need for an updated estimate for the projects. The Committee requested to find out what company is constructing the new stadium at Unicoi High School. The Committee also discussed visiting the stadium when it is completed.

Mr. Patrick reported the contract for the cooling tower at Jonesborough Elementary had been executed.

The Committee discussed turning the power and water off at the old Boones Creek. Mr. Fleenor requested to find out if the lights and power need to be kept on for insurance purposes.

Mr. Fleenor asked if the Bear outlays in the gym floor at the old Boones Creek Middle had been removed. Mr. Patrick said an attempt had been made. He continued it would result in leaving a hole and could possible effect the foundation.

The meeting was adjourned.

Respectfully submitted,

Jason Day

Chairman, Facilities Committee

**Washington County
Department of Education
MEMORANDUM
DIRECTOR'S OFFICE**

DATE: February 13, 2020
TO: All Board Members
FROM: Finance Committee
SUBJECT: Finance Committee Meeting-December Financials

The Finance Committee met on Thursday, February 13, 2020 at 4:30 p.m. at the WCDE Central Office. Those present for the meeting were Chairman Phillip McLain, committee members Mary Beth Dellinger, Mitch Meredith, Annette Buchanan, Director of Schools Dr. Flanary, Dr. Holcombe, and Director of Finance Brad Hale. Also in attendance were Angelia Guinn, and Paul Masters.

The Committee considered the General Fund financial statements for the month of December 2019 and the committee recommends approval.

The Committee considered the Federal Fund financial statements for the month of December 2019 and the committee recommends approval.

The Committee considered Federal Projects Title Inventory disposition. The Committee recommends approval.

The Committee considered an I.T. Van purchase through the state contract. Budgeted funds are available for this purchase. The Committee recommends approval.

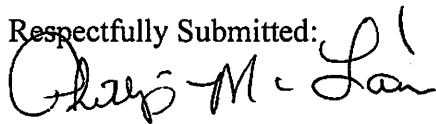
The Committee considered a request to modify the WCDE Nurse pay scale to match the tiered structured methodology the BOE previously approved for the Bookkeepers and Data Clerks. This will take effect on July 1, 2020. The Committee recommends approval.

The Committee considered a General Fund Internal Budget Amendment for category 71300. Since these funds are being reallocated with the same budgeted category this does not need Washington County Commission approval. The Committee recommends approval.

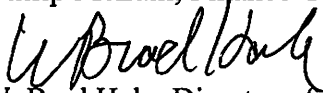
The Committee considered a request to put a fencing project at Grand View Elementary School out for bid. This will be covered by the Safe Schools Grant and is estimated to be around \$18,000. The Committee recommends approval.

The Committee considered a request from the Director of Schools to approve a 2nd Assistant Principal position at the new BCES through the end of FY20. The Committee approved sending this to the full board for consideration.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Phillip McLain". The signature is written in a cursive style with a large initial "P".

Phillip McLain, Finance Committee Chairman

A handwritten signature in black ink, appearing to read "W. Brad Hale". The signature is written in a cursive style with a large initial "W".

W. Brad Hale, Director of Finance

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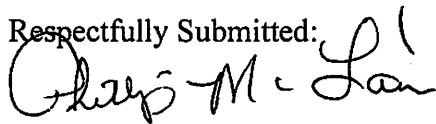
The Committee considered a request to modify the WCDE Nurse pay scale to match the tiered structured methodology the BOE previously approved for the Bookkeepers and Data Clerks. This will take effect on July 1, 2020. The Committee recommends approval.

The Committee considered a General Fund Internal Budget Amendment for category 71300. Since these funds are being reallocated with the same budgeted category this does not need Washington County Commission approval. The Committee recommends approval.

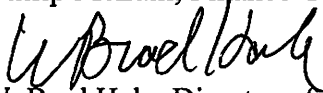
The Committee considered a request to put a fencing project at Grand View Elementary School out for bid. This will be covered by the Safe Schools Grant and is estimated to be around \$18,000. The Committee recommends approval.

The Committee considered a request from the Director of Schools to approve a 2nd Assistant Principal position at the new BCES through the end of FY20. The Committee approved sending this to the full board for consideration.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Phillip McLain". The signature is written in a cursive style with a large initial "P".

Phillip McLain, Finance Committee Chairman

A handwritten signature in black ink, appearing to read "W. Brad Hale". The signature is written in a cursive style with a large initial "W".

W. Brad Hale, Director of Finance



Dr. William R. Flanary
Director of Schools

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

January 24, 2020

Dear Board Members:

Several pieces of equipment purchased with Federal Projects funds are obsolete, lost, or have been damaged beyond repair. In accordance with federal guidelines, this equipment must be deleted from the Title program inventories. These items are listed on an attached form (see Washington County Department of Education Federal Equipment Disposition Report) for approval at the February 6, 2020 board meeting. This procedure is to provide assurance that all equipment being written off the Title programs inventories are disposed of in compliance with Education Department General Administrative Regulations (EDGAR) and other rules and regulations.

I am presenting these inventory items to the Board for disposition.

Sincerely,

A handwritten signature in black ink that reads 'Ellis Holcombe'.

Ellis Holcombe
Director of Federal Projects

Board of Directors

Annette Buchanan
Keith Ervin
David Hammonds

Jason Day
Chad Fleenor
Phillip McLain

Mary Beth Dellinger
Todd Ganger
Mitch Meredith

Washington County Department of Education Federal Equipment Disposition Report

Description of Property	Serial or Other Identification Number	Cost	Acquisition Date (MO/Y)	School	Location of Property	Insurance removal	Ready for Disposition	Reason	Type of Inventory
SHELF	'SH-4	\$ 106.00	1993.01	BCM	106-Brown	No	Yes	Obsolete	Title I
SHELF	'SH-5	\$ 106.00	1993.01	BCM	108-Brown	No	Yes	Obsolete	Title I
SHELF	'SH-24	\$ 106.00	1993.01	BCM	201-Carr	No	Yes	Obsolete	Title I
DELL 24" WIDESCREEN ULTRA SHARP MONITOR	347033941	\$ 485.19	2010.01	CO	J. Whitaker	No	Yes	Beyond Repair	Title I
21ST COMPUTER	25BMQG1	\$ 692.00	2010.01	ARRA	DCHS	Yes	Yes	Beyond Repair	Title I
21ST COMPUTER	44BMQG1	\$ 692.00	2010.01	ARRA	DCHS	Yes	Yes	Beyond Repair	Title I
21ST COMPUTER	69BMQG1	\$ 692.00	2010.01	ARRA	DCHS	Yes	Yes	Beyond Repair	Title I
21ST MONITOR	CNOTP2227373185JDFJU	\$ 692.00	2010.01	ARRA	DCHS	Yes	Yes	Beyond Repair	Title I
21ST MONITOR	CNOTP2227373185JE25U	\$ 692.00	2010.01	ARRA	DCHS	Yes	Yes	Beyond Repair	Title I
21ST MONITOR	CNOTP2227373185JE2EU	\$ 692.00	2010.01	ARRA	DCHS	Yes	Yes	Beyond Repair	Title I
OVERHEAD CABINET	'859	\$ 129.00	1993.01	FB	505-M.Akers (PE Office)	No	Yes	Beyond Repair	Title I
FILE CABINET	'516	\$ 105.00	1976.01	FB	Shaft Room	No	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	11BMQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	2V9MQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	33BMQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	56BMQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	72BMQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	729MQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SS 21ST COMP/HD	84BMQG1	\$ 544.00	2009.01	GV	132-Ratliff	Yes	Yes	Beyond Repair	Title I
SMART AIRLINER	8FZ003657	\$ 334.00	2009.01	GV	115-Neeley	No	Yes	Beyond Repair	Title I
TABLE	T-15 96.21	\$ 231.55	1996.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
TS 21ST SM MONITOR	CNOTP2227373185H8VTU	\$ 148.00	2009.01	GV	131-Simons	No	Yes	Beyond Repair	Title I
SS 21ST MONITOR	CNOTP2227373185H8VLU	\$ 148.00	2009.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
SS 21ST MONITOR	CNOTP2227373185H8VPU	\$ 148.00	2009.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
SS 21ST MONITOR	CNOTP2227373185H8VUU	\$ 148.00	2009.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
SS 21ST MONITOR	CNOTP2227373185JDE5U	\$ 148.00	2009.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
SS 21ST MONITOR	CNOTP2227373185JDF3U	\$ 148.00	2009.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
SS 21ST MONITOR	CNOTP2227373185JAAGU	\$ 148.00	2009.01	GV	132-Ratliff	No	Yes	Beyond Repair	Title I
SMARTBOARD	SB680-R2-498537	\$ 1,225.00	2008.01	JES	144-Aurigema	Yes	Yes	Beyond Repair	Title I
TS 21ST MM MONITOR	*8069674	\$ 697.00	1998.01	JES	144-Aurigema	Yes	Yes	Obsolete	Title I
TS 21ST LASER DISK	*RKEA027386CC	\$ 659.90	1998.01	JES	144-Aurigema	Yes	Yes	Obsolete	Title I
ELMO DIGITAL VISUAL PRESENTER	104807	\$ 632.00	2008.01	JES	144-Aurigema	Yes	Yes	Obsolete	Title I
TS 21ST TECH TEACHER CART	*TTS-16	\$ 450.00	1998.01	JES	144-Aurigema	No	Yes	Obsolete	Title I
SMARTBOARD WIRELESS SLATE	7JZ015288	\$ 334.00	2008.01	JES	144-Aurigema	No	Yes	Obsolete	Title I
RECTANGLE AREA RUG	*RGO2	\$ 329.99	2008.01	JES	103-Osborne	No	Yes	Beyond Repair	Title I
TS 21ST MONITOR	*CN-OF5035-64180-5AE-1DLK	\$ 186.00	2006.01	JES	144-Aurigema	No	Yes	Obsolete	Title I
TS 21ST MONITOR	*CN-OF5035-64180-5AE-1DLK	\$ 186.00	Title II	JES	144-Aurigema	No	Yes	Obsolete	Title II
SS 21ST COMP/HD	*202TX81	\$ 788.00	2008.01	JMS	206-Washington	Yes	Yes	Obsolete	Title I
SS 21ST COMP/HD	*502TX81	\$ 788.00	2006.01	JMS	206-Washington	Yes	Yes	Obsolete	Title I
SS 21ST COMP/HD	*H12TX81	\$ 788.00	2008.01	JMS	206-Washington	Yes	Yes	Obsolete	Title I
SS 21ST PRINTER	*CNLBB20171	\$ 575.00	2006.01	JMS	206-Washington	Yes	Yes	Obsolete	Title I
SMARTBOARD WIRELESS SLATE	*7CZ037166	\$ 334.00	2008.01	JMS	206-Washington	No	Yes	Obsolete	Title I
SS 21ST MONITOR	*CN-OF5035-64180-59D-37KK	\$ 186.00	2006.01	JMS	206-Washington	No	Yes	Obsolete	Title I
SS 21ST MONITOR	*CN-OF5035-64180-59D-38FK	\$ 186.00	2006.01	JMS	206-Washington	No	Yes	Obsolete	Title I
TS 21ST SM MONITOR	*CN-0Y4413-72872-54P-45FL	\$ 186.00	2006.01	JMS	109-Anderson	No	Yes	Obsolete	Title I
SS 21ST MONITOR	CN-0Y4413-72201-480-1THL	\$ 150.00	Title II	JMS	206-Washington	No	Yes	Obsolete	Title II
TS 21ST PRINTER	*MY7531ROPX	\$ 120.00	2006.01	JMS	109-Anderson	No	Yes	Obsolete	Title I
SS 21ST PRINTER	*USB8828863	\$ 635.00	1994.01	LAMAR	158-Haga	Yes	Yes	Beyond Repair	Title I
IPAD Air 2 Wi-Fi 16GB Space G	DMQRHEJ4G5VJ	\$ 379.00	2016.01	LAMAR	119-Library	No	Yes	Lost/Stolen-Police Report Filed #	Title I
DELL LATTITUDE LAPTOP D830	F4YRGG1	\$ 1,289.18	2008.01	SC	105-B.Moody	Yes	Yes	Obsolete	Title I
CD/CASSETTE PLAYER (5 HEADSETS)	*CDP 91-2455PLC	\$ 366.99	2003.01	SC	100-Title I Lab	No	Yes	Beyond Repair	Title I
DESK	'DSK-12	\$ 218.00	1993.01	SC	100-Title I Lab	No	Yes	Beyond Repair	Title I
SHELF	'SH-80	\$ 168.00	2006.01	SC	107-J.Adkins	No	Yes	Beyond Repair	Title I
SS 21ST PRINTER	*MY5483B172	\$ 160.00	2008.01	SC	102-K.Johnson	No	Yes	Beyond Repair	Title I
SMART AIRLINER	9BZ003066	\$ 334.00	2009.01	SS	154-O'Neal	No	Yes	Beyond Repair	Title I
ELMO DIGITAL VISUAL PRESENTER	*128426	\$ 663.30	2006.01	WV	137-Blackburn	Yes	Yes	Obsolete	Title I
SS 21ST COMP/HD	7VCCZ51	\$ 525.00	Title II	WV	146-Dolen	Yes	Yes	Obsolete	Title II
SS 21ST MONITOR	CN-0Y4413-72201-49F-10YL	\$ 150.00	Title II	WV	146-Dolen	No	Yes	Obsolete	Title II
FILE CABINET	'520	\$ 115.00	1977.01	WV	176-Salyer	No	Yes	Beyond Repair	Title I

Current FY20 Budget

Washington County Board of Education		2019-2020	2019-2020	2019-2020	Amendment # 1	2019-2020	
Estimated Expenditures		Step Increase	Budget + 1%	Original Budget	Increase	Budget	Justifications
		Budget Draft	Budget Draft	Approved	(Decrease)	Amendment # 1	
Vocational Education Program - 71300							
71300116	Vocational Teachers (approx. 32)	1,602,124	1,618,145	1,634,166	1,050	1,635,216	Increase, experience, education, % State & Local raise
71300117	Career Ladder Program	2,000	2,000	2,000		2,000	Flow-through from state for eligible certified personnel
71300127	Career Ladder Extended Contracts	-	-	-		-	Program cut
71300163	Educational Assistants (2)	12,277	12,400	12,523		12,523	Increase experience, % State & Local raise
71300188	Bonus	-	-	-		-	
71300195	Certified Substitute Teachers	10,000	10,000	10,000		10,000	Certified substitute teachers \$60 per day
71300198	Non-Certified Substitute Teachers	15,000	15,000	15,000		15,000	Certified substitute teachers \$55 per day
71300201	Social Security	101,767	102,768	103,769		103,769	Increase due to salaries, rate of 6.20%
71300204	State Retirement	171,698	173,413	175,128		175,128	Increase due to salaries, rate of 10.63% and 9.61% (was a TCRS Increase)
71300206	Life Insurance	870	870	870		870	Certified personnel \$25,000 support \$15,000
71300207	Medical Insurance	229,967	229,967	229,967		229,967	Local portion of medical insurance
71300212	Employer Medicare	23,800	24,034	24,268		24,268	Increase due to salaries, rate of 1.45%
71300299	Other Fringe Benefits	503	503	503		503	Bd disability, vision, and retirement incentives
71300429	Instructional Supplies & Materials	82,530	82,530	82,530		82,530	State funds for vocational teacher supplies
71300730	Vocational Instruction Equipment	16,000	16,000	16,000		16,000	State funds for vocational teacher equipment
Total Vocational Education		2,268,536	2,287,630	2,306,724		2,307,774	

Revised FY20 Budget

Washington County Board of Education		2019-2020	2019-2020	2019-2020	Amendment # 1	BOE Internal Amend. # 1	2019-2020	
Estimated Expenditures		Step Increase	Budget + 1%	Original Budget	Increase	Increase	Budget	Justifications
		Budget Draft	Budget Draft	Approved	(Decrease)	(Decrease)	Amendment # 1	
Vocational Education Program - 71300								
71300116	Vocational Teachers (approx. 32)	1,602,124	1,618,145	1,634,166	1,050		1,635,216	Increase, experience, education, % State & Local raise
71300117	Career Ladder Program	2,000	2,000	2,000			2,000	Flow-through from state for eligible certified personnel
71300127	Career Ladder Extended Contracts	-	-	-			-	Program cut
71300163	Educational Assistants (2)	12,277	12,400	12,523			12,523	Increase experience, % State & Local raise
71300188	Bonus	-	-	-			-	
71300195	Certified Substitute Teachers	10,000	10,000	10,000			10,000	Certified substitute teachers \$60 per day
71300198	Non-Certified Substitute Teachers	15,000	15,000	15,000			15,000	Certified substitute teachers \$55 per day
71300201	Social Security	101,767	102,768	103,769			103,769	Increase due to salaries, rate of 6.20%
71300204	State Retirement	171,698	173,413	175,128			175,128	Increase due to salaries, rate of 10.63% and 9.61% (was a TCRS Increase)
71300206	Life Insurance	870	870	870			870	Certified personnel \$25,000 support \$15,000
71300207	Medical Insurance	229,967	229,967	229,967			229,967	Local portion of medical insurance
71300212	Employer Medicare	23,800	24,034	24,268			24,268	Increase due to salaries, rate of 1.45%
71300299	Other Fringe Benefits	503	503	503			503	Bd disability, vision, and retirement incentives
71300429	Instructional Supplies & Materials	82,530	82,530	82,530		(3,000)	79,530	State funds for vocational teacher supplies
71300718	Motor Vehicle					3,000	3,000	CTE Vehicle
71300730	Vocational Instruction Equipment	16,000	16,000	16,000			16,000	State funds for vocational teacher equipment
Total Vocational Education		2,268,536	2,287,630	2,306,724			2,307,774	

TO: Finance Committee Members
FROM: Brad Hale, Director of Finance
DATE: February 6, 2020

SUBJECT: Financial Statements Summary for December 2019

After reviewing the financial statements for December, the following line items need to be considered:

REVENUE (General Fund December 2019)

40110000 – Current Property Tax

The collections for the month of December were \$4,184,908.84 which is \$705,504.32 more than collected in December 2018. This is due to the timing of Property Taxes received and processed through the Trustee's office.

40120000 – Property Tax – Prior Year

The collections for the month of December were \$34,561.95 which is \$10,554.58 more than collected in December 2018.

40125000 – CLK/Master Collections-Prior

The collections for the month of December were \$103.69, which was consistent with December 2018.

40130000 – Clerk & Masters Collections

The collections for the month of December were \$5,386.28, which is \$2,689.66 less than collected in December 2018. This was due to the timing of funds received.

40140000 – Interest and Penalty – Delinquent Tax

The collections for the month of December were \$6,945.58, which is \$921.13 more than collected in December 2018.

40161000 – Payments in Lieu of Taxes-TVA

The collections for the month of December were \$0.00, this is consistent with December 2018 in this line item.

40210000 – Local Sales Tax

The collections for the month of December were \$1,348,576.15 which is \$63,543.31 more than collected in December 2018.

REVENUE (cont'd)

40270000 – Business Tax

The collections for the month of December were \$5,938.02 which is \$1,383.35 less than collected in December 2018.

40275000 – Mixed Drink Tax

The collections for the month of December were \$0.00 which is the same as December 2018.

41110000 – Marriage License

The collections for the month of December were \$109.32, which is \$9.08 more than collected in December 2018.

43517000 – Tuition - Other

The collections for the month of December were \$2,625.00 for the BCES Pre-K.

43581000 - Community Service Fees – Children

The collections for the month of December were \$40,263.80 for the extended school program at Boones Creek Elementary, Fall Branch, Grandview, Gray, Jonesborough Elementary, Jonesborough Middle, Lamar, Ridgeview, Sulphur Springs and West View. This is \$11,531.00 more than December 2018.

44110000 – Interest Earned on Deposits

Interest earned for the month of December was \$14,053.99 which is \$11,068.65 more than earned in December 2018.

44520000 – Insurance Recovery

Revenue of \$0.00 was realized in December.

44530000 – Sale of Equipment

Revenue of \$1,850.07 was received in this line item. This was from the sale of a van, drill press, and other misc. items on GovDeals.

44570000 – Contributions & Gifts

Revenue of \$0.00 was received in this line item.

44990000 - Other Local Revenue - Tags

Revenue of \$0.00 was received in December, which is consistent with the prior year. This revenue is from School Tags purchased.

REVENUE (cont'd)

44991000 - Other Local Revenue

Revenue of \$0.00 was received in December from Athletic Facility Field rentals.

44992000 - Other Local Rev- Royalties

Revenue of \$2,941.00 was received for school bus advertising which is \$719.00 more than December 2018. No revenue is realized for this line item in July and August.

46511000—Basic Education Program

Revenue of \$3,563,200 was received from the state for BEP, which is \$98,000 more than December 2018. No BEP payments are received in the months of May and July.

46515000—Early Childhood Education

Revenue of \$0.00 was received is consistent with December 2018.

46590000—Other State Funds

Revenue of \$0.00 was received in December which is consistent with December 2018.

46610000 – Career Ladder Program

Revenue of \$0.00 was received from Career Ladder which is consistent with December 2018.

46851000 – State Revenue Sharing-T.V.A.

Revenue of \$0.00 was received in December which is \$0.00 more than December 2018.

46980000 – Other State Grants

Revenue of \$17,801.20 was received in December which is \$1,116.45 more than December 2018. This is for the TSW Grant for the October reimbursement.

47640000 – ROTC Reimbursement

Revenue of \$7,107.39 was received which is \$17,509.24, less than December 2018. This is due to the timing of reimbursements received for ROTC staff.

REVENUE (cont'd)

Overall December 2019 Revenue Compared to December 2018 Revenue

Revenue in December 2019 was \$9,240,685.08 compared to \$8,434,916.65 in December 2018. This is \$805,768.43 more than December 2018.

- The largest increase in revenue was from Property Taxes with an additional \$705,504.32 received over December 2018. This is due to the timing of Property Taxes collected at the Trustee's office.
- Other key revenue increases are as follows:
 - \$63,543.31 in additional Sales Tax collections
 - \$11,531.00 in additional revenue from the SACC Program
 - \$11,068.65 in additional Interest Income
 - \$98,000 in increased BEP funding

KEY EXPENDITURES (General Fund December 2019)

71100399 – Other Contracted Services

Expenditures of \$439,066.83 were incurred in this line item for the University School revenue portion payment for the month of December 2019.

71100499 – Other Supplies & Materials

The following key expenses were incurred in this line item in December 2019.

- \$7,252.70 to TN Office Supply for 260 cases of copy paper
- \$4,999.98 to DCHS, GV, LES, RVES, SCES, SSES for \$833.33 each in payment of the Wal-Mart Robotics Grand funds

72120499 Other Supplies and Materials

The expenditures of \$2,682.78 were incurred by School Health for clinic Supplies & Materials

72210524 – In Service / Staff Development

The total expenses incurred in the line item \$4,980.93 for Professional Development registrations, lodging, and expenses

72220399 – Other Contracted Services

An expense was incurred in this line item for \$5,872.50 to Mini-Miracles for OT/PT SPED students

EXPENDITURES (cont'd)

72250399 – Other Contracted Service

Expenses of \$1,680.00 to ENA in payment of the annual bus GPS system were incurred

72250499 – Other Supplies & Materials

The following key expenses were incurred in this line item for December 2019.

- \$4,173.91 to PCM, Inc for 125 Kingston Q500 computer setups, system wide stock
- \$3,293.60 to CDW-G for 10 NEC Projectors, system wide stock
- \$3,289.66 to Verizon, Tech Dept. phones

72310305 – Audit Services

The expenses of \$37,903.00 were incurred to Blackburn, Childers, & Steagall for the payment of the FY19 School Activity Funds audit services

72320399 – Other Contracted Services

Total expenses of \$6,577.12 were incurred, most of which was for system copier leases for Asbury, C.O., DCHS Graphic Arts, and Midway

72610399 – Other Contracted Services

Key expenses incurred were as follows:

- \$1,800.00 for grease trap service for Valley Proteins
- \$1,481.00 for pest control services
- \$1,332.62 to Chem-Qqua for the DCHS Chiller monitoring

72610499 – Other Supplies

The total expenses of \$7,840.25 were incurred for system wide Athletic Facilities Grounds supplies and equipment maintenance

72620499 – Other Supplies and Materials

The total expenses of \$37,914.16 incurred in this line item. The key expenses were as follows.

- \$6,941.28 for electrical maintenance supplies
- \$2,975.86 for HVAC supplies
- \$2,158.77 for Paint & Supplies
- \$6,393.52 for plumbing supplies
- \$12,812.38 for general maintenance materials & supplies
- \$4,976.35 to TN Office Supply for office furniture
- \$1,656.00 to Rackley East TN for DCHS roof repairs

EXPENDITURES (cont'd)

72620701 – Administration Equipment

The following key expenses were incurred in this line item for December.

- \$3,750.00 for Food Service Equipment
- \$83,395.00 to Musco Sports for the DCHS softball lighting project materials
- \$14,045.00 to Solar Technologies for technology being purchased through the Safe Schools Grant

Overall December 2019 Expenses Compared to December 2018 Expenses

Expenses in December 2019 were \$6,023,925.72 compared to \$5,985,515.02 in December 2018. This is \$38,410.70 more than in December of 2018. This is nearly expense neutral from last December. The items listed below should be considered when analyzing this:

- System salary expense was \$195,706.43 less (not including fixed costs). This was due to the December 2018 Christmas Bonus that did not reoccur in December 2019
- Certified Substitute Teacher expensed increased by \$4,167.48
- Non-Certified Substitute Teacher expense increased by \$12,612.50
- Other Contracted Services in expense line item 141E 71100-399 increased by \$88,162.57 with approximately \$25,000 being paid to Frontline Education for set-up and pro-rated annual fee for the Substitute Management System, with an approximately \$50,000 increase in contractual revenue sharing to the University School
- Trustee's Commission increased by \$15,125.19 in expense line item 141E 72310-510
- Administration Equipment in expense line item 141E 72620-701 for \$103,490.00 as previously outlined for Food Service Equipment, DCHS Softball field lighting, and technology equipment being purchased through the Safe Schools grant

**Washington County Board of Education
Policy Activity Report
Called Meeting 2.3.2020**

The following policies passed on second and final reading:

- 5.107 Application for Employment
- 5.118 Background Investigations
- 5.302 Sick Leave
- 5.305 Family and Medical Leave
- 5.403 Drug and Alcohol Testing for Employees
- 5.801 Recruitment and Selection
- 5.802 Qualifications/Duties

The following policies passed on second reading after first reading was waived:

- 4.704 Promotion and Retention
- 5.700 Interim & Temporary Employees

The following policy was deleted:

- 6.306 Student Conduct

The following policies passed on first reading and will move to second reading at the next policy meeting:

- 6.202 Home Schools
- 6.207 Withdrawals
- 6.208 Release during School Hours
- 6.209 Child Custody and Parental Access
- 6.302 Procedural Due Process
- 6.305 Student Concerns, Complaints, and Grievances

The following policies were tabled until the next policy meeting:

- 1.803 Tobacco/Vaping Free Schools
- 6.200 Attendance

