

The Washington County Department of Education met in regular session on August 27, 2024 at 5:30 PM in the Central Office. Attendance is as follows: **Present:** Annette Buchanan, Mary Beth Dellinger, Keith Ervin, Chad Fleenor, David Hammond, Gregg Huddleston, Mike Masters, Whitney Riddle, Vince Walters..

Chairman Mike Masters turned the meeting over to Mr. Boyd.

Enrollment was discussed at the last meeting. "Current school enrollment stands at just under 8,100 students."

\*An additional teacher has been added to Gray, 6th grade.

\*An additional teacher has been added to JES, 3rd grade. An instructional assistant was also added to the kindergarten class, because of numbers.

\*An additional teacher has been added to FBS, 3rd grade. An instructional assistant was also added to the kindergarten class, because of numbers.

JES and FBS may need another teacher in those areas if numbers continue to grow.

Interim has been added to Lamar Pre-K because of numbers.

Farm Day, sponsored by Farm Bureau changed grade level participation to 4th grade.

There were several discussions about how important agriculture is to our area.

No action was taken.

Overnight trips discussed. Deadline of forms discussed.

Magma Math Platform - 2500 license -\$37,500 for 1 year

This will cover certain grade levels, especially high school Algebra. We will initiate this program in January and run through spring. It will be discussed during the budget to determine if the program can be scaled to other grades.

Brad Hale provided a preliminary overview of the budget.

Several dental offices have stopped taking Cigna Dental insurance. Mr. Boyd has expressed concern and has requested that we look into finding better dental insurance options for our employees, along with identifying dental providers that our employees can visit. We are looking at plans for better vision insurance as well. HR is proposing Blue Cross. Documents are attached to compare the plans.

Work continues at high schools. DCHS had their first game and everything went well. A lot of compliments. Hopefully, by Musket Bowl on th 6th the job will be complete. Crockett band did a great job. Speakers are arriving by next week for both high schools. Keith Ervin asked about Lamar tiles. Mr. Boyd has not forgotten this project. It will be discussed and taken care of at a later time. Security is moving forward with the installation of the vestibules. Mr. Boyd has received clarification that security measures are being handled effectively. Raptor systems continue to work effectively.

Dr. Adams has responded regarding the van purchase. The van needs to be titled, and an inverter installed so that the hot carts can be plugged in. Additionally, a lift needs to be installed to allow the hot carts to be loaded onto the back.

We are still in the process of looking for another van to meet our needs.

Keith Ervin brought up Geothermal options. The board will be discussing the plan soon.

The Family Life Annual Public Hearing is coming up in September. This is a very important area of discussion, and it would be beneficial if all board members could attend.

Retired teachers will be recognized at the September meeting.

The annual superintendents' conference is coming up in September, as well as another conference where 50 superintendents were chosen to attend. These meetings will not disrupt any board workshops or meetings.

Overview of the next MOU.

Highlighted areas to discuss in September's meeting:

- \*Provide and protect planning for teachers

- \*Clarification of personal days

- \*Added incentive for retirement

Meeting Adjourned

Attn: 4<sup>th</sup> Grade Teachers

Sullivan & Washington Counties Schools

Re: Farm Tour Days September 24<sup>th</sup> and 25<sup>th</sup>

Agriculture continues to be a large industry for Washington and Sullivan Counties and Tennessee. Many people are directly and indirectly involved with agriculture here in our community. Everyone in society should understand and realize the importance of agriculture. Farm Bureau "Ag in the Classroom" would like to take this opportunity to open the Appalachian Fairgrounds in Gray for a simulated farm tour for 4<sup>th</sup> grade students -no parents or siblings in Washington County and Sullivan County.

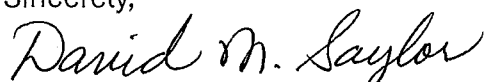
The tour times will be from 9:00 A.M. till 2:00 P.M. each day. A "pizza" lunch with water and cookies will be provided. If any of your students or co-teachers have special dietary restrictions, we suggest a bag lunch be brought with them that day. We plan of having 2 building areas for lunch to allow classes plenty of room to spread out. Plan on being there around 2 ½ hours; inclusive of your lunch block. Early response for scheduling your tour is encouraged and scheduling will be based on the order as calls are received. If you would like to schedule a visiting time for the farm tour or would like more information, then please contact 423-753-1680 no later than September 16<sup>th</sup>. When you call, please be prepared to give us the contact teacher's name and email address, school, and the number of students that will be attending and the estimated two-hour block that you would like to reserve. Also, please let us know if your class will be staying for lunch. This makes a difference in how many pizzas we order.

Some of the tour demonstrations include:

- |                |                   |
|----------------|-------------------|
| Dairy Cattle   | Horticulture      |
| Milking Parlor | Fruits            |
| Beef Cattle    | Vegetables        |
| Sheep          | Poultry           |
| Equine         | Crops             |
| Goats          | 4-H               |
| Pigs           | Soil Conservation |
| Honeybees      | Wildlife          |
| Farm Safety    | Forestry          |

Time Slots
Tour – 9:00-11:30 a.m. Lunch at 11:00 a.m.
Tour – 9:30-12:00 noon Lunch at 11:30 a.m.
Tour – 10:00-12:30 p.m. Lunch at 12:00 p.m.
Tour – 10:30-1:00 p.m. Lunch at 12:30 p.m.
Tour – 11:00-1:30 p.m. Lunch at 11:00 a.m.
Tour – 11:30-2:00 p.m. Lunch at 11:30 a.m.

Sincerely,



Washington County Farm Bureau Board of Directors  
David M. Saylor, President

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## Animal Exhibits

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**CSH CSH** <csh@wcde.org>

Thu, Aug 8, 2024 at 2:06 PM

To: David Little <littlel@wcde.org>, Jordan Hughes <littletonj@wcde.org>, Robin STREET <streetr@wcde.org>, Leslie LYONS <lyonsl@wcde.org>, Mark MERRIMAN <merrimanm@wcde.org>, James Wernke <wernkej@wcde.org>, John McKinney <mckinneyj@wcde.org>, Amy Lawson <lawsona@wcde.org>, Jamie Gray <grayj3@wcde.org>, Tara Churchwell <churchwellt@wcde.org>, Matt Combs <combsm@wcde.org>, ASHLEY Davis <keysa@wcde.org>, Stephanie GRAY <grays2@wcde.org>

Cc: Jacki Wolfe <wolfej@wcde.org>, Jerry Boyd <boydj@wcde.org>

Good afternoon everyone!

As we plan for our upcoming field trips to the Appalachian Fair, I wanted to address health and safety measures related to visiting the animal exhibits. Following last year's experience, where some students became ill after the trip, we are implementing additional precautions to ensure the well-being of all participants.

Our measures will include:

- **Enhanced Hand Hygiene:** Ensuring regular hand washing. Use hand sanitizer with 60% alcohol only when soap and water is not available. As there are restrooms at the fairgrounds, there should be no reason children should not be able to wash their hands. I am also aware that not all restrooms at the fair have soap. To ensure all students can effectively wash their hands, I recommend bringing a bottle of hand soap for each restroom; one for the girls' and one for the boys'. An antibacterial soap is recommended. Examples are below:

1. Dial Antibacterial Soap\*\*: Contains triclosan as its active ingredient.
2. Safeguard Antibacterial Soap\*\*: Often contains triclocarban.
3. Irish Spring Antibacterial Soap\*\*: Features triclosan or triclocarban in some versions.

Should you need assistance in getting hand soap, please let me know with sufficient advance notice so that I can arrange to get the soap and deliver it to you in time. This will help maintain proper hygiene throughout the trip.

- **Clear Guidelines:** Informing students and chaperones about avoiding direct contact with animals and not touching their faces.

- **Health Checks:** Monitoring for any signs of illness before and during the trip.

I have also included a link to the CDC's guidelines on staying healthy when visiting animal exhibits, as well as a Petting Zoo fact sheet for parents from the TDH. If you have any additional questions or concerns, please feel free to reach out to me.

<https://www.cdc.gov/healthy-pets/about/staying-healthy-at-animal-exhibits.html#:~:text=Tips-,Wash%20your%20hands,or%20if%20you%20wore%20gloves.>  
<https://www.tn.gov/content/dam/tn/health/documents/Petting-Zoo-Fact-Sheet-for-Parents.pdf>

We aim to balance safety with the opportunity for educational enrichment and fun.

Thanks,  
Kelly Wagner RN, BSN  
Coordinated School Health Director  
Washington County Schools  
[3519 West Walnut Street](#)  
[Johnson City, TN 37601](#)  
Work: 423-434-4920  
Fax: 423-850-0006

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

AUG 09 2024

BY: KR

Date of Request 8-2-24 School DBHS Trip Date Nov. 6-8 2024

Estimated time of departure 7 AM and return 9:30 PM total time away 3 DAYS

Destination (include location) NEWPORT NEWS-VA, COLONIAL WILLIAMSBURG-VA, APPOMATTOX-VA

Teacher TERRY KING Class AP U.S. HIST. Grade 11-12

NATHAN GOUGE CIVIL WAR HIST.

Chaperones SARA CHAPMAN

Number of Students Involved 48

BRANDON FENWICK

Estimated Total Miles (both ways) of Trip 800

Bus Driver/Number CHARTER BUS Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? YES

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? YES

Will you have on file parental release forms signed by parents or legal guardians? YES

Explain the educational value of the trip: see attached sheet.

Total Cost Estimate \$12,500

Plans for meeting the costs Students will pay approx. \$250 each to cover the trip costs.

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$ .75 per mile.  
\*Refer to Board Policy 4.302

Stephanie  
Principal's Signature

8/2/24  
Date

[Signature]  
BY WC SUPERINTENDENT  
Superintendent's Signature

08.09.24  
Date

Date Approved by the Board of Education \_\_\_\_\_

## DBHS History Dept. Field Trip

We will be taking the students to visit the Mariner's Museum which contains the remains of the USS Monitor from the Civil War which is located in Newport News, VA. We also will be visiting the USS Wisconsin battleship from WWII, Colonial Williamsburg, the Tredegar Iron Works (Civil War era factory complex in Richmond, VA), and Appomattox, VA (site of the surrender of Gen. Lee to effectively end the Civil War).

All of these places are chosen because of the important roles they played in the history of the United States. Students gain a much better understanding and appreciation of the significance of these places and events by visiting and being able to see and touch the places where they occurred.

## DBHS History Dept. Field Trip 2024

Nov. 6: Depart DBHS at 7am traveling to the Mariner's Museum in Newport News, VA (location of the remains of the Civil War ironclad USS Monitor) stopping for lunch and rest breaks along the way and arriving at the museum around 3 pm. After visiting the Mariner's Museum we will travel to Williamsburg, VA for dinner and then we will participate in program called "In Defense of Liberty" where the students will be "mustered" into the colonial militia to learn what life in the militia was like. After the program we will check into our hotel located in Williamsburg, VA.

Nov.7: Depart our hotel in Williamsburg at 8am traveling to Norfolk, VA where we will visit the USS Wisconsin Battleship. After touring the battleship we will travel back to Williamsburg where we will spend the rest of the day touring Colonial Williamsburg. After dinner this evening we will attend a pirate trial program where our students will serve on the court jury in Colonial Williamsburg and then return to our hotel in Williamsburg.

Nov. 8: Depart our hotel in Williamsburg at 8am traveling to Richmond, VA to visit the Tredegar Iron Works which was an industrial complex during the Civil War that manufactured weapons and equipment for the Confederacy. After leaving Richmond, we will travel to Appomattox, VA visiting the site of Gen. Lee's surrender to Gen. Grant. From Appomattox we will travel back to DBHS arriving at approximately 9:30pm

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

AUG 13 2024

BY: (Signature)

Date of Request 8/12/24 School DBHS Trip Date Nov. 21-23

Estimated time of departure 8:00 am and return 6:00 pm total time away 3 days

Destination (include location) Lee University, Cleveland, TN

Teacher Melissa Powers Class Blazer Voices Grade 9-12

Ms. Brandenburg + Reflections

Chaperones Allen Bishop

Number of Students Involved 14

Estimated Total Miles (both ways) of Trip 360  
miles

Bus Driver/Number 2 vans Bus Driver/ Number —

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Students are selected for All-East Honors' Choir after two rigorous vocal auditions. They will rehearse with a professional conductor Nov. 21 + 22, with a concert on Sat. at 2pm.

Total Cost Estimate Fundraisers + Booster/School Funds

Plans for meeting the costs 2 fundraisers in the Fall

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$0.75 per mile.  
\*Refer to Board Policy 4.302

(Signature)  
Principal's Signature

8/12/24  
Date

**APPROVED**  
(Signature)  
BY WC SUPERINTENDENT  
Superintendent's Signature

8/14/2024  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

AUG 27 2024

BY: PR

Date of Request 8/12/24 School DBHS Trip Date Nov. 8-9, 2024

Estimated time of departure 12:00 noon and return 10:00 pm total time away 2 days

Destination (include location) Raleigh, NC

Teacher Melissa Powers Class Blazer Bells Grade 10-12

Chaperones Ms. Brandenburg

Number of Students Involved 17

Estimated Total Miles (both ways) of Trip 560  
miles

Bus Driver/Number Will need a Bus Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Students will be performing with several hundred other ringers in an invitational mass concert. Students will rehearse all day Saturday, with a public concert at 4pm.

Total Cost Estimate \$100<sup>00</sup>/student

Plans for meeting the costs 2 Fundraisers

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of **\$ .75** per mile.  
\*Refer to Board Policy 4.302

Principal's Signature [Signature]

Date 8/20/24

APPROVED

BY WC SUPERINTENDENT  
Superintendent's Signature [Signature]

Date 8.27.24

Date Approved by the Board of Education \_\_\_\_\_

85

~~Kelly~~  
Kelly A J wcd.09

8.51.54

*[Faint, illegible text]*

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

AUG 13 2024

BY: KR

Date of Request 8/9/2024 School DBHS Trip Date 8/24/24 - 8/25/24

Estimated time of departure 6AM on 8/24 and return 1PM on 8/25 total time away 2 Days, 0 Instructional

Destination (include location) Tennessee State Fair in Lebanon, TN for TN State Charolais Show

Teacher Leann Turner Class FFA Beef Show Team Grade 10-12

Chaperones Ashley Clouse

Number of Students Involved 3

Lisa Barnette

Estimated Total Miles (both ways) of Trip 422

Bus Driver/Number n/a Bus Driver/ Number n/a

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Students will be exhibiting 3 of the 4 heifers kept at Daniel Boone as part of their Supervised Agricultural Experience. These students will gain knowledge of the beef business while also learning to face adversity, building confidence, and gaining valuable industry experience.

Total Cost Estimate \$700

Plans for meeting the costs Mrs. Turner will cover fuel costs, while students and parents will pay for their own accomodations.

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)  
**\$19.15** total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of **\$.75** per mile.  
\*Refer to Board Policy 4.302

Stephanie J. [Signature]  
Principal's Signature

8/9/24  
Date

BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

8-13-24  
Date

Date Approved by the Board of Education \_\_\_\_\_

 **E-MAILED**  
8-14-24  
KR

Late Submitted  
Trip occurring prior  
to Sept 5, 2024 w/ [Signature]  
meeting

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

AUG 13 2024

BY: KR

Date of Request 8/12/24 School DBHS Trip Date March 18-22, 25

Estimated time of departure 8 AM and return 11:00pm total time away 5 Days

Destination (include location) Dallas, TX

Teacher Melissa Powers Class Reflections Grade 10-12

Chaperones Ms. Brandenburg

Number of Students Involved 5

Estimated Total Miles (both ways) of Trip 1,880  
miles

Bus Driver/Number flying from Knoxville School Van to Knoxville  
Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: American Choral Directors' Association  
National Honor Choir - Students will audition Sept. 26th, 2024  
and will be notified if selected by Oct 30, 24. Rehearsals

Total Cost Estimate approx \$500 masterclasses with nationally recognized  
conductors with a concert.

Plans for meeting the costs Students will be responsible for airfare  
Fundraising to cover costs for registration, music, and fees.

Transportation cost for educational trips shall be calculated in the following manner:

- \$16.00 per hour for driver (2 hour minimum)
- \$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)
- \$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$0.75 per mile.

\*Refer to Board Policy 4.302

Stephanie G  
Principal's Signature

8/12/24  
Date

BY WC SUPERINTENDENT \_\_\_\_\_

Superintendent's Signature

8-13-24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

AUG 20 2024

BY: KR

Date of Request 8/14/24 School David Crockett Trip Date 11/14 - 11/17/24

Estimated time of departure 8:00am on 11/14 and return 8:00pm on 11/17 total time away 4 days

Destination (include location) North American International Livestock Exposition Sheep Show  
Louisville, KY

Teacher Ford Class Ag Grade 9-12

Chaperones Jessica Ford

Number of Students Involved 7

Estimated Total Miles (both ways) of Trip 600

Bus Driver/Number N/A Bus Driver/ Number N/A

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Students will be exhibiting sheep that they have worked with throughout the summer and school year. This National show will give the students the opportunity to meet with industry leading professionals in the Agriculture Industry.

Total Cost Estimate \$4,000

Plans for meeting the costs Fundraiser / Student cost

Transportation cost for educational trips shall be calculated in the following manner:

- \$16.00 per hour for driver (2 hour minimum)
- \$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)
- \$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$0.75 per mile.

\*Refer to Board Policy 4.302

Whaley  
Principal's Signature

8.15.24  
Date

BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

8-20-24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

AUG 20 2024

BY: KP

Date of Request 8/14/24 School David Crockett Trip Date 10/23 - 10/26/24

Estimated time of departure 6:00 AM <sup>on 10/23</sup> and return 10:00 pm <sup>on 10/26</sup> total time away 4 days

Destination (include location) National FFA Convention - Indianapolis, IN

Teacher Jesse Ford Class Ag Grade 9-12

Josh Conger

Chaperones Amy Collette Number of Students Involved 14

Estimated Total Miles (both ways) of Trip 900

Bus Driver/Number N/A Bus Driver/ Number N/A

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Students will be participating in convention sessions and Agriculture related workshops. Students will meet with Industry professionals and colleges to aid in career planning.

Total Cost Estimate \$ 13,000

Plans for meeting the costs Fundraisers / Community support

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)  
\$**19.15** total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of **\$.75** per mile.  
\*Refer to Board Policy 4.302

Ashley Davis  
Principal's Signature

8.15.24  
Date

BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

8-20-24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

AUG 20 2024

BY: KP

Date of Request 8/14/24 School David Crockett Trip Date 10/23 - 10/26/24

Estimated time of departure 6:00 AM <sup>on 10/23</sup> and return 10:00 pm <sup>on 10/26</sup> total time away 4 days

Destination (include location) National FFA Convention - Indianapolis, IN

Teacher Jesse Ford Class Ag Grade 9-12

Josh Conger

Chaperones Amy Collette Number of Students Involved 14

Estimated Total Miles (both ways) of Trip 900

Bus Driver/Number N/A Bus Driver/ Number N/A

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Students will be participating in convention sessions and Agriculture related workshops. Students will meet with Industry professionals and colleges to aid in career planning.

Total Cost Estimate \$ 13,000

Plans for meeting the costs Fundraisers / Community support

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)  
\$**19.15** total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of **\$.75** per mile.  
\*Refer to Board Policy 4.302

Ashley Davis  
Principal's Signature

8.15.24  
Date

BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

8-20-24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Please let Jerry Day know when it's approved

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

AUG 01 2024

BY: KR

Date of Request July 23 School DCHS Trip Date Dec 19 22

Estimated time of departure 8:00am and return 10:00pm total time away 4 days

Destination (include location) Hilton Head South Carolina

Teacher \_\_\_\_\_ Class \_\_\_\_\_ Grade \_\_\_\_\_

Chaperones Thomas Gouge  
Jerry Day  
Makail Gouge

Number of Students Involved 12

Estimated Total Miles (both ways) of Trip \_\_\_\_\_

Bus Driver/Number We will rent vans Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Elite Basketball Tournament  
For National Ranked Teams by invitation only

Total Cost Estimate \$ 3000.00

Plans for meeting the costs Funds already secured by school account  
and booster club.

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.  
\*Refer to Board Policy 4.302

[Signature]  
Principal's Signature

7/29/24  
Date

BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

08-01-24  
Date

Date Approved by the Board of Education 8-8-2024 [Signature]

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

AUG 19 2024

BY: KP

Date of Request 8/14/24 School David Crockett Trip Date 9/6/24 - 9/8/24

Estimated time of departure 4:00 PM and return 4:00 PM total time away 2 nights/3 day

Destination (include location) SMOKY Mountain Cup - Gatlinburg, TN

Teacher Ariel Flannagan Class Girls Soccer Grade 9<sup>th</sup> - 12<sup>th</sup>

Steven Meisenzahl

Chaperones Tina Shaffer

Number of Students Involved 19

Heather Orren

Estimated Total Miles (both ways) of Trip 188

Angela Greenlee

Bus Driver/Number Van 90 - Steven Meisenzahl

Bus Driver/ Number Van 91 - Ariel Flannagan

Will Chaperones have a list (roll) that they are responsible for? YES

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? YES

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: This will provide the girls an opportunity to play other teams not in our area.

Total Cost Estimate \$3,800

Plans for meeting the costs Fundraising / Parent's paying for a part of the trip. Any Additional costs will be paid via girls soccer account balance

Transportation cost for educational trips shall be calculated in the following manner:

- \$16.00 per hour for driver (2 hour minimum)
- \$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)
- \$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.

\*Refer to Board Policy 4.302

[Signature]  
Principal's Signature

8.16.24  
Date

BY WC SUPERINTENDENT [Signature] 8-19-2024  
Superintendent's Signature

8.19.2024  
Date

Date Approved by the Board of Education \_\_\_\_\_



## **Proposal for the Purchase of Magma Math Technology Tool**

### **Rationale:**

In the evolving educational technology landscape, particularly in K-12 mathematics instruction, there is an increasing need for solutions that transcend traditional teaching methods. Such solutions should foster deep understanding, meaningful engagement, and improved student outcomes. Magma Math, developed by Radish Education Inc., is a cutting-edge platform designed to meet these demands through innovative features that distinguish it from other products in the marketplace.

Magma Math emphasizes mathematical reasoning and provides a unique feedback mechanism that promotes a deeper grasp of mathematical concepts. By shifting the focus from simply identifying right or wrong answers to understanding the thought process behind each solution, Magma Math supports productive discussions about students' problem-solving approaches. Research indicates that this method leads to increased conceptual understanding and improved overall math performance.

### **Holistic Integration and Adaptability:**

Magma Math is designed to seamlessly integrate with existing curricula and align with state standards. Unlike other platforms that serve as supplementary resources, Magma Math is a tool that enhances the use of the core curriculum by aligning directly with our district's specific scope and sequence. This alignment ensures that students receive consistent instruction tailored to their learning needs while making it easier for teachers to incorporate the platform into their established instructional routines.

### **Emphasis on Mathematical Process and Thought Methodology:**

One of the standout features of Magma Math is its focus on requiring students to show their work and explain their reasoning. This approach transforms assessments into opportunities for meaningful conversations about how students think about mathematical problems. By focusing on the reasoning behind answers rather than solely the accuracy, Magma Math helps students develop critical thinking skills that are essential for long-term success in mathematics.

### **Process of Integration into the District:**

To evaluate the effectiveness of Magma Math in our district, we propose piloting the program with our current 3rd, 6th, 7th, and Algebra 1 students. This decision is driven by concerns over last year's performance data, which indicated a significant percentage of students were not demonstrating grade-level proficiency in mathematics. The pilot will allow us to assess the platform's impact on these critical areas.

## Timeline:

- **Late December 2024:** Introduce the platform to teachers and provide initial training.
- **January 2025:** Begin a slow rollout of the platform, focusing on integrating it into daily instruction for the selected grades.
  - Support will be provided to teachers throughout the integration period to ensure a smooth and effective implementation. This support will include ongoing professional development, access to instructional resources, and opportunities for collaborative planning. Dedicated coaching and technical assistance will be available to help teachers seamlessly integrate the platform into their instructional routines and address any challenges that may arise. Regular check-ins and feedback loops will also be established to ensure teachers feel confident using Magma Math to enhance student learning.
- **March 2025:** Conduct a mid-pilot review to gather early feedback and address any challenges.
- **End of Academic Year 2025:** Collect and analyze data from various sources.

## Data Collection and Analysis:

Throughout the pilot, we will gather qualitative and quantitative data, including but not limited to:

- Teacher anecdotal notes and observations.
- Student anecdotal feedback on their experiences with the platform.
- Benchmark assessment data.
- End-of-year TCAP and EOC scores.

These data points will provide insight into the platform's impact on student performance, engagement, and conceptual understanding.

## Next Steps:

Upon completion of the pilot, we will analyze the results and gather feedback from participating teachers. This analysis will determine whether Magma Math should be included in the district's budget for widespread implementation in the following academic year.

By introducing Magma Math, we aim to bridge gaps in student understanding, enhance engagement, and ultimately improve math achievement across the district.



magma

# Washington County Schools - New Deal - TN - 1YR 2500 Students

Quote created: August 7, 2024 Reference: 20240807-190945363

**TN-SD WASHINGTON COUNTY**

405 W College ST  
Jonesborough, TN 37659  
US

**Jerry Boyd**

Superintendent  
boydj@wcde.org  
+19312606091

### Comments

Access to Magma - Unlimited Teachers and Admin  
Grades 3, 7, Algebra 1 - 2500 Students

## Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
<b>Magma Math District Subscription</b> Student License		2,500	\$15.00 / year	\$37,500.00 / year for 1 year

Annual subtotal ..... \$37,500.00

Total ..... \$37,500.00

## Signature

---

Signature

---

Date

---

Printed name

**This quote expires on August 10, 2024**

### Subscription period, price, termination & renewal

If neither party terminates the Subscription by e-mail 30 days ahead of the subscription end date, the Subscription is renewed one annual period at a time. The Price for the renewed period is determined by the student enrollment for the Customer at the time of renewal and the price per student is adjusted in accordance with inflation since the Effective Date, based on the price per student per year of this Agreement.

The subscription start date is August 12, 2024.

The subscription end date is August 11, 2025.

### Payment terms

Please issue all Purchase Orders to Radish Education Inc.

We accept payment via ACH or check. Detailed payment information is provided on the invoice.  
Net 30 days from Invoice Date.

### Additional Agreements and documents

Our W-9 form can be found [here](#).

By signing this quote, you are, on behalf of your organization, agreeing to our [Privacy Policy](#) and [Terms of Use](#).

**Questions? Contact me**



**Chad Shilstone**

Education Executive

chad@maggmamath.com

**Radish Education Inc**

470 RAMONA STREET

Palo Alto CA 94301

United States

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

PURCHASE ORDER

Purchase Order **No 3483**  
 Date Issued **08-20-24**  
 Appropriation No. **726 20335**  
 Dept. **mtice**  
 School **DBHS, DCHS, FALL BRANCH**

**TO**  
**Finchum Sports Floors**  
**Sevierville TN 37876**

Deliver to **Washington County Schools**  
 Address  
 Via

**NOTICE TO VENDOR**

- 1. Purchase order MUST bear two signatures in order to be valid.**
- 2. Purchase order number MUST appear on all invoices submitted for payment.**
- 3. Mail TWO copies of your invoice promptly to:**  
 Washington County Board of Education  
 405 West College Street  
 Jonesborough, TN 37659  
 Telephone (423) 753-1105

Articles on this order must be charged to account of

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
<b>Gymn Floor Maintenance</b>				
<b>* Price Quotes Attached *</b>				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>			<b>\$</b>	<b>15,324.00</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

- All packages, cartons or other containers must be plainly marked with the purchase order number.
- The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
- Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
- Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
- The county is not liable for Federal excise tax or state sales tax.
- Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

<b>VENDOR'S COPY</b>	There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.	<b>APPROVED:</b>
	Authorized Signature	

# Gym Floor Buff & Recoat

PRICE INQUIRY FORM  
Washington County Schools

Vendor	Description of item for price comparison	Price Quoted
Firm Finchum Address 2812 Boyds Creek Hwy Jenisonville, TN 37816 Person Contacted Ritchie Stanley Date 8-7-24	Buff & Coat - Screen, Vacuum Apply 2 Coats of Oil finish 1. Daniel Boone Main Gym 2. Daniel Boone Aux Gym 3. David Crockett Main 4. Fall Branch Main	\$15,324.00
Firm Southern Flooring Address 16820 Augusta Rd Greenville, SC Person Contacted Patrick Cunningham Date 8-15-24	Southern Flooring * See Above Locations Buff & Coat Dry Screen, vacuum, tack mop + Apply 2 coats of oil base finish.	\$10,727.00
Firm Prater Address 8-12-24 Person Contacted Casey Date Wilson	No Quote - Company booked for time frame. * See E-mail Attached	0

Work to be performed  
during Fall Break -  
Oct 7-11

Michelle Stallard

Name of person obtaining inquiry



Michelle Stallard <stallardm@wcde.org>

## Buff and Coat

2 messages

Michelle Stallard <stallardm@wcde.org>  
To: Casey Wilson <casey@pratersflooring.com>

Fri, Aug 9, 2024 at 10:19 AM

Good Morning,  
IS it possible to get a quote for a buff and recoat of a few of our Gym floors please? Please see the following locations and square footages:

Daniel Boone High School- Main Gym 8,268 sq ft Aux Gym 5,880 sq ft  
David Crockett- Main 8,268 sq ft  
Fall Branch Elem- 8, 232 sq ft

Spec to include Buff and recoat gym: Dry screen, vacuum, tack mop, and apply 2 coats of oil based gym floor finish to the entire surface.

Services to be performed October 7- 11, 2024

Thank you

**Michelle Stallard**  
**Washington County Schools**  
**(423) 753-1129 Office**  
**(423) 426-0774 Cell**

Casey Wilson <casey@pratersflooring.com>  
To: Michelle Stallard <stallardm@wcde.org>  
Cc: Amy Daniel <amy@pratersflooring.com>

Mon, Aug 12, 2024 at 9:40 AM

Good Morning Michelle,  
Unfortunately, we are booked for the week of October 7 - 11.  
If you are open to other options for dates, let me know, and we can work on quotes for these floors. We currently have November 11th week available as well November 18th week open.

Thanks,  
Casey



**CASEY WILSON**  
Inside Sales Manager  
c: 423-899-8676 ext. 3003 | [pratersflooring.com](http://pratersflooring.com)



[Quoted text hidden]



**SOUTHERN FLOORING INC.**  
**6820 AUGUSTA ROAD, GREENVILLE, SC 29605**  
**864-277-8238 \* 864-299-8553**  
**SALES@SOUTHERNFLOOR.COM**

---

**DATE: 8/15/2024**

**From: Patrick Counihan**

**PROJECT: Washington County Schools**

**To screen the court with 120 grit screens. Clean the floors thoroughly to remove all dust and contamination. Apply 1 even coat of MFMA approved oil based polyurethane to the floor. Allow to dry and apply a second coat of polyurethane. The work will take two days to complete and 3 additional days to cure.**

**Daniel Boone H.S. Main Gym- \$2,894.00**  
**Daniel Boone H.S. Aux Gym- \$2,058.00**  
**David Crockett Main Gym- \$2,894.00**  
**Fall Branch E.S.- \$2,881.00**

**THANK YOU FOR ALLOWING SOUTHERN FLOORING TO QUOTE ON THIS PROJECT.**

**Southern Flooring, Inc.:**

**Accepted by:**

**Patrick Counihan**

*\$ 10,727.00*

**Flooring – Concrete slab must be level to 1/8" in a 10' radius and dry to 85 % per a relative humidity test (In-Situ Probe Test), with no sealer applied. All slab prep work and associated cost is by others. Moisture test results must be provided to Southern Flooring Inc prior to scheduling of crew to jobsite by others and at others expense. Exterior thresholds, reducers, base and removal/reinstallation of anything on the floor (example-bleacher or floor embedment) which may be required are excluded unless specifically included above. Lead time 2-3 weeks if material is in inventory. If not in inventory, lead time is 10-12 weeks. GC to provide flooring contractor with electrical service for floor sanders – 208 v./3 phase/100 amps. Hoisting of materials for non ground floor access not included. Leed certified material not included unless specifically included in the quote above.**

2812 Boyds Creek Hwy  
 Sevierville, TN 37876  
 Office: (865) 453-3995  
 Fax: (865) 429-2431

**DATE** July 25, 2024  
**Job Name** Fall Branch E.S.  
**Job Location** Fall Branch, TN

①

*Quotation valid until:* August 25, 2024  
*Prepared by:* Ritchie Stanley

**Submitted to:**  
 Fall Branch Elementary School  
 1061 Tn-93  
 Fall Branch, TN 37656

Michelle Stallard  
 stallardm@wcde.org

**Architect:** n/a  
**Sq. Footage:** 8,232

**Start Date:**  
**Type of Floor:** wood

**Job Phone:** (423) 753-1129  
**After Hours Contact:** (423) 426-0774

Line Item	AMOUNT
-----------	--------

To provide all labor, materials and services for the following:

Buff and Coat Gym: Dry Screen, vacuum, tack mop and apply 2 coats of modified oil based gym floor finish to entire surface.	\$4,116.00
---	------------

**TOTAL \$4,116.00**

Finchum Sports Flooring LLC

All material is guaranteed to be as specified. All work is to be complete in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving material increase costs due to pandemic; extra costs will be executed only upon written orders and will become an extra charge over and above the contract. All agreements contingent upon circumstances such as strikes, accidents, pandemics or acts of God, or delays that are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

*Ritchie Stanley*

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Finchum Sports Floors, LLC. Is authorized to complete the work as specified.

**SIGNATURE:** \_\_\_\_\_ **Date of Acceptance:** \_\_\_\_\_

**TOTAL**  
 \$15,324.00



2812 Boyds Creek Hwy  
 Sevierville, TN 37876  
 Office: (865)453-3995  
 Fax: (865)429-2431

**DATE** August 7, 2024  
**Job Name** David Crockett H.S.  
**Job Location** Jonesborough, TN

*Quotation valid until:* September 7, 2024  
*Prepared by:* Ritchie Stanley

**Submitted to:**  
 Maintenance Dept.  
 405 W College St.  
 Jonesborough, TN 37659

Michelle Stallard  
 Stallard M@WCDE.org

**Architect:** n/a  
**Sq. Footage:** 8,268

**Start Date:**  
**Type of Floor:** wood

**Job Phone:** (423) 426-0774  
**After Hours Contact:**

Line Item	AMOUNT
-----------	--------

To provide all labor, materials and services for the following:

Buff and Coat Gym: Dry Screen, vacuum, tack mop and apply 2 coats of modified oil based gym floor finish to entire surface. \$4,134.00

Main Gym

Bleachers must be in closed position

Our men will maintain a clean work area, excluding bleachers, walls and ceiling

**TOTAL** \$4,134.00

Finchum Sports Flooring LLC

All material is guaranteed to be as specified. All work is to be complete in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving material increase costs due to pandemic; extra costs will be executed only upon written orders and will become an extra charge over and above the contract. All agreements contingent upon circumstances such as strikes, accidents, pandemics or acts of God, or delays that are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

*Ritchie Stanley*

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Finchum Sports Floors, LLC. Is authorized to complete the work as specified.

**SIGNATURE:** \_\_\_\_\_ **Date of Acceptance:** \_\_\_\_\_



# Proposal

3

2812 Boyds Creek Hwy  
Sevierville, TN 37876  
Office:(865)453-3995  
Fax:(865)429-2431

**DATE** August 7, 2024  
**Job Name** Daniel Boone H.S.  
**Job Location** Gray, TN

*Quotation valid until:* September 7, 2024  
*Prepared by:* Ritchie Stanley

**Submitted to:**  
Maintenance Dept  
405 W college St.  
Jonesborough, TN 37659

Michelle Stallard  
StallardM@WCDE.org

**Architect:** n/a  
**Sq. Footage:** 5,880

**Start Date:**  
**Type of Floor:** wood

**Job Phone:** (423) 426-0774  
**After Hours Contact:**

Line Item	AMOUNT
-----------	--------

To provide all labor, materials and services for the following:

Buff and Coat Gym: Dry Screen, vacuum, tack mop and apply 2 coats of modified oil based gym floor finish to entire surface.	\$2,940.00
---	------------

Auxiliary Gym

Bleachers must be in closed position

Our men will maintain a clean work area, excluding bleachers, walls and ceiling

**TOTAL \$2,940.00**

Finchum Sports Flooring LLC

All material is guaranteed to be as specified. All work is to be complete in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving material increase costs due to pandemic; extra costs will be executed only upon written orders and will become an extra charge over and above the contract. All agreements contingent upon circumstances such as strikes, accidents, pandemics or acts of God, or delays that are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

*Ritchie Stanley*

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Finchum Sports Floors, LLC. Is authorized to complete the work as specified.

**SIGNATURE:** \_\_\_\_\_ **Date of Acceptance:** \_\_\_\_\_



# Proposal

4

2812 Boyds Creek Hwy  
Sevierville, TN 37876  
Office:(865)453-3995  
Fax:(865)429-2431

**DATE** August 7, 2024  
**Job Name** Daniel Boone H.S.  
**Job Location** Gray, TN

*Quotation valid until:* September 7, 2024  
*Prepared by:* Ritchie Stanley

**Submitted to:**  
Maintenance Dept  
405 W college St.  
Jonesborough, TN 37659

Michelle Stallard  
[StallardM@WCDE.org](mailto:StallardM@WCDE.org)

**Architect:** n/a                      **Start Date:**                      **Job Phone:** (423) 426-0774  
**Sq. Footage:** 8,268                      **Type of Floor:** wood                      **After Hours Contact:**

Line Item	AMOUNT
<p>To provide all labor, materials and services for the following:</p> <p>Buff and Coat Gym: Dry Screen, vacuum, tack mop and apply 2 coats of modified oil based gym floor finish to entire surface.</p> <p>Main Gym</p> <p>Bleachers must be in closed position</p> <p>Our men will maintain a clean work area, excluding bleachers, walls and ceiling</p>	<p>\$4,134.00</p>
<b>TOTAL</b>	<b>\$4,134.00</b>

.....

Finchum Sports Flooring LLC

All material is guaranteed to be as specified. All work is to be complete in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving material increase costs due to pandemic; extra costs will be executed only upon written orders and will become an extra charge over and above the contract. All agreements contingent upon circumstances such as strikes, accidents, pandemics or acts of God, or delays that are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

*Ritchie Stanley*

\_\_\_\_\_

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Finchum Sports Floors, LLC. Is authorized to complete the work as specified.

**SIGNATURE:** \_\_\_\_\_ **Date of Acceptance:** \_\_\_\_\_

.....

**PURCHASING DEPARTMENT  
WASHINGTON COUNTY BOARD OF EDUCATION**

**PURCHASE ORDER**

Purchase Order **Nº 2698**

Date Issued **08-15-24**

Appropriation No. ~~72210524~~ **71100**  
**-399**

Dept. **Instruction**

School

**TO**  
**Frontline**

Deliver to **WASHINGTON COUNTY BOARD OF EDUCATION**  
**405 WEST COLLEGE STREET**  
Address **JONESBOROUGH, TN 37659**  
Via

**NOTICE TO VENDOR**

- 1. Purchase order MUST bear two signatures in order to be valid.**
- 2. Purchase order number MUST appear on all invoices submitted for payment.**
- 3. Mail TWO copies of your invoice promptly to:**

**Washington County Board of Education  
405 West College Street  
Jonesborough, TN 37659  
Telephone (423) 753-1105**

Articles on this order must be charged to account of

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
<b>Professional Learning Management</b> <b>7-1-24 to 06-30-25</b>  <b>Renewal</b>				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$ 29,722.14</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

**APPROVED:**

Purchasing Agent



# INVOICE

Acct #: 9015061  
#INVUS198771

Washington County School District (TN)  
405 W COLLEGE ST  
JONESBOROUGH TN 37659-1009

**Start Date:** 9/15/2022

**Due Date:** 7/31/2024

**PAYMENT INFORMATION**

**Please send checks to:**

Frontline Technologies Group LLC  
PO Box 780577  
Philadelphia, PA 19178-0577

**To make payment via ACH/EFT:**

Bank Name: Wells Fargo, N.A.  
Account Name: Frontline Technologies Group LLC  
ABA/Routing #: 121000248  
Account #: 4121566533  
Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to [Billing@FrontlineEd.com](mailto:Billing@FrontlineEd.com).

You can find a copy of our W9 at <http://help.frontline12.com/WebNav/Docs/FrontlineEducationW9.pdf>.

Qty	Description	Start	End	End User	Rate	Amount
1	Professional Learning Management, unlimited usage for internal employees	7/1/2024	6/30/2025	9015061 Washington County School District (TN)	\$29,722.14	\$29,722.14

Your timely payment is important to maintain continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. We are unable to address PO# inquiries. Please check with your internal departments for PO# information. Any PO copies and/or vouchers for signature can be emailed to [billing@frontlineed.com](mailto:billing@frontlineed.com).

SUBTOTAL \$29,722.14

**TOTAL DUE by 7/31/2024 \$29,722.14**

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**  
**FEDERAL PROJECTS FUND**  
**PURCHASE ORDER**

Purchase Order **35517**  
 Date Issued **8/22/24**  
 Appropriation No. **71200-725(900)**  
 Dept. **Student Support**  
 School **AM mixed RV**

TO **NuMotion**  
**411 W. Oakland Ave.**  
**Johnson City, TN 37604**

Deliver to **Washington County Schools**  
 Address **Ridge View Elementary**  
**252 Sam Jenkins Rd.**  
**Gray, TN 37615**  
 Via **Jennifer Fields**

**NOTICE TO VENDOR**

1. Purchase order number **MUST** appear on all invoices submitted for payment.
2. Mail **TWO** copies of your invoice promptly to:  
 Washington County Board of Education  
 405 West College Street  
 Jonesborough, Tennessee 37659  
 Telephone (423) 753-1105

on or before

Articles on this order must be charged to account of

ITEM NO.	ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
	(Unless otherwise stated all prices F.O.B. Destination)				
•	please see attached quote for medium pacer		1		3,925.00
•	please see attached quote for Zing		1		6,611.00
	<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>10,536</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
6. The county is not liable for Federal excise tax or state sales tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

**PRICE INQUIRY FORM**  
**Washington County Schools**

Vendor	Description of item for price comparison	Price Quoted
Company Rifton	medium Pacer	3,925
Address		
Person Contacted		
Date		
Company Special needs	Medium pacer	3,870
Address		
Person Contacted		
Date		
Company Numotion	* going w/this one *  medium pacer  • company is reliable, worked w/ before. Great quality	3,925
Address		
Person Contacted		
Date		

\_\_\_\_\_  
 Name of person obtaining inquiry



# Quote

Date: 8/19/2024  
Re: TN Washington County Schools  
Customer #: Order #:

TN Washington County Schools

Vendor	Description	Code	Qty	MSRP Total
Rifton Community Products	Gray Frame Color		1	\$0.00
Rifton Community Products	Standard Upper Frame Med Pacer	E8000	1	\$980.00
Rifton Community Products	Standard Base with Odometer	E1399	1	\$800.00
Rifton Community Products	Arm Platforms w/Handgrips	E1399	2	\$460.00
Rifton Community Products	Small Chest Prompt	E1399	1	\$590.00
Rifton Community Products	Medium Multi Position Saddle	E1399	1	\$1,010.00
Rifton Community Products	MPS Seat Cover Small/Medium	E1399	1	\$85.00
			Total:	\$3,925.00

This quote is an estimate and is subject to change based on changes to codes and/or equipment.

*\* going w/ this one \**

# Shopping Cart

Product	Unit Price	Quantity	Price
K630 Medium Pacer	\$3,925	◀ 1 ▶	\$3,925
Gray			
K632 Medium standard upper frame			
K633 Medium standard base with odometer			
K696 Arm platforms with handgrips (pair)			
K514 Small chest prompt			
K673 Medium multi-position saddle			
K627 Small MPS seat cover			

Marked For

[Reconfigure](#) [Remove](#)

## Order Summary

Subtotal	\$3,925.00
Shipping	
Tax	
<b>Total</b>	<b>\$3,925.00</b>

Enter ZIP code to calculate tax and shipping:

[Create a quote](#)

[Continue Shopping](#)



- SHOP
- BRANDS
- WHAT'S NEW
- SENSORY ROOMS
- SALE

Start your search here...

Home / Medium Rifton Dynamic Pacer Gait Trainer

The product Medium Rifton Dynamic Pacer Gait Trainer has been added to comparison list.

**\$3,870.00**

## Medium Rifton Dynamic Pacer Gait Trainer

SKU# RiftonMedPacer

★★★★★ 2 reviews

Give the freedom and confidence of better, more supportive mobility with the Medium Rifton Dynamic Pacer Gait Trainer. With new dynamic and support options, the Rifton Medium Dynamic Pacer Gait Trainer is ready to go wherever it's needed.

Extra 15% Off (Use code: 15RIFTON)

Availability: 1-2 weeks

**Free Shipping\***

### Color \*

- Blue
- Pink
- Gray
- Red
- Lime

### Upper Frame \*

- Standard Frame (F13292) +\$980.00
- Dynamic Frame (F13291) +\$1,670.00

### Base \*

- Standard Base without Odometer (F13294) +\$610.00
- Standard Base with Odometer (F13293) +\$800.00
- Utility Base without Odometer (F13296) +\$910.00
- Utility Base with Odometer (F13295) +\$1,100.00



MORE VIEWS



Treadmill/Stability Base (F13297)  
+\$1,300.00

Wide Treadmill/Stability Base  
(F13298) +\$1,455.00

**Arm Prompts/Arm Platforms**

None

Arm Platforms (F13306) +\$405.00

Arm Platforms with Handgrips  
(F17052) +\$460.00

Small Arm Prompts (F01540)  
+\$560.00

Large Arm Prompts (F01557)  
+\$600.00

**Handlebars**

For users who need minimal support, the small handlebars are lightweight and easy to adjust.

None

Small Handlebars (E20950)  
+\$215.00

Large Handlebars (E20951)  
+\$225.00

**Hand Loops**

**Chest Prompt**

None

Small (F01542) +\$590.00

Medium (F01550) +\$635.00

Large (F01561) +\$680.00

**Medium Chest Pad**

None

Medium Chest Pad (E20953)  
+\$345.00

**Multi-Position Saddle**

None



**PRICE INQUIRY FORM**  
**Washington County Schools**

Vendor	Description of item for price comparison	Price Quoted
Company Numotion	Zing mps	6,611
Address		
Person Contacted		
Date		
Company Easy Stand	Zing msp	5,934
Address		
Person Contacted		
Date		
Company ZingStanders	Zing	10,132
Address		
Person Contacted		
Date		

\*going w/ this one\*  
 company is reliable w/great quality

\_\_\_\_\_  
 Name of person obtaining inquiry



# Quote

Date: 8/19/2024  
 Re: TN Washington County Schools  
 Customer #: Order #:

TN Washington County Schools

Vendor	Description	Code	Qty	MSRP Total
Altimate Medical, Inc.	Std Zing MPS Base	E0641	1	\$1,412.00
Altimate Medical, Inc.	Zing White		1	\$0.00
Altimate Medical, Inc.	Mast w/Leg Abduction	E1399	1	\$914.00
Altimate Medical, Inc.	Multi Adj Ft Plt 7.75 x 3.25W	E1399	2	\$368.00
Altimate Medical, Inc.	Foot Straps-8"L	E1399	2	\$63.00
Altimate Medical, Inc.	Multi Adj Knee Pads 4"Hx4"W	E1399	2	\$405.00
Altimate Medical, Inc.	Multi Adj Calf Pads 3.5"	E1399	2	\$259.00
Altimate Medical, Inc.	Planar Pad 5 x 9"	E1399	1	\$226.00
Altimate Medical, Inc.	Hip Supports	E1399	2	\$422.00
Altimate Medical, Inc.	Positioning Belt	E1399	1	\$68.00
Altimate Medical, Inc.	Planar Pad 7 x 9"	E1399	1	\$247.00
Altimate Medical, Inc.	Lateral Supports - 7-11 Flat	E1399	2	\$422.00
Altimate Medical, Inc.	High Mount Chest Vest Bracket	E1399	1	\$88.00
Altimate Medical, Inc.	Chest Vest-9.5"Lx9"W	E1399	1	\$311.00
Altimate Medical, Inc.	Padded Positioning Strap	E1399	1	\$167.00
Altimate Medical, Inc.	Form to Fit Headrest Sm	E1399	1	\$437.00
Altimate Medical, Inc.	Multi Adj Blk Mld UES	E1399	1	\$802.00

Total: \$6,611.00

This quote is an estimate and is subject to change based on changes to codes and/or equipment.

Menu



## Product Configurator

Please configure the stander with all necessary options for end-user needs and provide appropriate justification for applicable option selections.

## Zing Size 1 Series

Product specifications are listed in the product name. Please select the one that best suits you.

### Please Select a product

Zing MPS

**Specs: Height: 44" Weight: 70 LBS**

Zing MPS TT

Specs: Height 44" Weight: 70LBS

Zing Prone

Specs: Height: 44" Weight: 70LBS

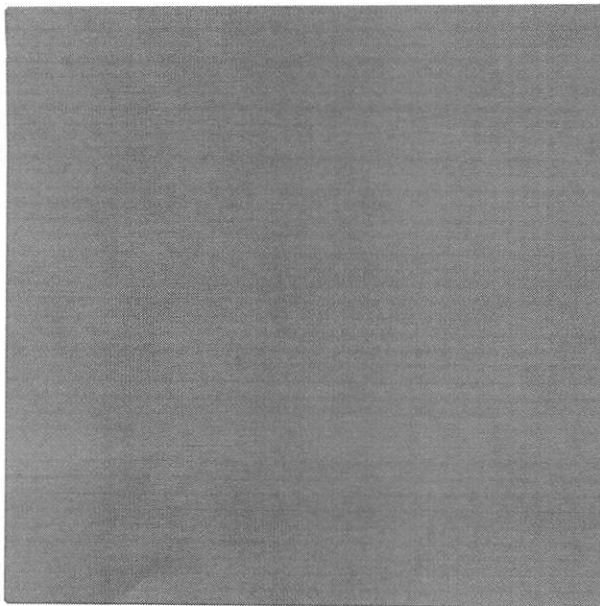
### Price List Options

**Itemized Price List**

Package Price List

Check with your ATP/Supplier to find out which option is best for funding.

**PA5520 Zing MPS Size 1 Base**



Orange

### Mast \*

- PA5530 Mast
- PA5532 Mast with Leg Abduction**

### Lift Mechanisms

- No Dual Control
- PA5612 Dual Control

### Caster

- Standard Front Swivel Caster
- PA5608 Directional Locking Caster

### Foot Plates \*

- PA5624 Multi-Adjustable Foot Plate 6"Lx3"W
- PA5626 Multi-Adjustable Foot Plate 7.75"Lx3.25"W**
- PA5628 Multi-Adjustable Foot plate 9.75"Lx4"W

### Foot Straps

- No Foot Straps
- PA5548 Foot Straps – 8"L**
- PT50080 Foot Straps – 10"L

- PA5546 Secure Ankle/Foot Straps – 8"L
- PT50082 Secure Ankle/Foot Straps – 10"L

### **Knee Support \***

- PA5788 Multi-Adjustable Swing-Away Knee Pads-2.5" (pair, inside width)
- PA5790 Multi-Adjustable Swing-Away Knee Pads-3.25" (pair, inside width)
- PA5792 Multi-Adjustable Swing-Away Knee Pads-4.25" (pair, inside width)**
- PA5794 Multi-Adjustable Swing-Away Knee Pads-5" (pair, inside width)
- PA5556 Multi-Adjustable Knee Pad – 2.5"
- PA5558 Multi-Adjustable Knee Pad – 3.25"
- PA5729 Multi-Adjustable Knee Pads-4.25"
- PA5730 Multi-Adjustable Knee Pads-5"
- PA5734 Posterior Knee Pads-3.5"
- PA5736 Posterior Knee Pads-5"

### **Knee Support Accessories**

- PA5560 Multi-Adjustable Calf Pad 3.5"**
- PA5678 Multi-Adjustable Calf Pad 4.5"

### **Pelvic Support Pads \***

- PA5562 Planar Pad 5"H x 7"W
- PA5564 Planar Pad 5"H x 9"W**
- PA5566 Form to Fit Pad 5" H – extra small
- PA5570 Form to Fit Pad 5" H – small

### **Pelvic Support Pads \***

- PA5562 Planar Pad 5"H x 7"W
- PA5564 Planar Pad 5"H x 9"W
- PA5566 Form to Fit Pad 5" H – extra small
- PA5570 Form to Fit Pad 5" H – small

### **Pelvic Pad Hygienic Cover**

- No Hygienic Seat Cover
- PA3029 Hygienic Cover for PA5564

### **Pelvic Support Accessories**

- No Positioning Strap
- PA3011 Positioning Belt
- PA5610 Padded Positioning Strap

### **Upper Body Support**

- PA5562 Planar Pad 5"H x 7"W
- PA5564 Planar Pad 5"Hx9"W**
- PA5616 Planar Pad 7"Hx7"W
- PA5618 Planar Pad 7"H x 9"W
- PA5568 Form to Fit Pad 5" H – extra small
- PA5572 Form to Fit Pad 5" H – small
- PA5620 Form to Fit Pad 7" H – extra small
- PA5622 Form to Fit Pad 7" H – small

### **Hygienic Cover for Upper Body Support**

- No Hygienic Cover
- PA3029 Hygienic Cover for PA5564

### **Upper Body Support Accessories**

- No Lateral Support
- PA5576 Lateral Supports-7"-11"W Range Square Pads
- PA5743 Lateral Supports-7"-11"W Range Flat Pads**
- PA5744 Lateral Supports-7"-11"W Range Curved Pads
- PA5578 Lateral Supports with Elbow Stop-7"-11"W Range
- PA5580 Lateral Supports with Elbow Stop and Arm Rest-7"-11"W Range
- PA5630 Elbow Stop with Arm Rest-7"-11"W Range

### **Upper Body Support Accessories**

- No High Mount Chest Vest Bracket
- PY5634 High Mount Chest Vest Bracket**

### **Hygienic Cover for Lateral Support**

- No Hygienic Cover
- PB3049 Hygienic Cover for Lateral Supports

### **Upper Body Strap & Vests**

- No Upper Body Strap or Vest
- PT50086 X-Style Chest Vest- extra small
- PT50088 X-Style Chest Vest – small
- PT50302 Non-Stretch X-Style Chest Vest-9.5"Lx9"W**
- PNG30318 Non-Stretch X-Style Chest Vest-11"Lx9.5"W
- No Padded Positioning Strap
- PA5610 Padded Positioning Strap**

### **Upper Body Strap**

- No Positioning Strap
- PA5610 Padded Positioning Strap

### **Head Support \***

- PY5626 Head Support – Extra Small (pad 5"H X 8"W)
- PY5628 Head Support – Small (pad 6"H X 10"W)
- PA5586 Form to Fit Headrest- small**

### **Head Support**

- PA5706 Face Aperture for 5" Height Pads
- PA5708 Face Aperture for 7" Height Pads

### **Head Support Covers**

- No Hygienic Cover
- PA3037 Hygienic Cover for Form to Fit

**Tray**

- No Tray
- PA5596 Black Molded Tray**
- PA5600 Angle Adjustable Swing-Away Black Molded Tray
- PA5602 Angle Adjustable Swing-Away Clear Acrylic Tray

**Tray Accessories for Black Tray**

- No Forearm Wings
- PA5604 Forearm Wings-Black Molded Tray

**Padded Tray Cover**

- No Hygienic Cover
- PA3038 Hygienic Padded Cover

**Chest Pad \***

- PA3123 Pivoting Chest Pad
- PT30046 Small Chest Pad

**Clear Tray Accessories**

- No Hand Grips
- PNG50042 Hand Grips

**Additional Options**

- P80809 Tool Pouch
- P80246 Angle Locator

**Total**

\$10,132.00

**Request a quote?**

- Yes, I know my account number.
- Yes, but I DON'T know my account number.

**Tag For**



**Subtotal:**  
**\$5,934.00**

FINISH CUSTOMIZING TO ADD T

HOME | EASY



CHEST SUPPORT (SELECT ONE) ▲

\*required

HEAD SUPPORT (SELECT ONE)

\*required

SWING AWAY TRAY \*required

Summary:

- Size: MPS Size 1 (+\$)
- Frame Color: White (+\$)
- Support Packages: PK403 Maximum Support Package (+\$645)
- Multi-Adjustable Foot Holders (select one, pair): 7.75 (+\$)
- Secure Foot Straps (select one, length over top of foot, two pair): 8 (+\$)
- Knee Pads (select one): Multi-Adjustable Knee Pads - 4.25 (+\$)
- Multi-Adjustable Calf Pads (select one, inside width, not available with posterior knee pads): 3.5 (+\$)
- Pelvic Support-Planar Pad (select one): 5 (+\$)
- Upper Body Support-Planar Pad (select one): 5 (+\$)
- Lateral Supports (select one): 7 (+\$)
- Chest Support (select one): X-Style Non-Stretch 9.5 (+\$)

**Subtotal: \$5,934.00**

FINISH CUSTOMIZING TO ADD TO CART

Other Options

USE MOBILITYFUNDER™

ADD TO QUOTE



1-800-451-1234

INTENTIONS

EASYSTAND ZING MPS

\$5,934.00



TABS

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

PURCHASE ORDER

Purchase Order No **3594**

Date Issued **8/26/24**

Appropriation No. **72250399**

Dept. **Technology**

School **System-wide**

TO **Tyler Technologies Renewal**

Deliver to **WCDE-C. Fullbright**

Address

Via

Articles on this order must be charged to account of

**NOTICE TO VENDOR**

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

**Washington County Board of Education**  
**405 West College Street**  
**Jonesborough, TN 37659**  
**Telephone (423) 753-1105**

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
<p align="center"><small>(Unless otherwise stated all prices F.O.B. Destination)</small></p> <p><b>Annual Maint. &amp; Support Renewal -</b></p> <p>Start Date: <del>10/1/2024</del> <b>10/1/2024</b></p> <p>End Date: <b>9/30/2025</b></p> <p><b>Please see Att. invoice.</b></p>			<b>\$</b>	<b>5,1058.20</b>
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$ 5,1058.20</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**



<b>VENDOR'S COPY</b>	<p>There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.</p>	<p><b>APPROVED:</b></p>
	<p>Authorized Signature</p>	<p>Purchasing Agent</p>



**Remittance:**  
 Tyler Technologies, Inc  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
045-480666	09/01/2024	1 of 1

**Questions:**  
 Tyler Technologies- ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Email: ar@tylertech.com



Bill To: WASHINGTON COUNTY BOE  
 TECHNOLOGY DEPARTMENT  
 405 WEST COLLEGE STREET  
 JONESBOROUGH, TN 37659

Ship To: WASHINGTON COUNTY BOE  
 TECHNOLOGY DEPARTMENT  
 405 WEST COLLEGE STREET  
 JONESBOROUGH, TN 37659

<b>Cust No.-BillTo-ShipTo</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
5889 - 9111 - 9111	214744		USD	NET30	10/01/2024

Contract Date	Description	Units	Rate	Extended Price
Contract No.: VersaTrans				
23/Aug/2013	Annual Maintenance & Support:T-Mo, GSM, US, All I/Os or use of telematics Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	110	398.30	43,813.00
28/Apr/2015	Annual Maintenance & Support:T-Mo, GSM, US, All I/Os or use of telematics Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	1	384.83	384.83
05/Aug/2015	Annual Maintenance & Support -GO7-Verizon-1 Solution, All I/Os and telematics Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	2	384.83	769.66
07/Dec/2015	Annual Maintenance & Support -GO7-Verizon-1 Solution, All I/Os and telematics Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	11	414.49	4,559.39
01/Jan/2017	Annual Maintenance & Support -GO7-Verizon-1 Solution, All I/Os and telematics Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	1	394.75	394.75
20/Mar/2017	Annual Maintenance & Support -GO7-Verizon-1 Solution, All I/Os and telematics- Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	2	400.47	800.94
31/Oct/2017	Annual Maintenance & Support -AT&T Solution, All I/Os and telematics Cycle: Start: 01/Oct/2024, End: 30/Sep/2025	1	335.63	335.63

**PURCHASE CONTROL STAMP**  
 WASHINGTON COUNTY BOARD OF EDUCATION

Received By: *Imoney* Date: *8/26/24*

Approved for Payment By: *[Signature]*

Date Approved: *8/26/24*

Fund Charged: \_\_\_\_\_

**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

Subtotal	51,058.20
Sales Tax	\$0.00
<b>Invoice Total</b>	<b>51,058.20</b>

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

Purchase Order **№ 3595**

Date Issued **8/26/24**

Appropriation No. **141E72250399**

Dept. **Academics**

School **CO**

**PURCHASE ORDER**

**TO** Pearson  
 PO Box 599700  
 San Antonio, TX 78259

**NOTICE TO VENDOR**

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

**Washington County Board of Education**  
 405 West College Street  
 Jonesborough, TN 37659  
 Telephone (423) 753-1105

Deliver to **Washington County Schools**  
 Address **405 W College St.**  
**Jonesborough, TN 37659**  
 Via **Attn: Cindy Hayes**

Articles on this order must be charged to account of

ARTICLES OR SERVICES (Unless otherwise stated all prices F.O.B. Destination)	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
<b>AimWeb Renewal</b>  <b>See quote # attached</b>  <b>Grades 4-12</b>  <b>C Hayes</b>				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$24,850<sup>15</sup></b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

**APPROVED:**

Purchasing Agent



Pearson

**QUOTE / PROFORMA**

**Customer Bill-to:**  
WASHINGTON COUNTY BOE  
405 W COLLEGE ST  
JONESBOROUGH TN, 37659-1009  
**Attention:**

**Customer Ship-to:**  
WASHINGTON COUNTY BOE  
2002 INDIAN RIDGE RD.  
JOHNSON CITY TN, 37604  
**Attention:**

**NCS Pearson, Inc.**  
P.O. Box 599700,  
San Antonio, TX 78259  
**Tel:** 800-627-7271  
**Tax ID No:**  
41-0850527

**Quote/Proforma Number :** 284756  
**Date :** 23-AUG-2024  
**Customer Account# :** 3814202  
**Sales Order Number :** 284756  
**Customer PO# :**  
**Currency :** USD  
**Shipment Terms :** Paid  
**Customer Tax Number :**  
**Number of Pages :** Page 1 of 2

Prices will be honored for 60 days from price quote date.  
This price quote does not guarantee stock availability and shipping amount is estimated, standard shipping charges apply.

<b>Total Ordered Quantity (No. Of Items)</b>	:	3550
<b>Other Charges</b>	:	USD \$0.00
<b>Net Amount</b>	:	USD \$24,850.00
<b>Tax Total</b>	:	USD \$0.00
<b>Quote/Proforma Total</b>	:	USD \$24,850.00
<b>Amount Due</b>	:	USD \$24,850.00

REMITTANCE INFORMATION	
<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>
13036 COLLECTION CENTER DRIVE CHICAGO 60693 NCS Pearson, Inc.	Bank of America N A 071000039 A/C No.: 8188105388 SWIFT : 071000039



Pearson

Quote/Proforma Number: 284756

Page 2 of 2

Item Number	Item Description	Quantity	Unit Price	Discount	Tax	Line Total
AIMPLSCSUB	AIMSWEBPLUS COMPLETE NEW QTY 1 (DIGITAL)	3550	7.00	NET	0.00	\$24,850.00

\*\*\* IMPORTANT CUSTOMER MESSAGES \*\*\*

REQUEST QUOTE ONLY  
aimswEBplus renewals S.Y 24-25

QUOTE/PROFORMA TOTALS		Subtotal	Total Other Charges	Total Tax	Total Due
	USD	\$24,850.00	USD \$0.00	USD \$0.00	USD \$24,850.00

By placing your order, you hereby agree to the Terms and Conditions which govern your purchase:

<https://www.pearsonassessments.com/footer/terms-of-sale---use.html>

For questions, please visit our support site at

<https://www.pearsonassessments.com/contact-us.html>

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

Purchase Order **No 3631**

Date Issued **8/27/24**

Appropriation No. **141-E-76100-399-002**

Dept. **ISM**

School **Lamar**

**PURCHASE ORDER**

**TO** Two squirrels cabinets & more  
 3547 Andrew Johnson Hwy  
 Lincolnton, TN 37081

**L** 423-972-1238

Deliver to **Lamar Elementary**

Address **3261 Hwy 81 S**

Via **Jonesborough, TN 37659**

**NOTICE TO VENDOR**

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3. Mail **TWO** copies of your invoice promptly to:

**Washington County Board of Education**  
 405 West College Street  
 Jonesborough, TN 37659  
 Telephone (423) 753-1105

Articles on this order must be charged to account of

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
Cabinets				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$3,865.00</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
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<b>VENDOR'S COPY</b>	There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.	APPROVED:
	Authorized Signature	Purchasing Agent

Two squirrels Cabinets and More

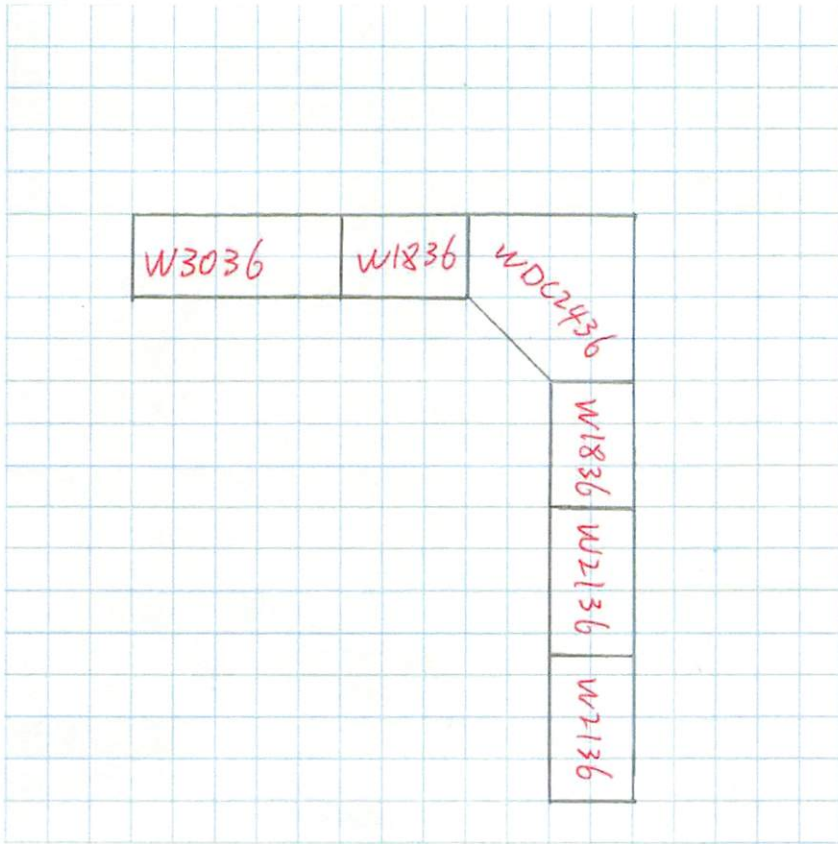
3547 Andrew Johnson Hwy

Limestone TN 37681

423 972 1238

Proposal for additional cabinets

The proposal is for additional cabinets for the CTE lab at lamar elementary school. This will be for the wall units on the outside wall. A drawing is included showing what cabinet sizes are to be included in the additional cabinets. The price of the additional cabinets and their installation will be \$3865.





2024 August 19

**Mr. Brad Hale, Chief Financial Officer**  
**Washington County Schools**  
405 W College Street  
Jonesborough, TN 37659

**RE: Washington County Schools (WCS) Athletic Upgrades - Phase 1**  
**Daniel Boone High School + David Crockett High School**  
**Gray, TN Jonesborough, TN**  
**LGA # 22043**

**Application and Certificate for Payment No. 08**

Dear Mrs. Hale:

Please find attached one (1) digital copy of **APPLICATION AND CERTIFICATE FOR PAYMENT NO. 08** for the above referenced project. We have reviewed the application and to the best of our knowledge, information, and belief find that the amount requested appears to be reasonable and appropriate to the Work accomplished. Therefore, we recommend payment in the amount of **\$968,823.32**. Please make payment directly to the Construction Manager and enclose a copy of the application with their payment.

We have not made an independent examination of the Contractor's records nor verified whether subcontractors, persons, suppliers, vendors, or other entities with whom the Contractor may have agreements relative to this project have been paid and our recommendation does not constitute a representation that such accounts have, in fact, been paid. We have not inventoried any stored materials for which payment has been requested. We have relied entirely on the Contractor's representations made in the attached Application and Certificate for Payment and our observations of the Work as the basis for our recommendation.

Please do not hesitate to contact our office if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ginger Azpurua'.

**Ginger Azpurua**

**Cc: Jarrod Adams, WCS Chief Operations Office**  
**Jerry S. Boyd, WCS Superintendent**  
**Todd Morris, BurWil Construction Co**  
**Paul M. McCall, LGA**

## Application and Certificate for Payment

Invoice No. 13667

<b>TO OWNER:</b> Washington Co. Board of Education 405 W. College Street Jonesborough, TN 37659	<b>PROJECT:</b> Washington Co Athletic Upergrade	<b>APPLICATION NO:</b> 8 <b>PERIOD TO:</b> 7/31/2024 <b>CONTRACT FOR:</b> <b>CONTRACT DATE:</b> <b>PROJECT NOS:</b> 352-203-05 /	<b>Distribution to:</b> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>FROM CONTRACTOR:</b> BurWil Construction Company, Inc. P. O. Box 637 Bristol, TN 37621	<b>VIA ARCHITECT:</b>		

### CONTRACTOR'S APPLICATION FOR PAYMENT

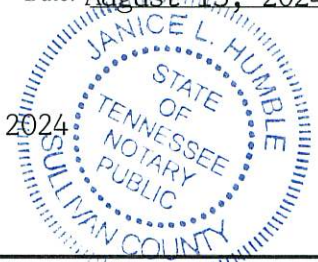
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	\$	8,287,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	186,721.98
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$	8,473,721.98
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$	7,098,369.13
<b>5. RETAINAGE:</b>		
a. <u>5.00</u> % of Completed Work (Columns D + E on G703)	\$	354,918.45
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b, or Total in Column I of G703) .....	\$	354,918.45
6. TOTAL EARNED LESS RETAINAGE .....	\$	6,743,450.68
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	5,774,627.36
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	968,823.32
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	1,730,271.30
(Line 3 minus Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$
<b>TOTAL</b>	\$	\$
NET CHANGES by Change Order	\$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** BurWil Construction Company, Inc.  
 By: Will Spencer, CEO Date: August 13, 2024  
 State of: Tennessee  
 County of: Sullivan  
 Subscribed and sworn to before me this Thirteenth day of August, 2024  
 Notary Public: Janice L. Humble  
 My commission expires: 10/25/2026



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ 968,823.32  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**  
 By: Angela Spina Date: 08/19/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

### Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor’s signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO:** 8  
**APPLICATION DATE:** 7/31/2024  
**PERIOD TO:** 7/31/2024  
**ARCHITECT’S PROJECT NO:** 352-203-05

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C – G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
01-00	GENERAL REQUIREMENTS								
01-01	General Conditions	614,908.73	310,000.00	100,000.00		410,000.00	66.68	204,908.73	20,500.00
01-02	Building Permit	4,000.00	4,000.00			4,000.00	100.00		200.00
01-03	Payment & Performance Bond	56,650.00	56,650.00			56,650.00	100.00		2,832.50
01-04	Daniel Boone Testing Allowance	10,000.00	9,561.40			9,561.40	95.61	438.60	478.07
01-05	David Crockett Testing Allowance	10,000.00	10,000.00			10,000.00	100.00		500.00
01-06	Daniel Boone Contingency								
01-07	David Crockett Contingency								
02-00	DANIEL BOONE								
02-01	DB Selective Demolition	62,000.00	62,000.00			62,000.00	100.00		3,100.00
02-02	DB Site Grading/Site Utilities	319,183.50	252,234.00	25,000.00		277,234.00	86.86	41,949.50	13,861.70
02-03	DB Paving, Striping & Parking Signage	45,323.40						45,323.40	
02-04	DB Concrete Sidewalks/Steps	217,843.25		25,000.00		25,000.00	11.48	192,843.25	1,250.00
02-05	DB Fencing	34,000.00		8,000.00		8,000.00	23.53	26,000.00	400.00
02-06	DB Concrete	385,694.60	387,766.88	-2,072.28		385,694.60	100.00		19,284.73
02-07	DB Masonry	294,227.27	310,000.00	-15,772.73		294,227.27	100.00		14,711.36
02-08	DB Misc Steel	72,458.28	30,000.00			30,000.00	41.40	42,458.28	1,500.00
02-09	DB Steel Allowance	10,000.00						10,000.00	
02-10	DB Rough Carpentry	21,576.04	13,000.00	8,576.04		21,576.04	100.00		1,078.80
02-11	DB Millwork	21,000.00						21,000.00	
02-12	DB Roofing	46,998.00	10,000.00	20,000.00		30,000.00	63.83	16,998.00	1,500.00
02-13	DB Sealants & Caulking	12,400.00		4,000.00		4,000.00	32.26	8,400.00	200.00
02-14	DB Doors, Frames & Hardware	43,328.00	21,000.00	8,000.00		29,000.00	66.93	14,328.00	1,450.00
02-15	DB Coiling Counter Doors	10,000.00						10,000.00	
	GRAND TOTAL								

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## Continuation Sheet

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			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
02-16	DB Metal Studs/Drywall	1,234.00	1,234.00			1,234.00	100.00		61.70
02-17	DB Flooring	4,000.00		1,000.00		1,000.00	25.00	3,000.00	50.00
02-18	DB Painting	117,186.00	60,000.00	25,000.00		85,000.00	72.53	32,186.00	4,250.00
02-19	DB Toilet Partitn,Accs&Fire Ex	42,567.80		20,000.00		20,000.00	46.98	22,567.80	1,000.00
02-20	DB Signage	46,000.00	23,000.00	10,000.00		33,000.00	71.74	13,000.00	1,650.00
02-21	DB Grandstands	1,216,520.00	1,216,520.00			1,216,520.00	100.00		60,826.00
02-22	DB Plumbing	240,000.00	170,000.00	20,000.00		190,000.00	79.17	50,000.00	9,500.00
02-23	DB HVAC	105,000.00	65,000.00	10,000.00		75,000.00	71.43	30,000.00	3,750.00
02-24	DB Electrical	679,345.05	539,000.00	60,000.00		599,000.00	88.17	80,345.05	29,950.00
03-00	DAVID CROCKETT								
03-01	DC Selective Demolition	50,500.00	50,500.00			50,500.00	100.00		2,525.00
03-02	DC Site Grading/Site Utilites	289,275.00	240,000.00	15,000.00		255,000.00	88.15	34,275.00	12,750.00
03-03	DC Pvng, Stripe&Prkng Signage	64,857.81						64,857.81	
03-04	DC Concrete Sidewalks/Steps	38,930.00		7,500.00		7,500.00	19.27	31,430.00	375.00
03-05	DC Fencing	48,000.00		15,000.00		15,000.00	31.25	33,000.00	750.00
03-06	DC Concrete	249,193.50	255,547.83	-6,354.33		249,193.50	100.00		12,459.67
03-07	DC Masonry	249,813.00	250,000.00	-187.00		249,813.00	100.00		12,490.65
03-08	DC Misc Steel	29,190.00	10,000.00			10,000.00	34.26	19,190.00	500.00
03-09	DC Steel Allowance	10,000.00						10,000.00	
03-10	DC Rough Carpentry	33,634.32	9,000.00	24,634.32		33,634.32	100.00		1,681.72
03-11	DC Millwork	18,125.00						18,125.00	
03-12	DC Roofing	48,286.00	35,000.00			35,000.00	72.48	13,286.00	1,750.00
03-13	DC Sealants & Caulking	12,600.00						12,600.00	
03-14	DC Doors,Frames, &Hardware	44,188.50	22,500.00	10,000.00		32,500.00	73.55	11,688.50	1,625.00
	GRAND TOTAL								

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## Continuation Sheet

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			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
03-15	DC Coiling Counter Doors	10,000.00						10,000.00	
03-16	DC Metal Studs/Drywall	2,041.00	2,041.00			2,041.00	100.00		102.05
03-17	DC Flooring	4,000.00		1,500.00		1,500.00	37.50	2,500.00	75.00
03-18	DC Painting	120,458.00	65,000.00	40,000.00		105,000.00	87.17	15,458.00	5,250.00
03-19	DC Toilet Partitn,Accs&Fire Ex	42,814.93		15,000.00		15,000.00	35.03	27,814.93	750.00
03-20	DC Signage	43,000.00	23,000.00	10,000.00		33,000.00	76.74	10,000.00	1,650.00
03-21	DC Grandstands	1,215,990.00	800,000.00	415,990.00		1,215,990.00	100.00		60,799.50
03-22	DC Plumbing	250,000.00	150,000.00	50,000.00		200,000.00	80.00	50,000.00	10,000.00
03-23	DC HVAC	105,000.00	65,000.00	20,000.00		85,000.00	80.95	20,000.00	4,250.00
03-24	DC Electrical	750,381.00	550,000.00	75,000.00		625,000.00	83.29	125,381.00	31,250.00
GRAND TOTAL		8,473,721.98	6,078,555.11	1,019,814.02		7,098,369.13	83.77	1,375,352.85	354,918.45

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**Washington County**  
**Memorandum of Understanding**  
**~~2021~~ 2024 through ~~2024~~ 2027**

Date of Approval ~~September 2, 2021~~  
September 5, 2024

Effective Date  
October 1, 2024

Mr. Jerry S. Boyd, Superintendent

# Washington County Department of Education

School Board Members

**Jason Day – Chairman**

**Mike Masters - Vice Chairman**

Annette Buchanan

~~Mary Beth Dellinger~~ **Eric Barnes**

Keith Ervin

Chad Fleenor

David Hammond

Mitch Meredith

Whitney Riddle

AGREEMENT

MEMORANDUM OF UNDERSTANDING

Pursuant to the PECCA, collaborative conferencing is the process by which the Chair of the Board of Education and the Board's Professional Employees, or representatives designated by either party, meet to confer, consult, discuss and exchange information, opinions and proposals on matters relating to terms and conditions of professional service.

If an agreement is not reached, there is no Memorandum of Understanding and the Board may address terms and conditions of employment through policy.

The presentation of this Memorandum of Understanding to the Board of Education for approval shall affirm unconditional agreement between both parties.

\_\_\_\_\_  
President – WCEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Collaborator – WCEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cindy Percell, Chief Collaborator – Board Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Washington County Board of Education Approval Date

\_\_\_\_\_  
Jason Day, Chairman

## PREAMBLE

The Board of Education has an obligation to the public to achieve the highest educational standards. This will require the establishment and maintenance of an educational climate and working environment for their Professional Employees which will attract and retain highly qualified Professional Employees and stimulate optimum performance.

Our goal is to accomplish this by protecting the rights of the employee and providing the best conditions of employment possible within the framework of the law. This framework will include: salaries and wages, insurance, fringe benefits, leaves, working conditions, payroll deductions and grievance procedures.

As we accomplish this, we will not infringe on the duties of the Building Administrators to supervise the operation and management of personnel and facilities of the school or reduce the authority of their instructional leadership. The authority of the Board of Education and the Superintendent will be upheld.

### Board Management Collaborative Conferencing Committee

Annette Buchanan **Dr. Jarrod Adams**

Mary Beth Dellinger **Dr. Josh Davis**

Brad Hale

David Hammond **Leslie Lyons**

Brandon McKee **Cindy Percell**

Robin Street

Jerry Whitaker

### WCEA Collaborative Conferencing Committee

~~Jan Allen~~

Chris Campbell

~~Ben Davenport~~ **Regina France**

Doug Harris

Vicky Jones

Danielle Mitchell

Jason Moore

## **COLLABORATIVE CONFERENCING**

Pursuant to the Professional Educators Collaborative Conferencing Act (PECCA), Collaborative Conferencing is the process by which representatives designated by the Board of Education and the Board's Professional Employees, meet to confer, consult, discuss and exchange information, opinions and proposals on matters relating to identified terms and conditions of professional service using the principles of interest-based collaborative problem-solving.

Collaborative Conferencing will include:

- salaries and wages
- insurance
- fringe benefits
- leave
- working conditions (narrowly defined)
- payroll deductions, and
- grievance procedures.

No other terms or conditions of employment shall be the subject of collaborative conferencing and the following items are explicitly prohibited:

- differentiated pay plans or incentive compensation programs
- expenditures of federal, state, local or private grants
- evaluations of Professional Employees
- staffing decisions and state Board of Education or local Board of Education policies relating to innovative educational programs, innovative high school programs, virtual educational programs, and other program for innovative schools or school districts that may be enacted.
- personnel decisions, such as transfers, assignments and filling vacancies, and none of these decisions may be based on seniority or length of service, and
- payroll deductions for political activities.

An MOU is required on the items agreed upon.

An MOU will last three (3) years.

### **Employee's Team**

The Professional Employees shall be entitled to the same number of representatives as the number of management personnel selected by the Board of Education. The Professional Employee representatives shall be selected according to each organization's proportional share of the responses to the second question; (as determined by the anonymous poll of Professional Employee on the questions of: 1. Whether they want to engage in Collaborative Conferencing with the Board; and 2. If the answer is "yes", which organization they prefer to represent their interests) [this in no way excludes remaining steps involved in the process to initiate Collaborative Conferencing] provided, however, that only those Professional Employees' organizations receiving fifteen percent (15%) or more of the responses to the second question shall be entitled to representation. The category of "unaffiliated" as a response to the second question, but not the category of "none of the above", shall be considered a Professional Employees' organization for the purposes of this subdivision (b)(4).

**"Grievance"** shall mean a claim by an educator that there has been a violation, misrepresentation, or misapplication of the terms of this MOU that has resulted in harm, injury,

or loss to the grievant.

**Grievant** refers to a person who submits a grievance for resolution through a grievance procedure.

**Management Team** means those Professional Employees certified by the local Board of Education to represent the Board in the collaborative conferencing process; the Board appoints at least seven but no more than 11 persons to serve as “management personnel.”

**Management personnel**

These individuals are defined in the new law as employees who devote a majority of their time to system-wide areas of professional management, fiscal affairs or general management. Specifically, principals, assistant principals, Supervisors and others whose principal responsibilities are administration rather than teaching are included within the definition of management team employees.

**Memorandum of Understanding**

Memorandum of Understanding means the written document that memorializes and records the understanding reached by the Board of Education and its Professional Employees, or their respective representatives, if so designated, as to the terms and conditions of professional services set forth in this MOU.

Items that require funding are not effective until the local funding body has approved such funding in the budget. If the amount of funds appropriated is less than the amount required, the parties may continue to confer to reach agreement within the amount of funds appropriated.

An MOU becomes binding from the date of its approval by the local Board of Education or at a later effective date specified within the MOU.

Collaborative conferencing does not require an agreement on any terms nor does it require a MOU.

Failing to reach an agreement, the Board has the authority to address items through Board policy.

**PECCA** replaced the Education Professional Negotiation Act (EPNA) effective June 1, 2011. PECCA does not make collaborative conferencing mandatory, but if the process is initiated by the Professional Employees of a district the local Board of Education is legally obligated to engage in such conferencing, and both parties are bound to use the principles of collaborative problem solving.

**Professional Employee** means any person employed by any local Board of Education in a position that requires a license issued by the department of education for service in public elementary and secondary schools of this state, supported, in whole or in part, by local, state or federal funds, but shall not include any member of the management team, as defined in this part, or a retired teacher who is employed as a teacher.

**Supervisor** means any Professional Employee of a local Board of Education whose full-time job responsibilities consist of oversight of other Professional Employees or curriculum development or both.

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- A. Grievance Form
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- C. Compilation of Benefits
- D. Professional Organization Leave Request Form
- E. Insurance Schedule
- F. Intent to Retire

## **ARTICLE I: RECOGNITION**

### **SECTION 1.**

In accordance with The Professional Educators Collaborative Conferencing Act (PECCA) the Board recognizes all organizations and any unaffiliated representatives receiving 15% or more votes to conduct collaborative conferencing. The professional educator's team will represent all full-time or part-time Professional Employees employed by the Board, whether or not on leave of absence. This recognition is for the period of the Memorandum of Understanding only. (It will date forward three years from date of approval by the Washington County Board of Education.)

### **SECTION 2.**

"Professional Employee" shall be defined as any person employed by the Board of Education in a position which requires a certificate issued by the State Department of Education for service in public schools supported, in whole or in part, by local, state or federal funds.

## **ARTICLE II: ASSOCIATION BENEFITS**

### **SECTION 1.**

Access to Members - The Professional Employee Organizations shall be permitted to transact official business on school property at any reasonable times, provided that this shall not interfere with, or, interrupt normal school operations. Representatives from the recognized organizations may contact Professional Employees on school property, provided that contact is not during instructional or student contact time, and with prior approval of the principal.

### **SECTION 2.**

Release Time - At the beginning of each school year the Association shall be granted up to forty (40) days release time to be used by Professional Employees who are officers or agents of the Association. The Association agrees to notify the Board prior to the day release time is taken. The expense of the substitutes required shall be paid by the Association.

The WCEA president shall periodically confer with District Office Accounting staff in order to keep accurate records of release time used.

When any Professional Employee participates during normal school hours in grievance proceedings, he/she shall suffer no loss in pay or other benefits.

Should any Association member be elected to an office of the National Education Association or the Tennessee Education Association, leave will be granted through normal Leave of Absence methods. Special consideration shall be given for the length of the leave. (Refer to Article IV, Section 10 Leave of Absence.)

The administration shall grant release time for other organizations on a case by case basis.

### **Section 3.**

The Board agenda for all regular meetings will contain an item where an Association Officer or representative may speak to the Board of Education. The Association must make this request five (5) business days prior to the monthly Board meeting to the Superintendent's Executive Assistant. The request should list the topic(s) to be presented. This arrangement only applies to the regular monthly meeting. It does not include called meetings, workshops, board retreats or any other assembly of the Board.

**ARTICLE III: PROFESSIONAL EMPLOYEE WORK SCHEDULE**

**SECTION 1.**

The work year for Professional Employees shall be no more than two hundred (200) paid days.

The two hundred day calendar shall include the following:

- 180 days for classroom instruction
- 10 days vacation with pay for a 200 day term
- 5 days for in-service education
- 1 day for teacher-parent conferences
- 4 days as designated by the local Board of Education upon recommendation of the Superintendent (Discretionary Days)

A. Vacation/holidays will consist of Thanksgiving (2), Christmas and New Years (8\*), and Easter (1).

\*1 Winter Break Discretionary Day

B. The following is a schedule of additional work days, hours, and vacation days for Professional Employees who work a 10.5, 11 or 12 month calendar:

1. The work year for 10.5 month employees shall be a teacher's work year plus ten (10) additional days of seven and one-half (7.5) hours each excluding allowable vacation time.
2. The work year for 11 month employees shall be a teacher's work year plus twenty (20) additional days of seven and one-half (7.5) hours each excluding allowable vacation time.
3. The work year for 12 month employees shall be a teacher's work year plus forty (40) additional days of seven and one-half (7.5) hours each excluding allowable vacation time.

C. Optional High School and Other Work Schedules

The need for work schedules to vary from the normal accepted school day is recognized. Such schedules shall not vary in total days (instructional, in-service, administrative/vacation, vacation holidays), or in the length of day (7 ½ hours).

**SECTION 2.**

The normal work day for Professional Employees shall be a minimum of seven and one-half (7.5) hours. This will include seven (7) hours of student contact time and one-half (1/2) hour total pre and post class preparation time. Principals shall establish specific arrival and departure times for teachers assigned to that school, but not to exceed the designated time frames herein.

Duties requiring time spent beyond the normal work day shall include bus duty, faculty meetings, and other required professional activities. Bus duty shall be assigned on a rotating basis among all faculty members.

Faculty meetings shall be called on a "need to" basis and be limited to a maximum of two (2) per month. Faculty meetings shall not be called on Fridays or any day immediately preceding a holiday or vacation day. Meetings shall begin as quickly as feasible after the student day is over.

On days preceding a holiday or vacation day, Professional Employees' work day shall end after the close of the student day except on such occasion(s) when the Professional Employee's responsibilities (bus duty, etc.) would require an extended work day.

### SECTION 3.

Professional Employees shall have the opportunity to work at ball games. The employee may receive \$11.45 gross hourly wage for Professional Employees who work middle school ball games and \$13.00 gross hourly wage for Professional Employees who work high school ball games.

### SECTION 4.

Professional Employees shall have one (1) class period each day for the purpose of planning for instruction. School site schedules shall ensure one full class period for elementary, middle and secondary schools. Per State law and WCBOE policy 5.602, "Teachers shall be allotted an individual duty-free planning period of two and one-half (2 ½) hours each week to provide time for planning, preparation for effective teaching, and attention to major program improvement."

### SECTION 5.

Professional Employees shall have a duty-free lunch period as required by State law. The period shall be equal to a student lunch period for that school and shall be scheduled at reasonable times for lunch. Teachers shall not be assigned or allow this time to be used any other way during the day. This is exclusively a duty-free lunch.

## ARTICLE IV: LEAVE OF ABSENCE

### SECTION 1.

- A. Professional Employees shall be entitled to leave of absence for the purpose and under the condition as provided in the Article. All leaves of absence or extensions shall be applied for in writing on forms provided by the Superintendent and submitted as far in advance as possible. Any application for leave of absence exceeding twenty (20) working days shall be made at least sixty (60) calendar days prior to the leave except in case of personal illness, accident or other emergency, in which case such application shall be made within thirty(30) days of occurrence. Applications for leave must state the reason for the leave applied for, a statement of intent to return to the position from which the leave is granted and the length of leave from date certain to date certain.

- B. Leaves of absence may be granted for a maximum of one (1) year except as mandated by law T.C.A. 49-5-702 through 49-5-713. Leaves may be extended to a later specified date upon written request by the employee and approved by the Superintendent. This request for extension must be submitted prior to the end of the current leave.
- C. The Professional Employee on leave not exceeding one (1) year under this Article shall return to his/her previously assigned full-time position. If the previously assigned position does not exist, the Professional Employee shall be assigned to a comparable position for which the Professional Employee is certificated. All rights and privileges of this Article are contingent upon the employee's timely return to the system upon expiration of the leave.
- D. Professional Employees on an approved leave of absence shall have the option to remain in their choice of the group insurance programs (pending necessary approval by the carriers) by assuming the entire monthly premium. Payments of monthly premiums shall be made to the District Office on scheduled monthly dates. If the payment is more than fifteen (15) days overdue, that insurance will be terminated.

## SECTION 2.

- A. Sick leave shall mean leave of absence because of illness of the Professional Employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of the Professional Employee including the Professional Employee's wife or husband, parents, grandparents, children, grand-children, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.
- B. The time allowed for leave within the meaning of the Section for any Professional Employee shall be one (1) day for each month employed. Sick leave shall be cumulative for all earned days not used. The termination of sick leave days and the restoration of sick leave days shall be in accordance with T.C.A. 49-5-710.
- C. The Professional Employee shall be given a written accounting of accumulated sick leave days no later than sixty (60) school days after the official opening of each school year. The total accumulated sick leave shall mean the total number of sick days which have been earned but not yet used.
- D. A Sick Leave Bank shall remain operative and be governed by T.C.A. 49-5-801 through 49-5-810.
- E. A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days that the teacher may accumulate during the-remainder of the school year in which the teacher is employed.

## SECTION 3.

- A. There shall be six (6) personal or professional leave days accumulation of which shall be covered by State Law. Substitutes for four (4) of these days shall be paid for by the Board.  
*Any State allocated personal days (first two personal or professional leave days) that are unused, shall convert into sick days for certified employees. For instance, if a Professional Employee uses zero (0) personal days, there will be a conversion of two sick days to be applied to the available sick leave balance at the end of the school year. If a Professional Employee uses personal day #1, personal day #2 (if unused) will convert to one day of sick time at the end of the school year. If a Professional Employee uses personal days #1 and #2, there is no conversion to sick days.*
- B. A Professional Employee participating in an authorized school or classroom trip during which students are under his/her supervision will not be required to use their accumulated personal or professional leavedays.
- C. A Professional Employee requesting a person or professional leave day shall notify his/her

immediate Supervisor at least one (1) day in advance of the anticipated date of absence except in an emergency as determined by the immediate Supervisor.

- D. The approval of the Superintendent/designee to take a personal or professional day is required under the following conditions
  1. If more than ten percent (10%) of the employees in any given school request its use on the same day. In making this calculation any major fraction shall be considered as one (1); and in a school of five (5) employees or less, one (1) teacher may take personal or professional leave;
  2. If personal or professional leave is requested during any prior established examination period;
  3. If personal or professional leave is requested on the day immediately preceding or following a holiday or vacation period; or
  4. If personal or professional leave is requested on any scheduled in-service day.
- E. Professional or personal leave shall be used at the discretion of the Professional Employee.

#### SECTION 4.

All Professional Employees shall be eligible for parental leave subject to local, state and federal law and the following conditions:

- A. The Professional Employee shall notify the Superintendent at least sixty (60) days in advance of the time he/she foresees any necessity to alter employment commitments as a result of parental leave other than for adoption.
- B. A Professional Employee shall notify the Superintendent as soon as he/she knows when he/she will be taking parental leave for adoption.
- C. Sick leave may be used by a Professional Employee in cases of physical disability due to pregnancy, miscarriage, childbirth, and recovery there from.
- D. **A Professional Employee may be qualified for up to 6 work weeks of paid leave under the Paid Parental Leave Law. Professional Employees may inquire if they are eligible for this benefit by calling the Human Resources Department.**

#### SECTION 5.

Professional Employees shall be excused from employment for the day or days required for the Professional Employee to serve as a juror or-to appear as a result of a summons or school-related incident at any judicial or administrative proceeding. The Professional Employee shall be entitled to his usual compensation less the amount of the fee or compensation received for serving as juror. The Professional Employee shall furnish to his immediate Supervisor a statement showing jury service rendered and the compensation received for such service.

#### SECTION 6.

Leave of absence shall be granted for any length of active military service date to date certain except in cases of declared war or national emergency. Upon completion of such military service, the employee shall be entitled to resume the position formerly held or a comparable position. Employees restored to employment shall be afforded all rights and privileges of employment as provided under Military Selective Services Act.

## SECTION 7.

Professional Employees shall be entitled to up to three (3) days leave due to the death of a member of the employee's immediate family as defined in Section 2(A) of this Article. This leave is in addition to any sick leave taken by the employee. This leave must be taken within thirty (30) days of the death. Extenuating circumstances may be considered by the Superintendent.

Professional Employees shall be granted one (1) day leave in the event of the death of a friend or relative outside the Professional Employee's immediate family as defined in Section 2 of this Article. This leave should coincide with the arrangements for the deceased.

## SECTION 8.

Professional Employees shall be entitled to a leave of absence without pay not exceeding one (1) year to further their education on a full-time basis provided such academic work entails a minimum of at least twelve (12) hours per semester or twelve (12) hours per quarter.

## SECTION 9.

The Principal or Administrator to whom the Professional Employee is directly responsible may excuse a Professional Employee for a minor fraction of the school day where a substitute is not required in circumstances involving medical appointments or emergencies. The medical appointments must be certified upon return of the Professional Employee to his/her job.

## SECTION 10.

Priority consideration shall be given for special long-term leave of absence to any Professional Employee elected to any office of their professional organization that requires a long term leave of absence. When approved, he/she shall be granted release time to fill that position for a period as specified by the rules governing that position.

## **ARTICLE V: PERSONNEL FILES**

### SECTION 1.

A Professional Employee's personnel file is defined as the personnel records maintained in the District Office. The personnel file shall include, but is not limited to the following: letters of commendation, employment records, transcripts, certificates, contracts, evaluation data prior to the TEAM evaluation model, requests for leaves of absence, and reprimands.

### SECTION 2.

A Professional Employee shall be notified whenever new items are placed into the personnel file. In the event adverse items are placed into the file the employee shall be given the opportunity to respond in writing, and that response will become part of the documentation. A Professional Employee shall have the right to review the material compiled in his/her personnel

file, except for confidential references and reports as designated by law. A photocopy of non-confidential materials will be provided upon request.

The Superintendent shall keep a log indicating the persons who have examined the personnel file, or any parts thereof, and the dates such examinations were made.

No anonymous material shall be placed in a Professional Employee's personnel file.

## **ARTICLE VI: REPRIMAND PROCEDURE**

### **SECTION 1.**

Disciplinary action exclusive of suspension and dismissal under T.C.A. 49- 5-50 I through T.C.A. 49-5-511 shall be for just cause and may include:

- A. oral reprimand shall be defined as a private verbal admonishment
- B. written reprimand shall be defined as an admonishment put in writing
- C. if the situation is serious enough the oral reprimand may be bypassed and a written reprimand may be given immediately
- D. the reprimand, oral or written, will be presented professionally and will include specific evidence to support the allegation

### **SECTION 2.**

For the purpose of this Article just cause shall include the following steps:

#### **Step 1**

Oral reprimand - An Administrator shall meet with the Professional Employee to discuss the problem, permit the Professional Employee to explain his point of view and state the corrective action to be taken, if any. The Administrator and Professional Employee shall jointly sign a form indicating that such a meeting occurred, the date of the meeting and subject. The form will be on system-wide or school letterhead and will be kept by the Administrator and a copy given to the Professional Employee.

#### **Step 2**

Written reprimand - An Administrator shall meet with the Professional Employee within a timely manner and state in writing (1) the problem, (2) the corrective action to be taken and (3) the consequences of further violations. The Administrator and employee shall sign and date the written reprimand. The signature does not mean agreement with contents of written reprimand, only that the document has been read by both parties.

#### **Step 3**

A copy of the written reprimand shall be placed in the Professional Employee's personnel file at the District Office. The Professional Employee shall have the right to submit a written answer to the reprimand and this answer shall be attached to all copies of the reprimand.

#### **Step 4**

Reprimand documents may be removed from the Professional Employee's personnel file upon the

request of the Professional Employee to the Superintendent after one year considering that the reason for the reprimand has been corrected and no further incidents have occurred. Reprimands concerning matters of insubordination, misconduct, harassment, and financial misconduct will remain in the personnel file for a term not less than four (4) years. At the end of the four-year period, the employee may request of the Superintendent that the reprimand be removed from the files. If the employee has had no further problems, the documentation may be removed by the Superintendent.

**Step 5**

Both the Administrator and Professional Employee shall be entitled to have a representative present at the oral reprimand and/or written reprimand meetings.

**ARTICLE VII: COMMITTEE ACTIVITIES**

**SECTION 1.**

During the term of this agreement, the Chairman of the Board agrees to establish the following committees:

- A. In-service Committee - To review, evaluate, and plan in-service programs for mandatory and optional requirements. Mandatory means the total in-service hours required by the State. Optional means alternative in-service activities approved by the State and left to the teacher to schedule and accomplish.
- B. Calendar Committee - To review, evaluate, and develop a minimum of two (2) calendar proposals by March of each year; allow teacher selection of the calendar that will be presented to the Board of Education as the calendar recommendation for the following school year. The calendar proposals shall include specific conditions set forth in this agreement.
- C. Student Discipline Committee - To review, evaluate, and recommend discipline procedures to maintain a good classroom environment for learning and for teaching.
- D. Curriculum Committee - To review, evaluate, plan, and recommend course offerings to meet the needs of the students and promote county-wide consistency in the curriculum.

**SECTION 2.**

These committees shall contain fifty percent (50%) Professional Employees of which a minimum of two (2) shall be association members. The Professional Employees shall be chosen by the Superintendent and the Chairman of the Board. The Chairman of the Board shall select the chairperson. The committees shall meet as often as necessary.

Programs/recommendations designated by these committees shall be presented to the Superintendent for consideration.

**ARTICLE VIII: STUDENT DISCIPLINE PROCEDURES**

**SECTION 1.**

The Board is responsible for setting policy related to student discipline procedures. Recommendations from the Student Discipline Committee will be evaluated and acted upon in a timely manner. Teachers and Administrators are responsible for implementing these procedures.

## SECTION 2.

It is the responsibility of the teacher to maintain discipline and a climate for good instruction in the classroom through effective teaching and leadership techniques and through application of appropriate classroom management procedures in accordance with current policies and regulations.

The teacher is the Board's representative in the classroom for maintaining order so that a proper educational atmosphere may be maintained.

The principal is the agent of the Superintendent whose responsibility is to implement student discipline procedures and to support reasonable disciplinary acts performed by teachers in accordance with Board policies.

## SECTION 3.

The Board recognizes its responsibility to support and to assist Professional Employees with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular student requires the attention of special services. Screening shall occur upon the recommendation of a Professional Employee and the approval of the building principal. If the building principal does not approve the recommendation, the Professional Employee may take the recommendation to the supervisor of the program.

## SECTION 4.

A copy of the School Board Policy Manual containing policies related to student discipline shall be available online at [www.wcde.org](http://www.wcde.org).

## SECTION 5.

Board policies governing disciplinary procedures including corporal punishment, suspension and expulsion as they are structured by each individual school shall be publicized to all Professional Employees prior to the first student day of school each year.

## SECTION 6.

A Professional Employee may use such force as is reasonable and necessary to protect himself or herself or a student from attack or injury. Any such assault shall be reported to the principal immediately. The Board will provide legal counsel to advise any assaulted employee of his/her rights and obligations and shall promptly render assistance to the Professional Employee in connection with handling of the incident by law enforcement and judicial authorities. If criminal charges are placed the Professional Employee shall be responsible for obtaining his/her own legal counsel.

## SECTION 7.

Time lost by a Professional Employee in connection with any incident mentioned in this Article shall not be charged against the Professional Employee and the Professional Employee shall not suffer any loss of pay or benefits as the result.

**SECTION 8.**

Copies of the Student Disciplinary Code shall be available online at [www.wcde.org](http://www.wcde.org).

**ARTICLE IX: GRIEVANCE PROCEDURE**

**SECTION 1.**

A "grievance" is defined as an alleged violation of a specific provision of this agreement that has resulted in harm, injury or loss to the grievant.

**SECTION 2.**

The word "grievant" shall refer to any Professional Employee, person, or representative as defined by 49-5-602 having a grievance. Whenever the phrase "Professional Employee" is used in this Memorandum of Understanding, it includes any person employed by the Board of Education in a position which requires a license issued by the State Department of Education for service in public elementary and secondary schools of Tennessee. Management employees are not included in the phrase "Professional Employee."

**SECTION 3.**

In establishing time limits for the Article, a "working day" is defined as any day, Monday through Friday, on which the schools are open during the normal school year. The first working day to be counted shall begin at 8:00 a.m., the working day following the day on which the time limits are based. After the last day of the normal school year, a working day shall be defined as Monday through Friday when the District Offices of the Superintendent are open.

**SECTION 4.**

The following are the supervisors or Administrators referred to in Steps 1 and 2 of this Article:

Step 1: Principal or immediate supervisor.

Step 2: Superintendent or designee.

**SECTION 5.**

The parties hereto acknowledge that it is usually most desirable for a Professional Employee and his immediate supervisor to resolve problems through free and informal communications. When requested by the grievant another Professional Employee or representative of a professional organization may accompany the grievant to assist the informal resolution of the grievance. If however, the informal process fails to satisfy the grievant, a formal grievance may be processed on a pre-numbered Statement of Grievance.

(Standardized Grievance Form copy attached to this Agreement-Appendix A) obtained from the school secretary or immediate supervisor and shall include the date the alleged violation took place, the date filed, the name and number of provision/article violated, and shall indicate the specific relief sought.

Step 1: Within ten (10) working days after the knowledge of the occurrence, the grievance will be presented, in writing, in accordance with Section 5 of this Article by the grievant to the principal or immediate supervisor. The appropriate supervisor at this step, within ten (10) working days of the receipt of the grievance, shall meet with the grievant and a representative of the WCEA in an effort to resolve the grievance. If an adjustment is not made at this meeting, the appropriate supervisor at this step will respond to the grievance, in writing, within ten (10) working days after the said grievance meeting.

Step 2: If the grievance is not resolved at Step 1, the grievance may be presented by the grievant to the Superintendent/designee within ten (10) working days from the date of response of the appropriate supervisor at Step 1. The Superintendent/designee within ten (10) working days of the receipt of the grievance at Step 2 shall meet with the grievant and a representative of the WCEA in an effort to resolve the grievance. If an adjustment is not made at this meeting, the Superintendent/designee shall respond to the grievance, in writing, within ten (10) days after the date of said grievance meeting.

#### SECTION 6.

- A. Time limits provided in this Article may be extended by mutual agreement when signed by the parties to this agreement.
- B. Failure of the appropriate supervisor or Administrator at any step of the grievance procedure to communicate the decision on a grievance within the specified time limit shall permit the grievant to present the grievance at the next step of the grievance procedure.
- C. Any grievance which is not advanced from one (1) step to the next within the time limit provided for that step shall result in the grievance being considered to have been withdrawn, or settled as outlined in the previous step.
- D. Grievance involving one (1) or more Professional Employees or one (1) or more supervisors, and grievances involving an Administrator above the building level may be initially filed by the grievant at Step 2.

#### SECTION 7.

The only actions or events grievable under this process are items contained in this Memorandum of Understanding. The decision of the Director/Designee shall be the final step in the grievance process.

#### SECTION 8.

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants and shall not be forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the grievance(s) be alluded to in any communication between the administration and prospective employer.

### **ARTICLE X: PROVISIONS FOR INNOVATIVE PROGRAMMING**

The Board and the Association agree that programs which provide increased opportunities for student learning and development should be seriously considered for implementation.

Teacher involvement in developing such programs and the implementation thereof is set forth in true site-based decision making concepts. It is a cooperative effort involving Administrators, teachers, students, parents, and including partners in education.

**SECTION 1.**

A proposal for a site-based decision making program at a particular school may be submitted to the Superintendent by the principal and must be accompanied by evidence demonstrating that the proposal has been developed and approved by at least two-thirds (2/3) of the Professional Employees at that school.

**SECTION 2.**

Under the Education Improvement Act, allowances are permitted by the State, with approval, that could waive certain obstacles in order for new ideas to be tried in search for improved education. In the event that any aspect of the proposed site-based decision making program is contrary to the terms of this agreement, a waiver may be sought. The Superintendent, a Board member, and the Chief Collaborator for the Board and the Association shall meet to review the proposal to determine specific areas which require modification. A waiver will be approved only when all parties are in agreement. If a waiver is approved, the specific area of the contract agreement will be waived or modified only to the extent necessary to implement the proposal. If the waiver is not approved, then the idea cannot be implemented.

**ARTICLE XI: INSURANCE**

Insurance shall be discussed and changes attached annually within thirty (30) days following adopted changes.

**SECTION 1.**

The Washington County Board of Education will participate in the group medical insurance plan for Professional Employees who have elected to participate in the group insurance plan. A copy of the Insurance schedule shall be found in Appendix E. This schedule will be updated annually following Board approval.

**SECTION 2.**

The Board will fund the group medical insurance premium for retiring personnel at the rate of one thousand nine hundred thirty-one dollars (\$1,931.00) for an individual plan, not to exceed four thousand thirty dollars (\$4,030.00) for a family plan, not to exceed two thousand five hundred thirty-nine dollars (\$2,539.00) for an employee and child, and not to exceed three thousand twenty-three dollars (\$3,023.00) for an employee and spouse.

Eligibility shall be determined by participation in the group insurance plan of the Washington County Board of Education for the preceding five (5) years and employment by the Washington County Board of Education for the preceding ten (10) years. The Board shall fund this cost until said individual reaches age sixty-five (65) or becomes eligible for Medicare benefits.

SECTION 3.

The Board and the Association will establish a Disability Insurance Plan for all Professional Employees. The Disability Plan will provide for up to ninety dollars (\$90.00) per week for a maximum of twenty-six (26) weeks, while under doctor's care, ~~with a maximum of a ten (10) day-elimination period~~ after the elimination period as set by the insurance company has been met.

The Board will fund this Disability Program at a rate not to exceed sixty dollars (\$60.00) per year per employee. Any additional expense will be borne by the Professional Employee.

SECTION 4.

The Board and the Association will establish a Life Insurance Plan for all Professional Employees. The Life Insurance Plan will provide a twenty-five thousand dollars (\$25,000.00) term policy on each Professional Employee as long as this plan is in effect.

The Board will fund the Life Insurance Plan at a rate not to exceed forty dollars (\$40.00) per Professional Employee per year. Any additional expense will be borne by the Professional Employee.

SECTION 5.

The Board and the Association will establish an Optical Insurance Plan for all professional employees. The Optical Plan will be funded by the Board. Each employee shall be eligible for one hundred thirty-five dollars (\$135.00) per 2-year period. Any additional expense will be borne by the Professional Employee. The details of the Optical Insurance Plan will be provided to each Professional Employee during "In-service" at the beginning of each school year or whenever he/she is hired by the Board.

SECTION 6.

The Cafeteria Plan established by the Board for all Professional Employees shall include implementation of flexible benefits plan for allowable exempt expenses for payroll deductions.

**ARTICLE XII: SALARIES AND WAGES**

Salaries and wages shall be discussed and changes attached annually within thirty (30) days following adopted changes.

SECTION 1.

A copy of the salary schedule shall be found in Appendix B.

SECTION 2.

The criteria and method of calculation experience and academic training will be the same as used by the State Department of Education.

SECTION 3.

Verification of creditable teaching experience, degree(s) earned, and/or military service will be filed with the Human Resources Department in the office of the Superintendent on or before September 1st of the school year in which credit is claimed with salary adjustments retroactive to the beginning of the school year. Any verification of creditable hours and/or degrees filed after September 1<sup>st</sup> but before December 31<sup>st</sup> will become effective on March 1<sup>st</sup> of the next calendar year.

SECTION 4.

The determination of credit for work experience of Career Technical teachers for Placement on the salary schedule shall be upon the recommendation of the Superintendent.

SECTION 5.

Teachers shall have the option of being paid under one (1) of the following two (2) plans as outlined in A and B below. Once a teacher selects a plan, no change in election may be made until August 1<sup>st</sup> of the next year. Notification of changes for subsequent years shall be made by notifying the Finance Department in writing no later than August 20<sup>th</sup>.

- A. Equal gross monthly paychecks shall be paid on the 12<sup>th</sup> of the month. If the 12<sup>th</sup> day occurs on a weekend, payment will be made on the Friday preceding the 12<sup>th</sup> day. There will be ten (10) paychecks for ten (10) month teachers and twelve (12) for twelve (12) month teachers.
- B. Ten (10) month teachers may receive their paychecks over twelve (12) equal installments on the 12<sup>th</sup> day of each month. If the 12<sup>th</sup> day occurs on a weekend, payment will be made on the Friday preceding the 12<sup>th</sup> day.

SECTION 6.

The Board will provide a monetary incentive for Professional Employees having completed twenty-five (25) years of experience and made known their intention to retire on the Washington County Board of Education Retirement Notification form. This form may be found under Appendix F.

SECTION 7.

~~A Professional Employee having completed a total of twenty-five (25) years of experience with a minimum of ten (10) years in the Washington County School System and finalized the retirement procedures with the State and local administration will be given a one-time monetary sum up to seven thousand dollars (\$7,000.00) with restrictions as follows:~~

Years	Amount
25 through 30	\$7000.00
31	\$5,500.00

32	\$3,500.00
33 and above	\$1,000.00

Notification restrictions are as follows:

Notification	Percentage
Prior to April 1 <sup>st</sup> of calendar year preceding retirement	100%
April 1 <sup>st</sup> to June 30 <sup>th</sup> of calendar year preceding retirement	90%
July 1 <sup>st</sup> to December 31 <sup>st</sup> of calendar year preceding retirement	75%
After December 31 <sup>st</sup> of calendar year preceding retirement	50%

~~Grandfather clause: Any Professional Employee currently enrolled in any of the previous options must retire under that specific option.~~

~~The Board may waive these requirements due to extenuating circumstances.~~

A Professional Employee having completed a total of twenty-five (25) years of experience with a minimum of ten (10) years in the Washington County School system and finalized the retirement procedures with the State and local administration will be given a monetary sum up to ten thousand dollars (\$10,000.00) with restrictions as follows:

Years	Amount
25 through 29	\$3,000 + one-time payment equal to \$20/day up to 100 sick days
30	\$5,000 + one-time payment equal to \$30/day up to 100 sick days
31	\$5,000 + one-time payment equal to \$35/day up to 100 sick days
32	\$5,000 + one-time payment equal to \$40/day up to 100 sick days
33 and above	\$5,000 + one-time payment equal to \$50/day up to 100 sick days

Employees who have available unused sick time on the date of retirement will receive the above stated payout up to a maximum of one hundred (100) sick days. Sick days paid out will also be submitted to TCRS for consideration of additional service credit.

Notification restrictions are as follows:

Notification	Percentage
Prior to April 1 <sup>st</sup> of calendar year preceding retirement	100%
April 1 <sup>st</sup> to June 30 <sup>th</sup> of calendar year preceding retirement	90%
July 1 <sup>st</sup> to December 31 <sup>st</sup> of calendar year preceding retirement	75%
After December 31 <sup>st</sup> of calendar year preceding retirement	50%

The Board may waive these requirements due to extenuating circumstances.

# APPENDICES

WASHINGTON COUNTY BOARD OF EDUCATION  
MEMORANDUM OF UNDERSTANDING  
GRIEVANCE FORM

Appendix A  
File# \_\_\_\_\_

Grievant's Name: \_\_\_\_\_

Location: \_\_\_\_\_

Assignment: \_\_\_\_\_

Grade(s) and Subject(s)  
\_\_\_\_\_  
\_\_\_\_\_

STEP 1

Date of Violation: \_\_\_\_\_

Specific provision(s) violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

DISPOSITION BY IMMEDIATE SUPERVISOR

Date received: \_\_\_\_\_

Date meeting set: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy to Director of Schools or Designee  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Grievance resolved: Yes \_\_\_ No \_\_\_

Appealed to Step 2: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

STEP 2  
DISPOSITION BY DIRECTOR OF SCHOOLS/DESIGNEE

Date received \_\_\_\_\_ Meeting Set on \_\_\_\_\_ For \_\_\_\_\_  
Response \_\_\_\_\_

Copy to Immediate Supervisor

Signature \_\_\_\_\_

Date \_\_\_\_\_

DRAFT

## Approved FY25 Certified Pay Scale

Years	B.S.	M.A.	MA+30	EDS	ED D
0	45,810	49,689	52,103	52,336	56,728
1	46,885	50,764	53,178	53,411	57,803
2	47,960	51,839	54,253	54,486	58,878
3	49,035	52,914	55,328	55,561	59,953
4	50,110	53,989	56,403	56,636	61,028
5	51,185	55,064	57,478	57,711	62,103
6	52,260	56,139	58,553	58,786	63,178
7	53,335	57,214	59,628	59,861	64,253
8	54,410	58,289	60,703	60,936	65,328
9	55,485	59,364	61,778	62,011	66,403
10	56,560	60,439	62,853	63,086	67,478
11	57,635	61,514	63,928	64,161	68,553
12	58,710	62,589	65,003	65,236	69,628
13	59,785	63,664	66,078	66,311	70,703
14	60,860	64,739	67,153	67,386	71,778
15	61,935	65,814	68,228	68,461	72,853
16	62,535	66,414	68,828	69,061	73,453
17	63,135	67,014	69,428	69,661	74,053
18	63,735	67,614	70,028	70,261	74,653
19	64,335	68,214	70,628	70,861	75,253
20	64,935	68,814	71,228	71,461	75,853
21	65,535	69,414	71,828	72,061	76,453
22	66,135	70,014	72,428	72,661	77,053
23	66,735	70,614	73,028	73,261	77,653
24	67,335	71,214	73,628	73,861	78,253
25	67,935	71,814	74,228	74,461	78,853

A Compilation of Benefits  
Cited in the Memorandum of Understanding

Article II, Section 2	Release time for Officers or Agents of Professional Employee Organizations
Article II, Section 2	Grievance time not docked from the files
Article IV, Section 2, Step 4	Language concerning the removal of a reprimand
Article IV, Section 3	Extra Personal Day
Article IV, Section 7	Increased bereavement days
Article IV, Section 7	Bereavement for friend
Article IV, Section 9	Half day medical emergencies
Article IV, Section 10	Leaves granted for National Education Association Office Holders or State Office Holder
Article VII, Section 2	Management wanted to remove requirement that the Association provide all representatives on all committees. At the request of the Professional Employees it was decided that representatives on committees would be at least two members of the Association. (Before all teacher representatives were Association members, it left out non-members from possibly serving on committees)
Article IX, Section 5	Representation during informal meetings
Article IX, Section 8	Language restricting a grievance
Article X	Provision for Innovative Programming
Article XI, Section 1 & 2	The amount funded on the group insurance plan
Article XI, Section 3	A disability insurance plan
Article XI, Section 4	A life insurance plan
Article XI, Section 5	An optical insurance plan
Article XII, Section 7	Prior Notice of Retirement

Also included are many statements and allowances requested by the Association. These statements are numerous and scattered through the Memorandum of Understanding.

## WASHINGTON COUNTY BOARD OF EDUCATION PROFESSIONAL LEAVE REQUEST FORM

This form should be completed prior to an individual attending the requested meeting and kept by the Finance Department.

NAME OF INDIVIDUAL MAKING THE REQUEST:

Name \_\_\_\_\_

Date \_\_\_\_\_

POSITION \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATES REQUESTED \_\_\_\_\_

MEETING TO ATTEND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**APPROVAL:**

Organization President \_\_\_\_\_

Date \_\_\_\_\_

Principal of School \_\_\_\_\_

Date \_\_\_\_\_

Representative of Organization \_\_\_\_\_

Date \_\_\_\_\_

Director of Finance \_\_\_\_\_

Date \_\_\_\_\_

Per the Washington County Memorandum of Understanding 2015/2016 - 2017/2018:

Release Time – At the beginning of each school year the Organization shall be granted up to forty (40) days release time to be used by professional employees who are officers or agents of the Organization. The Organization agrees to notify the Board prior to the day release time is taken.

The expense of the substitutes required shall be paid by the Association. The Organization president shall periodically confer with Central Office Bookkeeping staff in order to keep accurate records of release time used.

## 2024 Insurance Premium Breakdown

Appendix E

### Premier PPO

(Network S or

CIGNA LocalPlus)

	<u>Employee</u>	<u>Emp+Child(ren)</u>	<u>Emp+Spouse</u>	<u>Emp+Spouse+Children</u>
Total Cost	8,556.00	14,100.00	19,248.00	22,224.00
Board	6,552.00	10,800.00	14,736.00	17,028.00
Employee Cost	2,004.00	3,300.00	4,512.00	5,196.00
# of Months	10	10	10	10
Per month	200.40	330.00	451.20	519.60

### Standard PPO

(Network S or

CIGNA LocalPlus)

	<u>Employee</u>	<u>Emp+Child(ren)</u>	<u>Emp+Spouse</u>	<u>Emp+Spouse+Children</u>
Total Cost	7,944.00	13,104.00	17,880.00	20,652.00
Board	6,552.00	10,800.00	14,736.00	17,028.00
Employee Cost	1,392.00	2,304.00	3,144.00	3,624.00
# of Months	10	10	10	10
Per month	139.20	230.40	314.40	362.40

### Limited PPO

(Network S or

CIGNA LocalPlus)

	<u>Employee</u>	<u>Emp+Child(ren)</u>	<u>Emp+Spouse</u>	<u>Emp+Spouse+Children</u>
Total Cost	7,500.00	12,372.00	16,884.00	19,500.00
Board	6,552.00	10,800.00	14,736.00	17,028.00
Employee Cost	948.00	1,572.00	2,148.00	2,472.00
# of Months	10	10	10	10
Per month	94.80	157.20	214.80	247.20

### CDHP with HSA

(Network S or

CIGNA LocalPlus)

	<u>Employee</u>	<u>Emp+Child(ren)</u>	<u>Emp+Spouse</u>	<u>Emp+Spouse+Children</u>
Total Cost	6,552.00	10,800.00	14,736.00	17,028.00
Board	6,552.00	10,800.00	14,736.00	17,028.00
Employee Cost	0.00	0.00	0.00	0.00
# of Months	10	10	10	10
Per Month	0.00	0.00	0.00	0.00

### WCDE Board

Contribution to HSA

	<u>Employee</u>	<u>Emp+Child(ren)</u>	<u>Emp+Spouse</u>	<u>Emp+Spouse+Children</u>
Board	1,000.00	2,000.00	1,500.00	2,500.00
# of Months	10	10	10	10
Per Month	100.00	200.00	150.00	250.00

If one of the following networks are chosen, the associated upcharge will be added to the employee's monthly premium:

CIGNA Open Access	90.00	102.00	180.00	180.00
BCBS Network P	90.00	102.00	180.00	180.00

WASHINGTON COUNTY  
DEPARTMENT OF EDUCATION

NOTIFICATION OF INTENT TO RETIRE

Date submitted \_\_\_\_\_

Name \_\_\_\_\_

School \_\_\_\_\_

Intended Retirement Date \_\_\_\_\_

Estimated Years of Experience \_\_\_\_\_

Please Note: All retirement forms are available in the Washington County Department of Education Accounting Department. Retirement plans are not considered to be final until you have completed all paperwork with the Tennessee Consolidated Retirement System.

Employee Signature \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Director of Schools \_\_\_\_\_

Signature

\_\_\_\_\_

Date

If you do not receive confirmation of this notice within ten (10) working days, please notify the Director of Schools.

## Recommended changes for the 2024 renewal of the MOU

- Article III Section 3 (page 3): Change from “\$11.45 per hour for professional employees” to “\$11.45 per hour for teachers who work middle school ballgames and \$13.00 per hour for teachers who work high school ball games.”
- Article III Section 4 (page 3): Changes made in red: Professional Employees shall have one (1) class period each day for the purpose of planning for instruction. School site schedules shall ensure one full class period for elementary, middle and secondary schools. Per State law and WCBOE policy 5.602, “Teachers shall be allotted an individual duty-free planning period of two and one-half (2 ½) hours each week to provide time for planning, preparation for effective teaching, and attention to major program improvement.”
- Article IV Section 3(A) (page 4): Change to the following and add clarification: Any State allocated personal days (first two personal or professional leave days) that are unused, shall convert into sick days for certified employees. For instance, if a professional employee uses zero (0) personal days, there will be a conversion of two sick days to be applied to the available sick leave balance at the end of the school year. If a professional employee uses personal day #1, personal day #2 (if unused) will convert to one day of sick time at the end of the school year. If a professional employee uses personal days #1 and #2, there is no conversion to sick days.
- Article IV Section 4 (page 5): Add letter “D” - A professional employee may be qualified for up to 6 work weeks of paid leave under the Paid Parental Leave Law. Professional employees may inquire if they are eligible for this benefit by calling the Human Resources Department.
- Article XI Section 3 (page 13):
  - Add “up to” before ninety dollars (\$90.00) per week...
  - Remove “...with a maximum of a ten (10) day elimination period” and replace with “...after the elimination period as set by the insurance company has been met.”
- Article XII Section 7 (page 14): Change to: A professional employee having completed a total of twenty-five (25) years of experience with a minimum of ten (10) years in the Washington County School system and finalized the retirement procedures with the State and local administration will be given a monetary sum up to ten thousand dollars (\$10,000.00) with restrictions as follows:

Years	Amount
25 through 29	\$3,000 + one-time payment equal to \$20/day up to 100 sick days
30	\$5,000 + one-time payment equal to \$30/day up to 100 sick days
31	\$5,000 + one-time payment equal to \$35/day up to 100 sick days
32	\$5,000 + one-time payment equal to \$40/day up to 100 sick days
33 and above	\$5,000 + one-time payment equal to \$50/day up to 100 sick days

Employees who have available unused sick time on the date of retirement will receive the above stated payout up to a maximum of one hundred (100) sick days. Sick days paid out will also be submitted to TCRS for consideration of additional service credit.

Notification restrictions are as follows:

Recommended changes for the 2024 renewal of the MOU

Notification	Percentage
Prior to April 1 <sup>st</sup> of calendar year preceding retirement	100%
April 1 <sup>st</sup> to June 30 <sup>th</sup> of calendar year preceding retirement	90%
July 1 <sup>st</sup> to December 31 <sup>st</sup> of calendar year preceding retirement	75%
After December 31 <sup>st</sup> of calendar year preceding retirement	50%

The Board may waive these requirements due to extenuating circumstances.

## Proposed Changes Discussed in Collaborative Conference 08192024

Article XII.

Section 7

A professional employee having completed a total of twenty-five (25) years of experience with a minimum of ten (10) years in the Washington County School system and finalized the retirement procedures with the State and local administration will be given a monetary sum up to ten thousand dollars (\$10,000.00) with restrictions as follows:

Years	Amount
25 through 29	\$3,000 + one-time payment equal to \$20/day up to 100 sick days
30	\$5,000 + one-time payment equal to \$30/day up to 100 sick days
31	\$5,000 + one-time payment equal to \$35/day up to 100 sick days
32	\$5,000 + one-time payment equal to \$40/day up to 100 sick days
33 and above	\$5,000 + one-time payment equal to \$50/day up to 100 sick days

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After December 31 <sup>st</sup> of calendar year preceding retirement	50%

The Board may waive these requirements due to extenuating circumstances.

Article IV.

Section 3

- A. There shall be six (6) personal or professional leave days accumulation of which shall be covered by State law. Substitutes for four (4) of these days shall be paid for by the Board. ~~Certified employees who are currently on years 16-20 shall have their fifth (5th) personal day paid for by the Board. Certified employees who are currently on years 21 or above shall have their fifth and sixth (5th & 6th) personal days paid for by the Board. Any state allocated personal days (first two personal or professional leave days) that are unused, shall convert into sick days for a certified employee.~~

## Proposed Changes Discussed in Collaborative Conference 08192024

Any State allocated personal days (first two personal or professional leave days) that are unused, shall convert into sick days for certified employees. For instance, if a professional employee uses zero (0) personal days, there will be a conversion of two sick days to be applied to the available sick leave balance at the end of the school year. If a professional employee uses personal day #1, personal day #2 (if unused) will convert to one day of sick time at the end of the school year. If a professional employee uses personal days #1 and #2, there is no conversion to sick days.

Article III.

Section 4

Professional employees shall have one (1) class period each day for the purpose of planning for instruction. ~~Per state law, two and a half (2.5) hours of uninterrupted planning time is the minimum amount a certified employee must have on a weekly basis. School site schedules shall ensure one full class period for elementary, middle, and secondary schools.~~ Per State law and WCBOE policy 5.602, "Teachers shall be allotted an individual duty-free planning period of two and one-half (2 ½) hours each week to provide time for planning, preparation for effective teaching, and attention to major program improvement."