

**Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803**

**BOARD OF EDUCATION
REGULAR MEETING**

**5:30 PM, December 11, 2017
JOHN SEVIER ELEMENTARY SCHOOL**

- I. CALL TO ORDER** **CHAIRMAN POPE**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE – Jett Sanders, 3rd grade student
- II. ADOPT AGENDA**
- III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- IV. CONSENT AGENDA ITEMS**
1. Approve Minutes of November 13, 2017, meeting (Attachment)
 2. Ratify Executive Committee approval of Maryville High School Model UN Club overnight trip to SHSMUN Conference in Chattanooga (Attachment A1)
 3. Approve purchase of copy paper from Paper101 – Funding Source: Instructional Supplies and Materials \$18,858.00 (Attachment A2)
- V. AGENDA ITEMS**
1. Consider School Board Policy Manual Section 6 – Student Transportation – First Reading (Attachment B1)
 2. Consider School Board Policy Manual Section 8.31 – Recommendations and File Transfers – First Reading (Attachment B2)
 3. Consider School Board Policy Manual Section 7 – Food Services – No changes
 4. Consider School Board Procedures & Guidelines Section 6.5 School Bus Emergency Procedures and Section 7.2 Lunchroom Charge Procedures – No changes
 5. Consider purchase of Nearpod District Edition for 350 teachers – Funding Source: Instructional Supplies and Materials \$30,000 (Attachment B3)
 6. Consider purchase of laptops for Coding, STEM from SHI – Funding Source: CTE Grant \$23,390.12 (Attachment B4)
- VI. UPDATE FROM JOHN SEVIER ELEMENTARY SCHOOL – Ginny Boles, Principal**
- VII. REPORTS FROM DIRECTOR OF SCHOOLS**
- VIII. RECOGNITION OF STAFF AND STUDENTS**

MCS BOARD OF EDUCATION
Regular Meeting, page 2

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting date:

January 8, 2018 – 5:30 pm, Montgomery Ridge Intermediate School

February 13, 2018 – 5:30 pm, Maryville Academy



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

November 14, 2017
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Model UN Club overnight trip to SHSMUN Conference in Chattanooga, TN

APPROVED:

Director of Schools *Mike Winstead* Date 11/14/2017

Chairman, Board of Education *Bethany N Pope* Date 11/14/2017

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

A12

Request to Release Students for a School-Related Event

Teacher: Nelson/Dixon Course/Team/Organization Model UN ClubEvent: SHSMUN Conference Chattanooga TN

Dates of Trip: (Include departure/return time)

Departure Date 11-18-2017 Departure Time 7 AM to 8 AMReturn Date 11-20-2017 Return Time 6 PM

Check all that apply:

In-County ☐ Out-of-County ☒ Overnight* ☒ Out-of-State* ☐
*(Requires Board Approval)Transportation: Walk ☐ Parents Provide ☒ Bus ☐ Number of buses ☐Cost to Each Student \$170.00 Means of Funding Trip Pre-Collection Fees by the ClubEducational Purpose: Debate & Presentation in a set up
based upon the United Nations.
Awards for individuals and delegations can be won
and have been won in the pastTeacher Signature: Rodney Nelson Date 11-9-17Request Approved: ☒ Request Not Approved ☐Principal's Signature: [Signature] Date 11/13/17Superintendent Signature: [Signature] Date 11-14-17*School Board Approved: ☐ Date ☐

IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.

To help administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Macheala Humphrey

A2

PO DATE
12/05/2017

PURCHASE ORDER NUMBER
1001718036

PRINTED 12/07/2017



MARYVILLE CITY SCHOOLS

Attn: Finance Department
833 Lawrence Avenue
Maryville, TN 37803

VENDOR KEY : PAPER101000
SHIP DATE : 12/05/2017
FISCAL YEAR : 2017-2018

VENDOR:
Paper101
PO Box 248
ANKENY, IA 50021

SHIP TO:
MARYVILLE CITY SCHOOLS
833 LAWRENCE AVE
MARYVILLE, TN 37803

PHONE: (800) 217-4440 FAX: (800) 217-4441

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
840	CS	Truckload of Copy Paper	22.45000	18,858.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
ACCOUNT NUMBER		ACCOUNT AMOUNT		
141 E 71100 429 SYS 00000 000		18,858.00		
TN Tax Exempt Code 78-0029649			PAGE TOTAL	18,858.00
			TOTAL	18,858.00

PURCHASE APPROVED BY:

Kathy Smith

Maryville City Schools Board of Education			
Monitoring: Review: Biennially in December	Descriptor Term: STUDENT TRANSPORTATION	Descriptor Code: 6	Review Date: 12/11/17
		Rescinds:	Last Revision:
1	6.1	Goals	
2			
3	6.2	Scheduling and Routing	
4			
5	6.3	Driver Responsibility for Bus Conduct	
6			
7	6.4	Insurance	
8			
9	6.5	Safety	
10			
11	6.6	Safety Inspection	
12			
13	6.7	Commercial Advertising on School Buses	
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Maryville City Schools Board of Education

Monitoring: Review: Biennially in December	Descriptor Term: Goals Student Transportation Management	Descriptor Code: 6.1 Rescinds:	Review Date: 12/11/17 Last Revision:
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6.1

~~The Board establishes these goals for the conduct of its management program:~~

~~6.1.1 to provide a student transportation system that meets state requirements;~~

~~6.1.2 to provide a sound program of insurance protection for system employees, students and property.~~

GENERAL

The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

Each bus shall be equipped with a phone number for reporting safety complaints. This number shall appear on the rear bumper.

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

TRANSPORTATION SUPERVISOR

The Superintendent shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district. The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually.

The Superintendent or designee shall ensure that training is completed and provide the state department of education with appropriate documentation.

RESPONSIBILITIES OF BUS OWNERS

- Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education and National Highway Traffic Safety Administration.*
- Each bus driver shall obey all applicable state rules and regulations.*

Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Biennially in December	Goals Student Transportation Management	6.1	12/11/17
		Rescinds:	Last Revision:

- *Participate fully in the compliant process as outlined below.*
- *Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.*

COMPLAINT PROCESS

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. *All complaints shall be submitted to the transportation supervisor; and*
2. *Forms may be submitted in person, via phone call, mail, or email.*
 - a. *Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.*

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the Superintendent or designee. This report shall include:

1. *The time and date of the complaint was received;*
2. *The name of the bus driver;*
3. *A copy or summary of the complaint; and*
4. *Any prior complaints or disciplinary actions taken against the driver.*

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Superintendent or designee that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information will be made available on the district website.

Maryville City Schools Board of Education

Monitoring: Review: Biennially in December	Descriptor Term: Goals Student Transportation Management	Descriptor Code: 6.1 Rescinds:	Review Date: 12/11/17 Last Revision:
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RECORDKEEPING

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

- 1. Bus maintenance and inspections forms;*
- 2. Bus driver credentials, including required background checks, health records, and performance reviews;*
- 3. Driver training records; and*
- 4. Complaints received and any records related to the investigation and complaints.*

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Maryville City Schools Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Review Date:

Review: Biennially
in December

Scheduling and Routing

6.2

12/11/17

Rescinds:

Last Revision:

6.2

6.2.1 School transportation is provided for those students who live within the legal boundaries of the City of Maryville, and who live over a one and one-half mile radius from the school to which they are assigned. Transportation may be provided for other students when recommended by the coordinator of Transportation and approved by the Board if required for children with disabilities when identified by an IEP team meeting. Bus service will be extended into new subdivisions if there are at least five elementary students and/or five middle school and high school students requiring service and if there is an adequate route for a bus.

6.2.2 Bus routes and schedules will be established by the Director of Schools or Coordinator of Transportation and shall be designed to provide the safest, shortest, most economical course to get children to school. Bus routes shall begin no earlier than one (1) hour before school opens and children shall not be in transit longer than one (1) hour. Annually, a study of bus routes in each school zone will be done to provide the safest possible routes requiring the shortest length of time.

6.2.2.1 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when transporting students.

6.2.2.2 No student may exit the bus at a destination other than that students designated bus stop. The Director may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus at an alternative location. If the Director adopts procedures, such procedures shall include, at a minimum, the following:

1. No school bus driver shall require or permit a student to exit the bus in violation of the School System's policies and procedures. The Director shall immediately review the fitness to drive of a driver who permits or requires a student to exit a bus in violation of the School System's policies and procedures.

2. In accordance with the state law, TCA 46-6-21, no student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student provides the driver with a signed note from the parent or guardian approved by the school principal informing the driver of the change in the student's bus stop for the day.

Maryville City Schools Board of Education

Monitoring: Review: Biennially in December	Descriptor Term: Scheduling and Routing	Descriptor Code: 6.2	Review Date: 12/11/17
		Rescinds:	Last Revision:

3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip.

4. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

Maryville City Schools Board of Education

Monitoring: Review: Biennially in December	Descriptor Term: Driver Responsibility for Bus Conduct	Descriptor Code: 6.3 Rescinds:	Review Date: 12/11/17 Last Revision:
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6.3

6.3.1 Post rules and explain as needed.

6.3.2 Supervise students and report in writing or by submitting SD cards violations of rules to principal.

6.3.3 Upon request, drivers will submit SD cards to document violations of rules.

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Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Biennially in December	Insurance	6.4	12/11/17
		Rescinds:	Last Revision:

6.4

No vehicle shall be contracted to transport pupils to and from school or school related activities unless said bus is insured for liability and property damage according to rules and regulations of the State Board of Education. A certificate of insurance must be on file in the Central Office.

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Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Biennially in December	Safety	6.5	12/11/17
		Rescinds:	Last Revision:

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6.5

6.5.1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation.

6.5.2 All vehicles used to transport children shall be maintained in such condition as will provide safe and efficient transportation service.

Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Biennially in December	Safety Inspection	6.6	12/11/17
		Rescinds:	Last Revision:

6.6

A bus used for transporting children shall have not less than one (1) scheduled inspection annually to determine whether it can be used safely.

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Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Biennially in December	Commercial Advertising on School Buses	6.7	12/11/17
		Rescinds:	Last Revision:

6.7

Commercial advertising may be displayed on school buses as per Commercial Policy 0520-1-5.03:

- a. Commercial advertising shall be permitted only on the rear quarter panels of the school bus; no more than two (2) advertisements per rear quarter panel shall be permitted;
- b. The size of the commercial advertising per quarter panel shall not exceed sixteen (16") inches in height and sixty (60") inches in length, including any boarder or framing;
- c. No commercial advertising of tobacco or alcohol products shall be permitted. Political campaign advertising shall be expressly prohibited;
- d. Commercial advertising shall not cover any structural or sheet metal damage or alterations;
- e. No commercial advertising of food items that pursuant to 49-6-2307 cannot be sold or offered for sale to pupils in grades pre-kindergarten through eight (pre-K-8) through vending machines.

Also including the following:

- f. No churches; no tavern, pub, or liquor; no clubs, dance theaters; no gun shops or manufactures; no pawn shops; or any topic of political or controversial nature (the person or persons approving these advertisements can decline use of any advertisement for any reason at any given time);
- g. Advertisement must be in excellent shape at all times;
- h. Advertisement must be a magnet or temporary decal on the school bus. Once the decal or magnet is installed, it will be ready for final inspection.
- i. The bus contractor has the authority to sell or hire a firm to sell for them (subject to approval by the Transportation Coordinator and Director of Schools).
- j. This is not mandatory; it is for contractors who want to participate;
- k. The advertisement must meet the approval of the Transportation Coordinator and the Director of Schools. Appeals may be made (in writing) to the Board of Education.

Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Biennially in January	Recommendations and File Transfers	8.31	12/11/17
		Rescinds:	Last Revision:

8.31

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.

These requirements shall not apply if:

- 1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and*
- 2. The matter has been officially closed in one of the following ways:*
 - a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;*
 - b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or*
 - c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.*

The director of schools shall develop administrative procedures to enforce this policy and comply with federal law.

Legal References

- 1. 20 U.S.C. 7926*

B3

Nearpod Inc
18305 Biscayne Blvd. Suite 301
Aventura, FL 33160
1-855-NEARPOD

Invoice



BILL TO
MARYVILLE
833 LAWRENCE AV
MARYVILLE, Tennessee 37803
UNITED STATES

SHIP TO
MARYVILLE
833 LAWRENCE AV
MARYVILLE, Tennessee 37803
UNITED STATES

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
8161	06/07/2017	USD 30,000.00	08/31/2017	
P.O. NUMBER			SALES REP	
pending			Jasmine W	

ACTIVITY	AMOUNT
Service New Sales	30,000.00

Nearpod District Edition for 350 teachers
*Includes Premium
*Includes Onsite Training
*Valid until 08/31/2018

(1) CHECKS: PAYABLE TO NEARPOD, INC ATTN: Accounts Receivable
18305 Biscayne Blvd. Suite 301 Aventura, FL 33160

BALANCE DUE

USD 30,000.00

(2) CREDIT CARDS: CALL US AT 305-677-5030 EXT 2239 (Mon-Fri 8am-5pm EST) OR EMAIL FINANCE@NEARPOD.COM

(3) ACH (DOMESTIC PAYMENTS ONLY): BANK OF AMERICA: 18305
BISCAYNE BLVD, AVENTURA, FL 33160
COMPANY NAME: NEARPOD INC
ACCOUNT NUMBER: 898080523340
ROUTING# 063100277 (electronic)

(4) WIRE TRANSFERS (INTERNATIONAL PAYMENTS ONLY) BANK OF
AMERICA: 18305 BISCAYNE BLVD, AVENTURA, FL 33160
COMPANY NAME: NEARPOD INC
ACCOUNT NUMBER: 898080523340
SWIFT CODE: BOFSUS3N

Please reference the Invoice number on all payment submissions

*NEED A PO NUMBER TO BE DISPLAYED ON THE INVOICE? FAX IT TO 305-655-1999, EMAIL
SUPPORT@NEARPOD.COM, OR MAIL IT TO ADDRESS ON HEADER *



B4

Pricing Proposal
Quotation #: 14522729
Created On: 12/4/2017
Valid Until: 1/31/2018

Maryville City School District

Andy Lombardo

833 LAWRENCE AVE
MARYVILLE, TN 37803
United States
Phone: (865) 982-7121
Fax:
Email: andy.lombardo@maryville-schools.org

**Inside Account
Executive**

Jim King

290 Davidson Ave.
Somerset, NJ 08873
Phone: 615-547-8025
Fax: 732-564-8224
Email: Jim_King@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 MSI GL72M 7RDX 800 - Core i7 7700HQ / 2.8 GHz - Windows 10 Home - 8 GB RAM - 128 GB SSD + 1 TB HDD - 17.3" 1920 x 1080 (Full HD) - NVIDIA GeForce GTX 1050 - 802.11ac, Bluetooth - black MSI - Part#: GL72MX800	26	\$899.62	\$23,390.12
Total			\$23,390.12

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.