

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:00 PM, FEBRUARY 13, 2017
FOOTHILLS ELEMENTARY SCHOOL

- I. CALL TO ORDER** **CHAIRMAN POPE**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE – Emery DeZuani, 1st grade student
- II. ADOPT AGENDA**
- III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- IV. CONSENT AGENDA ITEMS**
1. Approve Minutes of January 9, 2017, meeting (Attachment)
 2. Ratify Executive Committee approval of Maryville High and Junior High Schools' orchestra overnight trip to attend All East Senior Clinic in Gatlinburg, TN (Attachment A1)
 3. Ratify Executive Committee approval of Maryville High School AP English/History students' overnight trip to Nashville for Amazing MHS Shake Final Round competition (Attachment A2)
 4. Approval Coulter Grove Intermediate School overnight trip to Nashville for Ace of Shakes competition (Attachment A3)
 5. Approve 2017 MJHS Summer Orchestra Camp (Attachment A4)
 6. Approve Maryville High School HOSA organization to Chattanooga for HOSA State Competition (Attachment A5)
 7. Approve Maryville High School BC Robotics to Palmetto Regional Competition in Myrtle Beach, SC (Attachment A6)
- V. AGENDA ITEMS**
1. Approve Cope Architecture to conduct an elementary capacity study – Funding Source: Capital Outlay \$26,500 (Attachment B1)
 2. Review Board Policy Manual Section 2.5 – School Board Records – First Reading (Attachment B2)
 3. Approve purchase from Brenthaven for laptop sleeves – Funding Source: Instructional Equipment \$28,920 (Attachment B3)
- VI. UPDATE FROM FOOTHILLS ELEMENTARY SCHOOL – John Dalton, Principal**
- VII. REPORTS FROM DIRECTOR OF SCHOOLS**
- VIII. RECOGNITION OF STAFF AND STUDENTS**
- IX. COMMENTS FROM BOARD MEMBERS**
- X. ADJOURN**

Upcoming meeting dates:

March 13, 2017 – 5:00 pm, Maryville Academy

April 10, 2017 – 5:00 pm, Sam Houston Elementary

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MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

January 12, 2017
Maryville City School Board
Executive Committee Meeting

Approve Maryville High and Maryville Junior High Schools' orchestra overnight trip to attend All East Senior Clinic in Gatlinburg, TN

APPROVED:

Director of Schools *Mike Winstead* Date 01/12/2017

Chairman, Board of Education *Bethany N Pope* Date 01/12/2017

Maryville Board of Education

Doug Jenkins

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

PERMISSION REQUEST

Field Trip

School: MJHS & MHS Orchestra

Grade: 9-12

Teachers: Finck & Wilkinson

Destination: All East Senior Clinic, Gatlinburg
(overnight trip)

Date: Feb 2, 3, 4, 2017

Number to Be Transported: 20

Method of Transportation: Walk Cars Bus #Buses

Bus Owner: Rocky Top

Justification for Trip: Educational Performance

.....
Coordinator: [Signature] Date: 1/10/17

Principal: [Signature] Date: 1/10/17

Director of Schools: [Signature] Date: 1-11-17

Approved Not Approved

Executive Committee Approval 1/12/17

A21



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

January 23, 2017
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School AP English/History students' overnight trip to Nashville for Amazing MHS Shake Final Round competition

APPROVED:

Director of Schools *Mike Winstead* Date 01/23/2017

Chairman, Board of Education *Bethany N Pope* Date 01/23/2017

Request to Release Students for a School-Related Event

Teacher: Penny Ferguson
Mark White Course/Team/Organization AP English/History
Event: Amazing MHS Shake Final Rounds - Students

Dates of Trip: (Include departure/return time)
Departure Date 2/5/17 Departure Time 2:00 p.m.
Return Date 2/6/17 Return Time 4:00 p.m.

Check all that apply:
In-County Out-of-County Overnight* Out-of-State*
*(Requires Board Approval)

Transportation: Walk Parents Provide Bus Number of buses
 School Van
Cost to Each Student 0 Means of Funding Trip _____

Educational Purpose: Professional Skills for 4 student
Finalists - to be judged by State Representatives
x students to be determined on Feb. 2
Nashville

Teacher Signature: Penny Ferguson Date 1/20/17
Request Approved: Request Not Approved
Principal's Signature: Paul Date 1/20/17
Superintendent Signature: Rob Winters Date 1/23/17
*School Board Approved: Executive Comm. Date 1/23/17

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

A3

FIELD STUDY PERMISSION REQUEST

**THIS FORM MUST BE SUBMITTED 2 WEEKS PRIOR TO THE DATE OF THE TRIP.*

School: Coulter Grove Intermediate Grade: 4-7 Today's Date: 1-19-17

Teachers: Barbara Taylor & Ramona Best

Trip Coordinator: Barbara Taylor Destination: Nashville - overnight - Board approval

Date of Trip: March 13-14 Time Leaving: _____ Time Returning: _____ # of Participants: 4

Transportation Method: Walking _____ Cars X Bus _____ # of Buses _____ Bus Owner: _____

Justification for Trip: Round 4 and 5 of "Ace of Shakes", a competition to encourage networking and communication skills

Principal's Approval: Ramona Best Director of School's Approval: KB Winkler

2017 MJHS Summer Orchestra Camp Proposal

A4

Camp Dates:

Monday, June 5 - Friday June 9, 2017

@ MJHS in the music wing (orchestra room, band room & auditorium)

Concert: Friday June 9 @ 11:00am - Free admission (in the MJHS auditorium)

The *2017 MJHS Summer Orchestra Camp* provides an opportunity for Maryville City string students, as well as other students from the surrounding area, to explore the excitement of orchestra playing during the summer off-season. Students attending the camp will be placed in one of three orchestras geared toward beginning, intermediate, and advanced string players. These three ensembles provide a fun and educational outlet in a non-competitive setting. We strive to not put an emphasis on seating and placement, but will move a student if the ensemble they are playing in appears too challenging and stressful.

Description of Ensembles

Beginning Orchestra:

Directed by: Nina Missildine & Josephine Cappelletti

This group is for students who are completely new to violin, viola, cello, or bass and would like a jump start over the summer before they join their school orchestra in the fall. Instrument rentals will be available the first day of camp or school instruments may be used. Students will learn instrument care and basic techniques along with basic note reading. They will perform a few basic melodies by the end of the week. For beginning students currently in Grades 4-5.

Intermediate Orchestra:

Directed by: Allyson Finck

Recommended for students with a basic setup on the instrument plus note reading/ rhythmic skills. This will apply to most students with one year of orchestra experience, as well as string players who are currently taking lessons but have not played in an ensemble (homeschoolers, students who do not have the option to take orchestra at their school, or incoming 5th graders who are not old enough to take orchestra yet). For students currently in Grades 5-6.

Advanced Orchestra:

Directed by: Mathew Wilkinson

This ensemble is recommended for students with two or more years of orchestra experience (incoming 7th graders and middle school students). Students should be comfortable with note reading and rhythmic skills. For students currently in Grades 7-8.

Schedule:

8:45 AM	Students arrive, tune and prepare for rehearsal
9:00-10:30	Rehearsal/Sectionals
10:30-11:00	Snacks & Team activity
11:00-12:00	Rehearsal

Tuition:

\$80 per camper (includes cost of snacks each day & a camp T-shirt)

Request to Release Students for a School-Related Event

A5

Teacher: Anita Crook Course/Team/Organization: HOSA
Event: HOSA State Competition

Dates of Trip: (include departure/return time)

Departure Date: 2-Apr-17 Departure Time: 12:00 PM
Return Date: 4/5/2017 Return Time: 5:30 PM

Check all that apply:

In-County Out-of-County Overnight* Out-of-State*
*(Requires Board Approval)

Transportation: Walk Parents Provide Bus No of buses 1
(sharing bus with ACS)

Cost to Each Student: \$200 Means of Funding Trip: Students pay (Richard/Perkins helping with bus)

Educational Purpose: HOSA Competitions are co-curricular. Student will practice/compete in topics and skills related to Health Care

Teacher Signature: Anita Crook Date: 1/27/17
Request Approved: Request not Approved:
Principal's Signature: [Signature] Date: 1/27/17
Superintendent Signature: [Signature] Date: 1-27-17
*School Board Approved: _____ Date: _____

Important Requirement
Please give classroom teachers a minimum of 2 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

Request to Release Students for a School-Related Event

Teacher: McElroy Course/Team/Organization BC Robotics

Event: Palmetto Regional FIRST Robotics Competition
Myrtle Beach, SC

Dates of Trip: (Include departure/return time)

Departure Date Wed, Mar 1 Departure Time 8:00 AM

Return Date Sun, Mar 5 Return Time 4:00 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 possibly 4 MCS Van

Cost to Each Student \$50+ food/student Means of Funding Trip Donations

Educational Purpose: Students participate in a 3 day robotics competition with 40+ other teams.
Registration 4000.00
Hotel (MSX) 2800.00
Fuel 500.00

Teacher Signature: [Signature] Date 1/26/17

Request Approved: Request Not Approved

Principal's Signature: [Signature] Date 2/2/17

Superintendent Signature: [Signature] Date 2/2/17

*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



January 27, 2017 – REVISED February 3, 2017
Dr. Mike Winstead – Director of Schools
Maryville City Schools
833 Lawrence Avenue,
Maryville, Tennessee 37803

Re: Elementary School Capacity Study

Dr. Winstead,

Thank you for the trust you and your board has placed in Cope Architecture to complete the Capacity studies for the Elementary Schools in Maryville City Schools. The scope of services provided is per the "Qualifications & Experience for Elementary School Capacity Study" dated January 12, 2017. The process and the fees associated with the stated scope of work per the Qualifications is spelled out below.

TASKS:

1. Update program standards for Elementary Schools with the assistance of MCS personnel.
2. Identify space needs for elementary Pre-K - 3rd grade (based on future growth projections and updated program standards).
3. Analyze existing capacity at each of the current operational elementary schools.
4. Identify and analyze various options for accommodating projected space needs.
 - Expansion of existing schools
 - Construction of a new elementary school
 - Re-opening Fort Craig
 - Obtain Fairview from the county & annex
 - Feasibility and cost of building a new elementary school
5. Estimate costs associated with each potential upgrade option.
6. Gather community input on potential upgrade options.
7. Prepare final written report documenting this process and our recommendations.

FEES:

- | | |
|--|---------|
| 1. Update program standards: | \$1,000 |
| <i>It is understood that the program standards are in a fairly current state and will take minor effort to update. Also there will be assistance from MCS staff in the updating process.</i> | |
| 2. Space Needs Analysis based on growth projections: | |
| a. Foothills Elementary | \$2,000 |
| b. John Sevier Elementary | \$2,000 |
| c. Sam Houston Elementary | \$2,000 |

3. Analyze existing capacity at each elementary	
a. Foothills Elementary	\$1,000
b. John Sevier Elementary	\$1,000
c. Sam Houston Elementary	\$1,000
4. Options Analysis	\$5,500
<i>Our process for options analysis has been tweaked internally.</i>	
5. Cost Estimating	\$6,500
6. Community Input	\$2,500
7. Preparation of Final Report	\$2,000
<i>Report Preparation will be streamlined and less custom graphics will be used.</i>	
Grand Total (lump sum):	\$26,500

ASSUMPTIONS:

- MCS to provide plans of existing schools in the scope.
- Maximum of two meetings for community input.
- Demographic projections are provided to Cope by MCS.
- Existing school student population are provided to Cope by MCS.
- Travel and reprographics are reimbursable expenses.

We look forward to work collaboratively with you to develop the framework for the plan for the future of Maryville City Schools and its students.

Respectfully Submitted,



Jim Hinton, AIA, LEED AP
Principal

cc: File

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Board Records	Descriptor Code: 2.5	Review Date: 02/13/17
		Rescinds:	Last Revision:

2.5

~~2.5.1 The Director of Schools, or a designee, shall maintain all school system records required by law, regulation and board policy. Any citizen of Tennessee, state official or other authorized person shall be permitted, upon written request to the Custodian of Records (delivered in person or via U.S. Mail), at a reasonable time, to inspect or receive all records maintained by the school district unless otherwise prohibited by law, regulation or board policy. E-mailed requests will not be accepted as valid open records requests. The records custodian or other authorized representative of the Board shall respond to the request within seven (7) business days to advise the requestor of the status of their request in accordance with State law.~~

~~A person who has the right to inspect a record may request and receive copies of the documents subject to payment of reasonable cost. The requestor may be required to pay the cost of copies and/or the cost of labor required to fulfill their request, among other reasonable charges that may be incurred. These reasonable charges shall be calculated at the rate prescribed by the Schedule of Reasonable Charges as produced by the Tennessee Office of Open Records Counsel as from time to time amended. The Board hereby adopts and incorporates herein the schedule of reasonable charges produced by the Tennessee Office of Open Records Counsel as the schedule of charges for which a requestor may be required to pay if incurred in the course of responding to an open records request. This schedule can be found at:~~

~~<http://www.comptroller.tn.gov/openrecords/forms.asp>. When the total number of requests made by a requestor within a calendar month exceeds 4, but the time to produce the record requested each time is less than the one (1) hour threshold necessary to charge a reasonable fee, the Board may begin to charge the requestor a fee for any and all labor that is reasonably necessary to produce the copies of the requested records after informing the requestor that the aggregation limit has been met. Further, the names of persons inspecting records and the date of inspection shall be recorded.~~

~~No records pertaining to individual students will be released for inspection by the public or any unauthorized persons.~~

The director of schools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Board Records	Descriptor Code: 2.5	Review Date: 02/13/17
		Rescinds:	Last Revision:

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No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be release for public inspection.

All requests to inspect or receive copies of records shall be submitted to the director of schools, the district’s public records request coordinator and records custodian.

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The director of schools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours. Requests may be made in person, in writing, or by electronic mail (email). The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Board Records	Descriptor Code: 2.5	Review Date: 02/13/17
		Rescinds:	Last Revision:

1 <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
2 reasonable cost. The records custodian will provide the citizen with an invoice
3 detailing the charges. The citizen shall pay the estimated reasonable costs by cash
4 only prior to the district producing the copies.

5
6 If the records cannot be made available within seven (7) business days, the records
7 custodian shall provide a records productions letter indicating the time needed to
8 complete the request.

9
10 If the request for copies is denied, the records custodian shall provide the citizen with
11 a records request denial letter detailing the basis for the denial.

12 **FREQUENT AND MULTIPLE REQUESTS**

13
14
15 When the total number of requests for copies made by a request or within a calendar
16 month exceeds four (4), the requestor may be charged a fee for any and all labor that is
17 reasonably necessary to produce copies of the requested records. Prior to charging a
18 reasonable fee, the requestor shall be notified of this policy and provided with a Notice
19 of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the
20 Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at
21 <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
22 reasonable cost. Further, the names of persons inspecting records and the date of
23 inspection shall be recorded.

24 **RECORDS RETENTION**

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26
27 **2.5.2** The Director of Schools or designee shall retain and dispose of school records in
28 accordance with the following guidelines.

29
30 **2.5.2.1** The Director of Schools and/or designees will determine if a particular record
31 is of permanent or temporary value in accordance with state regulations.

32
33 **2.5.2.2** Temporary records that have been kept beyond the required time shall be
34 recommended for destruction to the Public Records Commission.

35
36 **2.5.2.3** Permanent records will be kept in some usable form.
37
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B3

Quote

Estimate #	QT106061
Date	1/17/2017
Expires	2/16/2017
Sales Rep	Pantig, Rick

Brenthaven

Brenthaven
321 3rd Ave S
Suite 403
Seattle WA 98104

Bill To

Maryville City School District
833 Lawrence Ave
Maryville TN 37803
United States

Ship To

Andrew Raulston
Maryville City School District
833 Lawrence Ave
Maryville TN 37803
United States

BH Part #	Description	Qty	Units	MS...	Sale Price	Tax	Amount
9007000	Tred 14" Sleeve 2014 (Maryville)	1,000	EA		24.95		24,950.00
7610000	Tred Sleeve Shoulder Strap	1,000	EA		3.00		3,000.00
EMBFEE	Embellishment Fee (each)	1,000	EA		0.00		0.00
	FedEx Ground	1			970.00		970.00

Total	\$28,920.00
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Memo

Terms

Payable upon receipt of goods.

Delivery

We will make every effort to meet your requested delivery date. Depending on order size, inventory availability, product customization, and unforeseen circumstances in the production process, longer lead times may be required. The Brenthaven EDU sales team will work closely with you to provide updates until your order is fulfilled.

100% Lifetime Guarantee

Brenthaven proudly guarantees the quality and performance of our products under a 100% Lifetime Guarantee. Items with defects in materials or workmanship will be repaired, replaced or substituted at the discretion of Brenthaven for the practical lifetime of the product. The 100% Lifetime Guarantee does not cover damage caused by accident, improper care, negligence, normal wear and tear, or the natural breakdown of colors and materials over extended time and use. Damage not covered under the guarantee may be repaired, substituted or replaced or at a nominal charge. Additionally, products replaced under the guarantee are subject to a shipping and handling fee.

Quote Acceptance

Please sign where indicated below and return, along with your purchase order, to EDUops@brenthaven.com.

Signature _____

Name _____

Title _____

Date _____



QT106061