Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION **5:30 PM, December 14, 2020**
REGULAR MEETING **MARYVILLE HIGH SCHOOL**

I. CALL TO ORDER **CHAIRMAN BLACK**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE

II. SWEARING IN CEREMONY

III. ELECTION OF OFFICERS

IV. ADOPT AGENDA

V. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

VI. CONSENT AGENDA ITEMS

1. Approve Minutes of November 9, 2020, meeting (Attachment)
2. Approve Board Policy Manual section 6.409 – second reading.
3. Approve Navigate360 annual Emergency Preparedness License – Funding Source: General Purpose Funds $10,500.00 (Attachment A1)

VII. AGENDA ITEMS

1. **Consider a Qualified Disaster Relief Payment for MCS employees. (Attachment B1)**
2. **Consider appointing Chad Hampton as a trustee of the Certified Sick Bank with term expiring December 31, 2023.**
3. **Consider changes to Board Policy Sections 1.901 (Charter School Applications), 4.400 (Textbooks and Instructional Materials), and 6.405 (Medicines). (Attachment B2)**
4. **Consider removing Board Policy 4.401 (Textbooks)**

VIII. REPORTS FROM DIRECTOR OF SCHOOLS

IX. RECOGNITION OF STAFF AND STUDENTS

X. COMMENTS FROM BOARD MEMBERS

XI. ADJOURN

Upcoming meeting date:
January 11, 2021 – 5:30 pm, Foothills Elementary School
February 8, 2021 – 5:30 pm, Coulter Grove Intermediate School

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The following are now part of Navigate360
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INVOICE

BILL TO
Maryville City Schools
833 Lawrence Ave
Maryville, TN 37803

SHIP TO
Maryville City Schools
833 Lawrence Ave
Maryville, TN 37803

INVOICE #	DATE	TERMS	DUE DATE
57519	2020.12.01	Invoiced Annually - Net 30	2020.12.31

CLASS DATE	OPPTY NUMBER
2020.12.01	NG

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	1 Year Emergency Preparedness License - Building This is your annual subscription fee for 1 Year Emergency Preparedness License - Building for the term starting 12/01/2020 through 11/30/2021.	7	1,500.00	10,500.00T
	Sales Tax Sales Tax calculated by AvaTax on Fri 20 Nov 15:53:30 UTC 2020	1	0.00	0.00

SUBTOTAL	10,500.00
TAX (0)	0.00
TOTAL	10,500.00
BALANCE DUE	**$10,500.00**

Director of Schools
Mike Winstead, Ph.D.
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Assistant Director of Schools
Amy Vagnier, Ed.S.
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December 1, 2020

RE: Maryville City Schools Qualified Disaster Relief Program – One-Time Payment

Dear «First» «Last»,

As you may know, on March 13, 2020, President Trump issued an emergency declaration for the ongoing COVID-19 pandemic under the Robert T. Stafford Relief and Emergency Assistance Act. As a result, The Internal Revenue Service has confirmed that the COVID-19 pandemic is a disaster for the purpose of a qualified disaster relief payment.

The Maryville City Board of Education has approved a one-time reimbursement, or qualified disaster payment, based on presumed reasonable expenses incurred by Maryville City School employees. The presumed reasonable expenses used in determining the minimum and maximum reimbursement amounts includes, but are not limited to: hand sanitizer, disinfecting supplies, face masks and other personally protective equipment, food delivery and pick-up fees, and increased costs associated with working remotely.

The individual reimbursement base amount was calculated using 2% of each employee's year to date gross wages as of 11/3/2020, with a minimum reimbursement amount of $234.98 and a maximum reimbursement amount of $586.53. The gross year to date wages used provides the single most quantifiable number reflective of each employee's full time equivalency and respective level and scope of responsibilities for assigned duties since the declared emergency. The calculated base amount is indicative of presumed reasonable expenses beyond the minimum.

Eligible employees are active Full-time and Part-time (Certified or Classified) Employees receiving a check on the Dec 3, 2020 Payroll. Ineligible employees for the reimbursement are inactive employees (separated, retired or very newly hired) who are not receiving a check on the Dec 3, 2020 payroll as well as Substitute Employees (Teaching, Nurses, Cafeteria, Bus) and Non-Faculty Coaches.

Your One-Time Disaster Relief Payment Amount is $ «Reimbursement_Amount»

The method for reimbursement will be an ACH direct deposit to your primary account currently on file with our payroll office on or before December 25th, 2020.

Please direct any questions you may have to our Human Resource Director, Brittany Trentham or Finance Director, Sarah Pritchard at 865-982-7121.

MARYVILLE BOARD OF EDUCATION
Nick Black, Chairman *Julie Elder, Vice-Chairman* *Chad Hampton* *Candy Morgan* *Bethany Pope*

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Charter School Applications**	**1.901**	**01/11/21**
		Rescinds: **1.901**	Issued: **11/11/19**

General

This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter schools converting from existing public schools. Proposals from existing charter school operators or replicators and applicants proposing to contract with educational service providers shall *be in accordance with* ~~include the additional information required by~~ state law.[1]

APPLICATION PROCESS[2]

A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60) days prior to February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school.

A sponsor seeking board approval of an initial charter school application shall complete the forms provided by the Tennessee Department of Education. The application shall provide all the information required by law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school, and the proposed charter school will be able to implement a viable program of quality education for its students.[3]

Applications shall be submitted to the Board *and Department of Education* on or before 4:30 p.m. on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of $2,500.00.[2]

REVIEW TEAM[1]

If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be composed of members of the administrative staff for the district, community members, and a member of the Board with relevant educational, organizational, financial, and legal experience. ~~At the board meeting in February of each year, the Director of Schools shall make a recommendation to the Board on which members of his/her administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in March of each year. The Board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications. The Director of Schools shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.~~

The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools by the review team. The procedure shall include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available to any interested party upon request.

The review team shall:

1) Evaluate all charter school applications based on the review criteria adopted by the Board;

2) Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration; and

3) Make recommendations for revocation, renewal, or non-renewal of charter contracts.

APPROVAL/DENIAL OF APPLICATION[4]

The Board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of the completed application, or the application shall be deemed approved by *state* law. The Director of Schools shall report the action taken by the Board to the Department of Education.

Approval

The sponsor of a charter school that is approved by the Board shall enter into a written agreement with the Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing and signed by the sponsor and the Board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars ($35,000), whichever is less.[5]

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to statute and the charter school agreement.[6]

The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal law. Services agreed to be provided to the charter school by the Board shall be provided at board actual cost. The Board and charter school shall execute a service contract for any additional services.

New charter school agreements are approved for a ten (10) year period.[7] The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.[8]

Denial

Upon receipt of the grounds for denial, the sponsor shall have thirty (30) *calendar* days within which to submit an amended application to correct the deficiencies. The Board shall have sixty (60) *calendar* days either to deny or to approve the amended application, or the application shall be deemed approved by *state* law.[4]

Within ten (10) *calendar* days of final denial, an appeal may be filed with the *Tennessee Charter School Commission.*[9] ~~State Board of Education.~~

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Maryville City Board of Education

Monitoring: **Review: Biennially, in August**	Descriptor Term: **Textbooks and Instructional Materials**	Descriptor Code: **4.400**	Issued Date: **01/11/21**
		Rescinds: **4.400**	Issued: **02/11/19**

General

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.[1] The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

SELECTION[2]

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,[3] including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.[2]

DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS[4]

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS[3]

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Legal References

5. 20 USCA § 1232h; 34 CFR § 98.3;
TCA 49-6-7003

Maryville City Board of Education

Monitoring: **Review: Biennially, in October**	Descriptor Term: **Medicines**	Descriptor Code: **6.405**	Issued Date: **01/11/21**
		Rescinds: **6.405**	Issued: **05/13/19**

If under exceptional circumstances, a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.[1]

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. *Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and*
2. *Purpose of the medication.*

The medication must be delivered to the principal's or nurse's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration.

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;

4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;

5. Return unused prescription to the parent/guardian only; and

6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

BLOOD GLUCOSE SELF-CHECKS[2]

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).[3]

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS[4]

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY[5]

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.

2. The district shall maintain a record of all school personnel who have completed this training.

3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other

licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, *including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.* ~~and recordkeeping per rules set forth by the State Board of Education~~.

Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412