Maryville City Schools
520 S. Washington Street
Maryville, TN 37804

BOARD OF EDUCATION **5:30 PM, FEBRUARY 17, 2025**
REGULAR MEETING **FOOTHILLS ELEMENTARY SCHOOL**

I. CALL TO ORDER **CHAIR ELDER**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE Chandler Snoderly, Kindergarten

II. UPDATE FROM FOOTHILLS ELEMENTARY SCHOOL: Kristin Bosco, Principal

III. ADOPT AGENDA

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

V. CONSENT AGENDA ITEMS

1. Approve Minutes of January 21, 2025, meeting (Attachment)
2. Approve changes to Board Policies 4.603 and 5.118. Second reading (Attachment A1)
3. Ratify Executive Committee approval for Maryville High School Bowling Team overnight to Smyrna, Tennessee for TSSAA State Championships – Funding Source: MHS General Athletics (Attachment A2)
4. Ratify Executive Committee approval for Maryville High School Girls Wrestling Team overnight to Franklin, Tennessee for TSSAA State Championships – Funding Source: MHS General Athletics (Attachment A3)
5. Approve Maryville High School Interact Club overnight to Pigeon Forge, Tennessee for District Interact Conference – Funding Source: Maryville Rotary Club (Attachment A4)
6. Ratify Executive Committee approval of quote from PCS for additional network overhaul – $40,613.00 - Funding Source: Technology/Other Equipment (Attachment A5)
7. Ratify Executive Committee approval of quote from Magic School, Inc – $27,000.00 - Funding Source: Regular Education/Instruction (Attachment A6)
8. Approve Maryville High School SCOPE delegates overnight to Nashville, Tennessee to attend SCOPE Conference – Funding Source: Maryville City Schools (Attachment A7)
9. Approve Maryville High School Hiking Club overnight to the Great Smoky Mountains National Park – Funding Source: students (Attachment A8)

VI. AGENDA

1.

VII. REPORTS FROM DIRECTOR OF SCHOOLS

VIII. RECOGNITION OF STAFF AND STUDENTS

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting dates:

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in August	**Promotion and Retention**	**4.603**	**02/17/25**
		Rescinds: **4.603**	Issued: **08/19/24**

General

All promotion and retention decisions shall be made on a case-by-case basis and comply with state and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.[1]

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:[2]

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;[3]
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:[4]

1. Lack of instructional availability; or
2. Additional information acquired after results of local assessment, screening, or monitoring are released.

VOLUNTARY RETENTION[5]

A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and

2. The parent/guardian believes that retention may benefit the student.

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS[6]

When a student is considered for retention, the student's parent/guardian shall be notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third grade will include additional requirements for promoting students in this grade. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third grade.[7]

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.[8]

RETENTION[7]

A student may be retained when such retention is in the best interest of the student or when retention is required per additional requirements for students in third and fourth grades.

Decision of Retention – General[9]

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a highly effective teacher; or
5. Attendance or truancy interventions.

A student shall not be retained more than once in any grade. The progress of students who are retained shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained. The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained.

Decision of Retention – Third Grade[10]

Third grade students shall not be promoted to the next grade unless they are determined to be proficient (i.e., receive a performance level rating of "met expectations" or "exceeded expectations") in English language arts (ELA) based on the student's most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of "approaching expectations" on the ELA portion of the student's most recent TCAP test may be promoted if:

    a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
    b. The student was previously retained in grades K-3;
    c. The student is retested before the next school year and scores proficient in ELA;
    d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
    e. The student receives tutoring for the entirety of the next school year in accordance with state law.
    f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.

2. A student in third grade receiving a performance level rating of "below expectations" on the ELA portion of the student's most recent TCAP test may be promoted if:

    a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
    b. The student was previously retained in grades K-3;
    c. The student is retested before the next school year and scores proficient in ELA; or
    d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Decision of Retention – Fourth Grade[10]

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and

2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.

3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
    a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
    b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities[11]

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

PROMOTION AND RETENTION – GRADES 9-12

Each student is a member of a cohort group determined by the year they entered 9th grade. Students will progress through grades 9-12 with their cohort group. Those not meeting graduation requirements at the end of the eighth term will be retained as a 12th grader.

APPEALS[8,12]

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within five (5) business days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business days to determine if the student will be promoted and issue such decision within five (5) business days of the hearing. Upon notification of the committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within five (5) business days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within five (5) business days.

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.[13]

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Background Investigations**	**5.118**	**02/17/25**
		Rescinds: **5.118**	Issued: **02/11/19**

General

Background checks shall be required for applicants, employees, contract workers, and volunteers.[1] Individuals who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate threat to the health, safety, or welfare of children; or (2) are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed.[2]

The Director of Schools/designee shall develop any necessary corresponding procedures.

Applicants and current employees shall be entered into the federal RAP back program.[3] Notice of the following shall be provided.

1. Possible fees charged by the Tennessee Bureau of Investigation; and

2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for all purposes and uses authorized for fingerprint submission.

Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants. The Board shall not reimburse applicants if the position is offered and accepted.

CONTRACTORS & VOLUNTEERS

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of contactors, and volunteers and any other positions that require proximity to children. Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall not reimburse the applicant if the position is offered and accepted.[4]

Background checks shall be required of the individuals listed above at least once every five (5) years after the initial background check.[1]

USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.[5] The Director of Schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be solely used to verify criminal violations and shall not be disseminated. Results shall be considered

confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to CHRI with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The Director of Schools is responsible for ensuring that authorized personnel receive such training within sixty (60) days of employment or job assignment and every three (3) years.

RETENTION AND SECURITY

The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The Director of Schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering the information unreadable. Record destruction shall be conducted under the supervision of the Director of Schools.

MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the Director of Schools.

Legal References

1. TCA 49-5-413
2. TCA 49-5-406(a)(1); TCA 49-5-403; TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(f)
4. TCA 49-5-413(c)
5. 34 USCA § 40316

Cross References

School Volunteers 4.501
Application and Employment 5.106
Substitute Teachers 5.701

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

January 22, 2025
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Bowling Team overnight to Smyrna, Tennessee for TSSAA State Championships – Funding Source: MHS General Athletics

APPROVED:

Director of Schools _____ Date 01/22/2025

Chair, Board of Education _____ Date 01/22/2025

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: MHS Bowling

Coordinating Teacher(s): Chris Hollander, Julie Pinkerton

Trip Date: 1/21-22/25 Destination: Smyrna - Bowling State Championships

Cost Per Student: 0 Cost Per Adult: 0

Number of Attending Students: 3 Number of Attending Adults: 1-2

Departure Time: 3 pm Return Time: 10 pm

Is this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval

Funding Source: 601.101 Gen Athletics *for trips requiring board approval

Is a school nurse required to attend? ☐ Yes ☑ No

Transportation: ☐ Walk ☑ Cars ☐ Bus ☐ SPED Bus Number of Buses _____

Bus Service Provider: _____

Trip Justification: TSSAA state championships

Trip Coordinator's Signature: Landon Harris

Principal's Signature: [signature] 1/21/25

Director of Schools Signature: Mike Winstead Date: 1/21/25

School Board Approval, as applicable: [signature] Date: 1/21/25

To Be Completed After Approval:

PO#: _____

Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: _____ Department/Team: _____

Coordinating Teacher(s): _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

January 24, 2025
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Girls Wrestling Team overnight to Franklin, Tennessee for TSSAA State Championships – Funding Source: MHS General Athletics

APPROVED:

Director of Schools _____ Date 01/24/2025

Chair, Board of Education _____ Date 01/24/2025

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: MHS Girls Wrestling

Coordinating Teacher(s): Alex Cate

Trip Date: Jan31-Feb1, 2025 Destination: Franklin, TN

Cost Per Student: $0 Cost Per Adult: $0

Number of Attending Students: 14 Number of Attending Adults: 2-3

Departure Time: 2 pm Return Time: 10 pm

Is this an overnight trip? ☑ Yes ☐ No *overnight trips require board approval

Funding Source: General Athletics *for trips requiring board approval

Is a school nurse required to attend? ☐ Yes ☑ No

Transportation: ☐ Walk ☐ Cars ☑ Bus ☐ SPED Bus 2 Vans Number of Buses _____

Bus Service Provider: _____

Trip Justification: TSSAA Girls State Duals Championship

Trip Coordinator's Signature: _____

Principal's Signature: _____

Director of Schools Signature: _____ Date: 1/24/25

School Board Approval, as applicable: _____ Date: 1/27/25

To Be Completed After Approval:

PO#: _____

Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____ Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade: _____ Department/Team: _____

Coordinating Teacher(s): _____

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____

Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

FIELD TRIP REQUEST FORM

Maryville City Schools

School: **Maryville High School** Grade/Course/Team/Organization: Coordinating Teacher(s):**Interact Club: T.Dimick**

Trip Date: **2/28/25-3/2/25** Destination: **District Interact Conference, Pigeon Forge, TN**

Cost Per Student: **N/A scholarships from Maryville Rotary Club** Cost Per Adult: **N/A Scholarship**

Number of Attending Students: **4** Number of Attending Adults: **1**

Departure Time: **11 a.m. 2/28/25** Return Time: **11 a.m. 3/2/25** **(three students will attend Saturday only)**

Is this an overnight trip? **For only one (1) student Fri/Sat nights** *overnight trips require board approval

Funding Source: **Maryville Rotary Club** Student payment: **N/A** *for trips requiring board approval

Is a school nurse required to attend? YES ☐ NO ☒

Transportation: ☐ Walk ☐ Cars ☐ Bus ☐ SPED Bus Buses #____ **N/A student/guardian responsibility**

Bus Service Provider: **N/A**

Trip Justification: **supports development of new Rotary sponsored Interact Club at Maryville High School**

Trip Coordinator's Signature: Erin L. Dimick

Principal's Signature: Heather Hall

Director of Schools Signature: Mike Winstead Date: 2/3/25

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval:

PO#:_____ Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____

Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade:_____ Department/Team:

Coordinating Teacher(s):

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____ Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

REVISED 9.8.23

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

February 4, 2025
Maryville City School Board
Executive Committee Meeting

Approve quote from PCS for additional network overhaul – $40,613.00 - Funding Source: Technology/Other Equipment

APPROVED:

Director of Schools Mike Winstead Date 02/04/2025

Chair, Board of Education Julie Elder Date 02/04/2025

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

ERate Project Additional Switches

Quote #221697 v1



Prepared For:

Maryville City Schools
Andy Lombardo
833 LAWRENCE AVE
MARYVILLE, TN 37803-4857

P: 8659827121
E: andy.lombardo@maryville-schools.org

Prepared by:

Headquarters
Cathy Young
1720 Topside Road
Louisville, TN 37777

P: 865.273.1960
E: cyoung@pcsknox.com

Date Issued:
01.29.2025
Expires:
02.07.2025

Hardware

Description		Price	Qty	Ext. Price
J9283D	**Aruba 10G SFP+ to SFP+ 3m DAC Cable**	$85.00	20	$1,700.00
JL086A	**Aruba X372 54VDC 680W PS**	$390.00	3	$1,170.00
JL087A	**Aruba X372 54VDC 1050W PS**	$625.00	2	$1,250.00
JL485A	**Aruba 25G SFP28 LC eSR 400m MMF XCVR**	$585.00	2	$1,170.00
JL487A	**Aruba 25G SFP28 to SFP28 0.65m DAC Cable**	$120.00	4	$480.00
JL488A	**HPE Fiber Optic Network Cable - 9.84 ft Fiber Optic Network Cable for Network Device - First End: SFP28 Network - Male - Second End: SFP28 Network - Male - 25 Gbit/s**	$175.00	2	$350.00
JL661A	**Aruba 6300M 48G CL4 PoE 4SFP56 Swch**	$6,015.00	3	$18,045.00
R0M46A	**Aruba 50G SFP56 to SFP56 0.65m DAC Cable**	$170.00	2	$340.00
S3L76A	**HPE ANW 6300L 48SR5 CL8 2L 2Y L2 Sw**	$7,679.00	2	$15,358.00
Service - Fixed Fee PS	**Service - Fixed Fee PS Installation and Configuration of Switch** Fixed fee labor for professional services or project work.	$150.00	5	$750.00
			Subtotal:	**$40,613.00**

Quote Summary	Amount
Hardware	$40,613.00
Total:	**$40,613.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance

Headquarters

C Young

Cathy Young
Signature / Name

01/29/2025
Date

Maryville City Schools

Andy Lombardo
Signature / Name Initials

Date

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

February 6, 2025
Maryville City School Board
Executive Committee Meeting

Approve quote for Magic School, Inc – $27,000.00 - Funding Source: Regular Education/Instruction

APPROVED:

Director of Schools _____ Date 02/06/2025

Chair, Board of Education _____ Date 02/06/2025

Maryville Board of Education
Nick Black Candy Morgan Julie Elder Isaac Simerly Bart Stinnett

Docusign Envelope ID: 3C5563F4-88CE-455D-9951-42A4DA4A8DB4

Magic School, Inc.
4845 Pearl East Cir
Ste 118 PMB 83961
Boulder, CO 80301-6112
United States

ORDER FORM for: Maryville City Schools
Offer Valid Through: 2/28/2025
Proposed By: James Spencer
Email: james@magicschool.ai
Order Number: 0130806

QUOTE AND ORDER FORM

Billing Information

Bill To Name: Maryville City Schools
Billing Street: 520 S. Washington Street
Billing City: Maryville
Billing State: TN
Billing Zip Code: 37803
Billing Contact:
Name: Sarah Pritchard
Email: sarah.pritchard@maryville-schools.org

Main Point of Contact (e.g. Principal, CTO, etc):
Name: Kevin Myers
Email: kevin.myers@maryville-schools.org

Tax Exempt? Yes
(If "yes" attach proof of Tax Exemption):

PO Form or Number Required?

(If "yes" attach PO Form):
If a PO Form is already completed please upload it here.
Otherwise please email it to contracts@magicschool.ai

PO Number:

Order Details

Agreement Start Date: 6/1/2025
Agreement End Date: 5/31/2026
Billing Frequency: Annual

Payment Terms: Net 30
Billing Method: Email
Initial Invoice Date:
Upon Signature

Fee Schedule

Product	List Price	Start Date	End Date	Sales Price	Quantity	Total Price	Invoice Date
MagicSchool Enterprise	$6.00	6/1/2025	5/31/2026	$5.00	5,400.00	$27,000.00	5/31/2025
						Total: USD $27,000.00	

Terms and Conditions

This Quote and Order Form ("Order") is subject to the MagicSchool Enterprise Terms of Service unless the parties have signed another written agreement governing this Order (as applicable, the "Agreement" incorporated in this Order by reference). In the event of a conflict between the provisions of the Agreement and those of this Order, the provisions of this Order will take precedence. In addition, unless otherwise specified in the Agreement, services will follow MagicSchool's posted Privacy Policy, Student Data Policy, and Student Data Privacy Addendum, each incorporated in this Order by reference. This Order, including the Agreement and incorporated documents, is the entire agreement and supersedes all prior understandings. All subsequent terms are rejected and void unless made part of a written amendment of the Agreement signed by the parties. Mandatory laws applicable to public institutions take precedence over conflicting terms. This Order will renew automatically each year in year-long increments. You can cancel the auto-renewal by providing written notice to customer.success@magicschool.ai at least thirty (30) days prior to the expiration of the then-current Term.

FIELD TRIP REQUEST FORM

Maryville City Schools

School: **Maryville High School** Grade/Course/Team/Organization: **SCOPE**

Coordinating Teacher(s): Heather Hilton **Club:**

Trip Date: 3/10 – 3/11/35 Destination: Nashville, TN

Cost Per Student: $0 Cost Per Adult: **$0**

Number of Attending Students: 4 Number of Attending Adults: 1

Departure Time: 4pm on 3/10 Return Time: 8pm on 3/11

Is this an overnight trip? yes *overnight trips require board approval

Funding Source: MCS Student payment: N/A *for trips requiring board approval

Is a school nurse required to attend? YES ☐ NO ☒

Transportation: ☐ Walk ☐ Cars ☐ Bus ☐ SPED Bus Buses #____ **District Van used**

Bus Service Provider: **N/A**

Trip Justification: **2025 SCOPE Conference**

Trip Coordinator's Signature: Heather Hilton

Principal's Signature: Heather Hilton

Director of Schools Signature: /Mike Winstead Date: 2-13-25

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval:

PO#:_____ Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____

Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade:_____ Department/Team:

Coordinating Teacher(s):

Field Trip Destination: _____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____ Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____

FIELD TRIP REQUEST FORM

Maryville City Schools

School: Maryville High
Team: Coordinating Teacher(s): Alex Cate and Douglas Martin

Trip Date: March 17-18
Destination: GSMNP, Appalachian Trail

Cost Per Student: $25
Cost Per Adult: $25

Number of Attending Students: 12
Number of Attending Adults: 2

Departure Time: Monday 7:00AM
Return Time: Tuesday 4:00PM

Is this an overnight trip? YES
*overnight trips require board approval

Funding Source: Student payment
*for trips requiring board approval

Is a school nurse required to attend? YES ☐ NO ☒

Transportation: ☐ Walk ☐ Cars ☒ Bus ☐ Vans Vans #___2___

Bus Service Provider: Maryville City Schools

Trip Justification: Teach camping skills, physical challenges of hiking and carrying gear on your back

Trip Coordinator's Signature: _____

Principal's Signature: _____

Director of Schools Signature: _____ Date: 2-13-25

School Board Approval, as applicable: _____ Date: _____

To Be Completed After Approval:

PO#:_____ Please Initial Below:

Cafe Manager: _____ Clinic (Meds): _____ Office (Perm. Slip): _____

Website/Calendar: _____

CUT AND RETURN TOP PORTION TO OFFICE FOR APPROVAL

COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER AFTER TRIP

Grade:_____ Department/Team:

Coordinating Teacher(s):

Field Trip Destination: ___GSMNP Appalachian Trail_____

Final Count of Students Paying: _____

Final Count of Students Waived: _____

Final Count of Adults Paying: _____ Signature of Person Verifying: _____

FOR BOOKKEEPER TO COMPLETE:

Amount Donated: _____

Total Paid by Students: _____

Total Paid by Adults: _____
