Maryville City Schools
520 S Washington Street
Maryville, TN 37804

BOARD OF EDUCATION **5:30 PM, AUGUST 18, 2025**
REGULAR MEETING **CENTRAL OFFICE MULTI-PURPOSE ROOM**

I. CALL TO ORDER **CHAIR ELDER**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE

II. UPDATE FROM MARYVILLE VIRTUAL SCHOOL Deana Bishop, Principal

III. ADOPT AGENDA

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

V. CONSENT AGENDA ITEMS

1. Approve Minutes of July 21, 2025, meeting (Attachment)
2. Approve changes to Board Policy 1.407, 1.901, 2.403, 4.403, 5.100, and 5.119 – second reading (Attachment A1)
3. Approve Maryville High School Cross Country overnight to Trinity Valkyrie Invitational in Louisville, Kentucky – Funding Source: Team and Students (Attachment A2)
4. Approve Maryville High School Cross Country overnight to State Cross Country Championship in Memphis, Tennessee – Funding Source: MHS Athletics (Attachment A3)
5. Approve Maryville High School Softball team overnight to compete in a softball tournament in Gulf Shores, Alabama – Funding Source: Softball Account (Attachment A4)
6. Ratify Executive Committee approval of bid from Volunteer Mechanical to replace the HVAC units on the John Sevier gym - $95,349.00 – Funding Source: Capital Outlay/Building Improvements (Attachment A5)
7. Approve to declare certain items as surplus and authorize their disposal (Attachment A6)
8. Approve Maryville Jr High School 9th grade band students overnight to attend ETSBOA All-State Band Clinic in Gatlinburg, Tennessee – Funding Source – student (Attachment A7)
9. Approve Maryville Jr High School band students to attend ETSBOA Concert Performance Assessment at Farragut High School – Funding Source: Student (Attachment A8)
10. Approve Maryville Jr High School 9th grade band students overnight to attend TMEA All-State Band Clinic in Nashville, Tennessee – Funding Source: student (Attachment A9)

VI. AGENDA

1. Consider the 2026-2027 School Calendar (Attachment B1)
2. Consider bids for the Early Intervention Center renovation project - Funding Source: Building Improvements (Attachment B2)
3. Consider purchase of a Cargo Van from Chrysler Dodge Jeep Ram Flat of Columbia - $47,132.00 (state contract) -Funding Source: Maintenance Equipment

VII. REPORTS FROM DIRECTOR OF SCHOOLS

VIII. RECOGNITION OF STAFF AND STUDENTS

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting dates:
September 22, 2025, 5:30 p.m. Coulter Grove Intermediate School
October 20, 2025, 5:30 p.m. Sam Houston Elementary School

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**School District Records**	1.407	08/18/25
		Rescinds: 1.407	Issued: 10/15/18

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.[1,2,3,4]

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 released for public inspection.[5]

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.[6]

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[2]

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, by telephone, electronic transmission, or mail. 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[2]

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

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

FREQUENT AND MULTIPLE REQUESTS

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

DENYING REQUESTS FOR NONCOMPLIANCE[7]

Requests to Inspect a Public Record

The district shall deny a request to inspect a public record from any citizen that has:

a. Made two (2) or more requests to view a public record within a six-month period; and

b. For each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

Requests for Copies of Public Records

The district shall deny a request for copies of a public record from any citizen that has:

a. Been provided with an estimate of the reasonable cost to produce the requested records;
b. Agrees to pay such estimated reasonable cost prior to production of the records; and
c. Fails to pay the actual cost after the records have been produced.

Additional requests from this citizen shall be denied until the original cost is paid.

RECORDS RETENTION

The Director of Schools and/or designee(s) shall retain and dispose of school district records in accordance with the following guidelines:[8]

1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;[9,10]

2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;[11,12]

3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;[11,12,13]

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the Director of Schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;[10,12] and

5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction, removal, or loss of records.[14]

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR[15]

Mike Winstead
Director of Schools
865-982-7121

Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503; Public Acts of 2025, Chapter No. 94
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, *available at* https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-503(h)(6)
9. TCA 10-7-401
10. TCA 10-7-406; TCA 10-7-301(5),(13)
11. TCA 10-7-404
12. TCA 10-7-413
13. TCA 10-7-414
14. TCA 39-16-504
15. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Charter School Applications**	1.901	08/18/25
		Rescinds: 1.901	Issued: 09/18/23

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 state law.[1]

APPLICATION PROCESS

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. The Director of Schools/designee shall determine whether the sponsor has selected the correct application category within ten (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect application category has been selected.[2]

A sponsor seeking board approval of an initial charter school application shall complete the forms developed by the State Board of Education in coordination with the Tennessee Public Charter School Commission ("the Commission"). The application shall provide all the information required by state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state 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.

Electronic copies of applications shall be submitted to the Board and the Commission on or before 11:59 p.m. Central Time 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 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of $2,500.00. The Director of Schools/designee shall report each application received to the Commission no later than ten (10) days after receipt.[2]

The Board shall determine whether an application is complete within ten (10) business days of receiving the application and shall notify the sponsor within five (5) business days of the determination if the application is determined to be incomplete.[3]

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.

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 state law; and

2) Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration.[4]

APPROVAL/DENIAL OF APPLICATION[5]

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/designee 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.[6]

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.[7]

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.[8] The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.[9]

Denial

If the initial charter school application is denied, the Board shall notify the sponsor in writing within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor may submit an amended application. Upon written 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.[5]

If the amended charter school application is denied, the Board shall notify the sponsor in writing within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter School Commission.[10]

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01(1)(b),(c)
3. TRR/MS 0520-14-01-.01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in September	**Surplus Property Sales**	2.403	08/18/25
		Rescinds: 2.403	Issued: 08/19/24

The Director of Schools shall prepare a list of unusable items for Board approval.[1] The list shall contain the following information: name of item, date of purchase, and reason for disposal.

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.[2] Notice shall also be published on a news and information website in accordance with state law.[3]

Surplus property which has no value or has a value of less than five hundred dollars ($500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars ($500).[4]

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.[5]

Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS[6]

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of less than $10,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or

2. Items of equipment with a current per unit fair market value in excess of $10,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. TCA 1-3-120; Public Acts of 2025, Chapter No. 105
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313(e)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in August	**Library Materials**	**4.403**	**08/18/25**
		Rescinds: **4.403**	Issued: **08/19/24**

General

The district's Library Media Specialists shall be responsible for library collection development. The list of library materials shall be posted online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, Library Media Specialists shall review the age and maturity level along with the reading level of the selected items for suitability.[1]

Library Media Specialists shall be responsible for periodically reviewing the district's library collection in line with the standards established below.

STANDARDS[2]

The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, and/or artistic value and merit;

4. The collection as a whole shall offer a variety of viewpoints; and

5. Materials shall not be removed on the sole grounds that the item is religious.

Any materials that meet the following criteria shall be removed and excluded from the district's library collection:

1. Contains nudity, patently offensive descriptions or depictions of sexual excitement or sexual conduct, excess violence, or sadomasochistic abuse as defined in state law[3];

2. Are patently offensive as defined in state law; or

3. Appeal to the prurient interest as defined in state law.

COMPLAINTS[4]

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

3. Inform the principal (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal may notify the Director of Schools. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) working days. The review committee is appointed by the principal and may include certified library media personnel, classroom teachers, parents, and students.

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;

2. Check general acceptance of the material by reading recognized and evaluative reviews;

3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and

4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether it is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the original complaint was received.

REMOVAL OF LIBRARY MATERIALS

If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. TCA 49-6-3803(a),(b); Public Acts of 2025, Chapter No. 270
3. TCA 39-17-901
4. TCA 49-6-3803(e), (f)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Personnel Goals**	**5.100**	**08/18/25**
		Rescinds: **5.100**	Issued: **07/12/21**

The Board recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's personnel goals are:

1. To ensure that the Director recruits and employs the best qualified individuals to staff the school system;
2. To provide compensation, benefits, and working environments sufficient to attract and retain qualified employees;
3. To provide a professional development program for all employees to improve their performance;
4. To conduct an evaluation program that will contribute to the continuous improvement of staff performance;
5. To ensure that personnel are assigned so that they are utilized as effectively as possible;
6. To develop the quality of human relationships necessary to obtain maximum staff performance; and
7. To provide opportunities for a genuine team approach to education, including staff involvement in planning, decision-making, and evaluation.

Legal References

1. TCA 49-1-302(g); Public Acts of 2025, Chapter No. 494

Cross References

School District Goals 1.700

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in September	**Employment of Retirees**	**5.119**	**08/18/25**
		Rescinds: **5.119**	Issued: **07/17/23**

General[1]

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. Prior to commencement of reemployment, the Director of Schools shall provide the required employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be eligible for employment after retirement, a TCRS member must comply with the following:

1. The retired member must have a bona fide separation of service which includes a separation of at least sixty (60) calendar; and

2. The retired member may not accrue additional retirement benefits as a result of the member's reemployment and may not draw disability retirement benefits.

The salary paid to a retired individual employed in a certified position will be equal to the rate of compensation set by the Board for teachers with no experience filling similar positions.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS[2]

Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days.

HARD TO FILL POSITIONS[3]

The Director of Schools may contract with retired members for hard to fill positions if the following conditions are met in addition to the general standards above:

1. During the reemployment, the retirement benefit payable to the retiree must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive; and

2. The retired member's reemployment must not exceed one (1) year, but the retired member may be reemployed for additional one-year periods per state law.

The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill position.

Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the amount the employer would have contributed to the retirement system during the period of reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable compensation.

Legal References

1. TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159
2. TCA 8-36-805; Public Acts of 2025, Chapter No. 159
3. TCA 8-36-809; Public Acts of 2025, Chapter No. 159

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MHS Grade/Course/Team/Organization: Cross Country
Coordinating Teacher(s): Douglas Martin
Trip Date: 9/19-9/20/25 Destination: Trinity Valkyrie Invitational, Lousville KY
Cost Per Student: $50 Cost Per Adult: $50
Number of Attending Students: 43 Number of Attending Adults: 2
Departure Time: 9:00AM Return Time: 8:00PM
Is this an overnight trip? [X] Yes [ ] No *overnight trips require board approval
Funding Source: Team and Students *for trips requiring board approval
Is a school nurse required to attend? [ ] Yes [X] No
Transportation: [ ] Walk [ ] Cars [X] Bus [ ] SPED Bus Number of Buses 1
Bus Service Provider: Rocky Top
Trip Justification: Compete in one of the top cross country races in the eastern USA
Trip Coordinator's Signature: Douglas L Martin
Principal's Signature: Heather Hatfield
Director of Schools Signature: Rob Stevens Date: 7/30/25
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: MHS Grade/Course/Team/Organization: Cross Country

Coordinating Teacher(s): Douglas Martin

Trip Date: 11/6-11/7/25 Destination: Memphis

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

Number of Attending Students: 20 Number of Attending Adults: 2

Departure Time: 9:00AM Return Time: 6PM

Is this an overnight trip? [X] Yes [ ] No *overnight trips require board approval

Funding Source: MHS Athletics *for trips requiring board approval

Is a school nurse required to attend? [ ] Yes [X] No

Transportation: [ ] Walk [ ] Cars [X] Bus [ ] SPED Bus Number of Buses 1

Bus Service Provider: Rocky Top

Trip Justification: Compete in State Cross Country Championship

Trip Coordinator's Signature: Douglas L Martin

Principal's Signature: Heather Hatcher

Director of Schools Signature: Mike Winters Date: 7/30/25

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: MHS Grade/Course/Team/Organization: Softball

Coordinating Teacher(s): Michael Spain

Trip Date: 3/16/26 - 3/18/26 Destination: Gulf Shores, AL

Cost Per Student: ~~205~~ 190 Cost Per Adult: 190

Number of Attending Students: 25 Number of Attending Adults: 3-5

Departure Time: _____ Return Time: _____

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

Funding Source: Softball Account *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: Softball Tournament

Trip Coordinator's Signature: _____

Principal's Signature: _____

Director of Schools Signature: _____ Date: 7/30/25

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

July 31, 2025
Maryville City School Board
Executive Committee Meeting

Approve bid from Volunteer Mechanical to replace the HVAC units on the John Sevier gym - $95,349.00 - Funding Source: Other Capital Outlay/Building Improvements

APPROVED:

Director of Schools _____ Date 07/31/2025

Chair, Board of Education _____ Date 07/31/2025

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

BID TAB

Page 1 of 1

Bids opened in: **Maryville, TN**

Addenda issued: **1**

Contract Time: **Substantialy Complete on or before October 13, 2025**

Pursuant to the Invitation to Bid for...

John Sevier Elementary Gym Unit Replacement
Blount County
Maryville, Tennessee

Project #25673

Bids and modifications must have been received here by...

2:00 PM local time Tuesday, July 29, 2025

I thus declare the bidding closed, and will now proceed to open and read the bids and modifications received.

Designer represented by: Kyle Russell

Owner represented by: Dr. Winstead/Joe Robinette

Bid opening conducted by: Kyle Russell

	Bidders of Record name, city, license number	Addendum #1		BASE BID
	Del-Air Mechanical Knoxville, Tennessee			
2	Interstate Mechanical Knoxville, TN			$ 115,200 — 20
4	JF Mechanical Rutledge, Tennessee			$ 131,000 — 36
6	McMahan Mechanical Knoxville, Tennessee			$145,000 — 50
3	Powers Heating and Air, LLC Ocoee, Tennessee			$117,660.33 22
5	United Services Knoxville, Tennessee			$ 131,326 — 36
1	Volunteer Mechanical Knoxville, Tennessee			$ 95,349 —

Surplus Property Disposal Form

School/Department Information:

School:	Maryville Academy
Department:	Vehicles
Location of Property:	Maintenance Shop lot
Contact Person:	Joe Robinette
Phone:	865-982-7121
Email:	joe.robinette@maryville-schools.org
Date Submitted:	8/7/2025

Please return this form to Sarah Pritchard
sarah.pritchard@maryville-schools.org

Item Information:

Asset Name	Category	Manufacturer	Serial No.	MCS Asset Tag#	Condition	Disposal Reason	Est Value	Fund
2005 Ford Freestar minivan	Vehicle	ford	2fmza57605ba03879		Used	Obsolete	$ 1,000.00	141 General Purpose
							$ -	
							$ -	
							$ -	
							$ -	
							$ -	

*attach spreadsheet on tab 2 for additional assets

Requested Action:

- ☐ Transfer to another school/department
- ☐ Recycle
- ☐ Discard
- ☑ Sell (auction, GovDeals, private party, etc.)
- ☐ Other (please specify): _____

Authorization:

Principal/Supervisor Approval: Joe Robinette Date: 8/7/2025

District Office Use Only:

Director of Schools Approval: [signature] Date: 8/11/25

School Board Chairman Approval: _____ Date: _____

Surplus Property Disposal Form

School/Department Information:

School:	Montgomery Ridge
Department:	Technology
Location of Property:	Montgomery Ridge
Contact Person:	Kevin Myers
Phone:	865-980-0590
Email:	kevin.myers@maryville-schools.org
Date Submitted:	8/12/2025

Please return this form to Sarah Pritchard
sarah.pritchard@maryville-schools.org

Item Information:

Asset Name	Category	Manufacturer	Serial No.	MCS Asset Tag#	Condition	Disposal Reason	Est Value	Fund
Casio XJ-M146	Equipment	Casio	C913FEAY59-042460	A000036825	Used	Strategic Replacement	$ 125.00	
Casio XJ-M146	Equipment	Casio	C913DDAY4C-021297	A000024504	Used	Strategic Replacement	$ 125.00	
Casio XJ-M146	Equipment	Casio	C913DDAY4C-021499	A000036834	Used	Strategic Replacement	$ 125.00	
Casio XJ-M146	Equipment	Casio	C913DDAY4C-021365	A000036833	Used	Strategic Replacement	$ 125.00	
Casio XJ-M140	Equipment	Casio	B912ABAE3B-045339	MCS06762	Used	Strategic Replacement	$ 125.00	
Casio XJ-M146	Equipment	Casio	C913DDAY4C-021107	A000036947	Used	Strategic Replacement	$ 125.00	

*attach spreadsheet on tab 2 for additional assets

Requested Action:

- ☐ Transfer to another school/department
- ☐ Recycle
- ☐ Discard
- ☑ Sell (auction, GovDeals, private party, etc.)
- ☐ Other (please specify): _____

Authorization:

Principal/Supervisor Approval: D. Kevin Myers Date: 8-13-25

District Office Use Only:

Director of Schools Approval: Mike Winstead Date: 8-13-25

School Board Chairman Approval: _____ Date: _____

Item Information:

Asset Name	Category	Manufacturer	Serial No.	MCS Asset Tag#	Condition	Disposal Reason	Est Value	Fund
CASIO XJ-M146	Equipment	CASIO	C913FEAY59-042404	A000030983	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913DDAY4C-021321	A000024511	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913DDAY4C-021253	A000024486	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913DDAY4C-021332	A000024497	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913DDAY4C-021095	A000024494	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913FEAY59-042752	A000030982	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913DDAY4C-021040	A000024493	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913DDAY4C-021376	A000024492	Used	Strategic Replacement	$ 125.00	
CASIO XJ-M146	Equipment	CASIO	C913FEAY59-042505	A000020985	Used	Strategic Replacement	$ 125.00	
							$ -	
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ETSBOA All-State East Band Clinic 2026

FIELD TRIP REQUEST FORM
Maryville City Schools

School: Maryville Junior High school Grade/Course/Team/Organization: 9th Grade Band Students (Select)

Coordinating Teacher(s): Sean Copeland and Jonathan Leichman

Trip Date: 2/5, 2/6, 2/7 2026 Destination: Park Vista Hotel - Gatlinburg, Tennessee

Cost Per Student: $25 Cost Per Adult: $150-$200 Hotel

Number of Attending Students: TBD - Select Number of Attending Adults: 2

Departure Time: 2pm - 2/5 Return Time: parents responsible taking own student Home from Hotel

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

Funding Source: Student participation fee of amt* for trips requiring board approval

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

Transportation: ☐ Walk ☑ Cars ☑ Bus ☐ SPED Bus Number of Buses 1

Bus Service Provider: Rocky Top Bus Tours

Trip Justification: To promote the advancement of instrumental music education by providing our students a band clinic opportunity comprised of the top 9th-12th grade musicians of East TN led by seasoned, world-class music educators.

Trip Coordinator's Signature: [signature]

Principal's Signature: [signature]

Director of Schools Signature: [signature] Date: 8/8/25

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: _____

ETSBOA Middle-Area Concert performance Assessment
2026

FIELD TRIP REQUEST FORM
Maryville City Schools

School: Maryville Junior High School Grade/Course/Team/Organization: 8th & 9th Grade Band Students (All)
Coordinating Teacher(s): Sean Copeland
Trip Date: 3/4-3/5 2026 Destination: Farragut High School
? Cost Per Student: $300 per group Cost Per Adult: —
Number of Attending Students: 78 Number of Attending Adults: 1
Departure Time: TBD Return Time: TBD - Depends on ETSBOA scheduling
Is this an overnight trip? ☐ Yes ☑ No *overnight trips require board approval
Funding Source: Student Fees *for trips requiring board approval
Is a school nurse required to attend? ☐ Yes ☑ No
Transportation: ☐ Walk ☐ Cars ☑ Bus ☐ SPED Bus Number of Buses 2
Bus Service Provider: Rocky Top Tour Buses
Trip Justification: To provide the advancement of instrumental music education by providing our students a stage performance and sight-reading experience before an adjudicating panel of world-class music educators
Trip Coordinator's Signature: Sean Copeland
Principal's Signature: A Gass
Director of Schools Signature: Rob Words Date: 8/8/25
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: _____

TMEA All-State BAND CLINIC 2026

FIELD TRIP REQUEST FORM
Maryville City Schools

School: Maryville Junior High School Grade/Course/Team/Organization: 9th Grade Band Students (Select)

Coordinating Teacher(s): Sean Copeland and Jonathan Lachmann

Trip Date: April 9-12 2026 Destination: Gaylord Opryland Hotel and Convention Center, Nashville, TN

Cost Per Student: $ 55 per student ($150-200 hotel) Cost Per Adult: $75 ($150-$200 hotel)

Number of Attending Students: (Select) Number of Attending Adults: 2

Departure Time: 4/8 noon Return Time: 4/12 - 7pm

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

Funding Source: Student Fees *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: MCS Vans

Trip Justification: To promote the advancement of instrumental music education by providing students a band clinic opportunity with the top students in the state of Tennessee under the direction of world class music educators

Trip Coordinator's Signature: _____

Principal's Signature: _____

Director of Schools Signature: _____ Date: 8/8/25

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: _____

2026-2027 Maryville City Schools

July '26

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26

Su	M	Tu	W	Th	F	Sa
1				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '27

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 27 - Administrative Day

July 28 - Professional Development

July 29 - Registration

July 30 - Professional Development

July 31 - Administrative Day

August 3 - Staggered start - last name A-K

August 4 - Staggered start - last name L-Z

September 7 - Labor Day

October 5-9 - Fall Break

October 12 - Intervention & Enrichment

October 13 - Professional Development

November 3 - Professional Development

November 25 - Professional Development (self-directed, banked time)

November 26-27 - Thanksgiving Break

December 17 - Last day for students before break

December 18 - Administrative Day

December 21-January 1 - Winter Break

January 4 - Professional Development

January 18 - Holiday

February 15 - Professional Development

March 11-12 - Intervention & Enrichment or SNOW MAKEUP if needed

March 15-19 - Spring Break

March 26 - Holiday

May 20 - Last 1/2 day for students a.m./Professional Development 1/2 p.m.

May 21 - Administrative Day

May 24 - Holiday

In additional to the above listed professional development, teachers must earn 13 additional, pre-approved professional development hours before the close of school. Teachers must also earn six parent/teacher contact hours throughout the year.

First 5 snow days will use stockpiled days.

Snow days 6 and 7 made up on March 11-12

cope ARCHITECTURE

BID TABULATION FORM

Project Name: MCS Preschool Renovations | **Opening Date:** 08/14/25

Project Number: 24007 | **Opening Time:** 2:00 PM

Bidder		Joseph Construction	Skilled Services	King Construction	
		Louisville, TN	**Knoxville, TN**	**Cookeville, TN**	
Contractors License Number & Limits		13307, Unlimited	34266, Unlimited	56341, Unlimited	
Bid Envelope Cover Completed?		Yes	Yes	Yes	
HVAC Subcontractor		Cherokee Millwright	Interstate Mechanical	Interstate Mechanical	
Plumbing Subcontractor		Cherokee Millwright	Interstate Mechanical	Interstate Mechanical	
Electrical Subcontractor		Funderburk Electric	Skilled Services	Grace Electric	
Masonry Subcontractor		Wasco	Skilled Services	King Construction	
Geothermal Subcontractor		N/A	None Required	None Required	
Affidavits Included? (Drug-Free, Criminal History, Noncollusion, Insurance List/COI)		Yes	Yes	Yes	
5% Bid Deposit		Bid Bond	Bid Bond	Bid Bond	
Addendum 1 Acknowledged		Yes	Yes	Yes	
Addendum 2 Acknowledged		Yes	Yes	Yes	
BASE BID		$1,319,892	$1,396,000	**$1,245,900**	
Alternate 1 - Parking lot resurface		$62,259	$35,370	**$45,100**	
Calendar Days for Completion		179	225	**240**	
Attended Mandatory Pre-Bid Conference		Yes	Yes	Yes	

Certified Correct By: 