Maryville City Schools
520 S Washington Street
Maryville, TN 37804

BOARD OF EDUCATION **5:30 PM, JANUARY 20, 2026**
REGULAR MEETING **JOHN SEVIER ELEMENTARY SCHOOL**

I. CALL TO ORDER **CHAIR ELDER**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE Hudson Garza - first grade and Nico Nehf – second grade

II. UPDATE FROM JOHN SEVIER ELEMENTARY SCHOOL Lucas Vagnier, Principal

III. ADOPT AGENDA

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

V. CONSENT AGENDA ITEMS

1. Approve Minutes of December 15, 2025, meeting (Attachment)
2. Ratify Executive Committee approval for contract with Radon Consultants of East Tennessee for mitigation work at Maryville High School – $75,161.25 - Funding Source: Maintenance & Repair-Building (GP) (Attachment A1)
3. Ratify Executive Committee approval for Maryville High School Bowling Team overnight trip to Smyrna, Tennessee for State Bowling Tournament – Funding Source: Athletics (Attachment A2)
4. Approve Maryville High School DECA overnight trip to Chattanooga, Tennessee, for competition – Funding Source: Perkins Grant and students (Attachment A3)
5. Approve to declare certain items as surplus and authorize their disposal – (Attachment A4)
6. Approve Montgomery Ridge Intermediate School Choir trip to Dollywood – Finding Source: Parents (Attachment A5)
7. Approve Montgomery Ridge and Coulter Grove Intermediate Schools Wind Ensemble trip to Dollywood – Funding Source: parents (Attachment A6)
8. Approve Coulter Grove Intermediate School liaisons overnight to Nashville, Tennessee, for Ace of Shakes – Funding Source: School funds (Attachment A7)

VI. AGENDA

1. Consider changes to Board Policies 1.901 (Charter School Applications), 2.804 (Expenses and Reimbursements), and 6.4081 (Safe Relocation of Students) First reading (Attachment B1)

VII. REPORTS FROM DIRECTOR OF SCHOOLS

VIII. RECOGNITION OF STAFF AND STUDENTS

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting dates:
February 16, 2026, 5:30 p.m. Foothills Elementary School
March 23, 2026, 5:30 p.m., Montgomery Ridge Intermediate School

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

December 16, 2025
Maryville City School Board
Executive Committee Meeting

Approve contract with Radon Consultants of East Tennessee for mitigation work at Maryville High School – Funding Source: Maintenance & Repair – Building (GP)

APPROVED:

Director of Schools Mike Winstead Date 12/16/2025

Chair, Board of Education Julie Elder Date 12/16/2025

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

ESTIMATE

Radon Consultants of East Tennessee
9105 Goldleaf Circle
Knoxville, TN 37923

tnradon@yahoo.com
+1 (865) 806-8984
www.RadonConsultantsofEastTennessee.com

Bill to
Joshua Oliver
Maryville City Schools
Maryville High School
825 Lawrence Avenue
Maryville, TN 37803

Ship to
Joshua Oliver
Maryville City Schools
Maryville High School
825 Lawrence Avenue
Maryville, TN 37803

Estimate details
Estimate no.: 1127
Estimate date: 10/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**ASD- Active Sub Slab Depressurization System Installation**	ASD-Active Sub Slab Depressurization System Interior Installation with upgraded fan- Classroom 123, 123B, and 2 Offices	1	$10,500.00	$10,500.00
2.		**ASD- Active Sub Slab Depressurization System Installation**	ASD-Active Sub Slab Depressurization System Interior Installation with two suction points and upgraded fan- Classroom 125A, 125B, 127, and 128	1	$19,750.00	$19,750.00
3.		**ASD- Active Sub Slab Depressurization System Installation**	ASD-Active Sub Slab Depressurization System Interior Installation with two suction points and upgraded fan- Classroom 131, 132, 133, 134	1	$23,500.00	$23,500.00
4.		**ASD- Active Sub Slab Depressurization System Installation**	ASD-Active Sub Slab Depressurization System Interior Installation with upgraded fan- Classrooms 135 and 136	1	$9,500.00	$9,500.00
5.		**Electrical Wiring**	Electrical Hook up	4	$1,000.00	$4,000.00
6.		**Xray & Engineer Approval**		1	$6,300.00	$6,300.00
7.		**Initial Test Site Set Up**	Test Set Up- Singular Site	1	$150.00	$150.00
8.		**Radon Air Test**	Air Test Kits Deployed- Classrooms 123,123B, Office 1, Office 2, 125A,	16	$19.95	$319.20

		125B, 127, 128, 131, 132, 133, 134, 135, and 136 plus 2 dups			
9.	**Quality Assurance**	Quality assurance testing of laboratory and test kits	9	$19.95	$179.55
10.	**Initial Site Pick Up**	Pick Up Kits- Singular Site	1	$150.00	$150.00
11.	**Air Test Kits Results**	Labs fees & Report	25	$14.50	$362.50
12.	**Radon Reporting**	Creating Radon Report & OM&M Plan	1	$450.00	$450.00
			Total		**$75,161.25**

Note to customer

This proposal is contingent on design approval from the Structural Engineer and findings from both the sub slab communication testing and the floor Xray results. Proposed design and cost are subject to change, if needed.

12/16/2025

Accepted date

Accepted by

MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

520 S Washington Street
Maryville, Tennessee 37804

December 16, 2025
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Bowling Team overnight to Smyrna, Tennessee – Funding Source: Athletics

APPROVED:

Director of Schools _____ Date 12/16/2025

Chair, Board of Education _____ Date 12/16/2025

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
Trip Date: 1/20-1/23 Destination: Smyrna TN
Cost Per Student: Vary Cost Per Adult: Vary on how many we win
Number of Attending Students: 7 Number of Attending Adults: 2
Departure Time: 3:00pm Return Time: 3:00pm (depending)
Is this an overnight trip? [X] Yes [ ] No *overnight trips require board approval
Funding Source: Athletics *for trips requiring board approval
Is a school nurse required to attend? [ ] Yes [X] No
Transportation: [ ] Walk [X] Cars [ ] Bus [ ] SPED Bus Number of Buses 0
Bus Service Provider: School Vans
Trip Justification: State Bowling Tournament
Trip Coordinator's Signature: [signature]
Principal's Signature: Heather Tuttle
Director of Schools Signature: [signature] Date: 12/16/25
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

FIELD TRIP REQUEST FORM

Maryville City Schools

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

Coordinating Teacher(s): **Kameron Kalolo/Nick Myers**

Trip Date: **February 25th – 27th** Destination: **Chattanooga, Tennessee**

Cost Per Student: **$200** Cost Per Adult: **$0**

Number of Attending Students: **28** Number of Attending Adults: **3**

Departure Time: **8am Feb 25th** Return Time: **10am Feb 27th**

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

Funding Source: **Perkins pays for bus & advisor costs. Students pay for their food, registration, and hotel costs.**

Student payment: **$200** *for trips requiring board approval

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

Transportation: ☐ Walk ☐ Cars ☒ Bus ☐ SPED Bus Buses # 1 Bus Service Provider: **Rocky Top**

Trip Justification: **DECA competition enriches course standards, improves the quality and relevance of classroom instruction, develops leadership, enhances citizenship, and serves special populations. DECA is a recognized CTSO in Tennessee CTE. Participation depends on student advancement, student interest, etc.**

Trip Coordinator's Signature: Kameron Kalolo 12/18/25

Principal's Signature: Heather Hatch 12/18/25

Director of Schools Signature: [signature] Date: 1/7/26

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: _____

Surplus Property Disposal Form

School/Department Information:

School:	Maryville Junior High
Department:	CTE
Location of Property:	Room 201
Contact Person:	Andy Hebert
Phone:	865-983-2070
Email:	andy.hebert@maryville-schools.org
Date Submitted:	

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
Formlabs F3 Printer	Equipment	Formlabs	n/a	C000010449	Good	End of Life	$ 300.00	142 Federal
Formlabs F3 Printer	Equipment	Formlabs	n/a	C000010448	Good	End of Life	$ 300.00	142 Federal
							$ -	
							$ -	
							$ -	
							$ -	

*attach spreadsheet on tab 2 for additional assets

Requested Action:

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

Authorization:

Principal/Supervisor Approval: Melissa Stone Date: 1/6/26

District Office Use Only:

Director of Schools Approval: _____ Date: _____

School Board Chairman Approval: _____ Date: _____

n Information:

t Name	Category	Manufacturer	Serial No.	MCS Asset Tag#	Condition	Disposal Reason	Est Value	Fund
Z2 Workstation for CAD	Equipment	HP	MXL92844Z5	C000010397	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92844ZQ	C000010398	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92844ZW	C000010399	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92852XR	C000010400	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284502	C000010401	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92852XJ	C000010402	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92852XH	C000010403	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6S	C000010404	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6R	C000010405	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6Z	C000010406	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284TGP	C000010407	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6L	C000010408	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6F	C000010409	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6J	C000010410	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6V	C000010411	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6D	C000010412	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL9284T6Q	C000010413	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92844ZP	C000010416	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92844ZF	C000010417	Used	End of Life	$ 30.00	142 Federal
Z2 Workstation for CAD	Equipment	HP	MXL92844ZH	C000010418	Used	End of Life	$ 30.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010053	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010054	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010055	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010056	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010057	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010058	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010059	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010060	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010061	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010062	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010063	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010064	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010065	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010066	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010067	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010068	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010069	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010070	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010071	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010072	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010073	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010074	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010075	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010076	Used	End of Life	$ 5.00	142 Federal
Blue 250GB Internal SSD Solid State Drive	Equipment	WD	WDS250G1B0A	C000010077	Used	End of Life	$ 5.00	142 Federal
							$ -	

FIELD TRIP REQUEST FORM
Maryville City Schools

School: MRIS Grade/Course/Team/Organization: Choir

Coordinating Teacher(s): Kristy Giles

Trip Date: April 29 Destination: Dollywood

Cost Per Student: 83 Cost Per Adult: 54

Number of Attending Students: 70 Number of Attending Adults: 10

Departure Time: 7:30AM Return Time: 6PM

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

Funding Source: Parents *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

Trip Justification: students will compete at Dollywood in a choral festival

Trip Coordinator's Signature: Kristy Giles

Principal's Signature: D. Kevin Myers

Director of Schools Signature: [signature] Date: 1-8-26

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: MRIS/GHS Grade/Course/Team/Organization: Maryville Intermediate Wind Ensemble
Coordinating Teacher(s): Jaydon Headrick & Erin Harmon
Trip Date: 4/18 Destination: Seymour HS / Dollywood
Cost Per Student: $92 Cost Per Adult: _____
Number of Attending Students: 42 Number of Attending Adults: 8
Departure Time: 9:00am Return Time: 8-9:00 PM
Is this an overnight trip? ☐Yes ☑No *overnight trips require board approval
Funding Source: Parents *for trips requiring board approval *Fundraiser TBD
Is a school nurse required to attend? ☐Yes ☑No
Transportation: ☐Walk ☐Cars ☑Bus ☐SPED Bus Number of Buses 1
Bus Service Provider: Rocky Top
Trip Justification: Music Festival / Adjudicated Music Competition
Trip Coordinator's Signature: Jaydon Headrick
Principal's Signature: [signature]
Director of Schools Signature: [signature] Date: 1/13/26
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: CGIS Grade/Course/Team/Organization: Liaisons

Coordinating Teacher(s): Barbara Taylor, Ramona Best

Trip Date: March 10-11 Destination: Nashville, TN

Cost Per Student: Ø Cost Per Adult: Ø

Number of Attending Students: 4 Number of Attending Adults: 2

Departure Time: 3/10 1:30 Return Time: 3/11 6:00 pm - overnight

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

Funding Source: school funds *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: Round 5-6 of Ace of Shakes - Meet Senators, Gov. Watch Committee sessions

Trip Coordinator's Signature: Barbara Taylor

Principal's Signature: Ramona Best

Director of Schools Signature: Mike Winters Date: 1/14/26

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: _____

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially in August	**Charter School Applications**	**1.901**	**02/23/26**
		Rescinds: **1.901**	Issued: **08/18/25**

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 confirm receipt of the letter and provide the sponsor with current state and federal per pupil funding estimates within five (5) business days.[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 completed initial application received to the Commission no later than ten (10) days after receipt.[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 and community members 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 and the Commission no later than ten (10) calendar days after approval or denial. If an application is denied, the report shall also include the reasons for denial.

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)
3. TRR/MS 0520-14-01-.01(1)(d), (e)
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); TRR/MSS 0520-14-01-.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	**Expenses and Reimbursements**	**2.804**	**02/23/26**
		Rescinds: **2.804**	Issued: **11/05/18**

The Board shall review expense allowances and reimbursement guidelines on an annual basis.

The Director of Schools shall develop procedures and forms to ensure consistency and transparency with the implementation of this policy.

SCHOOL and DISTRICT PERSONNEL

Employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting receipts.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of Schools. Requests for reimbursements shall be submitted to the Director of Schools' office.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.[1]

BOARD MEMBERS

The members of the Board shall be paid for transportation, lodging, meals, and other pertinent expenses when traveling on business for the Board.

REIMBURSEMENT FOR SALES TAX[3]

Reimbursement for sales tax is permissible in limited circumstances when sales tax is charged on small purchases and proper documentation is submitted.

The Director of Schools/designee shall ensure compliance with state law and guidance from the Comptroller of the Treasury.

Legal References

1. *Internal School Funds Manual*, Section 5-17
2. TCA 49-2-2001(c)
3. *Internal School Funds Manual, Frequently Asked Questions*, no. 10

Maryville City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Biennially, in October	**Safe Relocation of Students**	**6.4081**	**02/23/26**
		Rescinds: **6.4081**	Issued: **08/09/21**

~~Employees~~ *Teachers* who are directly responsible for a student's education or other employees who interact with students on a professional basis may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.[1] If relocation is necessary, the process will comply with all special education laws. Such employees may also intervene in a physical altercation between two or more students or between a student and a district employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.[2] If an employee is unable to resolve the matter with the use of reasonable or justifiable force, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent/guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal/designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student.[1]

The Director of Schools shall create procedures to implement this policy consistent with state law. Each principal shall fully support the employees' authority to relocate a student and ensure appropriate implementation and reporting.

Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500