

Johnson City Board of Education Regular Meeting
January 3, 2022 6:00 PM
Central Office

1. CALL TO ORDER AND OPENING

- 1.A. Call to Order and Welcome
Mrs. Kathy Hall, Board Chair
 - 1.B. Moment of Silence
Mrs. Kathy Hall, Board Chair
 - 1.C. Pledge of allegiance to the flag
Dr. Josh Carter, Principal
 - 1.D. Art work on display
Students from Science Hill
 - 1.E. Update on Science Hill
Dr. Josh Carter, Principal
- 2. RECOGNITIONS**

3. ADOPTION OF AGENDA

4. CORRESPONDENCE, DELEGATIONS AND COMMUNICATIONS

5. REPORTS FROM SUPERINTENDENT AND STAFF

- 5.A. Building Projects Update
Mr. Randy Trivette
- 5.B. Financial Report Ending November 30, 2021
Ms. Leia Valley
- 5.C. Update on Sales Tax - PEP
Ms. Leia Valley

6. UNFINISHED BUSINESS

- 6.A. Results of Special Question Poll (Collaborative Conferencing)

7. CONSENT AGENDA

- 7.A. Approval of Minutes
- 7.B. Request to write check over \$5,000
- 7.C. Proposed Fundraising Activities

7.D. Overnight Field Trip Requests

7.E. Second Reading - Policies - Section 1 (School Board Operations), Section 3 (Support Services) & Section 4 (Instructional Programs)

7.F. JCVA Graduation Budget Proposal

8. RECOMMENDATIONS FROM THE SUPERINTENDENT FOR ACTION

9. NEW BUSINESS

9.A. Current Meeting Communication Follow Up

10. INFORMATION ITEMS

10.A. BOE Calendar of Events

10.B. Personnel Items

10.C. Donations

11. COMMITTEE REPORTS

12. BOARD UPDATES AND DISCUSSION

13. MEETING DATES

14. ADJOURNMENT



BELIEFS

To be successful, Johnson City Schools must...

- Provide the highest quality public education to all students;
- Attract, develop, and retain the very best teachers and staff;
- Engage families, business, community, and government;
- Stay on the cutting edge of educational leadership and practice; and
- Foster a caring, safe, and inclusive environment.

MISSION

To enable all students to achieve excellence.

VISION

To be a progressive school system that is globally competitive in all areas. All students have an equal opportunity to learn and be successful while meeting high expectations and are provided the resources to be healthy, productive citizens and lifelong learners.

GOAL

Advance student achievement in all curricular and extra-curricular programs

GOAL

Pursue and efficiently manage internal and external school funding

GOAL

Promote physical and mental health and wellness in a safe and secure environment

GOAL

Improve communication, collaboration, and involvement

GOAL

Champion innovation and the effective use of technology



JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Steve Barnett, Superintendent of Schools

Recognitions for January 3, Board of Education Meeting

- Vanessa Bushell (SHHS Senior) - National Speech and Debate Association Academic All-America



BOARD OF EDUCATION

Kathy Hall, Chair Robert Williams, Vice Chair Michelle Treece, Secretary
Dr. Ginger Carter Herb Greenlee Thomas Hager, Jr Beth Simpson

The mission of the Johnson City Schools is to enable all students to achieve excellence.



JOHNSON CITY SCHOOLS

BUILDING PROJECTS UPDATE

December 10, 2021

Woodland Elementary (8 classrooms addition): Both classroom wings have exterior brick completed. Windows are installed. Rough-in Electrical, HVAC and Plumbing are completed. Ceiling grid is installed. Final Painting is being completed on interior walls. Millwork is completed in both Wings. Flooring expected to begin on December 27th. Expecting 8 classroom addition to be completed by the end of December 2021. Plan to start Phase II of interior HVAC Upgrade in January 2022. Project bid documents require substantial completion on or before June 3, 2022 for classroom addition and September 15, 2022 for HVAC upgrade of existing facility. HVAC being funded by ESSER 3.0 at \$2,198,685. Progress meetings take place first and third Wednesday at 8:30am.

Lake Ridge Elementary (8 classrooms addition): Classroom Addition Footings have been poured. Structural Foundation Wall for 2nd story bridge has been installed. Masonry foundations completed, under slab plumbing being installed. Rooftop Unit curbs have been installed and 8 RTU's were installed during Winter Break. Existing Second Floor ductwork installed during winter break. HVAC being funded by ESSER 3.0 at \$3,200,795. Progress meetings take place the 2nd and 4th Thursday of each month at 9am.

Towne Acres Elementary School Courtyard Screening: BLS Thompson & Litton Architects have completed the construction documents and the City Purchasing Department is advertising for bids. Anticipate construction starting in February 2022.

SHHS Science Lab Renovation: Thomas Weems Architects have developed preliminary lay out for each classroom space. Hazardous material survey is completed. Furniture and millwork layouts have been completed. An estimated budget has been prepared for the entire project. Working with School Staff to provide ESSER 3.0 funding added to this project. Design work should be completed in January 2022, then 2 to 3 months for bidding and board approvals, and approx. 12 to 15 months to complete renovations. This project is 100% funded by ESSER 2.0 & ESSER 3.0 with a total budget of \$4.7 million.



Woodland Elementary Wing B – Classroom



Woodland Elementary Exterior Elevation of Wings A & B



Lake Ridge Elementary Addition – Slab Foundations and Bridge Foundation



ROOMS 414-419 - OPTION 1 [facing window, sliding marker boards]



Science Hill High School Architect Rendering of Renovated Science Lab

**SCHOOL BOARD AGENDA ITEM
JANUARY 2022 MEETING**

ACTION ITEM

TOPIC: Financial Report for the month ending November 30, 2021.

BACKGROUND INFORMATION:

The un-audited financial report for the month ending November 30, 2021, is attached for your review.

Revenues:

Revenues received the month of November totaled \$6,344,434, primarily consisting of Local Option Sales Tax, BEP, and the monthly appropriation from the City. The Local Option Sales Tax total received for the month was \$1,488,590. Through November, Local Option Sales Tax collections has seen an increase 19.68% above last year. Total revenues at the end of November were \$28,194,103. Total revenues were up 6.82% from November 2020. Total revenues collected through November were at 35.16% of the budget. This is improved from November 2020, which was at 33.84% of the budget.

Expenditures:

Expenditures for the month of November totaled \$6,557,700. Total expenditures for the year through November were \$29,088,982. Salaries were up only 0.04% from November 2020 because in last October a bonus was paid to staff. Benefit Expenses were down 3.67% from the previous year due to decreased cost of Health Insurance. Last year as of November 30, 2020, \$1,160,000 in additional funds had been transferred to the Health Insurance Fund. Because of last year's bonus and the decrease in Health Insurance Expenditures, total expenditures were 0.95% below November 2020. Total expenditures at the end of November were at 35.17% of the budget. This is improved from November 2020 in which total expenditures were at 36.75% of the budget.

Fund Balance:

Total Fund Balance as of November 30, 2021 was \$9,314,150. Fund balance was short of the 2 months operating expenses budgeted goal by \$3,726,752 (28.6%). This is greatly improved from November 2020. Last year Fund Balance was at \$7,198,783 and was short of the goal by 57.4%.

Tax Rate Information:

Included is the tax rates for the surrounding systems. These are the updated rates for 2021. Sullivan, Carter, and Hawkins Counties had reappraisal years in 2021.

Insurance Trust Fund:

We have not yet received the Health Insurance Fund Financial for November 2021. We will include it with the December 2021 Report. No transfer was made to the Health Insurance Fund in November.

Please feel free to call me if you have questions. (434-5212)

Respectfully Submitted: *Leia Valley*

Johnson City Schools
Year To Date Comparisons
For the Month Ending November 30, 2021

	<u>Y-T-D</u> <u>11/30/20</u>	<u>Y-T-D</u> <u>11/30/21</u>	<u>Difference in</u> <u>Dollars</u>	<u>Difference in</u> <u>Percentage</u>	<u>FY21 Actual</u>	<u>FY22 Budget</u>
Revenues:						
County Property Tax - Current	\$ 75,080	\$ 116,636	\$ 41,556	55.35%	\$ 11,987,669	\$ 11,897,264
Local Option Sales Tax	6,389,020	7,646,278	1,257,258	19.68%	17,153,237	15,198,850
BEP	13,762,800	14,134,800	372,000	2.70%	34,745,962	35,337,000
Tuition	125,963	146,377	20,414	16.21%	257,138	250,000
All Other Revenues	6,041,544	6,150,013	108,469	1.80%	17,185,942	17,500,299
Total Revenues	<u>\$ 26,394,407</u>	<u>\$ 28,194,103</u>	<u>\$ 1,799,696</u>	<u>6.82%</u>	<u>\$ 81,329,948</u>	<u>\$ 80,183,413</u>
Percentage of Revenue Budget Collected to Date		35.16%				
Percentage/Dollar Amount of Revenue Budget left to be Collected		64.84%				<u>\$ 51,989,310</u>
Expenditures:						
Salaries	\$ 18,582,985	\$ 18,589,809	\$ 6,824	0.04%	\$ 49,319,097	\$ 51,113,628
Benefits	7,094,673	6,834,329	(260,344)	-3.67%	17,132,660	18,237,864
Electricity	590,907	605,765	14,858	2.51%	1,659,883	1,900,000
Water/Sewer	76,515	92,024	15,509	20.27%	213,323	240,000
Natural Gas	20,201	30,968	10,767	53.30%	187,660	230,000
Disposal Fees	42,110	35,948	(6,162)	-14.63%	124,325	125,000
Gasoline	7,071	10,469	3,398	48.06%	24,872	40,000
Technology/Instructional Equipment	54,083	22,635	(31,448)	-58.15%	373,705	142,625
Capital Outlay	129,560	50,776	(78,784)	-60.81%	193,027	130,000
All Other Expenditures	2,770,388	2,816,259	45,871	1.66%	10,200,918	10,549,314
Total Expenditures	<u>\$ 29,368,493</u>	<u>\$ 29,088,982</u>	<u>\$ (279,511)</u>	<u>-0.95%</u>	<u>\$ 79,429,470</u>	<u>\$ 82,708,431</u>
Percentage of Expenditure Budget Spent to Date		35.17%				
Percentage/Dollar Amount of Expenditure Budget remaining		64.83%				<u>\$ 53,619,449</u>
Year-To-Date Revenues Over (Under) Expenditures	<u>\$ (2,974,085)</u>	<u>\$ (894,880)</u>	<u>\$ 2,079,206</u>	<u>-69.91%</u>	<u>\$ 1,900,478</u>	<u>\$ (2,525,018)</u>
% of Fiscal Year Complete		41.67%				
% of Fiscal Year Remaining		58.33%				

BOE POLICY 2.100 RESERVE FUNDS

Total Expenditure Budget - FY22 Budget	\$	82,708,431
Less:		
Operating Transfers	\$	95,179
Debt Service	\$	2,523,124
Capital Outlay	\$	130,000
Early Childhood	\$	393,013
Educare	\$	1,321,704
Total to deduct	\$	<u>4,463,020</u>
 Total Operating Budget	 \$	 78,245,411
 16% of the General Purpose School Fund Operating Budget	 \$	 <u><u>13,041,163</u></u>
 Monthly Operating Expense:		
Annual Operating Expense Budget	\$	78,245,411
 Monthly Operating Expenses Budgeted	 \$	 6,520,451
2 Months Operating Expenses Budgeted	\$	<u><u>13,040,902</u></u>

<p>BOE Policy 2.100 as revised at the 5 o'clock 2-3-2014 BOE Meeting First reading April 2014 Second reading May 2014</p>
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Current Standing on Target Fund Balance		
*Target Unrestricted Fund Balance (as recommended at 2-3-2014 BOE Policy Meeting) 2 Months Operating Expenditures	\$	13,040,902
Current Fund Balance:		
3% Fund Balance	\$	2,351,262
Beginning of the Year Undesignated	\$	7,208,430
Current Revenues vs Expenditures	\$	(894,880)
Other Reserves	\$	649,337
Total Fund Balance	\$	<u>9,314,150</u>
 Target Shortage as of 11/30/21	 \$	 <u><u>(3,726,752)</u></u>

JOHNSON CITY SCHOOLS

**Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended November 30, 2021**

					41.67%
			Amended	Actual	Budget Amount
			Budget	Amounts	Remaining
					Percentage
					of Budget to Date
		Revenues			
40110	Current Property Tax - Washington Co.	\$ 11,598,291	114,257	\$ 11,484,034	0.99%
40110	Current Property Tax - Sullivan Co.	\$ 216,739	1,105	\$ 215,634	0.51%
40110	Current Property Tax - Carter Co.	\$ 82,234	1,274	\$ 80,960	1.55%
40120	Trustee's Collections - Prior Year	\$ 403,150	64,388	\$ 338,762	15.97%
40130	Circuit Clk./Clk. & Master Coll. - Prior Yr	\$ 224,405	34,419	\$ 189,986	15.34%
40140	Interest & Penalty	\$ 188,000	17,586	\$ 170,414	9.35%
40150	Pick-Up Taxes	\$ -	6	\$ (6)	#DIV/0!
40162	Payments in Lieu of Taxes - Local Utilities	\$ 192,000	198,921	\$ (6,921)	103.60%
40163	Payments in Lieu of Taxes - Other	\$ 15,000	9,500	\$ 5,500	63.34%
40210	Local Option Sales Tax - Washington Co.	\$ 14,990,538	7,608,772	\$ 7,381,766	50.76%
40210	Local Option Sales Tax - Sullivan Co.	\$ 109,086	21,019	\$ 88,067	19.27%
40210	Local Option Sales Tax - Carter Co.	\$ 99,226	16,487	\$ 82,739	16.62%
40270	Business Tax	\$ 315,000	116,236	\$ 198,764	36.90%
40275	Mixed Drink Tax	\$ -	10	\$ (10)	#DIV/0!
40320	Bank Excise Tax	\$ 32,000	-	\$ 32,000	0.00%
	Total County Taxes	\$ 28,465,669	\$ 8,203,979	\$ 20,261,690	28.82%
41110	Marriage Licenses	\$ 1,500	798	\$ 702	53.23%
	Total Licenses and Permits	\$ 1,500	\$ 798	\$ 702	53.23%
43511	Tuition - Regular Day Students	\$ 250,000	146,377	\$ 103,623	58.55%
43513	Tuition - Summer School	\$ -	-	\$ -	#DIV/0!
43517	Tuition - Online Learning	\$ -	50	\$ (50)	#DIV/0!
43581	Tuition - EDUCARE	\$ 1,146,600	604,218	\$ 542,382	52.70%
43581	Tuition - ECLC	\$ 302,560	68,913	\$ 233,647	22.78%
43990	Other Charges for Services - Fingerprints	\$ 21,000	4,765	\$ 16,235	22.69%
43990	Print Shop Enterprise Account	\$ 15,000	16,595	\$ (1,595)	110.63%
	Total Charges for Current Services	\$ 1,735,160	\$ 840,917	\$ 894,243	48.46%
44120	Leases/Rentals	\$ -	6,500	\$ (6,500)	#DIV/0!
44120	Leases/Rentals - Chromebooks	\$ 50,000	73,498	\$ (23,498)	147.00%
44160	Retirees' Insurance Payments	\$ 100,000	5,338	\$ 94,662	5.34%
44170	Miscellaneous Refunds	\$ 118,500	4,483	\$ 114,017	3.78%
44570	Contributions - Shoe Fund	\$ 10,000	3,873	\$ 6,127	38.73%
44990	Other Local Revenue (STEAM 536)	\$ 1,000	-	\$ 1,000	0.00%
44990	Other Local Revenue (Misc)	\$ -	245	\$ (245)	#DIV/0!
	Total Other Local Revenues	\$ 279,500	\$ 93,937	\$ 185,563	33.61%
46511	Basic Education Program	\$ 35,337,000	14,134,800	\$ 21,202,200	40.00%
46550	Driver Education	\$ 9,000	-	\$ 9,000	0.00%
46610	Career Ladder	\$ 136,000	62,161	\$ 73,839	45.71%
	Total State Education Funds	\$ 35,482,000	\$ 14,196,961	\$ 21,285,039	40.01%
47640	ROTC Reimbursement	\$ 60,000	12,836	\$ 47,164	21.39%
	Total Direct Federal Government	\$ 60,000	\$ 12,836	\$ 47,164	21.39%
48610	Donations	\$ -	200	\$ (200)	#DIV/0!
49800	Operating Transfers	\$ -	-	\$ -	#DIV/0!
49810	City General Fund Transfer - Operations	\$ 11,626,736	4,844,473	\$ 6,782,263	41.67%
49810	City General Fund Transfer - Transportation	\$ 2,532,848	-	\$ 2,532,848	0.00%

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

						41.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
		Total Other Sources	\$ 14,159,584	\$ 4,844,673	\$ 9,314,910	34.21%
		Total Revenues	\$ 80,183,413	\$ 28,194,103	\$ 51,989,310	35.16%
		APPROPRIATIONS (Expenditures)	Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
		INSTRUCTION				
71100	116	Teachers	\$ 28,346,000	10,239,038	\$ 18,106,962	36.12%
71100	116	Safety Net Program (1-031)	\$ 49,000	-	\$ 49,000	0.00%
71100	116	RTI (534)	\$ 616,080	206,179	\$ 409,901	33.47%
71100	116	Four-Year Transition Plan (2-301)	\$ 5,000	-	\$ 5,000	0.00%
71100	116	Local Extended Contract (1-578)	\$ 85,700	13,446	\$ 72,254	15.69%
71100	116	Mountain View Orchestra (9-581)	\$ 8,825	-	\$ 8,825	0.00%
71100	116	Curriculum Development (538)	\$ 22,000	1,245	\$ 20,755	5.66%
71100	116	Teacher Stipends for Online Learning (555)	\$ 20,000	7,240	\$ 12,760	36.20%
71100	117	Career Ladder	\$ 73,000	28,500	\$ 44,500	39.04%
71100	163	Educational Assistants	\$ 799,884	280,147	\$ 519,737	35.02%
71100	189	Duty Free Lunch	\$ 1,500	-	\$ 1,500	0.00%
71100	195	Substitute Teachers Certified	\$ 189,650	48,015	\$ 141,635	25.32%
71100	198	Substitute Teachers - Non Certified	\$ 256,275	90,084	\$ 166,191	35.15%
71100	201	Social Security	\$ 1,858,848	631,678	\$ 1,227,170	33.98%
71100	204	Retirement	\$ 2,738,116	1,062,944	\$ 1,675,172	38.82%
71100	206	Life Insurance	\$ 72,061	24,476	\$ 47,585	33.97%
71100	207	Medical Insurance	\$ 5,539,940	1,502,914	\$ 4,037,026	27.13%
71100	208	Dental Insurance	\$ 121,666	74,994	\$ 46,672	61.64%
71100	210	Unemployment	\$ 50,000	245	\$ 49,755	0.49%
71100	211	Local Retirement	\$ 38,520	6,413	\$ 32,107	16.65%
71100	212	Medicare	\$ 442,307	149,131	\$ 293,176	33.72%
71100	216	Other Post Employment Benefits (Retiree Insurance)	\$ 655,500	826,571	\$ (171,071)	126.10%
71100	217	Retirement-Hybrid Stabilization	\$ -	55,530	\$ (55,530)	#DIV/0!
71100	336	Performing Music Maintenance and Repair Equipment	\$ 4,039	4,874	\$ (835)	120.69%
71100	356	Tuition	\$ 3,000	1,360	\$ 1,640	45.33%
71100	399	Other Contracted Services (Site-Based check-copiers)	\$ 95,231	95,231	\$ -	100.00%
71100	399	RTI (1-534)	\$ 21,000	19,950	\$ 1,050	95.00%
71100	399	Edmentum (Credit Recovery) 1-519	\$ 61,000	60,083	\$ 917	98.50%
71100	399	Public Chapter 426, Public Acts of 2011 (1-532)	\$ 40,000	10,069	\$ 29,931	25.17%
71100	399	Subscription Renewal - Nearpod (1-536)	\$ 30,000	38,000	\$ (8,000)	126.67%
71100	399	Subscription Renewal - Brain Pop (1-536)	\$ 20,000	-	\$ 20,000	0.00%
71100	399	Subscription Renewal - Hapara	\$ 26,000	28,100	\$ (2,100)	108.08%
71100	399	Subscription Renewal - Study Island	\$ 50,000	50,456	\$ (456)	100.91%
71100	399	Subscription Renewal - Canvas	\$ 58,000	5,763	\$ 52,237	9.94%
71100	399	Subscription - Generation Genius	\$ -	8,955	\$ (8,955)	#DIV/0!
71100	399	Subscription - Other	\$ -	6,883	\$ (6,883)	#DIV/0!
71100	429	Instructional Supplies and Materials	\$ 223,717	223,717	\$ -	100.00%
71100	429	Forward Funding	\$ 61,406	61,406	\$ -	100.00%
71100	429	Summer School Supplies (1-033)	\$ 5,000	-	\$ 5,000	0.00%
71100	429	AP - Instructional Supplies (2-583)	\$ 5,500	270	\$ 5,230	4.92%
71100	429	RTI - (1-534)	\$ 12,000	863	\$ 11,137	7.19%
71100	429	Instructional Supplies - Science Materials	\$ 7,232	7,232	\$ -	100.00%
71100	429	Instructional Supplies - STEAM (536) +1K Donation	\$ 15,000	3,109	\$ 11,891	20.72%
71100	429	Instructional Supplies - Other	\$ -	-	\$ -	#DIV/0!
71100	449	Textbooks	\$ 196,000	51,569	\$ 144,431	26.31%
71100	499	Other Supplies and Materials	\$ 1,000	1,000	\$ -	100.00%
71100	535	Fee Waiver Student Fees	\$ 136,815	136,815	\$ -	100.00%
71100	535	Fee Waiver Student Performing Music	\$ 3,155	3,155	\$ -	100.00%
71100	722	Regular Instruction Equipment	\$ 110,194	17,211	\$ 92,983	15.62%
71100	722	Performing Music Equipment	\$ 32,431	5,154	\$ 27,277	15.89%

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

						41.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
		Total Instruction	\$ 43,207,592	\$ 16,090,016	\$ 27,117,576	37.24%
		Alternative Instruction Program				
71150	116	Teachers	\$ 686,970	240,947	\$ 446,023	35.07%
71150	163	Educational Assistants	\$ 128,010	49,503	\$ 78,507	38.67%
71150	201	Social Security	\$ 49,715	16,865	\$ 32,850	33.92%
71150	204	Retirement	\$ 88,221	31,333	\$ 56,888	35.52%
71150	206	Life Insurance	\$ 1,956	712	\$ 1,244	36.39%
71150	207	Medical Insurance	\$ 106,908	46,374	\$ 60,534	43.38%
71150	208	Dental Insurance	\$ 4,510	1,400	\$ 3,110	31.05%
71150	211	Local Retirement	\$ 7,368	1,523	\$ 5,845	20.67%
71150	212	Medicare	\$ 11,817	3,944	\$ 7,873	33.38%
71150	399	Other Contracted Services	\$ 5,100	5,100	\$ -	100.00%
71150	429	Instructional Supplies and Materials	\$ 13,418	13,418	\$ -	100.00%
71150	499	Other Supplies and Materials	\$ 8,993	8,993	\$ -	100.00%
71150	599	Other Charges	\$ 3,000	3,000	\$ -	100.00%
71150	722	Regular Instruction Equipment	\$ 7,094	6,534	\$ 560	92.11%
		Total Alternative Instruction	\$ 1,123,080	\$ 429,647	\$ 693,433	38.26%
		SPECIAL EDUCATION				
71200	116	Teachers	\$ 2,618,340	932,967	\$ 1,685,373	35.63%
71200	117	Career Ladder	\$ 10,000	5,000	\$ 5,000	50.00%
71200	163	Educational Assistants	\$ 635,460	207,758	\$ 427,703	32.69%
71200	171	Speech Pathologist	\$ 403,410	154,788	\$ 248,622	38.37%
71200	201	Social Security	\$ 223,700	74,925	\$ 148,775	33.49%
71200	204	Retirement	\$ 312,253	112,334	\$ 199,919	35.98%
71200	206	Life Insurance	\$ 8,801	2,814	\$ 5,987	31.97%
71200	207	Medical Insurance	\$ 496,513	199,915	\$ 296,598	40.26%
71200	208	Dental Insurance	\$ 15,361	7,095	\$ 8,266	46.19%
71200	211	Local Retirement	\$ 17,672	3,744	\$ 13,928	21.19%
71200	212	Medicare	\$ 53,175	17,651	\$ 35,524	33.19%
71200	217	Retirement-Hybrid Stabilization	\$ -	8,311	\$ (8,311)	#DIV/0!
71200	429	Instructional Supplies and Materials	\$ 17,650	7,655	\$ 9,995	43.37%
		Total Special Education	\$ 4,812,335	\$ 1,734,957	\$ 3,077,378	36.05%
		VOCATIONAL INSTRUCTION				
71300	116	Teachers	\$ 1,505,010	545,193	\$ 959,817	36.23%
71300	117	Career Ladder	\$ 5,000	2,500	\$ 2,500	50.00%
71300	163	Educational Assistants	\$ 46,410	16,735	\$ 29,675	36.06%
71300	201	Social Security	\$ 94,943	32,784	\$ 62,159	34.53%
71300	204	Retirement	\$ 156,776	56,047	\$ 100,729	35.75%
71300	206	Life Insurance	\$ 3,735	1,350	\$ 2,385	36.14%
71300	207	Medical Insurance	\$ 208,375	79,092	\$ 129,283	37.96%
71300	208	Dental Insurance	\$ 9,021	2,570	\$ 6,451	28.48%
71300	211	Local Retirement	\$ 1,535	408	\$ 1,127	26.59%
71300	212	Medicare	\$ 22,568	7,667	\$ 14,901	33.97%
71300	217	Retirement-Hybrid Stabilization	\$ -	1,437	\$ (1,437)	#DIV/0!
71300	399	Other Contracted Services	\$ 5,000	5,000	\$ -	100.00%
71300	429	Instructional Supplies and Materials	\$ 6,362	6,362	\$ -	100.00%
71300	429	Forward Funding	\$ 4,000	4,000	\$ -	100.00%
		Total Vocational Instruction	\$ 2,068,735	\$ 761,145	\$ 1,307,590	36.79%
		ATTENDANCE				
72110	471	Software Maintenance	\$ 46,000	-	\$ 46,000	0.00%

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

						41.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
		Total Attendance	\$ 46,000	\$ -	\$ 46,000	0.00%
		HEALTH SERVICES				
72120	131	Medical Personnel	\$ 465,530	144,393	\$ 321,137	31.02%
72120	201	Social Security	\$ 28,397	7,998	\$ 20,399	28.17%
72120	204	Retirement	\$ 34,931	11,088	\$ 23,843	31.74%
72120	206	Life Insurance	\$ 1,117	320	\$ 797	28.68%
72120	207	Medical Insurance	\$ 115,400	36,909	\$ 78,491	31.98%
72120	208	Dental Insurance	\$ 3,600	1,170	\$ 2,430	32.50%
72120	212	Medicare	\$ 6,750	1,871	\$ 4,879	27.71%
72120	217	Retirement-Hybrid Stabilization	\$ -	2,704	\$ (2,704)	#DIV/0!
72120	355	Travel	\$ 1,800	1	\$ 1,799	0.07%
72120	399	Other Contracted Services	\$ 8,320	26,325	\$ (18,005)	316.41%
72120	413	Drugs & Medical Supplies	\$ 3,580	-	\$ 3,580	0.00%
72120	499	Other Supplies & Materials	\$ 15,700	5,574	\$ 10,126	35.50%
72120	524	Staff Development	\$ 1,000	251	\$ 749	25.12%
72120	735	Health Equipment	\$ 500	8,425	\$ (7,925)	1685.00%
		Total Health Services	\$ 686,625	\$ 247,030	\$ 439,596	35.98%
		STUDENT SUPPORT				
72130	117	Career Ladder	\$ 6,000	2,000	\$ 4,000	33.33%
72130	123	Guidance Personnel	\$ 1,300,500	490,512	\$ 809,988	37.72%
72130	161	Secretary	\$ 42,330	14,080	\$ 28,250	33.26%
72130	189	Other Salaries & Benefits	\$ 59,160	24,623	\$ 34,538	41.62%
72130	201	Social Security	\$ 82,278	30,642	\$ 51,636	37.24%
72130	204	Retirement	\$ 144,833	54,120	\$ 90,713	37.37%
72130	206	Life Insurance	\$ 3,237	1,222	\$ 2,015	37.75%
72130	207	Medical Insurance	\$ 201,300	82,291	\$ 119,009	40.88%
72130	208	Dental Insurance	\$ 6,487	2,875	\$ 3,612	44.31%
72130	212	Medicare	\$ 19,558	7,166	\$ 12,392	36.64%
72130	217	Retirement-Hybrid Stabilization	\$ -	3,411	\$ (3,411)	#DIV/0!
72130	322	Evaluation & Testing	\$ 30,000	-	\$ 30,000	0.00%
72130	322	AP Testing (2-583)	\$ 105,000	-	\$ 105,000	0.00%
72130	399	Other Contracted Services - Pre-ACT Assessment	\$ 8,000	-	\$ 8,000	0.00%
72130	790	Other Equipment (1-529)	\$ 2,500	-	\$ 2,500	0.00%
		Total Student Support	\$ 2,011,183	\$ 712,942	\$ 1,298,241	35.45%
		INSTRUCTION SUPPORT				
72210	105	Administration	\$ 694,620	270,773	\$ 423,847	38.98%
72210	117	Career Ladder	\$ 11,000	3,500	\$ 7,500	31.82%
72210	129	Librarians	\$ 759,900	273,557	\$ 486,343	36.00%
72210	137	Educational Media Personnel	\$ 301,104	112,191	\$ 188,913	37.26%
72210	161	Secretary	\$ 99,960	44,238	\$ 55,722	44.26%
72210	189	Other Salaries and Wages	\$ 456,960	104,011	\$ 352,949	22.76%
72210	189	Other Salaries and Wages - Phase 2	\$ 20,500	-	\$ 20,500	0.00%
72210	201	Social Security	\$ 141,736	47,100	\$ 94,636	33.23%
72210	204	Retirement	\$ 238,916	79,551	\$ 159,365	33.30%
72210	206	Life Insurance	\$ 5,577	1,749	\$ 3,828	31.36%
72210	207	Medical Insurance	\$ 231,745	102,221	\$ 129,524	44.11%
72210	208	Dental Insurance	\$ 7,862	3,683	\$ 4,179	46.85%
72210	211	Local Retirement	\$ 9,975	4,617	\$ 5,358	46.29%
72210	212	Medicare	\$ 33,691	11,089	\$ 22,602	32.91%
72210	217	Retirement-Hybrid Stabilization	\$ -	11	\$ (11)	#DIV/0!
72210	355	Travel	\$ 11,000	616	\$ 10,384	5.60%
72210	355	Travel Academic Competitions - Robotics Team (5K) (16-572)	\$ 10,000	-	\$ 10,000	0.00%
72210	355	AP Travel	\$ 500	-	\$ 500	0.00%
72210	399	Niswonger Class Fees (555)	\$ 5,000	-	\$ 5,000	0.00%
72210	399	Contracted Services Niswonger Consortium Fee (555)	\$ 4,800	20,996	\$ (16,196)	437.42%

JOHNSON CITY SCHOOLS							
Statement of Revenues, Expenditures, and Changes in Fund Balance							
For the Period Ended November 30, 2021							
						41.67%	
				Amended	Actual	Budget Amount	Percentage
				Budget	Amounts	Remaining	of Budget to Date
72210	399	Other Contracted Services (5\$ Transact)	\$	9,500	8,652	\$ 848	91.07%
72210	399	Other Contracted Services-Safety Net Program (1-031)	\$	41,000	-	\$ 41,000	0.00%
72210	399	Other Contracted Services - Frontline	\$	26,000	26,794	\$ (794)	103.05%
72210	399	Other Contracted Services - Robotics Team (16-572)	\$	1,000	-	\$ 1,000	0.00%
72210	399	Other Contracted Services - Bloomz	\$	-	16,121	\$ (16,121)	#DIV/0!
72210	399	Other Contracted Services - Major Clarity	\$	-	5,175	\$ (5,175)	#DIV/0!
72210	399	Other Contracted Services - Mystery Science	\$	-	9,992	\$ (9,992)	#DIV/0!
72210	399	At-Risk Services (1-964)	\$	1,000	-	\$ 1,000	0.00%
72210	399	Random Drug Testing (DOT Physicals)	\$	16,000	3,163	\$ 12,837	19.77%
72210	399	Mental Health Services (Prior HEROES) (964)	\$	480,000	-	\$ 480,000	0.00%
72210	399	Contracted Services - RC (1-030)	\$	2,400	1,014	\$ 1,386	42.24%
72210	399	Internal Assessment Platform - Illuminate	\$	64,000	50,761	\$ 13,239	79.31%
72210	399	Other Contracted Services (Misc)	\$	20,000	8,226	\$ 11,774	41.13%
72210	432	Library Books Media	\$	28,430	28,430	\$ -	100.00%
72210	471	Software Maintenance - Library Software	\$	15,000	10,499	\$ 4,501	69.99%
72210	499	Other Supplies & Materials	\$	10,000	2,413	\$ 7,587	24.13%
72210	499	Mclass Amplify Program (1-524)	\$	30,000	23,880	\$ 6,120	79.60%
72210	499	Other Supplies & Materials-RC (1-030)	\$	7,700	1,564	\$ 6,136	20.32%
72210	499	Other Supplies and Materials - Robotics Team (16-572)	\$	5,000	-	\$ 5,000	0.00%
72210	499	Shoe Fund (1-520)	\$	10,000	4,029	\$ 5,971	40.29%
72210	499	Raptor (964)	\$	2,400	-	\$ 2,400	0.00%
72210	499	Homeless Donations (701)	\$	-	711	\$ (711)	#DIV/0!
72210	524	Teacher Leadership Academy (537)	\$	34,500	4,690	\$ 29,810	13.60%
72210	524	In-service Staff Dev. System Wide/School Based	\$	148,208	30,321	\$ 117,887	20.46%
72210	524	AP Staff Development (2-583)	\$	10,000	-	\$ 10,000	0.00%
72210	599	Non Revenue Producing Sports \$30K (25/5)	\$	30,000	5,155	\$ 24,845	17.18%
72210	599	Other Charges	\$	4,000	-	\$ 4,000	0.00%
72210	790	Non Revenue Producing Sports - Arts \$20K (15/5)	\$	20,000	2,204	\$ 17,796	11.02%
72210	790	Safety - Radios (1-964) - Elementary	\$	5,000	495	\$ 4,505	9.90%
72210	790	Other Equipment	\$	5,000	-	\$ 5,000	0.00%
Total Instruction Support			\$	4,070,984	\$ 1,324,192	\$ 2,746,792	32.53%
ALTERNATIVE INSTRUCTIONAL SUPPORT							
72215	161	Secretaries	\$	38,250	15,869	\$ 22,381	41.49%
72215	201	Social Security	\$	2,333	912	\$ 1,421	39.09%
72215	204	Retirement	\$	7,784	3,229	\$ 4,555	41.49%
72215	206	Life Insurance	\$	92	34	\$ 58	37.35%
72215	207	Medical Insurance	\$	5,443	1,628	\$ 3,816	29.90%
72215	208	Dental Insurance	\$	145	60	\$ 85	41.52%
72215	212	Medicare	\$	555	213	\$ 342	38.43%
72215	355	Travel	\$	500	500	\$ -	100.00%
72215	435	Office Supplies	\$	2,500	2,000	\$ 500	80.00%
72215	524	In-Service/Staff Development	\$	2,000	-	\$ 2,000	0.00%
Total Alternative Instruction Support			\$	59,602	\$ 24,445	\$ 35,157	41.01%
SPECIAL EDUCATION SUPPORT							
72220	105	Administration	\$	118,932	49,494	\$ 69,438	41.62%
72220	117	Career Ladder	\$	1,000	500	\$ 500	50.00%
72220	124	Psychological Personnel	\$	69,666	28,869	\$ 40,797	41.44%
72220	161	Secretary	\$	89,760	39,040	\$ 50,721	43.49%
72220	131	Physical Therapist	\$	146,370	53,074	\$ 93,296	36.26%
72220	201	Social Security	\$	25,970	9,884	\$ 16,086	38.06%
72220	204	Retirement	\$	48,096	19,601	\$ 28,495	40.75%
72220	206	Life Insurance	\$	1,022	377	\$ 645	36.88%
72220	207	Medical Insurance	\$	66,633	27,652	\$ 38,981	41.50%
72220	208	Dental Insurance	\$	2,195	1,013	\$ 1,182	46.13%
72220	212	Medicare	\$	6,173	2,312	\$ 3,861	37.45%
72220	217	Retirement-Hybrid Stabilization	\$	-	1,328	\$ (1,328)	#DIV/0!

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

						41.67%
						Amended
						Actual
						Budget Amount
						Percentage
						of Budget to Date
						Budget
						Amounts
						Remaining
72220	310	Contracts with Other Public Agencies	\$ 1,000	-	\$ 1,000	0.00%
72220	312	Contracts with Private Agencies	\$ -	4,952	\$ (4,952)	#DIV/0!
72220	314	Contracts with Public Carriers	\$ -	205	\$ (205)	#DIV/0!
72220	336	Maintenance & Repair Services - Equipment	\$ 350	-	\$ 350	0.00%
72220	355	Travel	\$ 5,000	1,054	\$ 3,946	21.08%
72220	399	Other Contracted Services	\$ 4,000	573	\$ 3,427	14.32%
72220	499	Other Supplies & Materials	\$ 3,400	1,744	\$ 1,656	51.30%
72220	725	Special Education Equipment	\$ -	227	\$ -226.99	#DIV/0!
Total Special Education Support			\$ 589,567	\$ 241,898	\$ 347,669	41.03%
VOCATIONAL INSTRUCTION SUPPORT						
72230	105	Administration	\$ 115,260	38,375	\$ 76,885	33.29%
72230	117	Career Ladder	\$ 3,000	-	\$ 3,000	0.00%
72230	161	Secretary	\$ 38,760	14,473	\$ 24,287	37.34%
72230	201	Social Security	\$ 9,578	3,093	\$ 6,485	32.29%
72230	204	Retirement	\$ 19,759	6,898	\$ 12,861	34.91%
72230	206	Life Insurance	\$ 377	117	\$ 260	30.97%
72230	207	Medical Insurance	\$ 17,950	6,157	\$ 11,794	34.30%
72230	208	Dental Insurance	\$ 820	219	\$ 601	26.71%
72230	212	Medicare	\$ 2,277	723	\$ 1,554	31.77%
72230	399	Other Contracted Services	\$ -	13,923	\$ (13,923)	#DIV/0!
72230	435	Office Supplies	\$ 750	750	\$ -	100.00%
72230	499	Print Shop Enterprise Account	\$ 15,000	4,822	\$ 10,178	32.15%
72230	499	Other Supplies & Materials PRINT SHOP	\$ 85,000	39,387	\$ 45,613	46.34%
72230	524	In-Service/Staff Development	\$ -	320	\$ (320)	#DIV/0!
Total Vocational Instruction Support			\$ 308,531	\$ 129,255	\$ 102,391	41.89%
TECHNOLOGY						
72250	105	Administration	\$ 93,024	38,907	\$ 54,117	41.82%
72250	121	Technicians	\$ 908,103	376,517	\$ 531,586	41.46%
72250	201	Social Security	\$ 61,067	23,678	\$ 37,389	38.77%
72250	204	Retirement	\$ 118,218	49,326	\$ 68,892	41.72%
72250	206	Life Insurance	\$ 2,403	831	\$ 1,572	34.60%
72250	207	Medical Insurance	\$ 171,400	69,115	\$ 102,285	40.32%
72250	208	Dental Insurance	\$ 7,781	2,485	\$ 5,296	31.94%
72250	211	Local Retirement	\$ 29,846	9,623	\$ 20,223	32.24%
72250	212	Medicare	\$ 14,516	5,538	\$ 8,978	38.15%
72250	307	Technology Communications	\$ 5,000	1,501	\$ 3,499	30.02%
72250	320	Dues and Memberships	\$ -	30	\$ (30)	#DIV/0!
72250	350	Other Charges-Internet/ENA	\$ 140,000	37,310	\$ 102,690	26.65%
72250	355	Travel Technology	\$ 4,000	766	\$ 3,234	19.15%
72250	399	Contracted Services	\$ 84,200	4,430	\$ 79,770	5.26%
72250	411	Data Processing Supplies	\$ 11,500	2,578	\$ 8,922	22.42%
72250	435	Office Supplies Technology	\$ 1,700	177	\$ 1,523	10.42%
72250	471	Software Maintenance - Content Filter	\$ 26,000	-	\$ 26,000	0.00%
72250	471	Software Maintenance - Anti-virus	\$ 28,000	-	\$ 28,000	0.00%
72250	471	Subscription Renewal - ID Auto	\$ 28,000	27,225	\$ 775	97.23%
72250	471	Subscription Renewal - School Messenger	\$ 13,125	13,379	\$ (254)	101.93%
72250	471	Subscription Renewal - iBoss Cloud Storage	\$ -	23,999	\$ (23,999)	#DIV/0!
72250	471	Software Maintenance - Jatheon/Email Archive	\$ 5,000	-	\$ 5,000	0.00%
72250	471	Software Maintenance - KnowBe4	\$ 15,000	-	\$ 15,000	0.00%
72250	471	Software Maintenance - TeamViewer	\$ 2,500	-	\$ 2,500	0.00%
72250	471	Software Maintenance - VCRail	\$ 26,000	-	\$ 26,000	0.00%
72250	471	Software Maintenance - Microsoft EES - OS and Office Licen	\$ 36,000	-	\$ 36,000	0.00%
72250	471	Software Maintenance - Cisco Prime & ISE - Wireless network	\$ 36,000	-	\$ 36,000	0.00%
72250	471	Software Maintenance - Veeam	\$ 6,200	3,077	\$ 3,123	49.62%
72250	471	Software Maintenance - Help Desk	\$ 16,500	16,290	\$ 210	98.73%
72250	471	Software Maintenance - VMWare	\$ 12,000	-	\$ 12,000	0.00%

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

						41.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
72250	471	Software Maintenance - MDM - Apple Devices	\$ 9,500	-	\$ 9,500	0.00%
72250	471	Software Maintenance - SonicWall - Firewall	\$ 10,000	-	\$ 10,000	0.00%
72250	471	Software Maintenance - KACE	\$ 1,200	-	\$ 1,200	0.00%
72250	471	Hosting Services - Skyward & Powerschool	\$ -	15,476	\$ (15,476)	#DIV/0!
72250	471	Software Maintenance - Other	\$ -	5,740	\$ (5,740)	#DIV/0!
72250	499	Other Supplies & Materials Technology	\$ 10,500	260	\$ 10,240	2.48%
72250	524	In-service Staff Development - Technology	\$ 10,000	357	\$ 9,643	3.57%
72250	709	Data Processing Equipment Technology	\$ 30,000	-	\$ 30,000	0.00%
		Total Technology	\$ 1,974,283	\$ 728,614	\$ 1,245,669	36.91%
		BOARD OF EDUCATION				
72310	206	Life Insurance	\$ 420	135	\$ 285	32.14%
72310	305	Audit Service	\$ 20,000	18,400	\$ 1,600	92.00%
72310	320	Dues and Memberships	\$ 15,600	8,501	\$ 7,099	54.49%
72310	331	Legal Services	\$ 10,000	11,002	\$ (1,002)	110.02%
72310	355	Travel	\$ 2,000	-	\$ 2,000	0.00%
72310	399	Other Contracted Services	\$ 6,100	6,500	\$ (400)	106.56%
72310	499	Other Supplies & Materials	\$ 2,000	522	\$ 1,478	26.11%
72310	506	Liability Insurance	\$ 60,884	-	\$ 60,884	0.00%
72310	506	*Athletic Liability Insurance	\$ 20,000	20,000	\$ -	100.00%
72310	508	Corporate Surety Bonds	\$ 150	144	\$ 6	96.00%
72310	510	Trustee's Commission	\$ 430,000	84,385	\$ 345,615	19.62%
72310	513	Workman's Compensation Insurance	\$ 357,577	-	\$ 357,577	0.00%
72310	524	In-service Staff Development	\$ 19,500	9,158	\$ 10,342	46.96%
72310	599	Other Charges	\$ 9,680	2,910	\$ 6,770	30.06%
72310	599	Athletics/Band Travel	\$ 80,000	44,790	\$ 35,210	55.99%
		Total Board of Education	\$ 1,033,911	\$ 206,447	\$ 827,464	19.97%
		Superintendent				
72320	101	Superintendent	\$ 146,907	69,178	\$ 77,730	47.09%
72320	117	Career Ladder	\$ 1,000	-	\$ 1,000	0.00%
72320	161	Secretary	\$ 49,980	20,045	\$ 29,935	40.11%
72320	201	Social Security	\$ 13,249	4,898	\$ 8,351	36.97%
72320	204	Retirement	\$ 17,191	7,941	\$ 9,250	46.19%
72320	206	Life Insurance	\$ 475	188	\$ 287	39.56%
72320	207	Medical Insurance	\$ 28,300	11,641	\$ 16,659	41.13%
72320	208	Dental Insurance	\$ 820	342	\$ 478	41.68%
72320	211	Local Retirement	\$ 3,499	981	\$ 2,518	28.03%
72320	212	Medicare	\$ 2,985	1,328	\$ 1,657	44.50%
72320	299	Other Fringe Benefits	\$ 10,000	4,167	\$ 5,833	41.67%
72320	306	Bank Charges	\$ 5,000	2,630	\$ 2,370	52.59%
72320	307	Communications	\$ 79,457	31,034	\$ 48,423	39.06%
72320	320	Dues & Memberships	\$ 9,500	7,299	\$ 2,201	76.83%
72320	348	Postal Charges	\$ 13,000	2,623	\$ 10,377	20.18%
72320	355	Travel	\$ 9,000	-	\$ 9,000	0.00%
72320	399	Other Contracted Services	\$ 21,200	5,732	\$ 15,468	27.04%
72320	435	Office Supplies	\$ 7,000	485	\$ 6,515	6.93%
72320	435	Reserved for Encumbrance	\$ -	2,375	\$ (2,375)	#DIV/0!
72320	524	Staff Development - Leadership Program	\$ 11,000	3,711	\$ 7,289	33.74%
72320	599	Other Charges	\$ 13,000	-	\$ 13,000	0.00%
72320	701	Administrative Equipment	\$ 1,250	-	\$ 1,250	0.00%
		Total Director of Schools	\$ 443,813	\$ 176,596	\$ 267,217	39.79%
		OFFICE OF THE PRINCIPAL				
72410	104	Principals	\$ 1,216,044	507,615	\$ 708,429	41.74%
72410	117	Career Ladder	\$ 9,000	3,500	\$ 5,500	38.89%

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

					41.67%			
					Amended	Actual	Budget Amount	Percentage
					Budget	Amounts	Remaining	of Budget to Date
72410	119	Bookkeepers	\$	405,960	164,947	\$ 241,013	40.63%	
72410	121	Data Processing Personnel	\$	57,834	24,065	\$ 33,769	41.61%	
72410	139	Assistant Principals	\$	1,240,320	531,867	\$ 708,453	42.88%	
72410	161	Secretary	\$	919,540	353,613	\$ 565,927	38.46%	
72410	189	Other Salaries and Wages PC/Tech	\$	69,462	-	\$ 69,462	0.00%	
72410	201	Social Security	\$	239,009	92,849	\$ 146,160	38.85%	
72410	204	Retirement	\$	374,387	140,220	\$ 234,167	37.45%	
72410	206	Life Insurance	\$	9,404	3,271	\$ 6,133	34.79%	
72410	207	Medical Insurance	\$	540,234	185,174	\$ 355,060	34.28%	
72410	208	Dental Insurance	\$	16,654	6,318	\$ 10,336	37.94%	
72410	211	Local Retirement	\$	55,035	17,348	\$ 37,687	31.52%	
72410	212	Medicare	\$	56,813	21,738	\$ 35,075	38.26%	
72410	217	Retirement - Hybrid Stabilization	\$	-	778	\$ (778)	#DIV/0!	
72410	307	Communication	\$	100,000	44,747	\$ 55,253	44.75%	
72410	320	Dues & Memberships	\$	3,709	3,709	\$ -	100.00%	
72410	348	Postal Charges	\$	6,054	5,541	\$ 513	91.52%	
72410	355	Travel	\$	1,694	1,819	\$ (125)	107.38%	
72410	435	Office Supplies	\$	6,035	6,160	\$ (125)	102.07%	
72410	471	Software Maintenance - Raptor	\$	14,500	-	\$ 14,500	0.00%	
72410	524	In-service/Staff Development	\$	1,198	-	\$ 1,198	0.00%	
Total Office of the Principal			\$	5,342,886	\$ 2,115,279	\$ 3,227,607	39.59%	
FISCAL SERVICES								
72510	105	Administration	\$	98,634	42,677	\$ 55,957	43.27%	
72510	119	Bookkeepers	\$	230,626	100,211	\$ 130,415	43.45%	
72510	201	Social Security	\$	20,084	8,313	\$ 11,771	41.39%	
72510	204	Retirement	\$	41,811	18,535	\$ 23,276	44.33%	
72510	206	Life Insurance	\$	790	271	\$ 519	34.33%	
72510	207	Medical Insurance	\$	39,446	14,665	\$ 24,781	37.18%	
72510	208	Dental Insurance	\$	2,050	480	\$ 1,570	23.43%	
72510	211	Local Retirement	\$	9,776	3,310	\$ 6,466	33.86%	
72510	212	Medicare	\$	4,774	1,944	\$ 2,830	40.73%	
72510	320	Dues & Memberships	\$	1,500	935	\$ 565	62.33%	
72510	355	Travel	\$	500	-	\$ 500	0.00%	
72510	399	Other Contracted Services	\$	47,750	876	\$ 46,874	1.83%	
72510	411	Data Processing Supplies	\$	4,500	693	\$ 3,807	15.40%	
72510	435	Office Supplies	\$	2,500	581	\$ 1,919	23.23%	
72510	499	Other Supplies and Materials	\$	1,000	312	\$ 688	31.20%	
72510	524	Staff Development	\$	4,500	505	\$ 3,995	11.22%	
72510	599	Other Charges	\$	250	38	\$ 212	15.03%	
72510	701	Administrative Equipment	\$	3,000	-	\$ 3,000	0.00%	
Total Fiscal Services			\$	513,491	\$ 194,345	\$ 319,146	37.85%	
HUMAN RESOURCES								
72520	105	Supervisor/Director	\$	98,430	40,260	\$ 58,170	40.90%	
72520	161	Secretary	\$	74,460	32,005	\$ 42,455	42.98%	
72520	201	Social Security	\$	10,546	4,121	\$ 6,425	39.08%	
72520	204	State Retirement	\$	29,579	12,304	\$ 17,275	41.60%	
72520	206	Life Insurance	\$	415	143	\$ 272	34.45%	
72520	207	Medical Insurance	\$	28,552	11,750	\$ 16,803	41.15%	
72520	208	Dental Insurance	\$	1,230	605	\$ 625	49.15%	
72520	211	Local Retirement	\$	1,928	474	\$ 1,454	24.58%	
72520	212	Medicare	\$	2,507	964	\$ 1,543	38.44%	
72520	320	Dues and Memberships	\$	600	174	\$ 426	28.98%	
72520	355	Travel	\$	1,000	-	\$ 1,000	0.00%	
72520	399	Other Contracted Services	\$	300	-	\$ 300	0.00%	

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

						41.67%
						Percentage
						of Budget to Date
			Amended Budget	Actual Amounts	Budget Amount Remaining	
72520	435	Office Supplies	\$ 1,000	379	\$ 621	37.91%
72520	524	Staff Development	\$ 1,000	-	\$ 1,000	0.00%
72520	701	Administrative Equipment	\$ 1,250	-	\$ 1,250	0.00%
Total Human Resources			\$ 252,797	\$ 103,178	\$ 149,619	40.81%
OPERATION OF PLANT						
72610	160	Guards	\$ 73,950	19,838	\$ 54,112	26.83%
72610	166	Custodial Personnel	\$ 1,607,520	632,833	\$ 974,687	39.37%
72610	166	Summer Worker (510)	\$ 16,320	-	\$ 16,320	0.00%
72610	166	Custodian Overtime	\$ 5,000	17,461	\$ (12,461)	349.22%
72610	201	Social Security	\$ 103,870	38,022	\$ 65,848	36.61%
72610	204	Retirement	\$ 158,999	63,885	\$ 95,114	40.18%
72610	206	Life Insurance	\$ 4,087	1,194	\$ 2,893	29.21%
72610	207	Medical Insurance	\$ 280,760	115,830	\$ 164,930	41.26%
72610	208	Dental Insurance	\$ 14,352	3,730	\$ 10,622	25.99%
72610	211	Local Retirement	\$ 48,238	13,409	\$ 34,829	27.80%
72610	212	Medicare	\$ 24,690	8,783	\$ 15,907	35.57%
72610	359	Disposal Fees	\$ 125,000	35,948	\$ 89,052	28.76%
72610	399	Other Contracted Services	\$ -	-	\$ -	#DIV/0!
72610	410	Custodial Supplies	\$ 150,000	45,664	\$ 104,336	30.44%
72610	415	Electricity	\$ 1,900,000	605,765	\$ 1,294,235	31.88%
72610	434	Natural Gas	\$ 230,000	30,968	\$ 199,032	13.46%
72610	454	Water & Sewer	\$ 240,000	92,024	\$ 147,976	38.34%
72610	499	Other Supplies & Materials	\$ 5,000	2,032	\$ 2,968	40.64%
Total Operation of Plant			\$ 4,987,786	\$ 1,727,385	\$ 3,260,401	34.63%
MAINTENANCE OF PLANT						
72620	105	Administration	\$ 81,294	33,842	\$ 47,452	41.63%
72620	161	Secretary	\$ 42,330	17,600	\$ 24,730	41.58%
72620	167	Maintenance Personnel	\$ 947,070	344,100	\$ 602,970	36.33%
72620	201	Social Security	\$ 65,312	21,753	\$ 43,559	33.31%
72620	204	Retirement	\$ 156,093	57,141	\$ 98,952	36.61%
72620	206	Life Insurance	\$ 2,570	851	\$ 1,719	33.13%
72620	207	Medical Insurance	\$ 230,647	80,750	\$ 149,897	35.01%
72620	208	Dental Insurance	\$ 7,550	2,776	\$ 4,774	36.77%
72620	211	Local Retirement	\$ 21,242	6,555	\$ 14,687	30.86%
72620	212	Medicare	\$ 15,525	5,087	\$ 10,438	32.77%
72620	307	Communications	\$ 12,000	2,215	\$ 9,785	18.46%
72620	336	Maint & Repair Service - Equipment	\$ 7,500	7,815	\$ (315)	104.20%
72620	399	Other Contracted Services	\$ 101,000	47,438	\$ 53,562	46.97%
72620	399	ESG M & V Services	\$ 16,390	-	\$ 16,390	0.00%
72620	399	ESG M & V Energy Manager	\$ 23,635	-	\$ 23,635	0.00%
72620	499	Other Supplies & Materials	\$ 225,000	77,460	\$ 147,540	34.43%
72620	599	Other Charges-In-service/Staff Development.	\$ 3,000	30	\$ 2,970	0.99%
72620	717	Plant Maintenance Equipment	\$ 40,000	1,811	\$ 38,189	4.53%
Total Maintenance of Plant			\$ 1,998,158	\$ 707,223	\$ 1,290,935	35.39%
TRANSPORTATION						
72710	189	Other Salaries & Wages - Bus Assistants	\$ 10,000	9,888	\$ 112	98.88%
72710	201	Social Security	\$ 610	596	\$ 14	97.63%
72710	204	Retirement	\$ 1,200	1,362	\$ (162)	113.47%
72710	211	Local Retirement	\$ 300	-	\$ 300	0.00%
72710	212	Medicare	\$ 145	139	\$ 6	96.06%
72710	314	Contracts w/Public Carrier	\$ 2,532,848	-	\$ 2,532,848	0.00%
72710	338	Maint & Repair Service	\$ 15,000	3,732	\$ 11,268	24.88%

JOHNSON CITY SCHOOLS

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended November 30, 2021

					41.67%			
					Amended	Actual	Budget Amount	Percentage
					Budget	Amounts	Remaining	of Budget to Date
72710	425	Gasoline	\$	40,000	10,469	\$	29,531	26.17%
72710	450	Tires & Tubes	\$	5,000	-	\$	5,000	0.00%
72710	453	Vehicle Parts	\$	9,000	1,831	\$	7,169	20.35%
Total Transportation				\$ 2,614,103	\$ 28,016	\$ 2,586,087	1.07%	
PUBLIC RELATIONS								
72810	189	Other Salaries and Wages	\$	59,670	24,833	\$	34,837	41.62%
72810	201	Social Security	\$	3,640	1,343	\$	2,297	36.90%
72810	206	Life Insurance	\$	143	224	\$	(81)	156.43%
72810	207	Medical Insurance	\$	14,144	5,821	\$	8,324	41.15%
72810	208	Dental Insurance	\$	410	171	\$	239	41.68%
72810	211	Local Retirement	\$	4,177	1,242	\$	2,935	29.73%
72810	212	Medicare	\$	865	314	\$	551	36.31%
72810	320	Dues and memberships	\$	-	50	\$	(50)	#DIV/0!
72810	355	Travel Public Relations	\$	2,000	-	\$	2,000	0.00%
72810	399	Contracted Services Public Relations	\$	-	10,440	\$	(10,440)	#DIV/0!
72810	435	Office Supplies Public Relations	\$	1,500	-	\$	1,500	0.00%
72810	499	Other Supplies & Materials-Public Relations	\$	4,200	214	\$	3,986	5.09%
72810	524	In-service Staff Development - Public Relations	\$	4,200	1,985	\$	2,215	47.27%
72810	599	Other Charges Public Relations	\$	2,000	651	\$	1,349	32.54%
72810	709	Data Processing Equipment Public Relations	\$	3,000	2,461	\$	539	82.04%
Total Public Relations				\$ 99,949	\$ 49,749	\$ 50,200	49.77%	
COMMUNITY SERVICE								
73300	105	Supervisor/Director	\$	274,185	110,427	\$	163,758	40.27%
73300	166	Custodial Personnel	\$	22,000	8,655	\$	13,345	39.34%
73300	189	Other Salaries and Wages	\$	695,257	182,182	\$	513,075	26.20%
73300	201	Social Security	\$	68,640	18,346	\$	50,294	26.73%
73300	204	Retirement	\$	14,050	2,691	\$	11,359	19.16%
73300	206	Life Insurance	\$	250	88	\$	162	35.26%
73300	207	Medical Insurance	\$	12,000	5,698	\$	6,302	47.48%
73300	208	Dental Insurance	\$	350	231	\$	119	66.03%
73300	211	Local Retirement	\$	11,363	898	\$	10,465	7.90%
73300	212	Medicare	\$	16,184	4,290	\$	11,894	26.51%
73300	307	Reserved for Encumbrances	\$	-	15	\$	(15)	#DIV/0!
73300	307	Communications	\$	3,275	815	\$	2,460	24.89%
73300	355	Travel	\$	9,100	-	\$	9,100	0.00%
73300	399	Other Contracted Services	\$	2,000	467	\$	1,533	23.34%
73300	422	Food Supplies	\$	48,000	6,485	\$	41,515	13.51%
73300	499	Other Supplies	\$	46,350	10,719	\$	35,631	23.13%
73300	509	Refunds	\$	5,950	5,543	\$	407	93.17%
73300	524	Staff Development	\$	9,050	-	\$	9,050	0.00%
73300	599	Other Charges	\$	28,700	5,857	\$	22,843	20.41%
73300	790	Other Equipment	\$	55,000	(19,230)	\$	74,230	-34.96%
Total Community Services				\$ 1,321,704	\$ 344,179	\$ 977,525	26.04%	
EARLY CHILDHOOD EDUCATION								
73400	105	Supervisor/Director	\$	15,818	6,741	\$	9,077	42.62%
73400	116	Teachers	\$	54,264	19,715	\$	34,549	36.33%
73400	163	Educational Assistants	\$	16,626	4,778	\$	11,848	28.74%
73400	189	Other Salaries & Wages	\$	222,914	58,657	\$	164,257	26.31%
73400	201	Social Security	\$	18,491	5,516	\$	12,975	29.83%
73400	204	Retirement	\$	3,809	1,349	\$	2,460	35.42%
73400	206	Life Insurance	\$	174	48	\$	126	27.82%
73400	207	Medical Insurance	\$	14,144	-	\$	14,144	0.00%

Locality	2016 Rate	Increase	2017 Rate	Increase	2018 Rate	Increase	2019 Rate	Increase	2020 Rate	Increase	2021 Rate
Washington County	\$ 2.3798	\$ -	\$ 2.3798	\$ -	\$ 2.3798	\$ (0.2298)	\$ 2.1500	\$ -	\$ 2.1500	\$ -	\$ 2.1500
Watauga	\$ 0.6184	\$ 0.0816	\$ 0.7000	\$ -	\$ 0.7000	\$ -	\$ 0.7000	\$ -	\$ 0.7000	\$ (0.1300)	\$ 0.5700
Jonesborough	\$ 1.3105	\$ -	\$ 1.3105	\$ -	\$ 1.3105	\$ (0.1105)	\$ 1.2000	\$ -	\$ 1.2000	\$ -	\$ 1.2000
Johnson City	\$ 1.8700	\$ 0.0200	\$ 1.8900	\$ -	\$ 1.8900	\$ (0.1800)	\$ 1.7100	\$ -	\$ 1.7100	\$ 0.0200	\$ 1.7300
Unicoi County	\$ 2.6838	\$ -	\$ 2.6838	\$ -	\$ 2.6838	\$ -	\$ 2.6838	\$ 0.1700	\$ 2.8538	\$ -	\$ 2.8538
Erwin	\$ 1.4100	\$ 0.0370	\$ 1.4470	\$ 0.0150	\$ 1.4620	\$ 0.4000	\$ 1.8620	\$ -	\$ 1.8620	\$ -	\$ 1.8620
Sullivan County	\$ 2.5754	\$ (0.0254)	\$ 2.5500	\$ -	\$ 2.5500	\$ 0.0200	\$ 2.5700	\$ -	\$ 2.5700	\$ (0.1638)	\$ 2.4062
Bluff City	\$ 1.2800	\$ -	\$ 1.2800	\$ -	\$ 1.2800	\$ -	\$ 1.2800	\$ -	\$ 1.2800	\$ (0.1010)	\$ 1.1790
Bristol	\$ 2.2500	\$ (0.0888)	\$ 2.1612	\$ -	\$ 2.1612	\$ -	\$ 2.1612	\$ -	\$ 2.1612	\$ (0.1749)	\$ 1.9863
Johnson City	\$ 1.8900	\$ (0.0500)	\$ 1.8400	\$ -	\$ 1.8400	\$ 0.1100	\$ 1.9500	\$ -	\$ 1.9500	\$ (0.4000)	\$ 1.5500
Kingsport	\$ 2.0700	\$ (0.0950)	\$ 1.9750	\$ -	\$ 1.9750	\$ 0.0893	\$ 2.0643	\$ -	\$ 2.0643	\$ (0.1860)	\$ 1.8783
Carter County	\$ 2.4500	\$ 0.0200	\$ 2.4700	\$ -	\$ 2.4700	\$ -	\$ 2.4700	\$ -	\$ 2.4700	\$ (0.4400)	\$ 2.0300
Elizabethton	\$ 1.7900	\$ -	\$ 1.7900	\$ -	\$ 1.7900	\$ 0.0600	\$ 1.8500	\$ -	\$ 1.8500	\$ (0.2800)	\$ 1.5700
Johnson City	\$ 1.8300	\$ 0.0100	\$ 1.8400	\$ -	\$ 1.8400	\$ (0.0100)	\$ 1.8300	\$ -	\$ 1.8300	\$ (0.2800)	\$ 1.5500
Watauga	\$ 0.3500	\$ 0.3500	\$ 0.7000	\$ -	\$ 0.7000	\$ -	\$ 0.7000	\$ -	\$ 0.7000	\$ (0.1300)	\$ 0.5700
Greene County	\$ 1.8731	\$ 0.1000	\$ 1.9731	\$ 0.0414	\$ 2.0145	\$ -	\$ 2.0145	\$ -	\$ 2.0145	\$ -	\$ 2.0145
Greene County for City Residents	\$ 1.6613	\$ 0.1000	\$ 1.7613	\$ 0.0938	\$ 1.8551	\$ 0.1294	\$ 1.9845	\$ -	\$ 1.9845	\$ -	\$ 1.9845
Greeneville City	\$ 2.2153	\$ -	\$ 2.2153	\$ (0.0378)	\$ 2.1775	\$ -	\$ 2.1775	\$ -	\$ 2.1775	\$ -	\$ 2.1775
Hawkins County	\$ 2.5323	\$ -	\$ 2.5323	\$ -	\$ 2.5323	\$ -	\$ 2.5323	\$ -	\$ 2.5323	\$ (0.3646)	\$ 2.1677
Rogersville City	\$ 1.6700	\$ -	\$ 1.6700	\$ -	\$ 1.6700	\$ -	\$ 1.6700	\$ -	\$ 1.6700	\$ (0.1835)	\$ 1.4865
Bulls Gap	\$ 0.6800	\$ 0.0200	\$ 0.7000	\$ -	\$ 0.7000	\$ 0.0200	\$ 0.7200	\$ -	\$ 0.7200	\$ (0.0636)	\$ 0.6564
Church Hill	\$ 1.1034	\$ -	\$ 1.1034	\$ -	\$ 1.1034	\$ -	\$ 1.1034	\$ -	\$ 1.1034	\$ (0.1418)	\$ 0.9616
Kingsport	\$ 2.0100	\$ (0.0350)	\$ 1.9750	\$ -	\$ 1.9750	\$ (0.0850)	\$ 1.8900	\$ -	\$ 1.8900	\$ (0.0117)	\$ 1.8783
Mount Carmel	\$ 1.3800	\$ -	\$ 1.3800	\$ 0.2900	\$ 1.6700	\$ -	\$ 1.6700	\$ -	\$ 1.6700	\$ (0.2803)	\$ 1.3897
Surgoinsville	\$ 1.2000	\$ -	\$ 1.2000	\$ -	\$ 1.2000	\$ -	\$ 1.2000	\$ -	\$ 1.2000	\$ (0.2370)	\$ 0.9630

		AMOUNT
Acct	Acct	
A	Asset	
11130	CASH IN BANK	6,539,224.48
11131	FOOD SERVICE CASH	-4.64
11200	INVENTORIES	58,778.79
11300	INVESTMENTS	528,263.02
11410	ACCOUNTS RECEIVABLE	1,652.07
11420	DUE FROM WASHINGTON CO GASB 33	16,194,309.00
11430	DUE FROM OTHER GOVERNMENTS	4,912,674.11
11440	DUE FROM OTHER FUNDS	0.00
11460	DUE FROM CITY GENERAL FUND	0.00
12000	SBAA CASH	0.00
71100	REGULAR INSTRUCTION PROGRAM	0.00
-----	Asset	28,234,896.83
		=====
L	Liability	
21100	ACCOUNTS PAYABLE	-720.00
21200	ACCRUED PAYROLL	-1,202,156.48
21310	INCOME TAX WITHHELD AND UNPAID	-292.85
21311	STATE INCOME TAX	-203.54
21320	SOCIAL SECURITY TAX	-80,341.32
21325	EMPLOYEE MEDICARE DEDUCTION	-18,789.52
21330	RETIREMENT CONTRIBUTIONS	-452,670.33
21331	THE TRUST COMPANY	-18,156.11
21332	GREAT WEST DC PLAN	-45.69
21340	FAMILY HEALTH INSURANCE	0.00
21341	MEDICAL INSURANCE	123,261.15
21342	SECTION 125	-89,403.28
21344	PAYROLL DEDUCTIONS	-729.21
21345	JCEA	0.00
21346	NTA	0.00
21347	NAS INC	0.00
21348	DENTAL INSURANCE	5,910.58
21350	TAX SHELTER ANNUITIES	0.00
21351	HEALTH SAVINGS ACCOUNT	0.00
21360	GARNISHMENTS AND LEVIES	0.00
21370	EXTENSION SERVICE PAYROLL DEDU	0.00
21390	OTHER PAYROLL DEDUCTIONS	-3,802.12
21500	DUE TO OTHER FUNDS	0.00
21518	DEFERRED REVENUE	-16,194,309.00
21520	DUE TO FOOD SERVICE	-478,504.28
21521	REVTRAK CLEARING ACCOUNT	0.21
21540	DUE TO DEBT SERVICE FUND 1/4 C	-454,466.01
21555	DUE TO OTHER GOVERNMENTS	-55,329.35
-----	Liability	-18,920,747.15
		=====

Acct	Acct	AMOUNT
Q	Equity	
34110	RESERVED FOR ENCUMBRANCES - CU	-163,660.04
34130	RESERVED FOR CHROMEBOOKS	-58,360.31
34141	RESERVED FOR SITE-BASED	0.00
34142	RESERVED FOR THE ARTS	0.00
34143	RESERVED FOR ADULT EDUCATION	0.00
34144	LOCAL EXTENDED CONTRACT	0.00
34145	RESERVED FOR BOILER - MAINTENA	0.00
34147	RESERVED FOR MAINTENANCE EQUIP	0.00
34150	RESERVED FOR INVENTORY	-49,014.57
34170	RESERVED FOR PROJECT SMILE	0.00
34179	LOCAL EXTENDED CONTRACTS	-20,696.80
34180	RESERVED FOR SUMMER SCHOOL	0.00
34181	RESERVED FOR LOCAL DONATIONS	-15,788.56
34379	RESERVED FOR EXTENDED CONTRACT	0.00
34380	RESERVED FOR CAREER LADDER PRO	10,058.57
34381	RESERVED FOR BEP CLASSROOM	0.00
34383	RESERVED FOR TECHNOLOGY	0.00
34384	RESERVED FOR TEXTBOOKS	-130,415.80
34385	RESERVED FOR STAFF DEVELOPMENT	0.00
34390	OTHER STATE EDUCATION RESERVES	0.00
34391	RESERVED FOR SUMMER YOUTH	0.00
34392	RESERVED FOR TECH CENTER AUCTI	0.00
34393	RESERVED FOR CAPITAL OUTLAY	-94,029.94
34394	RESERVE FOR HVAC	0.00
34395	RESERVE FOR SPECIAL BUDGET REQ	-55,128.19
34400	RESERVED FOR COMPENSATED ABSEN	-72,301.73
34450	RESERVED FOR GOLLONG	0.00
35110	DESIGNATED FOR 0.03 FUND BALAN	-2,351,262.30
35120	DESIGNATED FOR STIMULUS RECOVER	0.00
39000	UNDESIGNATED FUND BALANCE	-6,313,550.01
-----	Equity	-9,314,149.68
		=====
-----		0.00
	Grand Asset Totals	28,234,896.83
	Grand Liability Totals	-18,920,747.15
	Grand Equity Totals	-9,314,149.68
	Grand Totals	0.00

Number of Accounts: 372

***** End of report *****

Fnd Acct	Acct	AMENDED BUDGET	MONTH-TO-DATE COLLECTIONS	YEAR-TO-DATE COLLECTIONS	UNCOLLECTED REVENUES	PERCENT COLLECTED	
40000							
141	40110	CURRENT PROPERTY TAX	11,897,264.00	82,128.07	116,635.84	11,780,628.16	0.98%
141	40120	TRUSTEE'S COLLECTIONS - PRIOR	403,150.00	9,197.51	64,387.65	338,762.35	15.97%
141	40130	CIRCUIT CLERK/CLERK & MASTER C	224,405.00	6,036.03	34,419.38	189,985.62	15.34%
141	40140	INTEREST AND PENALTY	188,000.00	3,873.53	17,585.56	170,414.44	9.35%
141	40150	PICK-UP TAXES	0.00	6.28	6.28	-6.28	0.00%
141	40162	PAYMENTS IN LIEU OF TAXES - LO	192,000.00	0.00	198,921.14	-6,921.14	103.60%
141	40163	PAYMENTS IN LIEU OF TAXES - OT	15,000.00	561.76	9,500.35	5,499.65	63.34%
141	40210	LOCAL OPTION SALES TAX	15,198,850.00	1,488,590.33	7,646,277.57	7,552,572.43	50.31%
141	40270	BUSINESS TAX	315,000.00	6,105.34	116,236.13	198,763.87	36.90%
141	40275	MIXED DRINK TAX	0.00	3.86	9.58	-9.58	0.00%
141	40320	BANK EXCISE TAX	32,000.00	0.00	0.00	32,000.00	0.00%
141	40350	INTERSTATE TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00%
141	40390	OTHER STATUTORY LOCAL TAXES	0.00	0.00	0.00	0.00	0.00%
141	40---		28,465,669.00	1,596,502.71	8,203,979.48	20,261,689.52	28.82%
41000							
141	41110	MARRIAGE LICENSE	1,500.00	209.25	798.43	701.57	53.23%
141	41---		1,500.00	209.25	798.43	701.57	53.23%
43000							
141	43511	TUITION - REGULAR DAY STUDENTS	250,000.00	20,882.87	146,376.67	103,623.33	58.55%
141	43512	TUITION - ADULT EDUCATION	0.00	0.00	0.00	0.00	0.00%
141	43513	TUITION - SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00%
141	43517	TUITION - ONLINE LEARNING	0.00	0.00	50.00	-50.00	0.00%
141	43581	COMMUNITY SERVICE FEES-CHILDRE	1,449,160.00	93,669.75	673,130.55	776,029.45	46.45%
141	43990	OTHER CHARGES FOR SERVICES	36,000.00	10,958.67	21,360.07	14,639.93	59.33%
141	43---		1,735,160.00	125,511.29	840,917.29	894,242.71	48.46%
44000							
141	44110	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00%
141	44120	LEASE / RENTALS	50,000.00	51,118.00	79,998.00	-29,998.00	160.00%
141	44146	E-RATE FUNDING	0.00	0.00	0.00	0.00	0.00%
141	44160	RETIREEES' INSURANCE PAYMENTS	100,000.00	370.30	5,338.03	94,661.97	5.34%
141	44170	MISCELLANEOUS REFUNDS	118,500.00	3,247.80	4,482.80	114,017.20	3.78%
141	44530	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
141	44570	CONTRIBUTIONS	10,000.00	0.00	3,873.02	6,126.98	38.73%
141	44990	OTHER LOCAL REVENUES	1,000.00	14.80	245.44	754.56	24.54%
141	44---		279,500.00	54,750.90	93,937.29	185,562.71	33.61%
46000							
141	46511	BASIC EDUCATION PROGRAM	35,337,000.00	3,533,700.00	14,134,800.00	21,202,200.00	40.00%
141	46512	BEP ARRA	0.00	0.00	0.00	0.00	0.00%
141	46530	ENGERY EFFICIENT SCHOOLS	0.00	0.00	0.00	0.00	0.00%

Fnd Acct	Acct	AMENDED BUDGET	MONTH-TO-DATE COLLECTIONS	YEAR-TO-DATE COLLECTIONS	UNCOLLECTED REVENUES	PERCENT COLLECTED
46000						
141	46550 DRIVER EDUCATION	9,000.00	0.00	0.00	9,000.00	0.00%
141	46590 OTHER STATE EDUCATION FUNDS	0.00	0.00	0.00	0.00	0.00%
141	46592 INTERNET CONNECTIVITY	0.00	0.00	0.00	0.00	0.00%
141	46610 CAREER LADDER PROGRAM	136,000.00	62,161.32	62,161.32	73,838.68	45.71%
141	46612 EXTENDED CONTRACT	0.00	0.00	0.00	0.00	0.00%
141	46615 EXTENDED CONTRACT ARRA	0.00	0.00	0.00	0.00	0.00%
141	46690 TEST FEE	0.00	0.00	0.00	0.00	0.00%
141	46850 MIXED DRINK TAX	0.00	0.00	0.00	0.00	0.00%
141	46980 OTHER STATE GRANTS	0.00	0.00	0.00	0.00	0.00%
141	46990 OTHER STATE REVENUES	0.00	0.00	0.00	0.00	0.00%
141	46---	35,482,000.00	3,595,861.32	14,196,961.32	21,285,038.68	40.01%
47000						
141	47304 REMOTE TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00%
141	47590 OTHER FEDERAL THROUGH STATE	0.00	0.00	0.00	0.00	0.00%
141	47640 ROTC REIMBURSEMENT	60,000.00	2,703.86	12,835.51	47,164.49	21.39%
141	47---	60,000.00	2,703.86	12,835.51	47,164.49	21.39%
48000						
141	48610 DONATIONS	0.00	0.00	200.32	-200.32	0.00%
141	48---	0.00	0.00	200.32	-200.32	0.00%
49000						
141	49800 OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00%
141	49810 CITY GENERAL FUND TRANSFER	14,159,584.00	968,894.67	4,844,473.35	9,315,110.65	34.21%
141	49---	14,159,584.00	968,894.67	4,844,473.35	9,315,110.65	34.21%
Grand Revenue Totals		80,183,413.00	6,344,434.00	28,194,102.99	51,989,310.01	35.16%

Number of Accounts: 165

***** End of report *****

Fnd Acct	Acct	AMENDED BUDGET AMOUNT	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	2021-22 FYTD Unencumbered Bal	Percent of Budget Remaining	
141	71100	REGULAR INSTRUCTION PROGRAM	43,207,592.00	3,730,247.21	16,090,016.42	63,174.51	27,054,401.07	62.61
141	71150	ALTERNATIVE INSTRUCTION PROGRA	1,123,080.00	95,802.77	429,646.61	0.00	693,433.39	61.74
141	71200	SPECIAL EDUCATION PROGRAM	4,812,335.00	430,311.00	1,734,957.44	0.00	3,077,377.56	63.95
141	71300	VOCATION EDUCATION PROGRAM	2,068,735.00	185,347.15	761,145.17	6,834.28	1,300,755.55	62.88
141	71600	ADULT EDUCATION PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
141	72110	ATTENDANCE	46,000.00	0.00	0.00	45,851.01	148.99	0.32
141	72120	HEALTH SERVICES	686,625.00	49,579.99	247,030.03	32,548.00	407,046.97	59.28
141	72130	OTHER STUDENT SUPPORT	2,011,183.00	174,600.33	712,941.64	0.00	1,298,241.36	64.55
141	72210	REGULAR INSTRUCTION PROGRAM	4,070,984.00	308,409.60	1,324,192.06	41,682.07	2,705,109.87	66.45
141	72215	ALTERNATIVE INSTRUCTION PROGRA	59,602.00	4,387.81	24,445.31	0.00	35,156.69	58.99
141	72220	SPECIAL EDUCATION PROGRAM	589,567.00	56,759.02	241,897.69	608.36	347,060.95	58.87
141	72230	VOCATION EDUCATION PROGRAM	308,531.00	25,477.98	129,255.03	45,271.55	134,004.42	43.43
141	72250	TECHNOLOGY	1,974,283.00	137,578.49	728,614.21	23,373.00	1,222,295.79	61.91
141	72260	ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
141	72310	BOARD OF EDUCATION	1,033,911.00	31,545.45	206,447.38	6,120.00	821,343.62	79.44
141	72320	OFFICE OF THE SUPERINTENDENT	443,813.00	29,047.80	176,596.24	1,828.70	265,388.06	59.80
141	72410	OFFICE OF THE PRINCIPAL	5,342,886.00	446,398.18	2,115,278.74	0.00	3,227,607.26	60.41
141	72510	FISCAL SERVICES	513,491.00	38,261.87	194,345.16	1,834.91	317,310.93	61.79
141	72520	HUMAN RESOURCES	252,797.00	20,679.59	103,177.65	0.00	149,619.35	59.19
141	72610	OPERATION OF PLANT	4,987,786.00	353,557.46	1,727,384.68	0.00	3,260,401.32	65.37
141	72620	MAINTENANCE OF PLANT	1,998,158.00	149,140.37	707,223.22	30,748.43	1,260,186.35	63.07
141	72710	TRANSPORTATION	2,614,103.00	2,892.22	28,016.04	0.00	2,586,086.96	98.93
141	72810	CENTRAL AND OTHER	99,949.00	9,414.25	49,748.81	799.20	49,400.99	49.43
141	73300	COMMUNITY SERVICES	1,321,704.00	86,512.21	344,178.84	59,800.75	917,724.41	69.43
141	73400	EARLY CHILDHOOD EDUCATION	393,013.00	28,874.74	105,240.69	642.82	287,129.49	73.06
141	76100	REGULAR CAPITAL OUTLAY	130,000.00	15,164.58	50,776.09	21,839.42	57,384.49	44.14
141	82130	PRINCIPAL	2,287,054.00	145,816.19	753,268.41	0.00	1,533,785.59	67.06
141	82230	INTEREST	236,070.00	914.17	102,179.28	0.00	133,890.72	56.72
141	99100	TRANSFERS TO OTHER FUNDS	95,179.00	979.65	979.65	0.00	94,199.35	98.97
Grand Expense Totals		82,708,431.00	6,557,700.08	29,088,982.49	382,957.01	53,236,491.50	64.37	

Number of Accounts: 4967

***** End of report *****

**SCHOOL BOARD AGENDA ITEM
JANUARY 2022 MEETING**

TOPIC: PEP – SALES TAX “Educational Facilities Trust Fund”

BACKGROUND INFORMATION:

PEP – Sales Tax Acct:

As of November 30, 2021, the Educational Facilities account should have had a balance of \$7,014,439. Sales Tax deposits for November consisted of \$233,508 for the City Portion due from October, \$244,100 for the City portion for November and \$145,816 for the School portion. Collections received for the year are \$290,370 above 2020-2021 (17.4% increase).

Interest earnings for September and October were transferred to the account totaling \$673.

Disbursements consisted of the monthly interest payment on the 2010 Series VII-I-1 Bond Issue.

Please feel free to call me if you have questions (434-5212).

RESPECTFULLY SUBMITTED: *Leia Valley*

PEP Sales Tax Account (Educational Facilities Trust)
November 30, 2021

	FY22 Budget	November, 2021	October, 2021	1st Quarter	Current Year to Date	% of Budget	Previous Year to Date
Beginning Bank Balance		\$ 6,653,636.83	\$ 6,302,969.91	\$ 5,176,323.25	\$ 5,176,323.25		\$ 3,037,748.18
Revenues							
City Sales Tax	\$ 2,450,000.00	\$ 244,100.14	\$ 233,508.17	\$ 724,032.88	\$ 1,201,641.19	49.05%	\$ 828,063.18
School Sales Tax	1,500,000.00	145,816.19	152,986.17	454,466.05	\$ 753,268.41	50.22%	\$ 498,879.62
ADA Adjustment	-	-	-	-	\$ -	#DIV/0!	\$ -
Interest	4,000.00	672.59	-	865.01	\$ 1,537.60	38.44%	\$ 652.60
Total Revenues	3,954,000.00	390,588.92	386,494.34	1,179,363.94	1,956,447.20	49.48%	1,327,595.40
Expenditures							
2010 Series VII-I-1 Principal	415,000.00	-	-	-	-	0.00%	-
2010 Series VII-I-1 Interest	744,150.00	29,786.66	8,702.42	52,706.06	91,195.14	12.25%	90,726.35
2007 Series D-9-A (Swap Payment) Int	-	-	-	-	-	#DIV/0!	77,662.01
2019 GO Bond Library Roof- Principal	70,000.00	-	-	-	-	0.00%	-
2019 Library Roof GO Bond - Interest	7,250.00	-	3,625.00	-	3,625.00	50.00%	-
2019 GO Refunding Principal	665,000.00	-	-	-	-	0.00%	-
2019 GO Refunding Interest	47,000.00	-	23,500.00	-	23,500.00	50.00%	-
2020 Refunding Principal	377,849.00	-	-	-	-	0.00%	-
2020 GO Refunding Interest	51,183.00	-	-	-	-	0.00%	-
2020 GO - Elem Additions Principal	1,395,000.00	-	-	-	-	0.00%	-
2020 GO - Elem Additions Interest	666,550.00	-	-	-	-	0.00%	-
Bank Services Charges	3,000.00	-	-	11.22	11.22	0.37%	463.28
Total Expenditures	4,441,982.00	29,786.66	35,827.42	52,717.28	118,331.36	2.66%	168,851.64
Total Net	\$ (487,982.00)	\$ 360,802.26	\$ 350,666.92	\$ 1,126,646.66	\$ 1,838,115.84		\$ 1,158,743.76
Ending Balance		\$ 7,014,439.09	\$ 6,653,636.83	\$ 6,302,969.91	\$ 7,014,439.09		\$ 4,196,491.94
Statement Balance		\$ 7,014,439.09	\$ 6,420,128.66				
Difference		\$ -	\$ (233,508.17)				



JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Steve Barnett, Superintendent of Schools

The Special Question Committee met on Friday, December 17 at 2:00 p.m. The purpose of the meeting was to count the Collaborative Conferencing Special Questions Ballots. In checking with our finance department, 594 full-time educators were eligible to vote. That includes librarians, counselors, and vocational teachers.

Three hundred sixty-four (364) ballots were cast with 360 ballots marked “yes” to the question, “Shall the professional employees of JCS engage in collaborative conferencing with the Johnson City Board of Education beginning in Spring 2022?” Four ballots were marked “no”. It appears 61.27% of eligible voters did cast a ballot.



BOARD OF EDUCATION

Kathy Hall, Chair Robert Williams, Vice Chair Michelle Treece, Secretary
Dr. Ginger Carter Herb Greenlee Thomas Hager, Jr Beth Simpson

The mission of the Johnson City Schools is to enable all students to achieve excellence.





Johnson City Board of Education Regular Meeting

December 6, 2021

The Johnson City Board of Education met in regular session on December 6, 2021, at 6:00 PM in the Board Room at the Central Office.

Attendance Taken at 6:02 PM.

Dr. Ginger Carter: Present
Mr. Herb Greenlee: Present
Mr. Tom Hager: Present
Mrs. Kathy Hall: Present
Mrs. Beth Simpson: Present
Ms. Michelle Treece: Present
Mr. Robert Williams: Present

Present: 7.

1. CALL TO ORDER AND OPENING

- A. Call to Order and Welcome
- B. Moment of Silence
- C. Pledge of allegiance to the flag
- D. Art work on display
- E. Update on Woodland

2. RECOGNITIONS

3. ADOPTION OF AGENDA

Motion to adopt the agenda. With a motion by Mrs. Beth Simpson and a second by Mr. Herb Greenlee, the motion passed.

Dr. Ginger Carter: YES
Mr. Herb Greenlee: YES
Mr. Tom Hager: YES
Mrs. Kathy Hall: YES
Mrs. Beth Simpson: YES
Ms. Michelle Treece: YES
Mr. Robert Williams: YES

YES: 7, NO: 0

4. CORRESPONDENCE, DELEGATIONS AND COMMUNICATIONS

5. Election of Board Officers

Mr. Tom Hager nominated Mrs. Kathy Hall to continue to serve as Board Chair during 2022. There were no other nominations. With a motion by Mr. Tom Hager and a second by Mr. Robert Williams, the motion passed.

Dr. Ginger Carter: YES
Mr. Herb Greenlee: YES
Mr. Tom Hager: YES
Mrs. Kathy Hall: YES
Mrs. Beth Simpson: YES
Ms. Michelle Treece: YES
Mr. Robert Williams: YES

YES: 7, NO: 0

Mr. Tom Hager nominated Mr. Robert Williams to continue to serve as Board Vice-Chair during 2022. There were no other nominations. With a motion by Mr. Tom Hager and a second by Dr. Ginger Carter, the motion passed.

Dr. Ginger Carter: YES
Mr. Herb Greenlee: YES
Mr. Tom Hager: YES
Mrs. Kathy Hall: YES
Mrs. Beth Simpson: YES
Ms. Michelle Treece: YES
Mr. Robert Williams: YES

YES: 7, NO: 0

Mr. Tom Hager nominated Ms. Michelle Treece to continue to serve as Board Secretary during 2022. There were no other nominations. With a motion by Mr. Tom Hager and a second by Mrs. Beth Simpson, the motion passed.

Dr. Ginger Carter: YES
Mr. Herb Greenlee: YES
Mr. Tom Hager: YES
Mrs. Kathy Hall: YES
Mrs. Beth Simpson: YES
Ms. Michelle Treece: YES
Mr. Robert Williams: YES

YES: 7, NO: 0

6. Board Members' Ethics Contract

- Dr. Ginger Carter also noted that she filed a TSBA Disclosure Form with the School District.

7. Information from Washington County Election Commission, Dana Jones

- Candidates file by February 7 - April 7, 2022 by noon.

8. REPORTS FROM SUPERINTENDENT AND STAFF

A. Building Projects Update

B. Financial Report Ending October 31, 2021

Motion to approve the Financial Report Ending October 31, 2021 as submitted by Ms. Leila Valley. With a motion by Mr. Tom Hager and a second by Mr. Robert Williams, the motion passed.

Dr. Ginger Carter: YES

Mr. Herb Greenlee: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mrs. Beth Simpson: YES

Ms. Michelle Treece: YES

Mr. Robert Williams: YES

YES: 7, NO: 0

C. Update on Sales Tax - PEP

D. Internal School Funds Audit 2020-2021

Motion to approve the Internal School Funds Audit 2020-2021 as submitted by Ms. Leila Valley. With a motion by Mrs. Beth Simpson and a second by Dr. Ginger Carter, the motion passed.

Dr. Ginger Carter: YES

Mr. Herb Greenlee: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mrs. Beth Simpson: YES

Ms. Michelle Treece: YES

Mr. Robert Williams: YES

YES: 7, NO: 0

E. Science Hill High School Graduation

9. UNFINISHED BUSINESS

10. CONSENT AGENDA

Motion to approve the Consent Agenda. With a motion by Mrs. Beth Simpson and a second by Mr. Robert Williams, the motion passed.

Dr. Ginger Carter: YES

Mr. Herb Greenlee: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mrs. Beth Simpson: YES

Ms. Michelle Treece: YES

Mr. Robert Williams: YES

YES: 7, NO: 0

A. Approval of Minutes

B. Proposed Fundraising Activities

C. Request to write checks over \$5,000

D. Overnight Field Trip Requests

E. Inclined Lift / Elevator for Central Office

F. ADP IDEA Funds Purchase Request, Pioneer Valley Books Requisition

11. **RECOMMENDATIONS FROM THE SUPERINTENDENT FOR ACTION**

A. First Reading - Policies - Section 1 (School Board Operations), Section 3 (Support Services) & Section 4 (Instructional Programs)

Motion to approve First Reading - Policies - Section 1 (School Board Operations), Section 3 (Support Services) & Section 4 (Instructional Programs). With a motion by Ms. Michelle Treece and a second by Mrs. Beth Simpson, the motion passed.

Dr. Ginger Carter: YES

Mr. Herb Greenlee: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mrs. Beth Simpson: YES

Ms. Michelle Treece: YES

Mr. Robert Williams: YES

YES: 7, NO: 0

12. **NEW BUSINESS**

A. 2022 Board Committee Assignments

Mrs. Kathy Hall asked Board Members to review their Committee Assignments and send any changes to Mrs. Meranda Burd.

B. Initiating Collaborative Conference

Motion to approve Initiating the Collaborative Conference. With a motion by Ms. Michelle Treece and a second by Mr. Robert Williams, the motion passed.

Dr. Ginger Carter: YES

Mr. Herb Greenlee: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mrs. Beth Simpson: YES

Ms. Michelle Treece: YES

Mr. Robert Williams: YES

YES: 7, NO: 0

- Ms. Tammy Pearce noted that the Ballot Boxes will be at the schools from December 14-16. Votes will be counted on December 16 at 4:00 p.m.

- Ms. Michelle Treece and Mrs. Kathy Hall will serve as Board Representatives.

C. Board Goals - District Five-Year Plan

Motion to approve the Board Goals - District Five-Year Plan. With a motion by Dr. Ginger Carter and a second by Mrs. Beth Simpson, the motion passed.

Dr. Ginger Carter: YES

Mr. Herb Greenlee: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mrs. Beth Simpson: YES

Ms. Michelle Treece: YES

Mr. Robert Williams: YES

YES: 7, NO: 0

D. Current Meeting Communication Follow Up

- Mr. Collin Brooks noted that the 5-year plan subcommittee interest form is available online on both the district and school websites.

13. INFORMATION ITEMS

A. BOE Calendar of Events

B. Personnel Items

C. Donations

14. COMMITTEE REPORTS

15. BOARD UPDATES AND DISCUSSION

16. MEETING DATES

17. ADJOURNMENT

7:30 p.m.

Chairman

Board Secretary



Cherokee Elementary School

2100 Cherokee Rd * Johnson City, TN 37604 * Phone 423-434-5281 * Fax 423-434-5591

Richard Hutson
Principal

To: Dr. Steve Barnett and the Board of Education

From: Mr. Richard Hutson

Date: December 1st, 2021

Reference: Requesting Board of Approval

Cherokee Elementary school is requesting permission to write a check over 5,000 for Decembers Educare Sweep.

Thank You.

A handwritten signature in black ink that reads "Richard C. Hutson". The signature is written in a cursive style with a long horizontal flourish at the end.

A handwritten signature in black ink that reads "C. Demelo". The signature is written in a cursive style.

LAKE RIDGE SCHOOL

1001 Lake Ridge Square, Johnson City, TN 37601

Phone: (423) 610-6030 Fax: (423) 610-6033

www.jcschools.org/lakeridge

*Renee Wood, Principal
Jessica Adams, Assistant Principal*

*Carobyn Lemery, Administrative Secretary
Maria Lawry, School Secretary*

TO: Dr. Steve Barnett
Superintendent

FROM: Renee' Wood

DATE: November 29, 2021

RE: Check Approval

Permission is requested to write a check to Johnson City Schools with amounts that exceed the \$5000.00 maximum allowable for the school to pay. This check is for the November Educare sweep in the amount of \$24,789.50 and ECLC sweep in the amount of \$17,242.00 for a total amount of \$42,031.50.

Thank you for your consideration of this request.



MOUNTAIN VIEW MUSTANGS

TO: Dr. Steve Barnett
FROM: Dr. Melissa Stukes 
RE: Board Approval to issue Check over \$5,000.00
DATE: December 1, 2021

Mountain View Elementary School requests approval to issue a check in December and a check in January 2022 for over \$5,000 to Johnson City Schools for the December 2021 Educare sweep and the January 2022 Educare sweep.

Prepared by: bh

Mountain View Elementary School

**907 King Springs Road
Johnson City, TN 37601**

**Melissa Stukes, Ed.D., Principal
JoDee Dotson, Ed.D., Assistant Principal
Janet Courtney, Secretary**

**Phone: 423-434-5260
Fax: 423-434-5596**



North Side Navigators

Date: December 1, 2021
To: Dr. Steve Barnett, Leia Valley
From: Dr. Sharon Pickering
Re: Cut Check over \$5,000.00

We request board approval for the North Side Educare program to cut check over \$5000.00 for the December 2021 sweep.

Thank you,
LaQuata Lazenby

DR. SHARON D. PICKERING, PRINCIPAL
1000 NORTH ROAN STREET
JOHNSON CITY, TN 37601

(423) 434-5249 (PHONE)

(423) 434-5295 (FAX)

Towne Acres Elementary School



2310 Larkspur Drive
Johnson City, TN 37604
(423) 854-4800
(423) 854-4810 fax



TO: Dr. Steve Barnett and the Board of Education
FROM: Dr. Josh Simmons, Principal
DATE: December 10, 2021
REFERENCE: Requesting board approval

Towne Acres Elementary is requesting permission to write a check over \$5,000.00 to Johnson City Schools for our NOVEMBER Educare Sweep.

Thank you.



MEMO

To: Dr. Steve Barnett, Superintendent

From: Dr. Josh Carter, Principal

Date: December 6, 2021

Re: Approval

Science Hill High School is requesting approval from the Johnson City School Board of Education to write the following checks over \$5,000.00:

- | | | |
|------------------------|-------------|-------------------|
| • KONICA MINOLTA | \$6,600.30 | COPIER LEASE |
| • TN OFFICE SUPPLY | \$5,244.80 | PAPER |
| • AXIS SECURITY | \$5,925.75 | FOOTBALL SECURITY |
| • JOHNSON CITY SCHOOLS | \$11,528.00 | EDUCARE |
| • JOHNSON CITY SCHOOLS | \$5,848.00 | EDUCARE |
| • AMAZON | \$5,134.41 | BEP/SUPPLIES |

Thank you.

A handwritten signature in blue ink, appearing to read "Josh Carter", with a stylized flourish at the end.

PROPOSED FUNDRAISING ACTIVITY

School: Mountain View

Fund/Club/Class/Account Name: Library

Proposed Fundraising Activity: Scholastic Book Fair

Dates for Proposed Activity: March 28th - April 1st

Proposed Uses of Funds Raised: Library books - updating, replacing, and expanding the collection

Expected Student Involvement (school-wide or specific school organization):

This is a school-wide fundraiser.

Method By Which School Will Receive Profit: All profit will go towards books

Requested By: Anna Armstrong Date: 12-6-21
(Name & Title)

Approved By: Melissa Stokes Date: 12-06-21
Principal

Approved By: _____ Date: _____
Superintendent*

Approved By the Board of Education: _____
(Date of Meeting)**

*The Superintendent of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**Fundraising must not occur prior to Board of Education approval.

RE: Agreement

Kendall, Eric <EKendall@Scholasticbookfairs.com>

Thu 12/2/2021 11:55 AM

To: Armstrong, Anna <ArmstrongA@jcschools.org>

WARNING: This message originated outside of Johnson City Schools!! DO NOT CLICK any links or attachments unless the sender is known and content is deemed safe.

Good Morning Ms. Armstrong,

I think this is what you were looking for. It breaks down the profit and rewards portion of your school hosting a book fair. Please let me know if this did not answer your question and I will provide you with the information that you are requesting. Thank you and I hope you have a great day!

Eric

2) Profit & Rewards

Effective for fairs beginning August 1, 2021

Profit

If your book fair sales are \$3,500 and above, you may opt to take profit in all Scholastic Dollars, all cash, or you may take a combination of Scholastic Dollars and cash. See the chart below for all other sales levels. Virtual Fairs are not eligible for cash profit.

- When you elect to take a combination, Scholastic Dollars is worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page in the Financial Form to automatically calculate and optimize your profit and reward elections.

Scholastic Dollars Profit & Rewards

Book Fair Sales (excluding tax)	Scholastic Dollars Value		Cash Value
\$3,500 and up	50% of Sales	and/or	25% of Sales
\$1,500 - \$3,499.99	40% of Sales		\$0
\$0 - \$1,499.99	30% of Sales		\$0
Virtual Book Fairs	25% of Online Sales**		\$0

**Excluding tax & shipping.

From: Armstrong, Anna [mailto:ArmstrongA@jcschools.org]

Sent: Thursday, December 2, 2021 8:52 AM

To: Kendall, Eric <EKendall@Scholasticbookfairs.com>

Subject: Re: Agreement

I talked to my bookkeeper and I need something that shows the financial agreement. Is there a profit? What percentage do I get? How must it be spent?

Get Outlook for iOS

From: Kendall, Eric <EKendall@Scholasticbookfairs.com>

Sent: Wednesday, December 1, 2021 11:30:15 AM

To: Armstrong, Anna <ArmstrongA@jcschools.org>

Subject: RE: Agreement

WARNING: This message originated outside of Johnson City Schools!! DO NOT CLICK any links or attachments unless the sender is known and content is deemed safe.

Good Morning Ms. Armstrong,

Happy Hump Day as well! I look forward to meeting with you on 12/13 as well!

I have actually gone into your tool kit and below, snipped a copy of the services agreement. There is an option to both, print or email this certificate. Please let me know if you need additional information and I would be happy to provide that for you. Also, my direct number is 770-373-2843 is you need immediate assistance.

I hope you have a great rest of your day and we will speak on 12/13. Thank you!

Eric

3) Services Agreement



Thank you for scheduling and hosting a Scholastic Book Fair! We are delighted to be the provider for your upcoming Book Fair. The following Agreement and guidelines will ensure an effective partnership, and we look forward to working with you.

As your preferred Book Fair provider, Scholastic will provide you with:

- * Books and educational products
- * A dedicated support and service team
- * An online Toolkit full of planning resources & tools
- * Quick and easy product restock™
- * Setup Kit™ & Planning Kit with promotional materials
- * Access to online shopping through The Scholastic Store
- * Convenient point-of-sale system that allows you to accept all major credit cards™

From: Armstrong, Anna [<mailto:ArmstrongA@jcschools.org>]

Sent: Wednesday, December 1, 2021 11:11 AM

To: Kendall, Eric <EKendall@Scholasticbookfairs.com>

Subject: Agreement

Good Morning!

I look forward to meeting with you on the 13th later this month.

My bookkeeper is requesting some sort of proof of agreement about the book fair. I have to submit paperwork for approval for a fundraiser. Do you have anything you could send me to show proof that you have agreed to a bookfair here at Mountain View on March 28th-April 1st? I need this before

Monday to get board approval at the January meeting. If we wait too long, the weather could delay other board meetings before the book fair.

Thanks!

Anna Armstrong

Library Media Specialist

Mountain View Elementary School

907 King Springs Road

Johnson City, TN 37601

Phone: 423-434-5260

Fax: 423-434-5596



**Science Hill High School
PROPOSED FUNDRAISING ACTIVITY**

Fund / Club / Class Account Name: Science Hill High School Showstoppers

Proposed Fundraising Activity: Improv Team Spring Performances

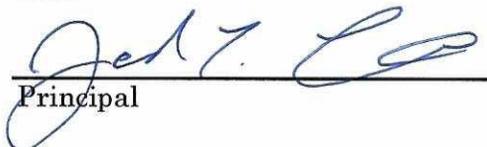
Dates for Proposed Activity: 1/21/22, 2/18/22, 4/1/22, 5/13/22

Proposed Uses of Funds Raised: Showstopper team travel and activities

Expected Student Involvement (school-wide or specific school organization):
10 to 12 Showstopper Improv Team Members

Method By Which School Will Receive Profit: Ticket Sales

Requested By: Richard Marshall Date: 12/03/22
Name
Showstopper Director
Title

Approved By:  Date: 12/6
Principal

Approved By: _____ Date: _____
Superintendent of Schools *

Approved By the Board of Education: _____
Date of Meeting **

*NOTE: The Superintendent of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**Fundraising must not occur prior to Board of Education approval.

**Science Hill High School
PROPOSED FUNDRAISING ACTIVITY**

Fund / Club / Class Account Name: Science Hill High School Showstoppers

Proposed Fundraising Activity: Spring Production "You Can't Take It With You"

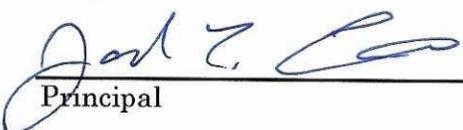
Dates for Proposed Activity: 3/25/22 and 3/26/22

Proposed Uses of Funds Raised: Showstopper team travel and activities

Expected Student Involvement (school-wide or specific school organization):
20 to 25 Showstopper Team Members

Method By Which School Will Receive Profit: Ticket Sales \$5.00 per ticket

Requested By: Richard Marshall Date: 12/03/22
Name
Showstopper Director
Title

Approved By:  Date: 12/6
Principal

Approved By: _____ Date: _____
Superintendent of Schools *

Approved By the Board of Education: _____
Date of Meeting **

*NOTE: The Superintendent of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**Fundraising must not occur prior to Board of Education approval.

FIELD TRIP REQUEST: PERMISSION TO LEAVE SCHOOL CAMPUS

School SHHS Date of Departure 3/24/22 Time 3:30 pm
Teachers Ryan Edwards, Kevin Conner Date of Return 3/26/22 Time 7:00 pm
Andy Wallen, Corey Moser
Destination: Knoxville TN Event Farragut DeMarini Tour.
Method of Financing Trip Baseball Fundraiser Acct. 95000
Funding Cut Off Date 3/7/22
Number in Group 24 Per Pupil Cost 200.00

**Mode of Transportation (check one):

City School bus (see back) City Special Ed. Van (see back)
 School Van Other - specify School activity Bas

Arrangements for Assisting Students Who Need Financial Help we will pay for everyone's Hotel + Food through our fundraiser acct.

Chaperones Ryan Edwards, Andy Wallen, Kevin Conner, Corey Moser

Arrangement for Making Up Classwork Missed We will notify teachers in advance as well as have study hall in the hotel.

Educational Goals of Trip To teach leadership + sportsmanship through athletics.

Will students be away from school during lunch? Yes No
If yes, date cafeteria was notified - will notify in Feb.
(Note: it is the responsibility of the teacher to notify the cafeteria.)

CERTIFICATION OF PARENTAL PERMISSION:

I certify that I will obtain written parental permission for each student who will take part in this off-campus trip. I will inform parents in writing that the Student Code of Conduct, including the mandatory penalties section, is enforced during all off-campus school activities.

Signature of Staff Member: [Signature] Date: 12-1-21

School Nurse has reviewed list of students: will be reviewed in Feb Date: _____

PRINCIPAL'S ACTION:

Approved; Disapproved Comments: _____

Principal's Signature: [Signature] Date: 12/1/2021

BOARD'S ACTION (OVERNIGHT TRIPS ONLY):

Approved; Disapproved Comments: _____

Signature of Supt/Designee: _____ Date: _____

**Drivers of private vehicles are required to state proof of insurance prior to the trip.

FIELD TRIP REQUEST: PERMISSION TO LEAVE SCHOOL CAMPUS

JV - No school missed (spring break)

School SHHS Date of Departure 3/18/22 Time 10:00 am
 Teachers Mike Austin & Matt Glover Date of Return 3/19/22 Time 8:00 pm
 Destination: Knoxville, TN Event Knox West JV tourn.
 Method of Financing Trip Baseball Fundraiser Acct - 95000
 Funding Cut Off Date 3/7/22
 Number in Group 18 Per Pupil Cost 100.00

**Mode of Transportation (check one):

City School bus (see back) City Special Ed. Van (see back)
 School Van Other - specify School activity Bus

Arrangements for Assisting Students Who Need Financial Help we will pay for their Hotel & Food through our Fundraiser Acct.

Chaperones Mike Austin, Matt Glover

Arrangement for Making Up Classwork Missed No school missed

Educational Goals of Trip To teach leadership & sportsmanship through athletics

Will students be away from school during lunch? Yes No
 If yes, date cafeteria was notified _____
 (Note: it is the responsibility of the teacher to notify the cafeteria.)

CERTIFICATION OF PARENTAL PERMISSION:

I certify that I will obtain written parental permission for each student who will take part in this off-campus trip. I will inform parents in writing that the Student Code of Conduct, including the mandatory penalties section, is enforced during all off-campus school activities.

Signature of Staff Member: [Signature] Date: 12/1/21
 School Nurse has reviewed list of students: To be approved in Feb. Date: _____

PRINCIPAL'S ACTION:

Approved; Disapproved Comments: _____

Principal's Signature: [Signature] Date: 12/1/2021

BOARD'S ACTION (OVERNIGHT TRIPS ONLY):

Approved; Disapproved Comments: _____

Signature of Supt/Designee: _____ Date: _____

**Drivers of private vehicles are required to state proof of insurance prior to the trip.

Johnson City Board of Education

Monitoring: Review Annually, in September	School District-School Board Legal Status and Authority	Descriptor 1.100	Issue Date 7/1/2000
		Rescinds	Issued

1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers
3 representing local citizens and the state in the management of the public schools.¹
4

5 The governing body shall be the Board of Education, serving residents within the boundaries of the school
6 system and non-residents under conditions specified by state law and the Board.²
7

8 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
9 authority over school system affairs only as they vote to take action at an official meeting of the Board.
10

11 In other instances, an individual board member, including the chairman, shall have power only when specified
12 by state law or when the Board, by vote, has delegated authority to ~~him~~them.
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34 Legal References:

- 35
36 1. TCA 49-1-01; TCA 49-1-102; TCA 49-1-103
37 2. TCA 49-6-3104
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Johnson City Board of Education

Monitoring: Review Annually, in September	Board Members Legal Status	Descriptor 1.102	Issue Date 12/7/2020
		Rescinds 1.102	Issued 3/4/2019

1 The legal status of board members shall be as follows:¹

2
3 **NUMBER**

4
5 The Board shall be composed of seven (7) members.

6
7 **QUALIFICATIONS**

8
9 Members of the Board shall be residents of the City of Johnson City and elected on a non-partisan basis,¹ and
10 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.² To
11 qualify as a candidate, an individual must show proof of graduation from high school or receipt of a G.E.D.
12 No member of the city or county legislative body nor any other city or county governmental official shall be
13 eligible for election as a member of the city or county Board of Education.³

14
15 **TERMS OF OFFICE**

16
17 Members of the Board shall serve a term consisting of four (4) years.¹

18
19 **VACANCIES**

20
21 Vacancies shall be declared to exist on account of death, resignation, ~~removal from the school system,~~⁵
22 ceasing to be a resident of the city,⁵ or through due process proceedings.⁴

23
24 When a vacancy occurs, the Board of Education shall have the power to make an appointment for the
25 unexpired term.⁵ If the Board elects to make an appointment, the Board shall take applications from interested
26 and qualified citizens. The Board will, at the next regular scheduled Board meeting following the deadline
27 for submitting applications, vote on the appointment. Such appointment shall continue until the next regular
28 election.⁶

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Legal References:

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35 1. TCA 49-2-201
36 2. TCA 49-2-202(a)(1)
37 3. TCA 49-2-202(a)(2)
38 4. TCA 8-47-101
39 5. TCA 49-2-202(e); TCA 8-48-101(3)
40 6. Tennessee Constitution, Article VII, Section 2
41
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43

Johnson City Board of Education

Monitoring: Review Annually, in September	Memberships	Descriptor 1.104	Issue Date 7/1/2001
		Rescinds	Issued

1 The Board shall maintain membership in the Tennessee School Boards Association,¹ and through its
2 membership in TSBA shall be an affiliate member of ~~the Southern Region School Boards Association and~~
3 ~~the National School Boards Association~~ other relevant organizations.
4

5 Dues for membership in the Tennessee School Boards Association shall be included in each annual budget
6 in accordance with state statute.
7

8 The Board may also maintain institutional membership in other educational organizations which the Board
9 finds to be of benefit to members and school system personnel.
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35 Legal Reference:

36 1. TCA 49-2-2001
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Johnson City Board of Education

Monitoring: Review Annually, in April	School Admissions	Descriptor 6.203	Issued Date 4/5/2021
		Rescinds 6.203	Issued 5/7/2018

Any student entering a Johnson City school for the first time must meet the requirements of all state and federal laws applicable to school admissions.¹ **To be enrolled a student must reside in the City of Johnson City or must meet the conditions required for a non-resident student.**

Any students entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to pre-K, kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.³

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody and support has been assigned to a resident of the district by a properly executed and valid power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

A student may transfer into the school system at any time during the year if his parent(s) makes a bona fide move and change of residence into the school system.

When a student who has been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment initially enters school, or resumes attendance after suspension or expulsion, the parents, guardians, or legal custodians of such student shall notify the principal by providing the abstract of record required by law or other similar written information regarding the offense. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.⁵

Legal References:

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B § 721-725; Pub L. 114-95
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

Cross Reference:

- Homeless Students 6.503
 Student Records 6.600
Attendance of Non-Resident Students 6.204

1

Johnson City Board of Education

Monitoring: Review Annually, in September	Duties of Officers	Descriptor 1.201	Issue Date 12/09/2019
		Rescinds 1.201	Issued 1/4/2016

CHAIRMAN

The chairman of the Board shall have the following duties:

1. To assist the Superintendent of Schools in preparing meeting agendas;
2. To preside at all meeting of the Board;¹
3. To appoint committees authorized by the Board;¹
4. To function as chairman of the executive committee;¹
5. To countersign all warrants authorized by the Board and issued by the Superintendent of Schools for all expenditures of the school system;¹
6. To conduct Board hearings;²
7. To prepare the school budget with the Superintendent of Schools;³
8. To authorize the use of mechanical checkwriting equipment;⁴
9. To certify the value of surplus property valued less than \$250;⁵
10. To certify the official copy of approved minutes for each regular and special meeting of the Board; and
11. To carry out other such duties as may be assigned by the Board.

VICE CHAIRMAN

The vice chairman shall assume the duties of the chairman in ~~his/her~~ their absence or function as the chairman until a new chairman can be elected in the event the chairman is incapacitated or the office becomes vacant. The vice chairman shall also chair the Superintendent's Compensation Committee.

SECRETARY

The secretary shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form.

The Board may assign some or all of these duties to a clerk; however, the responsibility resides with the secretary.

CHAIRMAN PRO TEM

At any meeting where neither the chairman nor the vice chairman is present a chairman pro tem shall be elected to preside.

Legal References:

1. TCA 49-2-205
2. TCA 49-5-512(5)
3. TCA 49-2-203(a)(10)
4. TCA 49-2-113
5. TCA 59-6-2007

Cross References:

- Duties and Powers of the Board 1.101
- Duties of Board Members 1.202

Johnson City Board of Education

Monitoring: Review Annually, in September	Board Member Development Opportunities	Descriptor 1.204	Issue Date 1/5/2015
		Rescinds 1.204	Issued 10/1/2007

1 The Board shall participate in activities designed to assist board members in improving their skills as members
2 of a policy-making body.

3
4 In order to control both the investment of time and funds necessary to implement this policy, the Board
5 establishes these principles and procedures for its guidance:

- 6
7 1. A calendar of school board conferences, conventions and workshops shall be maintained by the
8 board secretary and provided to each board member. At least annually the Board will identify
9 which meetings should be attended and the benefits which would be derived from participation
10 in such meetings;
- 11
12 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board, as a
13 whole, shall retain the authority to approve or disapprove the participation of members in
14 planned activities;
- 15
16 3. Reimbursement to board members for their travel expenses shall be in accord with their
17 reasonable and actual expenses;
- 18
19 4. When a conference, convention or workshop is not attended by the full Board, those
20 participating will be requested to share information, recommendations and materials acquired at
21 the meeting; and
- 22
23 5. The public shall be kept informed about the Board's continuing in-service education and about
24 the programs anticipated for short- and long-range benefits to the schools.

25
26 The Board regards the following as the kinds of activities and services appropriate for implementing this
27 policy:

- 28
29 1. Participation in school board conferences, workshops and conventions held by the state,
30 **regional** and national school boards associations;¹
 - 31
32 2. Local and district-sponsored training sessions for board members; and
 - 33
34 3. Subscriptions to publications addressing the concerns of board members.
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Legal Reference:

1. TCA 49-2-2001

Cross References:

- Board Self-Evaluation 1.103
- Membership 1.104
- School Board Legislative Involvement 1.105
- School District Goals and Planning 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

Johnson City Board of Education

Monitoring: Review Annually, in September	Agendas	Descriptor 1.403	Issue Date 7/1/2000
		Rescinds	Issued

The Executive Committee of the Board shall be responsible for reviewing and developing the final agenda for each board meeting at least one (1) week prior to the board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least four (4) days prior to the scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

Items under consideration for inclusion on the agenda must be received in the Superintendent of Schools' office two (2) weeks prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the Superintendent of Schools' office so that the material will be included in the delivery to the board members prior to the meeting.

CONSENT AGENDA

While developing the agenda, the chairman and Superintendent of Schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

TIMED AGENDA

The Executive Committee may assign to each item a certain amount of time determined to be sufficient for disposing of each item on the agenda.

ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards.

Cross References:

Appearances Before the Board 1.404

Johnson City Board of Education

Monitoring: Review Annually, in September	Appearances Before the Board	Descriptor 1.404	Issue Date 1/4/2021
		Rescinds 1.404	Issued 1/4/2016

1
2 The Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints
3 or concerns which have not advanced through the proper administrative procedure from the point of origin.
4

5 **APPEARING BEFORE THE BOARD**

6
7 Individuals desiring to have an item placed on the Board Agenda must submit a written request with
8 descriptive materials to the office of the Superintendent of Schools at least two (2) weeks before the meeting
9 for consideration by the Executive Committee. If the request is approved by the Executive Committee, the
10 item will be placed on the agenda. Individuals who have an item placed on the agenda will be recognized at
11 the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda.
12 All **approved** requests **submitted** will be included in the board packet.
13

14 **PUBLIC COMMENT DURING MEETINGS**

15
16 The public shall be given an opportunity to address the Board at each regularly scheduled monthly Board
17 meeting about items on that month's agenda. Public comments will be only be allowed during the time
18 designated on the agenda and will allocated a total time of thirty (30) minutes.
19

20 Only those persons who are currently enrolled or have children currently enrolled in Johnson City Schools, are
21 currently employed by the System, are residents of the City of Johnson City or are bona fide property
22 taxpayers to the City of Johnson City will be allowed to address the Board during the public comments section
23 of the agenda.
24

25 If an individual wishes to address the Board ~~he they~~ must complete and submit the required form by **the end**
26 **of the last business day before the ~~on the noon on~~** the day of the board meeting. Delegations must select
27 only one individual to speak on their behalf unless otherwise allowed by the Board.
28

29 The chairman may recognize individuals who wish to address the Board and who have not previously
30 signed the required form if ~~he they~~ determines that such is in the public interest. A majority vote of members
31 present can overrule the decision of the chairman.
32

33 Individuals speaking to the Board shall address remarks to the chairman. Each person speaking shall state ~~his~~
34 **their** name, affiliation to the school system and subject of presentation. Remarks will be limited to three (3)
35 minutes unless time is ~~extended~~ **altered** by the Board. No speaker may yield ~~his their~~ time to another
36 speaker.
37

38 The chairman shall have the authority to terminate the remarks of any individual who is disruptive or does not
39 adhere to Board rules.¹ Unless a majority of members present vote to do otherwise, the members of the Board
40 will not engage in dialogue with those people addressing the Board.
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Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the Superintendent of Schools.

Legal Reference:

1. TCA 39-17-306

Cross References:

- School Board Meetings 1.400
- Agendas 1.403
- Complaints About School Personnel 5.502

Johnson City Board of Education

Monitoring: Review Annually, in September	School Board Records	Descriptor 1.407	Issue Date 3/4/2019
		Rescinds 1.407	Issued 4/3/2017

1 The Superintendent of Schools shall maintain all school system records required by law, regulation and Board
 2 policy.¹ Any citizen of Tennessee, state official or other authorized person shall be permitted, upon written
 3 request, at a reasonable time, to inspect all records maintained by the school ~~district~~ system unless otherwise
 4 prohibited by law, regulation or board policy. A person who has the right to inspect a record may request in
 5 writing and receive copies of the documents subject to the payment of reasonable cost.^{1,2,3,4}

6
 7 No records pertaining to individual students will be released for inspection by the public or any unauthorized
 8 persons. In addition, information, records and plans related to security and safety will not be released for
 9 public inspection.⁵

10
 11 All requests to inspect or receive copies of records shall be submitted to the Director of Human Resources, the
 12 ~~district's~~ system's public records request coordinator and records custodian.⁶

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

16
 17 **REQUESTS FOR INSPECTION²**

18
 19 Citizens requesting to inspect public records shall submit their request and a government issued photo
 20 identification card with the citizen's address to the ~~district's~~ system's public records request coordinator
 21 during normal business hours. Requests may be made in person, in writing, or by electronic mail (email). The
 22 coordinator shall submit the information to the appropriate records custodian. The records custodian will
 23 contact the citizen and indicate when the records will be available to inspect.

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

26
 27 If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial
 28 letter indicating the basis for the denial.

29
 30 **REQUESTS FOR COPIES²**

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

35 The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The
 36 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges
 37 found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost.

1 The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the
2 estimated reasonable costs by cash or check prior to the district producing the copies.

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

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

7 **FREQUENT AND MULTIPLE REQUESTS**

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

15 **DENYING REQUESTS FOR NONCOMPLIANCE**⁷

16 **Requests to Inspect a Public Record**

17 **The system shall deny a request to inspect a public record from any citizen that has:**

- 18 a. **Made two (2) or more requests to view a public record within a six-month period; and**
- 19
- 20 b. **For each request failed to view the record within fifteen (15) business days of receiving**
21 **notification that the record was available.**

22 **Requests from this citizen shall be denied for up to six (6) months from the date of the second records**
23 **request. The district's public records request coordinator may waive this denial if they determine that**
24 **failure to view the record was for good cause.**

25 **Requests for Copies of Public Records**

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

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

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

31 **RECORDS RETENTION**

32 The Superintendent of Schools and/or **his their** designee(s) shall retain and dispose of school **district system**
33 records in accordance with the following guidelines: ^{2,4}

1. The Superintendent of Schools and/or ~~his/her~~ their 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;^{8,9}
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;^{10,11}
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;^{10,11,12}
4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the Superintendent 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;^{9,11} and
5. The Superintendent of Schools shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.¹³

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

Name: Lee Patterson
 Title: Human Resources Director
 Contact Information: 423-232-5384; pattersonl@jcschools.org

Legal References:

Cross References:

- | | |
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| <ol style="list-style-type: none"> 1. TCA 49-2-301(b)(1)(Z) 2. TCA 10-7-503 3. TCA 10-7-506(a) 4. TCA 49-2-104 5. TCA 10-7-504(p) 6. <i>Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records</i>, 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 10-7-401 9. TCA 10-7-406 10. TCA 10-7-404 11. TCA 10-7-413 12. TCA 10-7-414 13. TCA 39-16-504 14. TCA 10-7-503(g)(1)(D) | <p>Financial Reports and Records 2.701
 Personnel Records 5.114
 Student Records 6.600</p> |
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Johnson City Board of Education

Monitoring: Review Annually, in September	Visitors to the Schools	Descriptor 1.501	Issue Date 12/7/2020
		Rescinds 1.501	Issued 3/4/2019

Professional visitors and observers will be welcome as long as the following conditions are met:

1. Visits and observations are arranged in advance;
2. Purpose of the visit is established prior to visitation; and
3. Number in the group visiting is small enough to be accommodated without disruption to the educational program.

~~A principal~~ **Principals** may limit entrance to a school in the event of an emergency or at any time ~~he~~ they believes it to be in the best interest of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents/legal guardians of students, approved volunteers and other persons with lawful and valid business on the school premises.

Visitors with international or national groups sanctioned by the state or national government may visit schools if appropriate sponsorship and programming are in place and if the Superintendent has approved the visit in advance.

Visitors may be required to sign in with a visitor management system.

Any person improperly on the premises of the school shall depart on the request of the school principal or other authorized person.

The principal or ~~his~~ their designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.¹

The principal shall engage law enforcement officials when ~~he~~ they believes the situation warrants such measures.

Students may not bring visitors to school to visit during the school day without the prior permission of the principal.

VISITOR PASSES

Except on occasions, such as school programs, athletic events, open house and similar public events, all visitors will report to the school office when entering the school and will register as a visitor. Authorization to

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visit elsewhere in the building or on the school campus will be determined by the principal or ~~his~~ their designee. Visitor passes shall be issued for all persons other than students and employees of the school system. ²

Legal Reference:

- 1. TCA 49-6-2008; TCA 39-14-406
- 2. TCA 49-2-303(b)(4)

Cross References:

- Section 504/ADA Grievances Procedures 1.802
- Vendor Relations 2.809
- Security 3.205
- Care of School Property 6.311

Johnson City Board of Education

Monitoring: Review Annually, in September	Policy Development and Adoption	Descriptor 1.600	Issue Date 1/7/2013
		Rescinds 1.600	Issued 10/2/2006

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested
2 party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal or
3 return for study and/or further revision shall constitute the first reading.
4

5 The proposed policy or policy amendment shall be considered at the next board meeting with the final vote
6 following the second reading. Adoption shall require an affirmative vote by a majority of the members of the
7 Board.
8

9 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed in the
10 policy manual. Policies and amendments shall be effective immediately upon adoption unless a specific
11 effective date is provided, and shall supersede any previous Board action on the subject.
12

13 **POLICY MAINTENANCE**

14 The Superintendent of Schools or his designee shall be responsible for drafting policy proposals, maintaining
15 the Board Policy Manual and serving as liaison between the Board and the Tennessee School Boards
16 Association. At least annually, the Board shall review its policy manual for the purpose of passing, revising or
17 deleting policies mandated by changing conditions.¹
18

19 Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the
20 community.¹
21

22 **EMERGENCY PROCEDURE²**

23 On matters of unusual urgency, by an affirmative vote of a **majority of the members** of the Board, the Board
24 may waive the second reading limitation and take immediate action to adopt new or revised policies.
25

26 **SUSPENSION OF POLICIES²**

27 Any board policy or part thereof may be suspended by an affirmative vote of a ~~two-thirds~~ majority of the
28 members of the Board.
29

30 **ADMINISTRATION IN POLICY ABSENCE**

31 In cases where the Board has provided no guidelines for administrative action, the Superintendent of Schools
32 shall have the power to act, but report to the Board at its next meeting.
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Legal Reference:

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38 1. TCA 49-2-207
39 2. TCA 49-2-202(g)
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36 _____
Cross Reference:

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38 Duties of the Board of Education 1.101
39 Agendas 1.403

Johnson City Board of Education

Monitoring: Review Annually, in September	School Day	Descriptor 1.801	Issue Date 10/2/2006
		Rescinds 1.801	Issued 7/1/2000

1 The minimum length of the student school day shall be seven (7) hours total for all grades (lunch included).¹

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3 All teachers shall be on duty at least seven and one-half (7 1/2) hours **per day** (lunch included) and such
4 additional time as the administrative organization requires.²
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33 Legal References:

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35 1. TRR/MS 0520-1-3-.02(1)(a)
36 2. TRR/MS 0520-1-3-.03(1)
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Cross References:

Time Schedules and Extra Duty 5.602
Staff Meetings 5.603

Johnson City Board of Education

Monitoring: Review Annually, in September	Grievance Procedures for Qualified Individuals with Disabilities	Descriptor 1.802	Issue Date 3/4/2019
		Rescinds 1.802	Issued 8/5/2013

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

Title II of the Americans with Disabilities Act, 1990 and the *ADA Amendments Act* provide that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions, and privileges of employment.²

COORDINATOR³

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

NOTICE⁴

The name, office address and telephone number of the ADA/Section 504 coordinator is:

Dr. Robbie Anderson
Johnson City Schools
P.O. Box 1517
Johnson City, TN 37605-1517
(423) 434-5200

Notification of the public of the ADA/Section 504 Coordinator may be through the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

COMPLAINT PROCEDURES⁵

The coordinator will hear ADA/Section 504 complaints. Complaints may be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints

1 within twenty (20) days with a written response as well as information on further grievance procedures that
 2 may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

3 4 **DUE PROCESS HEARING PROCEDURES**

5
6 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent
 7 wishes to contest any action of the school system with regard to a child's identification, evaluation, and
 8 placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the parent/guardian has the
 9 right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's
 10 expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve
 11 identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

12 13 ***Written Request for Hearing***

14 A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation,
 15 or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a
 16 written request for a due process hearing to the Section 504 coordinator. The written request must be made on
 17 a form provided through the Central Office.

18 19 ***Impartial Hearing Officer***

20 The Superintendent of Schools or ~~his/her~~ their designee shall appoint an impartial hearing officer to preside
 21 over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of
 22 receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at
 23 no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school
 24 system and shall not be related to any member of the Board of Education. The hearing officer need not be an
 25 attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section
 26 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process
 27 hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child
 28 under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may
 29 raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a
 30 complaint to the Office for Civil Rights.

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32 Office for Civil Rights
 33 U.S. Department of Education
 34 61 Forsyth St. S.W., Suite 19T10
 35 Atlanta, GA 30303-8927
 36 Telephone: 404-974-9406; TDD: 877-521-2172
 37 Email: OCR.Atlanta@ed.gov

38 39 ***Scheduling of Hearing***

40 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of ~~his/her~~ their
 41 appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator.
 42 The hearing shall take place at a mutually agreeable time and place.

43 44 ***Continuances***

45 Upon a showing of good cause, the hearing officer, at ~~his/her~~ their discretion may grant a continuance of the
 46 hearing date and set a new hearing date.

47 48 ***Legal Representation at Hearing***

49 If a parent/guardian is represented by a licensed attorney at the due process hearing, ~~he/she~~ they must inform
 50 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)
 51 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The

1 school system shall not have legal representation at the hearing unless the parent provides notice that ~~he/she~~
2 they will have legal representation.

3 4 ***Pre-Hearing Conference***

5 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or ~~his/her~~ their
6 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will
7 also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions
8 regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending
9 on the hearing officer's decision based on the convenience to both parties.

10 11 ***Dismissals***

12 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or
13 raises no factual claims or legal issues that come within ~~his/her~~ their jurisdiction as a Section 504 hearing
14 officer, ~~he/she~~ they may dismiss the hearing and issue an order to that effect explaining the basis for such
15 finding.

16 17 ***Hearing***

18 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the
19 public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit
20 testimony and introduction of exhibits for reasons or relevance.

21 22 ***Recording***

23 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video
24 recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In
25 order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the
26 beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of
27 competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the
28 court as an exhibit.

29 30 ***Witnesses***

31 Witnesses will present their information in narrative form, without the traditional question and answer format
32 of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the
33 hearing officer, at ~~his/her~~ their discretion, ask a witness a certain question.

34 35 ***Format of Presentation***

36 Each side will have an equal amount of time to present their positions as determined by the hearing officer.
37 The parent/guardian will present ~~his/her~~ their case first by making an opening statement outlining the issues,
38 calling witnesses, and making a closing argument. The school system will present its side next. At the end of
39 the school system's presentation, the parent/guardian may offer a short response. Each side may present
40 personally or through their representatives.

41 42 ***Submission of Exhibits***

43 As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports,
44 evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits
45 submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of
46 ~~his/her~~ their discretion, reasonably limit the number of documents to be submitted for ~~his/her~~ their review,
47 as well as the number of witnesses and the length and/or scope of their presentations or statements.

48 49 ***Closing Arguments***

50 The hearing officer may allow or request written closing arguments summarizing and characterizing the
51 information presented at the hearing.

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Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in **his/her their** decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, **he/she they** may seek review of the decision in a court of competent jurisdiction.

Legal Reference:

- 1. 34 CFR § 104.4(a)
 - 2. 42 USCA §12112(a)
 - 3. 28 CFR § 35.107
 - 4. 28 CFR § 35.106; 34 CFR § 104.8
 - 5. 28 CFR § 35.170;172
 - 6. 34 CFR §104.36
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Johnson City Board of Education

Monitoring: Review Annually, in September	Tobacco-Free Schools	Descriptor 1.803	Issue Date 12/7/2020
		Rescinds 1.803	Issued 12/9/2019

1
2 All uses of tobacco, tobacco products and smoking devices, including smokeless tobacco and electronic
3 cigarettes and vaping products, are prohibited in all of the school ~~district's~~ system's buildings and on school
4 grounds.¹ Smoking and the use of smokeless tobacco and electronic or any other simulated cigarettes shall be
5 prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or
6 public restrooms.²

7
8 The use of tobacco, tobacco products and smoking devices, including smokeless tobacco, vaporizers and
9 electronic cigarettes, is prohibited in all vehicles, owned, leased or operated by the ~~district~~-system.

10
11 District School system employees and students enrolled in the ~~district's~~ system's schools will not be
12 permitted to use tobacco, tobacco products or smoking devices, including smokeless tobacco and electronic
13 cigarettes and vaping products, while they are participants in any class or activity in which they represent the
14 school ~~district~~-system.

15
16 Any student who possesses tobacco products on school grounds shall be issued a citation by the school
17 principal/resource officer.³ The Superintendent of Schools, in cooperation with the juvenile court and the local
18 (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall
19 include the form and content of citations and methods of handling completed citations.

20
21 Parents and students shall be notified of this citation requirement at the beginning of each school year.

22
23 Signs will be posted throughout the ~~district~~'system's facilities to notify students, employees and all other
24 persons visiting the school that the use of tobacco and tobacco products is forbidden.¹ The following notice
25 shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting
26 events: *Smoking is prohibited by law in seating areas and in restrooms.*²

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28 Employees who are found to violate this policy shall be subject to routine disciplinary action including
29 reprimand, leave without pay, and dismissal for cause.

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39 Legal Reference:

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41 1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
42 2. TCA 39-17-1604(6)(10); TCA 39-17-1605; TCA 39-17-1606
43 3. TCA 39-17-1505
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Johnson City Board of Education

Monitoring: Review Annually, in September	Alcohol and Drug-Free Workplace	Descriptor 1.804	Issue Date 12/7/2020
		Rescinds 1.804	Issued 12/9/2019

The following conduct is strictly prohibited and will subject a Johnson City School System employee to immediate discipline, up to and including termination and referral for prosecution:

1. The buying, selling, transportation, possession, manufacture, provision or use of intoxicants, including alcohol, or any controlled substances as defined by law while on school system property during school hours (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours, and/or while driving between work sites during the work day or while assigned to extra duty or special projects in either a school system vehicle or a vehicle supplied by the employee.¹
2. Reporting to work under the influence of alcohol, intoxicants or any controlled substance. An individual is considered to be “under the influence of alcohol, intoxicants and/or a controlled substance” when, in the system’s determination based upon testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol or intoxicant is at a level that it may impair the individual’s ability to safely and/or efficiently perform assigned work OR prevent the employee from presenting a positive role model to students.

If the system has reasonable grounds to believe that an employee is under the influence of intoxicants, including alcohol or any controlled substance, it may require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such test may result in disciplinary action, up to and including dismissal. “Reasonable grounds” may include, but are not limited to, such things as slurred speech, confused or incoherent communications, dilated pupils, peculiar odors and unsteady balance.

The school system reserves the right, with prior notice and reasonable suspicion, to conduct searches of employees and/or their personal property while on school system property. The school system also reserves the right, with prior notice and reasonable suspicion, to conduct searches of system property, vehicles or equipment at any time. A refusal to submit to any such search may result in disciplinary action, up to and including dismissal.

As a condition of employment, each employee shall notify ~~his or her~~ their supervisor of a conviction under any criminal drug statute violation or alcohol related event ~~occurring in the workplace as defined above~~. Such notification shall be provided no later than five (5) days after such conviction.

Each employee shall be notified of the system’s policy and procedures regarding employee drug activity at work.¹ Any staff member who violates any part of this policy may be subject to disciplinary action, which may include suspension without pay and immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee’s expense.

1 Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy,
2 nor does the Johnson City School System incur any financial obligation for treatment or rehabilitation ordered
3 as a condition of eligibility for reinstatement.
4

5 Other actions such as notification of law enforcement agencies may be taken in regard to a staff member
6 violating this policy at the ~~district's~~ system's discretion, as it deems appropriate.
7

8 Appropriate procedures, consent forms and necessary notifications will be developed as are needed for an
9 orderly implementation of this policy.
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11 No employee, while on or in the workplace, shall unlawfully manufacture, distribute, dispense, possess, use or
12 be under the influence of any illegal or unauthorized drug¹ or alcohol.²
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38 Legal Reference

- 39 1. Drug Free Workplace Act of 1988; 41 USCA §§ 701-707
40 and 8103
- 41 2. TCA §39-17-715
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Cross References:

Suspension/Dismissal of Tenured Teachers 5.201
Drug and Alcohol Testing, Employees 5.403
Drug and Alcohol Use, Students 6.307

Johnson City Board of Education

Monitoring: Review Annually, in September	Use of Electronic Mail (e-mail)	Descriptor 1.805	Issue Date 12/7/2020
		Rescinds 1.805	Issued 12/9/2019

Electronic **mail communication** capability among board members and **district school system** staff exists for the purpose of **enhancing communication enabling all** to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.¹
2. Messages shall pertain to legitimate board/~~district~~ **system** business.
3. Staff/board members will be asked to sign an application for terms and conditions for use of the Internet. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, he/she shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.
6. All employees will adhere to the System's Responsible Use Agreement.

Any usage contrary to the above shall be reported immediately to the Superintendent of Schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

E-mail shall not be used to circumvent requirements of the Open Meetings Act.²

Legal Reference:

1. TCA 10-7-512
2. TCA 8-44-102

Cross Reference:

Use of the Internet 4.406

Johnson City Board of Education

Monitoring: Review Annually, in September	Advertising and Distribution of Materials in the Schools	Descriptor 1.806	Issue Date 12/7/2020
		Rescinds 1.806	Issued 10/7/2002

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political, religious or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;
2. The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
3. Community, educational, charitable, recreational and other similar civic groups may advertise events pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place and manner established by the principal;
4. ~~The principal shall screen~~ All materials **shall be screened** prior to distribution to ensure their appropriateness. The **principal system** may prohibit materials that:
 - a. would likely cause substantial disruption of the operation of the school;
 - b. violate the rights of others;
 - c. are obscene, lewd or sexually explicit; or
 - d. students would reasonably believe to be sponsored or endorsed by the school.
5. The school may, upon approval of the Superintendent of Schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
7. Political signs for people who are running for public office shall not be allowed on school property except those being held by poll workers on election day; and
8. School publications may accept and publish paid advertising under procedures established by the Superintendent of Schools.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service.

Cross References:

- Board-Community Relations 1.500
- Vendor Relations 2.809
- Staff-Community Relations 5.606

Johnson City Board of Education

Monitoring: Review Annually, in September	Registered Sex Offenders	Descriptor 1.808	Issue Date 4/5/2016
		Rescinds 1.808	Issued 3/7/2011

1
2 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of
3 any school in this **district system**, except for the limited circumstances stated in this policy.¹
4

5 **EMPLOYMENT**

6 An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible for
7 employment within the school **district system**.
8

9 **PRESENCE ON SCHOOL PROPERTY**

10 No registered sex offender, other than a student enrolled in the school in question, shall come on, about, or
11 within 1,000 feet of a local school's property line except as provided below.² If any employee of the school
12 **district system** becomes aware of any registered sex offender's presence on school property, **he/she they**
13 shall immediately inform the principal, who shall direct the individual to leave the premises immediately. The
14 principal shall request assistance from local law enforcement authorities if offender resists the principal's
15 directives. If the registered sex offender repeats this restriction of coming on to school property, the principal
16 may confer with legal counsel to take appropriate legal action.
17

18 Neither this policy nor state law impose any duty upon a principal or any other employee of the local school
19 **district system** to review the sex offender registry for individuals who may come upon the property.
20

21 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

22 A parent or legal guardian of a child who is enrolled in the school may attend a conference with the school
23 officials with the written permission of the school's principal.
24

25 An offender may come within the 1,000 feet limit provided the individual is dropping off or picking up a child
26 or children enrolled in the school after having given written notice of **his/her their** sex offender status to the
27 school principal.
28

29 Principals shall speak with the parent upon learning of their status as a sex offender to communicate the
30 restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reasonable.
31 The principal shall take all appropriate measures to protect the privacy of the sex offender's child.
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36 Legal References:

37 **1. TCA 49-5-413**

38 **2. TCA 40-39-201, et seq.**
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Johnson City Board of Education

Monitoring: Review Annually, in September	Emergency Closings	Descriptor 1.8011	Issue Date 3/4/2019
		Rescinds 1.8011	Issued 10/5/2009

1 The Board authorizes the Superintendent of Schools or his designee to close schools, **certain schools or**
2 **individual classrooms** in the event of hazardous weather or any other emergency which presents a threat to
3 the safety or health of students, staff members or school property.¹
4

5 As soon as the decision to close schools is made, the Superintendent of Schools will notify the public media
6 and request that an announcement be made. Closings and schedule adjustments will also be posted on the
7 system's website and on social media and other available communication lines.
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9 If school is not in session or is dismissed early due to snow or inclement weather, most scheduled activities in
10 which students are involved will be postponed or cancelled. Athletic events may or may not be postponed,
11 depending on weather near game time.
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Legal References:

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31 1. TCA 49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)
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Johnson City Board of Education

Monitoring: Review Annually, in October	Buildings and Grounds Management	Descriptor 3.200	Issue Date 8/26/2019
		Rescinds 3.200	Issued 1/6/2014

The care, custody, and safekeeping of all school property shall be the responsibility of the Superintendent of Schools. The following responsibilities may be assigned as needed:

1. The review of school building needs and the supervision of new construction when a building program has been approved by the Board;
2. Maintenance of school property and the operation of school plants;
3. The employment and training of maintenance personnel;
4. Compliance with all federal, state and local building codes; and
5. Compliance with requirements set forth by appropriate agencies regarding construction, installation, renovation and operation of all equipment, playground devices and/or other materials that could impact the safety of students and employees.

Facilities in the Johnson City School System are property of the City of Johnson City. All city property is insured for liability purposes through the Tennessee Municipal League (TML) and is subject to the guidelines set forth in policy arrangements with TML. Any agency performing work at a school facility must provide proof of insurability at a minimum of \$1,000,000 and name the City of Johnson City as a named insured.

Within each individual school, the principal shall be responsible for the care and upkeep of the building and for the supervision of the school custodial services. Each principal shall direct the efforts of the custodian(s) toward proper care of the building. The buildings and grounds management provided by the school system through the maintenance supervisor shall be considered a supplementary and coordinating service. Request for this service shall be made by the principal following the procedure established by the Superintendent of Schools.

Any alterations to school property shall be initiated only after approval of the building principal and the Superintendent of Schools. This includes, but is not limited to, landscaping, plantings, walkways, fences, playgrounds, signs, casework, painting, wall hangings, electrical or technical alterations.

Any such alterations shall be reviewed by the Supervisor of Maintenance to determine the ancillary cost of such alterations and the labor required for installations. All alterations, with the exception of minor landscaping changes and plantings, shall be made or installed by the Maintenance Department or an approved outside contractor. Any person making unauthorized alterations will be charged for the cost of returning the property to its original condition.

Any alterations become the property of the school system and as such the school system shall assume all liability and maintenance of such.

1
2 All school properties shall be maintained in a safe and clean condition and with as much comfort and
3 convenience as the facilities will permit or as use requires.
4

5 The City Commission shall be responsible for the cost of maintenance and repair of any property leased
6 by any agent of the City Commission for commission use.
7

8 Testing of lead levels in drinking water sources at school facilities shall be conducted **biennially** as required
9 by Tennessee Code Annotated. If unacceptable levels of lead are found in any drinking water source, that
10 source will be immediately removed from service and required notices to state and local officials will be
11 made. Parent and guardians of students enrolled at the effected school facility will be notified with five (5)
12 bsuiness days of the test results.¹
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Legal References:

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36 1. TCA 49-2-133
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Johnson City Board of Education

Monitoring: Review Annually, in October	Safe and Secure Facilities	Descriptor 3.201	Issue Date 12/9/2019
		Rescinds 3.201	Issued 1/5/2015

1 Within Board policy, the principal shall develop procedures for keeping school facilities safe and free from
 2 hazards.

4 All staff members shall report current and potential hazards to their immediate supervisors.

6 Inspections of buildings and grounds shall be made on a regular basis to ensure that they are maintained in a
 7 manner conducive to the safety of occupants.

9 Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the
 10 school and that it is appropriately geared to students at different grade levels.¹

12 A safety program shall include:

- 14 1. Fire prevention
- 15 2. Accident prevention
- 16 3. Warning systems
- 17 4. Emergency drills
- 18 5. Intruder/**Active Shooter** Drills
- 19 6. Emergency closings
- 20 7. Traffic safety
- 21 8. Traffic and parking controls
- 22 9. Safety inspections
- 23 10. First aid
- 24 11. A disaster preparedness plan for any other major emergency.

26 Only students assigned to the school, the staff of the school, and other persons who have registered with the
 27 school office and have lawful and valid business on the school premises shall enter onto the grounds or into
 28 the buildings of the schools during the hours of student instruction. All staff members shall immediately
 29 report persons who appear to be improperly on school premises or school buses to the principal.²

31 The principal shall secure the assistance of law enforcement officials whenever ~~he~~ **they** deems it necessary.

36 Legal References:

- 38 1. TCA 49-6-1003
- 39 2. TCA 49-6-2008

Cross References:

- Visitors to the School 1.501
 Care of School Property 6.311
 Emergency Preparedness Plan 3.201

Johnson City Board of Education

Monitoring: Review Annually, in October	Crisis Management	Descriptor 3.203	Issue Date 3/4/2019
		Rescinds 3.203	Issued 1/5/2015

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The principal shall develop a Crisis Management plan for use in times of crisis. The Plan shall include a provision for a Crisis Team, which shall be appointed by the principal, and which shall deal with specific situations and decisions in response to a crisis. Members of the Team shall consist of the principal and/or designee, guidance counselor, and at least two other staff members designated by the principal.

The Crisis Management Plan shall be reviewed annually and revised as needed.

The principal shall be responsible for the development of emergency procedures which shall be distributed to building employees and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually prior to the beginning of school.

In the event of a crisis, the principal shall notify the Crisis Team members and the Superintendent of Schools. If ~~he~~ they determine it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

In the event of a crisis all public and media contacts shall be directed to the Superintendent of Schools' office which will release information when deemed appropriate and safe.

Cross Reference:

News Releases, News Conferences and Interviews 1.503

Johnson City Board of Education

Monitoring: Review Annually, in October	Security	Descriptor 3.205	Issue Date 1/4/2018
		Rescinds 3.205	Issued 3/7/2011

1 The Superintendent of Schools shall establish procedures as required to adequately protect school property
2 which shall include, but not be limited to:

- 3
- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5
- 6 2. Supervising students in the classrooms, laboratories, gymnasiums or other school facilities or
7 equipment;
- 8
- 9 3. Controlling the issuance of building keys, master keys, keycards, entry codes and other means
10 of building access; and
- 11
- 12 4. Developing procedures which contribute to the proper care and use of school
13 facilities and equipment.
- 14

15 Equipment purchased with Federal funds shall be managed as directed by federal and state law.¹

16
17 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism and
18 shall notify the Superintendent of Schools immediately after each case of vandalism, theft, building damage
19 and illegal entry.

20
21 The Superintendent of Schools, or **his their** designee, is authorized to sign a criminal complaint and to press
22 charges against perpetrators of illegal activity.

23 **SCHOOL POLICING**

24
25
26 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency to
27 provide school policing. Any memorandum of understanding shall address, at a minimum, the following
28 issues:²
29

- 30 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all
31 laws, regulations and rules of the Peace Officer Standards and Training Commission at the time of
32 assignment and remain compliant throughout the tenure of ~~his or her~~ **their** assignment;
- 33
- 34 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school
35 policing within twelve (12) months of assignment. Every year thereafter the SRO shall participate in a
36 minimum of sixteen (16) hours of training specific to school policing. All training programs shall be
37 approved by the Peace Officers Standards and Training Commission.
- 38
- 39 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency,
40 subject to that agency's direction, control, supervision and discipline, though the Board may agree to
41 indemnify and reimburse the law enforcement agency for any part or all of the increased costs
42 incurred by the law enforcement agency as a result of the assignment of the SROs.
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- 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Superintendent.
- 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
 - a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
 - b. To supervise the SROs in the performance of their duties;
 - c. To consult with the Superintendent regarding the best use of the available resources for school policing; and
 - d. To resolve disputes between the SROs and students or faculty members.
- 6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Superintendent to suspend the active participation of the SROs in the event that the Superintendent certifies that the health, safety or well being of the students or faculty members require the immediate suspension.

Legal References:

- 1. EDGAR 43 Subtitle A Part 80.32
- 2. TCA 49-6-4217

Cross References:

- Visitors to the Schools 1.501
- Care of School Property 6.311

Johnson City Board of Education

Monitoring: Review Annually, in October	Community Use of School Facilities	Descriptor 3.206	Issue Date 12/7/2020
		Rescinds 3.206	Issued 3/4/2019

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other non-profit, non-political purposes as approved by the Board.^{1,2,3}

1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use;
2. All non-school affiliated organizations must enter into a facilities use agreement prior to usage;
3. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
4. School facilities may only be used by non-profit entities except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;²
5. All activities must be under adult supervision at all times and must have the prior approval of the building principal. In all cases, an assigned school employee or an approved city employee will be present during use. The group using the facilities will be responsible for any damage to the building or equipment;
6. Groups receiving permission for building use are restricted to the dates and hours and the building area and facilities specified in the facilities use agreement, unless requested changes are approved in advance by the principal;
7. Groups receiving permission for building use are responsible for the observance of all security, fire and safety regulations at all times;
8. The use of alcoholic beverages, illegal drugs, tobacco products, e-cigs/vaporizers vulgar language, or gambling in any form is not permitted in school buildings or on school grounds;
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
10. When school kitchens are used, at least one member of the Food Service staff approved by the principal must be present to supervise the use of the equipment;
11. School facilities shall not be used for any non-school affiliated organization on a permanent basis; and
12. The Board will approve and periodically review a fee schedule for the use of school facilities by any non-school affiliated organization.

The Board reserves the right to deny rental of school facilities to any or all organizations where such use may be detrimental or disruptive.

Legal References:

1. TCA 49-50-201
2. TCA 49-2-203(b)(4)
3. *Lamb's Chapel v. Center Moriches Union Free School District*, 113 S. Ct. 2141 (1993)

Cross References:

- Tobacco-Free Schools 1.803
Care of School Property 6.311

Johnson City Board of Education

Monitoring: Review Annually, in October	Long Range Facilities Planning	Descriptor 3.208	Issue Date 11/3/2008
		Rescinds 3.208	Issued 11/5/2007

1 The Board will develop a long range facilities plan which will be designed to meet the needs of the school
2 system in the future. This plan shall be reviewed annually.

3
4 The objectives of such a plan shall be:

- 5
6 1. To improve the educational environment for students and teachers by raising the physical
7 standards in all buildings to match the most effective facilities already existing in the district;
- 8
9 2. To establish priorities based upon the established need and financial resources available; and
- 10
11 3. To create school complexes which are the best possible balance of effective grouping of
12 educational resources, effective management and operations, and community concerns for the
13 character of the school system.
- 14
15 4. To consider the Master Plan of the City of Johnson City in Facility Planning.

16
17 **Planning for new facility construction or facility renovation or expansion shall begin as soon as a need is**
18 **recognized. Needs shall be based upon student population, enrollment, condition of existing facilities**
19 **and equality in physical standards. Once a need has been recognized, the Board shall begin planning**
20 **the project, in accordance with the school program, and with the involvement of all stakeholders who**
21 **will be served by the facility.**

22
23 **All equipment, fixtures and furniture purchases for any new, renovated or expanded facility shall be**
24 **approved by the Board pursuant to normal purchasing procedures.**

Johnson City Board of Education

Monitoring: Review Annually, in October	Facility Planning <u>Asbestos</u>	Descriptor 3.211	Issue Date 12/7/2020
		Rescinds 3.211	Issued 4/3/2107

~~Planning for new facility construction or facility renovation or expansion shall begin as soon as a need is recognized. Needs shall be based upon student population, enrollment, condition of existing facilities and equality in physical standards. Once a need has been recognized, the Board shall begin planning the project, in accordance with the school program, and with the involvement of all stakeholders who will be served by the facility.~~

~~All equipment, fixtures and furniture purchases for any new, renovated or expanded facility shall be approved by the Board pursuant to normal purchasing procedures.~~

ASBESTOS¹

The Superintendent of Schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The Superintendent of Schools shall:

- A. annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;
- B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes;
- C. notify short-term or temporary workers on the locations of the building materials containing asbestos;
- D. post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
- E. follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
- F. survey the condition of these materials every six (6) months to assure that they remain in good condition.

The Superintendent of Schools shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos related issues should be directed to the AHERA Manager.

Legal References

1. CFR §763.91-93

Cross References:

- Facilities Planning: Involvement of Architects 3.212
 Project Planning Educational Specifications 3.213
Safe and Secure Facilities 3.201

Johnson City Board of Education

Monitoring: Review Annually, in October	Facilities Planning: Involvement of Architects	Descriptor 3.212	Issue Date 2/7/2017
		Rescinds 3.212	Issued 11/6/2006

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Believing that several separate architects or architectural firms will produce a wider range of experience and talent which should result in development of better or more efficient plans, the Board, **in consensus with the City Commission**, shall recommend one or more qualified architects or firms to be assigned to buildings projects.

When it becomes necessary to secure the services of an architect or firm, the Board shall request submission of proposal(s) including qualifications and services from interested architectural firms. Public announcements of the proposed projects shall be made.

After review of the proposal(s) submitted and interviews with selected firms under consideration, the Board shall select an architect to recommend for the project. The Board may also name an architect(s) as a consultant for any special project.

In recommending architects the following criteria will be considered:

1. Training and experience; especially with school construction, past performance, location, ability to be bonded;
2. Planning ability;
3. Promptness;
4. Volume of work previously awarded by the school system with the objective of effecting an equitable distribution of contracts among qualified firms; and
5. Experience with government agencies.

The Board may also select any other building/construction consultant as needed.

Johnson City Board of Education

Monitoring: Review Annually, in October	Retirement of Facilities	Descriptor 3.216	Issue Date 1/4/2016
		Rescinds 3.216	Issued 11/3/2008

As population matures or shifts, and as educational needs evolve, school buildings and campuses may no longer be needed and may be released to the city. In determining retirement of facilities, the Board will be guided by the following:

1. Ability of building to house a modern and flexible educational program;
2. Proximity to population served;
3. Enrollment capacity;
4. Cost of upkeep and maintenance; and
5. Ability of building to meet safety standards for public buildings, including state fire code.

The Board will seek professional advice and community input before making a final decision regarding retirement of a school facility. ~~Any facility~~ Retired facilities will remain the property of the city of Johnson City.

Johnson City Board of Education

Monitoring: Review Annually, in October	Furniture, Equipment and Supplies Management	Descriptor 3.300	Issue Date 12/7/2020
		Rescinds 3.300	Issued 12/9/2019

1 All equipment and materials permanently placed in school facilities by any group or organization shall
2 become the property of the Board. The Board reserves the right to transfer property to other facilities if the
3 facility in which it was originally placed is no longer in service to the school system or if there is no longer
4 any need for the equipment or materials where originally placed.
5

6 The Superintendent of Schools shall develop procedures which promote the useful life of equipment and
7 supplies. Adequate insurance coverage shall be maintained. Equipment management shall be in accordance
8 with federal and state laws, regulations and guidelines.
9

10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to **them**
11 **him**. In addition, **he they are is** responsible for the preservation and protection of materials, equipment and
12 supplies not under **his their** direct control when **he is they are** aware that such are endangered and when the
13 system employee having direct control is not present or is otherwise unable to act.
14

15 The Board will develop a long range furniture, equipment, and supplies plan which will be designed to meet
16 the needs of the school system in the future.
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35 Cross Reference:

36 Code Of Ethics 1.1061
37 Inventories 2.702
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Johnson City Board of Education

Monitoring: Review Annually, in October	Use of School Equipment and Supplies Leasing and Renting	Descriptor 3.301	Issue Date 1/4/2016
		Rescinds 3.301	Issued 1/6/2014

1 With the prior written permission of the principal, certain School System equipment may be lent or leased to
 2 staff and students. The equipment available for loan or lease shall be determined by the principal, based upon
 3 the cost of the equipment, ease of transport and need. Parties in whose name the equipment is borrowed or
 4 leased will be responsible for loss or damage to the equipment or supplies.
 5

6 Staff members have the right to use system equipment and supplies outside of their normal working hours
 7 when such use is related to their employment. There shall be no cost to the staff member for such use.
 8 Permission for such use must be granted by the staff member's immediate supervisor.
 9

10 Students may borrow approved school equipment and supplies at no cost when used in connection with their
 11 studies or extracurricular school activities.
 12

13 When approved by the school principal or ~~his~~ their designee responsible parties or organizations may rent
 14 audio-visual equipment or public address equipment for use on school property.
 15

16 Staff members borrowing school equipment for personal use will be subject to the same regulations, including
 17 fees, as for non-school usage.
 18

19 The Superintendent will approve a rental fee and contracts for the use of school equipment as the need arises.
 20

Johnson City Board of Education

Monitoring: Review Annually, in October	Waste Reduction and Recycling	Descriptor 3.303	Issue Date 11/6/2006
		Rescinds 3.303	Issued 7/1/2000

1 The Board will integrate the concept of resource conservation, including waste reduction and recycling, into
2 the environmental education curriculum at all levels of the school system.

3
4 The principal of each school shall develop and establish a recycling plan, subject to approval by the Board.

5
6 The amount of consumable materials used will be decreased by:

- 7 1. Limited use of disposable materials;
- 8 2. Limited use of nonbiodegradable materials; and
- 9 3. Making full use of all materials prior to disposal.

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14 The Board will purchase environmentally friendly products when financially possible.

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Cross Reference:

Energy Conservation 3.2001

Johnson City Board of Education

Monitoring: Review Annually, in October	Automated External Defibrillator (AED)	Descriptor 3.304	Issue Date 12/7/2020
		Rescinds 3.304	Issued 2/7/2017

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All schools within the system shall have personnel trained in the use of AEDs. Such training shall be in accordance with the State of Tennessee Department of Health Division of Emergency Medical Services Automated External Defibrillator Program. Trained personnel shall follow the established protocol for the use of the AED. Trained personnel shall be held harmless by the school system for appropriate use of an AED.

Upon any use of an AED documentation and reports, as required by the Department of Health Defibrillator Program, shall be filed by the employee that uses the AED with ~~his/her~~ their building administrator.

All equipment and accessories necessary for support of AED usage shall be maintained in a state of readiness as outlined by the Department of Health.¹

A notebook containing training procedures and protocols, names of and documentation records on trained personnel, records of required examinations and maintenance of AEDs, and AED physical location information will be maintained and available in the office of System-Wide School Nurses at Columbus Powell Service Center.

Secondary school students (grades 7-12) will be made aware of the steps to be taken if an event should occur that requires the use of an AED.²

Legal References:

1. TCA 49-2-122
2. TCA 49-6-1208

Cross Reference:

Emergency Preparedness Plan 3.202

Johnson City Board of Education

Monitoring: Review Annually, in October	Student Transportation Management	Descriptor 3.400	Issue Date 12/2/2020
		Rescinds 3.400	Issued 1/4/2018

The city of Johnson City Transit Authority shall be responsible for providing student transportation services, and shall be in compliance with all federal and state laws, rules and regulations¹ **as outlined in this policy.**

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.²

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The Superintendent of Schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

RESPONSIBILITIES OF ~~OUTSIDE CONTRACTING~~ BUS OWNERS

In the event the Johnson City Transit Authority hires an outside bus company to provide transportation, the following will apply:

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education¹ and National Highway Traffic Safety Administration.
2. Each bus driver shall obey all applicable state rules and regulations.
3. A school bus owner shall give four weeks written notice to the board when ~~he/she~~ **they** wishes to terminate ~~his/her~~ **their** bus operation contract.
4. A school bus owner shall secure the approval of the Superintendent of Schools before he/she may sell a bus during the period of their contract. The sale of a bus does not obligate the Superintendent of schools to enter into contract with the new owner.
5. Each school bus owner shall have on file in the Superintendent of Schools' office a current statement of liability and property damage insurance coverage carried on the bus.
6. Each school bus owner must specify for the Superintendent of Schools' approval the name of the designated driver and at least one substitute driver of ~~his/her~~ **their** bus.
7. Each school bus driver shall submit to the Superintendent of Schools the results of his latest physical examination.
8. By the end of the first month of each school year, each bus owner shall file with the Superintendent of Schools, on forms approved by the board, a report giving an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.

1 9. Participate fully in the complaint process as outlined below.

2
3 10. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish
4 the transportation supervisor with all necessary records on a regular basis.
5

6 7 **TRANSPORTATION SUPERVISOR³**

8
9 The Superintendent of Schools shall appoint a Transportation Supervisor for the system. They shall be
10 responsible for the monitoring and oversight of transportation services for the **system district**.

11
12 The Transportation Supervisor shall complete a student transportation management training program upon
13 appointment. Every year the Transportation Supervisor shall complete a minimum of four (4) hours of training
14 annually.

15
16 The Superintendent of Schools shall ensure that training is completed and provide the state department of
17 education with appropriate documentation.
18

19 **Any individual may contact the Transportation Supervisor at any time using the information below:**

20 **Title: Dr. Greg Wallace**

21 **Mailing address: P.O. Box 1517, Johnson City, Tennessee 37605**

22 **Phone number: 423-434-5200**

23 **Email: wallaceg@jcschools.org**

24 25 26 **COMPLAINT PROCESS⁴**

27
28 The following procedure will govern how students, teachers, staff, and community members shall submit bus
29 safety complaints:

- 30
31 1. All complaints shall be submitted to the transportation supervisor; and
32
33 2. **Forms Complaints** may be submitted in person, via phone call, mail, or email. Written complaints
34 shall be submitted on forms located on the **district's system's** website. In the case of a complaint
35 received via phone, the person receiving the phone call shall be responsible for filling out the form and
36 submitting it to the transportation supervisor.
37

38 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24)
39 hours of receipt.

40
41 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a
42 preliminary report to the Superintendent of schools. This report shall include:

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44 1. The time and date the complaint was received;
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- 2. The name of the bus driver;
- 3. A copy or summary of the complaint; and
- 4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Superintendent of Schools that details the investigation’s findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁵

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

- 1. Bus maintenance and inspections forms;
- 2. Bus driver credentials, including required background checks, health records, and performance reviews;
- 3. Driver training records; and
- 4. Complaints received and any records related to the investigation and complaints.

Legal Reference:

- 1. TCA 49-6-2101 through 2113; TRR/MS 0520-1-5-.01(4)
- 2. TCA 49-6-2116(d)(3)
- 3. TCA 49-6-2116
- 4. TCA 49-6-2116(d)
- 5. TCA 49-6-2116(d)(5)

Cross Reference:

Bus Management and Objectives 3.100

Johnson City Board of Education

Monitoring: Review Annually, in October	Transportation Scheduling and Routing	Descriptor 3.401	Issue Date 12/7/2020
		Rescinds 3.401	Issued 2/7/2017

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Transportation will be provided by the city of Johnson City for all students residing at a distance of one and one-half (1-1/2) miles or more from any school to which they are assigned, or from an elementary school which is designated as a pick up point for secondary students or from the closest school bus stop to a student residence. Transportation shall be furnished for shorter distances if, in the opinion of the City Transportation Division, a shorter distance is logistically possible based on street configurations and student safety.

Required transportation for special education students or students assigned to schools outside the zone of their residence will be arranged by the school system.

The Director of Johnson City Transit/designee shall be responsible for periodically surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students.

Appeals of transportation decisions shall be made to the Director of Johnson City Transit/designee.

Students shall not be in transit to and from school more than one and one-half hours each way.¹ Under no circumstances shall students be transported past their assigned school.

Students who ride school buses shall attend their designated school. If a parent chooses to send his child to another school in the system, the parent must provide transportation to and from that school.

Legal References:

1. TCA 49-6-2105

Cross Reference:

Bus Conduct 6.308
Student Assignments 6.205

Johnson City Board of Education

Monitoring: Review Annually, in October	Private Vehicles	Descriptor 3.404	Issue Date 12/7/2020
		Rescinds 3.404	Issued 2/7/2017

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the permission of the Superintendent of Schools or **his their** designee (which permission may be in the form of an approved leave request, a job description or pursuant to a specific directive), a valid driver's license and proof of vehicle liability insurance coverage in the following forms:
 - a. A copy of the insurance certificate issued to the insured indicating liability limits of at least \$25,000/50,000/15,000;¹ and
 - b. A specific permit for each trip involving students, including field trips.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes in privately owned vehicles without prior authorization by the Superintendent of Schools or his designee. In an emergency situation the employee may transport the student, however notification of the transportation with a description of the emergency must be reported to the Superintendent of Schools within 24 hours.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.²
5. No student shall be sent on errands during the school day by school personnel, whether personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent drivers may be needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of a valid driver's license and vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least \$100,000/300,000/50,000.¹

The Board also recognizes that students may need to drive themselves to school related events in their own private vehicles. The student drivers must provide a signed parental/guardian permission slip before each event to which they will drive, proof of a valid driver's license and proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured or their parent/guardian indicating limits

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of at least \$100,000/300,000/50,000.¹ Student drivers are not approved to drive other students to such events, except when the other student is a member of the driver's immediate family.

Legal Reference:

1. TCA55-12-102; OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5

Cross References:

Field Trips 4.302

Johnson City Board of Education

Monitoring: Review Annually, in November	Curriculum Development	Descriptor 4.200	Issue Date 3/4/2019
		Rescinds 4.200	Issued 1/4/2016

1 Under the leadership and direction of the Superintendent of Schools and instructional supervisors, a unified
 2 curriculum shall be developed within the framework of the state’s standards for the school system in each
 3 subject area, grades K-12.^{1,2}
 4
 5 A system-wide curriculum council shall be established and maintained under the direction of the
 6 Superintendent of Schools. The system wide curriculum council will be a vehicle to provide the support and
 7 resources required for the system wide improvement of curricula and instruction.
 8
 9 The curricula of the school system shall fulfill the goals and requirements of education as established by the
 10 State Department of Education in the Rules, Regulations, and Minimum Standard for Government of Schools
 11 in the State of Tennessee and additions as approved by the Board from time to time. Reports concerning
 12 curriculum development and revision shall be made at regular intervals to the Board. Such reports shall be
 13 made by the Superintendent or ~~his~~ their designee.
 14
 15 The complete curriculum is available online and all teachers will ~~be given~~ have access to the curriculum.
 16 Use of newer concepts of curriculum design, scheduling, and instructional techniques is encouraged but must
 17 have prior approval of the principal.
 18
 19 A special course (not listed in TRR/MS 0520-1-3-.06) requires the approval of the Superintendent of Schools,
 20 the Board, the State Board of Education and prior approval of the Commissioner of Education.² A course may
 21 become a permanent part of the school program after three (3) years of offering upon approval by the State
 22 Board of Education.²
 23
 24 All State/Federally funded Pre-K programs shall adopt a State approved curriculum.

IMPLEMENTATION

28
 29 The primary responsibility for the effective operation of the curriculum program and activities shall be
 30 delegated to the Superintendent of Schools.
 31
 32 Principals shall be responsible for administering the established instructional programs and for the
 33 development and supervision of a coordinated plan for the improvement of instruction in their schools.
 34

36 _____ 37 Legal References: 38 39 1. TCA 49-1-302(a);(1);(2);(3);(8) 40 2. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-1-3.05(2) 41	_____ Cross Reference: In-Service & Staff Development Opportunities 5.113 Student Surveys 6.4001
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Johnson City Board of Education

Monitoring: Review Annually, in November	Special Education	Descriptor 4.202	Issue Date 4/5/2021
		Rescinds 4.202	Issued 10/12/2020

1. The Board shall provide access to a free appropriate public education to all IDEA (Individuals with Disabilities Education Act) Eligible children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education,¹ and state² and federal³ law.

The Board shall develop and periodically update a local plan for providing special education services for disabled students (IDEA and other students with IEPs). Specifically, the Board shall assure that:

1. Reasonable effort will be made to identify all children ages three (3) through twenty-two (22) who reside within the jurisdiction of the school system, including those in private schools, or are homeless and are suspected of having a disability; and
2. All disabled children living within the school district have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs; and
3. Children with disabilities are given appropriate accommodations and modifications for state and district-wide assessment programs, are included in the administration of those assessments and the reporting of the assessment data; and
4. The rights of disabled children and their parents/guardians are protected.

The plan shall address the following objectives:

1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students;
2. To provide each disabled child with an Individualized Educational Program (IEP) specifically designed to meet his unique needs;
3. ~~When appropriate to provide Individualized Family Service Plans (IFSP);~~
4. To use the Individualized Education Program (IEP) for reviewing assessment, formulating programming, and determining placement for every disabled student, including review of proposed suspensions when appropriate, in accordance with the State Board of Education Rules, Regulations, and Minimum Standards;
6. To ensure that placements are made which educate disabled children with non-disabled age appropriate peers in the schools these children would normally attend if not disabled and to the extent appropriate;
7. To provide continuing evaluation of each disabled child's progress, including at least annual review of his IEP and re-evaluation at least every three (3) years;
8. To ensure that procedural safeguards required by state and federal laws are adhered to;
9. To involve parents of disabled children in a meaningful dialogue with school

personnel which will begin with initial referral and continue throughout the student’s educational career;

- 10. To follow all required confidentiality laws and procedures;
- 11. Include goals for the performance of children with disabilities in school improvement plans;
- 12. To include children with disabilities in required assessments with appropriate accommodations and modifications and to report assessment data;
- 13. To collaborate with outside agencies as needed to provide supports for students with disabilities; and
- 14. To budget at least the same total or per-capita amount for special education from the combination of state and local funds as spent for the same purpose from the prior year (Maintenance of Effort.)

Students receiving special education services shall not be restrained except as permitted by law.⁴
The Superintendent/designee will develop procedures for isolation and restraint of students with disabilities.

Legal References:

Cross Reference:

- | | |
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| <ul style="list-style-type: none"> 1. TRR/MS 0520-1-3-.09(3)(b) 2. TCA 49-10-101 et. seq. 3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973.
(Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases) 4. TCA 49-10-1301 et. seq. | <ul style="list-style-type: none"> Special Education Students 6.500 |
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Johnson City Board of Education

Monitoring: Review Annually, in November	Summer School	Descriptor 4.204	Issue Date 12/7/2020
		Rescinds 4.204	Issued 1/7/2013

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Summer schools shall be organized and operated as a part of the public school program, shall be under the control and management of the Board, and shall comply with rules and regulations of the State Board of Education.^{1, 2}

The summer school program, subject to annual approval by the Board, shall provide opportunities for remedial instruction at the elementary, ~~intermediate~~ and middle school levels. **At the secondary level, students may take classes in the summer for the first time and for credit recovery purposes. Credit recovery opportunities will be offered at the secondary level.**

~~Students who have a cumulative grade point average of less than 3.0 or its equivalent may take courses required for graduation for the first time during a summer school session upon the recommendation of the principal of the school which the student regularly attends.~~

No more than two (2) ~~units~~ **credits** shall be earned during any summer school session.

~~All summer school classes shall meet on school property; any exceptions must be approved by the Superintendent of Schools.~~ The library, laboratories, and other facilities shall be made available to all students enrolled in the summer school program.

Summer school tuition rates may be set when appropriate.³

Legal Reference:

1. TRR/MS 0520-1-3-.03(6)
2. **TCA 49-6-1501, et. seq.**
3. TCA 49-6-3003(b)(1)

Cross Reference:

Promotion and Retention 4.603

Johnson City Board of Education

Monitoring: Review Annually, in November	Enrollment in College Level Courses	Descriptor 4.205	Issue Date 12/7/2020
		Rescinds 4.205	Issued 1/3/2012

~~Students in the 11th or 12th grades~~ Qualified high school students who are in good standing may earn high school credit by enrolling in college level courses.¹ Written approval by the parent, principal, and institution of higher learning shall be required before enrollment.

Grades earned in such college level courses may be used to determine ~~class rank and~~ grade point average.

The Board shall not be responsible for transportation to and from the college or for payment of tuition or related fees.

Legal Reference:

1. TRR/MS 0520-1-3-.06(4)(c)

Cross References:

- Accelerated College Admission 4.203
Enrollment in Jump Start Classes 4.2031

Johnson City Board of Education

Monitoring: Review Annually, in November	Alternate Instruction Programs	Descriptor 4.206	Issue Date 1/7/2013
		Rescinds 4.206	Issued 1/3/2012

REMEDIAL INSTRUCTION

The remedial program will concentrate mainly on improvement of reading and math skills for the most educationally needy students. Various materials will be used to supplement the work being done in the classroom.

HOMEBOUND INSTRUCTION¹

The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the regular instructional program. The program consists of three (3) hours of instruction per week provided by a certified and properly endorsed teacher. The Superintendent of Schools may approve additional hours of homebound instruction when necessary.

To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be certified by a physician as being health-impaired and unable to attend the regular instructional program. The services provided the homebound student should reflect capabilities and be determined by the homebound instructor, after consultation with the appropriate professional staff of the student's assigned school.

Upon the approval of the Superintendent of Schools, a student with other serious issues that may affect his ability to attend the regular instructional program may be provided homebound instruction. The services provided the homebound student should reflect capabilities and be determined by the homebound instructor, after consultation with the appropriate professional staff of the student's assigned school.

COVID-19 QUARANTINE

Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test result or possible exposure to COVID-19 may participate in remote instruction during the period of quarantine only.

~~HOMEBOUND PROGRAM FOR PREGNANT STUDENTS~~

~~The homebound instruction program for pregnant students shall consist of three (3) hours of instruction per week for a period of six (6) weeks.^{1,2}~~

~~The student's physician shall recommend, in writing, the six-week period for which the student shall be eligible for homebound instruction.~~

~~A homebound instruction program for longer than the six (6) week period shall only be provided to a student who is certified in writing by her physician as having health complications arising from the pregnancy that prevent her from returning to regular classes.~~

Legal References:

1. TCA 49-10-1102

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2. TRR/MS 0520-1-2-.10

Johnson City Board of Education

Monitoring: Review: Annually, in November	English Language Learner	Descriptor 4.207	Issue Date 4/4/2019
		Rescinds 4.207	Issued 1/2/2006

1 The Board recognizes the need to provide equal educational opportunities for all students in the district.
2 Therefore, if the inability to speak and understand the English language excludes a student from effective
3 participation in the educational programs offered by the district, the district shall take appropriate action to
4 rectify the English language deficiency in order to provide the student equal access to its programs. Students
5 in a language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and
6 provided appropriate services. No child will be admitted to or excluded from the program based solely on
7 surname or LM status.^{1,2}

8
9 Identification procedures will be consistent with state and federal statutes, and will include information from
10 parents and teachers, as well as assessment data for both English proficiency and the home language.
11 Individual learning plans (ILPs) must be developed for all active English Learners (i.e., students coded
12 learners “L” or withdrawn “W” in the student educational system). In addition, all educators who have
13 English Learners in the classroom must be trained on the WIDA English Language Development Standards.

14
15 ESL (English as a Second Language) instruction will be provided by a licensed teacher with an ESL
16 endorsement who will deliver ESL instruction through one of the state approved service delivery models: Pull
17 Out, Push In, Sheltered Instruction, or Content-based EL Classes. Staffing ratios will meet federal compliance
18 requirements. ELs will receive the number of hours of service required by the state policy and will continue to
19 receive service until they meet the exit criteria set by the state.

20
21 Every effort will be made to schedule tutoring sessions during times which are least disruptive of opportunities
22 for socialization and classroom participation. ELL students enrolled in grades 9-12 will be able to earn up to
23 two credits of English in ELL classes.

24
25 Students dominant in a language other than English will be generally assigned to grade levels on an age-
26 appropriate basis. A student will not be assigned to a classroom in excess of two years below **his/her their** age
27 appropriate level, except under unusual circumstances and after consultation with the school counselor/
28 designee.

30 LANGUAGE INSTRUCTION PROGRAM

31
32 The Board directs the administration to develop and implement language instruction programs that:³

- 33
34 1. Appropriately identify language minority students through the use of a Student Home Language Survey.
35 The building administrator shall develop procedures to ensure that all new and currently enrolled
36 students complete the Home Language Survey.
- 37 2. Appropriately identify students with limited English proficiency.
- 38 3. Determine the appropriate instructional environment for LEP students.
- 39 4. Annually assess the English proficiency of LEP students and monitor the progress of students receiving
40 ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom
41 environment.
- 42 5. Provide parents with notice of and information regarding the instructional program as required by law.

1 Parental involvement will be encouraged and parents will be regularly apprised of their child’s progress.⁴
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Legal References:
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- 6 1. PL 107-110 Part A § 3102
- 7 2. **TRR/MS 0520-01-19.01**
- 8 3. PL 107-110 Part A § 3116
- 9 4. PL 107-110 Part A § 1112 (g) & (4)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 12/7/2020
		Rescinds: 4.209	Issued: 12/09/19

1 ONLINE COURSES

2 High school students may earn credit to be applied toward graduation requirements by completing
3 online courses. ~~For courses offered through agencies other than the Johnson City School System~~
4 ~~or institutions approved by the Board.~~ Credit from online courses offered through institutions
5 other than the Johnson City School system that are approved by the Board may be earned only
6 in the following circumstances:

- 7 1. The course is not offered at the high school, or although the course is offered at the high school,
8 the student has an unavoidable scheduling conflict;
- 9 2. The course will serve as a supplement to homebound instruction;
- 10 3. The student has been expelled from a regular school setting, but educational services are to be
11 continued; or
- 12 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines
13 the student requires a differentiated or accelerated learning environment.

14 The express approval of the principal/designee shall be obtained before a student enrolls in an online
15 course. The school shall receive an official record of the final grade before credit toward graduation
16 will be recognized.

17 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
18 monitoring of students taking online courses.

19 COURSE ACCESS PROGRAM

20 Students in grades seven through twelve (7-12) may participate in the statewide course access
21 program. To become eligible to participate, students shall:

- 22 1. Meet all prerequisite requirements for the course access course; and
- 23 2. Be unable to enroll in a comparable course at the student's school because:
 - 24 a. A comparable course is not offered; or
 - 25 b. A legitimate situation exists that prevents the student from enrolling in a comparable
26 course.¹
- 27

28 The ~~Director~~ Superintendent of Schools shall develop administrative procedures to ensure that
29 students and parent(s)/guardian(s) are given written notice of their right to appeal any denial of a

- 1 course access course enrollment in a timely manner.² All appeals shall be submitted in writing to the
2 Board within ten (10) days of a denial.
- 3 After a timely appeal is made, the Board will provide written notification to the student and
4 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
5 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
6 an error in denying the student the ability to participate in the course access program.³

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Johnson City Board of Education

Monitoring: Review Annually, in November	Credit Recovery	Descriptor 4.211	Issue Date 12/7/2020
		Rescinds 4.211	Issued 1/4/2018

GENERAL¹

The Superintendent of Schools shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management, and related technology. Credit recovery teachers shall comply with all State Board of Education certification and training requirements.¹

ADMISSION AND REMOVAL²

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until ~~he/she has~~ they have enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

The Board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

INSTRUCTION AND CONTENT¹

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction.

The Superintendent of Schools shall ensure that all credit recovery courses:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and
2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

Students in credit recovery programs shall:

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1. Complete a course skill-specific diagnostic to determine skill-specific goals;
2. Meet individual skill-specific goals in a flexible time frame as established by identified student need; and
3. Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

GRADES³

Students passing credit recovery shall receive a grade of seventy percent (70%).

Grades awarded in credit recovery courses shall adhere to the State Board of Education’s Uniform Grading Policy.

Legal References:

1. SBOE Policy 2.103 (7)(b)
2. SBOE Policy 2.103 (7)(a)
3. SBOE Policy 2.103 (7)(c)

Cross Reference:

Grading Systems 4.600
 Promotion and Retention 4.603

Johnson City Board of Education

Monitoring: Review Annually, in November	Extracurricular Activities	Descriptor 4.300	Issue Date 12/7/2020
		Rescinds 4.300	Issued 1/4/2016

The following guidelines shall be followed in administering the student extracurricular activities program:

1. The Superintendent or Designee shall initially approve each specific extracurricular activity so that proper support and supervision may be assured;
2. The principal, after obtaining the recommendation of the faculty and approval of the Superintendent of Schools, shall determine which clubs and organizations will be permitted;
3. Student activities must be under the guidance and direction of a staff member and must have the approval of the principal;
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or ~~his/her~~ their designee;
5. Secret organizations shall not be operated in any school;
6. A student shall not be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with his religious practices;
7. School-sponsored student activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise;
8. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the Superintendent of Schools;
9. A student on out-of-school suspension/expulsion or a health related quarantine shall not be permitted to participate in school-sponsored activities;
10. Activities which restrict participation because of race, color, religion, sex, gender, disabilities, or national origin are forbidden;¹ and
11. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.

Legal Reference:

1. 20 U.S.C.§ 1703

Cross References:

Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Student Clubs and Organizations 6.702

Johnson City Board of Education

Monitoring: Review Annually, in November	Field Trips	Descriptor 4.302	Issue Date 12/7/2020
		Rescinds 4.302	Issued 3/4/2019

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and
2 development are considered appropriate extensions of the classroom.
3

4 The Board may grant conditional approval of field trips contingent upon financial provisions being made
5 for all students. The funds necessary to accommodate all students must be available by a certain date
6 approved by the Superintendent/designee or the conditional approval will be revoked.
7

8 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
9 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
10 end, teachers and principals will be expected to consider the following factors in selecting field trips:
11

- 12 1. Value of the activity to the particular class group or groups;
- 13 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 14 3. Suitability of the activity and distance traveled in terms of the age level;
- 15 4. Mode and availability of transportation; and
- 16 5. Cost.

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22 The following guidelines shall be followed in planning and conducting field trips:

- 23 1. Any teacher desiring to take a group of students on an educational field trip must obtain
24 advance approval of the principal;
- 25 2. The trip must have a definite educational purpose and reflect careful planning. Students
26 should be prepared by general class discussion and/or research. Withholding attendance at
27 field trips should not be used for discipline;
- 28 3. Parents may be allowed to transport students on field trips when all of the
29 following conditions are met:
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 - 31 1. Proof of a valid driver's license;
 - 32 2. Proof of automobile liability insurance with the minimum limits as required by law;¹
 - 33 3. Prior written approval of the principal; and
 - 34 4. Prior written permission of the parent(s) of the child(ren) to be transported.

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39 Students may not be transported in employee vehicles or in the vehicles of other students.
40 School system employees requesting the use of a Johnson City Transit vehicle will comply with
41 all Johnson City Transit field trip guidelines and procedures;
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4. Signed parental permission forms must be obtained for every student making an off-campus trip. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent;
5. Overnight trips and chaperones must be approved by the Board in advance. These groups must be accompanied by at least one regular staff member and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away;
6. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of an approved school-sponsored trip or activity;
7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or the Superintendent of Schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents;
8. Any school-sponsored **field** trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the Superintendent of Schools/designee;
9. Any overnight field trip must be approved by the Board of Education prior to the initiation of fund-raising activities; and
10. The Board may cancel an approved field trip at any time that the Board feels that the security or safety of students may be in jeopardy.

NON-SANCTIONED TRIPS

Non-sanctioned trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned trips or tours rests with the individual(s) and agencies sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned trips.

If an employee organizing a non-sanctioned trip wishes to recruit students through the school(s), the request for recruitment shall be made in the same manner as a request from a private citizen. Recruitment efforts shall not occur during class time or the employee's work day.

Legal Reference:

1. TCA 55-12-101 et.seq.

Cross References:

Extracurricular Activities 4.300
Attendance 6.200
Private Vehicles 3.404

Johnson City Board of Education

Monitoring: Review Annually, in November	Textbook Selection, Distribution and Care	Descriptor 4.401	Issue Date 1/7/2013
		Rescinds 4.401	Issued 3/7/2011

SELECTION

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission.¹ The responsibility for textbook selection rests with the local textbook selection committees and is subject to approval by the Board.² The Superintendent of Schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their final adoption,³ including public notice of time and location at which textbooks may be examined.

DISTRIBUTION

The Director of Finance shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.⁴

CARE OF TEXTBOOKS

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents shall sign an agreement accepting responsibility for the textbooks received and used by their children.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

<u>Age of Book</u>	<u>Amount Collected</u>
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books.

If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, ~~he~~ they shall assess the appropriate fine and notify the parents in writing.

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made; and

- 1
2 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
3 is made.
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5 The Superintendent/designee may waive the assessment of fines when in **his their** judgment the student is the
6 victim of uncontrollable circumstances or not responsible for the damages.⁴
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28 Legal References:

- 29 **1. TCA 49-6-2202**
30 2. TCA 49-6-2207
31 3. 20 USCA § 1232h(a); TCA 49-6-7003
32 4. TCA 49-3-310(4)(A)
33 5. TCA 49-3-310(4)(B)
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28 Cross References:

Personal Property Sales 2.403
Reconsideration of Instructional Materials 4.503
Controversial Materials 4.901
Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review Annually, in November	Selection of Instructional Materials (Other than Textbooks)	Descriptor 4.402	Issue Date 12/7/2020
		Rescinds 4.402	Issued 1/4/2018

The Board will provide a wide range of instructional materials¹ representing all levels of difficulty, with diversity of appeal and incorporating different points of view. The Board will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.

OBJECTIVES OF SELECTION

In order to assure that instructional materials are an integral part of the educational program, the following selection objectives are adopted:

1. To provide materials that will enrich and support the curriculum and individual needs of the students, taking into consideration their varied interests, abilities and learning styles;
2. To provide age appropriate materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. To provide a background of information which will enable students to make informed judgments in their daily lives;
4. To provide materials on opposing sides of controversial issues so that the students may develop ~~with guidance~~ the practice of critical analysis;
5. To provide materials which realistically represent our diverse society and reflect the contributions made by groups and individuals to our American heritage;
6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive media collection appropriate for all students.

Legal References:

1. TRR/MS 0520-1-3-.07(2)
2. TCA 49-3-359

Cross Reference:

Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Parent/Family Involvement	Descriptor 4.502	Issue Date 12/7/2020
		Rescinds 4.502	Issued 4/3/2017

GENERAL EXPECTATIONS FOR ALL SCHOOLS

The Board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The Board shall implement the following as required by federal and state legislation;¹

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools.² Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.

- The school district shall ensure Title I schools are in compliance with the *Every Student Succeeds Act*.

The Superintendent shall develop and implement any procedures necessary to accomplish the goals of this policy.

SCHOOL LEVEL POLICY

Each school shall submit to the Superintendent/~~designee and Board~~, for review and comment, its Title I school parent involvement policy, which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

SUPPORT FOR PROGRAM

If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

FAMILY-SCHOOL PARTNERSHIPS¹

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

Legal Reference:

1. Every Student Succeeds Act of 2015, Pub. L. No 114-95 § 114 Stat. 1177 (2015-2106); State Board of Education, Tennessee Parent/Family Involvement Policy 4.207; TCA 49-2-305
2. TCA 49-6-7001

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 04/13/20
		Rescinds: 4.600	Issued: 09/30/19

1 The Superintendent of Schools shall develop an administrative procedure to establish a system of
2 grading and assessment for evaluating and recording student progress and to measure student
3 performance in conjunction with board-adopted content standards for grades K-8.¹ The
4 grading/assessment system shall follow all applicable statutes and rules and regulations of the State
5 Board of Education. The grading/assessment system shall be uniform ~~district~~**system**-wide at
6 comparable grade levels, except that the Superintendent of Schools shall have the authority to establish
7 and operate ungraded and/or unstructured classes in grades K-3 according to state rules and
8 regulations.²

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9 The Superintendent of Schools shall submit a copy of the grading, reporting and assessment systems to
10 the ~~B~~board before the system is implemented.³ These guidelines shall be communicated annually to
11 students and parents/guardians.¹

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹**

13 Schools teaching grades nine through twelve shall use the uniform grading system established by the
14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the
15 purposes of application for post-secondary financial assistance administered by the Tennessee Student
16 Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
18 range:

- 19 • A (93-100)
- 20 • B (85-92)
- 21 • C (75-84)
- 22 • D (70-74)
- 23 • F (0-69)

24 This grading system shall be uniform throughout the school system for each grade.

25 Advanced coursework grades will be calculated with additional percentage points to calculate the
26 semester average. Depending on the course taken, the following percentage points will be assigned:

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual
29 Enrollment Courses – four (4) percentage points; and
- 30 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
31 International Baccalaureate Courses – five (5) percentage points.

1 A student must take the related Capstone Industry Certification Aligned exam in order to receive the
2 additional four points. A student must take the AP Exam in an Advanced Placement course in order to
3 receive AP level credit of 5 points.

4 No grade lower than a 50 will be recorded for any 9-weeks term or semester.

5 A student in the 12th grade in the 2019-20 school year shall not have End of Course exams scheduled
6 to occur in the spring semester of the 2019-20 school year count as a percentage of a student's final
7 grade in a course with an associated End of Course exam.

8 Students in grades 9-12 taking courses for high school credit shall receive no grade lower than the
9 grade they earned in the course as of March 20, 2020; however, Johnson City Schools will provide
10 remote learning opportunities for students as an opportunity to improve the student's grade. Printed
11 materials will be made available to those students who lack home internet access.
12 Credit recovery options via remote learning will be made available to students during the spring 2020
13 semester and during summer 2020.

14 Online course opportunities for students in grades 9-11 during the 2019-20 school year will be made
15 available via Canvas for no fee to students in the following half-credit courses: Personal Finance,
16 Personal Fitness, Economics, and US Government. These courses may be taken during Summer 2020
17 and during the 2020-21 school year.

18 **WEIGHTING FOR HONORS, NATIONAL INDUSTRY CERTIFICATION, ADVANCED** 19 **PLACEMENT, STATEWIDE DUAL CREDIT AND DUAL ENROLLMENT COURSES²**

20 The uniform grading system will be used for student application for postsecondary assistance
21 administered by the Tennessee Student Assistance Corporation. For other purposes a grading system
22 based on quality points to calculate overall Grade Point Averages will be used. Beginning with the
23 2019-2020 school year and retroactive for all courses for students in grades 10-12 (Classes of 2022,
24 2021, 2020):

- 25 • Add .5 point to the numerical quality point value corresponding to the final letter grade
26 received in an honors course;
- 27 • Add .75 point to the numerical quality point value corresponding to the final letter grade
28 received in a local or statewide dual credit, dual enrollment or capstone industry certification
29 course ; and
- 30 • Add 1 point to the numerical quality point value corresponding to the final letter grade received
31 in an AP, Cambridge International, or IB course.

32 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

33 Attendance records will be used in determining the awarding of grades or the passing of a course or
34 promotion or retention. ²

1 Plus and minus evaluations are not to be added to letter grades. A grade report may not be changed
 2 once grades have been finalized. If an erroneous grade has been recorded, correction must be made
 3 on a new report.

4 Grades given at the end of each nine (9) weeks period will be determined from daily work, homework,
 5 written assignments and tests. The teacher will weigh the value of grades given for various
 6 assignments and tests within the applicable period in computing the grade. This procedure will enable
 7 the teacher to allow for individual student differences in the grading process. Any assignments and
 8 tests required of a student must be considered in the computation of his grade.

9 **LOTTERY SCHOLARSHIPS³**

10 Each school counselor shall provide incoming freshmen with information on college core courses
 11 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
 12 score, etc.) that must be met in order to receive a scholarship. Seniors may apply for the Tennessee
 13 HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The
 14 FAFSA is available at the guidance office or on-line at www.fafsa.ed.gov. The priority date for FAFSA
 15 completion is May 1. Students shall be made aware of all applicable FAFSA deadlines and encouraged
 16 to submit applications in a timely manner.

17 Elementary school counselors should explain the HOPE Scholarship and its requirements to their
 18 students and impress upon them the benefits of making good grades.

19 **TENNESSEE PROMISE⁴**

20 Each school counselor will provide students with information on the Tennessee Promise scholarship
 21 and mentoring program, including eligibility standards and application information.

22 **HONORS RECOGNITION**

23 The weighted GPA will be calculated on all course work using the ~~Johnson City Schools~~ system's
 24 internal weighted GPA. GPA will also be calculated using the Tennessee Uniform Grading Scale for
 25 Lottery/Hope Scholarship purposes. Both the Johnson City School's weighted GPA and the Tennessee
 26 Uniform GPA will appear on the transcript.

27 ~~Johnson City Schools will not rank students numerically.~~

28 For the purposes of honors recognition, ~~Johnson City Schools~~ system will use the following Latin
 29 System based on the weighted GPA:

30 Summa Cum Laude 4.25 and above

31 Magna Cum Laude 4.00-4.25

32 Cum Laude 3.75-3.99

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2 **LOTTERY SCHOLARSHIP DAY**

3 Each school year, prior to scheduling courses for the following school year, schools teaching students
4 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁵

Legal References

1. TRR/MS 0520-01-03-.05(3), State Board of Education Policy 3.301; Public Acts of 2019, Chapter No. 248
2. TCA 49-6-407; TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)

Cross References

Testing Program 4.700

Johnson City Board of Education

Monitoring: Review Annually, in November	Reporting Student Progress	Descriptor 4.601	Issue Date 3/4/2019
		Rescinds 4.601	Issued 1/5/2015

1 Student progress reports shall be provided at least once every nine (9) weeks during the school year with a
2 midterm progress report each 4 1/2 weeks for grades K-8. The reporting procedure shall be uniform for all
3 reporting periods during each school year.¹ Each report shall be signed or otherwise acknowledged by the
4 parents. In grades ~~seven (7)~~ **six (6)** through twelve (12), reports may be made in electronic format and
5 acknowledgment is not required provided the dates and methods of reporting pupil progress are published.
6 Ample opportunity will be provided for parents to notify the school of concerns. The administration shall
7 establish rules and regulations which will keep parents of students with academic deficiencies advised.

8
9 Student progress reports may indicate the students' conduct, attendance and academic progress and other
10 information necessary to communicate effectively with the parents.

11
12 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the
13 educational progress of their children. Teachers are expected to consult with parents of students who are
14 working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents
15 shall be notified by the teacher as early in the school year as possible if the retention of a student is being
16 considered.

17 **SURROGATE PARENTS**

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19
20 For students with disabilities, IDEA requires the Board to maintain a list of surrogate parents who meet
21 the following requirements:

- 22 1. They have no interest or conflicts of interest involving the child;
- 23 2. They have adequate knowledge to insure adequate representation for the child; and
- 24 25 3. They are not public employees who provide direct services to the child.

26
27
28 The Board will be prepared to defend the qualifications of the persons selected.

29
30 Surrogate parents will be appointed for students when:

- 31 1. The school system cannot identify a parent of the child;
- 32 33 2. The guardian parent of the child is an agency of the State of Tennessee; or
- 34 35 3. The child is institutionalized or parentless and is assigned a guardian who is an employee of the
36 37 State.
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DRIVER'S LICENSE REVOCATION

Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

A copy of the notice sent to the Department of Safety by the attendance teacher or the Superintendent of Schools shall also be mailed to the student's parent or guardian.²

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.³ The Superintendent of Schools shall be responsible for scheduling and coordinating systemwide conferences. Teachers will be available for conferences, by appointment, at other times. Conferences may also be held during a teacher's designated planning time. Because of the excessive demands made on the teacher's time, parents are asked to schedule conferences in advance. Teachers will be expected to schedule conference in advance with parents except in cases of emergency.

Conferences shall be physically accessible to all students and parents.⁴

Legal References:

1. TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901
2. TCA 49-6-3017; TCA 55-50-511(a)(b);
TCA 55-50-512(a)(d); TCA 55-50-513
3. TCA 49-6-7002
4. 28 CFR § 36.201-2

Cross References:

School Calendar 1.800
Grievances & the Americans w/ Disabilities Act 1.802
Grading System 4.600
Attendance 6.200

Johnson City Board of Education

Monitoring:	Class Ranking	Descriptor 4.602	Issue Date 2/7/2017
Review: Annually, in November		Revises 4.602	Issued 12/2/2002

~~In order to be eligible for ranking, a student must be enrolled with the Johnson City Schools.~~

~~Grade point average (GPA) is calculated for students at the end of the junior year for college applications and scholarships. This GPA is calculated to determine an approximate rank in class. GPA is calculated at the end of the seventh session (senior year) to determine rank for Academic Achievement and Graduate of Distinction. GPA will be calculated again upon graduation and the final average will be recorded on the student's permanent records.~~

~~Each school department or club which presents honors or awards or conducts contests will file with the principal the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.~~

Cross References:

Grading System 4.600

Graduation Requirements 4.605

Johnson City Board of Education

Monitoring: Review Annually, in November	Accelerated and Advanced Credit	Descriptor 4.604	Issue Date 12/9/2019
		Rescinds 4.604	Issued 3/4/2019

Elementary/Intermediate/Middle Schools Students:

Students may be allowed to take advanced levels of selected courses to count as prerequisites to higher level courses offered in grades 9-12. No credit earned in elementary ~~or intermediate~~ school may be used toward high school graduation. Credits earned in middle school may be used as elective high school credits.¹

High School Students

All high school students shall be eligible to enroll in Advanced, Honors, and/or Advanced Placement (AP) classes in accordance with the recommendations and requirements set forth in the Program of Studies.

Dual Enrollment/Dual Credit:

Students in grades 11-12 may be allowed to participate in a dual enrollment program with local colleges/universities/technical schools according to guidelines established by the Superintendent of Schools.

Early Graduation:

No student shall be allowed to graduate with a Science Hill diploma more than one session early without the approval of the principal and the Superintendent of Schools.

Legal References:

1. TRR/MS 0520-1-3-.06(2)
2. TCA 49-6-1202

Cross References

- Accelerated College Admission 4.203
Enrollment in College Level Courses 4.205
Alternative Credit Options 4.209

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 12/07/20
		Rescinds: 4.605	Issued: 04/13/20

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and this record shall be kept
3 on file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to
6 another, thus providing for more effective student achievement.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12)
8 shall be in accordance with the Rules and Regulations of the State Board of Education and the Board
9 of Education.

10 Except in the instance identified in policy 4.203, a student must attend high school during the school
11 year in which he intends to graduate. Exceptions to this may be approved by the principal or
12 Superintendent subject to an effective program being planned in advance with parent concurrence.

13 Before graduation, every student shall:¹

- 14 1. Achieve the specified units of credit;
- 15
- 16 2. Take the required end-of-course exams;
- 17
- 18 3. Have satisfactory records of attendance and conduct;
- 19
- 20 4. Take the SAT or the ACT;² and
- 21
- 22 5. Pass a United States civics test;³ and complete the required community service.

23 **SPECIAL EDUCATION STUDENTS⁴**

24 A regular high school diploma will be awarded to students who:

- 25 1. Earn the specified 22 units of credit;
- 26
- 27 2. Have satisfactory records of attendance and conduct.

28 A special education diploma shall be awarded to students who have not met the requirements for a
29 regular high school diploma⁵ but have:

- 1 1. Completed four (4) years of high school;
- 2
- 3 2. Satisfactorily completed an individualized education program; and
- 4
- 5 3. Satisfactory records of attendance and conduct.

6 *Occupational Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be
8 awarded an occupational diploma if the student has:^{1,4}

- 9 1. Completed at least four (4) years of high school;
- 10
- 11 2. Made satisfactory progress on their IEP;
- 12
- 13 3. Maintained satisfactory records of attendance and conduct;
- 14
- 15 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
16 (SKEMA); and
- 17
- 18 5. Has two (2) years of paid or non-paid work experience.

19 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th
20 grade year or two (2) academic years prior to the expected graduation date.

21 *Alternate Academic Diploma*

22 Special education students who do not meet the requirements for a regular high school diploma may be
23 awarded an alternate academic diploma if the student has:⁴

- 24 1. Completed at least four (4) years of high school;
- 25
- 26 2. Participated in the high school alternate assessment;
- 27
- 28 3. Earned the prescribed twenty-two (22) credit minimum;
- 29
- 30 4. Made satisfactory progress on their IEP;
- 31
- 32 5. Maintained satisfactory records of attendance and conduct; and
- 33
- 34 6. Completed a transition assessment that measures postsecondary education and training,
35 employment, independent living, and community involvement.

36 **STUDENT LOAD/CREDIT REQUIREMENTS**

37 ~~All students in grades nine (9) through twelve (12) must attempt twenty-nine (29) credits during their~~
38 ~~four (4) years of high school. Transfer students are required to attempt seven (7) classes per year once~~
39 ~~they have entered Science Hill High School.~~

1 Students must earn a minimum of twenty-eight (28) credits for graduation with a ~~Science Hill High~~
2 ~~School~~ Johnson City Schools' Diploma. Students earning only the state required twenty two (22)
3 credits will receive a Tennessee State Diploma. Hardship or gifted cases may be appealed by the
4 student to the Superintendent of Schools with further appeal to the Board.⁶

5 **EARLY GRADUATION MOVE ON WHEN READY**⁷

6 High school students shall be permitted to complete an early graduation program. Students intending to
7 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
8 soon thereafter as the intent is known.

9 In order to graduate early, students shall meet the following requirements:

- 10 1. Earn the required eighteen (~~17~~8) credits;
- 11 2. Achieve a benchmark score for each required end-of-course exam;
- 12 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 13 4. Meet the minimum ACT or SAT benchmark score;
- 14 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 15 6. Complete at least two (2) types of the following courses:
 - 16 a. AP;
 - 17 b. IB;
 - 18 c. Dual enrollment; or
 - 19 d. Dual credit.

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26 The Superintendent of Schools shall develop administrative procedures to ensure that the early
27 graduation program is conducted in accordance with state law.

28 **COMMUNITY SERVICE REQUIREMENT**

29 Students who graduate from ~~Science Hill High School~~ Johnson City Schools with a ~~Science Hill High~~
30 ~~School~~ traditional high school diploma must have completed forty (40) hours of community service
31 prior to graduation. Community service hours will be prorated at ten (10) hours per year for students
32 who do not attend a full four years ~~at Science Hill High School~~ in Johnson City Schools. The
33 community service hours must be completed outside the regular school day. As hours are completed,
34 students must submit a signed verification form to their counselor so that hours can be logged. A
35 verification form is available at the main high school office and the counseling offices and online.

36 The choice of organizations used to acquire hours is the responsibility of the student/parent. If a
37 student needs assistance in locating volunteer opportunities, a list of possible organizations is available
38 at each school office.

- 1 ~~Science Hill High School and the~~The Johnson City School System are not liable for students during
- 2 community service activities. It is the responsibility of the student/parent to select opportunities that
- 3 will be most beneficial to the individual student and the community.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-81303; State Board of Education Policy 2.103

Cross References

- Basic Curriculum Program 4.201
- Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 12/07/20
		Rescinds: 4.605	Issued: 04/13/20

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and this record shall be kept on
3 file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,
6 thus providing for more effective student achievement.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Except in the instance identified in policy 4.203, a student must attend high school during the school
11 year in which he intends to graduate. Exceptions to this may be approved by the principal or
12 Superintendent subject to an effective program being planned in advance with parent concurrence.

13 Before graduation, every student shall:¹

- 14 1. Achieve the specified units of credit;
- 15
- 16 2. Take the required end-of-course exams;
- 17
- 18 3. Have satisfactory records of attendance and conduct;
- 19
- 20 4. Take the SAT or the ACT;² and
- 21
- 22 5. Pass a United States civics test;³ and complete the required community service.

23 **SPECIAL EDUCATION STUDENTS⁴**

24 A regular high school diploma will be awarded to students who:

- 25 1. Earn the specified 22 units of credit;
- 26
- 27 2. Have satisfactory records of attendance and conduct.

28 A special education diploma shall be awarded to students who have not met the requirements for a regular
29 high school diploma⁵ but have:

- 1 1. Completed four (4) years of high school;
- 2
- 3 2. Satisfactorily completed an individualized education program; and
- 4
- 5 3. Satisfactory records of attendance and conduct.

6 *Occupational Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be
8 awarded an occupational diploma if the student has:^{1,4}

- 9 1. Completed at least four (4) years of high school;
- 10
- 11 2. Made satisfactory progress on their IEP;
- 12
- 13 3. Maintained satisfactory records of attendance and conduct;
- 14
- 15 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
16 (SKEMA); and
- 17
- 18 5. Has two (2) years of paid or non-paid work experience.

19 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
20 year or two (2) academic years prior to the expected graduation date.

21 *Alternate Academic Diploma*

22 Special education students who do not meet the requirements for a regular high school diploma may be
23 awarded an alternate academic diploma if the student has:⁴

- 24 1. Completed at least four (4) years of high school;
- 25
- 26 2. Participated in the high school alternate assessment;
- 27
- 28 3. Earned the prescribed twenty-two (22) credit minimum;
- 29
- 30 4. Made satisfactory progress on their IEP;
- 31
- 32 5. Maintained satisfactory records of attendance and conduct; and
- 33
- 34 6. Completed a transition assessment that measures postsecondary education and training,
35 employment, independent living, and community involvement.

36 **STUDENT LOAD/CREDIT REQUIREMENTS**

37 ~~All students in grades nine (9) through twelve (12) must attempt twenty-nine (29) credits during their~~
38 ~~four (4) years of high school. Transfer students are required to attempt seven (7) classes per year once~~
39 ~~they have entered Science Hill High School.~~

1 Students must earn a minimum of twenty-eight (28) credits for graduation with a ~~Science Hill High~~
2 ~~School~~ Johnson City Schools' Diploma. Students earning only the state required twenty two (22) credits
3 will receive a Tennessee State Diploma. Hardship or gifted cases may be appealed by the student to the
4 Superintendent of Schools with further appeal to the Board.⁶

5 **EARLY GRADUATION MOVE ON WHEN READY**⁷

6 High school students shall be permitted to complete an early graduation program. Students intending to
7 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
8 soon thereafter as the intent is known.

9 In order to graduate early, students shall meet the following requirements:

- 10 1. Earn the required eighteen (1~~7~~8) credits;
- 11 2. Achieve a benchmark score for each required end-of-course exam;
- 12 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 13 4. Meet the minimum ACT or SAT benchmark score;
- 14 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 15 6. Complete at least two (2) types of the following courses:
 - 16 a. AP;
 - 17 b. IB;
 - 18 c. Dual enrollment; or
 - 19 d. Dual credit.

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25
26 The Superintendent of Schools shall develop administrative procedures to ensure that the early
27 graduation program is conducted in accordance with state law.

28 **COMMUNITY SERVICE REQUIREMENT**

29 Students who graduate from ~~Science Hill High School~~ Johnson City Schools with a ~~Science Hill High~~
30 ~~School~~ traditional high school diploma must have completed forty (40) hours of community service
31 prior to graduation. Community service hours will be prorated at ten (10) hours per year for students
32 who do not attend a full four years ~~at Science Hill High School~~ in Johnson City Schools. The
33 community service hours must be completed outside the regular school day. As hours are completed,
34 students must submit a signed verification form to their counselor so that hours can be logged. A
35 verification form is available at the main high school office and the counseling offices and online.

36 The choice of organizations used to acquire hours is the responsibility of the student/parent. If a
37 student needs assistance in locating volunteer opportunities, a list of possible organizations is available
38 at each school office.

- 1 ~~Science Hill High School and the~~The Johnson City School System are not liable for students during
- 2 community service activities. It is the responsibility of the student/parent to select opportunities that
- 3 will be most beneficial to the individual student and the community.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-81303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Johnson City Board of Education

Monitoring: Review Annually, in November	Graduation Activities	Descriptor 4.606	Issue Date 12/7/2020
		Rescinds 4.606	Issued 1/4/2018

High school graduation day will be the first Saturday following the last scheduled day of school unless otherwise approved by the Board of Education.

~~Students who have met all graduation requirements on the day of graduation and students who are within two (2) or fewer credits of meeting all requirements¹ and can complete the requirements during the summer may participate in graduation activities. If extenuating circumstances exist the matter shall be presented to the Board prior to graduation activities.~~

Students who have met all graduation requirements on the day of graduation may participate in graduation activities.

Students are expected to participate in all graduation activities. Graduation apparel shall be determined by the administration and shall be the personal expense of each student. Any fees required for graduation ceremonies shall be waived for students who are eligible to receive free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.²

Graduation ceremonies shall be handicap accessible to all students, their parents and/or guardians, and other interested citizens.³

Students who do not wish to participate in graduation activities shall notify the school principal in writing at least five (5) days prior to the day of graduation. Non-participating students shall receive their diplomas or certificates from the principal's office within one (1) week after the day of graduation.

There shall be no sponsorship of a baccalaureate service or other activity which is religious in nature by the Board or its employees, and no school funds, including paid staff time, will be used for such activities. The ceremony and all activities shall not be religious in nature. The content of any students' speeches shall not reflect the endorsement, sponsorship, position or expression of the school, employees, or the Board.⁴

Students graduating with distinction and state honors will be recognized at graduation.⁵ Additionally, principals shall ensure that high school students who voluntarily complete at least ten (10) hours of community service each semester are recognized during the graduation ceremony.⁶

Legal References:

1. TCA 49-6-405
2. TCA 49-2-114
3. 28 CFR § 36.201-2
4. *Lee v. Weisman*, 505 U.S. 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. SBOE Policy 2.103; TCA 49-6-6010
6. SBOE Policy 2.103

Cross References:

- Grievances & the Americans w/ Disabilities Act 1.802
Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review Annually, in November	Controversial Materials	Descriptor 4.801	Issue Date 1/2/2006
		Rescinds 4.801	Issued 7/1/2000

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate in an
2 activity. If the request to the teacher is denied then a written request may be submitted on the appropriate
3 form to the principal and the procedure outlined in 4.403 should be followed.
4

5 No student who is granted such a request shall be penalized academically for ~~his/her~~ their failure to
6 participate in an activity, read a book or use certain materials.
7

8 The final decision concerning the use of all materials and textbooks shall rest with the Board.
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Cross References:

Textbook Selection, Distribution and Care 4.401
Selection of Instructional Materials 4.402
Reconsideration of Instructional Materials 4.403
Use of the Internet 4.406

Johnson City Board of Education

Monitoring:	Enrollment in Jump Start Classes	Descriptor 4.2031	Issue Date 1/4/2018
Review Annually, in November		Revises 4.2031	Issued 2/7/2017

~~Students who are in good standing may earn high school credit by enrolling in college level courses presented by Northeast State Community College's Jump Start Program. These courses must be state approved courses not currently taught as part of Science Hill's program of studies. These courses will be taught at either the Science Hill campus or at the Northeast State Downtown Johnson City campus.~~

~~To be considered for this program, the student shall have earned an ACT score of at least 18 for English or 19 for math or have an equivalent SAT score.~~

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- Legal References:
1. ~~TCA 49-1-01; TCA 49-1-102; TCA 49-1-103~~
 2. ~~TCA 49-6-3104~~

- Cross References:
- Accelerated College Admisson 4.203
 - Enrollment in College Level Courses 4.205
 - Alternative Credit Options 4.209

Johnson City Board of Education

Monitoring: Review Annually, in March	Substitute Teachers	Descriptor 5.701	Issued Date 4/4/2019
		Rescinds 5.701	Issued 8/5/2013

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2} All
 2 substitute teachers shall be employed by the Superintendent of Schools and paid by the Board **or by a third-**
 3 **party employer through an agreement between such third-party employer and the Board.**² In order to
 4 be approved as a substitute, a candidate must hold, at a minimum, a valid high school diploma or a GED.
 5

6 All candidates must attend a training session and must have a **criminal history** background check.³
 7

8 Substitute teachers employed by third-party entities shall be subject to the same unemployment benefit
 9 eligibility conditions as substitute teachers emmployed directly by the Board.²
 10

11 A list of qualified, eligible substitutes will be maintained by the Human Resources Department on an active
 12 substitute list.
 13

14 All substitute teachers shall be responsible for providing correct addresses and phone numbers, for having
 15 fingerprints for TBI/FBI background checks, and for notifying the Human Resources office if they wish to
 16 terminate their service as substitutes.
 17

18 Applicants whose records with the State Department of Education indicate a license or certificate currently in
 19 revoked status shall not be hired.³
 20

21 On a regular basis, the Superintendent of Schools, with input from the Human Resources Department and the
 22 principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who
 23 are determined to have performed below an acceptable level shall be removed from the active substitute list.
 24

25 When a teacher is unable to meet classes for any reason, the teacher shall call or log in to the AESOP system
 26 and register his absence.
 27

28 At the beginning of each day of their teaching assignment, all substitute teachers shall report to the office of
 29 the school in which they are to substitute. Each substitute is responsible for signing in and out each day and
 30 for securing a “substitute” badge. Substitute teachers will be given a copy of the individual school’s
 31 guidelines and procedures on the first day they substitute in the school.
 32

33 Substitute teachers shall assume the same hours as the regular teacher, including bus duty and playground
 34 supervision. Substitute teachers will have those responsibilities and authority as directed by the building
 35 principal.
 36

37 When substituting for a regular teacher who has been absent for twenty (20) consecutive days for any
 38 reason, a teacher licensed in the discipline will be used. When a substitute teacher has substituted in the
 39 same position for forty (40) consecutive days, pay will be in accordance with the regular teacher salary
 40 schedule based upon the education and experience of the substitute.
 41

42 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement benefits,¹

1 and may substitute for an additional ninety (90) days if the Superintendent of Schools certifies in writing to the
2 State Board of Education that no other qualified personnel are available to substitute teach.⁴

3
4 **Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same**
5 **as a retired substitute teacher with an active teaching license.**⁵

6
7 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall
8 make available:

- 9
10 1. Daily schedule (academic and supervisory);
11 2. Class rolls; and
12 3. Lesson plans and other information for the day's activities. In case of emergency when plans are
13 not provided, the principal shall provide the substitute with directions for the day.
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31 _____
32 Legal References:

- 33 1. TRR/MS 0520-1-2-.04(5)
34 2. TCA 49-5-709
35 3. 49-5-413(a)(2)
36 4. 49-2-203(a)(15)
37 5. TCA 49-3-312(b)
38 6. TCA 49-3-312(a);
39 7. TCA 8-36-805
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_____ Cross Reference:

Retirement 5.205

Johnson City Board of Education

Monitoring: Review Annually, in April	School Admissions	Descriptor 6.203	Issued Date 4/5/2021
		Rescinds 6.203	Issued 5/7/2018

Any student entering a Johnson City school for the first time must meet the requirements of all state and federal laws applicable to school admissions.¹ **To be enrolled a student must reside in the City of Johnson City or must meet the conditions required for a non-resident student.**

Any students entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to pre-K, kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.³

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody and support has been assigned to a resident of the district by a properly executed and valid power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

A student may transfer into the school system at any time during the year if his parent(s) makes a bona fide move and change of residence into the school system.

When a student who has been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment initially enters school, or resumes attendance after suspension or expulsion, the parents, guardians, or legal custodians of such student shall notify the principal by providing the abstract of record required by law or other similar written information regarding the offense. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.⁵

Legal References:

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B § 721-725; Pub L. 114-95
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

Cross Reference:

- Homeless Students 6.503
 Student Records 6.600
Attendance of Non-Resident Students 6.204

1

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.2011	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
7 class sizes do not exceed the maximum.

8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
9 may grant a waiver from the maximum class sizes.

10 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
7 class sizes do not exceed the maximum.

8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
9 may grant a waiver from the maximum class sizes.

10 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

JCVA Graduation Budget Proposal

The Johnson City Virtual School (JCVA) will be conducted the school's first High School graduation ceremony. The JCVA will provide a traditional graduation ceremony.

Date/ Time: May 27, 2022 6:00 p.m.

Tentative Venue: SHHS Auditorium

Estimated Attendees: 150-200

Tentative Itinerary:

- Processional - Pomp and Circumstance.
- Presentation of the Colors - The National Anthem.
- Greetings from the Principal
- Greetings from the Superintendent.
- Greeting from the Board.
- Introduction of the Graduating Class Representative.
- Student Speaker Address.
- Introduction of the Guest Speaker.
- Commencement Address.
- Presentation of Candidates for high school degrees.
- Recessional.

Estimated Budget:

- Stamps \$ 25.00
- Supplies/envelopes \$ 100.00
- Honors/Distinction Medallions \$100.00
- Fee waiver Cap/Gown \$500.00
- Diplomas \$150.00
- Security/Fire Watch \$500.00
- School Banner \$200

Total \$1575.00

BOARD OF EDUCATION CALENDAR OF EVENTS

JANUARY 2022

January 1, 2022	Holidays for all 12-month employees
January 1, 2022	Holiday for all schools
January 3, 2022	Regular Board Meeting, 6 p.m., Board Room
January 3, 2022	Administrative Day
January 17, 2022	Holiday for All Schools and All 12-month employees

FEBRUARY 2022

February 7, 2022	Special Session to Review Policy, 5 p.m., Maple Room
February 7, 2022	Regular Board Meeting, 6 p.m., Board Room
February 14-15, 2022	TSBA Legislative and Legal Institute
February 21, 2022	Built In Snow Day

MARCH 2022

March 7, 2022	Regular Board Meeting, 6 p.m., Board Room
March 14-18, 2022	Spring Break
March 28, 2022	SHHS Awards Program (hosted by BOE), 6 p.m., SH Auditorium

April 2022

April 4, 2022	Regular Board Meeting, 6 p.m., Board Room
April 15, 2022	Vacation for students
April 18, 2022	Built-in Snow Day

May 2022

May 2, 2022	Regular Board Meeting, 6 p.m., Board Room
May 26, 2022	Last Day of School for 19-20 SY – ½ day for students
May 28, 2022	Administrative Day
(TBD)	SHHS Graduation, 10 a.m.
May 30, 2022	Holiday for All Schools and All 12-month employees
TBD	BOE Retreat

June 2022

June 6, 2022	Regular Board Meeting, 6 p.m., Board Room
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July 2022

July 4, 2022	Independence Day Holiday for all 12-month employees
July 5, 2022 (TBD)	Regular Board Meeting, 6 p.m., Board Room (Subject to change)

<i>January 1, 2022</i>	<i>New Year's Day</i>
<i>January 6, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>January 20, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>January 17, 2022</i>	<i>Martin Luther King Jr. Day</i>
<i>February 3, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>February 14, 2022</i>	<i>Valentine's Day</i>
<i>February 17, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>February 21, 2022</i>	<i>President's Day</i>
<i>March 3, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>March 14-18, 2022</i>	<i>Johnson City Schools Spring Break</i>
<i>March 13, 2022</i>	<i>Daylight Savings Time Begins</i>
<i>March 17, 2022</i>	<i>St. Patrick's Day</i>
<i>March 17, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>April 7, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>April 15, 2022</i>	<i>Good Friday</i>
<i>April 17, 2022</i>	<i>Easter Sunday</i>
<i>April 21, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>May 5, 2022</i>	<i>Cinco de Mayo</i>
<i>May 5, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>May 8, 2022</i>	<i>Mother's Day</i>
<i>May 19, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>May 30, 2022</i>	<i>Memorial Day</i>
<i>June 2, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>June 16, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>June 19, 2022</i>	<i>Fathers' Day</i>
<i>July 7, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>
<i>July 4, 2022</i>	<i>Independence Day</i>
<i>July 21, 2022</i>	<i>City Commission Meeting, 6 p.m., City Hall</i>

CERTIFIED RESIGNATION

Johnson, Josh	4 th Grade Teacher Mtn. view Elementary 12/31/2021
Herrin, Ashlie	Pre-K Teacher Fairmont Elementary 12/12/2021

CERTIFIED LEAVE

Shelton, Kaylea	CDC Teacher Liberty Bell Middle 1/3----3/1/2022
Jencks, Megan	2 nd Grade Teacher Lake Ridge Elementary 11/8/----ESY 2021-2022

CERTIFIED INTERIMS

Couch, Riley	2 nd Grade Teacher Lake Ridge Elementary 11/8---ESY 2021-2022 For: M. Jencks
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CLASSIFIED RESIGNATION

Greenlee, Brandy	Pre-K Assistant Part Time Mtn. View Elementary 12/17/2021
Deese, Avery	EduCare Assistant Part Time Lake Ridge Elementary 12/1/2021
Marlor, Nikki	Food Service worker Part Time 12/10/2021

CLASSIFIED LEAVE

Jones, Mary
RTI Instructional Assistant
Part Time
Indian Trail Intermediate
11/18---12/13/2021

James, Janet
Instructional Assistant
Part Time
Woodland Elementary
11/29---12/17/2021

CLASSIFIED HIRES

Schramm, Megan
Permanent Substitute Teacher
Full Time
Woodland Elementary
Replace: K. Keener

Bryant, Morgan
Permanent Substitute Teacher
Full Time
Indian Trail Intermediate
Replace: J. Arnold

Black, Kayla
Permanent Substitute Teacher
Full Time
Indian Trail Intermediate
Replace: K. Marshall

Bailey, Nancy
Evening Custodian
Part Time
Liberty Bell Middle
Replace: P. Scalf

Story, Luke
Wrestling Coach
Part Time
Science Hill 10/12

Williams, Megan
Swim Coach
Part Time
Liberty Bell Middle

Bouknight, David

Gym Attendant
Part Time
Cherokee Elementary

Elliott, Caitlin

Attendance Support Assistant
Part Time

Wilder, Kami

Attendance Support Assistant
Part Time

Flowe, Frank

Attendance Support Assistant
Part Time

Allen, Jaylen

Evening Custodian
Part Time
Towne Acres Elementary
Replace: W. Ray

Ragan, Joshua

Evening Custodian
Full Time
South Side Elementary
Replace: A. Brandon

Arredondo, John

Instructional Assistant
Part Time
Woodland Elementary
Replace: E. Alexander

Dr. Robbie Anderson

*Director of
Accountability &
School Improvement*

Johnson City Schools



Central Office

(423) 434-5220

(423) 218-0549 fax

andersonr@jcschools.org

MEMO

DATE: December 1, 2021
TO: Meranda Burd
FROM: Dr. Robbie Anderson
SUBJECT: Board Agenda

Please place the following donation on the next Board agenda.

Johnson City Schools Homeless Education Program:

_____ Covenant Presbyterian Church \$1,210.00



Fairmont Elementary School

National Blue Ribbon School of Excellence 2011

National Title I Distinguished School 2012

Tennessee Reward School 2013

1405 Lester Harris Road, Johnson City, Tennessee 37601

(423)434-5278 Fax (423) 434-5275



Carol McGill, Principal
Laura Henderson, Guidance Counselor

Dr. Steve Barnett, Superintendent

MEMO TO: Dr. Steve Barnett, Director
Board of Education
FROM: Carol McGill
DATE: December 13, 2021
RE: Picture commission

Permission is requested to accept a check in the amount of \$2,575.70 from Sherry Grubb Photography for fall picture commission.

We appreciate your support of our efforts and your continued interest in Fairmont.

Thank you.



Fairmont Elementary School

National Blue Ribbon School of Excellence 2011

National Title I Distinguished School 2012

Tennessee Reward School 2013

1405 Lester Harris Road, Johnson City, Tennessee 37601

(423)434-5278 Fax (423) 434-5275



Carol McGill, Principal
Laura Henderson, Guidance Counselor

Dr. Steve Barnett, Superintendent

Wendy Hughes, Home/School

MEMO TO: Dr. Steve Barnett, Director
Board of Education
FROM: Carol McGill
DATE: December 13, 2021
RE: Donation

Permission is requested to accept an anonymous donation in the amount of \$1,000.00.
This donation is to be used for student Christmas, personal, food and household needs.

We appreciate your support of our efforts and your continued interest in Fairmont.

Thank you.

LAKE RIDGE SCHOOL

1001 Lake Ridge Square, Johnson City, TN 37601

Phone: (423) 610-6030 Fax: (423) 610-6033

www.jcschools.org/lakeridge

*Renee Wood, Principal
Jessica Adams, Assistant Principal*

*Carolyn Lemery, Administrative Secretary
Maria Lawry, School Secretary*

TO: Dr. Steve Barnett
Superintendent

FROM: Renee Wood

DATE: December 1, 2021

RE: Donation to Lake Ridge School

Permission is requested to accept a \$17.70 donation from Mr & Mrs Curtis & Clara Rutledge. This donation was awarded to our Library to be used as a memory book for Kristen Taylor Spencer mother of student Grant Spencer.

The faculty and staff would like for you to join us in saying thanks once again for continued community support given to the needs of the students at Lake Ridge School.



MOUNTAIN VIEW MUSTANGS

TO: Dr. Steve Barnett
FROM: Dr. Melissa Stukes **MS**
RE: Board Approval - Donations
DATE: December 10, 2021

Mountain View Elementary School requests board approval for donations of \$ 4,420.00 received from individuals. The donations were received on 12/8/2021 through 12/10/21 for the Mountain View Christmas Wish List program organized each year by Mrs. Gambrell for student needs. The funds have been receipted to Mountain View's "DONATIONS #2" account. The money will be used for student's family food boxes or student needs as determined at the time.

RCT# 000004046	12/08/2021	Rebecca Sapp	\$ 300.00
RCT# 000004047	12/09/2021	Sharon Killian	200.00
RCT# 000004048	12/10/2021	Beth Hodges	200.00
RCT# 000004048	12/10/2021	Shelley Burton	70.00
RCT# 000004048	12/10/2021	Johnson City Rotary Club	3,150.00
RCT# 000004049	12/10/2020	Sam & Susie Jones	60.00
RCT# 000004049	12/10/2020	Brianna Edwards	100.00
RCT# 000004049	12/10/2020	Jacquelyn Baker	20.00
RCT# 000004049	12/10/2020	Laurie Blayney	40.00
RCT# 000004049	12/10/2020	Rachel Miller	30.00
RCT# 000004049	12/10/2021	Heather Cash	250.00

Prepared by: bh

907 King Springs Road
Johnson City, TN 37601

Mountain View Elementary School

Melissa Stukes, Ed.D., Principal
JoDee Dotson, Ed.D., Assistant Principal
Janet Courtney, Secretary

Phone: 423-434-5260
Fax: 423-434-5596



**FROM THE DESK OF HOLLY FLORA, PRINCIPAL
LIBERTY BELL MIDDLE SCHOOL**

December 1st, 2021

To: Dr. Steve Barnett, Superintendent Johnson City Schools
Johnson City School's Board of Education

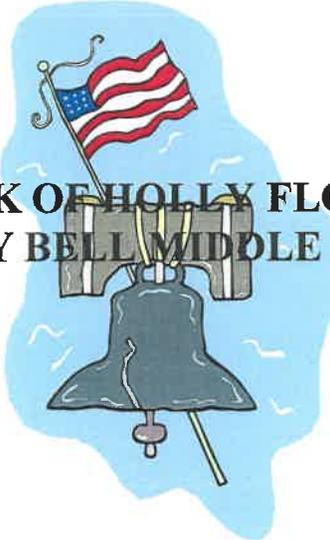
Liberty Bell Middle School requests permission to accept a donation from a parent, Stephen Wilder, in the amount of \$50.00. Mr. Wilder requested that this money be used for chorus t-shirts for those who cannot afford them.

Your consideration is greatly appreciated.

Respectfully Submitted,



Holly Flora, Principal
Liberty Bell Middle School



**FROM THE DESK OF HOLLY FLORA, PRINCIPAL
LIBERTY BELL MIDDLE SCHOOL**

November 30th, 2021

To: Dr. Steve Barnett, Superintendent Johnson City Schools
Johnson City School's Board of Education

Liberty Bell Middle School requests permission to accept a donation from a parent, Sacha Mould in the amount of \$300.00. Ms. Mould requested that this money be used for Kaylea Shelton's Liberty Bell Café.

Your consideration is greatly appreciated.

Respectfully Submitted,



Holly Flora, Principal
Liberty Bell Middle School



MEMO

To: Dr. Steve Barnett, Superintendent

From: Dr. Josh Carter, Principal

Date: December 6, 2021

Re: Approval

Science Hill is requesting permission from the Johnson City Board of Education to accept the following donations:

- | | | |
|----------------------------|------------|------------------------------|
| • GRID IRON | \$3,118.50 | FOOTBALL (95005) |
| • HILLTOPPER WRESTLING | \$963.78 | CONCESSIONS (60101) |
| • ROBERT COOPER | \$100.00 | LEGACY (90002) |
| • ROBERT COOPER | \$100.00 | TOPPER ACADEMY (90002) |
| • KVAT SCHOOL BUCK REWARDS | \$1,959.00 | DONATIONS (R30730) |
| • SOCCER BOOSTER CLUB | \$950.00 | GIRLS SOCCER (95008) |
| • JC PUBLIC SCHOOLS FOUND | \$400.00 | THANKSGIVING BASKETS (80119) |
| • OHIOPYLE | \$330.25 | ROYALTIES (R31300) |

Thank you.

A handwritten signature in blue ink, appearing to read "Josh Carter", is written over the "Thank you." text.

2022 Board Committee Reports

1. Athletic Committee – Robert Williams, Michelle Treece and Herb Greenlee
2. Communications Committee – Beth Simpson and Michele Treece
3. Curriculum Council: (Usually the 4th Tuesday of every month from 4-6 p.m. but dates are subject to change - no meeting in June, July, or December)
 - January 25, 2022 – Beth Simpson
 - February 22, 2022 – Dr. Ginger Carter
 - March 29, 2022 – Herb Greenlee
 - April 26, 2022 – Kathy Hall
 - May 17, 2022 – Michelle Treece
 - August 23, 2022 – Robert Williams
 - September 27, 2022 – Tom Hager
 - October 25, 2022– Michelle Treece
 - November 22, 2022 – Kathy Hall
4. Facilities/Capital Improvements/Site Selection Committee – Kathy Hall, Herb Greenlee, Tom Hager, Robert Williams and Dr. Ginger Carter
5. Finance Committee – Kathy Hall, Beth Simpson, Tom Hager and Robert Williams
6. Foundation Board – Kathy Hall and Herb Greenlee
7. Policy Committee – Kathy Hall, plus one other Board Member:

<u>Section</u>	<u>Committee Meets</u>	<u>Board Review 5:00 p.m.</u>	<u>Board Member</u>
Five – Personnel	January	February	Michelle Treece
One – School Board Operations	August	November	Beth Simpson
Three – Support Services	September	November	Herb Greenlee
Four – Instructional Services	October	November	Dr. Ginger Carter
Two – Fiscal Management	November	February	Robert Williams
Six – Students	December	February	Tom Hager

8. School Zone Assignment Advisory Committee – Kathy Hall, Michelle Treece and Tom Hager
9. Sick Leave Bank Trustee (Second year of a three-year term) – Tom Hager
10. Superintendent’s Compensation Committee – Robert Williams (Chair) and Kathy Hall
11. Tennessee Legislative Network (TLN) – Beth Simpson
12. Safety Security Committee - Kathy Hall, Michelle Treece and Dr. Ginger Carter

***JOHNSON CITY
BOARD OF EDUCATION
UPCOMING MEETINGS***

- **February 7, 2022 Special Session to Review Policy, 5 p.m., Maple Room**
- **February 7, 2022 Regular Board Meeting, 6 p.m., Board Room**
- **March 7, 2022 Regular Board Meeting, 6 p.m., Board Room**
- **April 4, 2022 Regular Board Meeting, 6 p.m., Board Room**
- **May 2, 2022 Regular Board Meeting, 6 p.m., Board Room**
- **June 6, 2022 Regular Board Meeting, 6 p.m., Board Room**
- **July 5, 2022 (TBD) Regular Board Meeting, 6 p.m., Board Room (Subject to change)**

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						New Year's Day ETSU MEN vs WCU 4:00 PM
						1
2	3	ETSU MEN'S PRACTICE	ETSU MEN vs VMI 7:00 PM	6	ETSU MEN'S PRACTICE	ETSU MEN vs WOFFORD 4:00 PM
9	10	11	12	13	14	15
16	17	18	19	20	21	22
City Offices Closed Johnson City Schools Closed Martin Luther King, Jr. Day	ETSU MEN'S PRACTICE	ETSU MEN vs MERCER 7:00 PM	ETSU MEN'S PRACTICE	ETSU MEN vs CITADEL 4:00 PM		
23	24	25	26	27	28	29
30	31					



February 2022

Tue		Wed	Thu		Fri	Sat
		1 	2	3	4 HOLD - SPORTING EVENT	5 HOLD - SPORTING EVENT
6 ETSU MEN'S PRACTICE	7 ETSU vs FURMAN GAME 7:00 PM TELEVISED - ESPN	8	9	10	11 ETSU MEN'S PRACTICE	12 ETSU vs SAMFORD 4:00 PM ETSU to Use AUX
13 ARENA SETUP BULL RIDING/SOIL MOVE-IN	14 <i>Happy Valentine's Day</i> ARENA SETUP BULL RIDING/SOIL MOVE-IN	15 ARENA SETUP BULL RIDING	16 ARENA SETUP BULL RIDING	17 ARENA MOVE-IN & SETUP BULL RIDING	18 BULL RIDING 8:00 PM	19 BULL RIDING 8:00 PM
20 ARENA TEARDOWN & SOIL MOVE-OUT BULL RIDING	21 ARENA CLEANUP BULL RIDING City Offices Closed Johnson Cty Schools Closed President's Day	22 ETSU MEN'S PRACTICE	23 ETSU vs UTC 7:00 PM	24	25	26
27	28					

