

**WASHINGTON COUNTY
BOARD OF EDUCATION**

November 21, 2023

3:00 PM

Central Office

- I. Call to Order**
- II. Discussion of School Security Upgrades**
- III. Academics**
 - A. 2024-2025, 2025-2026, 2026-2027 School Year (academic) Calendar Options**
- IV. Business/Finance**
 - A. Monthly Financials**
 - B. Request for Assistant Girls' Wrestling Coach for Daniel Boone High(1) and David Crockett High(1); \$3,660.10; Line Item 141E 71100-116 (\$1,700 Annual Gross Pay per position)**
 - C. Purchase Orders**
 - 1. Purchase Order 1200; Snap-On Industrial, Crystal Lake, IL; Meter Certification Kit; David Crockett High CTE; \$11, 601.25; Funded by CTE ISM Grant; Line Item 71300-730-002**
 - 2. Purchase Order 1201; Snap-On Industrial, Crystal Lake, IL; Meter Certification Kit; Daniel Boone High CTE; \$11,391.25; Funded by CTE ISM Grant; Line Item 71300-730-002**
 - 3. Purchase Order 1205; Apple Store for Education Institution; 10.9 in. iPad Wi-Fi GB Silver(26); Sole Source; \$10,894.00; Funded by CTE ISM Grant; Line Item 71300-429-002**
 - 4. Purchase Order 35247; Benchmark Education Company, New Rochelle, NY; Sole Source; Phonics Skill Bags Grades K-2 Classroom Sets; System-wide; \$36,831.38; Funded by TN All Corp Grant; Line Item 142E 71100 429 930**
- V. Operations**
 - A. Facilities Update**
 - B. West View Elementary Structural Floor Repair Update**
 - C. Apptegy Content Management System (replaces Blackboard); agreement term is five years; year 1 \$42,675.00, years 2-5 \$33,475.00; Line Item 141E 72250-399**
 - D. Bids for Security Camera Upgrades (Bids to be opened November 21, 2023); Funded by ESSER Line Item 142E-72130-599-937 (allotted amount**

to be determined); Line Item 141E-72620-701 (\$335,172.42); County Educational Capital Fund (\$600,000.00)

- VI. **Policy**
 - A. **Policy 4.704 Promotion and Retention (2nd Reading)**
 - B. **Policy 1.105 School Board Legislative Involvement (Review: no updates)**
 - C. **Policy 1.701 School District Planning (2nd Reading)**
 - D. **Policy 2.400 Revenues (2nd Reading)**
 - E. **Policy 2.601 Fundraising Activities (2nd Reading)**
 - F. **Policy 2.8051 Debit Cards, Credit Cards, & Credit Lines (2nd Reading: New Policy)**
- VII. **Student Supports**
 - A. **School Social Worker Monthly Report**
- VIII. **Superintendent**
 - A. **TDOE 2023 LEA Compliance Report**
- IX. **Adjournment**



WASHINGTON COUNTY SCHOOLS

INSPIRE ★ STRIVE ★ THRIVE

Mr. Jerry S. Boyd
Superintendent

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

2024-2025 School Year Calendar Option A

Day	Date	Event
Monday	July 29	Administrative Day
Tues-Fri	July 30-Aug 2	Teacher Inservice
Monday	August 5	Students First Day- 1/2 Day
Monday	September 2	Labor Day- School Closed
Thursday	October 3	End of the 1st Nine Weeks
Friday	October 4	Teacher Inservice- School Closed
Mon-Fri	October 7-11	Fall Break- School Closed
Mon-Wed	October 14-16	Teacher Inservice- School Closed
Tuesday	November 5	Election Day- School Closed
Wed-Fri	November 27-29	Thanksgiving Holiday- School Closed
Friday	December 20	End of the 2nd Nine Weeks Last Day of Semester- 1/2 Day
Mon-Fri	Dec 23-Jan 3	Winter Break
Friday	January 3	Administrative Day- School Closed
Monday	January 6	Teacher Inservice- School Closed
Tuesday	January 7	Begin 2nd Semester-Full Day
Monday	January 20	MLK Holiday- School Closed
Monday	February 17	Presidents' Day- School Closed
Friday	March 14	End of the 3rd Nine Weeks
Mon-Fri	March 17-21	Spring Break- School Closed
Fri-Mon	April 18, 21	Easter Holiday- School Closed
Friday	May 9	Teacher Inservice- School Closed
Friday	May 23	End of the 4th Nine Weeks Last Day of Semester- 1/2 Day
Tuesday	May 27	Administrative Day

TCA 49-6-3004(e) and Washington County Schools Board Policy 1.800 requires WCS to maintain a calendar of no less than 200 days that consist of:

- 180 instructional classroom days
- A minimum of five days in-service education for all certificated personnel
- One (1) day for parent-teacher conferences
- Ten (10) days paid vacation for all certified personnel
- Four (4) discretionary days

Board of Directors

Annette Buchanan
Mary Beth Dellinger
Keith Ervin

Chad Fleeonor
David Hammond
Gregg Huddleston

Mike Masters
Whitney Riddle
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2024-2025 School Year Calendar Option B

Day	Date	Event
Monday	July 29	Administrative Day
Tues-Fri	July 30-Aug 2	Teacher Inservice
Monday	August 5	Students First Day- 1/2 Day
Monday	September 2	Labor Day- School Closed
Thursday	October 3	End of the 1st Nine Weeks
Friday	October 4	Teacher Inservice- School Closed
Mon-Fri	October 7-11	Fall Break- School Closed
Mon-Wed	October 14-16	Teacher Inservice- School Closed
Tuesday	November 5	Election Day- School Closed
Wed-Fri	November 27-29	Thanksgiving Holiday- School Closed
Friday	December 20	End of the 2nd Nine Weeks Last Day of Semester- 1/2 Day
Mon-Fri	Dec 23-Jan 3	Winter Break
Friday	January 3	Administrative Day- School Closed
Monday	January 6	Teacher Inservice- School Closed
Tuesday	January 7	Begin 2nd Semester-Full Day
Monday	January 20	MLK Holiday- School Closed
Monday	February 17	Presidents' Day- School Closed
Friday	March 14	End of the 3rd Nine Weeks
Mon-Fri	March 24-28	Spring Break- School Closed
Fri-Mon	April 18, 21	Easter Holiday- School Closed
Friday	May 9	Teacher Inservice- School Closed
Friday	May 23	End of the 4th Nine Weeks Last Day of Semester- 1/2 Day
Tuesday	May 27	Administrative Day

***The difference between Option A and Option B is the week of Spring Break.**

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2025-2026 School Year Calendar Option A

Day	Date	Event
Monday	July 28	Administrative Day
Tues-Fri	July 29-Aug 1	Teacher Inservice
Monday	August 4	Students First Day- 1/2 Day
Monday	September 1	Labor Day- School Closed
Thursday	October 2	End of the 1st Nine Weeks
Friday	October 3	Teacher Inservice- School Closed
Mon-Fri	October 6-10	Fall Break- School Closed
Mon-Tues	October 13-14	Teacher Inservice- School Closed
Monday	October 20	Regional Inservice Day- School Closed
Wed-Fri	November 26-28	Thanksgiving Holiday- School Closed
Friday	December 19	End of the 2nd Nine Weeks Last Day of Semester- 1/2 Day
Mon-Fri	Dec 22-Jan 2	Winter Break
Monday	January 5	Teacher Inservice- School Closed
Tuesday	January 6	Begin 2nd Semester-Full Day
Monday	January 19	MLK Holiday- School Closed
Monday	February 16	Presidents' Day- School Closed
Tuesday	March 3	Teacher Inservice- School Closed
Friday	March 6	End of the 3rd Nine Weeks
Mon-Fri	March 9-13	Spring Break- School Closed
Fri-Mon	April 3,6	Easter Holiday- School Closed
Friday	May 8	Teacher Inservice- School Closed
Friday	May 22	End of the 4th Nine Weeks Last Day of Semester- 1/2 Day
Monday	May 25	Memorial Day Holiday
Tues-Wed	May 26-27	Administrative Days

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2025-2026 School Year Calendar Option B

Day	Date	Event
Monday	July 28	Administrative Day
Tues-Fri	July 29-Aug 1	Teacher Inservice
Monday	August 4	Students First Day- 1/2 Day
Monday	September 1	Labor Day- School Closed
Thursday	October 2	End of the 1st Nine Weeks
Friday	October 3	Teacher Inservice- School Closed
Mon-Fri	October 6-10	Fall Break- School Closed
Mon-Tues	October 13-14	Teacher Inservice- School Closed
Monday	October 20	Regional Inservice Day- School Closed
Wed-Fri	November 26-28	Thanksgiving Holiday- School Closed
Friday	December 19	End of the 2nd Nine Weeks Last Day of Semester- 1/2 Day
Mon-Thur	Dec 22-Jan 1	Winter Break
Fri	January 2	Administrative Day- School Closed
Monday	January 5	Teacher Inservice- School Closed
Tuesday	January 6	Begin 2nd Semester-Full Day
Monday	January 19	MLK Holiday- School Closed
Monday	February 16	Presidents' Day- School Closed
Tuesday	March 3	Teacher Inservice- School Closed
Friday	March 6	End of the 3rd Nine Weeks
Mon-Fri	March 16-20	Spring Break- School Closed
Fri-Mon	April 3,6	Easter Holiday- School Closed
Friday	May 8	Teacher Inservice- School Closed
Friday	May 22	End of the 4th Nine Weeks Last Day of Semester- 1/2 Day
Monday	May 25	Memorial Day Holiday
Tuesday	May 26	Administrative Day-School Closed

***The difference between Option A and Option B is the week of Spring Break and Administrative Days listed for January 2, 2026, and May 27, 2026.**

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2026-2027 School Year Calendar Option A

Day	Date	Event
Monday	July 27	Administrative Day
Tues-Fri	July 28-31	Teacher Inservice
Monday	August 3	Students First Day- 1/2 Day
Monday	September 7	Labor Day- School Closed
Thursday	October 1	End of the 1st Nine Weeks
Friday	October 2	Teacher Inservice- School Closed
Mon-Fri	October 5-9	Fall Break- School Closed
Mon-Wed	October 12-14	Teacher Inservice- School Closed
Tuesday	November 3	Election Day- School Closed
Wed-Fri	November 25-27	Thanksgiving Holiday- School Closed
Friday	December 18	End of the 2nd Nine Weeks Last Day of Semester- 1/2 Day
Mon-Fri	Dec 21-Jan 1	Winter Break
Monday	January 4	Teacher Inservice- School Closed
Tuesday	January 5	Begin 2nd Semester-Full Day
Monday	January 18	MLK Holiday- School Closed
Monday	February 15	Presidents' Day- School Closed
Friday	March 5	End of the 3rd Nine Weeks
Mon-Fri	March 8-12	Spring Break- School Closed
Fri-Mon	March 26, 29	Easter Holiday- School Closed
Friday	May 7	Teacher Inservice- School Closed
Friday	May 21	End of the 4th Nine Weeks Last Day of Semester- 1/2 Day
Mon-Wed	May 24-26	Administrative Days

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2026-2027 School Year Calendar Option B

Day	Date	Event
Monday	July 27	Administrative Day
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Monday	August 3	Students First Day- 1/2 Day
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***The difference between Option A and Option B is the week of Spring Break.**

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Brad Hale

From: JOSH KITE <kitej@wcde.org> on behalf of JOSH KITE
Sent: Friday, November 10, 2023 10:28 AM
To: Brad Hale
Cc: ASHLEY Davis
Subject: Girl's Wrestling Assistant Coach

Mr. Hale,

I am writing to formally request approval for a girls wrestling assistant coach position within our school's athletics program.

As you are aware, we currently have a boys wrestling coach assistant, but there has not been an assistant for our girls' team. In the past, we have been unable to have a full roster for the girls' team, which led to the absence of an assistant coach. However, I am pleased to inform you that this year, we have successfully formed a complete roster with 11 girls in our program.

This addition would not only provide essential support to our athletes but also enhance the overall coaching staff, contributing significantly to the development of our female wrestlers. I kindly request your approval to create a paid assistant coach position for our girls' wrestling program.

Thank you for considering this request. I am willing to discuss this proposal further or provide any additional information if needed.

Thank you,

Josh Kite
David Crockett High School

High School Coaching Supplements-Wrestling

WRESTLING

Head Coach (\$2,500.00)_____

Asst. Coach (\$1,700.00)_____

Head Girls Coach (\$2,500.00)_____

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order No **1200**

Date Issued **10/27/2023**

Appropriation No. **71300-730-002**

Dept. **CTE**

School **DCHS**

PURCHASE ORDER

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
 405 West College Street
 Jonesborough, TN 37659
 Telephone (423) 753-1105

TO **SNAP-ON**
 3011 IL RTE 174, Door 1
 Crystal Lake, IL 60014

Deliver to **David Crockett High School**

Address **684 Old State Route 34**

Via **Jonesborough, TN 37659**

Articles on this order must be charged to account of **Jacob Lewis**

"BOE"

ARTICLES OR SERVICES (Unless otherwise stated all prices F.O.B. Destination)	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
Meter cert kit with EEDM604		1		\$11,391.25
* Shipping				\$210.00
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES				\$11,601.25

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY	There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.	APPROVED:
	Authorized Signature	Purchasing Agent



Quote

Submit to Snap-on Industrial
 3011 IL RTE 176, Door 1
 Crystal Lake, IL 60014
 877-740-1900

Quote Number IMP-001176604
Quote Date 9/5/2023
Quote Expiration Date 11/4/2023
Customer Name DAVID CROCKETT HIGH SCH.
Customer BP 200229130
Contact Information:
Name -
E-mail -
Phone Number -
Sales Rep WILSON, CHARLES (BART)
Mobile # 423/579-0820
E-mail Address Bart.B.Wilson@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms P30 - NET 30 DAYS
Ship to 200229130
 DAVID CROCKETT HIGH SCH.
 684 OLD STATE RT 34
 JONESBORO TN 37659
Bill to 200109785
 DAVID CROCKETT HIGH SCH.
 WASHINGTON COUNTY BOE A/P
 405 COLLEGE ST 405 COLLEGE ST
 JONESBORO TN 37659

Line Number	Part Number	OEM SKU	Description	Quantity	Unit Net Price	Line Total
1	604METERKIT		METER CERT KIT WITH EEDM604	1	\$11,391.25	\$11,391.25
				Total Weight	384.00 lbs	
				Sub Total	\$11,391.25	
				Shipping	\$210.00	
				Tax	\$0.00	
<hr/>					Grand Total	\$11,601.25

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



August 16, 2023

To Whom It May Concern:

Thank you for your interest in the Snap-on Certification Program.

This is to inform you that the following Certifications designed and developed by Snap-on Industrial and are exclusively distributed by Snap-on:

SNAP-ON CERTIFICATION KITS

- ADAS Tru-Point
- Advanced Measuring Instruments
- Air Conditioning Service
- Automotive Scanner Diagnostics
- Battery, Starting and Charging Systems
- Building Performance Instruments
- Diesel Scanner Diagnostics
- Electricity Introduction, Measurement, and Circuits
- Hand Tool Identification and Safety
- Horticulture Certifications
- Multimeter Certifications
- Precision Electrical Termination
- Precision and Advanced Measurement
- Rotor Matching (Pro-Cut) Master Technician
- Structural Sheet Metal Assembly
- Tire Pressure Monitor System (TPMS)
- Tools @ Height Certifications
- Torque Certifications
- Wheel Service and Alignment

Best Regards

A handwritten signature in black ink, reading "Ryne J. Montemurro". The signature is written in a cursive style with a horizontal line extending to the right.

Ryne Montemurro
Product Manager - Snap-on Industrial

Snap-on Certification Kit Details

ADAS Tru-Point

This course is designed to acquaint learners with the four-step process of servicing an ADAS equipped vehicle.

- CHECK Tru-Point™ uses highly accurate advanced camera technology to create a three-dimensional model of the vehicle and the area around it to provide you with a complete analysis of the vehicle alignment condition in just under a minute. This step will confirm that the vehicle is within OEM specification before an ADAS recalibration occurs.
- PLACE Tru-Point™ streamlines the process to quickly help the learner place the targets in the precise OEM-required location(s) without lasers and tape measures or the need for a level floor; without worrying about any reference value, guidebook, or manual inputs.
- CALIBRATE Designed to grant the learner total freedom, Tru-Point™ allows the learner to use any ADAS-capable scan tool to complete the calibration process. For this class the learner will be utilizing a Solus Legend™ to complete the calibration process. Additionally, the system's support of remote assistance diagnostic tools allows for further expansion of a school's calibration capabilities, especially when working on newer model vehicles.
- PROVE An easy-to-read report provides proof that the learner executed all steps required for a perfect calibration. Tru-Point™ validates the alignment of the vehicle, placement of the targets, and compliance with OEM specifications. By using a Snap-on® scan tool, you can also confirm the completion of the calibration process.

Advance Measuring Instruments

The instruments in this certification are utilized in precision manufacturing labs globally. Those that acquire these certifications will display competency through hands-on application and successful completion of an online exam.

The attendee can acquire six certifications:

- Primary Standards
- Flexible Measuring Instruments
- Support and Layout
- Surface Finish and Hardness
- Data Acquisition
- Optical Comparator

Air Conditioning Service

This course is designed to acquaint learners with the safety, component identification, setup, application, and maintenance of a Polartek® Dual AC Machine. Course content includes: Environmental Protection Agency Guidelines Safety Component Identification Setup Principles of Operation Application Maintenance

Automotive Scanner Diagnostics

This course is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the various platforms of Snap-on diagnostic equipment. This includes diagnostic research and repair information **utilizing ShopKey Pro**, and Scanner navigation with the Apollo and Zeus. The Zeus scanner then continues with Lab Scope operation and component testing. Details from basic navigation through effective use of the Fast-Track Troubleshooter, Component Test Meter, PID Triggers, and glitch capture techniques are thoroughly explained while each participant demonstrates these techniques using his/her individual diagnostic tool supplied during the training. Individual hands-on attention is a cornerstone to this certification.

Battery, Starting, and Charging

The successful completion of the Snap-on Battery, Starting, and Charging Certification enables graduates to demonstrate a solid understanding of battery, starting, and charging diagnostics, jump-starting tools and service equipment. The skills acquired during this comprehensive training are valuable **TOOLS FOR LIFE** that can lead to rewarding careers in a vast array of industries in the global marketplace.

COURSE CONTENT INCLUDES:

- Identification and safe operation of starting and charging equipment
- Obtaining and interpreting accurate battery system data
- Tool and equipment care and maintenance
- Types and classifications of batteries
- Battery construction and operation
- Battery maintenance
- Battery, Starting, and Charging System Diagnostics
-

Building Performance Instruments

The equipment certifications are designed to train the residential HVAC learner on the technology to successfully test building performance and retrofit. The certifications will prepare the learner to operate specialized tools to test for indoor air quality, carbon monoxide, HVAC air distribution, pressure and vacuum testing, temperature, fluid integrity, motor RPM and vibration, and combustible gasses. Schools participating in the programs receive the curricula, practicals/labs, and

online testing access at no charge. The curriculum is written so that it will not add hours to a course, as the instructor can break it into modules that fit into existing course material. Students who successfully complete the course will acquire third-party certificates from a globally recognized brand.

The Building Performance Certification will consist of six separate certifications based on the technology of the equipment in each of the six listed areas:

- Basic Equipment Installation and Diagnostics
- Flue Gas Analysis
- Leak Detection and Vacuum
- Indoor Air Quality
- Fluid Integrity
- RPM and Vibration Testing

Diesel Scanner Diagnostics

This course is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the Pro-Link Edge scanner. This includes scanner navigation of all available heavy-duty application menus, and Repair-Connect PLUS to access troubleshooting information related to faults found during scanning; a subscription to Repair-Connect PLUS is required. Details from basic navigation through effective use of code structure techniques, vehicle applications, bi-direction testing are thoroughly explained while each attendee demonstrates these techniques using his/her individual diagnostic tool supplied during the training. This class also includes delivery techniques and recommendation for integration into existing diesel courses. Individual hands-on attention is a cornerstone to this program.

Electricity Introduction, Measurement, and Circuits

This course is designed to acquaint learners with the theory of electricity, circuit knowledge, and how to properly measure direct current (DC) circuits. This certification has a primary focus and application within the transportation industries.

Course content includes:

- INTRODUCTION TO ELECTRICITY
- CIRCUITS
- CIRCUIT COMPONENTS AND SYMBOLS
- ELECTRICAL SYMBOLS
- ELECTRICAL MEASUREMENT
- METER FUNDAMENTALS
- METER PREFIXES
- CONVERTING PREFIXES

- METER BASE NUMBERING
- METER MEASUREMENTS
- OHMS LAW
- ELECTRICAL CIRCUIT ATTRIBUTES: VOLTAGE, CURRENT, RESISTANCE, AND POWER VOLTAGE, VOLTAGE DROP, RESISTANCE, CURRENT, AND POWER SERIES CIRCUITS, PARALLEL CIRCUITS, AND SERIES-PARALLEL CIRCUIT MEASUREMENT

Hand Tool Identification and Safety

This course is designed to introduce the learner to hand tools used in industry today. The curriculum consists of the identification, safety, and usage of common hand tools.

The certification consists of five (5) modules: The proper use of hand tools is a requisite skill for any repair.

- Screwdrivers
- Wrenches
- Cutters and Pliers
- Hammers, Punches, and Chisels
- Ratchets, Sockets, and Extensions

Horticulture

The Bahco pruning and lopper certification is a specialized course consisting of curriculum and lab activities that address areas critical to a learner's successful introduction to professional horticulture tools. Those who successfully complete the course will have a working knowledge of the proper use and maintenance of horticulture hand tools in use today. Participants will cover areas such as safety, design, application, and maintenance of the professional series horticulture tools used in industry. Participants will have a hands-on experience of the latest equipment used in the industry, and the chance to interact with experts and peers.

Multimeter Certifications

Multimeter certification is an excellent entry certification for secondary and post-secondary programs. The certification is about the technology capabilities of the digital multimeter; taking attendees from being a 20% user to a 90+% capable user. The course is designed to guide the learner thru all levels of meter specific electrical measurement. The certification is designed so that the equipment and student ratio is 1:1.

Different model numbers of multimeters include.

- 504FMETERKIT, 525FMETERKIT, 575METERKIT, 596FMETERKIT, 604METERKIT, 650METERKIT

Precision Electrical Termination

The successful completion of the Daniels Manufacturing Precision Electrical Termination Certification enables graduates to demonstrate solid understanding of the fundamentals of working with precision electrical termination tools. The skills acquired during this comprehensive training are valuable TOOLS FOR LIFE that can lead to rewarding careers in the global marketplace.

Crimping is the cornerstone of electrical termination in high-reliability applications in aerospace, land-based and maritime transportation, space exploration, and military defense systems. When properly performed, crimping results in a reliable connection between a contact and conductor that incorporates dependable electrical and mechanical characteristics.

Snap-on, Daniels Manufacturing, and NC3 have combined their industrial experience and expertise to develop a certification that includes hands-on training on tools that are vital to a broad spectrum of critical industries. Those who earn this certification will be proficient in the methodology of crimping; identification of essential component parts such as mil-spec connectors and contacts; and the proper use of a variety of electrical wiring tools.

COURSE CONTENT INCLUDES:

- History of connectors and wire termination tooling
- Connector, contact, and terminal identification
- Crimping methodology
- Tool identification, assembly, and operation
- Installing and removal of mil-spec contacts
- Equipment maintenance, calibration, and verification

Precision Measuring Instruments

The contents of this certification are designed to meet the expectations of Starrett, Snap-on, and NC3. Upon successful completion of each module the learner is allowed the opportunity to complete an online exam and acquire a stackable credential from a globally recognized company; the certification is endorsed and delivered by NC3.

The attendee can acquire six certifications:

- Tape and Rule Measurement
- Slide Caliper Measurement
- Gauge Measurement
- Angle Measurement
- Micrometer Measurement
- Dial Gauge Measurement

Rotor Matching (Pro-Cut) Master Technician Certification

Students who earn the Snap-on/Pro-Cut Rotor Matching Master Technician Certification will acquire skills in the diagnosis and repair of brake related problems encountered on today's precisely engineered vehicles. Attendees will acquire skills necessary to accurately identify performance and safety related brake system malfunctions, as well as how to correct them. Attendees are trained to diagnose and repair the complex challenges of rotor matching that are regularly seen in brake repair facilities.

Structural Sheetmetal Assembly

The successful completion of the Structural Sheetmetal Assembly Certification will allow students or the incumbent workforce, who successfully complete the program, to demonstrate a solid understanding of the tools and equipment used in sheetmetal assembly and repair. The ability to properly layout, prepare and fasten sheetmetal assemblies are a fundamental part of the aviation industry.

This certification allows students to be exposed to a variety of drilling, fastening and verification methods that are needed by employers in industry today.

Snap-on, Sioux, ATI, and Starrett, all leaders in aviation tooling, have come together to create a series of best practices utilizing the best tools available.

COURSE CONTENT INCLUDES:

- Safety
- Layout
- Drilling
- Fastener installation
- Fastener removal
- Precision drilling
- Countersinking
- Inspection

Tire Pressure Monitoring Systems (TPMS)

This certification is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the TPMS4 or TPMS5 diagnostic equipment. The TPMS certification includes training on the problem-solving capabilities and programming of tire pressure monitoring sensors. Training covers the description, diagnostics, servicing, and programming of TPMS systems.

A unique design of the class allows students the ability to pressurize and activate sensors within a classroom environment without a wheel and tire assembly. This

certification provides a widely recognized endorsement of technical expertise and demonstrated achievement. When students successfully complete this Snap-on certification, they obtain one of the most requested skills in the industry today. Individual hands-on attention is a cornerstone to this certification.

Tools at Height

This certification is designed to develop strong safety habits when working at height and develop a strong familiarity in utilizing Snap-on's tethering, and other solutions designed and engineered for such situations.

During this hands-on course attendees will:

- Develop an understanding and awareness of the hazards of dropped objects and make a commitment to a "Zero Drop" philosophy
- Understand the differences between engineered solutions and modified solutions
- Develop an understanding and proper usage of Snap-on's engineered solutions for securing wrenches, screwdrivers, sockets, and other common work items
- Develop an understanding in selecting lanyards and using properly to secure to multiple types of tie-off situations
- Develop an understanding with universal attachment systems (tapes and quick spins) for properly retrofitting existing tools where necessary
- Develop proper practices for carrying, securing, and unloading tools at height along with a strong sense of situational awareness

Mechanical and Electronic Torque Instruments

This course has two key objectives. Attendees will learn the complexities behind the proper tightening of fasteners and will be trained, tested, and certified on various instruments ensuring proper tool set-up and technique. This course begins on the relationship between tightening torque versus clamping pressure and how various external factors can greatly affect this relationship, and thus cause a fastened joint to fail prematurely. This concept is discovered through lab activities and demonstrations illustrating factors that affect torque and clamping pressure.

Attendees will demonstrate proficiency on a number of mechanical and electronic torque instruments and will receive instant "actual torque applied" feedback while using each tool on a digital torque testers to hone their technique and become accurate and precise in the use of each tool.

Wheel Service and Alignment

This course is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the B2000P Wheel Balancer, 7800 Tire Changer, and ProX Alignment Software. Details from basic navigation through effective use of the diagnostic software, calibration menus and use of all accessories are thoroughly explained while each student demonstrates these techniques using each piece of equipment during the training.

The three (3) certifications also include prerequisite curriculum; Wheel Alignment Fundamentals, Wheel Balancing Fundamentals, and Wheel Service Fundamentals. The certifications are designed as for integration into existing under car courses. Individual hands-on attention is a cornerstone to this program.

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **No 1201**

Date Issued **10/27/23**

Appropriation No. **71300-730-002**

Dept. **ISM-High school**

School **DBHS**

PURCHASE ORDER

TO Snap-On Industrial
 3011 IL Rte. 176, Door 1
 Crystal Lake, IL 60014
 877-740-1900
 Deliver to **Daniel Boone High School**
 Address **1440 Suncrest Dr**
 Via **Eric Sharpe**
 Articles on this order must be charged to account of

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
 405 West College Street
 Jonesborough, TN 37659
 Telephone (423) 753-1105

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
Meter cert. kit with EEDM604		1	\$11,391.25	\$11,391.25
shipping				\$210.00
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES				\$11,601.25

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY	There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.	APPROVED:
	Authorized Signature	Purchasing Agent

KH



Quote

Submit to Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number IMP-001180789
Quote Date 9/13/2023
Quote Expiration Date 11/12/2023
Customer Name WASHINGTON COUNTY SCHOOLS
Customer BP 201508792
Contact Information:
Name -
E-mail -
Phone Number -
Sales Rep WILSON, CHARLES (BART)
Mobile # 423/579-0820
E-mail Address Bart.B.Wilson@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms P30 - NET 30 DAYS
Ship to 201508792
DANIEL BOONE HIGH SCHOOL
1440 SUNCREST DR
JOHNSON CITY TN 37615
Bill to 201508791
WASHINGTON COUNTY SCHOOLS
405 W COLLEGE ST
JONESBORO TN 37659

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	604METERKIT	METER CERT KIT WITH EEDM604	1	\$19,984.65	\$11,391.25	\$11,391.25
			Total Weight	384.00 lbs		
			Sub Total	\$11,391.25		
			Shipping	\$210.00		
			Tax	\$0.00		
			Grand Total	\$11,601.25		

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



August 16, 2023

To Whom It May Concern:

Thank you for your interest in the Snap-on Certification Program.

This is to inform you that the following Certifications designed and developed by Snap-on Industrial and are exclusively distributed by Snap-on:

SNAP-ON CERTIFICATION KITS

- ADAS Tru-Point
- Advanced Measuring Instruments
- Air Conditioning Service
- Automotive Scanner Diagnostics
- Battery, Starting and Charging Systems
- Building Performance Instruments
- Diesel Scanner Diagnostics
- Electricity Introduction, Measurement, and Circuits
- Hand Tool Identification and Safety
- Horticulture Certifications
- Multimeter Certifications
- Precision Electrical Termination
- Precision and Advanced Measurement
- Rotor Matching (Pro-Cut) Master Technician
- Structural Sheet Metal Assembly
- Tire Pressure Monitor System (TPMS)
- Tools @ Height Certifications
- Torque Certifications
- Wheel Service and Alignment

Best Regards

A handwritten signature in black ink, reading "Ryne J. Montemurro". The signature is written in a cursive style with a horizontal line extending to the right.

Ryne Montemurro

Product Manager - Snap-on Industrial

Snap-on Certification Kit Details

ADAS Tru-Point

This course is designed to acquaint learners with the four-step process of servicing an ADAS equipped vehicle.

- **CHECK** Tru-Point™ uses highly accurate advanced camera technology to create a three-dimensional model of the vehicle and the area around it to provide you with a complete analysis of the vehicle alignment condition in just under a minute. This step will confirm that the vehicle is within OEM specification before an ADAS recalibration occurs.
- **PLACE** Tru-Point™ streamlines the process to quickly help the learner place the targets in the precise OEM-required location(s) without lasers and tape measures or the need for a level floor; without worrying about any reference value, guidebook, or manual inputs.
- **CALIBRATE** Designed to grant the learner total freedom, Tru-Point™ allows the learner to use any ADAS-capable scan tool to complete the calibration process. For this class the learner will be utilizing a Solus Legend™ to complete the calibration process. Additionally, the system's support of remote assistance diagnostic tools allows for further expansion of a school's calibration capabilities, especially when working on newer model vehicles.
- **PROVE** An easy-to-read report provides proof that the learner executed all steps required for a perfect calibration. Tru-Point™ validates the alignment of the vehicle, placement of the targets, and compliance with OEM specifications. By using a Snap-on® scan tool, you can also confirm the completion of the calibration process.

Advance Measuring Instruments

The instruments in this certification are utilized in precision manufacturing labs globally. Those that acquire these certifications will display competency through hands-on application and successful completion of an online exam.

The attendee can acquire six certifications:

- Primary Standards
- Flexible Measuring Instruments
- Support and Layout
- Surface Finish and Hardness
- Data Acquisition
- Optical Comparator

Air Conditioning Service

This course is designed to acquaint learners with the safety, component identification, setup, application, and maintenance of a Polartek® Dual AC Machine. Course content includes: Environmental Protection Agency Guidelines Safety Component Identification Setup Principles of Operation Application Maintenance

Automotive Scanner Diagnostics

This course is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the various platforms of Snap-on diagnostic equipment. This includes diagnostic research and repair information **utilizing ShopKey Pro**, and Scanner navigation with the Apollo and Zeus. The Zeus scanner then continues with Lab Scope operation and component testing. Details from basic navigation through effective use of the Fast-Track Troubleshooter, Component Test Meter, PID Triggers, and glitch capture techniques are thoroughly explained while each participant demonstrates these techniques using his/her individual diagnostic tool supplied during the training. Individual hands-on attention is a cornerstone to this certification.

Battery, Starting, and Charging

The successful completion of the Snap-on Battery, Starting, and Charging Certification enables graduates to demonstrate a solid understanding of battery, starting, and charging diagnostics, jump-starting tools and service equipment. The skills acquired during this comprehensive training are valuable **TOOLS FOR LIFE** that can lead to rewarding careers in a vast array of industries in the global marketplace.

COURSE CONTENT INCLUDES:

- Identification and safe operation of starting and charging equipment
- Obtaining and interpreting accurate battery system data
- Tool and equipment care and maintenance
- Types and classifications of batteries
- Battery construction and operation
- Battery maintenance
- Battery, Starting, and Charging System Diagnostics
-

Building Performance Instruments

The equipment certifications are designed to train the residential HVAC learner on the technology to successfully test building performance and retrofit. The certifications will prepare the learner to operate specialized tools to test for indoor air quality, carbon monoxide, HVAC air distribution, pressure and vacuum testing, temperature, fluid integrity, motor RPM and vibration, and combustible gasses. Schools participating in the programs receive the curricula, practicals/labs, and

online testing access at no charge. The curriculum is written so that it will not add hours to a course, as the instructor can break it into modules that fit into existing course material. Students who successfully complete the course will acquire third-party certificates from a globally recognized brand.

The Building Performance Certification will consist of six separate certifications based on the technology of the equipment in each of the six listed areas:

- Basic Equipment Installation and Diagnostics
- Flue Gas Analysis
- Leak Detection and Vacuum
- Indoor Air Quality
- Fluid Integrity
- RPM and Vibration Testing

Diesel Scanner Diagnostics

This course is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the Pro-Link Edge scanner. This includes scanner navigation of all available heavy-duty application menus, and Repair-Connect PLUS to access troubleshooting information related to faults found during scanning; a subscription to Repair-Connect PLUS is required. Details from basic navigation through effective use of code structure techniques, vehicle applications, bi-direction testing are thoroughly explained while each attendee demonstrates these techniques using his/her individual diagnostic tool supplied during the training. This class also includes delivery techniques and recommendation for integration into existing diesel courses. Individual hands-on attention is a cornerstone to this program.

Electricity Introduction, Measurement, and Circuits

This course is designed to acquaint learners with the theory of electricity, circuit knowledge, and how to properly measure direct current (DC) circuits. This certification has a primary focus and application within the transportation industries.

Course content includes:

- INTRODUCTION TO ELECTRICITY
- CIRCUITS
- CIRCUIT COMPONENTS AND SYMBOLS
- ELECTRICAL SYMBOLS
- ELECTRICAL MEASUREMENT
- METER FUNDAMENTALS
- METER PREFIXES
- CONVERTING PREFIXES

- METER BASE NUMBERING
- METER MEASUREMENTS
- OHMS LAW
- ELECTRICAL CIRCUIT ATTRIBUTES: VOLTAGE, CURRENT, RESISTANCE, AND POWER VOLTAGE, VOLTAGE DROP, RESISTANCE, CURRENT, AND POWER SERIES CIRCUITS, PARALLEL CIRCUITS, AND SERIES-PARALLEL CIRCUIT MEASUREMENT

Hand Tool Identification and Safety

This course is designed to introduce the learner to hand tools used in industry today. The curriculum consists of the identification, safety, and usage of common hand tools.

The certification consists of five (5) modules: The proper use of hand tools is a requisite skill for any repair.

- Screwdrivers
- Wrenches
- Cutters and Pliers
- Hammers, Punches, and Chisels
- Ratchets, Sockets, and Extensions

Horticulture

The Bahco pruning and lopper certification is a specialized course consisting of curriculum and lab activities that address areas critical to a learner's successful introduction to professional horticulture tools. Those who successfully complete the course will have a working knowledge of the proper use and maintenance of horticulture hand tools in use today. Participants will cover areas such as safety, design, application, and maintenance of the professional series horticulture tools used in industry. Participants will have a hands-on experience of the latest equipment used in the industry, and the chance to interact with experts and peers.

Multimeter Certifications

Multimeter certification is an excellent entry certification for secondary and post-secondary programs. The certification is about the technology capabilities of the digital multimeter; taking attendees from being a 20% user to a 90+% capable user. The course is designed to guide the learner thru all levels of meter specific electrical measurement. The certification is designed so that the equipment and student ratio is 1:1.

Different model numbers of multimeters include.

- 504FMETERKIT, 525FMETERKIT, 575METERKIT, 596FMETERKIT, 604METERKIT, 650METERKIT

Precision Electrical Termination

The successful completion of the Daniels Manufacturing Precision Electrical Termination Certification enables graduates to demonstrate solid understanding of the fundamentals of working with precision electrical termination tools. The skills acquired during this comprehensive training are valuable TOOLS FOR LIFE that can lead to rewarding careers in the global marketplace.

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Snap-on, Daniels Manufacturing, and NC3 have combined their industrial experience and expertise to develop a certification that includes hands-on training on tools that are vital to a broad spectrum of critical industries. Those who earn this certification will be proficient in the methodology of crimping; identification of essential component parts such as mil-spec connectors and contacts; and the proper use of a variety of electrical wiring tools.

COURSE CONTENT INCLUDES:

- History of connectors and wire termination tooling
- Connector, contact, and terminal identification
- Crimping methodology
- Tool identification, assembly, and operation
- Installing and removal of mil-spec contacts
- Equipment maintenance, calibration, and verification

Precision Measuring Instruments

The contents of this certification are designed to meet the expectations of Starrett, Snap-on, and NC3. Upon successful completion of each module the learner is allowed the opportunity to complete an online exam and acquire a stackable credential from a globally recognized company; the certification is endorsed and delivered by NC3.

The attendee can acquire six certifications:

- Tape and Rule Measurement
- Slide Caliper Measurement
- Gauge Measurement
- Angle Measurement
- Micrometer Measurement
- Dial Gauge Measurement

Rotor Matching (Pro-Cut) Master Technician Certification

Students who earn the Snap-on/Pro-Cut Rotor Matching Master Technician Certification will acquire skills in the diagnosis and repair of brake related problems encountered on today's precisely engineered vehicles. Attendees will acquire skills necessary to accurately identify performance and safety related brake system malfunctions, as well as how to correct them. Attendees are trained to diagnose and repair the complex challenges of rotor matching that are regularly seen in brake repair facilities.

Structural Sheetmetal Assembly

The successful completion of the Structural Sheetmetal Assembly Certification will allow students or the incumbent workforce, who successfully complete the program, to demonstrate a solid understanding of the tools and equipment used in sheetmetal assembly and repair. The ability to properly layout, prepare and fasten sheetmetal assemblies are a fundamental part of the aviation industry.

This certification allows students to be exposed to a variety of drilling, fastening and verification methods that are needed by employers in industry today.

Snap-on, Sioux, ATI, and Starrett, all leaders in aviation tooling, have come together to create a series of best practices utilizing the best tools available.

COURSE CONTENT INCLUDES:

- Safety
- Layout
- Drilling
- Fastener installation
- Fastener removal
- Precision drilling
- Countersinking
- Inspection

Tire Pressure Monitoring Systems (TPMS)

This certification is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the TPMS4 or TPMS5 diagnostic equipment. The TPMS certification includes training on the problem-solving capabilities and programming of tire pressure monitoring sensors. Training covers the description, diagnostics, servicing, and programming of TPMS systems.

A unique design of the class allows students the ability to pressurize and activate sensors within a classroom environment without a wheel and tire assembly. This

certification provides a widely recognized endorsement of technical expertise and demonstrated achievement. When students successfully complete this Snap-on certification, they obtain one of the most requested skills in the industry today. Individual hands-on attention is a cornerstone to this certification.

Tools at Height

This certification is designed to develop strong safety habits when working at height and develop a strong familiarity in utilizing Snap-on's tethering, and other solutions designed and engineered for such situations.

During this hands-on course attendees will:

- Develop an understanding and awareness of the hazards of dropped objects and make a commitment to a "Zero Drop" philosophy
- Understand the differences between engineered solutions and modified solutions
- Develop an understanding and proper usage of Snap-on's engineered solutions for securing wrenches, screwdrivers, sockets, and other common work items
- Develop an understanding in selecting lanyards and using properly to secure to multiple types of tie-off situations
- Develop an understanding with universal attachment systems (tapes and quick spins) for properly retrofitting existing tools where necessary
- Develop proper practices for carrying, securing, and unloading tools at height along with a strong sense of situational awareness

Mechanical and Electronic Torque Instruments

This course has two key objectives. Attendees will learn the complexities behind the proper tightening of fasteners and will be trained, tested, and certified on various instruments ensuring proper tool set-up and technique. This course begins on the relationship between tightening torque versus clamping pressure and how various external factors can greatly affect this relationship, and thus cause a fastened joint to fail prematurely. This concept is discovered through lab activities and demonstrations illustrating factors that affect torque and clamping pressure.

Attendees will demonstrate proficiency on a number of mechanical and electronic torque instruments and will receive instant "actual torque applied" feedback while using each tool on a digital torque testers to hone their technique and become accurate and precise in the use of each tool.

Wheel Service and Alignment

This course is designed to create Power Users, individuals who can efficiently and effectively utilize 90%+ of all available features, found on the B2000P Wheel Balancer, 7800 Tire Changer, and ProX Alignment Software. Details from basic navigation through effective use of the diagnostic software, calibration menus and use of all accessories are thoroughly explained while each student demonstrates these techniques using each piece of equipment during the training.

The three (3) certifications also include prerequisite curriculum; Wheel Alignment Fundamentals, Wheel Balancing Fundamentals, and Wheel Service Fundamentals. The certifications are designed as for integration into existing under car courses. Individual hands---on attention is a cornerstone to this program.

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **No 1205**

Date Issued **11/2/23**

Appropriation No. **71300-429-002**

Dept. **ISM-middle**

School **West View Elementary**

PURCHASE ORDER

TO **Apple**

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
405 West College Street
Jonesborough, TN 37659
Telephone (423) 753-1105

Deliver to **Washington county schools**
 Address **405 W. College St.**
Jonesborough, TN 37615
 Via **Kelli Hauldren**

Articles on this order must be charged to account of

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
10.9-inch iPad Wi-Fi 64GB-silver		26	\$419.00	\$10,894.00
* Quote + Sole Source letter Att. *				
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES				\$10,894.00

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.	APPROVED:
Authorized Signature	Purchasing Agent



Proposal

Proposal Number

2111420637

Account Number/Name

39126

WASHINGTON CTY BRD OF EDU

Created On

10/31/2023

Created By

Jeana Money

Thank you for creating your proposal, details are provided below. You can access this proposal from your [Apple Store for Education Institution](#) by searching proposal number 2111420637.

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	MPQ03LL/A 10.9-inch iPad Wi-Fi 64GB - Silver	26	419.00	10,894.00 USD
			Subtotal	10,894.00 USD
			Estimated Tax	0.00 USD
			Total	10,894.00 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into your [Apple Store for Education Institution](#) and select 'Proposal' from the pull-down menu. Search for this Proposal by entering the Proposal Number referenced above.

Note: A Purchaser login is required to order. Visit your [Apple Store for Education Institution](#) to login or create your Purchaser Apple ID.

The prices and specifications above correspond to those valid at the time the Proposal was created and are subject to change. Purchases are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Copyright © 2023 Apple Inc. All rights reserved.



APPLE CONFIDENTIAL

July 19, 2021

RE: Apple Sole Source Letter

Washington County School District
Brad Hale, CFO
405 W. College Street
Jonesborough, TN 37659

Dear Brad:

The purpose of this Apple Sole Source Letter is to inform you and your organization that Apple Inc. ("Apple") is the sole source provider of Apple Products for private and public K-12 education institutions in the United States with a few limited exceptions.

"Apple Products" refers to Services, CTO Products, hardware and software products manufactured, distributed, or licensed under an Apple-owned or licensed brand name that an Apple customer has paid to acquire or has properly licensed from Apple for its own use, but excluding any third-party software and all other third party products. "Services" means collectively, the standard, price-listed services, support, and/or training products sold under the Apple brand name. "Configure-To-Order Products" or "CTO Products" means Products that Apple modifies from its standard configurations and that are available to an Apple customer only by special order.

The only source of Apple Products for private or public K-12 education institutions is Apple with a few limited exceptions. Only a handful of strategic resellers, such as AT&T, Sprint, T-Mobile, and Verizon, are authorized to sell Apple Products to private and public K-12 education institutions in the United States.

Apple will continue to have a direct sales and purchasing relationship with K-12 education institutions and, aside from a very small number of exceptions, will continue to be the sole source for all of the Apple Products sold to K-12 education institutions.

Apple may change or update this letter in its sole discretion.

Sincerely,

A handwritten signature in black ink that reads "Vanessa Boenig".

Vanessa Boenig
Apple Inc.
U.S. Bids and Sales Contracts Management

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION
FEDERAL PROJECTS FUND
PURCHASE ORDER

Purchase Order **35247**

Date Issued

Appropriation No. **142E-71100-429-930**

Dept. **TWALLCORP**

School **DISTRICT**

TO
 Benchmark Education Co
 145 Huguenot Street, 8th Floor
 New Rochelle, NY 10801
 Deliver to Angie Templeton atempleton@benchmarkeducation.com

Address

Via

on or before

NOTICE TO VENDOR

1. Purchase order number **MUST** appear on all invoices submitted for payment.

2. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education

405 West College Street

Jonesborough, Tennessee 37659

Telephone (423) 753-1105

Articles on this order must be charged to account of

ITEM NO.	ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
	(Unless otherwise stated all prices F.O.B. Destination)				
	Phonics Skill Bags Complete Classroom Set	XY10252D	(5)	\$1,795	\$38,975.
	Quote: 51699				- 3,897.50
	Less Discount				
	See Attached	S/H			1,753.88
	approved e plan - <i>[Signature]</i>				
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES			Total		\$36,831.38

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
6. The county is not liable for Federal excise tax or state sales tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent



**BENCHMARK
EDUCATION
COMPANY**
145 Huguenot Street, 8th Floor
New Rochelle, New York 10801

Contact representative
Angie Templeton
Email: atempleton@benchmarkeducation.com
Office Phone:
Phone: 615-679-8020

QUOTE: 51699

Customer:

Attn: Melinda Carr, Supervisor of Instruction
Washington County School 63194
405 W College St
Jonesborough TN 37659
United States

Ship To:

Attn: Melinda Carr, Supervisor of Instruction
Washington County School Warehouse
145 1/2 Forest Drive
Jonesborough TN 37659

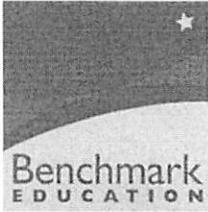
Product Code	Title	Price Level	Unit Price	Qty	Total Price
XY10252D	Phonics Skill Bags 2 Gr. K-2 Complete Classroom Set Print and Digital 1-Year	Current	\$7,795.00	5	\$38,975.00

Subtotal	Discount Total	Sales Tax	Shipping Cost	Total
\$38,975.00	(\$3,897.50)	\$0.00	\$1,753.88	\$36,831.38 USD

Memo

* BTSSave10: Exclude Core, BW, BL, BA, BT, Benchmark Adelante, Listos y adelante, Ready to Advance, Individual Reycraft books, individual trade books, individual PD Essentials Books, or custom orders. * One Time Special Offer - 5% Reduced S&H.

- * The above pricing cannot be combined with any other offers.
- * Price firm for 45 days from quote date. Price quote must be attached to school purchase orders to receive the quoted price.
- * All digital subscriptions will end on July 31st the last year of the term purchased.
- * Any changes, including cancellations to the originally agreed upon PD trainings, must be made at least 10 business days prior to the delivery of the PD trainings. Customized PD changes must be submitted at least 15 business days prior to agreed delivery date and must go through the customized request process. Benchmark Education will do its best to accommodate the requested changes; however, it reserves the right to render services according to the initial agreement. Please note that any changes requested may incur an additional charge or reduction of number of PD training days rendered. Please note that no changes can be requested on site and all requests must go through the Company approval process.



**BENCHMARK
EDUCATION
COMPANY**
145 Huguenot Street, 8th Floor
New Rochelle, New York 10801

Contact representative
Angie Templeton
Email: atempleton@benchmarkeducation.com
Office Phone:
Phone: 615-679-8020

QUOTE: 51699

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER ALONG WITH THE FOLLOWING INFORMATION	
• Billing Contact Name	_____
• Billing Contact Email	_____
• Billing Contact Phone	_____
PLEASE INCLUDE THE FOLLOWING INFORMATION FOR ALL DIGITAL SUBSCRIPTIONS	
• Name of School(s) That Will Use the Subscription(s) Attach separate document if necessary	_____
• Onboarding Tech Contact Name	_____
• Onboarding Tech Contact E-Mail	_____
• REQUIRED	
SEND ORDER TO:	Benchmark Education Company 6295 Commerce Center Drive, Suite B Groveport, OH 43125-1160 Email: neworders@benchmarkeducation.com Phone: 877-236-2465 Fax: 877-732-8273

Terms of Service

* By placing an order for Benchmark Education Company ("BEC") products (the "Products"), the entity ("Customer") that this proposal has been prepared for agrees to be bound by BEC's Terms of Service and Terms of Use and Privacy Policy (Please visit this site: <https://help.benchmarkuniverse.com/bubateacher/Content/Customer%20Support/Privacy%20Policy.htm?Highlight=privacy>). Subject to the Customer's payment of the fees set out above, BEC grants to Customer a non-exclusive and non-transferable license to access and use the Products under the terms described in this Terms of Service. The proposal contains the scope of use allowed and the term of Customer's license to the Products.

January 1, 2023

To Whom It May Concern:

This letter is to confirm that Benchmark Education Company is the sole source of all of the products and programs, excluding trade books and PD Essentials, offered in Benchmark Education sales literature and 2023 catalog. Benchmark Education Company is also the original creator of all materials and holds all copyrights, other than the fiction titles offered in the Reading Explorers programs and the Classroom Connections Skill Bags.

Benchmark Education Company is also the sole source provider of BEC Professional Development services, as described in the sales literature.

Benchmark Education and its sales representatives are the exclusive source for all Products listed on the quote attached.

Sincerely,



Tom Reycraft
President

TR:dt

Facilities Update

November 2023

- Steve Wilson an engineer has evaluated the floor issues at West View. Report is pending.
- Upgrades of controls for HVAC system wide is progressing well. Lamar school and some units at the high schools are all that remain.
- Gym floor at West View is complete. A purchase order has been issued for the Sulphur Springs gym floor.
- Abandoned footings at Sulphur Springs have been removed in preparation for installation of new playground.
- We will be planning to install a new septic tank at South Central. This will take place during spring break or the summer.
- Maintenance has begun moving teaching materials to the new Jonesborough Elementary. These are materials the teachers do not need at this time.
- We are planning to remove and replace the floor covering in the kitchen at West View this summer.
- Car Rider Pro has been installed at the schools. Training should be underway.
- A sign is being made for the sale of the house at Gray school. We will install as soon as ready.



Powering Your School's Identity

Apptegy started in 2014 with the goal of enabling schools to build a strong brand and communicate more effectively with their audiences. In 2015, we worked with our first three beta clients. Today, in 2023 we've partnered with more than 3,700 clients in all 50 states to build their website, custom mobile app, and the mass notification system.

What Makes Us Different

1 Thrillshare's Ease of Use

With our publishing platform, Thrillshare, **you don't need any programming knowledge** to update your district's website, app, or mass notification system. Now, you can promote your success stories across all communication channels right from your smartphone.

2 The User Experience for Your Community

Wherever your community engages with you online, **they'll be able to do so with ease.** No more pinching and pulling to view your website on a smartphone or being redirected somewhere else within your mobile app.

3 Your Experience Working With Us

From the beginning, Apptegy set out to be more than a software provider. We strive to be a true partner and resource for our districts. That commitment and our personal, fast, and easy support has earned Apptegy an unheard of **99% client retention rate.**

“

I have to tell you, this platform is GREAT. Thrillshare simplifies the process of posting things to various school online resources to the point where I can see where we will be sharing so much with parents, especially on the app.

...

All of you at Apptegy have been absolutely wonderful to work with. We have received great feedback on our new website and app, and one of our most recent posts reached more people than we ever have! That would never have happened without Thrillshare!

”



Scope & Deliverables

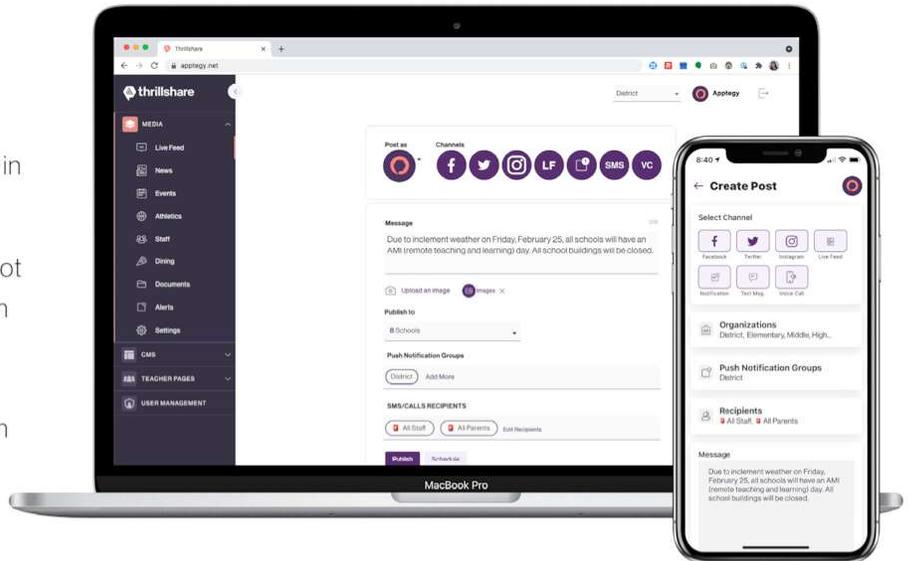
At Apptegy, we've developed the first publishing platform for school districts, so your team manages all of your communication channels from a single place. This means you'll share more stories with your community without creating more work for your staff.

By eliminating the technological barrier required to communicate, Thrillshare makes it easy to assign roles and privileges to your team to update what they care most about. With this level of customization and control, you can be confident about consistent messaging being shared with your community.

Publishing Platform

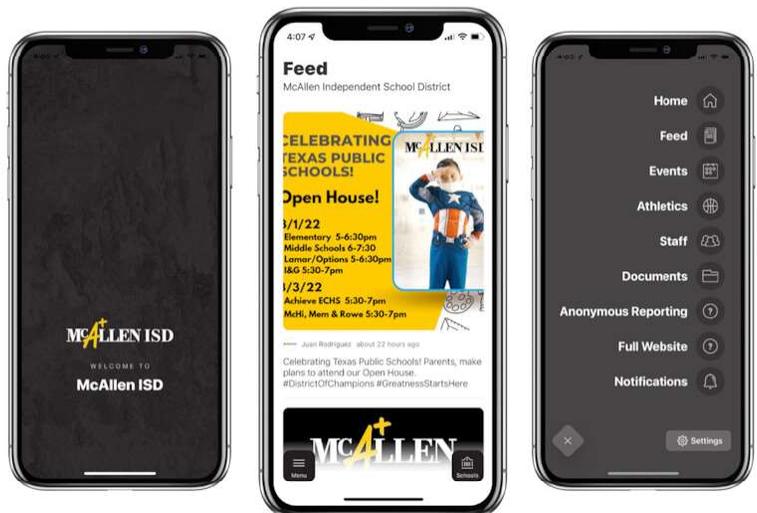
From the beginning, Thrillshare was designed to contain all your district communication channels in one place.

Built specifically for school districts, Thrillshare not only manages your website, but also your custom mobile app, all of your social media channels, and your alerts and notification system. Keeping information up-to-date is **as easy as it gets**, from the lunch menu to your calendar and news.



Mobile Apps

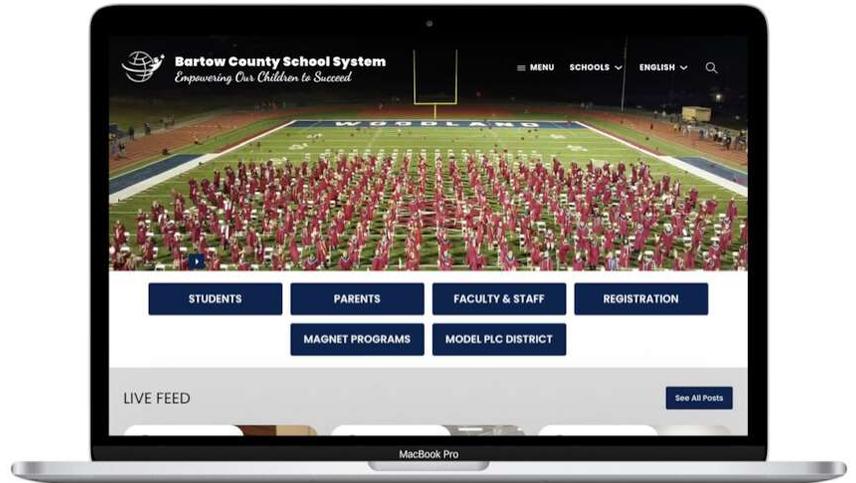
We build beautiful mobile apps for **Android and iPhone** that focus on what really matters: the user experience. A user experience that delights parents and community members means they will continue to come back to the app for meaningful information.





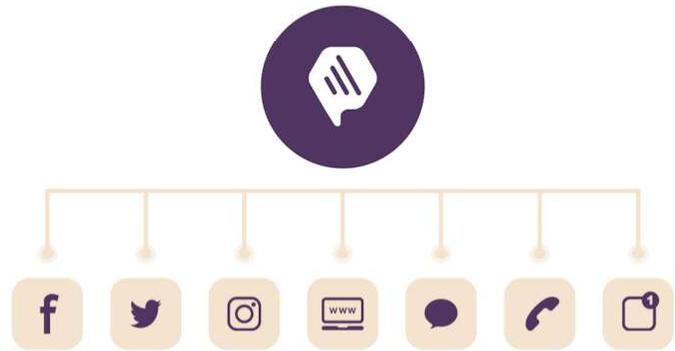
Websites

We will work with you to understand how you want your district brand to come across by creating a new website. Within your common branding, each school webpage can be customized, using the school's specific colors, mascots, logos, etc. We want your website to stay fresh and never grow stale, so we **include a free re-design** with each year of our partnership.



Alerts

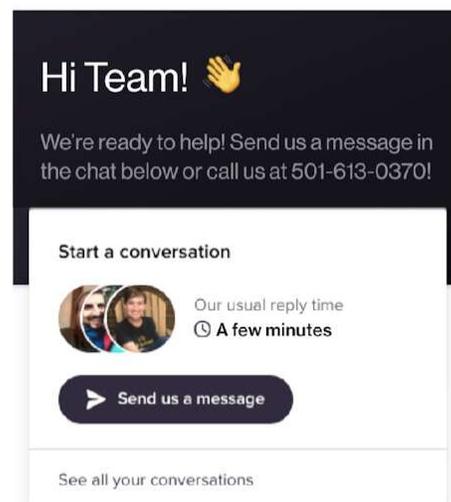
In order to save you time, we can automatically **sync with your Student Information System** so you can send out text, phone and email notifications. Easily send and schedule recurring alerts like attendance calls. Plus, with state-of-the-art technology, your text, email and voice calls can be automatically translated.



Transition & Support

We handle all of the heavy lifting including design, development, static content migration, training and ongoing support. Your own dedicated contacts at Apptegy during implementation and after launch make it an easy transition for the district.

With **unlimited training and prompt support**, every Thrillshare user will always have someone to assist with any questions that arise.



I. Estimated Transition Timeline

Kick-off

Week 1

We get our partnership started with a meeting to introduce stakeholders on your side and ours. In this meeting, we will cover our detailed roadmap, initial designs, and the overall structure of the planned implementation.

Design

Weeks 2-3

We create a mockup as a first draft and iterate from there. Since we've already established a good understanding of what you're looking for in the kick-off call, this process is typically quite fast.

Development & Content Migration

Weeks 4-6

Once we're done with the development, we migrate your static content for you. After our team has gone through your entire website and app and confirmed that everything is working, we will ask you to approve the content and functionality as well.

Training Sessions

Weeks 7-8

An ideal training schedule will include a setup call with your project lead, in-depth sessions for all of your power users, and introduction sessions for casual users.

Launch Campaign

Weeks 9-10

Flipping the switch is all it takes: we just point your domain to our servers and the change to the new website will be instant.

Of course we don't want the switch to go unnoticed by your community. That's why we design an entire launch campaign around the app and website with you. You'll get a custom marketing playbook, including graphics, videos, and a launch plan.

Support

Ongoing

Now that you are live, we work together to drive adoption of your new website and mobile app. You will be working closely with your Client Success Manager on marketing strategies and our Support Team on any questions your users have after the switch.



II. Order Form

Client Name: Washington County Schools, TN			
Address: 405 W College St, Jonesborough		Email: fullbrightc@wcde.org	
Tennessee 37659		Phone: 423-753-1100	
Description	Price	Qty	Subtotal
Mobile App Development (one-time) One-time app development for iOS and Android apps for the District + 14 campuses *Billed one-time	\$16,500	1	\$16,500
App Development Discount (one-time) Discounting app development for agreement signed by November 30, 2023	-\$5,000	1	-\$5,000
Multi-Year Development Discount (one-time) Discounting app development for multi-year agreement	-\$2,300	1	-\$2,300
Thrillshare (annual) Thrillshare Publishing Platform (desktop and mobile) for ~8300 students *Billed and payable in full annually *For Clients that elect automatic renewal, pricing subject to 5% annual increases after last year of initial purchased term(see Terms for more info)	\$33,475	5	\$167,375
Website design and hosting Up to 1 re-design per contract year Included in Thrillshare cost	\$0	1	\$0
Alerts Unlimited text, voice, and email alerts Included in Thrillshare cost *Subject to Carrier restrictions (see Terms for more info), including, but not limited to, character limits per SMS message [currently 320 characters per SMS message]	\$0	1	\$0
Support, service, and training Included in Thrillshare cost	\$0	1	\$0
Static content migration Included in Thrillshare cost	\$0	1	\$0



III. Payment Schedule

Payment Schedule: Payable subject to the terms of Agreement	Amount
Total of the above, collectively, the "Services"	\$176,575.00
Billed after signature	\$21,337.50 (50% of year 1 total)
60 Days from signature ("Client Start Date")	\$21,337.50 (50% of year 1 total)
One year from Client Start Date	\$33,475.00
Two years from Client Start Date	\$33,475.00
Three years from Client Start Date	\$33,475.00
Four years from Client Start Date	\$33,475.00
Five years from Client Start Date	\$33,475.00 (annual, if renewed) *Subject to 5% increase for renewal

This Order Form and Master Services Agreement (collectively, the "Agreement") between Apptegy, Inc. ("Apptegy"), and the client listed above ("Client") is effective as of the date of Client's signature below. This Agreement includes and incorporates the above Order Form, as well as the attached Master Services Agreement ("MSA"). By signing below, Client acknowledges receipt of this Agreement, including the Order Form and the MSA, and hereby accepts and agrees to be bound by this Agreement.

Client

Apptegy, Inc.

By:  SIGNATURE
Curtis Fullbright

By: 
2023-11-09 18:30:05 (AST)

Name: Curtis Fullbright

Name: Joseph Wren

Title: Director of Technology

Title: Sales Representative

Date:



Master Services Agreement

The following terms and conditions are a binding part of the Order Form and Master Services Agreement of Apptegy, Inc. (together with its affiliates, agents, and assigns, "**Apptegy**") between Apptegy and the Client that is set out in the Order Form. References to the "**Agreement**" below collectively include the Order Form (including and incorporating the terms and conditions set out in the "**Estimated Transition Timeline**" and the "**Payment Schedule**" that is provided with this Agreement) and the following terms and conditions. This Agreement provides the terms and conditions for Client to purchase and use Apptegy's Services (as defined below). Capitalized terms used but not otherwise defined in the following terms and conditions will have the meanings given to them in the Order Form.

1. Integration with Other Documents. This Agreement is the entire agreement between Apptegy and Client with respect to the Services, except as expressly set out below. No separate written or online agreements or terms and conditions will be incorporated in this Agreement or otherwise bind the parties unless expressly set out in this Agreement or in a Client Addendum (as defined below). The Client Addendum will control and govern with respect to all matters expressly set out in the Client Addendum, and this Agreement will control and govern in all circumstances. To be enforceable on the parties, any amendment, modification, or additions to the terms and conditions of this Agreement must be set out in a separate written addendum to this Agreement confirming such amendments, modifications, and/or additions in writing (a "**Client Addendum**").

2. Services; License. During the License Term, Apptegy will provide, and Client and the individuals allowed to access the Services by or on behalf of Client ("**User(s)**") may access and use, the products and services set out in the Order Form (collectively, "**Services**"). Client hereby grants Apptegy a limited, nonexclusive, revocable, worldwide, fully-paid, royalty-free license to use, copy, and modify Client's information, material, data, photographs, videos, intellectual property (including without limitation all copyrights, trademarks, service marks, and similar rights), and other content (collectively, "**Client Content**") for providing and improving the Services. Client's right to access and use the Services, and Apptegy's license to Client Content, will automatically terminate upon termination or expiration of this Agreement.

3. Fees. Client will pay to Apptegy all fees set out in the Order Form. Apptegy will submit invoice(s) to Client for all fees due upon execution of the Agreement and/or on the Client Start Date(s) (as defined below) as set out in the Order Form. Apptegy will invoice all subsequent-year fees on or about the anniversary of the applicable Client Start Date(s). Client agrees to pay all invoices in full within 30 days of the date of the invoice. Client agrees that (i) development and implementation fees are due as set out in the Order Form, (ii) fees for use of the Services are payable in annual portions for each year of the License Term as set out in the Order Form, (iii) fees for use of the Services are subject to Five Percent (5%) annual increases, starting the first renewal year after the last year of the term initially purchased by Client and continuing each year thereafter, as set out in the Order Form, and (iv) discounts for purchases of bundled Services will automatically expire if Client cancels any of the bundled Services and Client will thereafter be invoiced for the full price of the continuing Services. Client acknowledges that fees for Services do not include taxes, duties, and other government charges, including sales, use, consumption, VAT, GST, and other withholding, as applicable, and Client is solely responsible for any such obligations.

4. License Term. The term of Client's license to use the Services (the "**License Term**") will start on the date(s) set out on the Order Form (the "**Client Start Date(s)**"). Clients that purchase multiple Apptegy products may have different license start dates for different products. If no license start date is set out on the Order Form, the Thrillshare Media Client Start Date will be the date that is 60 days after Apptegy receives an executed agreement from Client and the Thrillshare Rooms Client Start Date will be the date that is 90 days after Apptegy receives an executed agreement from Client. The License Term will terminate on the anniversary of the applicable Client Start Date(s) that is after the number of license years initially purchased by Client, as set out in the Order Form, plus any renewal periods. This Agreement will renew for successive, additional periods of one (1) year from the anniversary of the Client Start Date(s), unless Client provides Apptegy with written notice of non-renewal before the end of the then-current License Term. Subject only to applicable procurement and appropriations law, Client agrees that it may not terminate this Agreement before the expiration of any then-current License Term without cause, unless Client pays Apptegy all fees in full for all license years of the then-current License Term, as set out in the Order Form, plus payment of any previously discounted amounts for the Services during the Term. All fees paid to Apptegy are non-refundable, subject only to applicable procurement and appropriations law.

5. Performance Terms. In addition to this Agreement, the rights and obligations of the Client and Apptegy with respect to the providing, accessing, and using the Services will also be subject to and governed by the Apptegy Terms of Use ("**Terms of Use**") and Privacy Policy ("**Privacy Policy**"), available at the following links: <https://www.apptegy.com/terms-and-conditions/> and <https://www.apptegy.com/privacy-policy/>. The Terms of Use and Privacy Policy, as each may be amended, are incorporated into this Agreement in their entirety, as applicable to Client. Without limiting the generality of the foregoing, the Terms of Use and Privacy Policy set out and govern the terms and conditions for Services availability, User eligibility and acceptable use, data privacy and security, regulatory notices and information, warranties, disclaimers, and liability limitations, and other related terms. The applicability of the Terms of Use and Privacy Policy is limited to the order of priority set out below.

6. Carrier Restrictions. Apptegy provides unlimited text, voice, and email messaging to Client subject to restrictions placed on Apptegy by mobile and wireless carriers and network operators (collectively, "**Carriers**"). For example, Carriers have (i) placed limits on the number of characters that may be included in messages sent via the Services and (ii) placed restrictions on the type of messaging content that may be sent through the Services. Carrier restrictions are not within the control of Apptegy and are subject to change without notice. When a Carrier places new or modified restrictions on Apptegy, certain features and functions of the Services may change as a result without notice to you. Client agrees that Apptegy will not be responsible or liable for any change in Services that arise from or in connection with Carrier restrictions.

7. TCPA/CTIA Compliance. Client is exclusively responsible for complying with applicable laws and regulations governing communications sent via the Services by Client and Users under Client's account, including, but not limited to, the Telephone Consumer Protection Act of 1991, as it may be amended ("**TCPA**"), and the requirements and policies of CTIA – The Wireless Association ("**CTIA**"). Client is encouraged to establish and implement methods and procedures to ensure compliance with applicable laws and regulations, including the TCPA and the CTIA, and to inform and train each of its employees, contractors, and representatives who use the Services on the methods and procedures. Apptegy may provide Client with materials and information about such laws and regulations, including the TCPA and the CTIA;

Client acknowledges that all such materials and information is provided for general education purposes only. No such act by or information from Apptegy (whether individually or taken as a whole) will create or be deemed to create responsibility or liability on the part of Apptegy with respect to Client's compliance with the laws and regulations governing the communications sent via the Services by Client and Users under Client's account, including the TCPA and/or the CTIA.

8. COPPA Notice and Compliance. Apptegy prohibits use of the Services by children under the age of thirteen (13), unless and only to the extent the child is a User invited or added to the Services by Client. When children are invited or added to the Services as Users under Client's account, Apptegy provides the Services with respect to the children solely in the educational context authorized by Client under this Agreement and solely for the benefit of Client and its Users. Client consents, as agent for and on behalf of such children (and their parents and guardians), to Apptegy's collection, use, disclosure, and storage of personal information about or from the children in accordance with this Agreement. Client acknowledges that Apptegy is relying on Client's consent in the previous sentence for the purposes of complying with the Children's Online Privacy Protection Act, as it may be amended ("**COPPA**"), and that Apptegy is authorized to presume that Client has obtained and will maintain all required parent and guardian consent for Apptegy's collection, use, disclosure, and storage of information for any children under the age of thirteen (13) that are invited or added to the Services under Client's account.

Please note that Client is responsible for complying with COPPA with respect to Users under Client's account if Client invites or adds children under the age of thirteen (13) to the Services. Client is encouraged to establish and implement methods and procedures to ensure compliance with COPPA, and to inform and train each of its employees, contractors, representatives, and Users who use the Services on the methods and procedures. Apptegy may provide Client with materials and information about complying with COPPA; Client acknowledges that all such materials and information is provided for general education purposes only. No such act by or information from Apptegy (whether individually or taken as a whole) will create or be deemed to create responsibility or liability on the part of Apptegy with respect to Client's compliance with COPPA.

The Terms of Use and Privacy Policy, accessible as set out above, confirm that Apptegy may collect information about children as a necessary part of providing the Services to Client (for example, as applicable: contact information for communications sent via the Services;

posts made on messaging tools in the Services; information included in assignments and other class content submitted via the Services) and provide notice regarding Apptegy's collection, use, disclosure, and storage of personal information from children. Please note that some or all of this information may not be private as to the individual child, parent, or guardian. For example, for Users of Rooms, information shared by a User via the messaging features of Rooms will be visible to Client, as the party providing access to the Services to its Users. In some circumstances, information provided by or about a child may be available or visible to other individual Users. For example, for Users of Rooms, information about a child that is posted in the group messaging tool in a Child's Room may be visible to other individual Users that are also authorized users for the same Room. Apptegy will collect, use, and disclose such information in accordance with COPPA and the Privacy Policy.

9. Accessibility Compliance. Client is exclusively responsible for complying with all applicable laws and regulations governing accessibility of the parts of the Services under the control of Client (for example: Client's website and/or mobile applications), including, but not limited to, the Americans with Disabilities Act, as it may be amended ("**ADA**"), and the requirements and policies of Web Content Accessibility Guidelines ("**WCAG**"). Client is encouraged to establish and implement methods and procedures to ensure compliance with applicable laws and regulations, including the ADA and the WCAG, and to inform and train each of its employees, contractors, and representatives who use the Services on the methods and procedures. The Services include tools to assist Client with accessibility compliance, and Apptegy may provide Client with materials and information about such laws and regulations, including the ADA and the WCAG; Client acknowledges that all such tools, materials, and information are provided to assist Client with its compliance obligations and for general education purposes only. No such functionality, act by, or information from Apptegy (whether individually or taken as a whole) will create or be deemed to create responsibility or liability on the part of Apptegy with respect to Client's compliance with the laws and regulations governing accessibility of the parts of the Services under the control of Client (for example: Client's website and/or mobile applications), including the ADA and/or the WCAG.

10. Third Party Functions. Apptegy relies on third-party providers and partners for parts of the Services (for example: posting a message or communication on Facebook or Twitter account; hosting Client websites). APPTEGY IS NOT RESPONSIBLE FOR ANY CONSEQUENCE, LOSS, OR DAMAGE (DIRECT OR INDIRECT) ARISING FROM OR RELATING TO THE PARTS OF THE SERVICES MANAGED OR MADE AVAILABLE BY OR VIA THIRD-PARTY PROVIDERS AND PARTNERS. Please see the Terms of Use and Privacy Policy for more information.

11. Disclaimers; Limited Liability. Apptegy provides the Services subject to certain disclaimers and limitations of liability. Please see the Terms of Use and Privacy Policy for more information.

12. Intellectual Property. Nothing in this Agreement or the performance of this Agreement will convey, license, or otherwise transfer any right, title, or interest in any intellectual property or other proprietary rights held by either party, except as expressly set out in the Agreement. Apptegy retains all right, title, and interest in all intellectual property rights, including patent, trademark, trade secret, and copyright (whether registered or unregistered), in and to the Services and the underlying software and technologies, all related technical documentation, and all derivative works, improvements, and modifications to any of the foregoing. Client agrees the foregoing is necessary to Apptegy providing the Services.

13. Compliance with Laws. The parties agree to comply with all laws applicable to the use of the Services and performance of this Agreement.

14. Miscellaneous. The Order Form and Master Services Agreement, together with (i) the Terms of Use and Privacy Policy, and (ii) the Client Addendum, if applicable, is the entire agreement between the parties with respect to the subject matter, and supersedes all prior agreements and understandings, whether written or oral. If any conflict or ambiguity exists with respect to any term or condition of any of the foregoing, the following priority will govern and control: (1) if applicable, the Client Addendum for all matters expressly addressed in the Client Addendum; then (2) this Order Form and Master Services Agreement for all other matters; then (3) the Terms of Use and Privacy Policy. Apptegy is not subject to any obligations that are not expressly identified in this Agreement, a Client Addendum, or the Terms of Use and Privacy Policy.

This Agreement is governed by the laws of the state in which Client is located, without regard to conflict of law principles. The parties irrevocably submit to the exclusive jurisdiction and venue of the federal courts having jurisdiction where Client is located for any dispute that relates to the Services or this Agreement. Except as set out in this Agreement, this Agreement may not be amended or modified without the prior written consent of both parties.

Neither party may assign this Agreement without the prior written consent of the other party, except in connection with a merger, acquisition, or sale of all or substantially all of a party's assets or voting securities. If any provision(s) of this Agreement is held invalid or unenforceable, such invalidity or unenforceability will not invalidate or render the Agreement unenforceable, but rather the Agreement will be construed as if not containing the unenforceable provision(s), and the rights and obligations of the parties will be construed and enforced to honor the parties' original intent to the maximum extent permitted under applicable law. This Agreement will inure to the benefit of the successors and assigns of the parties. The Agreement may be executed in multiple counterparts and executed by original, facsimile, or electronic signature (including PDF, Proposify, HelloSign, and similar methods), each of which when delivered will be deemed an original, and all of which together will constitute one agreement.

In the event that the Washington County School Board does not approve funding for this contract, then this agreement shall be null and void and all obligations of either party shall cease upon the time any existing program funds have been exhausted. Client, within 30 days of their School Committee's non-approval of funds, must send notice via email that includes documentation of the lack of approval of funds for this contract.





Technology Department

Memorandum

To: Jarrod Adams
From: Curtis Fullbright 
Date: November 21, 2023
Re: Security Camera Bid

Jarrold –

It is my recommendation that the Security Camera Bid be awarded to Tele-Optics, Inc. Although not the low bid, I'm basing my recommendation on the following:

- **Hardware Specifications.**
Although not stated explicitly in the bid specs, the hardware and analytics are actual Avigilon specifications. The competing bidder quoted Hanwha cameras and Milestone servers, which did not meet specifications.
- **Analytics.**
Avigilon's analytics are similar to other AI analytic products in that they are self-learning. In addition, Avigilon offers algorithms that "Teach by Example" to minimize false object classifications. The competing vendor's solution does not offer such a feature.
- **Vendor.**
Tele-Optics is a local vendor the district has partnered with for over 10 years. Tele-Optics has consistently provided deliverables of the highest quality and service during this time.

Let me know if you have any questions.

Board of Directors

Annette Buchanan
Mary Beth Dellinger
Keith Ervin

Chad Fleenor
David Hammond
Gregg Huddleston

Mike Masters
Whitney Riddle
Vince Walters

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Promotion and Retention	Descriptor Code: 4.704	Issued Date: 02/04/20
		Rescinds: 4.704	Issued: 08/13/19

1 **PROMOTION**¹

2 The Director of Schools/designee shall promote students to the next grade level based on the
3 successful completion of required academic work and satisfactory progress in each of the relevant
4 academic areas. However, no student enrolled in the third grade shall be promoted unless the student
5 has shown a basic understanding of curriculum and the ability to perform the skills required in the
6 subject of reading as demonstrated by the student's grades or standardized test results. This
7 requirement shall not apply to students who are participating in a board-approved, research-based
8 intervention prior to the beginning of the next school year or to students who have an individualized
9 education program (IEP).²

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

- 13 1. Ability to perform at the current grade level;
- 14
- 15 2. Results of local assessments, screening, or monitoring tools;
- 16
- 17 3. State assessments, as applicable;
- 18
- 19 4. Overall academic achievement of the student;
- 20
- 21 5. Likelihood of success with more difficult material if promoted to the next grade;
- 22
- 23 6. Attendance record; and
- 24
- 25 7. Social and emotional maturity.

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

- 28 1. Date of enrollment;
- 29
- 30 2. Additional information acquired after results of local assessment, screening, or monitoring are
31 released; or
- 32
- 33 3. Other academic, social, or emotional factors.

1 PROMOTION PLANS⁵

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

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

15 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
16 promoted to the next grade level unless retention is required per additional requirements for students in
17 third and fourth grade.⁶

18 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
19 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
20 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
21 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
22 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
23 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
24 year.⁷

25 When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within
26 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
27 avoid retention. The plan shall be developed in coordination with the student's teachers and may also
28 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school
29 personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

30 The Director of Schools shall develop procedures governing how decisions on retention will be made
31 after the student begins work on his/her individualized promotion plan.

32 *K – 3 Reading Notification*

33 If it is determined through a student's overall performance or a state or local assessment that a student
34 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the
35 student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such
36 determination.

37

38

1 **RETENTION¹**

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

4 **A student may be retained when, in the judgment of the student’s teacher and/or the student’s IEP**
5 **team, such retention is in the best interest of the student. However, a student shall not be retained more**
6 **than once in any grade.**

7 *Decision of Retention – General⁸*

8 If a student is retained, the Director of Schools/designee shall develop an individualized academic
9 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the
10 student’s parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall
11 include at least one of the following strategies:

- 12 1. Adjustment to the current instructional strategies or materials;
- 13
- 14 2. Additional instructional time;
- 15
- 16 3. Individual tutoring outside of school hours;
- 17
- 18 4. Modification to the student’s classroom assignment to ensure the student receives
19 instruction from a teacher with a level of overall effectiveness of above expectations (level
20 4) or significantly above expectations (level 5); or
- 21
- 22 5. Attendance or truancy interventions.

23 The Director of Schools shall develop procedures to ensure appropriate record keeping of students who
24 are retained.

25 **For the purpose of determining the effectiveness of retention toward improving student achievement,**
26 **the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at**
27 **least three (3) times during the school year in which the student is retained.**

28 *Decision of Retention – Third Grade⁹*

29 **Third grade students shall not be promoted to the next grade unless they are determined to be**
30 **proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts**
31 **(ELA) based on the student’s most recent TCAP test.**

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

- 33 1. **A student in third grade receiving a performance level rating of “approaching” on the ELA**
34 **portion of the student’s most recent TCAP test may be promoted if:**
 - 35
 - 36 a. **The student is an English language learner and has received less than two (2) full years**
37 **of ELA instruction;**

- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA;
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
- e. The student receives tutoring for the entirety of the next school year in accordance with state law.

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

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

Decision of Retention – Fourth Grade⁹

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law or because of attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate; and
2. A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.

A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities¹⁰

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

APPEALS^{7,11}

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within ten (10) business days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business

- 1 days to determine if the student will be promoted and issue such decision within five (5) business days.
2 Upon notification of the committee decision, the principal shall send written notification to the Director
3 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
4 their right to appeal such action within ten (10) business days to the Director of Schools/designee.
- 5 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
6 decision shall be issued within five (5) business days.
- 7 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
8 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
9 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
10 The action of the Board shall be final.
- 11 For students where retention is required per the additional requirements for students in third and fourth
12 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
13 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

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

Review: no changes

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 06/30/22
		Rescinds: 1.105	Issued: 01/23/18

1 The Board shall work for the passage of new laws designed to advance the cause of improving public
2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws
3 and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns
6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and
8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative representative;
- 10 4. The Board shall work with its legislative representative, TSBA, and other concerned groups in
11 developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel
13 expenses, necessary to ensure active participation in the legislative process.

Cross References

Board Member Development Opportunities 1.204

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 09/05/19
		Rescinds: 1.701	Issued: 01/23/18

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹

5 The Director of Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

7 The Board shall develop annual plans with specific goals for improving student performance and that
8 operationalize the district's five (5) year strategic plan. **This will be incorporated into the TISA**
9 **accountability report that must be approved by the Board and filed with the Department of Education**
10 **each November 1st.**²

11

12 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
13 of the retreat shall be to:

- 14 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
 - 15 2. Determine which goals have been achieved and whether any new efforts are needed;
 - 16 3. Review major issues that may affect the school system in the future; and
 - 17 4. Create an annual plan for district improvement.
- 18
19
20

21 **SCHOOL IMPROVEMENT PLAN¹**

22 The principal of each school shall work with the Director of Schools to develop and implement a
23 school improvement plan that is student focused and in support of the board improvement plan. The
24 plan shall be updated annually and address the long-range strategic plan of the school district.¹

Legal References

1. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613

Cross References

Role of the Board of Education 1.101

2. [TCA 49-3-112](#)

Qualifications and Duties of the Director of Schools
5.802

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 04/11/19
		Rescinds: 2.400	Issued: 05/04/18

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions, and
6 all fundraising activities. **The CFO will work with each principal** shall determine the reconciliation
7 method to be used for all events which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
9 on the purchase price to the vendor providing the service or item. Resale items not intended to generate
10 a profit will follow the same approval process as fundraisers.²

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
13 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
14 authorized by the board. No fees shall be required of any student as a condition to attend the school or
15 use its equipment.³ School fees shall be waived for students who receive free or reduced-price lunches.⁴
16 No student will be penalized for nonpayment of any school fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the board by school check.⁵

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student
22 loses or damages,⁶ including textbooks, library books, equipment, and buildings. All money collected as
23 fines shall be placed in the system-wide school fund.

24 **TUITION INCOME**

25 Tuition collected from nonresident students shall be placed in the system-wide school fund.

1 **RENTAL INCOME**

2 The principal will collect and remit to the central office all money received for use of a particular school
3 facility or other school property.

4 **GRANTS**

5 Grants for educational purposes made available by the state and/or federal government may be sought
6 by the school system but only when the conditions of their availability are in harmony with the
7 purposes and policies of the board and the laws of the state and county. Principals may apply for and
8 receive grants, but funds must be recorded in a separate restricted fund account.⁷

9 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶**

10 Approved district staff may utilize prior approved vendors for electronic transactions. The Director of
11 Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis.
12 At the individual school level, the principal shall oversee the collection of funds and submit a plan that
13 includes the following:

- 14 1. Adequate supporting documentation for the electronic collection method including a plan to
15 provide a total daily receipt summary;
- 16 2. Methods of providing receipts to payers;
- 17 3. Information on maintaining and inspecting any voided receipts; and
- 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
19 who will be assigned to complete this task.
- 20
- 21
- 22

23 Processing fees for these transactions may be charged.

24 The Director of School/designee shall establish adequate internal controls to ensure compliance with
25 the *Tennessee Internal School Funds Manual*.

26
27

Legal References

- 1. TCA 49-2-110(a)
- 2. TCA 67-6-102 (77)-(79).
- 3. TCA 49-6-3001(a); TCA 49-2-110(c)
- 4. TCA 49-2-114
- 5. Tennessee Internal School Uniform

Cross References

- Fundraising Activities 2.601
- Student Activity Funds Management 2.900+
- Compensation Guides & Contracts 5.110
- Attendance of Non-Resident Students 6.204
- Student Fees and Fines 6.709

- Accounting Policy Manual; Section 4-40
6. *Tennessee Internal School Uniform
Accounting Policy Manual, Section 5-8*
 7. TCA 37-10-101, 102
 8. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-39

First Reading

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 10/27/20
		Rescinds: 2.601	Issued: 08/13/19

1 *General*

2 The following guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for replacing funds which are the
5 responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Director of Schools/designee for all
12 fundraising activities, including online fundraising activities that involve the participation of the
13 general student population in the marketing process of the fundraising effort. All other
14 fundraising activities, including online fundraising activities, shall have written approval from
15 the principal and comply with all administrative procedures issued by the Director of Schools.
16 The authorization request shall contain the following information:²
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Present balance of affected fund and/or accounts;
- 21 e. Expected student involvement in fundraising activity (school-wide, individual class, or
22 club); and
- 23 f. Margin of profit and how it is to be paid to the school.
- 24 5. The Director of Schools shall determine whether or not the activity will benefit the school,
25 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
26 fulfill the Board's required contributions.

1 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
2 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

3 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
4 who do not participate in fundraising activities shall not be punished or discriminated against in
5 any way.

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

8 **LOTTERIES**

9 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
10 among purchasers of chances by means of tickets through a random selection process.³

11 **ONLINE FUNDRAISING**

12 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all
13 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*
14 *Accounting Policy Manual*. The principal/designee of each school shall have access to the established
15 fundraising account to ensure all funds are properly accounted for, and the information is recorded in
16 the school's accounting records by the designated personnel. Online fundraising shall not be used on
17 behalf and for the benefit of an outside party.

18 An employee shall not engage in online fundraising for educational purposes in his/her official
19 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or
20 otherwise, that would lead another to believe such activity is an approved school fundraiser.

21 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

22 On approval of the Director of School or his/her designee, an employee may be authorized to raise and
23 use funds for the following noneducational purposes for the benefit of the faculty and staff:

- 24 1. Bereavement support;
- 25 2. Award recognition;
- 26 3. Employee morale;
- 27 4. Banquets; or
- 28 5. Other situations at the principal's discretion.

33 These funds shall be derived from faculty lounge vending machine revenue, donations, or other
34 funding sources subject to the approval of the Director of Schools.

1 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
2 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
3 procedures are consistent with board policy and state law and disseminate them to all employees.

4 **RECORDKEEPING¹**

5 The Director of Schools/designee shall ensure that the appropriate records are maintained for each
6 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents
7 that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

8

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-28
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Washington County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Debit Cards, Credit Cards, & Credit Lines	Descriptor Code: 2.8051	Issued Date: Click here to enter a date.
		Rescinds: NEW	Issued:

1 *General*

2 District debit and credit cards shall be maintained by the Director of Schools/designee through
 3 procedures developed and maintained in the district office for the purchase of appropriate goods and
 4 services for district or school related purposes only.¹ The debit and credit cards will be kept in a secure
 5 location, and account numbers will remain confidential. Principals with the approval of the CFO shall
 6 be the only employees authorized to apply for a credit card on a school’s behalf.

7 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
 8 authorized by the Director of Schools or the Chief Financial Officer will be reimbursed to the district
 9 within ten (10) days of notification.

10 **AUTHORIZED USE**

11 Debit cards, if allowed, shall be limited to small incidental purchases and may not be used for normal
 12 operating expenditures.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either
 14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
 15 cards may also be used to facilitate out-of-town travel for official school business.

16 Card users shall be held accountable for appropriate use of debit and credit cards. Unauthorized use of
 17 a debit card, credit card, or credit line shall be grounds for disciplinary action, including termination of
 18 employment. Cash advances using district credit cards are prohibited.

19 Any school employee that purchases items with the debit card, credit card, or any approved credit line
 20 shall follow the guidelines outlined below:

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
 22 days of purchase;
- 23 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
 24 be turned in;
- 25 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
 26 that is purchased;
- 27
- 28
- 29

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the debit card, credit card, or credit line be used to make personal
- 7 purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Social Worker	School	Number of Student Contacts	Number of Parent Contacts	Number of Home Visits	Number of Collaborative Contacts	Total
Lisa Goslar	Daniel Boone High School	97	77	2	155	331
	Gray	21	26	2	29	78
	Asbury	21	11	1	39	72
	Ridgeview	4	35	0	67	106
	Sulphur Springs	11	20	0	50	81
Taylor Jenkins	Boones Creek	28	40	2	136	206
	Jonesborough	26	26	2	33	87
	South Central	20	7	0	32	59
	Lamar	20	7	2	24	53
Amanda White	David Crockett High School	54	0	53	95	202
	Asbury	14	0	2	8	24
	Grandview	8	0	27	39	74
	Fall Branch	15	1	5	25	46
	West View	18	1	5	35	59

2023 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

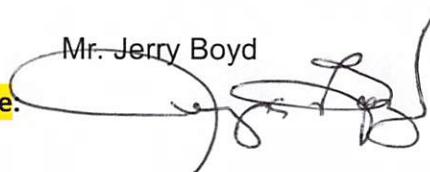
Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2023**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA Name: Washington County Department of Education

Director of Schools/Superintendent Name: Mr. Jerry Boyd

Director of Schools/Superintendent Signature:



School Board Chair Name: Mr. Mike Masters

School Board Chair Signature:

Date of School Board Approval:

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2023
(including the corresponding corrective action plan if applicable).
Upload instructions are accessible [here](#).