

**Maryville City Schools**  
**833 Lawrence Avenue**  
**Maryville, TN 37803**

**BOARD OF EDUCATION**  
**REGULAR MEETING**

**5:30 PM, DECEMBER 13, 2021**  
**MARYVILLE HIGH SCHOOL**

- I. CALL TO ORDER** **CHAIRMAN BLACK**  
**MOMENT OF SILENCE**  
**PLEDGE OF ALLEGIANCE**
- II. ELECTION OF OFFICERS**
- III. ADOPT AGENDA**
- IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
1. Approve Minutes of November 8, 2021 meeting (Attachment)
  2. Approve 2-year renewal for Reading Plus Site License. Funding Source: Regular Education-Software \$51,375.00 (Attachment A1)
  3. Approve Maryville High School DECA to attend overnight trip to Chattanooga for Tennessee State Career Development Conference. Funding Source: District will pay for a bus, students will pay for registration and lodging. (Attachment A2)
  4. Approve Maryville High School DECA to attend overnight trip to Atlanta, GA for International Career Development Conference. Funding Source: District will pay for a bus, students will pay for registration and lodging. (Attachment A3)
  5. Approve Montgomery Ridge Intermediate School Rangers to attend overnight trip to Charleston, SC. (Attachment A4)
  6. Ratify Executive Committee approval of Food Service purchasing a double stacked oven from KaToms. (Attachment A5)
  7. Approve Maryville High School Cheerleading to attend overnight trip to Orlando, FL for UCA High School National Championship. Funding Source: Cheer Account (Attachment A6)
  8. Ratify Executive Committee approval of purchasing 14 Newline Touch Panels for MRIS - Funding Source: MRIS School Funds \$30,786. (Attachment A7)
- VI. AGENDA ITEMS**
1. Consider revised 2021-2022 salary scale for Classified and Cafeteria. (Attachment B1)
  2. Consider revised 2021-2022 pay scale for Substitutes. (Attachment B2)
  3. Consider appointing Jodi Eanes as a trustee of the Sick Bank with term expiring December 31, 2024.
  4. Consider proposal from Cooper Lighting Solutions for replacement of the football stadium lights – Funding Source: MHS Athletics - \$168,459.00. (Attachment B3)
  5. Consider bids for Phase 2 of the Montgomery Ridge Intermediate School HVAC Project – Funding Source: ESSER 2.0 (\$85,478.49), ESSER 3.0 (\$1,318,417.00), and the balance to General Purpose. (Attachment B4)

MCS BOARD OF EDUCATION  
Regular Meeting, page 2

**VII. REPORTS FROM DIRECTOR OF SCHOOLS**

**VIII. RECOGNITION OF STAFF AND STUDENTS**

**IX. COMMENTS FROM BOARD MEMBERS**

**X. ADJOURN**

**Upcoming meeting dates:**

January 10, 2022, 5:30 p.m., Coulter Grove Intermediate School

February 7, 2022, 5:30 p.m., Foothills Elementary School



110 W Canal Street, Suite 301, Winooski VT 05404, USA  
Fax: 802-419-4786

Quote Number 00052199 Quote Expiration Date 12/31/2021  
Created Date 11/8/2021

Account Name Maryville City School District  
Billing Address 833 LAWRENCE AVE  
MARYVILLE, TN 37803  
USA  
Phone (865) 982-7121

Product Name	Product Description	Quantity	Start Date	End Date	Product Price	Discount Amount	Total Price
Reading Plus Site License	RP Standard Site License: 501-1000 enrollment for 2 years	2.00	1/1/2022	6/30/2024	\$34,250.00	\$17,125.00	\$51,375.00

This quote is for a 2.5 year Reading Plus Site License for two sites.

Subtotal \$68,500.00  
Quote Discount \$17,125.00  
Grand Total \$51,375.00

Purchase Orders may be addressed to Reading Plus and emailed to the Sales Representative listed below.

#### Sales Representative

Kim McGimsey  
[kim.mcgimsey@readingplus.com](mailto:kim.mcgimsey@readingplus.com)

**Request to Release Students for School-Related Events**Teacher: Rosanna Giles Course/Team/Organization: DECAEvent: TN State Career Development ConferenceLocation: Chattanooga TN

Dates of Trip (Include Departure/Return Time):

Departure Date: 3/3/22 Departure Time: 8 amReturn Date: 3/5/22 Return Time: 4 pm

Check all that apply:

In-County: ☐ Out-of-County: ☒ \*Overnight: ☒ \*Out of State: ☐

\*(Requires Board Approval)

Transportation: Walk: ☐ Parents Provide: ☐ Bus: ☒ Number of Busses: 1\*Cost for each student: \$ 225-300 Means of funding trip: District pays for bus through Perkins funds; Students pay for registration & lodging

Educational Purpose:

**DECA competition enriches course standards, improves the quality and relevance of classroom instruction, develops leadership, enhances citizenship, and serves special populations. DECA is a recognized CTSO in TN CTE.**

\*\* - If 7 or fewer students attend, we plan to take the district van or rental. If more than 7 students attend but less than a full bus, we will share a bus with Alcoa and/or Heritage, if possible. Alternatively, we may hire a bus for our students. While in the competition city, taxis, Uber/Lyft, public transportation, and other transfers may be used.

Teacher Signature: Rosanna GilesDate: 11/8/21Request Approved: ✓

Request Not Approved: \_\_\_\_\_

Principal's Signature: Heather LittleDate: 11/9/21Superintendent Signature: W. B. WintersDate: 11-10-21

\*School Board Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT REQUIREMENT**

Please give classroom teachers a minimum of two weeks' notice of the event.

To help Administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Rhonda Elkins

NOV 08 2021

*Students must be invited to advance list provided later.*



## Request to Release Students for School-Related Events

Teacher: Rosanna Giles Course/Team/Organization: DECA

Event: International Career Development Conference

Location: Atlanta, GA

Dates of Trip (Include Departure/Return Time):

Departure Date: 4/23/22 Departure Time: ~~7:57/22~~ TBD

Return Date: 4/27/22 Return Time: TBD

Check all that apply:

In-County: ☐ Out-of-County: ☒ \*Overnight: ☒ \*Out of State: ☒

\*(Requires Board Approval)

Transportation: Walk: ☐ Parents Provide: ☐ Bus: ☒ Number of Busses: 1\*

Cost for each student: \$ 500-800 Means of funding trip: District pays for bus through Perkins funds unless air transportation is required. If air transportation is require, students will pay; Students pay for registration & lodging

Educational Purpose:

**DECA competition enriches course standards, improves the quality and relevance of classroom instruction, develops leadership, enhances citizenship, and serves special populations. DECA is a recognized CTSO in TN CTE.**

\*\* - If 7 or fewer students attend, we plan to take the district van or rental. If more than 7 students attend but less than a full bus, we will share a bus with Alcoa and/or Heritage, if possible. Alternatively, we may hire a bus for our students. Air transportation may be used if ground transportation is not feasible or cost effective. While in the competition city, taxis, Uber/Lyft, public transportation, and other transfers may be used.

Teacher Signature: *Rosanna Giles*

Date: 11/8/21

Request Approved: *✓*

Request Not Approved: \_\_\_\_\_

Principal's Signature: *Heather Little*

Date: 11/8/21

Superintendent Signature: *W.B. Winkley*

Date: 11-10-21

\*School Board Approved: \_\_\_\_\_

Date: \_\_\_\_\_

### IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.

To help Administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Rhonda Elkins

NOV 09 2021

NOV 08 2021

*Students advance based on prior competitions. List provided later*

# FIELD TRIP REQUEST FORM

## Maryville City Schools



**School:** MRIS **Grade/Course/Team/Organization:** MRIS Rangers

**Coordinating Teacher(s): Jeremy Miller, Jeremy Russell, Michelle Russell, Whitney Tipton, Keith Lambert**

**Trip Date: May 2-5 Destination: Charleston, South Carolina**

Cost per student: \$630      Cost per adult: \$0

Number of attending students: 48 Number of attending adults: 8

Departure Time: 8/2/2022 6:30 AM Return Time: 8/5/2022 3:45 PM; Overnight? Yes \*requires board approval

Transportation: Walk \_\_\_\_\_ Cars \_\_\_\_\_ Bus X SPED Bus \_\_\_\_\_ Number of Buses 1

**Bus Service Provider:** Young Transportation (Ashville, NC)

**Trip Justification:** MRIS Ranger Trip

Trip Coordinator's Signature: Jess Miller Principal's Signature: D. Kevin Myers

**\*\*Director of Schools Signature\*\*:** Amy Varner **Date:** 11-5-2021

**\*School Board Approval, as applicable: \_\_\_\_\_ Date: \_\_\_\_\_**

**To Be Completed After Approval:**

**CUT & RETURN TOP PORTION TO OFFICE FOR APPROVAL**

## COMPLETE BOTTOM HALF & RETURN TO BOOKKEEPER - AFTER TRIP

**Grade:** \_\_\_\_\_ **Department/Team:** \_\_\_\_\_

Teacher Coordinator: \_\_\_\_\_

**Field Trip Destination:** \_\_\_\_\_

**Final Count of Students Paying:** \_\_\_\_\_

**Final Count of Students Waived:** \_\_\_\_\_

**Final Count of Adults Paying:** \_\_\_\_\_

**Signature of Person Verifying:** \_\_\_\_\_

**FOR BOOKKEEPER TO**

**COMPI FTF.**



## MARYVILLE CITY SCHOOLS

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*Mike Winstead*  
Director of Schools

833 Lawrence Avenue  
Maryville, Tennessee 37803

**November 11, 2021**  
**Maryville City School Board**  
**Executive Committee Meeting**

Approve purchase of a double stacked oven from KaToms. Funding source –  
Food Service Funds: \$28,242.99

APPROVED:

Director of Schools *Mike Winstead* Date 11/11/2021

Chairman, Board of Education *Ni Bl* Date 11/11/2021

Maryville Board of Education

Nick Black

Candy Morgan

Chad Hampton

Bethany Pope

Julie Elder





## Quote


11/10/2021

**Project:**  
39903-Maryville City Schools,  
Quote 1

**From:**  
Douglas Equipment  
Maggie Chafin  
301 North St.  
Bluefield, WV 24701-4048  
304-327-0149

Job Reference Number: 91182


Quote Includes ground delivery.  
If lift gate, limited access, or any other specialties are needed,  
additional fees will apply at the expense of the customer.  
**We appreciate the opportunity!**

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>HYDROVECTION OVEN</b>	\$27,726.19	\$27,726.19
		 Blodgett Model No. HV-100G DBL HydroVection™ Oven, Gas, full size, double stacked, capacity (10) 18" x 26" pans, (6) inshot burners, direct spark ignition, black glass doors, (4) halogen lamps, (10) stainless steel racks and (20) rack positions, cavity vent, programmable manual controls, four speed auto-reversing fan motor with overload protection, 4" fillet core probe & USB connection, side mounted hand shower, 304 stainless steel insulated interior liner, stainless steel front, top, sides & back, 8-1/2" stainless steel legs with casters and stacking kit, (2) 3/4 HP, (2) 60,000 BTU, cETLus, NSF		
	1 ea	1 year parts and labor warranty, standard		
	1 ea	Gas type to be determined		
	2 ea	115v/60/1-ph, 10.0 amps, NEMA 5-20R (per deck), standard		
	1 ea	LIFT GATE Lift Gate and Call Ahead Service	\$145.00	\$145.00
		<b>ITEM TOTAL:</b>		<b>\$27,871.19</b>
1.1	2 kt	<b>BLUE HOSE GAS CONNECTOR KIT</b>	\$185.90	\$371.80



## Douglas Equipment

11/10/2021

Item	Qty	Description	Sell	Sell Total
		Dormont Manufacturing Model No. 1675KIT48 Packed 1 kt		
		Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty		
			ITEM TOTAL:	\$371.80
			Total	\$28,242.99

- BID ALL OR NOTHING
  - PRICING VALID FOR 30 DAYS
  - PLEASE ADD 3% FOR CREDIT CARD PURCHASES
  - DOES NOT INCLUDE STATE SALES TAX WHERE APPLICABLE
  - SHIPPING INCLUDED BASED OFF OF THE QUANTITY AND LOCATION REQUESTED.
- IF ORDER REFLECTS A DIFFERENT QUANTITY OR LOCATION,  
PRICE IS SUBJECT TO CHANGE AT CUSTOMERS EXPENSE.*

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Request to Release Students for School-Related Events

Teacher: Samantha Harding Course/Team/Organization: CheerleadingEvent: LCA High School National Championship

Dates of Trip (Include Departure/Return Time):

Departure Date: 2/10/22 Departure Time: 5:30 AMReturn Date: 2/14/22 Return Time: 11:00 PM

Check all that apply:

In-County: ☐Out-of-County: ☐\*Overnight: ☒\*Out of State: ☒

\*(Requires Board Approval)

ORLANDO, FLORIDATransportation: FLY = Allegiant AirWalk: ☐Parents Provide: ☐Bus: ☐Number of Busses:           Cost for each student: \$1,800.00Means of funding trip: Cheer Account

Educational Purpose:

The Cheerleaders have competed this season  
and qualified to compete at Nationals in  
Orlando, Florida.Teacher Signature: S. HardingDate: 11/30/21Request Approved: ☒Request Not Approved: ☐Principal's Signature: Kathleen MitchellDate: 12/2/21Superintendent Signature: W. WenzelDate: 12/6/21\*School Board Approved: ☐Date:           

## IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.  
To help Administration, teachers, and the Attendance Office, please return list of students  
alphabetically and indicate their grade level.

Please return to Rhonda Elkins

DEC 02 2021



## MARYVILLE CITY SCHOOLS

*Mike Winstead*  
Director of Schools

833 Lawrence Avenue  
Maryville, Tennessee 37803

**November 12, 2021**  
**Maryville City School Board**  
**Executive Committee Meeting**

Approve Montgomery Ridge Intermediate School purchase from Troxell – Funding  
Source: Montgomery Ridge Intermediate School Funds.

APPROVED:

Director of Schools *Mike Winstead* Date 11/12/2021

Chairman, Board of Education *Ni Bl* Date 11/12/2021

Maryville Board of Education

Nick Black

Candy Morgan

Chad Hampton

Bethany Pope

Julie Elder

**Purchase Order**

Montgomery Ridge Intermediate  
 835 Montgomery Lane  
 Maryville, TN 37803

Phone : 865-980-0590

PO # MRIS - 3909

Fax : 865-980-0589

11/12/2021

To : Troxell  
 4675 E Cotton Center Blvd  
 Suite 155  
 Phoenix, AZ 85040

Ship To : Montgomery Ridge Intermediate  
 835 Montgomery Lane  
 Maryville, TN 37803

Vendor Number :

Phone Number :

Fax Number :

Fed Tax ID : 36-4881805

Requested By : JEREMY RUSSELL

Quantity	Description	Product #	Account #	Account Name	Unit Price	Total Price
1	PO3909ptcgrant		917.014	Donations-Restricted Purposes	\$30,786.00	\$30,786.00

Notes : 14 NEWLINE TOUCH PANELS

Subtotal : \$30,786.00

Discount : \$0.00

Shipping and Handling : \$0.00

Sales Tax : \$0.00

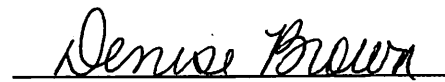
Comments :

PO Total : \$30,786.00


Received By:



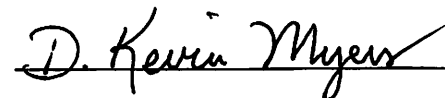
Bookkeeper:



Other:



Approved:



## **2021-2022 Classified and Café Pay Increase Proposals**

Background: MCS has the highest rate of turnover in classified staff, particularly part-time employees. Our hardest to fill positions are our part-time classified school-based assignments. These positions fill a vital role of providing the support needed to our teachers and students. Based on a recent survey of pay rates for like positions in Blount and surrounding counties a review of our Classified and Café pay scales is warranted.

Recommendation: Consideration of a Mid-Year Pay Scale Increase to be effective the final six pays of the fiscal year (March – August). Consideration of a Part-Time Premium Stipend to be implemented for the second half of SY 21-22.

### **Proposal to Increase Grade Levels for Classified and Café Pay Scales:**

- Classified Pay Scale: (Increase of one Grade Level)
  - Positions Increased: Custodians, Teacher/office assistants, Nonteaching paraprofessionals, MHS Attendance Secretary, MJHS/MRIS/CGIS Secretary, Technology Assistant, MHS Secretary, Teaching Paraprofessional, MHS Guidance Secretary, Computer Technician MHS, Elementary Bookkeeper, MRIS and CGIS Bookkeeper and MJHS Bookkeeper.
- Café Pay Scale: (Increase of one Grade Level)
  - Positions Increased: Helper/Server, Dishwasher, Cashier, Assistant Cook, Assistant Head Cashier, Head Cook, Head Cashier and All Café Managers

### **Proposal for a Part-Time Premium Pay Stipend:**

- Classified and Café \$225.00 Nine-Week Part-Time Premium Stipend: Eligible employees are school based part-time (less than 30 hours per week) employees on the Classified Pay Scale in Grades 5-19 or on any grade of the Café Pay Scale who have completed a full nine-week period of their assignment. Starting an employment or resigning from a position within the nine-week period is disqualifying from the part-time premium pay stipend. Leave without pay during the nine-week period is also disqualifying. Stipends will be payable on the pay period following the completion of each nine-week period (April and June for the remainder of SY 21-22) in the amount of \$225.00 per employee.
  - Proposed Schedule for future school years: November, January, April and June
- Adventure Club \$1.00/hour Quarterly Part-Time Premium Stipend: Eligible employees are all part-time adventure club employees who are active on each payroll following the fiscal quarter ending (April and July for the remainder of SY 21-22). Ineligible employees for the stipend will be inactive employees (separated or very newly hired) who are not receiving a check on the payroll following the close of each FY Quarter.
  - Proposed Schedule for future fiscal years:
    - July: \$1.00/hour for hours reported for Apr, May and Jun payrolls
    - October: \$1.00/hour for hours reported for Jul, Aug and Sep payrolls
    - January: \$1.00/hour for hours reported for Oct, Nov and Dec payrolls
    - April: \$1.00/hour for hours reported for Jan, Feb and Mar payrolls

<b>2021-22 Classified Salary Schedule</b>		3.5% across the board											
EMPLOYEE POSITION	Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12
Temporary Employee	3	9.42	9.75	10.08	10.42	10.74	11.08	11.41	11.74	12.07	12.41	12.73	13.07
Adventure Club Workers (High School Diploma)	5	10.08	10.42	10.74	11.08	11.41	11.74	12.07	12.41	12.73	13.07	13.39	13.73
Adventure Club w/CDA or 48 hours College credits	7	10.74	11.08	11.41	11.74	12.07	12.41	12.73	13.07	13.39	13.73	14.06	14.39
Adventure Club w/Bachelors / Little Nest (High School Diploma)	8	11.08	11.41	11.74	12.07	12.41	12.73	13.07	13.39	13.73	14.06	14.39	14.74
Bus Attendants	9	11.41	11.74	12.07	12.41	12.73	13.07	13.39	13.73	14.06	14.39	14.74	15.06
Pony / Little Nest Worker w/CDA or 48 hours College	10	11.74	12.07	12.41	12.73	13.07	13.39	13.73	14.06	14.39	14.74	15.06	15.39
Custodians / Little Nest w/ Bachelors	11	12.07	12.41	12.73	13.07	13.39	13.73	14.06	14.39	14.74	15.06	15.39	15.73
Special Ed Bus Driver	12	12.41	12.73	13.07	13.39	13.73	14.06	14.39	14.74	15.06	15.39	15.73	16.06
Teacher/Office Assistant w/ High School Diploma	13	12.73	13.07	13.39	13.73	14.06	14.39	14.74	15.06	15.39	15.73	16.06	16.38
Teacher/Office Assistant w/ 48 college hours, Nonteaching paraprofessional / Central Office Printer	14	13.07	13.39	13.73	14.06	14.39	14.74	15.06	15.39	15.73	16.06	16.38	16.73
Adv Club Ass't Director	15	13.39	13.73	14.06	14.39	14.74	15.06	15.39	15.73	16.06	16.38	16.73	17.05
Teacher/Office Assistant w/Bachelors, MHS Attend Secretary, MJHS/MRIS/CGIS Secretary, Technology Ass't / Mower	16	13.73	14.06	14.39	14.74	15.06	15.39	15.73	16.06	16.38	16.73	17.05	17.38
MHS Secretary	17	14.06	14.39	14.74	15.06	15.39	15.73	16.06	16.38	16.73	17.05	17.38	17.72
Teaching Paraprofessional / Maintenance Worker	18	14.39	14.74	15.06	15.39	15.73	16.06	16.38	16.73	17.05	17.38	17.72	18.05
MHS Guidance Secretary	19	14.74	15.06	15.39	15.73	16.06	16.38	16.73	17.05	17.38	17.72	18.05	18.37
Computer Technician MHS / Finance Assistant	20	15.06	15.39	15.73	16.06	16.38	16.73	17.05	17.38	17.72	18.05	18.37	18.72
Elementary Bookkeepers	21	15.39	15.73	16.06	16.38	16.73	17.05	17.38	17.72	18.05	18.37	18.72	19.04
MRIS and CGIS Bookkeeper / ESL Translator	22	15.73	16.06	16.38	16.73	17.05	17.38	17.72	18.05	18.37	18.72	19.04	19.38
MJHS Bookkeeper	24	16.38	16.73	17.05	17.38	17.72	18.05	18.37	18.72	19.04	19.38	19.72	20.04
Computer Technician I	28	17.72	18.05	18.37	18.72	19.04	19.38	19.72	20.04	20.38	20.71	21.04	21.37
Administrative Assistant I, Custodial Foreman, Maintenance I, MHS Bookkeeper, HR Specialist	32	19.04	19.38	19.72	20.04	20.38	20.71	21.04	21.37	21.70	22.03	22.37	22.69
Payroll Specialist	36	20.38	20.71	21.04	21.37	21.70	22.03	22.37	22.69	23.03	23.36	23.69	24.03
Computer Technician II	37	20.71	21.04	21.37	21.70	22.03	22.37	22.69	23.03	23.36	23.69	24.03	24.36
PTA/OTA	39	21.37	21.70	22.03	22.37	22.69	23.03	23.36	23.69	24.03	24.36	24.68	25.03
Administrative Assistant II, Accounting Specialist	40	21.70	22.03	22.37	22.69	23.03	23.36	23.69	24.03	24.36	24.68	25.03	25.36
Maintenance II, Adv Club Director	42	22.37	22.69	23.03	23.36	23.69	24.03	24.36	24.68	25.03	25.36	25.68	26.03
School-Based Nurses (LPN)	43	22.69	23.03	23.36	23.69	24.03	24.36	24.68	25.03	25.36	25.68	26.03	26.35
Maintenance Team Leader	44	23.03	23.36	23.69	24.03	24.36	24.68	25.03	25.36	25.68	26.03	26.35	26.68
Maintenance Team Leader with Contractor Lic	46	23.69	24.03	24.36	24.68	25.03	25.36	25.68	26.03	26.35	26.68	27.02	27.35
School-Based Nurses (RN)	59	28.02	28.34	28.68	29.01	29.34	29.67	30.00	30.33	30.67	31.00	31.33	31.67
Grandfathered Nurses	62	29.01	29.34	29.67	30.00	30.33	30.67	31.00	31.33	31.67	31.99	32.34	32.66
Network Administrator	68	31.00	31.33	31.66	31.99	32.33	32.66	32.99	33.33	33.66	33.99	34.32	34.65
Social Worker (equivalent of Teacher Scale)	86	36.98	37.31	37.64	37.97	38.30	38.64	38.97	39.30	39.64	39.97	40.29	40.63
PT/OT	100	41.63	41.96	42.29	42.63	42.96	43.28	43.62	43.95	44.28	44.62	44.95	45.28

[illegible]



## **2021-2022 Substitute Teacher Pay Increase and Incentives**

Background: Over the last year, the MCS substitute fill rate has gradually declined causing increase stress/workload on our Teachers and other staff having to fill in during another employee's absence. We have recently surveyed our substitute employees garnering their feedback on how we can best support them as valued employees.

Recommendation: Consideration of a Mid-Year Pay Scale Increase to be effective the Jan payroll.  
Consideration of monetary and non-monetary incentives to be implemented for the second half of SY 21-22.

### **Proposal to Increase Substitute Pay Scale:**

- Increase base pay \$10 across all degree levels
  - HS Diploma – Increase from \$68 to \$78
  - College Degree – Increase from \$78 to \$88
  - Certified Teacher – Increase from \$93 to \$103

### **Proposal for a Monetary Incentive:**

- Substitute 1.5 Pay Rate Increase: Eligible employees are substitutes who complete more than 40% of available days in a pay period. The days beyond 40% would be paid at 1.5 times their regular daily rate.
  - Example: The January 2022 pay period (16 November through 15 December) contains 19 available sub days with 40% of this pay period being 7.5 days. A substitute is capped at 120 hours or the equivalent of 17 full days in a pay period. If a substitute worked their entire availability of 17 days the first 7.5 days would be paid at their regular daily rate (i.e. \$78.00) and the remainder 9.5 would be paid at 1.5 times their daily rate (i.e. \$117) for a total gross pay of \$1696.50.
- Proposed Schedule for the remainder of SY 21-22:
  - January: 19 available days (7.5 is the 40% mark)
  - February: 10 available days (4 is the 40% mark)
  - March: 21 available days (8.5 is the 40% mark)
  - April: 15 available days (6 is the 40% mark)
  - May: 19 available days (7.5 is the 40% mark)
  - June: 19 available days (7.5 is the 40% mark)
  - July: 5 available days (2 is the 40% mark)

### **Proposal for Non-Monetary Incentives:**

- Free School Lunch: The district will cover the cost of school lunches on the day they are working
- Access to the Employee Health Clinic: Access will be granted to the clinic for all substitutes in a given month who completed more than 40% of available days for that month's pay period. For example, a sub who completed 8 days of the available 19 for the January pay period would receive access to the clinic for the month of January. A monthly report will be provided to the clinic for reference.
- Access to MCS Sporting events free of charge: Free access will be granted to all MCS sporting events for all substitutes in a given month who completed more than 40% of available days for that month's pay period. For example, a sub who completed 8 days of the available 19 for the January pay period would receive access to all MCS sporting events in the month of January. A monthly report will be provided to each of the schools for gate admission.

**Substitutes Pay Scales – 2021-2022 (Proposed Changes in Yellow)**

ASSIGNMENT	RATE OF PAY
Substitute (day-to-day) – To replace absent regular employees on a day-to-day basis.	<b>\$78.00</b> (High School Diploma) <b>\$88.00</b> (Bachelor Degree) <b>\$103.00</b> (TN licensed teacher)
Half-Day Assignment	<b>\$39.00</b> (High School Diploma) <b>\$44.00</b> (Bachelor Degree) <b>\$51.50</b> (TN licensed teacher)
Certified Subs greater than 20 days	Teacher Rate on New Scale
<b>MJHS/MHS and SpED Incentives:</b> 1st Incentive: An additional \$10.00 per day added to the regular rate of a substitute who fills an assignment at MJHS or MHS 2nd Incentive: An additional \$10.00 per day added to the regular rate of a substitute who fills a Special Education assignment at any school	<b>\$10.00/day</b> **The incentives will be combined for a total additional daily rate of \$20.00 for any sub who fills a Special Education assignment at MJHS or MHS**
<b>40% or Greater 1.5 Pay Incentives:</b> Eligible employees are substitutes who complete more than 40% of available days in a pay period. The days beyond 40% would be paid at 1.5 times their regular daily rate. <b>\$117.00</b> (High School Diploma) <b>\$132.00</b> (Bachelor Degree) <b>\$154.50</b> (TN licensed teacher)	<b>Schedule for the remainder of SY 21-22:</b> <ul style="list-style-type: none"> <li>January: 19 available days (7.5 is the 40% mark)</li> <li>February: 10 available days (4 is the 40% mark)</li> <li>March: 21 available days (8.5 is the 40% mark)</li> <li>April: 15 available days (6 is the 40% mark)</li> <li>May: 19 available days (7.5 is the 40% mark)</li> <li>June: 19 available days (7.5 is the 40% mark)</li> <li>July: 5 available days (2 is the 40% mark)</li> </ul>
<b>Non-Monetary Incentives:</b> <b>Free School Lunch:</b> The district will cover the cost of school lunches on the day they are working  <b>Access to the Employee Health Clinic:</b> Access will be granted to the clinic for all substitutes in a given month who completed more than 40% of available days for that month's pay period. For example, a sub who completed 8 days of the available 19 for the January pay period would receive access to the clinic for the month of January. A monthly report will be provided to the clinic for reference.  <b>Access to MCS Sporting events free of charge:</b> Free access will be granted to all MCS sporting events for all substitutes in a given month who completed more than 40% of available days for that month's pay period. For example, a sub who completed 8 days of the available 19 for the January pay period would receive access to all MCS sporting events in the month of January. A monthly report will be provided to each of the schools for gate admission.	

**NOTES:**

**Certified Subs on board as of 1 July 2019 will be grandfathered. All new Certified subs must have a TN License within the last 5 years**

**Nurse Subs:** Substitute nurses receive \$150/day. (we do not double their pay for extended subbing)  
**MCS nurses who sub for another MCS nurse receive their regular hourly pay.**

**TA's who Sub:** They are at the \$88.00 rate (with or without BS) or their regular hourly rate at their assigned school.



**Project Number:** 000-0253073

**Project Location:** Maryville, TN  
**Agent Contact:** Tennessee Lighting Sales

**Issue Date:** 12/08/2021  
**Expiration Date:** 12/20/2021

Ln	Qty	Type	Brand	Catalog # / Line Comments	Unit Price	Ext. Price
1	40		EphesusSP	EPH-LS-08-0640L-BLK-57-70-2S-C04-XV-AM-LY-A00-HEG-BP-ST	\$1,500.00	\$60,000.00
2	10		EphesusSP	EPH-LS-08-0640L-BLK-57-70-3S-C04-XV-AM-LY-A00-HEG-BP-ST	\$1,500.00	\$15,000.00
3	8		EphesusSP	PDR125200-PM-RRRR-2-VX-BLK-AM	\$2,600.00	\$20,800.00
4	4		EphesusSP	EPH-VN-04-E-XV-BK-WHT-YOKE-7XX-T4W-AMS-AXX-NN-ST	\$660.00	\$2,640.00
5	1		EphesusSP	AF-0211 / INSTALL LASER KIT	\$125.00	\$125.00
6	1		EphesusSP	CBSSW-450-002E-DB / AIRMESH DYNAMIC 5-BUTTON HUB	\$5,500.00	\$5,500.00
7	4		EphesusSP	TL7-B2 / 7 -PIN TWIST LOCK CONTROLLER	\$200.00	\$800.00
8	1		EphesusSP	GLP-SER-REMOTE / AIRMESH REMOTE COMMISSIONING	\$1,350.00	\$1,350.00
9	18		EphesusSP	SER-REMOTEDDEV / AIRMESH REMOTE PER DEVICE	\$18.00	\$324.00
10	1		EphesusSP	EPH-PSU / EPHEUSUS REMOTE PROJECT START UP	\$2,000.00	\$2,000.00
11	1		EphesusSP	EPH-C-LBR / RETROFIT INSTALLATION LABR	\$50,000.00	\$50,000.00
12	62		EphesusSP	EPH-10YR-LBRWAR-T/ LABOR WARRANTY	\$160.00	\$9,920.00
<b>Total</b>						\$168,459.00



**Quotation Notes:**

- Prices are in US Dollars
- Customer shall pay all taxes, duties, levies or fees.
- Payment terms are subject to credit approval.
- Standard Incoterms of FOB Origin will apply.
- This estimate is non-contractual.
- Fixture lead time will be determined at time of PO.
- LED fixtures include a 10-year parts and labor warranty; reference version 04092020
- Third party vendors extend their respective warranties, terms & conditions and exclusions apply.
- Quote assumes that lighting circuit voltages are within 3% of nominal. Any sag or surge outside of that voltage range must be corrected before fixtures are installed.
- Quote assumes electrical distribution system is properly grounded/bonded in accordance with NEC (NFPA 70) and for electronics as specified in IEEE Emerald Book
- Metallic conduits are not acceptable grounding methods for LED lighting systems. Improper grounding may impact fixture warranty.
- Quote is for quantity of fixtures used in design **EPH-Maryville HS FB-r1**. Fixture quantity/price are subject to change upon design revisions and/or technical scope review.
- Cooper Lighting LLC reserves the right to take exception to any specification, drawing or detail that has not been communicated through the RFP. Purchaser assumes all liability for any specification, drawing or detail not communicated at time of quotation.
- Structural engineering certification of existing structures not included.
- Quote assumes existing structural integrity is compliant with local, state and federal regulatory codes.
- Quote assumes existing structure can support proposed retrofit EPA and weight requirements needed.
- Cooper Lighting is not responsible for ensuring EPA calculations have been satisfied
- Cooper Lighting is not responsible for existing poles and/or cross arms and makes no guarantees that the existing structures are sufficient to support the fixtures
- At time of PO customer is responsible for communicating mounting requirement for crossarm to existing pole (U-Bolt, Thru Bolt, Plate to Plate)
- Freight on structures is allowed for one complete shipment. Partial shipments will result in additional charges which is not included in this quotation.
- Offloading of structures not included. Cooper Lighting is not responsible for any offloading related back charges.
- Services such as installation and aiming are quoted separately.
- Structural locations must be accessible and unobstructed
- Installation assumes standard M-F business hours, variations from schedule may result in additional charges.
- Quote includes bid by licensed entities anticipated to perform the work.
- Quote includes: Mounting and wiring all fixtures, fixture aiming, commissioning, training and final clean up.
- Quote excludes: Supply and installation of main distribution panel, breakers, contactors and switching. Installation, trenching and connections of underground conduit and wiring for each pole. Any permitting, bonding and prevailing wages.
- Cooper Terms and Conditions: Additional charges may apply if electrical power is not available at time of installation.

**Cooper Lighting Terms and Conditions:**

- Prices are valid for 60 days after final approval unless otherwise noted on the quotation.
- This assumes standard transportation methods and carriers are used.
- Any special transportation requirements (including, but not limited to - city delivery truck, union driver, lift gate) will increase cost and may require additional charges to the customer.
- Ephesus Sports Lighting has a \$5,000 minimum pre-paid freight allowance. All orders less than \$5,000 will be charged \$100 per fixture freight.
- Please reference Cooper Lighting's Terms & Conditions on our website for all product line freight allowances.
- All other standard terms and conditions apply - please see the website for details.



\*Cooper Lighting LLC's terms and conditions shall apply to its bid submission. Any terms and conditions proposed by customer on this bid, its purchase order or any other document shall not be binding on Cooper Lighting LLC and are hereby rejected unless expressly agreed to in writing by Cooper Lighting LLC. Cooper Lighting LLC reserves the right to review and negotiate all proposed terms and conditions not in agreement with the above-stated Cooper Lighting LLC terms and conditions prior to acceptance of any order or entering into any contract.



December 10, 2021

Mr. Scott Blevins  
Maryville City Schools  
833 Lawrence Ave.  
Maryville, Tn 37803

Re: Montgomery Ridge Intermediate School HVAC Unit Replacements

Dear Scott,

We have reviewed the low bid submitted by Airtech Service Company and recommend it be accepted.

If you have any questions or comments please contact me at your earliest convenience.

Sincerely,  
**Engineering Services Group, Inc.**

Kyle Russell

<b>BID TAB</b>		Page <u>1</u>		<b>Montgomery Ridge Intermediate School Unit Replacements Blount County Maryville, Tennessee Project #21741</b>		Designer represented by:  Kyle Russell	
		of <u>1</u>				Owner represented by:  Dr. Winstead/Scott Blevins	
Bids opened in: <b>Maryville, TN</b>		Addenda issued: <b>1</b>				Bid opening conducted by:  Kyle Russell	
<b>Bidders of Record</b> <small>name, city, license number</small>				<b>BASE BID</b>			
Interstate Mechanical Contractors Knoxville, TN				1,949,000			
Engert Plumbing & Heating Knoxville, TN				No bid			
Airtech Service Co., Inc. Knoxville, TN				1,705,000			
J & F Mechanical, Inc. Rutledge, TN				1,775,000			