

Regular Board Meeting

January 11, 2021 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Recognition	Jacob Sorrells, Tammy Lewis
3. MCEA Report	Dana Cordova
4. Committee Reports/Schedule Committee Meetings	
1. Policy Committee - January 11, 5:30 p.m.	Andy Woodard
5. Consent Agenda	
1. Minutes	
6. Policies	
7. New Business	
8. Director's Report	Jacob Sorrells
1. Resolution (Technology)	Jacob Sorrells, Brian Runion
2. Resolution to Amend Beginning Fund Balance	Jacob Sorrells, Brian Runion
9. Adjourn	Julie Keny Cathey
10. FYI	
1. Approved Fundraisers	
2. Monthly Financial Report	
3. Use of Facility	

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/09/20
		Rescinds: 1.403	Issued: 11/10/11

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may recommend items to be placed on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

The agenda (which shall include the consent agenda), together with supporting materials, shall be given to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be available for public inspection when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, may not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda by presenting proposed items to the director of schools or the chairman of the Board.

For items to be considered on the agenda, they must be received in the director of schools' office at least seven (7) business days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members of the public who wish to speak.

Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and Appearances Before the Board* (1.404)

CONSENT AGENDA

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

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/09/20
		Rescinds: 1.403	Issued: 11/10/11

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Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 08/12/19
		Rescinds: 1.406	Issued: 10/12/99

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of
2 the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members with the
3 agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed
4 by the chair and director of schools.² The minutes shall become permanent records of the Board and
5 shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be
6 provided to all board members, the president of the local education association, and to each of the schools
7 no more than thirty (30) days after the approval by the Board.⁴

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or absent,
10 and the approval of the minutes of the preceding meeting;²
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
12 the names of the members making and seconding the motions, and a record of the members
13 voting “aye” and “nay” in the event of a roll call vote;²
- 14 3. Names of persons addressing the Board and the purpose of their remarks; and
- 15 4. A brief account of those items discussed, and whether or not any motions were made regarding
16 those items.

Legal References:

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11); Public Acts of 2019,
Chapter No. 248

Cross References:

Duties of Officers 1.201

December 14, 2020

The Marshall County Board of Education met in regular session on Monday, December 14, 2020, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were John Daniel Allen, William Bell, Julie Keny Cathey, Kristen Gold, Erin Jones, Harvey Jones, Heidi McElhaney, and Andy Woodard. Susan Hunter was absent.

Pledge/Prayer

Mr. Jones made a motion, with a second by Dr. Bell, to approve the agenda. The motion passed 8-0.

Mr. Sorrells recognized the top five readers from Marshall Elementary School.

There was no MCEA report.

Presented under Consent Agenda: November 9, 2020, monthly board meeting minutes, and November 10, 2020, executive session minutes. Ms. Gold made a motion, with a second by Mr. Jones, to approve the consent agenda. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. Jones, to approve Federal Budgets, Revision #3. The motion passed 8-0.

There was no new business.

During the Director's Report, Mr. Sorrells: announced the Forrest High School graduation as Thursday, December 17 at 6:00 p.m., and MCHS's graduation as Friday, December 18 at 6:00 p.m.; stated that EOCs for 9-12 end Tuesday with makeup tests to be given in January; thanked the board and school personnel for their hard work during these hard times; announced upcoming virtual days (January 13 and 27, and February 10 and 24); provided a COVID update and presented enrollment numbers (to include virtual students); stated he plans to have a 7-12 virtual option next year; thanked the board for allowing the system to have a nurse in each school building; introduced Brian Runion, who will be the new CFO, and thanked Janet Wiles, who is retiring from the CFO position; thanked Food Service Supervisor Larissa Delk, and her Central Office staff, Beverly Jett and Lauren Martin, for filling in at schools while cafeteria staff have been out for various reasons.

Mr. Jones made a motion, with a second by Ms. McElhaney, to approve policy 5.3051 FFCRA Leave, which extends the benefit until June 30, 2021.

Mr. Jones and Ms. Cathey thanked Ms. Wiles for her 20 years of service to the Marshall County School System.

On behalf of the Board of Education, Ms. Cathey wished everyone a Merry Christmas and a Happy New Year.

The meeting adjourned at 6:27 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Marshall County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 01/11/21
		Rescinds: 1.901	Issued: 08/12/19

1 *General*

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to charter schools converting from existing public schools. Proposals from existing
4 charter school operators or replicators and applicants proposing to contract with educational service
5 providers shall ~~include the information required by~~ **be in accordance with** state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send the director notice of its intent sixty (60) days prior to
8 February 1 of the year preceding the year in which the proposed charter school plans to begin operation
9 as a public charter school.

10 A sponsor seeking board approval of an initial charter school application must complete the forms
11 provided by the Tennessee Department of Education. The application must provide all the information
12 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
13 prescribed by law for the formation of a charter school and the proposed charter school will be able to
14 implement a viable program of quality education for its students.³

15 Applications must be submitted to the board **and Department of Education** on or before 4:30 p.m. on
16 February 1 of the year preceding the year in which the proposed charter school plans to begin operation
17 as a public charter school. If the 1st of February falls on a Saturday, Sunday or holiday on which the
18 school district offices are closed, applications will be accepted on the next business day on or before
19 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application
20 fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December each year, the Director of Schools shall make
26 a recommendation to the board of which members of his/her administrative staff should be appointed to
27 the team. The board shall name the members of the team at its meeting in January of each year. The
28 board shall designate a chair of the review team as the contact person for answering questions about the
29 application process and receiving applications. The Director of Schools shall develop an orientation for
30 the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of
31 interest.

1 The board shall require a procedure of receiving, reviewing and ruling on applications for the
2 establishment of charter schools by the review team. The procedure shall include a timeline for the
3 application and review process. A copy of the procedure, including the review criteria, shall be available
4 to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the board;
- 7 2. Recommend one of the following options to the board for each application: approve, reject, or
8 reject with stipulations for reconsideration; and
- 9 3. Make recommendations for revocation, renewal or non-renewal of charter contracts.

10

11 **APPROVAL, DENIAL OF APPLICATION⁴**

12

13 The Board shall rule by resolution on the approval or denial of a charter application within ninety (90)
14 days of receipt of the completed application or the application shall be deemed approved by law. The
15 Director of Schools shall report the action taken by the Board to the Department of Education.

16

17 **Approval**

18

19 The Sponsor of a public charter school that is approved by the Board shall enter into a written agreement
20 with the Board, which shall be binding on the charter school's governing body. This charter school
21 agreement shall be in writing signed by the Sponsor and the Board.

22

23 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and
24 local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

25

26 Charter schools approved by the Board of Education are expected to implement the application as
27 submitted and approved. Material variations in operations from the approved application require
28 amendment pursuant to statute and the charter school agreement.⁶

29

30 The Board should not be expected to provide services to charter schools that are not requested during
31 the application process except for those services that are required under state or federal laws. Services
32 agreed to be provided to the charter school by the Board shall be provided at board actual cost. The
33 Board and charter school shall execute a service contract for any additional services.

34

35 New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or deny
36 renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

37

38 **Denial**

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40 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit an
41 amended application to correct the deficiencies. The Board shall have sixty (60) days either to deny or
42 to approve the amended application or the application shall be deemed approved by **state** law.⁴

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A denial of an application by the board may be appealed by the sponsor within ten (10) days of the final decision to deny to the ~~State Board of Education~~ **Tennessee Charter School Commission.**⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 01/11/21
		Rescinds:	Issued:

1 **ONLINE COURSES**

2 High school students may earn credit to be applied toward graduation requirements by completing online
3 courses offered through agencies or institutions approved by the Board. Credit from these online courses
4 may be earned only in the following circumstances:

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

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

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

17 **COURSE ACCESS PROGRAM**

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

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

25 The Director of Schools shall develop administrative procedures to ensure that students and
26 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course
27 enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within five (5)
28 days of a denial.

29 After a timely appeal is made, the Board will provide written notification to the student and
30 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than

1 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
2 an error in denying the student the ability to participate in the course access program.³

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Legal References:

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

Cross References:

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Resources and Materials	Descriptor Code: 4.400	Issued Date: 04/08/19
		Rescinds: 4.400	Issued: 11/10/14

- 1 All classrooms shall be equipped with an evenly-proportioned, wide assortment of teaching tools,
- 2 textbooks, audio-visual equipment selected to meet the students’ needs. Textbooks and instructional
- 3 materials should provide quality learning experiences for students.

- 4 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
- 5 generate critical thinking, and support the educational programs.

- 6 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
- 7 materials, teaching materials, teaching aids, handouts, and tests that are developed by and graded by their
- 8 child’s teacher. The director of schools shall develop procedures for inspection of materials and
- 9 distribute these procedures to each principal.

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Legal References:

- 1. 20 USCA § 1232h(a); TCA 49-6-7003

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 01/11/21
		Rescinds: 4.401	Issued: 04/08/19

1 *General*

2 All classrooms shall be equipped with an evenly-proportioned, wide assortment of teaching tools,
3 textbooks, audio-visual equipment selected to meet the student's needs. Textbooks and instructional
4 materials should provide quality learning experiences for students **in accordance with state law.**¹

5 **SELECTION**¹

6 The selection of textbooks **and instructional materials** shall be completed according to the laws and
7 policies required by the State of Tennessee and the State Textbook Commission. The responsibility for
8 textbook **and instructional materials** selection rests with the local textbook selection committees subject
9 to approval by the Board. **Use of textbooks and instructional materials not on the list approved by the**
10 **State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education**
11 **and such waiver is approved.** The director of schools shall establish a procedure for providing the citizens
12 of the community an opportunity to examine proposed textbooks prior to their final adoption,² including
13 public notice of time and location at which textbooks may be examined. Once the proposed textbooks
14 have been approved by the Board, the director of schools shall post the list of all approved textbooks and
15 instructional materials on the school system's website and send a copy of the list to the commissioner of
16 education.²

17 **DISTRIBUTION**

18 The supervisor of instruction shall be designated by the Board to be responsible for the purchase and
19 distribution of textbooks in each school. The principal shall be responsible for seeing that each student
20 receives the required textbooks at no cost to the student.

21 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**⁴

22 Textbooks **and instructional materials** are property of the Board and shall be returned at the end of the
23 school year, upon completion of the course or upon withdrawal from a course or school.
24 Parents/**Guardians** are to sign an agreement stating they will be responsible for the textbooks **and**
25 **instructional materials** received and used by their children.

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

28

29

	Age of Book	Amount Collected
1		
2	0 – 2 years	100% of replacement cost
3	3 – 4 years	75% of replacement cost
4	5 or more years	50% of replacement cost

5 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where
6 the book is damaged to the extent it is no longer useable, the amount collected shall conform to the
7 reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent
8 damages, loses or defaces the textbook either through willful intent or neglect.⁴

9 If, after hearing the student’s explanation and other investigation as necessary, the principal determines
10 that there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and
11 notify the parents in writing.

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

- 14 1. Refusal to issue any additional textbooks until restitution is made; and
- 15 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
16 is made.

17 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
18 uncontrollable circumstances and not responsible for the damages.⁴

19 **INSPECTION REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

20 ~~A list of textbooks used by the schools shall be posted on the district webpage and revised annually.~~
21 ~~Textbooks shall be available for inspection by parents/guardians upon request, and the director of schools~~
22 ~~shall develop procedures for the inspection of materials and distribute these procedures to each~~
23 ~~principal.⁵~~

24 **Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional**
25 **materials including, but not limited to, teaching materials, handouts, and tests that are developed by and**
26 **graded by their child’s teacher.**

Legal References:

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c),(e),(f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232(h)(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-16(2)

Cross References:

- Surplus Property Sales 2.403
Reconsideration of Instructional Materials and
Textbooks 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 01/11/21
		Rescinds: 4.406	Issued: 01/13/20

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes it incumbent upon staff and students to use this privilege in an appropriate and
3 responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district’s Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district’s computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another’s folders, work or files
 - 22 • Intentional misuse of resources
 - 23 • Using another’s password or other identifier (impersonation)
 - 24 • Use of the network for commercial purposes
 - 25 • Buying or selling on the Internet

26 **Students**

27 The director of schools shall develop and implement procedures for appropriate Internet use by students.
28 Procedures shall address the following:

- 1 1. General rules and ethics of Internet use.
- 2 2. Prohibited or illegal activities, including, but not limited to:¹
- 3 • Sending or displaying offensive messages or pictures
- 4 • Using obscene language
- 5 • Harassing, insulting, defaming or attacking others
- 6 • Damaging computers, computer systems or computer networks
- 7 • Hacking or attempting unauthorized access
- 8 • Violation of copyright laws
- 9 • Trespassing in another's folders, work or files
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- 12 • Use of the network for commercial purposes
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14 **INTERNET SAFETY MEASURES³**

15 Internet safety measures shall be implemented that effectively address the following:

- 16 • Controlling access by students to inappropriate matter on the Internet and World Wide Web
- 17 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 18 forms of direct electronic communications
- 19 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 20 students on-line
- 21 • Unauthorized disclosure, use and dissemination of personal information regarding students
- 22 • Restricting students' access to materials harmful to them

23 The director of schools/designee shall establish a process to ensure the district's education technology is
24 not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
25 include, but not be limited to:

- 26 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 27 material that is obscene, child pornography or harmful to students
- 28 • Maintaining and securing a usage log
- 29 • Monitoring on-line activities of students

30 The Board shall provide reasonable public notice of, and at least one (1) annual public hearing or meeting
31 to address and communicate, its Internet safety measures.

32 A written parental consent shall be required prior to the student being granted access to electronic media
33 involving district technological resources. The required permission/agreement form, which shall specify
34 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural
35 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
36 and also by the student. This document shall be executed once every three (3) years and shall be valid
37 only in the school years in which it represents unless parent(s) provide written notice that consent is

1 withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least
2 18 years old) must provide the director of schools with a written request.

3 **E-MAIL**

4 Users with network access shall not utilize district resources to establish electronic mail accounts through
5 third-party providers or any other nonstandard electronic mail system. All data including e-mail
6 communications stored or transmitted on school system computers shall be monitored.
7 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
8 may be a public record under the public records law and may be subject to public inspection.²

9 **INTERNET SAFETY INSTRUCTION⁴**

10 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
11 computer resources. Parents and students will be provided with material to raise awareness of the dangers
12 posed by the internet and ways in which the internet may be used safely.

13 **SOCIAL NETWORKING**

- 14 1. District staff who have a presence on social networking websites are prohibited from posting
15 data, documents, photographs, or inappropriate information that is likely to create a material and
16 substantial disruption of classroom activity.
- 17 2. The board discourages district staff from socializing with students on social networking websites.
18 The same relationship, exchange, interaction, information, or behavior that would be
19 unacceptable in a non-technological medium is unacceptable when done through the use of
20 technology.

21 **VIOLATIONS**

22 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
23 with the existing disciplinary procedures of this District.

24

Legal References:

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References:

Use of Electronic Mail (e-mail) 1.805
Web Pages 4.407

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 01/11/21
		Rescinds: 5.202	Issued: 12/08/11

1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.¹ ~~Before~~
3 ~~an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an~~
4 ~~opportunity to respond; and (3) given a written decision of the suspension.~~

5 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the
6 employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed
7 to be an appropriate penalty.

8 **DISMISSAL**

9 All non-certified (classified) employees are employed at the will of the director. The director of schools
10 may dismiss any non-certified employee during the contract year for any reason.

11 **RESIGNATION**

12 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks
13 (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working
14 days may be waived by the director of schools for justifiable reason.

15 The immediate supervisor shall forward copies the day received to the director of schools' office. The
16 payroll office will prepare final payment for the next appropriate scheduled pay day.

17 **RETIREMENT**

18 Retirement shall mean a termination of services under conditions which will allow the employee to draw
19 benefits from retirement plans and/or social security benefits.

20 Employees eligible for retirement benefits may elect to retire at any age according to the provision of
21 the retirement system.

22 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
23 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the
24 central office. It shall be the responsibility of the retiring employee to file for benefits.

25 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
26 without loss of retirement benefits.

1

Legal Reference:

1. TCA 49-2-301(b)(1)(EE)(FF)

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 01/11/21
		Rescinds: 5.302	Issued: 08/08/16

1 PROFESSIONAL PERSONNEL

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month employed
3 during the school year and shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's spouse, parents,
6 grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law,
7 son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the director of schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician on forms furnished by the Board may be required in support of any
12 claim for sick leave pay.¹

13 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
14 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or
15 permit and must be paid according to the state salary scale.

16 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
17 director of schools' office.

18 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
19 school system, provided that the director of schools of the system in which the accumulated leave was
20 held provides notarized verification.¹

21 ~~Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher
22 may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive
23 parents are teachers, only one parent may request leave. Written verification from the adoption agency
24 or other entity handling the adoption shall be required before the leave is granted.¹~~

25 SUPPORT PERSONNEL

26 The time allowed for sick leave shall be one (1) day for each month employed during the school year
27 and shall accumulate for an unlimited number of days.

1 Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or
2 illness or death of a member of the employee's immediate family, including the employee's spouse,
3 parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law,
4 son-in-law, brother-in-law and sister-in-law.

5 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
6 by the director of schools and shall promptly be given to the immediate supervisor in support of all
7 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

8 A certificate from the physician on forms furnished by the Board may be required in support of any
9 claim for sick leave.

10 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
11 of his/her sick leave pay.

12 Permanent cumulative sick leave records for each active employee shall be kept in the director of
13 schools' office.

14 ~~Sick leave for maternity purposes may be taken during the period of physical disability only.~~
15 ~~Documentation from a physician may be required.~~

16 Accrued sick leave shall not be compensated due to resignation, retirement or termination.

17 **SICK LEAVE BANK**

18 The purpose of the sick leave bank is to provide sick leave to all employees who have suffered an
19 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

20 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
21 the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall be
22 appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
23 regulations consistent with state law⁵. Employees wishing to participate shall initially give a maximum
24 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
25 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
26 nontransferable.³

27 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
28 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
29 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
30 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
31 employee.³

32 An employee who is a member of the sick leave bank may request an allotment of days (for the
33 employee's personal illness only) in the manner designated by the trustees. The need for these days must
34 be verified by a statement from a doctor.

35 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
36 year.⁴ Membership withdrawal results in forfeiture of all days contributed.

1 The sick leave bank shall be operated in accordance with state law.

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Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)
3. TCA 49-5-807
4. TCA 49-5-806
5. TCA 49-5-804; TCA 49-5-805

Cross References

- Family and Medical Leave 5.305
Physical Assault Leave 5.307

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 01/11/21
		Rescinds: 5.303	Issued: 12/14/99

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and
2 rules and regulations of the State Board of Education.

3 Certificated employees shall earn personal and professional leave at the rate of one day for each half-
4 year employed for a total of two (2) days per year. Any personal and professional leave remaining unused
5 at the end of a year shall be credited to sick leave.¹

6 If, at the termination of services, any employee has been absent for more days than leave has been earned,
7 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
8 payment.

9 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 10 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
11 of intent to take leave;
- 12 2. The approval of the principal of the school shall be required:
 - 13 a. If more than ten percent (10%) of the teachers in any given school request its use on the same
14 day;
 - 15 b. If requested during any prior established student examination period;
 - 16 c. If requested on the day immediately preceding or following a holiday or vacation period.¹
 - 17 d. **If personal leave is requested for days scheduled for professional development or in-service**
18 **training, according to a school calendar adopted by the Board prior to the commencement of**
19 **the school year; or**
 - 20 e. **If personal leave is requested for days scheduled for parent-teacher conferences, according**
21 **to a school calendar adopted by the Board prior to the commencement of the school year.**

22 Professional leave is a short, temporary absence for the purpose of attending workshops and other
23 meetings relating to school business or serving on boards and commissions which meet during daytime
24 hours when appointed by a major, city council, county executive or county commission.² A teacher shall
25 not be granted over ten (10) days' professional leave per year without approval from the Board of
26 Education.

27 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

- 1 In addition, certificated employees shall be granted leave to serve on any board or commission of the
- 2 state when the appointment is made by the Governor or General Assembly. Such leave shall not be
- 3 counted against any other accumulated leave credits. The employee shall notify the principal at least five
- 4 (5) days prior to leave being taken.²

Legal References:

1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
2. TCA 49-5-205

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: COVID Leave	Descriptor Code: 5.3051	Issued Date: 01/11/21
		Rescinds:	Issued:

- 1 The Marshall County School System COVID Leave will be in effect until March 31, 2021.
- 2 This policy will apply to the following:
 - 3 1. I am subject to a Federal, State or local quarantine or isolation order related to COVID-19;
 - 4 2. I have been advised by a health care provider to self-quarantine related to COVID-19; or
 - 5 3. I am experiencing COVID-19 symptoms and I am seeking a medical diagnosis.

Any employee requesting additional time beyond what's allowed during isolation/quarantine must use personal/sick/vacation days.

DELETE

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <p style="text-align: center;">FFCRA LEAVE</p>	Descriptor Code: <p style="text-align: center;">5.3051</p>	Issued Date: <p style="text-align: center;">12/14/20</p>
		Rescinds:	Issued: <p style="text-align: center;">11/09/20</p>

1 *General¹*

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect from April 1,
3 2020, until June 30, 2021.

4 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary
5 administrative procedures. Employees should seek clarification from Human Resources if they have
6 questions regarding the total amount of leave and pay available to them.

PAID SICK LEAVE

Employees, including school nurses, are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework because the employee:²

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship to the employee;
5. is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides child care is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

This paid leave may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

EXPANDED FMLA LEAVE

Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)

of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the district.³

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or telework due to the need to care for his/her son or daughter because of a school or child care facility closure or because the person who regularly provides child care (i.e. this could include a family member or neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave available may be impacted by any prior use of FMLA.⁶

The first ten (10) days of EFMLEA leave shall be unpaid; however, an employee may choose to take any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave or annual leave to cover those days or the amount is capped per federal law.⁷

Legal References:

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq, (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

Cross References:

Sick Leave 5.302
Family and Medical Leave 5.305

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 01/11/21
		Rescinds: 6.200	Issued: 01/13/20

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance
6 requirements;
- 7 3. Ensuring that all school-age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying for new or
9 reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or license
11 withdraws from school.²

12 Student attendance records shall be given the same level of confidentiality as other student records. Only
13 authorized school officials with legitimate educational purposes may have access to student information
14 without the consent of the student or parent(s)/guardian(s).³

15 ABSENCES

16 Absences shall be classified as either excused or unexcused as determined by the principal or assistant
17 principal. Professional documentation shall be required.

18 Excused absences shall include:⁴

19 **I. Medical Excuses:** Students must provide valid documentation for absences which details accurate
20 dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school,
21 a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will
22 become permanently unexcused.

23
24 **II. Personal Days:** Beginning with the 2020-2021 school year, students will be allowed three (3)
25 excused personal days per semester. These days will cover the following types of absences; however,
26 proper documentation must be presented to the office in order for the absence to be excused:

- 27 1. Personal illnesses, serious family illness or family emergency – (a note from the student's
28 parent/guardian or legal custodian will be required for the student's returning to school). The
29 note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a
30 student has three (3) school days in which to submit a note. After three (3) days, the absence(s)
31 will become permanently unexcused.

- 1 2. Driver's license (documentation is required).
- 2 3. Deaths
- 3 A. In the family – One (1) day will be excused. Additional days will be excused at the discretion
- 4 of the principal (program or death notice is required upon return to school)
- 5 B. Of others – The principal may excuse absences with appropriate documentation.
- 6 4. Religious Holidays/Retreats⁵ – Religious holidays will be excused with proper documentation
- 7 from the parent. Religious retreats must be pre-authorized by the principal with documentation
- 8 from religious church/agency sponsoring the retreat.
- 9 5. Appearance in court (documentation from a court official will be required as documentation).
- 10 6. Pregnancy.
- 11 7. Extreme weather conditions.
- 12 8. **School-endorsed activities.**
- 13

14 **III. Principal's Discretion:** Absences involving extenuating or unusual circumstances may be
15 approved or pre-approved by the principal on a case-by-case basis.

16 Any absence without a note is automatically an unexcused absence.

17 The principal shall be responsible for ensuring that:⁶

- 18 1. Attendance is checked and reported daily for each class;
- 19 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 20 the majority of the day;
- 21 3. All student absences are verified;
- 22 4. Written excuses are submitted for absences and tardiness; and
- 23 5. System-wide procedures for accounting and reporting are followed.

24 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

25 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
26 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
27 absences each school year. No later than seven (7) business days prior to the student's absence, the
28 student shall provide documentation to the school as proof of the student's participation along with a
29 written request for the excused absence from the student's parent/guardian. The request shall include the
30 following:

- 31 1. Student's name and personal identification number;
- 32 2. Student's grade;
- 33 3. The dates of the student's absence;
- 34 4. The reason for the student's absence; and
- 35 5. The signatures of the student and parent/guardian.

36 **RELEASED TIME COURSE¹⁰**

37 A principal/designee may excuse a student to attend a course in religious moral instruction for up to one
38 (1) class period per school day. Students shall not be excused during any class which requires an
39 examination for state or federal accountability purposes.

1 The student shall submit a written consent form signed by the student's parent/guardian prior to
2 participation in the released time course. The principal/designee shall document the approval in writing.
3 The student shall provide documentation to the principal/designee as proof of the student's participation
4 in the released time course.

5 The district shall not be responsible for transporting students to and from the place of instruction.

6 Upon submission of the student's transcript from the entity that provided the released time course, the
7 student may be awarded one-half (1/2) unit of elective credit.

8 The Director of Schools shall develop procedures with secular criteria for determining whether credit
9 shall be awarded.

10 **TRUANCY**

11 *General*

12 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
13 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
14 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
15 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
16 considered present for school attendance purposes.¹¹ If a student is required to participate in a remedial
17 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
18 and the school system provides transportation, unexcused absences from these programs shall be
19 reported in the same manner.⁹

20 A student who is absent three (3) days without adequate excuse shall be reported to the Director of
21 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
22 absence. If a parent does not provide documentation within adequate time excusing those absences, or
23 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
24 intervention plan described below prior to referral to juvenile court.

25 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
26 implemented.

27 **Tier I**

28 Tier I of the progressive truancy intervention plan is triggered at three (3) unexcused absences and shall
29 include the following:

- 30 1. A scheduled/attempted conference with the student and the student's parent(s)/guardian(s);
- 31 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
32 and an attendance supervisor or designee. The contract shall include:
 - 33 a. A specific description of the school's attendance expectations for the student;
 - 34 b. The period for which the contract is effective; and
 - 35 c. Penalties for additional absences and alleged school offenses, including additional
36 disciplinary action and potential referral to juvenile court; and
- 37 3. Regularly scheduled follow-up meetings to discuss the student's progress.

1 Tier II

2 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,
3 the student will be subject to Tier II.

4 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a
5 student has been absent from school. The employee may refer the student to counseling, community-
6 based services, or other services to address the student's attendance problems.

7 Tier III

8 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Students will
9 be cited to the Marshall County Schools Truancy Board.

10 Interventions/Recommendations shall be determined by the Marshall County Schools Truancy Board.
11 The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be
12 approved by the Director of Schools/designee.

13 After five (5) unexcused absences and the progressive truancy intervention have been attempted, the
14 student/parent will be referred to Juvenile Court.

15 DRIVER'S LICENSE REVOCATION²

16 More than ten (10) consecutive or fifteen (15) reported absences (unexcused) by a student during any
17 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

18 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
19 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

20 CREDIT/PROMOTION DENIAL

21 Credit/Promotion denial determinations may include student attendance; however, student attendance
22 may not be the sole criterion.⁶ However, if attendance is a factor, prior to credit/promotion denial, the
23 following shall occur:

- 24 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to
25 excessive absenteeism.
- 26 2. Procedures in due process are available to the student when credit or promotion is denied.

27 Out-of-School Suspension days are likewise unexcused absences.

28 The principal shall be responsible for ensuring that:⁷

- 29 1. Attendance is checked and reported daily for each class;
- 30 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
31 the majority of the day;
- 32 3. All student absences are verified;
- 33 4. Written excuses are submitted for absences and tardiness;

- 1 5. System-wide procedures for accounting and reporting are followed; and
- 2 6. Students who are absent three (3) days without adequate excuse shall be reported to the director
- 3 of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
- 4 student's absence.⁸ The director of schools/designee shall also comply with state law regarding
- 5 the reporting of truant students to the proper authorities.⁸

6 **TARDIES, EARLY DISMISSALS AND DETENTION**

- 7 1. Truancy is defined as an unexcused absence for an entire school day, a major portion of the
- 8 school day or any portion of any class, study hall or activity during the school day for which the
- 9 student is scheduled.
- 10 2. Any student who misses more than fifteen (15) minutes of a class period will be counted as
- 11 absent.

12 **ELEMENTARY TARDY* POLICY**

13 *A tardy is defined as a late check in or an early check out from school.

14 After five (5) unexcused tardies, parents will receive written notice from school as a warning that further
15 unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After
16 a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy
17 Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect
18 in the Marshall County Juvenile Court.

19 Please note: Elementary students receive three parent notes per semester. Parent notes can be used for
20 unexcused tardies.

21 **RULES AND PENALTIES**

- 22 1. A student must present documentation of his/her absence and receive a class admittance note
- 23 before entering class. Documentation must be turned in within three (3) school days from the
- 24 date the student returns to school, or the absences will be unexcused.
- 25 2. All missed classwork and tests (whether from an excused or unexcused absence) may be made
- 26 up if the student makes the request immediately upon returning to school and if class time is not
- 27 taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s)
- 28 by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within
- 29 one day per absence.
- 30 3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be
- 31 construed as make-up time. Under no circumstances will detention time be substituted for class
- 32 time and/or work missed.
- 33 4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student,
- 34 or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound"
- 35 teacher to provide instruction.
- 36 5. The principal shall be responsible for notifying in writing the director of schools and the parents
- 37 of the student of any action taken by the school.
- 38 6. A student participating in a school-sponsored activity, whether on or off campus, will not be
- 39 counted absent. The student will be eligible to make up all work missed and will receive full

- 1 credit for the assignment upon completion of the work. To qualify as “school-sponsored”, the
2 activity must be school-planned, school-directed, and supervised by an approved sponsor.
- 3 7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not
4 be permitted for any reason except for emergencies such as inclement weather or other
5 unavoidable situations, unless instruction time is made up in full.
- 6 8. Student attendance records will be given the same level of confidentiality as other student
7 records. Only authorized school officials engaged in legitimate educational purposes may have
8 access to student information without the express consent of the parent or guardian, if the student
9 is a minor, or the student, if he or she has attained the age of eighteen (18).⁴
- 10 9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

11 **ATTENDANCE HEARING¹⁰**

12 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
13 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
14 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
15 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
16 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
17 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
18 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
19 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
20 of any action taken regarding the excessive unexcused absences. The notification shall advise
21 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
22 Schools/designee.

23 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

24 Within five (5) school days of the Director of Schools/designee rendering a decision, the student’s
25 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
26 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
27 The action of the Board shall be final.

28 The Director of Schools/designee shall ensure that this policy is posted in each school building and
29 disseminated to all students, parents, teachers, and administrative staff.

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Legal References:

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 01/11/21
		Rescinds: 6.303	Issued: 031909

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried,
3 a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal,
4 the principal's designee or, if the principal and the principal's designee are unavailable and the offense
5 was committed on school property, to the appropriate authorities.¹

6 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
7 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
8 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student
9 answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary
10 action, including suspension.

11 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
12 principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians
13 and without giving the student constitutional warnings.

14 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

15 If the principal has requested assistance by the police department to investigate a crime involving his/her
16 school, the police shall have permission to interrogate a student suspect in school during school hours.
17 The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of
18 the intended interrogation unless circumstances require otherwise. The interrogation may proceed
19 without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee
20 shall be present during the interrogation.¹

21 The use of police women or female staff members is desirable in the interrogation of female students.

22 POLICE-INITIATED INTERROGATIONS

23 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
24 crimes committed outside of school hours, the police department shall first contact the principal
25 regarding the planned interrogation, inform him/her of the probable cause to investigate within the
26 school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians
27 of the interrogation unless circumstances require otherwise. The interrogation may proceed without
28 attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be
29 present during the interrogation.

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1 SEARCHES BY SCHOOL PERSONNEL

2 Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing
3 on school property or in the actual or constructive possession of any student during any organized school
4 activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school*
5 *parking lot that vehicles parked on school property by students or visitors are subject to search for*
6 *drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives
7 information which would cause a reasonable belief that the search will lead to the discovery of:

- 8 1. Evidence of any violation of the law;
- 9 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty
10 conduct;
- 11 3. Any object or substance which, because of its presence, presents an immediate danger of harm
12 or illness to any person.

13 A student using a locker that is the property of the school system does not have the right of privacy in
14 that locker or its contents. All lockers or other storage areas provided for student use on school premises
15 remain the property of the school system and are provided for the use of students subject to inspection,
16 access for maintenance and search. *Notice shall be posted in each school that lockers and other storage*
17 *areas are school property and are subject to search.*

18 A student may be subject to physical search or a student's pocket, purse or other container may be
19 required to be emptied because of the results of a locker search, or because of information received from
20 a teacher, staff member or other student if such action is reasonable to the principal. All of the following
21 standards of reasonableness shall be met:

- 22 1. A particular student has violated policy;
- 23 2. The search could be expected to yield evidence of the violation of school policy or disclosure of
24 a dangerous weapon or drug;
- 25 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
26 safety, supervision and education of students;
- 27 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
- 28 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive
29 in light of the age and sex of the student, as well as the nature of the infraction alleged to have
30 been committed.

31 School officials may conduct hand-held or walk-through metal detector checks of a student's person or
32 personal effects.

33 **In order to ensure a safe and secure learning environment, compliance with all of the provisions of the**
34 **School Security Act of 1981 shall be followed.^{1,2}**

35 USE OF ANIMALS

36 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
37 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and
38 shall not be used to search the persons of students or visitors.

1 **USE OF METAL DETECTORS**

2 In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use
3 of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

4 School officials or law enforcement officers may conduct metal detector checks of groups of individuals
5 if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a
6 randomly selected class; or every third individual entering an athletic event). Metal detector checks of
7 groups of individuals may not be used to single out a particular individual or category of individuals.

8 If a school official or a law enforcement officer has reasonable suspicion to believe that a particular
9 student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may
10 conduct a metal detector check of the student's person and personal effects.

11 A student's failure to permit a metal detector check as provided in this policy will be considered grounds
12 for disciplinary action including possible suspension.

13 The director of schools shall develop procedures for use of metal detectors.

14 **SEARCHES BY POLICE**

15 If public health or safety is involved, upon request of the principal who shall be present, police officers
16 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for
17 drugs, weapons or items of an illegal or prohibited nature.

18 If the principal has received reliable information which he/she believes to be true that evidence of a
19 crime or of stolen goods, not involving school property of members of the school staff or student body,
20 is located on school property and that any search for such evidence or goods would be unrelated to school
21 discipline or to the health and safety of a student or the student body, he/she shall request police
22 assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

23 Anything found in the course of the search conducted in accordance with this policy which is evidence of
24 a violation of the law or a violation of student conduct standards may be:

25 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
26 should be tagged for identification at the time it is seized and kept in a secure place by the
27 principal or the principal's designee until it is presented at the hearing. At the discretion of the
28 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
29 significant value, the item may be destroyed, but only with the express written permission of the
30 director of schools.

31 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
32 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official
33 after completion of an administrative proceeding at which its presence is reasonably required.

34 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her
35 designee may request the assistance of a law enforcement officer to:

- 1 1. Search any area of the school premises, any student or any motor vehicle on the school premises;
2 or
- 3 2. Identify or dispose of anything found in the course of a search conducted in accordance with this
4 policy.

5 The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect
6 that criminal evidence is about to be uncovered.

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Legal Reference:

1. TCA 49-6-4202 through TCA 49-6-4212
2. TCA 49-6-4201 *et seq*; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross Reference:

Reporting Child Abuse 6.409

Marshall County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 01/11/21
		Rescinds: 6.402	Issued: 08/14/08

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time² and
- 4 2. Participating as a member of any athletic team or in any other strenuous physical activity
- 5 program.³

6 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
7 on file in the principal's office.

8 **SCREENINGS**

9 Screenings may be conducted periodically by Marshall County Schools as required by the ~~Coordinated~~
10 ~~School Health Program~~ Tennessee Department of Education and the Department of Health. Screenings
11 may include blood pressure, body mass index, vision, hearing, scoliosis and dental. Parents/guardians
12 will receive written notice of any screening result that indicates a condition that might interfere or tend
13 to interfere with a student's progress. **The school district will not conduct physical examinations of a**
14 **student without parental consent or by court order, unless the health or safety of the student or others is**
15 **in question.**⁴

16 **IMMUNIZATIONS**

17 No students entering school, including those entering kindergarten or first grade, those from out-of-state
18 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,
19 as determined by the Commissioner of Public Health **unless circumstances outlined in state or federal**
20 **law prevent a student from producing such records.**^{2,5} It is the responsibility of the parents or guardians
21 to have their children immunized and to provide such proof to the principal or designee of the school
22 which the student is to attend.⁵

23 Exceptions, ~~in the absence of an epidemic or immediate threat thereof,~~ will be granted to any child whose
24 parent or guardian shall file with school authorities a signed, written statement that such measures
25 conflict with **one of the following:** ~~his/her religious tenets and practices; or due to medical reasons if~~
26 ~~such child has a written statement from his/her doctor excusing him from such immunization.~~⁴

- 27 1. His/Her religious tenets and practices if in the absence of an epidemic or immediate threat of an
28 epidemic;⁶ or
- 29 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
30 him/her from the immunization.⁷

1 The Director of Schools shall ensure that appropriate immunization records are maintained for each
2 student.

3 ~~Proof of exceptions will be in writing and filed in the same manner as other immunization records.~~

4 ~~A list of transfer students shall be kept at each school throughout the school year in order that their~~
5 ~~records can be monitored by the Department of Health and Environment.~~

6 ~~In general, the school district will not conduct physical examinations of a student without parental~~
7 ~~consent to do so or by court order, unless the health or safety of the student or others is in question.⁵~~

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Legal References:

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References:

Promoting Student Welfare 6.400

Marshall County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Communicable Diseases	Descriptor Code: 6.403	Issued Date: 01/11/21
		Rescinds: 6.403	Issued: 10/17/16

1 No student will be denied an education solely because of a communicable disease or parasite or fungal
2 infestation, and his/her educational program shall be restricted only to the extent necessary to minimize
3 the risk of transmitting the disease.

4 Parents or guardians of infected students shall inform appropriate school officials of the infection so that
5 proper precautions for the protection of other students, employees, and the infected student shall be
6 taken.

7 No student with a communicable disease which may endanger the health of either himself/herself or
8 other individuals will enter or remain in the regular school setting.^{1,2} If a school principal has reason to
9 believe a student has a communicable disease which may endanger the health of either himself/herself
10 or other individuals in the regular school setting, the principal shall assign the student to a setting which
11 will protect other students, employees and the student himself/herself.

12 If the principal has reason to believe that the student has a long-term communicable disease, the principal
13 must require confirmation from a physician or the County Health Department as to the student's
14 condition. If the student is confirmed to have a long-term communicable disease, the principal shall refer
15 the student for special education services.³

16 The principal may request that further examinations be conducted by a physician or County Health
17 Department and may request periodic re-examinations after the student has been readmitted to the
18 school.²

19 The names of all students excluded from school under this policy will be filed at each school, with the
20 health provider or designee. (All student records are confidential.)

21 *Procedures for implementing local board policies are on file in the district CSH procedures manual.*

22 **HEAD LICE**

23 No student will be denied an education solely by reason of head lice infestation and his educational
24 program shall be restricted only to the extent necessary to minimize the risk of transmitting the
25 infestation.

26 It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has
27 pediculosis (head lice ~~and/or nits~~). A letter will be sent home by the child to explain the condition,
28 requirements for readmission and deadlines for satisfactory completion of the treatment.

1 Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been
2 treated for pediculosis (head lice ~~and/or nits~~). This evidence may include but not be limited to:

- 3 1) Proof of treatment with a pediculicide product (head lice shampoo); and
- 4 2) Satisfactory examination by a school health official.

5 Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.

6 Treatment and prevention procedures will be developed by the director of schools/designee/school nurse
7 and distributed to all classroom teachers.

8 A student will be expected to have met all requirements for treatment and return to school no later than
9 two (2) days following exclusion for head lice ~~and/or nits~~. All days in excess of the allowable period will
10 be marked ~~an~~ as unexcused and referred to the attendance supervisor at the proper time.

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(c)
2. TCA 49-2-203(b)(2)
3. TRR/MS 0520-1-3-.08(2)(g)(2)(v)

Cross References:

Special Education 4.202
Special Programs 4.206

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 01/11/21
		Rescinds: 6.405	Issued: 04/09/18

1 A student shall not possess any prescribed or over-the-counter medication at any time during the school
2 day, at a school activity, or on school grounds.

3 The purpose of administering medications in school is to help each student maintain an optimal state of
4 health to enhance his or her education. Medications should be limited to those required during school
5 hours and necessary to provide the student access to the educational program. This policy applies during
6 the school day and at school-approved functions.

7 The intent of this policy is to limit the number of medications given in school, yet assure safe
8 administration of medications for those students who require them.

9 A designated employee(s) will be assigned by each school administrator to assist in the self-
10 administration by students of medications in school. Related in-service training will be provided.

11 Tennessee Code Annotated 49-5-415 states that the Board may permit an employee “to assist in self-
12 administration (by students) of medication.” Self-administration by the student with assistance of school
13 staff shall be permitted under the following conditions:

- 14 1. The student must be competent to self-administer non-prescription or prescription medication
15 with assistance;
- 16 2. The student’s condition, for which the medication is authorized and/or prescribed, must be stable;
- 17 3. The self-administration of medication must be properly documented;
- 18 4. Guidelines, not inconsistent with this section, for the assistance in the self-administration of non-
19 prescription and/or prescription medications by personnel in the school setting, developed by the
20 Department of Education and approved by the Board of Nursing, must be followed;
- 21 5. The student’s parent or guardian must give permission in writing for school personnel to assist
22 with self-administration of medication. Such written permission shall be kept in the student’s
23 school records; and
- 24 6. Assistance with self-administration shall primarily include storage and timely distribution of
25 medication.

26 When a student is determined by the school administrator and a health care professional (a school nurse
27 or the student’s physician) to be incompetent to self-administer medications, this team shall develop and
28 implement an appropriate plan of administration of medication. In determining competency,
29 consideration will be given to mental and physical abilities as well as chronological age.

1 It shall be the duty of the principal of the school to adhere to the following procedures for students
2 requiring self-administration of medication at school. This must be done in order to insure their safety
3 and to avoid adverse reaction and legal repercussion.

4 **LONG TERM PRESCRIPTION MEDICATIONS** (In excess of two weeks)

- 5 1. Written orders must be provided by a physician, dentist, or nurse practitioner (Health Care
6 Provider) who has the legal right to write a prescription, detailing the name of the drug, dosage,
7 and time medication is to be given. The *Administration of Medication Request Form* must be
8 completed by both the Health Care Provider and the parent or guardian of the student in order
9 that the school may comply with the Health Care Provider's order.
- 10 2. Medication must be transported to and from school in the original, pharmacy labeled container
11 by a parent or responsible adult.
- 12 3. The person responsible for assisting in administering the medication must read the doctor's
13 orders to become familiar with proper administration, taking care to note the dosage and time as
14 well as the potential benefits and side effects of the medication. All medications given must be
15 recorded on the Medication Record.
- 16 4. All medication must be kept in a secured area designated by the principal.
- 17 5. Renewal or changes.
 - 18 a. All long-term medication must be renewed at the beginning of the new school year.
 - 19 b. Any change in medication or dosage during the school year requires new documentation.
 - 20 c. Changes in prescription medication shall have written authorization from the licensed
21 prescriber and the parent. The change will be noted on the Medication Administration Form
22 (MAR) without obliterating the previous information. Only a Registered Nurse or Licensed
23 Practical Nurse employed by Marshall County Public Schools can make changes on the
24 MAR. Changes can include but are not limited to: time, dose, addition, discontinuation, etc.
- 25 6. All original medication orders must be kept in the school office file and copy given to the teacher
26 responsible for the student when necessary.
- 27 7. All medication documentation must be kept on file in the student's health record.
- 28 8. At the end of the school year, the parent must remove the remaining or unused medication, or it
29 will be disposed of in an appropriate manner. If the medication order changes during the school
30 year, the parent must pick up remaining or unused medication.
- 31 9. If a parent and physician agree that a student should self-medicate without assistance (e.g.
32 inhaler), this should be indicated on the *Administration of Medication Report Form*.
- 33 10. T.C.A. 49-5-415 was amended that under certain circumstances students can carry and self-
34 administer inhalers for asthma. The LEA must permit possession and self-administration of
35 prescribed, metered dose, asthma-reliever inhaler by any student with asthma if the student's
36 parent or guardian provides a written statement from the doctor that the student suffers from
37 asthma and has been instructed in self-administration of a prescribed, metered dose, asthma-
38 reliever inhaler. Items 1, 3, 5, 6, 7, 8 under "Long Term Prescription Medications" apply to
39 inhalers.

40 **NOTE:** School nurses will monitor storage and proper documentation of medications administered on a
41 regular basis to insure that medications are handled properly.

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1 **EMERGENCY MEDICATIONS**

2 Emergency meds need to be available to the student immediately.

- 3 A. The ability of a student to carry emergency medications should be determined by age,
4 competency, and doctor's orders.
5 B. All emergency medications will require a current doctor's order on file.
6 C. Emergency meds include inhalers¹, epi-pens², and glucagon¹.

7 **SHORT TERM PRESCRIPTION MEDICATION** (Up to two weeks)

8 In the event medication must be given during school hours, it must be sent in the original container (e.g.
9 antibiotics) with a dosage spoon or cup and a signed note from the parent or guardian specifying student's
10 name, dosage, and time to be given. Items 4, 5, 7, and 8 under "Long Term Prescription Medications"
11 apply to short term prescription medications, also. Medications given must be recorded on the
12 Medication Record.

13 **OVER-THE-COUNTER MEDICATIONS** (Non-Prescription)

14 A student shall not possess any prescribed or over-the-counter medication at any time during the school
15 day, at a school activity, or on school grounds.

16 The school may assist in a student's self-administration of over-the-counter medications with the written
17 permission of the parent/guardian. All non-prescription medication to be self-administered in school
18 shall:

- 19 A. Be brought in with the manufacturer's original label with the ingredients listed and the child's
20 name affixed to the container;
21 B. Require a written parental/guardian request, which shall include:
22 a. Child's name
23 b. Name and signature of parent/guardian
24 c. Name of medication
25 1) Dosage
26 2) Route of administration
27 3) Frequency and time of administration
28 d. Discontinuation date
29 e. Reason medication is needed
30 f. Parent's/Guardian's phone number in case of emergency
31 C. Medication must be transported to and from school by a parent or responsible adult and given to
32 a designated Marshall County Public School employee.
33 D. No homeopathic or herbal medications shall be self-administered with assistance at school (these
34 drugs are not standardized by the FDA).

35 **NOTE:** Volunteer personnel, trained by the school nurses, may administer emergency medicines to a
36 student based on that student's Individual Health Plan (IHP).

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1 BLOOD GLUCOSE SELF-CHECKS²

2 Upon written request of a parent or guardian, and if included in the student's medical management plan
3 and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer
4 insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student
5 shall be permitted to perform the testing in the clinic with the school nurse.

6 Sharps shall be stored in a secure, but accessible, location, including the student's person, until use of
7 such sharps is appropriate.

8 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
9 Occupational Safety and Health Administration (TOSHA).³

10 STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴

11 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
12 their prescribed medication in a manner directed by a licensed healthcare provider without additional
13 assistance or direction. The Director of Schools shall develop procedures for the development of both
14 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law
15 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

16 STUDENTS WITH ADRENAL INSUFFICIENCY⁵

17 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
18 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 19 1. The district shall train school personnel who will be responsible for administering the medication
20 for the treatment of adrenal insufficiency and any who volunteer to administer the medication.
- 21 2. The district shall maintain a record of all school personnel who have completed this training.
- 22 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
23 professional may administer the prescribed medication to the student. If a school nurse or other
24 licensed health care professional is not immediately available, trained school personnel may
25 administer the prescribed medication.

26 The director of schools shall develop procedures on the administration of medications that treat adrenal
27 insufficiency and recordkeeping per rules set forth by the State Board of Education.

28 *Procedures for implementing local board policies are on file in the district CSH procedures manual.*

Legal References:

Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools (Tennessee Department of Education and Tennessee Department of Health)(2007)

1. ~~TCA 49-5-415~~; ~~TCA 49-50-1602~~ *et seq.*;
~~TRR/MS 0520-01-13-.03~~
2. ~~TCA 68-140-510~~ ~~TCA 49-50-1602(d)(7)~~
3. ~~TCA 49-5-415(d)(7)~~, ~~Public Acts 2006, Chapter No. 54~~ ~~State Board of Education Policy 4.205~~; ~~TRR/MS 0800-01-10~~
4. ~~Public Acts of 2015, Chapter No. 321~~ ~~TCA 49-50-1601~~
5. ~~TRR/MS 0520-01-13~~; State Board of Education Policy 4.205

Cross Reference:

Student Health Services 6.401
Emergency Allergy Response Plan 6.412

Marshall County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 11/08/10
		Rescinds:	Issued:

1 All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a
2 free appropriate public education. This provides the assurance that these students will be educated with
3 non-disabled students to the maximum extent appropriate, and should be placed in separate or special
4 classes only when the severity of the disabled is such that education in regular classes cannot be achieved
5 satisfactorily.¹

6 Eligibility standards and options of service for special education services will be based upon the criteria
7 for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State
8 Board of Education.²

9 Students receiving special education services shall not be restrained, except as permitted by law **and**
10 **regulations.**^{3,4} **The Director of Schools shall develop administrative procedures to govern the following:**

- 11 1. **Personnel authorized to use isolation and restraint;**
- 12 2. **Training requirements for personnel working with special education students; and**
- 13 3. **Incident reporting procedures.**⁴

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Legal References:

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA § 49-10-1301, *et seq.*
4. **TRR/MS 0520-01-09-.23**

Cross References:

**Special Education Student Services and Class
Size 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319**

RESOLUTION NO. 21-01-___
RESOLUTION TO BUDGET ADDITIONAL
REVENUES-GENERAL PURPOSE SCHOOL FUND

WHEREAS, funding received through the Remote Technology Grant awarded by the Tennessee Department of Education to assist districts in providing technology in the event of COVID-19 disruptions, needs to be budgeted, and

WHEREAS, funding received from the state of Tennessee as part of their CARES Act funding to reimburse one-third of the Chromebooks and laptops purchased for instructional purposes use needs to be budgeted,

THEREFORE, BE IT RESOLVED, that the General Purpose School Budget be amended in the following manner:

ACCT #	DESCRIPTION	DEBIT	CREDIT
47304	Remote Technology Grant		353,478.40
71100-722	Reg Ed Instr-Instr Equipment	353,478.40	

APPROVED THIS 25th DAY OF January, 2021

COUNTY MAYOR

MARSHALL COUNTY CLERK

RESOLUTION NO. 21-01-___
RESOLUTION TO AMEND THE BUDGETED BEGINNING FUND BALANCE
FOR THE GENERAL PURPOSE SCHOOL FUND (141) AND THE SCHOOL
FOOD SERVICE FUND (143)

WHEREAS, there is a need to amend the beginning budgeted fund balances to the actual fund balances at July 1, 2020.

NOW, THEREFORE BE IT RESOLVED that the Honorable Board of Marshall County Commissioners approve the following budget amendment:

- (1) Amend the beginning budgeted balance for Unassigned Fund Balance (39000) from \$6,511,020 to \$6,411,411 in Fund 141

- (2) Amend the beginning budgeted balance for Restricted for Education (34555) from \$334,038 to \$316,900 in Fund 143

APPROVED THIS 25th DAY OF JANUARY, 2021

COUNTY MAYOR

MARSHALL COUNTY CLERK

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Solicitations/Fundraising Activities	Descriptor Code: 2.601	Issued Date: 08/12/19
		Rescinds: 2.601	Issued: 12/12/16

1 The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or
2 services, soliciting funds or information, or securing participation in non-school related activities and
3 functions. At the same time, schools shall inform and assist students in learning about programs,
4 activities or information which may be of help or service to them. To attempt a fair balance, the following
5 general guidelines will apply:¹

- 6 1. Fundraising activities are permitted in the individual schools and each activity shall be for the
7 purpose of supplementing funds for established school programs and not for supplanting funds
8 which are the responsibility of the public.
- 9 2. No fundraising activities will be conducted without the approval of the director of schools or
10 his/her designee. No teacher or coach shall be contacted by salesmen during school hours,
11 without prearrangement through the principal. Student organizations will not conduct fundraising
12 campaigns without first the approval of the principal, then the director of schools or his/her
13 designee. Fundraising activities must be requested on a form provided by the director of schools
14 at least 60 days prior to the proposed fundraiser.
- 15 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
16 or paid into the activity fund of the school for use by the school. No school employee shall
17 personally benefit from any fundraising activity.
- 18 4. The principal must obtain written approval from the director of schools or designee for all
19 fundraising activities, including online fundraising activities that involve the participation of the
20 general student population in the marketing process of the fundraising effort. All other
21 fundraising activities, including online fundraising activities, must have written approval from
22 the principal and comply with all administrative procedures issued by the director of schools.
23 The authorization request shall contain the following information:²
 - 24 1) The proposed fundraising activity(ies);
 - 25 2) Purpose of the fundraising activity;
 - 26 3) Proposed uses of funds raised;
 - 27 4) Expected student involvement in fundraising activity (school-wide or individual class or
28 club); and
 - 29 5) Margin of profit and how it is to be paid to the school.
- 30 5. The director of schools shall determine whether or not the activity will benefit the school,
31 contribute to the welfare of the student body and supplement, not replace, funds necessary to
32 fulfill the board's required contributions.

- 1 6. Students will not be excused from class to participate in a fundraising activity. No grade in a
2 subject or course will be affected by a student's participation in a fundraising activity.
- 3 7. No quotas will be imposed on students involved and their efforts will be voluntary. Students who
4 do not participate in fundraising activities will not be punished or discriminated against in any
5 way.
- 6 8. Community Service Projects: The Board wishes to encourage the involvement of students in
7 civic and charitable endeavors for the betterment of our community. Therefore, community
8 service projects are permitted if they are student PTO/PTA/Booster club led. The principal must
9 approve all community service projects initiated. Some examples of these might be Angel Tree,
10 can drives, blood drives, environmental community projects, etc.
- 11 9. Dismissal from school for participation in fundraisers is not allowed.
- 12 10. The Marshall County Board of Education does not endorse door-to-door solicitations.

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

15 **LOTTERIES**

16 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
17 among purchasers of chances by means of tickets or otherwise through a random drawing or other
18 random selection process.³

19 **ONLINE FUNDRAISING**

20 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
21 fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*
22 *Manual*. The principal/designee of each school shall have access to the established fundraising account
23 to ensure all funds are properly accounted for, and the information is recorded in the school's accounting
24 records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit
25 of an outside party.

26 Employees shall not engage in online fundraising in their official capacity as district employees nor make
27 any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to
28 believe such activity is an approved school fundraiser.

29 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

30 On approval of the principal, an employee may be authorized to raise and use funds for the following
31 noneducational purposes:

- 32 1. Bereavement support;
- 33 2. Award recognition;
- 34 3. Employee morale;
- 35 4. Banquets; or

- 1 5. Other situations at the principal's discretion.
- 2 These funds shall be derived from vending machine revenue, donations or employee-staffed concession
- 3 stands.
- 4 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
- 5 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
- 6 procedures are consistent with board policy and state law and disseminate them to all employees.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 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



Fundraiser Authorization

Proposed Fundraising Activity: Banner Sales

Purpose of Fundraiser: To cover basic program expenses and ~~repair~~ field maintenance.

Fund/Account Name: MCHS Boys Soccer

Current balance of fund account \$ 935.87 Date 12-16-20

Anticipated date(s) of fundraiser: Beginning Jan 4, 2021 Ending March 1, 2021

Expected Student Involvement (schoolwide or specific school organization): MCHS Boys Soccer

Margin of profit (if applicable): _____

Method by which school will receive profit: Check

How and when will these funds be spent to benefit students/instruction: Season expenses and field maintenance

Requested by: Nicki W...
Teacher/Club

Date: 12/16/20

Approved by: [Signature]
Principal

Date: 12/16/20

Approved by: Geoff Sovell
Director of Schools

Date: 12-16-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Strawberry Sale / MES

Purpose of Fundraiser: To provide funds for material and technology

Fund/Account Name: MES Parent Club

Current balance of fund account \$ 3238.97 Date 1-5-21

Anticipated date(s) of fundraiser: Beginning Jan. 11, 2021 Ending Jan. 29, 2021

Expected Student Involvement (schoolwide or specific school organization): MES Parent Club

Margin of profit (if applicable): \$3000.00

Method by which school will receive profit: MES Parent Club

How and when will these funds be spent to benefit students/instruction: 2021 school year

Requested by: MES PTO Date: 1-5-2021
Teacher/Club

Approved by: Donna Reese Date: 1-5-2021
Principal

Approved by: Carol Sorrell Date: 1-5-21
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Chili supper

Purpose of Fundraiser: To raise money for gear for the 2021 season

Fund/Account Name: MCHS softball Booster Club

Current balance of fund account \$ 13,966.51 Date 01/04/21

Anticipated date(s) of fundraiser: Beginning 01/11/21 Ending 02/05/21

Expected Student Involvement (schoolwide or specific school organization): The 2020-2021

softball team will be selling tickets and serving the chili on the night of the supper.

Margin of profit (if applicable): _____

Method by which school will receive profit: Tickets sales will be all profit since the food will be donated.

How and when will these funds be spent to benefit students/instruction: This fundraiser is used to buy the team's cold gear for this season.

Requested by: Bailey Taylor
Teacher/Club

Date: 01/04/21

Approved by: [Signature]
Principal

Date: 1/4/21

Approved by: [Signature]
Director of Schools

Date: 1-4-21

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Tupperware Sales

Purpose of Fundraiser: to raise money for WES Chorus

Fund/Account Name: WES Chorus

Current balance of fund account \$ 7814.03 Date 1/5/21

Anticipated date(s) of fundraiser: Beginning 1/19/21 Ending 2/5/21

Expected Student Involvement (schoolwide or specific school organization):
Chorus Members

Margin of profit (if applicable): 40%

Method by which school will receive profit: Brochure ~~Street~~ Sales

How and when will these funds be spent to benefit students/instruction: The funds will be used to pay for transportation + entry to Holiday World Music Festival.

Requested by: Nora Tom Date: 1/5/2021
Teacher/Club

Approved by: Rachel Ben Date: 1/5/21
Principal

Approved by: Geoff Somell Date: 1-6-21
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____
Less: Total Expenses	\$ _____
Total Fundraiser Profit	\$ _____
Total Purchases with Fundraiser Profit	\$ _____
*Difference	\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 08/14/01
		Rescinds: DIB	Issued: 07/28/93

1 **FINANCIAL REPORTS**

2
3 The Executive Committee shall submit to the Board at each regular board meeting a report of all business
4 transacted since the last regular meeting.¹

5
6 A report indicating all receipts and expenditures will be given quarterly to the County Commission.² Each
7 report will show the amount of the annual appropriation, the amount expended by account to date, the
8 amount encumbered and the free balance in each account.

9
10 The director of schools shall submit monthly financial reports to the Board and to state and federal
11 agencies as required.³

12
13 **FINANCIAL RECORDS**

14
15 The director of schools shall maintain all financial records as required by regulation and applicable state and
16 federal law. The Board, from time to time, may determine to extend the retention time for certain records.⁴

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36 Legal References:

- 37 1. TCA 49-2-206(5)
38 2. TCA 49-2-301(b)(11)(S)
39 3. TCA 49-2-301(b)(1)(2)
40 4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-21
41

35
36 Cross Reference:

School Board Records 1.407

Account Level							2020-21	2020-21	2020-21	Unexpended	November 2020-21	
Fnd	T	Acct	Obj	Pri	Loc	Prg	Description	Original Budget	Revised Budget	FYTD Activity	Balance	Monthly Activity
141	R	40110	000	000	00000	000	CURRENT PROPERTY TAX	9,217,710.00	9,217,710.00	1,098,682.91	8,119,027.09	790,252.02
141	R	40120	000	000	00000	000	TRUSTEE'S COLLECTIONS	149,934.00	149,934.00	98,701.72	51,232.28	24,597.79
141	R	40125	000	000	00000	000	TRUSTEE'S COLLECTIONS	5,000.00	5,000.00	389.54	4,610.46	13.81
141	R	40130	000	000	00000	000	CIR CLK/CLK & MASTER	51,676.00	51,676.00	24,662.79	27,013.21	5,101.21
141	R	40140	000	000	00000	000	INTEREST AND PENALTY	30,513.00	30,513.00	12,185.82	18,327.18	3,210.34
141	R	40210	000	000	00000	000	LOCAL OPTION SALES TA	2,183,549.00	2,183,549.00	1,304,390.56	879,158.44	313,627.33
141	R	40275	000	000	00000	000	MIXED DRINK TAX	6,000.00	6,000.00	39.00	5,961.00	7.75
141	R	40275	000	000	30002	000	MIXED DRINK TAX			5,790.66	-5,790.66	1,214.46
141	R	41110	000	000	00000	000	MARRIAGE LICENSES	1,867.00	1,867.00	988.00	879.00	294.50
141	R	43517	000	000	00000	000	TUITION-OTHER	18,000.00	18,000.00		18,000.00	
141	R	43517	000	000	02104	000	TUITION-WES AFTER SCHOOL			3,654.32	-3,654.32	
141	R	43517	000	000	02105	000	CVES-TUITION AFTER SCHOOL			3,835.00	-3,835.00	3,835.00
141	R	43570	000	000	00000	000	RECEIPTS FROM INDIVID	90,000.00	90,000.00	91,487.21	-1,487.21	4,987.54
141	R	43583	000	000	00000	000	TBI CRIMINAL BACKGROU	2,000.00	2,000.00	35.15	1,964.85	35.15
141	R	43990	000	000	40100	000	OTHER CHARGES FOR SERVICES		130,731.00	53,940.00	76,791.00	17,970.00
141	R	44130	000	000	00000	000	SALE OF MATERIALS AND	3,000.00	3,000.00	323.50	2,676.50	56.00
141	R	44170	000	000	00000	000	MISCELLANEOUS REFUNDS	80,000.00	80,000.00	21,986.67	58,013.33	2,469.04
141	R	44170	000	000	00003	000	MISCELLANEOUS REFUNDS			7,735.06	-7,735.06	311.45
141	R	44170	000	000	30008	000	MISC REFUNDS-STELLER			2,192.16	-2,192.16	388.15
141	R	44530	000	000	00000	000	SALE OF EQUIPMENT	3,000.00	3,000.00	1,329.00	1,671.00	
141	R	44560	000	000	00000	000	DAMAGES RECOVERED FRO	1,000.00	1,000.00	728.85	271.15	10.00
141	R	44990	000	000	00000	000	OTHER LOCAL REVENUES	440,000.00	440,000.00		440,000.00	
141	R	46511	000	000	00000	000	BASIC EDUCATION PROGR 2	29,613,000.00	29,613,000.00	11,855,200.00	17,757,800.00	2,963,800.00
141	R	46515	000	000	00000	000	EARLY CHILDHOOD EDUCA	193,646.00	193,646.00	35,201.24	158,444.76	
141	R	46550	000	000	00000	000	DRIVER EDUCATION	30,000.00	30,000.00		30,000.00	
141	R	46590	000	000	00000	000	OTHER STATE EDUCATION	90,000.00	219,400.85		219,400.85	
141	R	46590	000	000	30003	000	OTHER STATE EDUCATION-CSH			13,912.88	-13,912.88	
141	R	46590	000	000	30012	000				8,284.68	-8,284.68	
141	R	46610	000	000	00000	000	CAREER LADDER PROGRAM	82,900.00	82,900.00	59,278.20	23,621.80	59,278.20
141	R	46851	000	000	00000	000	STATE REVENUE SHARING	190,000.00	190,000.00	73,423.91	116,576.09	73,423.91
141	R	47147	000	000	00000	000	SAFE AND DRUG-FREE SC		287,430.16	25,229.31	262,200.85	25,229.31
141	R	47302	000	000	40082	000	ESSER FUNDS-DISTRICT VIDEO GRA		220,000.00	100,000.00	120,000.00	40,000.00
141	R	47303	000	000	40085	000	COVID FUNDS-LEA REOPENING GRAN		100,000.00		100,000.00	
141	R	49700	000	000	00000	000	INSURANCE RECOVERY	5,000.00	5,000.00		5,000.00	
141	R	-----	---	---	-----	---		42,487,795.00	43,355,357.01	14,903,608.14	28,451,748.87	4,330,112.96
141	-	-----	---	---	-----	---		42,487,795.00	43,355,357.01	14,903,608.14	28,451,748.87	4,330,112.96
Grand Revenue Totals								42,487,795.00	43,355,357.01	14,903,608.14	28,451,748.87	4,330,112.96

<u>End T</u>	<u>Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Description</u>	<u>2020-21</u> <u>Original Budget</u>	<u>2020-21</u> <u>Revised Budget</u>	<u>2020-21</u> <u>FYTD Activity</u>	<u>Unexpended</u> <u>Balance</u>	<u>November 2020-21</u> <u>Monthly Activity</u>
Number of Accounts: 34											

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

Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71100	REGULAR INSTRUCTION PROGRAM									
71100 116			TEACHERS	14,611,629.00	14,776,629.00	4,804,484.77		9,972,144.23	1,209,755.29	
71100 117			CAREER LADDER P	49,750.00	49,750.00	23,230.00		26,520.00	23,230.00	
71100 128			HOMEBOUND TEACH	14,000.00	14,000.00	237.50		13,762.50	237.50	
71100 163			EDUCATIONAL ASS	712,323.00	712,323.00	241,733.87		470,589.13	60,695.50	
71100 186			LONGEVITY PAY	161,850.00	161,850.00	162,700.00		-850.00		
71100 189			OTHER SALARIES	92,000.00	92,000.00	10,721.00		81,279.00		
71100 195			CERTIFIED SUBST	45,000.00	45,000.00	3,255.00		41,745.00	1,680.00	
71100 198			NON-CERTIFIED S	185,000.00	185,000.00	48,307.50		136,692.50	16,800.00	
71100 201			SOCIAL SECURITY	984,036.00	994,266.00	302,802.47		691,463.53	74,842.83	
71100 204			STATE RETIREMEN	1,524,208.00	1,546,802.00	483,097.02		1,063,704.98	119,155.70	
71100 207			MEDICAL INSURAN	3,223,896.00	3,223,896.00	1,211,770.06		2,012,125.94	306,173.41	
71100 208			DENTAL INSURANC	11,005.00	11,005.00	4,218.00		6,787.00	1,044.24	
71100 210			UNEMPLOYMENT CO	9,364.00	9,364.00	623.23		8,740.77	82.12	
71100 212			EMPLOYER MEDICA	222,202.00	225,392.00	71,322.79		154,069.21	17,661.20	
71100 217			RETIREMENT-HYBR	59,900.00	59,900.00	25,262.33		34,637.67	6,483.01	
71100 336			MAINTENANCE AND	40,000.00	170,731.00	10,453.87	21,722.69	138,554.44	3,413.39	105.10
71100 355			TRAVEL	2,000.00	2,000.00	429.22		1,570.78	139.88	
71100 356			TUITION	6,000.00	6,000.00			6,000.00		
71100 399			OTHER CONTRACTE	50,500.00	50,500.00	24,345.56		26,154.44	1,686.81	
71100 429			INSTRUCTIONAL S	311,400.00	330,475.43	179,513.25	11,719.58	139,242.60	11,838.57	5,160.00
71100 449			TEXTBOOKS	300,000.00	353,417.32	306,741.44	792.40	45,883.48	16,425.42	
71100 722			REGULAR INSTRUC	363,440.00	373,340.00	247,545.96	32,215.79	93,578.25		16,626.59
71100 ---			REGULAR INSTRUC	22,979,503.00	23,393,640.75	8,162,794.84	66,450.46	15,164,395.45	1,871,344.87	21,891.69

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj Prj Loc	Prg Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71150	ALTERNATIVE INSTRUCTION PROGRA								
71150 116		TEACHERS	115,404.00	115,404.00	32,448.70		82,955.30	9,154.62	
71150 186		LONGEVITY PAY	1,550.00	1,550.00	550.00		1,000.00		
71150 198		NON-CERTIFIED S	1,245.00	1,245.00	130.00		1,115.00	130.00	
71150 201		SOCIAL SECURITY	7,328.00	7,328.00	1,894.61		5,433.39	532.99	
71150 204		STATE RETIREMEN	12,011.00	12,011.00	2,982.41		9,028.59	804.66	
71150 207		MEDICAL INSURAN	25,856.00	25,856.00	7,996.89		17,859.11	2,188.21	
71150 208		DENTAL INSURANC	46.00	46.00	31.92		14.08	9.12	
71150 210		UNEMPLOYMENT CO	42.00	42.00	15.62		26.38	0.39	
71150 212		EMPLOYER MEDICA	1,691.00	1,691.00	443.10		1,247.90	124.64	
71150 217		RETIREMENT-HYBR	1,095.00	1,095.00	247.68		847.32	82.56	
71150 307		COMMUNICATION			3.57		-3.57		
71150 399		OTHER CONTRACTE	3,000.00	3,000.00	65.15		2,934.85		
71150 429		INSTRUCTIONAL S	800.00	800.00	424.98	369.77	5.25	24.98	
71150 722		REGULAR INSTRUC	3,000.00	3,000.00			3,000.00		
71150 ---		ALTERNATIVE INS	173,068.00	173,068.00	47,234.63	369.77	125,463.60	13,052.17	

Fnd T Acct	Obj Prj Loc	Prg Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71200		SPECIAL EDUCATION PROGRAM							
71200 116		TEACHERS	1,305,063.00	1,305,063.00	439,650.76		865,412.24	109,912.69	
71200 117		CAREER LADDER P	9,000.00	9,000.00	3,750.00		5,250.00	3,750.00	
71200 128		HOMEBOUND TEACH	8,000.00	8,000.00	725.00		7,275.00	312.50	
71200 163		EDUCATIONAL ASS	404,530.00	404,530.00	136,909.16		267,620.84	33,812.12	
71200 171		SPEECH PATHOLOG	231,219.00	231,219.00	81,387.92		149,831.08	20,346.98	
71200 186		LONGEVITY PAY	23,900.00	23,900.00	22,400.00		1,500.00		
71200 195		CERTIFIED SUBST	4,000.00	4,000.00	350.00		3,650.00	350.00	
71200 198		NON-CERTIFIED S	24,000.00	24,000.00	9,575.00		14,425.00	2,575.00	
71200 201		SOCIAL SECURITY	124,602.00	124,602.00	38,605.94		85,996.06	9,409.84	
71200 204		STATE RETIREMEN	192,316.00	192,316.00	60,227.84		132,088.16	14,781.30	
71200 207		MEDICAL INSURAN	598,422.00	598,422.00	236,047.97		362,374.03	60,415.37	
71200 208		DENTAL INSURANC	2,010.00	2,010.00	825.36		1,184.64	218.88	
71200 210		UNEMPLOYMENT CO	1,381.00	1,381.00	158.49		1,222.51	16.21	
71200 212		EMPLOYER MEDICA	29,141.00	29,141.00	9,045.55		20,095.45	2,215.64	
71200 217		RETIREMENT-HYBR	8,710.00	8,710.00	3,391.69		5,318.31	821.63	
71200 312		CONTRACTS WITH	80,000.00	80,000.00	27.87		79,972.13		
71200 429		INSTRUCTIONAL S	7,000.00	7,000.00	6,200.00		800.00		
71200 790		OTHER EQUIPMENT	1,000.00	1,000.00			1,000.00		
71200 ---		SPECIAL EDUCATI	3,054,294.00	3,054,294.00	1,049,278.55		2,005,015.45	258,938.16	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	November 2020-21 Monthly Activity	2020-21 Enc Carry Forward
71300												
71300	116				TEACHERS	986,137.00	986,137.00	328,221.74		657,915.26	83,226.58	
71300	117				CAREER LADDER P	3,000.00	3,000.00	1,500.00		1,500.00	1,500.00	
71300	186				LONGEVITY PAY	10,050.00	10,050.00	8,550.00		1,500.00		
71300	195				CERTIFIED SUBST	1,000.00	1,000.00			1,000.00		
71300	198				NON-CERTIFIED S	8,000.00	8,000.00	3,400.00		4,600.00	1,360.00	
71300	201				SOCIAL SECURITY	62,508.00	62,508.00	19,615.87		42,892.13	4,959.04	
71300	204				STATE RETIREMEN	102,617.00	102,617.00	32,219.84		70,397.16	8,037.15	
71300	207				MEDICAL INSURAN	200,123.00	200,123.00	79,918.02		120,204.98	19,494.72	
71300	208				DENTAL INSURANC	684.00	684.00	269.04		414.96	63.84	
71300	210				UNEMPLOYMENT CO	468.00	468.00	26.61		441.39	4.08	
71300	212				EMPLOYER MEDICA	14,619.00	14,619.00	4,587.55		10,031.45	1,159.76	
71300	217				RETIREMENT-HYBR	3,021.00	3,021.00	1,535.65		1,485.35	404.69	
71300	336				MAINTENANCE AND	2,500.00	2,500.00	80.00		2,420.00	80.00	
71300	429				INSTRUCTIONAL S	22,800.00	22,800.00	6,354.80	1,487.72	14,957.48	855.01	
71300	449				TEXTBOOKS	2,000.00	2,000.00			2,000.00		
71300	599				OTHER CHARGES	500.00	500.00			500.00		
71300	730				VOCATIONAL INST	30,000.00	30,000.00	5,936.08	553.24	23,510.68	370.78	3,710.04
71300	---				VOCATIONAL EDUC	1,450,027.00	1,450,027.00	492,215.20	2,040.96	955,770.84	121,515.65	3,710.04

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72110												
	72110	105			SUPERVISOR/DIRE	38,905.00	38,905.00	12,967.36		25,937.64	3,241.84	
	72110	117			CAREER LADDER P	600.00	600.00	300.00		300.00	300.00	
	72110	130			SOCIAL WORKERS	73,648.00	73,648.00	26,048.00		47,600.00	6,512.00	
	72110	162			CLERICAL PERSON	39,163.00	39,163.00	13,054.28		26,108.72	3,263.57	
	72110	186			LONGEVITY PAY	2,400.00	2,400.00	2,400.00				
	72110	201			SOCIAL SECURITY	9,592.00	9,592.00	2,402.64		7,189.36	563.47	
	72110	204			STATE RETIREMEN	12,698.00	12,698.00	3,112.68		9,585.32	733.17	
	72110	207			MEDICAL INSURAN	21,791.00	21,791.00	8,641.27		13,149.73	2,193.19	
	72110	208			DENTAL INSURANC	137.00	137.00	54.72		82.28	13.68	
	72110	210			UNEMPLOYMENT CO	84.00	84.00			84.00		
	72110	212			EMPLOYER MEDICA	2,243.00	2,243.00	754.32		1,488.68	183.14	
	72110	355			TRAVEL	2,500.00	2,500.00	309.84		2,190.16	165.40	
	72110	399			OTHER CONTRACTE	30,776.00	30,776.00	12,026.25		18,749.75		
	72110	499			OTHER SUPPLIES	3,000.00	3,000.00		51.13	2,948.87		
	72110	524			STAFF DEVELOPME	4,000.00	4,000.00	195.00	7,952.76	-4,147.76		7,952.76
	72110	704			ATTENDANCE EQUI	4,000.00	4,000.00			4,000.00		
72110	---				ATTENDANCE	245,537.00	245,537.00	82,266.36	8,003.89	155,266.75	17,169.46	7,952.76

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72120												
	72120	105				70,321.00	70,321.00	23,440.32		46,880.68	5,860.08	
	72120	117				550.00	550.00	275.00		275.00	275.00	
	72120	131				197,722.00	197,722.00	82,362.24		115,359.76	20,646.81	
	72120	186				2,550.00	2,550.00	2,200.00		350.00		
	72120	201				14,631.00	14,631.00	5,255.06		9,375.94	1,277.46	
	72120	204				17,699.00	17,699.00	5,446.00		12,253.00	1,324.00	
	72120	207				61,651.00	61,651.00	24,855.17		36,795.83	6,616.43	
	72120	208				183.00	183.00	72.96		110.04	18.24	
	72120	210				252.00	252.00	54.07		197.93	7.84	
	72120	212				3,932.00	3,932.00	1,458.39		2,473.61	359.10	
	72120	217				1,452.00	1,452.00	950.64		501.36	237.66	
	72120	355				2,000.00	2,000.00			2,000.00		
	72120	399				40,000.00	40,000.00			40,000.00		
	72120	499				14,000.00	14,000.00	8,490.19	9,207.79	-3,697.98	741.52	1,681.50
	72120	524				1,000.00	1,000.00			1,000.00		
	72120	599				5,000.00	5,000.00			5,000.00		
	72120	735				2,400.00	2,400.00			2,400.00		
	72120	---				435,343.00	435,343.00	154,860.04	9,207.79	271,275.17	37,364.14	1,681.50

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj Prj Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72130										
	72130	117		CAREER LADDER P	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	
	72130	123		GUIDANCE PERSON	647,090.00	647,090.00	218,560.31	428,529.69	54,548.63	
	72130	186		LONGEVITY PAY	6,850.00	6,850.00	6,600.00	250.00		
	72130	189		OTHER SALARIES	2,000.00	2,000.00		2,000.00		
	72130	201		SOCIAL SECURITY	40,792.00	40,792.00	12,759.05	28,032.95	3,123.54	
	72130	204		STATE RETIREMEN	67,515.00	67,515.00	21,783.93	45,731.07	5,349.16	
	72130	207		MEDICAL INSURAN	164,674.00	164,674.00	66,917.26	97,756.74	16,981.81	
	72130	208		DENTAL INSURANC	365.00	365.00	145.92	219.08	36.48	
	72130	210		UNEMPLOYMENT CO	294.00	294.00		294.00		
	72130	212		EMPLOYER MEDICA	9,540.00	9,540.00	2,983.95	6,556.05	730.49	
	72130	217		RETIREMENT-HYBR	2,160.00	2,160.00	878.94	1,281.06	216.69	
	72130	309		CONTRACTS WITH	48,000.00	105,520.00		105,520.00		
	72130	322		EVALUATION AND	40,000.00	40,000.00		40,000.00		
	72130	399		OTHER CONTRACTE	16,000.00	16,000.00	14,753.75	1,246.25		
	72130	499		OTHER SUPPLIES	4,050.00	34,930.85	301.95	493.77	34,135.13	278.96
	72130	524		STAFF DEVELOPME	2,000.00	2,000.00		2,000.00		
	72130	599		OTHER CHARGES	10,000.00	10,000.00		10,000.00		
	72130	790		OTHER EQUIPMENT		41,000.00		41,000.00		
	72130	---		OTHER STUDENT S	1,063,330.00	1,192,730.85	346,685.06	493.77	845,552.02	82,265.76

Fnd T Acct	Obj Pri Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21	
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
72210											
72210	105			SUPERVISOR/DIRE	296,811.00	296,811.00	128,886.84	167,924.16	30,623.50		
72210	117			CAREER LADDER P	5,000.00	5,000.00	2,500.00	2,500.00	2,500.00		
72210	129			LIBRARIANS	518,754.00	518,754.00	176,734.61	342,019.39	44,169.61		
72210	161			SECRETARY(S)	24,072.00	24,072.00	8,024.16	16,047.84	2,006.04		
72210	186			LONGEVITY PAY	13,300.00	13,300.00	12,800.00	500.00			
72210	189			OTHER SALARIES	6,000.00	6,000.00	930.00	5,070.00	390.00		
72210	201			SOCIAL SECURITY	53,564.00	53,564.00	17,931.27	35,632.73	4,302.90		
72210	204			STATE RETIREMEN	87,893.00	87,893.00	31,870.37	56,022.63	7,651.49		
72210	207			MEDICAL INSURAN	198,714.00	198,714.00	78,785.56	119,928.44	19,993.72		
72210	208			DENTAL INSURANC	640.00	640.00	255.36	384.64	63.84		
72210	210			UNEMPLOYMENT CO	378.00	378.00	23.78	354.22	1.17		
72210	212			EMPLOYER MEDICA	12,527.00	12,527.00	4,372.60	8,154.40	1,050.57		
72210	217			RETIREMENT-HYBR	740.00	740.00	316.13	423.87	75.32		
72210	355			TRAVEL	3,000.00	3,000.00	566.60	2,433.40	146.41		
72210	399			OTHER CONTRACTE	8,000.00	8,000.00	10,200.00	-2,200.00	10,200.00		
72210	432			LIBRARY BOOKS/M	23,220.00	23,220.00	8,130.92	10,894.92	4,194.16	3,543.42	
72210	499			OTHER SUPPLIES	8,700.00	8,700.00	1,740.86	985.07	5,974.07	1,394.33	
72210	524			STAFF DEVELOPME	29,500.00	29,500.00	4,279.55	396.00	24,824.45	99.00	1,041.06
72210	790			OTHER EQUIPMENT	2,000.00	2,000.00		19,481.79	-17,481.79		18,913.65
72210	---			REGULAR INSTRUC	1,292,813.00	1,292,813.00	488,348.61	31,757.78	772,706.61	128,211.32	19,954.71

MARSHALL COUNTY BOARD OF EDUCATION
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End T	Acct	Obj	Prj	Loc	Prq	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	November 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72220													
	72220	117				CAREER LADDER P			250.00		-250.00	250.00	
	72220	124				PHSYCOLOGICAL P	41,245.00	41,245.00	13,748.00		27,497.00	3,437.00	
	72220	189				OTHER SALARIES	15,500.00	15,500.00	6,000.00		9,500.00	1,500.00	
	72220	201				SOCIAL SECURITY	2,557.00	2,557.00	746.73		1,810.27	186.39	
	72220	204				STATE RETIREMEN	4,236.00	4,236.00	965.12		3,270.88	241.28	
	72220	207				MEDICAL INSURAN	15,164.00	15,164.00	6,110.47		9,053.53	1,550.77	
	72220	208				DENTAL INSURANC	92.00	92.00	18.24		73.76	4.56	
	72220	210				UNEMPLOYMENT CO	42.00	42.00			42.00		
	72220	212				EMPLOYER MEDICA	598.00	598.00	265.26		332.74	68.97	
	72220	217				RETIREMENT-HYBR	665.00	665.00	272.20		392.80	68.05	
	72220	310				CONTRACTS WITH			541.19		-541.19	382.26	
	72220	355				TRAVEL	500.00	500.00			500.00		
	72220	524				STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72220	599				OTHER CHARGES			591.39		-591.39		
	72220	---				SPECIAL EDUCATI	81,599.00	81,599.00	29,508.60		52,090.40	7,689.28	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72230												
72230	105				SUPERVISOR/DIRE	81,859.00	81,859.00	35,891.25		45,967.75	7,178.25	
72230	161				SECRETARY(S)	25,689.00	25,689.00	8,440.08		17,248.92		
72230	186				LONGEVITY PAY	1,400.00	1,400.00	1,400.00				
72230	201				SOCIAL SECURITY	6,755.00	6,755.00	2,714.45		4,040.55	419.64	
72230	204				STATE RETIREMEN	10,477.00	10,477.00	4,447.62		6,029.38	737.21	
72230	207				MEDICAL INSURAN	22,795.00	22,795.00	7,775.77		15,019.23	1,656.35	
72230	208				DENTAL INSURANC	91.00	91.00	27.36		63.64	4.56	
72230	210				UNEMPLOYMENT CO	42.00	42.00			42.00		
72230	212				EMPLOYER MEDICA	1,580.00	1,580.00	634.83		945.17	98.14	
72230	307				COMMUNICATION	3,200.00	3,200.00	1,159.16		2,040.84	255.97	
72230	355				TRAVEL	500.00	500.00	53.21		446.79	13.07	
72230	399				OTHER CONTRACTE	4,500.00	4,500.00	1,225.44		3,274.56	204.24	
72230	599				OTHER CHARGES	500.00	500.00			500.00		
72230	---				VOCATIONAL EDUC	159,388.00	159,388.00	63,769.17		95,618.83	10,567.43	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72250					TECHNOLOGY							
	72250	105			SUPERVISOR/DIRE	76,715.00	76,715.00	31,964.20		44,750.80	6,392.84	
	72250	121			DATA PROCESSING	202,020.00	202,020.00	91,448.06		110,571.94	16,835.02	
	72250	186			LONGEVITY PAY	1,100.00	1,100.00	850.00		250.00		
	72250	201			SOCIAL SECURITY	17,350.00	17,350.00	7,291.89		10,058.11	1,335.57	
	72250	204			STATE RETIREMEN	23,389.00	23,389.00	9,166.26		14,222.74	1,711.41	
	72250	207			MEDICAL INSURAN	57,940.00	57,940.00	22,971.74		34,968.26	5,829.59	
	72250	208			DENTAL INSURANC	228.00	228.00	91.20		136.80	22.80	
	72250	210			UNEMPLOYMENT CO	126.00	126.00			126.00		
	72250	212			EMPLOYER MEDICA	4,058.00	4,058.00	1,705.34		2,352.66	312.34	
	72250	217			RETIREMENT-HYBR	1,260.00	1,260.00	632.90		627.10	126.58	
	72250	307			COMMUNICATION			0.35		-0.35		
	72250	336			MAINTENANCE AND	55,000.00	55,000.00	45,779.76	38,207.25	-28,987.01		
	72250	350			INTERNET CONNEC	118,000.00	118,000.00	116,563.20		1,436.80		
	72250	399			OTHER CONTRACTE	7,610.00	7,610.00	5,678.00		1,932.00	468.00	
	72250	471			SOFTWARE	22,056.00	22,056.00	21,020.00		1,036.00		
	72250	499			OTHER SUPPLIES		36,593.25			36,593.25		
	72250	524			STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
72250	---				TECHNOLOGY	588,852.00	625,445.25	355,162.90	38,207.25	232,075.10	33,034.15	

MARSHALL COUNTY BOARD OF EDUCATION
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12/16/20

Fnd T Acct	Obj Pri Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	November 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72310										
	72310 191		BOARD AND COMMI	12,000.00	12,000.00	3,025.00		8,975.00	450.00	
	72310 201		SOCIAL SECURITY	744.00	744.00	187.55		556.45	27.90	
	72310 212		EMPLOYER MEDICA	174.00	174.00	43.96		130.04	6.57	
	72310 307		COMMUNICATION			77.50		-77.50		
	72310 320		DUES AND MEMBER	6,743.00	6,743.00	6,743.00				
	72310 331		LEGAL SERVICES	15,000.00	15,000.00	760.00		14,240.00		
	72310 355		TRAVEL	500.00	500.00			500.00		
	72310 399		OTHER CONTRACTE	15,750.00	15,750.00	5,000.00		10,750.00	2,000.00	
	72310 499		OTHER SUPPLIES	1,000.00	1,000.00			1,000.00		
	72310 506		LIABILITY INSUR	75,147.00	75,147.00	93,167.00		-18,020.00		
	72310 510		TRUSTEE'S COMMI	330,000.00	330,000.00	61,310.35		268,689.65	25,264.86	
	72310 513		WORKMAN'S COMPE	178,764.00	178,764.00	163,426.00		15,338.00		
	72310 524		STAFF DEVELOPME	4,000.00	4,000.00	675.00	387.33	2,937.67		1,415.27
	72310 533		CRIMINAL INVEST	8,000.00	8,000.00	3,233.80	2,425.35	2,340.85	1,054.50	1,420.40
	72310 590		TRANSFERS TO OT	8,000.00						
	72310 599		OTHER CHARGES		8,000.00	1,635.39	399.27	5,965.34	13.31	
	72310 ---		BOARD OF EDUCAT	655,822.00	655,822.00	339,284.55	3,211.95	313,325.50	28,817.14	2,835.67

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72320												
	72320	101			COUNTY OFFICIAL	130,446.00	130,446.00	54,680.00		75,766.00	10,936.00	
	72320	117			CAREER LADDER P	1,000.00	1,000.00			1,000.00		
	72320	161			SECRETARY(S)	44,620.00	44,620.00	18,175.00		26,445.00	3,635.00	
	72320	186			LONGEVITY PAY	1,350.00	1,350.00	1,350.00				
	72320	201			SOCIAL SECURITY	11,000.00	11,000.00	4,489.51		6,510.49	875.25	
	72320	204			STATE RETIREMEN	23,520.00	23,520.00	7,093.90		16,426.10	1,395.76	
	72320	207			MEDICAL INSURAN	18,789.00	18,789.00	7,449.65		11,339.35	1,890.05	
	72320	208			DENTAL INSURANC	358.00	358.00	142.92		215.08	35.73	
	72320	210			UNEMPLOYMENT CO	42.00	42.00			42.00		
	72320	212			EMPLOYER MEDICA	2,573.00	2,573.00	1,049.96		1,523.04	204.70	
	72320	307			COMMUNICATION	600.00	600.00	250.00		350.00	100.00	
	72320	320			DUES AND MEMBER	3,750.00	3,750.00	6,340.00		-2,590.00		
	72320	355			TRAVEL	1,000.00	1,000.00			1,000.00		
	72320	435			OFFICE SUPPLIES	500.00	500.00			500.00		
	72320	524			STAFF DEVELOPME	4,000.00	4,000.00	375.00		3,625.00		
	72320	599			OTHER CHARGES	1,500.00	1,500.00	720.64	600.15	179.21		
	72320	701			ADMINISTRATION	1,000.00	1,000.00			1,000.00		
	72320	---			DIRECTOR OF SCH	246,048.00	246,048.00	102,116.58	600.15	143,331.27	19,072.49	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj Pri Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21	
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
72410											
72410	104			PRINCIPALS	806,083.00	806,083.00	297,915.59		508,167.41	67,358.29	
72410	117			CAREER LADDER P	12,000.00	12,000.00	6,000.00		6,000.00	6,000.00	
72410	139			ASSISTANT PRINC	863,697.00	863,697.00	286,645.08		577,051.92	71,661.27	
72410	162			CLERICAL PERSON	409,520.00	409,520.00	139,126.40		270,393.60	34,137.44	
72410	186			LONGEVITY PAY	25,750.00	25,750.00	24,950.00		800.00		
72410	201			SOCIAL SECURITY	131,257.00	131,257.00	43,931.69		87,325.31	10,367.58	
72410	204			STATE RETIREMEN	206,077.00	206,077.00	73,414.86		132,662.14	17,453.83	
72410	207			MEDICAL INSURAN	326,863.00	326,863.00	133,132.36		193,730.64	35,179.73	
72410	208			DENTAL INSURANC	1,094.00	1,094.00	474.24		619.76	118.56	
72410	210			UNEMPLOYMENT CO	840.00	840.00	8.35		831.65	5.81	
72410	212			EMPLOYER MEDICA	30,697.00	30,697.00	10,274.40		20,422.60	2,424.69	
72410	320			DUES AND MEMBER	2,300.00	2,300.00			2,300.00		
72410	355			TRAVEL	1,000.00	1,000.00			1,000.00		
72410	399			OTHER CONTRACTE	10,625.00	10,625.00	9,625.00		1,000.00		
72410	435			OFFICE SUPPLIES	6,750.00	6,750.00	1,173.05	953.95	4,623.00	271.36	
72410	599			OTHER CHARGES	150,000.00	150,000.00	69,150.76	1,046.72	79,802.52	18,951.36	9,371.71
72410	701			ADMINISTRATION	13,716.00	13,716.00	1,926.45	2,908.78	8,880.77	173.00	
72410	---			OFFICE OF THE P	2,998,269.00	2,998,269.00	1,097,748.23	4,909.45	1,895,611.32	264,102.92	9,371.71

Fnd T Acct	Obj Prj Loc	Prg Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21	
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
72510										
72510 105			SUPERVISOR/DIRE	43,643.00	43,643.00	20,250.85	23,392.15	5,704.45		
72510 119			ACCOUNTANTS/BOO	184,643.00	184,643.00	69,432.16	115,210.84	14,866.50		
72510 186			LONGEVITY PAY	3,750.00	3,750.00	3,250.00	500.00			
72510 201			SOCIAL SECURITY	14,386.00	14,386.00	5,461.16	8,924.84	1,183.79		
72510 204			STATE RETIREMEN	14,129.00	14,129.00	5,572.52	8,556.48	1,270.08		
72510 207			MEDICAL INSURAN	47,498.00	47,498.00	17,949.92	29,548.08	5,770.82		
72510 208			DENTAL INSURANC	92.00	92.00	36.48	55.52	9.12		
72510 210			UNEMPLOYMENT CO	126.00	126.00	27.20	98.80	10.80		
72510 212			EMPLOYER MEDICA	3,365.00	3,365.00	1,277.20	2,087.80	276.85		
72510 317			DATA PROCESSING	56,000.00	56,000.00	54,376.12	1,623.88			
72510 355			TRAVEL	500.00	500.00	41.45	458.55	16.92		
72510 399			OTHER CONTRACTE	1,000.00	1,000.00	375.00	625.00	150.00		
72510 411			DATA PROCESSING	3,900.00	3,900.00		2,472.85	1,427.15		
72510 435			OFFICE SUPPLIES	5,000.00	5,000.00	28,595.59	136.62	-23,732.21	-1,074.57	132.33
72510 524			STAFF DEVELOPME	3,000.00	3,000.00	100.00		2,900.00	100.00	
72510 599			OTHER CHARGES			64.00		-64.00	64.00	
72510 701			ADMINISTRATION	5,000.00	5,000.00			5,000.00		
72510 ---			FISCAL SERVICES	386,032.00	386,032.00	206,809.65	2,609.47	176,612.88	28,348.76	132.33

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj Pri Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72520										
72520	105									
			SUPERVISOR/DIRE	76,714.00	76,714.00	31,964.00		44,750.00	6,392.80	
72520	162									
			CLERICAL PERSON	45,026.00	45,026.00	18,758.35		26,267.65	3,751.67	
72520	186									
			LONGEVITY PAY	650.00	650.00	650.00				
72520	201									
			SOCIAL SECURITY	7,588.00	7,588.00	3,005.03		4,582.97	583.51	
72520	204									
			STATE RETIREMEN	9,179.00	9,179.00	3,852.95		5,326.05	760.84	
72520	207									
			MEDICAL INSURAN	22,795.00	22,795.00	9,036.70		13,758.30	2,292.79	
72520	208									
			DENTAL INSURANC	92.00	92.00	36.48		55.52	9.12	
72520	210									
			UNEMPLOYMENT CO	42.00	42.00			42.00		
72520	212									
			EMPLOYER MEDICA	1,775.00	1,775.00	702.80		1,072.20	136.47	
72520	355									
			TRAVEL	750.00	750.00			750.00		
72520	435									
			OFFICE SUPPLIES	2,000.00	2,000.00	121.33	134.40	1,744.27	87.86	
72520	499									
			OTHER SUPPLIES	2,000.00	2,000.00	17.22	158.35	1,824.43	17.22	
72520	524									
			STAFF DEVELOPME	1,500.00	1,500.00	899.52		600.48	50.00	895.00
72520	599									
			OTHER CHARGES	7,500.00	7,500.00	1,132.74	275.00	6,092.26	309.35	
72520	701									
			ADMINISTRATION	2,000.00	2,000.00		130.79	1,869.21		
72520	---									
			HUMAN SERVICES/	179,611.00	179,611.00	70,177.12	698.54	108,735.34	14,391.63	895.00

Fnd T Acct	Obj	Pri	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72610												
	72610	161			SECRETARY(S)	49,888.00	49,888.00	20,786.70		29,101.30	4,157.34	
	72610	166			CUSTODIAL PERSO	945,620.00	945,620.00	351,507.46		594,112.54	69,746.57	
	72610	186			LONGEVITY PAY	14,400.00	14,400.00	13,725.00		675.00		
	72610	189			OTHER SALARIES	59,647.00	59,647.00	24,852.85		34,794.15	4,970.57	
	72610	201			SOCIAL SECURITY	66,312.00	66,312.00	22,967.68		43,344.32	4,253.69	
	72610	204			STATE RETIREMEN	80,217.00	80,217.00	28,025.27		52,191.73	5,275.46	
	72610	207			MEDICAL INSURAN	278,485.00	278,485.00	113,259.12		165,225.88	29,380.99	
	72610	208			DENTAL INSURANC	866.00	866.00	419.52		446.48	104.88	
	72610	210			UNEMPLOYMENT CO	1,376.00	1,376.00	82.14		1,293.86	19.07	
	72610	212			EMPLOYER MEDICA	15,509.00	15,509.00	5,509.45		9,999.55	1,023.51	
	72610	217			RETIREMENT-HYBR			39.66		-39.66		
	72610	359			DISPOSAL FEES	96,600.00	96,600.00	33,273.56		63,326.44		
	72610	399			OTHER CONTRACTE	13,593.00	13,593.00	6,223.56		7,369.44	313.88	
	72610	410			CUSTODIAL SUPPL	160,000.00	160,000.00	105,057.02	16,594.39	38,348.59	36,051.79	508.14
	72610	415			ELECTRICITY	1,185,000.00	1,185,000.00	470,982.54		714,017.46	79,640.34	
	72610	434			NATURAL GAS	115,000.00	115,000.00	8,134.34		106,865.66	2,928.28	
	72610	454			WATER AND SEWER	180,500.00	180,500.00	77,839.56		102,660.44	12,843.66	
	72610	499			OTHER SUPPLIES	2,000.00	2,000.00			2,000.00		
	72610	501			BOILER INSURANC	11,731.00	11,731.00	5,279.00		6,452.00		
	72610	502			BUILDING AND CO	213,714.00	213,714.00	220,376.00		-6,662.00		
	72610	524			STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72610	720			PLANT OPERATION	5,000.00	5,000.00			5,000.00		
	72610	---			OPERATION OF PL	3,496,458.00	3,496,458.00	1,508,340.43	16,594.39	1,971,523.18	250,710.03	508.14

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

12/15/20

<u>Fnd T Acct</u>	<u>Obj Prj Loc</u>	<u>Prq</u>	<u>Obj</u>	<u>2020-21 Original Budget</u>	<u>2020-21 Revised Budget</u>	<u>2020-21 FYTD Activity</u>	<u>Encumbered Amount</u>	<u>Unencumbered Balance - YTD Act</u>	<u>November 2020-21 Monthly Activity</u>	<u>2020-21 Enc Carry Forward</u>	
72620											
72620	167			MAINTENANCE PER	383,315.00	383,315.00	140,979.35	242,335.65	27,095.30		
72620	186			LONGEVITY PAY	5,775.00	5,775.00	5,750.00	25.00			
72620	189			OTHER SALARIES	26,250.00	26,250.00		26,250.00			
72620	201			SOCIAL SECURITY	25,751.00	25,751.00	8,598.39	17,152.61	1,561.49		
72620	204			STATE RETIREMEN	31,151.00	31,151.00	10,439.88	20,711.12	1,924.22		
72620	207			MEDICAL INSURAN	80,268.00	80,268.00	31,186.75	49,081.25	7,438.12		
72620	208			DENTAL INSURANC	137.00	137.00	50.16	86.84	9.12		
72620	210			UNEMPLOYMENT CO	252.00	252.00		252.00			
72620	212			EMPLOYER MEDICA	6,022.00	6,022.00	2,010.92	4,011.08	365.18		
72620	217			RETIREMENT-HYBR	66.00	66.00		66.00			
72620	307			COMMUNICATION	1,500.00	1,500.00	1,487.50	12.50	297.50		
72620	320			DUES AND MEMBER	250.00	250.00	300.00	-50.00			
72620	335			MAINTENANCE AND	310,000.00	310,000.00	129,527.04	44,124.60	136,348.36	36,430.08	
72620	336			MAINTENANCE AND	240,000.00	240,000.00	77,682.40	32,890.91	129,426.69	17,938.01	
72620	355			TRAVEL	500.00	500.00	55.00	445.00			
72620	399			OTHER CONTRACTE	221,585.00	221,585.00	91,157.19	5,470.00	124,957.81	22,636.58	
72620	499			OTHER SUPPLIES	1,000.00	1,000.00		1,000.00			
72620	524			STAFF DEVELOPME	1,000.00	1,000.00		1,000.00			
72620	599			OTHER CHARGES	4,000.00	4,000.00		4,000.00			
72620	701			ADMINISTRATION			3,079.19	-3,079.19		1,542.80	
72620	717			MAINTENANCE EQU	5,000.00	5,000.00		5,000.00			
72620	---			MAINTENANCE OF	<u>1,343,822.00</u>	<u>1,343,822.00</u>	<u>502,303.77</u>	<u>82,485.51</u>	<u>759,032.72</u>	<u>115,695.60</u>	<u>42,705.17</u>

Fnd T Acct	Obj Pri Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21	
				Original Budget	Revised Budget	FYTD Activity			Amount	Balance - YTD Act	Monthly Activity
72710											
	72710 105			SUPERVISOR/DIRE	59,752.00	59,752.00	24,896.50		34,855.50	4,979.30	
	72710 142			MECHANIC(S)	108,611.00	108,611.00	43,064.02		65,546.98	9,836.42	
	72710 146			BUS DRIVERS	668,177.00	668,177.00	213,271.26		454,905.74	54,789.86	
	72710 162			CLERICAL PERSON	62,966.00	62,966.00	13,316.70		49,649.30	2,663.34	
	72710 186			LONGEVITY PAY	19,050.00	19,050.00	18,450.00		600.00		
	72710 189			OTHER SALARIES	46,684.00	46,684.00	15,309.50		31,374.50	4,645.75	
	72710 201			SOCIAL SECURITY	59,845.00	59,845.00	17,241.63		42,603.37	3,939.98	
	72710 204			STATE RETIREMEN	72,393.00	72,393.00	24,039.21		48,353.79	5,594.01	
	72710 207			MEDICAL INSURAN	428,147.00	428,147.00	162,474.50		265,672.50	42,216.42	
	72710 208			DENTAL INSURANC	1,640.00	1,640.00	611.04		1,028.96	159.60	
	72710 210			UNEMPLOYMENT CO	1,239.00	1,239.00	58.29		1,180.71	17.51	
	72710 212			EMPLOYER MEDICA	13,996.00	13,996.00	4,078.81		9,917.19	936.05	
	72710 307			COMMUNICATION	2,000.00	2,000.00	732.55		1,267.45	143.30	
	72710 340			MEDICAL AND DEN	8,000.00	8,000.00	3,170.00	450.00	4,380.00	335.00	225.00
	72710 355			TRAVEL	500.00	500.00			500.00		
	72710 399			OTHER CONTRACTE	29,000.00	29,000.00	24,138.03		4,861.97	182.14	
	72710 412			DIESEL FUEL	250,000.00	250,000.00	30,627.39	6,130.12	213,242.49	14,064.81	
	72710 425			GASOLINE	65,000.00	65,000.00	8,798.85	3,818.61	52,382.54	4,181.39	
	72710 450			TIRES AND TUBES	28,000.00	28,000.00	582.41	500.00	26,917.59	452.57	
	72710 453			VEHICLE PARTS	70,000.00	70,000.00	22,443.13	19,618.93	27,937.94	6,850.21	1,618.23
	72710 511			VEHICLE AND EQU	65,984.00	65,984.00	54,777.00		11,207.00		
	72710 524			STAFF DEVELOPME	1,000.00	1,000.00	170.00		830.00	75.00	
	72710 599			OTHER CHARGES	27,200.00	27,200.00	11,727.61	6,964.19	8,508.20	137.35	3,000.00
	72710 729			TRANSPORTATION	440,000.00	440,000.00	7,083.96	324,045.00	108,871.04		7,056.00
	72710 ---			TRANSPORTATION	2,529,184.00	2,529,184.00	701,062.39	361,526.85	1,466,594.76	156,200.01	11,899.23

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	November 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72810												
	72810	162			CLERICAL PERSON	23,755.00	23,755.00	9,800.00		13,955.00	1,960.00	
	72810	186			LONGEVITY PAY	350.00	350.00	350.00				
	72810	201			SOCIAL SECURITY	1,495.00	1,495.00	571.38		923.62	106.61	
	72810	204			STATE RETIREMEN	1,808.00	1,808.00	761.25		1,046.75	147.00	
	72810	206			LIFE INSURANCE	18,000.00	18,000.00	5,983.20		12,016.80	1,490.40	
	72810	207			MEDICAL INSURAN	90,332.00	90,332.00	34,492.52		55,839.48	7,333.25	
	72810	210			UNEMPLOYMENT CO	21.00	21.00			21.00		
	72810	212			EMPLOYER MEDICA	350.00	350.00	133.63		216.37	24.93	
	72810	299			OTHER FRINGE BE	68,000.00	68,000.00	19,440.39		48,559.61	6,449.27	
	72810	307			COMMUNICATION	17,000.00	17,000.00	4,117.05		12,882.95	523.35	
	72810	348			POSTAL CHARGES	8,000.00	8,000.00	461.04		7,538.96		
	72810	355			TRAVEL	5,000.00	5,000.00			5,000.00		
	72810	435			OFFICE SUPPLIES				241.46	-241.46		33.16
	72810	599			OTHER CHARGES	7,000.00	7,000.00	2,430.34		4,569.66	1,019.53	
	72810	---			CENTRAL AND OTH	241,111.00	241,111.00	78,540.80	241.46	162,328.74	19,054.34	33.16

Fnd T Acct	Obj Pri Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
73300										
73300	105				78,800.00	15,981.78		62,818.22	8,291.67	
73300	116				108,750.00	25,739.75		83,010.25	14,166.50	
73300	163				3,150.00	1,462.86		1,687.14	782.25	
73300	201				11,823.40	2,520.38		9,303.02	1,356.64	
73300	204				19,584.88	4,070.87		15,514.01	2,188.24	
73300	210					0.54		-0.54		
73300	212				2,765.14	589.47		2,175.67	317.28	
73300	217					197.16		-197.16	107.77	
73300	399				1,000.00			1,000.00		
73300	422				12,500.00	2,575.47	728.99	9,195.54	820.16	
73300	429				36,756.74	298.95	2,087.62	34,370.17	298.95	
73300	499				10,800.00	223.12		10,576.88	101.04	
73300	524				500.00			500.00		
73300	599				1,000.00		195.00	805.00		
73300	---				287,430.16	53,660.35	3,011.61	230,758.20	28,430.50	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Pri</u>	<u>Loc</u>	<u>Prq</u>	<u>Obj</u>	<u>2020-21</u> <u>Original Budget</u>	<u>2020-21</u> <u>Revised Budget</u>	<u>2020-21</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>November 2020-21</u> <u>Monthly Activity</u>	<u>2020-21</u> <u>Enc Carry Forward</u>
76100												
	76100	799			OTHER CAPITAL O	874,670.00	874,670.00	114,450.56	15,364.10	744,855.34	83,776.52	9,243.09
	76100	---			REGULAR CAPITAL	874,670.00	874,670.00	114,450.56	15,364.10	744,855.34	83,776.52	9,243.09

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2020)

End T	Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
99100													
	99100	590				TRANSFERS TO OT	259,955.00	259,955.00			259,955.00		
	99100	---				TRANSFERS OUT	259,955.00	259,955.00			259,955.00		

Fnd T Acct	Obj Prj Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	November 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
Grand Expense Totals				44,950,072.00	45,817,634.01	16,120,990.39	648,010.15	29,048,633.47	3,608,659.98	132,894.28

Number of Accounts: 599

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

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	December 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
141 E 71100 116 000 40090 --- COVID								1,434.10		-1,434.10		
141 E 71100 201 000 40090 --- COVID								79.51		-79.51		
141 E 71100 204 000 40090 --- COVID								147.28		-147.28		
141 E 71100 212 000 40090 --- COVID								18.60		-18.60		
141 E 71100 449 000 40090 --- COVID						300,000.00	300,000.00	104,961.73		195,038.27		
141 E 71100 722 000 40090 --- COVID								45,459.96		-45,459.96		
141 E 71200 198 000 40090 --- COVID								60.00		-60.00		
141 E 71200 201 000 40090 --- COVID								3.72		-3.72		
141 E 71200 210 000 40090 --- COVID								0.18		-0.18		
141 E 71200 212 000 40090 --- COVID								0.87		-0.87		
141 E 72120 499 000 40090 --- COVID									1,300.00	-1,300.00		
141 E 72220 599 000 40090 --- COVID								591.39		-591.39		
141 E 72250 336 000 40090 --- COVID								1,750.00	36,593.25	-38,343.25		
141 E 72610 166 000 40090 --- COVID								1,480.40		-1,480.40		
141 E 72610 201 000 40090 --- COVID								90.07		-90.07		
141 E 72610 204 000 40090 --- COVID								109.45		-109.45		
141 E 72610 207 000 40090 --- COVID								110.74		-110.74		
141 E 72610 208 000 40090 --- COVID								0.41		-0.41		
141 E 72610 212 000 40090 --- COVID								21.08		-21.08		
141 E 72610 217 000 40090 --- RETIREMENT-HYBR								6.53		-6.53		
141 E 72610 410 000 40090 --- COVID								38,421.89	3,046.39	-41,468.28		
141 E 72710 142 000 40090 --- COVID								2,824.76		-2,824.76		
141 E 72710 189 000 40090 --- COVID								520.00		-520.00		
141 E 72710 201 000 40090 --- COVID								199.31		-199.31		
141 E 72710 204 000 40090 --- COVID								250.85		-250.85		
141 E 72710 207 000 40090 --- COVID								104.96		-104.96		
141 E 72710 212 000 40090 --- COVID								46.62		-46.62		
141 E 72710 599 000 40090 --- COVID								2,475.00		-2,475.00		
Grand Expense Totals						300,000.00	300,000.00	201,169.41	40,939.64	57,890.95		

Number of Accounts: 28

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

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 01/14/19
		Rescinds: 3.206	Issued: 04/09/18

- 1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for public,
 2 governmental, charitable, civic, recreational, cultural, and such other purposes that promote the welfare of
 3 the community, as approved by the director of schools.^{1,2,3}
- 4 1. Requests for the use of school facilities shall be made first at the office of the principal.
 - 5 a. If approved by the principal, a *Use of School Facility* form will be signed by the principal and given
 - 6 to the group requesting use of facilities.
 - 7 b. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000.
 - 8 c. Proof of insurance and the *Use of School Facility* form must be presented at the central office for
 - 9 final approval by the director of schools.
 - 10 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the
 - 11 schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
 - 12 3. School facilities may not be used for private profit, except for after-school tutoring/lessons provided by
 - 13 a certified employee of the Marshall County School System to enhance the educational process. Any for-
 - 14 profit group who wishes to use school facilities for one-time performances or other programs must have
 - 15 special Board approval;²
 - 16 4. Unused facilities may be leased for private day-care centers which provide educational and child care
 - 17 services to the community;²
 - 18 5. All activities must be under competent adult supervision and approved by the building principal. In all
 - 19 cases, an assigned school employee will be present. The group using the facilities will be responsible for
 - 20 any damage to the building or equipment and payment of supervision and clean up at the rate of time and
 - 21 a half the hourly rate of the personnel used;
 - 22 6. Groups receiving permission for building use are restricted to the dates and hours approved and to the
 - 23 building area and facilities specified;
 - 24 7. Groups receiving permission for building use are responsible for the observance of all fire and safety
 - 25 regulations at all times;
 - 26 8. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted in
 - 27 school buildings. Smoking within the building is not permitted³;
 - 28 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil
 - 29 Defense, and will make suitable facilities available without charge during community emergencies;
 - 30 10. When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use of
 - 31 the equipment. Compensation must be paid to cafeteria member(s) at the rate of time and one-half of
 - 32 their hourly rate.
 - 33 11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own
 - 34 risk.

Legal References:

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

Cross References:

- Tobacco-Free Schools 1.803
 Care of School Property 6.311



REQUEST FOR USE OF GRANDEVILLE HIGH SCHOOL
(SCHOOL)

Area/Room of the building requested Room 11

Name/Type of event to be held Piano Lessons

Date of the event Monday - Friday Time After School until 5:00

Organization/Person requesting use ANGELA MOFFETT

Name of insurance company NA Amount of coverage NA

*Minimum coverage of \$1,000,000 required

Contact person for organization using building ANGELA MOFFETT

Address 179 Southview Drive, Lewisburg, TN Phone - Cell (931) 799-2880

RESPONSIBILITY OF PERSON REQUESTING USE

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use Angela Moffett Date 1-5-21

Signature of principal [Signature] Date 1/5/21

Signature of Director of Schools for approval Carol Powell Date 1-5-21

MARSHALL COUNTY BOARD OF EDUCATION POLICY

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the welfare of the community, as approved by the Director of Schools.

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.