

Regular Board Meeting

February 13, 2023 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Recognitions	Jacob Sorrells & Ginger Tepedino
1. National School Counseling Week	Jacob Sorrells & Ginger Tepedino
3. Committee Reports/Schedule Committee Meetings	Jacob Sorrells & Chris Lowe
1. Five-Year Strategic Plan Meeting - February 6, 2023	Kristen Gold
4. Math Adoption	Jacob Sorrells, Beth Smith & Tammy Lewis
5. Consent Agenda	
1. Minutes	
2. Out-of-State/Overnight Travel Request	
1. Cornersville High School Cheer Travel Request (LaGrange, Georgia)	
6. Federal Budgets Rev# 4	Jacob Sorrells, Chris Lowe & Julie Thomas
7. ESSER 2.0 Rev# 1	Jacob Sorrells, Chris Lowe & Julie Thomas
8. Bids	Jacob Sorrells & Chris Lowe
1. Mowing Bid	Jacob Sorrells & Chris Lowe
9. Director's Evaluation Instrument	Julie Keny Cathey
10. New Business	
11. Director's Report	Jacob Sorrells
12. Adjourn	Julie Keny Cathey
13. FYI	
1. Approved Fundraisers	
2. Free & Reduced Lunch	
3. Monthly Financial Report	
4. Travel Requests	
5. 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: Board Committees	Descriptor Code: 1.300	Issued Date: 10/12/99
		Rescinds: BBC	Issued: 08/13/93

1 The Board shall operate without standing committees, except for the Executive Committee; however,
2 special committees composed of board members may be appointed by the chairman at the direction of the
3 Board and as the needs of the Board shall require.¹ Such committees shall be discharged when the work
4 is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be
5 made directly to the Board.

- 6
- 7 1. Special committees shall be appointed by the chairman serving in an advisory capacity shall
8 ordinarily consist of less than a quorum of board members;
- 9
- 10 2. The committee will be advisory only unless specifically authorized to transact designated business;
- 11
- 12 3. General issues to be discussed by the committee must be approved in advance by the entire Board;
- 13
- 14 4. A committee shall serve no longer than the annual organization meeting of the Board unless
15 reappointed to finish a designated task; and
- 16
- 17 5. Committee meetings shall be held in accordance with the Open Meetings law.²
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32

33 _____
34 Legal References:
35 1. TCA 49-2-205(2)
36 2. TCA 8-44-102(b)

33 _____
34 Cross References:
35 School Board Meetings 1.400
36 Public Hearings 1.401

Committees for 2022-2023

September 12, 2022

Executive Committee

Julie Keny Cathey, Chairman of the Board
Jacob Sorrells, Director of Schools

Policy

*Andy Woodard

*(The entire board will make up
the policy committee)*

Budget/Education

* Kristen Gold

*(The entire board will make up
the budget/education committee)*

Curriculum/Instruction

(Includes Technology & Attendance)

*Julie Keny Cathey

Susan Hunter

Harvey Jones

Kristen Gold

Heidi McElhaney

William Bell

Patty Hill

Acquisition/Maintenance/Transportation

*Harvey Jones

John Daniel Allen

Andy Woodard

Five-Year Strategic Plan

*Kristen Gold

*(The entire board will make up
the five-year strategic plan committee)*

***Chairman of Committee**

Please note: Any board member can attend any committee meeting that they are not a part of but cannot take part in the voting process in that committee meeting.



Five-Year Strategic
Plan

MISSION

Our Mission is to maximize learning in all areas for all students.

VISION

Our vision is to provide a learning environment which will prepare every student for post-secondary education and/or career success.

BELIEFS

In Marshall County school community, we believe that our mission is divided into five essential parts: instruction, learning, assessment, collective decision making, and policy

We are DIVERSE

3.6% students served in 7 languages or dialects

L, TL, T2

49.1% free/reduced lunch

(21.2% direct cert)

2,141 (39.37%) students enrolled in CTE classes

16.0% students with disabilities

IDEA and 504

1. **Learning:** Our top priority is to ensure that all students receive a high quality education in a safe, positive learning environment, as they transition into post-secondary life.
2. **Curriculum & Instruction:** Teachers must implement a clear, valid curriculum and use research-based practices and differentiated instruction to maximize results for all students, as they address the learning styles and ability levels of individual students. Teachers must incorporate higher order thinking skills and challenge students to move beyond proficiency and reach their maximum potential. Professional Learning Communities exist at each school site for the benefit of our students and staff. The district is also promoting district-wide PLCs among schools and providing time during the school year for teachers and administrators across the district to collaborate with one another. The new TN Ready standards have been embedded in K - 12 curriculum and instruction.
- 3.
4. **Assessment:** All teachers must use formative and summative assessments to maintain clear purpose, measure student achievement, and provide appropriate feedback. Staff members will use disaggregated data and research-based information to target instruction to students' individual needs.
5. **Collaboration and decision making:** Healthy collaboration among all stakeholders is essential to improving a school system. Decision making must be data-driven, reflect stakeholder input, and ensure equity and adequacy for all external communication. Use of all funding must be priority-driven and targeted to research-based learning while addressing individual students' needs.
6. **Policy and Procedures:** The Board of Education must ensure that policies provide equity and adequacy for students; are aligned to system goals for student learning; enable students to move beyond achievement targets; and create and maintain a high performing system, while retaining highly qualified personnel at all schools

Elementary Education

Goal 1-Build skills in early grades (K-3) to contribute to future success.

Strategy A - Support leaders and teachers in implementation of high-quality instructional materials in ELA and math. ****This strategy also supports goal 2.**

Budget - N/A

Evaluation - Data from administrator use of Instructional Practice Guide (IPG), and scores from the TN-URS (Aimsweb) will be evaluated with the goal of all students scoring above the 50th percentile on the final universal screener.

Goal 2- Marshall County will be ranked # 1 in the South Central region on the TNReady assessment in ELA & Math for grades 3-6 .

Strategy A- Attract and retain high quality personnel.

Budget- Money to give all teachers a raise.

Evaluation- The monthly personnel report will be used to determine if we have been able to retain our strongest teachers.

Strategy B- Strengthen the Marshall County Induction, Growth, and Leadership program and expand to include elementary teachers. This program will include mentor teachers and school leaders in each building. The teacher leaders will support building leader professional development. ****This strategy also supports goal 1.**

Budget-\$52,000 from differentiated pay. This is the same budget mentioned in the secondary education plan.

Evaluation- Teacher retention and growth scores will be evaluated .

Goal 3- *Provide remediation and accelerate learning.*

Strategy A- Keep the additional teachers hired in K-3 to lower pupil/ teacher ratio and to provide remediation and intervention.

Budget- \$1,673,729.15 over three years.

Evaluation- TN-URS (Aimsweb) scores will be evaluated three times per year. Evaluate TCAP scores.

****Starting in the 2022-2023 school year, additional support will be required for any 4th grade student scoring approaching or below grade level on the 3rd grade ELA TCAP assessment.**

Strategy B- Provide summer programming for priority students.

Budget- Funded with state funds

Evaluation- pre and post test data and attendance data will be evaluated.

Secondary Education

Goal 1 - *Improve the District's Average ACT composite score - The district's average composite ACT score will rank # 1 in South Central and grow from 19.3 to 21 by 2025. This includes special populations.*

While last year's graduating class (2022) averaged a 19.3 composite for Marshall County as a whole, an increase from 2021's 19.0 composite, our high schools are working to support students to raise ACT scores so that we can reach a composite average of 21.

Strategy A - Use the scores from a retired ACT to group students for ACT Bootcamps in the spring of their junior year. The district will require all sophomores to take a released ACT on the juniors' ACT day (March 21 for 2023) and send the answer sheets to Analyze ED (Pareto) for results. All three schools will use the data from the Pareto tests to group the juniors for instruction in tackling each of the four subtests. Each group will work on the strategies and skills which will most help that group. For instance, students scoring 28 and above don't need instruction in the same skills that students scoring in the 12-18 range need. This allows teachers to individualize instruction. Schools will also familiarize students with the free (for students) online support from AnalyzeEd.

Budget - \$7,150 for 2023-2024 fiscal year (\$13.00 a test X 550 sophomores + postage)

Evaluation - Principals will submit their plans for remediating students to help them improve their ACT scores. The next year's ACT scores should indicate improvement. The district will also compare the average composite scores from the sophomore year to the spring junior ACT to track progress.

(Continued) Goal 1 - Improve the District's Average ACT composite score - The district's average composite ACT score will rank # 1 in South Central and grow from 19.3 to 21 by 2025. This includes special populations.

While last year's graduating class (2022) averaged a 19.3 composite for Marshall County as a whole, an increase from 2021's 19.0 composite, our high schools are working to support students to raise ACT scores so that we can reach a composite average of 21.

Strategy B - Provide quality professional development in various formats for teachers and administrators. The district will bring in proven ACT specialists to work with our teachers and administrators to implement concrete strategies to improve student performance on the ACT. The district office will also pay for substitutes and mileage for teachers and administrators to attend out-of-county workshops on ACT strategies. Substitutes will be funded so that the ACT committees in every high school have time to collaborate and implement their respective school plans. This summer we will be initiating an online prep strategy for ACT since the TDOE is switching to online ACT tests for school-day ACT tests (spring for juniors and fall for senior retakes).

Budget - \$11,000 annually in the professional development budget earmarked for ACT programs.

Evaluation – Sign-in sheets and agendas from professional development of teachers for ACT strategies. The next year's ACT scores for the same group of students compared to last year's scores. A spreadsheet has been compiled to track ACT progress for each high school.

Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA , including special populations, by 10% by 2025. The district will provide professional development, resources, and support through the Literacy Implementation Network and county-wide PLC collaboration to provide tools for teachers to improve student learning.

Strategy A - Attract and retain high-quality personnel.

Budget - \$12,000 for tuition reimbursement in hard to staff areas. Money to provide all teachers with a raise.

Evaluation - The monthly personnel report will be used to determine if we have been able to retain our strongest teachers.

Strategy B- Continue the Marshall County Induction, Growth, and Leadership program. This program will include mentor teachers in secondary schools and school leaders in each building. School leaders will be trained under a “train the trainer” model and deliver professional development to other teachers on Opening Day and on various in-service and professional development days. In addition to adding more lead teachers, we are transforming our teacher induction to a two-day program which will support new teachers with activities to help them accomplish a strong start to the school year with curriculum and discipline. We will reimburse tuition for teachers obtaining certification in hard-to-staff secondary areas (\$12,000 of the \$52,000).

Budget- Mentors and School Leaders (Differentiated Pay): Budget-Mentors and School Leaders: \$52,000 (\$12,000 for tuition reimbursement, \$40,000 for teacher leader salaries and fixed charges)

Evaluation- Teacher retention and growth scores will be evaluated. New teachers will be asked to complete a survey about the support they received

(continued) Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2025. The district will provide professional development, resources, and support through the Literacy Implementation Network and county-wide PLC collaboration to provide tools for teachers to improve student learning. The district will, also, purchase and support the implementation of High-Quality Instructional Materials in the 2023-2024 school year.

Strategy C - The district will provide professional development opportunities and resources for literacy to improve teaching practices and student outcomes. The district has joined the Literacy Implementation Network (LIN) to work with similar districts to receive support from the NIET and the TDOE. We work with leaders from other districts and NIET to train our administrators to use the Tennessee Instructional Practice Guide (IPG) to improve instruction and to help our teachers use intellectual prep to deliver high-quality instruction.

Budget - \$35,000 annually which is the total amount budgeted for professional development. (This is the same \$35,000 in Goal 2 of secondary and in Goals 2 and 3 of elementary) Money from the Materials and Supplies budget will be used to provide grade-level texts and materials for teachers.

Evaluation - Data from administrators' use of the Instructional Practice Guide will be used to evaluate teaching practices. Teacher and administrator feedback will be used to evaluate the effectiveness of the professional development and the quality of the materials. Also, we will compare the numbers of on-track/mastered students in ELA with numbers from the previous year to measure progress. We will use feedback from school staff and administration about the professional development to refine and revamp this as we progress.

Goal 3- Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary Math, including special populations, by 10% by 2025. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning. The district will, also, purchase and support the implementation of High-Quality Instructional Math Materials in the 2023-2024 school year.

Strategy A - Attract and retain high-quality personnel.

Budget - Money to provide all teachers with a raise.

Evaluation - The monthly personnel report will be used to determine if we have been able to retain our strongest teachers.

Strategy B- Continue the Marshall County Induction, Growth, and Leadership program. This program will include mentor teachers in secondary schools and school leaders in each building. School leaders will be trained under a “train the trainer” model and deliver professional development to other teachers on Opening Day and on various in-service and professional development days. We will also add Math Content Leads for secondary schools who will guide teachers to implement the new math standards and high-quality instructional materials through delivery of PD and leadership in PLCs. Additionally, we are transforming our teacher induction to a two-day program which will support new teachers with activities to help them accomplish a strong start to the school year with curriculum and discipline. We will also use \$12,000 of the differentiated pay for tuition reimbursement for hard-to-staff secondary areas.

Budget- Mentors and School Leaders: \$52,000 (\$12,000 for tuition reimbursement, \$40,000 for teacher leader salaries and fixed charges)

Evaluation- Teacher retention and growth scores will be evaluated. New teachers will be asked to complete a survey about the support they received.

(continued) Goal 3- Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary Math, including special populations, by 10% by 2025. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning. The district will, also, purchase and support the implementation of High-Quality Instructional Math Materials in the 2023-2024 school year.

Strategy B- Continue the Marshall County Induction, Growth, and Leadership program. This program will include mentor teachers in secondary schools and school leaders in each building. School leaders will be trained under a “train the trainer” model and deliver professional development to other teachers on Opening Day and on various in-service and professional development days. We will also add Math Content Leads for secondary schools who will guide teachers to implement the new math standards and high-quality instructional materials through delivery of PD and leadership in PLCs. Additionally, we are transforming our teacher induction to a two-day program which will support new teachers with activities to help them accomplish a strong start to the school year with curriculum and discipline. We will also use \$12,000 of the differentiated pay for tuition reimbursement for hard-to-staff secondary areas.

Budget- Mentors and School Leaders: \$52,000 (\$12,000 for tuition reimbursement, \$40,000 for teacher leader salaries and fixed charges)

Evaluation- Teacher retention and growth scores will be evaluated. New teachers will be asked to complete a survey about the support they received.

(continued) Goal 3- Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary Math, including special populations, by 10% by 2025. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning. The district will, also, purchase and support the implementation of High-Quality Instructional Math Materials in the 2023-2024 school year.

Strategy C - The district will provide professional development opportunities and other resources for effective implementation of new math standards and materials.

Budget - \$35,000 annually which is the total amount budgeted for professional development. (This is the same \$35,000 in Goal 2 of secondary and in Goals 2 and 3 of elementary.)

Evaluation - Data from administrators' use of the Instructional Practice Guide to observe teachers will be used to evaluate teaching practices and use of new, aligned materials. Teacher and administrator feedback will be used to evaluate the effectiveness of the professional development and the quality of the materials.

Also, we will compare the numbers of on-track/mastered students in math with numbers from the previous year to measure progress. We will use feedback from school staff and administration about the professional development to refine and revamp this as we progress.

(continued) Goal 3- Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary Math, including special populations, by 10% by 2025. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning. The district will, also, purchase and support the implementation of High-Quality Instructional Math Materials in the 2023-2024 school year.

Strategy D - Adopt, purchase, and implement high-quality instructional math materials (HQIM) from the state's approved list.

Budget - Money from the general-purpose budget and the ESSR 3.0 budget will be used to purchase math materials for full implementation. Money in the differentiated pay budget will pay for Math Lead teachers to deliver professional development around the new math standards and the new Math Instructional Practice Guide (the State's vision of high-quality math instruction).

Evaluation - In the year after adoption, the percentage of on-track/mastered students will be compared with that percentage before the math HQIM implementation. Teachers and administrators will complete surveys to evaluate the new materials and professional development so that adjustments can be made as needed.

Career and Technical Education

Goal 1 - Match CTE program offerings with local workforce demands and provide quality instruction in those areas
- The district will continue to provide opportunities for students that lead to high-skill, high-wage, and high-demand career opportunities.

Strategy A - Continue to provide students with supplies, equipment and facilities that are up-to-date and that are aligned with business/industry needs.

- Begin a construction related program at Forrest and a middle school career awareness program at LMS.
- Expand the machine shop area to provide more opportunities for those students.
- Increase the budget for supplies/materials due to inflation.

Budget - Innovative School Models Grant to phase into GP over 4 years for personnel. ISM Grant for building expansion.

Increase GP 71300-429 by \$10,000

Evaluation - Business/Industry needs will continue to be evaluated by teachers and the CTE Director in order to remain up to date with equipment and resources.

(Continue) Goal 1 - Match CTE
program offerings with local workforce demands and provide quality instruction in those areas - The district will continue to provide opportunities for students that lead to high-skill, high-wage, and high-demand career opportunities.

Strategy B - Collaborate with business and industry leaders to determine the needs of Marshall County's employers and align our program offerings with those needs.

Budget - No new local money required

Evaluation - Program offerings will also be evaluated to determine what courses should be offered to meet the needs of Marshall County's employers.

Strategy C - Recruit and retain qualified CTE teachers utilizing the following:

- Continue to recognize up to five years of related experience for occupationally licensed teachers.
- Continue to compensate CTE teachers, who advise CTSOs, with a stipend for additional time spent.
- Include occupational teachers, with an apprentice license, in the differentiated pay plan to assist them with tuition for the courses required to advance their license.

Budget - \$12,000 addition to annual budget

Goal 2 - Postsecondary and Career Awareness - The Career and Technical Education Department will make sure students are aware of post-secondary and career opportunities that exist in, or around, Marshall County. Additionally, students will have the opportunity to earn early post-secondary credits (EPSO) and industry certifications assisting in the development of "Ready Graduates."

Strategy A - Each CTE course that is offered at Spot Lowe will have a corresponding field trip destination to expose students to local businesses/industry and career opportunities.

Budget - No new money required

Evaluation - A log is kept to ensure all Spot Lowe students have been afforded this opportunity. Additionally, CTE teachers contact previous graduates to determine if they are employed in a related area.

Strategy B - Each Fall, all Spot Lowe juniors are taken on a field trip to TCAT-Shelbyville, seniors go to TCAT-Pulaski, and sophomores travel to MTSU or TCAT-Smyrna.

Budget - No new money required

Evaluation - CTE teachers contact previous graduates to determine if they are enrolled in a post-secondary school.

(Cont.) Goal 2- Postsecondary and Career Awareness - The Career and Technical Education Department will make sure students are aware of post-secondary and career opportunities that exist in, or around, Marshall County. Additionally, students will have the opportunity to earn early post-secondary credits (EPSO) and industry certifications assisting in the development of “Ready Graduates.”

Strategy C - Students will be given opportunities to dual enroll with TCAT Pulaski in the areas of welding, machining, industrial maintenance and advanced computer applications. Statewide dual credit courses will be offered in business, agriculture and criminal justice. All of these courses will be held on campus. A new partnership is being formed to dual enroll engineering students with Columbia State Community College.

Budget - No new local money required. ISM grant will fund building expansion to host the lab portion of CSCC requirements.

Evaluation - CTE Director will monitor enrollment in these classes.

Strategy D - Health Sciences students, who enroll in the Nursing Education course, will have the opportunity to participate in a Certified Nursing Assistant (CNA) program at a local nursing home.

Budget - No new money required

Evaluation - Health Science teachers and CTE Director will monitor enrollment in the nursing education class and successful completion of the CNA exam.

Strategy E - Hire a person dedicated to making personal connections between students and career opportunities. This includes assisting students in making necessary post-secondary decisions to facilitate students reaching their career goals.

Budget - Innovative School Models Grant to phase into GP over 4 years for personnel. ISM Grant for building expansion.

Goal 3 - *Students will be provided with opportunities to develop leadership and career skills.*

Strategy A - All CTE programs will have a corresponding Career and Technical Student Organization (CTSO). The CTSO provides students the opportunity to demonstrate skills learned and also to develop soft skills and leadership characteristics.

Budget - No new money required

Evaluation - CTE teachers include documentation of CTSO participation in their monitoring notebook.

Strategy B - Students who have demonstrated characteristics of good employees and who have proven proficiency in course content are given the opportunity to participate in a Work- Based Learning (WBL) opportunity. WBL students are able to leave campus, during fourth block, to job shadow or intern in a local business.

Budget - No new money required

Evaluation - WBL supervisors submit paperwork to the CTE Director documenting students who are participating in the program. They randomly check on students to ensure employer satisfaction.

Student Services/Whole Child

Goal 1 - Create a "College Going Culture" in Marshall County Schools- The Schools will work to increase student knowledge of possible post-secondary options, financial aid possibilities, and career options. They will work to build a college-going culture based on early college awareness by nurturing in students the confidence to aspire to college and the resilience to overcome challenges along the way. Maintain high expectations by providing adequate support, building social capital, and conveying the conviction that all students, including special populations, can succeed in college.

Strategy A - School Counselors have state standards, a third of which deal with College and Career Readiness Standards. Along with the new curriculum, School counselors will work to implement the Eight Components of College and Career Readiness Counseling. This program was developed by the College Board to provide a systematic approach for school counselors to implement across grades K-12- elementary through high school and beyond - to ensure equity both in process and results. Elementary schools are working to increase the students' awareness of post-secondary options by doing such things as creating displays with teachers and their alma maters and using collegiate posters and pennants. Secondary Schools have had access to Find Your Grind. This is a curriculum which helps students prepare for life outside of the classroom, with meaningful lessons on topics like finding your identity, responsible social media use, digital citizenship, financial literacy, and the job application process.

Budget - N/A

Evaluation - We will annually review the program with both counselors and administration in order to monitor and adjust as needed. High School counselors are now on 11th month contracts.

(Continue) Goal 1- Create a "College Going Culture" in Marshall County Schools- The Schools will work to increase student knowledge of possible post-secondary options, financial aid possibilities, and career options. They will work to build a college-going culture based on early college awareness by nurturing in students the confidence to aspire to college and the resilience to overcome challenges along the way. Maintain high expectations by providing adequate support, building social capital, and conveying the conviction that all students, including special populations, can succeed in college.

Strategy B - We continue to host the annual college fair, financial aid nights, and college goal meetings that are held by each of the three high schools, the counselors will plan and host an informational meeting starting with the TN Promise/Hope Lottery scholarship. High schools will also host Fafsa Frenzy and College App Week - two state initiatives to help promote post-secondary attrition. They also host a "College Signing Day" in May for all students that have been accepted into a post-secondary institution. Continue to work with The Marshall Education Foundation Fafsa Coordinator to provide fafsa filing services to our students.

Budget - NA

Evaluation - We will annually review the program with both counselors and administrators in order to monitor and adjust as needed. Our college fair continues to grow. It has been moved into the gym at MCHS from the hallways to accommodate the growth.

Strategy C - Marshall County Schools will continue to build their partnership with the TN Pathways Program to ensure more K - 12 students are attaining post secondary degrees in alignment with the Drive to 55 Initiative.

Budget - N/A

Evaluation - More EPSO offerings at the high school level such as AP courses, Industry Certifications, Dual Enrollment offerings. Our Dual Enrollment offerings continue to increase through more courses from Columbia State and TCAT Pulaski and TCAT Shelbyville. We will partner with UT Southern to increase Dual Enrollment opportunities.

Goal 2 - Lower Absenteeism and Truancy

Strategy A - We will retain the additional Attendance/Truancy Interventionist for Lewisburg Schools

Budget - ESSR 3.0 Initial cost of \$351,406

Evaluation - We will evaluate the success of the program by reviewing the attendance data of each school.

Strategy B - Lower Absenteeism and Truancy - The district Truancy Interventionists will work with the principals to lower the absentee rate and decrease truancy with all students, including special populations. Students must be in school to learn.

School Nurses are working to identify common illnesses that cause absenteeism and then work to educate students on ways to avoid or at least decrease the chance of contracting the illness. Administrators and/or School Counselors work with the Attendance Interventionist in developing Truancy Tier plans.

Budget –

Evaluation - Nurses continue to be a vital part of our school's fight against chronic absenteeism. We will continue with our Tardy Board for Elementary Schools in 2023-24.

<p><u>Goal 3</u> - Provide students with an environment that meets their physical, social, and emotional needs - We must do everything possible to meet the needs of all students, including special populations, through various programs and activities. It is our goal to provide a learning environment and the tools necessary for all students to be social, emotional, behaviorally, and academically successful.</p>	<p><u>Strategy A</u> - Character Education Curriculum</p> <p><u>Budget</u> - \$5,000</p> <p><u>Evaluation</u> - Annual review of various local and state reports for discipline, attendance, and bullying.</p>
<p><u>(Continue) Goal 3</u> - Provide</p>	<p><u>Strategy B</u> - Provide Olweus/Best Practices in School Climate & Bullying Curriculum in every school. We will continue to conduct updated training for school administrators and counselors each year. Schools are responsible for providing training for staff in the buildings. We have recently purchased Second Step, an online Social/Emotional Learning and Bullying Prevention platform to be used in classrooms and guidance classes in K-8.</p> <p><u>Budget</u> - 48,105.90 (4 years) from CCEIS funds (disproportionality) set aside for addressing student behavioral issues.</p> <p><u>Evaluation</u> - Annual review of various local and state reports for discipline, attendance, and bullying.</p> <p><u>Strategy C</u> - Provide access to a clinical therapist/counselor for students at school through Mercy Health Care and Centerstone Behavioral Health Services. Centerstone Behavioral Health Services will focus on two schools of specific need, WES and LMS.</p> <p><u>Budget</u> -</p> <p><u>Evaluation</u> - Review of referrals to Mercy Health Care Counselors. Mercy continues to be a very helpful partner for our student mental health needs. Mercy has hired two additional therapists who are now serving all Chapel Hill schools and most of the Lewisburg schools. We hope to have a Mercy therapist at LMS and CVHS next year.</p>

students with an environment that meets their physical, social, and

Strategy D - We plan to do the state training in three programs that will help our schools, administrators, teachers, and staff provide a safe, positive, and healthy learning environment for our students.

1. **TN Schools Prepare** - Free training from the state which provides best practices in “Postvention” crisis plan, leadership before a crisis, skills for postvention team members, and methods for building resilience in youth.
2. **Youth Mental Health First Aid Training** - this training aims to promote competency among youth serving adults to detect and respond to youth mental health concerns. **Completed summer of 2022.**
3. **ACES TN** - Adverse Childhood Experiences - The TN ACES Initiative has created the Building Strong Brains Tennessee to address chronic childhood trauma. This statewide initiative is hoped to be a national model on how schools can promote cultural change in early childhood based on the philosophy that preventing and mitigating adverse childhood experiences, and their impact, is the most promising approach to helping TN children lead productive, healthy lives and ensure the future prosperity of the state.

Technology

**Goal 1- Student and Teacher
Technology Hardware Lifecycle Plan**

Strategy A - Provide and maintain a student to computer ratio of 1 to 1. Students will receive a device purchased by the district to interact, collaborate, and communicate information with peers. The District will charge a \$5-\$15 technology fee to assist with the cost of support and maintenance of these student devices.

Budget -Current devices will need to be surplusd and replaced in the summer of 2024. *Estimated Cost \$2.4 million Funding source has yet to be determined*

Evaluation- Determine the effectiveness and utilization of student and teacher devices. Principal observations to evaluate instructional practices using student assigned devices.

Strategy B - Provide modern and efficient computers and devices to all teachers and staff. Implement MFA for all employees.

Budget - Current devices will need to be surplusd and replaced in the summer of 2024. *Funding source has yet to be determined*

Evaluation - The Technology Supervisor will conduct an analysis of service requests to identify outdated equipment and develop a life-cycle replacement plan beginning 2025 and the sale of all student and teacher devices.

Goal 2 – Enhance Network Performance to meet TN Dept. of Education Testing Requirements.

Strategy A - Perform audits of all Wide Area Networks (WAN) and the LEA ingress/egress bandwidth utilization. Transition qualifying schools to dual 5GB WAN circuits and the LEA to dual 6.5GB IA circuits. Move secondary IA circuit to DHIS for continuity and resiliency.

Budget - Use current resources.

Evaluation - The Technology Supervisor will work with ENA to upgrade network resources over a 5-year agreement period using the Nashville Broadband Consortium.

Goal 3 - Update and Secure Network Infrastructure to meet TN Dept. of Education and industry standards

Strategy A - Conduct a network performance security analysis of current infrastructure. Perform high level server and network maintenance on a regular basis. Implement and expand Aruba Clearpass Network Access Control and Policy Manager to secure wired and wireless networks.

Budget - Use current resources.

Evaluation - The Technology Supervisor will work with ENA and Aruba to conduct security audits and benchmark testing of network resources.

Strategy B - Identify necessary system and network equipment lifecycle replacement and/or upgrades. To include cabling, switches, servers, and access points (AP).

Budget- Use Current LEA and E-Rate Resources

Evaluation - Evaluate current industry standards and education requirements. Technology Supervisor will rate the current network posture based upon current state. testing requirements.

Infrastructure

<p><u>Goal 1</u> - Operate our buildings as efficiently as possible - The district will operate all of our buildings in an efficient manner and make cost effective decisions.</p>	<p><u>Strategy A</u> - Continue our working relationship with Trane to increase our energy savings. The kW per square foot usage for 2022-2023 June thru December is 0.460 per sf. Last year, 2021-2022 June thru December was 0.782 per sf. A reduction in usage although current TVA pricing is up.</p> <p><u>Evaluation</u> - Continue to study the numbers provided by our energy technician Joey Wiles to look for new areas of possible savings.</p> <p><u>Strategy B</u> - Annually replace old and non-efficient heat and air units throughout the district to reduce energy consumption and overall costs..</p> <p><u>Budget</u> - To be determined</p> <p><u>Evaluation</u> - Work with maintenance and Mr. Wiles to identify and review problem areas. Change billing rates for transformers where applicable.</p>
<p><u>Goal 2</u> - <i>Improve Security - The district will work with the principals and maintenance to provide a safe and secure learning environment.</i></p>	<p><u>Strategy A</u> - Continue to add surveillance cameras where necessary. Upgrade, repair, and maintain current fire, burglary, and camera systems in school facilities. Replace old doors and windows where needed.</p> <p><u>Budget</u> - To be determined.</p> <p><u>Evaluation</u> - We will use feedback from school staff and administration. Monitor and evaluate ACT as they complete new fire alarm systems in schools.</p>

Goal 3- *Maintain high quality facilities - The district will build and maintain high quality facilities across the district that are both functional and aesthetically pleasing.*

Strategy A -Continue the roofing plan provided by Stephen Ward and Associates. We must continue to repair and replace roofs in the future to ensure the integrity of our facilities

Budget - Approximately \$3,000,000 towards Oak Grove, Marshall Elementary, Cornersville Elementary, and the Central Office.

Evaluation - Roofs will continually be monitored and evaluated for leaks. Recommendations for future repairs and replacement will be made by our roofing consultant Mr. Kevin Turner.

Strategy B - Work with principals and other district leaders to identify possible areas to target for renovation and improvement. This includes but is not limited to painting, landscaping, paving, replacing doors and windows, handicapped accessibility, and providing general infrastructure improvements as needed.

Budget - Approximately \$550,000 in maintenance annually plus \$700,000 in capital outlay. .

Evaluation - Site meetings between principals and maintenance will occur annually to review what has been done on site and what needs to be done in the future.

(Continued) Goal 3- *Maintain high quality facilities - The district will build and maintain high quality facilities across the district that are both functional and aesthetically pleasing.*

Strategy C - Examine the Growth Plan provided by Johnson and Bailey Architects which could include remodeling a school and/or building or adding on to an existing school.

Budget - To be determined based on feasibility and needs.

Evaluation - Feasibility and budget studies would need to be completed along with communication and discussion with stakeholders.

5 Year Plan
2023-2024 Budget
Information
February 6, 2023

**Marshall County Board of Education
2023-2024 Budget to Budget Changes
As of January 9, 2023**

6% Certified Raise (Jan 2023)	1,480,636
6% Classified Raise (Jan 2023)	299,930
Bus Driver Pay Scale (Jan 2023)	248,424
6% Certified Raise	1,567,324
New Classified Pay Scale	875,860
Certified Step Raise	221,646
Longevity Step Raise	26,715
Classified Step Raise (Bus Drivers)	6,934
13 ESSER Positions	958,183
Edgenuity	110,000
Synergy Electronic Enrollment Software	25,000
Increase in Textbooks	200,000
Special Education Supervisor	110,000
ESL Teacher	75,000
Math Teacher - FHS	75,000
Chorus/Band - LMS	75,000
Behavior Teacher	75,000
Behavior Aid	37,000
FT Librarian - LMS	37,500
PE Teacher - CHES	75,000
CDC Teacher - WES	75,000
Food Service Supervisor	110,000
Food Service Bookkeeper	70,000
Federal Teacher Pickup	75,000
5 Growth Teachers	375,000
School Health Coordinator 10 Extra Days	3,878
Differentiated Pay Plan	46,000
MCHS Principal Supplement	5,817
Principals & Assistant Principals Updated PayScale	49,043
Supervisors Updated PayScale	27,727
Increase in Liability Insurance	15,000
Increase in Medical Insurance	150,000
Increase in SPED assistant Supplement	14,470
Total Increase to GP Budget	7,597,087

General Purpose School

2023-2024 Budget

- **Effective 12.36% Certified Raise \$3,047,960 (6% January 2023 raise plus 6% 2023-2024 Raise)**
- **New Classified Pay Scale \$1,124,284**
- **Creates 13 New District Positions**
- **\$1,093,183 – ESSER 3.0 Pick up**
- **Increase textbook budget by \$200,000**
- **Increased funding for differentiated pay - \$46,000**

**Marshall County Schools
Projected Salary Increases
2023-2024**

	GP	FED	TOTAL
Bus Garage	39,941	15,922	55,863
Maintenance	93,870	-	93,870
Nurse	34,243	-	34,243
Teachers	1,303,552	95,929	1,399,481
Speech Lang Path	21,881	3,982	25,863
Administrators	202,895	-	202,895
Admin Ast	50,757	-	50,757
Custodians	181,928	-	181,928
Teacher Assistants	264,377	117,993	382,370
All Other Classified	123,902	20,308	144,210
Bookkeepers/Attendance	86,842	-	86,842
Supplements	38,996	-	38,996
Total Payroll Cost	2,443,184	254,134	2,697,318

	GP	FED	TOTAL
Bus Driver Pay Scale	-	-	-
Classified Pay Scale	875,860	154,223	1,030,083
6% Certified Raise	1,567,324	99,912	1,667,235
Total Payroll Cost	2,443,184	254,134	2,697,318

**Marshall County Board of Education
Classified Pay Scales
2023-2024**

School Level					
Position	Years				
	0	1-5	6-10	11-15	16+
Teacher Assistant (7hrs, 187 days) *	13.00	13.52	14.06	14.62	15.21
Attendance (8hrs, 210 days)	18.50	19.24	20.01	20.81	21.64
Admin Assistant (8hrs, Elem-200 days, High Sch-210 days)	14.00	14.56	15.14	15.75	16.38
Bookkeeper (8hrs, High Sch-210 days)	18.50	19.24	20.01	20.81	21.64
Attendance/Bookkeeper (8hrs, Elem-215 days)	18.50	19.24	20.01	20.81	21.64
Custodian (8hrs, 4hrs, 260 days) **	13.00	13.52	14.06	14.62	15.21

Central Office Support					
Position	Years				
	0	1-5	6-10	11-15	16+
Assistant to the Director/Board Secretary (8hrs, 250 days)	22.00	22.88	23.80	24.75	25.74
Admin Assistant (8hrs, 229 days)	18.00	18.72	19.47	20.25	21.06
HR Generalists (8hrs, 250 days)	25.00	26.00	27.04	28.12	29.25
Student Data Coordinator (8hrs, 229 days)	30.00	31.20	32.45	33.75	35.10
Social Worker (8hrs, 200 days)	25.00	26.00	27.04	28.12	29.25

Transportation					
Position	Years				
	0	1-5	6-10	11-15	16+
Bus Driver - CDL License (5hrs, 187 days)	20.00	20.80	21.63	22.50	23.40
Bus Driver - Non CDL License (5hrs, 187 days)	18.00	18.72	19.47	20.25	21.06
Bus Monitor (6hrs, 187 days)	14.00	14.56	15.14	15.75	16.38
Admin Assistant (8hrs, 250 days)	18.54	19.28	20.05	20.85	21.69
Lead Mechanic (8hrs, 260 days)	27.00	28.08	29.20	30.37	31.59
Mechanic (8hrs, 260 days)	22.00	22.88	23.80	24.75	25.74

Maintenance					
Position	Years				
	0	1-5	6-10	11-15	16+
Admin Assistant (8hrs, 250 days)	18.54	19.28	20.05	20.85	21.69
Level I - General Maintenance (8hrs, 260 days)	20.79	21.62	22.49	23.39	24.32
Level II - Degree (8hrs, 260 days)	23.03	23.95	24.91	25.91	26.94
Level III - Degree & License (8hrs, 260 days)	25.28	26.29	27.34	28.44	29.57
Foreman (Salary Position)	56,000	58,240	60,570	62,992	65,512

**Marshall County Board of Education
Classified Pay Scales
2023-2024**

Technology					
Position	Years				
	0	1-5	6-10	11-15	16+
Technology Support (8hrs, 250 days)	22.76	23.67	24.62	25.60	26.63
Senior IT Admin (Salary Position)	66,573	69,236	72,005	74,886	77,881

Finance					
Position	Years				
	0	1-5	6-10	11-15	16+
Accounts Payable (8hrs, 250 days)	24.00	24.96	25.96	27.00	28.08
Payroll Lead (8hrs, 250 days)	30.00	31.20	32.45	33.75	35.10
Payroll Clerk (8hrs, 250 days)	22.00	22.88	23.80	24.75	25.74
Federal Projects Bookkeeper (8hrs, 229 or 250 days)	26.00	27.04	28.12	29.25	30.42

Food Service					
Position	Years				
	0	1-5	6-10	11-15	16+
Food Service Bookkeeper	24.00	24.96	25.96	27.00	28.08
Field Manager	20.00	20.80	21.63	22.50	23.40
Manager	21.00	21.84	22.71	23.62	24.57
Kitchen Staff	13.00	13.52	14.06	14.62	15.21

Nurse					
Position	Years				
	0	1-5	6-10	11-15	16+
LPN (7hrs, 187 days)	21.91	22.79	23.70	24.65	25.63
RN-A.S (7hrs, 187 days)	24.16	25.13	26.13	27.18	28.26
RN-B.S. (7hrs, 187 days)	27.53	28.63	29.78	30.97	32.21

* Teacher Assistants who serve students with special health needs will be paid an additional \$1 per hour

** Lead custodians will earn an additional \$1 per hour, limited to 1 lead per school

**MARSHALL COUNTY SCHOOLS
TEACHER SALARY SCHEDULE
2023-2024 6% Raise (PROJECTED)**

Degree	YEARS OF EXPERIENCE																						
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
PHD	59,355	59,525	59,992	60,483	61,000	61,783	62,488	63,778	65,666	67,047	67,293	68,689	68,974	70,417	70,662	72,152	72,152	73,415	73,415	74,732	74,732	74,732	74,732
EDS	54,960	55,404	55,869	56,236	56,965	57,745	58,833	59,876	60,972	62,015	62,913	63,922	64,868	65,885	66,816	67,860	68,307	68,931	69,367	69,967	70,425	70,877	71,332
MS +30	53,365	53,730	54,569	54,922	55,644	56,476	57,330	58,554	59,610	60,634	61,560	62,643	63,475	64,551	65,611	66,478	66,911	67,535	68,000	68,606	69,044	69,503	69,957
MS	49,995	50,666	51,311	51,802	52,541	53,365	54,367	55,404	56,446	57,431	58,288	59,306	60,144	61,194	62,104	63,124	63,548	64,138	64,546	65,116	65,556	65,989	66,420
BS	46,412	47,157	47,829	48,208	48,818	49,565	50,494	51,378	52,315	53,219	54,003	54,856	55,733	56,629	57,448	58,384	58,770	59,289	59,675	60,185	60,580	60,971	61,364

**MARSHALL COUNTY SCHOOLS
SYSTEM WIDE PERSONNEL(SPEECH TEACHERS, PSYCHOLOGISTS)
2023-2024 (PROJECTED)
6% RAISE**

Degree	YEARS OF EXPERIENCE																					
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Doctorate	60,664	60,848	61,313	61,804	62,375	63,186	63,921	65,239	67,158	69,584	68,831	70,272	70,917	72,040	72,285	73,808	73,808	75,103	75,103	76,451	76,451	76,451	76,451	76,451
-----------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

EDS	56,718	57,184	57,652	58,054	58,830	59,634	60,777	61,857	63,025	64,101	65,019	66,068	67,025	68,076	69,038	70,109	70,556	71,223	71,663	72,305	72,765	73,217	73,670	73,670
-----	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Masters + 30	55,076	55,471	56,309	56,701	57,457	58,333	59,428	60,490	61,598	62,681	63,599	64,733	65,572	66,654	67,585	68,674	69,105	70,224	70,231	70,874	71,312	71,771	72,225	72,225
--------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Masters	51,684	52,400	53,044	53,563	54,340	55,248	56,251	57,321	58,453	59,464	60,323	61,391	62,223	63,331	64,236	65,304	65,732	66,348	66,754	67,378	67,817	68,249	68,683	68,683
---------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Bachelors	48,129	48,910	49,583	49,967	50,631	51,402	52,392	53,315	54,296	55,239	56,036	56,935	57,824	58,767	59,586	60,574	60,958	61,512	61,897	62,446	62,840	63,233	63,626	63,626
-----------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

**Maintennace Salary Comparison
Hourly Rates**

Marshall County Government New Pay Scale

	<u>Entry Level</u>	<u>5 Years Exp</u>	<u>Top Out Pay</u>
Maintenance Level 1	19.89	22.72	23.76
Maintenance Level 2	21.88	24.99	26.14

Marshall County Schools Pay Scale

	<u>Entry Level</u>	<u>5 Years Exp</u>	<u>Top Out Pay</u>
Level I - General Maintenance	20.79	21.62	24.32
Level II - Degree	23.03	23.95	26.94

Difference In What the Schools pay compared to County

	<u>Entry Level</u>	<u>5 Years Exp</u>	<u>Top Out Pay</u>
Level I - General Maintenance	0.90	(1.10)	0.56
Level II - Degree	1.15	(1.04)	0.80

County Pay Comparison						
	Marshall	Bedford	Maury	Rutherford	Williamson	Franklin
Teacher Assistant	13.52	13.55	13.66	15.79	15.50	13.00
Custodian	13.52	12.84	N/A	14.63	N/A	12.80
Nurse - LPN	22.79	18.46	23.39	26.98	23.89	16.50
Attendance/Bookkeeper	19.24	15.71	16.94	17.30	18.95	13.50
Bus Driver - CDL	20.80	19.62	18.86	N/A	22.56	21.07
Technology Support	23.67	21.12	20.39	26.91	25.75	18.40
Admin Assistant	18.72	17.60	21.01	18.83	18.95	14.53
Maintenance - Level 1	21.62	17.05	18.86	18.83	16.03	12.80
Teacher BS & 5	49,565.00	46,503.00	45,632.00	49,514.00	47,296.00	43,442.00
Teacher MS & 15	63,124.00	57,806.00	58,148.00	65,348.00	61,235.00	53,700.00

Rankings (Based on Highest to Lowest Pay)			
Teacher Assistant	Custodian	Nurse - LPN	Technology Support
Rutherford	Rutherford	Rutherford	Rutherford
Williamson	Marshall	Williamson	Williamson
Maury	Bedford	Maury	Marshall
Bedford	Franklin	Marshall	Bedford
Marshall	Maury*	Bedford	Maury
Franklin	Williamson*	Franklin	Franklin
Attendance/Bookkeeper	Bus Driver	Admin Assistant	
Marshall	Williamson	Maury	
Williamson	Franklin	Williamson	
Rutherford	Marshall	Rutherford	
Maury	Bedford	Marshall	
Bedford	Maury	Bedford	
Franklin	Rutherford*	Franklin	
Maintenance	Teacher BS & 5	Teacher MS & 15	
Marshall	Marshall	Rutherford	
Maury	Rutherford	Marshall	
Rutherford	Williamson	Williamson	
Bedford	Bedford	Maury	
Williamson	Maury	Bedford	
Franklin	Franklin	Franklin	

*Counties sub out services and are not included on pay scale

*Comparison is configured by ranking pay based on 5 years of experience with each county

Marshall County Schools
Projected Salary Increases W/ 5% Raise
2023-2024

	GP	FED	TOTAL
Bus Garage	39,941	15,922	55,863
Maintenance	87,587	-	87,587
Nurse	30,791	-	30,791
Teachers	1,086,293	79,941	1,166,234
Speech Lang Path	18,233	3,319	21,552
Administrators	170,029	-	170,029
Admin Ast	50,480	-	50,480
Custodians	180,411	-	180,411
Teacher Assistants	264,116	117,993	382,109
All Other Classified	120,773	19,629	140,402
Bookkeepers/Attendance	86,842	-	86,842
Supplements	32,495	-	32,495
Total Payroll Cost	2,167,991	236,803	2,404,795

	GP	FED	TOTAL
Bus Driver Pay Scale	-	-	-
Classified Pay Scale	860,941	153,544	1,014,485
5% Certified Raise	1,307,051	83,260	1,390,310
Total Payroll Cost	2,167,991	236,803	2,404,795

Marshall County Schools
Projected Salary Increases W/ 4% Raise
2023-2024

	GP	FED	TOTAL
Bus Garage	39,941	15,922	55,863
Maintenance	81,175	-	81,175
Nurse	27,461	-	27,461
Teachers	869,035	63,953	932,987
Speech Lang Path	14,587	2,655	17,242
Administrators	137,163	-	137,163
Admin Ast	50,203	-	50,203
Custodians	178,894	-	178,894
Teacher Assistants	263,855	117,993	381,848
All Other Classified	117,644	18,950	136,594
Bookkeepers/Attendance	86,842	-	86,842
Supplements	25,993	-	25,993
Total Payroll Cost	1,892,793	219,473	2,112,265

	GP	FED	TOTAL
Bus Driver Pay Scale	-	-	-
Classified Pay Scale	846,015	152,865	998,880
4% Certified Raise	1,046,778	66,608	1,113,385
Total Payroll Cost	1,892,793	219,473	2,112,265

**Marshall County Schools
 Projected Raise Differences
 2023-2024
 General Purpose School Fund**

	<u>6% Raise</u>	<u>5% Raise</u>	<u>4% Raise</u>
Classified Pay Scale	875,860	860,941	846,015
Certified Raise	1,567,324	1,307,051	1,046,778
Total Salary Increase	<u>2,443,184</u>	<u>2,167,992</u>	<u>1,892,793</u>

6% Raise	2,443,184	
5% Raise	<u>2,167,992</u>	
Difference	275,192	<i>Amount saved by installing a 5% raise over a 6% raise</i>

6% Raise	2,443,184	
4% Raise	<u>1,892,793</u>	
Difference	550,391	<i>Amount saved by installing a 4% raise over a 6% raise</i>

**Medical Insurance Comparison
Family Coverage**

	<u>Marshall</u>		<u>Maury</u>		<u>Bedford</u>		<u>Lincoln</u>		<u>Giles</u>	
	Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee
BCBS Premier PPO Family	83%	17%	66.16%	33.84%	73.01%	26.99%	64.15%	35.85%	47.61%	52.39%
Yearly Total Cost	21,300.00	3,621.00	14,092.08	7,207.92	15,551.13	5,748.87	13,663.95	7,636.05	10,140.93	11,159.07
			Marshall	3,621.00	Marshall	3,621.00	Marshall	3,621.00	Marshall	3,621.00
			Maury	7,207.92	Bedford	5,748.87	Lincoln	7,636.05	Giles	11,159.07
			Difference	(3,586.92)	Difference	(2,127.87)	Difference	(4,015.05)	Difference	(7,538.07)

Employee would have to pay more for insurance in each of these counties and would see their paycheck decrease as a result

**Medical Insurance Comparison
Single Coverage**

BCBS Premier Employee Only

8,196.00
↑
Yearly Total
Cost

<u>Marshall</u>		<u>Maury</u>		<u>Bedford</u>		<u>Lincoln</u>		<u>Giles</u>	
Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee
83%	17%	100.00%	0.00%	87.85%	12.15%	87.60%	12.40%	92.68%	7.32%
6,802.68	1,393.32	8,196.00	-	7,200.19	995.81	7,179.70	1,016.30	7,596.05	599.95

Marshall	1,393.32	Marshall	1,393.32	Marshall	1,393.32	Marshall	1,393.32
Maury	-	Bedford	995.81	Lincoln	1,016.30	Giles	599.95
Difference	1,393.32	Difference	397.51	Difference	377.02	Difference	793.37

Employee would pay less for single coverage in each of these counties and as a result would see an increase in their paycheck

Provider	Coverage Level	Monthly Premium	MC Contributio	Bedford	Coffee	Fayetteville	Franklin	Giles	Lincoln	Manchester	Marshall	Maury	Tullahoma	Average	High	Low
Premier PPO																
BCBS or Cigna Local Plus	Employee	\$683.00	92.97%	87.85%	100.00%	71.95%	88.59%	92.68%	87.60%	100.00%	83.00%	100.00%	81.84%	89.68%	100.00%	71.95%
	Employee+Child	\$1,126.00	74.64%	71.05%	66.96%	64.44%	71.16%	66.96%	72.60%	78.36%	83.00%	78.36%	65.72%	72.11%	83.00%	64.44%
	Employee+Spouse	\$1,469.00	68.04%	69.43%	66.98%	68.33%	64.23%	50.03%	71.92%	70.57%	83.00%	70.57%	60.59%	67.61%	83.00%	50.03%
	Family	\$1,775.00	64.34%	73.01%	66.99%	65.38%	61.34%	47.61%	64.15%	66.16%	83.00%	66.16%	63.83%	65.63%	83.00%	47.61%
Cigna Open Access	Employee	\$748.00	84.89%	80.21%	91.31%	68.97%	80.90%	84.63%	77.05%	100.00%	83.00%	100.00%	74.73%	84.15%	100.00%	68.97%
	Employee+Child	\$1,191.00	70.57%	67.17%	63.31%	62.98%	67.28%	63.31%	66.79%	79.54%	83.00%	79.54%	62.13%	69.60%	83.00%	62.13%
	Employee+Spouse	\$1,534.00	65.16%	66.49%	64.15%	68.69%	61.51%	51.76%	66.01%	73.73%	86.52%	71.82%	58.02%	66.71%	86.52%	51.76%
	Family	\$1,840.00	62.07%	70.43%	64.62%	65.74%	59.18%	49.08%	59.49%	68.95%	85.93%	67.36%	60.49%	64.85%	85.93%	49.08%
Standard PPO																
BCBS or Cigna Local Plus	Employee	\$635.00	100.00%	94.49%	100.00%	69.37%	95.29%	93.70%	90.13%	100.00%	83.00%	100.00%	88.03%	92.18%	100.00%	69.37%
	Employee+Child	\$1,046.00	80.35%	76.48%	67.02%	60.31%	76.61%	71.03%	73.92%	78.39%	83.00%	78.39%	70.75%	74.20%	83.00%	60.31%
	Employee+Spouse	\$1,364.00	73.28%	74.78%	67.01%	65.63%	69.17%	52.49%	72.87%	70.60%	83.00%	70.60%	65.25%	69.52%	83.00%	52.49%
	Family	\$1,649.00	69.25%	78.59%	67.01%	62.51%	66.03%	47.24%	64.88%	66.18%	83.00%	66.18%	68.71%	67.23%	83.00%	47.24%
Cigna Open Access	Employee	\$700.00	90.71%	85.71%	90.71%	66.43%	86.44%	85.00%	78.62%	100.00%	83.00%	100.00%	79.86%	86.04%	100.00%	66.43%
	Employee+Child	\$1,111.00	75.65%	72.01%	63.10%	58.99%	72.12%	66.88%	67.62%	79.65%	83.00%	79.65%	66.61%	71.39%	83.00%	58.99%
	Employee+Spouse	\$1,429.00	69.94%	71.38%	63.96%	66.07%	66.03%	51.99%	66.47%	73.99%	86.78%	71.94%	62.28%	68.26%	86.78%	51.99%
	Family	\$1,714.00	66.63%	75.61%	64.47%	63.00%	63.53%	48.83%	59.85%	63.33%	86.15%	67.46%	66.10%	65.91%	86.15%	48.83%
Limited PPO																
BCBS or Cigna Local Plus	Employee	\$600.00	100.00%	100.00%	100.00%	74.61%	97.67%	100.00%	87.92%	10.00%	83.00%	100.00%	93.00%	86.02%	100.00%	10.00%
	Employee+Child	\$990.00	82.07%	80.81%	66.97%	65.50%	80.94%	77.98%	77.12%	78.28%	83.00%	78.33%	74.75%	76.89%	83.00%	65.50%
	Employee+Spouse	\$1,291.00	74.59%	79.00%	67.00%	68.68%	73.08%	58.02%	75.55%	70.56%	83.00%	70.56%	68.94%	71.73%	83.00%	58.02%
	Family	\$1,561.00	70.34%	83.02%	67.01%	65.44%	69.75%	52.08%	67.52%	66.14%	83.00%	66.14%	72.58%	69.37%	83.02%	52.08%
Cigna Open Access	Employee	\$665.00	95.49%	90.23%	90.23%	71.00%	90.99%	96.69%	76.02%	100.00%	83.00%	100.00%	84.06%	88.88%	100.00%	71.00%
	Employee+Child	\$1,055.00	80.09%	75.83%	62.84%	63.79%	75.95%	73.18%	70.28%	79.67%	83.00%	79.67%	70.14%	74.04%	83.00%	62.84%
	Employee+Spouse	\$1,356.00	73.41%	75.22%	63.79%	69.00%	69.58%	55.24%	68.68%	74.13%	86.98%	71.97%	65.63%	70.33%	86.98%	55.24%
	Family	\$1,626.00	69.53%	79.70%	64.33%	65.84%	66.96%	50.62%	62.11%	69.29%	86.32%	67.49%	69.68%	68.35%	86.32%	50.62%
Health Savings CDHP																
BCBS or Cigna Local Plus	Employee	\$523.00	100.00%	112.43%	100.00%	80.28%	96.81%	100.00%	88.23%	100.00%	83.00%	100.00%	90.44%	95.56%	112.43%	80.28%
	Employee+Child	\$863.00	86.79%	92.70%	66.98%	59.10%	92.85%	90.85%	82.29%	78.33%	83.00%	78.33%	85.75%	81.54%	92.85%	59.10%
	Employee+Spouse	\$1,125.00	78.22%	90.66%	67.02%	62.86%	83.87%	67.20%	79.67%	70.49%	83.00%	70.57%	79.11%	75.70%	90.66%	62.86%
	Family	\$1,360.00	73.35%	95.28%	66.99%	59.03%	80.06%	61.10%	71.25%	66.15%	83.00%	66.15%	83.31%	73.24%	95.28%	59.03%
Cigna Open Access	Employee	\$588.00	100.00%	100.00%	88.95%	65.27%	102.91%	100.00%	74.73%	100.00%	83.00%	100.00%	91.50%	91.49%	102.91%	65.27%
	Employee+Child	\$928.00	84.21%	86.21%	62.28%	57.60%	86.35%	84.48%	74.15%	79.85%	83.00%	79.85%	79.74%	77.98%	86.35%	57.60%
	Employee+Spouse	\$1,190.00	76.68%	85.71%	63.36%	63.54%	79.29%	63.53%	71.66%	74.63%	87.53%	72.18%	71.34%	73.59%	87.53%	63.36%
	Family	\$1,425.00	72.28%	90.94%	63.93%	59.78%	76.41%	0.00%	64.91%	69.74%	86.79%	67.69%	79.51%	66.54%	90.94%	0.00%

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 04/08/19
		Rescinds: 4.401	Issued: 11/10/14

1 SELECTION¹

2 The selection of textbooks shall be completed according to the laws and policies required by the State
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
4 the local textbook selection committees subject to approval by the Board.¹ The director of schools shall
5 establish a procedure for providing the citizens of the community an opportunity to examine proposed
6 textbooks prior to their final adoption,² including public notice of time and location at which textbooks
7 may be examined. Once the proposed textbooks have been approved by the Board, the director of schools
8 shall post the list of all approved textbooks and instructional materials on the school system's website
9 and send a copy of the list to the commissioner of education.

10 DISTRIBUTION

11 The supervisor of instruction shall be designated by the Board to be responsible for the purchase and
12 distribution of textbooks in each school. The principal shall be responsible for seeing that each student
13 receives the required textbooks at no cost to the student.³

14 CARE OF TEXTBOOKS

15 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion
16 of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they
17 will be responsible for the textbooks received and used by their children.

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

20	Age of Book	Amount Collected
21	0 – 2 years	100% of replacement cost
22	3 – 4 years	75% of replacement cost
23	5 or more years	50% of replacement cost

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

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

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

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

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

8 **INSPECTION**

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

13

14

15

16

17

18

19

20

Legal References:

1. TCA 49-6-2207(c)(e)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)
5. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References:

Personal Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709



Return by June 15 to:
Director of Content
Andrew Johnson Tower, 11th floor
710 James Robertson Parkway Nashville, TN 37243-0379

**Certification of Adoption by
Local Board of Education**

The Marshall County Board of Education approved the City, County,
or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract
during the meeting of the board on February 13, 2023.
Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- The LEA's unique needs require adopting materials not on the state's official list.
- The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- All materials adopted by this LEA that are not on contract have been approved by waiver (if any waivers were granted, you must attach them to this form).
- The LEA agrees to furnish any materials requested by TDOE for review.

Date

Chairman, Board of Education

Date

Director of Schools

The Textbook Committee's Recommendations for Adoption

Grades K-3: HMH *Into Math* by Houghton Mifflin Harcourt

Grades 4 and 5: *enVision Math* by Savvas (used to be Pearson)

Grades 6-8: *TN Math Big Ideas* by Big Ideas Learning

Grades 9-12: *enVision* for Algebra I, Geometry, Algebra II by Savvas

The Practice of Statistics by Bedford, Freeman, and Worth

Calculus: Early Transcendentals by Cengage

Precalculus by Savvas

Since the state just released the standards for its new fourth-year high school math course, Math Reasoning for Decision Making, in the summer, textbooks have not been written for it yet. We hope to have samples of books for this new course by early summer. This course is replacing the old Bridge Math and Applied Math Concepts *after* next year. The old courses will be taught in 2023-2024 but will be eliminated after this year. We will need to carry over approximately \$30,000 to purchase books for this next year.

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

For the School Year 2022-2023

Report for schools of Marshall County, City, or Special District.

Subject: Math

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Math, recommend that the Marshall (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Marshall (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Berry, Fennell, Champagne, et. al.	enVision for Algebra I	Savvas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Berry, Fennell, Champagne, et. al.	enVision for Geometry	Savvas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Berry, Fennell, Champagne, et. al.	enVision for Algebra II	Savvas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Mary Edwards 2 Heather Denton 3 _____

4 _____ 5 _____

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 Mary Edwards 2 Heather Denton 3 _____

4 _____ 5 _____

*Complete one (1) form for each local adoption committee.

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

Report for schools of Marshall County, City, or Special District.

For the School Year 2022-2023

Subject: Math

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Math, recommend that the Marshall (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Marshall (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-12	Starnes & Tabac	The Practice of Statistics	Bedford, Freeman, & Worth
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-12	James Stewart	Calculus: James Stewart and Early Transcendentals	Cengage
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Blitzer	Precalculus	Savvas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Mary Edwards 2 Heather Denton 3 _____
4 _____ 5 _____

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 Mary Edwards 2 Heather Denton 3 _____
4 _____ 5 _____

*Complete one (1) form for each local adoption committee.

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

Report for schools of Marshall County, City, or Special District.

For the School Year 2022-2023

Subject: Math

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Math, recommend that the Marshall (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Marshall (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Jason and Boswell	TN Math Big Ideas 1	Big Ideas Learning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Jason and Boswell	TN Math Big Ideas 2	Big Ideas Learning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Jason and Boswell	TN Math Big Ideas 3	Big Ideas Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Jeanette 2 Kathy Borden 3 Carter Stokes

4 Georgia St. Hudson's Snelson Wright
Mandy Kelly

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 Jeanette 2 Kathy Borden 3 Carter Stokes

4 Georgia St. Hudson's Snelson Wright

*Complete one (1) form for each local adoption committee.

Mandy Kelly

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

For the School Year 2022-2023

Report for schools of Marshall County, City, or Special District.

Subject: Math

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Math, recommend that the Marshall County or City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Marshall (County or City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Berry, Fennell, Champagne, et. al	enVision	Savvas Learning Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Berry, Fennell, Champagne, et. al	enVision	Savvas Learning Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Ed Harts 2 Jennifer Pater 3 Katie Vernon
4 Don Salama 5 _____

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 Ed Harts 2 Jennifer Pater 3 Katie Vernon
4 Don Salama 5 _____

*Complete one (1) form for each local adoption committee.

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

For the School Year 2022-2023

Report for schools of Marshall County, City, or Special District.

Subject: Math

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Math, recommend that the Marshall (County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Marshall (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K	Dixon, et al	HMH Into Math	Houghton Mifflin Harcourt
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dixon, et al	HMH Into Math	" "
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Dixon, et al	HMH Into Math	" "
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Dixon, et al	HMH Into Math	" "
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 He [unclear] 2 Sherry Strasser 3 Rachel Smithson
4 Jan Salsman 5 Michelle Probst

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 He [unclear] 2 Michelle Probst 3 Rachel Smithson
4 Sherry Strasser 5 Jan Salsman

*Complete one (1) form for each local adoption committee.

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: 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

January 9, 2023

The Marshall County Board of Education met in regular session on Monday, January 9, 2023, 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, Patty Hill, Susan Hunter, Harvey Jones, Heidi McElhaney, and Andy Woodard. No member was absent.

Pledge/Prayer

Prior to the start of the meeting, Chair Cathey thanked the schools for the gifts in recognition of School Board Appreciation Week.

Mr. Jones made a motion, with a second by Ms. Hunter, to approve the agenda. Motion passed 9-0.

The board was reminded of the winter retreat for Saturday, February 11 at 9:00 a.m. at Venue 111 and the 5-year plan committee meeting for Monday, February 6 at 5:30 p.m. in the central office.

Presented under Consent Agenda: December 12, 2022, minutes. Mr. Jones made a motion, with a second by Ms. Gold, to approve the consent agenda. The motion passed 9-0.

There was no new business.

During the Director's Report, Mr. Woodard made a motion, with a second by Ms. McElhaney, to salvage a 2011 Dodge Caravan. Motion passed 9-0. Mr. Sorrells congratulated the teachers, all the staff, parents and students on the ACT scores that were recently released for 2021-22 graduating seniors. Marshall County Schools finished 2nd highest in South Central. The district was also in the top 8 of 31 schools with Forrest High School 3rd, Marshall County High School 5th and Cornersville High School 8th. Mr. Sorrells thanked the school board for all of their support.

The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 01/11/00
		Rescinds: IFCB	Issued: 09/09/93

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

4 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
5 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
6 end, teachers and principals will be expected to consider the following factors in selecting field trips:
7

- 8 1. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 9 2. Distance traveled in terms of the age level of the students;
- 10 3. Mode and availability of transportation; and
- 11 4. Cost.

12 The following guidelines shall be followed in planning and conducting field trips and excursions:
13

- 14 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance
15 approval of the principal;
- 16 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared
17 by general class discussion and/or research;
- 18 3. If bus transportation is required, the principal or his/her designee shall make the necessary
19 arrangements. A fee will be charged to the school for mileage when school system buses are used;
- 20 4. Signed parental permission forms must be obtained for every student making an off-campus trip
21 beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept
22 on file for the remainder of the school year. The form for parental permission must include:
23 purpose, date, time of departure and return, travel plans, destination, number of chaperones,
24 personal expense involved, rules of conduct and penalties for violation, and other facts necessary
25 for parents to be fully informed. This information is to be completed by the school before the form
26 is signed by the parent;
- 27 5. Overnight educational trips and chaperones must be approved by the principal and the director of
28 schools in advance. These groups must be accompanied by at least one regular staff member and
29 others from the school who are appropriate for adequate supervision and shall be responsible for
30 student conduct while away. Whenever possible, a group should be accompanied by at least one
31 female and one male chaperone if the trip is for a mixed group;

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and
2 activities. Teachers shall permit students to make up class assignments missed because of a
3 trip or activity;
- 4
- 5 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
6 principal immediately upon returning to school. Serious accidents involving personal injury
7 must be reported immediately to the principal and/or director of schools. An emergency shall
8 be dealt with promptly by the teacher or other members of the school staff by taking appropriate
9 action, including sending the student to the hospital or summoning medical aid or ambulance.
10 In cases where it is necessary to send the student to the hospital, reasonable effort must be made
11 to notify the parents.
- 12
- 13 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
14 section must have prior approval of the director of schools or his/her designee;
- 15
- 16 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval
17 by the Board.
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49

Cross References:
Extracurricular Activities 4.300
Attendance 6.200



Travel Request

Organization CHS Cheer Destination Great Wolf Lodge LaGrange, Georgia
 Date of Trip 7/10 - 7/13/23 Purpose of Trip UCA Summer Cheer Camp

Mode of Transportation: school vans

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No *not yet*

Student Participants (please print):

TBD after cheer tryouts
plan to take between 15-17 cheerleaders
~~_____~~
~~_____~~
 (Use back if more space is needed)

School System Participants (please print):

Scarlett King TBD
Laura Osborne
 (Use back if more space is needed)

Volunteer Participants (please print):

TBD
 (Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No
 (See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Scarlett King Date: 1/11/2023
 Teacher/Sponsor

Approved by: Bro Anne Date: 1/11/23
 Principal

Approved by: Jacob Lovell Date: 1-13-23
 Director of Schools

Account Number/Line Item Number	Regular Instruction Education	Title 1-A	Increase	Decrease	Total
71100	Line item Description	Current			
71100/116	Teachers				
71100/117	Career Ladder				
71100/127	Career Ladder Extended contracts				
71100/128	Homebound Teachers				
71100/162	Clerical Personnel				
71100/163	Educational Assistants (8)	\$113,955.00			\$113,955.00
71100/186	Longevity				
71100/189	Other Salaries & Wages (9.5)	\$545,193.00			\$545,193.00
71100/195	Certified Sub teachers	\$1,000.00			\$1,000.00
71100/198	non Certified teachers	\$1,000.00			\$1,000.00
71100/201	Social Security	\$34,950.62			\$34,950.62
71100/204	State Retirement	\$47,414.00			\$47,414.00
71100/206	Life insurance				\$0.00
71100/207	Medical Insurance	\$183,928.00		\$37,862.59	\$146,065.41
71100/208	Dental Insurance	\$698.00			\$698.00
71100/210	Unemployment Comp.	\$2,070.00			\$2,070.00
71100/212	Employer Medicare	\$9,235.00			\$9,235.00
71100/299	Other Fringe Benefits				\$0.00
71100/311	contracts with other school systems				\$0.00
71100/330	operating lease payments				\$0.00
71100/336	maintenance & repair equipment				\$0.00
71100/356	tuition				\$0.00
71100/369	contracts w/certified sub.				\$0.00
71100/370	contracts w/ non certified sub				\$0.00
71100/399	other contracted services				\$0.00
71100/429	instructional materials & supplies	\$147,968.18			\$147,968.18
71100/449	textbooks				\$0.00
71100/499	other materials & supplies	\$75,000.00			\$75,000.00
71100/535	fee waivers				\$0.00
71100/599	other charges				\$0.00
71100/722	regular instruction equipment	\$69,176.00			\$69,176.00
71100	Subtotal REGULAR INSTRUCTIONAL Ed.	\$1,231,587.80	\$0.00	\$37,862.59	\$1,193,725.21

Account Number/Line Item Number	Support Services/Other Student Support	Title 1-A Current	Increase	Decrease	Total
72130	Line item Description				
72130/117	Career Ladder				
72130/123	Guidance Personnel				
72130/124	Psychological Personnel				
72130/127	Career Ladder Extended Contracts				
72130/130	Social Workers				
72130/135	Assessment Personnel				
72130/161	Secretary				
72130/162	Clerical Personnel				
72130/164	Attendants				
72130/170	School Resource officer				
72130/188	Bonus Payments				
72130/189	Other Salaries & Wages				
72130/201	Social security				
72130/204	State Retirement				
72130/206	life insurance				
72130/207	Medical Insurance				
72130/208	Dental Insurance				
72130/210	Unemployment Comp.				
72130/212	Employer Medicare				
72130/299	Other Fringe Benefits				
72130/307	Communication				
72130/309	Contracts w/ government agencies				
72130/311	contracts w/ other school systems				
72130/322	Evaluation & testing				
72130/330	operating lease payments				
72130/336	maintenance & repair services				
72130/348	postal charges				
72130/355	travel				
72130/399	other contracted services				
72130/499	other supplies & materials				
72130/524	in service / staff development				
72130/599	other charges (P.I.)	\$13,537.31		\$382.45	\$13,154.86
72130/790	other equipment				
72130	Subtotal OTHER STUDENT SUPPORT	\$13,537.31	\$0.00	\$382.45	\$13,154.86

Account Number/Line Item Number	Regular Instruction Education	Title 1-A	Increase	Decrease	Total
72210	Line item Description	Current			
72210/105	Supervisor/ Director				\$0.00
72210/117	Career Ladder Program				\$0.00
72210/138	Instructional Computer Personnel				\$0.00
72210/161	Secretary(s)				\$0.00
72210/162	Clerical Personnel				\$0.00
72210/163	Educational Assistants				\$0.00
72210/188	Bonus Payments				\$0.00
72210/189	Other Salaries & Wages				\$0.00
72210/195	Certified Sub teachers				\$0.00
72210/196	In Service Training				\$0.00
72210/198	non certified subs				\$0.00
72210/201	Social Security				\$0.00
72210/204	Retirement				\$0.00
72210/206	Life Insurance				\$0.00
72210/207	Medical Insurance				\$0.00
72210/208	Dental Insurance				\$0.00
72210/210	Unemployment Comp.				\$0.00
72210/212	Employer Medicare				\$0.00
72210/299	Other fringe benefits				\$0.00
72210/307	communication				\$0.00
72210/308	consultants				\$0.00
72210/330	operating lease payments				\$0.00
72210/336	maintenance & repair services				\$0.00
72210/348	postal charges				\$0.00
72210/355	travel				\$0.00
72210/369	contracts for certified sub teachers				\$0.00
72210/370	contracts for non certified sub teachers				\$0.00
72210/399	other contracted services				\$0.00
72210/432	library books / media				\$0.00
72210/437	periodicals				\$0.00
72210/499	other supplies & materials				\$0.00
72210/524	in service/ staff development	\$1,328.38			\$1,328.38
72210/599	other charges				\$0.00
72210/790	other equipment				\$0.00
72210	Subtotal REG. INSTRUCTIONAL PROG	\$1,328.38	\$0.00	\$0.00	\$1,328.38

Account Number/Line Item Number	Other uses/ Transfers out & Indirect Cost	Title 1-A	Increase	Decrease	Total
99100	Line item Description	Current			
99100/504	Indirect Cost				
	Total Appropriations	\$1,246,453.49	\$0.00	\$38,245.04	\$1,208,208.45

Title I Justifications

Revision #4

Decrease

71100/207 Medical Insurance- decreasing funds to adjust line according to new allocation.

72130/599 Other Charges (P.I.)- decreasing parent involvement funds according to new allocation.

Account Number/Line Item Number	Regular Instruction Education	Title II	Increase	Decrease	Total
71100	Line item Description	Current			
71100/116	Teachers (2.0)	\$120,000.00			\$120,000.00
71100/117	Career Ladder				
71100/127	Career Ladder Extended contracts				
71100/128	Homebound Teachers				
71100/162	Clerical Personnel				
71100/163	Educational Assistants				
71100/186	Longevity				
71100/189	Other Salaries & Wages				
71100/195	Certified Sub teachers	\$5,000.00	\$5,788.11		\$10,788.11
71100/198	non Certified teachers	\$5,000.00	\$5,788.11		\$10,788.11
71100/201	Social Security	\$6,820.00	\$1,000.00		\$7,820.00
71100/204	State Retirement	\$9,559.00	\$1,000.00		\$10,559.00
71100/206	Life insurance				
71100/207	Medical Insurance	\$30,000.00			\$30,000.00
71100/208	Dental Insurance	\$100.00			\$100.00
71100/210	Unemployment Comp.	\$500.00	\$1,000.00		\$1,500.00
71100/212	Employer Medicare	\$1,595.00	\$1,000.00		\$2,595.00
71100/299	Other Fringe Benefits				
71100/311	contracts w/ other school systems				
71100/330	operating lease payments				
71100/336	maintenance & repair equipment				
71100/356	tuition				
71100/369	contracts w/certified sub.				
71100/370	contracts w/ non certified sub				
71100/399	other contracted services				
71100/429	instructional materials & supplies				
71100/449	textbooks				
71100/499	other materials & supplies				
71100/535	fee waivers				
71100/599	other charges				
71100/722	regular instruction equipment				
71100	Subtotal REGULAR INSTRUCTIONAL Ed.	\$178,574.00	\$15,576.22	\$0.00	\$194,150.22

Account Number/Line Item Number	Regular Instruction Education Line item Description	Title II Current	Increase	Decrease	Total
72210	Line item Description	Current			
72210/105	Supervisor/ Director				\$0.00
72210/117	Career Ladder Program				\$0.00
72210/127	Career Ladder Extended Contracts				\$0.00
72210/129	Librarian(s)				\$0.00
72210/132	Material Supervisor(s)				\$0.00
72210/136	Audiovisual Personnel				\$0.00
72210/137	Education Media Personnel				\$0.00
72210/138	Instructional Computer Personnel				\$0.00
72210/161	Secretary(s)				\$0.00
72210/162	Clerical Personnel				\$0.00
72210/163	Educational Assistants				\$0.00
72210/189	Other Salaries & Wages				\$0.00
72210/195	Certified Sub teachers				\$0.00
72210/196	In Service Training				\$0.00
72210/198	non certified subs				\$0.00
72210/201	Social Security				\$0.00
72210/204	Retirement				\$0.00
72210/206	Life Insurance				\$0.00
72210/207	Medical Insurance				\$0.00
72210/208	Dental Insurance				\$0.00
72210/210	Unemployment Comp.				\$0.00
72210/212	Employer Medicare				\$0.00
72210/299	Other fringe benefits				\$0.00
72210/307	communication				\$0.00
72210/336	maintenance & repair services				\$0.00
72210/348	postal charges				\$0.00
72210/355	travel				\$0.00
72210/369	contracts for certified sub teachers				\$0.00
72210/370	contracts for non certified sub teachers				\$0.00
72210/399	other contracted services				\$0.00
72210/432	library books / media				\$0.00
72210/437	periodicals				\$0.00
72210/499	other supplies & materials				\$0.00
72210/524	in service/ staff development	\$99,159.68			\$99,159.68
72210/599	other charges				\$0.00
72210/790	other equipment				\$0.00
72210	Subtotal REG. INSTRUCTIONAL PROG	\$99,159.68	\$0.00	\$0.00	\$99,159.68

Account Number/Line Item Number	Other uses/ Transfers out & Indirect Cost	Title II Current	Increase	Decrease	Total
99100	Line item Description				
99100/504	Indirect Cost				
	Total Appropriations	\$277,733.68	\$15,576.22	\$0.00	\$293,309.90

Title II Justifications

Revision #4

Increase

71100/195 Certified Substitute Teachers- increasing line according to new allocation to continue to pay for substitutes related to professional development.

71100/198 Non Certified Substitute Teachers- increasing line according to new allocation to continue to pay for substitutes related to professional development.

71100/201 Social Security- adding funds to fixed charges according to new allocation.

71100/204 Retirement- adding funds to fixed charges according to new allocation.

71100/210 Unemployment- adding funds to fixed charges according to new allocation.

71100/212 Employer Medicare- adding funds to fixed charges according to new allocation.

Account Number/Line Item Number	Regular Instruction Education	Title IV	Increase	Decrease	Total
72210	Line item Description	Current			
72210/105	Supervisor/ Director				
72210/117	Career Ladder Program				
72210/127	Career Ladder Extended Contracts				
72210/129	Librarian(s)				
72210/132	Material Supervisor(s)				
72210/136	Audiovisual Personnel				
72210/137	Education Media Personnel				
72210/138	Instructional Computer Personnel				
72210/161	Secretary(s)				
72210/162	Clerical Personnel				
72210/163	Educational Assistants				
72210/188	Bonus Payments				
72210/189	Other Salaries & Wages (1 FTE)	\$20,000.00			\$20,000.00
72210/195	Certified Sub teachers				
72210/196	In Service Training				
72210/198	non certified subs				
72210/201	Social Security				
72210/204	Retirement				
72210/206	Life Insurance				
72210/207	Medical Insurance				
72210/208	Dental Insurance				
72210/210	Unemployment Comp.	\$150.00			\$150.00
72210/212	Employer Medicare	\$240.00			\$240.00
72210/299	Other fringe benefits				
72210/307	communication				
72210/308	consultants				
72210/330	operating lease payments				
72210/336	maintenance & repair services				
72210/348	postal charges				
72210/355	travel				
72210/369	contracts for certified sub teachers				
72210/370	contracts for non certified sub teachers				
72210/399	other contracted services				
72210/432	library books / media				
72210/499	other supplies & materials	\$102,684.16			\$102,684.16
72210/524	in service/ staff development	\$51,900.00	\$634.41		\$52,534.41
72210/599	other charges				
72210/790	other equipment				
72210	Subtotal REG. INSTRUCTIONAL PROG	\$174,974.16	\$634.41	\$0.00	\$175,608.57

Account Number/Line Item Number	Other uses/ Transfers out & Indirect Cost	Title IV	Increase	Decrease	Total
99100	Line item Description	Current			
99100/504	Indirect Cost				
	Total Appropriations	\$174,974.16	\$634.41	\$0.00	\$175,608.57

Title IV Justifications

Revision #4

Increase

72210/524 In-Service Staff Development- increasing line according to new allocation to continue to pay for teacher tech leaders to support professional development.

Account Number/Line Item Number	Regular Instruction Education	IDEA-B	Increase	Decrease	Total
71200	Line item Description	Current			
71200/116	Teachers (4)	\$210,000.00			\$210,000.00
	Career Ladder				\$0.00
	Career Ladder Extended contracts				\$0.00
71200/128	Homebound Teachers				\$0.00
	Clerical Personnel				\$0.00
71200/163	Educational Assistants (23)	\$361,000.00			\$361,000.00
71200/186	Longevity				
71200/189	Other Salaries & Wages (ESY)	\$22,139.21			\$22,139.21
71200/195	Certified Sub teachers				\$0.00
71200/198	non Certified teachers				\$0.00
71200/201	Social Security	\$32,966.00			\$32,966.00
71200/204	State Retirement	\$53,200.00			\$53,200.00
71200/207	Medical Insurance	\$280,000.00			\$280,000.00
71200/208	Dental Insurance	\$654.00	\$200.00		\$854.00
71200/210	Unemployment Comp.	\$2,400.00			\$2,400.00
71200/212	Employer Medicare	\$7,500.00			\$7,500.00
	Other Fringe Benefits				\$0.00
71200/310	Contracts with Other Public Agencies	\$0.00	\$1,000.00		\$1,000.00
	operating lease payments				\$0.00
71200/336	maintenance & repair equipment				\$0.00
	tuition				\$0.00
	contracts w/certified sub.				\$0.00
	contracts w/ non certified sub				\$0.00
	other contracted services				\$0.00
71200/429	instructional materials & supplies	\$60,000.00			\$60,000.00
	textbooks				\$0.00
	other materials & supplies				\$0.00
	fee waivers				\$0.00
71200 499	other supplies & materials	\$500.00	\$10,000.00		\$10,500.00
71200/725	special education equipment	\$5,742.00	\$20,694.00		\$26,436.00
71200	Subtotal REGULAR INSTRUCTIONAL Ed.	\$1,036,101.21	\$31,894.00	\$0.00	\$1,067,995.21

Account Number/Line Item Number	Regular Instruction Education	IDEA-B			
72220	Line item Description	Current	Increase	Decrease	Total
72220/105	Supervisor/ Director (45%)	\$37,500.00	\$2,500.00		\$40,000.00
	Career Ladder Program				\$0.00
	Instructional Computer Personnel				\$0.00
72220/161	Secretary(s) (.5)	\$21,000.00			\$21,000.00
72220/162	Clerical Personnel (1.0)	\$29,000.00	\$2,500.00		\$31,500.00
	Educational Assistants				\$0.00
	Longevity				\$0.00
72220/189	Other Salaries & Wages (1.0)	\$5,286.82			\$5,286.82
	Certified Sub teachers				\$0.00
	In Service Training				\$0.00
	non certified subs				\$0.00
72220/201	Social Security	\$5,616.54	\$383.46		\$6,000.00
72220/204	Retirement	\$8,459.43	\$540.57		\$9,000.00
	Life Insurance				\$0.00
72220/207	Medical Insurance	\$32,671.30			\$32,671.30
72220/208	Dental Insurance	\$93.56			\$93.56
72220/210	Unemployment Comp.	\$300.00	\$700.00		\$1,000.00
72220/212	Employer Medicare	\$1,574.03	\$425.97		\$2,000.00
	Other fringe benefits				\$0.00
	communication				\$0.00
72220/310	contracts w/ public agencies	\$4,000.00			\$4,000.00
72220 322	Evaluation & Testing	\$10,000.00			\$10,000.00
	maintenance & repair services				\$0.00
72220/355	travel	\$4,000.00			\$4,000.00
	other contracted services				\$0.00
	contracts for non certified sub teachers				\$0.00
72220/499	other supplies & materials	\$3,000.00			\$3,000.00
	library books / media				\$0.00
	periodicals				\$0.00
	other supplies & materials				\$0.00
72220/524	in service/ staff development	\$13,000.00			\$13,000.00
72220/599	other charges				\$0.00
72220	Subtotal REG. INSTRUCTIONAL PROG	\$175,501.68	\$7,050.00	\$0.00	\$182,551.68

Account Number/Line Item Number	Other uses/ Transfers out & Indirect Cost	IDEA-B			
99100	Line item Description	Current			
99100/590	Indirect Cost	\$62,298.32			\$62,298.32
	Total Appropriations	\$1,437,501.21	\$98,569.00	\$0.00	\$1,536,070.21

IDEA-B Justifications

Revision #4

Increase

71200/208 Dental Insurance- adding funds to fringe benefits according to new allocation.

71200/310 Contracts w/other public agencies- these funds will be used to pay other agencies for direct audiology services for students.

71200/499 Other Supplies & Materials- adding funds according to new allocation to continue to pay for supplemental supplies for SpEd classrooms.

71200/725 Special Education Equipment- adding funds to continue to purchase supplemental equipment for SpEd classrooms.

72220/105 Supervisor/Director- adding funds to continue to pay for Special Education Supervisor.

72220/162 Clerical Personnel- adding funds to continue to for clerical personnel.

72220/201 Social Security- increasing fixed charges line on above personnel.

72220/204 Retirement- increasing fixed charges line on above personnel.

72220/210 Unemployment- increasing fixed charges line on above personnel.

72220/212 Employer Medicare- increasing fixed charges line on above personnel.

72710/146 Bus Drivers- increasing line according to new allocation continuing to pay for 3 Special Education drivers.

72710/189 Other Salaries & Wages- increasing line to continue to pay for 3 Special Education bus assistants.

72710/201 Social Security- increasing fixed charges line on above personnel.

72710/204 State Retirement- increasing fixed charges line on above personnel.

72710/210 Unemployment Compensation- increasing fixed charges line on above personnel.

72710/212 Employer Medicare- increasing fixed charges line on above personnel.

Account Number/Line Item Number	Regular Instruction Education	Preschool	Increase	Decrease	Total
71200	Line item Description	Current			
71200/116	Teachers				\$0.00
	Career Ladder				\$0.00
	Career Ladder Extended contracts				\$0.00
71200/128	Homebound Teachers				\$0.00
	Clerical Personnel				\$0.00
71200/163	Educational Assistants (1)	\$16,300.00			\$16,300.00
71200/171	Speech Pathologist				\$0.00
	Other Salaries & Wages				\$0.00
71200/195	Certified Sub teachers				\$0.00
71200/198	non Certified teachers				\$0.00
71200/201	Social Security	\$1,550.00			\$1,550.00
71200/204	State Retirement	\$2,000.00			\$2,000.00
	Life insurance				\$0.00
71200/207	Medical Insurance	\$13,000.00	\$4,689.00		\$17,689.00
71200/208	Dental Insurance	\$50.00			\$50.00
71200/210	Unemployment Comp.	\$200.00			\$200.00
71200/212	Employer Medicare	\$500.00			\$500.00
	Other Fringe Benefits				\$0.00
	contracts with other school systems				\$0.00
	operating lease payments				\$0.00
	maintenance & repair equipment				\$0.00
	tuition				\$0.00
	contracts w/certified sub.				\$0.00
	contracts w/ non certified sub				\$0.00
	other contracted services				\$0.00
71200/429	instructional materials & supplies	\$10,000.00		\$3,000.00	\$7,000.00
	textbooks				\$0.00
71200/499	other materials & supplies	\$855.00			\$855.00
	fee waivers				\$0.00
71200/599	other charges				\$0.00
71200/725	regular instruction equipment	\$5,758.20			\$5,758.20
					\$0.00
71200	Subtotal REGULAR INSTRUCTIONAL Ed.	\$50,213.20	\$4,689.00	\$3,000.00	\$51,902.20

Account Number/Line Item Number	Regular Instruction Education	Preschool	Increase	Decrease	Total
72220	Line item Description	Current			
72220/105	Supervisor/ Director				\$0.00
	Career Ladder Program				\$0.00
	Material Supervisor(s)				\$0.00
	Instructional Computer Personnel				\$0.00
72220/161	Secretary(s)				\$0.00
72220/162	Clerical Personnel				\$0.00
	Educational Assistants				\$0.00
	Bonus Payments				\$0.00
	Other Salaries & Wages				\$0.00
	Certified Sub teachers				\$0.00
	In Service Training				\$0.00
	non certified subs				\$0.00
72220/201	Social Security				\$0.00
72220/204	Retirement				\$0.00
	Life Insurance				\$0.00
72220/207	Medical Insurance				\$0.00
72220/208	Dental Insurance				\$0.00
72220/210	Unemployment Comp.				\$0.00
72220/212	Employer Medicare				\$0.00
	Other fringe benefits				\$0.00
	communication				\$0.00
	consultants				\$0.00
72220/312	contracts with private agencies				\$0.00
	maintenance & repair services				\$0.00
72220/322	evaluation & testing	\$1,000.00			\$1,000.00
72220/355	travel				\$0.00
72220/399	other contracted services				\$0.00
	contracts for non certified sub teachers				\$0.00
	other contracted services				\$0.00
	library books / media				\$0.00
	periodicals				\$0.00
72220/499	other supplies & materials	\$758.00			\$758.00
72220/524	in service/ staff development				\$0.00
72220/599	other charges				\$0.00
72220	Subtotal REG. INSTRUCTIONAL PROG	\$1,758.00			\$1,758.00
	Total of Preschool Budget	\$51,971.20	\$4,689.00	\$3,000.00	\$53,660.20

IDEA Preschool Justifications

Revision #4

Increase

71200/207 Medical Insurance- increasing fringe benefits line according to new allocation.

Decrease

71200/429 Instructional Materials & Supplies- moving funds to insurance line to pay for changes in medical insurance.

Account Number/Line Item Number	Regular Capital Outlay	ESSER 2.0	Increase	Decrease	Total
76100	Line item Description	Current			
76100/308	Consultants	\$15,645.21	\$7,975.00		\$23,620.21
76100/799	Other Capital Outlay	\$625,439.16		\$7,975.00	\$617,464.16
76100	Subtotal for regular capital outlay	\$641,084.37	\$7,975.00	\$7,975.00	\$641,084.37
	Total Appropriations for ESSER 2.0	\$641,084.37	\$7,975.00	\$7,975.00	\$641,084.37

ESSER 2.0 Justifications

Revision #1

76100/308 Consultants- adding funds to pay consulting fees for roof repair.

76100/799 Other Capital Outlay- moving funds to consultants line to pay roof consulting fee for Westhills Elementary.

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 08/17/06
		Rescinds: 2.806	Issued: 11/08/01

1
2 All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand
3 dollars (\$10,000)¹, including those of individual schools, shall be based on competitive bids. These
4 bids shall be solicited by advertisement in a newspaper of general circulation within the school system.
5 However, said newspaper advertisement may be waived by the Executive Committee in an emergency.
6 The purchasing agent shall advertise for bids and receive quotations.²
7

8 All purchases of ten thousand dollars (\$10,000) or less, including those of individual schools, may be
9 made in the open market without newspaper notice, but shall, whenever possible, be based on at least
10 three (3) competitive bids.
11

12 The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all
13 bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
14 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the
15 opening of bids. Any bid received after the time and date specified shall not be considered.
16

17 The bidder to whom the award is made may be required to enter into a written contract.
18

19 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
20 or other purchasing procedures is prohibited.
21

22 EXEMPTIONS FROM COMPETITIVE BIDDING

23
24 Contracts for legal services, educational consultants, and similar services by professional persons or
25 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
26 basis of recognized competence and integrity.³
27

28 The Board may participate in TSBA's Risk Management Program and may purchase insurance through
29 the TSBA Trust without bidding, as authorized by law.⁴
30
31
32
33

34 Legal References:

- 35
36 1. Public Acts 2006; Public Chapter 664
37 2. TCA 49-2-203(a)(4); TCA 49-2-203(a)(4)(A)(B);
38 TCA 49-2-206(b)(2)
39 3. TCA 12-4-106
40 4. TCA 29-20-407
41

Marshall County Schools

Mowing Bids

2/2/2023

BIDDING COMPANY	CHES/FHS/DH	CVES/CVHS	MES/LMS/SL	OG/MCHS/WES	C.O./PH	DISCOUNT	TOTAL
Lamb/s Lawns	\$1,147.91	\$996.87	\$1,510.40	\$1,558.74	\$357.08	\$0	\$5,571.00

Chris Lewis
for bidding



Bid Summary

This bid is based on the adjusted average of my 2018 price and adjustments of 2021-2022 plus current inflation. This includes the added locations since the 2018 bid.

Lamb's Lawncare has proudly been mowing the Marshall County Schools since 2008 and we will proudly continue providing excellent service if awarded the bid. Lamb's Lawncare maintains a professional and personal relationship with all principles, directors, and maintenance supervisor so we encourage you to communicate with these persons as a reference to our professionalism and outstanding service.

Lamb's Lawncare has made several capital investments with new state of the art equipment specifically tailored for commercial mowing services. Our current fleet consists of six 72in Lazer Z Exmark commercial mowers, one wide area 96in Lazer Z Exmark commercial mower, one Kubota M5-111 Tractor with 15ft FX-1800 Schultz cutter, CAT 259D3 track machine with brush cutter, and commercial trimmers/blowers/etc.

Proof of insurance & business license attached

If any of you ever have any questions or concerns about of services, feel free to contact me directly at 931-224-3769 or lambslawnsL2@gmail.com

Sincerely, Jeremy Lamb

Bid Sheet

Mowing and weed eating to be done every 7 days and upon special request. See each school for specific details from principals

Schools:	Bid Price:
<u>Chapel Hill Elementary / Forrest High School/Delk Henson</u> Bid price is for these three schools together. No mowing at these locations on Sunday. Can't mow from 6:45 to 7:30 or 2:30 to 3:15	\$ 1,147.91
<u>Cornersville Elementary / Cornersville High School</u> Bid price is for these two schools together. Can't mow from 6:45 to 7:30 or 2:30 to 3:15	\$ 996.87
<u>MES / Spot Lowe Vocational / Lewisburg Middle/Bus Garage</u> Bid price is for these three schools together Can't mow from 7:30 to 8:15 or 2:30 to 3:30	\$ 1,510.40
<u>Oak Grove / MCHS / Westhills</u> Bid price is for these three schools together. Can't mow from 7:30 to 8:15 or 2:30 to 3:30	\$ 1,558.74
<u>Central Office/Preston Hopkins/Babe Ruth Field</u>	\$ 357.08

*added
bus garage
soft ball
field*

If your company is interested in mowing all of the schools, please list what monetary discount you would be willing to give the school system if awarded all schools.
\$ 0

If children are on the playground you can't mow unless you ask the principal to have the children removed.

When school is out, the times listed above on the mowing is not in effect.

All sidewalks and entrances to schools must be cleaned of grass cuttings when finished.

No mowing allowed during TCAP or other testing dates.

Winning bidder is responsible for general debris removal to allow for mowing.

Weed killer is not permitted to be used on school premises.

Company: Lamb's Lawncare

Contact Person: Jeremy Lamb

Contact Number: 931-224-3769

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

Check the most appropriate rating box on a scale of 1-5 (1=unsatisfactory, 2=poor, 3=satisfactory, 4=good, 5=excellent) for each question. A space for comments is also provided.

STANDARD ONE	A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community.				
Questions	1	2	3	4	5
Goals					
1.1 Sets priorities in the context of improving student achievement.					
1.2 Articulates and promotes high expectations for teaching and student learning.					
1.3 Develops, communicates and implements a collective vision of comprehensive school improvement.					
1.4 Formulates comprehensive school improvement plans, goals and change efforts with staff and community.					
1.5 Formulates procedures for gathering, analyzing and using district data for decision-making.					
1.6 Attends school functions to support student activities and academic success.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD TWO	A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.				
Questions	1	2	3	4	5
Goals					
2.1 Provides leadership for annually assessing and setting priorities on student and district needs.					
2.2 Evaluates and provides direction for improving school district programs.					
2.3 Examines student achievement data, disaggregates data and creates improvement plans.					
2.4 Provides leadership for assessing, developing and improving school environment and culture.					
2.5 Provides leadership encouragement, opportunities, and structure for all staff to continually design more effective teacher and learning experiences for all students.					
2.6 Evaluates and provides direction for improving instructional strategies.					
2.7 Develops and offers opportunities that respond to staffs' needs for professional development.					
2.8 Encourages and facilitates the use of technology to improve teaching and learning.					
2.9 Encourages and supports personal and professional development among staff.					
2.10 Demonstrates awareness of professional issues and developments in education.					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD TWO continued	A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.				
Questions	1	2	3	4	5
Goals					
2.11 Develops and revises as needed his/her own professional development plan for continued improved performance.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD THREE	A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.				
Questions	1	2	3	4	5
Goals					
3.1 Analyzes and reports on student achievement, attendance and graduation rate.					
3.2 Monitors distribution of district resources based on the district's school improvement plan.					
3.3 Provides direction and support for periodic review of curriculum and school policies and procedures.					
3.4 Evaluates performance of staff and takes appropriate follow-up action.					
3.5 Complies with district personnel policies and rules.					
3.6 Demonstrates the ability to improve performance of staff members.					
3.7 Monitors recruitment and selection of district personnel and holds staff accountable for performance.					
3.8 Demonstrates knowledge and keeps well informed of funding sources.					
3.9 Effectively manages both revenues and expenditures of the district budget.					
3.10 Facilities are maintained and upgraded according to a district developed plan.					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD THREE continued	A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.				
Questions	1	2	3	4	5
Goals					
3.11 Effectively and consistently applies the legal requirements for personnel selection, retention and dismissal.					
3.12 Ensures that policies and rules are uniformly observed and enforced.					
3.13 Implements a collaborative approach to policy development on student discipline.					
3.14 Formulate and implement plans for internal staff communications.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD FOUR	A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.				
Questions	1	2	3	4	5
Goals					
4.1 Provides leadership for improving parent/student/community involvement in the schools.					
4.2 Promotes, demonstrates and supports clear two-way communication at all levels of the community school district.					
4.3 Formulates and implements plans for external communication, including communication of the school district priorities to the community and media.					
4.4 Provides community service and leadership for developing a positive rapport between the schools and the community.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD FIVE	A school administrator is an educational leader who promotes the success of all students through professional leadership by acting with integrity, fairness and in an ethical manner.				
Questions	1	2	3	4	5
Goals					
5.1 Conducts oneself in an ethical, trustworthy and professional manner in the school environment, board and community.					
5.2 Demonstrates awareness of professional issues and developments in education.					
5.3 Treats everyone with fairness.					
5.4 Demonstrates integrity in all actions.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD SIX	A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.				
Questions	1	2	3	4	5
Goals					
6.1 Serves as an articulate spokesperson for the welfare of all members of the learning community.					
6.2 Demonstrates respect for diversity in students, staff and programs.					
6.3 Advocates in the political environment for issues beneficial to improving teaching and learning.					
6.4 Communicates clearly and substantively to the community about district issues and performances.					
6.5 Provides leadership with the board for defining superintendent and board roles, mutual expectations, procedures for working together and formulating district policies.					
6.6 Recommends district policy in consideration of state and federal requirements and local expectations.					
6.7 Knows and supports the district school improvement plan and accurately reports progress on goals.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD SEVEN					
Questions	1	2	3	4	5
Goals					
7.1 Keeps all board members informed on issues, needs and operation of the school system.					
7.2 Keeps board informed of employment, promotion, and dismissal of personnel.					
7.3 Has a harmonious relationship with the board.					
7.4 Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
7.5 Maintains a high degree of understanding and respect between staff and the board.					
Comments:					

BOARD MEMBER SIGNATURE

DATE

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: Carnation sell for Valentines Day

Purpose of Fundraiser: Money for various Beta Activities

Fund/Account Name: High School Beta

Current balance of fund account \$ 3,114.97 Date January 10, 2023

Anticipated date(s) of fundraiser: Beginning 1-10 Ending 2-14

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): \$574 per 400 carnations

Method by which school will receive profit: Students and Parents will be able to pre order flowers

How and when will these funds be spent to benefit students/instruction: as needed

Requested by: [Signature] HS Beta Date: 1/10/23
Teacher/Club

Approved by: [Signature] Date: 1/11/23
Principal

Approved by: [Signature] Date: 1-17-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Krispy Kreme Donut Presale

Purpose of Fundraiser: To raise money for HS Beta Club.

Fund/Account Name: HS Beta

Current balance of fund account \$ 3114.97 Date 1/10/23

Anticipated date(s) of fundraiser: Beginning 1/14/23 Ending 2/28/23

Expected Student Involvement (schoolwide or specific school organization): Students will pre sell donuts as a dozen.

Margin of profit (if applicable): \$6.50/dozen

Method by which school will receive profit: from members selling to the community/

How and when will these funds be spent to benefit students/instruction: As needed for club activities who they cheer to sell

Requested by: Libby Snibbfield P. Sr. Date: 1/10/23
Teacher/Club

Approved by: [Signature] Date: 1/13/23
Principal

Approved by: Carol Powell Date: 1-17-23
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: Hat Day

Purpose of Fundraiser: raise money for yearbook

Fund/Account Name: yearbook

Current balance of fund account \$ -150.00 Date 1-10-2023

Anticipated date(s) of fundraiser: Beginning 1-20-2023 Ending 1-20-2023

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): \$200-300

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: new camera, new editing software, film equipment

Requested by: Olivia Aser / Yearbook / Journalism Date: 1/10/23
Teacher/Club

Approved by: [Signature] Date: 1/10/23
Principal

Approved by: [Signature] Date: 1-10-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Business Donation Solicitation

Purpose of Fundraiser: to raise money to cover our cost of production for History Club Podcast

Fund/Account Name: MCHS History Club

Current balance of fund account \$ 176.33 Date 1/19/23

Anticipated date(s) of fundraiser: Beginning 1/20/23 Ending 6/1/23

Expected Student Involvement (schoolwide or specific school organization): Calling local businesses.

Margin of profit (if applicable): 100%

Method by which school will receive profit: checks/cash/donation

How and when will these funds be spent to benefit students/instruction: This will cover the costs of keeping the Podcast going & help cover club shirts/trips we take.

Requested by: Travis Hillis Date: 1/19/23
Teacher/Club

Approved by: Justin Perry Date: 1/23/23
Principal

Approved by: Carol Sovell Date: 1-23-23
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: TASC Convention Calendar

Purpose of Fundraiser: To raise funds to offset the cost to attend the TASC State Convention including registration, hotel, and transportation

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 2898.04 Date 1/19/2023

Anticipated date(s) of fundraiser: Beginning 1/23/2023 Ending 2/15/2023

Expected Student Involvement (schoolwide or specific school organization): Student Council members attending convention

Margin of profit (if applicable): \$406 for a full calendar (February)

Method by which school will receive profit: Students will receive donations based on calendar dates in February - 2/16 = \$16⁰⁰
How and when will these funds be spent to benefit students/instruction: This will allow

more students to attend the leadership conference and will empower them to lead at MCHS and the community.

Requested by: Vanessa Sweeney Student Council Date: 1/19/2023
Teacher/Club

Approved by: [Signature] Date: 1/19/23
Principal

Approved by: [Signature] Date: 1-19-23
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.)*



Fundraiser Authorization

Proposed Fundraising Activity: Annual Kisses with a Crush

Purpose of Fundraiser: raise money for Forrest HOSEA

Fund/Account Name: HOSEA

Current balance of fund account \$ 2000 Date 1/12/23 (approx DT pending donation)

Anticipated date(s) of fundraiser: Beginning Jan 23, 2023 Ending Feb. 14

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): all money made

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: money is used to donate to charitable programs + to benefit Forrest Students

Requested by: Krista Dillen / HOSEA Date: 1/12/23
Teacher/Club

Approved by: [Signature] Date: 1/13/23
Principal

Approved by: [Signature] Date: 1-17-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Country Meat Beef Jerky

Purpose of Fundraiser: raise money for convention

Fund/Account Name: FFA

Current balance of fund account \$ 713.30 Date 1/9/23

Anticipated date(s) of fundraiser: Beginning Jan 23 Ending March 23

Expected Student Involvement (schoolwide or specific school organization):
FFA members

Margin of profit (if applicable): 50%

Method by which school will receive profit: cash

How and when will these funds be spent to benefit students/instruction:
convention

Requested by: [Signature] Date: 1/9/23
Teacher/Club

Approved by: [Signature] Date: 1/10/23
Principal

Approved by: [Signature] Date: 1-10-23
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



Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Lighthouse Promotions

Purpose of Fundraiser: To raise funds for teacher classrooms

Fund/Account Name: KIDSS First

Current balance of fund account \$ 48,370.85 Date 1/9/23

Anticipated date(s) of fundraiser: Beginning 1/24 Ending 2/10

Expected Student Involvement (schoolwide or specific school organization): Students turn in names, addresses + emails for postcards

Margin of profit (if applicable): 12,812.71 (2022)

Method by which school will receive profit: Profit checks received monthly as magazines are ordered

How and when will these funds be spent to benefit students/instruction: Profit divide up and placed in teacher accounts beginning of school year

Requested by: [Signature] Date: 1-11-23
Teacher/Club

Approved by: [Signature] Date: 1-11-23
Principal

Approved by: [Signature] Date: 1-11-23
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 \$ will be divided between teachers

*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 _____

Proposed Fundraising Activity: WE Fund 4 U

Purpose of Fundraiser: Baseball, for travel expenses

Fund/Account Name: Equipment, un-fund

Fund/Account Name: Marshall County High School Baseball

Current balance of fund account \$ 2,800.00 Date 1-17, 2023

Anticipated date(s) of fundraiser: Beginning JAN 25 Ending Feb 22

Expected Student Involvement (schoolwide or specific school organization): _____

Baseball team

Margin of profit (if applicable): \$ 2,000

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: travel expenses

Field maintenance 2023

Requested by: Coach Mike Reese Date: JAN 17, 2023
Teacher/Club

Approved by: [Signature] Date: 1/17/23
Principal

Approved by: [Signature] Date: 1-17-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Amigos Benefit ~~10~~ Night
 Purpose of Fundraiser: Raise general funds for the Band in order to prepare for our marching season
 Fund/Account Name: MCHS Band Boosters
 Current balance of fund account \$ 14,000 (Booster Acc) Date 1/23/23
 Anticipated date(s) of fundraiser: Beginning 1/30/2023 Ending " "
 Expected Student Involvement (schoolwide or specific school organization): MCHS Band

Margin of profit (if applicable): N/A
 Method by which school will receive profit: Percentage of Profit-check
 How and when will these funds be spent to benefit students/instruction: Funds will be used in the fall for instrument/equipment needs

Requested by: Clayton Sawyer/MCHS Band Date: 1/23/23
Teacher/Club
 Approved by: [Signature] Date: 1/23/23
Principal
 Approved by: [Signature] Date: 1-25-23
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: MCHS Basketball Homecoming Class Tournaments

Purpose of Fundraiser: To raise funds to help with the expenses associated with homecoming and other student events

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 2898.04 Date 1/19/2023

Anticipated date(s) of fundraiser: Beginning 01/30/2023 Ending 02/03/2023

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): _____

Method by which school will receive profit: \$1 admission for 2 days of games each day

How and when will these funds be spent to benefit students/instruction: Funds will be used to cover costs of events to improve school culture and climate

Requested by: Vanessa Sweeney ^{Student Council}
Teacher/Club Date: 1/19/2023

Approved by: [Signature]
Principal Date: 1/19/23

Approved by: [Signature]
Director of Schools Date: 1-19-23

** 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.)*



Fundraiser Authorization

Proposed Fundraising Activity: Tootsie Pop Sale

Purpose of Fundraiser: To raise funds for STEM Club.

Fund/Account Name: CHES Science Club

Current balance of fund account \$ 686.82 Date 1/18/23

Anticipated date(s) of fundraiser: Beginning 1/30/23 Ending 2/10/23

Expected Student Involvement (schoolwide or specific school organization): Students will

sell suckers to all students and manage fulfillment and distribution of all orders

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash or check

How and when will these funds be spent to benefit students/instruction: Funds will be spent as needed for the club within

Requested by: Jennifer Gillispie
Teacher/Club

Date: 1/19/23

Approved by: Dawn Kinley
Principal

Date: 1/19/23

Approved by: Carol Lovell
Director of Schools

Date: 1-19-23

** 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

Linking Learning to Life

Proposed Fundraising Activity: MCHS Semi-formal Dance
 Purpose of Fundraiser: To provide an event for underclassmen to promote positive school culture and climate
 Fund/Account Name: MCHS Student Council
 Current balance of fund account \$ 2898.04 Date 1/19/2023
 Anticipated date(s) of fundraiser: Beginning 01/30/2023 Ending 02/11/2023
 Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): _____
 Method by which school will receive profit: \$10 advance tickets and \$15 @ door
 How and when will these funds be spent to benefit students/instruction: Funds will be used to cover expenses related to the events.

Requested by: Vanessa Dweeney Student Council Date: 1/19/2023
Teacher/Club

Approved by: [Signature] Date: 1/19/23
Principal

Approved by: [Signature] Date: 1-19-23
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.)*



Fundraiser Authorization

Proposed Fundraising Activity: Fan Cloth Merchandise Sale
 Purpose of Fundraiser: To raise general funds for the Band to prepare for our Marching season
 Fund/Account Name: MCHS Band Boosters
 Current balance of fund account \$ 14,000 (Booster Acc) Date 1/23/2023
 Anticipated date(s) of fundraiser: Beginning 1/31/2023 Ending 2/14/2023
 Expected Student Involvement (schoolwide or specific school organization): MCHS Band

Margin of profit (if applicable): \$8 per sale
 Method by which school will receive profit: check/wire transfer
 How and when will these funds be spent to benefit students/instruction: Funds will be used in the Fall for instrument/equipment needs

Requested by: Clayton Sawyer / MCHS Band Date: 1/23/23
Teacher/Club

Approved by: [Signature] Date: 1/23/23
Principal

Approved by: [Signature] Date: 1-25-23
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



Fundraiser Authorization

Proposed Fundraising Activity: CALENDAR FUNDRAISER

Purpose of Fundraiser: BASEBALL FUNDRAISER FOR FIELD MAINTENANCE

Fund/Account Name: BASEBALL

Current balance of fund account \$ ≈ 5,000 Date 1/31/23

Anticipated date(s) of fundraiser: Beginning 2/1/23 Ending 3/1/23

Expected Student Involvement (schoolwide or specific school organization): HS AND MS

BASEBALL FUNDRAISER

Margin of profit (if applicable): ≈ 4,000

Method by which school will receive profit: CASH / CHECKS / ETC.

How and when will these funds be spent to benefit students/instruction: FIELD MAINTENANCE

AND GEAR FOR BASEBALL TEAM

Requested by: A. BRACKETT (BASEBALL) Date: 1/31/23
Teacher/Club

Approved by: [Signature] Date: 2/2/23 Principal

Approved by: [Signature] Date: 2-3-23 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 Act vity: Old Yearbook Sale

Purpose of Fundraiser: To raise money for yearbook

Fund/Account Name: yearbook

Current balance of fund account \$ -150.00 Date 1-10-23

Anticipated date(s) of fundraiser: Beginning 2-2-23 Ending 2-2-23

Expected Student Involvement (schoolwide or specific school organization): School/Community

Margin of profit (if applicable): \$600-700

Method by which school will receive profit: CASH

How and when will these funds be spent to benefit students/instruction: new camera, new editing software, film equipment

Requested by: Olivia Aser / Yearbook / Journalism Date: 1/10/23
Teacher/Club

Approved by: Bradley Date: 1/10/23
Principal

Approved by: Carol Powell Date: 1-10-23
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



Fundraiser Authorization

Proposed Fundraising Activity: Community Dodgeball Tournament

Purpose of Fundraiser: Raise money for DHIS students and teachers

Fund/Account Name: Delk Henson Youth First

Current balance of fund account \$ 18,000 Date 01/20/23

Anticipated date(s) of fundraiser: Beginning 02/04/23 Ending 03/04/23

Expected Student Involvement (schoolwide or specific school organization):
Students and their parents will be able to participate in the dodgeball games.

Margin of profit (if applicable): Everything over cost

Method by which school will receive profit: as needed

How and when will these funds be spent to benefit students/instruction:
materials and equipment

Requested by: Stacey Alexander, Youth First Date: 01/20/23

Teacher/Club

Approved by: Robert J Reasoner Date: 1.20.23

Principal

Approved by: Carol Sorrell Date: 1-20-23

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: Valentine's Day Candy Grams

Purpose of Fundraiser: to raise money for Middle School Student Council

Fund/Account Name: Middle School Student Council

Current balance of fund account \$ 517.⁰⁰ Date 2/2/23

Anticipated date(s) of fundraiser: Beginning 2-6-23 Ending 2-13-23

Expected Student Involvement (schoolwide or specific school organization): Student Council members (middle school)

Margin of profit (if applicable): _____

Method by which school will receive profit: CASH

How and when will these funds be spent to benefit students/instruction: throughout the year when needed

Requested by: Teagan Lowe Date: 2/2/23
Teacher/Club

Approved by: [Signature] Date: 2/2/23
Principal

Approved by: [Signature] Date: 2-2-23
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



Fundraiser Authorization

Proposed Fundraising Activity: Candy Grams - Valentines Day

Purpose of Fundraiser: Valentines candies to get player's involved in the school before our season starts (# for pregame meals)

Fund/Account Name: LMS Softball

Current balance of fund account \$ _____ Date 1-24-23

Anticipated date(s) of fundraiser: Beginning 2-6-23 Ending 2-14-23 (7 days)

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

Margin of profit (if applicable): \$250.00

Method by which school will receive profit: Cash/check/coins

How and when will these funds be spent to benefit students/instruction: immediately

Requested by: Carson L. Coble
Teacher/Club

Date: 1-24-23

Approved by: [Signature]
Principal

Date: 1/25/23

Approved by: [Signature]
Director of Schools

Date: 1-25-23

** 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: Bake Sale

Purpose of Fundraiser: To raise money for yearbook

Fund/Account Name: yearbook

Current balance of fund account \$ -150.00 Date 1-10-23

Anticipated date(s) of fundraiser: Beginning 2-7-23 Ending 2-10-23

Expected Student Involvement (schoolwide or specific school organization): School Wide

Margin of profit (if applicable): \$ 300-400

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: new cameras, new editing software, film equipment

Requested by: Olivia Hser / yearbook / Journalism Date: 1/10/23
Teacher/Club

Approved by: [Signature] Date: 1/10/23
Principal

Approved by: [Signature] Date: 1-10-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: DHIS Night at Sorelles

Purpose of Fundraiser: Raise funds for student rewards.

Fund/Account Name: 5th grade Smak Club

Current balance of fund account \$ 5344.86 Date Jan 10, 2023

Anticipated date(s) of fundraiser: Beginning Feb 8, 2023 Ending Feb 8, 2023

Expected Student Involvement (schoolwide or specific school organization): NONE

Margin of profit (if applicable): 10% of sales

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: End of year rewards.

Requested by: Tara C Stacey
Teacher/Club

Date: 1.10.23

Approved by: Robert J. Rees
Principal

Date: 1.10.23

Approved by: Garth Powell
Director of Schools

Date: 1-10-23

** 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: 4th grade dance

Purpose of Fundraiser: Celebrate 4th grade; use money to help with field trip & school needs.

Fund/Account Name: Student Council

Current balance of fund account \$ 5046.98 Date _____

Anticipated date(s) of fundraiser: Beginning 2/9/23 Ending 2/9/23

Expected Student Involvement (schoolwide or specific school organization): 4th grade, Student Council members

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: help with end of year trip, help with student needs at school.

Requested by: [Signature] Student Council Date: 2/9/23
Teacher/Club

Approved by: [Signature] Date: 2/8/23
Principal

Approved by: [Signature] Date: 2-9-23
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: Travelin' Ton's Coffee Truck

Purpose of Fundraiser: ACT Bulldog Project 21 - snacks, name plates, ect

Fund/Account Name: ACT

Current balance of fund account \$ 4277.54 Date 1-9-23

Anticipated date(s) of fundraiser: Beginning 2/10/23 Ending 2/10/23

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

Margin of profit (if applicable): 10% of total sales

Method by which school will receive profit: check from company

How and when will these funds be spent to benefit students/instruction: ACT Snacks, program, name plates, etc

Requested by: Jill Worley, ACT Date: 1-9-23
Teacher/Club

Approved by: Jim McMaster Date: 1-9-23
Principal

Approved by: Geoff Lovell Date: 1-11-23
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



Fundraiser Authorization

Proposed Fundraising Activity: Banner Sales

Purpose of Fundraiser: RAISE FUNDS FOR THE BOY'S SOCCER TEAM & UNIFORMS AND OTHER EXPENSES

Fund/Account Name: Boys Soccer

Current balance of fund account \$ 532.58 Date 6/1/22

Anticipated date(s) of fundraiser: Beginning Feb 13, 2023 Ending Feb 28, 2023

Expected Student Involvement (schoolwide or specific school organization): Boys will be asked to sell 2 banners each

Margin of profit (if applicable): 40% for new banners

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: THE FUNDS WILL BE USED BY BUY EQUIPMENT, PAY FOR OFFICIALS BUS TRANSPORTATION

Requested by: Mike Linsinger Date: 1-26-23
Teacher/Club

Approved by: [Signature] Date: 1/30/23
Principal

Approved by: Geoff Sorells Date: 1-30-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Chili Cook Off

Purpose of Fundraiser: To raise funds for the general operations of the Rocket Band of Blue.

Fund/Account Name: Band Booster Account

Current balance of fund account \$ 10,500 Date 1/19/23

Anticipated date(s) of fundraiser: Beginning 2/18/23 Ending 2/18/23

Expected Student Involvement (schoolwide or specific school organization): Students of the RBOB

Margin of profit (if applicable): _____

Method by which school will receive profit: Boosters will earn money through ticket sales.

How and when will these funds be spent to benefit students/instruction: The money will be added to the band booster account in order to buy necessary equipment and services.

Requested by: Caleb Boone Date: 1/19/23
Teacher/Club

Approved by: [Signature] Date: 1/20/23
Principal

Approved by: [Signature] Date: 1-25-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Super Hero / Princess Dance

Purpose of Fundraiser: raise money for Parent Club

Fund/Account Name: Oak Grove Parent Club

Current balance of fund account \$ 14,500 Date 1-30-23

Anticipated date(s) of fundraiser: Beginning Feb 23 Ending Feb 23

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash + check + venmo

How and when will these funds be spent to benefit students/instruction: _____

school needs for teachers + students

Requested by: Christi Howe - Parent Club Date: 1-30-23
Teacher/Club

Approved by: [Signature] Date: 1-30-23
Principal

Approved by: [Signature] Date: 1-30-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Solicit donations for Senior Class(Graduation)

Purpose of Fundraiser: To pay for graduation expenses(regalia, programs, security, sound, awards, and supplies.

Fund/Account Name: MCHS Senior Class

Current balance of fund account \$ 2912.30 Date 2/10/23


Anticipated date(s) of fundraiser: Beginning 2/24/23 Ending 3/10/23

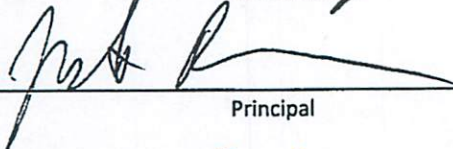
Expected Student Involvement (schoolwide or specific school organization): Students will solicit donations from personal contacts.

Margin of profit (if applicable): 100%(minimal costs)

Method by which school will receive profit: Paypal/Cash/Check

How and when will these funds be spent to benefit students/instruction: Funds will be used to pay for the above expenses incurred for graduation and Senior Class activities.

Requested by:  Date: 2/10/23
Teacher/Club

Approved by:  Date: 2/10/23
Principal

Approved by:  Date: 2-10-23
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



Previous 1,156.61

Fundraiser Authorization

Proposed Fundraising Activity: Pancake Breakfast / Craft Fair

Purpose of Fundraiser: To raise funds for the Leo Club, NHC Visit

Fund/Account Name: Leo Club

Current balance of fund account \$ 4,708.59 Date 1-10-23

Anticipated date(s) of fundraiser: Beginning 2/25/2023 Ending 2/25/2023

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

Margin of profit (if applicable): All profit minus the cost of breakfast supplies

Method by which school will receive profit: Pancake breakfast tickets, booth fees

How and when will these funds be spent to benefit students/instruction: The profits will go to the Leo Club to fund community projects (nursing home visit, seeing eye dog, etc.)

Requested by: Horrie Clark - Leo Club Sponsor Date: 1-6-23
Teacher/Club

Approved by: [Signature] Date: 1/11/23 Principal

Approved by: [Signature] Date: 1-12-23 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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Little Ceasars

Purpose of Fundraiser: Student behavior rewards + Teacher needs

Fund/Account Name: Lewisburg Middle PTO

Current balance of fund account \$ 10,042.19 Date 1/12

Anticipated date(s) of fundraiser: Beginning March 1 Ending March 16

Expected Student Involvement (schoolwide or specific school organization): School wide

Margin of profit (if applicable): \$6/per every kit sold

Method by which school will receive profit: Little ceasars payment / LMB PTO keeps remaining balance

How and when will these funds be spent to benefit students/instruction: 2023-2024 school year

Requested by: Trennda Johnson Date: 1/12/2023
Teacher/Club

Approved by: [Signature] Date: 1/13/2023
Principal

Approved by: [Signature] Date: 1-15-23
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: 50 Inning Baseball game – (like a walk-a-thon)

Purpose of Fundraiser: Fund HS baseball team expenses

Fund/Account Name: HS Baseball

Current balance of fund account \$ 1500

Date 2/6/23

Anticipated date(s) of fundraiser: March 4th

Expected Student Involvement (schoolwide or specific school organization): HS baseball players

Margin of profit (if applicable): All donations.

Method by which school will receive profit. Donations

How and when will these funds be spent to benefit students/instruction: Will fund baseball expenses that come out of baseball account (balls, equipment, uniforms, travel, field maintenance)

Requested by: Ben Putman
Teacher/Club

Date: 2/6/23

Approved by: Bob Adams
Principal

Date: 2/6/23

Approved by: Garret Lovelle
Director of Schools

Date: 2-6-23

** 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

Linking Learning to Life

Proposed Fundraising Activity: Travelin' Tom's Coffee Truck

Purpose of Fundraiser: ACT Bulldog Project 21 -
name plates, snacks, ect

Fund/Account Name: ACT

Current balance of fund account \$ ~3200.00 Date 2-10-23

Anticipated date(s) of fundraiser: Beginning 3-22-23 Ending 3-22-23

Expected Student Involvement (school-wide or specific school organization): School wide -
before school + break

Margin of profit (if applicable): 10% of total sales

Method by which school will receive profit: check from company

How and when will these funds be spent to benefit students/instruction: ACT snacks,
drinks, name plates

Requested by: Jill Worley ACT Date: 2-10-23
Teacher/Club

Approved by: Jay McManis Date: 2-10-23
Principal

Approved by: Jacob Sorrell Date: 2-10-23
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



Fundraiser Authorization

Proposed Fundraising Activity: March Madness

Purpose of Fundraiser: Raise money to pay for inflatables + other materials for Fun Day events

Fund/Account Name: HS Student Co.

Current balance of fund account \$ 812.05 Date 12/9

Anticipated date(s) of fundraiser: Beginning 3/22/23 Ending 3/23/23

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

\$15 per team, \$2 to watch the games * Cash prize for 1st + 2nd place from this profit

Margin of profit (if applicable): _____

Method by which school will receive profit: students pay for teams + to watch

How and when will these funds be spent to benefit students/instruction: all money will be used to pay for Fun Day events

Requested by: T. Hall / St. Co (HS) Date: 1/24/23
Teacher/Club

Approved by: [Signature] Date: 1/25/23
Principal

Approved by: [Signature] Date: 1-25-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Nothing Bundt Cake sale

Purpose of Fundraiser: To raise funds for students end of year celebration, teacher classroom, end of year awards

Fund/Account Name: 5th + 6th SMAK Club

Current balance of fund account \$5344.86 + 5668.35 Date 1/10/23

Anticipated date(s) of fundraiser: Beginning 4/6/23 Ending 4/21/23

Expected Student Involvement (schoolwide or specific school organization): All students
selling cakes to friends and family

Margin of profit (if applicable): 100% over cost / \$1.50 per cake sold

Method by which school will receive profit: selling cakes - profit \$1.50 per cake

How and when will these funds be spent to benefit students/instruction: End of year reward party for all students/throughout the year for teachers + students

Requested by: Tara C Stacey Date: 1.10.23
Teacher/Club

Approved by: Robert J. Pearson Date: 1.10.23
Principal

Approved by: Paul Small Date: 1-18-23
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 _____

Fundraiser Authorization

approved below
on the band field

Proposed Fundraising Activity: ROOB Movie Night (Band)

Purpose of Fundraiser: To raise funds for the Band for the 2023-2024 season.

Fund/Account Name: Rocket Band of Blue

Current balance of fund account \$ 9,933.84 Date 1/31/23

Anticipated date(s) of fundraiser: Beginning April 22, 2023 Ending April 22, 2023

Expected Student Involvement (school wide or specific school organization): Students will serve food and drinks. Help with seating and trash.

Margin of profit (if applicable): 100%

Method by which school will receive profit: Admissions

How and when will these funds be spent to benefit students/instruction: 2023-24 season of the ROOB.

Requested by: Carla Green
Teacher/Club

Date: 2/6/23

Approved by: [Signature]
Principal

Date: 2/13/23

Approved by: [Signature]
Director of Schools

Date: 2-13-23

** 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: Spot Lowe Spring Cruise In

Purpose of Fundraiser: Provide activity for students to learn how to promote and organize activities, interact with local car enthusiast, raise funds for student travel and awards.

Fund/Account Name: Spot Lowe automotive

Current balance of fund account \$ 2,201.72 Date 1/24/23

Anticipated date(s) of fundraiser: Beginning 4/29/2023 Ending 4/29/2023

Expected Student Involvement (schoolwide or specific school organization): MLR students from MCHS, CHS, and FHS

Margin of profit (if applicable):

Method by which school will receive profit: Donations

How and when will these funds be spent to benefit students/instruction: Travel and awards.

Requested by:

Larry I. Heeper
Teacher/Club

Date: 1/24/2023

Approved by:

[Signature]
Principal

Date: 1/24/23

Approved by:

[Signature]
Director of Schools

Date: 1-24-23

** 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: Miss Chapel Hill Pageant

Purpose of Fundraiser: help cover cheer expenses

Fund/Account Name: Chapel Hill Touchdown Association

Current balance of fund account \$ 12,067.00 Date 1-17-2023

Anticipated date(s) of fundraiser: Beginning 5-5-2023 Ending 5-6-2023

Expected Student Involvement (school wide or specific school organization): FHS Cheerleaders

Margin of profit (if applicable): # of contestants

Method by which school will receive profit: # of contestants

How and when will these funds be spent to benefit students/instruction: to help cover cheer expenses

Requested by: Rhonda Armstrong
Teacher/Club

Date: 1-17-2023

Approved by: [Signature]
Principal

Date: 1/19/23

Approved by: [Signature]
Director of Schools

Date: 1-19-23

** 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: Spring Around the Corner Vendor Mktplace
Purpose of Fundraiser: To raise money to continue our ACT Bulldog Project 21

Fund/Account Name: ACT

Current balance of fund account \$ 4277.54 Date 1/19/23

Anticipated date(s) of fundraiser: Beginning TDB *Will email you when set.* Ending _____

Expected Student Involvement (schoolwide or specific school organization):
BETA members will help vendors unload and load vehicles.

Margin of profit (if applicable): 100% goes to ACT

Method by which school will receive profit: Vendor Fees/Admission

How and when will these funds be spent to benefit students/instruction: Use to buy snacks and rewards for ACT Prep, celebrations and test day.

Requested by: Wendy Ridley, ACT Rewards *WR* Date: 1/19/23
Teacher/Club

Approved by: *[Signature]* Date: 1/19/23
Principal

Approved by: *[Signature]* Date: 1-19-23
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 _____

Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: RBOB Snack Stand - Football Home Games

Purpose of Fundraiser: To raise money for the 2023-24 marching season.

Fund/Account Name: Rocket Band of Blue

Current balance of fund account \$ 9,933.84 Date 11/31/23

Anticipated date(s) of fundraiser: Beginning 9/23 Ending 12/23

Expected Student Involvement (school wide or specific school organization): RBOB parents and friends

Margin of profit (if applicable): 100%

Method by which school will receive profit: Sales of empanadas, baked goods, etc.

How and when will these funds be spent to benefit students/instruction: 2023-24 RBOB season.

Requested by: Conita Allen Date: 2/4/23
Teacher/Club

Approved by: [Signature] Date: 2/7/23
Principal

Approved by: Carol Lovell Date: 2-7-23
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 _____

2022-2023 Consolidated Application Free/Reduced Lunch Percentages

Aug. 2022

School	# Free/Red	ADM	% F/R
MES	273	385	70.91%
LMS	311	424	73.35%
WES	444	602	73.75%
OGES	287	408	70.34%
CES	203	456	44.52%
MCHS	553	822	67.27%
CHS	225	440	51.14%
CHES	174	539	32.28%
FHS	283	810	34.94%
DHIS	181	438	41.32%
District	2934	5324	55.11%

Sept. 2022

School	# Free/Red	ADM	% F/R
MES	259	387	66.93%
LMS	290	427	67.92%
WES	399	603	66.17%
OGES	281	415	67.71%
CES	182	461	39.48%
MCHS	477	818	58.31%
CHS	164	441	37.19%
CHES	169	540	31.30%
FHS	206	808	25.50%
DHIS	153	437	35.01%
District	2580	5337	48.34%

Oct. 2022

School	# Free/Red	ADM	% F/R
MES	264	390	67.69%
LMS	296	431	68.68%
WES	409	605	67.60%
OGES	285	414	68.84%
CES	185	461	40.13%
MCHS	486	816	59.56%
CHS	168	440	38.18%
CHES	170	543	31.31%
FHS	212	804	26.37%
DHIS	154	440	35.00%
District	2629	5344	49.20%

Nov. 2022

School	# Free/Red	ADM	% F/R
MES	262	396	66.16%
LMS	292	428	68.22%
WES	409	606	67.49%
OGES	288	413	69.73%
CES	192	468	41.03%
MCHS	485	817	59.36%
CHS	167	439	38.04%
CHES	170	548	31.02%
FHS	208	800	26.00%
DHIS	152	438	34.70%
District	2625	5353	49.04%

Dec. 2022

School	# Free/Red	ADM	% F/R
MES	263	396	66.41%
LMS	290	420	69.05%
WES	413	607	68.04%
OGES	289	415	69.64%
CES	187	464	40.30%
MCHS	483	813	59.41%
CHS	165	436	37.84%
CHES	171	553	30.92%
FHS	211	799	26.41%
DHIS	151	438	34.47%
District	2623	5341	49.11%

Jan. 2023

School	# Free/Red	ADM	% F/R
MES	260	394	65.99%
LMS	290	423	68.56%
WES	416	610	68.20%
OGES	283	407	69.53%
CES	189	465	40.65%
MCHS	459	814	56.39%
CHS	164	435	37.70%
CHES	172	556	30.94%
FHS	198	793	24.97%
DHIS	150	439	34.17%
District	2581	5336	48.37%

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

17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

35
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

Cross Reference:

School Board Records 1.407

Fnd T Acct	Obj Prj Loc	Prg Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23	
			Original Budget	Revised Budget	FYTD Activity					Amount
71100			REGULAR INSTRUCTION PROGRAM							
71100 116			TEACHERS	15,063,089.00	15,150,211.64	6,154,443.23		8,995,768.41	1,216,561.64	
71100 117			CAREER LADDER P	42,900.00	42,900.00	19,957.50		22,942.50		
71100 128			HOMEBOUND TEACH	10,000.00	10,000.00	2,712.50		7,287.50	1,680.00	
71100 163			EDUCATIONAL ASS	735,038.00	759,371.23	334,728.92		424,642.31	67,383.38	
71100 186			LONGEVITY PAY	186,003.00	186,003.00	190,525.00		-4,522.00		
71100 189			OTHER SALARIES	93,840.00	101,421.31	49,537.50		51,883.81	9,009.00	
71100 195			CERTIFIED SUBST	30,000.00	30,000.00	9,739.47		20,260.53	2,362.50	
71100 198			NON-CERTIFIED S	180,000.00	180,000.00	84,259.50		95,740.50	21,962.50	
71100 201			SOCIAL SECURITY	1,013,134.00	1,042,177.42	383,504.35		658,673.07	73,375.37	
71100 204			STATE RETIREMEN	1,386,989.00	1,401,689.90	546,571.30		855,118.60	105,592.56	
71100 207			MEDICAL INSURAN	3,441,744.00	3,266,744.00	1,598,690.96		1,668,053.04	330,777.68	
71100 208			DENTAL INSURANC	11,228.00	11,228.00	5,244.00		5,984.00	1,057.92	
71100 210			UNEMPLOYMENT CO	9,426.00	9,426.00	1,065.93		8,360.07	106.24	
71100 212			EMPLOYER MEDICA	236,943.00	243,735.41	92,227.45		151,507.96	17,669.02	
71100 217			RETIREMENT-HYBR	76,500.00	76,500.00	24,093.73		52,406.27	4,456.78	
71100 336			MAINTENANCE AND	177,122.00	177,122.00	87,673.85	36,654.99	52,793.16		55,652.15
71100 355			TRAVEL	2,000.00	2,000.00	1,314.54		685.46	230.27	
71100 356			TUITION	6,000.00	6,000.00			6,000.00		
71100 399			OTHER CONTRACTE	33,500.00	33,500.00	193,716.24	96,600.00	-256,816.24	1,617.00	399.98
71100 429			INSTRUCTIONAL S	320,200.00	320,200.00	189,919.53	55,381.56	74,898.91	-31,780.87	36,308.80
71100 449			TEXTBOOKS	300,000.00	300,000.00	56,998.88	21.60	242,979.52	797.20	611.00
71100 499			OTHER SUPPLIES			299.84		-299.84		2,000.00
71100 599			OTHER CHARGES							400.00
71100 722			REGULAR INSTRUC			66,638.18	22,351.30	-88,989.48	33,078.86	4,146.54
71100 790			OTHER EQUIPMENT	118,000.00	118,000.00	2,862.45		115,137.55		
71100 ---			REGULAR INSTRUC	23,473,656.00	23,468,229.91	10,096,724.85	211,009.45	13,160,495.61	1,855,937.05	99,518.47

Fnd T Acct	Obj Prj Loc	Prg Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23	
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
71150			ALTERNATIVE INSTRUCTION PROGRA							
71150 116			TEACHERS	116,575.00	119,982.50	25,880.45		94,102.05	5,176.09	
71150 186			LONGEVITY PAY	1,350.00	1,350.00	650.00		700.00		
71150 198			NON-CERTIFIED S	1,000.00	1,000.00	585.00		415.00	162.50	
71150 201			SOCIAL SECURITY	7,373.00	7,584.27	1,511.32		6,072.95	296.37	
71150 204			STATE RETIREMEN	10,248.00	10,544.11	2,305.49		8,238.62	449.80	
71150 207			MEDICAL INSURAN	34,012.00	34,012.00	8,014.81		25,997.19	1,642.40	
71150 208			DENTAL INSURANC	92.00	92.00	22.80		69.20	4.56	
71150 210			UNEMPLOYMENT CO	63.00	63.00	1.72		61.28	0.49	
71150 212			EMPLOYER MEDICA	1,724.00	1,773.41	353.46		1,419.95	69.32	
71150 399			OTHER CONTRACTE	3,000.00	3,000.00	548.78		2,451.22	99.65	
71150 429			INSTRUCTIONAL S	800.00	800.00	400.00		400.00		
71150 722			REGULAR INSTRUC	3,000.00	3,000.00			3,000.00		
71150 ---			ALTERNATIVE INS	179,237.00	183,201.29	40,273.83		142,927.46	7,901.18	

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71200							SPECIAL EDUCATION PROGRAM						
	71200	116				TEACHERS	1,397,346.00	1,418,674.50	548,834.01		869,840.49	103,127.26	
	71200	117				CAREER LADDER P	5,500.00	5,500.00	2,750.00		2,750.00		
	71200	128				HOMEBOUND TEACH	6,000.00	6,000.00	525.00		5,475.00	120.00	
	71200	163				EDUCATIONAL ASS	430,752.00	443,377.92	170,457.64		272,920.28	35,226.64	
	71200	171				SPEECH PATHOLOG	237,871.00	218,324.50	81,094.55		137,229.95	16,218.91	
	71200	186				LONGEVITY PAY	24,650.00	24,650.00	29,850.00		-5,200.00		
	71200	195				CERTIFIED SUBST	3,500.00	3,500.00	1,125.00		2,375.00	337.50	
	71200	198				NON-CERTIFIED S	24,000.00	24,000.00	6,920.00		17,080.00	1,510.00	
	71200	201				SOCIAL SECURITY	132,036.00	136,029.30	45,691.64		90,337.66	8,506.39	
	71200	204				STATE RETIREMEN	177,548.00	183,041.08	67,447.32		115,593.76	12,609.71	
	71200	207				MEDICAL INSURAN	730,099.00	730,099.00	316,235.95		413,863.05	63,726.06	
	71200	208				DENTAL INSURANC	2,650.00	2,650.00	1,003.20		1,646.80	200.64	
	71200	210				UNEMPLOYMENT CO	1,532.00	1,532.00	136.04		1,395.96	24.47	
	71200	212				EMPLOYER MEDICA	30,879.00	31,812.92	10,834.80		20,978.12	1,994.74	
	71200	217				RETIREMENT-HYBR	9,027.00	9,027.00	2,450.57		6,576.43	492.65	
	71200	429				INSTRUCTIONAL S	7,000.00	7,000.00	6,400.00		600.00		
	71200	725				SPECIAL EDUCATI	1,000.00	1,000.00			1,000.00		
	71200	---				SPECIAL EDUCATI	3,221,390.00	3,246,218.22	1,291,755.72		1,954,462.50	244,094.97	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71300										
			TEACHERS	1,048,662.00	1,070,501.29	456,684.01		613,817.28	90,440.90	
			CAREER LADDER P	3,000.00	3,000.00	1,500.00		1,500.00		
			LONGEVITY PAY	11,750.00	11,750.00	11,200.00		550.00		
			CERTIFIED SUBST	1,000.00	1,000.00			1,000.00		
			NON-CERTIFIED S	8,000.00	8,000.00	3,212.50		4,787.50	817.50	
			SOCIAL SECURITY	66,490.00	67,844.04	26,989.86		40,854.18	5,192.06	
			STATE RETIREMEN	92,411.00	94,331.86	39,695.46		54,636.40	7,646.64	
			MEDICAL INSURAN	231,146.00	231,146.00	117,903.48		113,242.52	23,821.34	
			DENTAL INSURANC	780.00	780.00	387.60		392.40	77.52	
			UNEMPLOYMENT CO	468.00	468.00	49.30		418.70	1.68	
			EMPLOYER MEDICA	15,550.00	15,866.67	6,312.19		9,554.48	1,214.28	
			RETIREMENT-HYBR	5,508.00	5,508.00	1,484.26		4,023.74	293.07	
			MAINTENANCE AND	2,500.00	2,500.00	387.19		2,112.81		
			INSTRUCTIONAL S	22,800.00	22,800.00	14,652.21	5,557.87	2,589.92	873.00	1,776.47
			TEXTBOOKS	2,000.00	2,000.00			2,000.00		
			OTHER CHARGES	500.00	500.00			500.00		
			REGULAR INSTRUC	30,000.00	30,000.00			30,000.00		
			VOCATIONAL INST			5,875.45	59.04	-5,934.49		
71300	---		VOCATIONAL EDUC	1,542,565.00	1,567,995.86	686,333.51	5,616.91	876,045.44	130,377.99	1,776.47

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72110										
	72110 105		SUPERVISOR/DIRE	40,463.00	41,660.30	19,477.00		22,183.30	3,371.00	
	72110 117		CAREER LADDER P	600.00	600.00	300.00		300.00		
	72110 130		SOCIAL WORKERS	77,414.00	79,736.72	35,236.00		44,500.72	7,047.20	
	72110 162		CLERICAL PERSON	40,745.00	42,026.06	16,977.10		25,048.96	3,395.42	
	72110 186		LONGEVITY PAY	4,950.00	4,950.00	3,700.00		1,250.00		
	72110 201		SOCIAL SECURITY	10,179.00	10,476.67	3,416.62		7,060.05	607.48	
	72110 204		STATE RETIREMEN	9,233.00	9,503.28	4,022.80		5,480.48	783.19	
	72110 207		MEDICAL INSURAN	23,263.00	23,263.00	11,396.24		11,866.76	2,351.56	
	72110 208		DENTAL INSURANC	137.00	137.00	68.40		68.60	13.68	
	72110 210		UNEMPLOYMENT CO	126.00	126.00			126.00		
	72110 212		EMPLOYER MEDICA	2,380.00	2,380.00	1,047.81		1,332.19	190.95	
	72110 355		TRAVEL	2,500.00	2,500.00	583.02		1,916.98	188.14	
	72110 399		OTHER CONTRACTE			16,079.50		-16,079.50		
	72110 499		OTHER SUPPLIES	3,000.00	3,000.00	105.70		2,894.30		
	72110 524		STAFF DEVELOPME	4,000.00	4,000.00	1,013.78		2,986.22	102.89	
	72110 704		ATTENDANCE EQUI	4,000.00	4,000.00	946.43		3,053.57		946.43
	72110 ---		ATTENDANCE	222,990.00	228,359.03	114,370.40		113,988.63	18,051.51	946.43

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72120										
	72120 105		SUPERVISOR/DIRE	103,092.00	106,185.03	42,955.10		63,229.93	8,591.02	
	72120 117		CAREER LADDER P	550.00	550.00	275.00		275.00		
	72120 131		MEDICAL PERSONN	270,086.00	253,219.35	112,470.02		140,749.33	22,428.19	
	72120 186		LONGEVITY PAY	3,050.00	3,050.00	3,050.00				
	72120 201		SOCIAL SECURITY	20,164.00	20,860.04	7,969.66		12,890.38	1,532.25	
	72120 204		STATE RETIREMEN	20,485.00	21,396.60	11,021.73		10,374.87	2,097.36	
	72120 207		MEDICAL INSURAN	86,354.00	86,354.00	43,328.95		43,025.05	9,167.18	
	72120 208		DENTAL INSURANC	274.00	274.00	159.60		114.40	31.92	
	72120 210		UNEMPLOYMENT CO	294.00	294.00	26.40		267.60	7.88	
	72120 212		EMPLOYER MEDICA	5,463.00	5,625.78	2,098.76		3,527.02	404.87	
	72120 217		RETIREMENT-HYBR	3,277.00	3,277.00	1,265.39		2,011.61	227.75	
	72120 355		TRAVEL	1,000.00	1,000.00	329.71		670.29	63.47	
	72120 399		OTHER CONTRACTE	40,000.00	40,000.00	40,000.00				
	72120 499		OTHER SUPPLIES	15,000.00	15,000.00	15,768.70	8,792.03	-9,560.73	8.86	813.00
	72120 524		STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
	72120 599		OTHER CHARGES	5,000.00	5,000.00			5,000.00		
	72120 735		HEALTH EQUIPMEN	2,000.00	2,000.00			2,000.00		
	72120 ---		HEALTH SERVICES	578,089.00	566,085.80	280,719.02	8,792.03	276,574.75	44,560.75	813.00

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
							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		
	72130	123				GUIDANCE PERSON	691,065.00	711,186.26	292,870.05		418,316.21	58,574.01	
	72130	186				LONGEVITY PAY	8,450.00	8,450.00	8,350.00		100.00		
	72130	189				OTHER SALARIES	2,000.00	2,000.00	500.00		1,500.00	65.00	
	72130	201				SOCIAL SECURITY	43,618.00	44,865.52	17,068.85		27,796.67	3,284.37	
	72130	204				STATE RETIREMEN	61,112.00	62,879.56	25,762.54		37,117.02	4,987.54	
	72130	207				MEDICAL INSURAN	180,753.00	180,753.00	88,651.93		92,101.07	18,324.41	
	72130	208				DENTAL INSURANC	370.00	370.00	182.40		187.60	36.48	
	72130	210				UNEMPLOYMENT CO	300.00	300.00	1.52		298.48	0.20	
	72130	212				EMPLOYER MEDICA	10,201.00	10,492.76	3,992.00		6,500.76	768.14	
	72130	217				RETIREMENT-HYBR	2,693.00	2,693.00	756.94		1,936.06	141.33	
	72130	309				CONTRACTS WITH	48,000.00	104,205.00			104,205.00		
	72130	322				EVALUATION AND	40,000.00	40,000.00			40,000.00		
	72130	399				OTHER CONTRACTE	16,000.00	16,000.00	16,891.57		-891.57		
	72130	499				OTHER SUPPLIES	4,125.00	14,125.00	1,219.51	6.49	12,899.00	235.73	
	72130	524				STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
	72130	599				OTHER CHARGES	10,000.00	10,000.00	3,623.52		6,376.48		
	72130	790				OTHER EQUIPMENT		46,843.96	55,851.19		-9,007.23	50,381.73	
	72130	---				OTHER STUDENT S	1,122,687.00	1,259,164.06	516,722.02	6.49	742,435.55	136,798.94	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72210										
	72210 105		SUPERVISOR/DIRE	313,760.00	324,934.80	165,593.25		159,341.55	31,705.10	
	72210 117		CAREER LADDER P	5,000.00	5,000.00	2,500.00		2,500.00		
	72210 129		LIBRARIANS	559,013.00	567,396.73	216,590.25		350,806.48	43,318.05	
	72210 161		SECRETARY(S)	25,040.00	25,826.82	10,411.21		15,415.61	2,069.49	
	72210 186		LONGEVITY PAY	17,200.00	17,200.00	16,575.00		625.00		
	72210 189		OTHER SALARIES	5,000.00	5,000.00	2,137.50		2,862.50	555.00	
	72210 201		SOCIAL SECURITY	57,351.00	58,612.41	23,317.88		35,294.53	4,350.21	
	72210 204		STATE RETIREMEN	80,026.00	81,789.47	35,488.99		46,300.48	6,624.66	
	72210 207		MEDICAL INSURAN	212,058.00	212,058.00	103,077.05		108,980.95	20,220.81	
	72210 208		DENTAL INSURANC	640.00	640.00	300.96		339.04	59.28	
	72210 210		UNEMPLOYMENT CO	378.00	378.00	31.75		346.25	6.76	
	72210 212		EMPLOYER MEDICA	13,413.00	13,777.62	5,459.34		8,318.28	1,018.34	
	72210 217		RETIREMENT-HYBR	887.00	887.00	241.79		645.21	46.44	
	72210 355		TRAVEL	3,000.00	3,000.00	5,253.32		-2,253.32	1,309.66	
	72210 399		OTHER CONTRACTE	10,200.00	10,200.00			10,200.00		
	72210 432		LIBRARY BOOKS/M	23,650.00	23,650.00	12,408.38	6,813.17	4,428.45	5,162.15	
	72210 499		OTHER SUPPLIES	8,750.00	8,750.00	3,277.54	1,383.53	4,088.93	641.41	
	72210 524		STAFF DEVELOPME	29,500.00	29,500.00	18,420.82	55.02	11,024.16	-131.45	7,100.00
	72210 790		OTHER EQUIPMENT	2,000.00	2,000.00			2,000.00		
	72210 ---		REGULAR INSTRUC	1,366,866.00	1,390,600.85	621,085.03	8,251.72	761,264.10	116,955.91	7,100.00

Fnd T Acct	Obj Prj Loc	Prg Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72220									
	72220 117		CAREER LADDER P	500.00	500.00	250.00	250.00		
	72220 124		PHSYCOLOGICAL P	43,061.00	44,860.00	24,985.85	19,874.15	4,997.17	
	72220 186		LONGEVITY PAY	250.00	250.00	1,750.00	-1,500.00		
	72220 189		OTHER SALARIES	16,127.00	16,595.18	7,803.00	8,792.18	1,560.60	
	72220 201		SOCIAL SECURITY	2,670.00	2,810.57	108.50	2,702.07		
	72220 204		STATE RETIREMEN	3,742.00	3,898.33	2,302.50	1,595.83	434.25	
	72220 207		MEDICAL INSURAN	16,440.00	16,440.00		16,440.00		
	72220 208		DENTAL INSURANC	46.00	46.00		46.00		
	72220 210		UNEMPLOYMENT CO	42.00	42.00	21.00	21.00		
	72220 212		EMPLOYER MEDICA	624.00	656.88	504.46	152.42	95.09	
	72220 217		RETIREMENT-HYBR	774.00	774.00		774.00		
	72220 310		CONTRACTS WITH	80,000.00	80,000.00	51,317.33	28,682.67	8,416.16	
	72220 355		TRAVEL	500.00	500.00		500.00		
	72220 524		STAFF DEVELOPME	1,000.00	1,000.00		1,000.00		
	72220 ---		SPECIAL EDUCATI	165,776.00	168,372.96	89,042.64	79,330.32	15,503.27	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72230										
72230	105		SUPERVISOR/DIRE	85,030.00	87,479.47	44,642.04		42,837.43	7,440.34	
72230	161		SECRETARY(S)	26,458.00	27,274.48	11,025.00		16,249.48	2,205.00	
72230	186		LONGEVITY PAY	950.00	950.00	950.00				
72230	201		SOCIAL SECURITY	6,971.00	7,173.49	3,327.98		3,845.51	561.43	
72230	204		STATE RETIREMEN	9,456.00	9,730.10	4,788.88		4,941.22	811.95	
72230	207		MEDICAL INSURAN	24,333.00	24,333.00	11,897.23		12,435.77	2,448.17	
72230	208		DENTAL INSURANC	92.00	92.00	45.60		46.40	9.12	
72230	210		UNEMPLOYMENT CO	42.00	42.00			42.00		
72230	212		EMPLOYER MEDICA	1,630.00	1,677.36	778.31		899.05	131.30	
72230	307		COMMUNICATION	3,200.00	3,200.00	286.90		2,913.10	50.50	
72230	355		TRAVEL	500.00	500.00	74.35		425.65		
72230	399		OTHER CONTRACTE	4,000.00	4,000.00	1,455.50		2,544.50	230.81	
72230	599		OTHER CHARGES	500.00	500.00			500.00		
72230	---		VOCATIONAL EDUC	163,162.00	166,951.90	79,271.79		87,680.11	13,888.62	

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72250						TECHNOLOGY							
	72250	105				SUPERVISOR/DIRE	79,814.00	82,208.60	39,906.54		42,302.06	6,651.09	
	72250	121				DATA PROCESSING	200,274.00	206,474.08	100,130.58		106,343.50	16,688.43	
	72250	186				LONGEVITY PAY	1,450.00	1,450.00	1,200.00		250.00		
	72250	201				SOCIAL SECURITY	17,455.00	17,987.87	8,367.67		9,620.20	1,365.84	
	72250	204				STATE RETIREMEN	22,065.00	22,745.52	10,740.48		12,005.04	1,775.08	
	72250	207				MEDICAL INSURAN	51,719.00	51,719.00	22,118.19		29,600.81	4,591.56	
	72250	208				DENTAL INSURANC	228.00	228.00	91.20		136.80	18.24	
	72250	210				UNEMPLOYMENT CO	147.00	147.00	13.95		133.05		
	72250	212				EMPLOYER MEDICA	4,082.00	4,206.62	1,956.96		2,249.66	319.42	
	72250	217				RETIREMENT-HYBR	1,588.00	1,588.00	450.96		1,137.04	75.16	
	72250	307				COMMUNICATION	20.00	20.00	0.35		19.65		
	72250	336				MAINTENANCE AND	62,723.00	62,723.00	34,774.03	13,115.18	14,833.79	7,085.00	380.98
	72250	350				INTERNET CONNEC	126,000.00	126,000.00	122,683.20		3,316.80		
	72250	399				OTHER CONTRACTE	7,610.00	7,610.00	7,048.00		562.00		
	72250	471				SOFTWARE	23,196.00	23,196.00	10,026.00	11,331.32	1,838.68		
	72250	524				STAFF DEVELOPME	2,000.00	2,000.00	560.00	1,068.00	372.00		560.00
	72250	---				TECHNOLOGY	600,371.00	610,303.69	360,068.11	25,514.50	224,721.08	38,569.82	940.98

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72310										
	72310 191		BOARD AND COMMI	12,000.00	35,923.00	17,561.48		18,361.52	2,993.58	
	72310 201		SOCIAL SECURITY	744.00	2,227.00	964.96		1,262.04	164.96	
	72310 212		EMPLOYER MEDICA	174.00	521.00	254.48		266.52	43.38	
	72310 320		DUES AND MEMBER	6,763.00	6,763.00			6,763.00		
	72310 331		LEGAL SERVICES	15,000.00	15,000.00	2,906.50		12,093.50		
	72310 355		TRAVEL	500.00	500.00			500.00		
	72310 399		OTHER CONTRACTE	16,250.00	16,250.00	6,000.00		10,250.00	500.00	
	72310 499		OTHER SUPPLIES	1,000.00	1,000.00			1,000.00		
	72310 506		LIABILITY INSUR	106,499.00	106,499.00	105,840.00		659.00		
	72310 510		TRUSTEE'S COMMI	330,000.00	330,000.00	152,749.65		177,250.35	86,229.16	
	72310 513		WORKMAN'S COMPE	164,973.00	164,973.00	159,723.00		5,250.00		
	72310 524		STAFF DEVELOPME	4,000.00	4,000.00	300.00		3,700.00		
	72310 533		CRIMINAL INVEST	8,000.00	8,000.00	4,493.70	5,271.40	-1,765.10	-39.15	
	72310 599		OTHER CHARGES	8,000.00	8,000.00	3,012.35	22.02	4,965.63	152.98	
	72310 ---		BOARD OF EDUCAT	673,903.00	699,656.00	453,806.12	5,293.42	240,556.46	90,044.91	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72320										
72320	101		COUNTY OFFICIAL	136,535.00	140,631.02	68,267.04		72,363.98	11,377.84	
72320	117		CAREER LADDER P	1,000.00	1,000.00			1,000.00		
72320	161		SECRETARY(S)	45,390.00	46,795.27	29,465.60		17,329.67	7,500.66	
72320	186		LONGEVITY PAY	1,550.00	1,550.00	1,550.00				
72320	201		SOCIAL SECURITY	11,437.00	11,778.08	5,893.46		5,884.62	1,115.69	
72320	204		STATE RETIREMEN	15,472.00	15,933.34	8,252.07		7,681.27	1,537.66	
72320	207		MEDICAL INSURAN	20,741.00	20,741.00	17,635.25		3,105.75	3,547.20	
72320	208		DENTAL INSURANC	370.00	370.00	191.64		178.36	38.10	
72320	210		UNEMPLOYMENT CO	63.00	63.00			63.00		
72320	212		EMPLOYER MEDICA	2,675.00	2,754.77	1,378.33		1,376.44	260.93	
72320	307		COMMUNICATION	600.00	600.00	350.00		250.00	150.00	
72320	320		DUES AND MEMBER	4,040.00	4,040.00	6,790.00		-2,750.00		
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	288.00		3,712.00		
72320	599		OTHER CHARGES	1,500.00	1,500.00	1,943.19	541.16	-984.35	51.95	
72320	701		ADMINISTRATION	1,000.00	1,000.00			1,000.00		
72320	---		DIRECTOR OF SCH	247,873.00	254,256.48	142,004.58	541.16	111,710.74	25,580.03	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72410										
	72410 104		PRINCIPALS	859,209.00	881,957.70	378,096.77		503,860.93	69,723.37	
	72410 117		CAREER LADDER P	11,000.00	11,000.00	5,500.00		5,500.00		
	72410 139		ASSISTANT PRINC	891,252.00	918,068.90	380,144.03		537,924.87	74,985.51	
	72410 162		CLERICAL PERSON	423,360.00	436,533.24	180,098.13		256,435.11	35,893.19	
	72410 186		LONGEVITY PAY	30,750.00	30,750.00	31,750.00		-1,000.00		
	72410 201		SOCIAL SECURITY	137,365.00	141,254.81	56,654.01		84,600.80	10,403.56	
	72410 204		STATE RETIREMEN	187,495.00	192,791.71	82,083.26		110,708.45	15,267.26	
	72410 207		MEDICAL INSURAN	379,773.00	379,773.00	197,163.14		182,609.86	40,497.33	
	72410 208		DENTAL INSURANC	1,190.00	1,190.00	615.60		574.40	123.12	
	72410 210		UNEMPLOYMENT CO	840.00	840.00	28.66		811.34		
	72410 212		EMPLOYER MEDICA	32,126.00	33,035.72	13,249.72		19,786.00	2,433.08	
	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	11,000.00	11,000.00	5,400.00		5,600.00		
	72410 435		OFFICE SUPPLIES	6,875.00	6,875.00	3,802.73	70.76	3,001.51		
	72410 599		OTHER CHARGES	150,000.00	150,000.00	67,617.59	1,419.08	80,963.33	8,146.50	1,855.02
	72410 701		ADMINISTRATION	13,970.00	13,970.00	4,552.45	115.09	9,302.46	979.70	
	72410 ---		OFFICE OF THE P	3,139,505.00	3,212,340.08	1,406,756.09	1,604.93	1,803,979.06	258,452.62	1,855.02

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72510													
	72510	105				SUPERVISOR/DIRE	79,814.00	82,208.60	39,906.54		42,302.06	6,651.09	
	72510	119				ACCOUNTANTS/BOO	189,930.00	195,780.82	103,840.49		91,940.33	22,726.37	
	72510	186				LONGEVITY PAY	2,550.00	2,550.00	2,500.00		50.00		
	72510	201				SOCIAL SECURITY	16,882.00	17,393.22	8,437.66		8,955.56	1,744.74	
	72510	204				STATE RETIREMEN	20,422.00	21,040.41	10,791.61		10,248.80	2,026.41	
	72510	207				MEDICAL INSURAN	84,371.00	84,371.00	35,945.62		48,425.38	4,220.05	
	72510	208				DENTAL INSURANC	183.00	183.00	82.08		100.92	9.12	
	72510	210				UNEMPLOYMENT CO	147.00	147.00	18.70		128.30	9.35	
	72510	212				EMPLOYER MEDICA	3,948.00	4,067.56	1,973.35		2,094.21	408.04	
	72510	317				DATA PROCESSING	57,504.00	57,504.00	57,597.38		-93.38		
	72510	355				TRAVEL	500.00	500.00	245.24		254.76	76.41	
	72510	399				OTHER CONTRACTE	1,000.00	1,000.00	450.00		550.00	75.00	
	72510	411				DATA PROCESSING	3,900.00	3,900.00			3,900.00		
	72510	435				OFFICE SUPPLIES	5,000.00	5,000.00	-7,230.95	2,630.48	9,600.47		
	72510	524				STAFF DEVELOPME	4,000.00	4,000.00	945.00	400.00	2,655.00		
	72510	701				ADMINISTRATION	5,000.00	5,000.00	993.63		4,006.37		993.63
	72510	---				FISCAL SERVICES	475,151.00	484,645.61	256,496.35	3,030.48	225,118.78	37,946.58	993.63

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December	2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
72520														
	72520	105				SUPERVISOR/DIRE	79,814.00	82,208.60	39,906.54		42,302.06		6,651.09	
	72520	162				CLERICAL PERSON	46,839.00	48,289.17	23,420.04		24,869.13		3,903.34	
	72520	186				LONGEVITY PAY	1,200.00	1,200.00	1,200.00					
	72520	201				SOCIAL SECURITY	7,927.00	8,165.38	3,748.38		4,417.00		600.24	
	72520	204				STATE RETIREMEN	9,589.00	9,874.00	4,839.48		5,034.52		791.58	
	72520	207				MEDICAL INSURAN	27,736.00	27,736.00	13,830.44		13,905.56		2,926.24	
	72520	208				DENTAL INSURANC	92.00	92.00	45.60		46.40		9.12	
	72520	210				UNEMPLOYMENT CO	63.00	63.00			63.00			
	72520	212				EMPLOYER MEDICA	1,854.00	1,909.75	876.65		1,033.10		140.38	
	72520	355				TRAVEL	750.00	750.00	229.34		520.66			
	72520	435				OFFICE SUPPLIES	2,000.00	2,000.00	1,619.32		380.68			1,447.00
	72520	499				OTHER SUPPLIES	2,000.00	2,000.00			2,000.00			
	72520	524				STAFF DEVELOPME	1,500.00	1,500.00	250.00		1,250.00			
	72520	599				OTHER CHARGES	9,800.00	9,800.00	3,193.90	825.00	5,781.10		78.90	
	72520	701				ADMINISTRATION	2,000.00	2,000.00			2,000.00			
	72520	---				HUMAN SERVICES/	193,164.00	197,587.90	93,159.69	825.00	103,603.21		15,100.89	1,447.00

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72610										
	72610 166		CUSTODIAL PERSO	979,190.00	1,006,103.42	442,758.93		563,344.49	71,618.43	
	72610 186		LONGEVITY PAY	16,775.00	16,775.00	15,175.00		1,600.00		
	72610 189		OTHER SALARIES	51,510.00	53,055.30	25,755.00		27,300.30	4,292.50	
	72610 201		SOCIAL SECURITY	64,943.00	66,707.44	26,861.80		39,845.64	4,076.60	
	72610 204		STATE RETIREMEN	78,561.00	80,695.41	32,610.81		48,084.60	5,023.13	
	72610 207		MEDICAL INSURAN	318,127.00	318,127.00	141,744.77		176,382.23	30,483.57	
	72610 208		DENTAL INSURANC	1,090.00	1,090.00	437.76		652.24	86.64	
	72610 210		UNEMPLOYMENT CO	1,260.00	1,260.00	70.87		1,189.13	8.93	
	72610 212		EMPLOYER MEDICA	15,188.00	15,600.65	6,452.35		9,148.30	979.77	
	72610 359		DISPOSAL FEES	103,368.00	103,368.00	59,191.14		44,176.86		
	72610 399		OTHER CONTRACTE	13,600.00	13,600.00	4,954.96		8,645.04		1,500.00
	72610 410		CUSTODIAL SUPPL	170,000.00	170,000.00	119,857.84	69,193.81	-19,051.65	19,199.14	9,797.56
	72610 415		ELECTRICITY	1,185,000.00	1,185,000.00	584,765.15		600,234.85		
	72610 434		NATURAL GAS	115,000.00	115,000.00	29,009.55		85,990.45	1,836.66	
	72610 454		WATER AND SEWER	180,500.00	180,500.00	100,719.73		79,780.27		
	72610 499		OTHER SUPPLIES	2,000.00	2,000.00			2,000.00		
	72610 501		BOILER INSURANC	6,530.00	6,530.00	6,354.00		176.00		
	72610 502		BUILDING AND CO	249,525.00	249,525.00	246,970.00		2,555.00		
	72610 524		STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72610 720		PLANT OPERATION	5,000.00	5,000.00	3,202.32	1,082.19	715.49	63.46	963.79
	72610 ---		OPERATION OF PL	3,558,167.00	3,590,937.22	1,846,891.98	70,276.00	1,673,769.24	137,668.83	12,261.35

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72620										
	72620 105		SUPERVISOR/DIRE	79,814.00	82,208.60	39,906.54		42,302.06	6,651.09	
	72620 162		CLERICAL PERSON	33,000.00	34,009.80	16,830.00		17,179.80	2,805.00	
	72620 167		MAINTENANCE PER	456,856.00	470,788.34	210,642.17		260,146.17	36,198.70	
	72620 186		LONGEVITY PAY	6,350.00	6,350.00	6,050.00		300.00		
	72620 189		OTHER SALARIES	26,250.00	26,250.00	16,000.00		10,250.00	16,000.00	
	72620 201		SOCIAL SECURITY	37,341.00	38,415.88	16,656.20		21,759.68	3,271.11	
	72620 204		STATE RETIREMEN	45,170.00	46,470.27	20,424.36		26,045.91	4,102.43	
	72620 207		MEDICAL INSURAN	120,365.00	120,365.00	55,924.41		64,440.59	11,700.00	
	72620 208		DENTAL INSURANC	275.00	275.00	168.72		106.28	36.48	
	72620 210		UNEMPLOYMENT CO	315.00	315.00	57.04		257.96	15.04	
	72620 212		EMPLOYER MEDICA	8,733.00	8,984.38	3,959.91		5,024.47	829.56	
	72620 217		RETIREMENT-HYBR	82.00	82.00	23.30		58.70	23.30	
	72620 307		COMMUNICATION	3,500.00	3,500.00	2,411.50		1,088.50	347.09	
	72620 320		DUES AND MEMBER	300.00	300.00	400.00		-100.00		
	72620 335		MAINTENANCE AND	310,000.00	310,000.00	315,584.16	263,624.29	-269,208.45	21,439.51	57,298.20
	72620 336		MAINTENANCE AND	240,000.00	240,000.00	31,737.30	44,481.68	163,781.02		47,164.67
	72620 355		TRAVEL	500.00	500.00			500.00		
	72620 399		OTHER CONTRACTE	239,025.00	239,025.00	151,192.03	8,858.68	78,974.29	8,565.76	1,140.52
	72620 418		EQUIPMENT AND M			190.00		-190.00		
	72620 499		OTHER SUPPLIES	1,000.00	1,000.00	3,241.36	2,321.08	-4,562.44	27.89	
	72620 524		STAFF DEVELOPME	1,000.00	1,000.00		1,395.00	-395.00		
	72620 599		OTHER CHARGES	4,000.00	4,000.00	4,541.82		-541.82		
	72620 701		ADMINISTRATION		20,000.00	7,433.81	8,874.48	3,691.71		12,307.28
	72620 717		MAINTENANCE EQU	5,000.00	5,000.00	1,745.59		3,254.41		1,145.65
	72620 ---		MAINTENANCE OF	1,618,876.00	1,658,839.27	905,120.22	329,555.21	424,163.84	112,012.96	119,056.32

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72710													
	72710	105				SUPERVISOR/DIRE	79,814.00	82,208.60	39,906.54		42,302.06	6,651.09	
	72710	142				MECHANIC(S)	114,645.00	117,353.78	58,997.77		58,356.01	10,614.00	
	72710	146				BUS DRIVERS	646,432.00	758,137.93	270,453.66		487,684.27	55,278.30	
	72710	162				CLERICAL PERSON	33,600.00	34,609.80	16,830.00		17,779.80	2,805.00	
	72710	186				LONGEVITY PAY	17,900.00	17,900.00	19,350.00		-1,450.00		
	72710	189				OTHER SALARIES	47,447.00	50,980.23	22,575.66		28,404.57	4,979.21	
	72710	201				SOCIAL SECURITY	58,270.00	65,793.85	22,684.00		43,109.85	4,186.10	
	72710	204				STATE RETIREMEN	70,488.00	79,617.92	31,204.07		48,413.85	5,855.21	
	72710	207				MEDICAL INSURAN	423,928.00	423,928.00	199,144.24		224,783.76	40,468.45	
	72710	208				DENTAL INSURANC	1,505.00	1,505.00	638.40		866.60	123.12	
	72710	210				UNEMPLOYMENT CO	1,218.00	1,218.00	54.73		1,163.27	3.76	
	72710	212				EMPLOYER MEDICA	13,628.00	15,352.89	5,383.40		9,969.49	993.33	
	72710	217				RETIREMENT-HYBR			61.00		-61.00	11.99	
	72710	307				COMMUNICATION	2,000.00	2,000.00	967.02		1,032.98	156.75	
	72710	340				MEDICAL AND DEN	8,000.00	8,000.00	3,320.00	9,245.00	-4,565.00	255.00	2,500.00
	72710	355				TRAVEL	500.00	500.00			500.00		
	72710	399				OTHER CONTRACTE	29,000.00	29,000.00	27,958.19		1,041.81	329.93	7,176.90
	72710	412				DIESEL FUEL	250,000.00	250,000.00	130,147.13	76,137.15	43,715.72	5,615.52	
	72710	425				GASOLINE	65,000.00	65,000.00	34,169.62	35,008.48	-4,178.10		9,178.10
	72710	450				TIRES AND TUBES	30,000.00	30,000.00	45,674.75	3,904.29	-19,579.04	199.96	45,250.00
	72710	453				VEHICLE PARTS	70,000.00	70,000.00	29,786.44	35,993.47	4,220.09	3,213.69	15,375.17
	72710	511				VEHICLE AND EQU	62,332.00	62,332.00	61,743.00		589.00		
	72710	514				DEPRECIATION	1,000.00	1,000.00			1,000.00		
	72710	524				STAFF DEVELOPME			225.00		-225.00	150.00	
	72710	599				OTHER CHARGES	27,200.00	27,200.00	19,353.50	18,495.23	-10,648.73	4,571.52	6,411.00
	72710	---				TRANSPORTATION	2,053,907.00	2,193,638.00	1,040,628.12	178,783.62	974,226.26	146,461.93	85,891.17

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72810										
72810	162			CLERICAL PERSON	24,480.00	25,237.90	12,240.00	12,997.90	2,040.00	
72810	186			LONGEVITY PAY	450.00	450.00	450.00			
72810	201			SOCIAL SECURITY	1,546.00	1,592.99	701.41	891.58	109.16	
72810	204			STATE RETIREMEN	1,870.00	1,926.84	951.75	975.09	153.00	
72810	206			LIFE INSURANCE	18,000.00	18,000.00	5,590.08	12,409.92		
72810	207			MEDICAL INSURAN	102,761.00	102,761.00	51,860.43	50,900.57	9,483.38	
72810	210			UNEMPLOYMENT CO	21.00	21.00		21.00		
72810	212			EMPLOYER MEDICA	361.00	371.99	164.03	207.96	25.53	
72810	299			OTHER FRINGE BE	68,000.00	68,000.00	21,191.60	46,808.40	5,297.90	
72810	307			COMMUNICATION	13,000.00	13,000.00	481.46	12,518.54		
72810	348			POSTAL CHARGES	10,000.00	10,000.00	857.88	9,142.12	428.94	
72810	435			OFFICE SUPPLIES	5,000.00	5,000.00	419.44	4,580.56		
72810	599			OTHER CHARGES	7,000.00	7,000.00	8,323.50	-1,323.50		
72810	---			CENTRAL AND OTH	252,489.00	253,361.72	103,231.58	150,130.14	17,537.91	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	December 2022-23 Monthly Activity	2022-23 Enc Carry Forward
73100										
	73100 105		SUPERVISOR/DIRE							
	73100 165		CAFETERIA PERSO							
	73100 201		SOCIAL SECURITY							
	73100 204		STATE RETIREMEN			-67.50		67.50		
	73100 210		UNEMPLOYMENT CO			1.94		-1.94		
	73100 212		EMPLOYER MEDICA							
	73100 422		FOOD SUPPLIES			482.39		-482.39		2,500.00
	73100 ---		FOOD SERVICE			416.83		-416.83		2,500.00

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December	2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
73300											
	73300 105		SUPERVISOR/DIRE		74,300.00	29,275.05		45,024.95		5,702.67	
	73300 116		TEACHERS		141,400.00	69,797.25		71,602.75		14,794.00	
	73300 163		EDUCATIONAL ASS		1,500.00	2,520.00		-1,020.00		510.00	
	73300 201		SOCIAL SECURITY		13,466.40	5,966.40		7,500.00		1,234.20	
	73300 204		STATE RETIREMEN		22,371.60	8,512.54		13,859.06		1,758.33	
	73300 210		UNEMPLOYMENT CO			2.84		-2.84			
	73300 212		EMPLOYER MEDICA		3,149.40	1,395.31		1,754.09		288.64	
	73300 217		RETIREMENT-HYBR			394.02		-394.02		84.24	
	73300 422		FOOD SUPPLIES			239.37	151.39	-390.76		239.37	40.76
	73300 429		INSTRUCTIONAL S		4,785.71	239.98	39.98	4,505.75		63.52	
	73300 499		OTHER SUPPLIES		1,500.00	239.59	60.00	1,200.41			
	73300 524		STAFF DEVELOPME			10.44	9.56	-20.00		10.44	
	73300 599		OTHER CHARGES		4,641.61			4,641.61			
	73300 ---		COMMUNITY SERVI		267,114.72	118,592.79	260.93	148,261.00		24,685.41	40.76

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December	2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
73400														
	73400	116				TEACHERS	119,189.00	122,601.00	49,514.10		73,086.90	9,784.58		
	73400	117				CAREER LADDER P	1,000.00	1,000.00	500.00		500.00			
	73400	163				EDUCATIONAL ASS	28,600.00	29,473.60	11,693.80		17,779.80	2,338.76		
	73400	186				LONGEVITY PAY	2,500.00	2,500.00	1,600.00		900.00			
	73400	195				CERTIFIED SUBST			112.50		-112.50			
	73400	198				NON-CERTIFIED S	1,500.00	1,500.00	1,185.00		315.00	487.50		
	73400	201				SOCIAL SECURITY	9,473.00	9,738.70	3,748.90		5,989.80	759.16		
	73400	204				STATE RETIREMEN	10,876.00	11,238.02	5,362.35		5,875.67	1,025.69		
	73400	207				MEDICAL INSURAN	41,448.00	41,448.00	10,460.00		30,988.00	680.27		
	73400	208				DENTAL INSURANC	137.00	137.00	63.84		73.16	9.12		
	73400	210				UNEMPLOYMENT CO	105.00	105.00	20.53		84.47	4.81		
	73400	212				EMPLOYER MEDICA	2,215.00	2,277.14	880.77		1,396.37	178.02		
	73400	429				INSTRUCTIONAL S	2,800.00	2,800.00		67.50	2,732.50			
	73400	524				STAFF DEVELOPME	1,500.00	1,500.00			1,500.00			
	73400	790				OTHER EQUIPMENT			424.30		-424.30			
	73400	---				EARLY CHILDHOOD	221,343.00	226,318.46	85,566.09	67.50	140,684.87	15,267.91		

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	December 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
76100										
	76100 799		OTHER CAPITAL O	700,000.00	700,000.00	642,553.37	271,516.81	-214,070.18	77,674.00	540,336.02
	76100 ---		REGULAR CAPITAL	700,000.00	700,000.00	642,553.37	271,516.81	-214,070.18	77,674.00	540,336.02

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	December 2022-23 Monthly Activity	2022-23 Enc Carry Forward
99100										
99100	590		TRANSFERS TO OT	270,000.00	270,000.00			270,000.00		
99100	---		TRANSFERS OUT	270,000.00	270,000.00			270,000.00		

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	December 2022-23 Monthly Activity	2022-23 Enc Carry Forward
Grand Expense Totals				46,041,167.00	46,864,179.03	21,271,590.73	1,120,946.16	24,471,642.14	3,581,073.99	875,476.62

Number of Accounts: 662

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

Fnd T Acct Obj Prj Loc Prg	Account Level Description	2022-23	2022-23	2022-23	Unexpended	December 2022-23
		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	4,963,283.67	4,254,426.33	3,848,353.50
141 R 40120 000 000 00000 000	TRUSTEE'S COLLECTIONS	149,934.00	149,934.00	111,254.89	38,679.11	13,005.36
141 R 40125 000 000 00000 000	TRUSTEE'S COLLECTIONS	5,000.00	5,000.00	1,697.21	3,302.79	1,697.21
141 R 40130 000 000 00000 000	CIR CLK/CLK & MASTER	51,676.00	51,676.00	31,798.38	19,877.62	4,504.88
141 R 40140 000 000 00000 000	INTEREST AND PENALTY	30,513.00	30,513.00	12,813.25	17,699.75	2,362.75
141 R 40210 000 000 00000 000	LOCAL OPTION SALES TA	2,183,549.00	2,183,549.00	2,034,324.18	149,224.82	395,177.01
141 R 40275 000 000 00000 000	MIXED DRINK TAX	6,000.00	6,000.00	7,023.23	-1,023.23	85.75
141 R 41110 000 000 00000 000	MARRIAGE LICENSES	1,867.00	1,867.00	1,035.50	831.50	123.50
141 R 43517 000 000 00000 000	TUITION-OTHER	33,000.00	33,000.00		33,000.00	
141 R 43517 000 000 02105 000	CVES-TUITION AFTER SCHOOL			48,765.00	-48,765.00	12,700.00
141 R 43570 000 000 00000 000	RECEIPTS FROM INDIVID	50,000.00	50,000.00	6,990.45	43,009.55	3,620.90
141 R 43570 000 000 40200 000				25,693.91	-25,693.91	6,290.43
141 R 43583 000 000 00000 000	TBI CRIMINAL BACKGROU			705.55	-705.55	
141 R 43990 000 000 40100 000	OTHER CHARGES FOR SERVICES	40,000.00	40,000.00	28,839.30	11,160.70	
141 R 44130 000 000 00000 000	SALE OF MATERIALS AND	3,000.00	3,000.00	596.00	2,404.00	
141 R 44170 000 000 00000 000	MISCELLANEOUS REFUNDS	65,000.00	65,000.00	30,606.35	34,393.65	3,102.48
141 R 44170 000 000 00003 000	MISCELLANEOUS REFUNDS			218.09	-218.09	
141 R 44170 000 000 30008 000	MISC REFUNDS-STELLER			7,473.79	-7,473.79	3,763.29
141 R 44530 000 000 00000 000	SALE OF EQUIPMENT	3,000.00	3,000.00		3,000.00	
141 R 44560 000 000 00000 000	DAMAGES RECOVERED FRO	1,000.00	1,000.00	30.00	970.00	
141 R 46511 000 000 00000 000	BASIC EDUCATION PROGR 2	30,696,000.00	30,696,000.00	15,368,000.00	15,328,000.00	3,073,600.00
141 R 46515 000 000 00000 000	EARLY CHILDHOOD EDUCA	193,519.00	193,519.00	67,388.18	126,130.82	16,877.41
141 R 46550 000 000 00000 000	DRIVER EDUCATION	15,662.00	15,662.00		15,662.00	
141 R 46590 000 000 00000 000	OTHER STATE EDUCATION	90,000.00	357,114.72	21,539.58	335,575.14	
141 R 46610 000 000 00000 000	CAREER LADDER PROGRAM	72,050.00	72,050.00	42,147.62	29,902.38	
141 R 46851 000 000 00000 000	STATE REVENUE SHARING	190,000.00	190,000.00	81,527.92	108,472.08	
141 R 47147 000 000 00000 000	SAFE AND DRUG-FREE SC		133,048.96	88,279.83	44,769.13	31,271.17
141 R 47309 000 000 00000 000	COVID GRANT D			12,000.00	-12,000.00	
141 R 49700 000 000 00000 000	INSURANCE RECOVERY	2,000.00	2,000.00	39,306.63	-37,306.63	807.03
141 R -----		43,100,480.00	43,500,643.68	23,033,338.51	20,467,305.17	7,417,342.67
141 - -----		43,100,480.00	43,500,643.68	23,033,338.51	20,467,305.17	7,417,342.67

Grand Revenue Totals 43,100,480.00 43,500,643.68 23,033,338.51 20,467,305.17 7,417,342.67

Number of Accounts: 29

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

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 01/11/00
		Rescinds: IFCB	Issued: 09/09/93

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

4 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
5 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
6 end, teachers and principals will be expected to consider the following factors in selecting field trips:
7

- 8 1. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 9 2. Distance traveled in terms of the age level of the students;
- 10 3. Mode and availability of transportation; and
- 11 4. Cost.

12 The following guidelines shall be followed in planning and conducting field trips and excursions:
13

- 14 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance
15 approval of the principal;
- 16 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared
17 by general class discussion and/or research;
- 18 3. If bus transportation is required, the principal or his/her designee shall make the necessary
19 arrangements. A fee will be charged to the school for mileage when school system buses are used;
- 20 4. Signed parental permission forms must be obtained for every student making an off-campus trip
21 beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept
22 on file for the remainder of the school year. The form for parental permission must include:
23 purpose, date, time of departure and return, travel plans, destination, number of chaperones,
24 personal expense involved, rules of conduct and penalties for violation, and other facts necessary
25 for parents to be fully informed. This information is to be completed by the school before the form
26 is signed by the parent;
- 27 5. Overnight educational trips and chaperones must be approved by the principal and the director of
28 schools in advance. These groups must be accompanied by at least one regular staff member and
29 others from the school who are appropriate for adequate supervision and shall be responsible for
30 student conduct while away. Whenever possible, a group should be accompanied by at least one
31 female and one male chaperone if the trip is for a mixed group;

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and
2 activities. Teachers shall permit students to make up class assignments missed because of a
3 trip or activity;
- 4
- 5 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
6 principal immediately upon returning to school. Serious accidents involving personal injury
7 must be reported immediately to the principal and/or director of schools. An emergency shall
8 be dealt with promptly by the teacher or other members of the school staff by taking appropriate
9 action, including sending the student to the hospital or summoning medical aid or ambulance.
10 In cases where it is necessary to send the student to the hospital, reasonable effort must be made
11 to notify the parents.
- 12
- 13 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
14 section must have prior approval of the director of schools or his/her designee;
- 15
- 16 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval
17 by the Board.
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49

Cross References:
Extracurricular Activities 4.300
Attendance 6.200



Linking Learning to Life

Travel Request

Organization MCHS Concert Choir Destination Belle Aire Baptist Church

Date of Trip 1/19/23 Purpose of Trip Freshman Honors Choir

Mode of Transportation: School van (Oak Grove)

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Caroline McNett _____

Madison Wise _____

(Use back if more space is needed)

School System Participants (please print):

Rachel Verdon _____

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Rachel Verdon Date: 1/11/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/11/23
Principal

Approved by: [Signature] Date: 1-11-23
Director of Schools



Linking Learning to Life

Travel Request

Organization SDC Intro. to Education Destination Oak Grove Elementary

Date of Trip beginning Jan 31 and going through April 6 Purpose of Trip Required observation hours

Mode of Transportation: bus 2x/week on Tuesdays and Thursdays

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

See attached rosters

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer

(Use back if more space is needed)

Volunteer Participants (please print):

N/A

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Mary Brewer Date: 1/18/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/18/23
Principal

Approved by: [Signature] Date: 1-18-23
Director of Schools



Travel Request

Organization FCA Destination Mars Hill Baptist Church

Date of Trip 2/8/23 Purpose of Trip Leadership Training

Mode of Transportation: Church Van

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

<u>Ava Edmonson</u>	<u>Thomas Johns</u>	<u>Lucas Bivens</u>
<u>Maggie Daugherty</u>	<u>Becca Clark</u>	<u>Bryant Ellis</u>
<u>Matthew Morgan</u>	<u>Houston Matlock</u>	
<u>Emory Hall</u>	<u>Nathaniel Carter</u>	

(Use back if more space is needed)

School System Participants (please print):

Katie Fears Summer Milewski

(Use back if more space is needed)

Volunteer Participants (please print):

Larry Chatman


(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Summer Milewski Date: 2/2/23
Teacher/Sponsor

Approved by:  Date: 2/2/23
Principal

Approved by: Garth Powell Date: 2-3-23
Director of Schools



Travel Request

Linking Learning to Life

Organization LMS Chronos Destination Murfreesboro First United Methodist

Date of Trip 2/15/23 Purpose of Trip Concert Performance Assessment

Mode of Transportation: school bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

(rosters attached)

Lydia Allen (MCHS student)

(Use back if more space is needed)

School System Participants (please print):

Rachel Verdon

Naphthali Rothrock*

(Use back if more space is needed)

Volunteer Participants (please print):

Pamela Walls Larae Molnar*

Sheila Miller* Ashley Taylor*

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No ** pending background check*
(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Rachel Verdon Date: 2/3/23
Teacher/Sponsor

Approved by: [Signature] Date: 2/6/23
Principal

Approved by: [Signature] Date: 2-6-23
Director of Schools



Linking Learning to Life

Travel Request

Organization Teaching as a Profession I Destination Westhills Elementary

Date of Trip Starting Feb 16 and going through March 23 1x/week on Thursdays Purpose of Trip Observation / Internship

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

See attached rosters.

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer

(Use back if more space is needed)

Volunteer Participants (please print):

N/A

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Mary Brewer Date: 1/18/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/18/23
Principal

Approved by: [Signature] Date: 1-18-23
Director of Schools



Linking Learning to Life

Travel Request

Organization Teaching as a Profession I Destination Marshall Elementary

Date of Trip 2/16/23 - 3/23/23 Purpose of Trip observation/internship
(Thursdays)

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

See Attached Roster

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer

(Use back if more space is needed)

Volunteer Participants (please print):

N/A

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Mary Brewer Date: 1/18/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/18/23
Principal

Approved by: [Signature] Date: 1-18-23
Director of Schools



--Travel Request

Linking Learning to Life

Organization Principles of Manufacturing E Destination Southern Carton _____

Date of Trip 02/23/23 Purpose of Trip Tour

Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Student list attached _____

(Use back if more space is needed)

School System Participants (please print):

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by Danny Adams Date 01/12/23

Teacher/Sponsor

Approved by: [Signature] Date: 1/12/23

Principal

Approved by: [Signature] Date: 1-12-23

Director of Schools



--Travel Request

Linking Learning to Life

Organization Advanced Industrial Maintenance A Destination Teledyne _____

Date of Trip 02/23/23 Purpose of Trip Tour

Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Student list attached _____

(Use back if more space is needed)

School System Participants (please print):

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by Danny Adams Date 01/12/23

Teacher/Sponsor

Approved by: [Signature] Date: 1/12/23

Principal

Approved by: [Signature] Date: 1-12-23

Director of Schools



Linking Learning to Life

Travel Request

Organization: Cosmetology

Destination: TCAT & Paul Mitchell Schools; Murfreesboro, Tn.

Date of Trip: 2/27/2023

Purpose of Trip: Tour Colleges for students' post-secondary education

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print): attached

Student list attached: attached

School System Participants (please print): Genia Borton

Volunteer Participants (please print): none

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Genia Borton; Teacher/Sponsor

Date: 2/2/2023

Approved by: _____

Principal

Date: _____

2/2/23

Approved by: _____

Director of Schools

Date: _____

2-2-23



Travel Request

Organization RBOB Destination White House Heritage HS
 Date of Trip 3/2/23 Purpose of Trip Concert Performance Assessment
 Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No
 (bus request attached)

Student Participants (please print):

Roster attached

(Use back if more space is needed)

School System Participants (please print):

Caleb Boone

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No
 (See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Caleb Boone Date: 1/30/23
 Teacher/Sponsor

Approved by: [Signature] Date: 1/31/23
 Principal

Approved by: [Signature] Date: 1-31-23
 Director of Schools



Travel Request

Organization FFA Destination MTSU

Date of Trip 3/13 Purpose of Trip Judging Contest

Mode of Transportation: van

Is school system transportation/personnel required? ___ Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? ___ Yes ___ No

Student Participants (please print):

4 students

(Use back if more space is needed)

School System Participants (please print):

Rebecca Blount

(Use back if more space is needed)

Volunteer Participants (please print):

0

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? ___ Yes ___ No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? ___ Yes ___ No

Travel Requested by: [Signature] Date: 3/10/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/11/23
Principal

Approved by: [Signature] Date: 1-12-23
Director of Schools



Travel Request

Organization FFA Destination Catlinburg TN

Date of Trip 3/19-22/23 Purpose of Trip Convention

Mode of Transportation: van

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

6 students

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Rebecca Blount Date: 1/6/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/9/23
Principal

Approved by: [Signature] Date: 1-9-23
Director of Schools



Travel Request

Organization FBLA & Educators Rising Destination Middle Tn State University

Date of Trip March 22, 2023 Purpose of Trip Post-Secondary Career Opportunities

Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Please see attached lists.

(Use back if more space is needed)

School System Participants (please print):

Kimberly Anderson Mary Brewer

Melodia Johnson

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Kimberly S. Anderson Date: Feb. 8, 2023

Teacher/Sponsor

Approved by: Justin Perry Date: 2/8/23

Principal

Approved by: Carol Lovell Date: 2-9-23

Director of Schools

Educators Rising Club Roster 22-23 : Sheet1

	A	B	C	D
1		Name	Grade	Points
2		Azareyah Brown	12	4
3		Reagan Cope	12	4
4		Alison Fautt	12	4
5		Hannah Hollingsworth	12	5
6		Caraline Hollingsworth	12	6
7		Sabra Hopper	12	5
8		Leidy Jalmes	12	4
9		Anna Levi	12	5
10		Caden Mills	12	4
11		Mallory Woodward	12	5
12		Anna Wunderlin	12	5
13		Heer Patel	12	6
14		Jaci Brady	11	3
15		Hannah Christmas	11	3
16		Derriona Edmond	11	1
17		Mallory Hardison	11	8
18		Reese Lentz	11	4
19		Alana Olson	11	3
20		Jasmine Alvarez	10	4
21		Cara Cheek	10	6
22		Hannah Grant	10	5
23		Haven Kohn	10	4
24		Kartie Lohr	10	5
25		Maggie Stealy	10	6
26		Laney Stokes	10	4
27		Addison Thompson	10	5
28		Tmyah Cannon	9	3
29		Emily Conner	9	3
30		Devarfanna Cross	9	1
31		Maddie Wise	9	5



Travel Request

Organization HS Beta Destination Nashville Zoo

Date of Trip 3-24-23 Purpose of Trip Reward trip

Mode of Transportation: School bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

HS Beta members who have earned 75/50 points.

(Use back if more space is needed)

School System Participants (please print):

Libby Stubblefield Tracy Hall

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Libby Stubblefield Date: 3/17/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/18/23
Principal

Approved by: [Signature] Date: 1-18-23
Director of Schools



Travel Request

Organization MCHS Student Council Destination Houston High School

Date of Trip 3/24 - 26/23 Purpose of Trip TASC State Convention

Mode of Transportation: Vans

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

List provided once approved and registered

(Use back if more space is needed)

School System Participants (please print):

Vanessa Sweeney _____

Dayrin Jones _____

(Use back if more space is needed)

Volunteer Participants (please print):

Ryan Sweeney _____

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Vanessa Sweeney Date: 1/19/2023
Teacher/Sponsor

Approved by: [Signature] Date: 1/19/23
Principal

Approved by: [Signature] Date: 1-19-23
Director of Schools



Travel Request

Linking Learning to Life

Organization Lewisburg Tiger Baseball Destination Pigeon Forge

Date of Trip 3-29-4-1-2023 Purpose of Trip Baseball Team

Mode of Transportation: Charter Bus Driven Mr Flowers

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Baseball Team (Will McRater)

(Use back if more space is needed)

School System Participants (please print):

Coach Mike Reese Coach Jimmy Henson Coach Ryan Henry

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Mr. Reese Date: 1-10-2023
Teacher/Sponsor

Approved by: [Signature] Date: 1-10-23
Principal

Approved by: Carol Somers Date: 1-10-23
Director of Schools



Linking Learning to Life

Travel Request

Organization Leo Club Destination NHC Lewisburg / Ten Pen Columbia

Date of Trip 4-4-2023 Purpose of Trip Nursing Home visit and annual reward

Mode of Transportation: Bus trip

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Leo Club Members grades 8th - 12th

(Use back if more space is needed)

School System Participants (please print):

Lorrie Clark

Another Teacher

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No
(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Lorrie Clark Date: 2-2-2023
Teacher/Sponsor

Approved by: [Signature] Date: 2/2/23
Principal

Approved by: [Signature] Date: 2-3-23
Director of Schools



Travel Request

Linking Learning to Life

Organization Lewisburg Tiger Baseball Destination Granby CO

Date of Trip 4-7-4-8 Purpose of Trip Baseball Team

Mode of Transportation: Charter Bus Driven by Mr Flowers

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

Baseball Team (Will Add Roster)

(Use back if more space is needed)

School System Participants (please print):

Coach Mike Reese Coach Jimmy Newton Coach Ryan Henry

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Mr. Low Date: Jan 10, 2023
Teacher/Sponsor

Approved by: [Signature] Date: 1/10/23
Principal

Approved by: [Signature] Date: 1-10-23
Director of Schools

Travel Request

Organization 6th Meath Destination MTSU

Date of Trip 4/13/23 Purpose of Trip Meath Competition

Mode of Transportation: Van

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print): (6)

(Use back if more space is needed)

School System Participants (please print):

Josh Harmon
Jason Ellis

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Josh Harmon Date: 2-8-23
Teacher/Sponsor

Approved by: [Signature] Date: 2-8-23
Principal

Approved by: [Signature] Date: 2-8-23
Director of Schools



Travel Request

Organization CHES Kindergarten Destination Lucky Ladd

Date of Trip 4.13.23 Purpose of Trip Explore the farm

Mode of Transportation: 2 Buses

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

All K students

(Use back if more space is needed)

School System Participants (please print):

Stacey Coleman Pendley Clark
Townsend Rollins Whitley Helmick

} 1 or 2
} sped
} assistants }

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: C. Whitley Date: 2-9-23
Teacher/Sponsor

Approved by: Dawn Hoday Date: 2-9-23
Principal

Approved by: Jason Powell Date: 2-9-23
Director of Schools



Travel Request

Linking Learning to Life

SDC

Organization Teaching as a Profession Destination Oak Grove Elementary

Date of Trip 5-5-23 Purpose of Trip Assist with OGES field day

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

See roster attached

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer

(Use back if more space is needed)

Volunteer Participants (please print):

N/A

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Mary Brewer Date: 1/18/23
Teacher/Sponsor

Approved by: [Signature] Date: 1/18/23
Principal

Approved by: [Signature] Date: 1-18-23
Director of Schools

Travel Request

Linking Learning to Life

Organization Forrest 8th Grade Destination Columbia Bowling

Date of Trip May 15 Purpose of Trip End year trip

Mode of Transportation: 3 buses and van

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

- 8th grade students
- List of students will be provided after permission slips have been returned

(Use back if more space is needed)

School System Participants (please print):

<u>L. Perryman</u>	<u>N. Curry</u>	<u>S. Stinnett</u>	<u>S. Nance</u>
<u>P. Bragg</u>	<u>K. Stacey</u>	<u>M. Wickersm</u>	

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No
(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: M. Wickersm Date: 1-27-2023
Teacher/Sponsor

Approved by: [Signature] Date: 1/30/23
Principal

Approved by: Carol Lovell Date: 1-30-23
Director of Schools

Travel Request

Linking Learning to Life

Organization AP U.S. History History Club Destination Carton House, Franklin, TN

Date of Trip 5/15/23 Purpose of Trip Tour of Historical Site

Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

See attached

(Use back if more space is needed)

School System Participants (please print):

Laurie Crowell
Travis Hillis

(Use back if more space is needed)

Volunteer Participants (please print):

N/A

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No

Travel Requested by: Laurie Crowell Date: 2/2/23
Teacher/Sponsor

Approved by: Justin Per Date: 2/3/23
Principal

Approved by: Carol Sorrell Date: 2-5-23
Director of Schools

Linking Learning to Life

Travel Request

Organization DHS 6th Grade SMAK Club

Destination Lookout Mountain

Chattanooga TN

Date of Trip May 15, 2023

Purpose of Trip Reward trip

Mode of Transportation: Grayline of TN

Is school system transportation/personnel required? Yes No

If school system transportation/personnel is required, has the Bus Garage been notified? Yes No

Student Participants (please print):

(list attached)

(Use back if more space is needed)

School System Participants (please print):

Tanya Leonard

Sara Fuller

Josh Harmon

Lacey Lampley

Leah Mitchell

(Use back if more space is needed)

Volunteer Participants (please print):

n/a

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No n/a
(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

Does the Central Office have the Volunteer Participants' fingerprints on file? Yes No n/a

Travel Requested by: Lacey Lampley

Date: 2/7/2023

Approved by: Robert J. Reasoner

Date: _____

Approved by: Paul Soule
Director of Schools

Date: 2-8-23

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



Linking Learning to Life

REQUEST FOR USE OF Cornersville High
(SCHOOL)

Area/Room of the building requested Gym

Name/Type of event to be held AAU Basketball

Date of the event January - June 2023 Time _____

Organization/Person requesting use Ben Walker

Name of insurance company Accord Amount of coverage 1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Ben Walker / Lions Club

Address 2111 Hobbs Shaw Rd. Phone _____ Cell 931-698-3333

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 [Signature]

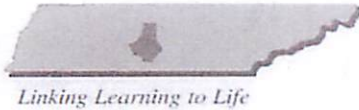
Signature of principal [Signature]

Signature of Director of Schools for approval Carol Powell

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. School facilities may not be used for religious purposes on a permanent basis (over 6 months).



REQUEST FOR USE OF Lewisburg Middle School
(SCHOOL)

Area/Room of the building requested Gym

Name/Type of event to be held Basketball

Date of the event Sundays, Thursdays - End Date 5-1-23 Time 1pm - 6pm

Organization/Person requesting use Chris Mason

Name of insurance company Chappell Insurance Agency Amount of coverage 1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Chris Mason

Address 2439 Old Farmington Rd Phone 931-446-3331 Cell same

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 [Signature] Date 1/10/23

Signature of principal [Signature] Date 1/10/23

Signature of Director of Schools for approval [Signature] Date 1-12-23

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.



REQUEST FOR USE OF Westhills
(SCHOOL)

Area/Room of the building requested Baseball Practice field (playground)

Name/Type of event to be held 7-8yr old baseball practice

Date of the event Mondays and Wednesdays Time 5pm-7pm

Organization/Person requesting use Richard Warf

Name of insurance company K&K Ins. Group, Inc Amount of coverage \$1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Richard Warf

Address 425 Forrest Street Phone _____ Cell 931-205-3186

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 Richard Warf Date 1/15/2023

Signature of principal Christy Date 1/17/23

Signature of Director of Schools for approval Jacob Sovalle Date 1-17-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF CHES
(SCHOOL)

Area/Room of the building requested Baseball field (K-1 side)

Name/Type of event to be held Baseball Practice

Date of the event Jan 23 - June 23 Time 4pm - 8pm

Organization/Person requesting use Casey Whitley CHYBSL

Name of insurance company Bene-Marc Inc. Amount of coverage 1,000,000

Contact person for organization using building Casey Whitley
*Minimum coverage of \$1,000,000 required

Address 8492 Bradyville Pk Murfreesboro, TN Phone _____ Cell 931-703-8118

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 Casey Whitley Date 1-20-23

Signature of principal Deann Huley Date 1-20-23

Signature of Director of Schools for approval Garth Powell Date 1-25-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Lewisburg Middle School
(SCHOOL)

Area/Room of the building requested Auditorium

Name/Type of event to be held Showing of film, Show Me The Father

Date of the event Thursday, January 26 Time 6:00-8:30

Organization/Person requesting use Hopetown/Frank Sullivan

Name of insurance company Brotherhood Mutual Amount of coverage 1,000,000

Contact person for organization using building Frank Sullivan *Minimum coverage of \$1,000,000 required

Address 1339 Yell Rd, Lewisburg, TN 37091 Phone 931-993-7791 Cell 406-546-7923

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 [Signature] Date 01/11/23

Signature of principal [Signature] Date 1/13/23

Signature of Director of Schools for approval [Signature] Date 1-29-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Lewisburg Middle School
(SCHOOL)

Area/Room of the building requested ~~gymnasium~~ baseball practice field

Name/Type of event to be held baseball practice

Date of the event Tuesday, Thursday, Friday Time 5-7pm

Organization/Person requesting use (Any Day its available) Middle Tennessee Alliance (MTA 9U)

Name of insurance company Chappell insurance Amount of coverage PL - 2,000,000

Contact person for organization using building Justin McCord *Minimum coverage of \$1,000,000 required

Address 1411 Titan Way Lewisburg TN Phone 615-335-6311 Cell _____

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 [Signature]

Date 1/25/23

Signature of principal [Signature]

Date 1/26/23

Signature of Director of Schools for approval [Signature]

Date 1-30-23

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.



REQUEST FOR USE OF Cornersville High School
(SCHOOL)

Area/Room of the building requested Old gym
Name/Type of event to be held Practice for travel Basketball (Boys)
Date of the event Mon, Wed, & Thurs. Time 6:00 - 8:00
Organization/Person requesting use Cornersville Ballers
Name of insurance company Chappell Insurance Amount of coverage 2,000,000
*Minimum coverage of \$1,000,000 required
Contact person for organization using building Reva Pierceall
Address 1470 Mitchell Rd Phone 931-675-0814 cell same

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 Reva Pierceall Date 2/13/23
Signature of principal [Signature] Date 2/13/23
Signature of Director of Schools for approval [Signature] Date 2-13-23

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.



REQUEST FOR USE OF Forest
(SCHOOL)

Area/Room of the building requested Cafeteria

Name/Type of event to be held Chili Cook Off

Date of the event 2/18/23 Time _____

Organization/Person requesting use Caleb Boone / Rocket Band of Blue

Name of insurance company _____ Amount of coverage _____

Contact person for organization using building Caleb Boone *Minimum coverage of \$1,000,000 required

Address _____ Phone _____ Cell 931-246-0452

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 Caleb Boone

Date 1/19/23

Signature of principal [Signature]

Date 1/20/23

Signature of Director of Schools for approval [Signature]

Date 1-25-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF _____
(SCHOOL)

Area/Room of the building requested Cafeteria & Aux Gym

Name/Type of event to be held Pancake Breakfast & Craft Fair

Date of the event Feb 25th Time 7:00am / All Day

Organization/Person requesting use LEO Club

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building L. Clark

Address _____ Phone _____ Cell _____

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 Larrie Clark Date 1-10-22

Signature of principal _____ Date 1/11/23

Signature of Director of Schools for approval Just Lovell Date 1-12-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested Aux Gym
 Name/Type of event to be held Tryout Camp
 Date of the event March 4, 2023 Time 8-2
 Organization/Person requesting use Kendra Burkett
 Name of insurance company _____ Amount of coverage _____
 *Minimum coverage of \$1,000,000 required

Contact person for organization using building Kendra Burkett
 Address 1606 Christi Ave. Phone _____ Cell 931-627-2344

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 Kendra Burkett
 Signature of principal _____
 Signature of Director of Schools for approval Carol Sorrells

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. School facilities may not be used for religious purposes on a permanent basis (over 6 months).



REQUEST FOR USE OF Forrest High School
(SCHOOL)

Area/Room of the building requested Forrest High School Main Gym
Name/Type of event to be held Community Dodgeball Tournament
Date of the event 03/04/23 Time All Day
Organization/Person requesting use Youth First / Stacy Alexander
Name of insurance company _____ Amount of coverage _____
*Minimum coverage of \$1,000,000 required
Contact person for organization using building Stacy Alexander
Address 4044 Cottonwood Court Phone _____ Cell 615-801-3794

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 Stacy Alexander Date ~~03-04-23~~ 1/12/23
Signature of principal _____ Date 1/13/23
Signature of Director of Schools for approval _____ Date _____

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.

Carol Lovell
1-17-23



REQUEST FOR USE OF MCHS Gym
(SCHOOL)

Area/Room of the building requested Gym, lobby of gym, and bathrooms

Name/Type of event to be held MCHS Alumni Trivia Night

Date of the event March 11, 2023 Time 6:00 pm

Organization/Person requesting use MCHS Alumni / Jeanne Wiles

Name of insurance company TN Farmers Mutual Amount of coverage \$1,000,000.00
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Jeanne Wiles

Address 321 White Dr, Lewisburg Phone / Cell 931-993-0343

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 Jeanne Wiles Date 1/11/2023

Signature of principal [Signature] Date 1/11/23

Signature of Director of Schools for approval [Signature] Date 1-11-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.

REQUEST FOR USE OF Marshall County High School
(SCHOOL)

Area/Room of the building requested Lecture Hall/Theatre

Name/Type of event to be held Beauty & the Beast Performance & Rehearsal
(6 days) - 4 practice/2 day performance

Date of the event 3/14, 4/25, 4/26, 4/27, 4/28, 4/29 Time 5pm-9:30pm
4pm-8pm, 4pm-8pm, 4pm-8pm, 4pm-8pm, 4pm-9pm, 11am-3pm ← see times

Organization/Person requesting use Rose Guillette / Youth Theater Group (OTC)

Name of insurance company Philadelphia Ins. Co. Amount of coverage \$1,000,000/\$3,000,000
Policy # - EVI06805 *Minimum coverage of \$1,000,000 required

Contact person for organization using building Rose Guillette

Address 770 Hidden Valley Phone 931 357-8143 Cell 617 447 1082

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 [Signature]

Date 1/31/23

Signature of principal [Signature]

Date 2/2/23

Signature of Director of Schools for approval [Signature]

Date 2-2-23

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.



REQUEST FOR USE OF

Forrest
(SCHOOL)

Area/Room of the building requested Aux gym

Name/Type of event to be held Middle School / High School Cheer try-outs

Date of the event 3-20 - 3-24 Time 2:30 - 5:00

Organization/Person requesting use Rhonda Armstrong

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building _____

Address 1871 Gunner Lane Chapel Hill Phone _____ Cell 931-637-1584

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 Rhonda Armstrong Date 1-17-2023

Signature of principal [Signature] Date 1/19/23

Signature of Director of Schools for approval Jacob Powell Date 1-19-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF LMS Auditorium
(SCHOOL)

Area/Room of the building requested LMS auditorium

Name/Type of event to be held MCHS CLASS OF 2023 Prom Walk OUT

Date of the event April 22, 2023 Time _____

Organization/Person requesting use Carlyn Mills + Prom Committee

Name of insurance company _____ Amount of coverage _____

Contact person for organization using building Carlyn Mills *Minimum coverage of \$1,000,000 required

Address 2224 New Columbus Hwy Phone _____ Cell 931-637-2349

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 Carlyn Mills Date 1-20-2023

Signature of principal [Signature] Date 1/24/23

Signature of Director of Schools for approval Carol Swartz Date 1-24-23

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.



REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested Auditorium

Name/Type of event to be held Miss Chapel Hill Pageant

Date of the event May 5th and May 6th (May 1st-4th 3:00-7:00 for practice) Time May 5th 3:00-9:00 May 6th 7:00am-4:00pm

Organization/Person requesting use Rhonda Armstrong FHS Cheer

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building Rhonda Armstrong

Address 1871 Gunner Lane Chapel Hill Phone _____ Cell 931-637-1584

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 Rhonda Armstrong Date 1-17-2023

Signature of principal [Signature] Date 1/19/23

Signature of Director of Schools for approval Carol Lovell Date 1-19-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF _____

(SCHOOL)

Area/Room of the building requested CHS Auditorium and Crabtree's/Tarrs rooms

Name/Type of event to be held Little Miss and Miss Cornerstone Pageants

Date of the event May 16th, 2023 Time All Day-Event

Organization/Person requesting use CHS Cheer

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building Scarlett King

Address _____ Phone 9316754872 Cell _____

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 Scarlett King Date 1/31/23

Signature of principal [Signature] Date 1/31/23

Signature of Director of Schools for approval [Signature] Date 1-31-23

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. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.