

Regular Board Meeting

August 14, 2023 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Public Comment	
3. Committee Reports/Schedule Committee Meetings	
1. Policy Committee - August 14, 2023	
4. Consent Agenda	
1. Attendance Committee	
2. Minutes	
3. Sick Leave Bank Trustees	
4. Out-of-State/Overnight Travel Request Request	
1. Lewisburg Middle School 8th grade Washington DC with E.F. Tours	
5. Bids	Jacob Sorrells, Chris Lowe
1. Diesel & Gas	Jacob Sorrells, Chris Lowe
6. Federal Budgets	Jacob Sorrells, Chris Lowe, Meredith Collins, Julie Thomas, Frank Musgrave
1. Original Budgets	Jacob Sorrells, Chris Lowe, Meredith Collins, Julie Thomas, Frank Musgrave
7. Johnson & Bailey Architectural Design Proposal - SLTC Additions	Jacob Sorrells, Chris Lowe
8. New Business	
9. Director's Report	Jacob Sorrells
10. Adjourn	Julie Keny Cathey
11. FYI	
1. Approved Fundraisers	
2. Monthly Financial Report	
3. Opening Enrollment Numbers	
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: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 07/10/23
		Rescinds: 1.404	Issued: 10/08/12

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints
4 or concerns which have not advanced through the proper administrative procedure from the point of
5 origin.

6 If all administrative channels have been pursued and there is still a desire to appeal to the Board, the
7 matter shall be referred in writing and the Board shall determine whether to hear the appeal.

8 APPEARING BEFORE THE BOARD

9 The executive committee may place individuals on the agenda. Other individuals desiring to appear
10 before the Board must submit a written request with descriptive materials to the office of the director of
11 schools seven (7) business days before the meeting. If the request is approved by the Executive
12 Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized
13 at the meeting and given three minutes to speak. The public may address the board about any concerns
14 except personnel matters, which are the responsibility of the director of schools.

15 The Board may, at its discretion, waive the seven day rule in case of a situation which makes such notice
16 impractical or impossible.

17 Delegations must select only one individual to speak on their behalf unless otherwise determined by the
18 Board.

19 Guidelines for individuals who address the Board:

- 20 1. Those requesting to speak to the Board must have documented evidence that they have followed
21 the chain of command in addressing this issue.
 - 22 2. Each person speaking shall state his/her name, address, and subject of remarks.
 - 23 3. Individuals speaking to the Board will address their remarks to the chair.
 - 24 4. Individuals may address the Board only on items that the Board can take action on.
 - 25 5. No response is necessary by the Board or any board member.
 - 26 6. If appropriate, the Board or the director of schools will respond at a later date.
 - 27 7. Time is not transferable to another individual.
 - 28 8. Name calling, personal attacks, profanity, threats, verbal abuse, or disruption of the orderly
29 meeting process will result in the individual or group being asked to leave the meeting.
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1 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
 2 the office of the director of schools.

3 Public Comment Period ²

4 There shall be a public comment period for each meeting with actionable items on the agenda, with the
 5 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda.
 6 The total public comment period shall be for no more than ten (10) minutes. If an individual wishes to
 7 address the Board during the public comment period, he/she must contact the director the Wednesday
 8 prior to the school board meeting. If Wednesday is a holiday, then sign-ups will be Thursday prior to
 9 the meeting. Each speaker shall be given no more than two (2) minutes. Delegations shall select only
 10 one (1) individual to speak on their behalf unless otherwise determined by the Board.

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Legal References:

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References:

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns 6.305

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;
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- 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
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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

Safety Committee

*John Daniel Allen & Julie Keny Cathey
The entire board will make up the safety
committee.

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.

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 08/14/23
		Rescinds: 3.206	Issued: 02/14/22

- 1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
- 2 public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the
- 3 welfare of the community, as approved by the director of schools.¹

- 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
- 6 given 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
- 8 \$1,000,000.
- 9 c. Proof of insurance and the *Use of School Facility* form must be presented at the central office for
- 10 final approval by the director of schools.
- 11 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the
- 12 schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
- 13 3. School facilities may not be used for private profit, except for after-school tutoring/lessons provided
- 14 by a certified employee of the Marshall County School System to enhance the educational process.
- 15 Any for-profit group who wishes to use school facilities for one-time performances or other programs
- 16 must have special Board approval;²
- 17 4. Unused facilities may be leased for private day-care centers which provide educational and child
- 18 care services to the community;²
- 19 5. All activities must be under competent adult supervision and approved by the building principal. In
- 20 all cases, an assigned school employee will be present. The group using the facilities will be
- 21 responsible for any damage to the building or equipment and payment of supervision and clean up
- 22 at the rate of time and a half the hourly rate of the personnel used;
- 23 6. Groups receiving permission for building use are restricted to the dates and hours approved and to
- 24 the building area and facilities specified;
- 25 7. Groups receiving permission for building use are responsible for the observance of all fire and safety
- 26 regulations at all times;
- 27 8. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted
- 28 in school buildings. Smoking within the building is not permitted;
- 29 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil
- 30 Defense, and will make suitable facilities available without charge during community emergencies;
- 31 10. When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the
- 32 use of the equipment. Compensation must be paid to cafeteria member(s) at the rate of time and one-
- 33 half of their hourly rate.
- 34 11. When a third-party vendor uses a facility and a custodian is used, a fee of **\$25** per hour plus the fixed
- 35 Medicare, Social Security, and retirement rates must be paid to the Central Office.

- 1 12. When a third-party vendor uses facility and other school personnel are used, a fee of \$30 per hour
2 plus the fixed charges Medicare, Social Security, and retirement rates must be paid to the Central
3 Office.
- 4 13. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own
5 risk.

Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405
2. TCA 49-2-203(b)(4)(B)

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Tutoring for Pay 5.608
Care of School Property 6.311

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 07/10/23
		Rescinds: 4.204	Issued: 01/11/00

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4 2. Learning loss bridge camps;
- 5 3. After-school learning mini camps (2021–2023); and
- 6 4. Summer learning camps (2021–2023).

7 These programs shall be organized and operated in accordance with state law as well as guidelines
8 provided by the Tennessee Department of Education. Funding for all programming shall be provided for
9 in the annual budget and take into account any available grants. The Board may adopt tuition rates for
10 those students attending a traditional summer school program.³

11 **SUMMER PROGRAMMING²**

12 The Director of Schools shall present a recommended summer programming plan to the Board each year,
13 no later than May 30, outlining the following:

- 14 1. Courses offered;
- 15 2. Transportation;
- 16 3. Class size ratios;
- 17 4. Budget, including staff compensation;
- 18 5. School nutrition needs;
- 19 6. Staffing;
- 20 7. Enrollment criteria; and
- 21 8. Any additional necessary information.

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1 ATTENDANCE REQUIREMENTS²

2 Priority students, as defined by state law, shall not be required to attend summer programs. Local
3 attendance requirements will be set by the principals of the corresponding grade levels.

4 The Director of Schools shall be responsible for developing administrative procedures regarding the
5 attendance requirements of priority students in each program.

6 THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS

7 Students who are required to attend summer programming in order to be promoted to the fourth grade
8 shall attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of
9 the twenty (20) days required for summer school attendance. If more days are missed, students may
10 make up a total of (insert number of days) within (insert district timeframe). Missed days will be
11 documented, and options for make up days will be provided by the (insert option the district uses-
12 Director of Schools, summer programming committee, etc.).

13 Parents shall be provided information on the summer program attendance policy by (insert method
14 district uses).

15 The Director of Schools/designee shall develop administrative procedures regarding the documentation
16 of student attendance including make up days and the administration of the post-test for students who
17 participate in summer programming.

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Legal References:

1. TRR/MS 0520-01-03-.03(9) Public Acts of 2023, Chapter No. 144
2. ~~Public Acts of 2021, Special Legislative Session, Chapter No. 1~~ TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross Reference:

Extended Contracts 5.112

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.402	Issued Date: 08/08/22
		Rescinds:	Issued:

1 General

The librarian shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;
2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
3. Materials shall contain literary, historical, and/or artistic value and merit; and
4. The collection as a whole shall offer a variety of viewpoints.

Each librarian shall be responsible for reviewing his/her school's library collection prior to purchase.

COMPLAINTS²

Tier I

If a complaint is made by an employee, student, or parent/guardian of the Marshall County School system, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. **Keep challenged materials available for use during the reconsideration process.**

Upon receipt of the completed form, the principal shall notify the director of schools. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) days. The review committee is appointed by the principal and **should** include certified Library Media Specialists **personnel**, representatives from classroom teachers, one or more parents, and may include one or more students. ~~The principal is responsible for acquiring the challenged materials and the principal is responsible for distributing challenged materials to the ad hoc materials review committee. To allow time for material acquisition, distribution, and review of challenged materials, a period of thirty (30) working days will be allowed for a final decision to be made by the committee.~~ The principal will inform the director of schools of the review committee's **decision-progress.**

- ~~5. The review committee shall take the following steps after receiving the challenged materials:~~

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; **and**
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; **and**
5. Present a recommendation to the director of schools and the Board.
- ~~6. The Board shall review the recommendation presented by the review committee and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.~~
- ~~7. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.~~

Tier Two

The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

Tier Three

The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References:

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744
2. *Public Acts of 2023, Chapter No. 472*

Cross References:

Textbooks and Instructional Materials 4.400
 Web Pages 4.407
 Controversial Materials 4.801

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 07/10/23
		Rescinds: 5.106	Issued: 07/09/18

1 APPLICATION

2 An individual desiring a position with the Board shall make application to the director of schools on
3 forms developed by his/her office. To ensure the safety and welfare of students and staff, the district
4 shall require criminal history background checks and fingerprinting of applicants for teaching positions
5 and any other positions that require proximity to children.¹ If applying for a teaching position, the
6 Director of Schools shall also check the applicant's license status in the State Board of Education's
7 database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the
8 hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
11 prosecution.³

12 Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of
13 applicants shall be paid in the following manner: The Board will pay the cost of background checks for
14 permanent employees. If the employee does not complete a six (6) month employment period, the cost
15 of the background check will be deducted from the last paycheck.⁴ Substitute teachers and substitute
16 cafeteria workers must pay for their background check at substitute orientation.

17 The Board assigns to the director of schools the duty to conduct thorough background checks and to
18 advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

19 *Professional Employees*

20 The application must include a transcript of credits earned at the colleges or universities attended along
21 with reference information from persons such as previous employers, college professors and supervisors
22 of student teachers. Other information shall include whether such applicant has been dismissed for cause
23 from a school system. If previously employed by a local board of education, the applicant shall provide
24 evidence of acceptable resignation.⁵

25 No person shall be employed:

- 26 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of
27 Education;⁶
- 28 2. Who has been identified by the Department of Children's Services, **or on a similar registry in another**
29 **jurisdiction**, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect,
30 or who poses an immediate threat to the health, safety, or welfare of children;⁷

- 1 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of
- 2 Health, **or on a similar registry in another jurisdiction;**⁷
- 3 4. Who does not present a physician's certificate showing a satisfactory health record or has any
- 4 contagious or communicable disease in such form that might endanger the health of school children;⁸
- 5 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
- 6 and of the United States of America;⁹
- 7 6. Who fails to make a full disclosure of any prior criminal record and any ~~proper~~ **prior** dismissals from
- 8 employment for cause; or
- 9 7. Who does not receive a satisfactory TBI background check.¹⁰

10 *Support Employees*

11 No person shall be employed:

- 12 1. Who has any contagious or communicable disease in such form that might endanger the health of
- 13 the children;⁸
- 14 2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse,
- 15 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the
- 16 health, safety, or welfare of children;⁷
- 17 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of
- 18 Health;⁷
- 19 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 20 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 21 employment for cause; or
- 22 6. Who does not receive a satisfactory TBI background check.¹⁰

23 **EMPLOYMENT**

24 *Professional Employees*

25 After checking references and receiving written recommendations, the director of schools shall hire and

26 assign qualified applicants.

27 *Initial Employment for Professional Employees*

28 **The Director of Schools shall notify such person, in writing, of the offer and conditions of employment.**

29 **Upon receipt of employment notification, such person shall respond within the timeline established by**

30 **the state law.¹² From the date of the written acceptance, such person is considered to be under**

31 **employment with the district and is subject to all rights, privileges, and duties.**

32 ~~Upon initial employment, the director of schools shall notify such person, in writing, of the offer and~~

33 ~~conditions of employment. Upon receipt of employment notification, such person shall have fourteen~~

34 ~~(14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance,~~

35 ~~such person is considered to be under employment with the system and is subject to all rights, privileges~~

36 ~~and duties.¹~~

37 *Support Employees*

- 1 After checking references and receiving written recommendations from principals and/or supervisors,
- 2 the director of schools shall hire and assign qualified applicants.

Legal References:

1. TCA 49-5-406; **TCA 49-5-413**
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. ~~Public Acts of 2018, Chapter No. 938~~ **TCA 49-2-131**
6. TCA 49-5-403; TCA 49-5-101, **TCA 49-5-106**
7. TCA 49-5-413(e); **Public Acts of 2023, Chapter No. 222**
8. TCA 49-5-404; ~~TRR/MS-0520-01-03-.08(2)(f)~~
9. TCA 49-5-405
10. ~~Public Acts of 2018, Chapter No. 1006~~ **TCA 49-5-413(a),(f)**
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, **8 USCA § 1101 et seq.**
12. **TCA-49-5-406(b)**

Cross Reference:

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Interim Employees 5.700**
- Qualifications and Duties of the Director of Schools 5.802

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 08/08/22
		Rescinds:	Issued:

1 *General*

2 The director of schools may hire a retired individual if certain conditions are met as provided for in state
3 law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers
7 may substitute teach for additional days if the director of schools certifies in writing to the Division of
8 Retirement that no other qualified personnel are available to substitute teach.¹

9 ~~EMPLOYMENT CONTRACTS FOR ONE YEAR~~ **GENERAL EMPLOYMENT CONTRACTS**

10 The director of schools may employ **retired teachers**. ~~teachers retired for at least one (1) year for full-~~
11 ~~time employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis.~~
12 Retirement benefits will not be lost or suspended under certain conditions which include, but are not
13 limited to, the following:²

- 14 1. ~~The director of schools of the employing district shall certify in writing that no other qualified~~
15 ~~individuals are available to fill the position;~~
16 2. ~~The Commissioner of Education shall certify that the employing school district serves an area~~
17 ~~that lacks qualified teachers to serve in the position to be filled;~~
18 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
19 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
20 receive medical insurance coverage; and
21 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
22 Board for teachers with no experience filling similar positions or more than eighty-five percent
23 (85%) of the rate of compensation set by the Board for teachers with comparable training and
24 years of experience filling similar positions.

25 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

26 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a
27 kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following
28 conditions:

- 29 1. The retired member has been retired for at least sixty (60) calendar days;

- 1 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
- 2 retirement allowance;
- 3 3. The retired member's employment can't be longer than a one (1) year period; however, the retired
- 4 member can be reemployed for addition one (1) year periods;
- 5 4. The retired member is not drawing disability retirement benefits; and
- 6 5. The retired member can't accrue additional retirement benefits.

7 The director of schools shall notify TCRS of the member's reemployment. ~~and certify in writing that~~
8 ~~the retired member has the required experience and training for the position and that no other qualified~~
9 ~~persons are available to fill the position.~~ Once the retired member is hired by the district, the district
10 shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of
11 reemployment the greater of (1) a payment equal to the amount the school district would have contributed
12 to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.

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Legal References:

1. TCA 8-36-805; **Public Acts of 2023, Chapter No. 425**
2. TCA 8-36-821; **Public Acts of 2023, Chapter No. 425**
3. ~~Public Acts of 2022, Chapter No. 821~~ **TCA 8-36-822;**
Public Acts of 2023, Chapter No. 425

Cross Reference:

Application and Employment 5.106
Substitute Teachers 5.701

Marshall County Board of Education

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

1 PROFESSIONAL PERSONNEL

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

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

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

11 A certificate from the physician on forms furnished by the Board may be required in support of any
12 claim for sick leave pay.⁴

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

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

18 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
19 school system, provided that the director of schools of the system in which the accumulated leave was
20 held provides notarized verification.⁴³

21 SUPPORT PERSONNEL

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

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

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

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

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

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

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

11 **SICK LEAVE BANK**

12 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
13 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

14 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
15 the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall be
16 appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
17 regulations consistent with state law⁵⁶. Employees wishing to participate shall initially give a maximum
18 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
19 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
20 nontransferable.³⁷

21 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
22 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
23 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
24 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
25 employee.³⁷

26 An employee who is a member of the sick leave bank may request an allotment of days (for the
27 employee's personal illness ~~only~~ or on account of an illness of his/her minor child) in the manner
28 designated by the trustees. The need for these days must be verified by a statement from a doctor.⁸

29 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
30 year.^{4 9} Membership withdrawal results in forfeiture of all days contributed.

31 The sick leave bank shall be operated in accordance with state law.¹⁰

32

33

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1

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-1-2-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. ~~TCA 49-5-806~~ Public Acts of 2023, Chapter No. 151
9. TCA 49-5-808(j)
10. TCA 49-5-801 et seq.

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/08/22
		Rescinds: 6.200	Issued: 07/12/21

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

3 The director of schools/designee shall ensure that this policy is posted in each school building and
4 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

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

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

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

17 ABSENCES

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

20 Excused absences shall include:⁴

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

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

- 29 1. Personal illnesses, serious family illness or family emergency – (a note from the student's
30 parent/guardian or legal custodian will be required for the student's returning to school). The

- 1 note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a
2 student has three (3) school days in which to submit a note. After three (3) days, the absence(s)
3 will become permanently unexcused.
- 4 2. Driver's license (documentation is required).
 - 5 3. Deaths
 - 6 A. In the family – One (1) day will be excused. Additional days will be excused at the discretion
7 of the principal (program or death notice is required upon return to school)
 - 8 B. Of others – The principal may excuse absences with appropriate documentation.
 - 9 4. Religious Holidays/Retreats⁵ – Religious holidays will be excused with proper documentation
10 from the parent. Religious retreats must be pre-authorized by the principal with documentation
11 from religious church/agency sponsoring the retreat.
 - 12 5. Appearance in court (documentation from a court official will be required as documentation).
 - 13 6. Pregnancy.
 - 14 7. Extreme weather conditions.
 - 15 8. School-endorsed activities.

16
17 **III. Principal's Discretion:** Absences involving extenuating or unusual circumstances may be
18 approved or pre-approved by the principal on a case-by-case basis.

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

20 The principal shall be responsible for ensuring that:⁶

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

27 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

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

39

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1 RELEASED TIME COURSE¹⁰

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

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

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

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

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

14 TRUANCY**15 *General***

16 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
17 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
18 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
19 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
20 considered present for school attendance purposes. If a student is required to participate in a remedial
21 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
22 and the school system provides transportation, unexcused absences from these programs shall be
23 reported in the same manner.⁷

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

29 Prior to referral to juvenile court, the following progressive truancy plan will be implemented.

30 *Progressive Truancy Plan⁸***31 Tier I**

32 Tier I of the progressive Truancy Plan shall apply to all students within the district and include
33 schoolwide prevention-oriented supports to assist with satisfactory attendance. These prevention-
34 oriented supports may include, but are not limited to:

- 1 1. Written notification of student absences;
- 2 2. Parent and/or student consultation;
- 3 3. Counseling referrals; or
- 4 4. Other supports deemed appropriate by the school administration.

5 **Tier II**

6 At five (5) unexcused absences, the Truancy Intervention Specialist will work with the school
7 administration to schedule a meeting with the student and parent. At the meeting, an attendance contract
8 shall be signed which specifies the school's attendance expectations for the student, the period for which
9 the contract is effective, and penalties for further absences. In addition, an Individualized Assessment
10 Plan shall be conducted to determine what may be needed to prevent additional unexcused absences.
11 Such things as counseling, community-based services, or other services may be referred and/or
12 implemented.

13 The school and Truancy Intervention Specialist will continue to monitor the student's attendance and
14 meet with the student to discuss progress.

15 **Tier III**

16 If a student continues with additional unexcused absences after Tier I and Tier II have been attempted,
17 then Tier III will be implemented. It will consist of parents and students being cited to the Marshall
18 County Truancy Board for additional services and a warning of juvenile court. Once all three Tiers have
19 been attempted, students and/or parents will be cited to Juvenile Court.¹³ The interventions shall address
20 students' needs in an age-appropriate manner. Finalized plans shall be approved by the director of
21 schools/designee.

22 **STATE-MANDATED ASSESSMENT**

23 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
24 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
25 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
26 Excused students will receive an incomplete in the course until they have taken the EOC exam.

27 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
28 averaged into their final grade.

29 **DRIVER'S LICENSE REVOCATION²**

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

32 **CREDIT/PROMOTION DENIAL**

33 Credit/Promotion denial determinations may include student attendance; however, student attendance
34 may not be the sole criterion.¹¹ However, if attendance is a factor, prior to credit/promotion denial, the
35 following shall occur:

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

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

5 The principal shall be responsible for ensuring that:⁷

- 6 1. Attendance is checked and reported daily for each class;
- 7 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 8 the majority of the day;
- 9 3. All student absences are verified;
- 10 4. Written excuses are submitted for absences and tardiness;
- 11 5. System-wide procedures for accounting and reporting are followed; and
- 12 6. Students who are absent three (3) days without adequate excuse shall be reported to the director
- 13 of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
- 14 student's absence.⁸ The director of schools/designee shall also comply with state law regarding
- 15 the reporting of truant students to the proper authorities.⁸

16 **TARDIES, EARLY DISMISSALS AND DETENTION**

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

22 **ELEMENTARY TARDY* POLICY**

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

24 After five (5) unexcused tardies, parents will receive written notice from school as a warning that further

25 unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After

26 a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy

27 Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect

28 in the Marshall County Juvenile Court.

29 Please note: Elementary students receive three parent notes per semester. Parent notes can be used for

30 unexcused tardies.

31

32 **RULES AND PENALTIES**

- 33 1. A student must present documentation of his/her absence and receive a class admittance note
- 34 before entering class. Documentation must be turned in within three (3) school days from the
- 35 date the student returns to school, or the absences will be unexcused.

2. All missed classwork and tests (whether from an excused or unexcused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s) by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within one day per absence.
3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be construed as make-up time. Under no circumstances will detention time be substituted for class time and/or work missed.
4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student, or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound" teacher to provide instruction.
5. The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.
6. A student participating in a school-sponsored activity, whether on or off campus, will not be counted absent. The student will be eligible to make up all work missed and will receive full credit for the assignment upon completion of the work. To qualify as "school-sponsored", the activity must be school-planned, school-directed, and supervised by an approved sponsor.
7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.
8. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to student information without the express consent of the parent or guardian, if the student is a minor, or the student, if he or she has attained the age of eighteen (18).⁴
9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

ATTENDANCE HEARING¹²

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

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

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

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

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Legal References:

- 1. TCA 49-6-3006
- 2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
- 3. 20 USCA § 1232g
- 4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
- 5. TCA 49-6-2904(b)(5)
- 6. TCA 49-6-3007
- 7. TCA 49-6-3021
- 8. TCA 49-6-3007; TCA 49-6-3009
- 9. TCA 49-6-3022
- 10. TCA 49-2-130
- 11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
- 12. TRR/MS 0520-01-02-.17(7)
- 13. TCA 49-6-3009

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 07/12/21
		Rescinds: 6.202	Issued: 12/08/11

1 A “home school” is a school conducted or directed by a parent or parents or legal guardian or guardians
2 for their own children. Home schools which teach K-12 where the parents are associated with an
3 organization that conducts church-related schools (as defined by §49-50-801) which are supervised by
4 such organization and which administer standardized achievement tests at the same time tests are given
5 in their regular day schools are exempt from the following provisions, but must follow procedures issued
6 by the State Department of Education.¹

7 A parent wishing to conduct a home school shall meet the following requirements:²

- 8 1. Provide annual notice to the director of schools before the commencement of each school year
9 of the intent to conduct a home school;
- 10 2. Submit to the director of schools the name, number, age, grade level of children involved,
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications of
12 the parent/teacher, whether a college preparatory or general course of education will be taught in
13 grades 9-12, and a description of the courses to be taught each year;
- 14 3. Maintain attendance records, subject to inspection of the local director of schools;
- 15 4. Submit attendance records to the director of schools at the end of each school year;
- 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
17 as are required by state law for public schools;³
- 18 6. ~~Possess a high school diploma or a high school equivalency credential approved by the State~~
19 ~~Board of Education;~~⁴ Possess a high school diploma, GED or HiSET in order to conduct classes²;
- 20 7. Cooperate in the administration of appropriate tests as required by the Commissioner of
21 Education, his/her designee or by a professional testing service in grades five (5), seven (7), and
22 nine (9);
- 23 8. Take action according to state law if home school student falls behind appropriate grade level;
- 24 9. ~~Submit proof to the director of schools that the home school student has been vaccinated as~~
25 ~~required by law;~~
- 26 10. Submit proof to the director of schools that other health services and examinations as required
27 by law have been received by the home school student; and
- 28 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
29 employ a tutor having the same qualifications as required of parent/teacher.

30 If one or more of these requirements are not met, the Board authorizes the director of schools to take
31 formal action to bring the child into compliance with the Compulsory Attendance Law (until the child
32 has reached age 17),⁵ either in the home school or in a public, private or church-related school.

33 It shall be the policy of this Board that public school facilities shall be available for home school
34 instruction only when all of the following conditions exist:

- 1 1. Special needs courses are being taught which require services unavailable to the home school
- 2 student;
- 3 2. These services cannot be provided through any means other than the public schools;
- 4 3. Requests for services are made known by the home school parent when notice is given to the
- 5 director of schools of the intent to conduct a home school;
- 6 4. The director of schools investigates request and makes recommendations to the Board;
- 7 5. No overcrowding, additional expenses, including providing transportation, or other special
- 8 situations which interfere with the normal operation of the school system shall be incurred; and
- 9 6. Approval by the Board on a case-by-case basis.

10 The director of schools, through the attendance supervisor, shall have the attendance records of the home
 11 school inspected at least two (2) times each school year in order to provide assistance in implementing
 12 the Compulsory Attendance Law.

13 If a home school student falls more than one (1) year behind his appropriate grade level in his/her
 14 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught
 15 the child at his/her grade level determines through appropriate means that the student is not learning
 16 disabled, the director of schools shall require the parents to enroll the child in a public, private or church-
 17 related school.

18 **STUDENT PERFORMANCE³⁻⁵**

19 The Director of Schools shall develop administrative procedures regarding necessary consultations with
 20 home school parents in regard to student performance.

21

22

Legal Reference:

1. ~~TCA 49-6-3050~~ TCA 49-50-801(a)
2. ~~Public Acts of 2021, Chapter No. 493~~ TCA 49-6-3050(b)
3. ~~TCA 49-6-3050(b)(6)~~ TCA 49-6-3004(a);
TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter No. 114
5. TCA 49-6-3050(b)(6)

Cross Reference:

Compulsory Attendance Ages 6.201

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Dress Code</h2>	Descriptor Code: 6.310	Issued Date: 08/14/23
		Rescinds: 6.310	Issued: 10/08/12

1 The Board recognizes the effect which student dress and grooming have upon student behavior and
 2 commitment to learning. It further recognizes the role of parents in assisting their children in making
 3 appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an
 4 atmosphere conducive to learning and to prepare students for working environments, the Board shall
 5 require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire
 6 which is considered disruptive to others or a risk to one's health or safety is not appropriate. Clothing,
 7 personal items, or anything which can be offensive to others will not be tolerated.

8 ~~In grades K-6, parental guidance is of utmost importance in preparing students for the school day.~~
 9 ~~Elementary school administrators will contact the parents of children whom they deem to be~~
 10 ~~inappropriately dressed. If the consultation with parents is unsuccessful, disciplinary measures will be~~
 11 ~~taken as per this policy.~~

12 **General Requirements**

13 ~~In grades 7-12 or 6-12,~~ Depending on the grade configuration in each school **and age of the student,**
 14 school administrators are responsible for enforcing the following standard school attire in a fair manner
 15 while applying common sense. Violations will be handled in accordance with this policy.

- 16 1. All shirts must have shoulders and sleeves – no cleavage or midriffs.
- 17 2. Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
- 18 3. Bottom wear must be worn securely around the waist – no sagging.
- 19 4. Clothing must be free of holes, rips or tears that show skin above the knee.
- 20 5. Visible undergarments (bras, underwear, etc.) are not allowed.
- 21 6. Shoes must be worn at all times.
- 22 7. Clothing must be size appropriate and worn in the manner it was designed to be worn.
- 23 8. Nothing is to be worn on heads.
- 24 9. Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.

25 **SPECIAL DRESS** Schools may develop special dress days/special dress occasions for students at the
 26 discretion of the school administration (examples: cheerleaders, FFA, FHA, etc.).

27 **SPECIAL** If a student cannot comply with the standardized dress code based on
 28 **SITUATIONS** religious beliefs, his/her parent or guardian may write a letter explaining the
 29 situation to the director of schools, with a copy to the school principal. Each case
 30 will be dealt with on an individual basis.

1 **STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY**
 2 **CONSEQUENCES AS OUTLINED BELOW:**

- 3 1st Offense: Warning, call parent for replacement clothing or correction by principal, i.e. rope, belt,
 4 string for trousers
 5 2nd Offense: Two hours of detention, Parental Conference, replacement clothing or correction by
 6 principal, i.e. rope, belt, string for trousers.
 7 3rd Offense: Defiance of Authority (refer to policy 6.313)

8 ***Alternative School***

9 In addition to the above guidelines, students attending the Alternative School will be required to comply
 10 with the following:

- 11 **PANTS** Pants are to be navy, black or khaki. Pants are to be worn at the waist. No
 12 undergarments are to be showing.
- 13 **BELTS** Belts must be worn at all times and meet the guidelines above. In general, belts
 14 should be as plain as possible.
- 15 **SHIRTS** Shirts must be white polo or button down with no logos. All buttons, except for
 16 the top button, are to be buttoned at all times. Sleeves, if long, are not to be rolled
 17 up, but should be buttoned at the wrist. Undershirts are to be white only. Shirts
 18 should be tucked in at all times (belt should be visible).
- 19 **SHOES** Tennis shoes are the only acceptable type/design to be worn. Shoes must be black,
 20 gray or white and shoestrings must match the color of the shoe. Shoestrings are to
 21 be tied tightly and all Velcro must be strapped. This is a safety precaution and will
 22 be enforced.
- 23 **JEWELRY** No jewelry, watches or sunglasses are to be worn or brought to school.
- 24 **FINGERNAILS** Fingernails must be clean and short. Artificial nails CANNOT be worn. Only clear
 25 polish is acceptable.
- 26 **PHYSICAL ED.** Gray short or gray sweatpants (must be worn at waist) and a white t-shirt. Shirt
 27 **ATTIRE** must be tucked in at all times
- 28 **OUTERWEAR** Jackets, coats, gloves and toboggans are allowed in cooler weather but are NOT
 29 to be worn in the halls or classrooms. These items will be checked in and hung in
 30 the designated area when a student enters the building. Likewise, they will be
 31 reissued when a student checks out in the afternoon.

Legal References:

1. TCA 49-6-4215; TCA 49-1-302(2)(j)

Cross References:

- Discipline Procedures 6.313
 Suspension/Expulsion/Remand 6.316

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 07/12/21
		Rescinds: 6.319	Issued: 11/09/20

1 *General*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-
3 12) who have been suspended or expelled from regular school programs.¹

4 An alternative program is a short-term intervention program designed to provide educational services
5 outside the regular school program for students who have been suspended or expelled. Alternative
6 programs may be located within the regular school or be a self-contained program within a school.

7 ~~Alternative school programs shall be operated in accordance with state laws and the rules of the State~~
8 ~~Board of Education, and instruction shall proceed as nearly as practicable in accordance with the~~
9 ~~instructional programs at the student's home school.²~~

10 **The alternative school and/or program shall be operated in accordance with state laws and the rules of**
11 **the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with**
12 **the instructional program at the student's regular school.** The director of schools shall develop
13 procedures that provide appropriate educational opportunities for all students assigned to an alternative
14 education program. These educational opportunities shall utilize Tennessee's academic standards,
15 incorporate innovative teaching strategies, deliver research-based instructional techniques, and provide
16 the resources necessary to foster student learning and achievement.^{3,2}

17 **ASSIGNMENT**

18 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
19 alternative school or program if there is staff and space available.⁴³⁻ Availability of staff and space shall
20 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
21 make this determination by evaluating factors including, but not limited to, the following:

- 22 1. Level of supervision available;
- 23 2. Safety considerations; and
- 24 3. Type of infraction.

25 The Director of Schools/designee is not required to assign a student to the alternative school or program
26 if the student committed one of the following:

- 27 1. A zero tolerance offense¹⁴; or
- 28 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
29 students at the school, if the location of the alternative school or program is on the same grounds

1 as the school from which the student was disciplined or assigning the student to that location
2 would endanger the safety of the students or staff.^{4,5}

3 Consideration to assign these students to the alternative school or program will be determined by the
4 Director of Schools/designee on a case-by-case basis.

5 ~~Students who have committed zero tolerance offenses are not required to be assigned to alternative~~
6 ~~schools or programs.~~⁵

7 Prior to the assignment of the student to an alternative school program, the director of schools/designee
8 shall provide written notice to the student's parent/guardian stating the reason for the student's
9 placement.⁶

10 Placement in an alternative education setting shall be reserved for students who significantly disrupt the
11 educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected
12 of having a disability, all state and federal laws, rules, and regulations related to special education shall
13 be followed. The director of schools/designee shall develop procedures regarding placement of students
14 in the program, taking into consideration the impact of exclusionary discipline practices.⁷

15 Attendance in alternative school programs shall be mandatory, and students attending an alternative
16 school located outside of the school district shall provide their own transportation.

17 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
18 student enrolled in an alternative education program.

19 **REMOVAL⁸**

20 A student may be removed from the alternative school or program if:

- 21 1. He/She violates the rules of the alternative school or program; or
- 22 2. He/She is not benefitting from the assignment and all interventions have been exhausted
23 unsuccessfully.

24 **ADDITIONAL OFFENSES⁹**

25 Any new disciplinary offense committed during a student's original suspension or expulsion period shall
26 be treated as a new and separate offense. These offenses shall not constitute an extension of the original
27 suspension or expulsion.

28 **TRANSITION PLANS¹⁰**

29 The director of schools/designee shall develop procedures regarding the implementation of transition
30 plans for the integration of students assigned to the alternative school.

Legal References:

1. TCA 49-6-3402(a); ~~State Board of Education Policy 2.302~~
TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(b); ~~TRR/MS 0520-01-02-.09~~ (c)(1)(C);
Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. ~~State Board of Education Policy 2.302~~
TRR/MS 0520-01-02-.09(9)(h)
8. ~~Public Acts of 2020, Chapter No. 603~~
TCA 49-6-3402(c)(2)(B)
9. ~~Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-~~
~~.09(6)(a) TRR/MS 0520-01-02-.09(9)(g)(2)~~
10. TRR/MS 0520-01-02-.09(9)(h)(m)
11. ~~Public Acts of 2020, Chapter No. 603~~
12. ~~TRR/MS 0520-01-02-.09(m)~~
13. ~~Public Acts of 2021, Chapter No. 229~~

Cross References:

Special Education 4.202
Virtual Education Program 4.212
Suspension/Expulsion/Remand 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Marshall County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 07/12/21
		Rescinds: 6.402	Issued: 01/11/21

1 **PHYSICAL EXAMINATIONS¹**

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

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

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

8 ~~Screening tests as recommended by the Tennessee Department of Education and the Department of~~
9 ~~Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that~~
10 ~~indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse~~
11 ~~their student from participating in health screenings that are part of a coordinated school health program~~
12 ~~by submitting a request in writing to the school nurse, instructor, school counselor, or principal.³~~

13 **SCREENINGS**

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

20

21 **IMMUNIZATIONS**

22 ~~Students will not be permitted to attend school without proof of immunization as determined by the~~
23 ~~Commissioner of Health unless circumstances outlined in the state or federal law prevent a student from~~
24 ~~producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children~~
25 ~~immunized and to provide such proof to the principal of the school which the student is to attend.⁴~~

26 ~~No students entering school, including those entering kindergarten or first grade, those from out of state~~
27 ~~and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,~~
28 ~~as determined by the Commissioner of Public Health unless circumstances outlined in state or federal~~
29 ~~law prevent a student from producing such records.²⁻⁵ It is the responsibility of the parents or guardians~~

1 to have their children immunized and to provide such proof to the principal or designee of the school
2 which the student is to attend.⁵

3 Exceptions will be granted to any ~~child~~ **student** whose parent/guardian shall file with school authorities
4 a signed, written statement that such measures conflict with one of the following:

- 5 1. His/Her religious tenets and practices if in the absence of an epidemic or immediate threat of an
6 epidemic,⁵ ~~except in the event of a COVID-19 or any variant outbreak;~~⁶ or
- 7 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
8 him/her from the immunization.⁷⁻⁶

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

11

Legal References:

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-08(2)(a) ~~0520-01-13-.01(1)(a)~~
3. TRR/MS 0520-01-03-08(2)(b) ~~Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_~~
4. TCA 49-6-5001(a),(c), ~~Public Acts of 2021, Chapter No. 513~~
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

Cross References:

Promoting Student Welfare 6.400

I would like to recommend the following to serve as the Marshall County School System Attendance Committee for 2023-2024:

Julie Keny Cathey, Board Member, 5th District

Kristen Gold, Board Member, 3rd District

Brent Adcox, Principal, Cornersville School

Tracy Kilpatrick, Principal, Oak Grove Elementary School

Ginger Tepedino, Attendance Coordinator

Justin Perry, Principal, Marshall County High School

Angie Phifer, Principal, Forrest School

Jacob Sorrells

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

July 10, 2023

The Marshall County Board of Education met in regular session on Monday, July 10, 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, Susan Hunter, Harvey Jones and Heidi McElhaney. Patty Hill and Andy Woodard were absent.

Pledge/Prayer

Dr. Bell made a motion, with a second by Mr. Jones, to approve the agenda. The motion passed 7-0.

Rebecca Clark addressed the board.

Ms. Cathey gave a policy committee report from the July 10, 2023 meeting. A Policy Committee Meeting was scheduled for Monday, August 14 at 5:30 p.m.

During the Policy Committee report, Mr. Jones made a motion, with a second by Ms. Hunter to approve the following policies: 1.206 School Board Compensation, 1.102 Board Members Legal Statue, 1.106 Code of Ethics, 1.400 School Board Meetings, 1.402 Notification of Meetings, 1.404 Appeals to and Appearances Before the Board, 3.202 Emergency Preparedness Plan, 3.204 Threat Assessment Team, 3.205 Security, 5.307 Physical Assault Leave, 5.600 Staff Rights & Responsibilities, 6.309 Zero Tolerance Offenses, 6.313 Discipline Procedures, 6.314 Corporal Punishment, 6.4001 Student Surveys, Analyses, and Evaluations, 4.300 Extracurricular Activities and 5.305 Family and Medical Leave. The motion passed 7-0.

Presented under Consent Agenda: June 12, 2023, board meeting minutes, and June 22, 2023, executive session minutes; Personnel Hearing Officers, and the Student Disciplinary Hearing Authority. Mr. Allen made a motion, with a second by Dr. Bell, to approve the consent agenda. The motion passed 7-0.

Dr. Bell made a motion, with a second by Ms. Gold, to approve the Memorandum of Understanding between Marshall County, Marshall County Sheriff's Department and Marshall County School System. The motion passed 7-0.

Mr. Jones made a motion, with a second by Dr. Bell, to approve the 2023-2024 Supplements List. Prior to the vote, Ms. Cathey read the disclosure statement and the following raised their hands: John Daniel Allen, Susan Hunter and Harvey Jones. The motion passed 7-0.

Mr. Jones made a motion, with a second by Ms. Hunter, to approve the Innovative School Models Grant and the cost proposal from Johnson & Bailey Architects. The motion passed 7-0.

Mr. Jones made a motion, with a second by Ms. Gold, to approve the Budget Amendment General Purpose School Fund Resolution, and the Resolution to Transfer Funds from GP (141) to Federal Projects (142). The motion passed 7-0.

There was no new business.

During the Director's Report:

Director Sorrells talked about MCEA dues being deducted from paychecks. He also stated that our TISA funding was down \$175,000 from the April estimate.

The meeting adjourned at 6:23 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

July 17, 2023

The Executive Committee of the Marshall County Board of Education, comprised of Chairman of the Board Julie Keny Cathey and Director of Schools Jacob Sorrells, spoke by phone Monday, July 17, 2023, at 7:30 a.m. to approve an emergency purchase of a commercial steamer for Cornersville Elementary School. Food Service Supervisor Larissa Delk and Finance Director Chris Lowe was also in attendance.

The executive committee voted 2-0 to approve the purchase.

The meeting adjourned at 7:40 a.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Sick Leave Bank Trustees – 2023/2024

Certified

Julie Keny Cathey

Kristen Gold

Tamela Haislip

Nicky Randolph

Jacob Sorrells, Chair

Classified

Julie Keny Cathey

Kristen Gold

Kim Stinnett

Pam Finch

Jacob Sorrells, Chair

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.
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Cross References:
Extracurricular Activities 4.300
Attendance 6.200



Travel Request

Organization Lewisburg Middle School Destination Washington D.C. with EF.
 Date of Trip ~ May 28th - June 4th - 5 days Purpose of Trip For 8th graders to see National's capital
 Mode of Transportation: Flight / Bus provided by EF/Explore America
 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):
unsure yet - open to LMS 8th graders and their
parents - TBD

 (Use back if more space is needed)

School System Participants (please print):
Sara Fowler Felicia Eddings
More could be added based on interest
 (Use back if more space is needed)

Volunteer Participants (please print):
None

 (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: Sara Fowler / Student Council Date: 8/1/23
 Teacher/Sponsor
 Approved by: Checkth [Signature] Date: 8/1/23
 Principal
 Approved by: Carol Powell Date: 8-1-23
 Director of Schools

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

Gasoline and Diesel

Spec Sheet

Please bid on the following:

Gasoline and Diesel

PF
JHA

	Non-Ethanol 89 Octane	Pure Diesel No. 2
Price Per Gallon	Rack Avg. \$ <u>.04</u>	Rack Avg. \$ <u>.045</u>
Transportation Cost	Rack Avg. \$ <u>.04</u>	Rack Avg. \$ <u>.045</u>
Total Cost	\$ <u>.08</u>	\$ <u>.09</u>
Any additional cost for small truck delivery: \$ <u>.15</u>		

Company Name: Barber Oil Co. Inc.
Mailing Address: 659 West Main St. Hohenwald, TN 38462
Signature & Title of Bidder: [Signature] president
Date: 8/1/23
Name and Telephone #: Ted Wray 931-446-2946

*Vendor is required to show documentation for cost on each day of invoice.

Marshall County Schools

Gasoline and Diesel Bid

August 2, 2023

Company: Barber Oil Co.

Price: Spec Sheet

Signature: Pam Finch

Pam Finch

Signature: Jen Haley

Jen Haley

Small truck delivery: Barber oil
Gas

Diesel delivery- 3rd party Fuel Transport
David Adcock

Account Number/Line Item Number	Special Education Program	ARP IDEA-B	Increase	Decrease	Total
71200	Line item Description	Current			
71200/429	instructional materials & supplies				\$0.00
71200/499	other supplies & materials	\$4,621.85			\$4,621.85
71200/725	special education equipment				\$0.00
71200	Subtotal Special Education Program	\$4,621.85	\$0.00	\$0.00	\$4,621.85

Account Number/Line Item Number	Support Services/Special Education Program	ARP IDEA-B	Increase	Decrease	Total
72220	Line item Description	Current			
72220/524	in service/ staff development	\$20,349.00			\$20,349.00
72220	Subtotal Support Services/Special Ed. Program	\$20,349.00	\$0.00	\$0.00	\$20,349.00
	Total Appropriations	\$24,970.85	\$0.00	\$0.00	\$24,970.85

ARP IDEA-B

2023-2024 Justifications

71200 499 Other Supplies & Materials - purchasing other materials and supplies as needed for SPED classrooms such as toner, electronic signature devices, and communication devices.

72220 524 Inservice/Staff Development- these funds will be used to purchase an online program, including professional development, that will help SPED teachers in the development of high quality IEPs and implement them with more effective, specifically designed instruction.

Account Number/Line Item Number	Special Education Program	Preschool	Increase	Decrease	Total
71200	Line item Description				
71200/429	Instructional Supplies & Materials	\$1,621.05			\$1,621.05
71200	Subtotal Special Ed. Program	\$1,621.05			\$1,621.05
	Total of Preschool Budget	\$1,621.05			\$1,621.05

**ARP IDEA Preschool
2023-2024 Justifications**

71200/429 Instructional supplies& materials – These funds will be used to purchase supplemental materials and supplies such as paper, markers, glue, workbooks, educational software programs, and toner for preschool classroom.

Account Number/Line Item Number	Regular Instruction Education	ESSER 3.0	Increase	Decrease	Total
71100	Line item Description	Current			
71100/116	Teachers (7 FTE)	\$392,974.00			\$392,974.00
71100/117	Career Ladder				\$0.00
71100/127	Career Ladder Extended contracts				\$0.00
71100/128	Homebound Teachers				\$0.00
71100/162	Clerical Personnel				\$0.00
71100/163	Educational Assistants				\$0.00
71100/188	Bonus payments				\$0.00
71100/189	Other Salaries & Wages (3 FTE)	\$246,723.00			\$246,723.00
71100/195	Certified Sub teachers				\$0.00
71100/198	non Certified teachers				\$0.00
71100/201	Social Security	\$46,500.00			\$46,500.00
71100/204	State Retirement	\$61,245.00			\$61,245.00
71100/206	Life insurance				\$0.00
71100/207	Medical Insurance	\$170,488.41			\$170,488.41
71100/208	Dental Insurance	\$560.00			\$560.00
71100/210	Unemployment Comp.	\$1,400.00			\$1,400.00
71100/212	Employer Medicare	\$13,850.00			\$13,850.00
71100/299	Other Fringe Benefits				\$0.00
71100/311	contracts w/ 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	\$54,862.20			\$54,862.20
71100/429	instructional materials & supplies				\$0.00
71100/449	textbooks				\$0.00
71100/499	other materials & supplies				\$0.00
71100/535	fee waivers				\$0.00
71100/599	other charges				\$0.00
71100/722	regular instruction equipment	\$24,338.96			\$24,338.96
71100	Subtotal REGULAR INSTRUCTIONAL Ed.	\$1,012,941.57	\$0.00	\$0.00	\$1,012,941.57

Account Number/Line Item Number	Special Education Program	ESSER 3.0	Increase	Decrease	Total
71200	Line item Description	Current			
71200/310	contracts w/public agencies	\$98,623.36			\$98,623.36
71200	Subtotal Special Education Program	\$98,623.36	\$0.00	\$0.00	\$98,623.36

Account Number/ Line Item Number	Attendance	ESSER 3.0	Increase	Decrease	Total
72110	Line item Description	Current			
72110/189	Other Salaries & Wages (2 FTE)	\$94,864.00			\$94,864.00
72110/201	Social Security	\$6,880.00			\$6,880.00
72110/204	State Retirement	\$8,200.00			\$8,200.00
72110/207	Medical Insurance	\$15,000.00			\$15,000.00
72110/208	Dental Insurance	\$100.00			\$100.00
72110/210	Unemployment Compensation	\$180.00			\$180.00
72110/212	Employer Medicare	\$2,400.00			\$2,400.00
72110/399	Other Contracted Services	\$10,009.00			\$10,009.00
72110	Subtotal Attendance	\$137,633.00	\$0.00	\$0.00	\$137,633.00

Account Number/Line Item Number	Support Services/Reg. Instruction Program	ESSER 3.0	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) (0.5 FTE)	\$24,000.00			\$24,000.00
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	\$1,780.00			\$1,780.00
72210/204	Retirement	\$2,175.00			\$2,175.00
72210/206	Life Insurance				\$0.00
72210/207	Medical Insurance	\$10,000.00			\$10,000.00
72210/208	Dental Insurance				\$0.00
72210/210	Unemployment Comp.	\$100.00			\$100.00
72210/212	Employer Medicare	\$498.00			\$498.00
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				\$0.00
72210/599	other charges				\$0.00
72210/790	other equipment				\$0.00
72210	Subtotal REG. INSTRUCTIONAL PROG	\$38,553.00	\$0.00	\$0.00	\$38,553.00

Account Number/Line Item Number	Regular Capital Outlay	ESSER 3.0	Increase	Decrease	Total
76100	Line item Description	Current			
76100/707	Building Improvements	\$1,035,014.30			\$1,035,014.30
76100	subtotal reg. capital outlay	\$1,035,014.30	\$0.00	\$0.00	\$1,035,014.30

Account Number/Line Item Number	Other uses/ Transfers out & Indirect Cost	ESSER 3.0	Increase	Decrease	Total
99100	Line item Description	Current			
99100/504	Indirect Cost	\$7,286.59			\$7,286.59
99100	Subtotal Transfers out & Indirect Cost	\$7,286.59			\$7,286.59
	Total Appropriations	\$2,330,051.82	\$0.00	\$0.00	\$2,330,051.82

ESSER 3.0

2023-2024 Justifications

71100/116 Teachers- to pay for 7 class size reduction teachers.

71100/189 Other Salaries & Wages- to pay for 3 interventionists positions and before/after school tutoring stipends.

71100/201 Social Security- fixed charges on above salaries.

71100/204 State Retirement- fixed charges on above salaries.

71100/207 Medical Insurance- fringe benefits on above payroll.

71100/208 Dental Insurance- fringe benefits on above payroll.

71100/210 Unemployment Compensation- fixed charges on above salaries.

71100/212 Employer Medicare- fixed charges on above salaries.

71100/399 Other Contracted Services- these funds will be used to purchase Edgenuity software.

71100/722 Regular Instruction Equipment- these funds will be used to purchase an interactive video wall that will support physical education.

71200/310 Contracts with Public Agencies- to pay for a contracted speech language pathologist.

72110/189 Other Salaries & Wages- to pay for 2 truancy intervention specialists.

72110/201 Social Security- fixed charges on above salaries.

72110/204 State Retirement- fixed charges on above salaries.

72110/207 Medical Insurance- fringe benefits on above payroll.

72110/208 Dental Insurance- fringe benefits on above payroll.

72110/210 Unemployment Compensation- fixed charges on above salaries.

72110/212 Employer Medicare- fixed charges on above salaries.

72110/399 Other Contracted Services- to pay for Synergy Student Online Registration Subscription.

72210/161- Secretary- to pay ESSER/Title Administrative Assistant position.

72210/201 Social Security- fixed charges on above salary.

72210/204 State Retirement- fixed charges on above salary.

72210/207 Medical Insurance- fringe benefits on above payroll.

72210/210 Unemployment Compensation- fixed charges on above salary.

72210/212 Employer Medicare- fixed charges on above salary.

76100/707 Building Improvements- to pay for MES roof replacement and fire alarm panels at FHS.

99100/504 Indirect Cost- transfer funds to cover personnel costs.

ESSER 3.0 Public Plan for Remaining Funds

Addendum Guidance

2023

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (**March 1 and Sept. 15**). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY24 for each relief fund: ESSER 2.0 and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: Marshall County School System

Director of Schools (Name): Jacob Sorrells

ESSER Director (Name): Julie Thomas

Address: 700 Jones Circle Lewisburg, TN 37091

Phone #: (931) 359-1581 District Website: mcstn.net

Addendum Date: August 1, 2023

Total Student Enrollment:	5,464
Grades Served:	K-12
Number of Schools:	10

Funding

ESSER 2.0 Remaining Funds:	\$0
ESSER 3.0 Remaining Funds:	\$2,330,051.82
Total Remaining Funds:	\$2,330,051.82

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		\$34,902.00
	Summer Programming		
	Early Reading		
	Interventionists		\$261,221.54
	Other		
	Sub-Total		\$296,123.54
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		\$98,623.36
	Mental Health		
	Other		\$89,210.16
	Sub-Total		\$187,833.52
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		\$637,616.87
	Other		\$127,624.00
	Sub-Total		\$765,240.87
Foundations	Technology		
	High-Speed Internet		
	Academic Space (facilities)		\$1,035,014.30
	Auditing and Reporting		\$38,553.00
	Other		\$7,286.59
	Sub-Total		\$1,080,853.89
Total		\$0	\$2,330,051.82

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

In response to Marshall County needs assessment, Marshall County Schools has hired 7 teachers to lower teacher student ratios in K-3 with ESSER funds. We are conducting tutoring at the secondary level to support learning recovery acceleration and address learning loss.

2. Describe initiatives included in the "other" category.

The opportunities that were available to students are included in the above academic section.

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

MCSS has contracted a Speech Language Pathologist to support the speech and language needs of students throughout the county.

2. Describe initiatives included in the "other" category.

The Synergy Student Online Registration program was purchased to upgrade our student management system. Synergy allows the district to communicate with and enroll our students in an effective and efficient manner. MCSS has purchased Edgenuity, an on-line curriculum which MCSS will implement for summer programming, credit recovery, and grade recovery. MCSS plans to purchase an interactive video wall that will produce light and sound to foster physical and academic achievement, this will support state standards, physical education, and healthy lifestyles.

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

MCSS uses teacher leaders to support and retain educators and school personnel. We also have a differentiated pay scales for teachers in hard to fill areas such as math, science, and ESL. Mentors are assigned each year for the first 3 years of teaching to support teachers, teaching strategies, and inform teachers for their reinforcement and refinement skills. Teachers peer observe one another to experience good instructional practice and improve upon teaching practices. MCSS has hired 7 teachers to lower teacher student ratios in K-3 ensuring that students receive more individualized instruction. 3 Interventionists have been hired to support students who need skills specific intervention. We are conducting before and after school tutoring at the secondary level to support learning recovery acceleration and address learning loss. This will support learning

loss and achievement. Pareto and ACT prep will also be implemented at the high school level to help students improve their ACT scores.

2. Describe initiatives included in the “other” category.

MCSS has hired 2 truancy specialists to help with attendance and school related supports. Truancy is a focus area to make sure students and families understand the importance of good attendance and how good attendance effects student learning outcomes.

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district’s needs assessment.

Our strength, structural expectations funding is a robust investment in technology, safety for internet use, academic space facilities, and other structural needs to improve the quality of academic and facility spaces for the use of quality learning and safe environments. MCSS will install new roofs and fire alarm panels to improve spaces for learning.

2. Describe initiatives included in the “other” category.

To support the management of the above categories we have included indirect costs to help with the planning and organizing of these projects.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

MCSS will monitor and adjust projects as we see them come in for ESSER. The monetary checks and balances will be reviewed monthly with an expenditure and budget variance report. Our hired ESSER administrative and financial assistant works alongside the Director of Schools, District Budget Director and Federal Programs Supervisor on a monthly basis to ensure funds are being spent by the outlined plans. Any changes of the plan will be reviewed/decided by the Director, department supervisors, and stakeholders. If changes are required MCSS will submit a revision for the TDOE to approve before any funds are expended. To monitor and report learning acceleration and learning loss the MCSS will use the State approved Aimsweb benchmarking process to assess the outcomes of learning. MCSS will also report on our State website Covid information, attendance, and enrollment on the State dashboard weekly. ESSER plans will also be updated on the district website for the county at least every six months or sooner depending on the changes to the plans.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

To address learning loss MCSS has hired 7 new teachers and 3 interventionists to support the student teacher ratio and to support direct instruction support for the students who need more skill specific intervention. 2 new truancy specialists are being implemented to keep parents, and school personnel informed of the importance of attendance as it relates to student academic achievement.

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

MCSS posts all ESSER required plans on our district website. We also monitor and adjust the plans as deemed necessary. We will continue to receive responses for the survey to keep stakeholders involved in the process, continue to advertise, and have discussions on how ESSER is improving our district. MCSS has supervisor/principal meetings, teacher advisory council meetings, board meetings, and school level meetings with parents and parent groups to prepare to plan and meet the needs of the district through ESSER funds.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

MCSS has been consistent with parent engagement, teacher advisory, principal meetings, and school faculty meetings. Our minimum 10% stakeholder engagement has been gathered at the school/parent level and from the county website support survey for ESSER funding engagement.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

Our most successful diverse population of stakeholder input was gathered through the remind app and our county website open survey which identified all subgroups.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

During our revised gathering of information, we used many tiers of support: our countywide survey on our website, teacher advisory councils, principal meetings, and school supported parent engagements. Through these methods we are able to gather new information.

Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (**March 1 and Sept. 15**). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: Marshall County School System

Date: August 1, 2023

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

In our consultation with stakeholders we are conducting a survey to receive critical feedback for our safe return to in person instruction and continuity of services. The survey is available to parents, guardians, foster parents, and students. The survey is available on our county website for parents and other stakeholders in the community (i.e. specialty and advocacy groups) to input their comments and concerns regarding ESSER funds and the programs that are being implemented. MCSS is also holding supervisor, teacher advisory council, board meetings, and school level faculty meetings. We also include parent and parent groups to prepare to plan and meet the needs of the district through ESSER funds. Lastly, the open survey on our website is intended to gather critical information from all subgroups.

2. Describe how the LEA engaged the health department in the development of the revised plan.

MCSS has been in contact with the local Marshall County Health Department to discuss our role and coordination in contract tracing. However, as testing has changed, testing is at a rather normal rate currently so our contact daily/weekly with the health department has subsided. The Marshall County Health Department will be notified if an outbreak happens. The Marshall County Health Department understands that Marshall County Schools is committed to partnering with them. The health department will be contacted on an as needed basis.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>
Children with disabilities have the same expectations and/or opportunities for social distancing to reduce exposure. It is important to note that students who have IEPs and 504 plans will receive accommodations accordingly and in a way in which they still receive educational services. Students may also have accommodations due to medical conditions and Covid.
<i>Physical distancing (e.g., use of cohorts/podding)</i>
Marshall County has been able to social distance in schools spaces lessening the effects of possible exposure.
<i>Hand washing and respiratory etiquette</i>
Marshall County School System promotes hand washing and respiratory etiquette to prevent the spread of germs and keep students and employees healthy.
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>
Classrooms have sanitizer to spray on desks after classroom use and hand sanitizer for students to gel in/gel out. Our school janitors are also spending more time cleaning common areas and bathrooms to fully sanitize these areas. We have a Synergy program that keeps rooms cool while occupied during the school day. We effectively and efficiently monitor temperatures for good ventilation and comfort.
<i>Contact tracing in combination with isolation and quarantine</i>
MCSS has been in contact with the local Marshall County Health Department to discuss our role and coordination in contact tracing. The Marshall County Health Department has been notified and understands that Marshall County School System is committed to partnering with them to deliver any and all information regarding a positive case to the Marshall County Health Department upon request.
<i>Diagnostic and screening testing</i>
Currently at this time there is not a necessity for screening employees.
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
All efforts to have educators get their vaccine has been given by allowing faculty and staff to leave school to get a vaccine, if they so choose.
<i>Universal and correct wearing of masks</i>
MCSS supports students and staff who choose to wear masks. Teachers help students to properly wear masks when they are in school

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.

MCSS has school counselors in all schools who provide social and emotional support to students. In addition to these counselors, we have partnered with Mercy Healthcare and Centerstone Healthcare for on campus social and emotional support therapy for all students who need these support services. We have a countywide behavior interventionist that provides support to at risk students. The interventionist provides alternative school groups with social and emotional counseling at the alternative school twice a week. We have also had the district regional health and well being consultant provide a training to our faculty on adult mental wellness. The Marshall County School System will ensure the continuity of services to address academic needs by continuing to issue chromebooks to all students, teaching the State standards in all courses, and using remediation times to account for learning loss and learning acceleration.

PERKINS 24.01
2023-2024

Account Number/Line Item Number	Regular Instruction Education	PERKINS	Increase	Decrease	Total
71300	Line item Description	Current			
71300/105	Supervisor/ Director				\$0.00
71200/355C	Travel (CTSO)				\$0.00
71200/429	Instructional Supplies & Materials	\$3,975.00			\$3,975.00
71200/524	In-Service/Staff Development				\$0.00
71200/524PD	In-Service/Staff Development				\$0.00
71200/730	Vocational Instr. Equip	\$64,744.10			\$64,744.10
71300	Subtotal VOCATIONAL EDUCATION Program	\$68,719.10	\$0.00	\$0.00	\$68,719.10
Account Number/Line Item Number	Other Student Support	PERKINS	Increase	Decrease	Total
72130	Line item Description	Current			
72130/105	Supervisor/ Director				\$0.00
72130/355C	Travel (CTSO)	\$6,000.00			\$6,000.00
72130/399	other contracted Services				\$0.00
72130/429	Instructional Supplies & Materials				\$0.00
72130/524	In-Service/Staff Development				\$0.00
72130/524PD	In-Service/Staff Development	\$10,600.00			\$10,600.00
72130/730	Vocational Instr. Equip				\$0.00
72130	Subtotal OTHER STUDENT SUPPORT	\$16,600.00	\$0.00	\$0.00	\$16,600.00
Account Number/Line Item Number	Services/Vocational Education	PERKINS	Increase	Decrease	Total
72230	Line item Description	Current			
72230/105	Supervisor/ Director	\$4,565.00			\$4,565.00
72230/355C	Travel (CTSO)				\$0.00
72230/399	other contracted Services				\$0.00
72230/429	Instructional Supplies & Materials				\$0.00
72230/524	In-Service/Staff Development	\$1,500.00			\$1,500.00
72230/524PD	In-Service/Staff Development				\$0.00
72230/730	Vocational Instr. Equip				\$0.00

PERKINS 24.01
2023-2024

72230	Subtotal SUPPORT SERVICES/VOCATIONAL EDUCATION PROG	\$6,065.00	\$0.00	\$0.00	\$6,065.00
Acc. Number	Total Appropriations for PERKINS	\$91,384.10	\$0.00	\$0.00	\$91,384.10



August 1, 2023

Jacob Sorrells, Director
Marshall County School System
700 Jones Circle
Lewisburg, TN 37091

Re: Architectural Design Proposal
Spot Lowe Technology Center Additions
Lewisburg, TN

Dear Mr. Sorrells,

I am glad to hear that grant funding has become available to tackle the expansion of the Spot Lowe Technology Center. We are grateful for the opportunity to continue our service to the Marshall County Board of Education and look forward to this project moving forward. Please accept this letter as our Proposal for Architectural Services.

Our understanding of the project is more fully outlined in the attached Opinion of Probable Cost letter dated February 2, 2023 and was previously submitted on that date. Generally, we understand you are requesting full architectural services to expand the existing facility in three separate areas. The most important aspect of the project will be ensuring adequate power and systems are supplied to the new areas and that the existing utility services can accommodate the planned future uses.

Our proposal will be for complete architectural services as outlined in the AIA Document B101 *Standard Form of Agreement Between Owner and Architect* and will include the following:

Scope of Architect's Basic Services

- Management of design services including code and design criteria research, conduct project meetings, communicate with design team members, and regularly report progress to the Owner.
- Coordinate our services with design team members provided by the Owner (Civil/Site/Landscape Design/Geotechnical)
- Develop a project schedule for Architect's services and anticipated timelines for construction completion.
- Communicate with all governmental and utility authorities as required for project approval.
- Assist the Owner with submittal of necessary documents to governmental authorities as required for project approval.
- Provide Schematic Design Phase Services as follows:
 - Review Owner-furnished program and other project information, applicable codes, laws and regulations related to the Architect's Services

- Preliminary evaluation of the Owner's program, schedule, budget, Project site, project procurement/delivery method, and any other available initial information related to the Project.
 - Advise on alternative approach to design and construction of the Project.
 - Develop and present a preliminary design including architectural floor plans, preliminary site layout plans (working with the selected Site/Civil Design firm), and preliminary color architectural elevation renderings of the building exterior.
- Submit and present preliminary design to the Lewisburg/Marshall County Planning Commission and Codes as required to get Planning Commission approval of the project.
- Provide Design Development Phase Services as follows:
 - Prepare design development documents including plans, sections, elevations, typical construction details, preliminary building systems layouts (HVAC, Plumbing, Electrical, Structural), and outline specifications that identify major materials and systems for the project.
 - Provide updated cost estimate for the project and/or work with Owner's General Contractor to develop a design development level cost construction cost estimate.
- Provide Construction Documents Phase Services as follows:
 - Develop a complete set of Construction Documents including Drawings and Specifications that set forth in detail the quality levels and performance requirements for the construction of the Project.
 - Construction Documents will incorporate the design requirements of governmental authorities having jurisdiction over the Project.
 - Architect will assist the Owner in procuring a General Contractors to perform the work and facilitate the development of a form of agreement between the Owner and Contractor.
- Provide Procurement Phase Services as follows:
 - Architect will assist the Owner in establishing a list of prospective contractors.
 - Architect will assist the Owner in either obtaining competitive bids or negotiated proposals, confirm responsiveness of bids or proposals, determine the successful bid proposal, and awarding and preparing of contracts for construction.
- Provide Construction Phase Services as follows:
 - Provide administration of the Contract between the Owner and Contractor
 - Consult with and act on behalf of the Owner as allowed for in the Owner-Architect Agreement.
 - Evaluate the work of the Contractor through site visits every two weeks during the construction period and inform the Owner of any observed deviations from the Contract Documents and any defects or deficiencies observed in the work.
 - Review and certify amounts due to the Contractor monthly, based upon the observed progress of the Contractor.

- Review submittals made by the Contractor including Shop Drawings, Product Data and Samples for conformance with the Contract Documents.
- Review and respond to requests for information (questions) from the Contractor needing further clarification than is provided in the Contract Documents.
- Conduct a Substantial Completion inspection of the project to confirm that the project is ready for use by the Owner
- Issue Certificate of Substantial Completion
- Issue a final certificate of payment based upon final inspection of the work to confirm all items needing correction during the substantial completion phase are corrected.

Engineer Design and Documentation services that will be include in our scope of services are as follows:

Structural Engineering
Mechanical (HVAC) Engineering
Plumbing/Fire Protection Engineering
Electrical Engineering

Civil Engineering/Site Design/Landscape Design services are included in this proposal as a separate line item. The cost of these services would be in addition to the services outlined above and shown in the fee proposal stated below. I have reached out to a very reputable civil engineering firm that I have worked well with in the past to create a proposal for these services. Their proposal is attached to this letter.

Based on our understanding of the project, Johnson + Bailey Architects, P.C. would typically provide the above-described services for a fee based on the estimated or final Construction Cost of the Project. This fee is determined by a logarithmic formula that increases the fee percentage as the construction cost goes down and decreases the fee percentage as the construction cost goes up. This formula is $35/[(\text{Log}P) - 0.0075] = \text{Fee Percentage}$, where "P" stands for the actual Construction Cost of the Project. This is the formula we use for long-term clients as we have built in a discount from the formula we use for new clients. For this project we are anticipating a probable construction cost of \$1,580,000.00 which would equate to a fee percentage of 5.653% which would lead to a total fee of \$89,317.00. Should the school system wish to increase the scope of the Project we can reevaluate as needed.

Our services are billed at the completion of each of the five phases of design based on the following percentages, except that Construction administration will be billed monthly, concurrent with the actual construction completion/progress:

Schematic Design	15%	\$13,397.55
Design Development	20%	\$17,863.40
Construction Documents	40%	\$35,726.80
Bidding and Negotiation	5%	\$4,465.85
Construction Administration	20%	\$17,863.40
	100%	\$89,317.00
Civil Design Services		\$18,660.00
<u>Total Design Fee</u>		<u>\$107,977.00</u>

Proposal for Architectural Services
Spot Lowe Vocational Technology Center Additions
August 1, 2023
Page 4

I hope this proposal for A/E services meets with your approval. If so, we have prepared an AIA Document B101 – Standard Form of Agreement Between Owner and Architect for your review, comment and signature. We can get started on the schematic design portion of the work as your schedule permits.

If you have any questions concerning this proposal, please do not hesitate to call.

Sincerely,

JOHNSON + BAILEY ARCHITECTS, P.C.



John T. Trail, AIA
Vice President

Attachments:

- Opinion of Probable Cost dated February 2, 2023.
- Civil Engineering Proposal dated June 20, 2023.
- Standard Form of Agreement Between Owner and Architect AIA B101-dated August 1, 2023.



February 2, 2023

Jacob Sorrells, Director
Marshall County Schools
700 Jones Circle
Lewisburg, TN 37

Re: Opinion of Probable Cost
Spot Lowe Technology Center Additions
Marshall County, TN
J+B No. Numberless

Dear Mr. Sorrells,

It is the intent of this letter to supply an Opinion of Probable Cost for additions and alterations to the Spot Lowe Technology Center. Three major additions were discussed during a site meeting and walkthrough conducted on January 24, 2023 and are summarized below.

Engineering Lab Addition

The existing lab would be enlarged by construction of a proposed 30'x40' addition resulting in about 1,200 additional square feet. The proposed work would be located on the southwest side of the facility. This addition would extend from the existing building and would end near the edge of the existing sidewalk. The expansion would be constructed of similar materials as the original building. Coordination to ensure the appropriate amount and type of power will be essential in this addition. The facility's existing power supply and distribution may have to be enlarged to support additional needs.

Middle School CTE Program Addition

This proposed addition would extend from two existing exterior walls located on the southeast corner of the existing facility. This addition would be located adjacent to the Lewisburg Middle School. This addition would be approximately 40'x40' for a total of about 1,600 square feet. A new canopy/ covered walk would be included for drop-off and entrance into the new space. As with the previously discussed addition, power and data needs would be heavily coordinated to ensure use and programing success. This addition would also include extending an egress corridor. This expansion could be constructed of materials that would highlight the addition as new programmatic element.

Machine / Program Shop Addition

The existing machine shop would be enlarged by an approximate 30'x30' addition. This would increase the existing two story shop by about 900 square feet. This addition would need to include two high bay doors to the exterior. The proposed area of work is located along the southwest side of the existing facility. This exposed structure space would be constructed of similar materials to the existing building. Power would need to be included from drops from the ceiling to the locations of the equipment. Again, power and data needs would be heavily coordinated to ensure use and programing success.

Additionally, it is my understanding that some security and maintenance upgrades would be a part of this renovation program. These would include items such as replacement of existing doors and windows which have been maintained but are becoming increasingly problematic with age. The replacement of exterior lighting elements around areas of egress. These same

fixtures provide general site lighting, replacement of which would enhance the security of the facility. This could also include the replacement of an approximate 3' band of material that transitions from the brick to the roof edging material. This material's coating has started to peel and has not held on to paint well at other areas.

The director of the facility has also requested the modification of a structural wall to allow access and visual control into an underutilized automotive shop area. This space was originally used as a paint booth but has since become vacant due to the changing class program. If the wall could be modified an additional bay would be opened up for use and training by allowing the instructor to see all stations.

Given the complexity and size of the projects above I would budget for \$300 to \$350 per square foot for new construction to the existing vocational facility. The construction of the space would be relatively straight forward but what would cause the cost to rise some is not having a lot of economy of scale. An example of which would be instead of ordering 100 doors at a discount we may only need 10 doors. Also, given that this is really three additions at different locations around the facility, this adds in a level of complexity. Instead of connecting to the existing building once you have three different connections and areas of site work.

Addressing the power supply concerns is also an unknown at this point because our engineers have not yet been asked to survey the building. Also, once we get into codes review of the existing space we may need to address fire ratings at the stairwells for the second floor as an example of something that would cost more per square foot. Any interior finish renovations could probably be completed for \$150 to \$175 per square foot, we did not discuss any major interior renovations beyond the scope of what was mentioned above but these could be added to the project if funding is available to do so. Additionally, with the expanded areas we may need to recalculate the number of toilets to the number of occupants of the facility and adjust as necessary.

Given the above, it is my opinion, the work discussed could be completed for the following:

3,700 SF additions at \$350 per SF	\$1,295,000.00
Replacement of doors and windows	\$125,000.00
Exterior lighting upgrades	\$25,000.00
Structural wall change	\$85,000.00
Metal band replacement	\$50,000.00
Total	\$1,580,000.00

Please keep in mind, that with the state of construction in our area that these prices are inflated and could fluctuate and have been doing so. However, I believe they are good starting points. We try to be as fiscally conservative as possible, so once we start designing and getting into the minutia of the project, we could probably tighten up these numbers.

Sincerely,

JOHNSON + BAILEY ARCHITECTS, P.C.

John T. Trail, AIA



June 20, 2023

Mr. John Trail AIA
Johnson + Bailey Architects, PC
100 East Vine Street – Suite 700
Murfreesboro, TN 37130

**Re: Marshall County Schools – Spot Lowe Vocational Center Addition
Lewisburg, TN
Surveying and Engineering Proposal**

Dear John:

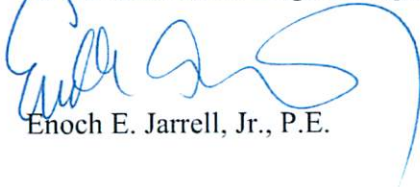
This proposal is for the above noted project. Our scope will include a survey of the project area of approximately 4 acres including location existing building and all visible features. We will prepare a site plan for approximately 3,700 SF building additions to include with your construction documents for Marshall County Schools.

- Topographic Survey _____ \$ 3,800
- Site Plan with proposed building additions (Includes grading, drainage, water, sewer natural gas service lines) _____ \$ 5,600
- Agency Coordination/Site Visit - Hourly with a range of _____ \$ 1,500- 2,500
- Stormwater Analysis (if necessary) _____ \$ 1,500
- SWPPP (if over 1 acres disturbed) _____ \$ 1,800
- Landscape Plan (if required) _____ \$ 2,200
- Construction Site Visit (3 visits x 3 hours) _____ \$ 1,260

Additional services which may be required including offsite utility or roadway design, additional agency coordination meetings or construction site visits, which may be required but are not included above scope but are not included above will be performed at our standard hourly rates as follows:

Principal	\$ 175.00/Hr.
Licensed Engineer/Surveyor/Landscape Architect	\$ 140.00/Hr
Project Engineer	\$ 120.00/Hr.
Survey Crew	\$ 175.00/Hr.
Cadd Technician	\$ 110.00/Hr

Huddleston-Steele Engineering, Inc.



Enoch E. Jarrell, Jr., P.E.

Accepted by: _____

Date: _____



AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the First (01) day of August (08) in the year Two Thousand Twenty Three (2023)
(In words, indicate day, month and year.)

BETWEEN the Architect’s client identified as the Owner:
(Name, legal status, address and other information)

Marshall County Schools
Jacob Sorrells, Director
700 Jones Circle
Lewisburg, Tennessee 37901
931-359-1581

and the Architect:
(Name, legal status, address and other information)

Johnson + Bailey Architects P.C.
John T. Trail, Vice President
100 East Vine Street
Suite 700
Murfreesboro, Tennessee 37130
605-890-4560

for the following Project:
(Name, location and detailed description)

Marshall County Schools
Additions and Renovations to
Spot Lowe Technology Center
1771 Jason Maxwell Blvd.
Lewisburg, Tennessee 37091
J+B Number: 2312

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

The program has been developed by the School System and includes adding separate additions to three different areas of the existing facility. Please see attached Opinion of Probable Cost letter dated February 2, 2023 in which the programing of the spaces are more fully articulated.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The site is located at 1771 Jason Maxwell Blvd in Lewisburg, TN and has been operated as part of the school system since initial construction. The existing facility is served by public gas, sewer, water, and electric services. Included in the scope of work will be a topographic survey of the areas around the existing facility sufficient enough to design or modify storm water management and utility needs. In total, approximately 4,000 square feet could be added to the existing facility. A major requirement will be ensuring the required electrical capacity of the facility to meet the equipment programing of the spaces.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

An initial budget of approximately \$1,600,000.00 is described in the attached Opinion of Probable Cost Letter dated February 2, 2023. Final cost could fluctuate depending on various opportunities or challenges as described in attached letter.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Design completion as soon as practicable.

.2 Construction commencement date:

As soon as practicable.

.3 Substantial Completion date or dates:

To be determined before completion of construction documents phase.

.4 Other milestone dates:

None at this time.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Competitive bids or a negotiated contract with a construction manager. To be determined.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

None at this time.

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Jacob Sorrells, Director
Marshall County Schools
700 Jones Circle
Lewisburg, Tennessee 37901
931-359-1581
Jacob.Sorrells@mcstn.net

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

None at this time.

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

(Paragraphs deleted)

Architect will assist Owner in selection and contract administration if required.

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

John T. Trail, AIA, NCARB - Vice President
Johnson + Bailey Architects P.C.
100 East Vine Street, Suite 700
Murfreesboro, Tennessee 37130
615-890-4560 ext.: 110
jtrail@jbarchitects.com

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Latta Structural Engineers, LLC.
Trent Latta, SE, PE
8005 Church St E, Ste: 216
Brentwood, Tennessee 37027
615-750-3268

.2 Mechanical, Electrical, Plumbing Engineer:

Entech Engineering, Inc.
Ben L. Hunter, P.E.
5301 Virginia Way, Suite 140
Brentwood, Tennessee 37027
615-373-2640

.3 Civil and Surveying Engineer:

Huddleston-Steele Engineering, Inc.
Enoch E. Jarrell, P.E.
2115 N.W. Broad Street
Murfreesboro, Tennessee 37129
615-893-4084

§ 1.1.11.2 Consultants retained under Supplemental Services:

None at this time.

§ 1.1.12 Other Initial Information on which the Agreement is based:

None at this time.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the

Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One Hundred Thousand Dollars (\$ 100,000.00) each accident, One Hundred Thousand Dollars (\$ 100,000.00) each employee, and One Hundred Thousand Dollars (\$ 100,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$ 2,000,000.00) per claim and Four Million Dollars (\$ 4,000,000.00) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding,

including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall

Init.

not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction

means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;

- 3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- 4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Architect
§ 4.1.1.2 Multiple preliminary designs	Architect
§ 4.1.1.3 Measured drawings	Architect
§ 4.1.1.4 Existing facilities surveys	Architect
§ 4.1.1.5 Site evaluation and planning	Architect
§ 4.1.1.6 Building Information Model management responsibilities	Not Provided
§ 4.1.1.7 Development of Building Information Models for post construction use	Not Provided
§ 4.1.1.8 Civil engineering	Architect
§ 4.1.1.9 Landscape design	Architect
§ 4.1.1.10 Architectural interior design	Architect
§ 4.1.1.11 Value analysis	Not Provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13 On-site project representation	Architect
§ 4.1.1.14 Conformed documents for construction	Not Provided

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.15 As-designed record drawings	Not Provided
§ 4.1.1.16 As-constructed record drawings	Contractor
§ 4.1.1.17 Post-occupancy evaluation	Not Provided
§ 4.1.1.18 Facility support services	Not Provided
§ 4.1.1.19 Tenant-related services	Not Provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Architect
§ 4.1.1.21 Telecommunications/data design	Architect
§ 4.1.1.22 Security evaluation and planning	Not Provided
§ 4.1.1.23 Commissioning	Not Provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.25 Fast-track design services	Not Provided
§ 4.1.1.26 Multiple bid packages	Not Provided
§ 4.1.1.27 Historic preservation	Not Provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not Provided
§ 4.1.1.29 Other services provided by specialty Consultants	Not Provided
§ 4.1.1.30 Other Supplemental Services	Not Provided

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

Provided under basic scope of services.

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

None at this time.

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;

(Paragraphs deleted)

- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

.1

(Paragraphs deleted)

- To the extent that the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in the Initial Information, whichever is earlier.
- .2 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 One (1) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-Weekly visits to the site by the Architect during construction
- .3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the

Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. Architect shall assist Owner in obtaining these through architect's basic services.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials. Architect shall assist Owner in obtaining these.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's

budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of

the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

(Paragraphs deleted)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

(Paragraphs deleted)

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and

enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1
(Paragraphs deleted)

Basis for compensation will be based on a percentage of the cost of the work as calculated by $35/[(\text{LogP})-0.0075] = \text{Fee Percentage}$, where "P" stands for the actual Construction Cost of the Project.

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Included in Architect's Basic Services.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Payment to the Architect shall be on an hourly basis according to the rates established in Paragraph 11.7.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus

(Paragraphs deleted)

ten percent (10%).

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (15	%)
Design Development Phase	Twenty	percent (20	%)
Construction Documents Phase	Forty	percent (40	%)
Procurement Phase	Five	percent (5	%)
Construction Phase	Twenty	percent (20	%)
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(Paragraphs deleted)

Employee or Category	Rate (\$0.00)
Principal Architect	\$175.00 Per Hour
Staff/Intern Architect	\$125.00 Per Hour
Field Representative	\$85.00 Per Hour
Draftsman	\$85.00 Per Hour
Administrative Personnel	\$65.00 Per Hour

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

(Paragraphs deleted)

- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;

(Paragraphs deleted)

- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

None at this time.

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

(Paragraph deleted)

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

Three % 3

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

A majority of the funding for this Project is from a grant from the State of Tennessee and the funding must be used by June 30, 2026. There are no federal grant spending requirements. Payments to contractors will be subject to 5% retainage per standard requirements.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:


- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2

(Paragraphs deleted)

Other documents:


- A. Opinion of Probable Cost Letter dated February 2, 2023
- B. Architectural Design Proposal Letter dated August 1, 2023

This Agreement entered into as of the day and year first written above



OWNER (Signature)
Jacob Sorrells
Director, Marshall County Schools

(Printed name and title)



ARCHITECT (Signature)
John T. Trail
Vice President, Johnson + Bailey Architects, P.C.

(Printed name, title, and license number, if required)

Additions and Deletions Report for AIA® Document B101® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 12:50:48 ET on 08/01/2023.

PAGE 1

AGREEMENT made as of the First (01) day of August (08) in the year Two Thousand Twenty Three (2023)

...

Marshall County Schools
Jacob Sorrells, Director
700 Jones Circle
Lewisburg, Tennessee 37901
931-359-1581

...

Johnson + Bailey Architects P.C.
John T. Trail, Vice President
100 East Vine Street
Suite 700
Murfreesboro, Tennessee 37130
605-890-4560

...

(Name, location and detailed description)

Marshall County Schools
Additions and Renovations to
Spot Lowe Technology Center
1771 Jason Maxwell Blvd.
Lewisburg, Tennessee 37091
J+B Number: 2312

PAGE 2

The program has been developed by the School System and includes adding separate additions to three different areas of the existing facility. Please see attached Opinion of Probable Cost letter dated February 2, 2023 in which the programing of the spaces are more fully articulated.

...

The site is located at 1771 Jason Maxwell Blvd in Lewisburg, TN and has been operated as part of the school system since initial construction. The existing facility is served by public gas, sewer, water, and electric services. Included in the scope of work will be a topographic survey of the areas around the existing facility sufficient enough to design or modify storm water management and utility needs. In total, approximately 4,000 square feet could be added to the

existing facility. A major requirement will be ensuring the required electrical capacity of the facility to meet the equipment programming of the spaces.

PAGE 3

An initial budget of approximately \$1,600,000.00 is described in the attached Opinion of Probable Cost Letter dated February 2, 2023. Final cost could fluctuate depending on various opportunities or challenges as described in attached letter.

...

Design completion as soon as practicable.

...

As soon as practicable.

...

To be determined before completion of construction documents phase.

...

None at this time.

...

Competitive bids or a negotiated contract with a construction manager. To be determined.

...

None at this time.

...

Jacob Sorrells, Director
Marshall County Schools
700 Jones Circle
Lewisburg, Tennessee 37901
931-359-1581
Jacob.Sorrells@mcstn.net

...

None at this time.

PAGE 4

~~2~~ — Civil Engineer

~~3~~ Other, if any:
~~(List any other consultants and contractors retained by the Owner.)~~

Architect will assist Owner in selection and contract administration if required.

...

John T. Trail, AIA, NCARB - Vice President
Johnson + Bailey Architects P.C.
100 East Vine Street, Suite 700
Murfreesboro, Tennessee 37130
615-890-4560 ext.: 110
jtrail@jbarchitects.com

...

Latta Structural Engineers, LLC.
Trent Latta, SE, PE
8005 Church St E, Ste: 216
Brentwood, Tennessee 37027
615-750-3268

~~2~~ Mechanical-Mechanical, Electrical, Plumbing Engineer:

Entech Engineering, Inc.
Ben L. Hunter, P.E.
5301 Virginia Way, Suite 140
Brentwood, Tennessee 37027
615-373-2640

~~3~~ Electrical-Civil and Surveying Engineer:

Huddleston-Steele Engineering, Inc.
Enoch E. Jarrell, P.E.
2115 N.W. Broad Street
Murfreesboro, Tennessee 37129
615-893-4084

...

None at this time.

...

None at this time.

PAGE 5

§ 2.5.1 Commercial General Liability with policy limits of not less than (\$) for each occurrence and (\$) One Million Dollars (\$ 1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than (~~\$~~) One Million Dollars (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 2.5.5 Employers' Liability with policy limits not less than (~~\$~~) each accident, (~~\$~~) each employee, and (~~\$~~) One Hundred Thousand Dollars (\$ 100,000.00) each accident, One Hundred Thousand Dollars (\$ 100,000.00) each employee, and One Hundred Thousand Dollars (\$ 100,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than (~~\$~~) per claim and (~~\$~~) Two Million Dollars (\$ 2,000,000.00) per claim and Four Million Dollars (\$ 4,000,000.00) in the aggregate.

PAGE 11

§ 4.1.1.1	Programming	<u>Architect</u>
§ 4.1.1.2	Multiple preliminary designs	<u>Architect</u>
§ 4.1.1.3	Measured drawings	<u>Architect</u>
§ 4.1.1.4	Existing facilities surveys	<u>Architect</u>
§ 4.1.1.5	Site evaluation and planning	<u>Architect</u>
§ 4.1.1.6	Building Information Model management responsibilities	<u>Not Provided</u>
§ 4.1.1.7	Development of Building Information Models for post construction use	<u>Not Provided</u>
§ 4.1.1.8	Civil engineering	<u>Architect</u>
§ 4.1.1.9	Landscape design	<u>Architect</u>
§ 4.1.1.10	Architectural interior design	<u>Architect</u>
§ 4.1.1.11	Value analysis	<u>Not Provided</u>
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	<u>Not Provided</u>
§ 4.1.1.13	On-site project representation	<u>Architect</u>
§ 4.1.1.14	Conformed documents for construction	<u>Not Provided</u>
§ 4.1.1.15	As-designed record drawings	<u>Not Provided</u>
§ 4.1.1.16	As-constructed record drawings	<u>Contractor</u>
§ 4.1.1.17	Post-occupancy evaluation	<u>Not Provided</u>
§ 4.1.1.18	Facility support services	<u>Not Provided</u>
§ 4.1.1.19	Tenant-related services	<u>Not Provided</u>
§ 4.1.1.20	Architect's coordination of the Owner's consultants	<u>Architect</u>
§ 4.1.1.21	Telecommunications/data design	<u>Architect</u>
§ 4.1.1.22	Security evaluation and planning	<u>Not Provided</u>
§ 4.1.1.23	Commissioning	<u>Not Provided</u>
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	<u>Not Provided</u>
§ 4.1.1.25	Fast-track design services	<u>Not Provided</u>
§ 4.1.1.26	Multiple bid packages	<u>Not Provided</u>
§ 4.1.1.27	Historic preservation	<u>Not Provided</u>
§ 4.1.1.28	Furniture, furnishings, and equipment design	<u>Not Provided</u>
§ 4.1.1.29	Other services provided by specialty Consultants	<u>Not Provided</u>

PAGE 12

Provided under basic scope of services.

...

None at this time.

PAGE 13

- ~~.6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;~~
- ~~.7 Preparation for, and attendance at, a public presentation, meeting or hearing;~~

...

- .1 ~~Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;~~
- .2 ~~Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner provided information, Contractor prepared coordination drawings, or prior Project correspondence or documentation;~~
- .3 ~~Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;~~
- .4 ~~Evaluating an extensive number of Claims as the Initial Decision-Maker; or, To the extent that the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in the Initial Information, whichever is earlier.~~
- .5 2 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

...

- .1 ~~(→)One (1) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor~~
- .2 ~~(→)Bi-Weekly visits to the site by the Architect during construction~~
- .3 ~~(→)One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents~~
- .4 ~~(→)One (1) inspections for any portion of the Work to determine final completion.~~

...

§ 4.2.5 If the services covered by this Agreement have not been completed within ~~(→)twenty-four (24)~~ months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 14

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. Architect shall assist Owner in obtaining these through architect's basic services.

...

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials. Architect shall assist Owner in obtaining these.

PAGE 17

Litigation in a court of competent jurisdiction

Other: *(Specify)*

PAGE 18

~~§ 9.7~~ In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

~~.1~~ Termination Fee:

~~.2~~ Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

PAGE 20

~~.1~~ Stipulated Sum
~~_____~~ *(Insert amount)*

~~.2~~ Percentage Basis
~~_____~~ *(Insert percentage value)*

~~_____~~ ()% of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

~~.3~~ Other
~~_____~~ *(Describe the method of compensation)*

Basis for compensation will be based on a percentage of the cost of the work as calculated by
 $35/[(\text{LogP})-0.0075] = \text{Fee Percentage}$, where "P" stands for the actual Construction Cost of the Project.

...

Included in Architect's Basic Services.

...

Payment to the Architect shall be on an hourly basis according to the rates established in Paragraph 11.7.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (—%), or as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

ten percent (10%).

...

Schematic Design Phase	<u>Fifteen</u>	percent (<u>15</u>	%)
Design Development Phase	<u>Twenty</u>	percent (<u>20</u>	%)
Construction Documents Phase	<u>Forty</u>	percent (<u>40</u>	%)
Procurement Phase	<u>Five</u>	percent (<u>5</u>	%)
Construction Phase	<u>Twenty</u>	percent (<u>20</u>	%)

...

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

PAGE 21

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

...

<u>Principal Architect</u>	<u>\$175.00 Per Hour</u>
<u>Staff/Intern Architect</u>	<u>\$125.00 Per Hour</u>
<u>Field Representative</u>	<u>\$85.00 Per Hour</u>
<u>Draftsman</u>	<u>\$85.00 Per Hour</u>
<u>Administrative Personnel</u>	<u>\$65.00 Per Hour</u>

...

- ~~.1 Transportation and authorized out of town travel and subsistence;~~
- ~~.2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;~~
- .4 Printing, reproductions, plots, and standard form documents;
- ~~.5 Postage, handling, and delivery;~~
- ~~.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;~~
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- ~~.9 All taxes levied on professional services and on reimbursable expenses;~~
- ~~.10 Site office expenses;~~
- ~~.11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,~~

...

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

...

None at this time.

...

§ 11.10.1.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

~~§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.~~

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid (~~—~~) Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

Three % 3
PAGE 22

A majority of the funding for this Project is from a grant from the State of Tennessee and the funding must be used by June 30, 2026. There are no federal grant spending requirements. Payments to contractors will be subject to 5% retainage per standard requirements.

...

~~.2 AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:~~

~~— (Insert the date of the E203 2013 incorporated into this agreement.)~~

~~.3 Exhibits:~~

~~(Check the appropriate box for any exhibits incorporated into this Agreement.)~~

~~[] AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204 2017 incorporated into this agreement.)~~

~~[] Other Exhibits incorporated into this Agreement:~~

~~(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)~~

~~.4 Other documents:~~

~~(List other documents, if any, forming part of the Agreement.)~~ A. Opinion of Probable Cost Letter dated February 2, 2023
B. Architectural Design Proposal Letter dated August 1, 2023

...

Jacob Sorrells
Director, Marshall County Schools

John T. Trail
Vice President, Johnson + Bailey Architects, P.C.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, John Thomas Trail, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 12:50:48 ET on 08/01/2023 under Order No. 2114381871 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2017, Standard Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)

Vice President

(Title)

8-1-23

(Dated)



Fundraiser Authorization

Proposed Fundraising Activity: Group Fund

Purpose of Fundraiser: To raise money for our basketball team.

Fund/Account Name: High school Basketball

Current balance of fund account \$ 1000.00 Date _____

Anticipated date(s) of fundraiser: Beginning 7-18 Ending 8-1

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

Margin of profit (if applicable): 2500 - 4000

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: For team gear, meals, balls.

Requested by: Hayden McManis
Teacher/Club

Date: 7-16-23

Approved by: [Signature]
Principal

Date: 7/16/23

Approved by: [Signature]
Director of Schools

Date: 7-17-23

** 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: Georgia Peach Fundraiser

Purpose of Fundraiser: The individual balances for clothing, shoes, poms, etc.

Fund/Account Name: LMS Cheerleading

Current balance of fund account \$ 4079.11 Date 7-23-23

Anticipated date(s) of fundraiser: Beginning 7-23-23 Ending 8-15-23

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

Margin of profit (if applicable):

Method by which school will receive profit: C or ck

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

Requested by: Marlena Brewer Teacher/Club Date: 7-23

Approved by: [Signature] Principal Date: 6-14-23

Approved by: [Signature] Director of Schools Date: 7-25-23

-- 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



Fundraiser Authorization

Proposed Fundraising Activity: Local Sponsors

Purpose of Fundraiser: Cost of production & travel for history club

Fund/Account Name: MCHS History Club

Current balance of fund account \$ 604,99 Date 7-24-23

Anticipated date(s) of fundraiser: Beginning 7-24-23 Ending 12-15-23

Expected Student Involvement (schoolwide or specific school organization): History Club only.

Margin of profit (if applicable): 7/24/23 - 4/30/24

Method by which school will receive profit: check or cash

How and when will these funds be spent to benefit students/instruction: Cover production cost of the Podcast, new equipment, & ~~new~~ History Club shirts.

Requested by: Hillis / History Club Date: 7/19/23
Teacher/Club

Approved by: [Signature] Date: 7/19/23
Principal

Approved by: [Signature] Date: 7-24-23
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: Local Sponsors

Purpose of Fundraiser: Raise money to cover season expenses (travel, uniforms, bowling alley fees, tournament, etc.)

Fund/Account Name: MCHS Bowling

Current balance of fund account \$ 2246.69 Date 7-24-23

Anticipated date(s) of fundraiser: Beginning 7/24/23 Ending 12/15/23

Expected Student Involvement (schoolwide or specific school organization): Bowling team members & coaches

Margin of profit (if applicable): _____

Method by which school will receive profit: check or cash donations

How and when will these funds be spent to benefit students/instruction: ASAP, on team uniform & travel for our season.

Requested by: Hillis / Bowling Date: 7/19/23
Teacher/Club

Approved by: [Signature] Date: 7/19/23
Principal

Approved by: [Signature] Date: 7-24-23
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: Malice Ice

Purpose of Fundraiser: Football needs

Fund/Account Name: Football LMS

Current balance of fund account \$ 2,679.55 Date 7-24-23

Anticipated date(s) of fundraiser: Beginning 7-25-23 Ending 7-25-23

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

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: Derry School year

Requested by: Billy Sa Teacher/Club Date: 7-24-23

Approved by: Chuck Heger Principal Date: 7/24/23

Approved by: Carol Powell Director of Schools Date: 7-24-23

** 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 _____

Proposed Fundraising Activity: Booster Club - Golf Tournament

Purpose of Fundraiser: Raise money for equipment

Fund/Account Name: MCHS Softball

Current balance of fund account \$ \$4,107.42 Date 7-24-23

Anticipated date(s) of fundraiser: Beginning 7-25-23 Ending 9-4-23

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

Softball players / community

Margin of profit (if applicable): \$10,000

Method by which school will receive profit: Cash / checks

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

on equipment / travel / apparel

Requested by: Ang Bonner - MCHS Softball Date: 7-24-23
Teacher/Club

Approved by: [Signature] Date: 7/24/23
Principal

Approved by: [Signature] Date: 8-3-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: GOLF CALENDAR FUNDRAISER

Purpose of Fundraiser: FUNDS FOR MATCH FEES & TSSAA Fees

Fund/Account Name: HS GOLF (FORECAST)

Current balance of fund account \$ 1408.00 Date 7/27/23

Anticipated date(s) of fundraiser: Beginning JULY 31 Ending AUGUST 14

Expected Student Involvement (schoolwide or specific school organization): 14 PLAYERS

Margin of profit (if applicable): ≈ 1,000 - 2,000

Method by which school will receive profit: CASH / CHECK

How and when will these funds be spent to benefit students/instruction: GOLF MATCH FEES, TRAVEL EXPENSES, MAYBE EQUIPMENT

Requested by: A. BUZZETT / HS GOLF Date: 7/27/23
Teacher/Club

Approved by: [Signature] Date: 7/27/23 Principal

Approved by: [Signature] Date: 7-28-23 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: CONCESSIONS

Purpose of Fundraiser: raise money for boys/girls soccer

Fund/Account Name: Forrest Soccer Booster Club

Current balance of fund account \$ 7339.88 Date 08/30/2023

Anticipated date(s) of fundraiser: Beginning Aug 2023 Ending Dec 1, 2023

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

Margin of profit (if applicable): _____

Method by which school will receive profit: 100% above cost

How and when will these funds be spent to benefit students/instruction: purchase equipment for players

Requested by: Forrest Soccer Booster Club Date: 08/07/2023
Teacher/Club

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

Approved by: [Signature] Date: 8-11-23
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: T-Shirts / Spirit Wear

Purpose of Fundraiser: Raise Money for Parent Club to be used for Oak Grove Students + Staff

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 1641.82 Date 8-10-23

Anticipated date(s) of fundraiser: Beginning Aug 1, 23 Ending Sept 1, 23

Expected Student Involvement (schoolwide or specific school organization):
Presale order forms + online store

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: School needs

Requested by: Christi Flowers - Parent Club Date: 8-10-23
Teacher/Club

Approved by: [Signature] Date: 8-10-23
Principal

Approved by: [Signature] Date: 8-10-23
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: Homecoming Spirit Items

Purpose of Fundraiser: Raise Money for Parent Club to be used for Oak Grove Students + Staff

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 1641.82 Date 8-10-23

Anticipated date(s) of fundraiser: Beginning Aug '23 Ending Sep '23

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

Sell spirit items for parade + at home MCHS Football games

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: _____

School needs for teachers + students

Requested by: Christi Flowers - Parent Club Date: 8-10-23
Teacher/Club

Approved by: Mary K. Britton Date: 8-10-23
Principal

Approved by: Carol Powell Date: 8-10-23
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: Selling blankets

Purpose of Fundraiser: to cover meals on game days

Fund/Account Name: Chapel Hill Touchdown Association

Current balance of fund account \$ 4,992.04 Date 7-18-2023

Anticipated date(s) of fundraiser: Beginning 8-1-2023 Ending 9-15-2023

Expected Student Involvement (schoolwide or specific school organization): Forrest High School Cheerleaders

Margin of profit (if applicable): # of blankets sold

Method by which school will receive profit: # of blankets sold

How and when will these funds be spent to benefit students/instruction: to cover meals on game days

Requested by: Rhonda Armstrong Date: 7-18-2023
Teacher/Club

Approved by: [Signature] Date: 7/18/23
Principal

Approved by: Carol Lovelle Date: 7-20-23
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



Fundraiser Authorization

Proposed Fundraising Activity: Amigos Supper

Purpose of Fundraiser: To raise money for our basketball team.

Fund/Account Name: High school Basketball

Current balance of fund account \$ 1000.00 Date _____

Anticipated date(s) of fundraiser: Beginning 8-1 Ending 9-22

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

Margin of profit (if applicable): 2000-3000

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: For team gear.

Requested by: Hyden McNeahan
Teacher/Club

Date: 7-16-23

Approved by: [Signature]
Principal

Date: 7/16/23

Approved by: Carol Powell
Director of Schools

Date: 7-17-23

** 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: Speciality Items

Purpose of Fundraiser: Raise Money for Parent Club to be used for Oak Grove Students + Staff

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 1641.82 Date 8-10-23

Anticipated date(s) of fundraiser: Beginning Aug 1, 23 Ending May 24

Expected Student Involvement (schoolwide or specific school organization): order forms + event sales

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash + check

How and when will these funds be spent to benefit students/instruction: School needs for teachers + students

Requested by: Christi Flowers - Parent Club Date: 8-10-23
Teacher/Club

Approved by: [Signature] Date: 8-10-23
Principal

Approved by: [Signature] Date: 8-10-23
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: School Store

Purpose of Fundraiser: Raise Money for Parent Club to be used for Oak Grove

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 1641.82 Date 8-10-23

Anticipated date(s) of fundraiser: Beginning Aug 23 Ending May 24

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

Margin of profit (if applicable): _____

Method by which school will receive profit: check

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

School needs

Requested by: Christi Flowers - Parent Club Date: 8-10-23
Teacher/Club

Approved by: Shayla Grubbs Date: 8-10-23
Principal

Approved by: Facol Linnell Date: 8-10-23
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: Cookie Dough Sales
 Purpose of Fundraiser: Raise funds for 12th grade graduation, stage, flowers, programs, senior trip
 Fund/Account Name: 2024 Senior Class
 Current balance of fund account \$ 19,962.53 Date 7-31-23
 Anticipated date(s) of fundraiser: Beginning 8-2-23 Ending 8-23-23
 Expected Student Involvement (schoolwide or specific school organization): All 12th grade students

Margin of profit (if applicable): N/A
 Method by which school will receive profit: check/cash
 How and when will these funds be spent to benefit students/instruction: Funds will be spent throughout the year for senior activities & events

Requested by: [Signature] SR sponsor Date: 7-31-23
Teacher/Club

Approved by: [Signature] Date: 7/31/23
Principal

Approved by: [Signature] Date: 7-31-23
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: Homecoming Shirts

Purpose of Fundraiser: to raise money to buy needed supplies for school use

Fund/Account Name: Library / Bartlett

Current balance of fund account \$ 1488.05 Date 8-1-23

Anticipated date(s) of fundraiser: Beginning 8/23 Ending 9/23

Expected Student Involvement (schoolwide or specific school organization): N/A

Margin of profit (if applicable): unknown

Method by which school will receive profit: payment from company

How and when will these funds be spent to benefit students/instruction: in the near future (pending amount), materials and supplies to enhance learning

Requested by: Ashley Bartlett Date: 8/1/23
Teacher/Club

Approved by: [Signature] Date: 8/3/23
Principal

Approved by: [Signature] Date: 8-3-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: 1 Pitch Fundraiser

Purpose of Fundraiser: football needs

Fund/Account Name: LMS Football

Current balance of fund account \$ 2,679.55 Date 7-24-23

Anticipated date(s) of fundraiser: Beginning 8-4-23 Ending 8-4-23

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

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: School year

Requested by: Billy Lee Date: 7-24-23
Teacher/Club

Approved by: [Signature] Date: 7/24/23
Principal

Approved by: [Signature] Date: 7-24-23
Director of Schools

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

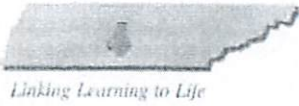
Total Fundraiser Profit \$ _____

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: Selling Sonic Cards

Purpose of Fundraiser: Purchase necessary equipment for basketball

Fund/Account Name: Cornersville ~~High School~~ High Days Basketball

Current balance of fund account \$ 451.66 Date 8/2/23

Anticipated date(s) of fundraiser: Beginning August 7 Ending August 31

Expected Student Involvement (schoolwide or specific school organization): Specific organization
Basketball players

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash/check

How and when will these funds be spent to benefit students/instruction: Purchase equipment,
books, etc...

Requested by: Dakota Brown Date: 8/2/23
Teacher/Club

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

Approved by: [Signature] Date: 8-2-23
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: Social media Garage Sale

Purpose of Fundraiser: Raise money for Tigertette Basketball expenses

Fund/Account Name: Tigertette Basketball

Current balance of fund account \$ 3000 Date 8-7-23

Anticipated date(s) of fundraiser: Beginning 8-7-23 Ending 5-1-23

Expected Student Involvement (schoolwide or specific school organization):
No student involvement

Margin of profit (if applicable): _____

Method by which school will receive profit: cash and checks

How and when will these funds be spent to benefit students/instruction: sweats, t-shirts, socks, bags, food, etc for the year

Requested by: David Stealy Date: 8-7-23
Teacher/Club

Approved by: [Signature] Date: 8/7/23
Principal

Approved by: Carol Lovell Date: 8-7-23
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



Fundraiser Authorization

Proposed Fundraising Activity: Beef stick Sale
 Purpose of Fundraiser: To raise funds for the marching Bands
2023 season
 Fund/Account Name: MCHS Band Boosters
 Current balance of fund account \$ \$13,319.60 Date 8/3/23
 Anticipated date(s) of fundraiser: Beginning 8/7/23 Ending 8/18/23
 Expected Student Involvement (schoolwide or specific school organization): MCHS Band

Margin of profit (if applicable): N/A
 Method by which school will receive profit: Cash/check

How and when will these funds be spent to benefit students/instruction: Funds will be used for transportation, instrument repair, staff pay

Requested by: Clayton Sawyer / MCHS Band Date: 8/3/23
Teacher/Club

Approved by: [Signature] Date: 8/4/23
Principal

Approved by: [Signature] Date: 8-4-23
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: Parking Space Painting
 Purpose of Fundraiser: To raise funds for student events, activities, leadership opportunities, and Renaissance
 Fund/Account Name: MCHS Student Council
 Current balance of fund account \$ 1,142.00 Date 7/24/2023
 Anticipated date(s) of fundraiser: Beginning 8/7/2023 Ending 1/31/2024
 Expected Student Involvement (schoolwide or specific school organization): Students schoolwide

Margin of profit (if applicable): _____

Method by which school will receive profit: \$25 per space

How and when will these funds be spent to benefit students/instruction: To improve school culture and climate through events and activities

Requested by: Vanessa Cweeney Date: 7/31/2023
Teacher/Club

Approved by: [Signature] Date: 7/31/23
Principal

Approved by: Carol Lovell Date: 8-3-23
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.)*



Looking Learning, to Life

Fundraiser Authorization

Proposed Fundraising Activity: CHS Football Parking Spot Fundraise

Purpose of Fundraiser: raise money for transportation and spirit items

Fund/Account Name: CHS Check

Current balance of fund account \$ 2,000 Date 8/16/2023

Anticipated date(s) of fundraiser: Beginning 8/8/23 Ending 8/14/2023

Expected Student Involvement (schoolwide or specific school organization): Coach will be putting on the fundraiser

Margin of profit (if applicable): 1,000

Method by which school will receive profit: cash, check

How and when will these funds be spent to benefit students/instruction: money will be spent on transportation, food, spirit items, etc

Requested by: [Signature] Date: 8/6/2023
Teacher/Club

Approved by: [Signature] Date: 8/7/23
Principal

Approved by: [Signature] Date: 8-7-23
Director of Schools

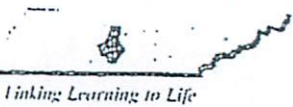
** Request must be made 60 days prior to the proposed fundraiser.

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



Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Mums Sale

Purpose of Fundraiser: Raise money for 23-24 basketball teams

Fund/Account Name: Forrest Booster Basketball

Current balance of fund account \$ 10,000 Date 8-4-23

Anticipated date(s) of fundraiser: Beginning 8/8/23 Ending 9/1/23

Expected Student Involvement (school wide or specific school organization): High School & middle school basketball

Margin of profit (if applicable): # of mums sold

Method by which school will receive profit: # of mums sold

How and when will these funds be spent to benefit students/instruction: expenses for basketball season.

Requested by: Catherine Borba
Teacher/Club

Date: 7-31-23

Approved by: [Signature]
Principal

Date: 8/1/23

Approved by: [Signature]
Director of Schools

Date: 8-7-23

** 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: Boys Basketball Hoop Fill

Purpose of Fundraiser: Boys Basketball needs

Fund/Account Name: B. Basketball

Current balance of fund account \$ 6,500.00 Date 8-8-23

Anticipated date(s) of fundraiser: Beginning Aug 9 Ending Aug 25

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

_____ 1/25 students

Margin of profit (if applicable): - 100%

Method by which school will receive profit: Cash cls

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

Requested by: Jimmy Benson Teacher/Club Date: 8/8/23

Approved by: Charl Stutz Principal Date: 8/8/23

Approved by: Garret Powell Director of Schools Date: 8-8-23

** 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: Spirit Shirts

Purpose of Fundraiser: To raise funds for activities, leadership events, and Renaissance throughout the school year

Fund/Account Name: mchs Student Council

Current balance of fund account \$ 1,142.00 Date 7/24/2023

Anticipated date(s) of fundraiser: Beginning 08/09/2023 Ending 12/21/2023

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

Margin of profit (if applicable): _____

Method by which school will receive profit: \$15 to \$20 per shirt

How and when will these funds be spent to benefit students/instruction: Funds will be used for School Culture and climate events and activities throughout the year.

Requested by: Vanessa H Sweeney / Student Council Date: 8/7/2023
Teacher/Club

Approved by: [Signature] Date: 8/7/23
Principal

Approved by: [Signature] Date: 8-9-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Amigo's Night

Purpose of Fundraiser: yearly expenses

Fund/Account Name: Tigerette Basketball

Current balance of fund account \$ 3000 Date 8-7-23

Anticipated date(s) of fundraiser: Beginning 8-14-23 Ending 10-31-23

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

Margin of profit (if applicable): _____

Method by which school will receive profit: check from Amigo's

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

Requested by: David Stealy Date: 8-7-23
Teacher/Club

Approved by: [Signature] Date: 8/7/23
Principal

Approved by: Carol Powell Date: 8-7-23
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



Fundraiser Authorization

Proposed Fundraising Activity: Sell Old Baseball Jersey's

Purpose of Fundraiser: To raise money for food to feed Team, Baseballs, bus driver, and other team needs.

Fund/Account Name: Tiger Baseball Team

Current balance of fund account \$ 11,180.36 Date 8-14-23

Anticipated date(s) of fundraiser: Beginning 8-15-23 Ending 5-1-24

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

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 for baseball team equipment, food, baseball field work

Requested by: [Signature] Date: 8-~~15~~¹⁴-23
Teacher/Club

Approved by: [Signature] Date: 8/14/23
Principal

Approved by: [Signature] Date: 8-14-23
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: Beta Club Snack Sales

Purpose of Fundraiser: To raise money for club activities including convention + a reward trip.

Fund/Account Name: Forrest High School Beta

Current balance of fund account \$ 3,471.89 Date ~~7/11/23~~ 5/31/23

Anticipated date(s) of fundraiser: Beginning 8/25 Ending 5/30

Expected Student Involvement (schoolwide or specific school organization): Students will donate drink + snacks + sell to classes on Friday.


Margin of profit (if applicable): all profit

Method by which school will receive profit: Students will buy snacks + drinks.

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

Requested by: Libby Stubbliheld HS Beta
Teacher/Club

Date: 7/31/23

Approved by: 
Principal

Date: 8/3/23

Approved by: 
Director of Schools

Date: 8-5-23

** 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: Kona Ice

Purpose of Fundraiser: ACT fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-18-23

Anticipated date(s) of fundraiser: Beginning 8-18-23 Ending 8-18-23

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

All students

Margin of profit (if applicable): 20%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: ACT snacks, drinks, food, rewards, pep rally

Requested by: Jill Worley ACT Date: 7-18-23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: Carol Powell Date: 7-18-23
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

Proposed Fundraising Activity: Car wash

Purpose of Fundraiser: Tigerette Basketball

yearly expenses

Fund/Account Name: Tigerette Basketball

Current balance of fund account \$ 3000 Date 8-7-23

Anticipated date(s) of fundraiser: Beginning 8-19-23 Ending 8-19-23

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

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: sweats, bags, socks, shoes, t-shirts, food

Requested by: David Stealy Date: 8-7-23
Teacher/Club

Approved by: [Signature] Date: 8/7/23
Principal

Approved by: [Signature] Date: 8-7-23
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Calendar Fundraiser

Purpose of Fundraiser: funds for school events, fieldtrips

Fund/Account Name: KIDSS First

Current balance of fund account \$ 26,710.26 Date 8-9-23

Anticipated date(s) of fundraiser: Beginning 8-21-23 Ending 9-6-23

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

Margin of profit (if applicable): 100% minus prizes

Method by which school will receive profit: PTO funding, fieldtrips

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

Requested by: [Signature]
Teacher/Club

Date: 8-10-23

Approved by: [Signature]
Principal

Date: 8-10-23

Approved by: [Signature]
Director of Schools

Date: 8-10-23

** 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: Sheet Fundraiser

Purpose of Fundraiser: Tigerette Basketball

yearly expenses

Fund/Account Name: Tigerette Basketball

Current balance of fund account \$ 3000 Date 8-7-23

Anticipated date(s) of fundraiser: Beginning 8-28-23 Ending 9-15-23

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

Tigerette Basketball

Margin of profit (if applicable): _____

Method by which school will receive profit: check from sheet company

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

sweats, t-shirts, shoes, socks, bags

Requested by: David Stealy
Teacher/Club

Date: 8-7-23

Approved by: [Signature]
Principal

Date: 8/7/23

Approved by: Carol Powell
Director of Schools

Date: 8-7-23

** 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: Kona Ice

Purpose of Fundraiser: ACT fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-18-23

Anticipated date(s) of fundraiser: Beginning 9-1-23 Ending 9-1-23

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

All students

Margin of profit (if applicable): 20%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: ACT snacks, drinks, food, rewards, pep rally

Requested by: Jill Wibley ACT Date: 7-18-23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: Gaud Sorrell Date: 7-18-23
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

Proposed Fundraising Activity: Selling Pink out tee shirts

Purpose of Fundraiser: fall warm ups

Fund/Account Name: Cheerleading

Current balance of fund account \$ 3,100 Date 8-2-23

Anticipated date(s) of fundraiser: Beginning 9-1-23 Ending 9-20-23

Expected Student Involvement (schoolwide or specific school organization): cheer leaders selling to student body, etc.

Margin of profit (if applicable):

Method by which school will receive profit: cash & check

How and when will these funds be spent to benefit students/instruction: to cover the cost of fall warm ups

Requested by: Marlena Brewer Date: 7-31-23

Teacher/Club

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

Principal

Approved by: [Signature] Date: 8-3-23

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



Fundraiser Authorization

Proposed Fundraising Activity: Team Yard Sale

Purpose of Fundraiser: To raise money to offset the costs for ~~the~~ competition costs and other team expenses.

Fund/Account Name: Touchdown Association

Current balance of fund account \$ 9,436.68 Date 7-31-23

Anticipated date(s) of fundraiser: Beginning Sept. 2, 2023 Ending Sept. 2, 2023

Expected Student Involvement (schoolwide or specific school organization): Forrest Middle School Cheer

Margin of profit (if applicable): 100%

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: For the purpose of ~~the~~ competition costs and other cheer expenses. To be used by 12-31-23

Requested by: Heather Robertson Date: 7-31-23
Teacher/Club

Approved by: [Signature] Date: 8/1/23
Principal

Approved by: [Signature] Date: 8-1-23
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: Homecoming

Purpose of Fundraiser: Raise money for students and teachers

Fund/Account Name: Delk-Henson Youth First

Current balance of fund account \$ 21,014.96 Date 7/31/23

Anticipated date(s) of fundraiser: Beginning 9/11/23 Ending 9/15/23

Expected Student Involvement (schoolwide or specific school organization): Students will buy beads, tattoos, and sunglasses to wear during the homecoming festivities

Margin of profit (if applicable): anything over cost

Method by which school will receive profit: as needed

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

Requested by: Donna Johnson, Youth First President Date: 7/31/23
Teacher/Club

Approved by: Robert J Reasonover Date: 7-31-23
Principal

Approved by: Carol Lovell Date: 8-1-23
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: Holidays Around the Corner Vendor Marketplace

Purpose of Fundraiser: Raise funds for the ACT Program

Fund/Account Name: ACT

Current balance of fund account \$ 7388.04 Date _____

Anticipated date(s) of fundraiser: Beginning September 16, 2023 Ending September 16, 2023

Expected Student Involvement (schoolwide or specific school organization): Student volunteers will help load, unload, clean up and run admission... we also hope to have a Youth Makers for students in 7-12 to sell their own crafts!

Margin of profit (if applicable): 100% of Vendor Fees and Admission Fees

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

How and when will these funds be spent to benefit students/instruction: ACT Rewards, Snacks for sessions, etc.

Requested by: Wendy Ridley/ACT Rewards Date: July 14, 2023
Teacher/Club

Approved by: [Signature] Date: 7/14/23
Principal

Approved by: [Signature] Date: 7-18-23
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 _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Car Wash

Purpose of Fundraiser: raise funds for annual Holiday World Music Festival trip

Fund/Account Name: WES Chorus

Current balance of fund account \$ 3,000.00 Date 8/1/23

Anticipated date(s) of fundraiser: Beginning Sept. 16 Ending Sept 16

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

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: funds will be used for transportation costs and entry fee for H.W.M.F

Requested by: Nora M. Tomi / chorus Date: 8/1/23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: [Signature] Date: 8-1-23
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.)

[Signature]
Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Run Concessions for Softball Tournament

Purpose of Fundraiser: Raise money for equipment

Fund/Account Name: 6100 - MCHS Softball

Current balance of fund account \$ 4,107.⁴² Date 8-4-23

Anticipated date(s) of fundraiser: Beginning 9-16-23 Ending 9-16-23

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

Softball players

Margin of profit (if applicable): \$1,000.⁰⁰

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: As needed for new equipment

Requested by: Amy Bonner - Softball Date: 8-4-23
Teacher/Club

Approved by: [Signature] Date: 8-4-23
Principal

Approved by: [Signature] Date: 8-14-23
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: Baseball Camp (Youth)

Purpose of Fundraiser: To raise money for food, travel, equipment

Fund/Account Name: Marshall County High Baseball

Current balance of fund account \$ 11,180⁰⁰ Date 8-3-23

Anticipated date(s) of fundraiser: Beginning Sept 23rd Ending Sept 23rd

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

will help with camp.

Margin of profit (if applicable): N/A

Method by which school will receive profit: Cash + Checks

How and when will these funds be spent to benefit students/instruction: For high school baseball team needs.

Requested by: Ryan Henry / Baseball Coach Date: 8-3-23
Teacher/Club

Approved by: [Signature] Date: 8/3/23
Principal

Approved by: [Signature] Date: 8-3-23
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 Activity: Sonic Card

Purpose of Fundraiser: Season Expenses

Fund/Account Name: METS Swimming

Current balance of fund account \$ 2824.76 Date 7-24-23

Anticipated date(s) of fundraiser: Beginning Oct 1 Ending Nov 1

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

Swimmers selling

Margin of profit (if applicable): \$1000

Method by which school will receive profit: cash

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

Season expenses

Requested by: Angela Wilson Date: 7-24-23
Teacher/Club

Approved by: [Signature] Date: 7/24/23
Principal

Approved by: [Signature] Date: 7-24-23
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: Holiday Grams

Purpose of Fundraiser: Raise money for students and teachers

Fund/Account Name: Delk-Henson Youth First

Current balance of fund account \$ 11,880.00 Date 8/10/23

Anticipated date(s) of fundraiser: Beginning 10/01/2023 Ending 04/30/2024

Expected Student Involvement (schoolwide or specific school organization): Parents and students can buy candy, necklaces, bracelets, etc. to send to friends for holidays with a note around Halloween, Christmas, Valentines, Easter, etc

Margin of profit (if applicable): anything over cost

Method by which school will receive profit: as needed

How and when will these funds be spent to benefit students/instruction: material and equipment as needed or requested by school/teachers

Requested by: Donna Johnson, Youth First President Date: 8/10/2023
Teacher/Club

Approved by: Robert J. Reasonover Date: 8.10.23
Principal

Approved by: Carol Small Date: 8-14-23
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: Tom Wat Catalogue Sales

Purpose of Fundraiser: to raise funds for annual trip to Holiday World Music Festival

Fund/Account Name: WES Chorus

Current balance of fund account \$ 3,000.⁰⁰ Date 8/1/23

Anticipated date(s) of fundraiser: Beginning 10/2/23 Ending 10/27/23

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

Margin of profit (if applicable): 40%

Method by which school will receive profit: Catalogue Sales

How and when will these funds be spent to benefit students/instruction: funds will be used for transportation cost, music purchase, and entry fee for H.W.M.F

Requested by: N. Toms | chorus Date: 8/1/23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: Carol Lovell Date: 8-1-23
Director of Schools

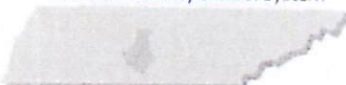
** Request must be made 60 days prior to the proposed fundraiser.

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.)*

Carol Huber
Principal's Signature



Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Kona Ice

Purpose of Fundraiser: ACT fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-18-23

Anticipated date(s) of fundraiser: Beginning 10/5/23 Ending 10/5/23

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

All students

Margin of profit (if applicable): 20%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: ACT snacks, drinks, food, rewards, pep rally

Requested by: Jill Worley ACT Date: 7-18-23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: Carol Powell Date: 7-18-23
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

Proposed Fundraising Activity: Father Daughter Dance

Purpose of Fundraiser: to help cover cheer expenses

Fund/Account Name: Chapel Hill Touchdown Association

Current balance of fund account \$ 3,305.⁰⁰ Date 8-4-2023

Anticipated date(s) of fundraiser: Beginning 10-21-2023 Ending 10-21-2023

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

Margin of profit (if applicable): _____

Method by which school will receive profit: # of tickets sold

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

Requested by: [Signature]
Teacher/Club

Date: 8-4-2023

Approved by: [Signature]
Principal

Date: 8/7/23

Approved by: [Signature]
Director of Schools

Date: 8-7-23

** 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: Fall Festival

Purpose of Fundraiser: Raise Money for Parent Club to be used for Oak Grove Students + Staff

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 1641.82 Date 8-10-23

Anticipated date(s) of fundraiser: Beginning Oct 26, 23 Ending Oct 26, 23

Expected Student Involvement (schoolwide or specific school organization): attendance, silent auction, donations, games

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 Flowers - Parent Club Date: 8-10-23
Teacher/Club

Approved by: May Krentel Date: 8-10-23
Principal

Approved by: Carol Powell Date: 8-10-23
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



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Travelin Tom's Coffee Truck

Purpose of Fundraiser: ACT fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-31-23

Anticipated date(s) of fundraiser: Beginning 11-14-23 Ending 11-14-23

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

All students

Margin of profit (if applicable): 10%

Method by which school will receive profit: check

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

drinks food, rewards, pep rally

Requested by: Jill Worley, ACT Date: 7-31-23
Teacher/Club

Approved by: [Signature] Date: 7/31/23
Principal

Approved by: [Signature] Date: 7-31-23
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: Holiday Concert

Purpose of Fundraiser: to raise funds for annual trip to
Holiday World Music Festival

Fund/Account Name: WES Chorus

Current balance of fund account \$ 3,000.⁰⁰ Date 8/1/23

Anticipated date(s) of fundraiser: Beginning 12/7/23 Ending 12/7/23

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

Margin of profit (if applicable): 100%

Method by which school will receive profit: ticket sales

How and when will these funds be spent to benefit students/instruction: funds will be used
for transportation cost, music purchase, and entry fee for H.W.M.F

Requested by: N. Toms | chorus Date: 8/1/23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: Jacobi Sorrells Date: 8-1-23
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.)*

Larue Herbach
Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Breakfast with Santa / Miss Christmas Belle

Purpose of Fundraiser: to help cover cheer expenses

Fund/Account Name: Chapel Hill Touchdown Association

Current balance of fund account \$ 3,305.⁰⁰ Date 8-4-2023

Anticipated date(s) of fundraiser: Beginning 12-9-2023 Ending 12-9-2023

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

Margin of profit (if applicable): _____

Method by which school will receive profit: # of tickets sold / # of contestants

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

Requested by: [Signature]
Teacher/Club

Date: 8-4-2023

Approved by: [Signature]
Principal

Date: 8/7/23

Approved by: [Signature]
Director of Schools

Date: 8-7-23

** 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 fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-31-23

Anticipated date(s) of fundraiser: Beginning 12-15-23 Ending 12/15/23

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

Margin of profit (if applicable): 10%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: ACT snacks, drinks food, rewards, pep rally

Requested by: Jill Work ACT Date: 7-31-23
Teacher/Club

Approved by: [Signature] Date: 7/31/23
Principal

Approved by: [Signature] Date: 7-31-23
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: Morning w/ Santa

Purpose of Fundraiser: Raise Money for Parent Club to be used for Oak Grove Students + Staff

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 1641.82 Date 8-10-23

Anticipated date(s) of fundraiser: Beginning _____ Ending Dec. 20, 23

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

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: School needs for teachers + students

Requested by: Christi Haves-Parent Club Date: 8-10-23
Teacher/Club

Approved by: Mary Kufstner Date: 8-10-23
Principal

Approved by: Carol Lovell Date: 8-10-23
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: Travelin Tom's Coffee Truck

Purpose of Fundraiser: ACT fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-31-23

Anticipated date(s) of fundraiser: Beginning 1-12-24 Ending 1-12-24

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

All students

Margin of profit (if applicable): 10%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: ACT snacks, drinks food, rewards, pep rally

Requested by: Jill Work ACT Date: 7-31-23
Teacher/Club

Approved by: [Signature] Date: 7/31/23
Principal

Approved by: [Signature] Date: 7-31-23
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: Little Caesars Pizza Kits

Purpose of Fundraiser: to raise funds for annual trip to
Holiday World Music Festival

Fund/Account Name: WES Chorus

Current balance of fund account \$ 3,000.⁰⁰ Date 8/1/23

Anticipated date(s) of fundraiser: Beginning 2/5/24 Ending 2/23/24

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

WES Chorus members

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

Method by which school will receive profit: sales

How and when will these funds be spent to benefit students/instruction: funds will be used
for transportation cost, music purchase, and entry fee for H.W.M.F

Requested by: N. Toms | chorus Date: 8/1/23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: Carol Lovell Date: 8-1-23
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.)*

Carol Lovell
Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Valentine's DJ Dance

Purpose of Fundraiser: to raise funds for annual trip to Holiday World Music Festival

Fund/Account Name: WES Chorus

Current balance of fund account \$ 3,000.⁰⁰ Date 8/1/23

Anticipated date(s) of fundraiser: Beginning 2/6/24 Ending 2/6/24

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

Margin of profit (if applicable): 80%

Method by which school will receive profit: ticket sales and concessions

How and when will these funds be spent to benefit students/instruction: funds will be used for transportation cost, music purchase, and entry fee for H.W.M.F

Requested by: N. Toms | chorus Date: 8/1/23
Teacher/Club

Approved by: _____ Date: _____
Principal

Approved by: *Carol Powell* Date: 8-1-23
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.)*

Carol Powell
Principal's Signature

Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Travelin Tom's Coffee Truck

Purpose of Fundraiser: ACT fundraiser

Fund/Account Name: ACT acct

Current balance of fund account \$ 7,388.64 Date 7-31-23

Anticipated date(s) of fundraiser: Beginning 2-16-24 Ending 2-16-24

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

Margin of profit (if applicable): 10%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: ACT snacks, drinks food, rewards, pep rally

Requested by: Jill Work, ACT Date: 7-31-23
Teacher/Club

Approved by: [Signature] Date: 7/24/23
Principal

Approved by: [Signature] Date: 7-31-23
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 _____

Fnd T Acct	Obj Prj Loc	Prg Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 2022-23	2022-23	
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
71100			REGULAR INSTRUCTION PROGRAM							
71100 116			15,063,089.00	15,365,461.64	15,012,782.67		352,678.97	2,416,499.82		
71100 117			42,900.00	42,900.00	39,097.50		3,802.50			
71100 128			10,000.00	12,300.00	9,695.00		2,605.00	420.00		
71100 163			735,038.00	858,121.23	796,968.56		61,152.67	113,930.38		
71100 186			186,003.00	203,103.00	200,375.00		2,728.00	9,850.00		
71100 189			93,840.00	147,421.31	130,176.07		17,245.24	-5,823.40		
71100 195			30,000.00	30,000.00	19,989.47		10,010.53	1,050.00		
71100 198			180,000.00	290,500.00	290,492.42		7.58	38,185.00		
71100 201			1,013,134.00	963,598.42	937,359.27		26,239.15	157,928.38		
71100 204			1,386,989.00	1,357,278.65	1,317,562.94		39,715.71	211,953.73		
71100 207			3,441,744.00	3,254,444.00	3,254,370.17		73.83			
71100 208			11,228.00	11,228.00	10,497.12		730.88			
71100 210			9,426.00	9,426.00	8,838.13		587.87	147.27		
71100 212			236,943.00	233,745.16	225,755.28		7,989.88	37,842.48		
71100 217			76,500.00	86,500.00	57,252.00		29,248.00	8,778.81		
71100 336			177,122.00	229,522.00	140,887.68		88,634.32	45.19	55,652.15	
71100 355			2,000.00	3,300.00	3,224.58		75.42			
71100 356			6,000.00	6,000.00	5,257.69		742.31			
71100 399			33,500.00	339,100.00	339,468.24		-368.24	4,044.00	399.98	
71100 429			320,200.00	389,432.22	393,600.80		-4,168.58	30,362.76	36,308.80	
71100 449			300,000.00	1,162,015.50	863,083.18		298,932.32	87,833.22	611.00	
71100 499				3,000.00	1,423.61		1,576.39	1,123.77	2,000.00	
71100 599				6,000.00			6,000.00		400.00	
71100 722					4,146.54		-4,146.54	-96,730.34	4,146.54	
71100 790			118,000.00	118,000.00	105,973.45		12,026.55	101,359.92		
71100 ---			23,473,656.00	25,122,397.13	24,168,277.37		954,119.76	3,118,800.99	99,518.47	

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
71150			ALTERNATIVE INSTRUCTION PROGRA							
71150 116			TEACHERS	116,575.00	63,882.50	63,597.85		284.65	10,858.80	
71150 186			LONGEVITY PAY	1,350.00	1,350.00	650.00		700.00		
71150 198			NON-CERTIFIED S	1,000.00	2,500.00	1,870.00		630.00		
71150 201			SOCIAL SECURITY	7,373.00	3,784.27	3,758.56		25.71	673.25	
71150 204			STATE RETIREMEN	10,248.00	5,644.11	5,583.14		60.97	943.63	
71150 207			MEDICAL INSURAN	34,012.00	16,312.00	16,226.81		85.19		
71150 208			DENTAL INSURANC	92.00	92.00	45.60		46.40		
71150 210			UNEMPLOYMENT CO	63.00	63.00	26.59		36.41		
71150 212			EMPLOYER MEDICA	1,724.00	1,773.41	879.05		894.36	157.46	
71150 399			OTHER CONTRACTE	3,000.00	3,000.00	1,181.51		1,818.49		
71150 429			INSTRUCTIONAL S	800.00	800.00	400.00		400.00		
71150 722			REGULAR INSTRUC	3,000.00	500.00			500.00		
71150 ---			ALTERNATIVE INS	179,237.00	99,701.29	94,219.11		5,482.18	12,633.14	

Fnd T Acct	Obj Prj Loc	Prg Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	1,348,674.50	1,333,999.30		14,675.20	221,177.11	
71200 117		CAREER LADDER P	5,500.00	5,500.00	5,500.00				
71200 128		HOMEBOUND TEACH	6,000.00	6,000.00	2,985.00		3,015.00	435.00	
71200 163		EDUCATIONAL ASS	430,752.00	398,377.92	398,055.78		322.14	54,278.82	
71200 171		SPEECH PATHOLOG	237,871.00	188,324.50	187,224.49		1,100.01	20,589.04	
71200 186		LONGEVITY PAY	24,650.00	32,050.00	32,050.00			2,200.00	
71200 195		CERTIFIED SUBST	3,500.00	7,900.00	5,300.00		2,600.00	500.00	
71200 198		NON-CERTIFIED S	24,000.00	28,800.00	28,420.00		380.00	3,810.00	
71200 201		SOCIAL SECURITY	132,036.00	111,029.30	110,515.23		514.07	18,751.60	
71200 204		STATE RETIREMEN	177,548.00	163,041.08	158,952.68		4,088.40	24,360.82	
71200 207		MEDICAL INSURAN	730,099.00	638,699.00	638,674.96		24.04		
71200 208		DENTAL INSURANC	2,650.00	2,650.00	2,024.64		625.36		
71200 210		UNEMPLOYMENT CO	1,532.00	1,532.00	1,369.40		162.60	59.05	
71200 212		EMPLOYER MEDICA	30,879.00	28,212.92	26,116.20		2,096.72	4,393.39	
71200 217		RETIREMENT-HYBR	9,027.00	9,027.00	6,499.05		2,527.95	1,139.19	
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	2,977,818.22	2,944,086.73		33,731.49	351,694.02	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 2022-23	2022-23
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71300										
	71300 116		TEACHERS	1,048,662.00	1,088,240.29	1,079,434.02		8,806.27	175,345.99	
	71300 117		CAREER LADDER P	3,000.00	3,000.00	3,000.00				
	71300 163		EDUCATIONAL ASS		9,700.00	9,683.10		16.90	2,766.60	
	71300 186		LONGEVITY PAY	11,750.00	12,500.00	12,500.00			1,300.00	
	71300 195		CERTIFIED SUBST	1,000.00	1,000.00			1,000.00		
	71300 198		NON-CERTIFIED S	8,000.00	10,600.00	9,230.00		1,370.00	635.00	
	71300 201		SOCIAL SECURITY	66,490.00	67,844.04	64,812.62		3,031.42	11,160.13	
	71300 204		STATE RETIREMEN	92,411.00	94,331.86	93,997.16		334.70	15,198.28	
	71300 207		MEDICAL INSURAN	231,146.00	231,146.00	228,170.68		2,975.32		
	71300 208		DENTAL INSURANC	780.00	780.00	752.40		27.60		
	71300 210		UNEMPLOYMENT CO	468.00	479.00	478.90		0.10	1.91	
	71300 212		EMPLOYER MEDICA	15,550.00	15,866.67	15,180.76		685.91	2,610.73	
	71300 217		RETIREMENT-HYBR	5,508.00	5,508.00	3,284.41		2,223.59	495.76	
	71300 336		MAINTENANCE AND	2,500.00	2,500.00	387.19		2,112.81		
	71300 429		INSTRUCTIONAL S	22,800.00	112,858.00	109,081.40		3,776.60	1,085.30	1,776.47
	71300 449		TEXTBOOKS	2,000.00	2,000.00			2,000.00		
	71300 599		OTHER CHARGES	500.00	500.00			500.00		
	71300 722		REGULAR INSTRUC	30,000.00	15,100.00	15,011.68		88.32	15,011.68	
	71300 730		VOCATIONAL INST						-13,730.95	
	71300 ---		VOCATIONAL EDUC	1,542,565.00	1,673,953.86	1,645,004.32		28,949.54	211,880.43	1,776.47

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	71,860.30	44,271.28		27,589.02	7,084.08	
	72110 117		CAREER LADDER P	600.00	600.00	600.00				
	72110 130		SOCIAL WORKERS	77,414.00	87,336.72	79,746.71		7,590.01	7,309.51	
	72110 162		CLERICAL PERSON	40,745.00	42,027.06	42,025.99		1.07	7,156.74	
	72110 186		LONGEVITY PAY	4,950.00	4,950.00	3,700.00		1,250.00		
	72110 201		SOCIAL SECURITY	10,179.00	12,181.67	7,495.41		4,686.26	896.91	
	72110 204		STATE RETIREMEN	9,233.00	11,978.28	9,239.78		2,738.50	1,084.97	
	72110 207		MEDICAL INSURAN	23,263.00	23,263.00	23,154.04		108.96		
	72110 208		DENTAL INSURANC	137.00	137.00	136.80		0.20		
	72110 210		UNEMPLOYMENT CO	126.00	126.00	80.23		45.77		
	72110 212		EMPLOYER MEDICA	2,380.00	2,778.00	2,365.60		412.40	312.48	
	72110 355		TRAVEL	2,500.00	2,500.00	1,171.20		1,328.80	47.13	
	72110 399		OTHER CONTRACTE		27,900.00	27,829.00		71.00		
	72110 499		OTHER SUPPLIES	3,000.00	3,000.00	2,698.93		301.07	35.89	
	72110 524		STAFF DEVELOPME	4,000.00	4,000.00	1,062.90		2,937.10		
	72110 704		ATTENDANCE EQUI	4,000.00	4,000.00	946.43		3,053.57		946.43
	72110 ---			222,990.00	298,638.03	246,524.30		52,113.73	23,927.71	946.43

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
72120										
	72120 105		SUPERVISOR/DIRE	103,092.00	106,186.03	106,185.07		0.96	18,065.57	
	72120 117		CAREER LADDER P	550.00	550.00	550.00				
	72120 131		MEDICAL PERSONN	270,086.00	255,219.35	243,803.89		11,415.46	44,300.51	
	72120 186		LONGEVITY PAY	3,050.00	3,350.00	3,350.00			300.00	
	72120 201		SOCIAL SECURITY	20,164.00	21,931.04	17,954.68		3,976.36	3,482.26	
	72120 204		STATE RETIREMEN	20,485.00	25,784.10	24,756.03		1,028.07	4,268.00	
	72120 207		MEDICAL INSURAN	86,354.00	81,354.00	77,461.90		3,892.10		
	72120 208		DENTAL INSURANC	274.00	294.00	291.84		2.16		
	72120 210		UNEMPLOYMENT CO	294.00	294.00	292.06		1.94	4.05	
	72120 212		EMPLOYER MEDICA	5,463.00	5,778.03	4,764.57		1,013.46	908.64	
	72120 217		RETIREMENT-HYBR	3,277.00	3,277.00	2,900.54		376.46	458.21	
	72120 355		TRAVEL	1,000.00	2,900.00	2,808.18		91.82		
	72120 399		OTHER CONTRACTE	40,000.00	40,000.00	40,000.00				
	72120 499		OTHER SUPPLIES	15,000.00	15,000.00	15,122.34		-122.34		813.00
	72120 524		STAFF DEVELOPME	2,000.00	1,180.00			1,180.00		
	72120 599		OTHER CHARGES	5,000.00						
	72120 735		HEALTH EQUIPMEN	2,000.00	9,300.00	9,289.63		10.37		
	72120 ---		HEALTH SERVICES	578,089.00	572,397.55	549,530.73		22,866.82	71,787.24	813.00

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
72130													
	72130	117				CAREER LADDER P	2,000.00	2,000.00	2,000.00				
	72130	123				GUIDANCE PERSON	691,065.00	707,186.26	706,918.51		267.75	107,781.39	
	72130	186				LONGEVITY PAY	8,450.00	9,800.00	9,800.00			1,450.00	
	72130	189				OTHER SALARIES	2,000.00	2,000.00	1,450.00		550.00	185.00	
	72130	201				SOCIAL SECURITY	43,618.00	41,365.52	41,192.38		173.14	6,783.81	
	72130	204				STATE RETIREMEN	61,112.00	62,879.56	61,237.44		1,642.12	9,300.32	
	72130	207				MEDICAL INSURAN	180,753.00	180,753.00	179,322.80		1,430.20		
	72130	208				DENTAL INSURANC	370.00	370.00	369.36		0.64		
	72130	210				UNEMPLOYMENT CO	300.00	300.00	256.29		43.71	0.55	
	72130	212				EMPLOYER MEDICA	10,201.00	10,492.76	9,633.84		858.92	1,586.58	
	72130	217				RETIREMENT-HYBR	2,693.00	2,693.00	1,747.34		945.66	264.40	
	72130	309				CONTRACTS WITH	48,000.00	130,205.00	120,702.77		9,502.23	120,702.77	
	72130	322				EVALUATION AND	40,000.00	36,090.00	24,664.00		11,426.00	22,640.00	
	72130	399				OTHER CONTRACTE	16,000.00	56,000.00	50,386.07		5,613.93	8,008.75	
	72130	499				OTHER SUPPLIES	4,125.00	4,125.00	3,987.93		137.07		
	72130	524				STAFF DEVELOPME	2,000.00	2,000.00	1,700.00		300.00		
	72130	599				OTHER CHARGES	10,000.00	10,400.00	10,324.40		75.60	1,682.05	
	72130	790				OTHER EQUIPMENT		55,853.96	55,851.19		2.77		
	72130	---				OTHER STUDENT S	1,122,687.00	1,314,514.06	1,281,544.32		32,969.74	280,385.62	

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 2022-23	2022-23
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72210													
							313,760.00	355,934.80	320,719.40		35,215.40	23,556.59	
							5,000.00	5,000.00	5,000.00				
							559,013.00	534,396.73	534,329.70		67.03	90,590.76	
							25,040.00	25,826.82	24,154.52		1,672.30	3,926.66	
							17,200.00	18,400.00	18,225.00		175.00	1,650.00	
							5,000.00	7,900.00	7,590.00		310.00	930.00	
							57,351.00	56,112.41	51,823.43		4,288.98	7,264.83	
							80,026.00	81,789.47	77,789.57		3,999.90	10,372.48	
							212,058.00	197,058.00	187,927.47		9,130.53	-6,364.44	
							640.00	640.00	556.32		83.68	-16.42	
							378.00	378.00	338.82		39.18	1.44	
							13,413.00	13,777.62	12,131.37		1,646.25	1,701.71	
							887.00	887.00	583.54		303.46	97.64	
							3,000.00	8,500.00	8,500.00			799.47	
							10,200.00	10,200.00			10,200.00		
							23,650.00	23,650.00	21,952.52		1,697.48	10.74	
							8,750.00	8,750.00	8,275.36		474.64	2,015.86	
							29,500.00	29,500.00	31,197.01		-1,697.01	1,776.43	7,100.00
							2,000.00	2,000.00			2,000.00		
							<u>1,366,866.00</u>	<u>1,380,700.85</u>	<u>1,311,094.03</u>		<u>69,606.82</u>	<u>138,313.75</u>	<u>7,100.00</u>
72210	---					REGULAR INSTRU							

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
72220													
	72220	117				CAREER LADDER P	500.00	500.00	500.00				
	72220	124				PHSYCOLOGICAL P	43,061.00	61,860.00	61,765.00		95.00	10,508.30	
	72220	186				LONGEVITY PAY	250.00	1,750.00	1,750.00				
	72220	189				OTHER SALARIES	16,127.00	17,164.18	16,074.20		1,089.98		
	72220	201				SOCIAL SECURITY	2,670.00	2,810.57	108.50		2,702.07		
	72220	204				STATE RETIREMEN	3,742.00	5,598.33	5,498.62		99.71	913.17	
	72220	207				MEDICAL INSURAN	16,440.00	1,440.00			1,440.00		
	72220	208				DENTAL INSURANC	46.00	46.00			46.00		
	72220	210				UNEMPLOYMENT CO	42.00	63.00	63.00				
	72220	212				EMPLOYER MEDICA	624.00	1,166.88	1,161.36		5.52	152.37	
	72220	217				RETIREMENT-HYBR	774.00	774.00			774.00		
	72220	310				CONTRACTS WITH	80,000.00	175,000.00	159,519.71		15,480.29	11,029.18	
	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	269,672.96	246,440.39		23,232.57	22,603.02	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	91,679.47	91,678.60		0.87	7,839.36	
	72230 161		SECRETARY(S)	26,458.00	27,276.48	27,276.48			4,643.28	
	72230 186		LONGEVITY PAY	950.00	950.00	950.00				
	72230 201		SOCIAL SECURITY	6,971.00	7,173.49	6,925.55		247.94	773.92	
	72230 204		STATE RETIREMEN	9,456.00	10,100.10	10,095.21		4.89	1,029.48	
	72230 207		MEDICAL INSURAN	24,333.00	29,333.00	28,488.60		844.40		
	72230 208		DENTAL INSURANC	92.00	92.00	91.20		0.80		
	72230 210		UNEMPLOYMENT CO	42.00	42.00	42.00				
	72230 212		EMPLOYER MEDICA	1,630.00	1,677.36	1,619.65		57.71	180.99	
	72230 307		COMMUNICATION	3,200.00	2,830.00	438.40		2,391.60	50.50	
	72230 355		TRAVEL	500.00	500.00	197.35		302.65		
	72230 399		OTHER CONTRACTE	4,000.00	4,000.00	2,353.83		1,646.17	212.78	
	72230 599		OTHER CHARGES	500.00	500.00	435.00		65.00		
	72230 ---		VOCATIONAL EDUC	163,162.00	176,153.90	170,591.87		5,562.03	14,730.31	

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	82,207.60		1.00	7,050.11	
	72250	121				DATA PROCESSING	200,274.00	206,474.08	205,993.54		480.54	17,189.52	
	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	17,117.38		870.49	1,502.86	
	72250	204				STATE RETIREMEN	22,065.00	22,745.52	22,009.30		736.22	1,844.07	
	72250	207				MEDICAL INSURAN	51,719.00	51,719.00	45,756.26		5,962.74		
	72250	208				DENTAL INSURANC	228.00	228.00	186.96		41.04		
	72250	210				UNEMPLOYMENT CO	147.00	147.00	139.95		7.05	2.26	
	72250	212				EMPLOYER MEDICA	4,082.00	4,206.62	4,003.21		203.41	351.47	
	72250	217				RETIREMENT-HYBR	1,588.00	1,588.00	928.98		659.02	79.67	
	72250	307				COMMUNICATION	20.00	20.00	0.35		19.65		
	72250	336				MAINTENANCE AND	62,723.00	62,723.00	57,151.33		5,571.67	640.00	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		13,170.00		
	72250	524				STAFF DEVELOPME	2,000.00	2,000.00	1,977.00		23.00		560.00
	72250	790				OTHER EQUIPMENT		1,016,533.00	172,443.52		844,089.48	172,443.52	
	72250	---				TECHNOLOGY	600,371.00	1,626,836.69	750,872.58		875,964.11	201,103.48	940.98

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	35,422.96		500.04	2,993.58	
	72310 201		SOCIAL SECURITY	744.00	2,227.00	1,948.52		278.48	164.96	
	72310 212		EMPLOYER MEDICA	174.00	521.00	513.31		7.69	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	8,070.25		6,929.75		
	72310 355		TRAVEL	500.00	500.00			500.00		
	72310 399		OTHER CONTRACTE	16,250.00	16,250.00	16,250.00				
	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	292,135.00	299,990.54		-7,855.54	11,681.00	
	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	625.00		3,375.00		
	72310 533		CRIMINAL INVEST	8,000.00	9,900.00	8,532.20		1,367.80	1,288.25	
	72310 599		OTHER CHARGES	8,000.00	6,100.00	3,981.34		2,118.66	20.00	
	72310 ---		BOARD OF EDUCAT	673,903.00	661,791.00	640,897.12		20,893.88	16,191.17	

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
72320										
	72320 101		COUNTY OFFICIAL	136,535.00	140,631.02	140,630.02		1.00	12,060.43	
	72320 117		CAREER LADDER P	1,000.00	1,000.00	1,000.00				
	72320 161		SECRETARY(S)	45,390.00	52,895.27	52,816.67		78.60	3,891.82	
	72320 186		LONGEVITY PAY	1,550.00	1,550.00	1,550.00				
	72320 201		SOCIAL SECURITY	11,437.00	11,778.08	11,615.85		162.23	989.04	
	72320 204		STATE RETIREMEN	15,472.00	16,433.34	16,378.66		54.68	1,339.94	
	72320 207		MEDICAL INSURAN	20,741.00	39,476.00	35,371.25		4,104.75		
	72320 208		DENTAL INSURANC	370.00	385.00	382.14		2.86		
	72320 210		UNEMPLOYMENT CO	63.00	63.00	42.00		21.00		
	72320 212		EMPLOYER MEDICA	2,675.00	2,754.77	2,716.64		38.13	231.31	
	72320 307		COMMUNICATION	600.00	600.00	600.00			50.00	
	72320 320		DUES AND MEMBER	4,040.00	6,790.00	6,790.00				
	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	300.00	288.00		12.00		
	72320 599		OTHER CHARGES	1,500.00	3,200.00	3,114.12		85.88	632.82	
	72320 701		ADMINISTRATION	1,000.00	1,000.00			1,000.00		
	72320 ---		DIRECTOR OF SCH	247,873.00	280,356.48	273,295.35		7,061.13	19,195.36	

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	880,482.70	858,909.62		21,573.08	114,650.55	
	72410 117		CAREER LADDER P	11,000.00	11,000.00	11,000.00				
	72410 139		ASSISTANT PRINC	891,252.00	940,268.90	934,730.94		5,537.96	160,844.56	
	72410 162		CLERICAL PERSON	423,360.00	448,633.24	436,846.60		11,786.64	68,615.98	
	72410 186		LONGEVITY PAY	30,750.00	37,750.00	37,300.00		450.00	5,550.00	
	72410 201		SOCIAL SECURITY	137,365.00	141,254.81	133,455.15		7,799.66	21,678.97	
	72410 204		STATE RETIREMEN	187,495.00	192,791.71	192,275.82		515.89	29,569.00	
	72410 207		MEDICAL INSURAN	379,773.00	401,773.00	401,417.69		355.31		
	72410 208		DENTAL INSURANC	1,190.00	1,245.00	1,240.32		4.68		
	72410 210		UNEMPLOYMENT CO	840.00	840.00	816.68		23.32		
	72410 212		EMPLOYER MEDICA	32,126.00	33,035.72	31,211.38		1,824.34	5,070.09	
	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	11,700.00	11,700.00			6,300.00	
	72410 435		OFFICE SUPPLIES	6,875.00	7,595.00	7,591.39		3.61	604.50	
	72410 599		OTHER CHARGES	150,000.00	150,000.00	134,050.87		15,949.13	10,861.60	1,855.02
	72410 701		ADMINISTRATION	13,970.00	13,970.00	11,526.51		2,443.49	40.99	
	72410 ---		OFFICE OF THE P	3,139,505.00	3,275,640.08	3,204,072.97		71,567.11	423,786.24	1,855.02

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	82,207.60		1.00	7,050.11	
	72510 119		ACCOUNTANTS/BOO	189,930.00	199,980.82	199,909.27		71.55	16,768.13	
	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	16,552.73		840.49	1,476.73	
	72510 204		STATE RETIREMEN	20,422.00	21,170.41	21,169.33		1.08	1,786.37	
	72510 207		MEDICAL INSURAN	84,371.00	64,371.00	60,177.27		4,193.73		
	72510 208		DENTAL INSURANC	183.00	183.00	145.92		37.08		
	72510 210		UNEMPLOYMENT CO	147.00	147.00	123.70		23.30		
	72510 212		EMPLOYER MEDICA	3,948.00	4,067.56	3,871.23		196.33	345.37	
	72510 317		DATA PROCESSING	57,504.00	57,604.00	57,597.38		6.62		
	72510 355		TRAVEL	500.00	800.00	744.11		55.89	498.87	
	72510 399		OTHER CONTRACTE	1,000.00	1,000.00	900.00		100.00	75.00	
	72510 411		DATA PROCESSING	3,900.00	8,500.00	8,440.34		59.66		
	72510 435		OFFICE SUPPLIES	5,000.00	-130.00	-16,539.77		16,409.77	-6,236.86	
	72510 524		STAFF DEVELOPME	4,000.00	4,000.00	1,635.00		2,365.00		
	72510 701		ADMINISTRATION	5,000.00	5,000.00	2,014.11		2,985.89		993.63
	72510 ---		FISCAL SERVICES	475,151.00	468,845.61	441,448.22		27,397.39	21,763.72	993.63

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	82,207.60		1.00	7,050.11	
	72520 162		CLERICAL PERSON	46,839.00	48,291.17	48,290.17		1.00	4,144.93	
	72520 186		LONGEVITY PAY	1,200.00	1,200.00	1,200.00				
	72520 201		SOCIAL SECURITY	7,927.00	8,165.38	7,645.34		520.04	694.10	
	72520 204		STATE RETIREMEN	9,589.00	9,879.00	9,877.31		1.69	839.63	
	72520 207		MEDICAL INSURAN	27,736.00	28,466.00	28,461.64		4.36		
	72520 208		DENTAL INSURANC	92.00	92.00	91.20		0.80		
	72520 210		UNEMPLOYMENT CO	63.00	63.00	42.00		21.00		
	72520 212		EMPLOYER MEDICA	1,854.00	1,909.75	1,788.03		121.72	162.33	
	72520 355		TRAVEL	750.00	750.00	348.34		401.66	119.00	
	72520 435		OFFICE SUPPLIES	2,000.00	2,000.00	3,196.99		-1,196.99	1,272.46	1,447.00
	72520 499		OTHER SUPPLIES	2,000.00	2,000.00	622.53		1,377.47		
	72520 524		STAFF DEVELOPME	1,500.00	1,500.00	350.00		1,150.00		
	72520 599		OTHER CHARGES	9,800.00	9,800.00	6,835.40		2,964.60	1,080.20	
	72520 701		ADMINISTRATION	2,000.00	1,265.00			1,265.00		
	72520 ---			193,164.00	197,589.90	190,956.55		6,633.35	15,362.76	1,447.00

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	926,103.42	912,814.88		13,288.54	77,876.87	
	72610 186		LONGEVITY PAY	16,775.00	16,775.00	15,175.00		1,600.00		
	72610 189		OTHER SALARIES	51,510.00	57,755.30	56,792.80		962.50	4,777.55	
	72610 201		SOCIAL SECURITY	64,943.00	66,707.44	54,595.80		12,111.64	5,021.40	
	72610 204		STATE RETIREMEN	78,561.00	80,695.41	66,241.48		14,453.93	5,686.02	
	72610 207		MEDICAL INSURAN	318,127.00	295,527.00	295,486.31		40.69		
	72610 208		DENTAL INSURANC	1,090.00	1,090.00	875.52		214.48		
	72610 210		UNEMPLOYMENT CO	1,260.00	1,260.00	957.53		302.47	43.74	
	72610 212		EMPLOYER MEDICA	15,188.00	15,600.65	13,111.56		2,489.09	1,198.51	
	72610 359		DISPOSAL FEES	103,368.00	125,568.00	125,532.08		35.92	9,393.03	
	72610 399		OTHER CONTRACTE	13,600.00	13,600.00	12,954.96		645.04		1,500.00
	72610 410		CUSTODIAL SUPPL	170,000.00	264,000.00	232,411.07		31,588.93	18,364.92	9,797.56
	72610 415		ELECTRICITY	1,185,000.00	1,250,000.00	1,243,903.14		6,096.86	86,407.59	
	72610 434		NATURAL GAS	115,000.00	135,000.00	122,924.39		12,075.61	2,626.02	
	72610 454		WATER AND SEWER	180,500.00	200,400.00	200,351.52		48.48	16,123.09	
	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	3,572.56		1,427.44	24.84	963.79
	72610 ---		OPERATION OF PL	3,558,167.00	3,714,137.22	3,611,024.60		103,112.62	227,543.58	12,261.35

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	82,207.60		1.00	7,050.11	
	72620 162		CLERICAL PERSON	33,000.00	34,669.80	34,669.80			2,973.30	
	72620 167		MAINTENANCE PER	456,856.00	450,788.34	449,167.28		1,621.06	39,555.43	
	72620 186		LONGEVITY PAY	6,350.00	6,350.00	6,050.00		300.00		
	72620 189		OTHER SALARIES	26,250.00	31,250.00	28,750.00		2,500.00		
	72620 201		SOCIAL SECURITY	37,341.00	38,415.88	34,833.25		3,582.63	3,073.89	
	72620 204		STATE RETIREMEN	45,170.00	46,470.27	42,686.38		3,783.89	3,568.40	
	72620 207		MEDICAL INSURAN	120,365.00	120,365.00	113,814.85		6,550.15		
	72620 208		DENTAL INSURANC	275.00	355.00	351.12		3.88		
	72620 210		UNEMPLOYMENT CO	315.00	340.00	337.58		2.42		
	72620 212		EMPLOYER MEDICA	8,733.00	8,984.38	8,239.22		745.16	718.89	
	72620 217		RETIREMENT-HYBR	82.00	82.00	46.61		35.39		
	72620 307		COMMUNICATION	3,500.00	4,800.00	4,748.73		51.27	410.50	
	72620 320		DUES AND MEMBER	300.00	400.00	400.00				
	72620 335		MAINTENANCE AND	310,000.00	654,162.63	640,715.81		13,446.82	151,148.30	57,298.20
	72620 336		MAINTENANCE AND	240,000.00	47,895.00	42,028.55		5,866.45	36.01	47,164.67
	72620 355		TRAVEL	500.00	4,700.00	4,699.58		0.42	1,659.94	
	72620 399		OTHER CONTRACTE	239,025.00	300,525.00	289,496.99		11,028.01	85,727.82	1,140.52
	72620 418		EQUIPMENT AND M						-190.00	
	72620 499		OTHER SUPPLIES	1,000.00	7,200.00	4,466.24		2,733.76	155.24	
	72620 524		STAFF DEVELOPME	1,000.00	1,400.00	1,395.00		5.00		
	72620 599		OTHER CHARGES	4,000.00	5,300.00	5,242.47		57.53		
	72620 701		ADMINISTRATION		20,000.00	15,135.07		4,864.93		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	1,871,661.90	1,811,227.72		60,434.18	295,887.83	119,056.32

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	82,207.60		1.00	7,050.11	
	72710 142		MECHANIC(S)	114,645.00	131,353.78	127,009.59		4,344.19	9,842.23	
	72710 146		BUS DRIVERS	646,432.00	847,212.93	778,425.99		68,786.94	128,704.57	
	72710 162		CLERICAL PERSON	33,600.00	34,709.80	34,702.08		7.72	2,978.68	
	72710 186		LONGEVITY PAY	17,900.00	19,800.00	19,800.00			450.00	
	72710 189		OTHER SALARIES	47,447.00	62,180.23	62,116.52		63.71	7,928.14	
	72710 201		SOCIAL SECURITY	58,270.00	68,886.10	59,925.89		8,960.21	9,335.77	
	72710 204		STATE RETIREMEN	70,488.00	83,358.55	79,201.55		4,157.00	10,856.24	
	72710 207		MEDICAL INSURAN	423,928.00	402,228.00	401,486.49		741.51		
	72710 208		DENTAL INSURANC	1,505.00	1,505.00	1,254.00		251.00		
	72710 210		UNEMPLOYMENT CO	1,218.00	1,218.00	1,032.59		185.41	51.67	
	72710 212		EMPLOYER MEDICA	13,628.00	16,076.07	14,348.32		1,727.75	2,288.49	
	72710 217		RETIREMENT-HYBR		200.00	164.36		35.64	26.10	
	72710 307		COMMUNICATION	2,000.00	2,000.00	1,691.52		308.48	162.40	
	72710 340		MEDICAL AND DEN	8,000.00	8,000.00	6,125.00		1,875.00	1,020.00	2,500.00
	72710 355		TRAVEL	500.00	2,200.00	2,118.96		81.04	2,118.96	
	72710 399		OTHER CONTRACTE	29,000.00	30,500.00	37,615.77		-7,115.77	8,007.93	7,176.90
	72710 412		DIESEL FUEL	250,000.00	289,750.00	279,096.40		10,653.60	29,996.66	
	72710 425		GASOLINE	65,000.00	69,200.00	73,553.12		-4,353.12	7,253.54	9,178.10
	72710 450		TIRES AND TUBES	30,000.00	32,316.79	46,306.89		-13,990.10		45,250.00
	72710 453		VEHICLE PARTS	70,000.00	70,000.00	66,922.43		3,077.57	7,780.10	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		1,200.00	1,175.00		25.00		
	72710 599		OTHER CHARGES	27,200.00	43,700.00	45,553.13		-1,853.13	2,871.51	6,411.00
	72710 729		TRANSPORTATION		7,500.00			7,500.00		
	72710 ---		TRANSPORTATION	2,053,907.00	2,370,635.85	2,283,576.20		87,059.65	238,723.10	85,891.17

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	25,238.90	25,237.90		1.00	2,166.30	
	72810 186		LONGEVITY PAY	450.00	450.00	450.00				
	72810 201		SOCIAL SECURITY	1,546.00	1,592.99	1,420.67		172.32	134.31	
	72810 204		STATE RETIREMEN	1,870.00	1,926.84	1,926.57		0.27	162.47	
	72810 206		LIFE INSURANCE	18,000.00	18,000.00	13,975.20		4,024.80	1,397.52	
	72810 207		MEDICAL INSURAN	102,761.00	109,961.00	95,458.36		14,502.64	-13,423.92	
	72810 210		UNEMPLOYMENT CO	21.00	21.00	21.00				
	72810 212		EMPLOYER MEDICA	361.00	371.99	332.24		39.75	31.41	
	72810 299		OTHER FRINGE BE	68,000.00	55,600.00	52,934.30		2,665.70	5,283.00	
	72810 307		COMMUNICATION	13,000.00	13,000.00	712.22		12,287.78	57.16	
	72810 348		POSTAL CHARGES	10,000.00	10,000.00	5,511.34		4,488.66	428.94	
	72810 435		OFFICE SUPPLIES	5,000.00	5,000.00	2,825.90		2,174.10		
	72810 599		OTHER CHARGES	7,000.00	17,200.00	17,153.36		46.64	1,277.60	
	72810 ---		CENTRAL AND OTH	252,489.00	258,362.72	217,959.06		40,403.66	-2,485.21	

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
73100										
	73100 105		SUPERVISOR/DIRE		4,400.00			4,400.00		
	73100 165		CAFETERIA PERSO		9,000.00			9,000.00		
	73100 201		SOCIAL SECURITY		738.00			738.00		
	73100 204		STATE RETIREMEN		862.50	-67.50		930.00		
	73100 210		UNEMPLOYMENT CO		2.00	1.94		0.06		
	73100 212		EMPLOYER MEDICA		172.75			172.75		
	73100 422		FOOD SUPPLIES		9,967.00	482.39		9,484.61		2,500.00
	73100 ---		FOOD SERVICE		25,142.25	416.83		24,725.42		2,500.00

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	68,450.20		5,849.80	4,156.00	
	73300 116		TEACHERS		165,400.00	153,792.50		11,607.50	4,179.50	
	73300 163		EDUCATIONAL ASS		6,100.00	5,445.00		655.00	555.00	
	73300 201		SOCIAL SECURITY		13,466.40	13,433.70		32.70	551.24	
	73300 204		STATE RETIREMEN		22,371.60	19,075.59		3,296.01	743.24	
	73300 210		UNEMPLOYMENT CO		90.00	89.64		0.36		
	73300 212		EMPLOYER MEDICA		3,149.40	3,141.70		7.70	128.94	
	73300 217		RETIREMENT-HYBR		900.00	890.01		9.99	31.33	
	73300 422		FOOD SUPPLIES		240.00	239.37		0.63		40.76
	73300 429		INSTRUCTIONAL S		4,785.71	2,993.93		1,791.78	2,753.95	
	73300 499		OTHER SUPPLIES		1,500.00	397.35		1,102.65		
	73300 524		STAFF DEVELOPME		15.00	10.44		4.56		
	73300 599		OTHER CHARGES		3,396.61	40.00		3,356.61		
	73300 ---		COMMUNITY SERVI							
					295,714.72	267,999.43		27,715.29	13,099.20	40.76

Fnd T Acct	Obj Prj Loc	Prg	Obj	2022-23	2022-23	2022-23	Encumbered	Unencumbered	June 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	114,101.00	113,857.51	243.49	18,108.20	
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	28,938.56	535.04	4,926.96	
73400	186			LONGEVITY PAY	2,500.00	2,500.00	1,600.00	900.00		
73400	195			CERTIFIED SUBST		800.00	262.50	537.50		
73400	198			NON-CERTIFIED S	1,500.00	4,100.00	3,475.00	625.00	135.00	
73400	201			SOCIAL SECURITY	9,473.00	9,738.70	8,685.42	1,053.28	1,430.96	
73400	204			STATE RETIREMEN	10,876.00	12,338.02	12,247.14	90.88	1,943.13	
73400	207			MEDICAL INSURAN	41,448.00	20,088.00	16,223.51	3,864.49		
73400	208			DENTAL INSURANC	137.00	272.00	267.66	4.34		
73400	210			UNEMPLOYMENT CO	105.00	130.00	126.20	3.80	5.46	
73400	212			EMPLOYER MEDICA	2,215.00	2,277.14	2,044.57	232.57	335.97	
73400	429			INSTRUCTIONAL S	2,800.00	10,700.00	931.10	9,768.90	855.10	
73400	524			STAFF DEVELOPME	1,500.00	1,500.00		1,500.00		
73400	599			OTHER CHARGES		200.00	173.78	26.22	71.78	
73400	790			OTHER EQUIPMENT		500.00	424.30	75.70		
73400	---			EARLY CHILDHOOD	221,343.00	209,718.46	189,757.25	19,961.21	27,812.56	

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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
76100										
	76100 799		OTHER CAPITAL O	700,000.00	3,255,000.00	1,872,727.05		1,382,272.95	1,109,151.85	540,336.02
	76100 ---		REGULAR CAPITAL	700,000.00	3,255,000.00	1,872,727.05		1,382,272.95	1,109,151.85	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	June 2022-23 Monthly Activity	2022-23 Enc Carry Forward
99100										
99100	590		TRANSFERS TO OT	270,000.00	270,000.00	532,541.52		-262,541.52	203,895.03	
99100	---		TRANSFERS OUT	270,000.00	270,000.00	532,541.52		-262,541.52	203,895.03	

<u>Fnd T Acct</u>	<u>Obj Prj Loc</u>	<u>Prg</u>	<u>Obj</u>	<u>2022-23</u> <u>Original Budget</u>	<u>2022-23</u> <u>Revised Budget</u>	<u>2022-23</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>June 2022-23</u> <u>Monthly Activity</u>	<u>2022-23</u> <u>Enc Carry Forward</u>
Grand Expense Totals				46,041,167.00	52,667,380.73	48,946,085.62		3,721,295.11	7,057,786.90	875,476.62

Number of Accounts: 725

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

Account Level						2022-23	2022-23	2022-23	Unexpended	June 2022-23		
Fnd	T	Acct	Obj	Prj	Loc	Prg	Description	Original Budget	Revised Budget	FYTD Activity	Balance	Monthly Activity
141	R	40110	000	000	00000	000	CURRENT PROPERTY TAX	9,217,710.00	9,217,710.00	9,416,723.40	-199,013.40	76,330.67
141	R	40120	000	000	00000	000	TRUSTEE'S COLLECTIONS	149,934.00	149,934.00	203,467.56	-53,533.56	
141	R	40125	000	000	00000	000	TRUSTEE'S COLLECTIONS	5,000.00	5,000.00	1,697.21	3,302.79	
141	R	40130	000	000	00000	000	CIR CLK/CLK & MASTER	51,676.00	51,676.00	72,294.59	-20,618.59	6,057.16
141	R	40140	000	000	00000	000	INTEREST AND PENALTY	30,513.00	30,513.00	41,488.72	-10,975.72	4,567.82
141	R	40210	000	000	00000	000	LOCAL OPTION SALES TA	2,183,549.00	2,183,549.00	4,466,759.99	-2,283,210.99	401,091.18
141	R	40275	000	000	00000	000	MIXED DRINK TAX	6,000.00	6,000.00	12,309.96	-6,309.96	1,699.25
141	R	40275	000	000	30002	000	MIXED DRINK TAX			9,088.71	-9,088.71	
141	R	41110	000	000	00000	000	MARRIAGE LICENSES	1,867.00	1,867.00	2,147.00	-280.00	247.00
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			127,871.28	-127,871.28	12,607.28
141	R	43570	000	000	00000	000	RECEIPTS FROM INDIVID	50,000.00	50,000.00	25,065.82	24,934.18	5,682.18
141	R	43570	000	000	40200	000				57,752.04	-57,752.04	8,783.14
141	R	43583	000	000	00000	000	TBI CRIMINAL BACKGROU			854.15	-854.15	
141	R	43990	000	000	40100	000	OTHER CHARGES FOR SERVICES	40,000.00	40,000.00	45,214.70	-5,214.70	9,325.40
141	R	44130	000	000	00000	000	SALE OF MATERIALS AND	3,000.00	3,000.00	956.00	2,044.00	
141	R	44170	000	000	00000	000	MISCELLANEOUS REFUNDS	65,000.00	65,000.00	184,758.30	-119,758.30	64,425.05
141	R	44170	000	000	00003	000	MISCELLANEOUS REFUNDS			218.09	-218.09	
141	R	44170	000	000	30008	000	MISC REFUNDS-STELLER			20,199.70	-20,199.70	770.74
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	2,608.40	-1,608.40	2,324.32
141	R	46511	000	000	00000	000	BASIC EDUCATION PROGR 2	30,696,000.00	31,213,000.00	30,232,975.00	980,025.00	2,311,575.00
141	R	46515	000	000	00000	000	EARLY CHILDHOOD EDUCA	193,519.00	193,519.00	145,703.29	47,815.71	
141	R	46550	000	000	00000	000	DRIVER EDUCATION	15,662.00	15,662.00	15,211.99	450.01	
141	R	46590	000	000	00000	000	OTHER STATE EDUCATION	90,000.00	1,100,353.29	155,919.06	944,434.23	
141	R	46610	000	000	00000	000	CAREER LADDER PROGRAM	72,050.00	72,050.00	75,662.81	-3,612.81	
141	R	46851	000	000	00000	000	STATE REVENUE SHARING	190,000.00	190,000.00	190,000.00		
141	R	47147	000	000	00000	000	SAFE AND DRUG-FREE SC		133,048.96	221,788.11	-88,739.15	
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	59,162.63	76,660.83	-17,498.20	
141	R	49800	000	000	00000	000	TRANSFERS IN			203,895.03	-203,895.03	203,895.03
141	R	-----	---	---	-----	---		43,100,480.00	44,818,044.88	46,021,291.74	-1,203,246.86	3,109,381.22
141	-	-----	---	---	-----	---		43,100,480.00	44,818,044.88	46,021,291.74	-1,203,246.86	3,109,381.22
Grand Revenue Totals								43,100,480.00	44,818,044.88	46,021,291.74	-1,203,246.86	3,109,381.22

Number of Accounts: 31

SCHOOL	03/'04	04/'05	05/'06	06/'07	07/'08	08/'09	09/'10	10/'11	11/'12	12/'13	13/'14	14/'15	15/'16	16/'17	17/'18	18/'19	19/'20	20/'21	21/'22	22/'23	23/'24	
Marshall Elementary	451	484	524	495	497	478	456	541	469	481	428	466	485	447	463	461	447	420	400	393	418	MES
Westhills Elementary	544	532	547	560	558	567	595	552	569	583	668	671	623	709	696	715	682	685	669	622	582	WES
Oak Grove Elementary	500	461	434	467	520	506	530	506	566	620	552	480	499	523	511	473	447	477	498	472	480	OGES
Cornersville Elementary	373	440	450	459	464	466	485	478	477	460	440	389	401	381	423	432	436	431	436	458	477	CES
Chapel Hill Elementary	614	620	665	807	751	728	762	759	729	702	691	696	486	504	521	525	552	523	544	541	563	CHES
Delk-Henson													343	360	398	418	422	409	409	440	461	DHIS
Lewisburg Middle	471	447	448	428	456	413	395	426	449	468	463	460	464	442	431	437	464	475	419	439	440	LMS
Marshall County High	693	744	853	818	814	826	800	749	798	819	827	858	884	909	924	865	868	852	858	851	824	MCHS
Cornersville High	493	451	444	489	483	462	447	414	455	425	440	454	469	466	441	453	454	458	463	444	438	CVS
Forrest High	666	738	773	675	813	855	837	810	811	877	908	911	803	804	787	773	769	770	812	814	853	FHS
System Total	4805	4917	5138	5198	5356	5301	5307	5235	5323	5435	5417	5385	5457	5545	5595	5552	5541	5500	5508	5474	5536	
OGES and WES added 6th grade in 2003-2004																						
CES added 6th grade in 2004-2005.																						
Chapel Hill Elementary added 6th grade in 2006-2007.																						
Forrest added 6th grade in 2007-2008.																						



Travel Request

Organization Lewisburg MS Destination Harris MS, Shelbyville, TN

Date of Trip 8-15-23 Purpose of Trip Pep bus to football game

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):

List to be added later

(Use back if more space is needed)

School System Participants (please print):

Charlotte Zajac Alex Phelps
Carson Coble

(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: Charlotte Zajac Date: 8/14/23
Teacher/Sponsor

Approved by: Charlotte Zajac Date: 8/14/23
Principal

Approved by: David Lovell Date: 8-14-23
Director of Schools



Travel Request

Organization FFA Destination Lebanon

Date of Trip 8/21/23 Purpose of Trip State Fair - FFA 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):

Joseph Johas

Chance Thompson

Bo Roberson

(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):

/

(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: 8/7/23
Teacher/Sponsor

Approved by: [Signature] Date: 8/14/23
Principal

Approved by: [Signature] Date: 8-14-23
Director of Schools



--Travel Request

Linking Learning to Life

Organization Intro to Industrial Maintenance Destination West Rock _____

Date of Trip 08/23/23 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 08/11/23

Teacher/Sponsor

Approved by: *Furb Musgrave* Date: 8/11/23
Principal

Approved by: *Gaebel Lovell* Date: 8-11-23
Director of Schools



Travel Request

Organization FMS Cheer Destination Ravenwood High School /
 Date of Trip 9-24-2023 Purpose of Trip Cheer Competition
 Mode of Transportation: Parents are responsible for providing their own transportation.
 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>Ashtley Gill</u>	<u>Emory Bonham</u>	<u>Kate Ross</u>
<u>Camryn Darnall</u>	<u>Savannah King</u>	<u>Lily Beth Moore</u>
<u>Bailee Rollins</u>	<u>Brianna Woodall</u>	<u>Erin Scheffler</u>
<u>Sophie Smith</u>	<u>Desyrai Cox</u>	<u>Layla Porter</u>
(Use back if more space is needed)	<u>Justice Newman</u>	<u>Sydney Sims</u>

School System Participants (please print):

Heather Roberson (coach)

(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: Heather Roberson Date: 8-2-23
 Teacher/Sponsor

Approved by: [Signature] Date: 8/10/23
 Principal

Approved by: [Signature] Date: 8-10-23
 Director of Schools



Linking Learning to Life

Travel Request

Organization WES Music Destination Nashville Symphony

Date of Trip 10/4/23 Purpose of Trip Young People's Concert

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):

All 6th Grade Students

(Use back if more space is needed)

School System Participants (please print):

R. Farmer B. Peaster C. Brothers

B. Tull C. Herrod A. Mates

(Use back if more space is needed) J. Donahue V. Beerman

A. Dison N. Toms

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: Nora Toms Date: 8/1/23

Teacher/Sponsor

Approved by: Corrie Herbert Date: 8.1.23

Principal

Approved by: Carol Lovell Date: 8-1-23

Director of Schools



Travel Request

Huntsville, AL

Organization FMS Cheer Destination UCA Space Center Regional

Date of Trip Oct. 22-23 Purpose of Trip Cheer Competition

Mode of Transportation: Parents are responsible for transporting their own child.

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>Ashley Gill</u>	<u>Emory Bonham</u>	<u>Kate Ross</u>
<u>Cammyn Darnall</u>	<u>Savannah King</u>	<u>Lily Beth Moore</u>
<u>Bailee Rollins</u>	<u>Brianna Woodall</u>	<u>Erin Scheffler</u>
<u>Sophie Smith</u>	<u>DeYrai Cox</u>	<u>Layla Porter</u>
(Use back if more space is needed)	<u>Justice Newman</u>	<u>Sydney Sims</u>

School System Participants (please print):

Heather Roberson (Coach)

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: Heather Roberson Date: 8-2-23
Teacher/Sponsor

Approved by: [Signature] Date: 8/10/23
Principal

Approved by: [Signature] Date: 8-10-23
Director of Schools



Travel Request

Organization Senior Class Destination Franklin TN

Date of Trip 11-17-23 Purpose of Trip Senior trip

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):
Senior class Participants Ben Putman will drive bus at CHS.

(Use back if more space is needed)

School System Participants (please print):
Lindsey Bledsoe Elizabeth Arrington
Kathy Edwards Lane Worley

(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: Lindsey Bledsoe Date: 7-31-23
Teacher/Sponsor

Approved by: Ben Ay Date: 7/31/23
Principal

Approved by: Carol Sovell Date: 7-31-23
Director of Schools



Travel Request

Organization FMS Cheer Destination USA TV Extreme Routine, Lebanon, TN

Date of Trip Nov. 18, 2023 Purpose of Trip Cheer Competition

Mode of Transportation: Parents are responsible for transporting their own child.

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>Antley Gill</u>	<u>Emory Bonham</u>	<u>Kate Ross</u>
<u>Camryn Darnall</u>	<u>Savannah King</u>	<u>Lily Beth Moore</u>
<u>Bailee Collins</u>	<u>Brianna Woodall</u>	<u>Erin Scheffler</u>
<u>Sophie Smith</u>	<u>Desyrai Cox</u>	<u>Layla Porter</u>
(Use back if more space is needed)	<u>Justice Newman</u>	<u>Sydney Sims</u>

School System Participants (please print):

Heather Robinson (coach)

(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: Heather Robinson Date: 8-2-23
Teacher/Sponsor

Approved by: [Signature] Date: 8/10/23
Principal

Approved by: [Signature] Date: 8-10-23
Director of Schools



REQUEST FOR USE OF _____
(SCHOOL)

Area/Room of the building requested Lions Club Motorsports Park

Name/Type of event to be held Magician's Market

Date of the event July 29, 2023 Time 9am-4pm

Organization/Person requesting use CJ Bowman / Jerricah Nechrebecki

Name of insurance company ACORD Amount of coverage 1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building CJ Bowman

Address 2240 Verona Caney Rd. Phone _____ Cell 931.703.0675
Lewisburg, TN. 37091

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 CJ Bowman Date 07.14.2023

Signature of principal _____ Date 7/17/23

Signature of Director of Schools for approval Carol Sorrell Date 7-17-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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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 _____
(SCHOOL)

Area/Room of the building requested Softball fields and Indoor facility
 Name/Type of event to be held Practice
 Date of the event August 1, 2023 - August 1, 2024 Time _____
 Organization/Person requesting use Ricky Witt Riot 2K08
 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 Ricky Witt
 Address 1520 Azalea Ln Chapel Hill Phone _____ Cell 606-273-2987
TN 37034

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 Ricky Witt Date 7-27-23
 Signature of principal [Signature] Date 8/2/23
 Signature of Director of Schools for approval Carol Jordan Date 8-3-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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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 Cornersville High School
(SCHOOL)

Area/Room of the building requested Football Field/Field House Restrooms/Concession Stand, etc.

Name/Type of event to be held Cornersville Youth Football Games and Fundraisers

Date of the event 2023-2024 School Year and following Summer Time _____

Organization/Person requesting use CYFA Youth Football/Billy W. Ostermann, President

Name of insurance company Sadler & Co. Inc./Zurich American Amount of coverage \$1,000,000.00

Contact person for organization using building Billy W. Ostermann *Minimum coverage of \$1,000,000 required

Address 1688 McDaniel Hollow Rd; Lewisburg Phone 931-359-4979 Cell 931-580-6492

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 Billy W. Ostermann Digitally signed by Billy W. Ostermann
DN: cn=Billy W. Ostermann, o=Cornersville Youth Football
Association, email=bwosterm@cyfa@gmail.com, c=US
Date: 2023.07.25 15:29:02 -0500 Date 7/25/2023

Signature of principal [Signature] Date 7/25/23

Signature of Director of Schools for approval [Signature] Date 7-27-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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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 Elementary School
(SCHOOL)

Area/Room of the building requested Pavilion area, "practice fields" behind school, gym for registration, etc.
Name/Type of event to be held Cornersville Youth Football Registration, Football/Cheer Practice, etc.
Date of the event 2023-2024 School Year and following Summer Time _____
Organization/Person requesting use CYFA Youth Football/Billy W. Ostermann, President
Name of insurance company Sadler & Co. Inc./Zurich American Amount of coverage \$1,000,000.00
Contact person for organization using building Billy W. Ostermann *Minimum coverage of \$1,000,000 required
Address 1688 McDaniel Hollow Rd; Lewisburg Phone 931-359-4979 Cell 931-580-6492

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 Billy W. Ostermann Digitally signed by Billy W. Ostermann
DN: cn=Billy W. Ostermann, o=Cornersville Youth Football
Association, ou, email=cornersvillecyfa@gmail.com, c=US
Date: 2023.07.25 15:20:02 -0500 Date 7/25/2023
Signature of principal Cheryl Ewing Date 7-25-2023
Signature of Director of Schools for approval Jacol Lovell Date 7-25-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Cornersville High School
(SCHOOL)

Area/Room of the building requested Auditorium

Name/Type of event to be held 2023 Miss Tennessee Sapphire

Date of the event 08/12/2023 Time 9 AM-3PM

Organization/Person requesting use Lauren Bivins

Name of insurance company Eventsured Amount of coverage \$1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Lauren Bivins

Address 107 Amy Dr. Pulaski, TN 38478 Phone _____ Cell 931-638-1309

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 Lauren Bivins Date 08/11/2023

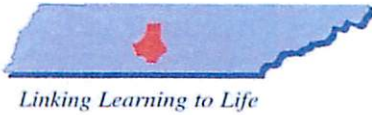
Signature of principal [Signature] Date 8/11/23

Signature of Director of Schools for approval Carol Lovell Date 8-11-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Chapel Hill Elementary (CHES)
(SCHOOL)

Area/Room of the building requested Cafeteria

Name/Type of event to be held Good News Club

Date of the event Tuesday afternoons, when school is open, starting Sep 19, 2023 Time 2:30-4:00 PM

Organization/Person requesting use Child Evangelism Fellowship of Middle TN

Name of insurance company Brotherhood Mutual Amount of coverage \$2,000,000

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

Contact person for organization using building Joy Evans (615.244.4373) or Teresa King (931.607.3522)

Address P.O. Box 11928, M'boro, TN 37129 Phone 615.244.4373 Cell 423.494.0513

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 8/8/2023

Signature of principal [Signature]

Date 8/8/2023

Signature of Director of Schools for approval [Signature]

Date 8-11-23

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Linking Learning to Life

REQUEST FOR USE OF Delk-Henson Intermediate (DHIS)
(SCHOOL)

Area/Room of the building requested classroom

Name/Type of event to be held Good News Club

Date of the event Tuesday afternoons, when school is open, starting Sep 19, 2023 Time 2:30 - 4:00 PM

Organization/Person requesting use Child Evangelism Fellowship of Middle TN

Name of insurance company Brotherhood Mutual Amount of coverage \$2,000,000

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

Contact person for organization using building Joy Evans (615.334.8763) or Kaye Dutto (707.484.6346)

Address P.O. Box 11928, M'boro, TN 37129 Phone 615.244.4373 Cell 615.334.8763

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 [Handwritten Signature]

Date 8/8/2023

Signature of principal [Handwritten Signature]

Date 8/10/2023

Signature of Director of Schools for approval [Handwritten Signature]

Date 7-11-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested Front Lawn & Football on Sat.

Name/Type of event to be held CHYFL

Date of the event 9/2 - 8/2 - 11/2 Time _____

Organization/Person requesting use David Warner

Name of insurance company Sadler & Company Amount of coverage 2,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building David Warner

Address 5370 Simpson Lane Phone 931 364 2711 Cell 931 607 2520

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 8/8/23

Signature of principal [Signature] Date 8/8/23

Signature of Director of Schools for approval [Signature] Date 8-9-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Lewisburg Middle School
(SCHOOL)

Area/Room of the building requested Auditorium
afternoon of 8/18 - morning of 8/19 until 12:00

Name/Type of event to be held DREMC Annual Meeting

Date of the event 8-19-23 Time 7:30-12:00 noon

Organization/Person requesting use Duck River Electric - Troy Crowell or Connie Potts

Name of insurance company Federad Rural Amount of coverage \$2,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Connie Potts

Address 1411 Madison St Phone (931) 680-5881 Cell (931) 205-1189
Shelbyville TN 37160

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 Connie Potts Date 6-12-23

Signature of principal Charlotte Egan Date 6-14-23

Signature of Director of Schools for approval Gayle Powell Date 6-15-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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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 FHS
(SCHOOL)

Area/Room of the building requested Cafeteria + Kitchen

Name/Type of event to be held Apex Bank Fish Fry

Date of the event 9/18/23 Time 5-7PM

Organization/Person requesting use Caleb Boone with Apex Bank

Name of insurance company _____ Amount of coverage _____

Contact person for organization using building Caleb Boone *Minimum coverage of \$1,000,000 required

Address 438 Lauren Ln Chapel Hill 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 8/11/23

Signature of principal [Signature] Date 8/8/23

Signature of Director of Schools for approval Gregg Sorrell Date 8-9-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF CVHS classroom
(SCHOOL)

Area/Room of the building requested Cornersville High School Rm 34

Name/Type of event to be held Cub Scouts den meetings

Date of the event 9/29, 10/20, 10/27, 11/17, 11/15, 1/12, 2/16 Time 6-7
2/2, 3/1, 3/18, 3/15, 4/5, 4/12, 4/19

Organization/Person requesting use Pack 273 Wolf den leader - Casey Tindell

Name of insurance company _____ Amount of coverage _____
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Casey Tindell

Address 943 W Commerce St Phone 931 492 1585 Cell _____
Lewisburg TN 37091

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 Tindell Date 8/3/23

Signature of principal [Signature] Date 8/3/23

Signature of Director of Schools for approval Carol Luvell Date 8-4-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested auxillary gym
Name/Type of event to be held Red Cross Blood Drive
Date of the event Oct. 5, 2023 Time 630 - 3pm
Organization/Person requesting use HOSA / Krista Dillon
Name of insurance company _____ Amount of coverage _____
*Minimum coverage of \$1,000,000 required
Contact person for organization using building _____
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 Krista Dillon Date 8/11/23
Signature of principal [Signature] Date 8/14/23
Signature of Director of Schools for approval Just Lovell Date 8-14-23

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