

Regular Board Meeting

January 8, 2024 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey, Kristen Gold
2. Recognitions	Jacob Sorrells, Dawn Kirby
1. CHES Top AR Readers	
3. Public Comment	
4. Committee Reports/Schedule Committee Meetings	
5. Consent Agenda	
1. Minutes	
6. Architect	Jacob Sorrells, Chris Lowe, Jason Larkins
7. New Business	
8. Director's Report	Jacob Sorrells
9. Adjourn	Julie Keny Cathey, Kristen Gold
10. FYI	
1. Approved Fundraisers	
2. Free and Reduced	
3. Monthly Financial Report	
4. Travel Request	
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.

CHES Top AR Readers to be Recognized at the January Board Meeting

* The points reflect the beginning of the year through November.

Third Grade

	Student Name:	Parents' Names:	Address:	City:	State:	Zip Code:
1	Watson Fleming	Andi & Timothy Fleming	2855 Albert Sharp Rd	Lewisburg	TN	37091
2	Auryn Ladd	Megan & Adam Ladd	1110 Miller Rd	Lewisburg	TN	37091
3	Tanner Hitchcock	Lauren & Eric Hitchcock	1313 Halls Mill Rd	Unionville	TN	37180
4	Darby Whitmire	Benjamin & Nicole Whitmire	552 Haskins Chapel Rd	Lewisburg	TN	37091
5	Neymar Guzman-Martinez	Cynthia Martinez	439 Lauren Ln	Chapel Hill	TN	37034
6	Jalissa Buchanan	Sondra Walls	1502 Bridle Ln	Chapel Hill	TN	37091

Second Grade

	Student Name:	Parents' Names:	Address:	City:	State:	Zip Code:
1	Nolan Austin	Bethany & Jonathan Austin	3686 Mealer Rd	Chapel Hill	TN	37034
2	Noelle Lowe	Nicole & Chris Lowe	4031 Caney Creek Ln	Chapel Hill	TN	37034
3	Tatum Moorehead	Ashley & Matt Moorehead	3510 River View Rd	Lewisburg	TN	37091
4	Madison Mosher	Krysta & Matthew Mosher	4794 Brookhollow Rd	Chapel Hill	TN	37034
5	Jaymee Arias	Monica & Jose Arias	1859 Hwy 99	Chapel Hill	TN	37034
6	Ella Davidson	Whitney Daugherty	2418 Cason Ln	Lewisburg	TN	37091

First Grade

	Student Name:	Parents' Names:	Address:	City:	State:	Zip Code:
1	Tucker Gaskill	Jennifer & Oakey Gaskill	1964 Rolling Meadow Ln	Chapel Hill	TN	37034
2	Bryce Hobbs	Christine & Wes Hobbs	4107 Lillie Field Ln	Chapel Hill	TN	37034
3	Savannah McClarren	Kaylyn & Joshua McClarren	3962 River Glen Dr	Lewisburg	TN	37091
4	Jerri Mayfield	Leonard Mayfield	5095 Eagleville Pk	Chapel Hill	TN	37034
5	Peyton Hobbs	Danielle & Tim Hobbs	3796 Verona Caney Rd	Lewisburg	TN	37091
6	Sawyer Matlock	Amy & Rob Matlock	1501 Evelyn Ave	Chapel Hill	TN	37034

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.
-

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.

11
 12
 13
 14
 15
 16

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;
- 13
- 14 4. A committee shall serve no longer than the annual organization meeting of the Board unless
15 reappointed to finish a designated task; and
- 16
- 17 5. Committee meetings shall be held in accordance with the Open Meetings law.²
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32

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

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

Committees for 2023-2024

September 18, 2023

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 September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/09/20
		Rescinds: 1.403	Issued: 11/10/11

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

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

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

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

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

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

CONSENT AGENDA

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

Marshall County Board of Education

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

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

8 The minutes shall include:

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

Legal References:

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

Cross References:

Duties of Officers 1.201

December 11, 2023

The Marshall County Board of Education met in regular session on Monday, December 11, 2023, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were John Daniel Allen, William Bell, Julie Keny Cathey, Kristen Gold, Patty Hill, Susan Hunter, Harvey Jones, Heidi McElhaney, and Andy Woodard. No members were absent.

Pledge/Prayer

Mr. Jones added Forrest Softball to new business.

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

Director Jacob Sorrells and Cornersville Elementary School principal Cheryl Ewing recognized CES students for their Spring TCAP scores.

There was no public comment.

No Committee Reports or Meetings scheduled.

Presented under Consent Agenda: November 13, 2023, board meeting minutes and Technology Salvage. Mr. Jones made a motion, with a second by Ms. Gold, to approve the consent agenda. The motion passed 9-0.

Chris Spivy gave a Technology update.

Mr. Jones made a motion, with a second by Ms. Hill, to hire GMC as our Architect for the building program. The motion passed 9-0.

Ms. McElhaney made a motion, with a second by Mr. Allen, to approve the CTE Curriculum bid from Paxton Patterson (sole bidder). The motion passed 9-0.

There was no fence bid submitted.

Under New Business, Mr. Jones made a motion, with a second by Dr. Bell, to address Forrest Softball needs. The motion was retracted.

During the Director's Report, Ms. Hill made a motion, with a second by Mr. Allen, to uphold the decision of the Gilliam DHA. The motion passed 9-0.

The meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

December 15, 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 Friday, December 15, 2023, at 12:05 p.m. to approve a new teaching position at MCHS and the Marshall County Schools proposed building program.

The executive committee voted 2-0 to approve the new teaching position at MCHS and the Marshall County Schools proposed building program.

The meeting adjourned at 12:07 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director



AIA[®] Document B101[®] – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the fifth day of January in the year 2024
(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
700 Jones Circle
Lewisburg, TN 37091

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

Goodwyn Mills Cawood, LLC
3310 West End Ave, Suite 420
Nashville, TN 37203

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

Marshall County Schools
Lewisburg, TN

See Exhibit 'A' list as provided by Marshall County Schools.

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.

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:44:37 ET on 01/05/2024 under Order No.3104239043 which expires on 07/30/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents[®] Terms of Service. To report copyright violations, e-mail docinfo@aicontracts.com.

User Notes:

(1146639975)

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.")

See exhibit 'A'.

§ 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.)

§ 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.)

§ 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.)

See Exhibit 'A'

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

.1 Design phase milestone dates, if any:

TBD

Init.

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:44:37 ET on 01/05/2024 under Order No.3104239043 which expires on 07/30/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1146639975)

.2 Construction commencement date:

TBD

.3 Substantial Completion date or dates:

TBD

.4 Other milestone dates:

§ 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.)

§ 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.)

N/A

§ 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.)

N/A

§ 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.)

§ 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)

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

N/A

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:

Init.

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:44:37 ET on 01/05/2024 under Order No.3104239043 which expires on 07/30/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1146639975)

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

Roy Garcia, Sr Vice President, Architecture
Roy.garcia@gmcnetwork.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:

Structural Design Group
jimp@sdg-structure.com

.2 Mechanical Engineer:

I.C. Thomasson Associates, Inc.
jcartwright@icthomasson.com

.3 Electrical Engineer:

I.C. Thomasson Associates, Inc.
jcartwright@icthomasson.com

§ 1.1.11.2 Consultants retained under Supplemental Services:

Civil Engineer:

Huddleston Steel Engineering
ejarrell@hsengr.com

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

§ 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) for each occurrence and one million dollars (\$ 1,000,000) 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) 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) each accident, one hundred thousand dollars (\$ 100,000) each employee, and five hundred thousand dollars (\$ 500,000) 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 one million dollars (\$ 1,000,000) per claim and two million dollars (\$ 2,000,000) 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.

(Paragraphs deleted)

§ 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 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	Owner
§ 4.1.1.2 Multiple preliminary designs	N/P
§ 4.1.1.3 Measured drawings	N/P
§ 4.1.1.4 Existing facilities surveys	N/P
§ 4.1.1.5 Site evaluation and planning	N/P
§ 4.1.1.6 Building Information Model management responsibilities	N/P
§ 4.1.1.7 Development of Building Information Models for post construction use	N/P
§ 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	N/P
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	N/P
§ 4.1.1.13 On-site project representation	N/P
§ 4.1.1.14 Conformed documents for construction	N/P
§ 4.1.1.15 As-designed record drawings	Architect
§ 4.1.1.16 As-constructed record drawings	Contractor
§ 4.1.1.17 Post-occupancy evaluation	N/P
§ 4.1.1.18 Facility support services	N.P
§ 4.1.1.19 Tenant-related services	N/P
§ 4.1.1.20 Architect’s coordination of the Owner’s consultants	Architect
§ 4.1.1.21 Telecommunications/data design	Owner
§ 4.1.1.22 Security evaluation and planning	N/P
§ 4.1.1.23 Commissioning	N/P
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	N/P
§ 4.1.1.25 Fast-track design services	N/P
§ 4.1.1.26 Multiple bid packages	N/P

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.27 Historic preservation	N/P
§ 4.1.1.28 Furniture, furnishings, and equipment design	N/P
§ 4.1.1.29 Other services provided by specialty Consultants	N/P
§ 4.1.1.30 Other Supplemental Services	N/P

§ 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.)

§ 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.)

§ 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;
- .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;
- .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;

Init.

- .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 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,
- .5 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) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Monthly visits to the site by the Architect during construction
- .3 One (1) inspection 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) inspection 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 twelve (12) 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.

§ 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.

§ 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
- Other: *(Specify)*

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.

§ 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:

N/A

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

N/A

§ 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 Stipulated Sum
(Insert amount)

- .2 Percentage Basis
(Insert percentage value)

Four point nine five (4.95) % of the Owner’s budget for the Cost of the Work.

- .3 Other
(Describe the method of compensation)

§ 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.)

§ 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.)

Civil Engineering and Landscape Design/Survey: stipulated sum range of \$60,000-\$72,000.
Survey: stipulated sum range of \$10,000-\$15,000.
Civil Engineering for Athletic Add-On list: to be negotiated once scope is defined.

§ 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 twenty percent (20%), or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

§ 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	%)
<hr/>				
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. 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. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category	Rate (\$0.00)
Principal Architect	Three Hundred Dollars (\$300)
Sr Architect	Two Hundred and Fifty Dollars (\$250)
Architect II/Project Manager II	Two Hundred Dollars (\$200)
Architect I/Project Manager I	One Hundred and Eighty-Five Dollars (\$185)
Intern II	One Hundred and Thirty Dollars (\$130)
Intern I/CAD	One Hundred and Ten Dollars (\$110)
Administrative	Ninety Five Dollars (\$95)

§ 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:

- .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;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .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;
- .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;
- .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,
- .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 twenty percent (20 %) 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.)

N/A

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

Init.

§ 11.10.1.1 An initial payment of zero (\$) 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 N/A (\$) 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 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.)

N/A

§ 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.)

N/A

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)
Exhibit 'A'

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

OWNER *(Signature)*

(Printed name and title)



ARCHITECT *(Signature)*

Roy Garcia
Sr Vice President, Architecture
TN UC # 1020630

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

EXHIBIT 'A'

Marshall County Schools 2023 Building Program

Essential List

LMS Renovation	Renovation - new doors/windows, floors, electrical, plumbing, lighting, furniture. Bring bathrooms up to code compliance. Gym renovation including new bleachers and gym floor	\$22,804,251
LMS Addition	Addition/reconfiguration of space to add additional classrooms and office space. Goal is to eventually add 6th grade to the building.	\$4,682,147
DHIS Addition	Add 6 classrooms to DHIS	\$3,456,171
CHES Addition	Add 5 classrooms to CHES, add 2 small working spaces	\$2,947,039
LED Lighting	Replace lights district-wide with LED lights with a 10 year warranty	\$1,800,000
Totals		\$35,689,608

Athletic Add-On List

Preston-Hopkins	Complete overhaul of Preston-Hopkins field - new bleachers, lights, press box, and field work	\$3,500,000
Babe Ruth Field	Complete overhaul of Babe Ruth field - new bleachers, lights, dugouts. Renovate press box/bathrooms. Add a hitting/locker room facility.	\$1,500,000
FHS Baseball Building	New hitting facility for baseball program	\$400,000
CVHS Bathrooms/Concessions	New bathroom and concession stand for football field. Field work for the soccer field.	\$1,000,000
Totals		\$6,400,000

Grand Total: \$42,089,608



Fundraiser Authorization

Proposed Fundraising Activity: Free throw hoop a thon

Purpose of Fundraiser: Raise money for the basketball team apparel

Fund/Account Name: Boys Basketball

Current balance of fund account \$ 1152.24 Date 11-27-23

Anticipated date(s) of fundraiser: Beginning Dec. 04 Ending Dec. 16

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash and check

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

Requested by: Sam King / Boys Basketball Date: 11-27-23
Teacher/Club

Approved by: [Signature] Date: 11/27/23
Principal

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

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Country Meat

Purpose of Fundraiser: raise funds for convention

Fund/Account Name: Forrest FFA

Current balance of fund account \$ 962.91 Date 12/8/23

Anticipated date(s) of fundraiser: Beginning Jan Ending May

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

Margin of profit (if applicable): 50%

Method by which school will receive profit: cash sales

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

Requested by: [Signature] / FFA Date: 12/8/23
Teacher/Club

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

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

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Krispy Kreme Doughnuts Sale

Purpose of Fundraiser: Raise money for the basketball team

Fund/Account Name: Boys Basketball

Current balance of fund account \$ 1152.24 Date 11-27-23

Anticipated date(s) of fundraiser: Beginning Jan. 2 Ending Jan. 13

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash and check

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

Requested by: Jam King / Boys Basketball Date: 11-27-23
Teacher/Club

Approved by: [Signature] Date: 11/27/23
Principal

Approved by: [Signature] Date: 12-18-23
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: Little Girls Showcase

Purpose of Fundraiser: raise money for travel expenses

Fund/Account Name: Cheer

Current balance of fund account \$ \$ 3470.97 Date 1.4.23

Anticipated date(s) of fundraiser: Beginning 1.8.23 Ending 1.26.23

Expected Student Involvement (schoolwide or specific school organization): Girls in K-6th

grade would be involved; anyone at the basketball game they perform at would watch
Margin of profit (if applicable): ≈ \$350.00

Method by which school will receive profit: Cash or check

How and when will these funds be spent to benefit students/instruction: for the cheerleaders to travel

Requested by: Carlyn Mills/Cheer Date: _____
Teacher/Club

Approved by: [Signature] Date: 1/3/24
Principal

Approved by: [Signature] Date: 1-4-24
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 _____

Proposed Fundraising Activity: Sponsor Banners

Purpose of Fundraiser: Raise money for equipment and field expenses

Fund/Account Name: MCHS Softball 6100

Current balance of fund account \$ 3,972.⁶⁴ Date 1-3-24

Anticipated date(s) of fundraiser: Beginning 1-8-24 Ending 3-1-24

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

Margin of profit (if applicable): Coaches / Players will contact businesses ≈ 1,500.⁰⁰

Method by which school will receive profit: cash / checks

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

Requested by: Ang Bonner - Softball Date: 1-3-24
Teacher/Club

Approved by: [Signature] Date: 1/3/24
Principal

Approved by: [Signature] Date: 1-4-24
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 _____

Proposed Fundraising Activity: Chili Supper

Purpose of Fundraiser: Raise money for equipment and uniform expenses

Fund/Account Name: MCHS Softball - 6100

Current balance of fund account \$ 3,972.⁶⁶ Date 1-3-24

Anticipated date(s) of fundraiser: Beginning 1-12-24 Ending 1-12-24

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

Players sell tickets to public + school

Margin of profit (if applicable): ≈ 2,200

Method by which school will receive profit: Cash & check

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

Requested by: Amy Bonner - Softball Date: 1-~~10~~³-24
Teacher/Club

Approved by: [Signature] Date: 1/3/24
Principal

Approved by: [Signature] Date: 1-4-24
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 Popcorn to teachers

Purpose of Fundraiser: ~~From~~ Earn money for cooking and life skills projects and learn life skills

Fund/Account Name: CDC Classroom

Current balance of fund account \$ 30 Date 12/13/23

Anticipated date(s) of fundraiser: Beginning 01/12/23 Ending 05/15/23

Expected Student Involvement (schoolwide or specific school organization): The CDC students will take orders, count money, fill orders, and deliver using communication skills.

Margin of profit (if applicable): Anything over cost

Method by which school will receive profit: ~~to~~ cooking projects and life skills project

How and when will these funds be spent to benefit students/instruction: Whenever needed for cooking and life skills projects.

Requested by: Stacey Alexander / CDC Teacher Date: 12/13/23
Teacher/Club

Approved by: Robert J. Reason Date: 12/13/23
Principal

Approved by: Carol Somell Date: 12-13-23
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 Cards

Purpose of Fundraiser: raising money for wrestling fees

Fund/Account Name: Cornersville Wrestling

Current balance of fund account \$ 2,924.50 Date 1/4/24

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

Expected Student Involvement (school-wide or specific school organization): wrestling team

Margin of profit (if applicable): all profit goes to team

Method by which school will receive profit: cash for card

How and when will these funds be spent to benefit students/instruction: referees, tournament fees, etc.

Requested by: Katie Bullard Date: 1/4/24
Teacher/Club

Approved by: [Signature] Date: 1/4/24
Principal

Approved by: [Signature] Date: 1-9-24
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

Making Learning to Life

Proposed Fundraising Activity: Beef Stick Sales

Purpose of Fundraiser: Raise money for club and end of year trip for members.

Fund/Account Name: Westhills Honor Club

Current balance of fund account - \$ 6,547.01 Date 1/5/24

Anticipated date(s) of fundraiser: Beginning 1/16/24 Ending 1/31/24

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

sell beef sticks by taking orders and will also sell in school

Margin of profit (if applicable): 50%

Method by which school will receive profit: money collected from sales

How and when will these funds be spent to benefit students/instruction: Money used in May to fund end of year trip for club members

Requested by: Stanford / Honor Club Date: 1/4/24
Teacher/Club

Approved by: Carrie Hubbaer Date: 1.5.24
Principal

Approved by: Geoff Lovell Date: 1-5-24
Director of Schools

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

7 to be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Valentines Dance

Purpose of Fundraiser: raise money for students and teachers

Fund/Account Name: Youth First

Current balance of fund account \$ 15,114.28 Date 1/5/2024

Anticipated date(s) of fundraiser: Beginning 2/1/2024 Ending 2/14/2024

Expected Student Involvement (schoolwide or specific school organization): Youth First will be take pictures of students, print them, and deliver to classes the following week. Youth First will sale tickets to the dance to include a slice of pizza and a drink.

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: 1/5/2024
Teacher/Club

Approved by: Robert J Reasoner Date: 1/5/24
Principal

Approved by: Paul Lovell Date: 1-5-24
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: Senior Yard Signs

Purpose of Fundraiser: ACT - Bulldog Project 21

Fund/Account Name: ACT

Current balance of fund account \$ 6276.76 Date 12-14-23

Anticipated date(s) of fundraiser: Beginning March 2024 Ending April 2024

Expected Student Involvement (school-wide or specific school organization): _____

ACT - offer to seniors

Margin of profit (if applicable): \$10⁰⁰ approximately

Method by which school will receive profit: keep profit after payment

How and when will these funds be spent to benefit students/instruction: ACT snacks, water, soda, cookout, name plates, rewards

Requested by: Jill Worley ACT Date: 12-14-23
Teacher/Club

Approved by: [Signature] Date: 12/14/23
Principal

Approved by: [Signature] Date: 1-3-24
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 _____

2023-2024 Consolidated Application Free/Reduced Lunch Percentages

Aug. 2023

School	# Free/Red	ADM	% F/R
MES	294	419	70.17%
LMS	311	431	72.16%
WES	409	577	70.88%
OGES	274	412	66.50%
CES	193	474	40.72%
MCHS	521	815	63.93%
CHS	184	432	42.59%
CHES	173	555	31.17%
FHS	252	837	30.11%
DHIS	160	444	36.04%
District	2771	5396	51.35%

Sept. 2023

School	# Free/Red	ADM	% F/R
MES	279	418	66.75%
LMS	291	433	67.21%
WES	396	577	68.63%
OGES	274	414	66.18%
CES	168	472	35.59%
MCHS	492	806	61.04%
CHS	161	431	37.35%
CHES	168	551	30.49%
FHS	237	829	28.59%
DHIS	152	443	34.31%
District	2618	5374	48.72%

Oct. 2023

School	# Free/Red	ADM	% F/R
MES	317	422	75.12%
LMS	325	431	75.41%
WES	423	575	73.57%
OGES	318	416	76.44%
CES	231	475	48.63%
MCHS	547	802	68.20%
CHS	188	429	43.82%
CHES	220	557	39.50%
FHS	296	825	35.88%
DHIS	190	443	42.89%
District	3055	5375	56.84%

Nov. 2023

School	# Free/Red	ADM	% F/R
MES	319	420	75.95%
LMS	323	428	75.47%
WES	422	572	73.78%
OGES	318	414	76.81%
CES	233	475	49.05%
MCHS	542	800	67.75%
CHS	189	426	44.37%
CHES	224	558	40.14%
FHS	298	821	36.30%
DHIS	190	445	42.70%
District	3058	5359	57.06%

Dec. 2023

School	# Free/Red	ADM	% F/R
MES	320	420	76.19%
LMS	324	424	76.42%
WES	421	573	73.47%
OGES	319	411	77.62%
CES	234	475	49.26%
MCHS	542	798	67.92%
CHS	190	426	44.60%
CHES	224	557	40.22%
FHS	295	818	36.06%
DHIS	188	443	42.44%
District	3057	5345	57.19%

Jan. 2024

School	# Free/Red	ADM	% F/R
MES			
LMS			
WES			
OGES			
CES			
MCHS			
CHS			
CHES			
FHS			
DHIS			
District	0	0	

Feb. 2024

School	# Free/Red	ADM	% F/R
MES			
LMS			
WES			
OGES			
CES			
MCHS			
CHS			
CHES			
FHS			
DHIS			
District	0	0	

Mar. 2024

School	# Free/Red	ADM	% F/R
MES			
LMS			
WES			
OGES			
CES			
MCHS			
CHS			
CHES			
FHS			
DHIS			
District	0	0	

Apr. 2024

School	# Free/Red	ADM	% F/R
MES			
LMS			
WES			
OGES			
CES			
MCHS			
CHS			
CHES			
FHS			
DHIS			
District	0	0	

May 2024

School	# Free/Red	ADM	% F/R
MES			
LMS			
WES			
OGES			
CES			
MCHS			
CHS			
CHES			
FHS			
DHIS			
District	0	0	

Acct	Acct Description	2023-24	2023-24	2023-24	2023-24	2023-24	Unexpended	November	2023-24
		Original Budget	Budget Revisions	Revised Budget	FYTD Activity	FYTD %			
141	GENERAL PURPOSE SCHOOL								
40110	CURRENT PROPERTY TAX	9,217,710.00	0.00	9,217,710.00	1,215,296.07	13.18	8,002,413.93		433,424.24
40120	TRUSTEE'S COLLECTIONS - PRIOR	149,934.00	0.00	149,934.00	74,341.69	49.58	75,592.31		9,997.45
40125	TRUSTEE'S COLLECTIONS - BANKRU	5,000.00	0.00	5,000.00	1,248.35	24.97	3,751.65		0.00
40130	CIR CLK/CLK & MASTER COLLECTIO	51,676.00	0.00	51,676.00	22,571.51	43.68	29,104.49		8,653.52
40140	INTEREST AND PENALTY	30,513.00	0.00	30,513.00	7,654.59	25.09	22,858.41		1,295.84
401--	COUNTY PROPERTY TAXES	9,454,833.00	0.00	9,454,833.00	1,321,112.21	13.97	8,133,720.79		453,371.05
40210	LOCAL OPTION SALES TAX	2,183,549.00	0.00	2,183,549.00	1,698,019.14	77.76	485,529.86		397,544.50
40275	MIXED DRINK TAX	6,000.00	0.00	6,000.00	8,664.66	144.41	-2,664.66		2,072.81
402--	COUNTY LOCAL OPTION TAXES	2,189,549.00	0.00	2,189,549.00	1,706,683.80	77.95	482,865.20		399,617.31
41110	MARRIAGE LICENSES	1,867.00	0.00	1,867.00	1,111.50	59.53	755.50		342.00
411--	LICENSES	1,867.00	0.00	1,867.00	1,111.50	59.53	755.50		342.00
43517	TUITION - OTHER	75,000.00	0.00	75,000.00	91,099.20	121.47	-16,099.20		19,527.00
43570	RECEIPTS FROM INDIVIDUAL SCHO	50,000.00	0.00	50,000.00	28,009.39	56.02	21,990.61		8,037.60
43583	TBI CRIMINAL BACKGROUND FEE	500.00	0.00	500.00	70.30	14.06	429.70		0.00
435--	EDUCATION CHARGES	125,500.00	0.00	125,500.00	119,178.89	94.96	6,321.11		27,564.60
43990	OTHER CHARGES FOR SERVICES	40,000.00	0.00	40,000.00	26,251.50	65.63	13,748.50		0.00
439--		40,000.00	0.00	40,000.00	26,251.50	65.63	13,748.50		0.00
44130	SALE OF MATERIALS AND SUPPLIES	3,000.00	0.00	3,000.00	1,900.80	63.36	1,099.20		0.00
44170	MISCELLANEOUS REFUNDS	80,000.00	0.00	80,000.00	51,627.92	64.53	28,372.08		17,758.01
441--	RECURRING ITEMS	83,000.00	0.00	83,000.00	53,528.72	64.49	29,471.28		17,758.01
44530	SALE OF EQUIPMENT	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00		0.00
44560	DAMAGES RECOVERED FROM INDIVID	1,000.00	0.00	1,000.00	375.00	37.50	625.00		0.00
445--	NONRECURRING ITEMS	4,000.00	0.00	4,000.00	375.00	9.38	3,625.00		0.00
46510	TISA	38,085,621.00	0.00	38,085,621.00	15,164,429.28	39.82	22,921,191.72		3,791,107.32

Acct	Acct Description	2023-24 Original Budget	2023-24 Budget Revisions	2023-24 Revised Budget	2023-24 FYTD Activity	2023-24 FYTD %	Unexpended Balance	November 2023-24 Monthly Activity
141	GENERAL PURPOSE SCHOOL							
46515	EARLY CHILDHOOD EDUCATION	193,519.00	0.00	193,519.00	48,907.23	25.27	144,611.77	16,279.42
46550	DRIVER EDUCATION	15,662.00	0.00	15,662.00	0.00	0.00	15,662.00	0.00
46590	OTHER STATE EDUCATION FUNDS	0.00	2,157,834.80	2,157,834.80	0.00	0.00	2,157,834.80	0.00
465--	STATE EDUCATION FUNDS	38,294,802.00	2,157,834.80	40,452,636.80	15,213,336.51	37.61	25,239,300.29	3,807,386.74
46610	CAREER LADDER PROGRAM	58,350.00	0.00	58,350.00	38,164.66	65.41	20,185.34	0.00
466--	CAREER LADDER PROGRAM	58,350.00	0.00	58,350.00	38,164.66	65.41	20,185.34	0.00
46851	STATE REVENUE SHARING -T.V.A.	190,000.00	0.00	190,000.00	79,439.14	41.81	110,560.86	79,439.14
468--	OTHER STATE REVENUES	190,000.00	0.00	190,000.00	79,439.14	41.81	110,560.86	79,439.14
46980		0.00	220,478.54	220,478.54	0.00	0.00	220,478.54	0.00
469--		0.00	220,478.54	220,478.54	0.00	0.00	220,478.54	0.00
47147	SAFE AND DRUG-FREE SCHOOLS-ST	0.00	280,000.00	280,000.00	0.00	0.00	280,000.00	0.00
471--	FEDERAL THROUGH STATE	0.00	280,000.00	280,000.00	0.00	0.00	280,000.00	0.00
49700	INSURANCE RECOVERY	2,000.00	0.00	2,000.00	141,690.86	7,084.54	-139,690.86	2,275.90
497--	INSURANCE RECOVERY	2,000.00	0.00	2,000.00	141,690.86	7,084.54	-139,690.86	2,275.90
-----	GENERAL PURPOSE SCHOOL	50,443,901.00	2,658,313.34	53,102,214.34	18,700,872.79	35.22	34,401,341.55	4,787,754.75

Acct	Acct Description	2023-24 Original Budget	2023-24 Budget Revisions	2023-24 Revised Budget	2023-24 FYTD Activity	2023-24 FYTD %	Unexpended Balance	November Monthly Activity	2023-24
	Grand Revenue Totals	50,443,901.00	2,658,313.34	53,102,214.34	18,700,872.79	35.22	34,401,341.55	4,787,754.75	

Number of Accounts: 29

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

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71100	REGULAR INSTRUCTION PROGRAM								
116	TEACHERS	16,898,180.00	16,898,180.00	5,546,891.63	0.00	11,351,288.37	32.83	1,388,271.47	0.00
117	CAREER LADDER PROGRAM	35,200.00	35,200.00	16,157.50	0.00	19,042.50	45.90	16,157.50	0.00
128	HOMEBOUND TEACHERS	10,000.00	10,000.00	180.00	0.00	9,820.00	1.80	180.00	0.00
163	EDUCATIONAL ASSISTANTS	716,137.00	716,137.00	264,265.15	0.00	451,871.85	36.90	66,617.07	0.00
186	LONGEVITY PAY	184,225.00	184,225.00	180,550.00	0.00	3,675.00	98.01	0.00	0.00
189	OTHER SALARIES & WAGES	706,570.00	706,570.00	198,724.65	0.00	507,845.35	28.13	52,175.87	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	30,000.00	30,000.00	5,261.18	0.00	24,738.82	17.54	361.18	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	180,000.00	180,000.00	121,382.04	0.00	58,617.96	67.43	38,182.04	0.00
201	SOCIAL SECURITY	1,163,117.00	1,163,117.00	355,927.65	0.00	807,189.35	30.60	87,062.92	0.00
204	PENSIONS	851,618.00	851,618.00	435,686.84	0.00	415,931.16	51.16	107,348.39	0.00
207	MEDICAL INSURANCE	3,865,190.00	3,865,190.00	1,355,001.46	0.00	2,510,188.54	35.06	349,789.09	0.00
208	DENTAL INSURANCE	12,049.00	12,049.00	4,409.52	0.00	7,639.48	36.60	1,103.52	0.00
210	UNEMPLOYMENT COMPENSATION	9,510.00	9,510.00	1,358.49	0.00	8,151.51	14.28	148.01	0.00
212	EMPLOYER MEDICARE	272,020.00	272,020.00	85,701.96	0.00	186,318.04	31.51	21,113.59	0.00
217	RETIREMENT-HYBRID STABILIZATIO	555,586.00	555,586.00	24,852.19	0.00	530,733.81	4.47	5,821.57	0.00
336	MAINTENANCE AND REPAIR SERVICE	197,794.00	197,794.00	155,897.09	8,385.00	33,511.91	83.06	56,713.57	144,268.82
355	TRAVEL	2,000.00	2,000.00	919.30	0.00	1,080.70	45.97	330.40	0.00
356	TUITION	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	88,500.00	88,500.00	336,935.70	0.00	-248,435.70	380.72	6,820.50	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	321,400.00	323,442.00	189,648.12	4,392.87	129,401.01	59.99	10,608.05	2,305.51
449	TEXTBOOKS	500,000.00	500,000.00	372,955.61	902.80	126,141.59	74.77	18,987.82	210,255.52
499	OTHER SUPPLIES AND MATERIALS	0.00	0.00	440.58	0.00	-440.58	0.00	0.00	440.58
599	OTHER CHARGES	0.00	0.00	5,421.21	0.00	-5,421.21	0.00	0.00	5,421.21
722	REGULAR INSTRUCTION EQUIPMENT	0.00	0.00	28,055.90	45,187.50	-73,243.40	0.00	6,893.30	0.00
790	OTHER EQUIPMENT	118,000.00	118,000.00	22,375.97	3,110.98	92,513.05	21.60	879.17	10,656.31
---	REGULAR INSTRUCTION PROGRAM	26,729,096.00	26,731,138.00	9,708,999.74	61,979.15	16,960,159.11	36.55	2,235,565.03	373,347.95

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71150	ALTERNATIVE INSTRUCTION PROGRA								
116	TEACHERS	131,523.00	131,523.00	43,841.36	0.00	87,681.64	33.33	10,960.34	0.00
186	LONGEVITY PAY	1,450.00	1,450.00	1,450.00	0.00	0.00	100.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	1,000.00	1,000.00	90.00	0.00	910.00	9.00	0.00	0.00
201	SOCIAL SECURITY	8,307.00	8,307.00	2,529.43	0.00	5,777.57	30.45	606.23	0.00
204	PENSIONS	9,056.00	9,056.00	3,084.35	0.00	5,971.65	34.06	746.40	0.00
207	MEDICAL INSURANCE	35,297.00	35,297.00	13,789.61	0.00	21,507.39	39.07	3,558.71	0.00
208	DENTAL INSURANCE	92.00	92.00	36.48	0.00	55.52	39.65	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.00	0.00	63.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	1,943.00	1,943.00	591.55	0.00	1,351.45	30.45	141.78	0.00
399	OTHER CONTRACTED SERVICES	3,000.00	3,000.00	421.60	0.00	2,578.40	14.05	265.71	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	800.00	800.00	400.00	0.00	400.00	50.00	0.00	0.00
722	REGULAR INSTRUCTION EQUIPMENT	3,000.00	3,000.00	0.00	821.29	2,178.71	27.38	0.00	0.00
---	ALTERNATIVE INSTRUCTION PROGRA	195,531.00	195,531.00	66,234.38	821.29	128,475.33	34.29	16,288.29	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71200	SPECIAL EDUCATION PROGRAM								
116	TEACHERS	1,540,871.00	1,540,871.00	444,506.20	0.00	1,096,364.80	28.85	106,471.58	0.00
117	CAREER LADDER PROGRAM	5,500.00	5,500.00	2,750.00	0.00	2,750.00	50.00	2,750.00	0.00
128	HOMEBOUND TEACHERS	6,000.00	6,000.00	990.00	0.00	5,010.00	16.50	315.00	0.00
163	EDUCATIONAL ASSISTANTS	631,701.00	631,701.00	182,517.34	0.00	449,183.66	28.89	47,202.17	0.00
171	SPEECH PATHOLOGIST	261,925.00	261,925.00	73,195.96	0.00	188,729.04	27.95	18,298.99	0.00
186	LONGEVITY PAY	31,300.00	31,300.00	27,775.00	0.00	3,525.00	88.74	0.00	0.00
189	OTHER SALARIES & WAGES	0.00	0.00	50.00	0.00	-50.00	0.00	50.00	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	3,500.00	3,500.00	1,000.00	0.00	2,500.00	28.57	150.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	24,000.00	24,000.00	13,630.00	0.00	10,370.00	56.79	5,485.00	0.00
201	SOCIAL SECURITY	155,297.00	155,297.00	41,836.71	0.00	113,460.29	26.94	10,019.67	0.00
204	PENSIONS	112,660.00	112,660.00	53,339.48	0.00	59,320.52	47.35	12,716.56	0.00
207	MEDICAL INSURANCE	787,649.00	787,649.00	225,169.68	0.00	562,479.32	28.59	58,617.55	0.00
208	DENTAL INSURANCE	2,190.00	2,190.00	743.28	0.00	1,446.72	33.94	182.40	0.00
210	UNEMPLOYMENT COMPENSATION	1,700.00	1,700.00	231.35	0.00	1,468.65	13.61	46.09	0.00
212	EMPLOYER MEDICARE	36,320.00	36,320.00	9,827.71	0.00	26,492.29	27.06	2,364.18	0.00
217	RETIREMENT-HYBRID STABILIZATIO	79,039.00	79,039.00	2,029.86	0.00	77,009.14	2.57	477.03	0.00
310	CONTRACTS WITH OTHER PUBLIC AG	0.00	0.00	39,200.00	0.00	-39,200.00	0.00	13,180.00	0.00
399	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	399.98	-399.98	0.00	0.00	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	7,000.00	7,000.00	6,000.00	0.00	1,000.00	85.71	0.00	0.00
790	OTHER EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
---	SPECIAL EDUCATION PROGRAM	3,687,652.00	3,687,652.00	1,124,792.57	399.98	2,562,459.45	30.51	278,326.22	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71300	CAREER AND TECHNICAL EDUCATION								
116	TEACHERS	1,125,258.00	1,233,264.00	381,394.08	0.00	851,869.92	30.93	111,274.29	0.00
117	CAREER LADDER PROGRAM	3,000.00	3,000.00	1,500.00	0.00	1,500.00	50.00	1,500.00	0.00
186	LONGEVITY PAY	12,150.00	12,150.00	10,450.00	0.00	1,700.00	86.01	0.00	0.00
189	OTHER SALARIES & WAGES	0.00	73,062.00	30,442.50	0.00	42,619.50	41.67	6,088.50	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	1,000.00	1,000.00	100.00	0.00	900.00	10.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	8,000.00	8,000.00	2,445.00	0.00	5,555.00	30.56	950.00	0.00
201	SOCIAL SECURITY	71,263.00	82,489.22	24,611.24	0.00	57,877.98	29.84	6,919.75	0.00
204	PENSIONS	63,640.00	79,936.11	30,824.79	0.00	49,111.32	38.56	8,788.77	0.00
207	MEDICAL INSURANCE	246,551.00	290,444.60	89,342.20	0.00	201,102.40	30.76	25,222.69	0.00
208	DENTAL INSURANCE	780.00	793.68	291.84	0.00	501.84	36.77	86.64	0.00
210	UNEMPLOYMENT COMPENSATION	468.00	531.00	86.21	0.00	444.79	16.24	22.45	0.00
212	EMPLOYER MEDICARE	16,667.00	19,292.49	5,761.83	0.00	13,530.66	29.87	1,620.30	0.00
217	RETIREMENT-HYBRID STABILIZATIO	18,532.00	18,532.00	1,347.87	0.00	17,184.13	7.27	332.31	0.00
336	MAINTENANCE AND REPAIR SERVICE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	32,800.00	54,160.00	16,396.09	7,658.76	30,105.15	44.41	3,418.97	0.00
449	TEXTBOOKS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	70.00	-70.00	0.00	0.00	0.00
599	OTHER CHARGES	500.00	500.00	21.96	0.00	478.04	4.39	21.96	0.00
730	VOCATIONAL INSTRUCTION EQUIPME	30,000.00	336,370.27	72.73	111,674.53	224,623.01	33.22	43.98	0.00
---	CAREER AND TECHNICAL EDUCATION	1,635,109.00	2,218,025.37	595,088.34	119,403.29	1,503,533.74	32.21	166,290.61	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72110	ATTENDANCE								
105	SUPERVISOR/DIRECTOR	46,417.00	46,417.00	22,315.00	0.00	24,102.00	48.08	3,868.00	0.00
117	CAREER LADDER PROGRAM	600.00	600.00	300.00	0.00	300.00	50.00	300.00	0.00
130	SOCIAL WORKERS	93,664.00	93,664.00	34,341.36	0.00	59,322.64	36.66	8,585.34	0.00
162	CLERICAL PERSONNEL	64,304.00	64,304.00	26,793.00	0.00	37,511.00	41.67	5,358.60	0.00
186	LONGEVITY PAY	3,450.00	3,450.00	3,900.00	0.00	-450.00	113.04	0.00	0.00
201	SOCIAL SECURITY	10,008.00	10,008.00	4,020.52	0.00	5,987.48	40.17	815.23	0.00
204	PENSIONS	12,106.00	12,106.00	4,624.18	0.00	7,481.82	38.20	1,045.80	0.00
207	MEDICAL INSURANCE	24,339.00	24,339.00	9,506.83	0.00	14,832.17	39.06	2,452.15	0.00
208	DENTAL INSURANCE	137.00	137.00	54.72	0.00	82.28	39.94	13.68	0.00
210	UNEMPLOYMENT COMPENSATION	126.00	126.00	0.00	0.00	126.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	3,022.00	3,022.00	1,225.09	0.00	1,796.91	40.54	251.09	0.00
355	TRAVEL	2,500.00	2,500.00	1,432.27	0.00	1,067.73	57.29	767.31	0.00
399	OTHER CONTRACTED SERVICES	24,075.00	24,075.00	16,313.50	0.00	7,761.50	67.76	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	3,000.00	3,000.00	35.89	0.00	2,964.11	1.20	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	450.00	0.00	3,550.00	11.25	0.00	0.00
704	ATTENDANCE EQUIPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
---	ATTENDANCE	295,748.00	295,748.00	125,312.36	0.00	170,435.64	42.37	23,457.20	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72120	HEALTH SERVICES								
105	SUPERVISOR/DIRECTOR	122,322.00	122,322.00	50,966.70	0.00	71,355.30	41.67	10,193.34	0.00
117	CAREER LADDER PROGRAM	550.00	550.00	300.00	0.00	250.00	54.55	300.00	0.00
131	MEDICAL PERSONNEL	309,382.00	309,382.00	106,604.33	0.00	202,777.67	34.46	26,803.94	0.00
186	LONGEVITY PAY	3,050.00	3,050.00	3,050.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	24,111.00	24,111.00	8,104.02	0.00	16,006.98	33.61	1,876.21	0.00
204	PENSIONS	7,636.00	7,636.00	10,853.92	0.00	-3,217.92	142.14	2,514.29	0.00
207	MEDICAL INSURANCE	89,391.00	89,391.00	30,451.68	0.00	58,939.32	34.07	8,253.84	0.00
208	DENTAL INSURANCE	306.00	306.00	127.68	0.00	178.32	41.73	31.92	0.00
210	UNEMPLOYMENT COMPENSATION	294.00	294.00	30.59	0.00	263.41	10.40	3.24	0.00
212	EMPLOYER MEDICARE	6,312.00	6,312.00	2,179.48	0.00	4,132.52	34.53	499.89	0.00
217	RETIREMENT-HYBRID STABILIZATIO	25,836.00	25,836.00	1,152.13	0.00	24,683.87	4.46	250.03	0.00
355	TRAVEL	1,000.00	1,000.00	438.19	0.00	561.81	43.82	289.12	0.00
399	OTHER CONTRACTED SERVICES	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	13,000.00	13,000.00	10,644.16	2,942.53	-586.69	104.51	1,408.80	0.00
524	STAFF DEVELOPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
599	OTHER CHARGES	5,000.00	5,000.00	330.00	0.00	4,670.00	6.60	0.00	0.00
735	HEALTH EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
790	OTHER EQUIPMENT	0.00	0.00	8,931.00	0.00	-8,931.00	0.00	0.00	0.00
---	HEALTH SERVICES	652,190.00	652,190.00	234,163.88	2,942.53	415,083.59	36.36	52,424.62	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72130	OTHER STUDENT SUPPORT								
117	CAREER LADDER PROGRAM	1,000.00	1,000.00	500.00	0.00	500.00	50.00	500.00	0.00
123	GUIDANCE PERSONNEL	775,914.00	775,914.00	258,299.64	0.00	517,614.36	33.29	64,574.91	0.00
163	EDUCATIONAL ASSISTANTS	60,524.00	60,524.00	21,573.12	0.00	38,950.88	35.64	5,393.28	0.00
186	LONGEVITY PAY	10,200.00	10,200.00	9,950.00	0.00	250.00	97.55	0.00	0.00
189	OTHER SALARIES & WAGES	2,000.00	2,000.00	640.00	0.00	1,360.00	32.00	135.00	0.00
201	SOCIAL SECURITY	52,678.00	52,678.00	16,578.20	0.00	36,099.80	31.47	4,019.18	0.00
204	PENSIONS	42,180.00	42,180.00	20,574.08	0.00	21,605.92	48.78	4,994.03	0.00
207	MEDICAL INSURANCE	189,658.00	189,658.00	79,535.57	0.00	110,122.43	41.94	20,447.87	0.00
208	DENTAL INSURANCE	370.00	370.00	182.40	0.00	187.60	49.30	45.60	0.00
210	UNEMPLOYMENT COMPENSATION	363.00	363.00	22.52	0.00	340.48	6.20	0.27	0.00
212	EMPLOYER MEDICARE	12,320.00	12,320.00	3,879.26	0.00	8,440.74	31.49	939.96	0.00
217	RETIREMENT-HYBRID STABILIZATIO	21,119.00	21,119.00	586.09	0.00	20,532.91	2.78	145.48	0.00
322	EVALUATION AND TESTING	15,000.00	15,000.00	330.00	0.00	14,670.00	2.20	0.00	0.00
399	OTHER CONTRACTED SERVICES	139,000.00	359,478.54	125,216.80	5,052.50	229,209.24	36.24	29,680.50	7,000.00
499	OTHER SUPPLIES AND MATERIALS	4,125.00	4,198.00	393.99	80.35	3,723.66	11.30	227.00	0.00
524	STAFF DEVELOPMENT	2,000.00	3,769.24	1,650.00	0.00	2,119.24	43.78	1,650.00	0.00
599	OTHER CHARGES	10,000.00	10,000.00	4,120.38	4,452.60	1,427.02	85.73	1,219.02	0.00
---	OTHER STUDENT SUPPORT	1,338,451.00	1,560,771.78	544,032.05	9,585.45	1,007,154.28	35.47	133,972.10	7,000.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72210	REGULAR INSTRUCTION PROGRAM								
105	SUPERVISOR/DIRECTOR	356,030.00	356,030.00	181,353.06	0.00	174,676.94	50.94	36,252.43	0.00
117	CAREER LADDER PROGRAM	4,000.00	4,000.00	2,000.00	0.00	2,000.00	50.00	2,000.00	0.00
129	LIBRARIANS	626,529.00	626,529.00	208,551.05	0.00	417,977.95	33.29	50,183.32	0.00
161	SECRETARY(S)	34,295.00	34,295.00	14,289.60	0.00	20,005.40	41.67	2,857.92	0.00
186	LONGEVITY PAY	14,550.00	14,550.00	17,475.00	0.00	-2,925.00	120.10	0.00	0.00
189	OTHER SALARIES & WAGES	5,000.00	5,000.00	25,609.60	0.00	-20,609.60	512.19	6,776.15	0.00
201	SOCIAL SECURITY	64,505.00	64,505.00	26,180.99	0.00	38,324.01	40.59	5,571.14	0.00
204	PENSIONS	66,843.00	66,843.00	31,766.62	0.00	35,076.38	47.52	6,868.63	0.00
207	MEDICAL INSURANCE	209,288.00	209,288.00	87,391.05	0.00	121,896.95	41.76	22,398.03	0.00
208	DENTAL INSURANCE	640.00	640.00	246.24	0.00	393.76	38.48	59.28	0.00
210	UNEMPLOYMENT COMPENSATION	357.00	357.00	62.41	0.00	294.59	17.48	12.21	0.00
212	EMPLOYER MEDICARE	15,086.00	15,086.00	6,125.04	0.00	8,960.96	40.60	1,305.00	0.00
217	RETIREMENT-HYBRID STABILIZATIO	5,162.00	5,162.00	679.56	0.00	4,482.44	13.16	185.70	0.00
355	TRAVEL	3,000.00	3,000.00	3,884.60	0.00	-884.60	129.49	691.09	0.00
399	OTHER CONTRACTED SERVICES	10,200.00	10,200.00	0.00	0.00	10,200.00	0.00	0.00	0.00
432	LIBRARY BOOKS/MEDIA	23,650.00	24,068.00	8,564.58	1,379.39	14,124.03	41.32	3,420.63	0.00
499	OTHER SUPPLIES AND MATERIALS	8,750.00	8,799.00	5,293.14	312.33	3,193.53	63.71	26.99	403.22
524	STAFF DEVELOPMENT	34,500.00	34,500.00	11,034.40	90.00	23,375.60	32.24	3,845.00	0.00
790	OTHER EQUIPMENT	2,000.00	2,000.00	493.30	0.00	1,506.70	24.67	0.00	0.00
---	REGULAR INSTRUCTION PROGRAM	1,484,385.00	1,484,852.00	631,000.24	1,781.72	852,070.04	42.62	142,453.52	403.22

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72220	SPECIAL EDUCATION PROGRAM								
105	SUPERVISOR/DIRECTOR	93,606.00	93,606.00	35,403.44	0.00	58,202.56	37.82	7,098.88	0.00
117	CAREER LADDER PROGRAM	500.00	500.00	250.00	0.00	250.00	50.00	250.00	0.00
124	PHSYCOLOGICAL PERSONNEL	67,817.00	67,817.00	22,605.68	0.00	45,211.32	33.33	5,651.42	0.00
186	LONGEVITY PAY	1,650.00	1,650.00	1,700.00	0.00	-50.00	103.03	0.00	0.00
189	OTHER SALARIES & WAGES	71,538.00	71,538.00	7,012.80	0.00	64,525.20	9.80	2,050.20	0.00
201	SOCIAL SECURITY	13,428.00	13,428.00	2,184.84	0.00	11,243.16	16.27	416.71	0.00
204	PENSIONS	14,787.00	14,787.00	4,069.62	0.00	10,717.38	27.52	868.29	0.00
207	MEDICAL INSURANCE	71,681.00	71,681.00	7,148.29	0.00	64,532.71	9.97	1,844.59	0.00
208	DENTAL INSURANCE	137.00	137.00	0.00	0.00	137.00	0.00	0.00	0.00
210	UNEMPLOYMENT COMPENSATION	84.00	84.00	0.00	0.00	84.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	3,409.00	3,409.00	949.89	0.00	2,459.11	27.86	212.77	0.00
310	CONTRACTS WITH OTHER PUBLIC AG	80,000.00	80,000.00	40,507.33	0.00	39,492.67	50.63	20,873.00	0.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
524	STAFF DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
---	SPECIAL EDUCATION PROGRAM	420,137.00	420,137.00	121,831.89	0.00	298,305.11	29.00	39,265.86	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72230	CAREER AND TECHNICAL EDUCATION								
105	SUPERVISOR/DIRECTOR	99,377.00	104,377.00	49,587.70	0.00	54,789.30	47.51	8,312.09	0.00
161	SECRETARY(S)	32,324.00	32,324.00	10,774.40	0.00	21,549.60	33.33	2,693.60	0.00
186	LONGEVITY PAY	0.00	0.00	650.00	0.00	-650.00	0.00	0.00	0.00
201	SOCIAL SECURITY	8,165.00	8,165.00	3,536.63	0.00	4,628.37	43.31	614.08	0.00
204	PENSIONS	9,192.00	9,192.00	4,229.26	0.00	4,962.74	46.01	768.07	0.00
207	MEDICAL INSURANCE	36,637.00	36,637.00	14,296.58	0.00	22,340.42	39.02	3,689.18	0.00
208	DENTAL INSURANCE	92.00	92.00	36.48	0.00	55.52	39.65	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	42.00	42.00	0.00	0.00	42.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	1,910.00	1,910.00	827.15	0.00	1,082.85	43.31	143.62	0.00
307	COMMUNICATION	3,200.00	3,200.00	330.74	0.00	2,869.26	10.34	50.50	0.00
355	TRAVEL	500.00	500.00	333.05	0.00	166.95	66.61	0.00	0.00
399	OTHER CONTRACTED SERVICES	4,000.00	4,000.00	698.40	0.00	3,301.60	17.46	232.80	0.00
599	OTHER CHARGES	500.00	500.00	95.98	0.00	404.02	19.20	95.98	0.00
---	CAREER AND TECHNICAL EDUCATION	195,939.00	200,939.00	85,396.37	0.00	115,542.63	42.50	16,609.04	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72250	TECHNOLOGY								
105	SUPERVISOR/DIRECTOR	91,742.00	91,742.00	38,225.00	0.00	53,517.00	41.67	7,645.00	0.00
121	DATA PROCESSING PERSONNEL	231,952.00	231,952.00	95,857.30	0.00	136,094.70	41.33	19,171.46	0.00
186	LONGEVITY PAY	1,550.00	1,550.00	1,550.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	20,165.00	20,165.00	8,045.21	0.00	12,119.79	39.90	1,568.30	0.00
204	PENSIONS	17,494.00	17,494.00	10,345.58	0.00	7,148.42	59.14	2,045.64	0.00
207	MEDICAL INSURANCE	65,821.00	65,821.00	21,388.11	0.00	44,432.89	32.49	5,572.62	0.00
208	DENTAL INSURANCE	228.00	228.00	91.20	0.00	136.80	40.00	22.80	0.00
210	UNEMPLOYMENT COMPENSATION	147.00	147.00	0.00	0.00	147.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	4,716.00	4,716.00	1,881.55	0.00	2,834.45	39.90	366.77	0.00
217	RETIREMENT-HYBRID STABILIZATIO	8,280.00	8,280.00	403.98	0.00	7,876.02	4.88	80.27	0.00
307	COMMUNICATION	20.00	20.00	0.00	0.00	20.00	0.00	0.00	0.00
336	MAINTENANCE AND REPAIR SERVICE	95,000.00	95,000.00	14,371.33	3,110.99	77,517.68	18.40	0.00	3,802.32
350	INTERNET CONNECTIVITY	126,000.00	126,000.00	124,123.20	0.00	1,876.80	98.51	0.00	0.00
399	OTHER CONTRACTED SERVICES	7,360.00	7,360.00	11,462.77	0.00	-4,102.77	155.74	0.00	0.00
471	SOFTWARE	49,550.00	49,550.00	26,341.39	11,331.32	11,877.29	76.03	0.00	11,331.32
524	STAFF DEVELOPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
790	OTHER EQUIPMENT	0.00	0.00	150,663.15	125,812.60	-276,475.75	0.00	0.00	280,706.15
---	TECHNOLOGY	722,025.00	722,025.00	504,749.77	140,254.91	77,020.32	89.33	36,472.86	295,839.79

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72310	BOARD OF EDUCATION								
191	BOARD AND COMMITTEE MEMBERS FE	37,720.00	37,720.00	15,316.25	0.00	22,403.75	40.61	3,143.25	0.00
201	SOCIAL SECURITY	2,339.00	2,339.00	853.60	0.00	1,485.40	36.49	173.20	0.00
212	EMPLOYER MEDICARE	547.00	547.00	221.90	0.00	325.10	40.57	45.54	0.00
320	DUES AND MEMBERSHIPS	6,763.00	6,763.00	7,030.00	0.00	-267.00	103.95	0.00	0.00
331	LEGAL SERVICES	15,000.00	15,000.00	4,112.00	0.00	10,888.00	27.41	666.00	0.00
355	TRAVEL	500.00	500.00	312.56	0.00	187.44	62.51	312.56	0.00
399	OTHER CONTRACTED SERVICES	16,250.00	16,250.00	5,000.00	0.00	11,250.00	30.77	2,000.00	0.00
499	OTHER SUPPLIES AND MATERIALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
506	LIABILITY INSURANCE	111,132.00	111,132.00	123,401.00	0.00	-12,269.00	111.04	0.00	0.00
510	TRUSTEE'S COMMISSION	330,000.00	330,000.00	107,480.50	0.00	222,519.50	32.57	18,933.40	0.00
513	WORKMAN'S COMPENSATION INSURAN	167,709.00	167,709.00	169,992.00	0.00	-2,283.00	101.36	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	-200.00	0.00	4,200.00	-5.00	0.00	0.00
533	CRIMINAL INVESTIGATION OF APPL	8,000.00	8,000.00	10,669.20	5,575.50	-8,244.70	203.06	817.30	1,283.85
599	OTHER CHARGES	8,000.00	8,000.00	2,006.61	406.30	5,587.09	30.16	576.11	0.00
---	BOARD OF EDUCATION	708,960.00	708,960.00	446,195.62	5,981.80	256,782.58	63.78	26,667.36	1,283.85

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72320	DIRECTOR OF SCHOOLS								
101	COUNTY OFFICIAL/ADMINISTRATIVE	153,410.00	153,410.00	63,920.65	0.00	89,489.35	41.67	12,784.13	0.00
117	CAREER LADDER PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
161	SECRETARY(S)	52,000.00	52,000.00	21,666.70	0.00	30,333.30	41.67	4,333.34	0.00
186	LONGEVITY PAY	650.00	650.00	650.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	12,838.00	12,838.00	5,125.39	0.00	7,712.61	39.92	1,004.27	0.00
204	PENSIONS	14,460.00	14,460.00	6,022.27	0.00	8,437.73	41.65	1,195.60	0.00
207	MEDICAL INSURANCE	36,714.00	36,714.00	14,492.52	0.00	22,221.48	39.47	3,750.92	0.00
208	DENTAL INSURANCE	381.00	381.00	153.40	0.00	227.60	40.26	39.10	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.00	0.00	63.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	3,002.00	3,002.00	1,198.70	0.00	1,803.30	39.93	234.87	0.00
307	COMMUNICATION	600.00	600.00	100.00	0.00	500.00	16.67	0.00	0.00
320	DUES AND MEMBERSHIPS	4,040.00	4,040.00	7,143.00	0.00	-3,103.00	176.81	0.00	0.00
355	TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
435	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
599	OTHER CHARGES	1,500.00	1,500.00	1,202.62	4.40	292.98	80.47	0.00	0.00
701	ADMINISTRATION EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
---	DIRECTOR OF SCHOOLS	287,158.00	287,158.00	121,675.25	4.40	165,478.35	42.37	23,342.23	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72410	OFFICE OF THE PRINCIPAL								
104	PRINCIPALS	952,180.00	952,180.00	396,736.80	0.00	555,443.20	41.67	79,347.36	0.00
117	CAREER LADDER PROGRAM	8,000.00	8,000.00	3,000.00	0.00	5,000.00	37.50	3,000.00	0.00
139	ASSISTANT PRINCIPALS	1,009,152.00	1,009,152.00	420,475.20	0.00	588,676.80	41.67	84,095.04	0.00
162	CLERICAL PERSONNEL	732,816.00	732,816.00	248,781.65	0.00	484,034.35	33.95	63,183.48	0.00
186	LONGEVITY PAY	35,100.00	35,100.00	34,000.00	0.00	1,100.00	96.87	0.00	0.00
201	SOCIAL SECURITY	169,710.00	169,710.00	64,745.53	0.00	104,964.47	38.15	13,290.80	0.00
204	PENSIONS	191,555.00	191,555.00	77,329.43	0.00	114,225.57	40.37	16,153.40	0.00
207	MEDICAL INSURANCE	416,148.00	416,148.00	193,030.69	0.00	223,117.31	46.39	50,022.08	0.00
208	DENTAL INSURANCE	1,240.00	1,240.00	547.20	0.00	692.80	44.13	136.80	0.00
210	UNEMPLOYMENT COMPENSATION	1,029.00	1,029.00	63.00	0.00	966.00	6.12	0.00	0.00
212	EMPLOYER MEDICARE	39,690.00	39,690.00	15,142.21	0.00	24,547.79	38.15	3,108.33	0.00
217	RETIREMENT-HYBRID STABILIZATIO	0.00	0.00	367.90	0.00	-367.90	0.00	73.58	0.00
320	DUES AND MEMBERSHIPS	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00	0.00	0.00
355	TRAVEL	1,000.00	1,000.00	110.34	0.00	889.66	11.03	0.00	0.00
399	OTHER CONTRACTED SERVICES	13,000.00	13,000.00	7,250.00	0.00	5,750.00	55.77	0.00	0.00
435	OFFICE SUPPLIES	6,875.00	6,997.00	826.91	499.24	5,670.85	18.95	0.00	0.00
599	OTHER CHARGES	150,000.00	150,000.00	60,713.42	462.00	88,824.58	40.78	12,120.05	0.00
701	ADMINISTRATION EQUIPMENT	13,970.00	14,217.00	2,689.20	1,129.96	10,397.84	26.86	823.23	0.00
---	OFFICE OF THE PRINCIPAL	3,743,765.00	3,744,134.00	1,525,809.48	2,091.20	2,216,233.32	40.81	325,354.15	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72510	FISCAL SERVICES								
105	SUPERVISOR/DIRECTOR	91,742.00	91,742.00	38,225.00	0.00	53,517.00	41.67	7,645.00	0.00
119	ACCOUNTANTS/BOOKKEEPERS	223,092.00	223,092.00	91,291.75	0.00	131,800.25	40.92	18,258.35	0.00
186	LONGEVITY PAY	1,350.00	1,350.00	1,350.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	19,603.00	19,603.00	7,709.73	0.00	11,893.27	39.33	1,473.07	0.00
204	PENSIONS	23,714.00	23,714.00	9,815.05	0.00	13,898.95	41.39	1,942.76	0.00
207	MEDICAL INSURANCE	51,781.00	51,781.00	22,968.73	0.00	28,812.27	44.36	7,960.03	0.00
208	DENTAL INSURANCE	137.00	137.00	54.72	0.00	82.28	39.94	13.68	0.00
210	UNEMPLOYMENT COMPENSATION	147.00	147.00	0.00	0.00	147.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	4,585.00	4,585.00	1,803.10	0.00	2,781.90	39.33	344.51	0.00
317	DATA PROCESSING SERVICES	59,431.00	59,431.00	58,524.84	0.00	906.16	98.48	0.00	0.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	1,000.00	1,000.00	375.00	0.00	625.00	37.50	75.00	0.00
411	DATA PROCESSING SUPPLIES	3,900.00	3,900.00	1,135.34	0.00	2,764.66	29.11	0.00	0.00
435	OFFICE SUPPLIES	5,000.00	5,000.00	15,083.31	500.00	-10,583.31	311.67	735.63	1,284.97
524	STAFF DEVELOPMENT	4,000.00	4,000.00	3,218.02	792.00	-10.02	100.25	2,672.02	300.00
701	ADMINISTRATION EQUIPMENT	5,000.00	5,000.00	1,536.74	0.00	3,463.26	30.73	235.52	325.00
---	FISCAL SERVICES	494,982.00	494,982.00	253,091.33	1,292.00	240,598.67	51.39	41,355.57	1,909.97

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72520	HUMAN SERVICES/PERSONNEL								
105	SUPERVISOR/DIRECTOR	91,742.00	91,742.00	38,225.00	0.00	53,517.00	41.67	7,645.00	0.00
162	CLERICAL PERSONNEL	58,500.00	58,500.00	24,375.00	0.00	34,125.00	41.67	4,875.00	0.00
186	LONGEVITY PAY	1,300.00	1,300.00	1,300.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	9,396.00	9,396.00	3,758.15	0.00	5,637.85	40.00	722.97	0.00
204	PENSIONS	11,366.00	11,366.00	4,792.55	0.00	6,573.45	42.17	939.01	0.00
207	MEDICAL INSURANCE	30,287.00	30,287.00	11,973.88	0.00	18,313.12	39.53	3,195.16	0.00
208	DENTAL INSURANCE	92.00	92.00	36.48	0.00	55.52	39.65	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.00	0.00	63.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	2,197.00	2,197.00	878.93	0.00	1,318.07	40.01	169.08	0.00
355	TRAVEL	750.00	750.00	148.63	0.00	601.37	19.82	148.63	0.00
435	OFFICE SUPPLIES	2,000.00	2,000.00	95.60	0.00	1,904.40	4.78	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
524	STAFF DEVELOPMENT	1,500.00	1,500.00	150.00	0.00	1,350.00	10.00	0.00	0.00
599	OTHER CHARGES	9,800.00	9,800.00	3,266.40	0.00	6,533.60	33.33	766.00	0.00
701	ADMINISTRATION EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
---	HUMAN SERVICES/PERSONNEL	222,993.00	222,993.00	89,000.62	0.00	133,992.38	39.91	18,469.97	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72610	OPERATION OF PLANT								
166	CUSTODIAL PERSONNEL	1,205,948.00	1,205,948.00	446,757.34	0.00	759,190.66	37.05	95,836.44	0.00
186	LONGEVITY PAY	16,700.00	16,700.00	16,400.00	0.00	300.00	98.20	0.00	0.00
189	OTHER SALARIES & WAGES	0.00	0.00	89.20	0.00	-89.20	0.00	0.00	0.00
201	SOCIAL SECURITY	75,804.00	75,804.00	25,983.16	0.00	49,820.84	34.28	5,230.78	0.00
204	PENSIONS	91,699.00	91,699.00	30,940.67	0.00	60,758.33	33.74	6,291.00	0.00
207	MEDICAL INSURANCE	315,505.00	315,505.00	119,459.22	0.00	196,045.78	37.86	33,234.50	0.00
208	DENTAL INSURANCE	960.00	960.00	332.88	0.00	627.12	34.68	86.64	0.00
210	UNEMPLOYMENT COMPENSATION	1,239.00	1,239.00	125.01	0.00	1,113.99	10.09	21.92	0.00
212	EMPLOYER MEDICARE	17,728.00	17,728.00	6,248.74	0.00	11,479.26	35.25	1,260.67	0.00
359	DISPOSAL FEES	103,368.00	103,368.00	53,858.26	0.00	49,509.74	52.10	10,715.46	0.00
399	OTHER CONTRACTED SERVICES	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00	0.00	0.00
410	CUSTODIAL SUPPLIES	170,000.00	170,000.00	67,440.51	39,702.84	62,856.65	63.03	12,048.29	23,743.06
415	ELECTRICITY	1,185,000.00	1,185,000.00	494,549.53	0.00	690,450.47	41.73	86,239.56	0.00
434	NATURAL GAS	115,000.00	115,000.00	9,575.83	0.00	105,424.17	8.33	2,313.80	0.00
454	WATER AND SEWER	180,500.00	180,500.00	106,016.13	0.00	74,483.87	58.73	31,366.03	0.00
499	OTHER SUPPLIES AND MATERIALS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
501	BOILER INSURANCE	6,672.00	6,672.00	7,246.00	0.00	-574.00	108.60	0.00	0.00
502	BUILDING AND CONTENTS INSURANC	259,319.00	259,319.00	306,687.00	0.00	-47,368.00	118.27	0.00	0.00
524	STAFF DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
720	PLANT OPERATION EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
---	OPERATION OF PLANT	3,764,442.00	3,764,442.00	1,691,709.48	39,702.84	2,033,029.68	45.99	284,645.09	23,743.06

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72620	MAINTENANCE OF PLANT								
105	SUPERVISOR/DIRECTOR	91,742.00	91,742.00	38,225.00	0.00	53,517.00	41.67	7,645.00	0.00
162	CLERICAL PERSONNEL	40,100.00	40,100.00	16,708.35	0.00	23,391.65	41.67	3,341.67	0.00
167	MAINTENANCE PERSONNEL	621,341.00	621,341.00	238,808.92	0.00	382,532.08	38.43	48,262.86	0.00
186	LONGEVITY PAY	7,000.00	7,000.00	6,975.00	0.00	25.00	99.64	0.00	0.00
189	OTHER SALARIES & WAGES	33,200.00	33,200.00	3,750.00	0.00	29,450.00	11.30	0.00	0.00
201	SOCIAL SECURITY	49,190.00	49,190.00	17,827.73	0.00	31,362.27	36.24	3,459.29	0.00
204	PENSIONS	59,504.00	59,504.00	21,590.31	0.00	37,913.69	36.28	4,250.75	0.00
207	MEDICAL INSURANCE	131,301.00	131,301.00	50,943.35	0.00	80,357.65	38.80	13,799.57	0.00
208	DENTAL INSURANCE	365.00	365.00	150.48	0.00	214.52	41.23	41.04	0.00
210	UNEMPLOYMENT COMPENSATION	336.00	336.00	0.00	0.00	336.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	11,504.00	11,504.00	4,169.41	0.00	7,334.59	36.24	809.03	0.00
217	RETIREMENT-HYBRID STABILIZATIO	82.00	82.00	0.00	0.00	82.00	0.00	0.00	0.00
307	COMMUNICATION	3,500.00	3,500.00	1,780.99	0.00	1,719.01	50.89	410.50	0.00
320	DUES AND MEMBERSHIPS	300.00	300.00	475.00	0.00	-175.00	158.33	0.00	0.00
335	MAINTENANCE AND REPAIR SERVICE	310,000.00	310,000.00	331,059.02	126,203.84	-147,262.86	147.50	45,870.21	73,570.12
336	MAINTENANCE AND REPAIR SERVICE	240,000.00	240,000.00	4,970.20	26,080.93	208,948.87	12.94	1,123.59	14,020.52
355	TRAVEL	500.00	500.00	466.74	0.00	33.26	93.35	0.00	0.00
399	OTHER CONTRACTED SERVICES	259,743.00	259,743.00	141,433.14	19,724.29	98,585.57	62.04	49,905.06	10,500.00
499	OTHER SUPPLIES AND MATERIALS	1,000.00	1,000.00	864.12	1,275.31	-1,139.43	213.94	39.84	33.68
524	STAFF DEVELOPMENT	1,000.00	1,000.00	291.90	0.00	708.10	29.19	0.00	0.00
599	OTHER CHARGES	4,000.00	4,000.00	20.50	0.00	3,979.50	0.51	20.50	0.00
701	ADMINISTRATION EQUIPMENT	0.00	0.00	0.00	4,198.47	-4,198.47	0.00	0.00	4,198.47
717	MAINTENANCE EQUIPMENT	5,000.00	5,000.00	3,510.00	0.00	1,490.00	70.20	0.00	0.00
---	MAINTENANCE OF PLANT	1,870,708.00	1,870,708.00	884,020.16	177,482.84	809,205.00	56.74	178,978.91	102,322.79

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72710	TRANSPORTATION								
105	SUPERVISOR/DIRECTOR	91,742.00	91,742.00	38,225.00	0.00	53,517.00	41.67	7,645.00	0.00
142	MECHANIC(S)	135,298.00	135,298.00	62,967.67	0.00	72,330.33	46.54	14,049.71	0.00
146	BUS DRIVERS	833,190.00	833,190.00	310,420.58	0.00	522,769.42	37.26	82,909.66	0.00
162	CLERICAL PERSONNEL	38,560.00	38,560.00	16,066.65	0.00	22,493.35	41.67	3,213.33	0.00
186	LONGEVITY PAY	21,050.00	21,050.00	21,025.00	0.00	25.00	99.88	0.00	0.00
189	OTHER SALARIES & WAGES	92,869.00	92,869.00	21,775.24	0.00	71,093.76	23.45	5,574.38	0.00
201	SOCIAL SECURITY	75,188.00	75,188.00	24,545.57	0.00	50,642.43	32.65	5,673.02	0.00
204	PENSIONS	90,321.00	90,321.00	31,760.44	0.00	58,560.56	35.16	7,554.16	0.00
207	MEDICAL INSURANCE	413,427.00	413,427.00	189,283.72	0.00	224,143.28	45.78	50,029.04	0.00
208	DENTAL INSURANCE	1,505.00	1,505.00	597.36	0.00	907.64	39.69	155.04	0.00
210	UNEMPLOYMENT COMPENSATION	1,218.00	1,218.00	149.52	0.00	1,068.48	12.28	26.49	0.00
212	EMPLOYER MEDICARE	17,584.00	17,584.00	5,978.36	0.00	11,605.64	34.00	1,385.95	0.00
307	COMMUNICATION	2,000.00	2,000.00	1,010.54	0.00	989.46	50.53	156.45	0.00
340	MEDICAL AND DENTAL SERVICES	8,000.00	8,000.00	3,150.00	1,075.00	3,775.00	52.81	480.00	1,500.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	31,000.00	31,000.00	21,154.74	0.00	9,845.26	68.24	329.93	0.00
412	DIESEL FUEL	250,000.00	250,000.00	75,433.05	5,762.95	168,804.00	32.48	8,500.98	0.00
425	GASOLINE	65,000.00	65,000.00	31,888.10	12,613.34	20,498.56	68.46	-223.76	0.00
450	TIRES AND TUBES	30,000.00	30,000.00	922.75	2,577.25	26,500.00	11.67	368.82	0.00
453	VEHICLE PARTS	70,000.00	70,000.00	34,524.70	30,766.20	4,709.10	93.27	7,386.35	2,261.83
511	VEHICLE AND EQUIPMENT INSURANC	64,830.00	64,830.00	71,725.00	0.00	-6,895.00	110.64	0.00	0.00
514	DEPRECIATION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
524	STAFF DEVELOPMENT	0.00	0.00	4,275.00	0.00	-4,275.00	0.00	3,375.00	0.00
599	OTHER CHARGES	27,200.00	27,200.00	17,504.86	15,467.26	-5,772.12	121.22	1,670.01	1,626.13
729	TRANSPORTATION EQUIPMENT	5,000.00	5,000.00	11,406.63	0.00	-6,406.63	228.13	0.00	7,064.00
---	TRANSPORTATION	2,366,482.00	2,366,482.00	995,790.48	68,262.00	1,302,429.52	44.96	200,259.56	12,451.96

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72810	CENTRAL AND OTHER								
162	CLERICAL PERSONNEL	38,940.00	38,940.00	16,225.00	0.00	22,715.00	41.67	3,245.00	0.00
186	LONGEVITY PAY	500.00	500.00	500.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	2,445.00	2,445.00	967.29	0.00	1,477.71	39.56	183.49	0.00
204	PENSIONS	2,958.00	2,958.00	1,254.40	0.00	1,703.60	42.41	243.38	0.00
206	LIFE INSURANCE	18,000.00	18,000.00	6,022.08	0.00	11,977.92	33.46	3,011.04	0.00
207	MEDICAL INSURANCE	115,041.00	115,041.00	61,952.83	0.00	53,088.17	53.85	13,121.68	0.00
210	UNEMPLOYMENT COMPENSATION	21.00	21.00	0.00	0.00	21.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	572.00	572.00	226.21	0.00	345.79	39.55	42.91	0.00
299	OTHER FRINGE BENEFITS	68,000.00	68,000.00	25,672.00	0.00	42,328.00	37.75	12,836.00	0.00
307	COMMUNICATION	13,000.00	13,000.00	395.88	0.00	12,604.12	3.05	84.10	0.00
348	POSTAL CHARGES	10,000.00	10,000.00	752.02	0.00	9,247.98	7.52	0.00	0.00
435	OFFICE SUPPLIES	5,000.00	5,000.00	1,212.51	0.00	3,787.49	24.25	723.60	168.50
599	OTHER CHARGES	15,000.00	15,000.00	11,745.64	0.00	3,254.36	78.30	1,167.01	0.00
---	CENTRAL AND OTHER	289,477.00	289,477.00	126,925.86	0.00	162,551.14	43.85	34,658.21	168.50

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
73100	FOOD SERVICE								
105	SUPERVISOR/DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
165	CAFETERIA PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204	PENSIONS	0.00	0.00	-353.24	0.00	353.24	0.00	0.00	0.00
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	10.89	0.00	-10.89	0.00	0.00	0.00
212	EMPLOYER MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422	FOOD SUPPLIES	0.00	0.00	4,577.55	0.00	-4,577.55	0.00	0.00	0.00
---	FOOD SERVICE	0.00	0.00	4,235.20	0.00	-4,235.20	0.00	0.00	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
73300	COMMUNITY SERVICES								
105	SUPERVISOR/DIRECTOR	0.00	81,350.00	19,418.85	0.00	61,931.15	23.87	5,857.77	0.00
116	TEACHERS	0.00	125,937.00	34,326.50	0.00	91,610.50	27.26	13,106.25	0.00
163	EDUCATIONAL ASSISTANTS	0.00	5,083.60	1,268.25	0.00	3,815.35	24.95	543.75	0.00
201	SOCIAL SECURITY	0.00	13,204.18	3,245.63	0.00	9,958.55	24.58	1,144.43	0.00
204	PENSIONS	0.00	21,935.97	3,898.85	0.00	18,037.12	17.77	1,389.26	0.00
212	EMPLOYER MEDICARE	0.00	3,088.06	759.10	0.00	2,328.96	24.58	267.67	0.00
217	RETIREMENT-HYBRID STABILIZATIO	0.00	0.00	176.16	0.00	-176.16	0.00	66.58	0.00
422	FOOD SUPPLIES	0.00	10,540.00	2,228.77	0.00	8,311.23	21.15	2,228.77	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	0.00	13,861.19	0.00	0.00	13,861.19	0.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	0.00	2,000.00	695.79	0.00	1,304.21	34.79	0.00	0.00
524	STAFF DEVELOPMENT	0.00	3,000.00	2,253.60	0.00	746.40	75.12	0.00	0.00
---	COMMUNITY SERVICES	0.00	280,000.00	68,271.50	0.00	211,728.50	24.38	24,604.48	0.00

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
73400	EARLY CHILDHOOD EDUCATION								
116	TEACHERS	126,920.00	126,920.00	44,352.16	0.00	82,567.84	34.94	11,088.04	0.00
163	EDUCATIONAL ASSISTANTS	35,396.00	35,396.00	11,798.48	0.00	23,597.52	33.33	2,949.62	0.00
186	LONGEVITY PAY	1,550.00	1,550.00	1,550.00	0.00	0.00	100.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	1,500.00	1,500.00	853.40	0.00	646.60	56.89	225.00	0.00
201	SOCIAL SECURITY	10,253.00	10,253.00	3,415.58	0.00	6,837.42	33.31	825.05	0.00
204	PENSIONS	11,405.00	11,405.00	4,012.56	0.00	7,392.44	35.18	976.32	0.00
207	MEDICAL INSURANCE	25,286.00	25,286.00	8,737.90	0.00	16,548.10	34.56	2,307.73	0.00
208	DENTAL INSURANCE	137.00	137.00	54.72	0.00	82.28	39.94	13.68	0.00
210	UNEMPLOYMENT COMPENSATION	105.00	105.00	1.27	0.00	103.73	1.21	0.27	0.00
212	EMPLOYER MEDICARE	2,398.00	2,398.00	804.70	0.00	1,593.30	33.56	194.92	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	2,800.00	2,800.00	9,901.13	0.00	-7,101.13	353.61	0.00	9,385.47
524	STAFF DEVELOPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
---	EARLY CHILDHOOD EDUCATION	219,250.00	219,250.00	85,481.90	0.00	133,768.10	38.99	18,580.63	9,385.47

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November Monthly Activity	2023-24 Enc Carry Forward	2023-24
141	GENERAL PURPOSE SCHOOL									
76100	REGULAR CAPITAL OUTLAY									
706		0.00	1,352,920.71	0.00	0.00	1,352,920.71	0.00	0.00	0.00	
707	BUILDING IMPROVEMENTS	0.00	215,228.48	0.00	0.00	215,228.48	0.00	0.00	0.00	
799	OTHER CAPITAL OUTLAY	1,700,000.00	1,700,000.00	612,863.85	1,960,413.97	-873,277.82	151.37	134,976.81	1,713,945.31	
---	REGULAR CAPITAL OUTLAY	1,700,000.00	3,268,149.19	612,863.85	1,960,413.97	694,871.37	78.74	134,976.81	1,713,945.31	

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November 2023-24 Monthly Activity	2023-24 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
99100									
590	TRANSFERS TO OTHER FUNDS	318,000.00	518,000.00	200,000.00	0.00	318,000.00	38.61	0.00	0.00
---		318,000.00	518,000.00	200,000.00	0.00	318,000.00	38.61	0.00	0.00
---	GENERAL PURPOSE SCHOOL	53,342,480.00	56,203,744.34	20,846,672.32	2,592,399.37	32,764,672.65	41.70	4,453,018.32	2,541,801.87

Obj	Obj	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	Encumbered Amount	2023-24 FYTD Unencumbered Bal	2023-24 FYTD %	November Monthly Activity	2023-24 Enc Carry Forward	2023-24
	Grand Expense Totals	53,342,480.00	56,203,744.34	20,846,672.32	2,592,399.37	32,764,672.65	41.70	4,453,018.32	2,541,801.87	

Number of Accounts: 623

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



Linking Learning to Life

Travel Request

Organization Forrest High Boys Basketball Destination Belmont University - Curb Event Center

Date of Trip 1/10/24 Purpose of Trip Team bonding trip to watch Belmont bowl

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):

Jimmy Bond Matthew Yeager Mitchell Todd

Bray McCann Houston Matlock Clayson Jones

Kelley Tombs Josh Doud Andrew Myers

Ben Villazon Eli Bell Tristan Goad

(Use back if more space is needed)

School System Participants (please print):

Bryan Weakley

Tyler Runley

(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: Bryan Weakley Date: 12/18/23
Teacher/Sponsor

Approved by: [Signature] Date: 12/18/23
Principal

Approved by: [Signature] Date: 12-18-23
Director of Schools



Travel Request

Linking Learning to Life

Organization MCHS Concert Choir Destination First United Methodist, Murfreesboro

Date of Trip 2/29/24 Purpose of Trip CPA - Choral Performance Assessment

Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

*Class roster attached

(Use back if more space is needed)

School System Participants (please print):

Kaitlynn Albers

(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: Kaitlynn Albers Date: 1/4/24
Teacher/Sponsor

Approved by: [Signature] Date: 1/5/24
Principal

Approved by: [Signature] Date: 1-5-24
Director of Schools



Travel Request

Linking Learning to Life

Organization Spot Lowe Destination Allison Transmissions

Date of Trip 02/28/24 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 1st Block _____

(Use back if more space is needed)

School System Participants (please print):

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by Danny Adams Date: 01/05/24

Teacher/Sponsor

Approved by: *Fred Murray* Date: 1/5/24
Principal

Approved by: *Garth Sorrell* Date: 1-5-24
Director of Schools



Travel Request

Organization Lewisburg Middle School Destination Holiday World, Santa Claus, IN

Date of Trip 5-16-24 Purpose of Trip Reward Trip, Top 100 Liveschool students

Mode of Transportation: Charter bus (from Lewisburg Assembly of God)

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 generated 5/1/24

(Use back if more space is needed)

School System Participants (please print):

Felisha Eddings Others TBD

Adrienne Shelton

(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:  Date: 1/4/24

Teacher/Sponsor

Approved by:  Date: 1/4/24

Principal

Approved by:  Date: 1-5-24

Director of Schools



REQUEST FOR USE OF Marshall Elementary School
(SCHOOL)

Area/Room of the building requested Gym
Name/Type of event to be held Soccer practice
Date of the event Mondays in January (Tues if holiday) Time 6-7 pm
Organization/Person requesting use Lewisburg Elite
Name of insurance company Nationwide Mutual Amount of coverage 1,000,000
*Minimum coverage of \$1,000,000 required
Contact person for organization using building Victor Dixon
Address 732 Sanders street Phone 931-637-1530 Cell 931-637-1530

RESPONSIBILITY OF PERSON REQUESTING USE

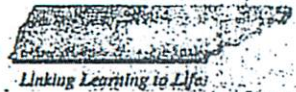
I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use [Signature] Date 12-17-23
Signature of principal [Signature] Date 12-17-23
Signature of Director of Schools for approval [Signature] Date 12-17-23

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

- 1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
- 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
- 3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
- 4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
- 5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
- 6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
- 7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
- 8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
- 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
- 10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
- 11. When a third-party vendor uses a facility and a custodian is used, a fee of \$25 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.
- 13. When a third-party vendor uses facility and other school personnel are used, a fee of \$30 per hour plus fixed charges Medicare, Social Security, and retirement rates must be paid to the Central Office.



REQUEST FOR USE OF FORREST
(SCHOOL)

Area/Room of the building requested AUX AND MAIN GYM

Name/Type of event to be held JR. PRO BASKETBALL

Date of the event JAN 1 - ~~AUG 31~~ May 31ST AM Time 5:30 PM - 8:30 PM WK SAT 8-4

Organization/Person requesting use JESSICA PRESTON

Name of insurance company LOUISIANA LAMIN Amount of coverage 1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building JESSICA PRESTON

Address 315 N. FULTON PKWY Phone 931-637-7393 cell 931-637-7393

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature]

Date 1-4-24

Signature of principal [Signature]

Date 1/3/24

Signature of Director of Schools for approval [Signature]

Date 1-5-24

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

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



REQUEST FOR USE OF MCHS
(SCHOOL)

Area/Room of the building requested gym

Name/Type of event to be held FCA Rally

Date of the event Jan. 31st 2024 Time 6:00-8:00

Organization/Person requesting use FCA

Name of insurance company NA Amount of coverage NA

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

Contact person for organization using building Kevin McBehee

Address _____ Phone _____ Cell 931-703-6536

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 Kevin McBehee Date 1/3/24

Signature of principal [Signature] Date 1/3/24

Signature of Director of Schools for approval [Signature] Date 1-4-24

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. When a third-party vendor uses a facility and a custodian is used, a fee of \$25 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.
13. When a third-party vendor uses facility and other school personnel are used, a fee of \$30 per hour plus fixed charges Medicare, Social Security, and retirement rates must be paid to the Central Office.