

Regular Board Meeting

November 11, 2024 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Recognitions	
1. Cornersville High School - Garrett Webster	Jacob Sorrells, Brent Adcox
2. Marshall County High School - Kristina Rogers	Jacob Sorrells, Justin Perry
3. Lewisburg Electric System	Jacob Sorrells, Beth Stockwell
4. Westhills Elementary School - DeShone Thomas	Jacob Sorrells, Carrie
Marshall County School Bus Driver - Julie Shonk	Utterback, Jeremy Austin
3. Public Comment	
4. Committee Reports/Schedule Committee Meetings	
5. Consent Agenda	
1. Minutes	
6. 2025-2026 School Year Calendar	
7. 2026-2027 School Year Calendar	
8. Resolution Opposing the Education Freedom Scholarship Act in Tennessee	Jacob Sorrells
9. New Business	
10. Director's Report	Jacob Sorrells
1. CTE Perkins Grant Revision #1	Jacob Sorrells, Chris Lowe, Frank Musgrave
11. Adjourn	Julie Keny Cathey
12. FYI	
1. Approved Fundraisers	
2. Free and Reduced	
3. Monthly Financial Reports	
4. Travel Requests	
5. Use of Facility Requests	

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 07/12/21
		Rescinds: 1.403	Issued: 11/09/20

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.

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

CONSENT AGENDA

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

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 07/10/23
		Rescinds: 1.404	Issued: 10/08/12

1 APPEALS TO THE BOARD

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

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

8 APPEARING BEFORE THE BOARD

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

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

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

19 Guidelines for individuals who address the Board:

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

3 Public Comment Period ²

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

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Legal References:

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

Cross References:

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

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 10/12/99
		Rescinds: BBC	Issued: 08/13/93

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

- 6
- 7 1. Special committees shall be appointed by the chairman serving in an advisory capacity shall
8 ordinarily consist of less than a quorum of board members;
- 9
- 10 2. The committee will be advisory only unless specifically authorized to transact designated business;
- 11
- 12 3. General issues to be discussed by the committee must be approved in advance by the entire Board;
- 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
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34 Legal References:
35 1. TCA 49-2-205(2)
36 2. TCA 8-44-102(b)

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

Committees for 2024-2025

September 9, 2024

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

Betsy Bishop

Harvey Jones

Kristen Gold

Heidi McElhaney

Tresha Grissom

Mike Herron

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: 07/12/21
		Rescinds: 1.403	Issued: 11/09/20

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Marshall County Board of Education

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

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

8 The minutes shall include:

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

Legal References:

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

Cross References:

Duties of Officers 1.201

October 21, 2024

The Marshall County Board of Education met in regular session on Monday, October 21, 2024, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were John Daniel Allen, Betsy Bishop, Julie Keny Cathey, Kristen Gold, Tresha Grissom, Mike Herron, Harvey Jones and Heidi McElhaney. Andy Woodard was absent.

Pledge/Prayer

Mr. Allen made a motion, with a second by Mr. Herron to approve the agenda. The motion passed 8-0.

Forrest High School Leo Club presented Director Sorrells with a donation to the East TN Flood Victims.

Director Sorrells and Oak Grove Elementary School principal Tracy Kilpatrick recognized the top first grade AimsWeb students.

Director Sorrells and Westhill Elementary principal Carrie Utterback recognized the 5th grade team for their test scores.

Director Sorrells and Student Services Supervisor Ginger Tepedino recognized the retirees from the previous year.

There was no public comment.

Ms. Grissom made a motion, with a second by Ms. Gold to approve the following policy updates: 4.600 Grading System and 6.200 Attendance. The motion passed 8-0.

The board retreat is October 28, 2024 at 5:30 p.m. at Venue 111, 111 N 1st Avenue, Lewisburg.

Presented under Consent Agenda: 2024 LEA Compliance Report; the October 21, 2024, minutes and the Marshall County Art Guild Use of Facility Request. Mr. Allen made a motion, with a second by Ms. Gold, to approve the consent agenda. The motion passed 8-0.

Ms. McElhaney made a motion, with a second by Mr. Jones to accept the propane bid from United Propane Gas due to the low bid from Ferrellgas price expiring on 9-19-24. The motion passed 8-0.

Mr. Jones made a motion, with a second by Mr. Herron to approve the Memorandum of Understanding Between the Marshall County Commission and The Marshall County Board of Education Regarding Debt Service Funds. The motion passed 8-0.

Mr. Jones made a motion, with a second by Mr. Allen to approve Resolution No. 24-10 Budget Amendment General Purpose School Fund 141. The motion passed 8-0.

Mr. Jones made a motion, with a second by Mr. Herron to approve Resolution No. 24-10 Budget Additional Revenues General Purpose School Fund 141. The motion passed 8-0.

Ms. Gold made a motion, with a second by Mr. Jones, to approve the TISA Accountability Report. The motion passed 8-0.

Mr. Herron made a motion, with a second by Mr. Jones to approve the Access for All Learning Network (AALN Preschool) 2024-2025 Original Budget. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. McElhanev to approve the following Federal Budget Revisions: Title I Budget Revision #2; Title II Budget Revision #2; Title III Budget Revision #2; Title IV Budget Revision #2; IDEA-B Budget Revision #2; IDEA Preschool Budget Revision #2; ATSI 23 Grant Revision #1. The motion passed 8-0.

There was no new business.

During the Director's Report: Mr. Sorrells stated the School Resource Officer at Marshall County High School has resigned. Crow Overwatch Security will provide security until a new Student Resource Officer is assigned. He also stated that we have two applicants for the Pre-K program.

The meeting adjourned at 6:23 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 07/08/24
		Rescinds: AEA	Issued: 10/12/99

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify holidays,
3 vacation days, and other extensions of the school year. The calendar may be revised by the Board, upon
4 recommendation of the director of schools, due to inclement weather or other factors.

5 The regular school year shall be 200 days¹ and scheduled as follows:

- 6 A minimum of 180 student attendance days;
- 7 A minimum of five (5) days in-service education for all certificated personnel;
- 8 One (1) day for parent-teacher conferences;
- 9 Ten (10) days paid vacation for all certificated personnel; and
- 10 Four (4) discretionary days.
- 11 Schools closed for the general and/or primary elections²

12 Extended contracts shall include twenty (20) days for each additional month employed.

13 The director of schools shall plan each year's program accounting for a 200-day year and shall
14 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
15 opening of the school term.

16 **STUDENT ATTENDANCE DAYS**

17 When schools are closed because of emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
19 by the State Department of Education.¹

20 **IN-SERVICE EDUCATION**

21 Each day of in-service education included in the school calendar shall be equivalent to not less than six
22 (6) hours of planned activities.³

23 **DISCRETIONARY DAYS**

24 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
25 student attendance days, in-service days or administrative days, which may be used by administrators,
26 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
27 parent-teacher conferences and other classroom functions.¹

28

Legal References:

- 1. TCA 49-6-3004(a)(1)-(6)
- 2. Public Acts of 2024, Chapter No. 573

Cross References:

- Board Member Development Opportunities 1.204
- Reporting Student Progress 4.601
- Compensation Guides and Contracts 5.110

3. TN Dept of Education, Guidelines for Planning
Approvable In-Service Education Activities

In-Service & Staff Development Opportunities 5.113
Attendance 6.200

Marshall County Schools 2025-2026

Academic Year Calendar



July 25						
Su	M	Tu	W	Th	F	Sa
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July 26						
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August 26						
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- July 25 New Teacher Orientation
- July 28 New Teacher Orientation
- July 29 In-service Day
- July 30 In-service Day
- July 31 Admin Day
- August 1 In-service Day
- August 4 Abbreviated Day
- August 5 Admin Day
- August 6 First Full Day
- September 1 Labor Day
- September 8 Secondary PTC 3-6
- October 9 Elementary PTC
- October 10 PD Day
- October 13-17 Fall Break
- November 24-28 Thanksgiving
- December 16 MCHS Graduation
- December 18 Forrest Graduation
- December 19 Abbreviated Day
- Dec.22-Jan 2 Christmas Break
- January 5 PD Day
- January 19 Martin Luther King
- February 9 Secondary PTC 3-6
- February 16 Presidents' Day
- March 24-27 Spring Break
- April 3 Good Friday
- May 22 Abbreviated Day
- May 25 Memorial Day
- May 26 Admin Day
- May 27 Admin Day
- May 21 Forrest Graduation
- May 22 CHS / MCHS Graduation

88 1st semester / 92 2nd semester

Calendar Template © 2016 Vertex42.com

Marshall County Board of Education

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		Rescinds: AEA	Issued: 10/12/99

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3 vacation days, and other extensions of the school year. The calendar may be revised by the Board, upon
4 recommendation of the director of schools, due to inclement weather or other factors.

5 The regular school year shall be 200 days¹ and scheduled as follows:

- 6 A minimum of 180 student attendance days;
- 7 A minimum of five (5) days in-service education for all certificated personnel;
- 8 One (1) day for parent-teacher conferences;
- 9 Ten (10) days paid vacation for all certificated personnel; and
- 10 Four (4) discretionary days.
- 11 Schools closed for the general and/or primary elections²

12 Extended contracts shall include twenty (20) days for each additional month employed.

13 The director of schools shall plan each year's program accounting for a 200-day year and shall
14 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
15 opening of the school term.

16 STUDENT ATTENDANCE DAYS

17 When schools are closed because of emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
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- Reporting Student Progress 4.601
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3. TN Dept of Education, Guidelines for Planning
Approvable In-Service Education Activities

In-Service & Staff Development Opportunities 5.113
Attendance 6.200

Marshall County Schools 2026-2027

Academic Year Calendar



July 26						
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September 26						
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October 26						
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November 26						
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May 27						
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23	24	25	26	27	28	29
30	31					15

June 27						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 27						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- July 24 New Teacher Orientation
- July 27 New Teacher Orientation
- July 28 In-service
- July 29 In-service
- July 30 Admin Day
- July 31 In-service
- August 3 Abb Day
- August 4 Admin Day
- August 5 First Full day
- September 7 Labor Day
- September TBD Secondary PTC
- October 12-16 Fall Break
- November 2-6 Elementary PTC (Hrs TBD)
- November 3 PD Day
- November 23-27 Thanksgiving
- December 18 Abb Day
- Dec. 21-Jan 1 Christmas Break
- January 4 PD Day
- January 18 Martin Luther King
- February 15 Presidents' Day
- February TBD Secondary PTC
- March 26 Good Friday
- March 29-April 2 Spring Break
- May 21 Abb Day
- May 24 Adm Day
- May 25 Adm Day
- May 20 FHS Graduation
- May 21 CHS / MCHS Graduation

88 First Semester
92 Second Semester



Title: Resolution Opposing the Education Freedom Scholarship Act in Tennessee

WHEREAS, the Marshall County Schools Board of Education is committed to providing quality education for all students within our district; and

WHEREAS, the Education Freedom Scholarship Act proposed in Tennessee seeks to divert public dollars away from public schools, thereby jeopardizing the financial stability of our public education system; and

WHEREAS, the Board recognizes the importance of maintaining accountability in the allocation of public funds and believes that public dollars should be used exclusively for the enhancement and support of public education; and

WHEREAS, fiscal conservatism is a cornerstone of responsible governance, and the Board is committed to the prudent use of taxpayer dollars to ensure the sustainability and effectiveness of public education; and

WHEREAS, the Board is dedicated to supporting the diverse needs and learning styles of all students within our community, recognizing that public schools are uniquely positioned to serve a broad spectrum of students; and

WHEREAS, the Education Freedom Scholarship Act may undermine the ability of public schools to fulfill their mission of providing a comprehensive and equitable education to all students, including those with diverse learning needs and backgrounds; and

WHEREAS, the Board believes that public education is a vital component of a democratic society and a key driver of social and economic progress; and

WHEREAS, the Board recognizes the importance of fostering a sense of community and shared responsibility for the success of all students within our public-school system; now, therefore, be it

RESOLVED, that the Marshall County Schools Board of Education opposes the Education Freedom Scholarship Act in Tennessee and urges legislators to consider the following principles in their decision-making:

-Public dollars should remain with public schools to ensure the continued strength and stability of the public education system.

-Accountability measures are essential to guarantee that taxpayer dollars are used effectively and transparently to benefit all students.

-Fiscal conservatism should guide educational policies to promote responsible stewardship of public funds.

-Supporting all students, regardless of background or learning style, is a fundamental principle that public schools are uniquely positioned to uphold.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Tennessee School Board Association, the Tennessee Organization of School Superintendents, Senator Joey Hensley and Representative Todd Warner urging them to consider the potential impact of the Education Freedom Scholarship Act on public education in Tennessee and to vote and advocate against its passage.

Adopted this 11 day of November, 2024 by the Marshall County Schools Board of Education.

Account Number/Line Item Number	Vocational Education Program	PERKINS	Increase	Decrease	Total
71300	Line item Description	Current			
71300/429	Instructional Supplies & Materials	\$3,975.00	\$2,686.70		\$6,661.70
71300/471	Software	\$9,000.00			\$9,000.00
71300/730	Vocational Instr. Equip	\$48,884.27			\$48,884.27
71300	Subtotal VOCATIONAL EDUCATION Program	\$61,859.27	\$2,686.70	\$0.00	\$64,545.97
Account Number/Line Item Number	Other Student Support	PERKINS	Increase	Decrease	Total
72130	Line item Description	Current			
72130/399PD	Other Contracted Services (PD	\$6,100.00			\$6,100.00
72130/524PD	In-Service/Staff Development	\$10,600.00			\$10,600.00
72130/599C	Other Charges (CTSO)	\$6,000.00			\$6,000.00
72130	Subtotal OTHER STUDENT SUPPORT	\$22,700.00	\$0.00	\$0.00	\$22,700.00
Account Number/Line Item Number	Support Services/Vocational Education Program	PERKINS	Increase	Decrease	Total
72230	Line item Description	Current			
72230/105	Supervisor/ Director	\$4,565.00			\$4,565.00
72230/524	In-Service/Staff Development	\$2,500.00			\$2,500.00
72230	Subtotal SUPPORT SERVICES/VOCATIONAL EDUCATION PROG	\$7,065.00	\$0.00	\$0.00	\$7,065.00
	Total Appropriations for PERKINS	\$91,624.27	\$2,686.70	\$0.00	\$94,310.97

CTE Perkins Basic
Revision #1 Justifications

Increase

71300 429 Instructional Materials & Supplies- adding funds according to new allocation.

Marshall County Board of Education

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

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

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

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

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

15 **LOTTERIES**

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

19 **ONLINE FUNDRAISING**

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

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

29 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

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

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

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

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

Cross References:

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605



Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Canned Food Drive / Volleyball Game
Purpose of Fundraiser: To collect food items for HopeTown

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 3658.99 Date 10/21/2024

Anticipated date(s) of fundraiser: Beginning 10/21/2024 Ending 10/25/2024

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

Margin of profit (if applicable): _____

Method by which school will receive profit: donated food items or donations to

How and when will these funds be spent to benefit students/instruction: all items ^{buy} will be donated to HopeTown's food pantry _{additional} items

Requested by: Vanessa Greeney Date: 10/21/2024
Teacher/Club

Approved by: [Signature] Date: 10/21/24
Principal

Approved by: Carol Lovell Date: 10-21-24
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.)*



Fundraiser Authorization

Proposed Fundraising Activity: CMS Halloween Dance

Purpose of Fundraiser: raise money for cheer uniforms and supplies

Fund/Account Name: CMS Cheer

Current balance of fund account \$ 7,050.63 Date 10-22-24

Anticipated date(s) of fundraiser: Beginning _____ Ending _____

Expected Student Involvement (schoolwide or specific school organization): CMS students only

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash - \$5 entry fee per student

How and when will these funds be spent to benefit students/instruction: money will be spent to purchase new cheer uniforms as soon as enough funds are raised

Requested by: R. Pierceall / T. Blalock
CMS Cheer Teacher/Club

Date: 10-22-24

Approved by: [Signature]
Principal

Date: 10/22/24

Approved by: [Signature]
Director of Schools

Date: 10-22-24

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Holiday Grams

Purpose of Fundraiser: raise money for students and teachers

Fund/Account Name: Delk-Henson Youth First

Current balance of fund account \$ 12,361.69 Date 10/21/24

Anticipated date(s) of fundraiser: Beginning 10/21/24 Ending 4/30/24

Expected Student Involvement (schoolwide or specific school organization): parents and students can buy candy grams and other treats to send to friends for holidays with a note, around all major holidays

Margin of profit (if applicable): anything over cost

Method by which school will receive profit: as needed

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

Requested by: Stephanie Giles, Youth First President Date: _____
Teacher/Club

Approved by: Robert J. Reasonover Date: 10-21-24
Principal

Approved by: Paul Smalls Date: 10-22-24
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: Buy 2 Boo

Purpose of Fundraiser: To provide more income for future student council expenses.

Fund/Account Name: STUCO

Current balance of fund account \$ 283.87 Date 10-28-2024

Anticipated date(s) of fundraiser: Beginning 10-24-2024 Ending 10-30-2024

Expected Student Involvement (schoolwide or specific school organization): Only Student Council.

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash or Card

How and when will these funds be spent to benefit students/instruction: Funds will be used for pep-rally's, student games, and dress up days or fundraisers.

Requested by: Jenice Lewandowski Date: 10-24-2024
Jenice Lewandowski
Teacher/Club

Approved by: _____ Date: 10/28/24
[Signature]
Principal

Approved by: _____ Date: 10-29-24
Jacob Small
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: Halloween Dance

Purpose of Fundraiser: raise money for students and teachers

Fund/Account Name: Youth First

Current balance of fund account \$ 12,361.69 Date 10/21/24

Anticipated date(s) of fundraiser: Beginning 10/25/24 Ending 10/25/24

Expected Student Involvement (schoolwide or specific school organization): Youth First will take pictures of students, and sale glow bracelets and necklaces.

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: Stephanie Giles, Youth First President Date: 10/21/24
Teacher/Club

Approved by: Robert J Reasoner Date: 10-21-24
Principal

Approved by: Paul Lovell Date: 10-22-24
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: 6th grade Halloween Dance

Purpose of Fundraiser: Raise funds for 6th grade SMAK for service projects and school projects

Fund/Account Name: 6th grade SMAK

Current balance of fund account \$ 5,734.15 Date 10/21/24

Anticipated date(s) of fundraiser: Beginning 10/25/24 Ending 10/25/24

Expected Student Involvement (schoolwide or specific school organization): DHIS 6th grade students

Margin of profit (if applicable): _____

Method by which school will receive profit: admission and concessions

How and when will these funds be spent to benefit students/instruction: Funds will be spent throughout the year on service projects + events as needed

Requested by: [Signature] SMAK Date: 10-21-24
Teacher/Club

Approved by: [Signature] Date: 10-21-24
Principal

Approved by: [Signature] Date: 10-21-24
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: Halloween Dance

Purpose of Fundraiser: To raise money for activities for FMS Student Council - \$15/student

Fund/Account Name: Jr High Student Council 1

Current balance of fund account \$ 1363.⁷⁶ Date 10-23-24

Anticipated date(s) of fundraiser: Beginning 10-25-24 Ending 10-25-24

Expected Student Involvement (schoolwide or specific school organization): Forrest Middle School 1

Margin of profit (if applicable): 90%

Method by which school will receive profit: _____

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

To purchase items for Angel Tree shopping and student engagement

Requested by: Heather Robertson / Student Council 1 Date: 10-23-24
Teacher/Club

Approved by: [Signature] Date: 10/24/24
Principal

Approved by: [Signature] Date: 10-24-24
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: Tidal Wave Car Wash

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

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 12,098.69 Date 10-31-24

Anticipated date(s) of fundraiser: Beginning 10/31/24 Ending 12/13/24

Expected Student Involvement (schoolwide or specific school organization): to be sold at Fall Festival and by Staff

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash, check, paypal

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

Requested by: Christi Flowers - Parent Club Date: 10/31/24
Teacher/Club

Approved by: [Signature] Date: 10.31.24
Principal

Approved by: [Signature] Date: 11-1-24
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

Linking Learning to Life

Proposed Fundraising Activity: Book Fair
Purpose of Fundraiser: Purchase Books and Supplies for Library
Fund/Account Name: Marshall Elementary Library
Current balance of fund account \$ 1,397.85 Date Oct. 31, 2024
Anticipated date(s) of fundraiser: Beginning Nov. 1, 2024 Ending Nov. 8, 2024
Expected Student Involvement (schoolwide or specific school organization): school wide

Margin of profit (if applicable): 30%

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: During 2024/2025 and 2025/2026

Requested by: Connie Baker
Teacher/Club

Date: _____

Approved by: [Signature]
Principal

Date: 10/30/24

Approved by: [Signature]
Director of Schools

Date: 10-31-24

** 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

Christmas Dance

Proposed Fundraising Activity: _____

Purpose of Fundraiser: To raise money for umpires and field maintenance this season.

Fund/Account Name: LMS Softball

Current balance of fund account \$ 700.00 Date 10/28/24

Anticipated date(s) of fundraiser: Beginning 11/1/24 Ending 12/7/24

Expected Student Involvement (schoolwide or specific school organization): Teachers, students, and staff

Margin of profit (if applicable): 500+

Method by which school will receive profit: Cash or check

How and when will these funds be spent to benefit students/instruction: Put into our account and saved for student who needs the help.

Requested by: Carson Coble Date: 10/28/2024
Teacher/Club

Approved by: *Charles...* Date: 10/30/24
Principal

Approved by: *Geoff...* Date: 10-30-24
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.)*

Ch
Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: BSN Apparel Fundraiser

Purpose of Fundraiser: Raise money for Spring Break trip

Fund/Account Name: _____

Current balance of fund account \$ 2552.48 Date 11-4-24

Anticipated date(s) of fundraiser: Beginning Nov 4 Ending Nov. 15

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

Open to community

Margin of profit (if applicable): ~ \$300 - \$500.00

Method by which school will receive profit: Check from BSN

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

Requested by: Ang Bonner / Softball Date: 11-1-24
Teacher/Club

Approved by: [Signature] Date: 11/4/24
Principal

Approved by: [Signature] Date: 11-5-24
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 _____

Fundraiser Authorization

Proposed Fundraising Activity: Crumb Cookies

Purpose of Fundraiser: raise money for travel expenses

Fund/Account Name: Cheer

Current balance of fund account \$ \$ 5079.33 Date 10-22-24

Anticipated date(s) of fundraiser: Beginning 11.4.24 Ending 12.5.24

Expected Student Involvement (schoolwide or specific school organization): Anyone who wants to purchase

Margin of profit (if applicable): ≈ \$400.⁰⁰

Method by which school will receive profit: as people purchase with cash or check

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

Requested by: Carlyn Mills /cheer Date: 10/22/24
Teacher/Club

Approved by: Justin Perry Date: 10/25/24
Principal

Approved by: Just Lovell Date: 10-25-24
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: Christmas Wreaths

Purpose of Fundraiser: To raise money for equipment

Fund/Account Name: Lms Football

Current balance of fund account \$ 5,732.00 Date Nov 7, 24

Anticipated date(s) of fundraiser: Beginning 11/8/24 Ending 11/26/24

Expected Student Involvement (schoolwide or specific school organization): Football players
will sell wreaths

Margin of profit (if applicable): \$35 per wreath we receive \$14

Method by which school will receive profit: 40% - Check

How and when will these funds be spent to benefit students/Instruction: These funds
will be used for equipment

Requested by: Bobby Lee Date: 11/7/24
Teacher/Club

Approved by: Jelisha M. Eddings Date: 11/7/24
Principal

Approved by: Scott Sorrell Date: 11-8-24
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: Pee Jay's Fresh Fruit Sale

Purpose of Fundraiser: Replenish funds from the 2024 marching season

Fund/Account Name: MCHS Band Boosters

Current balance of fund account \$ 13,248.82 Date 11/7

Anticipated date(s) of fundraiser: Beginning 11/8/24 Ending 12/3/24

Expected Student Involvement (schoolwide or specific school organization): MCHS Concert Band

Margin of profit (if applicable): N/A

Method by which school will receive profit: Check

How and when will these funds be spent to benefit students/Instruction: Equipment, uniform, and staff costs

Requested by: Clayton Sawyer Date: 11/7/24
Teacher/Club

Approved by: [Signature] Date: 11/8/24
Principal

Approved by: [Signature] Date: 11-8-24
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

Looking Forward to It

Proposed Fundraising Activity Calendar for Wrestlers

Purpose of Fundraiser: raise \$ for gear, travel, tournament fees & photos

Fund/Account Name Wrestling

Current balance of fund account \$ 1360 Date 11/6

Anticipated date(s) of fundraiser: Beginning 11/10 Ending 12/10

Expected Student Involvement (school wide or specific school organization) cornersville wrestling

Margin of profit (if applicable) all is profit

Method by which school will receive profit: donations

How and when will these funds be spent to benefit students/instruction: gear immediately tournament at time of entry, photos 11/20 & travel end of season

Requested by Katie Bullard Date: 11/6
Teacher/Club

Approved by: [Signature] Date: 11/6/24
Principal

Approved by: [Signature] Date: 11-7-24
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

Linking Learning to Life

Proposed Fundraising Activity: Baseball team to sell a list of products

Purpose of Fundraiser: To raise money for baseball trips, food, equipment, bus rides, baseballs, etc...

Fund/Account Name: MCHS Baseball

Current balance of fund account \$ 9576.06 Date 11-6-24

Anticipated date(s) of fundraiser: Beginning 11/12/24 Ending 12/15/24

Expected Student Involvement (schoolwide or specific school organization): MCHS Baseball team will sale items such as coffee, mugs, and a wide list of gifts.

Margin of profit (if applicable): _____

Method by which school will receive profit: Checks, Cash, Cards can be used to order through site.

How and when will these funds be spent to benefit students/instruction: This money will be used to feed boys before games, purchase equipment, uniforms, etc...

Requested by: Ryan Dwyer Date: 11/5/24
Teacher/Club

Approved by: [Signature] Date: 11/5/24
Principal

Approved by: Carol Lovell Date: 11-11-24
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: Chili Supper

Purpose of Fundraiser: Raise money for play dates, equipment and season essentials

Fund/Account Name: CMS Softball

\$ 9496.45

Current balance of fund account

\$ _____ Date _____ Anticipated date(s) of fundraiser:

Beginning 11/12/2024 Ending 12/17/2024 Expected Student Involvement

(schoolwide or specific school organization): CMS Softball Margin of profit (if applicable)

Method by which school will

receive profit: Cash and Checks How and when will these

funds be spent to benefit students/instruction: play dates, equipment and season

essentials

Ali Kirby

Requested by: Ali Kirby/CMS Softball Date: 11/1/2024
Teacher/Club

Approved by: *[Signature]* Date: 11/4/24 Principal

Approved by: *[Signature]* Date: 11-5-24 Director
of Schools

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 Meats Snack Sticks

Purpose of Fundraiser: To raise money for FFA members apparel such as T shirts and FFA jacket that is required for all members.

To raise money for FFA activities such as transportation costs for competitions and conferences.

Fund/Account Name: Marshall County High School FFA

Current balance of fund account \$ 0.00 Date 11/08/2024

Anticipated date(s) of fundraiser: Beginning 11/15/2024 Ending 12/20/2024

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

FFA members will sell them to other students in school

Margin of profit (if applicable): \$1.18/ stick

Method by which school will receive profit: Cash

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

Funds will be used for activities to increase students skills in agriculture leadership through contests and conferences.

Requested by: Julie Miller / FFA Date: 11-8-24
Teacher/Club

Approved by: [Signature] Date: 11/8/24
Principal

Approved by: [Signature] Date: 11-11-24
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: Middle School Valentine's Dance

Purpose of Fundraiser: To raise money for activities and community service projects

Fund/Account Name: Jr. High Student Council

Current balance of fund account \$ 2,000.00 Date 11-4-24

Anticipated date(s) of fundraiser: Beginning 2-14-25 Ending 2-14-25

Expected Student Involvement (schoolwide or specific school organization): 800 Middle School Students

Margin of profit (if applicable): 150%

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: By May 2025 for community service projects

Requested by Heather Robinson/Jr. High Student Council Date: 11-4-24
Teacher/Club

Approved by: [Signature] Date: 11/4/24
Principal

Approved by: [Signature] Date: 11-5-24
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 _____

**2024-2025 Consolidated Application
Free/Reduced Lunch Percentages**

Aug. 2024

School	# Free/Red	ADM	% F/R
MES	286	403	70.97%
LMS	303	428	70.79%
WES	396	566	69.96%
OGES	298	420	70.95%
CES	212	477	44.44%
MCHS	537	816	65.81%
CHS	168	400	42.00%
CHES	195	556	35.07%
FHS	257	800	32.13%
DHIS	164	425	38.59%
District	2816	5291	53.22%

Sept. 2024

School	# Free/Red	ADM	% F/R
MES	294	402	73.13%
LMS	318	430	73.95%
WES	411	566	72.61%
OGES	303	420	72.14%
CES	219	476	46.01%
MCHS	549	811	67.69%
CHS	171	401	42.64%
CHES	204	559	36.49%
FHS	264	794	33.25%
DHIS	167	423	39.48%
District	2900	5282	54.90%

Oct. 2024

School	# Free/Red	ADM	% F/R
MES	300	402	74.63%
LMS	315	425	74.12%
WES	414	560	73.93%
OGES	303	420	72.14%
CES	216	470	45.96%
MCHS	548	806	67.99%
CHS	173	394	43.91%
CHES	204	555	36.76%
FHS	264	788	33.50%
DHIS	167	421	39.67%
District	2904	5241	55.41%

Nov. 2024

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

Dec. 2024

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

Jan. 2025

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

Feb. 2025

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

Mar. 2025

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

Apr. 2025

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

May 2025

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

Acct	Acct Description	2024-25	2024-25	2024-25	2024-25	2024-25	Unexpended	September
		Original Budget	Budget Revisions	Revised Budget	FYTD Activity	FYTD %		
141	GENERAL PURPOSE SCHOOL							
40110	CURRENT PROPERTY TAX	9,225,853.00	0.00	9,225,853.00	254,784.51	2.76	8,971,068.49	274,684.13
40120	TRUSTEE'S COLLECTIONS - PRIOR	149,934.00	0.00	149,934.00	51,381.92	34.27	98,552.08	10,013.54
40125	TRUSTEE'S COLLECTIONS - BANKRU	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
40130	CIR CLK/CLK & MASTER COLLECTIO	51,676.00	0.00	51,676.00	9,895.36	19.15	41,780.64	7,820.03
40140	INTEREST AND PENALTY	30,513.00	0.00	30,513.00	4,131.54	13.54	26,381.46	1,044.97
401--	COUNTY PROPERTY TAXES	9,462,976.00	0.00	9,462,976.00	320,193.33	3.38	9,142,782.67	293,562.67
40210	LOCAL OPTION SALES TAX	4,900,000.00	0.00	4,900,000.00	873,111.80	17.82	4,026,888.20	441,269.95
40275	MIXED DRINK TAX	20,000.00	0.00	20,000.00	4,253.72	21.27	15,746.28	129.50
402--	COUNTY LOCAL OPTION TAXES	4,920,000.00	0.00	4,920,000.00	877,365.52	17.83	4,042,634.48	441,399.45
41110	MARRIAGE LICENSES	2,000.00	0.00	2,000.00	636.50	31.83	1,363.50	228.00
411--	LICENSES	2,000.00	0.00	2,000.00	636.50	31.83	1,363.50	228.00
43517	TUITION - OTHER	125,000.00	0.00	125,000.00	18,005.00	14.40	106,995.00	18,005.00
43570	RECEIPTS FROM INDIVIDUAL SCHOO	75,000.00	0.00	75,000.00	9,399.27	12.53	65,600.73	8,553.24
43583	TBI CRIMINAL BACKGROUND FEE	500.00	0.00	500.00	111.45	22.29	388.55	111.45
435--	EDUCATION CHARGES	200,500.00	0.00	200,500.00	27,515.72	13.72	172,984.28	26,669.69
43990	OTHER CHARGES FOR SERVICES	40,000.00	0.00	40,000.00	5,240.00	13.10	34,760.00	5,240.00
439--		40,000.00	0.00	40,000.00	5,240.00	13.10	34,760.00	5,240.00
44130	SALE OF MATERIALS AND SUPPLIES	3,000.00	0.00	3,000.00	2,141.50	71.38	858.50	1,409.60
44170	MISCELLANEOUS REFUNDS	80,000.00	0.00	80,000.00	6,642.11	8.30	73,357.89	6,123.00
441--	RECURRING ITEMS	83,000.00	0.00	83,000.00	8,783.61	10.58	74,216.39	7,532.60
44530	SALE OF EQUIPMENT	3,000.00	0.00	3,000.00	27,500.00	916.67	-24,500.00	0.00
44560	DAMAGES RECOVERED FROM INDIVID	1,000.00	0.00	1,000.00	1,037.50	103.75	-37.50	0.00
44570		0.00	0.00	0.00	27,018.00	0.00	-27,018.00	0.00
445--	NONRECURRING ITEMS	4,000.00	0.00	4,000.00	55,555.50	1,388.89	-51,555.50	0.00

Acct	Acct Description	2024-25 Original Budget	2024-25 Budget Revisions	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	Unexpended Balance	September 2024-25 Monthly Activity
141	GENERAL PURPOSE SCHOOL							
46510	TISA	40,091,007.00	0.00	40,091,007.00	7,947,431.00	19.82	32,143,576.00	3,973,715.50
46515	EARLY CHILDHOOD EDUCATION	193,519.00	59,227.48	252,746.48	0.00	0.00	252,746.48	0.00
46550	DRIVER EDUCATION	15,662.00	0.00	15,662.00	0.00	0.00	15,662.00	0.00
465--	STATE EDUCATION FUNDS	40,300,188.00	59,227.48	40,359,415.48	7,947,431.00	19.69	32,411,984.48	3,973,715.50
46610	CAREER LADDER PROGRAM	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
466--	CAREER LADDER PROGRAM	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
46790	OTHER VOCATIONAL	125,243.00	2,806,912.80	2,932,155.80	0.00	0.00	2,932,155.80	0.00
467--	VOCATIONAL	125,243.00	2,806,912.80	2,932,155.80	0.00	0.00	2,932,155.80	0.00
46851	STATE REVENUE SHARING -T.V.A.	190,000.00	0.00	190,000.00	0.00	0.00	190,000.00	0.00
468--	OTHER STATE REVENUES	190,000.00	0.00	190,000.00	0.00	0.00	190,000.00	0.00
46980		0.00	27,358.41	27,358.41	0.00	0.00	27,358.41	0.00
469--		0.00	27,358.41	27,358.41	0.00	0.00	27,358.41	0.00
47147	SAFE AND DRUG-FREE SCHOOLS-ST	0.00	321,250.00	321,250.00	0.00	0.00	321,250.00	0.00
471--	FEDERAL THROUGH STATE	0.00	321,250.00	321,250.00	0.00	0.00	321,250.00	0.00
49700	INSURANCE RECOVERY	2,000.00	0.00	2,000.00	40,632.00	2,031.60	-38,632.00	0.00
497--	INSURANCE RECOVERY	2,000.00	0.00	2,000.00	40,632.00	2,031.60	-38,632.00	0.00
-----	GENERAL PURPOSE SCHOOL	55,379,907.00	3,214,748.69	58,594,655.69	9,283,353.18	15.84	49,311,302.51	4,748,347.91

Acct	Acct Description	2024-25 Original Budget	2024-25 Budget Revisions	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	Unexpended Balance	September Monthly Activity	2024-25
	Grand Revenue Totals	55,379,907.00	3,214,748.69	58,594,655.69	9,283,353.18	15.84	49,311,302.51	4,748,347.91	

Number of Accounts: 32

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

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71100	REGULAR INSTRUCTION PROGRAM								
116	TEACHERS	18,336,620.00	18,248,254.46	3,061,417.31	0.00	15,275,202.69	16.78	1,538,348.11	0.00
117	CAREER LADDER PROGRAM	29,800.00	29,800.00	0.00	0.00	29,800.00	0.00	0.00	0.00
128	HOMEBOUND TEACHERS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00
163	EDUCATIONAL ASSISTANTS	803,246.00	803,246.00	129,006.16	0.00	674,239.84	16.06	64,123.46	0.00
186	LONGEVITY PAY	197,400.00	197,400.00	3,250.00	0.00	194,150.00	1.65	0.00	0.00
189	OTHER SALARIES & WAGES	752,918.00	752,918.00	103,480.64	0.00	649,437.36	13.74	49,625.44	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	30,000.00	30,000.00	3,650.00	0.00	26,350.00	12.17	3,650.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	180,000.00	180,000.00	30,052.50	0.00	149,947.50	16.70	30,052.50	0.00
201	SOCIAL SECURITY	1,261,079.00	1,255,673.80	194,390.57	0.00	1,066,688.43	15.48	95,212.54	0.00
204	PENSIONS	1,291,788.00	1,285,279.72	231,096.61	0.00	1,060,691.39	17.98	115,353.49	0.00
207	MEDICAL INSURANCE	3,959,121.00	3,946,300.49	660,368.92	0.00	3,298,752.08	16.73	311,269.59	0.00
208	DENTAL INSURANCE	11,856.00	11,814.96	2,308.72	0.00	9,547.28	19.54	1,206.80	0.00
210	UNEMPLOYMENT COMPENSATION	9,972.00	9,972.00	807.66	0.00	9,164.34	8.10	323.46	0.00
212	EMPLOYER MEDICARE	294,930.00	293,917.06	46,651.45	0.00	248,278.55	15.87	23,011.90	0.00
217	RETIREMENT-HYBRID STABILIZATIO	72,986.00	72,986.00	13,810.04	0.00	59,175.96	18.92	6,904.16	0.00
336	MAINTENANCE AND REPAIR SERVICE	135,675.00	135,675.00	24,169.54	21,518.00	89,987.46	33.67	8,914.36	5,891.29
355	TRAVEL	2,000.00	2,000.00	203.08	0.00	1,796.92	10.15	173.73	0.00
356	TUITION	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	43,500.00	43,500.00	68,402.00	199.99	-25,101.99	157.71	659.00	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	335,950.00	335,950.00	240,853.50	47,733.62	47,362.88	85.90	75,147.77	39,360.95
449	TEXTBOOKS	502,601.00	502,601.00	35,629.95	856.29	466,114.76	7.26	917.95	8,992.75
722	REGULAR INSTRUCTION EQUIPMENT	103,000.00	103,000.00	84,149.63	15,105.30	3,745.07	96.36	9,838.32	0.00
790	OTHER EQUIPMENT	0.00	0.00	7,903.88	0.00	-7,903.88	0.00	4,154.00	10,003.88
---	REGULAR INSTRUCTION PROGRAM	28,379,442.00	28,265,288.49	4,941,602.16	85,413.20	23,352,426.64	17.79	2,338,886.58	64,248.87

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71150	ALTERNATIVE INSTRUCTION PROGRA								
116	TEACHERS	136,432.00	136,432.00	22,738.52	0.00	113,693.48	16.67	11,369.26	0.00
186	LONGEVITY PAY	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	1,000.00	1,000.00	455.00	0.00	545.00	45.50	455.00	0.00
201	SOCIAL SECURITY	8,617.00	8,617.00	1,362.60	0.00	7,254.40	15.81	668.17	0.00
204	PENSIONS	8,776.00	8,776.00	1,446.18	0.00	7,329.82	16.48	723.09	0.00
207	MEDICAL INSURANCE	37,331.00	37,331.00	6,524.30	0.00	30,806.70	17.48	2,965.59	0.00
208	DENTAL INSURANCE	91.00	91.00	18.24	0.00	72.76	20.04	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.55	0.00	62.45	0.87	0.55	0.00
212	EMPLOYER MEDICARE	2,015.00	2,015.00	318.68	0.00	1,696.32	15.82	156.27	0.00
399	OTHER CONTRACTED SERVICES	3,000.00	3,000.00	244.07	0.00	2,755.93	8.14	106.56	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	800.00	800.00	400.00	0.00	400.00	50.00	400.00	0.00
722	REGULAR INSTRUCTION EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00
---	ALTERNATIVE INSTRUCTION PROGRA	202,675.00	202,675.00	33,508.14	0.00	169,166.86	16.53	16,853.61	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71200	SPECIAL EDUCATION PROGRAM								
116	TEACHERS	1,589,996.00	1,589,996.00	228,425.28	0.00	1,361,570.72	14.37	112,427.94	0.00
117	CAREER LADDER PROGRAM	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00	0.00	0.00
128	HOMEBOUND TEACHERS	6,000.00	6,000.00	315.00	0.00	5,685.00	5.25	315.00	0.00
163	EDUCATIONAL ASSISTANTS	635,204.00	649,264.00	111,176.13	0.00	524,027.87	17.12	59,445.14	0.00
171	SPEECH PATHOLOGIST	333,011.00	333,011.00	33,952.90	0.00	299,058.10	10.20	17,348.40	0.00
186	LONGEVITY PAY	28,900.00	28,900.00	1,750.00	0.00	27,150.00	6.06	0.00	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	24,000.00	24,000.00	6,127.50	0.00	17,872.50	25.53	6,127.50	0.00
201	SOCIAL SECURITY	162,819.00	163,691.00	22,431.22	0.00	140,387.78	13.70	11,021.51	0.00
204	PENSIONS	172,513.00	173,568.00	26,937.02	0.00	145,575.98	15.52	13,569.38	0.00
207	MEDICAL INSURANCE	808,605.00	824,680.00	106,342.27	0.00	702,262.73	12.89	53,251.76	0.00
208	DENTAL INSURANCE	2,380.00	2,417.00	389.88	0.00	1,990.12	16.13	208.62	0.00
210	UNEMPLOYMENT COMPENSATION	1,658.00	1,748.00	124.68	0.00	1,533.32	7.13	56.22	0.00
212	EMPLOYER MEDICARE	38,079.00	38,284.00	5,265.27	0.00	32,813.73	13.75	2,596.88	0.00
217	RETIREMENT-HYBRID STABILIZATIO	6,757.00	6,757.00	1,114.26	0.00	5,642.74	16.49	539.28	0.00
310	CONTRACTS WITH OTHER PUBLIC AG	0.00	0.00	20,010.00	0.00	-20,010.00	0.00	11,816.25	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	7,400.00	24,233.48	6,200.00	0.00	1,200.00	25.58	6,200.00	0.00
725	SPECIAL EDUCATION EQUIPMENT	0.00	10,000.00	0.00	0.00	0.00	0.00	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	3,827,322.00	3,886,549.48	570,561.41	0.00	3,256,760.59	14.68	294,923.88	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71300	CAREER AND TECHNICAL EDUCATION								
116	TEACHERS	1,278,145.00	1,278,145.00	197,407.20	0.00	1,080,737.80	15.44	101,366.57	0.00
117	CAREER LADDER PROGRAM	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
186	LONGEVITY PAY	10,850.00	10,850.00	0.00	0.00	10,850.00	0.00	0.00	0.00
189	OTHER SALARIES & WAGES	75,254.00	75,254.00	18,813.60	0.00	56,440.40	25.00	6,271.20	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	1,000.00	1,000.00	100.00	0.00	900.00	10.00	100.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	8,000.00	8,000.00	1,080.00	0.00	6,920.00	13.50	1,080.00	0.00
201	SOCIAL SECURITY	85,265.00	85,265.00	12,921.32	0.00	72,343.68	15.15	6,262.17	0.00
204	PENSIONS	87,751.00	87,751.00	15,538.72	0.00	72,212.28	17.71	7,710.59	0.00
207	MEDICAL INSURANCE	250,627.00	250,627.00	43,778.17	0.00	206,848.83	17.47	21,269.58	0.00
208	DENTAL INSURANCE	780.00	780.00	145.92	0.00	634.08	18.71	77.52	0.00
210	UNEMPLOYMENT COMPENSATION	530.00	530.00	30.22	0.00	499.78	5.70	17.46	0.00
212	EMPLOYER MEDICARE	19,941.00	19,941.00	3,036.62	0.00	16,904.38	15.23	1,479.28	0.00
217	RETIREMENT-HYBRID STABILIZATIO	5,327.00	5,327.00	994.46	0.00	4,332.54	18.67	519.28	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	34,800.00	66,466.00	15,558.79	460.53	18,780.68	24.10	9,990.72	0.00
449	TEXTBOOKS	2,000.00	2,000.00	1,499.00	0.00	501.00	74.95	0.00	0.00
599	OTHER CHARGES	500.00	500.00	273.69	10.86	215.45	56.91	0.00	0.00
730	VOCATIONAL INSTRUCTION EQUIPME	30,000.00	854,529.10	95,283.75	80.00	-65,363.75	11.16	70,245.00	0.00
---	CAREER AND TECHNICAL EDUCATION	1,895,270.00	2,751,465.10	406,461.46	551.39	1,488,257.15	14.79	226,389.37	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72110	ATTENDANCE								
105	SUPERVISOR/DIRECTOR	47,792.00	47,792.00	11,947.77	0.00	35,844.23	25.00	3,982.59	0.00
117	CAREER LADDER PROGRAM	600.00	600.00	0.00	0.00	600.00	0.00	0.00	0.00
130	SOCIAL WORKERS	183,904.00	183,904.00	33,530.05	0.00	150,373.95	18.23	16,430.85	0.00
162	CLERICAL PERSONNEL	66,227.00	66,227.00	16,561.29	0.00	49,665.71	25.01	5,520.43	0.00
186	LONGEVITY PAY	5,900.00	5,900.00	0.00	0.00	5,900.00	0.00	0.00	0.00
201	SOCIAL SECURITY	15,874.00	15,874.00	2,741.39	0.00	13,132.61	17.27	1,153.18	0.00
204	PENSIONS	19,202.00	19,202.00	3,395.28	0.00	15,806.72	17.68	1,465.56	0.00
207	MEDICAL INSURANCE	33,173.00	33,173.00	6,516.53	0.00	26,656.47	19.64	2,962.06	0.00
208	DENTAL INSURANCE	228.00	228.00	42.22	0.00	185.78	18.52	21.11	0.00
210	UNEMPLOYMENT COMPENSATION	168.00	168.00	0.00	0.00	168.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	4,414.00	4,414.00	884.27	0.00	3,529.73	20.03	362.39	0.00
355	TRAVEL	2,500.00	2,500.00	669.68	0.00	1,830.32	26.79	669.68	0.00
399	OTHER CONTRACTED SERVICES	39,340.00	39,340.00	26,646.98	0.00	12,693.02	67.74	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	3,000.00	3,000.00	0.00	176.94	2,823.06	5.90	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	250.00	0.00	3,750.00	6.25	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	430,322.00	430,322.00	103,185.46	176.94	326,959.60	24.02	32,567.85	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72120	HEALTH SERVICES								
105	SUPERVISOR/DIRECTOR	133,865.00	133,865.00	21,654.51	0.00	112,210.49	16.18	7,218.17	0.00
117	CAREER LADDER PROGRAM	600.00	600.00	0.00	0.00	600.00	0.00	0.00	0.00
131	MEDICAL PERSONNEL	319,998.00	319,998.00	61,481.40	0.00	258,516.60	19.21	33,236.43	0.00
186	LONGEVITY PAY	6,100.00	6,100.00	0.00	0.00	6,100.00	0.00	0.00	0.00
201	SOCIAL SECURITY	25,588.00	25,588.00	4,735.13	0.00	20,852.87	18.51	2,115.36	0.00
204	PENSIONS	27,461.00	27,461.00	6,165.20	0.00	21,295.80	22.45	2,793.87	0.00
207	MEDICAL INSURANCE	86,583.00	86,583.00	11,750.30	0.00	74,832.70	13.57	5,341.05	0.00
208	DENTAL INSURANCE	319.00	319.00	54.72	0.00	264.28	17.15	27.36	0.00
210	UNEMPLOYMENT COMPENSATION	294.00	294.00	29.05	0.00	264.95	9.88	19.40	0.00
212	EMPLOYER MEDICARE	6,677.00	6,677.00	1,173.26	0.00	5,503.74	17.57	560.58	0.00
217	RETIREMENT-HYBRID STABILIZATIO	2,966.00	2,966.00	608.64	0.00	2,357.36	20.52	268.23	0.00
355	TRAVEL	1,000.00	1,000.00	699.99	0.00	300.01	70.00	699.99	0.00
399	OTHER CONTRACTED SERVICES	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	13,000.00	13,000.00	4,863.65	1,172.66	6,963.69	46.43	837.20	0.00
524	STAFF DEVELOPMENT	2,000.00	2,000.00	265.00	0.00	1,735.00	13.25	265.00	0.00
599	OTHER CHARGES	5,000.00	5,000.00	250.00	0.00	4,750.00	5.00	150.00	0.00
735	HEALTH EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
---	HEALTH SERVICES	673,451.00	673,451.00	153,730.85	1,172.66	518,547.49	23.00	53,532.64	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72130	OTHER STUDENT SUPPORT								
117	CAREER LADDER PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
123	GUIDANCE PERSONNEL	811,187.00	811,187.00	135,969.58	0.00	675,217.42	16.76	69,393.51	0.00
163	EDUCATIONAL ASSISTANTS	67,157.00	67,157.00	11,728.08	0.00	55,428.92	17.46	5,864.04	0.00
186	LONGEVITY PAY	10,800.00	10,800.00	0.00	0.00	10,800.00	0.00	0.00	0.00
189	OTHER SALARIES & WAGES	2,000.00	2,000.00	450.00	0.00	1,550.00	22.50	450.00	0.00
201	SOCIAL SECURITY	55,313.00	55,313.00	8,784.99	0.00	46,528.01	15.88	4,349.31	0.00
204	PENSIONS	57,410.00	57,410.00	10,166.38	0.00	47,243.62	17.71	5,172.78	0.00
207	MEDICAL INSURANCE	214,500.00	214,500.00	36,339.21	0.00	178,160.79	16.94	16,517.83	0.00
208	DENTAL INSURANCE	510.00	510.00	91.20	0.00	418.80	17.88	45.60	0.00
210	UNEMPLOYMENT COMPENSATION	363.00	363.00	21.32	0.00	341.68	5.87	6.45	0.00
212	EMPLOYER MEDICARE	12,936.00	12,936.00	2,055.18	0.00	10,880.82	15.89	1,017.82	0.00
217	RETIREMENT-HYBRID STABILIZATIO	1,854.00	1,854.00	389.68	0.00	1,464.32	21.02	194.84	0.00
322	EVALUATION AND TESTING	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	20,000.00	47,358.41	25,024.50	10,833.50	-15,858.00	75.72	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	4,125.00	4,125.00	398.25	123.95	3,602.80	12.66	398.25	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	14,000.00	14,000.00	3,957.50	1,102.50	8,940.00	36.14	0.00	0.00
790	OTHER EQUIPMENT	0.00	0.00	377.94	0.00	-377.94	0.00	0.00	0.00
---	OTHER STUDENT SUPPORT	1,290,155.00	1,317,513.41	235,753.81	12,059.95	1,042,341.24	18.81	103,410.43	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72210	REGULAR INSTRUCTION PROGRAM								
105	SUPERVISOR/DIRECTOR	452,966.00	452,966.00	122,346.63	0.00	330,619.37	27.01	42,508.10	0.00
117	CAREER LADDER PROGRAM	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
129	LIBRARIANS	627,929.00	627,929.00	105,089.92	0.00	522,839.08	16.74	52,544.96	0.00
161	SECRETARY(S)	83,915.00	83,915.00	20,976.42	0.00	62,938.58	25.00	6,992.14	0.00
186	LONGEVITY PAY	16,350.00	16,350.00	0.00	0.00	16,350.00	0.00	0.00	0.00
189	OTHER SALARIES & WAGES	76,366.00	76,366.00	12,524.58	0.00	63,841.42	16.40	6,577.29	0.00
201	SOCIAL SECURITY	78,215.00	78,215.00	15,602.54	0.00	62,612.46	19.95	6,285.09	0.00
204	PENSIONS	81,685.00	81,685.00	17,721.66	0.00	63,963.34	21.70	7,411.51	0.00
207	MEDICAL INSURANCE	256,928.00	256,928.00	44,903.15	0.00	212,024.85	17.48	20,410.53	0.00
208	DENTAL INSURANCE	640.00	640.00	127.68	0.00	512.32	19.95	63.84	0.00
210	UNEMPLOYMENT COMPENSATION	399.00	399.00	22.89	0.00	376.11	5.74	7.36	0.00
212	EMPLOYER MEDICARE	18,292.00	18,292.00	3,652.22	0.00	14,639.78	19.97	1,473.17	0.00
217	RETIREMENT-HYBRID STABILIZATIO	2,296.00	2,296.00	482.54	0.00	1,813.46	21.02	241.27	0.00
355	TRAVEL	3,000.00	3,000.00	2,364.73	0.00	635.27	78.82	446.24	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	23,650.00	4,663.01	3,251.55	15,735.44	33.47	3,265.78	0.00
499	OTHER SUPPLIES AND MATERIALS	8,750.00	8,750.00	1,009.66	552.27	7,188.07	17.85	563.62	0.00
524	STAFF DEVELOPMENT	50,000.00	50,000.00	8,871.04	112.50	41,016.46	17.97	4,368.55	75.00
790	OTHER EQUIPMENT	2,000.00	2,000.00	0.00	493.31	1,506.69	24.67	0.00	0.00
---	REGULAR INSTRUCTION PROGRAM	1,797,581.00	1,797,581.00	360,358.67	4,409.63	1,432,812.70	20.29	153,159.45	75.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72220	SPECIAL EDUCATION PROGRAM								
105	SUPERVISOR/DIRECTOR	87,618.00	87,618.00	21,904.50	0.00	65,713.50	25.00	7,301.50	0.00
117	CAREER LADDER PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
124	PHSYCOLOGICAL PERSONNEL	70,296.00	70,296.00	0.00	0.00	70,296.00	0.00	0.00	0.00
186	LONGEVITY PAY	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00	0.00	0.00
201	SOCIAL SECURITY	9,877.00	9,877.00	1,338.55	0.00	8,538.45	13.55	433.17	0.00
204	PENSIONS	10,167.00	10,167.00	1,393.14	0.00	8,773.86	13.70	464.38	0.00
207	MEDICAL INSURANCE	27,484.00	27,484.00	3,381.75	0.00	24,102.25	12.30	1,537.16	0.00
208	DENTAL INSURANCE	46.00	46.00	0.00	0.00	46.00	0.00	0.00	0.00
210	UNEMPLOYMENT COMPENSATION	42.00	42.00	0.00	0.00	42.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	2,316.00	2,316.00	313.05	0.00	2,002.95	13.52	101.31	0.00
310	CONTRACTS WITH OTHER PUBLIC AG	80,000.00	80,000.00	20,583.03	0.00	59,416.97	25.73	15,302.50	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	291,246.00	291,246.00	48,914.02	0.00	242,331.98	16.79	25,140.02	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72230	CAREER AND TECHNICAL EDUCATION								
105	SUPERVISOR/DIRECTOR	102,168.00	107,168.00	26,869.50	0.00	75,298.50	25.07	8,956.50	0.00
161	SECRETARY(S)	33,298.00	33,298.00	5,549.60	0.00	27,748.40	16.67	2,774.80	0.00
186	LONGEVITY PAY	700.00	700.00	0.00	0.00	700.00	0.00	0.00	0.00
201	SOCIAL SECURITY	8,442.00	8,442.00	1,945.85	0.00	6,496.15	23.05	668.48	0.00
204	PENSIONS	9,040.00	9,040.00	2,125.11	0.00	6,914.89	23.51	777.74	0.00
207	MEDICAL INSURANCE	38,699.00	38,699.00	6,763.50	0.00	31,935.50	17.48	3,074.32	0.00
208	DENTAL INSURANCE	91.00	91.00	18.24	0.00	72.76	20.04	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	1,974.00	1,974.00	455.08	0.00	1,518.92	23.05	156.34	0.00
307	COMMUNICATION	3,200.00	3,200.00	151.50	0.00	3,048.50	4.73	50.50	0.00
355	TRAVEL	500.00	500.00	24.25	0.00	475.75	4.85	24.25	0.00
399	OTHER CONTRACTED SERVICES	4,000.00	4,000.00	469.85	0.00	3,530.15	11.75	237.05	0.00
599	OTHER CHARGES	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
---	CAREER AND TECHNICAL EDUCATION	202,654.00	207,654.00	44,372.48	0.00	158,281.52	21.37	16,729.10	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72250	TECHNOLOGY								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	23,623.26	0.00	70,869.74	25.00	7,874.42	0.00
121	DATA PROCESSING PERSONNEL	236,985.00	236,985.00	59,176.32	0.00	177,808.68	24.97	19,725.44	0.00
186	LONGEVITY PAY	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00	0.00	0.00
201	SOCIAL SECURITY	20,657.00	20,657.00	5,050.54	0.00	15,606.46	24.45	1,632.78	0.00
204	PENSIONS	24,988.00	24,988.00	6,328.08	0.00	18,659.92	25.32	2,109.36	0.00
207	MEDICAL INSURANCE	58,457.00	58,457.00	10,216.47	0.00	48,240.53	17.48	4,643.85	0.00
208	DENTAL INSURANCE	228.00	228.00	45.60	0.00	182.40	20.00	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	4,831.00	4,831.00	1,181.19	0.00	3,649.81	24.45	381.85	0.00
217	RETIREMENT-HYBRID STABILIZATIO	1,001.00	1,001.00	236.22	0.00	764.78	23.60	78.74	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	110,000.00	110,000.00	85,485.98	0.00	24,514.02	77.71	22,438.19	0.00
350	INTERNET CONNECTIVITY	125,000.00	125,000.00	124,123.20	0.00	876.80	99.30	0.00	0.00
399	OTHER CONTRACTED SERVICES	11,500.00	11,500.00	11,462.77	0.00	37.23	99.68	3,500.00	0.00
471	SOFTWARE	30,000.00	30,000.00	20,660.00	7,030.00	2,310.00	92.30	175.00	0.00
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	9,717.00	5,769.60	-15,486.60	0.00	0.00	15,486.60
---	TECHNOLOGY	722,007.00	722,007.00	357,306.63	12,799.60	351,900.77	51.26	62,582.43	15,486.60

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72310	BOARD OF EDUCATION								
191	BOARD AND COMMITTEE MEMBERS FE	39,605.00	39,605.00	9,701.44	0.00	29,903.56	24.50	3,300.48	0.00
201	SOCIAL SECURITY	2,456.00	2,456.00	523.73	0.00	1,932.27	21.32	172.29	0.00
207	MEDICAL INSURANCE	0.00	0.00	591.79	0.00	-591.79	0.00	591.79	0.00
208	DENTAL INSURANCE	0.00	0.00	4.56	0.00	-4.56	0.00	4.56	0.00
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	1.10	0.00	-1.10	0.00	1.10	0.00
212	EMPLOYER MEDICARE	572.00	572.00	138.49	0.00	433.51	24.21	45.63	0.00
320	DUES AND MEMBERSHIPS	7,175.00	7,175.00	7,175.00	0.00	0.00	100.00	0.00	0.00
331	LEGAL SERVICES	15,000.00	15,000.00	940.00	0.00	14,060.00	6.27	320.00	0.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	16,250.00	16,250.00	4,000.00	0.00	12,250.00	24.62	3,000.00	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	127,745.00	127,745.00	138,255.00	0.00	-10,510.00	108.23	0.00	0.00
510	TRUSTEE'S COMMISSION	330,000.00	330,000.00	25,159.25	0.00	304,840.75	7.62	10,521.16	0.00
513	WORKMAN'S COMPENSATION INSURAN	178,500.00	178,500.00	181,152.00	0.00	-2,652.00	101.49	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	0.00	2,775.00	1,225.00	69.38	0.00	2,325.00
533	CRIMINAL INVESTIGATION OF APPL	8,000.00	8,000.00	3,933.90	4,697.65	-631.55	107.89	2,117.55	888.35
599	OTHER CHARGES	8,000.00	8,000.00	30.00	5,544.98	2,425.02	69.69	0.00	150.00
---	BOARD OF EDUCATION	738,803.00	738,803.00	371,606.26	13,017.63	354,179.11	52.06	20,074.56	3,363.35

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward	2024-25
141	GENERAL PURPOSE SCHOOL									
72320	DIRECTOR OF SCHOOLS									
101	COUNTY OFFICIAL/ADMINISTRATIVE	158,012.00	158,012.00	39,503.01	0.00	118,508.99	25.00	13,167.67		0.00
161	SECRETARY(S)	53,560.00	53,560.00	13,390.02	0.00	40,169.98	25.00	4,463.34		0.00
186	LONGEVITY PAY	700.00	700.00	0.00	0.00	700.00	0.00	0.00		0.00
201	SOCIAL SECURITY	13,161.00	13,161.00	3,227.14	0.00	9,933.86	24.52	1,041.20		0.00
204	PENSIONS	14,111.00	14,111.00	3,516.63	0.00	10,594.37	24.92	1,172.21		0.00
207	MEDICAL INSURANCE	38,823.00	38,823.00	6,785.04	0.00	32,037.96	17.48	3,084.12		0.00
208	DENTAL INSURANCE	391.00	391.00	72.46	0.00	318.54	18.53	33.36		0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.00	0.00	63.00	0.00	0.00		0.00
212	EMPLOYER MEDICARE	3,066.00	3,066.00	754.73	0.00	2,311.27	24.62	243.50		0.00
307	COMMUNICATION	600.00	600.00	150.00	0.00	450.00	25.00	100.00		0.00
320	DUES AND MEMBERSHIPS	4,040.00	4,040.00	7,079.00	0.00	-3,039.00	175.22	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	26.58	0.00	473.42	5.32	26.58		0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	486.52	450.00	3,063.48	23.41	486.52		0.00
599	OTHER CHARGES	1,500.00	1,500.00	897.23	0.00	602.77	59.82	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	294,527.00	294,527.00	75,888.36	450.00	218,188.64	25.92	23,818.50		0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72410	OFFICE OF THE PRINCIPAL								
104	PRINCIPALS	970,294.00	970,294.00	242,589.81	0.00	727,704.19	25.00	80,863.27	0.00
117	CAREER LADDER PROGRAM	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00	0.00
139	ASSISTANT PRINCIPALS	1,039,421.00	1,039,421.00	259,854.12	0.00	779,566.88	25.00	86,618.04	0.00
162	CLERICAL PERSONNEL	767,094.00	767,094.00	126,050.74	0.00	641,043.26	16.43	63,025.37	0.00
186	LONGEVITY PAY	36,050.00	36,050.00	0.00	0.00	36,050.00	0.00	0.00	0.00
201	SOCIAL SECURITY	174,769.00	174,769.00	37,979.54	0.00	136,789.46	21.73	13,435.73	0.00
204	PENSIONS	188,192.00	188,192.00	41,764.60	0.00	146,427.40	22.19	15,497.18	0.00
207	MEDICAL INSURANCE	541,490.00	541,490.00	97,756.87	0.00	443,733.13	18.05	44,966.91	0.00
208	DENTAL INSURANCE	1,510.00	1,510.00	305.52	0.00	1,204.48	20.23	155.04	0.00
210	UNEMPLOYMENT COMPENSATION	1,029.00	1,029.00	0.00	0.00	1,029.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	40,873.00	40,873.00	8,882.29	0.00	31,990.71	21.73	3,142.24	0.00
217	RETIREMENT-HYBRID STABILIZATIO	915.00	915.00	216.54	0.00	698.46	23.67	72.18	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	0.00	0.00	1,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	13,600.00	13,600.00	11,150.00	0.00	2,450.00	81.99	2,400.00	0.00
435	OFFICE SUPPLIES	6,875.00	6,875.00	195.36	235.15	6,444.49	6.26	195.36	0.00
599	OTHER CHARGES	150,000.00	150,000.00	32,261.86	2,418.29	115,319.85	23.12	10,612.40	0.00
701	ADMINISTRATION EQUIPMENT	13,970.00	13,970.00	2,096.02	3,167.20	8,706.78	37.68	2,096.02	0.00
---	OFFICE OF THE PRINCIPAL	3,955,382.00	3,955,382.00	861,103.27	5,820.64	3,088,458.09	21.92	323,079.74	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72510	FISCAL SERVICES								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	23,623.26	0.00	70,869.74	25.00	7,874.42	0.00
119	ACCOUNTANTS/BOOKKEEPERS	229,700.00	229,700.00	56,430.06	0.00	173,269.94	24.57	18,810.02	0.00
186	LONGEVITY PAY	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00	0.00	0.00
201	SOCIAL SECURITY	20,187.00	20,187.00	4,845.69	0.00	15,341.31	24.00	1,544.89	0.00
204	PENSIONS	24,419.00	24,419.00	6,004.02	0.00	18,414.98	24.59	2,001.34	0.00
207	MEDICAL INSURANCE	83,501.00	83,501.00	14,593.39	0.00	68,907.61	17.48	6,633.36	0.00
208	DENTAL INSURANCE	137.00	137.00	27.36	0.00	109.64	19.97	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	4,721.00	4,721.00	1,133.26	0.00	3,587.74	24.00	361.30	0.00
317	DATA PROCESSING SERVICES	60,317.00	60,317.00	50,776.12	0.00	9,540.88	84.18	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	300.00	0.00	700.00	30.00	75.00	0.00
411	DATA PROCESSING SUPPLIES	4,400.00	4,400.00	1,131.85	2,873.00	395.15	91.02	0.00	0.00
435	OFFICE SUPPLIES	5,000.00	5,000.00	2,249.30	33.66	2,717.04	45.66	-3,159.71	9,357.60
524	STAFF DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
701	ADMINISTRATION EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
---	FISCAL SERVICES	538,922.00	538,922.00	161,114.31	2,906.66	374,901.03	30.44	34,154.30	9,357.60

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72520	HUMAN SERVICES/PERSONNEL								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	23,623.26	0.00	70,869.74	25.00	7,874.42	0.00
162	CLERICAL PERSONNEL	60,260.00	60,260.00	15,065.01	0.00	45,194.99	25.00	5,021.67	0.00
186	LONGEVITY PAY	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00	0.00	0.00
201	SOCIAL SECURITY	9,681.00	9,681.00	2,347.81	0.00	7,333.19	24.25	753.35	0.00
204	PENSIONS	11,711.00	11,711.00	2,901.63	0.00	8,809.37	24.78	967.21	0.00
207	MEDICAL INSURANCE	33,203.00	33,203.00	5,857.80	0.00	27,345.20	17.64	2,662.64	0.00
208	DENTAL INSURANCE	91.00	91.00	18.24	0.00	72.76	20.04	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	2,263.00	2,263.00	549.08	0.00	1,713.92	24.26	176.19	0.00
355	TRAVEL	750.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00
435	OFFICE SUPPLIES	2,000.00	2,000.00	365.02	0.00	1,634.98	18.25	66.98	298.04
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	0.00	350.00	1,150.00	23.33	0.00	0.00
599	OTHER CHARGES	9,800.00	9,800.00	3,060.06	2,232.00	4,507.94	54.00	2,393.00	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	231,215.00	231,215.00	53,787.91	2,582.00	174,845.09	24.38	19,924.58	298.04

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72610	OPERATION OF PLANT								
166	CUSTODIAL PERSONNEL	1,249,300.00	1,249,300.00	293,041.15	0.00	956,258.85	23.46	104,954.94	0.00
186	LONGEVITY PAY	16,750.00	16,750.00	0.00	0.00	16,750.00	0.00	0.00	0.00
201	SOCIAL SECURITY	78,496.00	78,496.00	17,182.38	0.00	61,313.62	21.89	5,846.36	0.00
204	PENSIONS	94,954.00	94,954.00	19,299.98	0.00	75,654.02	20.33	6,891.83	0.00
207	MEDICAL INSURANCE	367,076.00	367,076.00	63,894.37	0.00	303,181.63	17.41	29,949.72	0.00
208	DENTAL INSURANCE	960.00	960.00	191.52	0.00	768.48	19.95	95.76	0.00
210	UNEMPLOYMENT COMPENSATION	1,260.00	1,260.00	40.93	0.00	1,219.07	3.25	18.33	0.00
212	EMPLOYER MEDICARE	18,358.00	18,358.00	4,125.28	0.00	14,232.72	22.47	1,404.01	0.00
359	DISPOSAL FEES	109,524.00	109,524.00	24,041.08	0.00	85,482.92	21.95	16,720.08	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	40,781.30	24,891.39	104,327.31	38.63	15,745.17	13,754.81
415	ELECTRICITY	1,185,000.00	1,185,000.00	307,195.21	0.00	877,804.79	25.92	123,169.48	0.00
434	NATURAL GAS	115,000.00	115,000.00	4,593.96	0.00	110,406.04	3.99	1,697.92	0.00
454	WATER AND SEWER	180,500.00	180,500.00	45,250.01	0.00	135,249.99	25.07	19,501.47	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	7,608.00	7,608.00	9,321.00	0.00	-1,713.00	122.52	0.00	0.00
502	BUILDING AND CONTENTS INSURANC	322,021.00	322,021.00	365,908.00	0.00	-43,887.00	113.63	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
599	OTHER CHARGES	0.00	0.00	66.98	0.00	-66.98	0.00	33.49	0.00
720	PLANT OPERATION EQUIPMENT	5,000.00	5,000.00	763.04	1,097.39	3,139.57	37.21	763.04	0.00
---	OPERATION OF PLANT	3,935,807.00	3,935,807.00	1,195,696.19	25,988.78	2,714,122.03	31.04	326,791.60	13,754.81

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72620	MAINTENANCE OF PLANT								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	23,623.26	0.00	70,869.74	25.00	7,874.42	0.00
162	CLERICAL PERSONNEL	41,320.00	41,320.00	10,330.02	0.00	30,989.98	25.00	3,443.34	0.00
167	MAINTENANCE PERSONNEL	646,965.00	646,965.00	152,068.95	0.00	494,896.05	23.50	51,523.57	0.00
186	LONGEVITY PAY	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00	0.00	0.00
189	OTHER SALARIES & WAGES	39,000.00	39,000.00	781.25	0.00	38,218.75	2.00	0.00	0.00
201	SOCIAL SECURITY	51,414.00	51,414.00	11,320.87	0.00	40,093.13	22.02	3,709.97	0.00
204	PENSIONS	62,196.00	62,196.00	13,367.93	0.00	48,828.07	21.49	4,514.26	0.00
207	MEDICAL INSURANCE	144,758.00	144,758.00	25,732.48	0.00	119,025.52	17.78	11,932.91	0.00
208	DENTAL INSURANCE	410.00	410.00	82.08	0.00	327.92	20.02	41.04	0.00
210	UNEMPLOYMENT COMPENSATION	336.00	336.00	5.82	0.00	330.18	1.73	0.00	0.00
212	EMPLOYER MEDICARE	12,025.00	12,025.00	2,658.97	0.00	9,366.03	22.11	867.67	0.00
217	RETIREMENT-HYBRID STABILIZATIO	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00
307	COMMUNICATION	3,500.00	3,500.00	1,231.50	0.00	2,268.50	35.19	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	162,120.30	123,323.17	24,556.53	92.08	43,068.83	43,429.29
336	MAINTENANCE AND REPAIR SERVICE	240,000.00	240,000.00	9,085.58	15,257.00	215,657.42	10.14	452.74	8,411.15
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	259,743.00	259,743.00	118,590.30	29,557.17	111,595.53	57.04	63,125.14	30,109.39
499	OTHER SUPPLIES AND MATERIALS	1,000.00	1,000.00	3,601.77	2,533.12	-5,134.89	613.49	88.02	306.28
524	STAFF DEVELOPMENT	1,000.00	1,000.00	391.90	0.00	608.10	39.19	100.00	0.00
599	OTHER CHARGES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
701	ADMINISTRATION EQUIPMENT	0.00	0.00	17,273.70	0.00	-17,273.70	0.00	9,254.00	17,273.70
717	MAINTENANCE EQUIPMENT	5,000.00	5,000.00	2,839.00	301.00	1,860.00	62.80	559.00	0.00
---	MAINTENANCE OF PLANT	1,925,560.00	1,925,560.00	555,580.68	170,971.46	1,199,007.86	37.73	200,965.41	99,529.81

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward	2024-25
141	GENERAL PURPOSE SCHOOL									
72710	TRANSPORTATION									
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	23,623.26	0.00	70,869.74	25.00	7,874.42		0.00
142	MECHANIC(S)	138,709.00	138,709.00	35,281.98	0.00	103,427.02	25.44	14,953.59		0.00
146	BUS DRIVERS	962,856.00	962,856.00	160,333.70	0.00	802,522.30	16.65	82,113.94		0.00
162	CLERICAL PERSONNEL	41,320.00	41,320.00	0.00	0.00	41,320.00	0.00	0.00		0.00
186	LONGEVITY PAY	20,650.00	20,650.00	10,629.99	0.00	10,020.01	51.48	3,443.33		0.00
189	OTHER SALARIES & WAGES	84,995.00	84,995.00	7,432.94	0.00	77,562.06	8.75	6,292.22		0.00
201	SOCIAL SECURITY	83,267.00	83,267.00	13,284.43	0.00	69,982.57	15.95	6,027.86		0.00
204	PENSIONS	99,649.00	99,649.00	16,419.40	0.00	83,229.60	16.48	7,671.03		0.00
207	MEDICAL INSURANCE	531,335.00	531,335.00	93,212.88	0.00	438,122.12	17.54	42,418.86		0.00
208	DENTAL INSURANCE	1,550.00	1,550.00	300.70	0.00	1,249.30	19.40	150.35		0.00
210	UNEMPLOYMENT COMPENSATION	1,344.00	1,344.00	26.69	0.00	1,317.31	1.99	13.92		0.00
212	EMPLOYER MEDICARE	19,474.00	19,474.00	3,253.21	0.00	16,220.79	16.71	1,489.97		0.00
307	COMMUNICATION	2,000.00	2,000.00	470.45	0.00	1,529.55	23.52	168.35		0.00
340	MEDICAL AND DENTAL SERVICES	8,000.00	8,000.00	1,870.00	3,725.00	2,405.00	69.94	170.00		1,385.00
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	21,278.20	0.00	9,721.80	68.64	398.03		0.00
412	DIESEL FUEL	250,000.00	250,000.00	32,959.99	53,935.70	163,104.31	34.76	27,717.69		2,895.69
425	GASOLINE	65,000.00	65,000.00	17,862.03	33,143.97	13,994.00	78.47	6,231.43		0.00
450	TIRES AND TUBES	30,000.00	30,000.00	3,154.86	25,228.19	1,616.95	94.61	19.50		15,940.00
453	VEHICLE PARTS	70,000.00	70,000.00	22,427.01	39,889.66	7,683.33	89.02	7,160.60		6,356.67
511	VEHICLE AND EQUIPMENT INSURANC	75,311.00	75,311.00	84,217.00	0.00	-8,906.00	111.83	0.00		0.00
524	STAFF DEVELOPMENT	1,000.00	1,000.00	2,860.00	1,190.00	-3,050.00	405.00	2,550.00		0.00
599	OTHER CHARGES	27,200.00	27,200.00	14,443.73	22,258.08	-9,501.81	134.93	3,140.25		0.00
729	TRANSPORTATION EQUIPMENT	5,000.00	5,000.00	3,103.00	0.00	1,897.00	62.06	0.00		3,103.00
---	TRANSPORTATION	2,644,653.00	2,644,653.00	568,445.45	179,370.60	1,896,836.95	28.28	220,005.34		29,680.36

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72810	CENTRAL AND OTHER								
162	CLERICAL PERSONNEL	42,980.00	42,980.00	10,740.00	0.00	32,240.00	24.99	3,580.00	0.00
186	LONGEVITY PAY	550.00	550.00	0.00	0.00	550.00	0.00	0.00	0.00
201	SOCIAL SECURITY	2,699.00	2,699.00	641.93	0.00	2,057.07	23.78	206.69	0.00
204	PENSIONS	3,265.00	3,265.00	805.50	0.00	2,459.50	24.67	268.50	0.00
206	LIFE INSURANCE	18,000.00	18,000.00	1,568.16	0.00	16,431.84	8.71	1,568.16	0.00
207	MEDICAL INSURANCE	138,849.00	138,849.00	34,935.77	0.00	103,913.23	25.16	12,957.56	0.00
210	UNEMPLOYMENT COMPENSATION	21.00	21.00	0.00	0.00	21.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	631.00	631.00	150.13	0.00	480.87	23.79	48.34	0.00
299	OTHER FRINGE BENEFITS	68,000.00	68,000.00	8,349.00	0.00	59,651.00	12.28	8,349.00	0.00
307	COMMUNICATION	13,000.00	13,000.00	283.31	0.00	12,716.69	2.18	105.13	0.00
348	POSTAL CHARGES	10,000.00	10,000.00	459.39	0.00	9,540.61	4.59	0.00	0.00
435	OFFICE SUPPLIES	5,000.00	5,000.00	50.39	82.15	4,867.46	2.65	50.39	0.00
599	OTHER CHARGES	15,000.00	15,000.00	3,844.31	0.00	11,155.69	25.63	1,276.40	0.00
---	CENTRAL AND OTHER	317,995.00	317,995.00	61,827.89	82.15	256,084.96	19.47	28,410.17	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward	2024-25
141	GENERAL PURPOSE SCHOOL									
73100	FOOD SERVICE									
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	3.85	0.00	-3.85	0.00	0.00	0.00	0.00
422	FOOD SUPPLIES	0.00	0.00	7,499.51	0.00	-7,499.51	0.00	0.00	0.00	0.00
---	FOOD SERVICE	0.00	0.00	7,503.36	0.00	-7,503.36	0.00	0.00	0.00	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward	2024-25
141	GENERAL PURPOSE SCHOOL									
73300	COMMUNITY SERVICES									
105	SUPERVISOR/DIRECTOR	0.00	89,204.05	4,532.91	0.00	-4,532.91	5.08	3,699.57	0.00	
116	TEACHERS	0.00	155,187.50	1,337.50	0.00	-1,337.50	0.86	1,337.50	0.00	
163	EDUCATIONAL ASSISTANTS	0.00	3,905.60	0.00	0.00	0.00	0.00	0.00	0.00	
201	SOCIAL SECURITY	0.00	15,196.81	347.68	0.00	-347.68	2.29	297.05	0.00	
204	PENSIONS	0.00	17,793.96	393.38	0.00	-393.38	2.21	340.38	0.00	
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.04	0.00	-0.04	0.00	0.04	0.00	
212	EMPLOYER MEDICARE	0.00	3,440.21	81.32	0.00	-81.32	2.36	69.48	0.00	
217	RETIREMENT-HYBRID STABILIZATIO	0.00	0.00	12.24	0.00	-12.24	0.00	12.24	0.00	
422	FOOD SUPPLIES	0.00	3,149.00	0.00	0.00	0.00	0.00	0.00	0.00	
429	INSTRUCTIONAL SUPPLIES AND MAT	0.00	24,122.87	0.00	0.00	0.00	0.00	0.00	0.00	
499	OTHER SUPPLIES AND MATERIALS	0.00	2,500.00	0.00	129.87	-129.87	5.19	0.00	0.00	
524	STAFF DEVELOPMENT	0.00	750.00	273.20	0.00	-273.20	36.43	157.64	0.00	
599	OTHER CHARGES	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
---	COMMUNITY SERVICES	0.00	321,250.00	6,978.27	129.87	-7,108.14	2.21	5,913.90	0.00	

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL									
73400	EARLY CHILDHOOD EDUCATION									
116	TEACHERS	137,494.00	137,494.00	22,915.78	0.00	114,578.22	16.67	11,457.89		0.00
163	EDUCATIONAL ASSISTANTS	37,202.00	37,202.00	4,621.87	0.00	32,580.13	12.42	3,041.25		0.00
186	LONGEVITY PAY	1,650.00	1,650.00	0.00	0.00	1,650.00	0.00	0.00		0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	1,500.00	1,500.00	270.00	0.00	1,230.00	18.00	270.00		0.00
201	SOCIAL SECURITY	11,026.00	11,026.00	1,660.94	0.00	9,365.06	15.06	862.76		0.00
204	PENSIONS	11,643.00	11,643.00	1,804.11	0.00	9,838.89	15.50	956.83		0.00
207	MEDICAL INSURANCE	24,208.00	24,208.00	4,822.63	0.00	19,385.37	19.92	2,514.90		0.00
208	DENTAL INSURANCE	137.00	137.00	22.80	0.00	114.20	16.64	13.68		0.00
210	UNEMPLOYMENT COMPENSATION	105.00	105.00	4.92	0.00	100.08	4.69	4.92		0.00
212	EMPLOYER MEDICARE	2,579.00	2,579.00	388.47	0.00	2,190.53	15.06	201.79		0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	2,800.00	2,800.00	0.00	142.70	2,657.30	5.10	0.00		0.00
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	231,844.00	231,844.00	36,511.52	142.70	195,189.78	15.81	19,324.02		0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward	2024-25
141	GENERAL PURPOSE SCHOOL									
76100	REGULAR CAPITAL OUTLAY									
706		0.00	1,592,641.50	0.00	97,906.00	-97,906.00	6.15	0.00	97,906.00	
707	BUILDING IMPROVEMENTS	0.00	273,076.20	0.00	0.00	0.00	0.00	0.00	0.00	
790	OTHER EQUIPMENT	0.00	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
799	OTHER CAPITAL OUTLAY	500,000.00	614,153.51	759,786.21	1,046,227.31	-1,306,013.52	294.07	-31,503.79	1,790,009.55	
---	REGULAR CAPITAL OUTLAY	500,000.00	2,559,871.21	759,786.21	1,144,133.31	-1,403,919.52	74.38	-31,503.79	1,887,915.55	

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	September Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
99100									
590	TRANSFERS TO OTHER FUNDS	325,450.00	325,450.00	0.00	0.00	325,450.00	0.00	0.00	0.00
---		325,450.00	325,450.00	0.00	0.00	325,450.00	0.00	0.00	0.00
---	GENERAL PURPOSE SCHOOL	55,352,283.00	58,567,031.69	11,971,584.77	1,662,179.17	41,718,519.06	23.28	4,515,133.69	2,123,709.99

<u>Obj</u>	<u>Obj</u>	<u>2024-25</u> <u>Original Budget</u>	<u>2024-25 Revised</u> <u>Budget</u>	<u>2024-25</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>2024-25 FYTD</u> <u>Unencumbered Bal</u>	<u>2024-25</u> <u>FYTD %</u>	<u>September</u> <u>Monthly Activity</u>	<u>2024-25</u> <u>Enc Carry Forward</u>	<u>2024-25</u>
	Grand Expense Totals	55,352,283.00	58,567,031.69	11,971,584.77	1,662,179.17	41,718,519.06	23.28	4,515,133.69		2,123,709.99

Number of Accounts: 634

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

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 11/09/20
		Rescinds: 4.302	Issued: 01/11/00

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

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

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

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

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

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and activities.
2 Teachers shall permit students to make up class assignments missed because of a trip or activity.
- 3 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal
4 immediately upon returning to school. Serious accidents involving personal injury must be reported
5 immediately to the principal and/or director of schools. An emergency shall be dealt with promptly
6 by the teacher or other members of the school staff by taking appropriate action, including sending
7 the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to
8 send the student to the hospital, reasonable effort must be made to notify the parents.
- 9 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
10 section must have prior approval of the director of schools or his/her designee;
- 11 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval by the
12 Board.

13 **INDEPENDENTLY PLANNED TRIPS**

14 Trips privately planned by school district employees, acting outside the scope of their employment, are
15 not authorized by the school district.

16 These trips are not approved by the Board and are not considered a part of the curriculum. Total
17 responsibility for privately planned trips rests with the chaperone(s) as well as with the
18 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 19 1. Board funds or resources shall not be used;
20 2. School district materials shall not be used;
21 3. The Board shall not assume any liability;
22 4. Employees are not authorized to act on behalf of the school district;
23 5. Recruitment efforts made by an employee shall not occur during the instruction school day; and
24 6. Absences caused by participation in privately planned trips shall be considered unexcused.

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Cross References:

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200



Travel Request

Organization DE Office Mgmt class Destination The Tennessean

Date of Trip 10/29/24 Purpose of Trip learn about entrepreneurship/business mgmt

Mode of Transportation: school vans

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

Sage Harmon Charlie Coble Mathieu Stump

Gracie Shaddy Rachel Taylor Jacob Courtemanche

Joseth Palma Alex Cardin Tyler Olar

Molly Wells Conner Lankford Peyton Fowler

(Use back if more space is needed)

School System Participants (please print):

Vicky Carlton

Karen Stewart

(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: Vicky Carlton Date: 10/21/24

Teacher/Sponsor

Approved by: [Signature] Date: 10/21/24

Principal

Approved by: [Signature] Date: 10-28-24

Director of Schools



Travel Request

Linking Learning to Life

Organization: Princ of Machining I Destination: Marelli

Date of Trip: 10/30/2024 Purpose of Trip: Students to see real world applications

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 2nd Block Students

(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 Pickloe Date: 10/21/2024
Teacher/Sponsor

Approved by: *Fred Morgan* Date: 10/21/24
Principal

Approved by: *David Powell* Date: 10-21-24
Director of Schools



Travel Request

Linking Learning to Life

Organization: Princ. of Machining IIA Destination: Matrix Drilling
Date of Trip: 10/30/2024 Purpose of Trip: Students to see real world applications
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 Students

(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 Pickle Date 10/21/2024
Teacher/Sponsor

Approved by: [Signature] Date: 10/21/24
Principal

Approved by: [Signature] Date: 10-21-24
Director of Schools



Travel Request

Organization DE Office Mgmt class Destination Petersburg Square Strs

Date of Trip 10/31/24 Purpose of Trip learn about entrepreneurship/business mgmt

Mode of Transportation: school vans

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

<u>Sage Harmon</u>	<u>Charlie Coble</u>	<u>Mathieu Stump</u>
<u>Gracie Shaddy</u>	<u>Rachel Taylor</u>	<u>Jacob Courtemanche</u>
<u>Joseth Palma</u>	<u>Alex Cardin</u>	<u>Tyler Olar</u>
<u>Molly Wells</u>	<u>Conner Lankford</u>	<u>Peyton Fowler</u>

(Use back if more space is needed)

School System Participants (please print):

<u>Vicky Carlton</u>	_____	_____
<u>Karen Stewart</u>	_____	_____

(Use back if more space is needed)

Volunteer Participants (please print):

_____	_____	_____
_____	_____	_____

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by: Vicky Carlton Date: 10/21/24
Teacher/Sponsor

Approved by: [Signature] Date: 10/21/24
Principal

Approved by: [Signature] Date: 10-29-24
Director of Schools



Travel Request

Organization DE Office Mgmt class Destination The Cypress Cafe

Date of Trip 10/28/24 Purpose of Trip learn about entrepreneurship/business mgmt

Mode of Transportation: school vans

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

<u>Sage Harmon</u>	<u>Charlie Coble</u>	<u>Mathieu Stump</u>
<u>Gracie Shaddy</u>	<u>Rachel Taylor</u>	<u>Jacob Courtemanche</u>
<u>Joseth Palma</u>	<u>Alex Cardin</u>	<u>Tyler Olar</u>
<u>Molly Wells</u>	<u>Conner Lankford</u>	<u>Peyton Fowler</u>

(Use back if more space is needed)

School System Participants (please print):

Vicky Carlton

Karen Stewart

(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: Vicky Carlton Date: 10/21/24

Teacher/Sponsor

Approved by: [Signature] Date: 10/21/24

Principal

Approved by: [Signature] Date: 10-29-24

Director of Schools



Travel Request

Organization MCHS Senior class Destination Tenn Pinn Alley, Columbia, TN

Date of Trip 11/11/2024 Purpose of Trip Senior Reward trip

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

See attached list

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer Laune Crowell, Travis Hillis, Lacy Hooten,
Kim Anderson Hunter Newton, Melanie Uggelt, Vanessa Sweeney,
Ryan Henry

(Use back if more space is needed)

Volunteer Participants (please print):

None

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No
(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: Russ Hooten Date: 10/28/2024
Teacher/Sponsor

Approved by: [Signature] Date: 11/4/24
Principal

Approved by: [Signature] Date: 11-7-24
Director of Schools



Linking Learning to Life

Travel Request

Organization FFA Destination 304 W Thompson Ln, Murfreesboro, TN
 Date of Trip 11/12/24 Purpose of Trip Career Development Event - Horse Evaluation
 Mode of Transportation: School van

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

Audrey Hobbs
Kaly Hinds
Brooks Sneed
Chris Ann Richter
 (Use back if more space is needed)

School System Participants (please print):

Virginia Stephens
 (Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

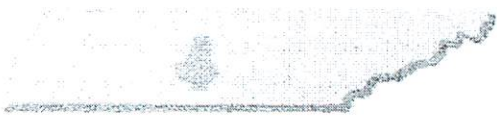
Have the Volunteer Participants been fingerprinted? Yes No
 (See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

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

Travel Requested by: Virginia Stephens Date: 10/28/24
 Teacher/Sponsor

Approved by: [Signature] Date: 10/31/24
 Principal

Approved by: Carol Lovell Date: 10-31-24
 Director of Schools



Travel Request

Linking Learning to Life

Organization: welding 2nd block Destination: Talos

Date of Trip: 11/13/24 Purpose of Trip welding in the workplacs

Mode of Transportation: school bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

Student list attached _____

(Use back if more space is needed)

School System Participants (please print):

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by Cody Gibson Date: 11/7/24
Teacher/Sponsor

Approved by: Frank Musgrove Date: 11/8/24
Principal

Approved by: Carol Lovell Date: 11-8-24
Director of Schools



Travel Request

Organization CTE classes Destination Simply Southern ; Cornersville

Date of Trip 5/11/23 11-14-24 Purpose of Trip entrepreneurship, ag business, nutrition

Mode of Transportation: 1 bus 12:40-2:20

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):
attached

(Use back if more space is needed)

School System Participants (please print):

Vicky Carlton Virginia Stephens

Lauren Briggs

(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: Vicky Carlton Date: 11/5/24
Teacher/Sponsor

Approved by: [Signature] Date: 11/7/24
Principal

Approved by: [Signature] Date: 11.7.24
Director of Schools



Travel Request

Linking Learning to Life

Organization MCHS Mentor Class Destination IGA Grocery

Date of Trip 11-15-24 Purpose of Trip life skills activity - shopping with a budget

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

See roster

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer Terry Kilgallon
Jennifer Tucker

(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: Mary Brewer Date: 11/7/24
Teacher/Sponsor

Approved by: [Signature] Date: 11/7/24
Principal

Approved by: [Signature] Date: 11-8-24
Director of Schools



Travel Request

Organization FHS FFA Destination CHES

Date of Trip 11/18-22/24 Purpose of Trip National Ag Lit wk

Mode of Transportation: van

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

FFA members

(Use back if more space is needed)

School System Participants (please print):

Blount

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by: [Signature] Date: 10/29/24
Teacher/Sponsor

Approved by: [Signature] Date: 10/30/24
Principal

Approved by: [Signature] Date: 10-30-24
Director of Schools



Travel Request

Organization 6th SMAK Destination Vanderbilt Children's Hospital/Tennessee Museum
 Date of Trip Nov 22nd Purpose of Trip promote community and serve
 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):

SMAK Students

(Use back if more space is needed)

School System Participants (please print):

Chloe Bishop Shannon Krug
Sheila Edde Sara Fuller

(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: Chloe Bishop Date: 10-29-24
 Teacher/Sponsor

Approved by: Robert J. Reardon Date: 10.29.24
 Principal

Approved by: David Powell Date: 10-29-24
 Director of Schools



Travel Request

Linking Learning to Life

Organization MCHS- ACT Stars Destination UT Martin

Date of Trip November 26, 2024 Purpose of Trip Tour college - promote opportunities

Mode of Transportation: Bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

Will have a list closer to time

(Use back if more space is needed)

School System Participants (please print):

Jeanne Wiles

Kendell Hardison

(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: Jeanne Wiles Date: 11/11/2024

Teacher/Sponsor

Approved by: [Signature] Date: 11/11/24

Principal

Approved by: [Signature] Date: 11-11-24

Director of Schools



Travel Request

Organization Chapel Hill Elem. Destination Capri Theater Shelbyville

Date of Trip 12/2/24 Purpose of Trip 2nd grade to the movies

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):

CHES 2nd Grade

(Use back if more space is needed)

School System Participants (please print):

Melissa McClaran Sara Harris Natalie Lampley Courtney Lowe
Crystal Smith Shawna Bourne Kendra Burkett
(Use back if more space is needed) Amanda Chilton

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: Melissa McClaran Date: 11/6/24
Teacher/Sponsor

Approved by: [Signature] Date: 11/6/24
Principal

Approved by: [Signature] Date: 11-6-24
Director of Schools



Travel Request

Organization SMAC Destination Cool Springs Walmart

Date of Trip 12-6-24 Purpose of Trip Angel Tree Shopping

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):

SMAC Club Students

(Use back if more space is needed)

School System Participants (please print):

Chloe Bishop Sara Fuller

Sheila Edde Leah Mitchell

(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: Chloe Bishop Date: 10-23-24
Teacher/Sponsor

Approved by: Robert J. Reasoner Date: 10-28-24
Principal

Approved by: Greg Small Date: 10-28-24
Director of Schools



Travel Request

Organization 5th grade SMAK Destination Las Fiestas - Chapel Hill
Lewisburg Walmart

Date of Trip 12.6.24 Purpose of Trip Angel Tree Shopping

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):

(Use back if more space is needed)

School System Participants (please print):

Tara Stacey Carrie Thrasher
Leah Mitchell Shawn Rollins

(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: Tara Stacey Date: 10.29.24
Teacher/Sponsor

Approved by: Robert J. Reasoner Date: 10.29.24
Principal

Approved by: Carol Lovell Date: 10-29-24
Director of Schools



Travel Request

Organization CHES-Kindergarten Destination Capri Theater - Shelbyville

Date of Trip Dec. 6, 2024 Purpose of Trip Moana 2 - Winter Field Trip

Mode of Transportation: 2 Buses

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

All K Students

(Use back if more space is needed)

School System Participants (please print):

Stacey, Walls Pendley, Whitley SPED assistant
Townsend, Rollins Clark, Lewis Helmick

(Use back if more space is needed)

Volunteer Participants (please print):

None

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No n/a

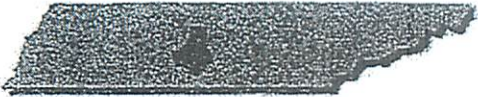
(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

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

Travel Requested by: C. Whitley Date: 11/1/24
Teacher/Sponsor

Approved by: Dawn Kirley Date: 11/4/24
Principal

Approved by: Carol Linnell Date: 11-4-24
Director of Schools



Travel Request

Linking Learning to Life

Organization SDC Intro. to Education Destination OGES

Date of Trip 12-6-24 Purpose of Trip final hour to get required time

Mode of Transportation: bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

See roster

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by: Mary Brewer Date: 11-7-24
Teacher/Sponsor

Approved by: [Signature] Date: 11/7/24
Principal

Approved by: [Signature] Date: 11-8-24
Director of Schools



Linking Learning to Life

Travel Request

Organization FFA Destination James E Ward Ag Center, Lebanon, TN
 Date of Trip 12/12/24 Purpose of Trip Meats Evaluation Career Development Event
 Mode of Transportation: School Van

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

Landon Garrett Brayden Burns
Brody Gibson
Chris Ann Richter
Ava Cashin

(Use back if more space is needed)

School System Participants (please print):

Virginia Stephens

(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: Virginia Stephens Date: 10/29/24
 Teacher/Sponsor

Approved by: [Signature] Date: 10/31/24
 Principal

Approved by: Carol Lovell Date: 10-31-24
 Director of Schools



Travel Request

Organization 6th gr. Destination Capri Theater, Shelbyville

Date of Trip Fri., Dec. 13, 2024 Purpose of Trip Reward & Horton Park for lunch

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):

6th gr. Class

School System Participants (please print):

6th gr. teachers

Volunteer Participants (please print):

None

Have the Volunteer Participants been fingerprinted? N/A Yes No

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

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

Travel Requested by: Sheik Edde Date: 10/28/24
Teacher/Sponsor

Approved by: Robert J. Reasonover Date: 10.29.24
Principal

Approved by: Carol Powell Date: 10.29.24
Director of Schools



Travel Request

Linking Learning to Life

Organization Leo Club - ^{selected} Non-tested members Destination TN School for the Blind
Winn's / Leo TN School for the Blind Program
Date of Trip 12-13-24 Purpose of Trip Angel Tree Shopping

Mode of Transportation: Van

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

To be determined

5-6 non-tested

students

(Use back if more space is needed)

School System Participants (please print):

Lorrie Clark

(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? N/A Yes No
(See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

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

Travel Requested by: Lorrie Clark Date: 11-5-24
Teacher/Sponsor

Approved by: [Signature] Date: 11/6/24
Principal

Approved by: [Signature] Date: 11-7-24
Director of Schools

Travel Request

Organization 5th grade Destination Capri Theatre

Date of Trip 12.13.24 Purpose of Trip Christmas gift

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):

(Use back if more space is needed)

School System Participants (please print):

Benee Graves Shawn Rollins Anna Wright
Jamie Morgan Tara Stacey Carrie Thrasher

(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: Shawn Rollins Date: 11.8.24
Teacher/Sponsor

Approved by: [Signature] Date: 11/8/24
Principal

Approved by: [Signature] Date: 11-8-24
Director of Schools



Travel Request

Organization 7th Grade Destination Tenn Pin Alley

Date of Trip Dec 16 Purpose of Trip Reward

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):

7th Grade Students

(Use back if more space is needed)

School System Participants (please print):

R Franklin M. Wiles H. Roberson

K. Fears k. LeMay L. Carter

(Use back if more space is needed) S. Galaduro

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: Rhonda Frankli Date: 11/4/24
Teacher/Sponsor

Approved by: MO Date: 11/4/24
Principal

Approved by: Carol Lovell Date: 11-5-24
Director of Schools



Travel Request

Organization 8th/Grade Destination Sky Zone (Brentwood
1647 Mallory Lane)
 Date of Trip Dec. 19 Purpose of Trip Student reward
 Mode of Transportation: buses + van

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

8th/grade

(Use back if more space is needed)

School System Participants (please print):

Lee Perryman N. Curry S. Moree M. Mickersm
Shelby Lightfoot K. Stacey C. Whitson

(Use back if more space is needed)

Volunteer Participants (please print):

n/a

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by: Mary Mickersm Date: 11/1
 Teacher/Sponsor

Approved by: [Signature] Date: 11/4/24
 Principal

Approved by: [Signature] Date: 11-5-24
 Director of Schools



Travel Request

Organization Yearbook Forrest Destination Jostens Plant

Date of Trip 1/14/25 Purpose of Trip Plant 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):

YB Staff

(Use back if more space is needed)

School System Participants (please print):

Mrs Blount
Mrs Swift

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by: [Signature] Date: 10/29/24
Teacher/Sponsor

Approved by: [Signature] Date: 10/30/24
Principal

Approved by: [Signature] Date: 10-30-24
Director of Schools

Marshall County Board of Education

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

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

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

Legal References

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

Cross References

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



REQUEST FOR USE OF _____
(SCHOOL)

Area/Room of the building requested Room A103

Name/Type of event to be held afterschool tutoring

Date of the event 3 possibly 4 days a week M-W or Th Time 3:05-3:45

Organization/Person requesting use Debbie Harwell

Name of insurance company School employee Amount of coverage _____
*Minimum coverage of \$1,000,000 required

Contact person for organization using building _____

Address _____ Phone _____ Cell 931-205-3837

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 Debbie Harwell Date 10-28-24

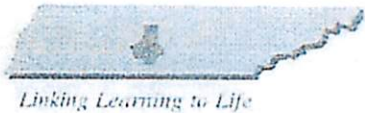
Signature of principal [Signature] Date 10.28.24

Signature of Director of Schools for approval [Signature] Date 10-28-24

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 \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF _____
(SCHOOL)

Area/Room of the building requested FOURREST GYM

Name/Type of event to be held JK PRO BASKETBALL

Date of the event NOV. 15th - APRIL 30th 2025 Time M-F 5PM-9PM

Organization/Person requesting use JESSICA PRESTON SAT 8AM-6PM
SUN 1:00 PM - 7PM

Name of insurance company LOOMIS & LAPANN Amount of coverage 1,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building JESSICA PRESTON

Address 3565 WARNER RD 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 _____ Date 10-8-24

Signature of principal _____ Date 10/22/24

Signature of Director of Schools for approval _____ Date 10-23-24

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.



REQUEST FOR USE OF Cornersville High School
(SCHOOL)

Area/Room of the building requested old gym

Name/Type of event to be held CMS Halloween Dance

Date of the event Saturday, Nov. 2 Time 6:00-8:00

Organization/Person requesting use CMS Cheer

Name of insurance company _____ Amount of coverage _____

Contact person for organization using building Reva Pierceall / Trina Blalock
*Minimum coverage of \$1,000,000 required

Address _____ Phone 675-0814 Cell Trina 993-9462

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 10-22-24

Signature of principal [Signature] Date 10/22/24

Signature of Director of Schools for approval [Signature] Date 10-22-24

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.

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REQUEST FOR USE OF Marshall County High School
(SCHOOL)

Area/Room of the building requested MCHS Parking Lot Area
Name/Type of event to be held Veterans Day Parade Staging Area
Date of the event November 11, 2024 Time 9:00-10:30
Organization/Person requesting use Marshall County Gov't
Name of insurance company Local Government Ins. Pool Amount of coverage See Attached.
Contact person for organization using building Mayor Mike Kern *Minimum coverage of \$1,000,000 required
Address 1108 Courthouse Annex
Lewisburg, TN Phone 931-354-1279 Cell 931-814-0031

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 Mike Kern Date 11-6-24
Signature of principal John [Signature] Date 11/8/24
Signature of Director of Schools for approval Carol Powell Date 11-8-24

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REQUEST FOR USE OF MARSHALL CO. HIGH SCHOOL
(SCHOOL)

Area/Room of the building requested Parking lot / behind Cafeteria + band room
 Name/Type of event to be held Veterans Parade
 Date of the event Nov. 11, 2024 Time 10 AM
 Organization/Person requesting use City of Lewisburg
 Name of insurance company Public Entity Partners Amount of coverage _____
 Contact person for organization using building Ban Ainslip Minimum coverage of \$1,000,000 required
 Address 131 E. Church St. Phone (931) 359-1544 Cell (931) 993-8916

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 11/6/2024
 Signature of principal [Signature] Date 11/8/24
 Signature of Director of Schools for approval [Signature] Date 11-8-24

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Linking Learning to Life

REQUEST FOR USE OF DHIS
(SCHOOL)

Area/Room of the building requested Gym

Name/Type of event to be held Ties & Tiaras (Father Daughter Dance)

Date of the event Nov. 15th & Nov. 16th Time Nov. 15: 4:00-? Nov. 16: All day

Organization/Person requesting use FHS Cheer - Kendra Burkett

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

Contact person for organization using building Kendra Burkett

Address 1606 Christi Ave. Phone _____ Cell 931-627-2344

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Kendra Burkett

Signature of principal Robert J Reasoner

Signature of Director of Schools for approval Carol Lovell

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11. School facilities may not be used for religious purposes on a permanent basis (over 6 months).



REQUEST FOR USE OF Chapel Hill Elementary
(SCHOOL)

Area/Room of the building requested K-1 softball field

Name/Type of event to be held softball practice

Date of the event January 2025 - July 2025 Time M-Sunday 3-8 pm

Organization/Person requesting use Nicole Lowe

Name of insurance company Sadler Amount of coverage \$1,000,000

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

Contact person for organization using building Nicole Lowe - CHYBSL (Vicki Hazel)

Address 8492 Bradynville Pike Murfreesboro, TN 37127 Phone 931-631-8838 Cell 931-209-6131

RESPONSIBILITY OF PERSON REQUESTING USE

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Signature of person requesting use Nicole Lowe

Date 11/1/24

Signature of principal Dawn Harley

Date 11/4/24

Signature of Director of Schools for approval Paul Borrell

Date 11-5-24

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REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested Aux Gym

Name/Type of event to be held Alumni Trivia Night

Date of the event Jan 24th - Jan 25th, 2025 Time 1:00 pm - 11:00 pm
1/24 - 1/25

Organization/Person requesting use Alumni Association

Name of insurance company Collins & Miller Amount of coverage 1,000,000

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

Contact person for organization using building Kelly Jerik

Address _____ Phone _____ Cell 931-308-0546

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 10/24/24

Signature of principal [Signature] Date 10/28/24

Signature of Director of Schools for approval [Signature] Date 10-30-24

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REQUEST FOR USE OF Forrest School
(SCHOOL)

Area/Room of the building requested Forrest School Auxiliary Gym

Name/Type of event to be held Middle School Valentino's Dance

Date of the event Friday, February 14, 2025 Time 6-8pm

Organization/Person requesting use FMS Student Council

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building _____

Address _____ Phone _____ Cell _____

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Signature of person requesting use Heather Robertson Date 11-4-24

Signature of principal [Signature] Date 11/4/24

Signature of Director of Schools for approval Carol Spradell Date 11-5-24

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REQUEST FOR USE OF Lewisburg Middle School
(SCHOOL)

Area/Room of the building requested Theater Grand March
Name/Type of event to be held Sub Deb Sorority Rehearsal & Walk Out
Date of the event March 21 4-6pm, 22nd 4-6:30pm, 2025
Organization/Person requesting use Sub Deb Sorority
Name of insurance company Collins & Miller Ins. LLC Amount of coverage 2,000,000.
*Minimum coverage of \$1,000,000 required
Contact person for organization using building Jen Haley
Address 920 Dorries Lane, Lewisburg Phone _____ Cell 916 955 4664

RESPONSIBILITY OF PERSON REQUESTING USE

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Signature of person requesting use Jen Haley Date 8-23-24
Signature of principal Charles [Signature] Date 11-11-24
Signature of Director of Schools for approval Special Lovell Date 11-12-24

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