

# Regular Board Meeting

December 9, 2024 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Citizen to Address the Board	
3. Recognitions	
1. 2023-2024 Retiree - Clara Smith	Jacob Sorrells, Jennie Carroll
2. Cornersville High School - Hannah Grover, Austin Huff	Jacob Sorrells, Brent Adcox
3. Forrest High School - Abigail Armstrong	Jacob Sorrells, Angie Phifer
4. Public Comment	
5. Transportation Update	Jeremy Austin, Jacob Sorrells, Tres Beasley
6. Committee Reports/Schedule Committee Meetings	
1. Policy Committee Meeting - December 3, 2024	Andy Woodard, Jacob Sorrells
7. Consent Agenda	
1. Minutes	
8. Bus Engine Bids	Jacob Sorrells, Chris Lowe, Jeremy Austin
9. New Business	
10. Director's Report	Jacob Sorrells
1. Maintenance Truck	Jacob Sorrells, Chris Lowe, Dwayne Robinson
2. Vans	Jacob Sorrells, Chris Lowe, Jeremy Austin
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: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>07/12/21</b>
		Rescinds: <b>1.403</b>	Issued: <b>11/09/20</b>

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

## 1 APPEALS TO THE BOARD

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

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

## 8 APPEARING BEFORE THE BOARD

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

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

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

19 Guidelines for individuals who address the Board:

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

1 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
 2 the office of the director of schools.

3 Public Comment Period <sup>2</sup>

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

11  
 12  
 13  
 14  
 15  
 16

---

Legal References:

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

Cross References:

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

# Marshall County Board of Education

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

## 1 APPEALS TO THE BOARD

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

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

## 8 APPEARING BEFORE THE BOARD

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

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

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

19 Guidelines for individuals who address the Board:

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

1 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
 2 the office of the director of schools.

3 Public Comment Period <sup>2</sup>

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

11  
 12  
 13  
 14  
 15  
 16

---

Legal References:

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

Cross References:

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

## 2024-2025 Bus Garage Info

### Total Bus Positions:

#### Full Time Positions: 53

- Full Time Drivers: 47
  - Open Full Time Driver or Sub Driver Positions: 3
    - Currently training 1, Application submitted on 12/2 for another trainee.
- Full Time SPED Aids: 6
- ½ Day Aids: 2

### Total Routes: 43

- Cornersville: 7
- Lewisburg: 24 19 and 5 SPED Routes
- Chapel Hill: 12 10 and 2 SPED Routes

### Buses: 67

- Route buses: 45
- Sub Buses: 12 (11-90 Passenger, 1-Sped Buses)
- Mechanical Issues out of service: 1 (Engine repair, waiting on bid to close)
- Mechanical Issues out of service: 3 (Engine Repair)
- Retired out of service: 2
  - 2003 SPED and 2006 90 Passenger: exceeded the 18 yr 200,000 Mile allowance last school yr)
- New Buses: 4 (3-90 Passenger and 1 SPED Bus)
  - Bus become extended at year 16 of service date
    - 15 yr old buses can go up to 400k before going out of service
    - 18 yr old buses can go to 200k before going out of service

### Daily Routes:

- Students Hauled:
  - SPED: 55-60
  - Cornersville: 265
  - Chapel Hill: 680
  - Lewisburg: 1215
  - Total: (+/-) 2215
- Estimated Daily Mileage:
  - SPED: 225
  - Cornersville: 225
  - Chapel Hill: 275
  - Lewisburg: 480
  - Total: (+/-) 1205

### Trips: Athletic/Field trips etc

- July: 10
- August: 59
- September: 63
- October: 72
- November: 54
- December: 45

# Marshall County Board of Education

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

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.<sup>1</sup> 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.<sup>2</sup>
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32

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

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

# Committees for 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: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>12/09/24</b>
		Rescinds: <b>6.310</b>	Issued: <b>08/12/24</b>

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

## 8 General Requirements

9 Depending on the grade configuration in each school and age of the student, school administrators are  
10 responsible for enforcing the following standard school attire in a fair manner while applying common  
11 sense. Violations will be handled in accordance with this policy.

- 12 1. Sleeveless shirts must have straps at least 3 fingertips wide. Shirts that expose large amounts of  
13 skin under the arms or expose undergarments are not allowed. Chest and midriff must be  
14 covered.
- 15 2. Shorts, skirts, dresses, and skorts must not be shorter than ~~mid-thigh~~ **4 inches above the knee.**  
16 ~~Mid-thigh is defined as where the fingertips touch the legs when arms are fully extended.~~
- 17 3. Bottom wear must be worn securely around the waist – no sagging.
- 18 4. Clothing must be free of holes, rips or tears that show skin above mid-thigh.
- 19 5. Visible undergarments (bras, underwear, etc.) are not allowed.
- 20 6. Shoes must be worn at all times.
- 21 7. Clothing must be size appropriate and worn in the manner it was designed to be worn.
- 22 8. Nothing is to be worn on heads.
- 23 9. Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.

24 Students will be sent to the Principal or designated administrator to make the final judgement concerning  
25 dress and appearance.

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

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

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

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

8 ***Alternative School***

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

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

Legal References:

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

Cross References:

- Discipline Procedures 6.313  
 Suspension/Expulsion/Remand 6.316

# Marshall County Board of Education

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

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

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of  
2 the Board.<sup>1</sup> 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.<sup>2</sup> The minutes shall become permanent records of the Board and  
5 shall be made available to interested citizens and the news media upon request.<sup>2,3</sup> 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.<sup>4</sup>

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;<sup>2</sup>
- 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;<sup>2</sup>
- 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

---

November 11, 2024

The Marshall County Board of Education met in regular session on Monday, November 11, 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, Heidi McElhaney and Andy Woodard. No members were absent.

Pledge/Prayer

Ms. McElhaney made a motion, with a second by Ms. Bishop, to approve the agenda. The motion passed 9-0.

Director Jacob Sorrells and Cornersville High School principal Brent Adcox recognized Garrett Webster for being listed as a “Commended Student” by the 2025 National Merit Scholarship Program.

Director Jacob Sorrells and Marshall County High School principal Justin Perry recognized Kristina Rogers for leading the State of TN last year in the State Dual Credit Psychology challenge exam pass rate.

Director Jacob Sorrells, Westhill Elementary School principal Carrie Utterback and Transportation Supervisor Jeremy Austin recognized school bus driver Ms. Julie Shonk and 5<sup>th</sup> grade student DeShone Thomas for taking charge when a medical emergency occurred on the bus.

There was no public comment.

A work session for policy and maintenance was set for December 3<sup>rd</sup> at 6:00 p.m.

Transportation Supervisor Jeremy Austin will give a transportation update at the December meeting.

Presented under Consent Agenda: October 21, 2024, board meeting minutes. Mr. Herron made a motion, with a second by Ms. Grissom, to approve the consent agenda. The motion passed 9-0.

Mr. Jones made a motion, with a second by Ms. McElhaney, to approve the 2025-2026 school year calendar. The motion passed 9-0.

Ms. Grissom made a motion, with a second by Ms. Gold, to approve the 2026-2027 school year calendar. The motion passed 9-0.

Mr. Herron made a motion, with a second by Ms. Grissom, to pass a resolution in opposition of school vouchers. The motion passed 9-0.

There was no new business.

During the Director’s Report, Mr. Jones made a motion, with a second by Ms. Gold to approve the Federal Budget Revision #1 of the Perkins Grant. The motion passed 9-0.

Mr. Sorrells mentioned the Christmas Bazaar sponsored by the Art Guild. He thanked the Veterans for their service. He also thanked the principals for supporting the programs in honor of the Veterans. Ms. Cathey encouraged board members to attend the TSBA conference next year.

The meeting adjourned at 6:22 p.m.

Respectfully Submitted,

---

Julie Keny Cathey, Chair

---

Jacob Sorrells, Director

November 18, 2024

The Marshall County Board of Education met in a special called meeting on Monday, November 18, 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 (electronically), Harvey Jones, Heidi McElhaney and Andy Woodard. No members were absent. Mr. Herron had car trouble therefore he attended the entire meeting electronically. Board Chair Ms. Cathey recognized Mr. Herron.

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

Mr. Jones made a motion, with a second by Ms. Bishop, to table the director's contract for further discussion. The motion failed 4-5; Ayes: Betsy Bishop, Julie Keny Cathey, Tresha Grissom and Harvey Jones. Nays: John Daniel Allen, Kristen Gold, Mike Herron, Heidi McElhaney and Andy Woodard.

Ms. Gold made a motion, with a second by Ms. McElhaney, to approve the director's contract. The rules were suspended twice for Mr. Keith Hollingsworth to speak. The motion passed 8-1; Mr. Jones voted no.

The meeting adjourned at 6:31 p.m.

Respectfully Submitted,

---

Julie Keny Cathey, Chair

---

Jacob Sorrells, Director

**Bid Sheet for Bus Engine**

December 4, 2024, 9:00 am CST

Company Name: West Power Services

Price \$34,592.56

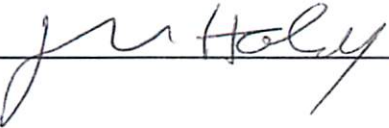
Company Name: Cummins Inc.

Price \$33,177.17

Company Name \_\_\_\_\_

Price \_\_\_\_\_

Chris Lowe 

Jen Haley 

**West Power Services**

902 Murfreesboro Pike  
 Nashville, TN 37217  
 accounting@westpowerservices.com  
 615-742-6195



**WEST POWER SERVICES**  
*Fleet Maintenance Solutions*

Estimate **T-26917**

Date: **12/3/2024**

**Bill To**  
 Marshall County School Garage  
 1595 Old Columbia Road  
 Lewisburg, TN 37091

**Remit Payment To**  
 West Power Services - MURF  
 902 Murfreesboro Pike  
 Nashville, TN 37217

Service Order	Purchase Order	Authorizer
T-26917		Ricky Hitchcock

Item	Description	Quantity	Rate	Amount
------	-------------	----------	------	--------

**Complaint:** Replace the engine with a complete engine assembly, swap all components to the new engine, install back in the chassis, full PM service with fresh coolant. Test drive for any issues.

\*\*\*\*\* This will require a down payment of \$25,000.00 to order parts with the remainder due at time of completion & pick of the unit.\*\*\*\*\* This is sight unseen, reflects good core & subject to change.

**Cause:** .

Labor	<b>Recommended Correction:</b> Engine / General / Replace the engine with a complete engine assembly, swap all components to the new engine, install back in the chassis, full PM service with fresh coolant. Test drive for any issues. ***** This will require a down payment of \$25,000.00 to order parts with the remainder due at time of completion & pick of the unit.***** This is sight unseen, reflects good core & subject to change.	38.00000	\$149.00	\$5,662.00
Parts	Engine Assembly - A	1	\$27,809.98	\$27,809.98
Parts	Fuel Filter-Frame- - A	1	\$68.47	\$68.47
Parts	Air Filter - A	1	\$194.24	\$194.24
Parts	Antifreeze - A	12	\$15.99	\$191.88
Parts	Chassis Grease - A	1	\$15.99	\$15.99
Parts	Misc hoses, gaskets & etc - A	1	\$500.00	\$500.00
<b>Subtotal</b>				\$34,442.56

Shop Supplies \$150.00

**Unit:** 5896 **VIN:** 1T88U9E28F1275896  
 2015 Thomas MVP-EF (Engine Front)  
**Chassis:** 1 Miles

<b>Labor</b>	\$5,662.00
<b>Parts</b>	\$28,780.56
<b>Subtotal</b>	\$34,592.56
Tennessee (9.25% of \$34,592.56)	\$3,199.81
<b>Total</b>	\$37,792.37

\*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

**Down Payment** - In the event that your estimate exceeds a pre-determined threshold by West Power Services, a down payment may be required of you before any parts are ordered & any work is performed on your vehicle. The service writer / manager will request of you a down payment that will be applied to the final amount of your invoice if one is necessary and

provide you a receipt of such.

**Additional Work** - The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. If additional work and/or parts are required for your vehicle, West Power Services will contact you for further authorization on the matter.

**Parts Scarcity and Delays** - Occasionally, some parts are difficult to acquire whether it is due to the part being on national back order or the part is no longer manufactured / obsolete (more common with older vehicles), or other typically unforeseen circumstances. In the event that West Power Services encounters issues with locating a specific part, the service writer / manager will contact you on a regular basis to update you as necessary. If the projected availability of the part remains unknown for an extended period of time, West Power Services may seek other ways to remedy your vehicles issue which may sometimes include outsourcing specific tasks or identifying sufficient substitutes to return your vehicle to proper working order. By signing this estimate, you understand that these are very unforeseen circumstances that can cause undesirable delays for your vehicles return.

**Storage Fees** - Storage fees will be assessed after a vehicle remains at a West Power Services facility for a period of 7 calendar days after the vehicle has been completed or an authorization request to perform services has been sent with no response. Storage fees shall be charged at a rate of \$20 per day. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case of fire, theft, or any other cause beyond our control.

**Warranties** - Any warranties on the parts and accessories sold hereby are made by the manufacturer. West Power Services offers a 90 day labor warranty for any issues developing out of relation to workmanship quality. Customer agrees to contact and inform West Power Services of any issues relating to the work performed out of this invoice with 1 business day of the occurrence. Customer agrees to bring the vehicle back to West Power Services for any warranty claims resulting out of the repairs listed in this invoice.

Other terms and conditions as applicable. You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work and agree to pay the bill in full upon completion. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this estimate once authorization has been received and work has begun on your vehicle until the balance is settled in full.

**Customer Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Sales and  
Service**

November 26<sup>th</sup>, 2024

RE: Bus Engine Replacement

To Whom it May Concern,

Cummins Inc. (dba Cummins Sales and Service) is pleased to provide the following proposal for Marshall County Board of Education's solicitation for 'Bus Engine Replacement'. Should there be any questions as the proposal is reviewed, please do not hesitate to reach out to our team. Please the contact information for key personnel below. We look forward to hearing the results of this opportunity. Thank you for your consideration!

**Name:** Mark Gamber (PRINCIPAL POINT OF CONTACT)

**Title:** Bus Account Executive

**Phone:** 832-745-2075

**E-mail:** [mark.gamber@cummins.com](mailto:mark.gamber@cummins.com)

**Name:** Lauren Stanislav

**Title:** Senior Bid Admin

**Phone:** 515-985-8390

**E-mail:** [ohbids@cummins.com](mailto:ohbids@cummins.com)

Sincerely,

A handwritten signature in cursive script that reads 'Lauren Stanislav'.

Lauren Stanislav  
Senior Bid Admin



## PRICING PROPOSAL

---

There are two options for replacing the bus engine listed below. Both include all fluids, new filters, chassis lubrication, and test drive.

Ref ESN: 73595597

<b>Option 1</b>	<b>New Replacement Engine – 5yr/100k miles new engine warranty</b>
	New ISB6.7 240 \$25,436.07
	<u>Installation Labor</u> \$7,741.10

Total \$33,177.17  
(Engine lead time is approx. 60-85 days)

<b>Option 2</b>	<b>Remanufactured Cummins Recon Engine – 2yr/100k Recon warranty</b>
	Recon DR8827RX ISB6.7 \$23,925.22
	Core Charge \$5,400.00
	Core once returned -\$5,400.00 -assuming core is good.
	<u>Installation Labor</u> \$7,741.10

Total \$31,666.32  
(Engine lead time is approx. 45+ days)

\*\*Customer is responsible for getting bus to & from Cummins shop in Nashville.

\*\*Customer is responsible for providing Tax Exemption status form prior to work.



**Sales and  
Service**

## W-9

---

Please find to follow Cummins Inc.'s W-9.

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

See specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Cummins Inc.</b>				
2 Business name/disregarded entity name, if different from above				
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input checked="" type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____		<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
<input type="checkbox"/> Other (see instructions) ▶		Exemption from FATCA reporting code (if any) _____		
5 Address (number, street, and apt. or suite no.) See instructions. <b>PO Box 772639</b>		Requester's name and address (optional)		
6 City, state, and ZIP code <b>Detroit, MI 48277-2639</b>		(Applies to accounts maintained outside the U.S.)		
7 List account number(s) here (optional)				

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	5	-	0	2	5	7	0	9	0

## Part II Certification

- Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
  2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
  3. I am a U.S. citizen or other U.S. person (defined below); and
  4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <b>Rose Shrestha</b> <small><i>Digitally signed by Rose Shrestha Date: 2024.01.03 11:58:43 -0500</i></small>	Date ▶ <b>1/3/2024</b>
------------------	--	------------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



**Sales and  
Service**

## **CRIMINAL HISTORY RECORDS CHECK**

---

Due to Cummins Inc.'s policies on protection of privacy of employees, specific identifying information about our employees, including employee names or copies of their criminal history records check cannot be shared. Prior to hire, all Cummins employees are subject to a criminal background history check.



## ALCOHOL AND CONTROLLED SUBSTANCES TESTING POLICY

---

Please find to follow a copy of Cummins' Alcohol and Controlled Substances Testing Policy.



CUMMINS INC.

ALCOHOL AND CONTROLLED SUBSTANCES TESTING POLICY  
IN COMPLIANCE WITH THE  
*FEDERAL TRANSIT ADMINISTRATION*

Effective Date: January 5, 2021

## **1.0 Purpose**

Cummins Inc. ("Cummins" or the "Company") is dedicated to the health and safety of our drivers. Additionally, Cummins is required to comply with applicable laws and regulations regarding the use of controlled substances and alcohol in the workplace. Alcohol, drug, and/or other controlled substance use may pose a serious threat to driver health and safety. Therefore, it is the policy of Cummins to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers in the workplace.

The serious impact of alcohol abuse and drug use has been recognized by the federal government, particular as it relates to covered employees performing safety sensitive functions. The Federal Transit Administration (FTA) has issued regulations which require the Company to implement an alcohol and controlled substances testing program for employees performing certain functions.

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Part 655 and Part 40 are available in the drug and alcohol program manager's office and can be found on the internet at the FTA's drug and alcohol Program website: <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

In addition, the DOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

The Company will comply with these regulations and is committed to maintaining a drug-free workplace.

## **2.0 Scope**

- 2.1 This procedure applies to all covered employees in North American Cummins organizations, including North American Cummins subsidiaries and joint ventures in which Cummins has a controlling interest and/or the management responsibility. All joint ventures in which Cummins does not have either management responsibility or controlling interest should have a Department of Transportation (DOT) program in place approved by the Joint Venture Board. Testing of all other employees and applicants for employment is governed by the Cummins Drug and Alcohol Free Workplace Policy.
- 2.2 The words "shall" and "must" in this policy indicate mandatory requirements. The word "should" communicates a preferred approach. Organizations choosing alternative methods must be able to demonstrate that their approach satisfies the intent of Cummins Total Quality System (TQS). "Notes" are used to provide guidance or additional explanation.
- 2.3 This procedure shall be communicated to all non-Cummins entities subject to FTA regulations which have employees operating vehicles displaying the Cummins Inc. Department of Transportation identification number.  
This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4. You are a covered employee if you perform any of the following with respect to vehicles subject to FTA regulations:
  - Operating a revenue service vehicle, in or out of revenue service.

- Operating a non-revenue vehicle requiring a commercial driver's license.
- Controlling movement or dispatch of a revenue service vehicle.
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service.
- Carrying a firearm for security purposes.

A list of covered positions by job title is provided in this policy (see Appendix A - Covered Positions). Testing of all other employees and applicants for employment is governed by the Cummins Drug and Alcohol Free Workplace Policy.

2.4 Compliance with this policy is required as a condition of employment for all employees subject to it.

2.5 References to regulations or legal requirements reflect the applicable FTA regulations or statutes.

### **3.0 Policies**

#### **3.1 Prohibited Behavior**

Cummins strictly prohibits unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (except medically prescribed drugs) in the covered workplace. Disciplinary action will be taken as necessary in accordance with this policy and/or the Cummins global Drug and Alcohol Free Workplace Policy.

An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the designated employer representative (DER) no later than five days after such conviction. Appendix C contains the name, address, and phone number of the DER.

Use of illegal drugs is prohibited during all working times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in Part 40. Although this policy prohibits the use of any illegal drug, testing will be done only for the following substances:

- Marijuana
- Cocaine
- Phencyclidine (PCP)
- Opiates/Opioids
- Amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If

the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### **3.2 Consequences for Violations**

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

#### **3.2.1 Treatment/ Discipline**

Per Cummins policy, except as described below, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test, will receive a final written warning for the first such instance, unless:

- (a) Cummins has first given the employee an opportunity to participate in a drug or alcohol counseling or rehabilitation program, after consultation with appropriate professionals; and
- (b) the employee has either: refused to participate in the counseling or rehabilitation program, or failed to successfully complete the program as evidenced by (i) withdrawal before program completion, (ii) a positive result during treatment, or (iii) a positive test result during the two years after program completion.

An employee whose drug or alcohol test results are positive in connection with a post-accident test required by this policy may be subject to discipline, up to and including termination of employment, depending on the individual facts and circumstances of such accident.

An employee whose drug or alcohol test results are positive (BAC at or above 0.04) after a prior incident of positive results will be discharged.

Prior to an employee being reinstated to safety-sensitive functions following a positive drug or alcohol test result with Cummins, the employee must complete the return-to-duty process required by applicable regulations, including without limitation any treatment or education recommendations of the SAP.

Employees who are required to seek evaluation, treatment, or other rehabilitation efforts may be eligible for a leave of absence in accordance with Cummins policy. Additionally, Cummins benefits may cover all or a portion of the costs associated with such treatment.

### **3.3 Circumstances for Testing**

#### **3.3.1 Pre-Employment**

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

In accordance with Cummins policy, if a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function. Employees may not perform safety sensitive duties until a verified negative drug test has been received.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

#### **3.3.2 Reasonable Suspicion Testing**

All covered employees shall be subject to a drug and/or alcohol test when Cummins has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained Company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. The covered employee's supervisor or another Company official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

If the driver tests 0.02 or greater, but less than 0.04, for alcohol the driver will be removed from all safety-sensitive functions, including driving a CMV, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within 2 hours.

If the test was not administered within 8 hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or Company official who made the observation, will be completed within 24 hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

### **3.3.3 Post-Accident Testing**

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### **Fatal Accidents**

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Cummins using the best information available at the time of the decision, will be tested.

#### **Non-Fatal Accidents**

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

1. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident;
2. One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident; or
3. The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Cummins using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### **3.3.4 Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

#### **Random Testing – End of Shift:**

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Cummins will provide accommodations, in accordance with applicable regulations, to employees who provide advance, verifiable notice of scheduled medical or child care commitments. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be promptly provided.

#### **3.3.5 Return to Duty Testing**

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

Cummins will conduct a return-to-duty test prior to an employee returning to safety-sensitive duty following a failure to pass or refusal to submit to a DOT drug and/or alcohol test (a "DOT violation"). Such an employee has a DOT violation the employee cannot work again in any safety-sensitive function until successfully completing the return-to-duty requirements. Only after the SAP has reported to Cummins that the employee is eligible to return to safety-sensitive duties is Cummins authorized to return the employee to a covered function. However, whether or not to do so is a business decision of Cummins, not the FTA. When Cummins makes the decision to return the employee to safety sensitive duty, Cummins will initiate the order for the return-to-duty test.

A return-to-duty test, as a minimum, will be for the substance associated with the violation. A return-to-duty test may, however, be for both drugs and alcohol. The decision belongs solely to the SAP from information gained during the SAP-evaluation/treatment processes. The results of a return-to-duty alcohol test must be less than 0.02 in order "to count" and allow the employee to return to work. A cancelled test does not meet this criterion and requires a retest; a result greater than 0.02 but less than

0.04 must be retested until the result is less than 0.02; a result of 0.04 or greater is a new, separate violation.

### **3.3.6 Follow-Up Testing**

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

## **3.4 Testing Procedures**

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### **3.4.1 Dilute Urine Specimen**

If there is a negative dilute test result, Cummins will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, §40.67).

### **3.4.2 Split Specimen Test**

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Cummins guarantees that the split specimen test will be conducted in a timely fashion. Any employee requesting a retest of the split specimen will be responsible for the costs of such test. Cummins will reimburse the employee for the retest if the result is ultimately negative.

## **3.5 Test Refusals**

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Cummins;
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test;

- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test;
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen;
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation;
- (6) Fail or decline to take a second test as directed by the collector or Cummins for drug testing;
- (7) Fail to undergo a medical evaluation as required by the MRO or Cummins' DER;
- (8) Fail to cooperate with any part of the testing process;
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test;
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process;
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO;
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF); or
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

### **3.6 Voluntary Self-Refusal**

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DER, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

### **3.7 Prescription Drug Use**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the DER. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

### **3.8 Medical Marijuana**

The DOT and Cummins do not accommodate the use of medical marijuana by DOT-covered employees, even if such use is lawful under applicable state statutes.

### **4.0 APPENDICES**

- **Appendix A – Covered Positions**
- **Appendix B – Receipt of Alcohol and Controlled Substances Testing Policy for Those Employees Subject to the Federal Transit Administration Regulations**
- **Appendix C – Designated Personnel and Service Agents**

## **Appendix A - Covered Positions**

**Mechanics or technicians performing repairs to transit passenger vehicles that are subject to the FTA regulations.**

**Cummins does not utilize volunteers to perform any safety sensitive functions.**

**4.1 Appendix B - Receipt of Alcohol and Controlled Substances Testing Policy for Those Employees Subject to the Federal Transit Administration Regulations**

I certify that I have received and understand the materials explaining the Cummins Inc. Alcohol and Controlled Substances Testing Policy and the requirements of 49 CFR Parts 655 and 40. I may present any questions I may have concerning this policy and these regulations to the company designated employer representative:

Cummins Inc.

\_\_\_\_\_  
Driver's Name (printed)

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

**OTHER CONSIDERATIONS**

1. This policy does not confer any contractual right, either express or implied, to remain in Cummins Inc. employ. Nor does it guarantee any fixed terms and conditions of your employment.
2. The provisions of this policy may be revised without prior notice. Revised policies will be posted as quickly as is practicable.
3. Any statement, whether written or oral, that conflicts with anything contained in this policy is not the policy of Cummins Inc. and is not binding upon Cummins Inc.

**COPY FOR COMPANY**

## **4.2 Appendix C - Designated Personnel and Service Agents**

### **DESIGNATED EMPLOYER REPRESENTATIVE (DER)/ALCOHOL & DRUG PROGRAM MANAGER**

**Name: Jessica Leininger**

**Address: 7401 Church Ranch Blvd, Unit 206 Westminster, CO 80021**

**Phone Number: 720-557-2247**

### **CONSORTIUM/THIRD PARTY ADMINISTRATOR (C/TPA)**

**Name: Axiom Medical**

**Address: 4840 West Panther Creek Drive Plaza 2 Suite 106 The Woodlands, TX 77381**

**Phone Number: 1-877-502-9466**

### **MEDICAL REVIEW OFFICER (MRO)**

**Name: Terri Hellings**

**Address: 2837 South Hampton Road Philadelphia, PA 19254**

**Phone Number: 1-800-624-3784**

### **SUBSTANCE ABUSE & MENTAL HEALTH ADMINISTRATION (SAMHSA/HHS) LABORATORY**

**Laboratory varies depending on SAP used. Contact your SAP for this information as needed.**

### **COLLECTION SITE(s) - DRUG AND BREATH ALCOHOL**

**Name: Various - See Separate List of Facilities per Website**

### **LIST OF APPROVED EVIDENTIAL BREATH TESTING DEVICES (EBTS) UTILIZED:**

**EBT Manufacture Name and Model: Varies by collection facility, the specific model and name will be obtained as needed.**

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

**Name:**

**Address:**

**Phone:**

### **SUBSTANCE ABUSE PROFESSIONAL (SAP)**

**Name: Robert Harelson**

**Phone Number: 925-639-2555**

**Name: Peter Cusimano**

**Phone Number: 650-669-1578**



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck





# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

## Wilson County Motors SWC#209 Vendor#0000000869

### Prepared By:

Sabrina Edwards

Wilson County Motors SWC#209 Vendor#0000000869

615-444-9642

Sabrina@wilsoncountyauto.com

---

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete )

## Price Summary

### PRICE SUMMARY

	VQ2	MSRP
Base Price	\$47,265.60	\$51,600.00
Total Options	(\$2,558.00)	\$960.00
Vehicle Subtotal	\$44,707.60	\$52,560.00
Destination Charge	\$1,995.00	\$1,995.00
<b>Grand Total</b>	<b>\$46,702.60</b>	<b>\$54,555.00</b>


This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete ) 

## Weight Ratings

### WEIGHT RATINGS

Front Gross Axle Weight Rating:	N/A
Rear Gross Axle Weight Rating:	N/A
Gross Vehicle Weight Rating:	10450.00 lbs

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete )

## Selected Model and Options

MODEL			
CODE	MODEL	VQ2	MSRP
CK20743	2025 Chevrolet Silverado 2500HD 4WD Crew Cab 159" Work Truck	\$47,265.60	\$51,600.00

COLORS	
CODE	DESCRIPTION
GAZ	Summit White

EMISSIONS			
CODE	DESCRIPTION	VQ2	MSRP
FE9	Emissions, Federal requirements	\$0.00	\$0.00

ENGINE			
CODE	DESCRIPTION	VQ2	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	\$0.00	\$0.00

TRANSMISSION			
CODE	DESCRIPTION	VQ2	MSRP
MKM	Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)	\$0.00	\$0.00

GVWR			
CODE	DESCRIPTION	VQ2	MSRP
JGD	GVWR, 10,450 lbs. (4740 kg) (STD) (Included and only available with CK20743 model and (L8T) 6.6L V8 gas engine with 17" wheels or CC20753 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels.)	\$0.00	\$0.00

AXLE			
CODE	DESCRIPTION	VQ2	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	\$0.00	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete ) ✔

### PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	VQ2	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00	\$0.00

### WHEELS

CODE	DESCRIPTION	VQ2	MSRP
PYN	Wheels, 17" (43.2 cm) painted steel, Silver (STD)	\$0.00	\$0.00

### TIRES

CODE	DESCRIPTION	VQ2	MSRP
QHQ	Tires, LT245/75R17E all-season, blackwall (STD)	\$0.00	\$0.00

### SPARE TIRE

CODE	DESCRIPTION	VQ2	MSRP
ZHQ	Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QHQ) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QHQ) LT245/75R17E all-season, blackwall tires are ordered.)	Inc.	Inc.

### PAINT

CODE	DESCRIPTION	VQ2	MSRP
GAZ	Summit White	\$0.00	\$0.00

### SEAT TYPE

CODE	DESCRIPTION	VQ2	MSRP
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	\$0.00	\$0.00

### SEAT TRIM

CODE	DESCRIPTION	VQ2	MSRP
H2G	Jet Black, Vinyl seat trim	\$0.00	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete )

## RADIO

CODE	DESCRIPTION	VQ2	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	\$0.00	\$0.00

## ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	VQ2	MSRP
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep/Camper Package.)	\$132.00	\$150.00

## ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	VQ2	MSRP
VQ2	Fleet Processing Option	\$0.00	\$0.00

## CUSTOM EQUIPMENT

CODE	DESCRIPTION	VQ2	MSRP
Assist	Assistance	(\$3,500.00)	\$0.00
Fed Tire	Federal Tire Fee	\$10.00	\$10.00
Service	Service Markup	\$800.00	\$800.00
<b>Options Total</b>		<b>(\$2,558.00)</b>	<b>\$960.00</b>

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete ) ✔

## Standard Equipment

### Package

Trailer Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

### Mechanical

- Durabed, pickup bed
- Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)
- Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)
- Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
- GVWR, 10,450 lbs. (4740 kg) (STD) (Included and only available with CK20743 model and (L8T) 6.6L V8 gas engine with 17" wheels or CC20753 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels.)
- Push Button Start
- Air filter, heavy-duty
- Air filtration monitoring
- Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)
- Auto-locking rear differential
- Four wheel drive
- Cooling, external engine oil cooler
- Cooling, auxiliary external transmission oil cooler
- Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)
- Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)
- Trailer brake controller, integrated
- Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section
- Recovery hooks, front, frame-mounted, Black
- Suspension Package
- Steering, Recirculating Ball with smart flow power steering system
- Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
- Brake lining wear indicator
- Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)
- Exhaust, single, side

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.  
Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete ) ✔

## Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QH) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QH) LT245/75R17E all-season, blackwall tires are ordered.)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailing lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black (Not included on Regular Cab models.)

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

Door handles, Black grained

## Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete ) ✔

## Entertainment

- Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

## Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Vinyl seat trim
- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Rear Seat Reminder (Requires Crew Cab or Double Cab model.)
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- USB Ports, 2, Charge/Data ports located on instrument panel
- Power outlet, front auxiliary, 12-volt
- Air conditioning, single-zone
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview, manual tilt

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete )

## Interior

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

## Safety-Mechanical

Automatic Emergency Braking

Front Pedestrian Braking

StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

## Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

## Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Seat Belt Adjustable Guide Loops, front row only (Included and only available on Crew Cab and Double Cab models.)

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete )

## Safety-Interior

OnStar One Essentials (OnStar One Business Essentials for Fleet) Drive confidently with core OnStar services including select mobile app commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar One Essentials includes select remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. Fleet customers get select remote commands through OnStar Vehicle Insights. For MY25 vehicles, OnStar One Essentials is standard for 8 years; services may require an OnStar paid plan to continue thereafter. See OnStar.com for service descriptions and terms.)

## Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

## WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles


This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



# Wilson County Motors SWC#209 Vendor#0000000869

Sabrina Edwards | 615-444-9642 | Sabrina@wilsoncountyauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete ) 



**Note:Photo may not represent exact vehicle or selected equipment.**

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 23238. Data Updated: Aug 21, 2024 8:33:00 PM PDT.



Line	Qty	Description	Unit Price	Ext. Price
			<b>SubTotal</b>	\$43,283.25
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$43,283.25</b>

Please contact me if I can be of further assistance.

Stellantis will not offer price protection for any 2025MY Government orders.

No 2025MY Government order of any kind (law or non-law) will be released for production until an accompanying Purchase Order or acceptable form of Purchase agreement has been received and verified by Stellantis Government within 30 days of order submission, or the orders will be subject to cancellation.

# Marshall County Board of Education

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

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:<sup>1</sup>

- 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:<sup>2</sup>
  - 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.<sup>3</sup>

#### 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 PURPOSES<sup>4</sup>**

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

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

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

## Legal References:

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

## Cross References:

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



# Fundraiser Authorization

Proposed Fundraising Activity: Santa Dash 5K

Purpose of Fundraiser: to raise money for teachers and students

Fund/Account Name: Youth First

Current balance of fund account \$ 12,642.38 Date 11/12/24

Anticipated date(s) of fundraiser: Beginning 11/13/24 Ending 12/14/24

Expected Student Involvement (schoolwide or specific school organization): run/walk to raise money for the school

Margin of profit (if applicable): anything over cost

Method by which school will receive profit: registration fees

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

Requested by: Stephanie Giles, Youth First President Date: 11/12/24  
Teacher/Club

Approved by: Robert J. Reason Date: 11/12/24  
Principal

Approved by: Carol Powell Date: 11-13-24  
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: MCHS Student Council Leadership Camp

Purpose of Fundraiser: To raise funds for upcoming leadership events and activities to improve school culture and climate

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 6993.35 Date 11-19-24

Anticipated date(s) of fundraiser: Beginning 11/19/2024 Ending 12/14/24

Expected Student Involvement (schoolwide or specific school organization): Student council and community - kids in elementary and middle school

Margin of profit (if applicable): \_\_\_\_\_

Method by which school will receive profit: \$25 per kid registered

How and when will these funds be spent to benefit students/instruction: members of council will develop leadership skills while mentoring future leaders

Requested by: Vanessa Sweeney  
Teacher/Club

Date: 11/18/2024

Approved by: Justin R.  
Principal

Date: 11/19/24

Approved by: Carol Farrell  
Director of Schools

Date: 11-19-24

\*\* 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.)*

\_\_\_\_\_



Learning Enriching in Life

### Fundraiser Authorization

Proposed Fundraising Activity: Donuts/Take Sales

Purpose of Fundraiser: Gear/General Wrestling Fund

Fund/Account Name: Comeersville Wrestling

Current balance of fund account: \$ 0 Date: 12/2/24

Anticipated Date(s) of fundraiser: Beginning 12/2 Ending 12/20

Expected Student Involvement (school-wide or specific school/organization):  
Wrestlers to sell during break

Margin of profit (if applicable): all of it

Method by which school will receive profit: cash

How and when will these funds be spent to benefit students/instruction:  
fees, gas, gear, etc

Requested by: Kyrie Prulland  
Teacher/Club

Approved by: Brent Adcox  
Principal

Approved by: \_\_\_\_\_  
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

\* Cash

If the amount spent is greater than the amount raised, excess proceeds or a charge will be \_\_\_\_\_

If this amount is not used \_\_\_\_\_

Principal's Signature

Jack Lovell  
12-5-24



# Fundraiser Authorization

Proposed Fundraising Activity: Cookies w/ Santa

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

Fund/Account Name: OGE's Parent Club

Current balance of fund account \$ 18,274 Date 12-9-24

Anticipated date(s) of fundraiser: Beginning 12-14-24 Ending 12-14-24

Expected Student Involvement (schoolwide or specific school organization): to be sold at  
attend and decorate cookies with Santa

Margin of profit (if applicable): \_\_\_\_\_

Method by which school will receive profit: Cash, check

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

Requested by: Christi Flowers - Parent Club Date: 12-9-24  
Teacher/Club

Approved by: [Signature] Date: 12.9.24  
Principal

Approved by: [Signature] Date: 12-9-24  
Director of Schools

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

To be completed following fundraiser

Total Collections \$ \_\_\_\_\_

Less: Total Expenses \$ \_\_\_\_\_

Total Fundraiser Profit \$ \_\_\_\_\_

Total Purchases with Fundraiser Profit \$ \_\_\_\_\_

\*Difference \$ \_\_\_\_\_

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

Principal's Signature \_\_\_\_\_



# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Minnie Cheer Camp

Purpose of Fundraiser: to raise money for cheer expenses

Fund/Account Name: CHTA HS cheer Account

Current balance of fund account \$ 2,317.23 Date 11-15-24

Anticipated date(s) of fundraiser: Beginning Jan. 11, 25 Ending Jan. 11th, 2025

Expected Student Involvement (school wide or specific school organization): Cheerleaders will teach camp material

Margin of profit (if applicable): \_\_\_\_\_

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

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

Requested by: FHS cheer coach Kendra Burkett Date: 11-18-24  
Teacher/Club

Approved by: [Signature] Date: 11/18/24  
Principal

Approved by: [Signature] Date: 11-20-24  
Director of Schools

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

### To be completed following fundraiser

Total Collections	\$ _____
Less: Total Expenses	\$ _____
<b>Total Fundraiser Profit</b>	<b>\$ _____</b>
<b>Total Purchases with Fundraiser Profit</b>	<b>\$ _____</b>
<b>*Difference</b>	<b>\$ _____</b>

*\*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: Mom & Son Dance

Purpose of Fundraiser: to raise money for cheer expenses

Fund/Account Name: CHTA HS cheer Account

Current balance of fund account \$ 2,317.23 Date 11-15-24

Anticipated date(s) of fundraiser: Beginning Feb. 8, 25 Ending Feb. 8, 2025

Expected Student Involvement (school wide or specific school organization): Cheerleaders will sell tickets to the dance

Margin of profit (if applicable): \_\_\_\_\_

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

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

Requested by: FHS Cheer Coach Kendra Burkett Date: 11-18-24  
Teacher/Club

Approved by: [Signature] Date: 11/18/24  
Principal

Approved by: [Signature] Date: 11-20-24  
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: Hat Day + Blue Jean passes

Purpose of Fundraiser: to raise money for a former student's needs

Fund/Account Name: \_\_\_\_\_

Current balance of fund account \$ 18,274 Date 12-9-24

Anticipated date(s) of fundraiser: Beginning February 17, 2025 Ending February 21, 2025

Expected Student Involvement (schoolwide or specific school organization): Students may bring a \$1 to wear a hat

Margin of profit (if applicable): \_\_\_\_\_

Method by which school will receive profit: Check + cash

How and when will these funds be spent to benefit students/instruction: Money will be immediately donated to the Hometown fund for the former student.

Requested by: Christi Flowers - Parent Club Date: 12-9-24  
Teacher/Club

Approved by: [Signature] Date: 12.9.24  
Principal

Approved by: [Signature] Date: 12-5-24  
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: Miss Chapel Hill Pageants

Purpose of Fundraiser: to raise money for cheer expenses

Fund/Account Name: FHS Cheer Acct. CHTA

Current balance of fund account \$ 2,317.23 Date 11-15-24

Anticipated date(s) of fundraiser: Beginning May 2, 25 Ending May 3, 25

Expected Student Involvement (school wide or specific school organization): Cheerleaders will work at practices and the pageants.

Margin of profit (if applicable): \_\_\_\_\_

Method by which school will receive profit: gate sales

How and when will these funds be spent to benefit students/instruction: money raised will be used for cheer expenses.

Requested by: FHS Cheer Coach Kendra Burkett  
Teacher/Club

Date: 11-18-24

Approved by: \_\_\_\_\_  
Principal

Date: 11/18/24

Approved by: \_\_\_\_\_  
Director of Schools

Date: 11-20-24

\*\* 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 \_\_\_\_\_

**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%
<b>District</b>	<b>2816</b>	<b>5291</b>	<b>53.22%</b>

**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%
<b>District</b>	<b>2900</b>	<b>5282</b>	<b>54.90%</b>

**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%
<b>District</b>	<b>2904</b>	<b>5241</b>	<b>55.41%</b>

**Nov. 2024**

School	# Free/Red	ADM	% F/R
MES	300	402	74.63%
LMS	314	424	74.06%
WES	413	557	74.15%
OGES	303	420	72.14%
CES	215	468	45.94%
MCHS	548	805	68.07%
CHS	175	393	44.53%
CHES	205	552	37.14%
FHS	265	789	33.59%
DHIS	167	420	39.76%
<b>District</b>	<b>2905</b>	<b>5230</b>	<b>55.54%</b>

**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!
<b>District</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**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!
<b>District</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**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	October 2024-25
		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	876,069.53	9.50	8,349,783.47	621,285.02
40120	TRUSTEE'S COLLECTIONS - PRIOR	149,934.00	0.00	149,934.00	58,204.56	38.82	91,729.44	6,822.64
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	0.00
40140	INTEREST AND PENALTY	30,513.00	0.00	30,513.00	5,268.12	17.27	25,244.88	1,136.58
401--	COUNTY PROPERTY TAXES	9,462,976.00	0.00	9,462,976.00	949,437.57	10.03	8,513,538.43	629,244.24
40210	LOCAL OPTION SALES TAX	4,900,000.00	0.00	4,900,000.00	1,313,555.82	26.81	3,586,444.18	440,444.02
40275	MIXED DRINK TAX	20,000.00	0.00	20,000.00	4,449.22	22.25	15,550.78	195.50
402--	COUNTY LOCAL OPTION TAXES	4,920,000.00	0.00	4,920,000.00	1,318,005.04	26.79	3,601,994.96	440,639.52
41110	MARRIAGE LICENSES	2,000.00	0.00	2,000.00	1,026.00	51.30	974.00	389.50
411--	LICENSES	2,000.00	0.00	2,000.00	1,026.00	51.30	974.00	389.50
43517	TUITION - OTHER	125,000.00	0.00	125,000.00	35,145.00	28.12	89,855.00	17,140.00
43570	RECEIPTS FROM INDIVIDUAL SCHO	75,000.00	0.00	75,000.00	17,991.86	23.99	57,008.14	8,592.59
43583	TBI CRIMINAL BACKGROUND FEE	500.00	0.00	500.00	148.60	29.72	351.40	37.15
435--	EDUCATION CHARGES	200,500.00	0.00	200,500.00	53,285.46	26.58	147,214.54	25,769.74
43990	OTHER CHARGES FOR SERVICES	40,000.00	0.00	40,000.00	8,610.00	21.53	31,390.00	3,370.00
439--		40,000.00	0.00	40,000.00	8,610.00	21.53	31,390.00	3,370.00
44130	SALE OF MATERIALS AND SUPPLIES	3,000.00	0.00	3,000.00	4,347.00	144.90	-1,347.00	2,205.50
44170	MISCELLANEOUS REFUNDS	80,000.00	0.00	80,000.00	6,929.13	8.66	73,070.87	287.02
441--	RECURRING ITEMS	83,000.00	0.00	83,000.00	11,276.13	13.59	71,723.87	2,492.52
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	1,237.50	123.75	-237.50	200.00
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	55,755.50	1,393.89	-51,755.50	200.00

Acct	Acct Description	2024-25	2024-25	2024-25	2024-25	2024-25	Unexpended	October
		Original Budget	Budget Revisions	Revised Budget	FYTD Activity	FYTD %		
								Monthly Activity
141	GENERAL PURPOSE SCHOOL							
46510	TISA	40,091,007.00	0.00	40,091,007.00	11,921,146.50	29.74	28,169,860.50	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	11,921,146.50	29.54	28,438,268.98	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	14,359,174.20	24.51	44,235,481.49	5,075,821.02

Acct	Acct Description	2024-25 Original Budget	2024-25 Budget Revisions	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	Unexpended Balance	October 2024-25 Monthly Activity
	Grand Revenue Totals	55,379,907.00	3,214,748.69	58,594,655.69	14,359,174.20	24.51	44,235,481.49	5,075,821.02

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 %	October 2024-25 Monthly Activity	2024-25 Enc Carry Forward
143	CENTRAL CAFETERIA								
73100	FOOD SERVICE								
105	SUPERVISOR/DIRECTOR	86,618.40	86,618.40	28,872.80	0.00	57,745.60	33.33	7,218.20	0.00
162	CLERICAL PERSONNEL	98,656.96	98,656.96	32,892.32	0.00	65,764.64	33.34	8,223.08	0.00
165	CAFETERIA PERSONNEL	1,239,210.23	1,239,210.23	319,685.99	0.00	919,524.24	25.80	101,043.02	0.00
186	LONGEVITY PAY	23,950.00	23,950.00	23,625.00	0.00	325.00	98.64	23,625.00	0.00
201	SOCIAL SECURITY	89,803.01	89,803.01	23,477.77	0.00	66,325.24	26.14	7,912.50	0.00
204	PENSIONS	87,472.54	87,472.54	24,957.74	0.00	62,514.80	28.53	8,716.02	0.00
207	MEDICAL INSURANCE	508,517.45	508,517.45	122,426.78	0.00	386,090.67	24.08	38,887.16	0.00
208	DENTAL INSURANCE	1,459.20	1,459.20	437.76	0.00	1,021.44	30.00	150.48	0.00
210	UNEMPLOYMENT COMPENSATION	2,044.00	2,044.00	124.70	0.00	1,919.30	6.10	21.38	0.00
212	EMPLOYER MEDICARE	21,002.32	21,002.32	5,533.80	0.00	15,468.52	26.35	1,866.01	0.00
299	OTHER FRINGE BENEFITS	465.00	465.00	29.50	0.00	435.50	6.34	0.00	0.00
307	COMMUNICATION	2,040.00	2,040.00	680.00	0.00	1,360.00	33.33	170.00	0.00
354	TRANSPORTATION-OTHER THAN STUD	12,405.00	12,405.00	3,235.05	677.65	8,492.30	31.54	1,082.25	0.00
355	TRAVEL	2,500.00	2,500.00	14.43	0.00	2,485.57	0.58	14.43	0.00
399	OTHER CONTRACTED SERVICES	51,050.00	51,050.00	10,547.65	2,000.00	38,502.35	24.58	730.94	0.00
422	FOOD SUPPLIES	1,647,890.23	1,647,890.23	562,824.11	106,061.54	979,004.58	40.59	173,321.65	0.00
435	OFFICE SUPPLIES	3,800.00	3,800.00	6,861.53	74.48	-3,136.01	182.53	119.39	4,002.81
451	UNIFORMS	2,400.00	2,400.00	723.30	0.00	1,676.70	30.14	80.75	0.00
469	USDA - COMMODITIES	274,604.00	274,604.00	0.00	0.00	274,604.00	0.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	149,832.43	149,832.43	106,106.72	10,126.87	33,598.84	77.58	16,483.80	23,930.60
524	STAFF DEVELOPMENT	8,200.00	8,200.00	854.07	0.00	7,345.93	10.42	550.00	0.00
710	FOOD SERVICE EQUIPMENT	86,000.00	86,000.00	20,794.88	0.00	65,205.12	24.18	6,575.00	0.00
---	FOOD SERVICE	4,399,920.77	4,399,920.77	1,294,705.90	118,940.54	2,986,274.33	32.13	396,791.06	27,933.41
---	CENTRAL CAFETERIA	4,399,920.77	4,399,920.77	1,294,705.90	118,940.54	2,986,274.33	32.13	396,791.06	27,933.41

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	October 2024-25 Monthly Activity	2024-25 Enc Carry Forward
	Grand Expense Totals	4,399,920.77	4,399,920.77	1,294,705.90	118,940.54	2,986,274.33	32.13	396,791.06	27,933.41

Number of Accounts: 247

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

# Marshall County Board of Education

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

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.

25

26

27

28

---

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



Linking Learning to Life

# Travel Request

Organization: welding 3rd block Destination: CapStone

Date of Trip: 11/21/24 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: 11/12/24  
Teacher/Sponsor

Approved by: Frank Mangione Date: 11/12/24  
Principal

Approved by: Carol Lovell Date: 11-12-24  
Director of Schools



# Travel Request

Organization FFA Destination Marshall Elementary School

Date of Trip 11/21/2024 Purpose of Trip Reading for TN Agriculture Literacy Week

Mode of Transportation: Bus - Shared w/ Mrs. Brewer's class

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):

2nd Block Students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Julie Giles

\_\_\_\_\_  
\_\_\_\_\_

(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: Julie Giles Date: 11/13/24

Teacher/Sponsor

Approved by: [Signature] Date: 11/14/24

Principal

Approved by: [Signature] Date: 11-15-24  
Director of Schools



# Travel Request

Organization MCHS Yearbook Destination Jimmy's Deli

Date of Trip 11/21/24 Purpose of Trip Reward Lunch

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>Isabelle Marsh</u>	<u>Kajayanna Jones</u>	<u>Nellie Neece</u>
<u>Addison Thompson</u>	<u>Gillian McKnight</u>	<u>Madalyn Wilsford</u>
<u>Sophia Pulido</u>	<u>T'myah Cannon</u>	<u>Samantha Dunnivant</u>
<u>Kaylee Gooch</u>	<u>Nataleigh Grisham</u>	<u>AnnElise George</u>

(Use back if more space is needed)

School System Participants (please print):

<u>Kim Anderson</u>	_____	_____
<u>Melanie Liggett</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: Kimberly S. Anderson Date: 11/19\*/24  
Teacher/Sponsor

Approved by: [Signature] Date: 11/19/24  
Principal

Approved by: [Signature] Date: 11-20-24  
Director of Schools



# Travel Request

Linking Learning to Life

Organization: Cosmetology      Destination: O' Snip Hair & Nail Salon, Cornersville

Date of Trip: 12/3/2024      Purpose of Trip: Tour Salon, Talk to owner/Former Student

Mode of Transportation: bus

Is school system transportation/personnel required? yes

If school system transportation/personnel is required, has the Bus Garage been notified? yes

Student Participants (please print):

List provided - 1<sup>st</sup> Block Students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print): Genia Borton

(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 Genia borton Date: 11/19/24

Teacher/Sponsor

Approved by: Frank Mesquione Date: 11/20/24  
Principal

Approved by: Geoff Lovell Date: 11-20-24  
Director of Schools



# Travel Request

Linking Learning to Life

Organization: Cosmetology

Destination: O' Snip Hair & Nail Salon, Cornersville

Date of Trip: 12/3/2024

Purpose of Trip: Tour Salon, Talk to owner/Former Student

Mode of Transportation: bus

Is school system transportation/personnel required? yes

If school system transportation/personnel is required, has the Bus Garage been notified? yes

Student Participants (please print):

List provided- 2nd block class

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print): Genia Borton

(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 Genia borton Date: 11/19/24

Teacher/Sponsor

Approved by: Frank Magrone Date: 11/20/24

Principal

Approved by: Carol Lovell Date: 11-20-24

Director of Schools



# Travel Request

Linking Learning to Life

Organization: Cosmetology      Destination: The Candy Shoppe Hair & Nail Salon

Date of Trip: 12/6/2024      Purpose of Trip: Tour Salon

Mode of Transportation: bus

Is school system transportation/personnel required? yes

If school system transportation/personnel is required, has the Bus Garage been notified? yes

Student Participants (please print):

List provided- 3rd block class

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print): Genia Borton

(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 Genia borton Date: 11/20/24

Teacher/Sponsor

Approved by: Frank Morgan Date: 11/20/24

Principal

Approved by: Carol Lovell Date: 11-20-24

Director of Schools



# Travel Request

*Linking Learning to Life*

Organization: Spot Lowe MLR Destination: Marshall Farmers Co-Op

Date of Trip: 12/09/2024 Purpose of Trip: Tour of facility/workforce development

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 MLR IIB 1<sup>st</sup> Block students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Matt Sanders

(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 Matt Sanders Date: 12/03/2024

Teacher/Sponsor

Approved by: Frank Musgrave Date: 12/3/24

Principal

Approved by: Jacob Powell Date: 12-3-24

Director of Schools



# Travel Request

*Linking Learning to Life*

Organization: Spot Lowe MLR Destination: East Commerce Automotive

Date of Trip: 12/09/2024 Purpose of Trip: Tour of facility/workforce development

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 MLR 1 2<sup>nd</sup> block students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Matt Sanders

(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 Matt Sanders Date: 12/03/2024

Teacher/Sponsor

Approved by: Frank Masquone Date: 12/3/24

Principal

Approved by: Carol Powell Date: 12-3-24

Director of Schools



# Travel Request

Linking Learning to Life

Organization: Spot Lowe MLR Destination: East Commerce Automotive

Date of Trip: 12/09/2024 Purpose of Trip: Tour of facility/workforce development

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 MLR 1 3<sup>rd</sup> Block Students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Matt Sanders

(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 Matt Sanders Date: 12/03/2024

Teacher/Sponsor

Approved by: Frank Musgrave Date: 12/3/24

Principal

Approved by: Carol Lovell Date: 12-3-24

Director of Schools



# Travel Request

Organization CHES 3<sup>rd</sup> Grade Destination Spring Hill AMC

Date of Trip 12/13/24 Purpose of Trip End of first semester celebration

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):

All 3rd Grade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

3rd Grade Teachers Letnn Cook  
Annie Kirkland Kayla White  
\_\_\_\_\_

(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: Jennifer Delepu Date: 11/18/24  
Teacher/Sponsor

Approved by: Dawn Hulley Date: 11/19/24  
Principal

Approved by: Geoff Powell Date: 11-19-24  
Director of Schools



# Travel Request

Organization MCHS Yearbook Destination Jostens, Clarksville, Tn

Date of Trip Dec. 16, 2024 Purpose of Trip Tour Jostens Facility

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):

<u>Isabelle Marsh</u>	<u>Kajayanna Jones</u>	<u>Nellie Neece</u>
<u>Addison Thompson</u>	<u>Gillian McKnight</u>	<u>Madalyn Wilsford</u>
<u>Sophia Pulido</u>	<u>T'myah Cannon</u>	<u>Samantha Dunnivant</u>
<u>Kaylee Gooch</u>	<u>Nataleigh Grisham</u>	<u>AnnElise George</u>

(Use back if more space is needed)

School System Participants (please print):

Kimberly Anderson

Kasi Sims

(Use back if more space is needed)

Volunteer Participants (please print):

\_\_\_\_\_

\_\_\_\_\_

(Use back if more space is needed)

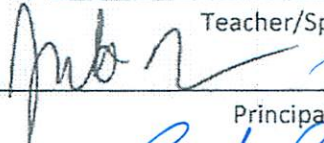
Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Kimberly S. Anderson Date: 11/19/24

Teacher/Sponsor

Approved by:  Date: 11/19/24

Principal

Approved by:  Date: 11-20-24

Director of Schools



# Travel Request

Linking Learning to Life

Organization: welding 1st block Destination: Multimatic

Date of Trip: 12/16/24 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: 12/3/24  
Teacher/Sponsor

Approved by: Frank Musgrave Date: 12/3/24  
Principal

Approved by: Carol Lovell Date: 12-3-24  
Director of Schools





Linking Learning to Life

# Travel Request

Organization CMS Destination The Martin in Pulaski

Date of Trip 12-18-24 Purpose of Trip Field 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):

7th + 8th Grade Students

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

CMS Teachers

\_\_\_\_\_

(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: Wendy Ridley Date: 12/4/24  
Teacher/Sponsor

Approved by: [Signature] Date: 12/4/24  
Principal

Approved by: [Signature] Date: 12-1-24  
Director of Schools



# Travel Request

Organization Leo Club Destination Tenn Pin - Columbia, TN

Date of Trip march 21, 2025 Purpose of Trip Annual Reward Trip for a Year of Service

Mode of Transportation: School Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

All Leo Members in good standing. Approximately 65  
students 8<sup>th</sup> - 12<sup>th</sup> grade

(Use back if more space is needed)

School System Participants (please print):

Lorrie Clark

(1 other teacher TBD)

(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: 11-22-24  
Teacher/Sponsor

Approved by: [Signature] Date: 11/25/24  
Principal

Approved by: [Signature] Date: 12-2-24  
Director of Schools



# Travel Request

Organization MCHS Softball Destination Gatlinburg, TN

Date of Trip March 23-25, 2025 Purpose of Trip Play in tournament/Games

Mode of Transportation: Bus (Bryan Potts)

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):

2025 Softball Team

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Amy Bonner Robert Smeets

Allison Hobbs

(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: Amy Bonner/MCHS Coach Date: 12-1-2024  
Teacher/Sponsor

Approved by: [Signature] Date: 12/2/24  
Principal

Approved by: [Signature] Date: 12-2-24  
Director of Schools



# Travel Request

Organization Forrest FFA Destination Gatlinburg

Date of Trip 3/23 - 26/25 Purpose of Trip State FFA Convention

Mode of Transportation: Van

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

6-10 students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Rebecca Blount

(Use back if more space is needed)

Volunteer Participants (please print):

Matt Blount

(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: Rebecca Blount Date: 11/13/24  
Teacher/Sponsor

Approved by: [Signature] Date: 11/14/24  
Principal

Approved by: [Signature] Date: 11-15-24  
Director of Schools

# Marshall County Board of Education

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

- 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.<sup>1</sup>
  
- 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;<sup>2</sup>
- 17    4.    Unused facilities may be leased for private day-care centers which provide educational and child
- 18        care services to the community;<sup>2</sup>
- 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 Marshall High School  
(SCHOOL)

Area/Room of the building requested Kenny Building

Name/Type of event to be held Soccer practice

Date of the event Monday & Thursday (Nov, Dec, Jan) Time 5:30 to 7pm

Organization/Person requesting use Lewisburg Elite

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

Contact person for organization using building Victor Dixon

Address 732 Sanders St Phone \_\_\_\_\_ Cell 931-637-1530

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Victor Dixon Date 11/14/24

Signature of principal [Signature] Date 11/14/24

Signature of Director of Schools for approval [Signature] Date 11-15-24

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 Cornersville High School  
(SCHOOL)

Area/Room of the building requested Old gym  
 Name/Type of event to be held Jr Pro Basketball games/practices  
 Date of the event Nov. 18<sup>th</sup> 2024 - March 2025 Time practice 6:00-8:00  
games-all (M-F)  
day Saturday  
 Organization/Person requesting use CABC - Reva Pierceall  
 Name of insurance company State Farm Amount of coverage see attached form  
 \*Minimum coverage of \$1,000,000 required  
 Contact person for organization using building Reva Pierceall  
 Address 1470 Mitchell Rd Phone \_\_\_\_\_ Cell 931-675-0814  
Cornersville TN 37047

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Reva Pierceall Date 11-13-24  
 Signature of principal [Signature] Date 11/13/24  
 Signature of Director of Schools for approval [Signature] Date 11-15-24

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. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Cornersville Elementary  
(SCHOOL)

Area/Room of the building requested Gymnasium

Name/Type of event to be held Cornersville Jr Po Basketball

Date of the event Nov. 18, 2024 - March 2025 Time M-F - 5:30-7:30  
Saturdays - all day

Organization/Person requesting use Cornersville Athletic Booster Club

Name of insurance company State Farm Amount of coverage \_\_\_\_\_

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

Address 1470 Mitchell Rd Phone \_\_\_\_\_ Cell 931-675-0814  
Cornersville TN 37047

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Reva Pierceall Date 11-15-24

Signature of principal Cheryl Ewing Date 11-15-24

Signature of Director of Schools for approval Carol Lovell Date 11-18-24

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. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Forest HS  
(SCHOOL)

Area/Room of the building requested Aux or main gym (whichever of these dates)

Name/Type of event to be held Chapel Hill Travel Soccer practice

Date of the event 11/24, 12/01, 12/08 Time 2-4 pm

Organization/Person requesting use Tracy Hall + Brandon Phifer

Name of insurance company SCH youth soccer Amount of coverage \_\_\_\_\_  
*F.I. believe Brandon has this mbr. #*

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

Contact person for organization using building Tracy Hall

Address 1481 Azalea Ln. Chapel Hill Phone 931-637-3585 Cell same

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature] Date 11-12-24

Signature of principal [Signature] Date 11/13/24

Signature of Director of Schools for approval [Signature] Date 11-13-24

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 Forrest High School  
(SCHOOL)

T

Area/Room of the building requested Aux gym or main gym  
 Name/Type of event to be held Junior pro girls basketball practice  
 Date of the event 12/8 - 2/6 only on Sundays @ -> Time 4-5:30 pm  
 Organization/Person requesting use Tracey Hall - for Ayla Young (coach)  
 Name of insurance company \*See Ayla +/or Amount of coverage \_\_\_\_\_  
Chapel Hill Junior pro association \*Minimum coverage of \$1,000,000 required  
 Contact person for organization using building Ayla Young / Tracey Hall  
 Address \_\_\_\_\_ Phone 931-637-2855 Cell 931-637-3585

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature] Date 12-2-24  
 Signature of principal [Signature] \*good all day but 12/15 Date 12/3/24  
 Signature of Director of Schools for approval [Signature] Date 12-5-24

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of 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 Forrest High School Cafeteria

Name/Type of event to be held Forrest Football Banquet

Date of the event 12/15/2024 Time 5:00pm

Organization/Person requesting use Chapel Hill Touchdown Association

Name of insurance company \_\_\_\_\_ Amount of coverage \_\_\_\_\_

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

Contact person for organization using building Lindsay Allen

Address 1111 Hwy 99, Lewisburg Phone \_\_\_\_\_ Cell 619-1129

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 *Lindsay Allen* Date 11/15/2024

Signature of principal \_\_\_\_\_ Date 11/15/24

Signature of Director of Schools for approval *Carol Lovell* Date 11-18-24

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. 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 Chapel Hill Elementary  
(SCHOOL)

Area/Room of the building requested CHES Soccer field

Name/Type of event to be held CHSC soccer practice

Date of the event march 1 - July 31 Time M-F 5-8

Organization/Person requesting use Chapel Hill soccer Club - Joanne Jent

Name of insurance company Everest National Ins. Co. Amount of coverage 1,000,000

Contact person for organization using building Joanne Jent, Brandon Pfeifer

Address 5451 Nashville Hwy Phone 260-251-9748 cell 931-246-0226

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 Joanne Jent Date 11/18/24

Signature of principal Dawn Kinley Date 11/19/24

Signature of Director of Schools for approval Paul Lovell Date 11-21-24

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. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.