

# Regular Board Meeting

March 10, 2025 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Recognitions	
1. Cornersville Elementary School - Perfect Attendance 1st Semester	Jacob Sorrells, Cheryl Ewing
2. MCHS - Regional Scholastic Art and Writing Competition	Jacob Sorrells, Justin Perry
3. Public Comment	
4. Johnson & Bailey Architect Keaton Pettit	Jacob Sorrells, Chris Lowe, Dwayne Robinson, Tres Beasley, Chris Spivy
5. Committee Reports/Schedule Committee Meetings	Jacob Sorrells, Chris Lowe
6. Consent Agenda	
1. Minutes	
2. Board Attorney	
3. Interquest Detection Canines (renew agreement)	
7. Education Freedom Act of 2025 Resolution	Jacob Sorrells, Chris Lowe
8. Federal Budget Revision	Jacob Sorrells, Chris Lowe
1. ATSI Grant Revision	
9. Loss of Students 2024-2025 School Year	Ginger Tepedino
10. Virtual School/Virtual Academy	Jacob Sorrells, Chris Lowe, Ginger Tepedino, Beth Smith, Tammy Lewis, Chris Spivy
11. New Business	
12. Director's Report	Jacob Sorrells
13. Director of Schools Search	Julie Keny Cathey
1. Interview Questions and Discussion	
2. Interview Schedule	
3. Interim Director of Schools	
14. Adjourn	Julie Keny Cathey
15. 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.

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

3 Public Comment Period <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.

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Legal References:

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

Cross References:

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

# Marshall County Board of Education

Monitoring: <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>
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34 Legal References:  
35 1. TCA 49-2-205(2)  
36 2. TCA 8-44-102(b)

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

# Committees for 2024-2025

## September 9, 2024

### Executive Committee

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

### Policy

\*Andy Woodard

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

### Budget/Education

\* Kristen Gold

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

### Curriculum/Instruction

*(Includes Technology & Attendance)*

\*Julie Keny Cathey

Betsy Bishop

Harvey Jones

Kristen Gold

Heidi McElhaney

Tresha Grissom

Mike Herron

### Acquisition/Maintenance/Transportation

\*Harvey Jones

John Daniel Allen

Andy Woodard

### Safety Committee

\*John Daniel Allen & Julie Keny Cathey

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

### Five-Year Strategic Plan

\*Kristen Gold

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

### **\*Chairman of Committee**

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

# Marshall County Board of Education

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# 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.

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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

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Cross References:

Duties of Officers 1.201

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February 10, 2025

The Marshall County Board of Education met in regular session on Monday, February 10, 2025, 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, Harvey Jones, Heidi McElhaney and Andy Woodard. Mike Herron was absent.

Pledge/Prayer

Ms. Cathey voted to move new business to be discussed after the Director of Schools posting announcement/timeline. Mr. Jones voted to remove Special Course Approval Modern History from consent agenda to new business. Ms. McElhaney voted to add steps for an Interim Director to new business.

Ms. Gold made a motion, with a second by Ms. Bishop, to approve the agenda. The motion passed 8-0.

Director Jacob Sorrells and Student Services Supervisor Ginger Tepedino presented certificates to the school counselors in recognition of National School Counseling Week.

Director Jacob Sorrells and Supervisors of Curriculum Tammy Lewis and Beth Smith recognized the Novice Teachers of the Year.

There was no public comment.

The Five-Year Strategic Plan meeting is Monday, February 24, 2025 at 6:00 p.m.

Presented under Consent Agenda: January 13, 2025, minutes; January 23, 2025 Executive Committee minutes; and February 3, 2025 Special Called meeting minutes; Out of State overnight travel for MCHS Student Council. Ms. McElhaney made a motion, with a second by Mr. Allen, to approve the consent agenda. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. Bishop, to add the following qualifications for the Director of Schools search (1) previous leadership experience with development, implementation, and evaluation of district online programs for students is a plus and is preferred (2) has crisis management leadership experience in ensuring appropriate protocols are in place and training provided to respond as required to ensure safety of all staff and students (3) a respected instructional leader with a strong academic background, understanding of the day-to-day operations of the classroom and thorough knowledge of instruction, curriculum and educational programs for elementary as well as secondary schools is preferred (4) previous school building construction/renovation program experience preferred; along with speeding up the timeline for the search. The motion passed 8-0.

During new business: Ms. Cathey made a motion, with a second by Mr. Jones, to create a committee to work with Ms. Tepedino and try to recoup students; get a program for the 2025-2026 school year; with the possibility of a virtual academy for the 2026-2027 school year depending on the cost. This is to be discussed at the Five-Year Strategic Plan meeting. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. Bishop, to approve the special course approval of Modern History. The rules were suspended for Supervisor of Curriculum Beth Smith and Marshall County High School principal Justin Perry to speak. The motion passed 8-0.

Ms. Cathey discussed getting a timeline from Board Attorney Chuck Cagle to appoint an Interim Director of Schools, if needed.

Mr. Allen made a motion, with a second by Ms. McElhaney, to approve Resolution No. 25-01 A Resolution to Approve A Building Program for The Marshall County Board of Education. The motion passed 8-0.

Mr. Allen made a motion, with a second by Mr. Woodard, to approve Resolution No. 25-01 Budget Amendment Education Capital Projects Fund 177. The motion passed 8-0.

Resolution No. 25-01 Budget Amendment General Purpose School Fund (141) will be disregarded.

Mr. Allen made a motion, with a second by Ms. McElhaney, to approve Resolution No. 25-02 Budget Amendment General Purpose School Fund (141). The motion passed 8-0.

Mr. Allen made a motion, with a second by Ms. Grissom, to ask the County to increase the debt limit. The motion passed 8-0.

Ms. McElhaney made a motion, with a second by Ms. Gold, to approve the following Federal Budget Revisions: Title I Revision #4; Title II Revision #4; IDEA-B Revision #4; and IDEA Preschool Revision #4. The motion passed 8-0.

During the Director's Report, Mr. Sorrells acknowledged School Board Appreciation week. He thanked the School Board for doing the work of school system for the right reasons. Ms. Cathey thanked everyone for the gifts for School Board Appreciation week.

The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

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Julie Keny Cathey, Chair

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Jacob Sorrells, Director

March 3, 2025

The Marshall County Board of Education met in a Special Called meeting on Monday, March 3, 2025, 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, Harvey Jones, Heidi McElhaney and Andy Woodard (virtual). Mike Heron was absent.

The interviews will be conducted Wednesday, March 12, 2025 and Thursday, March 13, 2025 starting at 6:00 p.m. Board attorney Chuck Cagle will set up the interviews and send the Board a schedule along with sample questions.

Mr. Jones made a motion, with a second by Ms. Bishop, to move Dr. Brian Brewer to the interview process. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. Gold, to move Dr. Robert Keith Cornelius to the interview process. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. McElhaney, to move Mr. Randy Hubbell to the interview process. The motion passed 8-0.

Ms. Grissom made a motion, with a second by Mr. Jones, to move Dr. Amie Lonas to the interview process. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. Gold, to move Dr. Justin Perry to the interview process. The motion passed 8-0.

Mr. Jones made a motion to move Dr. Greg Rockhold to the interview process. The motion failed due to lack of a second.

Mr. Allen made a motion, with a second by Ms. McElhaney to close the application process and proceed with the 5 interviews. The motion passed 8-0.

The meeting adjourned at 6:18 p.m.

Respectfully Submitted,

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Julie Keny Cathey, Chair

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Jacob Sorrells, Director

# Marshall County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Attorney</b>	Descriptor Code: <b>1.302</b>	Issued Date: <b>11/08/07</b>
		Rescinds:	Issued:

1 The Board shall employ an attorney to represent the Board in legal matters which arise concerning the  
2 school system.<sup>1</sup>

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Legal References:

1. TCA 49-2-203(b)(5)

**Interquest Detection Canines®**  
(INTERQUEST)  
**(Marshall County School, Tennessee)**  
(The District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of August 2025 through May 2026.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide **20 full** day visits for the contract period (between August 2025 through May 2026). The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. Each full day visit will be **\$525.00**. Multiple canine teams will be charged on a per team basis. DA required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

Both parties shall indemnify and hold harmless each other against from any and all claims arising from either's actions or performance under the terms of this Agreement. Each shall indemnify and hold harmless the other against and from any and all claims arising from any acts, negligent or intentional, arising from the performance of this Agreement or by any officer, agent, employee, guest, or invitee of either party, and from all costs, attorneys' fees and liabilities incurred in or about the defense of any claim or any action or proceeding brought thereon.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, Texas Department of Public Safety and the Texas Commission on Private Security, c-05527 and other state regulatory agencies as required.

INTERQUEST DETECTION CANINES® FOR THE SCHOOL: Marshall County School District

\_\_\_\_\_ DATE: \_\_\_\_\_

Rocky S. Montgomery  
President – Interquest Detection Canines of Tennessee



**MARSHALL COUNTY**

**SCHOOL SYSTEM**

INSPIRE ★ EMPOWER ★ SUCCEED

*Jacob Sorrells, Director*

700 Jones Circle • Lewisburg, TN 37091

(931) 359-1581 [www.mcstn.net](http://www.mcstn.net)

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**A RESOLUTION BY THE MARSHALL COUNTY BOARD OF EDUCATION**

**WHEREAS**, the Marshall County Board of Education is charged with governing the school system so that all students receive the best educational opportunities in order to graduate prepared to enter a postsecondary institution or the workforce; and

**WHEREAS**, this Act includes a provision providing one-time bonuses of no less than \$2,000 to public school teachers in the state; and

**WHEREAS**, section four (4) of the “Education Freedom Act of 2025” requires that a local board of education for an LEA seeking to participate in section four (4) of the proposed act must affirm its intention to participate via a resolution in order to receive state funds to issue these bonuses;

**THEREFORE, BE IT RESOLVED**, That the Marshall County Board of Education affirms its intention to participate in Section four (4) of the “Education Freedom Act of 2025,” relative to bonuses for teachers.

\_\_\_\_\_  
Julie Keny Cathey  
Marshall County School Board Chair

\_\_\_\_\_  
Date

Account Number/Line Item Number	Regular Instruction Education	ATSI	Increase	Decrease	Total
<b>71100</b>	<b>Line item Description</b>	<b>Current</b>			
71100/116	Teachers				\$0.00
71100/117	Career Ladder				\$0.00
71100/127	Career Ladder Extended contracts				\$0.00
71100/128	Homebound Teachers				\$0.00
71100/162	Clerical Personnel				\$0.00
71100/163	Educational Assistants				\$0.00
71100/188	Bonus payments				\$0.00
71100/189	Other Salaries & Wages	\$31,950.00		\$11,475.00	\$20,475.00
71100/195	Certified Sub teachers				\$0.00
71100/198	non Certified teachers	\$3,420.00			\$3,420.00
71100/201	Social Security	\$2,192.94			\$2,192.94
71100/204	State Retirement	\$3,643.11			\$3,643.11
71100/206	Life insurance				\$0.00
71100/207	Medical Insurance				\$0.00
71100/208	Dental Insurance				\$0.00
71100/210	Unemployment Comp.				\$0.00
71100/212	Employer Medicare	\$512.87			\$512.87
71100/299	Other Fringe Benefits				\$0.00
71100/311	contracts with other school systems				\$0.00
71100/330	Lease/SBITA payments	\$14,162.09			\$14,162.09
71100/336	maintenance & repair equipment				\$0.00
71100/356	tuition				\$0.00
71100/369	contracts w/certified sub.				\$0.00
71100/370	contracts w/ non certified sub				\$0.00
71100/399	other contracted services				\$0.00
71100/429	instructional materials & supplies	\$398.50	\$11,475.00		\$11,873.50
71100/449	textbooks				\$0.00
71100/471	Software				\$0.00
71100/499	other materials & supplies				\$0.00
71100/535	fee waivers				\$0.00
71100/599	other charges				\$0.00
71100/722	regular instruction equipment				\$0.00
<b>71100</b>	<b>Subtotal Regular Instruction Program</b>	<b>\$56,279.51</b>	<b>\$11,475.00</b>	<b>\$11,475.00</b>	<b>\$56,279.51</b>

Account Number/Line Item Number	Support Services/Regular Instruction Education	ATSI Current	Increase	Decrease	Total
<b>72210</b>	<b>Line item Description</b>				
72210/105	Supervisor/ Director				\$0.00
72210/117	Career Ladder Program				\$0.00
72210/138	Instructional Computer Personnel				\$0.00
72210/161	Secretary(s)				\$0.00
72210/162	Clerical Personnel				\$0.00
72210/163	Educational Assistants				\$0.00
72210/172	Instructional Coaches	\$44,083.20			\$44,083.20
72210/188	Bonus Payments				\$0.00
72210/189	Other Salaries & Wages				\$0.00
72210/195	Certified Sub teachers				\$0.00
72210/196	In Service Training				\$0.00
72210/198	non certified subs				\$0.00
72210/201	Social Security				\$0.00
72210/204	Retirement				\$0.00
72210/206	Life Insurance				\$0.00
72210/207	Medical Insurance				\$0.00
72210/208	Dental Insurance				\$0.00
72210/210	Unemployment Comp.				\$0.00
72210/212	Employer Medicare	\$639.21			\$639.21
72210/299	Other fringe benefits				\$0.00
72210/307	communication				\$0.00
72210/308	consultants				\$0.00
72210/330	operating lease payments				\$0.00
72210/336	maintenance & repair services				\$0.00
72210/348	postal charges				\$0.00
72210/355	travel				\$0.00
72210/369	contracts for certified sub teachers				\$0.00
72210/370	contracts for non certified sub teachers				\$0.00
72210/399	other contracted services	\$24,750.00			\$24,750.00
72210/432	library books / media				\$0.00
72210/437	periodicals				\$0.00
72210/499	other supplies & materials				\$0.00
72210/524	in service/ staff development				\$0.00
72210/599	other charges				\$0.00
72210/790	other equipment				\$0.00
<b>72210</b>	<b>Subtotal Support Services/Reg. Instruction Program</b>	<b>\$69,472.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,472.41</b>
	<b>Total Appropriations</b>	<b>\$125,751.92</b>	<b>\$11,475.00</b>	<b>\$11,475.00</b>	<b>\$125,751.92</b>

## **ATSI 23 Grant 2024-2025**

### **Revision #2 Justifications**

#### **Decrease**

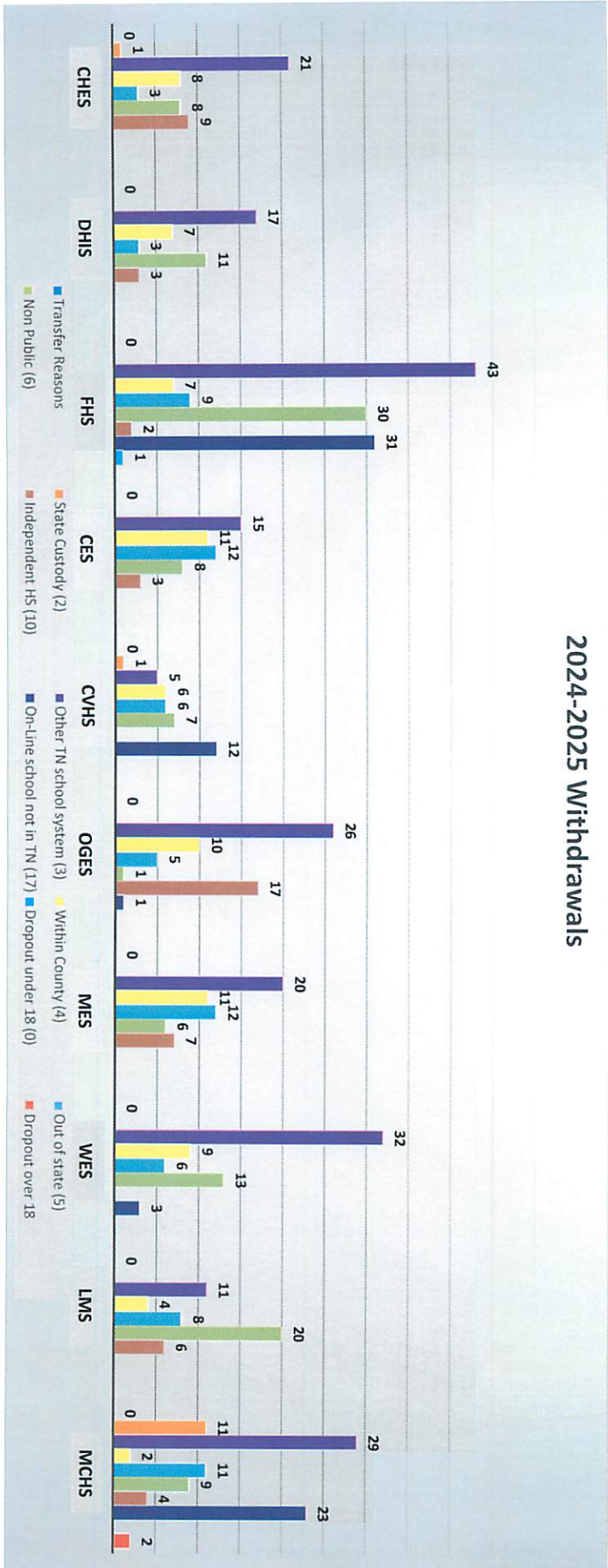
**71100 189 Other Salaries & Wages-** decrease in the number of tutors at Marshall Elementary School.

#### **Increase**

**71100 429 Instructional Materials & Supplies-** moving funds to pay for Sunday System Intervention materials.

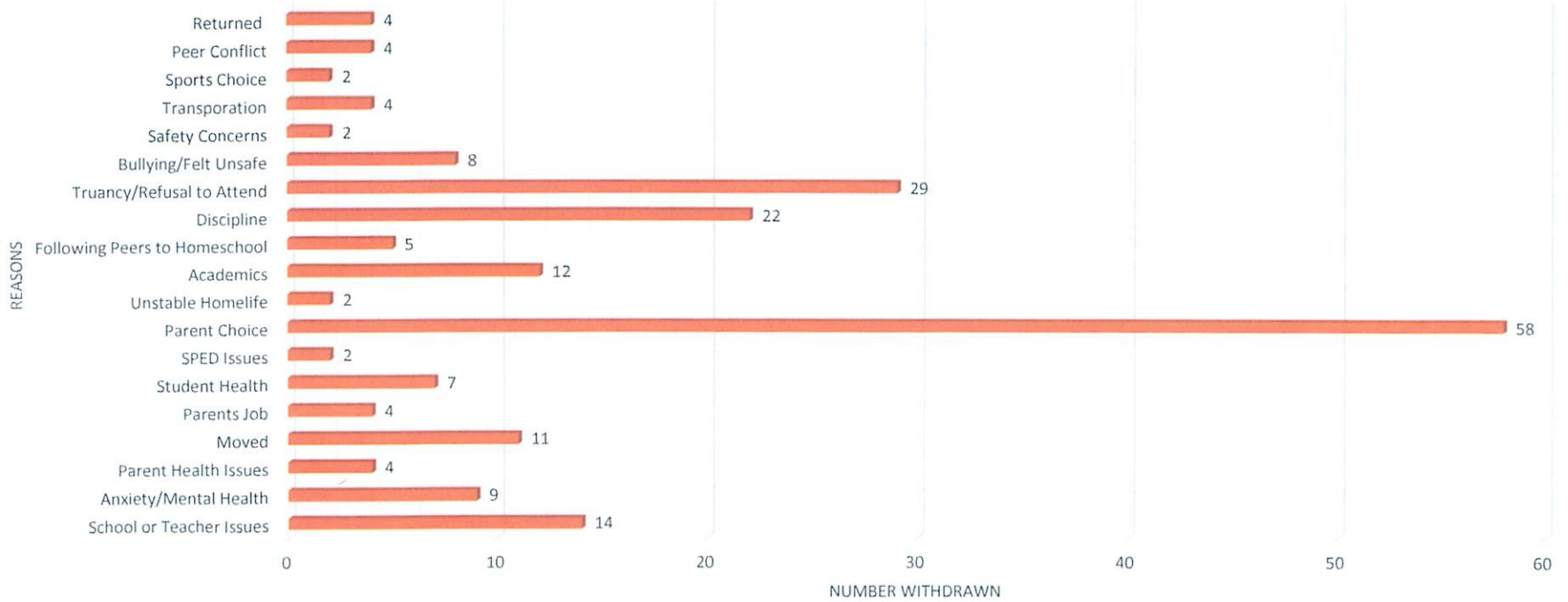
Transfer Reasons	State Custody (2)	Other TN school system (3)	Within County (4)	Out of state (5)	Non Public (6)	Independent HS (10)	On-Line school not in TN (17)	Dropout under 18 (0)	Dropout over 18		Totals
CHES	1	21	8	3	8	9					50
DHIS		17	7	3	11	3					41
FHS		43	7	9	30	2	31	1			123
CES		15	11	12	8	3					49
CVHS	1	5	6	6	7		12				37
OGES		26	10	5	1	17	1				60
MES		20	11	12	6	7					56
WES		32	9	6	13		3				63
LMS		11	4	8	20	6					49
MCHS	11	29	2	11	9	4	23		2		91
<b>Totals</b>	<b>13</b>	<b>219</b>	<b>75</b>	<b>75</b>	<b>113</b>	<b>51</b>	<b>70</b>	<b>1</b>	<b>2</b>		<b>619</b>

## 2024-2025 Withdrawals



REASONS	CHES	CES	DHIS	MES	OGES	WES	LMS	CVHS	FHS	MCHS	Reason Totals
School or Teacher Issues	0	0	0	0	1	0	1	0	11	1	14
Anxiety/Mental Health	1	0	0	0	0	0	1	1	6	0	9
Parent Health Issues	3	0	0	0	0	0	0	1	0	0	4
Moved	3	0	1	0	1	0	0	0	5	1	11
Parents Job	1	1	0	1	0	0	0	0	0	1	4
Student Health	0	0	0	0	0	1	1	2	3	0	7
SPED Issues	1	0	0	0	0	1	0	0	0	0	2
Parent Choice	4	4	5	8	6	10	7	2	5	7	58
Unstable Homelife	0	1	0	0	0	0	0	0	1	0	2
Academics	2	3	1	0	1	1	0	0	2	2	12
Following Peers to Homeschool	0	2	0	1	0	0	0	0	1	1	5
Discipline	0	0	1	0	0	0	7	4	6	4	22
Truancy/Refusal to Attend	0	0	1	0	0	1	2	4	9	12	29
Bullying/Felt Unsafe	0	0	1	0	0	2	0	0	5	0	8
Safety Concerns	0	0	0	1	0	1	0	0	0	0	2
Transporation	0	0	0	0	0	0	0	4	0	0	4
Sports Choice	0	0	0	0	0	0	0	0	2	0	2
Peer Conflict	0	0	0	0	0	0	0	0	1	3	4
Returned	0	0	0	0	0	1	0	0	1	2	4
<b>School Totals</b>	<b>15</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>9</b>	<b>18</b>	<b>19</b>	<b>18</b>	<b>58</b>	<b>34</b>	

## Homeschool Withdrawal Reasons



1. Can you describe your leadership style and how it has impacted your previous schools or districts?
2. What steps would you take to ensure teacher workloads are balanced in all feeder schools, because they are currently not balanced?
3. How do you envision involving the community in the decision-making processes of the school district?
4. How would you handle a situation where the needs of the children required staff to make uncomfortable sacrifices or adjustments? How would you ensure that the children's well-being remains the priority while also addressing the challenges that staff might face?
5. We are living in the age of AI and personal communication devices. What do you believe, as Director, are the challenges facing our school system in dealing with this?
6. DEI and Transformational SEL are being implemented by the Department of Education. Should this be mandated by the Federal Government or left up to each individual local school system to decide what is best for them?
7. As Director, how will you handle communication with your staff, parents and local board?
8. Why are you interested in becoming Director of Schools in Lincoln County and are you going to be fully vested in our community for the length of your contract?
9. The boards community and staff surveys showed Loyalty as an important characteristic for our Director of Schools. In terms of loyalty to your current employer, how recent was your latest contract negotiation if you are currently under an employment contract, include any contracts you have agreed to that may start in the future. Also include the length of the contractual commitment.
10. LC schools has been ranked #1 in achievement scores in the south-central region for the past 9 years and has maintained either Exemplary or Achieving status over those years, never falling to a lower level, why are you the best candidate to keep the district at that level?
11. You're trying to decide if you want to work for this school system, and you can ask a single question about it that everyone on this board would have to answer. What would it be and why?
12. We face a lot of challenges in education. One of them is that the rates of Autism and other neurological disorders like it continue to rise, as well as an increase in general mental health problems among students. As a parent of a student with special needs I'd like to hear your thoughts on how we're going to continue to ensure that these students get a solid education, with inclusion in a normal classroom setting as much as feasible.
13. Teacher retention and recruitment are among the most critical issues facing school systems. Explain your approach to this challenge. Along these same lines, how do you ensure current staff members feel valued and supported?
14. A survey was sent out to staff and the community for feedback. Effective communication and transparency was mentioned. As Director, what is your plan to ensure clear and transparent communication with the board, district employees, and the community?
15. In a leadership role, you may encounter situations where professional boundaries could be perceived as blurred, particularly with subordinate employees. How would you handle a situation where a relationship, either professional or personal, with a subordinate employee could be perceived as inappropriate or create conflicts of interest? What steps would you take to ensure transparency, fairness, and professionalism in such circumstances?
16. When a complaint from a parent is not resolved at the school level and escalates to your office, how do you step in and address the issue?
17. We find ourselves in a season of change in this district. As the Director of Schools, how will you lead through change and inspire the students, teachers, and staff to work through meaningful change towards common goals? Please provide specific examples.
18. As the new Director of Schools, what will be your primary objectives in the first 90 days in the position? Please describe how you will evaluate the current environment and establish long terms goals in the best interest of the district?
19. During your educational career have you every had a conflict with school administration or co-workers? What was it? How did you handle it? What was the end result?
20. What experience do you have in developing and implementing new educational programs?

1	Can you describe your leadership style and how it has impacted your previous schools or districts?
2	What steps would you take to ensure teacher workloads are balanced in all feeder schools, because they are currently not balanced?
3	How do you envision involving the community in the decision-making processes of the school district?
4	How would you handle a situation where the needs of the children required staff to make uncomfortable sacrifices or adjustments? How would you ensure that the children's well-being remains the priority while also addressing the challenges that staff might face?
5	We are living in the age of AI and personal communication devices. What do you believe, as Director, are the challenges facing our school system in dealing with this?
6	DEI and Transformational SEL are being implemented by the Department of Education. Should this be mandated by the Federal Government or left up to each individual local school system to decide what is best for them?
7	As Director, how will you handle communication with your staff, parents and local board?
8	Why are you interested in becoming Director of Schools in Lincoln County and are you going to be fully vested in our community for the length of your contract?
9	The boards community and staff surveys showed Loyalty as an important characteristic for our Director of Schools. In terms of loyalty to your current employer, how recent was your latest contract negotiation if you are currently under an employment contract, include any contracts you have agreed to that may start in the future. Also include the length of the contractual commitment.
10	LC schools has been ranked #1 in achievement scores in the south-central region for the past 9 years and has maintained either Exemplary or Achieving status over those years, never falling to a lower level, why are you the best candidate to keep the district at that level?
11	You're trying to decide if you want to work for this school system, and you can ask a single question about it that everyone on this board would have to answer. What would it be and why?

12	We face a lot of challenges in education. One of them is that the rates of Autism and other neurological disorders like it continue to rise, as well as an increase in general mental health problems among students. As a parent of a student with special needs I'd like to hear your thoughts on how we're going to continue to ensure that these students get a solid education, with inclusion in a normal classroom setting as much as feasible.
13	Teacher retention and recruitment are among the most critical issues facing school systems. Explain your approach to this challenge. Along these same lines, how do you ensure current staff members feel valued and supported?
14	A survey was sent out to staff and the community for feedback. Effective communication and transparency was mentioned. As Director, what is your plan to ensure clear and transparent communication with the board, district employees, and the community?
15	In a leadership role, you may encounter situations where professional boundaries could be perceived as blurred, particularly with subordinate employees. How would you handle a situation where a relationship, either professional or personal, with a subordinate employee could be perceived as inappropriate or create conflicts of interest? What steps would you take to ensure transparency, fairness, and professionalism in such circumstances?
16	When a complaint from a parent is not resolved at the school level and escalates to your office, how do you step in and address the issue?
17	We find ourselves in a season of change in this district. As the Director of Schools, how will you lead through change and inspire the students, teachers, and staff to work through meaningful change towards common goals? Please provide specific examples.
18	As the new Director of Schools, what will be your primary objectives in the first 90 days in the position? Please describe how you will evaluate the current environment and establish long terms goals in the best interest of the district?
19	During your educational career have you every had a conflict with school administration or co-workers? What was it? How did you handle it? What was the end result?
20	What experience do you have in developing and implementing new educational programs?
21	Marshall County School System is part of the South-Central Region of Tennessee schools, and we typically compare our outcomes with the other schools in the region as a measure of success. What would be your academic goals for the district and your plan to reach those goals?

22	Public education is faced with unfunded mandates from Pre-K programs through high school. We are constantly asked to do more with less or inadequate additional funding from local, state, and federal levels. How knowledgeable are you of the TISA funding formula and how would you lead us in managing budgetary constraints while balancing the educational needs of students?
23	We have schools in need of major renovations, upgrades, and expansions in order to provide appropriate learning environments for the children of Marshall County. With 10 campuses to maintain it is a constant challenge to keep up while, again, balancing budget constraints. We are dependent on allocations and approvals of the county commission to address these facility needs. What would be your approach to facilities management and how would you lead us in seeking needed funding from the local county commission?
24	What programs or curriculum adjustments could help make our district a more attractive option for families considering homeschooling or that have already left for homeschooling?
25	What strategies would you implement to regain students who have left for homeschooling?
26	What steps would you take to improve academic performance across all grade levels in our district?
27	How would you measure success in educational growth beyond standardized test scores?
28	What innovative instructional strategies have you seen successfully improve student engagement and achievement?
29	How would you work with the school board, parents, and community leaders to strengthen district-wide support for public education?
30	How do you plan to improve communication between the district and parents, particularly those who may feel disengaged?
31	What is your vision for your role in our district over the next five to ten years?
32	What factors would influence your decision to stay long-term in this position?
33	What are your professional goals, and how do you see them aligning with the future of our school district?

34	If you review our data, some of our schools have an overall letter grade of D. Please explain with specifics, how you plan to work with our administrators and teachers to improve these overall scores. Are you prepared to make administrative changes if deemed necessary?
35	As director of schools, do you consider increasing fine arts education opportunities to be a priority?
36	By nature, many public-school systems are forced to focus on improving lower performing students in order to boost results for the system. Do you feel it is also important to develop programs to challenge higher performing students?
37	What would you consider to be your greatest assets and abilities as a leader? What areas will you need to further develop?
38	Describe specific strategies you would use to promote public support for school activities, budget and instructional programs.
39	Where do you see yourself five or 10 years from now?
40	You have identified an administrator who needs improvement. What process would you use to improve the competence of that person and what corrective action would you take?
41	Describe a time when you had to let someone go.
42	You find yourself in a respectful disagreement with a board member on a specific issue, how would you proceed?
43	How did you improve the school or school system now under your supervision? In retrospect, what would you do differently?
44	How have you dealt with improving test scores?
45	How have you gone about bringing change to a school district?
46	How do you gather information and input from stakeholders before making a critical decision?
47	What are your thoughts on the future of virtual education in our Marshall County school system and how do you plan to adapt to the changing landscape?
48	What is your philosophy on special education and gifted education?

49	School districts are faced with implementing state standards with limited resources. What creative approaches will you utilize that will result in increased student achievement and academic success for our students?
50	What have you done to upgrade the educational programs in schools under your supervision? How have you evaluated the results?
51	How have you assured a safe school environment where you now work?
52	Tell us about any remodeling or new construction projects that have occurred under your leadership.
53	What involvement have you had in budget development and ongoing fiscal management? Please give concrete examples when possible concerning such areas as community involvement in the budget process, multi-year fiscal planning and budget development.
54	What percent (a number) of the budget should be dedicated to sports, arts, and music?
55	Are you aware that the Board prefers residency in Marshall County and are you prepared to make a commitment and move to the district if offered the position?

Question #	Question	Source	Category #	Category
1	Can you describe your leadership style and how it has impacted your previous schools or districts?	Lincoln County Question	1	Leadership
1.5		Lincoln County Question	1	Leadership
2	What steps would you take to ensure teacher workloads are balanced in all feeder schools, because they are currently not balanced?	Lincoln County Question	1	Leadership
2.5		Lincoln County Question	1	Leadership
8	Why are you interested in becoming Director of Schools in Lincoln County and are you going to be fully vested in our community for the length of your contract?	Lincoln County Question	1	Leadership
8.5		Lincoln County Question	1	Leadership
9	The boards community and staff surveys showed Loyalty as an important characteristic for our Director of Schools. In terms of loyalty to your current employer, how recent was your latest contract negotiation if you are currently under an employment contract, include any contracts you have agreed to that may start in the future. Also include the length of the contractual commitment.	Lincoln County Question	1	Leadership
9.5		Lincoln County Question	1	Leadership
11	You're trying to decide if you want to work for this school system, and you can ask a single question about it that everyone on this board would have to answer. What would it be and why?	Lincoln County Question	1	Leadership
11.5		Lincoln County Question	1	Leadership
18	As the new Director of Schools, what will be your primary objectives in the first 90 days in the position? Please describe how you will evaluate the current environment and establish long terms goals in the best interest of the district?	Lincoln County Question	1	Leadership
18.5		Lincoln County Question	1	Leadership
29	How would you work with the school board, parents, and community leaders to strengthen district-wide support for public education?	Marshall County Board Member 1	1	Leadership
29.5		Marshall County Board Member 1	1	Leadership
31	What is your vision for your role in our district over the next five to ten years?	Marshall County Board Member 1	1	Leadership
31.5		Marshall County Board Member 1	1	Leadership
32	What factors would influence your decision to stay long-term in this position?	Marshall County Board Member 1	1	Leadership
32.5		Marshall County Board Member 1	1	Leadership
33	What are your professional goals, and how do you see them aligning with the future of our school district?	Marshall County Board Member 1	1	Leadership
33.5		Marshall County Board Member 1	1	Leadership
37	What would you consider to be your greatest assets and abilities as a leader? What areas will you need to further develop?	Marshall County Board Member 3	1	Leadership
37.5		Marshall County Board Member 3	1	Leadership

Question #	Question	Source	Category #	Category
38	Describe specific strategies you would use to promote public support for school activities, budget and instructional programs.	Marshall County Board Member 3	1	Leadership
38.5		Marshall County Board Member 3	1	Leadership
39	Where do you see yourself five or 10 years from now?	Marshall County Board Member 3	1	Leadership
39.5		Marshall County Board Member 3	1	Leadership
13	Teacher retention and recruitment are among the most critical issues facing school systems. Explain your approach to this challenge. Along these same lines, how do you ensure current staff members feel valued and supported?	Lincoln County Question	2	Relationships/People Mgmt
13.5		Lincoln County Question	2	Relationships/People Mgmt
15	In a leadership role, you may encounter situations where professional boundaries could be perceived as blurred, particularly with subordinate employees. How would you handle a situation where a relationship, either professional or personal, with a subordinate employee could be perceived as inappropriate or create conflicts of interest? What steps would you take to ensure transparency, fairness, and professionalism in such circumstances?	Lincoln County Question	2	Relationships/People Mgmt
15.5		Lincoln County Question	2	Relationships/People Mgmt
16	When a complaint from a parent is not resolved at the school level and escalates to your office, how do you step in and address the issue?	Lincoln County Question	2	Relationships/People Mgmt
16.5		Lincoln County Question	2	Relationships/People Mgmt
19	During your educational career have you every had a conflict with school administration or co-workers? What was it? How did you handle it? What was the end result?	Lincoln County Question	2	Relationships/People Mgmt
19.5		Lincoln County Question	2	Relationships/People Mgmt
40	You have identified an administrator who needs improvement. What process would you use to improve the competence of that person and what corrective action would you take?	Marshall County Board Member 3	2	Relationships/People Mgmt
40.5		Marshall County Board Member 3	2	Relationships/People Mgmt
41	Describe a time when you had to let someone go.	Marshall County Board Member 3	2	Relationships/People Mgmt
41.5		Marshall County Board Member 3	2	Relationships/People Mgmt
42	You find yourself in a respectful disagreement with a board member on a specific issue, how would you proceed?	Marshall County Board Member 3	2	Relationships/People Mgmt
42.5		Marshall County Board Member 3	2	Relationships/People Mgmt
3	How do you envision involving the community in the decision-making processes of the school district?	Lincoln County Question	3	Decision Making/Process Improvement/Change Management
3.5		Lincoln County Question	3	Decision Making/Process Improvement/Change Management
4	How would you handle a situation where the needs of the children required staff to make uncomfortable sacrifices or adjustments? How would you ensure that the children's well-being remains the priority while also addressing the challenges that staff might face?	Lincoln County Question	3	Decision Making/Process Improvement/Change Management

Question #	Question	Source	Category #	Category
4.5		Lincoln County Question	3	Decision Making/Process Improvement/Change Management
17	We find ourselves in a season of change in this district. As the Director of Schools, how will you lead through change and inspire the students, teachers, and staff to work through meaningful change towards common goals? Please provide specific examples.	Lincoln County Question	3	Decision Making/Process Improvement/Change Management
17.5		Lincoln County Question	3	Decision Making/Process Improvement/Change Management
43	How did you improve the school or school system now under your supervision? In retrospect, what would you do differently?	Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
43.5		Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
44	How have you dealt with improving test scores?	Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
44.5		Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
45	How have you gone about bringing change to a school district?	Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
45.5		Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
46	How do you gather information and input from stakeholders before making a critical decision?	Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
46.5		Marshall County Board Member 3	3	Decision Making/Process Improvement/Change Management
10	LC schools has been ranked #1 in achievement scores in the south-central region for the past 9 years and has maintained either Exemplary or Achieving status over those years, never falling to a lower level, why are you the best candidate to keep the district at that level?	Lincoln County Question	4	Academics and Curriculum
10.5		Lincoln County Question	4	Academics and Curriculum
12	We face a lot of challenges in education. One of them is that the rates of Autism and other neurological disorders like it continue to rise, as well as an increase in general mental health problems among students. As a parent of a student with special needs I'd like to hear your thoughts on how we're going to continue to ensure that these students get a solid education, with inclusion in a normal classroom setting as much as feasible.	Lincoln County Question	4	Academics and Curriculum
12.5		Lincoln County Question	4	Academics and Curriculum
20	What experience do you have in developing and implementing new educational programs?	Lincoln County Question	4	Academics and Curriculum
20.5			4	Academics and Curriculum
21	Marshall County School System is part of the South-Central Region of Tennessee schools, and we typically compare our outcomes with the other schools in the region as a measure of success. What would be your academic goals for the district and your plan to reach those goals?	Marshall County Board Member 1	4	Academics and Curriculum
21.5		Marshall County Board Member 1	4	Academics and Curriculum

Question #	Question	Source	Category #	Category
24	What programs or curriculum adjustments could help make our district a more attractive option for families considering homeschooling or that have already left for homeschooling?	Marshall County Board Member 1	4	Academics and Curriculum
24.5		Marshall County Board Member 1	4	Academics and Curriculum
25	What strategies would you implement to regain students who have left for homeschooling?	Marshall County Board Member 1	4	Academics and Curriculum
25.5		Marshall County Board Member 1	4	Academics and Curriculum
26	What steps would you take to improve academic performance across all grade levels in our district?	Marshall County Board Member 1	4	Academics and Curriculum
26.5		Marshall County Board Member 1	4	Academics and Curriculum
27	How would you measure success in educational growth beyond standardized test scores?	Marshall County Board Member 1	4	Academics and Curriculum
27.5		Marshall County Board Member 1	4	Academics and Curriculum
28	What innovative instructional strategies have you seen successfully improve student engagement and achievement?	Marshall County Board Member 1	4	Academics and Curriculum
28.5		Marshall County Board Member 1	4	Academics and Curriculum
34	If you review our data, some of our schools have an overall letter grade of D. Please explain with specifics, how you plan to work with our administrators and teachers to improve these overall scores. Are you prepared to make administrative changes if deemed necessary?	Marshall County Board Member 2	4	Academics and Curriculum
34.5		Marshall County Board Member 2	4	Academics and Curriculum
35	As director of schools, do you consider increasing fine arts education opportunities to be a priority?	Marshall County Board Member 2	4	Academics and Curriculum
35.5		Marshall County Board Member 2	4	Academics and Curriculum
36	By nature, many public-school systems are forced to focus on improving lower performing students in order to boost results for the system. Do you feel it is also important to develop programs to challenge higher performing students?	Marshall County Board Member 2	4	Academics and Curriculum
36.5		Marshall County Board Member 2	4	Academics and Curriculum
47	What are your thoughts on the future of virtual education in our Marshall County school system and how do you plan to adapt to the changing landscape?	Marshall County Board Member 3	4	Academics and Curriculum
47.5		Marshall County Board Member 3	4	Academics and Curriculum
48	What is your philosophy on special education and gifted education?	Marshall County Board Member 3	4	Academics and Curriculum
48.5		Marshall County Board Member 3	4	Academics and Curriculum

Question #	Question	Source	Category #	Category
49	School districts are faced with implementing state standards with limited resources. What creative approaches will you utilize that will result in increased student achievement and academic success for our students?	Marshall County Board Member 3	4	Academics and Curriculum
49.5		Marshall County Board Member 3	4	Academics and Curriculum
50	What have you done to upgrade the educational programs in schools under your supervision? How have you evaluated the results?	Marshall County Board Member 3	4	Academics and Curriculum
50.5		Marshall County Board Member 3	4	Academics and Curriculum
7	As Director, how will you handle communication with your staff, parents and local board?	Lincoln County Question	5	Communication
7.5		Lincoln County Question	5	Communication
14	A survey was sent out to staff and the community for feedback. Effective communication and transparency was mentioned. As Director, what is your plan to ensure clear and transparent communication with the board, district employees, and the community?	Lincoln County Question	5	Communication
14.5		Lincoln County Question	5	Communication
30	How do you plan to improve communication between the district and parents, particularly those who may feel disengaged?	Marshall County Board Member 1	5	Communication
30.5		Marshall County Board Member 1	5	Communication
51	How have you assured a safe school environment where you now work?	Marshall County Board Member 3	6	Safety
51.5		Marshall County Board Member 3	6	Safety
22	Public education is faced with unfunded mandates from Pre-K programs through high school. We are constantly asked to do more with less or inadequate additional funding from local, state, and federal levels. How knowledgeable are you of the TISA funding formula and how would you lead us in managing budgetary constraints while balancing the educational needs of students?	Marshall County Board Member 1	7	Finance
22.5		Marshall County Board Member 1	7	Finance
53	What involvement have you had in budget development and ongoing fiscal management? Please give concrete examples when possible concerning such areas as community involvement in the budget process, multi-year fiscal planning and budget development.	Marshall County Board Member 3	7	Finance
53.5		Marshall County Board Member 3	7	Finance
54	What percent (a number) of the budget should be dedicated to sports, arts, and music?	Marshall County Board Member 3	7	Finance
54.5		Marshall County Board Member 3	7	Finance

Question #	Question	Source	Category #	Category
23	We have schools in need of major renovations, upgrades, and expansions in order to provide appropriate learning environments for the children of Marshall County. With 10 campuses to maintain it is a constant challenge to keep up while, again, balancing budget constraints. We are dependent on allocations and approvals of the county commission to address these facility needs. What would be your approach to facilities management and how would you lead us in seeking needed funding from the local county commission?	Marshall County Board Member 1	8	Building Program
23.5		Marshall County Board Member 1	8	Building Program
52	Tell us about any remodeling or new construction projects that have occurred under your leadership.	Marshall County Board Member 3	8	Building Program
52.5		Marshall County Board Member 3	8	Building Program
6	DEI and Transformational SEL are being implemented by the Department of Education. Should this be mandated by the Federal Government or left up to each individual local school system to decide what is best for them?	Lincoln County Question	9	Federal Government
6.5		Lincoln County Question	9	Federal Government
5	We are living in the age of AI and personal communication devices. What do you believe, as Director, are the challenges facing our school system in dealing with this?	Lincoln County Question	10	Technology
5.5		Lincoln County Question	10	Technology
55	Are you aware that the Board prefers residency in Marshall County and are you prepared to make a commitment and move to the district if offered the position?	Marshall County Board Member 3	11	Residency
55.5		Marshall County Board Member 3	11	Residency

Good afternoon to all of you!

First of all, congratulations on being chosen for an interview for the position of Director of Schools with the Marshall County (TN) Board of Education.

Interviews for the position will be held on March 12 and 13 beginning at 6:00 p.m. at the offices of the Marshall County Board of Education, 700 Jones Circle, Lewisburg, TN.

**On March 12, the Board will interview the following candidates:**

6:00 p.m. – Dr. Brewer

7:00 p.m. – Dr. Cornelius

8:00 p.m. – Mr. Hubbell

**On March 13, the Board will interview the following candidates:**

6:00 p.m. – Dr. Lonas

7:00 p.m. – Dr. Perry

If you find that time assigned is not convenient, please let me know as soon as possible.

Please let me know if you have questions.

Chuck Cagle  
Counsel to the Marshall County Board of Education

# 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: Concession Stand

Purpose of Fundraiser: raise money for soccer equipment and end of season banquet

Fund/Account Name: Forrest Soccer Booster Club

Current balance of fund account \$ 9,754.47 Date 02/19/2025

Anticipated date(s) of fundraiser: Beginning Feb 2025 Ending MAY 2025

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

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

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

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

Requested by: Yashuvis / treasurer Date: 02/19/2025  
Teacher/Club Forrest Soccer Booster Club

Approved by: [Signature] Date: 2/25/25  
Principal

Approved by: [Signature] Date: 2-26-25  
Director of Schools

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

### To be completed following fundraiser

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

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

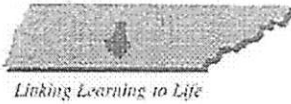
Total Fundraiser Profit \$ \_\_\_\_\_

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: Crush for a Crush + Ring pop Sales

Purpose of Fundraiser: to raise money to attend the TSAC Conference

Fund/Account Name: Student Council

Current balance of fund account \$ 998.22 Date 2/12/25

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

Expected Student Involvement (schoolwide or specific school organization): all students can buy cans of crush and ringpops

Margin of profit (if applicable): 100%

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: will go to students building leadership skills

Requested by: Sarah Fowler / Student Council Date: 2/12/25  
Teacher/Club

Approved by: [Signature] Date: 2/12/25  
Principal

Approved by: Jacob Sorrells Date: 2-12-25  
Director of Schools by Pam Frick

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

To be completed following fundraiser

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

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

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

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

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

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

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



# Fundraiser Authorization

Proposed Fundraising Activity: CALENDAR DONATION

Purpose of Fundraiser: RAISE FUNDS FOR GIRLS

BASKETBALL

Fund/Account Name: GIRLS BASKETBALL

Current balance of fund account \$ 3800.00 Date 2/18/25

Anticipated date(s) of fundraiser: Beginning FEBRUARY 24, 2025 Ending MARCH 10, 2025

Expected Student Involvement (schoolwide or specific school organization): 20

Margin of profit (if applicable): \$7500.00

Method by which school will receive profit: CASH/CHECK

How and when will these funds be spent to benefit students/instruction: EQUIPMENT, SUPPLIES, ETC...

Requested by: Jon Wild/Girls Basketball Date: 2/18/25  
Teacher/Club

Approved by: [Signature] Date: 2/21/25  
Principal

Approved by: [Signature] Date: 2-21-25  
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: FOREST BASKETBALL CALENDAR

Purpose of Fundraiser: RAISE MONEY FOR WEIGHT RACKS

Fund/Account Name: BOYS BKB

Current balance of fund account \$ 3,478.62 Date 2/24/25

Anticipated date(s) of fundraiser: Beginning FEB. 24<sup>TH</sup> Ending MARCH 10<sup>TH</sup>

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

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

Method by which school will receive profit: CASH/CHECKS (FHS BOYS BASKETBALL)

How and when will these funds be spent to benefit students/instruction: THEY WILL BE SPENT ON WEIGHT ROOM EQUIPMENT IN THE SPRING TIME.

Requested by: Tyler Rumbly / BOYS BKB Date: 2/24/25  
Teacher/Club

Approved by: \_\_\_\_\_ Date: 2/25/25  
Principal

Approved by: \_\_\_\_\_ Date: 2.26.25  
Director of Schools

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

To be completed following fundraiser

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

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

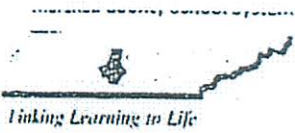
Total Fundraiser Profit \$ \_\_\_\_\_

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

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

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

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



# Fundraiser Authorization

Proposed Fundraising Activity: March Madness Tournament

Purpose of Fundraiser: End of year activities

Fund/Account Name: Student Council Account

Current balance of fund account \$ 271.10 Date 02-25-2025

Anticipated date(s) of fundraiser: Beginning 02-25-2025 Ending 03-20-2025

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

Margin of profit (if applicable): \$1,500.00

Method by which school will receive profit: CASH

How and when will these funds be spent to benefit students/instruction: Future Student Council activities

Requested by: Jayly Jurely Teacher/Club Date: 02/26/25

Approved by: [Signature] Principal Date: 2/27/25

Approved by: [Signature] Director of Schools Date: 2-27-25

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

To be completed following fundraiser

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

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

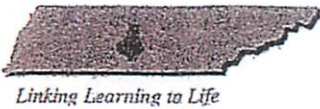
Total Fundraiser Profit \$ \_\_\_\_\_

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: Graduation Yard Sign

Purpose of Fundraiser: sell signs

Fund/Account Name: MCHS Cross Country

Current balance of fund account \$ \$198.66 Date 3/4/25

Anticipated date(s) of fundraiser: Beginning March 2025 Ending April 2025

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

Margin of profit (if applicable): \$15 per sign

Method by which school will receive profit: check or cash

How and when will these funds be spent to benefit students/instruction:  
travel expenses, uniforms, fees during 2025 season

Requested by: Heather Denton Date: 3/4/25  
Teacher/Club

Approved by: [Signature] Date: 3/4/25  
Principal

Approved by: [Signature] Date: 3-5-25  
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: World's Finest Chocolate

Purpose of Fundraiser: Students will sell chocolate to raise money for buses, music, and other choir purposes.

Fund/Account Name: MCHS Concert Choir Booster

Current balance of fund account \$ 4352.57 Date 2/14/2025

Anticipated date(s) of fundraiser: Beginning March 3, 2025 Ending May 16, 2025

Expected Student Involvement (schoolwide or specific school organization): Students will be selling chocolate to friends and family in and out of school.

Margin of profit (if applicable): 1,500

Method by which school will receive profit: School will receive profit by cash.

How and when will these funds be spent to benefit students/instruction: This will pay for new music, the cost of bussing, clothes and substitutes for the days we perform,

Requested by: Kaitlynn Wiley Date: 2/14/2025  
Teacher/Club

Approved by: [Signature] Date: 2/24/25  
Principal

Approved by: [Signature] Date: 2-25-25  
Director of Schools

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

*To be completed following fundraiser*

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

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

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

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

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

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

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

# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Book Fair

Purpose of Fundraiser: Money for library books and supplies

Fund/Account Name: Library 8110

Current balance of fund account \$ 11,018.77 Date \_\_\_\_\_

Anticipated date(s) of fundraiser: Beginning March 7 Ending March 14

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

Margin of profit (if applicable): 30% if sales exceed \$2,499

Method by which school will receive profit: cash

How and when will these funds be spent to benefit students/instruction: books and supplies 2025 - 2026

Requested by: Connie Baker Date: 2-14-25  
Teacher/Club

Approved by: [Signature] Date: 2-18-25  
Principal

Approved by: [Signature] Date: 2-21-25  
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: Bake Sale

Purpose of Fundraiser: raise funds for Winter Guard

Fund/Account Name: Forrest Winter Guard

Current balance of fund account \$ 0 Date \_\_\_\_\_

Anticipated date(s) of fundraiser: Beginning 3/8/2025 Ending 3/8/25

Expected Student Involvement (school wide or specific school organization): \_\_\_\_\_

winter guard members

Margin of profit (if applicable): 100%

Method by which school will receive profit: Cash

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

after the sales ends

Requested by: Budget Hughes Teacher/Club Date: 2/18/25

Approved by: [Signature] Principal Date: 2/24/25

Approved by: Jacol Lovell Director of Schools Date: 2-26-25

\*\* 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: Rock, Paper, Scissors Tournament

Purpose of Fundraiser: To provide a positive school culture activity for students and faculty and staff

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 1556 Date 3/6/2025

Anticipated date(s) of fundraiser: Beginning 03/12/25 Ending 03/14/25

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

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

Method by which school will receive profit: \$1 to buy additional beads

How and when will these funds be spent to benefit students/instruction: Funds will be used for graduation cords, teacher appreciation week, and to cover expenses of the event.

Requested by: Vanessa Hweeney Date: 3/6/25  
Teacher/Club Student Council

Approved by: [Signature] Date: 3/10/25  
Principal

Approved by: [Signature] Date: 3-10-25  
Director of Schools

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

To be completed following fundraiser:

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

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

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

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

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

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

\_\_\_\_\_

# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Egg Your Yard

Purpose of Fundraiser: Raise funds to support students w/ special needs

Fund/Account Name: Special Education

Current balance of fund account \$ 1579.47 Date 3-10-25

Anticipated date(s) of fundraiser: Beginning March 19, 2025 Ending April 16, 2025

Expected Student Involvement (schoolwide or specific school organization): Students may help to fill Easter Eggs.

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

Method by which school will receive profit: Check or cash

How and when will these funds be spent to benefit students/instruction: The funds will be used to support the Transition to Adulthood and Transition to Post Secondary classes.

Requested by: Jenny Kilgallon Date: 3/7/2025  
Teacher/Club

Approved by: [Signature] Date: 3/10/25  
Principal

Approved by: [Signature] Date: 3-10-25  
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: Tiger Dash 5K

Purpose of Fundraiser: host a race and get sponsors

Fund/Account Name: MCHS Cross Country

Current balance of fund account \$ 198.66 Date 3/4/25

Anticipated date(s) of fundraiser: Beginning April 2025 Ending July 2025

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

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

Method by which school will receive profit: check and cash

How and when will these funds be spent to benefit students/instruction:  
travel expenses, uniforms, fees during 2025 season

Requested by: Heather Denton Date: 3/4/25  
Teacher/Club

Approved by: [Signature] Date: 3/4/25  
Principal

Approved by: [Signature] Date: 3-4-25  
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: STEM Night

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

Fund/Account Name: OGES Parent Club

Current balance of fund account \$ 18,704 Date 3-19-25

Anticipated date(s) of fundraiser: Beginning April 10<sup>th</sup> Ending \_\_\_\_\_

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

Parent Involvement activity with STEM

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

Requested by: Christi Flowers - Parent Club Date: 3-7-25  
Teacher/Club

Approved by: [Signature] Date: 3.7.25  
Principal

Approved by: [Signature] Date: 3-7-25  
Director of Schools

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

To be completed following fundraiser

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

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

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

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

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

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

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

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

**Aug. 2024**

School	# Free/Red	ADM	% F/R
MES	286	403	70.97%
LMS	303	428	70.79%
WES	396	566	69.96%
OGES	298	420	70.95%
CES	212	477	44.44%
MCHS	537	816	65.81%
CHS	168	400	42.00%
CHES	195	556	35.07%
FHS	257	800	32.13%
DHIS	164	425	38.59%
<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	302	403	74.94%
LMS	310	419	73.99%
WES	415	560	74.11%
OGES	301	420	71.67%
CES	217	468	46.37%
MCHS	547	797	68.63%
CHS	175	392	44.64%
CHES	202	548	36.86%
FHS	262	785	33.38%
DHIS	162	416	38.94%
<b>District</b>	<b>2893</b>	<b>5208</b>	<b>55.55%</b>

**Jan. 2025**

School	# Free/Red	ADM	% F/R
MES	301	404	74.50%
LMS	312	417	74.82%
WES	414	562	73.67%
OGES	305	424	71.93%
CES	216	465	46.45%
MCHS	545	778	70.05%
CHS	163	364	44.78%
CHES	214	554	38.63%
FHS	256	762	33.60%
DHIS	168	417	40.29%
<b>District</b>	<b>2894</b>	<b>5147</b>	<b>56.23%</b>

**Feb. 2025**

School	# Free/Red	ADM	% F/R
MES	298	401	74.31%
LMS	308	414	74.40%
WES	416	561	74.15%
OGES	307	424	72.41%
CES	218	467	46.68%
MCHS	538	800	67.25%
CHS	161	390	41.28%
CHES	214	551	38.84%
FHS	257	772	33.29%
DHIS	167	417	40.05%
District	2884	5197	55.49%

**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!

# 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

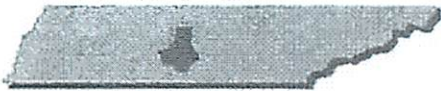
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Cross References:

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



Linking Learning to Life

# Travel Request

Organization FFA Destination Musicians Hall of Fame + Museum  
 Date of Trip 2/20/2025 Purpose of Trip 44th TN FFA Legislative Breakfast  
 Mode of Transportation: School Van

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

Brooks Sneed Brayden Burns  
Chris Anne Richter Anna Parker Worley  
Landon Garrett  
Brody Gibson  
 (Use back if more space is needed)

School System Participants (please print):

Virginia Stephens  
 (Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

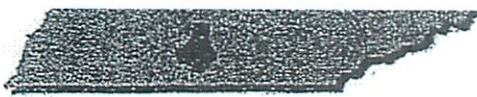
Have the Volunteer Participants been fingerprinted?  Yes  No  
 (See Administrative Procedure 5.2 Background Check Procedures for Non-Employees)

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

Travel Requested by: Virginia Stephens Date: 2/10/25  
 Teacher/Sponsor

Approved by: [Signature] Date: 2/10/25  
 Principal

Approved by: [Signature] Date: 2-18-25  
 Director of Schools



# Travel Request

Linking Learning to Life

Organization Teaching as a Profession Destination Marshall Elementary

Date of Trip Start Feb. 27 Weekly on Thursdays Purpose of Trip Observe + job shadow

Mode of Transportation: bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

See attached roster

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Mary Brewer Date: 2/24/25  
Teacher/Sponsor

Approved by: [Signature] Date: 2/26/25  
Principal

Approved by: [Signature] Date: 2-26-25  
Director of Schools



# Travel Request

Organization MCHS Band Destination Shelbyville Central High

Date of Trip 02/28/25 Purpose of Trip Concert Performance Assessment

Mode of Transportation: Bus-Charter

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): On back

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

(Use back if more space is needed)

School System Participants (please print):

Clay Sawyer

(Use back if more space is needed)

Volunteer Participants (please print):

Melissa Amonette 21✓

(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: Clay Sawyer Date: 2/24/25  
Teacher/Sponsor

Approved by: [Signature] Date: 2/24/25  
Principal

Approved by: Gaeol Powell Date: 2-24-25  
Director of Schools

# Travel Request

Organization FCCLA/Teaching Destination Marshall Elementary

Date of Trip 3/3/25 Purpose of Trip Read Across America

Mode of Transportation: bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

See attached rosters  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer  
\_\_\_\_\_

(Use back if more space is needed)

Volunteer Participants (please print):

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

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Mary Brewer Date: 2/21/25  
Teacher/Sponsor

Approved by: [Signature] Date: 2/24/25  
Principal

Approved by: [Signature] Date: 2-21-25  
Director of Schools



Linking Learning to Life

# Travel Request

Organization Briggs' 2nd Pollock Destination Pregnancy Resource Center

Date of Trip March 4, 2025 Purpose of Trip

to see 3 learn of a resource Mode of Transportation:

school van Is school system

transportation/personnel required?  Yes  No

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

No Student Participants (please print):

Adriana Walker Haleigh Anderson Soukyn Chilton  
Sam Wray Olivia Gross Anthony Edwards  
Laura Moore Juni Armstrong Emily Tucker  
Tripp Abernathy Rachel Taylor

(Use back if more space is needed)

School System Participants (please print):

Lauren Briggs  
Karen Stewart

(Use back if more space is needed)

Volunteer Participants (please print):

[Signature]

(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: Lauren Briggs Date: 2/18/25

Teacher/Sponsor

Principal Approved by: [Signature] Date: 2/19/25

Director of Schools Approved by: [Signature] Date: 2-18-25



# --Travel Request

Linking Learning to Life

Organization Industrial Maintenance Destination Calhoun \_\_\_\_\_

Date of Trip 03/04/25 Purpose of Trip Tour

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):

Student list attached Jackson Dunnivant, Jayden Jones

Alex Palomarez Christopher Granados, Brandon Mejia, Christian Granados

Fabian Munoz Ryan Davenport Myles Logue

Richard Montealegre-Leal Andrew Atkins

(Use back if more space is needed)

School System Participants (please print):

Danny Adams Frank Musgrave or Megan Denihan

(Use back if more space is needed)

Volunteer Participants (please print):

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

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by Danny Adams Date 02/25/25

Teacher/Sponsor

Approved by: Frank Musgrave Date: 2/25/25

Principal

Approved by: Paul Powell Date: 2-25-25

Director of Schools



# Travel Request

Linking Learning to Life

Organization Teaching as a Prof. Destination MES

Date of Trip 3-5-25 Purpose of Trip Observe Ages & Stages

Mode of Transportation: bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

See rosters  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Mary Brewer  
\_\_\_\_\_

(Use back if more space is needed)

Volunteer Participants (please print):

N/A  
\_\_\_\_\_

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Mary Brewer Date: 2/25/25  
Teacher/Sponsor

Approved by: [Signature] Date: 2/26/25  
Principal

Approved by: [Signature] Date: 2-26-25  
Director of Schools



# Travel Request

Linking Learning to Life

Organization: Welding Destination: TCAT Pulaski

Date of Trip: 3/7/25 Purpose of Trip: Welding Competition

Mode of Transportation: Spot Lowe 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):

Student list attached Colt Stacey , Tegan Vanderploeg, Dani Brady, Dakota Hetherington, Teagan Stinnett, Uriel Trujillo, Darren McCumber.

{Use back if more space is needed}

School System Participants (please print):

Cody Gibson

{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: 2/24/25

Teacher/Sponsor

Approved by: Frank Mesgrave Date: 2/24/25  
Principal

Approved by: Carol Powell Date: 2-24-25  
Director of Schools



# Travel Request

Organization LMS Band Destination Mountfreesboro, TN (MISU)

Date of Trip 03/11/2025 Purpose of Trip Concert Performance Assessment

Mode of Transportation: Charter bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

See Attached Posters

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

(Use back if more space is needed)

School System Participants (please print):

Dalton Parkerson Charlotte Zajac

\_\_\_\_\_

(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: Dalton Parkerson Date: 02/24/2025  
Teacher/Sponsor

Approved by: Charlotte Zajac Date: 2/25/25  
Principal

Approved by: Gael Powell Date: 2-25-25  
Director of Schools



# Travel Request

Organization DE Office Management Destination TCAT Pulaski

Date of Trip 3/14/25 Purpose of Trip Take MOS-Word Industry Test

Mode of Transportation: Students provide own transportation

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

<u>Connor Crawford</u>	<u>Hailey Slater</u>
<u>Kiley Garrigus</u>	<u>Sadie Smith</u>
<u>Lillian Helmick</u>	<u>Anthony Sticca</u>
<u>Carlos Hernandez</u>	<u>Ryden Sumpter</u>

(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: Shanne Swift Date: 2/27/25  
Teacher/Sponsor

Approved by: [Signature] Date: 2/28/25  
Principal

Approved by: [Signature] Date: 3-5-25  
Director of Schools



# Travel Request

Organization 5<sup>th</sup> grade Destination Cool Springs Galleria food court/  
 Date of Trip 3.19.25 Purpose of Trip reward trip  
 Mode of Transportation: bus Pinkerton Park

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):

5<sup>th</sup> grade students  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

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

(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: Jarac Stacey Date: 3.2.25  
 Teacher/Sponsor

Approved by: Robert J. Reas Date: 3.2.25  
 Principal

Approved by: Carol Lovell Date: 3-4-25  
 Director of Schools



# Travel Request

Organization FHS Senior Class Destination Strike and Spare Bowling, Murfreesboro, TN

Date of Trip 3/20/25 Purpose of Trip Senior Trip

Mode of Transportation: Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

SEE ATTACHED ROSTER OF STUDENTS

(Use back if more space is needed)

School System Participants (please print):

Jerry Davenport Tracy Martin James Donnelly  
Andy Burkett

(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: [Signature] JERRY DAVENPORT Date: 2/10/25  
Teacher/Sponsor

Approved by: [Signature] Date: 2/10/25  
Principal

Approved by: [Signature] Date: 2-10-25  
Director of Schools

# Travel Request

Organization 4th Grade Destination Kidsville, <sup>Cornersville</sup> TN

Date of Trip 3-20-25 Purpose of Trip 3rd Nine Weeks Reward

Mode of Transportation: Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

4th Grade

(Use back if more space is needed)

School System Participants (please print):

Moorehead

Anderson

Hitchcock

Benderman

Jones

Pate

(Use back if more space is needed)

Volunteer Participants (please print):

Mitchell

(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: Ashley Moorehead  
Teacher/Sponsor

Date: 3-16-25

Approved by: Robert J Reasoner  
Principal

Date: 3-7-25

Approved by: Jacal Somell  
Director of Schools

Date: 3-7-25



Linking Learning to Life

# Travel Request

Organization: Anatomy B and CMA Class \_\_\_ Destination: UAH \_\_\_\_\_

Date of Trip\_04/01/2025\_\_\_\_\_ Purpose of Trip: Field trip to tour Nursing Dept. \_\_\_\_\_

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 : Tori Adams, Trace Allen, Madison Alexander, Illeana Armengolt-Torres, Olivia Baker, Bailey Banks, Anzie Bowden, Brooklyn Carter, Kimberly Casco, Azjana Cross, Samantha Farley, Yami De La Paz, Americus Foster, Kristin Harris Rylynn Haase, Jasmine Herrera, Abigail Leverette, Elzie Lopez, Gillian McKnight, Alexia Montalvo, Xavier Mosley, Brooklyn Nunley, Nancy Flores, A'Laleonia Reese, Ashley Reyes Vasquez, Allison Sims, Hannah Smith, Phoebe Stokes, Rebekah Torres, Adriana White, Bryson Wiles, Jada Franklin, Haley Perry, Hunter Uland, Xavier Viazcan, Molly Wells, and Adison Wright.

(Use back if more space is needed)

School System Participants (please print):

\_Mary Ann Lee-Haynes\_\_\_\_\_

(Use back if more space is needed)

Volunteer Participants (please print):

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

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Mary Ann Lee-Haynes\_\_\_\_\_ Date: 2/13/2025\_

Teacher/Sponsor

Approved by: Frank Magrawe Date: 2/13/25  
Principal

Approved by: Carol Soelle Date: 2-11-25  
Director of Schools



# Travel Request

Organization CHES-Learning Lab Destination Kidsville-Cornersville  
 Date of Trip 4-1-25 Purpose of Trip Build social, behavioral, motor skills  
 Mode of Transportation: Special education 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>Brayden Acres</u>	<u>Greyson Acres</u>	<u>Liam Harveston</u>
<u>Jake Johnson</u>	<u>Sean Buchanan</u>	<u>Makayla McLemore</u>
<u>Bradley Haynes</u>	<u>Lennox Murphy</u>	<u>Lillie Keith</u>
<u>Parker Pennyman</u>	<u>Lucas Porter</u>	

(Use back if more space is needed)

School System Participants (please print):

<u>Becky Oliver</u>	<u>Taylor Horvath</u>	<u>Amber Johnson</u>
<u>Laura Burke</u>	<u>Ebony Whiteside</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: Becky Oliver Date: 3/7/25  
Teacher/Sponsor  
 Approved by: Dawn Kirby Date: 3/10/25  
Principal  
 Approved by: Carol Sorrell Date: 3-10-25  
Director of Schools



Linking Learning to Life

# Travel Request

Organization CHS FCCUA Destination SLC, Chattanooga, TN

Date of Trip April 2-4 '25 Purpose of Trip

FCCUA Leadership Conf. Mode of Transportation:

School van Is school system

transportation/personnel required?  Yes  No

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

No Student Participants (please print):

Aubrey Zuniga

Dixie Vickers

Rachel Taylor

Kaydee Fowler

(Use back if more space is needed)

School System Participants (please print):

Lauren Briger

(Use back if more space is needed)

Volunteer Participants (please print):

[Signature]

(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: Lauren Briger Date:

Teacher/Sponsor

Principal Approved by: [Signature] Date: 2/18/25

Director of Schools Approved by: [Signature] Date: 2-18-25



# Travel Request

Organization DE Office Management Destination South Arrow Coffee Co.  
Date of Trip 4/8/25 - 3rd Block only Purpose of Trip Prepare for Marketing plan with local business owner.  
Mode of Transportation: WALK

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):

Mrs. Swift's 3rd Block Class

(Use back if more space is needed)

School System Participants (please print):

S. Swift

(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: Shanne Swift Date: 3-4-25  
Teacher/Sponsor

Approved by: [Signature] Date: 3/6/25  
Principal

Approved by: [Signature] Date: 3-6-25  
Director of Schools



Linking Learning to Life

# Travel Request

Organization WES Chorus Destination Holiday World Music Festival, Santa Clara;

Date of Trip 5/10/25 Purpose of Trip to compete in the H.W. Music Festival

Mode of Transportation: charter bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

see attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Nora Toms Beth Stanford Caroline Bailey

Kate Oliver Susie Persson Michele Been

(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: Nora Toms Date: 2/21/25

Approved by: Cassie Altobelli Teacher/Sponsor Date: 2.21.25  
Principal

Approved by: Paul Smith Date: 2-21-25  
Director of Schools



# Travel Request

Organization CHES - 3<sup>rd</sup> Grade Destination Strike + Spare

Date of Trip May 12, 2025 Purpose of Trip End of Year Celebration / Reward

Mode of Transportation: Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

All 3<sup>rd</sup> grade students

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

(Use back if more space is needed)

School System Participants (please print):

All Third grade teachers , Annie Kirkland,  
Special Ed. assistants(2)

(Use back if more space is needed)

Volunteer Participants (please print):

None

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

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Lori Curtis Date: 3/7/2025

Teacher/Sponsor

Approved by: Dawn Kinley Date: 3/10/25

Principal

Approved by: Carol Lovell Date: 3-10-25

Director of Schools



# Travel Request

Organization Chapel Hill Elementary Destination Lucky Ladd Farms

Date of Trip 5/14/25 Purpose of Trip Educational Farm Tour

Mode of Transportation: Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

C.H.E.S 2nd Grade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back if more space is needed)

School System Participants (please print):

Melissa McClaran Shawna Bouine Crystal Smith Courtney Lowe  
Natalie Lampley Sara Harris Amanda Chilton  
Kenra Burkett

(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: Melissa McClaran Date: 3/5/25  
Teacher/Sponsor

Approved by: Dawn Kirley Date: 3/5/25  
Principal

Approved by: [Signature] Date: 3-5-25  
Director of Schools



# Travel Request

Organization CHES 3rd Grade Destination Henry Horton State Park

Date of Trip May 14<sup>th</sup> Purpose of Trip End of Year 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 Teachers and Students

(Use back if more space is needed)

School System Participants (please print):

All 3rd Grade Teachers

Annie Kirkland Special Ed ~~Asst~~ Assistant X2

(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 Hillespie Date: 3/7/25  
Teacher/Sponsor

Approved by: Deann Wiley Date: 3/10/25  
Principal

Approved by: Carol Sorrell Date: 3-10-25  
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.

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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)

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Cross References

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



REQUEST FOR USE OF \_\_\_\_\_

(SCHOOL)

Area/Room of the building requested front lawn/band field/batting cage

Name/Type of event to be held baseball practice

Date of the event Feb 10 - July 1 2025 Time evenings

Organization/Person requesting use Rebecca Blount

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

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

Contact person for organization using building Rebecca Blount

Address \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature] Date 2/10/25

Signature of principal [Signature] Date 2/10/25

Signature of Director of Schools for approval [Signature] Date 2-11-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Lewisburg Middle School  
(SCHOOL)

Area/Room of the building requested Cafeteria, front foyer  
Name/Type of event to be held Community Valentine Breakfast  
Date of the event 02/15/25 Time 8:00 - 11:00 am  
Organization/Person requesting use HOPE town  
Name of insurance company Brotherhood Mutual Amount of coverage 1,000,000  
Contact person for organization using building Frank Sullivan \*Minimum coverage of \$1,000,000 required  
Address 1339 Yell Rd, Lewisburg Phone 931-943-7771 Cell 406-546-7993

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 Frank Sullivan Date 02-12-25  
Signature of principal Charlton Date 2-13-25  
Signature of Director of Schools for approval Jacob Powell Date 2-14-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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- 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.
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- 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 SB + FB practice field

Name/Type of event to be held Baseball practice

Date of the event 2/17 - 5/1 Time 4:00 - 6:00

Organization/Person requesting use Oaken Gaskill CHYBSL

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

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

Contact person for organization using building Oaken Gaskill

Address 1964 Rolling Meadow Phone \_\_\_\_\_ Cell 931-675-1708

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 2/4/25

Signature of principal [Signature] Date 2/13/25

Signature of Director of Schools for approval [Signature] Date 2-14-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Lewisburg Middle School  
(SCHOOL)

Area/Room of the building requested Gym  
Name/Type of event to be held AAU Practice  
Date of the event Feb. 22 - July 2025 Time Sat. 3-5 / Practice  
5-7 weeklesse  
11-1 Saturdays  
Organization/Person requesting use 931 Dream Team  
Name of insurance company Chapels Insurance Amount of coverage 1,000,000  
\*Minimum coverage of \$1,000,000 required  
Contact person for organization using building D'Andre Brown  
Address 1159 Acom Drive Phone \_\_\_\_\_ Cell 931-675-0701

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 2/24/25  
Signature of principal [Signature] Date 2/24/25  
Signature of Director of Schools for approval [Signature] Date 2-24-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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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.
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REQUEST FOR USE OF FHS  
(SCHOOL)

Area/Room of the building requested Main OR Aux Gym Soccer team has a home game  
Name/Type of event to be held Chapel Hill Travel Soccer Team  
Date of the event 2/25/25 <sup>Practice</sup> Time 5-7 pm  
Organization/Person requesting use Youth Soccer - Under Brandon Phifer  
Name of insurance company \* All under Brandon Phifer Amount of coverage (same)  
Contact person for organization using building Brandon Phifer / Kevin Hall  
Address \_\_\_\_\_ Phone (240) 251-9748 Cell 931-637-3535  
(Kevin Hall)

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 2-21-25  
Signature of principal [Signature] Date 2/24/25  
Signature of Director of Schools for approval [Signature] Date 2-24-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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



REQUEST FOR USE OF Forrest High School  
(SCHOOL)

Area/Room of the building requested Aux Gym  
 Name/Type of event to be held Travel Basketball practice  
 Date of the event Every Tuesday/Thursday from 2-25/5-13 Time 5:30-7:30  
 Organization/Person requesting use Chapel Hill Travel Basketball/ Josh Rumley  
 Name of insurance company Acord Amount of coverage \$5,300,000  
\*Minimum coverage of \$1,000,000 required  
 Contact person for organization using building Josh Rumley  
 Address 204 Maple St Chapel Hill TN 37034 Ur 931-224-2466 Phone 931-224-2466 Cell \_\_\_\_\_

**RESPONSIBILITY OF PERSON REQUESTING USE**

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

Signature of person requesting use *Josh Rumley* Date 2-25-2025  
 Signature of principal *MO* Date 2/25/25  
 Signature of Director of Schools for approval *Carol Powell* Date 2-26-25

**MARSHALL COUNTY BOARD OF EDUCATION POLICY**

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10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Marshall High School  
(SCHOOL)

Area/Room of the building requested gym

Name/Type of event to be held youth basketball practice

Date of the event practice: Monday, Thurs, & Friday Time 5 pm - 7 pm 2/28/25  
711lbs

Organization/Person requesting use Kelsey Keiler / Hardwood Hitters

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

Contact person for organization using building Kelsey Keiler

Address 2143 Hwy 40, 37091 Phone 931-993-4074 Cell \_\_\_\_\_

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Kelsey Keiler Date 2/24/25

Signature of principal [Signature] Date 2/26/25

Signature of Director of Schools for approval [Signature] Date 2-26-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.
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REQUEST FOR USE OF \_\_\_\_\_  
(SCHOOL)

Area/Room of the building requested Fieldhouse/Football practice field

Name/Type of event to be held Tball practice

Date of the event March 2025 - June 2025 Time 4-6pm

Organization/Person requesting use Justin Palmer/Tball Team

Name of insurance company on file Sadler's Amount of coverage on file 1,000,000

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

Contact person for organization using building Justin Palmer

Address 316 N Horton Way Phone [Signature] Cell 205-412-2845

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: Justin Palmer] Date 2-24-25

Signature of principal [Signature] Date 2/24/25

Signature of Director of Schools for approval [Signature: Jacol Lovell] Date 2-24-25

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REQUEST FOR USE OF Cornersville Elementary School  
(SCHOOL)

Area/Room of the building requested Field

Name/Type of event to be held Youth League Baseball Practice

Date of the event March thru May Time 5pm during week

2pm on Saturday 5

Organization/Person requesting use Kevin Calahan (Marshall Co. Youth Baseball)

Name of insurance company Sadler + Company Inc. Amount of coverage \$1,000,000  
\*Minimum coverage of \$1,000,000 required

Contact person for organization using building Kevin Calahan

Address 295 Tarpley Ave Cornersville TN Phone 931-655-0037 cell 931-675-2317

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 March 4, 2025

Signature of principal Cheryl Ewing

Date 3-6-25

Signature of Director of Schools for approval [Signature]

Date 3-10-25

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REQUEST FOR USE OF Cornorsville Elementary School  
(SCHOOL)

Area/Room of the building requested Behind the School

Name/Type of event to be held T-Ball Practice

Date of the event 3-1-25 - 6-1-25 Time Afternoon

Organization/Person requesting use Kevin Smith

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

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

Contact person for organization using building Kevin Smith

Address 320 Dayfours Drive, Cornorsville, TN Phone 37047 Cell 931-224-0257

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 2-26-25

Signature of principal Cheryl Ewing Date 2-26-25

Signature of Director of Schools for approval [Signature] Date 2-28-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF

MCHS

(SCHOOL)

Area/Room of the building requested Kony Building

Name/Type of event to be held GU Softball Practice

Date of the event Monday Nights in March Time 5-6pm

Organization/Person requesting use Thomas Osteen/MC Youth Softball League

Name of insurance company Sadler + Company, INC Amount of coverage \$1,000,000  
\*Minimum coverage of \$1,000,000 required

Contact person for organization using building Thomas Osteen

Address 597 W Ellington Pky Phone \_\_\_\_\_ Cell 931-993-8862

thomas.osteen@mcsin.net

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 Thomas Osteen Date 2-27-25

Signature of principal [Signature] Date 2/27/25

Signature of Director of Schools for approval Carol Swall Date 2-28-25

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REQUEST FOR USE OF Delk Henson  
(SCHOOL)

Area/Room of the building requested Soccer field

Name/Type of event to be held CHSC Soccer practice

Date of the event March 1st - August 31st Time 5:30

Organization/Person requesting use Chapel Hill Soccer Club Brandon Pfeifer

Name of insurance company Everest national insurance co. Amount of coverage 1,000,000

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

Address 1506 Rebecca dr Chapel Hill Phone (260) 251-9748 Cell (260) 251-9748

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 2-24-25

Signature of principal Robert J Reasonover Date 2.24.25

Signature of Director of Schools for approval [Signature] Date 2-25-25

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REQUEST FOR USE OF Cornersville Elementary  
(SCHOOL)

Area/Room of the building requested Outside Fields

Name/Type of event to be held Marshall County Youth Softball practice

Date of the event March 1 - June 30 Time 5pm - 7pm

Organization/Person requesting use MCYBSL / Amber Hobby

Name of insurance company Sandler & Company Inc Amount of coverage 1,000,000

Contact person for organization using building ~~Amber Hobby~~ Casey Merchant / Amber Hobby  
\*Minimum coverage of \$1,000,000 required

Address ~~795 Spring Place~~ 795 Spring Place Phone ~~931-637-8196~~ Cell 931-637-8196  
931-205-2433

RESPONSIBILITY OF PERSON REQUESTING USE

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Signature of person requesting use Amber Hobby Date 2-28-25

Signature of principal Cheryl Ewing Date 3-3-25

Signature of Director of Schools for approval [Signature] Date 3-3-25

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REQUEST FOR USE OF Cornersville Elementary  
(SCHOOL)

Area/Room of the building requested Ball field

Name/Type of event to be held Softball practice

Date of the event Wednesday Time 4:00

Organization/Person requesting use Marshall County TN Youth Softball League (Ciara King) coach

Name of insurance company Sadler & Company Insurance Amount of coverage \$1,000,000  
\*Minimum coverage of \$1,000,000 required

Contact person for organization using building Ciara King

Address 204 S. Mulberry St. Cornersville Phone 37047 Cell 931 675-8931

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 Ciara King Date 3-3-25

Signature of principal Cheryl Ewing Date 3-3-25

Signature of Director of Schools for approval Carol Lovell Date 3-3-25

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REQUEST FOR USE OF MCHS. KENY BUILDING  
(SCHOOL)

Area/Room of the building requested KENY TRAINING BUILDING,

Name/Type of event to be held MAXIMUM VELOCITY NFL FLAG EVALUATIONS

Date of the event MARCH 4TH, 2025 Time 6-7:30 pm

Organization/Person requesting use MAXIMUM VELOCITY YOUTH SPORTS - ROBERT LEVEILLE

Name of insurance company ACORD, COLLINS & MILLER Amount of coverage 1,000,000

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

Address 2380 CATHEY CEMETERY RD Phone 815-999-7729 Cell ''  
LEWISBURG TN, 37091

RESPONSIBILITY OF PERSON REQUESTING USE

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Signature of person requesting use [Signature]

Date 2-26-2025

Signature of principal [Signature]

Date 2/26/25

Signature of Director of Schools for approval [Signature]

Date 3-4-25

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REQUEST FOR USE OF Westhills  
(SCHOOL)

Area/Room of the building requested Baseball practice field (playground)

Name/Type of event to be held 10-12 year old baseball practice

Date of the event Mondays Wednesdays and Fridays Time 6-8pm

Organization/Person requesting use Richard Warf and Keifer Hodge

Name of insurance company Snoose + Company Amount of coverage \$1,000,000  
\*Minimum coverage of \$1,000,000 required

Contact person for organization using building Richard Warf

Address 425 Forrest Street Lewisburg TN 37091 United States Phone +1 931 205-3185 Cell \_\_\_\_\_

**RESPONSIBILITY OF PERSON REQUESTING USE**

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

Signature of person requesting use [Signature] Date 3/4/2025

Signature of principal [Signature] Date 3.6-25

Signature of Director of Schools for approval [Signature] Date 3-6-25

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11. When a third-party vendor uses a facility and a custodian is used, a fee of \$21 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Lms  
(SCHOOL)

Area/Room of the building requested Lms- old baseball field

Name/Type of event to be held Tu baseball practice

Date of the event March 10, 2025 - Nov 2025 Time 5:30-7:30 2x's  
Per Week

Organization/Person requesting use Amanda Roberts / Matthew Cashion

Name of insurance company Chappel Insurance Amount of coverage 2,000,000  
\*Minimum coverage of \$1,000,000 required

Contact person for organization using building Amanda Roberts / Matthew Cashion

Address 500 Tiger Blvd, Lewisburg Phone 359-1265 Cell 931-492-0052  
931-224-5815

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 Amanda Roberts Date 2/25/25

Signature of principal Charles [Signature] Date 2/25/25

Signature of Director of Schools for approval [Signature] Date 2-25-25

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.
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OF Forrest School  
(SCHOOL)

Area/Room of the building requested Cafeteria

Name/Type of event to be held High School Basketball Banquet

Date of the event 03/16/25 Time 2PM

Organization/Person requesting use Boys/Girls Basketball

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

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

Contact person for organization using building Tyler Rumley

Address \_\_\_\_\_ Phone \_\_\_\_\_ Cell 415-934-5548

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 Tyler Rumley Date 2/11/25

Signature of principal [Signature] Date 2/12/25

Signature of Director of Schools for approval Carol Powell Date 2-14-25

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REQUEST FOR USE OF  
 Washville  
 (SCHOOL)



Area/Room of the building requested: Gym/Garage/Playground  
 Name/Type of event to be held: FA Kids 5th Sunday Event  
 Date of the event: 3/30/25  
 Time: 4-8pm  
 Organization/Person requesting use: FA  
 Name of insurance company: James Greene Assoc  
 Amount of coverage: 1,000,000  
 Minimum coverage of \$1,000,000 required  
 Contact person for organization using building: Ruth Harmon  
 Address: 1191 W Ellington Bay Phone 931-351-5754

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: Ruth Harmon Date: 3/5/25  
 Signature of principal: Lois Decker Date: 3.5.25  
 Signature of Director of Schools for approval: Glenn Jovell Date: 3-6-25

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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12. Groups are responsible for providing an appropriate sign. The sign is to be used at one's own risk.