

Regular Board Meeting

January 13, 2020 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Recognitions	Jacob Sorrells
3. MCEA Report	Dana Cordova
4. Committee Reports/Schedule Committee Meetings	
1. Policy Committee - January 13, 2020	
5. Consent Agenda	
1. Minutes	
2. Technology Surplus	
6. Resolutions	Janet Wiles
7. New Business	
8. Director's Report	Jacob Sorrells
1. Johnson + Bailey Pay Request	
9. Adjourn	Julie Keny Cathey
10. FYI	
1. AMLE Conference 2019	
2. Approved Fundraisers	
3. Free & Reduced	
4. Monthly Financial Report	
5. Travel Requests	
6. Use of Facility	

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/10/11
		Rescinds: 1.403	Issued: 07/21/05

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board
2 meeting. Any board member may recommend items to be placed on the agenda for discussion. The
3 particular order may vary from meeting to meeting in keeping with the business at hand.
4

5 The agenda (which shall include the consent agenda), together with supporting materials, shall be given
6 to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be
7 available for public inspection when it is distributed to the board members. At the beginning of each
8 meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may
9 involve the addition to or deletion of items previously included on the agenda. The Board, however,
10 may not revise board policies or adopt new ones, unless such action has been scheduled.
11

12 Staff members or citizens of the district may suggest items for the agenda by presenting proposed items
13 to the director of schools or the chairman of the Board.
14

15 For items to be considered on the agenda, they must be received in the director of schools' office at
16 least seven (7) days prior to the scheduled date of the meeting. The person(s) requesting an item on the
17 agenda shall forward any background information to the director of schools' office so that the material
18 will be included in the delivery to the board members prior to the meeting.
19

20 The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members
21 of the public who wish to speak.
22

23 Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and*
24 *Appearances Before the Board* (1.404).
25

26 **CONSENT AGENDA**

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

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

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

- 6
- 7 1. Special committees shall be appointed by the chairman serving in an advisory capacity shall
8 ordinarily consist of less than a quorum of board members;
- 9
- 10 2. The committee will be advisory only unless specifically authorized to transact designated business;
- 11
- 12 3. General issues to be discussed by the committee must be approved in advance by the entire Board;
- 13
- 14 4. A committee shall serve no longer than the annual organization meeting of the Board unless
15 reappointed to finish a designated task; and
- 16
- 17 5. Committee meetings shall be held in accordance with the Open Meetings law.²
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33 _____
34 Legal References:
35 1. TCA 49-2-205(2)
36 2. TCA 8-44-102(b)

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

Committees for 2019-2020

September 16, 2019

Executive Committee

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

Policy

*Andy Woodard

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

Budget/Education

* Kristen Gold

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

Curriculum/Instruction

(Includes Technology & Attendance)

*Julie Keny Cathey

Susan Hunter

Harvey Jones

Kristen Gold

Heidi McElhaney

Acquisition/Maintenance/Transportation

*Harvey Jones

Andy Woodard

Robert Warf

John Daniel Allen

William Bell

Five-Year Strategic Plan

*Kristen Gold

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

***Chairman of Committee**

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

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 01/13/20
		Rescinds: 4.200	Issued: 11/08/01

1 Under the leadership and direction of the supervisor(s) of instruction, a unified curriculum shall be
2 developed within the statewide curriculum framework for the school system in each subject area, grades
3 K-12, and presented to the Board for adoption.¹

4 ~~The curriculum shall include those subjects and topics required by state and federal laws and~~
5 ~~regulations.² It shall foster respect and appreciation of the cultural diversity found in our country and an~~
6 ~~awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic~~
7 ~~society.~~

8 Teachers in each school shall participate in the systemwide development of the curriculum in their
9 appropriate subject areas. Assignments for curriculum development will be made by the principal and
10 supervisor(s) of instruction. ~~The curriculum will be revised and updated regularly through in-service~~
11 ~~programs and curriculum planning sessions with changes subject to approval by the Board.~~

12 ~~The curriculum will be revised and updated regularly through in-service programs and curriculum~~
13 ~~planning sessions, with changes subject to approval by the Board.~~

14 At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a
15 personal copy of the portion which pertains to their area of teaching. New teachers shall be given an
16 appropriate copy and briefed on its content in relation to the total curriculum.

17 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is
18 encouraged but must have prior approval of the principal. An experimental program requires the
19 approval of the director of schools, the Board, the Commissioner of Education and the State Board of
20 Education.¹

21 ~~A course may become a permanent part of the school program after three (3) years of operation upon~~
22 ~~approval of the State Board of Education.²~~

23 **IMPLEMENTATION**

24 The primary responsibility for the effective operation of the curriculum program and activities shall be
25 delegated to the director of schools.

26 The school principals shall be responsible for administering the established instructional programs and
27 for the development and supervision of a coordinated plan for the improvement of instruction in their
28 schools.

Legal References:

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.05(1)(a); TRR/MS 0520-01-03-.05(2)
2. TCA 49-6-1001, *et seq.*; TCA 49-6-1201, *et seq.*; TCA 49-6-1301-1302

Cross Reference:

Evaluations of Instructional Programs 4.702
In-Service & Staff Development Opportunities 5.113
Staff Rights & Responsibilities 5.600
Staff Time Schedules 5.602

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Basic Program	Descriptor Code: 4.201	Issued Date: 01/13/20
		Rescinds: 4.201	Issued: 09/12/00

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in
2 its educational programs or activities.

3 ~~Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and
4 the variety of careers, roles and life styles open to women as well as men in our society. One of the
5 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias
6 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and
7 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and
8 responsibilities of each individual as a member of a pluralistic society.¹~~

9 The course of study in the schools shall include those subjects required by the Legislature and Tennessee
10 State Board of Education as follows: reading, writing, spelling, arithmetic, English, geography, hygiene,
11 sanitation, music, drawing, black history and culture, physical education, and free enterprise. Specific
12 topics required in the schools include: nature of alcoholic drinks, narcotics and smoking of cigarettes
13 and their effect upon the human system; history of Tennessee and its Constitution; history of the United
14 States and its Constitution; displaying of the American flag; highway safety; and defensive driving.¹

15 The Board reserves the right to add additional courses and to amend the content of prescribed courses as
16 experience and the process of curriculum development indicate the desirability of such change.

17 **CLASS SIZE RATIOS**

18 *General²*

19 *Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
20 exceed the maximum allowed by state law.*

21 **WAIVERS**

22 *The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend the
23 career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these class
24 sizes do not exceed the maximum.*

25 *If a natural disaster results in the enrollment of displaced students, the Commissioner of Education may
26 grant a waiver from the maximum class sizes.*

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Legal References:

1. ~~42 U.S.C. 12101; 34 CFR § 106.34~~
2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301
3. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross Reference:

- Graduation Requirements 4.605
- Religious Content of Courses 4.804
- Student Concerns, Complaints and Grievances 6.305

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 01/13/20
		Rescinds: 4.406	Issued: 02/13/17

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes it incumbent upon staff and students to use this privilege in an appropriate and
3 responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work or files
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial purposes
 - 25 • Buying or selling on the Internet

26 **Students**

27 The director of schools shall develop and implement procedures for appropriate Internet use by students.
28 Procedures shall address the following:

- 1 1. General rules and ethics of Internet use.
- 2 2. Prohibited or illegal activities, including, but not limited to:¹
- 3 • Sending or displaying offensive messages or pictures
- 4 • Using obscene language
- 5 • Harassing, insulting, defaming or attacking others
- 6 • Damaging computers, computer systems or computer networks
- 7 • Hacking or attempting unauthorized access
- 8 • Violation of copyright laws
- 9 • Trespassing in another's folders, work or files
- 10 • Intentional misuse of resources
- 11 • Using another's password or other identifier (impersonation)
- 12 • Use of the network for commercial purposes
- 13 • Buying or selling on the Internet

14 **INTERNET SAFETY MEASURES³**

15 Internet safety measures shall be implemented that effectively address the following:

- 16 • Controlling access by students to inappropriate matter on the Internet and World Wide Web
- 17 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 18 forms of direct electronic communications
- 19 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 20 students on-line
- 21 • Unauthorized disclosure, use and dissemination of personal information regarding students
- 22 • Restricting students' access to materials harmful to them

23 The director of schools/designee shall establish a process to ensure the district's education technology is
24 not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
25 include, but not be limited to:

- 26 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 27 material that is obscene, child pornography or harmful to students
- 28 • Maintaining and securing a usage log
- 29 • Monitoring on-line activities of students

30 The Board shall provide reasonable public notice of, and at least one (1) **annual** public hearing or meeting
31 to address and communicate, its Internet safety measures.

32 A written parental consent shall be required prior to the student being granted access to electronic media
33 involving district technological resources. The required permission/agreement form, which shall specify
34 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural
35 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
36 and also by the student. This document shall be executed ~~each year and shall be valid only in the school~~
37 ~~year in which it was signed~~ **once every three (3) years and shall be valid only in the school years in which**
38 **it represents** unless parent(s) provide written notice that consent is withdrawn. In order to rescind the

1 agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the
2 director of schools with a written request.

3 **E-MAIL**

4 Users with network access shall not utilize district resources to establish electronic mail accounts through
5 third-party providers or any other nonstandard electronic mail system. All data including e-mail
6 communications stored or transmitted on school system computers shall be monitored.
7 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
8 may be a public record under the public records law and may be subject to public inspection.²

9 **INTERNET SAFETY INSTRUCTION⁴**

10 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
11 computer resources. Parents and students will be provided with material to raise awareness of the dangers
12 posed by the internet and ways in which the internet may be used safely.

13 **SOCIAL NETWORKING**

- 14 1. District staff who have a presence on social networking websites are prohibited from posting
15 data, documents, photographs, or inappropriate information that is likely to create a material and
16 substantial disruption of classroom activity.
- 17 ~~2. District staff are prohibited from accessing personal social networking sites on school computers
18 or during school hours except for legitimate instructional purposes.~~
- 19 3. The board discourages district staff from socializing with students on social networking websites.
20 The same relationship, exchange, interaction, information, or behavior that would be
21 unacceptable in a non-technological medium is unacceptable when done through the use of
22 technology.

23 **VIOLATIONS**

24 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
25 with the existing disciplinary procedures of this District.

26

Legal References:

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References:

Use of Electronic Mail (e-mail) 1.805
Web Pages 4.407

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Ranking	Descriptor Code: 4.602	Issued Date: 01/13/20
		Rescinds: 4.602	Issued: 07/09/18

1 **Honor Roll**

2 Honor roll students will be determined by standards approved by the Board. Students who meet these
3 standards, and who do not request otherwise, will have their names submitted to the principal for release to
4 the news media.

5 The method of determining the Honor Roll will be uniform throughout the county. An “A” and a “B” Honor
6 Roll will be named each grading period. If a student has a 93 and above in all subjects, he or she will be
7 placed on the “A” Honor Roll. If a student has an 85 or above in every subject, he or she will be placed on
8 the “B” Honor Roll.

9 In grades 3-8, math, English Language Arts (ELA), social studies, and science will be considered in
10 determining Honor Roll students.

11 In grades 9-12, all credit-bearing courses taken by a student shall be used to determine Honor Roll status.
12 Each school department or club which presents awards or conducts contests will file with the principal the
13 name of the honor, award or contest; the basis for selection of the award or honor; the method of participation;
14 and the reason for the contest.

15 **High School Class Ranking**

16 ~~Requirements for students entering the 9th grade during the 2015-2016 school year:~~

17 ~~Student ranking will be calculated using a weighted quality point GPA. Honors courses will be weighted at~~
18 ~~4.5, and AP courses will be weighted at 5.~~

19 **Local honors and Valedictorian/Salutatorian requirements for students entering the 9th grade during** 20 **the 2016-2017 school year:**

21 One half (1/2) quality point is to be added to the numerical quality point value corresponding to the letter
22 grade received for an honors course. One (1) quality point is to be added to the numerical quality point value
23 corresponding to the letter grade received in early postsecondary courses recognized by the state board of
24 education and department of education.

25 For the purposes for determining local honors, valedictorian, and salutatorian in the senior class, the State
26 Board of Education Uniform Grading Policy 3.301 will be used for ALL high school coursework. For high
27 school transfer students, the cumulative GPA on the transcript for transferred work will be used without any
28 recalculation other than conversation to a 4 point weighted GPA based on the State board of Education
29 Uniform Grading Policy 3.301. GPA will also be calculated using the Tennessee Uniform Grading Scale for
30 Lottery/Hope Scholarship purposes. Both the Tennessee Uniform Grading Policy 3.301 weighted GPA and

1 the Tennessee Uniform GPA will appear on the transcript. Local honors, valedictorian, and salutatorian will
2 be calculated after the fall semester of the senior year.

3 **Valedictorian and Salutatorian will be chosen using the following criteria:**

- 4 1. Students must be enrolled full-time at the home-base school to be eligible for valedictorian and
5 salutatorian;
- 6 2. To become valedictorian or salutatorian, a student must be enrolled in the high school at least three
7 (3) of the seven (7) semesters preceding the final semester;
- 8 3. Students must qualify for the highest Latin System awarded in the respective school; and
- 9 4. The long average rank on a scale of 0-105 will be used to calculate valedictorian and salutatorian.

10 **For the purposes of graduating with local honors MCS will use the following Latin System:**

11		
12	Summa Cum Laude	4.25 and above
13	Magna Cum Laude	4.00-4.24
14	Cum Laude	3.75-3.99

15 In accordance with guidance issued by the Department of Education, LEAs may, at their discretion,
16 retrospectively adjust the preceding point weights, if needed, to ensure uniformity of weighting for the same
17 courses taken for all students in a graduating cohort.

18 Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score
19 on the SAT will graduate with state honors.

20 Students will be recognized as graduating with “distinction” by attaining a 3.00 average and completing at
21 least one of the following:

- 22 • earn a nationally recognized industry certification
- 23 • participate in at least one of the Governor’s Schools
- 24 • participate in one of the state’s All State musical organizations
- 25 • be selected as a National Merit Finalist or Semi-Finalist
- 26 • attain a score of 31 or higher composite score on the ACT
- 27 • attain a score of 3 or higher on at least two advanced placement exams
- 28 • successfully complete the International Baccalaureate Diploma Programme
- 29 • earn 12 or more semester hours of transcribed post-secondary credit

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Cross Reference:

Graduation Requirements 4.605

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Conflict of Interest	Descriptor Code: 5.601	Issued Date: 01/13/20
		Rescinds: 5.601	Issued: 10/12/99

1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in
3 supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,
4 publisher, bookseller, or dealer in school furniture or apparatus; **however, a spouse or family member of**
5 **a principal, teacher, or other school administrative employee may participate in business transactions**
6 **with the school district where a sealed competitive bid system is used, provided that the employee does**
7 **not have discretion in the selection of bids or specifications.**¹

8 It shall be a misdemeanor for the director of schools to take any other contract under the Board, to
9 perform any other service for additional compensation, to act as principal or teacher in any school, or to
10 become the owner of a school warrant other than that allowed for his/her service as director of schools
11 or as secretary to the Board.²

12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees of the Board will not engage in, or have a financial interest in, any activity that raises a
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school
15 staff. This includes but is not limited to the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any
17 service to the school system on a commission basis;¹
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not
19 receive royalties for sue of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning a
21 customer, client, or employer originates from information obtained through the school system;
- 22 4. The Board shall make no purchase of supplies, materials, or equipment from a school system
23 employee; and
- 24 5. Employees shall not solicit, for the purpose of selling instructional supplies, equipment and
25 reference books in a territory that includes the parents(s)/guardian(s) of the ~~children~~ **students** of
26 the school in which the employee is assigned.

Legal References:

1. TCA 49-6-2003
2. TCA 49-2-301(c)

Cross References:

Gifts and Bequests 2.401
Purchasing 2.805
Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Employee-Developed Materials 4.405
Staff Gifts and Solicitations 5.605

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Issued Date: 01/13/20
		Rescinds: 5.607	Issued: 01/13/93

1 Outside employment is regarded as employment for compensation which is not within the duties and
2 responsibilities of the employee's regular position with the school system.

3 The Board expects each of its regular, full-time employees to devote maximum effort to the position in
4 which they are employed. The nature of a given professional position may require additional hours
5 during evenings or other times when offices may be closed.

6 An employee will not perform any duties related to an outside job during his/her regular working hours
7 or during the additional time that the responsibilities of the position require, or will an employee use any
8 district facilities, equipment or materials in performing outside work. **This includes the Board's computer
9 systems and networks and any configuration of hardware and software. The systems and networks
10 include all of the computer hardware, operating system software, stored text, and data files. This
11 includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as
12 the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications
13 technologies, and new technologies as they become available. The Board reserves the right to have all
14 technology resource activity monitored.**

15 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the
16 employee may use such off-duty time for the purposes of remuneration, provided all the following
17 conditions are met:

- 18 1. The work in no way interferes with the degree of effectiveness of his/her work in the school
19 system;
- 20 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 21 3. Such outside obligations do not prevent the individual from assuming duties required by the
22 regular position; and
- 23 4. The individual does not receive remuneration for work which is customarily within his regular
24 position.¹

25 **SUPPORT PERSONNEL**

26 Support personnel shall not be prohibited from holding employment outside the school system so long
27 as such employment does not interfere with regular and overtime scheduled duties for the school system.

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Legal Reference:

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TCA 49-5-410

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 01/13/20
		Rescinds: 5.701	Issued: 08/14/17

- 1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 All substitute teachers shall be employed by the director of schools and paid by the Board.²

3 **APPLICATION/QUALIFICATIONS**

- 4 Criminal history record checks and fingerprinting of applicants for substitute teacher are required.³
5 Applicants whose records with the State Department of Education indicate a license or certificate
6 currently in revoked status shall not be hired.⁴
7 Qualifications for substitute teachers shall be a high school diploma or GED and attendance at a
8 substitute training session.

9 The substitute teacher lists will be prepared by the [~~director of schools, personnel director, etc.~~] who will
10 maintain a complete file on all substitute teachers. This file will include transcripts, credentials,
11 recommendations and other pertinent information. A list of all approved substitutes shall be provided to
12 all building principals. **Only** those persons on the approved substitute list shall be employed to substitute
13 teach.

14 **COMPENSATION**

- 15 The compensation of substitute teachers is determined annually by the Board.
16 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
17 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
18 after July 2, 2011, through July 1, 2016.⁷

19 **CERTIFICATION**

- 20 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
21 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
22 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
23 the state salary schedule.¹

- 24 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
25 benefits,¹ and may substitute for additional days if the director of schools certifies in writing to the State
26 Board of Education that no other qualified personnel are available to substitute teach.⁶

27

1 EMERGENCY NEEDS

2 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The director of schools shall be responsible for providing appropriate training and development
10 programs for substitute teachers.

11 All substitute teachers shall be required to attend an orientation session held at the beginning of each
12 schoolyear to provide instructions regarding reporting, pay schedules, and other pertinent information
13 and to answer questions.

14 Substitute teachers shall assume the same responsibilities and have the same authority as the regular
15 teacher, including bus duty and playground supervision.

16 RE-EMPLOYMENT/TERMINATION

17 On an annual basis, the director of schools, with input from the principals, shall determine which
18 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
19 acceptable level shall not be re-employed.

20 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
21 the principal if they wish to terminate their service as substitutes.

22

Legal References:

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 01/13/20
		Rescinds: 6.200	Issued: 09/16/19

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

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

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

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

15 ABSENCES

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

18 Excused absences shall include:⁴

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

23
24 **II. Personal Days:** ~~Secondary students (grades 7-12) will be allowed three (3) excused personal days~~
25 ~~per semester and elementary students (grades K-6) will be allowed five (5) excused personal days~~
26 ~~per semester.~~ **Students will be allowed three (3) excused personal days per semester.** These days
27 will cover the following types of absences; however, proper documentation must be presented to the
28 office in order for the absence to be excused:

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

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

14
15 **III. Principal's Discretion:** Absences involving extenuating or unusual circumstances may be
16 approved or pre-approved by the principal on a case-by-case basis.

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

18 The principal shall be responsible for ensuring that:⁶

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

25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

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

37 **RELEASED TIME COURSE¹⁰**

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

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

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

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

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

10 **TRUANCY**

11 *General*

12 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
13 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
14 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
15 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
16 considered present for school attendance purposes.¹¹ If a student is required to participate in a remedial
17 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
18 and the school system provides transportation, unexcused absences from these programs shall be
19 reported in the same manner.⁹

20 A student who is absent ~~five (5)~~ **three (3)** days without adequate excuse shall be reported to the Director
21 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
22 absence. If a parent does not provide documentation within adequate time excusing those absences, or
23 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
24 intervention plan described below prior to referral to juvenile court.

25 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
26 implemented.

27 **Tier I**

28 Tier I of the progressive truancy intervention plan is triggered at three (3) unexcused absences and shall
29 include the following:

- 30 1. A scheduled/attempted conference with the student and the student's parent(s)/guardian(s);
- 31 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
32 and an attendance supervisor or designee. The contract shall include:
 - 33 a. A specific description of the school's attendance expectations for the student;
 - 34 b. The period for which the contract is effective; and
 - 35 c. Penalties for additional absences and alleged school offenses, including additional
36 disciplinary action and potential referral to juvenile court; and
- 37 3. Regularly scheduled follow-up meetings to discuss the student's progress.

1 Tier II

2 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,
3 the student will be subject to Tier II.

4 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a
5 student has been absent from school. The employee may refer the student to counseling, community-
6 based services, or other services to address the student's attendance problems.

7 Tier III

8 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Students will
9 be cited to the Marshall County Schools Truancy Board.

10 Interventions/Recommendations shall be determined by the Marshall County Schools Truancy Board.
11 The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be
12 approved by the Director of Schools/designee.

13 After five (5) unexcused absences and the progressive truancy intervention have been attempted, the
14 student/parent will be referred to Juvenile Court.

15 DRIVER'S LICENSE REVOCATION²

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

18 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
19 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

20 CREDIT/PROMOTION DENIAL

21 Credit/Promotion denial determinations may include student attendance; however, student attendance
22 may not be the sole criterion.⁶ However, if attendance is a factor, prior to credit/promotion denial, the
23 following shall occur:

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

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

28 The principal shall be responsible for ensuring that:⁷

- 29 1. Attendance is checked and reported daily for each class;
- 30 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
31 the majority of the day;
- 32 3. All student absences are verified;
- 33 4. Written excuses are submitted for absences and tardiness;

- 1 5. System-wide procedures for accounting and reporting are followed; and
- 2 6. Students who are absent ~~five (5)~~ **three (3)** days without adequate excuse shall be reported to the
- 3 director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s)
- 4 of the student's absence.⁸ The director of schools/designee shall also comply with state law
- 5 regarding the reporting of truant students to the proper authorities.⁸

6 **TARDIES, EARLY DISMISSALS AND DETENTION**

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

12 **ELEMENTARY TARDY* POLICY**

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

14 After five (5) unexcused tardies, parents will receive written notice from school as a warning that further
15 unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After
16 a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy
17 Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect
18 in the Marshall County Juvenile Court.

19 Please note: Elementary students receive ~~five~~ **three** parent notes per semester. Parent notes can be used
20 for unexcused tardies.

21

22 **RULES AND PENALTIES**

- 23 1. A student must present documentation of his/her absence and receive a class admittance note
- 24 before entering class. Documentation must be turned in within three (3) school days from the
- 25 date the student returns to school, or the absences will be unexcused.
- 26 2. All missed classwork and tests (whether from an excused or unexcused absence) may be made
- 27 up if the student makes the request immediately upon returning to school and if class time is not
- 28 taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s)
- 29 by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within
- 30 one day per absence.
- 31 3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be
- 32 construed as make-up time. Under no circumstances will detention time be substituted for class
- 33 time and/or work missed.
- 34 4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student,
- 35 or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound"
- 36 teacher to provide instruction.
- 37 5. The principal shall be responsible for notifying in writing the director of schools and the parents
- 38 of the student of any action taken by the school.

- 1 6. A student participating in a school-sponsored activity, whether on or off campus, will not be
2 counted absent. The student will be eligible to make up all work missed and will receive full
3 credit for the assignment upon completion of the work. To qualify as “school-sponsored”, the
4 activity must be school-planned, school-directed, and supervised by an approved sponsor.
- 5 7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not
6 be permitted for any reason except for emergencies such as inclement weather or other
7 unavoidable situations, unless instruction time is made up in full.
- 8 8. Student attendance records will be given the same level of confidentiality as other student
9 records. Only authorized school officials engaged in legitimate educational purposes may have
10 access to student information without the express consent of the parent or guardian, if the student
11 is a minor, or the student, if he or she has attained the age of eighteen (18).⁴
- 12 9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

13 **ATTENDANCE HEARING¹⁰**

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

25

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

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

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

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Legal References:

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Marshall County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 01/13/20
		Rescinds: 6.411	Issued: 08/14/17

1 The Board recognizes the link between nutrition, physical activity and learning. In order to implement
2 overall wellness for students, the plan below shall be followed by all schools and the district.¹

3 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

4 All schools shall implement the CDC's Coordinated School Health approach to managing new and
5 existing wellness related programs and services in schools and the surrounding community based on
6 State law and State Board of Education CSH standards and guidelines. The district's Coordinated School
7 Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH
8 standards and guidelines in the school district.

9 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

10 An advisory council shall be established to serve as a resource to school sites for implementing policies.
11 The council shall consist of individuals representing the school and community, including but not limited
12 to, staff, students, teachers, school administrators, parents, civic organizations, community organizations
13 and agencies, and others concerned with the health and wellness of students with at least two-thirds of
14 the members being non-school personnel.² The primary responsibilities of the council include but are
15 not limited to:

- 16 • Developing, implementing, monitoring, reviewing and, as necessary, making recommendations
17 as to physical activity and nutrition policies;
- 18 • Ensuring that all schools within the district create and implement an action plan related to the
19 modules from the School Health Index;
- 20 • Ensuring that the results of the action plan are annually reported to the council; and
- 21 • Ensuring that school level results include measures of progress on each indicator of the School
22 Health Index.

23 The State Board of Education's Coordinated School Health and Physical Education Policies shall be
24 used as guidance by the Council to make recommendations. The Board may consider recommendations
25 of the council in making policy changes or revisions.³

26 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and
27 administrators.² The Team shall hold Healthy School Team meetings during the school year to assess
28 needs and oversee planning and implementation of school health efforts.

29

1 **COMMITMENT TO NUTRITION**

2 All schools within the District shall participate in the USDA child nutrition program, including the
3 National School Lunch Program, the School Breakfast Program, the Summer Food Service Program,
4 and the After School Snack Program.^{4,5,6} The school nutrition coordinator shall be responsible for
5 overseeing the school district's compliance with the State Board of Education Rules and Regulations for
6 sale of food items in the school district.^{5,6}

7 Meals shall be accessible to all students in a non-stigmatizing manner. All food including vending
8 machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-
9 free Kids Act 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee shall be responsible for
10 overseeing the school district's compliance with the State Board of Education Rules and Regulations for
11 sale of food items in the school district.^{2,5,6}

12 Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good
13 nutritional habits shall be encouraged.

14 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

15 The Board shall monitor the effectiveness of the school nutrition program within a wide-range of student
16 constituency groups. Factors to be considered shall include, but are not limited to:

- 17 1. Participation rates in school meal programs;
- 18 2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on children's
19 health, behavior, and school performance and to monitor satisfaction with snack choices;
- 20 3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on children's
21 health, behavior, and school performance and to monitor satisfaction with snack choices;
- 22 4. Test scores⁴; and
- 23 5. Teacher surveys of students' classroom behavior, attention span, and memory.

24 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

25 The Board recognizes physical activity is extremely important to the overall health of a child. Schools
26 shall support and promote physical activity. Physical activity may be integrated into any areas of the
27 school program. Physical Education classes shall be offered with moderate to vigorous physical activity
28 being an integral part of the class. Students shall be encouraged by staff whenever possible to be
29 physically active. In addition to the district's physical education program, non-structured physical
30 activity periods shall be offered in grades K-6. Non-structured physical activity will consist of a
31 temporary withdrawal or cessation from usual school work or sedentary activities.⁷

32 The following opportunities for physical activity shall be provided:⁷

- 33 1. Elementary school students – a minimum of 130 minutes of physical activity each full school
34 week. Elementary schools must offer at least one period of physical activity that is at least 15
35 minutes each day.
- 36 2. Middle and high schools- a minimum of 90 minutes of physical activity each full school week.

1 Schools shall continue to offer after-school sports and activities. Physical activity shall not be employed
2 as a form of discipline or punishment.

3 **COMMITMENT TO CURRICULUM³**

4 All applicable courses of study should be based on State-approved curriculum standards.

5 **SCHOOL HEALTH INDEX³**

6 All schools within the district shall annually administer a baseline assessment on each of the ~~three~~
7 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
8 Council and reported to the State Department of Education.

9 **RECORD KEEPING COMPLIANCE**

10 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
11 compliance with community involvement requirements are maintained. The Coordinated School Health
12 Coordinator shall additionally document that the school wellness policy and triennial assessments are
13 made available to the public.⁸

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Legal References:

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669
8. 7 C.F.R. § 210.31(f)

DELETE

Marshall County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Use of Records	Descriptor Code: 6.603	Issued Date: 02/13/03
		Rescinds: 6.603	Issued: 02/08/00

1 Authorized school officials will have access to and permit access to student education records for
2 legitimate educational purposes.¹ A “legitimate educational interest” is the official’s need to know
3 information in order to:

- 4 1. Perform required administrative tasks;
- 5 2. Perform a supervisory or instructional task directly related to the student’s education;
- 6 3. Perform a service or benefit for the student or the student’s family such as health care, counseling,
7 student job placement, or student financial aid.

8 Authorized school officials may release information from or permit access to a student’s education
9 record without the parent(s) or eligible student’s* prior written consent in the following instances:

- 10 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
11 reasonable effort to notify the student’s parent(s) or the eligible student;
- 12 2. If the disclosure is an item of directory or statistical information;
- 13 3. To comply with the requirements of child abuse reports to the extent known by the school
14 officials including the name, address and age of the child, the name and address of the person
15 responsible for the care of the child, and the facts requiring the report;²
- 16 4. When certain federal and state officials need information in order to audit or enforce legal
17 conditions related to federally-supported education programs in the school system;
- 18 5. When the school system has entered into a contract or written agreement for an organization to
19 conduct scientific research on the system’s behalf to develop tests or improve instruction,
20 provided that the studies are conducted in a manner which will not permit the personal
21 identification of students and their parents by individuals other than representatives of the
22 organization and the information will be destroyed when no longer needed for the purpose for
23 which the study was conducted;³
- 24 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal
25 Revenue Code of 1954;⁴
- 26 7. To accrediting organizations to carry out their accrediting functions;

- 1 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
2 Parent(s) of students or eligible students have a right to obtain copies of records transferred under
3 this provision;⁵
- 4 9. To financial institutions or government agencies that provide or may provide financial aid to a
5 student in order to establish eligibility, to determine the amount of financial aid, to establish
6 conditions for the receipt of financial aid and to enforce financial aid agreements;
- 7 10. To make the needed disclosure in a health or safety emergency when warranted by the
8 seriousness of the threat to the student or other persons, when the information is necessary and
9 needed to meet the emergency, when time is an important and limiting factor and when the
10 persons to whom the information is to be disclosed are qualified and in a position to deal with
11 the emergency.
- 12 11. To the Attorney General or his designee for official purposes related to the investigation or
13 prosecution of an act of domestic or international terrorism. An educational agency that, in good
14 faith, produces education records in accordance with an order issued under this Act shall not be
15 liable to any person for that production.⁶

16 Authorized school officials may release information from a student's education record if the student's
17 parent(s) or the eligible student gives written consent for the disclosure. The written consent must
18 include:

- 19 1. A specification of the records to be released;
- 20 2. The reasons for the disclosure;
- 21 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
22 made;
- 23 4. The signature of the parent(s) or eligible student;
- 24 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
25 student's parent(s) or the eligible student may obtain a copy of any records disclosed under this
26 provision.

27 The school system will maintain an accurate record of all requests to disclose information from, or to
28 permit access to, a student's education records. The system will maintain an accurate record of
29 information it discloses and access it permits. The system will maintain this record as long as it maintains
30 the student's education record.

31 The record will include at least:

- 32 1. The name of the person or agency that makes the request;
- 33 2. The interest the person or agency has in the information;
- 34 3. The date the person or agency makes the request; and

1 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

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Legal References:

1. USCA 20-1232g; TCA 10-7-506; TCA 10-7-504
2. TCA 37-1-403
3. TRR/MS 0520-1-3-.09(5)(e)(7)
4. 1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170
5. TRR/MS 0520-1-3-.03(11)(e)
6. USA Patriot Act of 2001 § 507

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/10/11
		Rescinds: 1.403	Issued: 07/21/05

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board
2 meeting. Any board member may recommend items to be placed on the agenda for discussion. The
3 particular order may vary from meeting to meeting in keeping with the business at hand.
4

5 The agenda (which shall include the consent agenda), together with supporting materials, shall be given
6 to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be
7 available for public inspection when it is distributed to the board members. At the beginning of each
8 meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may
9 involve the addition to or deletion of items previously included on the agenda. The Board, however,
10 may not revise board policies or adopt new ones, unless such action has been scheduled.
11

12 Staff members or citizens of the district may suggest items for the agenda by presenting proposed items
13 to the director of schools or the chairman of the Board.
14

15 For items to be considered on the agenda, they must be received in the director of schools' office at
16 least seven (7) days prior to the scheduled date of the meeting. The person(s) requesting an item on the
17 agenda shall forward any background information to the director of schools' office so that the material
18 will be included in the delivery to the board members prior to the meeting.
19

20 The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members
21 of the public who wish to speak.
22

23 Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and*
24 *Appearances Before the Board* (1.404).
25

26 **CONSENT AGENDA**

27
28 While developing the agenda, the chair and director of schools shall identify routine or non-controversial
29 items to be placed on the consent agenda, which shall become a part of the regular agenda. If any
30 member objects to including an item on the consent agenda, that item shall be moved to the regular
31 agenda as an action item requiring discussion. The remaining consent items may be adopted in a single
32 vote without discussion.
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Marshall County Board of Education

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

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

8 The minutes shall include:

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

Legal References:

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

Cross References:

Duties of Officers 1.201

December 9, 2019

The Marshall County Board of Education met in regular session on Monday, December 9, 2019, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were John Daniel Allen, William Bell, Julie Keny Cathey, Kristen Gold, Susan Hunter, Heidi McElhane, Robert Warf, and Andy Woodard. Harvey Jones was absent.

Pledge/Prayer

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

During the MCEA Report, representative Nicky Randolph thanked the board for their continued support, and Mr. Sorrells for keeping MCEA in the loop.

Energy Specialist Roy Haislip presented a Cenergistics update: In six years, the school system has seen a cost avoidance of 19.40% at a savings of \$2,020,758.

The following meetings were scheduled: Policy Committee, Monday, January 13, 5:45 p.m.; Literacy and Dyslexia Workshop, Tuesday, January 21, 6:00 p.m.; Five-Year Strategic Plan Meeting, Monday, February 3, 6:00 p.m.

Presented under Consent Agenda: November 11, 2019, board meeting minutes. Ms. Hunter made a motion, with a second by Ms. Gold, to approve the consent agenda. The motion passed 8-0.

Mr. Woodard made a motion, with a second by Mr. Allen, to approve the proposal to form a Bulldog Quarterback Club. The motion passed 8-0.

There was no new business.

During the Director's Report: Mr. Sorrells stated that he provided each member a budget timeline and salary rankings for Tennessee school districts; he and Mr. Beasley will be watching the weather; the system has had a good semester; wished everyone a Merry Christmas; extended condolences to Ms. Gold on the loss of her mother-in-law.

The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal Property Sales	Descriptor Code: 2.403	Issued Date: 08/14/01
		Rescinds: DFM	Issued: 07/28/93

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When equipment, books, materials, and other personal property no longer have an intended use by the system or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.¹

Legal References:

1. TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4)

Vendor	Model	Asset_Tag	Location	Delltag
Dell	Latitude 34	MCPS5038	STORAGE	4P67K52
Dell	Latitude 34	MCPS5045	STORAGE	3FX4K52
Dell	Latitude 34	MCPS1124	STORAGE	1WBQF32
Dell	Latitude 34	MCPS1124	STORAGE	B0CQF32
Dell	Latitude 34	MCPS1124	STORAGE	C97QF32
Dell	Latitude 34	MCPS1124	STORAGE	10CQF32
Dell	Latitude 34	MCPS1124	STORAGE	3KBQF32
Dell	Latitude 34	MCPS1124	STORAGE	8JBQF32
Dell	Latitude 34	MCPS1125	STORAGE	9SBQF32
Dell	Latitude 34	MCPS1125	STORAGE	FNBQF32
Dell	Latitude 34	MCPS1125	STORAGE	GQBQF32
Dell	Latitude 34	MCPS1125	STORAGE	GMBQF32
Dell	Latitude 34	MCPS1125	STORAGE	8VBQF32
Dell	Latitude 34	MCPS1125	STORAGE	12CQF32
Dell	Latitude 34	MCPS1126	STORAGE	H77QF32
Dell	Latitude 34	MCPS1126	STORAGE	70CQF32
Dell	Latitude 34	MCPS1126	STORAGE	4D9QF32
Dell	Latitude 34	MCPS1128	STORAGE	3JBQF32
Dell	Latitude 34	MCPS1127	STORAGE	2XBQF32
Dell	Latitude 34	MCPS1127	STORAGE	D87QF32
Dell	Latitude 34	MCPS1127	STORAGE	F77QF32
Dell	Latitude 34	MCPS1128	STORAGE	3D9QF32
Dell	Latitude 34	MCPS1128	STORAGE	80CQF32
Dell	Latitude 34	MCPS1128	STORAGE	7RBQF32
Dell	Latitude 34	MCPS1129	STORAGE	487QF32
Dell	Latitude 34	MCPS1129	STORAGE	5C9QF32
Dell	Latitude 34	MCPS1129	STORAGE	DVBQF32
Dell	Latitude 34	MCPS1129	STORAGE	FQBQF32
Dell	Latitude 34	MCPS1129	STORAGE	DSBQF32
Dell	Latitude 34	MCPS1129	STORAGE	CKBQF32
Dell	Latitude 34	MCPS1129	STORAGE	JTBQF32
Dell	Latitude 34	MCPS1130	STORAGE	FVBQF32
Dell	Latitude 34	MCPS1130	STORAGE	D77QF32
Dell	Latitude 34	MCPS1130	STORAGE	CB7QF32
Dell	Latitude 34	MCPS1130	STORAGE	40CQF32
Dell	Latitude 34	MCPS1130	STORAGE	GSBQF32
Dell	Latitude 34	MCPS1130	STORAGE	DQBQF32
Dell	Latitude 34	MCPS1131	STORAGE	2B7QF32
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Dell	Latitude 34 MCPS1135 STORAGE	297QF32
Dell	Latitude 34 MCPS1135 STORAGE	887QF32
Dell	Latitude 34 MCPS1136 STORAGE	F87QF32
Dell	Latitude 34 MCPS1136 STORAGE	1TBQF32
Dell	Latitude 34 MCPS1136 STORAGE	GB9QF32
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Dell	Latitude 34 MCPS1136 STORAGE	81CQF32
Dell	Latitude 34 MCPS1136 STORAGE	877QF32
Dell	Latitude 34 MCPS1137 STORAGE	BMBQF32
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Dell	Latitude 34 MCPS1150 STORAGE	20CQF32
Dell	Latitude 34 MCPS1150 STORAGE	3VBQF32
Dell	Latitude 34 MCPS1150 STORAGE	5TBQF32
Dell	Latitude 34 MCPS1150 STORAGE	BTBQF32
Dell	Latitude 34 MCPS1152 STORAGE	9NBQF32
Dell	Latitude 34 MCPS1151 STORAGE	1C9QF32
Dell	Latitude 34 MCPS1151 STORAGE	8TBQF32
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Dell	Latitude 34 MCPS6818 STORAGE	G0T0J52
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Dell	Latitude 34 MCPS6834 STORAGE	HKXMJ52
Dell	Latitude 34 MCPS6836 STORAGE	1LXMJ52
Dell	Latitude 34 MCPS6837 STORAGE	JKXMJ52
Dell	Latitude 34 MCPS5037 STORAGE	G43YH52
Dell	Latitude 34 MCPS5044 STORAGE	6P67K52
Dell	Latitude 34 MCPS5040 STORAGE	2L67K52
Dell	Latitude 34 MCPS5042 STORAGE	4L67K52
Dell	Latitude 34 MCPS1159 STORAGE	5P67K52
Dell	Latitude 34 MCS13640 STORAGE	5FX4K52

RESOLUTION NO. 20-01-____
RESOLUTION TO BUDGET ADDITIONAL
REVENUES-GENERAL PURPOSE SCHOOL FUND

WHEREAS, funding received for after school programs at four Marshall County Schools through the 21st Century Community Learning Centers grant and one school through the Lottery for Education: After School Programs grant needs to be budgeted, and

WHEREAS, funding received from the federal government (through the state) for reimbursement of high cost special education expenses needs to be budgeted, and

WHEREAS, a teacher from Westhills Elementary was awarded a \$5,000 grant from Battelle Education for classroom technology, and

WHEREAS, funding awarded through the Safe Schools grant to offset the cost of SROs and other safety expenses needs to be budgeted,

THEREFORE, BE IT RESOLVED, that the General Purpose School Budget be amended in the following manner:

ACCT #	DESCRIPTION	DEBIT	CREDIT
47147	Safe and Drug Free Schools		270,928.00
47143	IDEA-Part B		9,547.92
44570	Contributions and Gifts		5,000.00
46590	Other State Education Funds		117,080.00
71100-722	Reg Ed Instr-Equipment	5,000.00	
71200-163	Spec Ed Instr-Teacher Asst	9,547.92	
72130-309	Other Stud Spt-Cont w/govt Agcies	60,080.00	
72130-499	Other Stud Spt-Other Supplies	25,000.00	
72130-790	Other Stud Spt-Equipment	15,000.00	
72210-790	Supp Svc/Reg Ed-Equipment	17,000.00	
73300-105	Comm Svcs-Supvs	76,250.00	
73300-105	Comm Svcs-Teachers	133,500.00	
73300-163	Comm Svcs-Educ Assts	1,575.00	
73300-189	Comm Svcs-Other Salaries	1,948.00	
73300-201	Comm Svcs-Soc Sec	13,112.88	
73300-204	Comm Svcs-State Retirement	22,289.63	
73300-212	Comm Svcs-Employer Medicare	3,073.61	
73300-422	Comm Svcs-Food Supplies	700.00	
73300-429	Comm Svcs-Instructional Supplies	5,928.88	
73300-499	Comm Svcs-Other Supplies	1,000.00	
73300-524	Comm Svcs-Staff Development	2,550.00	
73300-599	Comm Svcs-Other Charges	9,000.00	

APPROVED THIS 27th DAY OF JANUARY, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

RESOLUTION NO. 20-01-____
RESOLUTION TO BUDGET INSURANCE PROCEEDS-
GENERAL PURPOSE SCHOOL FUND

WHEREAS, Extensive hail damage was discovered at Forrest School, and

WHEREAS, the Tennessee Risk Management Trust and Travelers Insurance determined that these roof damages were valued at \$371,700.00, and

WHEREAS, these repairs are being made during the 19-20 school year and the insurance proceeds are being received during this year, and

WHEREAS, these expenses and proceeds needs to be budgeted,

THEREFORE, BE IT RESOLVED, that the General Purpose School Budget be amended in the following manner:

ACCT #	DESCRIPTION	DEBIT	CREDIT
49700	Insurance Recovery		371,700.00
76100-799	Cap Outlay-Other Cap Outlay	371,700.00	

APPROVED THIS 27th DAY OF JANUARY, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

RESOLUTION NO. 20-01-__
RESOLUTION TO TRANSFER FUNDS-
GENERAL PURPOSE SCHOOL FUND

WHEREAS, On August, 12, 2019, the Board of Education voted to extend the contract of the Director of Schools two years, to end June 30, 2023, and

WHEREAS, Because of the State Comptroller's office recommendation, the Director's contract was also amended that the Board will no longer contribute the employee's portion of state retirement, and

WHEREAS, The Board voted to add the amount formerly paid as state retirement to to the Director's salary, and

WHEREAS, these expenses need to be budgeted, and

WHEREAS, A rebate from Workman's Compensation Insurance was received that covers this cost

THEREFORE, BE IT RESOLVED, that the General Purpose School Budget be amended in the following manner:

ACCT #	DESCRIPTION	DEBIT	CREDIT
72320-101	Dir of Schools-County Office	8,647.00	
72320-201	Dir of Schools -Social Sec	536.11	
72320-204	Dir of Schools-State Retirement	919.18	
72320-212	Dir of Schools-Employer Medicare	125.38	
72310-204	Board of Education-Workmans Comp		10,227.67

APPROVED THIS 27th DAY OF JANUARY, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

RESOLUTION NO. 20-01-____
RESOLUTION TO AMEND THE BUDGETED BEGINNING FUND BALANCE
FOR THE GENERAL PURPOSE SCHOOL FUND (141) AND THE SCHOOL
FOOD SERVICE FUND (143)

WHEREAS, there is a need to amend the beginning budgeted fund balances to the actual fund balances at July 1, 2019.

NOW, THEREFORE BE IT RESOLVED that the Honorable Board of Marshall County Commissioners approve the following budget amendment:

- (1) Amend the beginning budgeted balance for Unassigned Fund Balance (39000) from \$5,501,970 to \$6,511,020 in Fund 141
- (2) Amend the beginning budgeted balance for Restricted for Education (34555) from \$367,953 to \$334,038 in Fund 143

APPROVED THIS 27th DAY OF JANUARY, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

Johnson + Bailey Architects P.C.



January 13, 2020

Mr. Jacob Sorrels
Director of Schools
Marshall County Board of Education
700 Jones Circle
Lewisburg, TN 37091

Re: Renovations to Preston-Hopkins Athletic Facility
Marshall County Schools
J+B No. 1812

Dear Mr. Sorrels:

Attached please find one (1) copy of Application and Certificate for Payment No. 10 from DMC Inc. for the referenced project. This Application has been reviewed and is approved for payment in the amount certified.

Please contact me if you have any questions.

Sincerely

JOHNSON + BAILEY ARCHITECTS P.C.

A handwritten signature in cursive script, appearing to read 'John T. Trail', written in black ink.

John T. Trail, AIA

cc: DMC, Inc.

Encl: Application and Certificate for Payment No. 10 - dated 1-10-20

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side) Page One of

TO (OWNER):	Marshall County Schools 700 Jones Circle Lewisburg, TN 37091	PROJECT:	Renovations to Preston Hopkins Athletic Facility	APPLICATION NO:	10	Distribution to:	<input type="checkbox"/> OWNER
FROM (CONTRACTOR):	DMC, Inc 432 West College St Pulaski, TN 38478	VIA (DESIGNER):	Johnson + Bailey Architects P.C 100 East Vine Street City Center, Suite 700 Murfreesboro, TN 37130	PERIOD TO:	1/10/2020	<input type="checkbox"/> ARCHITECT	<input type="checkbox"/> CONTRACTOR
CONTRACT FOR:	Construction			DESIGNER'S PROJECT NO:	1812	<input type="checkbox"/>	
				CONTRACT DATE:	1/7/2019		

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
Total		\$0 00	\$21,807 25
Approved this Month			
Number	Date Approved		
Change Order No: 1	11/7/2019	\$0	\$21,807 25
TOTALS		\$0 00	\$21,807 25
Net change by Change Orders			

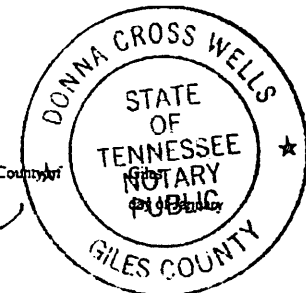
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR
By: David C Wells III Date: 1-10-2020

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$1,022,222 00
2. Net change by Change Orders	(\$21,807 25)
3. CONTRACT SUM TO DATE (Line 1+2)	\$1,000,414 75
4. TOTAL COMPLETED & STORED TO DATE	\$1,000,414 75
(Column G on G703)	
5. RETAINAGE:	
a <u>5</u> % of Completed Work	\$50,020 74
(Column D+E on G703)	
b <u>5</u> % of Stored Material	\$0 00
(Column F on G703)	
Total Retainage (Line 5a+5b or Total in Column I of G703)	\$50,020 74
6. TOTAL EARNED LESS RETAINAGE	\$950,394 01
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior certificate)...	\$932,300 55
8. CURRENT PAYMENT DUE	\$18,093 46
9. BALANCE TO FINISH, PLUS RETAINAGE	\$50,020 74
(Line 3 Less Line 6)	

State of: Tennessee
Subscribed and sworn to before me this 10th day of January, 2020
Notary Public: Donna Cross Wells
My Commission Expires: October 23, 2023



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED	\$18,093.46
(Attach explanation if amount certified differs from the amount applied for)	
ARCHITECT: <u>Johnson + Bailey Architects P.C.</u>	
By: <u>[Signature]</u>	Date: <u>1-13-20</u>
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract	

Continuation Sheet

AIA DOCUMENT G703

DMC, Inc
432 West College St
Pulaski, TN 38478

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 10
APPLICATION DATE: 1/10/2020
PERIOD TO: 1/10/2020
DESIGNER'S PROJECT NO: 1812

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETE		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	BALANCE TO FINISH (C-G)	RETAINAGE 5%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	Bond	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100%	0.00	\$700.00
2	Connection Fee Allowance	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	20,000.00	\$0.00
3	Permits and Fees	\$13,820.00	\$540.00	\$0.00	\$0.00	\$540.00	4%	13,280.00	\$27.00
4	Mobilization	\$14,783.00	\$14,783.00	\$0.00	\$0.00	\$14,783.00	100%	0.00	\$739.15
5	Site Preparation	\$53,100.00	\$53,100.00	\$0.00	\$0.00	\$53,100.00	100%	0.00	\$2,655.00
6	Footing Excavation	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100%	0.00	\$725.00
7	Concrete Footers	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100%	0.00	\$425.00
8	Form Block	\$6,220.00	\$6,220.00	\$0.00	\$0.00	\$6,220.00	100%	0.00	\$311.00
9	Underslab Drains	\$26,500.00	\$26,500.00	\$0.00	\$0.00	\$26,500.00	100%	0.00	\$1,325.00
10	Underslab Grading	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100%	0.00	\$175.00
11	Reinforcing Steel	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100%	0.00	\$225.00
12	Concrete Slab	\$33,300.00	\$33,300.00	\$0.00	\$0.00	\$33,300.00	100%	0.00	\$1,665.00
13	Concrete Block Laid	\$90,361.00	\$90,361.00	\$0.00	\$0.00	\$90,361.00	100%	0.00	\$4,518.05
14	Carpentry	\$79,625.00	\$79,625.00	\$0.00	\$0.00	\$79,625.00	100%	0.00	\$3,981.25
15	Roofing	\$9,087.00	\$9,087.00	\$0.00	\$0.00	\$9,087.00	100%	0.00	\$454.35
16	Brick Allowance	\$12,100.00	\$12,100.00	\$0.00	\$0.00	\$12,100.00	100%	0.00	\$605.00
17	Brick Labor	\$17,600.00	\$17,600.00	\$0.00	\$0.00	\$17,600.00	100%	0.00	\$880.00
18	Exterior Doors	\$9,228.00	\$9,228.00	\$0.00	\$0.00	\$9,228.00	100%	0.00	\$461.40
19	Wall Insulation	\$7,350.00	\$7,350.00	\$0.00	\$0.00	\$7,350.00	100%	0.00	\$367.50
20	Supply Piping Rough-In	\$42,734.00	\$42,734.00	\$0.00	\$0.00	\$42,734.00	100%	0.00	\$2,136.70
21	Electrical Rough-In	\$27,350.00	\$27,350.00	\$0.00	\$0.00	\$27,350.00	100%	0.00	\$1,367.50
22	Drywall	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100%	0.00	\$325.00
23	Ceilings	\$11,650.00	\$11,650.00	\$0.00	\$0.00	\$11,650.00	100%	0.00	\$582.50
24	Interior Doors	\$6,496.00	\$6,496.00	\$0.00	\$0.00	\$6,496.00	100%	0.00	\$324.80
25	Finish Hardware	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	0.00	\$75.00
26	Attic Insulation	\$7,850.00	\$7,850.00	\$0.00	\$0.00	\$7,850.00	100%	0.00	\$392.50
27	Painting and Decorating	\$36,209.00	\$36,209.00	\$0.00	\$0.00	\$36,209.00	100%	0.00	\$1,810.45
28	Heating and Ventilating System	\$38,265.00	\$38,265.00	\$0.00	\$0.00	\$38,265.00	100%	0.00	\$1,913.25
29	Electrical Fixtures Installed	\$37,350.00	\$37,350.00	\$0.00	\$0.00	\$37,350.00	100%	0.00	\$1,867.50
30	Site Electrical	\$43,718.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	90%	4,218.00	\$1,975.00
31	Plumbing Fixtures Installed	\$70,800.00	\$70,800.00	\$0.00	\$0.00	\$70,800.00	100%	0.00	\$3,540.00
32	Cabinets and Shelving	\$31,417.00	\$31,417.00	\$0.00	\$0.00	\$31,417.00	100%	0.00	\$1,570.85
33	Site Drainage	\$130,647.00	\$130,647.00	\$0.00	\$0.00	\$130,647.00	100%	0.00	\$6,532.35
34	Landscaping	\$4,837.00	\$4,837.00	\$0.00	\$0.00	\$4,837.00	100%	0.00	\$241.85
35	Trim and Soffits	\$13,475.00	\$13,475.00	\$0.00	\$0.00	\$13,475.00	100%	0.00	\$673.75
36	Handrails	\$11,747.00	\$11,747.00	\$0.00	\$0.00	\$11,747.00	100%	0.00	\$587.35
37	Sidewalks	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100%	0.00	\$625.00
38	Signage	\$1,245.00	\$245.00	\$0.00	\$0.00	\$245.00	20%	1,000.00	\$12.25
39	Builders Risk Insurance	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100%	0.00	\$110.00
40	Shutter Windows	\$12,576.00	\$12,576.00	\$0.00	\$0.00	\$12,576.00	100%	0.00	\$628.80
41	Door Hardware Allowance	\$7,000.00	\$4,750.00	\$0.00	\$0.00	\$4,750.00	68%	2,250.00	\$237.50
42	Toilet Specialties	\$21,245.00	\$21,245.00	\$0.00	\$0.00	\$21,245.00	100%	0.00	\$1,062.25
43	Gutters and Downspouts	\$4,837.00	\$4,837.00	\$0.00	\$0.00	\$4,837.00	100%	0.00	\$241.85
44	Change Order #1	(\$21,807.25)	\$0.00	\$18,940.75	\$0.00	\$18,940.75	-87%	-40,748.00	\$947.04
		\$1,000,414.75	\$981,474.00	\$18,940.75	\$0.00	\$1,000,414.75	100.00%	\$0.00	\$50,020.74

The AMLE Conference

One of our most important resources is our educators, so one of the most critical investments we make as a school system is their professional development to help them grow and learn.

Thanks to you and federal funding our district was able to send teachers/administrators from every middle school to the American Middle Level Educators Conference in November. Below are comments from them about the conference.

Jill Worley: “The AMLE conference is such an inspiring conference. It is so important for teachers to leave the classroom to continue educating ourselves about our number one priority -- OUR STUDENTS! Thank you to the Marshall County Board of Education for allowing us to go and learn. I appreciate this philosophy!”

“I loved "The Power of One." I so agree with this. One person can make a difference in a kid's life! I also enjoyed a session discussing Generation Z. They discussed that this generation is the most anxious population. It revolved around this question -- What are we doing to prepare Gen Z for the problems they are going to face? 66% of today's adults think negative rather than positive when thinking of the success of this generation. We have to believe that these kids have it in them to overcome these challenges! But, we also have to understand what these children are facing to help them succeed.”

Sara Fowler: “I absolutely loved attending the AMLE convention. I loved the fact that I felt like every session gave information that I was able to come back and apply to my classroom easily. I found that my way of thinking both as a teacher and parent changed after hearing from various speakers.” “The one session that was most useful in my classroom when it comes to activity was the “Worksheet Busters” with Kate Powell. I have already tried three of her suggestions for classroom activity, and all three of them went really well.”

Laura Ledford: “One of my favorite sessions was “Brain Powered Engagement Strategies.” In this, Shauna King discussed the grateful vs the hateful brain scan, the five levels of engagement, and other wonderfully simple, no fireworks ideas to help a teacher engage students in their learning.”

Nicole Pickle: “I thoroughly enjoyed listening to Charles Beaman and Debbie Silver. Dr. Beaman’s session was on being positive, but he also discussed the discipline mindset of a middle schooler and the brain’s natural learning system and how using brain-based learning strategies can help middle schooler learn more efficiently.”

Teagan Bartholomew: Two of her favorite sessions were “9 Hacks to Reach All Students” and “Inquiring Minds: Teaching and Learning with **good** questions.” The premise of “9 Hacks to Reach All Students” is that “the best intervention is effective teaching.” Within this premise, students need to “express” their learning. Teachers need to create passion, collaboration, memorization, action, and reflection. In the “Inquiring Minds” session, strategies include giving students a choice of questions to argue or defend and turning academic standards into questions by adding “How could you”

Nickie Curry: She thought the variety of topics offered was valuable. She enjoyed “Don’t Worry –Be happy! 9 Social Emotional Hooks that Engage Students” and “Engaging Boys . . . Yes, It Is Possible.”

Wendy Ridley: “My absolute favorite was Edward Thomas from Dimension2K. He was a math guy- just straight-up, matter-of-fact ideas to use to work on number sense and algebra. I attended two of his sessions. I also enjoyed David Shepard who spoke on Differentiation. He was fun and full of energy!”

Morgan Sanders: “Culture Starts with YOU” by Dr. Bobby Moore was most valuable. Some key takeaways are 1) Choose happiness because it makes your brain work better and helps you be successful, 2) Experiences together build relationships, not things, 3) Stay above the line in interactions, 4) Parent Engagement is not always defined as parents showing up to your school. Gallop defines it as parents recommending your school.”

Karen Lemay: “The conference was very motivational and really helped to remind me of why I went into teaching in the first place . . . for the students!” “Probably the most surprising session that I loved was “Engaging boys . . . Yes, It Is Possible!” with Kim Campbell. This session really broke down the difference between boys and girls: their behaviors, their brain development, their needs, etc.”

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Solicitations/Fundraising Activities</h2>	Descriptor Code: 2.601	Issued Date: 12/12/16
		Rescinds:	Issued:

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:

- 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:¹
 - 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.²

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.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

Cross References:

- Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

\$1,950⁰⁰ profit last yr.



Fundraiser Authorization

Proposed Fundraising Activity: Christmas Play

Purpose of Fundraiser: To make money for theater production

Fund/Account Name: Theater

Current balance of fund account \$ \$2,451.09 Date 11/13/19

Anticipated date(s) of fundraiser: Beginning 12/16/19 Ending 12/18/19

Expected Student Involvement (schoolwide or specific school organization): Student selling tickets during lunch and at the door

Margin of profit (if applicable): _____

Method by which school will receive profit: Ticket sales

How and when will these funds be spent to benefit students/instruction: To buy props and materials for the play

Requested by: Pamela Mark
Teacher/Club

Date: 12/19/19

Approved by: [Signature]
Principal

Date: 12/19/19

Approved by: [Signature]
Director of Schools

Date: 12-19-19

** 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 _____

\$392³⁵ profit last yr. (+shirts)

Marshall County School System



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Sweatshirts

Purpose of Fundraiser: to raise funds for 2019-2020 season + we had sweatshirts left over

Fund/Account Name: softball booster club

Current balance of fund account \$ 26,400 Date 12/16/19

Anticipated date(s) of fundraiser: Beginning 12/20/19 Ending _____

Expected Student Involvement (schoolwide or specific school organization): players will help promote the selling of these sweatshirts

Margin of profit (if applicable): _____

Method by which school will receive profit: sweatshirts are \$25.00

How and when will these funds be spent to benefit students/instruction: uniforms, balls, batbags, new pitching machine, dugouts

Requested by: Baylee Taylor Date: 12/16/19
Teacher/Club

Approved by: [Signature] Date: 12/16/19
Principal

Approved by: [Signature] Date: 12-17-19
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

\$2,632¹³ profit last yr.

Marshall County School System



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Chili Supper

Purpose of Fundraiser: raise funds for 2019-2020 season

Fund/Account Name: softball booster club

Current balance of fund account \$ 26,400 Date 12/16/19

Anticipated date(s) of fundraiser: Beginning 01/01/20 Ending 01/14/20

Expected Student Involvement (schoolwide or specific school organization): players will sell tickets and bring chili

Margin of profit (if applicable): _____

Method by which school will receive profit: chili supper tickets will be #15.00

How and when will these funds be spent to benefit students/instruction: this pays for the girls' sweatuits and batbags

Requested by: Baylee Taylor Date: 12/16/19
Teacher/Club

Approved by: [Signature] Date: 12/16/19
Principal

Approved by: [Signature] Date: 12-17-19
Director of Schools

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

To be completed following fundraiser:

Total Collections	\$ _____
Less: Total Expenses	\$ _____
Total Fundraiser Profit	\$ _____
Total Purchases with Fundraiser Profit	\$ _____
*Difference	\$ _____

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

Principal's Signature



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Country Meats

Purpose of Fundraiser: Selling of Hammed leaf jerky to raise funds for needed equipment + instruments

Fund/Account Name: Band Booster

Current balance of fund account \$ 14,000 Date 12/18/19

Anticipated date(s) of fundraiser: Beginning 1/6/20 Ending 1/30/20

Expected Student Involvement (schoolwide or specific school organization): Band (~40)

Margin of profit (if applicable): ~~45%~~ 40%

Method by which school will receive profit: Booster

How and when will these funds be spent to benefit students/instruction: Funds will be spent on new copies of instruments or equipment

Requested by: [Signature] Band Date: 12/18/19
Teacher/Club

Approved by: [Signature] Date: 12/19/19
Principal

Approved by: [Signature] Date: 12-19-19
Director of Schools

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

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

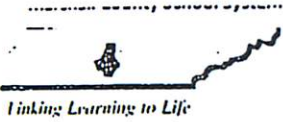
Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: T-Shirt Sale

Purpose of Fundraiser: to raise funds to purchase rewards for students and teachers

Fund/Account Name: Principal's Discretion

Current balance of fund account \$ 36,77.96 Date 12-20-19

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

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

Margin of profit (if applicable): \$ 5.50 - \$ 9 / shirt

Method by which school will receive profit: check from Jabber's

How and when will these funds be spent to benefit students/instruction: To provide incentives for positive actions.

Requested by: Daniella H. Beckman Date: 12-20-19
Teacher/Club

Approved by: [Signature] Date: 12/20/19
Principal

Approved by: [Signature] Date: 12-20-19
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: Pottery Painting Night

Purpose of Fundraiser: Raise money for Parent Club to use for school enrichment.

Fund/Account Name: Oak Grove Parent Club Account

Current balance of fund account \$ 11,636.28 Date 12-19-19

Anticipated date(s) of fundraiser: Beginning Jan. 8, 2020 Ending Jan 31, 2020

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

Margin of profit (if applicable): \$400

Method by which school will receive profit: Fundraising / cash method

How and when will these funds be spent to benefit students/instruction: To be spent on enrichment programs for OGES students and teachers

Requested by: D. Warf / OGES Parent Club Date: 12-19-19
Teacher/Club

Approved by: Nancy Hefner Date: 12-19-19
Principal

Approved by: Paul Bonds Date: 12-19-19
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 _____

#6,300⁰⁰ profit last yr.



Fundraiser Authorization

Proposed Fundraising Activity: Business Sponsorship

Purpose of Fundraiser: Pay for uniforms, Team shirts, Snacks/water, water
Tennis equipment, Tennis balls, Vans, buses, Tournament, banquet, etc.

Fund/Account Name: Tennis Team MCHS

Current balance of fund account \$ 244.48 Date 1/6/2020

Anticipated date(s) of fundraiser: Beginning January 12th Ending March 6th

Expected Student Involvement (schoolwide or specific school organization): Tennis Team

Margin of profit (if applicable): \$300.00 per sponsorship

Method by which school will receive profit: Community Business

How and when will these funds be spent to benefit students/instruction: Tennis Bus travel,
team shirts, uniforms, banquet, Snacks/water, Business Banner,
Indoor Tournament & ball expense

Requested by: Jenny Schuller Date: 1/6/20
Teacher/Club

Approved by: [Signature] Date: 1/6/20
Principal

Approved by: [Signature] Date: 1-6-20
Director of Schools

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

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

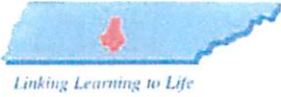
Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: T-shirt sales

Purpose of Fundraiser: This fundraiser will provide some of the funds needed for Principal Awards, Academic Kickoffs, and end of Year Field Trips.

Fund/Account Name: Academic Club

Current balance of fund account \$ Ø Date 1-7-2020

Anticipated date(s) of fundraiser: Beginning 1-13-2020 Ending 2-13-2020

Expected Student Involvement (schoolwide or specific school organization): The Bulldog Academic members will sell the t-shirts schoolwide.

Margin of profit (if applicable): +4.00 per shirt

Method by which school will receive profit: direct sales

How and when will these funds be spent to benefit students/instruction: The funds will be used to provide students with a variety of incentives to do well in all academic areas.

Requested by: Felisha Eddings / Bulldog Academic Club Date: 1-7-2020
Teacher/Club

Approved by: Cheryl Ewing Date: 1-7-2020
Principal

Approved by: Carol Lovell Date: 1-7-20
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.)*

Marshall County School System



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Tiger Paw Blocks

Purpose of Fundraiser: to raise money for teacher appreciation week events

Fund/Account Name: PTC

Current balance of fund account \$ 850.00 Date _____

Anticipated date(s) of fundraiser: Beginning 1-13-20 Ending 5-2020

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Selling student name pins

on block walls

How and when will these funds be spent to benefit students/instruction:
teacher appreciation luncheon/gifts

Requested by: Laura Utter / PTO Treasurer Date: 1-7-20
Teacher/Club

Approved by: Rachel Pe... Date: 1-7-20
Principal

Approved by: Carol Sorrell Date: 1-8-20
Director of Schools

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

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature _____



Linking Learning to Life

\$1,208⁰⁰ profit last yr.

Fundraiser Authorization

Proposed Fundraising Activity: Basketball Homecoming Class Tournaments

Purpose of Fundraiser: To raise funds for future projects, events, Renaissance, and leadership activities and provide a fun event to support basketball homecoming

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ \$498.42 Date 1/7/2020

Anticipated date(s) of fundraiser: Beginning 1/14/2020 Ending 1/14/2020

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

Margin of profit (if applicable): ~\$1,000 based on previous years

Method by which school will receive profit: \$2.00 per student to attend

How and when will these funds be spent to benefit students/instruction: Activities and events to improve and increase school culture and climate, leadership activities, and Homecoming expenses.

Requested by: Vanena Sweeney / Student Council Date: 1/7/2020
Teacher/Club

Approved by: [Signature] Date: 1/8/20
Principal

Approved by: [Signature] Date: 1-8-20
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: Tiger QB Club Cornhole Tournament

Purpose of Fundraiser: To Raise Money for the 2020 Tiger Football Season

Fund/Account Name: Tiger QB Club

Current balance of fund account \$ 3,700 Date 1/8/20

Anticipated date(s) of fundraiser: Beginning 1/18/20 Ending 1/18/20

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

Margin of profit (if applicable): —

Method by which school will receive profit: team meals + other

How and when will these funds be spent to benefit students/instruction: 2020

Requested by: Thomas Oster / MC Football Date: 1/8/20
Teacher/Club

Approved by: [Signature] Date: 1/8/20
Principal

Approved by: [Signature] Date: 1-9-20
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 _____

Marshall County School System



Leading Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: 100 Days Celebration Concessions

Purpose of Fundraiser: raise money for end of year student events/activities

Fund/Account Name: PTC

Current balance of fund account \$ 850.00 Date _____

Anticipated date(s) of fundraiser: Beginning 1-24-20 Ending 1-24-20

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Selling concessions

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

Requested by: ^{PTC} Laura Utter / Treasurer Date: 1-7-20
Teacher/Club

Approved by: Rachel Pe Date: 1-7-20
Principal

Approved by: Jack Lovell Date: 1-8-20
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 _____

\$5,009⁷² profit last yr.

Fundraiser Authorization

(magazine sale)

Linking Learning to Life

Proposed Fundraising Activity: Great American Opportunities

Purpose of Fundraiser: To raise funds for teachers' classrooms

Fund/Account Name: KIDSS First - (parent group)

Current balance of fund account \$ 35,258.⁷⁴ Date 1-9-20

Anticipated date(s) of fundraiser: Beginning Jan. 28, 2020 Ending Feb. 28, 2020

Expected Student Involvement (schoolwide or specific school organization): Students turn in names and addresses for Postcards

Margin of profit (if applicable): \$ 5,000.⁰⁰

Method by which school will receive profit: profit checks received monthly as magazines are ordered.

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

Requested by: April Gaus / KIDSS First
Teacher/Club

Date: 1/9/20

Approved by: Dawn Hoxey
Principal

Date: 1/9/2020

Approved by: Carol Sondak
Director of Schools

Date: 1-10-20

** 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: Leo Club Pancake Breakfast

Purpose of Fundraiser: To raise funds for the TN school for the blind

Fund/Account Name: Forrest Leo Club

Current balance of fund account \$ 1,010⁴⁹ Date 12-20-19

Anticipated date(s) of fundraiser: Beginning Feb. 3 (ticket sales) Ending Feb. 29 - Pancake breakfast

Expected Student Involvement (schoolwide or specific school organization): Leo Club

Margin of profit (if applicable): _____

Method by which school will receive profit: ticket sales

How and when will these funds be spent to benefit students/instruction: Students will learn responsibility + philanthropy. The profits will go to the school for the blind.

Requested by: Ally Subbfield - Leo Club Date: 12/17/19
(Teacher/Club)

Approved by: [Signature] Date: 12/20/19
Principal

Approved by: [Signature] Date: 12-20-19
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 _____

#1,532⁵⁰ profit last yr.

Marshall County School System



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Cheer Clinic for elementary kids @ C.E.S.

Purpose of Fundraiser: to help with travel expenses, uniforms, etc.

Fund/Account Name: Comersville High School Cheerleaders

Current balance of fund account \$ 1,168.47 Date 1/6/2020

Anticipated date(s) of fundraiser: Beginning 2/5/20 Ending 2/10/20

Expected Student Involvement (schoolwide or specific school organization): to let the high school cheerleaders help + teach the elementary students

Margin of profit (if applicable): 1,000

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: throughout the year for uniforms, travel expenses

Requested by: Misty Woodard
Teacher/Club

Date: 1/6/2020

Approved by: Bro. Amy
Principal

Date: 1/6/2020

Approved by: Carol Sorrell
Director of Schools

Date: 1-6-20

** 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

#1,131st profit last yr.

Marshall County School System



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Butter braids

Purpose of Fundraiser: Sell baked goods, frozen to raise money for new instruments -

Fund/Account Name: MC HS Band Boosters

Current balance of fund account \$ 14,000 Date 12/18/19

Anticipated date(s) of fundraiser: Beginning 2/7/20 Ending 2/21/20

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

Band (~40)

Margin of profit (if applicable): \$ 5.50 - \$6 ea.

Method by which school will receive profit: Boosters

How and when will these funds be spent to benefit students/instruction: Funds will be spent on new or copies of instruments or equipment

Requested by: [Signature] Band Date: 12/18/19
Teacher/Club

Approved by: [Signature] Date: 12/19/19
Principal

Approved by: Jaccol Lovell Date: 12-19-19
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 _____

\$984⁴² profit last yr.



Fundraiser Authorization

Proposed Fundraising Activity: Car Wash

Purpose of Fundraiser: Wash vehicles after visits to get salt off cars. Tickets will be sold & money used toward instruments.

Fund/Account Name: Band Booster & soccer account

Current balance of fund account \$ 14000 Date 12/18/19

Anticipated date(s) of fundraiser: Beginning 3/15/20 Ending 4/30/20

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

Band & Girl soccer (~55-60)

Margin of profit (if applicable): 99%

Method by which school will receive profit: Band Booster & soccer account

How and when will these funds be spent to benefit students/instruction: Funds will be spent on new instruments/equipment for program

Requested by: [Signature] / Band Date: 12/18/19
Teacher/Club

Approved by: [Signature] Date: 12/19/19
Principal

Approved by: [Signature] Date: 12-19-19
Director of Schools

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

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: BBO sale

Purpose of Fundraiser: Sell BBO Buttons for summer holidays to make money for instrument purchases.

Fund/Account Name: Band Boost

Current balance of fund account \$ 14,000 Date 12/18/19

Anticipated date(s) of fundraiser: Beginning 5/1/20 Ending 6/1/20

Expected Student Involvement (schoolwide or specific school organization): (probably will be in July)
Band (~60)

Margin of profit (if applicable): _____

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: Funds will be spent on upgrading equipment + purchasing equipment for Band Camp.

Requested by: [Signature] Band Date: 12/18/19
Teacher/Club

Approved by: [Signature] Date: 12/19/19
Principal

Approved by: [Signature] Date: 12-19-19
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

**2019-2020 Consolidated Application
Free/Reduced Lunch Percentages**

Aug. 2019

School	# Free/Red	ADM	% F/R
MES	329	436	75.46%
LMS	300	457	65.65%
WES	448	652	68.71%
OGES	267	392	68.11%
CES	195	436	44.72%
MCHS	498	859	57.97%
CHS	161	446	36.10%
CHES	198	549	36.07%
FHS	206	757	27.21%
DHIS	145	415	34.94%
District	2747	5399	50.88%

Sept. 2019

School	# Free/Red	ADM	% F/R
MES	332	418	79.43%
LMS	311	452	68.81%
WES	467	652	71.63%
OGES	285	386	73.83%
CES	203	432	46.99%
MCHS	525	836	62.80%
CHS	170	446	38.12%
CHES	198	541	36.60%
FHS	206	747	27.58%
DHIS	134	415	32.29%
District	2831	5325	53.16%

Oct. 2019

School	# Free/Red	ADM	% F/R
MES	335	423	79.20%
LMS	313	443	70.65%
WES	469	635	73.86%
OGES	273	381	71.65%
CES	205	430	47.67%
MCHS	525	835	62.87%
CHS	173	447	38.70%
CHES	199	538	36.99%
FHS	207	746	27.75%
DHIS	145	408	35.54%
District	2844	5286	53.80%

Nov. 2019

School	# Free/Red	ADM	% F/R
MES	334	420	79.52%
LMS	317	444	71.40%
WES	479	642	74.61%
OGES	271	379	71.50%
CES	205	440	46.59%
MCHS	530	833	63.63%
CHS	174	448	38.84%
CHES	197	536	36.75%
FHS	206	742	27.76%
DHIS	145	408	35.54%
District	2858	5292	54.01%

Dec. 2019

School	# Free/Red	ADM	% F/R
MES	339	425	79.76%
LMS	318	441	72.11%
WES	476	649	73.34%
OGES	273	380	71.84%
CES	209	440	47.50%
MCHS	530	845	62.72%
CHS	175	445	39.33%
CHES	197	536	36.75%
FHS	207	741	27.94%
DHIS	149	409	36.43%
District	2873	5311	54.10%

Jan. 2020

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

Feb. 2020

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

Mar. 2020

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

Apr. 2020

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

May 2020

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

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 08/14/01
		Rescinds: DIB	Issued: 07/28/93

1 **FINANCIAL REPORTS**

2
3 The Executive Committee shall submit to the Board at each regular board meeting a report of all business
4 transacted since the last regular meeting.¹

5
6 A report indicating all receipts and expenditures will be given quarterly to the County Commission.² Each
7 report will show the amount of the annual appropriation, the amount expended by account to date, the
8 amount encumbered and the free balance in each account.

9
10 The director of schools shall submit monthly financial reports to the Board and to state and federal
11 agencies as required.³

12
13 **FINANCIAL RECORDS**

14
15 The director of schools shall maintain all financial records as required by regulation and applicable state and
16 federal law. The Board, from time to time, may determine to extend the retention time for certain records.⁴

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36 Legal References:

- 37 1. TCA 49-2-206(5)
38 2. TCA 49-2-301(b)(11)(S)
39 3. TCA 49-2-301(b)(1)(2)
40 4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-21
41

35
36 Cross Reference:

School Board Records 1.407

Fnd T Acct	Obj	Prj	Loc	Prq	Account Level Description	2019-20	2019-20	2019-20	Unexpended	November 2019-20	
						Original Budget	Revised Budget	FYTD Activity	Balance	Monthly Activity	
141 R	40110	000	000	00000	000	CURRENT PROPERTY TAX	9,148,572.00	9,148,572.00	967,045.35	8,181,526.65	568,341.01
141 R	40120	000	000	00000	000	TRUSTEE'S COLLECTIONS	149,934.00	149,934.00	14,776.64	135,157.36	24,983.06
141 R	40125	000	000	00000	000	TRUSTEE'S COLLECTIONS	25,133.00	25,133.00	915.34	24,217.66	
141 R	40130	000	000	00000	000	CIR CLK/CLK & MASTER	51,676.00	51,676.00	17,372.09	34,303.91	3,916.71
141 R	40140	000	000	00000	000	INTEREST AND PENALTY	30,513.00	30,513.00	7,434.16	23,078.84	2,224.32
141 R	40210	000	000	00000	000	LOCAL OPTION SALES TA	2,230,835.00	2,230,835.00	1,068,928.56	1,161,906.44	237,787.86
141 R	40275	000	000	00000	000	MIXED DRINK TAX	6,000.00	6,000.00	274.50	5,725.50	69.50
141 R	40275	000	000	30002	000	MIXED DRINK TAX			4,390.15	-4,390.15	796.50
141 R	40350	000	000	00000	000	INTERSTATE TELECOMMUN	1,719.00	1,719.00		1,719.00	
141 R	41110	000	000	00000	000	MARRIAGE LICENSES	1,867.00	1,867.00	1,054.50	812.50	285.00
141 R	43517	000	000	02104	000	TUITION-WES AFTER SCHOOL			3,649.91	-3,649.91	
141 R	43517	000	000	02105	000	CVES-TUITION AFTER SCHOOL			1,620.00	-1,620.00	
141 R	43570	000	000	00000	000	RECEIPTS FROM INDIVID	90,000.00	90,000.00	31,745.36	58,254.64	9,826.76
141 R	43583	000	000	00000	000	TBI CRIMINAL BACKGROU	2,000.00	2,000.00	2,107.65	-107.65	
141 R	44130	000	000	00000	000	SALE OF MATERIALS AND	3,000.00	3,000.00	103.00	2,897.00	
141 R	44170	000	000	00000	000	MISCELLANEOUS REFUNDS	70,000.00	70,000.00	4,060.00	65,940.00	409.17
141 R	44170	000	000	00003	000	MISCELLANEOUS REFUNDS			3,393.07	-3,393.07	774.95
141 R	44170	000	000	30008	000	MISC REFUNDS-STELLER			16,516.43	-16,516.43	6,966.64
141 R	44530	000	000	00000	000	SALE OF EQUIPMENT	3,000.00	3,000.00		3,000.00	
141 R	44560	000	000	00000	000	DAMAGES RECOVERED FRO	1,000.00	1,000.00	100.00	900.00	
141 R	44990	000	000	00000	000	OTHER LOCAL REVENUES	400,000.00	400,000.00		400,000.00	
141 R	46511	000	000	00000	000	BASIC EDUCATION PROGR 2	29,677,000.00	29,677,000.00	11,911,600.00	17,765,400.00	2,977,900.00
141 R	46515	000	000	00000	000	EARLY CHILDHOOD EDUCA	201,652.00	201,652.00	36,779.69	164,872.31	
141 R	46550	000	000	00000	000	DRIVER EDUCATION	15,000.00	15,000.00		15,000.00	
141 R	46590	000	000	00000	000	OTHER STATE EDUCATION	190,000.00	190,000.00		190,000.00	
141 R	46590	000	000	30003	000	OTHER STATE EDUCATION-CSH			17,259.24	-17,259.24	
141 R	46590	000	000	40080	000				3,200.00	-3,200.00	
141 R	46610	000	000	00000	000	CAREER LADDER PROGRAM	87,300.00	87,300.00	53,869.52	33,430.48	53,869.52
141 R	46851	000	000	00000	000	STATE REVENUE SHARING	190,000.00	190,000.00	78,917.92	111,082.08	78,917.92
141 R	47143	000	000	00000	000	SPECIAL EDUCATION - G			9,547.92	-9,547.92	
141 R	47147	000	000	00000	000	SAFE AND DRUG-FREE SC			12,910.88	-12,910.88	
141 R	49700	000	000	00000	000	INSURANCE RECOVERY	10,000.00	10,000.00	137,110.94	-127,110.94	
141 R	-----	---	---	-----	---		42,586,201.00	42,586,201.00	14,406,682.82	28,179,518.18	3,967,068.92
141 R	-----	---	---	-----	---		42,586,201.00	42,586,201.00	14,406,682.82	28,179,518.18	3,967,068.92
Grand Revenue Totals							42,586,201.00	42,586,201.00	14,406,682.82	28,179,518.18	3,967,068.92

Number of Accounts: 32

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

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71100						REGULAR INSTRUCTION PROGRAM						
71100 116					TEACHERS	14,791,816.00	14,791,816.00	4,826,922.92		9,964,893.08	1,207,121.36	
71100 117					CAREER LADDER P	53,600.00	53,600.00	24,875.00		28,725.00	24,875.00	
71100 128					HOMEBOUND TEACH	14,000.00	14,000.00	3,137.50		10,862.50	3,100.00	
71100 163					EDUCATIONAL ASS	696,984.00	696,984.00	240,057.82		456,926.18	60,649.88	
71100 186					LONGEVITY PAY	159,700.00	159,700.00	158,200.00		1,500.00		
71100 189					OTHER SALARIES	52,000.00	52,000.00	10,995.92		41,004.08	4,948.00	
71100 195					CERTIFIED SUBST	45,000.00	45,000.00	10,524.28		34,475.72	2,800.00	
71100 198					NON-CERTIFIED S	185,000.00	185,000.00	52,789.97		132,210.03	18,135.88	
71100 201					SOCIAL SECURITY	991,882.00	991,882.00	304,529.55		687,352.45	75,039.25	
71100 204					STATE RETIREMEN	1,652,706.00	1,652,706.00	501,860.17		1,150,845.83	123,027.58	
71100 207					MEDICAL INSURAN	3,184,233.00	3,184,233.00	1,248,214.06		1,936,018.94	313,847.45	
71100 208					DENTAL INSURANC	10,590.00	10,590.00	4,291.96		6,298.04	1,085.28	
71100 210					UNEMPLOYMENT CO	11,536.00	11,536.00	561.86		10,974.14	103.07	
71100 212					EMPLOYER MEDICA	223,973.00	223,973.00	71,882.48		152,090.52	17,741.51	
71100 217					RETIREMENT-HYBR			23,500.43		-23,500.43	5,861.39	
71100 336					MAINTENANCE AND	40,000.00	40,000.00	16,999.46	5,221.58	17,778.96	3,081.25	7,470.41
71100 355					TRAVEL	2,000.00	2,000.00	471.23		1,528.77	48.74	
71100 356					TUITION	6,000.00	6,000.00	6,000.00				
71100 399					OTHER CONTRACTE	82,250.00	82,250.00	22,443.02		59,806.98	779.94	
71100 429					INSTRUCTIONAL S	297,500.00	297,500.00	208,057.84	8,394.26	81,047.90	2,233.27	19,023.86
71100 449					TEXTBOOKS	300,000.00	300,000.00	144,214.78	7,085.61	148,699.61	472.65	113,655.51
71100 599					OTHER CHARGES	10,000.00	10,000.00			10,000.00		
71100 722					REGULAR INSTRUC	508,325.00	508,325.00	452,260.23	5,813.87	50,250.90	1,277.56	15,404.32
71100 ---					REGULAR INSTRUC	23,319,095.00	23,319,095.00	8,332,790.48	26,515.32	14,959,789.20	1,864,929.06	155,554.10

Fnd T Acct	Obj Prj Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71150	ALTERNATIVE INSTRUCTION PROGRA									
71150 116			TEACHERS	117,654.00	117,654.00	42,050.76		75,603.24	10,512.69	
71150 186			LONGEVITY PAY	1,500.00	1,500.00	1,500.00				
71150 198			NON-CERTIFIED S	1,245.00	1,245.00	445.00		800.00		
71150 201			SOCIAL SECURITY	7,465.00	7,465.00	2,550.78		4,914.22	605.88	
71150 204			STATE RETIREMEN	12,666.00	12,666.00	3,793.01		8,872.99	917.39	
71150 207			MEDICAL INSURAN	25,496.00	25,496.00	10,199.04		15,296.96	2,549.76	
71150 208			DENTAL INSURANC	46.00	46.00	18.24		27.76	4.56	
71150 210			UNEMPLOYMENT CO	56.00	56.00	1.30		54.70		
71150 212			EMPLOYER MEDICA	1,724.00	1,724.00	596.55		1,127.45	141.70	
71150 217			RETIREMENT-HYBR			457.70		-457.70	109.50	
71150 307			COMMUNICATION	120.00	120.00	4.11		115.89	1.19	
71150 399			OTHER CONTRACTE	3,000.00	3,000.00			3,000.00		
71150 429			INSTRUCTIONAL S	800.00	800.00	498.86		301.14	30.08	
71150 722			REGULAR INSTRU	3,000.00	3,000.00			3,000.00		
71150 ---			ALTERNATIVE INS	174,772.00	174,772.00	62,115.35		112,656.65	14,872.75	

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71200						SPECIAL EDUCATION PROGRAM						
71200	116				TEACHERS	1,313,644.00	1,313,644.00	413,068.72		900,575.28	104,271.40	
71200	117				CAREER LADDER P	8,000.00	8,000.00	4,425.00		3,575.00	4,285.00	
71200	128				HOMEBOUND TEACH	8,000.00	8,000.00	878.75		7,121.25	200.00	
71200	163				EDUCATIONAL ASS	376,452.00	376,452.00	134,259.68		242,192.32	33,718.32	
71200	171				SPEECH PATHOLOG	230,522.00	230,522.00	100,544.24		129,977.76	25,136.06	
71200	186				LONGEVITY PAY	24,700.00	24,700.00	22,950.00		1,750.00		
71200	195				CERTIFIED SUBST	4,000.00	4,000.00	1,295.00		2,705.00	630.00	
71200	198				NON-CERTIFIED S	24,000.00	24,000.00	10,890.00		13,110.00	4,647.50	
71200	201				SOCIAL SECURITY	123,338.00	123,338.00	38,537.36		84,800.64	9,553.13	
71200	204				STATE RETIREMEN	196,705.00	196,705.00	59,385.86		137,319.14	14,755.95	
71200	207				MEDICAL INSURAN	589,210.00	589,210.00	217,245.44		371,964.56	57,336.71	
71200	208				DENTAL INSURANC	1,780.00	1,780.00	743.28		1,036.72	200.64	
71200	210				UNEMPLOYMENT CO	1,724.00	1,724.00	161.32		1,562.68	23.23	
71200	212				EMPLOYER MEDICA	28,845.00	28,845.00	9,049.84		19,795.16	2,259.58	
71200	217				RETIREMENT-HYBR			3,534.65		-3,534.65	870.77	
71200	312				CONTRACTS WITH			7,499.05		-7,499.05		
71200	399				OTHER CONTRACTE	76,000.00	76,000.00	5,868.84		70,131.16		
71200	429				INSTRUCTIONAL S	6,600.00	6,600.00	5,600.00		1,000.00		
71200	790				OTHER EQUIPMENT	1,000.00	1,000.00			1,000.00		
71200	---				SPECIAL EDUCATI	3,014,520.00	3,014,520.00	1,035,937.03		1,978,582.97	257,888.29	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2019)

Fnd T Acct	Obj	Pri	Loc	Prq	Obj	2019-20 Original Budget	2019-20 Revised Budget	2019-20 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	November 2019-20 Monthly Activity	2019-20 Enc Carry Forward
71300												
	71300				TEACHERS	977,110.00	977,110.00	325,210.91		651,899.09	80,782.61	
	71300				CAREER LADDER P	3,000.00	3,000.00	1,362.50		1,637.50	1,362.50	
	71300				LONGEVITY PAY	9,500.00	9,500.00	8,750.00		750.00		
	71300				CERTIFIED SUBST	1,000.00	1,000.00	140.00		860.00	70.00	
	71300				NON-CERTIFIED S	6,900.00	6,900.00	3,057.50		3,842.50	1,237.50	
	71300				SOCIAL SECURITY	61,846.00	61,846.00	19,467.30		42,378.70	4,779.26	
	71300				STATE RETIREMEN	105,196.00	105,196.00	33,436.87		71,759.13	8,180.02	
	71300				MEDICAL INSURAN	201,100.00	201,100.00	77,069.45		124,030.55	19,735.73	
	71300				DENTAL INSURANC	684.00	684.00	273.60		410.40	68.40	
	71300				UNEMPLOYMENT CO	564.00	564.00	26.89		537.11	1.41	
	71300				EMPLOYER MEDICA	14,464.00	14,464.00	4,553.70		9,910.30	1,117.72	
	71300				RETIREMENT-HYBR			1,208.20		-1,208.20	302.05	
	71300				MAINTENANCE AND	1,600.00	1,600.00	2,603.50		-1,003.50		2,545.00
	71300				INSTRUCTIONAL S	22,800.00	22,800.00	10,063.63	2,086.00	10,650.37	337.78	
	71300				TEXTBOOKS	2,000.00	2,000.00	2,587.58		-587.58		
	71300				OTHER CHARGES	500.00	500.00			500.00		
	71300				VOCATIONAL INST	30,000.00	30,000.00	10,469.05	755.91	18,775.04	472.00	6,034.95
	71300				VOCATIONAL EDUC	1,438,264.00	1,438,264.00	500,280.68	2,841.91	935,141.41	118,446.98	8,579.95

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72110												
	72110	105			SUPERVISOR/DIRE	38,907.00	38,907.00	12,967.36		25,939.64	3,241.84	
	72110	117			CAREER LADDER P	600.00	600.00	300.00		300.00	300.00	
	72110	130			SOCIAL WORKERS	73,641.00	73,641.00	26,786.12		46,854.88	6,696.53	
	72110	162			CLERICAL PERSON	39,163.00	39,163.00	13,054.28		26,108.72	3,263.57	
	72110	186			LONGEVITY PAY	2,300.00	2,300.00	2,300.00				
	72110	201			SOCIAL SECURITY	9,586.00	9,586.00	2,450.53		7,135.47	575.87	
	72110	204			STATE RETIREMEN	12,833.00	12,833.00	3,160.54		9,672.46	747.01	
	72110	207			MEDICAL INSURAN	21,490.00	21,490.00	8,597.44		12,892.56	2,149.36	
	72110	208			DENTAL INSURANC	137.00	137.00	54.72		82.28	13.68	
	72110	210			UNEMPLOYMENT CO	112.00	112.00			112.00		
	72110	212			EMPLOYER MEDICA	2,242.00	2,242.00	765.50		1,476.50	186.04	
	72110	355			TRAVEL	2,500.00	2,500.00	400.86		2,099.14	160.55	
	72110	399			OTHER CONTRACTE	18,910.00	18,910.00	15,307.89		3,602.11		
	72110	499			OTHER SUPPLIES	3,000.00	3,000.00	1,283.73		1,716.27		
	72110	524			STAFF DEVELOPME	4,000.00	4,000.00	271.86	7,952.76	-4,224.62		8,013.25
	72110	704			ATTENDANCE EQUI	4,000.00	4,000.00			4,000.00		
	72110	---			ATTENDANCE	233,421.00	233,421.00	87,700.83	7,952.76	137,767.41	17,334.45	8,013.25

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2019)

Fnd T Acct	Obj Pri Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72120										
72120 105			SUPERVISOR/DIRE	70,320.00	70,320.00	23,440.32		46,879.68	5,860.08	
72120 117			CAREER LADDER P	550.00	550.00	275.00		275.00	275.00	
72120 131			MEDICAL PERSONN	206,246.00	206,246.00	72,507.50		133,738.50	19,196.18	
72120 186			LONGEVITY PAY	2,100.00	2,100.00	2,100.00				
72120 201			SOCIAL SECURITY	15,132.00	15,132.00	4,976.85		10,155.15	1,276.60	
72120 204			STATE RETIREMEN	18,304.00	18,304.00	5,342.02		12,961.98	1,361.56	
72120 207			MEDICAL INSURAN	50,500.00	50,500.00	20,198.88		30,301.12	5,049.72	
72120 208			DENTAL INSURANC	91.00	91.00	36.48		54.52	9.12	
72120 210			UNEMPLOYMENT CO	308.00	308.00	3.05		304.95	1.36	
72120 212			EMPLOYER MEDICA	4,049.00	4,049.00	1,337.90		2,711.10	345.04	
72120 217			RETIREMENT-HYBR			482.52		-482.52	120.63	
72120 355			TRAVEL	2,000.00	2,000.00			2,000.00		
72120 399			OTHER CONTRACTE	40,000.00	40,000.00			40,000.00		
72120 499			OTHER SUPPLIES	15,000.00	15,000.00	13,628.43	1,911.56	-539.99	2,240.55	2,543.39
72120 524			STAFF DEVELOPME	5,000.00	5,000.00			5,000.00		
72120 599			OTHER CHARGES	5,000.00	5,000.00	1,352.99		3,647.01		
72120 735			HEALTH EQUIPMEN	500.00	500.00			500.00		
72120 ---			HEALTH SERVICES	435,100.00	435,100.00	145,681.94	1,911.56	287,506.50	35,735.84	2,543.39

Fnd T	Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72130													
	72130	117				CAREER LADDER P	2,000.00	2,000.00	1,000.00		1,000.00	1,000.00	
	72130	123				GUIDANCE PERSON	656,576.00	656,576.00	211,140.34		445,435.66	53,684.79	
	72130	186				LONGEVITY PAY	7,750.00	7,750.00	6,550.00		1,200.00		
	72130	189				OTHER SALARIES	3,000.00	3,000.00	250.00		2,750.00	65.00	
	72130	201				SOCIAL SECURITY	41,498.00	41,498.00	12,376.32		29,121.68	3,089.63	
	72130	204				STATE RETIREMEN	71,055.00	71,055.00	21,703.05		49,351.95	5,419.06	
	72130	207				MEDICAL INSURAN	152,100.00	152,100.00	64,959.12		87,140.88	16,239.78	
	72130	208				DENTAL INSURANC	228.00	228.00	145.92		82.08	36.48	
	72130	210				UNEMPLOYMENT CO	392.00	392.00	42.40		349.60	0.20	
	72130	212				EMPLOYER MEDICA	9,705.00	9,705.00	2,894.97		6,810.03	722.57	
	72130	217				RETIREMENT-HYBR			844.73		-844.73	215.56	
	72130	309				CONTRACTS WITH	48,000.00	48,000.00			48,000.00		
	72130	322				EVALUATION AND	40,000.00	40,000.00	-250.00		40,250.00	-250.00	
	72130	399				OTHER CONTRACTE	8,300.00	8,300.00	6,433.35		1,866.65		
	72130	499				OTHER SUPPLIES	4,050.00	4,050.00	372.88	270.00	3,407.12		
	72130	524				STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
	72130	599				OTHER CHARGES	10,000.00	10,000.00	909.78		9,090.22		
	72130	790				OTHER EQUIPMENT			19,387.00	5,584.20	-24,971.20		19,387.00
	72130	---				OTHER STUDENT S	1,056,654.00	1,056,654.00	348,759.86	5,854.20	702,039.94	80,223.07	19,387.00

Fnd T	Acct	Obj	Pri	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72210													
	72210	105				SUPERVISOR/DIRE	296,811.00	296,811.00	128,886.84		167,924.16	30,623.50	
	72210	117				CAREER LADDER P	5,550.00	5,550.00	2,500.00		3,050.00	2,500.00	
	72210	129				LIBRARIANS	517,815.00	517,815.00	169,614.61		348,200.39	42,221.44	
	72210	161				SECRETARY(S)	24,062.00	24,062.00	8,024.16		16,037.84	2,006.04	
	72210	186				LONGEVITY PAY	12,550.00	12,550.00	12,550.00				
	72210	189				OTHER SALARIES	6,000.00	6,000.00	1,205.00		4,795.00	470.00	
	72210	201				SOCIAL SECURITY	53,493.00	53,493.00	18,236.81		35,256.19	4,364.55	
	72210	204				STATE RETIREMEN	90,773.00	90,773.00	32,355.80		58,417.20	7,771.78	
	72210	207				MEDICAL INSURAN	185,980.00	185,980.00	77,390.13		108,589.87	19,597.28	
	72210	208				DENTAL INSURANC	616.00	616.00	246.24		369.76	63.84	
	72210	210				UNEMPLOYMENT CO	470.00	470.00	3.26		466.74	1.05	
	72210	212				EMPLOYER MEDICA	12,510.00	12,510.00	4,271.21		8,238.79	1,022.80	
	72210	217				RETIREMENT-HYBR			308.92		-308.92	73.78	
	72210	355				TRAVEL	4,000.00	4,000.00	1,016.06		2,983.94	191.67	
	72210	399				OTHER CONTRACTE	27,550.00	27,550.00	5,989.00		21,561.00		
	72210	432				LIBRARY BOOKS/M	23,220.00	23,220.00	9,707.58	10,837.92	2,674.50	3,308.47	
	72210	499				OTHER SUPPLIES	8,700.00	8,700.00	1,752.72	629.35	6,317.93	608.59	
	72210	524				STAFF DEVELOPME	29,500.00	29,500.00	7,239.69	100.00	22,160.31	2,327.75	
	72210	790				OTHER EQUIPMENT	2,000.00	2,000.00			2,000.00		
	72210	---				REGULAR INSTRUC	1,301,600.00	1,301,600.00	481,298.03	11,567.27	808,734.70	117,152.54	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T	Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72220													
	72220	124				PHSYCOLOGICAL P	40,509.00	40,509.00	13,504.00		27,005.00	3,376.00	
	72220	189				OTHER SALARIES			15,382.52		-15,382.52	3,845.63	
	72220	201				SOCIAL SECURITY	2,512.00	2,512.00	1,646.16		865.84	410.88	
	72220	204				STATE RETIREMEN	4,306.00	4,306.00	2,584.48		1,721.52	646.12	
	72220	207				MEDICAL INSURAN	15,200.00	15,200.00	8,577.56		6,622.44	2,144.39	
	72220	208				DENTAL INSURANC	46.00	46.00	36.48		9.52	9.12	
	72220	210				UNEMPLOYMENT CO	28.00	28.00			28.00		
	72220	212				EMPLOYER MEDICA	587.00	587.00	384.99		202.01	96.09	
	72220	217				RETIREMENT-HYBR			266.04		-266.04	66.51	
	72220	355				TRAVEL	500.00	500.00			500.00		
	72220	399				OTHER CONTRACTE	80,000.00	80,000.00			80,000.00		
	72220	524				STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72220	---				SPECIAL EDUCATI	144,688.00	144,688.00	42,382.23		102,305.77	10,594.74	

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Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72230												
72230	105				SUPERVISOR/DIRE	85,587.00	85,587.00	31,821.25		53,765.75	7,148.25	
72230	161				SECRETARY(S)	25,689.00	25,689.00	8,562.40		17,126.60	2,140.60	
72230	186				LONGEVITY PAY	1,300.00	1,300.00	1,300.00				
72230	201				SOCIAL SECURITY	6,980.00	6,980.00	2,688.42		4,291.58	540.67	
72230	204				STATE RETIREMEN	11,163.00	11,163.00	4,564.04		6,598.96	920.41	
72230	207				MEDICAL INSURAN	22,480.00	22,480.00	8,991.88		13,488.12	2,247.97	
72230	208				DENTAL INSURANC	91.00	91.00	36.48		54.52	9.12	
72230	210				UNEMPLOYMENT CO	56.00	56.00			56.00		
72230	212				EMPLOYER MEDICA	1,632.00	1,632.00	628.74		1,003.26	126.44	
72230	307				COMMUNICATION	3,700.00	3,700.00	1,138.57		2,561.43	278.41	
72230	355				TRAVEL	1,000.00	1,000.00	149.46		850.54	55.75	
72230	399				OTHER CONTRACTE	3,000.00	3,000.00	2,339.64		660.36	382.74	
72230	599				OTHER CHARGES	1,000.00	1,000.00			1,000.00		
72230	---				VOCATIONAL EDUC	163,678.00	163,678.00	62,220.88		101,457.12	13,850.36	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Pri	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72250					TECHNOLOGY							
72250	105				SUPERVISOR/DIRE	76,715.00	76,715.00	31,964.20		44,750.80	6,392.84	
72250	121				DATA PROCESSING	202,424.00	202,424.00	84,301.44		118,122.56	16,832.55	
72250	186				LONGEVITY PAY	800.00	800.00	800.00				
72250	201				SOCIAL SECURITY	17,356.00	17,356.00	6,873.36		10,482.64	1,338.33	
72250	204				STATE RETIREMEN	23,397.00	23,397.00	7,341.95		16,055.05	1,457.54	
72250	207				MEDICAL INSURAN	61,200.00	61,200.00	22,198.84		39,001.16	5,714.05	
72250	208				DENTAL INSURANC	196.00	196.00	77.52		118.48	22.80	
72250	210				UNEMPLOYMENT CO	196.00	196.00	27.30		168.70		
72250	212				EMPLOYER MEDICA	4,059.00	4,059.00	1,607.47		2,451.53	312.98	
72250	217				RETIREMENT-HYBR			635.45		-635.45	125.94	
72250	336				MAINTENANCE AND	55,000.00	55,000.00	27,881.58	22,857.25	4,261.17		3,900.00
72250	350				INTERNET CONNEC	119,000.00	119,000.00	96,043.20		22,956.80		
72250	399				OTHER CONTRACTE	8,079.00	8,079.00	5,735.00	2,750.00	-406.00		2,750.00
72250	471				SOFTWARE	25,000.00	25,000.00	20,676.00	3,900.00	424.00		
72250	524				STAFF DEVELOPME	2,000.00	2,000.00	6,000.00		-4,000.00		
72250	---				TECHNOLOGY	595,422.00	595,422.00	312,163.31	29,507.25	253,751.44	32,197.03	6,650.00

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Fnd T	Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72320													
	72320	101				COUNTY OFFICIAL	121,799.00	121,799.00	53,893.92		67,905.08	10,936.00	
	72320	117				CAREER LADDER P	1,000.00	1,000.00			1,000.00		
	72320	161				SECRETARY(S)	44,180.00	44,180.00	18,175.00		26,005.00	3,635.00	
	72320	186				LONGEVITY PAY	1,250.00	1,250.00	1,250.00				
	72320	201				SOCIAL SECURITY	10,430.00	10,430.00	4,437.93		5,992.07	875.72	
	72320	204				STATE RETIREMEN	22,601.00	22,601.00	7,707.42		14,893.58	1,435.13	
	72320	207				MEDICAL INSURAN	18,530.00	18,530.00	7,409.95		11,120.05	1,853.20	
	72320	208				DENTAL INSURANC	329.00	329.00	134.49		194.51	35.73	
	72320	210				UNEMPLOYMENT CO	56.00	56.00			56.00		
	72320	212				EMPLOYER MEDICA	2,439.00	2,439.00	1,037.87		1,401.13	204.80	
	72320	307				COMMUNICATION	600.00	600.00	250.00		350.00	50.00	
	72320	320				DUES AND MEMBER	2,837.00	2,837.00	3,750.00		-913.00		
	72320	355				TRAVEL	1,000.00	1,000.00	778.19		221.81	86.43	
	72320	435				OFFICE SUPPLIES	500.00	500.00			500.00		
	72320	524				STAFF DEVELOPME	4,000.00	4,000.00	2,722.00		1,278.00		
	72320	599				OTHER CHARGES	1,500.00	1,500.00	1,385.44		114.56	452.61	
	72320	701				ADMINISTRATION	1,000.00	1,000.00			1,000.00		
	72320	---				DIRECTOR OF SCH	234,051.00	234,051.00	102,932.21		131,118.79	19,564.62	

Fnd T Acct	Obj Pri Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72410										
72410 104			PRINCIPALS	807,561.00	807,561.00	297,786.06		509,774.94	67,337.25	
72410 117			CAREER LADDER P	12,000.00	12,000.00	6,000.00		6,000.00	6,000.00	
72410 139			ASSISTANT PRINC	852,563.00	852,563.00	296,461.20		556,101.80	74,115.30	
72410 161			SECRETARY(S)	230,272.00	230,272.00			230,272.00		
72410 162			CLERICAL PERSON	161,000.00	161,000.00	138,102.20		22,897.80	34,305.37	
72410 186			LONGEVITY PAY	23,000.00	23,000.00	23,750.00		-750.00		
72410 201			SOCIAL SECURITY	129,357.00	129,357.00	44,488.53		84,868.47	10,566.87	
72410 204			STATE RETIREMEN	209,537.00	209,537.00	76,436.73		133,100.27	18,247.13	
72410 207			MEDICAL INSURAN	320,160.00	320,160.00	128,938.20		191,221.80	32,234.55	
72410 208			DENTAL INSURANC	1,100.00	1,100.00	437.76		662.24	109.44	
72410 210			UNEMPLOYMENT CO	1,108.00	1,108.00			1,108.00		
72410 212			EMPLOYER MEDICA	30,253.00	30,253.00	10,404.61		19,848.39	2,471.27	
72410 320			DUES AND MEMBER	2,300.00	2,300.00			2,300.00		
72410 355			TRAVEL	1,000.00	1,000.00			1,000.00		
72410 399			OTHER CONTRACTE	10,625.00	10,625.00	9,625.00		1,000.00		
72410 435			OFFICE SUPPLIES	6,750.00	6,750.00	3,410.54		3,339.46	1,344.60	
72410 599			OTHER CHARGES	150,000.00	150,000.00	69,620.07	15,534.51	64,845.42	12,835.81	9,697.20
72410 701			ADMINISTRATION	13,716.00	13,716.00	5,217.81	467.26	8,030.93	1,009.02	
72410 ---			OFFICE OF THE P	2,962,302.00	2,962,302.00	1,110,678.71	16,001.77	1,835,621.52	260,576.61	9,697.20

Fnd T Acct	Obj	Pri	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72510												
	72510	105			SUPERVISOR/DIRE	43,643.00	43,643.00	18,183.00		25,460.00	3,636.60	
	72510	119			ACCOUNTANTS/BOO	184,681.00	184,681.00	76,725.58		107,955.42	15,248.27	
	72510	186			LONGEVITY PAY	3,600.00	3,600.00	3,575.00		25.00		
	72510	201			SOCIAL SECURITY	14,379.00	14,379.00	5,811.33		8,567.67	1,083.42	
	72510	204			STATE RETIREMEN	14,121.00	14,121.00	5,990.70		8,130.30	1,143.63	
	72510	207			MEDICAL INSURAN	34,660.00	34,660.00	15,082.43		19,577.57	4,684.19	
	72510	208			DENTAL INSURANC	92.00	92.00	36.48		55.52	9.12	
	72510	210			UNEMPLOYMENT CO	140.00	140.00			140.00		
	72510	212			EMPLOYER MEDICA	3,363.00	3,363.00	1,359.08		2,003.92	253.37	
	72510	317			DATA PROCESSING	56,000.00	56,000.00	54,071.98		1,928.02		
	72510	355			TRAVEL	500.00	500.00	58.22		441.78	7.19	
	72510	399			OTHER CONTRACTE	1,000.00	1,000.00	300.00		700.00	75.00	
	72510	411			DATA PROCESSING	3,333.00	3,333.00		2,391.39	941.61		
	72510	435			OFFICE SUPPLIES	5,000.00	5,000.00	25,684.79	168.98	-20,853.77	-547.80	
	72510	524			STAFF DEVELOPME	3,000.00	3,000.00	2,004.30		995.70		
	72510	701			ADMINISTRATION	5,000.00	5,000.00			5,000.00		
	72510	---			FISCAL SERVICES	372,512.00	372,512.00	208,882.89	2,560.37	161,068.74	25,592.99	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2019)

Fnd T Acct	Obj Prj Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72520										
72520	105		SUPERVISOR/DIRE	76,614.00	76,614.00	31,964.00		44,650.00	6,392.80	
72520	162		CLERICAL PERSON	45,026.00	45,026.00	18,758.35		26,267.65	3,751.67	
72520	186		LONGEVITY PAY	600.00	600.00	600.00				
72520	201		SOCIAL SECURITY	7,579.00	7,579.00	2,976.87		4,602.13	584.09	
72520	204		STATE RETIREMEN	9,168.00	9,168.00	3,849.20		5,318.80	760.84	
72520	207		MEDICAL INSURAN	28,420.00	28,420.00	10,772.74		17,647.26	2,247.97	
72520	208		DENTAL INSURANC	92.00	92.00	36.48		55.52	9.12	
72520	210		UNEMPLOYMENT CO	56.00	56.00			56.00		
72520	212		EMPLOYER MEDICA	1,772.00	1,772.00	696.21		1,075.79	136.60	
72520	355		TRAVEL	750.00	750.00	47.09		702.91		
72520	435		OFFICE SUPPLIES	2,000.00	2,000.00	933.25		1,066.75		7.94
72520	499		OTHER SUPPLIES	2,000.00	2,000.00	217.57		1,782.43		
72520	524		STAFF DEVELOPME	1,500.00	1,500.00	250.00		1,250.00		
72520	599		OTHER CHARGES	7,500.00	7,500.00	2,439.84	1,678.14	3,382.02	254.60	
72520	701		ADMINISTRATION	2,000.00	2,000.00			2,000.00		
72520	---		HUMAN SERVICES/	185,077.00	185,077.00	73,541.60	1,678.14	109,857.26	14,137.69	7.94

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72610												
	72610	161			SECRETARY(S)	49,889.00	49,889.00	20,786.70		29,102.30		4,157.34
	72610	166			CUSTODIAL PERSO	1,011,212.00	1,011,212.00	372,280.27		638,931.73		78,133.18
	72610	186			LONGEVITY PAY	14,625.00	14,625.00	13,699.68		925.32		274.92
	72610	189			OTHER SALARIES	59,647.00	59,647.00	24,852.85		34,794.15		4,970.57
	72610	201			SOCIAL SECURITY	70,393.00	70,393.00	24,436.63		45,956.37		4,850.80
	72610	204			STATE RETIREMEN	85,153.00	85,153.00	27,385.36		57,767.64		5,620.15
	72610	207			MEDICAL INSURAN	260,900.00	260,900.00	101,606.93		159,293.07		25,840.22
	72610	208			DENTAL INSURANC	912.00	912.00	364.80		547.20		91.20
	72610	210			UNEMPLOYMENT CO	2,244.00	2,244.00	135.50		2,108.50		12.48
	72610	212			EMPLOYER MEDICA	16,463.00	16,463.00	5,850.40		10,612.60		1,163.00
	72610	359			DISPOSAL FEES	84,000.00	84,000.00	39,538.86		44,461.14		
	72610	399			OTHER CONTRACTE	7,593.00	7,593.00	10,564.22		-2,971.22		
	72610	410			CUSTODIAL SUPPL	160,000.00	160,000.00	127,995.54	21,533.12	10,471.34	15,954.63	37,788.02
	72610	415			ELECTRICITY	1,185,000.00	1,185,000.00	523,191.84		661,808.16		94,002.83
	72610	434			NATURAL GAS	115,000.00	115,000.00	12,758.12		102,241.88		2,359.44
	72610	454			WATER AND SEWER	180,500.00	180,500.00	84,112.36		96,387.64		20,597.64
	72610	499			OTHER SUPPLIES	2,000.00	2,000.00	63.93		1,936.07		
	72610	501			BOILER INSURANC	12,055.00	12,055.00	11,172.00		883.00		
	72610	502			BUILDING AND CO	219,632.00	219,632.00	203,537.00		16,095.00		
	72610	524			STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72610	720			PLANT OPERATION	5,000.00	5,000.00	2,050.00		2,950.00		
	72610	---			OPERATION OF PL	3,543,218.00	3,543,218.00	1,606,382.99	21,533.12	1,915,301.89	258,028.40	37,788.02

Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72710												
	72710	105			SUPERVISOR/DIRE	59,752.00	59,752.00	24,896.50		34,855.50	4,979.30	
	72710	142			MECHANIC(S)	106,816.00	106,816.00	43,263.47		63,552.53	9,629.89	
	72710	146			BUS DRIVERS	659,876.00	659,876.00	218,417.35		441,458.65	55,368.80	
	72710	162			CLERICAL PERSON	32,966.00	32,966.00	13,731.98		19,234.02	2,663.34	
	72710	186			LONGEVITY PAY	18,050.00	18,050.00	15,350.00		2,700.00		
	72710	189			OTHER SALARIES	37,960.00	37,960.00	10,926.19		27,033.81	2,892.25	
	72710	201			SOCIAL SECURITY	56,756.00	56,756.00	17,195.58		39,560.42	3,910.90	
	72710	204			STATE RETIREMEN	68,657.00	68,657.00	23,275.37		45,381.63	5,399.01	
	72710	207			MEDICAL INSURAN	417,002.00	417,002.00	155,564.31		261,437.69	39,234.45	
	72710	208			DENTAL INSURANC	1,687.00	1,687.00	629.28		1,057.72	155.04	
	72710	210			UNEMPLOYMENT CO	1,900.00	1,900.00	46.27		1,853.73	11.82	
	72710	212			EMPLOYER MEDICA	13,274.00	13,274.00	4,080.78		9,193.22	926.49	
	72710	307			COMMUNICATION	2,000.00	2,000.00	609.75		1,390.25	163.05	
	72710	340			MEDICAL AND DEN	8,000.00	8,000.00	3,275.00	2,575.00	2,150.00	225.00	225.00
	72710	355			TRAVEL	700.00	700.00			700.00		
	72710	399			OTHER CONTRACTE	26,000.00	26,000.00	22,875.92		3,124.08	209.65	
	72710	412			DIESEL FUEL	250,000.00	250,000.00	66,874.04	25,768.13	157,357.83	25,649.56	
	72710	425			GASOLINE	65,000.00	65,000.00	9,937.68	18,000.00	37,062.32	-262.70	
	72710	450			TIRES AND TUBES	28,000.00	28,000.00	17.00	900.00	27,083.00	17.00	400.00
	72710	453			VEHICLE PARTS	70,000.00	70,000.00	26,113.23	43,821.38	65.39	-417.09	9,350.00
	72710	511			VEHICLE AND EQU	67,811.00	67,811.00	62,842.00		4,969.00		
	72710	524			STAFF DEVELOPME	1,000.00	1,000.00	390.00	235.00	375.00	90.00	250.00
	72710	599			OTHER CHARGES	27,200.00	27,200.00	5,262.71	11,655.41	10,281.88	520.50	888.00
	72710	729			TRANSPORTATION	400,000.00	400,000.00	307,702.50	65,412.00	26,885.50	305,433.00	2,269.50
	72710	---			TRANSPORTATION	2,420,407.00	2,420,407.00	1,033,276.91	168,366.92	1,218,763.17	456,799.26	13,382.50

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 11/2019)

12/12/19

Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72810												
	72810	162			CLERICAL PERSON	23,513.00	23,513.00	9,800.00		13,713.00		1,960.00
	72810	186			LONGEVITY PAY	300.00	300.00	300.00				
	72810	201			SOCIAL SECURITY	1,476.00	1,476.00	573.09		902.91		108.01
	72810	204			STATE RETIREMEN	1,786.00	1,786.00	757.50		1,028.50		147.00
	72810	206			LIFE INSURANCE	18,000.00	18,000.00	6,004.80		11,995.20		3,002.40
	72810	207			MEDICAL INSURAN	90,245.00	90,245.00	33,489.53		56,755.47		7,038.72
	72810	210			UNEMPLOYMENT CO	28.00	28.00			28.00		
	72810	212			EMPLOYER MEDICA	345.00	345.00	134.03		210.97		25.26
	72810	299			OTHER FRINGE BE	68,000.00	68,000.00	26,167.40		41,832.60		13,083.70
	72810	307			COMMUNICATION	17,400.00	17,400.00	6,295.92		11,104.08		1,864.26
	72810	348			POSTAL CHARGES	8,000.00	8,000.00	743.64		7,256.36		
	72810	435			OFFICE SUPPLIES	5,000.00	5,000.00	1,464.45	42.88	3,492.67		
	72810	599			OTHER CHARGES	7,000.00	7,000.00	2,786.10		4,213.90		414.95
	72810	---			CENTRAL AND OTH	241,093.00	241,093.00	88,516.46	42.88	152,533.66		27,644.30

Fnd T Acct	Obj	Pri	Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
73300												
	73300	105			SUPERVISOR/DIRE			19,503.13		-19,503.13	6,529.47	
	73300	116			TEACHERS			33,971.50		-33,971.50	11,325.25	
	73300	163			EDUCATIONAL ASS			850.50		-850.50	388.50	
	73300	189			OTHER SALARIES			93.00		-93.00	93.00	
	73300	201			SOCIAL SECURITY			3,199.76		-3,199.76	1,074.70	
	73300	204			STATE RETIREMEN			5,371.86		-5,371.86	1,795.06	
	73300	210			UNEMPLOYMENT CO			0.50		-0.50		
	73300	212			EMPLOYER MEDICA			748.30		-748.30	251.30	
	73300	217			RETIREMENT-HYBR			209.76		-209.76	76.07	
	73300	422			FOOD SUPPLIES				665.00	-665.00		
	73300	429			INSTRUCTIONAL S			5,874.84	633.00	-6,507.84	2,145.59	4,725.20
	73300	499			OTHER SUPPLIES			194.47		-194.47	194.47	
	73300	524			STAFF DEVELOPME			1,048.12		-1,048.12	404.91	
	73300	599			OTHER CHARGES			4,649.00		-4,649.00	4,529.00	
	73300	---			COMMUNITY SERVI			75,714.74	1,298.00	-77,012.74	28,807.32	4,725.20

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
73400												
73400	116				TEACHERS	114,526.00	114,526.00	38,186.80		76,339.20	9,546.70	
73400	117				CAREER LADDER P	1,000.00	1,000.00	500.00		500.00	500.00	
73400	163				EDUCATIONAL ASS	27,042.00	27,042.00	9,075.76		17,966.24	2,268.94	
73400	186				LONGEVITY PAY	1,700.00	1,700.00	1,700.00				
73400	198				NON-CERTIFIED S	1,500.00	1,500.00	455.00		1,045.00	210.00	
73400	201				SOCIAL SECURITY	9,038.00	9,038.00	2,767.48		6,270.52	691.99	
73400	204				STATE RETIREMEN	12,664.00	12,664.00	4,951.87		7,712.13	1,238.13	
73400	207				MEDICAL INSURAN	43,620.00	43,620.00	17,445.96		26,174.04	4,361.49	
73400	208				DENTAL INSURANC	137.00	137.00	54.72		82.28	13.68	
73400	210				UNEMPLOYMENT CO	140.00	140.00	1.37		138.63	0.63	
73400	212				EMPLOYER MEDICA	2,114.00	2,114.00	647.24		1,466.76	161.84	
73400	429				INSTRUCTIONAL S	9,000.00	9,000.00		713.71	8,286.29		
73400	524				STAFF DEVELOPME	1,000.00	1,000.00	413.14		586.86		
73400	599				OTHER CHARGES			94.96		-94.96		200.00
73400	722				REGULAR INSTRU			109.00		-109.00		115.00
73400	---				EARLY CHILDHOOD	223,481.00	223,481.00	76,403.30	713.71	146,363.99	18,993.40	315.00

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Obj</u>	<u>2019-20</u> <u>Original Budget</u>	<u>2019-20</u> <u>Revised Budget</u>	<u>2019-20</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>November 2019-20</u> <u>Monthly Activity</u>	<u>2019-20</u> <u>Enc Carry Forward</u>
76100												
76100	799				OTHER CAPITAL O	350,000.00	950,000.00	955,737.53	537,226.70	-542,964.23	318,388.14	637,984.80
76100	---				REGULAR CAPITAL	350,000.00	950,000.00	955,737.53	537,226.70	-542,964.23	318,388.14	637,984.80

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2019-20	2019-20	2019-20	Encumbered	Unencumbered	November 2019-20	2019-20
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
99100												
	99100	590			TRANSFERS TO OT	259,955.00	259,955.00			259,955.00		
	99100	---			TRANSFERS OUT	259,955.00	259,955.00			259,955.00		

End I Acct	Obj	Pri	Loc	Prg	Obj	2019-20 Original Budget	2019-20 Revised Budget	2019-20 FTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	November 2019-20 Monthly Activity	2019-20 Enc Carry Forward
Grand Expense Totals						44,763,992.00	45,363,992.00	17,697,722.90	960,797.81	26,705,471.29	4,128,006.01	1,022,530.96

Number of Accounts: 560

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

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 01/11/00
		Rescinds: IFCB	Issued: 09/09/93

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth
2 and development are considered appropriate extensions of the classroom.
3

4 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
5 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
6 end, teachers and principals will be expected to consider the following factors in selecting field trips:
7

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

12 The following guidelines shall be followed in planning and conducting field trips and excursions:
13

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

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and
2 activities. Teachers shall permit students to make up class assignments missed because of a
3 trip or activity;
- 4
- 5 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
6 principal immediately upon returning to school. Serious accidents involving personal injury
7 must be reported immediately to the principal and/or director of schools. An emergency shall
8 be dealt with promptly by the teacher or other members of the school staff by taking appropriate
9 action, including sending the student to the hospital or summoning medical aid or ambulance.
10 In cases where it is necessary to send the student to the hospital, reasonable effort must be made
11 to notify the parents.
- 12
- 13 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
14 section must have prior approval of the director of schools or his/her designee;
- 15
- 16 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval
17 by the Board.
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40 _____
41 Cross References:
42 Extracurricular Activities 4.300
43 Attendance 6.200
44



Travel Request

Organization Forrest Middle Destination Amigo's Restaurant

Date of Trip 12/19/19 Purpose of Trip 2nd/ 9week Reward

Mode of Transportation: walk or bus

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

list provided

(Use back if more space is needed)

School System Participants (please print):

K. Whitworth R. Franklin S. Stinnett
N. Curry L. Stecey M. Mickerson

(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: M. Mickerson Date: 12/6/19
Teacher/Sponsor

Approved by: As Date: 12/8/19
Principal

Approved by: Jacobi Lovell Date: 12-10-19
Director of Schools



Linking Learning to Life

Travel Request

Organization Westhills Ele. Destination Nashville Children's Theatre

Date of Trip 1-23-20 Purpose of Trip Civil War Play

Mode of Transportation: Buses

Is school system transportation/personnel required? Yes No

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

Student Participants (please print):

4th grade

(Use back if more space is needed)

School System Participants (please print):

Kim Higgs, Kristin Bailey, Emily Talley, Terry Brooks
Lisa Stacey, Marie Kilpatrick, Tammy Johnson &
Kayla Hickman

(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: Kim Higgs Date: 1-6-20
Teacher/Sponsor

Approved by: Rachel Cole Date: 1-6-20
Principal

Approved by: Carol Lovell Date: 1-7-20
Director of Schools



Linking Learning to Life

Travel Request

Organization Nashville Childrens Theater Destination Nashville

Date of Trip 1/31/20 Purpose of Trip Correlates with TN standards

Mode of Transportation: Bus *"Women's Contribution in the Civil War."*

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 4th graders
from DHI'S. Appx
120

(Use back if more space is needed)

School System Participants (please print):

SHEILA HOLTON JENEFER PATE RANDY GASKILL
ANGEL ANDERSON ASHLEY MOOREHEAD KAITLYN JONES
(Use back if more space is needed) LEAH MITCHELL, MELISSA HOPKINS, BETH GRACE,

Volunteer Participants (please print): BUS DRIVER, BUS DRIVER

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: Shila Holtor Date: 1/8/20
Teacher/Sponsor

Approved by: Robert J. Reasoning Date: 1/9/20
Principal

Approved by: Jason Lovell Date: 1-9-20
Director of Schools



Linking Learning to Life

Travel Request

Organization Delk-Henson Destination TPAC-The Diary of Anne Frank
Date of Trip 2-27-2020 Purpose of 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):

ALL 5th Grade students/teachers/

(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: Carrie Thrasher Date: 1-6-20
Teacher/Sponsor

Approved by: Robert J Reasonover Date: 1-6-20
Principal

Approved by: Jacob Powell Date: 1-6-20
Director of Schools



Linking Learning to Life

Travel Request

Organization 5th grade SMAK Destination Pigeon Forge

Date of Trip May 8, 2020 Purpose of Trip reward - all year SMAK

Mode of Transportation: Gray Line 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

SMAK Club

(Use back if more space is needed)

School System Participants (please print):

Tara Stacey Bence Graves

Carrie Thrasher Jaime Morgan

(Use back if more space is needed)

Volunteer Participants (please print):

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? Yes No

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

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

Travel Requested by: Tara C Stacey Date: 1-8-2020
Teacher/Sponsor

Approved by: Ava Hanson Date: 1-8-20
Principal

Approved by: Carol Lovell Date: 1-8-20
Director of Schools

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 10/08/12
		Rescinds: 3.206	Issued: 11/13/08

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

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

38
 39 Legal References:
 40 1. TCA 49-50-201
 41 2. TCA 49-2-203(b)(4)
 3. *Lamb's Chapel v. Center Moriches Union Free School District*,
 113 S. Ct. 2141 (1993)

Cross References:
 Tobacco-Free Schools 1.803
 Care of School Property 6.311



REQUEST FOR USE OF Forrest School
(SCHOOL)

Area/Room of the building requested Cafeteria

Name/Type of event to be held Leo Club Pancake Breakfast

Date of the event 2-29-20 Time 6-12

Organization/Person requesting use Leo Club - Libby Stubblefield - advisor

Name of insurance company _____ Amount of coverage _____

Contact person for organization using building Libby Stubblefield - 931 638 0678 Minimum coverage of \$1,000,000 required

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 L. Stubblefield Date 12/17/19

Signature of principal [Signature] Date 12/20/19

Signature of Director of Schools for approval [Signature] Date 1-6-20

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

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



REQUEST FOR USE OF Chapel Hill Elementary School
(SCHOOL)

Area/Room of the building requested Playground area

Name/Type of event to be held Softball practice

Date of the event Spring and Summer of 2020 Time Evenings on

Organization/Person requesting use Blue Blaze / Todd Kirby

Name of insurance company Chappell Ins. Agency Amount of coverage \$ 2,000,000

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

Contact person for organization using building Todd Kirby

Address 1820 Gino Lynn Dr. Lewisburg, TN 37091 Phone _____ Cell 931-607-5509

Tues + Thurs.
Occasionally
on Wed.

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use _____ Date 12/24/15

Signature of principal Dawn Kirby Date 1/9/2020

Signature of Director of Schools for approval Jack Powell Date 1-9-20

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