

**Regular Board Meeting**  
August 10, 2020 6:00 PM  
MCBOE

1. **Agenda**
2. **MCEA Report**  
There was no MCEA Report.
3. **Committee Reports/Schedule Committee Meetings**
4. **Cornersville High School Roof Repairs**
5. **Consent Agenda**
  1. Minutes
6. **Federal Budgets Revision #1**
7. **New Business**
8. **Director's Report**
9. **Adjourn**  
The meeting adjourned at X p.m.
10. **FYI**
  1. Approved Fundraisers
  2. Opening Enrollment Numbers
  3. Use of Facility

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Chairperson

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Superintendent

# Marshall County Board of Education

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

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

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

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

**STEPHEN WARD & ASSOCIATES, INC.**

**Post Office Box 6815 Huntsville, Alabama 35813  
128 Jetplex Circle Madison, Alabama 35758  
Tel 256-774-3565 Fax 256-774-3315  
www.swa-consultants.com**

August 3, 2020

Mr. Jacob Sorrells  
Marshall County Schools  
700 Jones Circle  
Lewisburg, Tennessee 37091

Re: Storm Damage Roof Repairs for the Cornersville High School for the Marshall County  
Department of Education

Dear: Mr. Sorrells,

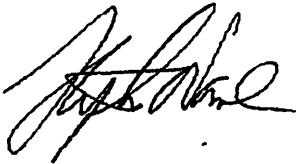
Our office has reviewed the bid proposal for the Storm Damage Roof Repairs for the  
Cornersville High School submitted by Porter Roofing Contractors, Inc. of Morrison, Tennessee  
in the amount of \$91,974.00.

Stephen Ward & Associates recommends acceptance of this bid proposal.

Please contact this office should you have any questions or comments.

Sincerely,

**STEPHEN WARD & ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "Stephen Ward", written in a cursive style.

Stephen Ward,  
Principal-In-Charge

attachment

### CERTIFIED BID TABULATION

<b>PROJECT:</b> STORM DAMAGE ROOF REPAIRS FOR THE CORNERSVILLE HIGH SCHOOL FOR THE MARSHALL COUNTY DEPARTMENT OF EDUCATION	<b>AS TABULATED BELOW, BIDS WERE RECEIVED:</b> DATE: Thursday, July 30, 2020      TIME: 2:00 PM Local Time PLACE: 700 Jones Circle, Lewisburg, Tennessee 37091
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CONTRACTOR	AD 1	AD 2	SURETY	BASE BID	REMARKS
Maxwell Roofing & Sheet Metal, Inc. Nashville, Tennessee GC License #8320				BID NOT OPENED	ERROR ON ENVELOPE
MG Roofing, Inc. Muscle Shoals, Alabama GC License #43750	✓	✓	The Guarantee Company of North America USA 5% of Bid Amount	\$117,000.00	
Porter Roofing Contractors, Inc. Morrison, Tennessee GC License #19968	✓	✓	Great American Insurance Company 5% of Bid Amount	\$91,974.00	

I certify the above bids were received sealed and were publicly opened and read aloud at the time indicated and that this is a true and correct tabulation of all bids received for this project.

Sworn before me this 30<sup>th</sup> day of July 2020.

*Lori A Coats*

Notary Public

My Commission Expires January 7, 2024.

L.S.



BY: STEPHEN WARD & ASSOCIATES, INC.

*Stephen Ward*

Stephen Ward, President

# Marshall County Board of Education

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

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# Marshall County Board of Education

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

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

8 The minutes shall include:

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

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Legal References:

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

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Cross References:

Duties of Officers 1.201

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July 13, 2020

The Marshall County Board of Education met in regular session on Monday, July 13, 2020, 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, Harvey Jones, Heidi McElhaney, Robert Warf, and Andy Woodard. No members were absent.

Pledge/Prayer

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

During the MCEA Report, Dana Cordova told the board that Madison Perryman was awarded the \$1,000 MCEA Scholarship. She also stated that the MCEA will be hosting the New Teacher Orientation Luncheon on July 28.

Presented under Consent Agenda: June 8, 2020, board meeting minutes and June 29, 2020, Executive Session minutes; Personnel Hearing Officers; and Student Disciplinary Hearing Authority. Ms. Gold made a motion, with a second by Mr. Jones, to approve the consent agenda. The motion passed 9-0.

Mr. Jones made a motion, with a second by Ms. McElhaney, to approve the low gas and diesel bids submitted by Barber Oil Company. The motion passed 9-0.

Mr. Allen made a motion, with a second by Mr. Jones, to approve the supplements list. The motion passed 9-0.

Mr. Jones made a motion, with a second by Mr. Allen, to approve the 2020-2021 salary schedules. The motion passed 9-0.

Mr. Warf made a motion, with a second by Ms. Hunter, to sell 3,295 Chromebooks that are coming off of lease, relieving the final lease. The motion passed 9-0.

There was no new business.

During the Director's Report the board discussed in detail different options for opening the schools in the fall in response to COVID-19. Mr. Allen made a motion, with a second by Dr. Bell, to approve Option 2 with the percentage indicated (less than 1% or 342 active cases in the county), make masks optional, and allow the Director to use his discretion as far as percentage of attendance (students and staff). The motion passed 8-1, with Ms. Cathey voting no.

The meeting adjourned at 7:16 p.m.

Respectfully Submitted,

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Julie Keny Cathey, Chair

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Jacob Sorrells, Director

July 28, 2020

The Marshall County Board of Education met in special called session on Monday, July 28, 2020, 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, Harvey Jones, Heidi McElhane, Robert Warf, and Andy Woodard. No members were absent.

Before beginning discussions on reopening schools, Director Sorrells asked that the rules be suspended to allow Human Resource Supervisor Jennie Carroll, Support Services Supervisor Tres Beasley, Student Services Supervisor Ginger Tepedino, and Coordinated School Health Coordinator/Lead Nurse Veronica Davenport to assist him as he made his presentation. Mr. Sorrells was granted the suspension.

Mr. Sorrells told the board that the State Board of Education approved the system's required Consolidated Learning Plan (CLP).

TSSAA has voted to allow virtual students to participate in athletics. The governor has now issued an executive order to continue contact sports as normal. Therefore, "no extracurricular" will be removed from the school system's virtual contract.

Lunch will be provided to virtual students.

Cornersville Elementary School and Cornersville High School share a nurse, as does Chapel Hill Elementary School and Delk-Henson Intermediate School. Mr. Sorrells feels like every school needs a fulltime nurse during these unusual times. Three open teacher positions are in the budget, so Mr. Sorrells is going to use two of those positions to hire nurses; this will allow each school in the county to have a fulltime nurse

Virtual enrollment deadline was extended to Monday, July 17. As of meeting day, the enrollment numbers for the virtual program are 1,060 out of roughly 5,400 students.

The 2020-2021 school year will begin on Monday, August 3, as approved by the board November 11, 2019.

Mr. Sorrells explained the health rubric the system will be following when a staff member/student is exposed with no symptoms, diagnosed but no symptoms, and diagnosed with symptoms.

Dr. Bell made a motion, with a second by Mr. Jones, to name the Marshall County School System a critical infrastructure workplace. The motion passed 9-0.

The meeting adjourned at 6:52 p.m.

Respectfully Submitted,

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Julie Keny Cathey, Chair

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Jacob Sorrells, Director

Account Number/Line Item Number	Regular Instruction Education	21.01	Increase	Decrease	Total
71200	Line item Description	Current			
71200/116	Teachers (3)	\$150,260.03			\$150,260.03
	Career Ladder				
	Career Ladder Extended contracts				
71200/128	Homebound Teachers				
	Clerical Personnel				
71200/163	Educational Assistants (21)	\$312,000.00			\$312,000.00
71200/171	Speech Pathologist				
71200/186	Longevity	\$4,100.00			\$4,100.00
71200/189	Other Salaries & Wages (1) Countywide BehaviorAnalyst	\$47,050.97			\$47,050.97
71200/195	Certified Sub teachers	\$500.00			\$500.00
71200/198	non Certified teachers	\$500.00			\$500.00
71200/201	Social Security	\$33,000.00			\$33,000.00
71200/204	State Retirement	\$47,000.00			\$47,000.00
71200/207	Medical Insurance	\$220,500.00			\$220,500.00
71200/208	Dental Insurance	\$1,000.00			\$1,000.00
71200/210	Unemployment Comp.	\$3,000.00			\$3,000.00
71200/212	Employer Medicare	\$8,000.00			\$8,000.00
	Other Fringe Benefits				
	contracts with other school systems				
	operating lease payments				
71200/336	maintenance & repair equipment	\$250.00			\$250.00
	tuition				
	contracts w/certified sub.				
	contracts w/ non certified sub				
	other contracted services				
71200/429	instructional materials & supplies	\$9,376.65			\$9,376.65
	textbooks				
	fee waivers				
71200 499	other supplies & materials	\$20,000.00			\$20,000.00
71200/725	special education equipment	\$1,000.00			\$1,000.00
<b>71200</b>	<b>Subtotal REGULAR INSTRUCTIONAL Ed.</b>	<b>\$857,537.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$857,537.65</b>

Account Number/Line Item Number	Regular Instruction Education	IDEA-B 20.01			
72220	Line item Description	Current	Increase	Decrease	Total
72220/105	Supervisor/ Director (.45%)	\$40,000.00			\$40,000.00
	Career Ladder Program				
	Instructional Computer Personnel				
72220/161	Secretary(s) (.5)	\$20,000.00			\$20,000.00
72220/162	Clerical Personnel (1.0)	\$28,500.00			\$28,500.00
	Educational Assistants				
72220/186	Longevity	\$1,400.00			\$1,400.00
72220/189	Other Salaries & Wages				
	Certified Sub teachers				
	In Service Training				
	non certified subs				
72220/201	Social Security	\$5,600.00			\$5,600.00
72220/204	Retirement	\$6,000.00			\$6,000.00
	Life Insurance				
72220/207	Medical Insurance	\$34,000.00			\$34,000.00
72220/208	Dental Insurance	\$200.00			\$200.00
72220/210	Unemployment Comp.	\$500.00			\$500.00
72220/212	Employer Medicare	\$1,500.00			\$1,500.00
	Other fringe benefits				
72220/310	contracts w/public agencies	\$4,000.00	\$25,958.94		\$29,958.94
	consultants				
	operating lease payments				
	maintenance & repair services				
72220/355	travel	\$5,000.00			\$5,000.00
	other contracted services				
	contracts for non certified sub teachers				
72220/499	other supplies & materials	\$1,500.00			\$1,500.00
	library books / media				
	periodicals				
	other supplies & materials				
72220/524	in service/ staff development	\$4,000.00			\$4,000.00
72220/599	other charges				
<b>72220</b>	<b>Subtotal REG. INSTRUCTIONAL PROG</b>	<b>\$152,200.00</b>	<b>\$25,958.94</b>	<b>\$0.00</b>	<b>\$178,158.94</b>



<b>Account Number/Line Item Number</b>	<b>Other uses/ Transfers out &amp; Indirect Cost</b>	<b>IDEA-B 18.01</b>			
<b>99100</b>	<b>Line item Description</b>	<b>Current</b>			
99100/590	Transfer Out	\$1,134.35			\$1,134.35
	<b>Total Appropriations</b>	<b>\$1,180,972.00</b>	<b>\$25,958.94</b>	<b>\$0.00</b>	<b>\$1,206,930.94</b>

<b>Account Number/Line Item Number</b>	<b>Regular Instruction Education</b>	<b>ESSER/Cares Grant</b>	<b>Increase</b>	<b>Decrease</b>	<b>Total</b>
<b>71100</b>	<b>Line item Description</b>				
	Supervisor/ Director				
	Career Ladder Program				
	Material Supervisor(s)				
	Audiovisual Personnel				
	Education Media Personnel				
	Instructional Computer Personnel				
	Secretary(s)				
	Clerical Personnel				
	Educational Assistants				
	Bonus Payments				
	Other Salaries & Wages				
	Certified Sub teachers				
	In Service Training				
	non certified subs				
	Social Security				
	Retirement				
	Life Insurance				
	Medical Insurance				
	Dental Insurance				
	Unemployment Comp.				
	Employer Medicare				
	Other fringe benefits				
	postal charges				
	travel				
	other contracted services				
	contracts for non certified sub teachers				
	other contracted services				
	library books / media				
	periodicals				
	instructionals materials & supplies				
	in service/ staff development				
	other charges				
71100 722	equipment	\$738,067.00			\$738,067.00
	<b>Total for 71100 Series</b>	<b>\$738,067.00</b>			<b>\$738,067.00</b>

Account Number/Line Item Number	Food Service	ESSER/Cares Grant	Increase	Decrease	Total
<b>73100</b>	<b>Line item Description</b>				
	Supervisor/ Director				
	Career Ladder Program				
	Material Supervisor(s)				
	Audiovisual Personnel				
	Education Media Personnel				
	Instructional Computer Personnel				
	Secretary(s)				
	Clerical Personnel				
	Educational Assistants				
	Bonus Payments				
73100 165	Cafeteria Personnel		\$55,724.46		\$55,724.46
	Certified Sub teachers				
	In Service Training				
	non certified subs				
	Social Security				
	Retirement				
	Life Insurance				
	Medical Insurance				
	Dental Insurance				
	Unemployment Comp.				
	Employer Medicare				
	Other fringe benefits				
	postal charges				
	travel				
	other contracted services				
	contracts for non certified sub teachers				
	other contracted services				
	library books / media				
	periodicals				
	instructionals materials & supplies				
	in service/ staff development				
	other charges				
	equipment				
	<b>Total for 71100 Series</b>	<b>\$0.00</b>	<b>\$55,724.46</b>		<b>\$55,724.46</b>

Account Number/Line Item Number	Regular Instruction Education	ESSER/Cares Grant	Increase	Decrease	Total
<b>99100</b>	<b>Line item Description</b>				
99100 590	Transfers Out	\$55,724.46		\$55,724.46	\$0.00
	Total budget for 20-21 EASSER/Care Budget	<b>\$793,791.46</b>	\$55,724.46	\$55,724.46	<b>\$793,791.46</b>

## **Justifications for IDEA-B**

### **Revision #1 901**

**72220 310 Contracts w/ public agencies-** budgeting additional funds received to pay for compensatory services as needed such as OT, COTA, and PT.

## **Justifications for ESSER/CARES**

### **Revision #1 930**

#### **Decrease**

**99100 590 Transfers out-** moving funds from the transfer out line to the Cafeteria personnel line at the recommendation of the State Fiscal Consultant.

**73100 165 Cafeteria Personnel-** adding funds to this line from the transfers out line at the recommendation of the State Fiscal Consultant.

# Marshall County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Solicitations/Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date: <b>12/12/16</b>
		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:<sup>1</sup>
  - 24 1) The proposed fundraising activity(ies);
  - 25 2) Purpose of the fundraising activity;
  - 26 3) Proposed uses of funds raised;
  - 27 4) Expected student involvement in fundraising activity (school-wide or individual class or  
28 club); and
  - 29 5) Margin of profit and how it is to be paid to the school.
- 30 5. The director of schools shall determine whether or not the activity will benefit the school,  
31 contribute to the welfare of the student body and supplement, not replace, funds necessary to  
32 fulfill the board's required contributions.

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

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

## 15      **LOTTERIES**

16      No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
17      among purchasers of chances by means of tickets or otherwise through a random drawing or other  
18      random selection process.<sup>2</sup>

## 19      **ONLINE FUNDRAISING**

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

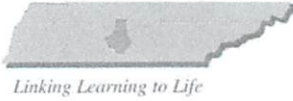
26      Employees shall not engage in online fundraising in their official capacity as district employees nor make  
27      any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to  
28      believe such activity is an approved school fundraiser.

### 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



# Fundraiser Authorization

Proposed Fundraising Activity: Yearbook Ad Sales

Purpose of Fundraiser: Fund the yearbook / Keep book price low

Fund/Account Name: MCHS Yearbook

Current balance of fund account \$ approx. \$4,000.00 Date 7/9/20

Anticipated date(s) of fundraiser: Beginning July 13, 2020 Ending Dec., 2020

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

Margin of profit (if applicable): N/A

Method by which school will receive profit: Direct payment of ads

How and when will these funds be spent to benefit students/instruction: Spent to supplement cost of publishing yearbooks

Requested by: Kimberly S. Anderson Date: 7/9/20  
Teacher/Club

Approved by: [Signature] Date: 7/9/20  
Principal

Approved by: Carol Lovell Date: 7-13-20  
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: Spirit Masks

Purpose of Fundraiser: To provide masks that show school spirit and to raise funds for Renaissance, service projects, and leadership events.

Fund/Account Name: Marshall Co Student Council

Current balance of fund account \$ 2539.27 Date 7/17/2020

Anticipated date(s) of fundraiser: Beginning 7/24/2020 Ending 12/18/2020

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

Margin of profit (if applicable): unknown - 1st time

Method by which school will receive profit: Masks will be purchased for amounts between \$10 - \$20 depending on style

How and when will these funds be spent to benefit students/instruction: School culture and climate will be increased

Requested by: Vanessa Sweeney / Student Council Date: 7/17/2020  
Teacher/Club

Approved by: [Signature] Date: 7/16/20  
Principal

Approved by: [Signature] Date: 7-21-20  
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 \_\_\_\_\_



*\$22500 profit last yr.*  
**Fundraiser Authorization**

Proposed Fundraising Activity: Kona Ice

Purpose of Fundraiser: To provide funds for gear, supplies, & travel expenses.

Fund/Account Name: Forrest Cross Country

Current balance of fund account \$ 500 Date 7-15-2020

Anticipated date(s) of fundraiser: Beginning 7-25-2020 Ending 7-25+8-1, 2020

Expected Student Involvement (schoolwide or specific school organization): Cross Country

*@ General Store*

Margin of profit (if applicable): 500

Method by which school will receive profit: Check from Kona Ice

How and when will these funds be spent to benefit students/instruction: Fuels will be used through Cross Country 2020 season.

Requested by: Josh Webb / Cross Country Date: 7-15-2020  
Teacher/Club

Approved by: [Signature] Date: 7/16/20  
Principal

Approved by: [Signature] Date: 7-16-20  
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 \_\_\_\_\_



Learning. Enriching. Inspiring. Life.

### Fundraiser Authorization

Proposed Fundraising Activity: Scentsy Candles & Wax  
 Purpose of Fundraiser: to raise money for uniforms & supplies needed throughout the year & travel exp  
 Fund/Account Name: CMS Cheer  
 Current balance of fund account \$ 21106.09 Date 07-23-20  
 Anticipated date(s) of fundraiser: Beginning 07-27-20 Ending 08-10-20  
 Expected Student Involvement (schoolwide or specific school organization): to all to Community  
 Margin of profit (if applicable): 500.00  
 Method by which school will receive profit: parents & communities  
 How and when will these funds be spent to benefit students/instruction: to help with travel

Requested by: Elisha Johnson Date: 07-23-20  
Teacher/Club

Approved by: Brian Date: 7/23/2020  
Principal

Approved by: Carol Sorrell Date: 7-27-20  
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: Spirit t-shirt / Class t-shirt

Purpose of Fundraiser: spread spirit & raise money for student rewards

Fund/Account Name: Principal Advisory Board

Current balance of fund account \$ 526.11 Date 7/30/20

Anticipated date(s) of fundraiser: Beginning 7/31/20 Ending 8/14/20

Expected Student Involvement (schoolwide or specific school organization): taking home an order form

Margin of profit (if applicable): \$ 500.00

Method by which school will receive profit: check from Jobbers

How and when will these funds be spent to benefit students/instruction: these funds will be used to support rewards for our students throughout the year

Requested by: Angie Phifer Date: 7/30/20  
Teacher/Club

Approved by: [Signature] Date: 7/30/20  
Principal

Approved by: Jacob Lomelle Date: 7-30-20  
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: Selling 2 different Bulldog Shirts

Purpose of Fundraiser: to raise money for cheer expenses  
throughout the year

Fund/Account Name: Cornersville High School cheerleaders

Current balance of fund account \$ Ce 210.08 Date 8/3/2020  
\*this amount includes payments for over year that has not been paid for yet

Anticipated date(s) of fundraiser: Beginning 8/3/2020 Ending 9/3/2020

Expected Student Involvement (schoolwide or specific school organization): the cheerleaders  
will sell the shirts to the community + students

Margin of profit (if applicable): approx \$750

Method by which school will receive profit: \_\_\_\_\_

How and when will these funds be spent to benefit students/instruction: throughout the  
Season (20-21) for travel expenses, shirts, run thru expenses, etc.

Requested by: Misty Woodland Date: 8/3/2020  
Teacher/Club

Approved by: [Signature] Date: 8/3/2020  
Principal

Approved by: Jacob Sorrells Date: 8-3-20  
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 to students/parents/

Purpose of Fundraiser: Raise money Community  
for cheerleading

Fund/Account Name: LMS Cheer

Current balance of fund account \$ 1400 Date 7/29/2020

Anticipated date(s) of fundraiser: Beginning Aug 3 Ending October ?

Expected Student Involvement (schoolwide or specific school organization): Send parent letters, sponsors sell @ ball games

Margin of profit (if applicable): Purchase around \$13, sell \$20

Method by which school will receive profit: Cash sales

How and when will these funds be spent to benefit students/instruction: Cheer supplies, transportation

Requested by: M Wiles  
Teacher/Club

Date: 7/29/2020

Approved by: [Signature]  
Principal

Date: 7/29/2020

Approved by: [Signature]  
Director of Schools

Date: 7-29-20

\*\* 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: Cookie dough sales

Purpose of Fundraiser: To raise funds for the Volleyball team

Fund/Account Name: Volleyball

Current balance of fund account \$ 8,166.45 Date 7-27-20

Anticipated date(s) of fundraiser: Beginning Aug. 4th Ending Sept. 1

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

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

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: The funds will help to fund traveling as well as Volleyball gear.

Requested by: Ms. Beddingfield / V-Ball Date: 08/23/2020  
Teacher/Club

Approved by: [Signature] Date: 7/27/20  
Principal

Approved by: Jacob Lowne Date: 7-27-20  
Director of Schools

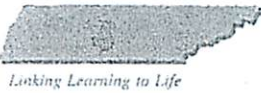
\*\* Request must be made 60 days prior to the proposed fundraiser.

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: Sell of T-shirts Water Bottles Face Masks

Purpose of Fundraiser: Raise money for DHS Teachers/Students

Fund/Account Name: Youth First

Current balance of fund account \$ 2345.00 Date 7-31-2020

Anticipated date(s) of fundraiser: Beginning 8-5-2020 Ending 10-15-2020

Expected Student Involvement (schoolwide or specific school organization): pre-order  
online

Margin of profit (if applicable): Everything above cost

Method by which school will receive profit: As needed

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

Requested by: Ava Hansen  
Teacher/Club

Date: 7-31-2020

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

Date: \_\_\_\_\_

Approved by: Jacol Sorrell  
Director of Schools

Date: 7-31-20

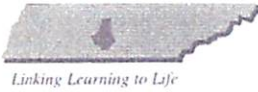
\*\* Request must be made 60 days prior to the proposed fundraiser.

*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.)*

Robert J Reasoner  
Principal's Signature



### Fundraiser Authorization

Proposed Fundraising Activity: Golf Tournament

Purpose of Fundraiser: to raise money for the 2020-2021 softball season

Fund/Account Name: Softball Booster Club

Current balance of fund account \$ 16,480.17 Date 08/03/20

Anticipated date(s) of fundraiser: Beginning 08/10/20 Ending 09/07/20

Expected Student Involvement (schoolwide or specific school organization): the softball players will be at the tournament and will write thank you cards to local businesses

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

Method by which school will receive profit: hole sponsorships + players

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

Requested by: Bailey Taylor Date: 08/03/20  
Teacher/Club

Approved by: [Signature] Date: 8/3/20  
Principal

Approved by: [Signature] Date: 8-3-20  
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: Selling MCHS clothing T-Shirts

Purpose of Fundraiser: Raise money to pay for the operation of our girls varsity soccer program

Fund/Account Name: Girl's Soccer

Current balance of fund account \$ 2,162.18 Date July 31, 2020

Anticipated date(s) of fundraiser: Beginning 8/11/2020 Ending 8/24/2020

Expected Student Involvement (schoolwide or specific school organization): limited to the members of the girls soccer team -

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 are used for paying for referee fees for home games and bus travel expenses.

Requested by: Michael Livingston Date: 8/4/2020  
Teacher/Club

Approved by: [Signature] Date: 8/4/20  
Principal

Approved by: Gael Sorrell Date: 8-4-20  
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: Banner Sales for Soccer field

Purpose of Fundraiser: To raise funds for girls varsity soccer at MCHS for equipment replacement, paint, nets and game balls.

Fund/Account Name: Girls Soccer

Current balance of fund account \$ 2,162.18 Date July 31, 2020

Anticipated date(s) of fundraiser: Beginning 8/11/2020 Ending 8/25/2020

Expected Student Involvement (schoolwide or specific school organization): limited to girls soccer team, they will contact only businesses that have a banner for renewal.

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

Method by which school will receive profit: \_\_\_\_\_

How and when will these funds be spent to benefit students/instruction: This fundraiser is to benefit the operation of the program at MCHS

Requested by: Mike Livingston Date: Aug. 4/2020  
Teacher/Club

Approved by: [Signature] Date: 8/4/20  
Principal

Approved by: [Signature] Date: 8-4-20  
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: Sonic Fundraising Cards

Purpose of Fundraiser: Fund HS XC/Baseball team expenses

Fund/Account Name: HS Baseball/XC

Current balance of fund account \$ \$250 Date 7/31/20

Anticipated date(s) of fundraiser: August 13

Expected Student Involvement (schoolwide or specific school organization): HS baseball/XC athletes

Margin of profit (if applicable): All donations.

Method by which school will receive profit. Donations

How and when will these funds be spent to benefit students/instruction: Will fund baseball expenses that come out of baseball account (balls, equipment, uniforms, travel, field maintenance)

Requested by: Ben Putman  
Teacher/Club

Date: 7/31/20

Approved by: Bro Acker  
Principal

Date: 7/3/2020

Approved by: Jacob Sorrells  
Director of Schools

Date: 7-31-20

\*\* 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: Selling Neck Gaiters

Purpose of Fundraiser: Neck gaiters to be worn as protection against airborne illnesses  
or can be worn any time of the year when working outside, sick, or engaging in activities with aerosols.

Fund/Account Name: MCHS Band Boosters

Current balance of fund account \$ 15,000 Date 7/10/2020

Anticipated date(s) of fundraiser: Beginning 08/25/2020 Ending 11/1/2020

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

Margin of profit (if applicable): 55%

Method by which school will receive profit: boosters

How and when will these funds be spent to benefit students/instruction: Funds will be spent to purchase  
miscellaneous equipment the band program requires to facilitate growth or online learning

Requested by: Brant Poindexter/Band  Date: 07/13/2020  
Teacher/Club

Approved by:  Date: 7/13/20  
Principal

Approved by:  Date: 7-27-20  
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

#9,606<sup>31</sup> profit last yr.



**Fundraiser Authorization**

Proposed Fundraising Activity: Football Concessions

Purpose of Fundraiser: selling food/drink at concessions for football games for the audience

Fund/Account Name: MCHS Band Boosters

Current balance of fund account \$ 15,000 Date 7/10/2020

Anticipated date(s) of fundraiser: Beginning 08/25/2020 Ending 11/30/2020

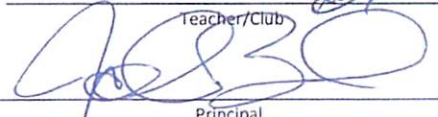
Expected Student Involvement (schoolwide or specific school organization): MCHS Band

Margin of profit (if applicable): n/a

Method by which school will receive profit: boosters

How and when will these funds be spent to benefit students/instruction: Funds will be spent to purchase miscellaneous equipment the band program requires to facilitate growth or online learning

Requested by: Brant Poindexter/Band  Date: 07/13/2020  
Teacher/Club

Approved by:  Date: 7/13/20  
Principal

Approved by:  Date: 7-27-20  
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 \_\_\_\_\_

\$1,070<sup>10</sup> profit last yr.



**Fundraiser Authorization**

Proposed Fundraising Activity: Kettle Korn

Purpose of Fundraiser: Hiring out a Kettle Korn company to sell sweet/salty popcorn for the fans at MCHS football games

Fund/Account Name: MCHS Band Boosters

Current balance of fund account \$ 15,000 Date 7/10/2020


Anticipated date(s) of fundraiser: Beginning 08/25/2020 Ending 11/30/2020

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

Margin of profit (if applicable): n/a

Method by which school will receive profit: boosters

How and when will these funds be spent to benefit students/instruction: Funds will be spent to purchase miscellaneous equipment the band program requires to facilitate growth or online learning

Requested by: Brant Poindexter/Band  Date: 07/13/2020  
Teacher/Club

Approved by:  Date: 7/13/20  
Principal

Approved by:  Date: 7-27-20  
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

\$3,203<sup>82</sup> profit last yr.



**Fundraiser Authorization**

Proposed Fundraising Activity: Fruit

Purpose of Fundraiser: Selling fruit to the community for use when making holiday treats or for leisure eating of fruit. This also raises awareness of the program in the community.

Fund/Account Name: MCHS Band Boosters

Current balance of fund account \$ 15,000 Date 7/10/2020

Anticipated date(s) of fundraiser: Beginning 11/1/2020 Ending 12/05/2020

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

Margin of profit (if applicable): 40%

Method by which school will receive profit: boosters

How and when will these funds be spent to benefit students/instruction: Funds will be spent to purchase miscellaneous equipment the band program requires to facilitate growth or online learning

Requested by: Brant Poindexter/Band BP Date: 07/13/2020  
Teacher/Club

Approved by: [Signature] Date: 7/13/20  
Principal

Approved by: [Signature] Date: 7-27-20  
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 Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Community Use of School Facilities</b>	Descriptor Code: <b>3.206</b>	Issued Date: <b>10/08/12</b>
		Rescinds: <b>3.206</b>	Issued: <b>11/13/08</b>

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

- 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;<sup>2</sup>
- 19 4. Unused facilities may be leased for private day-care centers which provide educational and child
- 20 care services to the community;<sup>2</sup>
- 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.<sup>3</sup>;
- 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 \_\_\_\_\_  
(SCHOOL)

Area/Room of the building requested METS Cafeteria

Name/Type of event to be held Commission Meeting

Date of the event 7-27-20 Time 6:00

Organization/Person requesting use Marshall Co. Govt

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

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

Contact person for organization using building Mike Keny

Address 1108 Courthouse Annex Phone 931-359-1279 931-814-0031

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Mike Keny by SK Date 7-14-20

Signature of principal [Signature] Date 7/14/20

Signature of Director of Schools for approval Carol Powell Date 7-14-20

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 \_\_\_\_\_  
(SCHOOL)

Area/Room of the building requested MCHS Lecture Hall  
Name/Type of event to be held County Commission "Special Call" Meeting  
Date of the event 8-10-20 Time 6:00 pm  
Organization/Person requesting use Marshall County Govt

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

Contact person for organization using building Mike Keny  
Address 1108 Courthouse Annex Phone 359-1279 Cell 931-814-0031

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature] Date 7/28/20

Signature of principal [Signature] Date 7/28/20

Signature of Director of Schools for approval [Signature] Date 7-29-20

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.

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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 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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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 AFD should it be used. The AFD is to be used at the user's expense.



REQUEST FOR USE OF \_\_\_\_\_  
(SCHOOL)

Area/Room of the building requested MCHS Lecture Hall  
 Name/Type of event to be held County Commission Meeting  
 Date of the event 8-24-20 Time 6:00  
 Organization/Person requesting use Marshall County Govt.  
 Name of insurance company \_\_\_\_\_ Amount of coverage \_\_\_\_\_  
 \*Minimum coverage of \$1,000,000 required  
 Contact person for organization using building Mike Keny  
 Address 1108 Courthouse Annex Phone 359-1279 Cell 931-814-0031

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature] Date 7/28/20  
 Signature of principal [Signature] Date 7/28/20  
 Signature of Director of Schools for approval [Signature] Date 7-28-20

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.

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10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at no charge.