

Regular Board Meeting
November 9, 2020 6:00 PM
MCBOE

1. **Agenda**

2. **Recognitions**

1. CHES Readers

Five top readers at CHES according to Accelerated Reader:

- * 5th Top Reader: Lucy Wiser with 16.0 points and an 88% average
- * 4th Top Reader: Madelyn Stout with 16.6 points and a 94% average
- * 3rd Top Reader: Lucas Harber with 16.9 points and a 92% average
- * 2nd Top Reader: A.J. Bunty with 20.5 points and a 100% average
- * 1st Top Reader: Lilie Jones with 21.7 points and a 98% average

2. OGES Readers

- * Bentley Crumley is a first grader reading on a 2.9 grade level.
- * Colton Jock is a first grader reading on a 3rd grade level.
- * Madison Beck is a first grader reading on a 3.1 grade level.
- * Layla Rowell is a first grader reading on a 3.3 grade level.
- * Oaklee Wilson is a first grader reading on a 4th grade level.

3. **MCEA Report**

There was no MCEA Report.

4. **Committee Reports/Schedule Committee Meetings**

There have been no committee meetings since the last board meeting.

5. **Consent Agenda**

1. 2020 LEA Compliance Report

This report informs the TDOE that the Marshall County School System is in compliance of all state education laws and State Board of Education rules.

2. Minutes

6. **FHS Cheerleaders Travel Request**

7. **Policies**

1. Second Reading

Because we didn't have a two-thirds attendance at the October board meeting, these policies are being brought back for a second reading.

2. First Reading

1. 5.3051 FFCRA Leave

A webinar last week concerning FFCRA Leave stated the leave does not include school nurses, unless it is included in our policy. So we inserted "including school nurses" into policy 5.3051 FFCRA Leave.

8. **Renew Chapel Hill Lions Club Athletic Field Lease Agreement**

9. **Resolutions**

10. **2021-2022 School Year Calendar**

11. **New Business**

12. **Director's Report**

13. **Adjourn**

The meeting adjourned at X p.m.

14. **FYI**

1. Approved Fundraisers

2. Monthly Financial Report

3. Use of Facility

Chairperson

Superintendent

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: 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 2020-2021

September 14, 2020

Executive Committee

_____, 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

Erin Jones

William Bell

Acquisition/Maintenance/Transportation

*Harvey Jones

Andy Woodard

John Daniel Allen

Five-Year Strategic Plan

*Kristen Gold

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

***Chairman of Committee**

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

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/10/11
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2020 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

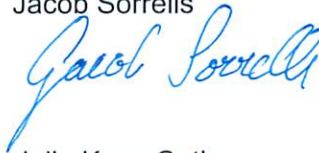
LEAs must complete this report and, if applicable, the corrective action form, and submit it to the department by **November 30, 2020**. During completion, each LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System, internal program managers), and will consider those sources when making final decisions regarding an LEA's compliance status. Beginning school year 2020-21, the department is formally reinstating LEA approval classifications as outlined in SBE Rule 0520-01-02-.01. Annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the attached corrective action plan, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA Name: Marshall County Schools

Director of Schools/Superintendent Name: Jacob Sorrells

Director of Schools/Superintendent Signature:



School Board Chair Name: Julie Keny Cathey

School Board Chair Signature:

Date of School Board Approval: 11/9/20

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2020
(including the corresponding corrective action plan if applicable)
Upload instructions are accessible here.

Marshall County Board of Education

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

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

8 The minutes shall include:

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

Legal References:

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

Cross References:

Duties of Officers 1.201

October 12, 2020

The Marshall County Board of Education met in regular session on Monday, October 12, 2020, at 6:00 p.m., in the Board Conference Room at Jones School.

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

Pledge/Prayer

Mr. Jones made a motion, with a second by Ms. Jones, to approve the agenda. The motion passed 5-0.

Mr. Sorrells recognized retirees from the 2018-2019 and 2019-2020 school years.

There was no MCEA report.

During the Policy Committee report, Ms. Jones made a motion, with a second by Ms. McElhaney, to approve the following policies: 1.403 Agendas, 1.803 Tobacco-Free Schools, 4.205 Enrollment in College Level Courses, 4.302 Field Trips and Excursions, 4.605 Graduation Requirements/Activities, 5.110 Compensation Guides, 6.304 Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying, 6.3041 Title IX & Sexual Harassment, 6.305 Student Concerns, 6.316 Alternative School Programs, 6.319 Alternative School Programs, and 6.409 Reporting Child Abuse. The motion passed 5-0. Since two-thirds of the board were not in attendance, the policies will appear in the November board packet for second reading.

Mr. Sorrells reminded the board of the upcoming Board Retreat on October 20 at 5:30 p.m. in the lower conference room.

Presented under Consent Agenda: Marshall County Chamber of Commerce's request to use areas of MCHS for a Christmas Bazaar November 20 and 21; September 14, 2020, board meeting minutes. Ms. Jones made a motion, with a second by Ms. Gold, to approve the consent agenda. The motion passed 5-0.

There was no new business.

During the Director's Report, Mr. Sorrells provided a COVID update and presented enrollment numbers (to include virtual students) as of October 1. He explained that the State has asked for the district's help in distributing P-EBT cards to students.

The meeting adjourned at 6:17 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

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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Cross References:
Extracurricular Activities 4.300
Attendance 6.200

October 13, 2020
Jacob Sorrells, Director
700 Jones Circle
Lewisburg, TN 37091

Mr. Sorrells,

The Forrest High School Cheerleaders would like permission to attend The National High School Cheerleading Championship February 5th through February 7th. The NHSCC is held at the Walt Disney World Resort in Orlando, Florida. The cheerleaders will be chaperoned by one Marshall County employee, Kendra Burkett. The girls will ride with their parents. I would like the girls to arrive at the resort Thursday morning, February 4th and return Monday, February 8th.

Thank you for your consideration of our request.

Sincerely,

Kendra Burkett
Forrest Cheerleading Coach

 10/16/20
Jacob Sorrells 10-16-20

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/09/20
		Rescinds: 1.403	Issued: 11/10/11

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

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

CONSENT AGENDA

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

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Tobacco-Free Schools</h2>	Descriptor Code: 1.803	Issued Date: 11/09/20
		Rescinds: 1.803	Issued: 08/12/19

- 1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
- 2 paraphernalia are prohibited in all of the school district’s buildings and in all vehicles that are owned,
- 3 leased, or operated by the district.^{1,2} Smoking and vaping shall be prohibited in any public seating areas,
- 4 including but not limited to, bleachers used for sporting events, or public restrooms.³

- 5 District employees and students enrolled in the district’s schools will not be permitted to use these
- 6 products while they are participants in any class or activity in which they represent the school district.

- 7 Adult staff members are allowed to use vapor products on school campus but not within one hundred
- 8 (100) feet of any entrance to the building.

- 9 Any student ~~seventeen (17)~~ **twenty (20)** or under who possesses tobacco products shall be issued a
- 10 citation by the school principal/resource officer.⁴

- 11 See Marshall County Board of Education policy 6.313 Discipline Procedures for disciplinary actions.

- 12 Signs will be posted throughout the district’s facilities to notify students, employees and all other persons
- 13 visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall
- 14 be prominently posted (including at each ticket booth) for elementary or secondary school sporting
- 15 events: *Smoking is prohibited by law in seating areas and in restrooms.*⁵

Legal References:

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
 2. TCA 39-17-1604(6)
 3. TCA 39-17-1604(10)
 4. TCA 39-17-1505
 5. TCA 39-17-1605
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Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 11/09/20
		Rescinds:	Issued:

1 *General*

2 Students who successfully complete college level courses aligned to a graduation requirement course
3 shall receive high school credit.¹

4 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
5 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
6 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

7 Grades earned in such college level courses shall be used to determine class rank, grade point average,
8 and class valedictorian or salutatorian.

9 **DUAL ENROLLMENT**

10 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
11 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
12 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
13 requirement course.³

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Legal References:

1. TRR/MS 0520-01-03-.03(8)
2. TRR/MS 0520-01-03-.03(8)(b)
3. TRR/MS 0520-01-03-.03(8)(a)

Marshall County Board of Education

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

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

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

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

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

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

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

13 **INDEPENDENTLY PLANNED TRIPS**

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

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

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

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Cross References:

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

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements/ Activities	Descriptor Code: 4.605	Issued Date: 11/09/20
		Rescinds: 4.605	Issued: 08/12/19

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and such record shall be kept
3 on file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,
6 thus providing for more effective student adjustment.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Before high school graduation, every student shall¹ [1] achieve 26 units of credit, [2] take the required
11 end-of-course exams⁴, [3] have satisfactory records of attendance and conduct, [4] take the ACT or SAT
12 prior to graduation², and [5] pass a United States civics test.³

13 **SPECIAL EDUCATION STUDENTS⁴**

14 Special education students who earn the prescribed twenty-six (26) credit minimum shall be awarded a
15 regular high school diploma.

16 *Special Education Diploma*

17 A special education diploma shall be awarded to students who have not met the requirements for a regular
18 high school diploma,⁵ but have:

- 19 1. Completed four (4) years of high school;
- 20 2. Made satisfactory progress on their IEP; and
- 21 3. Maintained satisfactory records of attendance and conduct.

22 *Occupational Diploma*

23 Special education students who do not meet the requirements for a regular high school diploma may be
24 awarded an occupational diploma if the student has:^{1,4}

- 25 1. Completed at least four (4) years of high school;
 - 26 2. Made satisfactory progress on their IEP;
 - 27 3. Maintained satisfactory records of attendance and conduct;
-

- 1 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 2 (SKEMA); and
- 3 5. Has two (2) years of paid or non-paid work experience.

4 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
5 year or two (2) academic years prior to the expected graduation date.

6 Students who have received a special education diploma or an occupational diploma shall continue to
7 make progress towards a regular high school diploma until the end of the school year in which they turn
8 twenty-two (22) years old.

9 *Alternate Academic Diploma*

10 Beginning with the 2018-2019 school year, special education students who do not meet the requirements
11 for a regular high school diploma may be awarded an alternate academic diploma if the student has:⁴

- 12 1. Completed at least four (4) years of high school;
- 13 2. Participated in the high school alternate assessments;
- 14 3. Earned the prescribed 22 credit minimum;
- 15 4. Made satisfactory progress on their IEP;
- 16 5. Maintained satisfactory records of attendance and conduct; and
- 17 6. Completed a transition assessment that measures postsecondary education and training,
18 employment, independent living, and community involvement.

19 **STUDENT LOAD**

20 All fulltime students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
21 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
22 this requirement to the Director of Schools and then to the Board.⁶

23 **GRADUATION ACTIVITIES**

24 Students who have met all graduation requirements on the day of graduation may participate in
25 graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to
26 the Director prior to graduation activities.

27 Students and parents of graduating seniors must be notified one week prior to the graduation date if the
28 student has not met all graduation requirements.

29 Students are expected to participate in all graduation activities. Graduation apparel shall be determined
30 by the administration of each school and shall be the personal expense of each student, except for
31 students who are eligible to receive free or reduced price lunches.⁸ In such cases, the school shall assume
32 responsibility for payment of the cap and gown. All other graduation expenses shall be the responsibility
33 of the student.

34 Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and
35 other interested citizens.⁹

1 Students for whom extenuating circumstances make it impossible to participate in graduation activities
2 should make their intentions known to the school principal at least ten (10) days prior to the date of
3 graduation. Students who cannot attend graduation because of their involvement in school approved
4 activities should advise the principal as soon as possible. Students who do not participate in graduation
5 will receive their diplomas, or certificates, from the principal's office on the first work day following
6 graduation ceremonies.

7 **Graduation activities organized by district employees shall not be religious in nature.¹¹ The content of**
8 **any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the**
9 **school, employees, or Board.**

10 The director of schools shall develop procedures to ensure that students are recognized at graduation
11 ceremonies for the following achievements:¹⁰

- 12 • Honors;
- 13 • State Honors;
- 14 • State Distinction;
- 15 • District Distinction;
- 16 • Tri-Star Scholar;
- 17 • Students receiving a TN Seal of Biliteracy;
- 18 • Students voluntarily completing at least ten (10) hours of community service each semester the
19 student is in attendance at a public high school;
- 20 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 21 • Students graduating with a district-developed work ethic distinction.

22 **EARLY GRADUATION⁷**

23 High school students shall be permitted to complete an early graduation program. Students intending to
24 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
25 soon thereafter as the intent is known.

26 In order to graduate early, students shall meet the following requirements:

- 27 1. Earn the required eighteen (18) credits;
- 28 2. Achieve a benchmark score for each required end-of-course exam;
- 29 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 30 4. Meet the minimum ACT or SAT benchmark score;
- 31 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 32 6. Complete at least two (2) types of the following courses:
 - 33 a. AP;
 - 34 b. IB;
 - 35 c. Dual enrollment; or
 - 36 d. Dual credit.

37 The Director of Schools shall develop administrative procedures to ensure that the early graduation
38 program is conducted in accordance with state law.

1

2

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chp. No. 442; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103
8. TCA 49-2-114
9. 28 CFR § 36.201-202
10. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; Public Acts of 2017, Chapter No. 207
11. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)

Cross References

- Section 504 & ADA Grievance Procedures 1.802**
Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Class Ranking 4.602
Student Fees and Fines 6.709

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides	Descriptor Code: 5.110	Issued Date: 11/09/20
		Rescinds: 5.110	Issued: 06/09/14

1 The director of schools shall establish the salary rating of each person employed and shall recommend
2 such salary rating to the Board for its approval.¹ (9/1/00)

3 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No
4 payment to any employee for service performed on behalf of the school system shall be made from any
5 source other than the Board.²

6 Work contracts of professional personnel shall include two-hundred (200) days of responsibility, plus
7 twenty (20) days for each additional month assigned by the Board. Each work contract shall provide:³

- 8 1. A minimum of one hundred eighty (180) student attendance days;
- 9 2. A minimum of five (5) days for in-service education;
- 10 3. One (1) day for parent-teacher conferences;⁵
- 11 4. Ten (10) vacation/holiday days plus one (1) day for each additional twenty (20) days worked;
- 12 and
- 13 5. Four (4) days as designated by the Board.

14 The school calendar adopted by the Board each year shall become part of each employee's work
15 schedule.

16 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the
17 revenue is deposited with, and salaries paid through, the Board. This stipulation includes donations or
18 contributions from individual, civic, or other non-school related sources of funds from individual school
19 activity funds, such as gate receipts and concessions.^{1,4}

20 VACATION DAYS

21 Employees will be allowed to carry up to ten (10) unused vacation days ~~into the next year~~ **after July 31**.
22 Failure to use any days greater than ten (10) days will result in the loss of said days. ~~The maximum~~
23 ~~number of days that an employee can carry forward will be ten (10) with the exception of those~~
24 ~~employees who had accumulated days at May 31, 2001. The maximum number of days that can be~~
25 ~~carried forward for these employees will be the greater of the number of days accumulated at June 30,~~
26 ~~2007, or ten (10) days.~~

Legal References:

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*, Section 5, Title 6

Cross References:

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 11/09/20
		Rescinds: 6.304	Issued: 07/11/16

1 The Marshall County Board of Education has determined that a safe, civil, and supportive environment
2 in school is necessary for students to learn and achieve high academic standards. In order to maintain
3 that environment, acts of bullying, cyber-bullying, discrimination, harassment, **intimidation**, hazing or
4 any other victimization of students, based on any actual or perceived traits or characteristics are
5 prohibited.¹

6 This policy shall be disseminated annually to all school staff, students, and **parent(s)/guardian(s)**². This
7 policy shall cover employees, employees' behaviors, students and students' behaviors while on school
8 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any
9 official school bus stop. If the act takes place off school property or outside of a school-sponsored
10 activity, this policy is in effect if the conduct is directed specifically at a student or students and has the
11 effect of creating a hostile educational environment or otherwise creating a substantial disruption to the
12 education environment or learning process.

13 Building administrators are responsible for educating and training their respective staff and students as
14 to the definition and recognition of violations of this policy.³

15 **DEFINITIONS**⁴

16 *Bullying/Intimidation/Harassment* – An act that substantially interferes with a student's educational
17 benefits, opportunities, or performance, and the act has the effect of:

- 18 • Physically harming a student or damaging a student's property;
- 19 • Knowingly placing a student or students in reasonable fear of physical harm to the student or
20 damage to the student's property;
- 21 • Causing emotional distress to a student or students; or
- 22 • Creating a hostile educational environment.

23 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,
24 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and
25 creates a hostile environment.

26 *Cyber-bullying* – A form of bullying undertaken through the use of electronic devices. Electronic devices
27 include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices,
28 text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

29 *Hazing* – An intentional or reckless act by a student or group of students that is directed against any other
30 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or

1 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
2 of the school district shall not encourage, permit, condone or tolerate hazing activities.⁵

3 “Hazing” does not include customary athletic events or similar contest or competitions and is limited to
4 those actions taken and situations created in connection with initiation into or affiliation with any
5 organization.

6 COMPLAINTS AND INVESTIGATIONS

7 Alleged victims of the above-referenced offences shall report these incidents immediately to a teacher,
8 counselor or building administrator.⁶ All school employees are required to report alleged violations of
9 this policy to the principal/designee. All other members of the school community, including students,
10 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

11 While reports may be made anonymously, an individual’s need for confidentiality must be balanced with
12 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
13 accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the
14 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
15 need to know.

16 The principal/designee at each school shall be responsible for investigating and resolving complaints.
17 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48)
18 hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the
19 principal/designee shall provide the director of schools with appropriate documentation detailing the
20 reason why the investigation was not initiated within the required timeframe.⁷

21 **The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in
22 an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee
23 shall provide information on district counseling and support services. Students involved in an act of
24 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate
25 school counselor by the principal/designee when deemed necessary.⁸**

26 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
27 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 28
- 29 • It places the student in reasonable fear or harm for the student’s person or property;
 - 30 • It has a substantially detrimental effect on the student’s physical or mental health;
 - 31 • It has the effect of substantially interfering with the student’s academic performance; or
 - 32 • It has the effect of substantially interfering with the student’s ability to participate in or benefit
from the services, activities, or privileges provided by the school.

33 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
34 complete investigation of each alleged incident. All investigations shall be completed and appropriate
35 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the
36 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
37 principal/designee shall provide the director of schools with appropriate documentation detailing the
38 reasons why the investigation has not been completed or the appropriate intervention has not taken

1 place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA)⁹ at 20
2 U.S.C. §1232g, a written report on the investigation will be delivered to the parents of the complainant,
3 parents of the accused students and to the Director of Schools.

4 **RESPONSE AND PREVENTION¹⁰**

5 School administrators shall consider the nature and circumstances of the incident, the age of the violator,
6 the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to
7 properly respond to each situation.

8 A substantiated charge against an employee shall result in disciplinary action up to and including
9 termination. A substantiated charge against a student may result in corrective or disciplinary action up
10 to and including suspension.

11 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
12 Rights Coordinator or the Human Resources Coordinator. Any student disciplined for violation of this
13 policy may appeal the decision in accordance with disciplinary policies and procedures.

14 **A substantiated charge against a student may result in corrective or disciplinary action up to and**
15 **including suspension. The student may appeal this decision in accordance with disciplinary policies and**
16 **procedures.**

17 **REPORTS**

18 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
19 physical harm to a student or a student's property, the principal/designee of each elementary school,
20 middle school, or high school shall report the findings and any disciplinary actions to the director of
21 schools and the chair of the board of education.¹¹

22 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases
23 brought to the attention of the school officials during the prior academic year. The report shall also
24 indicate how the cases were resolved and/or the reasons they were still pending. This report shall be
25 presented to the board of education at its regular July meeting, and it shall be submitted to the state
26 department of education by August 1.¹²

27 The director of schools shall develop forms and procedures to ensure compliance with the requirements
28 of this policy and TCA §49-6-4503.

29 **RETALIATION AND FALSE ACCUSATIONS**

30 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
31 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
32 shall be determined by the administrator after consideration of the nature, severity, and circumstances of
33 the act.¹³

34 False accusations accusing another person of having committed an act prohibited under this policy are
35 prohibited. The consequences and appropriate remedial action for a person found to have falsely accused
36 another may range from positive behavioral intervention up to and including suspension and expulsion.¹⁴

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Legal References:

1. TCA 49-6-4503(a), (b)(3)
2. TCA 49-6-4506(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)
15. 20 USCA §§ 1681 to 1686

Cross References:

Appeals To and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Concerns 6.305
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 11/09/20
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator, as well as any personnel chosen to facilitate the
8 grievance process, shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR⁵**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/She shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Julie Thomas, Special Populations Supervisor
18 700 Jones Circle
19 Lewisburg, TN 37091
20 931-359-1581, ext. 12010
21 julie.thomas@mcstn.net

22 Jennie Carroll, Human Resource Supervisor
23 700 Jones Circle
24 Lewisburg, TN 37091
25 931-359-1581, ext. 12028
26 jennie.carroll@mcstn.net

27 **DEFINITIONS⁴**

28 "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual
29 harassment.

1 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
2 sexual harassment.

3 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 4 1. A school district employee conditioning an aid, benefit, or service of an education program or
5 activity on an individual’s participation in unwelcome sexual conduct;
- 6 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
7 objectively offensive that it effectively denies a person equal access to the education program or
8 activity; or
- 9 3. Sexual assault,⁶ dating violence⁷, domestic violence,⁸ or stalking⁹ as defined in state and federal
10 law.

11 Behaviors that constitute sexual harassment may include, but are not limited to:

- 12 1. Sexually suggestive remarks;
- 13 2. Verbal harassment or abuse;
- 14 3. Sexually suggestive pictures;
- 15 4. Sexually suggestive gesturing;
- 16 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 17 6. Subtle or direct propositions for sexual favors; and
- 18 7. Touching of a sexual nature.

19 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
20 opposite sex or the same sex.

21 “Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered
22 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
23 to, the following:

- 24 1. Counseling;
- 25 2. Course modifications;
- 26 3. Schedule changes; and
- 27 4. Increased monitoring or supervision.

28 The measures offered to the complainant and the respondent shall remain confidential to the extent that
29 maintaining such confidentiality would not impair the ability of the school district to provide the
30 supportive measures.

31 **GRIEVANCE PROCESS**

32 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title
33 IX Coordinator shall:

- 34 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 35 2. Consider the complainant’s wishes with respect to supportive measures;
- 36 3. Inform the complainant of the availability of supportive measures; and
- 37 4. Explain the process for filing a formal complaint.¹⁰

1 While the school district will respect the confidentiality of the complainant and the respondent as much
2 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
3 be consistent with the school district's legal obligations and the necessity to investigate allegations of
4 harassment and take disciplinary action.

5 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
6 process has been completed. Unless there is an immediate threat to the physical health or safety of any
7 student arising from the allegation of sexual harassment that justifies removal, the respondent's
8 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
9 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall keep
10 the Director of Schools informed of any employee respondents so that he/she can make any necessary
11 reports to the State Board of Education in compliance with state law.¹³

12 **Complaints**

13 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
14 immediately report such information to the Title IX Coordinator; however, nothing in this policy requires
15 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
16 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

17 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
18 notification shall be made per the board policy on reporting child abuse.

19 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 20 1. Provide written notice of the allegations, and the grievance process to all known parties to give
21 the respondent time to prepare a response before an initial interview;
- 22 2. Inform the parties of the prohibition against making false statement or knowingly submitting
23 false information;
- 24 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
25 4. Offer supportive measures in an equitable manner to both parties.

26 **Investigations¹⁶**

27 The Support Services Supervisor and Student Services Supervisor shall serve as the investigators and be
28 responsible for investigating complaints in an equitable manner that involves an objective evaluation of
29 all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding
30 responsibility rests on the school district and not the complainant or respondent.

31 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours
32 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
33 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
34 why the investigation was not initiated within the required timeframe.

35 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
36 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
37 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
38 investigation has not been completed.

1 All investigations shall:

- 2 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 3 2. Not restrict the ability of either party to discuss the allegations under investigation or gather and
4 present relevant evidence;
- 5 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
6 seek disclosure of information protected under a legally recognized privilege unless such
7 privilege has been waived;¹⁷
- 8 4. Provide the parties with the same opportunities to have others present during any grievance
9 proceeding;
- 10 5. Provide to parties whose participation is requested written notice of the date, time, location,
11 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
12 for the party to prepare to participate;
- 13 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
14 the allegations in the formal complaint; and
- 15 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - 16 1. Prior to the completion of the investigative report, the investigator shall send to each party
17 the evidence subject to inspection and review. All parties shall have at least ten (10) days to
18 submit a written response which shall be taken into consideration in creating the final report.

19 Within the parameters of the federal Family Education Rights and Privacy Act,¹⁸ the Title IX Coordinator
20 shall keep the complainant and the respondent informed of the status of the investigation process. At the
21 close of the investigation, a written final report on the investigation will be delivered to the
22 parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of
23 Schools.

24 **Determination of Responsibility¹⁹**

25 The respondent is presumed not responsible for the alleged conduct until a determination regarding
26 responsibility is made at the conclusion of the grievance process.²⁰ The clear and convincing evidence
27 standard shall be used in making this determination.²¹

28 The Director of Schools shall act as the decision-maker. He/She shall receive the final report of the
29 investigation and allow each party the opportunity to submit written questions that he/she wants asked
30 of any party or witness prior to the determining responsibility.

31 The decision-maker shall make a determination regarding responsibility and provide the written
32 determination to the parties simultaneously along with information about how to file an appeal.

33 A substantiated charge against a student may result in corrective or disciplinary action up to and including
34 expulsion. A substantiated charge against an employee shall result in disciplinary action up to and
35 including termination.

36 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
37 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
38 if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any
39 other actions are necessary to prevent reoccurrence of the harassment.

1 **APPEALS**²²

2 Either party may appeal from a determination of responsibility based on a procedural irregularity that
 3 affected the outcome, new evidence that was not reasonably available at the time of the determination
 4 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
 5 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
 6 Coordinator within ten (10) days of a determination of responsibility.

7 Upon receipt of an appeal, the Title IX Coordinator shall:

- 8 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 9 2. Notify the parties in writing.

10 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
 11 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
 12 the result of the appeal and the rationale for the result. The written decision shall be provided
 13 simultaneously to both parties.

14 **RETALIATION**²³

15 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 16 participate in any investigation of an act alleged in this policy is prohibited.

Legal References:

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-3151 TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References:

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual,
 Racial, Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns	Descriptor Code: 6.305	Issued Date: 11/09/20
		Rescinds: 6.305	Issued: 02/13/17

1 Decisions made by school personnel, such as aides, teachers, or assistant principals, which students
2 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be
3 appealed to the school principal/designee. To appeal, students shall contact the principal’s office in their
4 school and provide their name, the issue, and the reason for their appeal on a printed form available at
5 the school office within two (2) days. The appeal shall be decided confidentially and promptly,
6 preferably within two (2) school days.

7 However, if the principal does not make a decision within two (2) school days, students or
8 parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the
9 central office. The information provided should include the student’s name, the school, and a description
10 of the problem.

11 An investigation and decision shall be made within two (2) school days and communicated to the school
12 principal and student by telephone. A written copy of the decision also shall be sent to the student and
13 the principal.

14

Cross References:

- Appeals To & Appearances Before the Board 1.404
- Instructional Program 4.100
- Student Discrimination, Harassment, Bullying,
Cyberbullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 11/09/20
		Rescinds: 6.316	Issued: 12/09/13

1 **DEFINITIONS:¹**

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be
4 applied to avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen
6 (15) days in a month of school attendance. Multiple suspensions that occur consecutively
7 shall constitute expulsion.

8 **Remand:** assignment to an alternative school

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any
11 student from attendance at school or any school-related activity on or off campus or from attendance at
12 a specific class or classes, or from riding a school bus, without suspending such student from attendance
13 at school (in-school suspension), for good and sufficient reasons including, but not limited to:²

- 14 1. Willful and persistent violation of the rules of the school;
 - 15 2. Immoral or disreputable conduct, including vulgar or profane language;
 - 16 3. Violence or threatened violence against the person of any personnel attending or assigned to any
17 school;
 - 18 4. Willful or malicious damage to real or personal property of the school, or the property of any person
19 attending or assigned to the school;
 - 20 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
 - 21 6. **Marking, defacing, or destroying school property;**
 - 22 7. Possession of a pistol, gun or firearm on school property;³
 - 23 8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
 - 24 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or
25 threatening language;
-

- 1 10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³
- 2 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 3 12. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or
- 4 destructive device including chemical weapons on school property or at a school sponsored event;
- 5 13. One (1) or more students initiating a physical attack on an individual student on school property or
- 6 at a school activity, including travel to and from school;
- 7 14. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons
- 8 or property or disrupts the educational process; or
- 9 15. Any other conduct prejudicial to good order or discipline in any school.

10 **Except in an emergency, a principal shall not suspend any student until that student has been advised of**
11 **the nature of his/her misconduct, questioned about it, and allowed to give an explanation.**

12 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense
13 under a reasonable belief that the student, or another to whom the student was coming to the defense,
14 may have been facing the threat of imminent danger of death or serious bodily injury, then the student
15 may not face any disciplinary action.¹

16 **IN-SCHOOL SUSPENSION:**⁵

- 17 1. Students given an in-school suspension in excess of one (1) day from classes shall attend either
18 special classes attended only by students guilty of misconduct or be placed in an isolated area
19 appropriate for study; and
- 20 2. Personnel responsible for in-school suspension will see that each student is supervised at all times
21 and has textbooks and classwork assignments from his/her regular teachers. Students given in-school
22 suspension shall be required to complete academic assignments and shall receive credit for work
23 completed.

24 **PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION AND EXPULSION:**⁶

- 25 1. Unless the student's continued presence in the school, class or school-related activity presents an
26 immediate danger to the student or other persons or property, no principal shall suspend/expel any
27 student until that student has been advised of the nature of his/her misconduct, questioned about it,
28 and allowed to give an explanation.
- 29 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the
30 principal shall make an immediate attempt to contact the parent or guardian to inform them of the
31 suspension/expulsion. The student shall not be sent home before the end of the school day unless the
32 parent or guardian has been contacted.
- 33 3. The principal shall notify the parent or guardian and the director of schools or designee in writing:

- 1 a. Of the suspension/expulsion and the cause for it; and
 2 b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as
 3 possible, but no later than five (5) days following the suspension/expulsion.
- 4 4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or
 5 student, the principal shall determine the length of the suspension/expulsion and set conditions for
 6 readmission. If the principal determines the length of the suspension to be between six (6) and the
 7 maximum of ten (10) days, the principal shall develop and implement a plan for correcting the
 8 behavior when the student returns to school.
- 9 5. If at the time of the suspension the principal determines that an offense has been committed which,
 10 in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days,
 11 he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon
 12 such terms and conditions as are deemed reasonable.
- 13 6. The principal shall immediately give written or actual notice to the parent or guardian and the student
 14 of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals
 15 must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by
 16 the parent or guardian, the student or any person holding a teaching license who is employed by the
 17 school system if requested by the student.
- 18 7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed
 19 by the Board.
- 20 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student
 21 shall be permitted to take such final examinations or submit such required work as necessary to
 22 complete the course of instruction for that semester, subject to conditions prescribed by the principal.
- 23 9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in
 24 Alternative School may not participate in any school related extracurricular activities until the end
 25 of the regular school day on the last day of the suspension.

26

27

 Legal References:

1. TCA 49-6-3007(li)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(l)
6. TCA 49-6-3401(4)-(6); Goss v. Lope: 419 U.S. 565 (Ohio 1975);
 Individuals with Disabilities Act Amendments of 1997 § 615

 Cross References:

- Procedural Due Process 6.302
 Interference/Disruption of School Activities 6.306
 Bus Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Discipline Procedures 6.313
 Disciplinary Hearing Authority 6.317

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 10/12/20
		Rescinds: 6.319	Issued: 04/09/18

1 *General*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-
3 12) who have been suspended or expelled from regular school programs.¹

4 **An alternative school is a short-term intervention program designed to provide educational services
5 outside the regular school program for students who have been suspended or expelled. The alternative
6 school is located in a separate facility from the regular school program.**

7 Alternative school programs shall be operated in accordance with state laws and the rules of the State
8 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
9 instructional programs at the student's home school.²

10 The director of schools shall develop procedures that provide appropriate educational opportunities for
11 all students assigned to an alternative education program. These educational opportunities shall utilize
12 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
13 instructional techniques, and provide the resources necessary to foster student learning and
14 achievement.³

15 ~~Annually, the director of schools/designee shall submit the following information to the Department of
16 Education:~~³

- 17 ~~1. Alternative school(s) or program(s) currently in operation in the district;~~
18 ~~2. Number and grade level of students served in an alternative education program;~~
19 ~~3. Primary reason for student assignment to an alternative education program; and~~
20 ~~4. Number of faculty and staff serving each alternative education program.~~

21 **ASSIGNMENT³**

22 **Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
23 alternative school or program if there is staff and space available.⁴ Availability of staff and space shall
24 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
25 make this determination by evaluating factors including, but not limited to, the following:**

- 26 **1. Level of supervision available;**
27 **2. Safety considerations; and**
28 **3. Type of infraction.**
29

1 Students who have committed zero tolerance offenses are not required to be assigned to alternative
2 schools or programs.⁵

3 Prior to the assignment of the student to an alternative school program, the director of schools/designee
4 shall provide written notice to the student's parent/guardian stating the reason for the student's
5 placement.⁶

6 Placement in an alternative education setting shall be reserved for students who significantly disrupt the
7 educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected
8 of having a disability, all state and federal laws, rules, and regulations related to special education shall
9 be followed. The director of schools/designee shall develop procedures regarding placement of students
10 in the program, taking into consideration the impact of exclusionary discipline practices.⁷

11 Attendance in alternative school programs shall be mandatory, and students attending an alternative
12 school located outside of the school district shall provide their own transportation.

13 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
14 student enrolled in an alternative education program.

15 **REMOVAL⁸**

16 A student may be removed from the alternative school or program if:

- 17 1. He/She violates the rules of the alternative school or program; or
- 18 2. He/She is not benefitting from the assignment and all interventions have been exhausted
19 unsuccessfully.

20 **ADDITIONAL OFFENSES⁹**

21 Any new disciplinary offense committed during a student's original suspension or expulsion period shall
22 be treated as a new and separate offense. These offenses shall not constitute an extension of the original
23 suspension or expulsion.

24 **TRANSITION PLANS¹⁰**

25 The director of schools/designee shall develop procedures regarding the implementation of transition
26 plans for the integration of students ~~entering and exiting the program~~ assigned to the alternative school.

Legal References:

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302
4. Public Acts of 2020, Chapter No. 603
5. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. Public Acts of 2020, Chapter No. 603
9. TRR/MS 0520-01-02.09(9)(g)(2)
10. TRRM/MS 0520-01-02-.09(m)

Cross References:

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 11/09/20
		Rescinds: 6.409	Issued: 08/13/18

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 5 2. Require that the Coordinator and the Alternate receive appropriate training;
- 6 3. Supply the Coordinator with all necessary resources;
- 7 4. Ensure that all school personnel annually complete the child abuse training program required by
- 8 state law.²

9 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
10 child abuse or child sexual abuse.

11 **REPORTING**

12 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel know
13 or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
14 immediately with the Coordinator, the Department of Children’s Services (DCS), and law enforcement.⁴

15 The report shall include, to the extent known by the reporter:⁵

- 16 1. The name, address, telephone number, and age of the child;
- 17 2. The name, address, and telephone number of the parents or persons having custody of the child;
- 18 3. The nature and extent of the abuse or neglect; and
- 19 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 20 abuse or neglect.

21 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
22 abuse and neglect, and shall disseminate the procedures to all school personnel.

23 **CONFIDENTIALITY**

24 District employees shall keep all information regarding any child abuse confidential in accordance with
25 state law.

26

27

1 INVESTIGATIONS

2 School administrators and employees have a duty to cooperate, provide assistance and information in
3 child abuse investigations⁶ including permitting DCS teams to conduct interviews while the child is at
4 school. The principal may control the time, place and circumstances of the interview but may not insist
5 that a school employee be present even if the suspected abuser is a school employee or another student.
6 The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to
7 be interviewed even if the suspected abuser is not a member of the child's household.⁷

8

9

Legal References:

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602;
TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); H.B. 2461, 111th Tenn. Gen.
Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: FFCRA LEAVE	Descriptor Code: 5.3051	Issued Date: 11/09/20
		Rescinds:	Issued: 04/07/20

1 *General*¹

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect from April 1,
3 2020, until December 31, 2020.

4 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary
5 administrative procedures. Employees should seek clarification from Human Resources if they have
6 questions regarding the total amount of leave and pay available to them.

PAID SICK LEAVE

Employees, **including school nurses**, are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework because the employee:²

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship to the employee;
5. is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides child care is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

This paid leave may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

EXPANDED FMLA LEAVE

Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)

of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the district.³

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or telework due to the need to care for his/her son or daughter because of a school or child care facility closure or because the person who regularly provides child care (i.e. this could include a family member or neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave available may be impacted by any prior use of FMLA.⁶

The first ten (10) days of EFMLEA leave shall be unpaid; however, an employee may choose to take any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave or annual leave to cover those days or the amount is capped per federal law.⁷

Legal References:

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq, (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

Cross References:

Sick Leave 5.302
Family and Medical Leave 5.305

LEASE AGREEMENT

THIS AGREEMENT is hereby made and entered into on this the 9th day of November, 2020, by and between The Chapel Hill Community Recreation Association, a Tennessee Non-Profit Corporation, hereinafter called "Lessor," and The Marshall County Board of Education hereinafter called "Lessee" at Lewisburg, Tennessee.

WITNESSETH:

Lessor, for and in consideration of the covenants, agreements and conditions herein contained, does hereby agree unto Lessee, for the term of one (1) year from the date herein and renewable annually upon the agreement of the parties the athletic fields, other real properties and the lighting situated at the Forrest High School on Spring Creek Street, Chapel Hill, TN 37034 in Marshall County, Tennessee, together with all appurtenances thereon, hereinafter called the "Subject Property," which said real property is more fully described on Exhibit A attached hereto and incorporated herein by this reference. The covenants, terms and conditions of this Agreement are as follows:

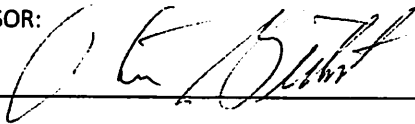
1. The Consideration for this lease shall be the right of the Lessor to continue to have the use of the said Forrest School facilities, including but not limited to the field house for any and all Lions Club events. The use of the premises and the providing of liability and casualty insurance for the remaining real and personal property of the Lessor shall be deemed consideration for Lessor's granting Lessee the right of use in the real property. Chapel Hill Community Recreation Association shall obtain event insurance for any and all events held on the premises.
2. Lessee shall pay to the Lessor the sum of \$2,500.00 annually, beginning with the date of this instrument as rental for the use of the sports fields, lighting and other property of the Lessor.
3. Quiet Enjoyment. Lessor covenants that upon the conveyance and performance of the covenants herein contained, Lessee shall peacefully and quietly have, hold and enjoy the Premises.
4. Condition of Premises. Lessee stipulates that it has examined the Premises, including the grounds and all buildings and improvements, and that they are, at the time of this Agreement acceptable to the Lessee.
5. Without the prior written consent of Lessor, Lessee shall not convey said premises or grant any concession or license to use the Premises, or any part thereof. A consent by Lessor to one assignment, subletting, concession, or license shall not be deemed to be a consent to any subsequent assignment, subletting, concession or license.
6. Lessors shall be responsible for arranging for and paying for all utility services required on the Premises.
7. If the Premises, or any part thereof, shall be damaged or destroyed by fire, tornado, or other casualty not due to Lessee's negligence or willful act or that of any of its employees, agents, or visitors, then Lessee shall give immediate notice of said casualty to Lessor.
8. Lessor does not warrant the condition of the Premises in any respect, and shall not be liable for any injury to the person or property of Lessee, its servants, agents, or those claiming under any of them, or for injuries to any other person or property on the Premises arising out of defects in the


premises. Lessee agrees to hold Lessor harmless against any claims for damages to person or property arising out of injuries to person or property upon the Premises.

9. The covenants and conditions herein contained shall apply to and bind the legal representatives, and assigns of the parties hereto, and all covenants are to be construed as conditions of this Agreement.
10. The terms and provisions hereof are severable such that if any term or provision is declared or found to be invalid or unenforceable, such invalidity or unenforceability shall not affect the remaining terms and provisions of this Lease. Any such invalid or unenforceable term or provision shall automatically be amended and interpreted in such a manner so as to make it valid and enforceable, but keeping it as close to its original meaning as possible.
11. Taxes for all real property and assessments on the Premises shall be the responsibility of the Lessee, and for providing liability and casualty insurance on said Premises.
12. Except for any notice required under applicable law to be given in another manner, any notice to Lessor provided for in this Agreement shall be given by mailing such notice by certified United States mail, return receipt requested, postage prepaid, to Lessor at the following address: P. O. Box 98, Chapel Hill, Tennessee 37034. Any notice to Lessee provided for in this instrument shall be given by mailing such notice in like manner to the Lessee at the following address: 700 Jones Circle, Lewisburg, TN 37091. Either party may change his [her] mailing address by giving the other party written notice of the change.
13. The entire contract between the parties with respect to the Premises is contained in this Agreement. Except as specifically provided otherwise herein, this Agreement may be amended only by a written instrument signed by both Lessor and Lessee.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and date first above written.

LESSOR:





Date

LESSEE:

Date

RESOLUTION NO. 20-11-__
RESOLUTION TO BUDGET CHROMEBOOK INSURANCE
REVENUES-GENERAL PURPOSE SCHOOL FUND

WHEREAS, due to the covid-19 pandemic, 3300 additional Chromebooks were purchased with CARES Act funds, and

WHEREAS, because of the probability of virtual learning during this school year, all students have been assigned an individual Chromebook, and

WHEREAS, to limit the financial exposure to parents and the school system for damage or loss of these Chromebooks, insurance was offered to the parents, and

WHEREAS, the proceeds of this insurance need to be budgeted,

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

ACCT #	DESCRIPTION	DEBIT	CREDIT
43990	Other Charges for Services		130,731
71100-336	Reg Ed Instr-Maint/Rep Equip	130,731	

APPROVED THIS 23rd DAY OF NOVEMBER, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

RESOLUTION NO. 20-11-__
RESOLUTION TO BUDGET ADDITIONAL
REVENUES-GENERAL PURPOSE SCHOOL FUND

WHEREAS, funding received through the LEA Reopening and Programmatic Supports Grant awarded by the Tennessee Department of Education to assist districts in providing high quality education in the event of COVID-19 disruptions, needs to be budgeted, and

WHEREAS, funding received from the state of Tennessee as part of their CARES Act funding to reimburse 22 teachers to create instructional videos for statewide use and related instructional supplies needs to be budgeted,

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

ACCT #	DESCRIPTION	DEBIT	CREDIT
47303	LEA Reopening Grant		100,000.00
47302	Teacher Video Grant		220,000.00
71100-429	Reg Ed Instr-Matl and Supplies	89.43	
71100-449	Reg Ed Instr-Textbooks	53,417.32	
71100-722	Reg Ed Instr-Instr Equipment	9,900.00	
72250-499	Educ Technology-Other Supplies	36,593.25	
71100-116	Reg Ed Instr-Teachers	165,000.00	
71100-201	Reg Ed Instr-Social Sec	10,230.00	
71100-204	Reg Ed Instr-Retirement	22,594.00	
71100-212	Reg Ed Instr-Medicare	3,190.00	
71100-429	Reg Ed Instr-Matl and Supplies	18,986.00	

APPROVED THIS 23rd DAY OF NOVEMBER, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

RESOLUTION NO. 20-11-__
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 (including \$42,290.16 carryover from 19-20) and one school through the Lottery for Education: After School Programs grant needs to be budgeted, and

WHEREAS, funding awarded through the Safe Schools grant (including \$14,360.85 carryover from 19-20) 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		287,430.16
46590	Other State Education Funds		129,400.85
72130-309	Other Stud Spt-Cont w/govt Agcies	57,520.00	
72130-499	Other Stud Spt-Other Supplies	30,880.85	
72130-790	Other Stud Spt-Equipment	41,000.00	
73300-105	Comm Svcs-Supvs	78,800.00	
73300-105	Comm Svcs-Teachers	108,750.00	
73300-163	Comm Svcs-Educ Assts	3,150.00	
73300-201	Comm Svcs-Soc Sec	11,823.40	
73300-204	Comm Svcs-State Retirement	19,584.88	
73300-212	Comm Svcs-Employer Medicare	2,765.14	
73300-399	Comm Svcs-Other Contracted Svs	1,000.00	
73300-422	Comm Svcs-Food Supplies	12,500.00	
73300-429	Comm Svcs-Instructional Supplies	36,756.74	
73300-499	Comm Svcs-Other Supplies	10,800.00	
73300-524	Comm Svcs-Staff Development	500.00	
73300-599	Comm Svcs-Other Charges	1,000.00	

APPROVED THIS 23rd DAY OF NOVEMBER, 2020

COUNTY MAYOR

MARSHALL COUNTY CLERK

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 10/12/99
		Rescinds: AEA	Issued: 07/28/93

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

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

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certificated personnel; and
- Four (4) discretionary days.

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

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

STUDENT ATTENDANCE DAYS

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

IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.²

DISCRETIONARY DAYS

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

Legal References:

1. TCA 49-6-3004
2. State Board of Education Guidelines for Planning Approvable In-Service Education Activities

Cross References:

- Compensation Guides and Contracts 5.110
- In-Service & Staff Development Opportunities 5.113
- Attendance 6.200



2021-2022 Academic Year Calendar

Marshall County School System
Lewisburg, TN 37091
Phone: 931-359-1581
Fax: 931-270-8816



July '21							Notes
Su	M	Tu	W	Th	F	Sa	
				1	2	3	27 New Teacher Orientation
4	5	6	7	8	9	10	28 Mandatory In-service
11	12	13	14	15	16	17	29 Administrative Day
18	19	20	21	22	23	24	30 Opening Day
25	26	27	28	29	30	31	

January '22							Notes
Su	M	Tu	W	Th	F	Sa	
						1	3 Christmas Break
2	3	4	5	6	7	8	4 Admin Day
9	10	11	12	13	14	15	17 Martin Luther King Jr. Day
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31					18	

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

February '22							Notes
Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	15 Secondary PTC 3-6
6	7	8	9	10	11	12	21 Presidents' Day
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

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

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

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

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

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

May '22							Notes
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	19 CVHS Graduation
8	9	10	11	12	13	14	20 FHS/MCHS Graduation
15	16	17	18	19	20	21	24 Abbreviated Day
22	23	24	25	26	27	28	25 Admin Day
29	30	31					

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

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

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Solicitations/Fundraising Activities	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



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Nissan Stadium

Purpose of Fundraiser: to raise money for competition and cheer expenses

Fund/Account Name: CHTA Cheer Account

Current balance of fund account \$ 3,536.32 Date 10/13/20

Anticipated date(s) of fundraiser: Beginning Oct. 18th Ending Dec. 31st

Expected Student Involvement (school wide or specific school organization): Parents & girls
Will work concessions at different Nissan Stadium Events

Margin of profit (if applicable): Minimum of \$85.00 per person

Method by which school will receive profit: # of people working

How and when will these funds be spent to benefit students/instruction: Money will be spent on the girls competition expenses

Requested by: Kendra Burkett ^{FHS} Cheer Coach Date: 10/13/20
Teacher/Club

Approved by: [Signature] Date: 10/13/20
Principal

Approved by: [Signature] Date: 10-20-20
Director of Schools

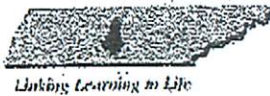
** Request must be made 60 days prior to the proposed fundraiser.

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: Cheese Cakes Sale

Purpose of Fundraiser: Funds For Baseball team
to use for travel and equipment. Field maintenance

Fund/Account Name: Marshall County Baseball Team. m.c.s.s.

Current balance of fund account \$ 5499.71 Date 10-14-20

Anticipated date(s) of fundraiser: Beginning Oct. 19 2020 Ending NOV 7, 2020

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

Margin of profit (if applicable): \$ 2,000

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: To help pay for
Equipment and travel expense and field maintenance

Requested by: Coach Mike Reese 'Baseball' Date: 10-14-20
Teacher/Club

Approved by: Dawn J. Storch Date: 10-14-20
Principal

Approved by: Paul Sorrell Date: 10-14-20
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: Car Wash

Purpose of Fundraiser: Raise \$ for the Bowling Team

Fund/Account Name: Bowling Team

Current balance of fund account \$ #520.00 Date Oct 12
? Book it up & out w/ corona

Anticipated date(s) of fundraiser: Beginning Oct 24 Ending Oct 24

Expected Student Involvement (schoolwide or specific school organization):
Students will wash cars

Margin of profit (if applicable): 100%

Method by which school will receive profit: Cash from Donors

How and when will these funds be spent to benefit students/instruction:
Money will cover yearly Bills of roughly \$ 3000 per season

Requested by: Sea Perry / Bowling Date: Oct 12/20
Teacher/Club

Approved by: [Signature] Date: 10/12/20
Principal

Approved by: [Signature] Date: 10-13-20
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: Donation from Amigo's Lewisburg food sales

Purpose of Fundraiser: To pay program expenses

Fund/Account Name: MCHS Renaissance

Current balance of fund account \$ 5080.⁴⁶ Date 10-26-2020

Anticipated date(s) of fundraiser: Beginning 10/26/2020 Ending 5/21/~~2020~~²⁰²¹

Expected Student Involvement (schoolwide or specific school organization): NONE

Margin of profit (if applicable): 15% of sales from 4pm - close the first Tuesday of each month

Method by which school will receive profit: check

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

Requested by: Meredith N. Collins
Teacher/Club

Date: 10-26-2020

Approved by: [Signature]
Principal

Date: 10/26/20

Approved by: [Signature]
Director of Schools

Date: 10-26-20

** 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 _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Hat Day for Breast Cancer Awareness

Purpose of Fundraiser: To raise awareness for breast cancer ~~and to~~ raise money for the Marshall County Cancer Foundation

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ -1,160.02 Date 10/20/2020

Anticipated date(s) of fundraiser: Beginning 10/27/2020 Ending 10/27/2020

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

Margin of profit (if applicable): Depends on participation

Method by which school will receive profit: Students will pay \$1⁰⁰ to wear a hat

How and when will these funds be spent to benefit students/instruction: Money will benefit local cancer patients and will educate our students about the many people struggling with this disease.

Requested by: Vanessa Sweeney / Student Council Date: 10/20/2020

Approved by: [Signature] Date: 10/20/20
Principal

Approved by: [Signature] Date: 10-21-20
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 _____



Fundraiser Authorization

Proposed Fundraising Activity: Basketball ~~March~~ Apparel Fan Cloth

Purpose of Fundraiser: Basketball supplies

Fund/Account Name: Boys Basketball

Current balance of fund account \$ 8464.34 Date 10-25-2020

Anticipated date(s) of fundraiser: Beginning 11-2-2020 Ending 11-20-2020

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

Margin of profit (if applicable): _____

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/instruction: basketball equipment for the upcoming year

Requested by: LAVON King / Boys Basketball Date: 10-25-2020
Teacher/Club

Approved by: [Signature] Date: 10-25-20
Principal

Approved by: [Signature] Date: 10-26-20
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

Linking Learning to Life

Proposed Fundraising Activity: Mini Cookie Tub Fundraiser

Purpose of Fundraiser: to raise money for competition expenses

Fund/Account Name: CHTA ^{FHS} Cheer Account

Current balance of fund account \$ 3,536.32 Date 10/13/20

Anticipated date(s) of fundraiser: Beginning Nov. 4th Ending Nov. 20th

Expected Student Involvement (school wide or specific school organization): Cheerleaders will sell cookies

Margin of profit (if applicable):

Method by which school will receive profit: % of cookies sold

How and when will these funds be spent to benefit students/instruction: Funds raised will help pay for Competition expenses

Requested by: Kendra Burkett ^{FHS} Cheer Coach Date: 10/13/20
Teacher/Club

Approved by: [Signature] Date: 10/13/20
Principal

Approved by: [Signature] Date: 10-20-20
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

Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: WES Bookfair (modified 1/3 w/precautions)

Purpose of Fundraiser: to provide students with an opportunity to use math skills with money; to add books to our nonfiction section

Fund/Account Name: Westhills Library

Current balance of fund account \$ [redacted] Date 10-15-2020

Anticipated date(s) of fundraiser: Beginning November 16 Ending November 17

Expected Student Involvement (schoolwide or specific school organization): Schoolwide opportunity, students will social distance and shop during specials class.

Margin of profit (if applicable): \$2,000 - 3,000

Method by which school will receive profit: wholly profit in books; cash (30% profit)

How and when will these funds be spent to benefit students/instruction: new library books acquired; funds also help with garden club, which all students participate in. (60% book profit)

Requested by: Sara Harwell / Library & garden Date: 10.15.20
Teacher/Club

Approved by: Rachel [Signature] Date: 10-15-20
Principal

Approved by: Carol Lovell Date: 10-15-20
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: chili supper

Purpose of Fundraiser: _____

Fund/Account Name: No money in my account
Baseball

Current balance of fund account \$ 1355.66 Date 10-28-2020

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

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

LMS Baseball Players

Margin of profit (if applicable): \$10 a ticket

Method by which school will receive profit: Pre-sale tickets & walk ups

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

Funds will be spent ASAP for new equipment, balls, paint

Requested by: Dean Audis LMS Baseball Date: 10-26-20

Teacher/Club

Approved by: [Signature] Date: 10-28-2020

Principal

Approved by: [Signature] Date: 10-28-20

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: Book Fair LMS

Purpose of Fundraiser: Raising money to improve library.

Fund/Account Name: LMS Library

Current balance of fund account \$ 591.06 Date 10/23/20

Anticipated date(s) of fundraiser: Beginning Nov. 16, 2020 Ending Nov. 29, 2020

Expected Student Involvement (schoolwide or specific school organization): Book fair is a VIRTUAL opportunity for families to buy books.

Margin of profit (if applicable): _____

Method by which school will receive profit: Check or Credit to Purchase Books

How and when will these funds be spent to benefit students/instruction: 2020/21 Immediate purchase of books & materials for library activities.

Requested by: Rebecca Hill
Teacher/Club

Date: Oct 27, 2020

Approved by: [Signature]
Principal

Date: 10/27/2020

Approved by: [Signature]
Director of Schools

Date: 10-27-20

** 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: Pretzel Sales

Purpose of Fundraiser: Travel Expenses + Yearly Cost

Fund/Account Name: Rocket Takeover

Current balance of fund account \$ 1705.00 Date 10/15/2020

Anticipated date(s) of fundraiser: Beginning 11/19/2020 Ending 12/11/2020

Expected Student Involvement (schoolwide or specific school organization):
sale products

Margin of profit (if applicable): \$1000

Method by which school will receive profit: FEE

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

Requested by: Jane Hill / Wrestling
Teacher/Club

Date: 10/15/2020

Approved by: [Signature]
Principal

Date: 10/29/20

Approved by: [Signature]
Director of Schools

Date: 10-29-20

** 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: Work Basketball Concessions

Purpose of Fundraiser: Yearly Expenses

Fund/Account Name: Rocket Takedown Club

Current balance of fund account \$ 1705.00 Date 10/15/2020

Anticipated date(s) of fundraiser: Beginning 10/12/2020 Ending 12/31/2020

Expected Student Involvement (schoolwide or specific school organization):
work concession

Margin of profit (if applicable): \$1000.

Method by which school will receive profit: FEE

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

Requested by: Jason Hill / Wrestling Date: 10/15/2020
Teacher/Club

Approved by: [Signature] Date: 10/29/20
Principal

Approved by: [Signature] Date: 10-29-20
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: Bowl with a Tiger & Bake Sale

Purpose of Fundraiser: To Raise funds To pay yearly bowling team bills.

Fund/Account Name: Bowling Team

Current balance of fund account \$ 1956⁵³ Date 10/30/20

Anticipated date(s) of fundraiser: Beginning Nov 30 Ending Nov 30

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

Bowling Team will bowl while donors are bowling

Margin of profit (if applicable): _____

Method by which school will receive profit: Cash collected at bowling Alley

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

Funds will be spent To cover bowling team expenses for this year.

Requested by: [Signature] Date: 10/30/20
Teacher/Club

Approved by: [Signature] Date: 10/30/20
Principal

Approved by: [Signature] Date: 10-30-20
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 _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Holiday Concert

Purpose of Fundraiser: to raise money for transportation and entry fee to Music Festival

Fund/Account Name: WES Chorus

Current balance of fund account \$ 10,518.45 Date 10/26/2020

Anticipated date(s) of fundraiser: Beginning Dec. 10, 2020 Ending Dec 10, 2020

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

Margin of profit (if applicable): 100%

Method by which school will receive profit: ticket sales

How and when will these funds be spent to benefit students/instruction: they will be spent on transportation and entry to Music Festival

Requested by: Nora Toms Date: 10/26/2020
Teacher/Club

Approved by: Rachel [Signature] Date: 10/26/20
Principal

Approved by: Carol Lovelle Date: 10-26-20
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: SchoolStore.com

Purpose of Fundraiser: raise funds for school supplies

Fund/Account Name: MES PTO

Current balance of fund account \$ 11,000 Date 10-19-2020

Anticipated date(s) of fundraiser: Beginning Jan. 6 Ending Jan. 19

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

Margin of profit (if applicable): \$500.00

Method by which school will receive profit: MES PTO

How and when will these funds be spent to benefit students/instruction: current school year 2020-2021

Requested by: MES PTO Date: 10/19/2020
Teacher/Club

Approved by: [Signature] Date: 10/19/2020
Principal

Approved by: [Signature] Date: 10-19-20
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: Calendar Fundraiser

Purpose of Fundraiser: Uniforms, equipment, Umpires, field material

Fund/Account Name: Softball booster club

Current balance of fund account \$ 1,544.50 Date 11/2/2020

Anticipated date(s) of fundraiser: Beginning 1/25/2021 Ending 2/5/2021

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

Margin of profit (if applicable): \$3,000 - \$6,000

Method by which school will receive profit: check or cash

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

Requested by: Shelby Lightfoot/SB Date: 11/2/2021
Teacher/Club

Approved by: [Signature] Date: 11/2/20
Principal

Approved by: [Signature] Date: 11-7-20
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.)*

Principal's Signature _____

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

Cross Reference:

School Board Records 1.407

Fnd T	Acct	Obj	Pri	Loc	Prg	Account Level Description	2020-21	2020-21	2020-21	Unexpended	September 2020-21	
							Original Budget	Revised Budget	FYTD Activity	Balance	Monthly Activity	
141	R	40110	000	000	0000	000	CURRENT PROPERTY TAX	9,217,710.00	9,217,710.00		9,217,710.00	
141	R	40120	000	000	00000	000	TRUSTEE'S COLLECTIONS	149,934.00	149,934.00	47,242.61	102,691.39	28,874.63
141	R	40125	000	000	00000	000	TRUSTEE'S COLLECTIONS	5,000.00	5,000.00	361.92	4,638.08	336.26
141	R	40130	000	000	00000	000	CIR CLK/CLK & MASTER	51,676.00	51,676.00	15,626.98	36,049.02	1,497.25
141	R	40140	000	000	00000	000	INTEREST AND PENALTY	30,513.00	30,513.00	6,208.85	24,304.15	2,894.90
141	R	40210	000	000	00000	000	LOCAL OPTION SALES TA	2,183,549.00	2,183,549.00	715,781.91	1,467,767.09	321,000.68
141	R	40275	000	000	00000	000	MIXED DRINK TAX	6,000.00	6,000.00	22.00	5,978.00	3.00
141	R	40275	000	000	30002	000	MIXED DRINK TAX			3,314.65	-3,314.65	1,094.81
141	R	41110	000	000	00000	000	MARRIAGE LICENSES	1,867.00	1,867.00	503.50	1,363.50	142.50
141	R	43517	000	000	00000	000	TUITION-OTHER	18,000.00	18,000.00		18,000.00	
141	R	43570	000	000	00000	000	RECEIPTS FROM INDIVID	90,000.00	90,000.00	3,993.44	86,006.56	3,993.44
141	R	43583	000	000	00000	000	TBI CRIMINAL BACKGROU	2,000.00	2,000.00		2,000.00	
141	R	43990	000	000	40100	000	OTHER CHARGES FOR SERVICES			100.00	-100.00	
141	R	44130	000	000	00000	000	SALE OF MATERIALS AND	3,000.00	3,000.00	267.50	2,732.50	
141	R	44170	000	000	00000	000	MISCELLANEOUS REFUNDS	80,000.00	80,000.00	521.56	79,478.44	359.94
141	R	44170	000	000	00003	000	MISCELLANEOUS REFUNDS			6,316.14	-6,316.14	1,356.53
141	R	44170	000	000	30008	000	MISC REFUNDS-STELLER			772.79	-772.79	243.01
141	R	44530	000	000	00000	000	SALE OF EQUIPMENT	3,000.00	3,000.00	1,329.00	1,671.00	
141	R	44560	000	000	00000	000	DAMAGES RECOVERED FRO	1,000.00	1,000.00	702.35	297.65	20.00
141	R	44990	000	000	00000	000	OTHER LOCAL REVENUES	440,000.00	440,000.00		440,000.00	
141	R	46511	000	000	00000	000	BASIC EDUCATION PROGR 2	29,613,000.00	29,613,000.00	5,927,600.00	23,685,400.00	2,963,800.00
141	R	46515	000	000	00000	000	EARLY CHILDHOOD EDUCA	193,646.00	193,646.00		193,646.00	
141	R	46550	000	000	00000	000	DRIVER EDUCATION	30,000.00	30,000.00		30,000.00	
141	R	46590	000	000	00000	000	OTHER STATE EDUCATION	90,000.00	90,000.00		90,000.00	
141	R	46590	000	000	30012	000				8,284.68	-8,284.68	8,284.68
141	R	46610	000	000	00000	000	CAREER LADDER PROGRAM	82,900.00	82,900.00		82,900.00	
141	R	46851	000	000	00000	000	STATE REVENUE SHARING	190,000.00	190,000.00		190,000.00	
141	R	49700	000	000	00000	000	INSURANCE RECOVERY	5,000.00	5,000.00		5,000.00	
141	R	-----	---	---	-----	---		42,487,795.00	42,487,795.00	6,738,949.88	35,748,845.12	3,333,901.63
141	-	-----	---	---	-----	---		42,487,795.00	42,487,795.00	6,738,949.88	35,748,845.12	3,333,901.63
Grand Revenue Totals								42,487,795.00	42,487,795.00	6,738,949.88	35,748,845.12	3,333,901.63

Number of Accounts: 28

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

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71100						REGULAR INSTRUCTION PROGRAM						
71100 116					TEACHERS	14,611,629.00	14,611,629.00	2,364,401.76		12,247,227.24	1,183,641.51	
71100 117					CAREER LADDER P	49,750.00	49,750.00			49,750.00		
71100 128					HOMEBOUND TEACH	14,000.00	14,000.00			14,000.00		
71100 163					EDUCATIONAL ASS	712,323.00	712,323.00	120,574.13		591,748.87	61,006.45	
71100 186					LONGEVITY PAY	161,850.00	161,850.00	4,550.00		157,300.00	250.00	
71100 189					OTHER SALARIES	92,000.00	92,000.00	2,474.00		89,526.00		
71100 195					CERTIFIED SUBST	45,000.00	45,000.00	910.00		44,090.00	910.00	
71100 198					NON-CERTIFIED S	185,000.00	185,000.00	13,395.00		171,605.00	13,395.00	
71100 201					SOCIAL SECURITY	984,036.00	984,036.00	142,815.19		841,220.81	71,716.82	
71100 204					STATE RETIREMEN	1,524,208.00	1,524,208.00	229,393.42		1,294,814.58	114,726.57	
71100 207					MEDICAL INSURAN	3,223,896.00	3,223,896.00	603,982.10		2,619,913.90	302,396.42	
71100 208					DENTAL INSURANC	11,005.00	11,005.00	2,115.84		8,889.16	1,057.92	
71100 210					UNEMPLOYMENT CO	9,364.00	9,364.00	417.25		8,946.75	214.72	
71100 212					EMPLOYER MEDICA	222,202.00	222,202.00	33,624.21		188,577.79	16,890.75	
71100 217					RETIREMENT-HYBR	59,900.00	59,900.00	12,299.77		47,600.23	6,149.74	
71100 336					MAINTENANCE AND	40,000.00	40,000.00	7,040.48	19,125.35	13,834.17	1,015.30	105.10
71100 355					TRAVEL	2,000.00	2,000.00	119.57		1,880.43	119.57	
71100 356					TUITION	6,000.00	6,000.00			6,000.00		
71100 399					OTHER CONTRACTE	50,500.00	50,500.00	22,021.23		28,478.77	20,468.14	
71100 429					INSTRUCTIONAL S	311,400.00	311,400.00	124,770.31	79,299.72	107,329.97	98,071.48	5,160.00
71100 449					TEXTBOOKS	300,000.00	300,000.00	290,316.02	9,552.40	131.58	84,210.86	
71100 722					REGULAR INSTRUC	363,440.00	363,440.00	238,245.96	36,052.79	89,141.25	19,875.16	16,626.59
71100 ---					REGULAR INSTRUC	22,979,503.00	22,979,503.00	4,213,466.24	144,030.26	18,622,006.50	1,996,116.41	21,891.69

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

10/15/20

Fnd T Acct	Obj	Pri	Loc	Prq	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	September 2020-21 Monthly Activity	2020-21 Enc Carry Forward
71150	ALTERNATIVE INSTRUCTION PROGRA											
71150 116					TEACHERS	115,404.00	115,404.00	14,139.46		101,264.54	9,154.62	
71150 186					LONGEVITY PAY	1,550.00	1,550.00			1,550.00		
71150 198					NON-CERTIFIED S	1,245.00	1,245.00			1,245.00		
71150 201					SOCIAL SECURITY	7,328.00	7,328.00	802.03		6,525.97	525.49	
71150 204					STATE RETIREMEN	12,011.00	12,011.00	1,316.60		10,694.40	804.66	
71150 207					MEDICAL INSURAN	25,856.00	25,856.00	3,664.29		22,191.71	2,144.39	
71150 208					DENTAL INSURANC	46.00	46.00	13.68		32.32	9.12	
71150 210					UNEMPLOYMENT CO	42.00	42.00	12.51		29.49	12.51	
71150 212					EMPLOYER MEDICA	1,691.00	1,691.00	187.58		1,503.42	122.90	
71150 217					RETIREMENT-HYBR	1,095.00	1,095.00	82.56		1,012.44	82.56	
71150 307					COMMUNICATION			3.57		-3.57	0.25	
71150 399					OTHER CONTRACTE	3,000.00	3,000.00	65.15		2,934.85		
71150 429					INSTRUCTIONAL S	800.00	800.00	400.00	45.00	355.00	400.00	
71150 722					REGULAR INSTRUC	3,000.00	3,000.00			3,000.00		
71150 ---					ALTERNATIVE INS	173,068.00	173,068.00	20,687.43	45.00	152,335.57	13,256.50	

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71200						SPECIAL EDUCATION PROGRAM						
71200 116					TEACHERS	1,305,063.00	1,305,063.00	219,825.38		1,085,237.62	109,912.69	
71200 117					CAREER LADDER P	9,000.00	9,000.00			9,000.00		
71200 128					HOMEBOUND TEACH	8,000.00	8,000.00	200.00		7,800.00	200.00	
71200 163					EDUCATIONAL ASS	404,530.00	404,530.00	68,363.95		336,166.05	34,863.99	
71200 171					SPEECH PATHOLOG	231,219.00	231,219.00	40,693.96		190,525.04	20,346.98	
71200 186					LONGEVITY PAY	23,900.00	23,900.00	1,450.00		22,450.00		
71200 195					CERTIFIED SUBST	4,000.00	4,000.00			4,000.00		
71200 198					NON-CERTIFIED S	24,000.00	24,000.00	3,230.00		20,770.00	3,230.00	
71200 201					SOCIAL SECURITY	124,602.00	124,602.00	18,531.83		106,070.17	9,369.39	
71200 204					STATE RETIREMEN	192,316.00	192,316.00	29,005.17		163,310.83	14,586.41	
71200 207					MEDICAL INSURAN	598,422.00	598,422.00	116,006.08		482,415.92	58,003.04	
71200 208					DENTAL INSURANC	2,010.00	2,010.00	401.28		1,608.72	200.64	
71200 210					UNEMPLOYMENT CO	1,381.00	1,381.00	117.70		1,263.30	58.52	
71200 212					EMPLOYER MEDICA	29,141.00	29,141.00	4,334.08		24,806.92	2,191.23	
71200 217					RETIREMENT-HYBR	8,710.00	8,710.00	1,714.77		6,995.23	821.63	
71200 312					CONTRACTS WITH	80,000.00	80,000.00	27.87		79,972.13		
71200 429					INSTRUCTIONAL S	7,000.00	7,000.00	6,200.00		800.00	6,200.00	
71200 790					OTHER EQUIPMENT	1,000.00	1,000.00			1,000.00		
71200 ---					SPECIAL EDUCATI	3,054,294.00	3,054,294.00	510,102.07		2,544,191.93	259,984.52	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

10/15/20

Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	September 2020-21 Monthly Activity	2020-21 Enc Carry Forward
71300													
	71300	116				TEACHERS	986,137.00	986,137.00	163,323.21		822,813.79	82,338.12	
	71300	117				CAREER LADDER P	3,000.00	3,000.00			3,000.00		
	71300	186				LONGEVITY PAY	10,050.00	10,050.00			10,050.00		
	71300	195				CERTIFIED SUBST	1,000.00	1,000.00			1,000.00		
	71300	198				NON-CERTIFIED S	8,000.00	8,000.00	1,860.00		6,140.00	1,860.00	
	71300	201				SOCIAL SECURITY	62,508.00	62,508.00	9,446.67		53,061.33	4,825.52	
	71300	204				STATE RETIREMEN	102,617.00	102,617.00	15,538.76		87,078.24	7,835.35	
	71300	207				MEDICAL INSURAN	200,123.00	200,123.00	40,282.20		159,840.80	20,141.10	
	71300	208				DENTAL INSURANC	684.00	684.00	136.80		547.20	68.40	
	71300	210				UNEMPLOYMENT CO	468.00	468.00	21.99		446.01	11.39	
	71300	212				EMPLOYER MEDICA	14,619.00	14,619.00	2,209.28		12,409.72	1,128.54	
	71300	217				RETIREMENT-HYBR	3,021.00	3,021.00	752.10		2,268.90	378.19	
	71300	336				MAINTENANCE AND	2,500.00	2,500.00			2,500.00		
	71300	429				INSTRUCTIONAL S	22,800.00	22,800.00	4,486.31	1,895.12	16,418.57	4,486.31	
	71300	449				TEXTBOOKS	2,000.00	2,000.00			2,000.00		
	71300	599				OTHER CHARGES	500.00	500.00			500.00		
	71300	730				VOCATIONAL INST	30,000.00	30,000.00	3,571.80	2,917.52	23,510.68	508.74	3,710.04
	71300	---				VOCATIONAL EDUC	1,450,027.00	1,450,027.00	241,629.12	4,812.64	1,203,585.24	123,581.66	3,710.04

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72110										
	72110 105		SUPERVISOR/DIRE	38,905.00	38,905.00	6,483.68		32,421.32	3,241.84	
	72110 117		CAREER LADDER P	600.00	600.00			600.00		
	72110 130		SOCIAL WORKERS	73,648.00	73,648.00	13,024.00		60,624.00	6,512.00	
	72110 162		CLERICAL PERSON	39,163.00	39,163.00	6,527.14		32,635.86	3,263.57	
	72110 186		LONGEVITY PAY	2,400.00	2,400.00			2,400.00		
	72110 201		SOCIAL SECURITY	9,592.00	9,592.00	1,126.10		8,465.90	563.05	
	72110 204		STATE RETIREMEN	12,698.00	12,698.00	1,466.34		11,231.66	733.17	
	72110 207		MEDICAL INSURAN	21,791.00	21,791.00	4,298.72		17,492.28	2,149.36	
	72110 208		DENTAL INSURANC	137.00	137.00	27.36		109.64	13.68	
	72110 210		UNEMPLOYMENT CO	84.00	84.00			84.00		
	72110 212		EMPLOYER MEDICA	2,243.00	2,243.00	357.40		1,885.60	178.70	
	72110 355		TRAVEL	2,500.00	2,500.00	52.88		2,447.12	52.88	
	72110 399		OTHER CONTRACTE	30,776.00	30,776.00	12,026.25		18,749.75		
	72110 499		OTHER SUPPLIES	3,000.00	3,000.00		41.85	2,958.15		
	72110 524		STAFF DEVELOPME	4,000.00	4,000.00	195.00	7,952.76	-4,147.76		7,952.76
	72110 704		ATTENDANCE EQUI	4,000.00	4,000.00			4,000.00		
	72110 ---		ATTENDANCE	245,537.00	245,537.00	45,584.87	7,994.61	191,957.52	16,708.25	7,952.76

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T	Acct	Obj	Pri	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	September 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72120													
	72120	105				SUPERVISOR/DIRE	70,321.00	70,321.00	11,720.16		58,600.84	5,860.08	
	72120	117				CAREER LADDER P	550.00	550.00			550.00		
	72120	131				MEDICAL PERSONN	197,722.00	197,722.00	41,143.62		156,578.38	20,571.81	
	72120	186				LONGEVITY PAY	2,550.00	2,550.00			2,550.00		
	72120	201				SOCIAL SECURITY	14,631.00	14,631.00	2,561.58		12,069.42	1,279.60	
	72120	204				STATE RETIREMEN	17,699.00	17,699.00	2,648.00		15,051.00	1,324.00	
	72120	207				MEDICAL INSURAN	61,651.00	61,651.00	12,159.16		49,491.84	6,079.58	
	72120	208				DENTAL INSURANC	183.00	183.00	36.48		146.52	18.24	
	72120	210				UNEMPLOYMENT CO	252.00	252.00	30.82		221.18	15.41	
	72120	212				EMPLOYER MEDICA	3,932.00	3,932.00	711.77		3,220.23	355.60	
	72120	217				RETIREMENT-HYBR	1,452.00	1,452.00	475.32		976.68	237.66	
	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	14,000.00	14,000.00	3,883.34	4,693.40	5,423.26	2,201.84	1,681.50
	72120	524				STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72120	599				OTHER CHARGES	5,000.00	5,000.00			5,000.00		
	72120	735				HEALTH EQUIPMEN	2,400.00	2,400.00			2,400.00		
	72120	---				HEALTH SERVICES	435,343.00	435,343.00	75,370.25	4,693.40	355,279.35	37,943.82	1,681.50

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						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			2,000.00		
	72130	123			GUIDANCE PERSON	647,090.00	647,090.00	109,341.12		537,748.88	54,670.56	
	72130	186			LONGEVITY PAY	6,850.00	6,850.00			6,850.00		
	72130	189			OTHER SALARIES	2,000.00	2,000.00			2,000.00		
	72130	201			SOCIAL SECURITY	40,792.00	40,792.00	6,152.94		34,639.06	3,073.37	
	72130	204			STATE RETIREMEN	67,515.00	67,515.00	10,510.04		57,004.96	5,255.02	
	72130	207			MEDICAL INSURAN	164,674.00	164,674.00	33,290.30		131,383.70	16,645.15	
	72130	208			DENTAL INSURANC	365.00	365.00	72.96		292.04	36.48	
	72130	210			UNEMPLOYMENT CO	294.00	294.00			294.00		
	72130	212			EMPLOYER MEDICA	9,540.00	9,540.00	1,438.98		8,101.02	718.76	
	72130	217			RETIREMENT-HYBR	2,160.00	2,160.00	438.20		1,721.80	219.10	
	72130	309			CONTRACTS WITH	48,000.00	48,000.00			48,000.00		
	72130	322			EVALUATION AND	40,000.00	40,000.00			40,000.00		
	72130	399			OTHER CONTRACTE	16,000.00	16,000.00	14,753.75		1,246.25		
	72130	499			OTHER SUPPLIES	4,050.00	4,050.00	22.99	255.87	3,771.14	22.99	
	72130	524			STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
	72130	599			OTHER CHARGES	10,000.00	10,000.00			10,000.00		
	72130	---			OTHER STUDENT S	1,063,330.00	1,063,330.00	176,021.28	255.87	887,052.85	80,641.43	

MARSHALL COUNTY BOARD OF EDUCATION
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10/15/20

End T	Acct	Obj	Pri	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	September 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72210													
	72210	105				SUPERVISOR/DIRE	296,811.00	296,811.00	67,639.84		229,171.16	30,623.50	
	72210	117				CAREER LADDER P	5,000.00	5,000.00			5,000.00		
	72210	129				LIBRARIANS	518,754.00	518,754.00	88,395.39		430,358.61	44,169.61	
	72210	161				SECRETARY(S)	24,072.00	24,072.00	4,012.08		20,059.92	2,006.04	
	72210	186				LONGEVITY PAY	13,300.00	13,300.00			13,300.00		
	72210	189				OTHER SALARIES	6,000.00	6,000.00	310.00		5,690.00	310.00	
	72210	201				SOCIAL SECURITY	53,564.00	53,564.00	8,707.21		44,856.79	4,139.51	
	72210	204				STATE RETIREMEN	87,893.00	87,893.00	15,533.94		72,359.06	7,394.74	
	72210	207				MEDICAL INSURAN	198,714.00	198,714.00	39,194.56		159,519.44	19,597.28	
	72210	208				DENTAL INSURANC	640.00	640.00	127.68		512.32	63.84	
	72210	210				UNEMPLOYMENT CO	378.00	378.00	19.22		358.78	10.07	
	72210	212				EMPLOYER MEDICA	12,527.00	12,527.00	2,124.83		10,402.17	1,012.33	
	72210	217				RETIREMENT-HYBR	740.00	740.00	150.64		589.36	75.32	
	72210	355				TRAVEL	3,000.00	3,000.00	232.28		2,767.72	147.40	
	72210	399				OTHER CONTRACTE	8,000.00	8,000.00			8,000.00		
	72210	432				LIBRARY BOOKS/M	23,220.00	23,220.00	3,095.80	6,904.05	13,220.15	3,095.80	
	72210	499				OTHER SUPPLIES	8,700.00	8,700.00	346.53	1,934.23	6,419.24	346.53	
	72210	524				STAFF DEVELOPME	29,500.00	29,500.00	4,180.55	396.00	24,923.45	2,146.05	1,041.06
	72210	790				OTHER EQUIPMENT	2,000.00	2,000.00		18,913.65	-16,913.65		18,913.65
	72210	---				REGULAR INSTRUC	1,292,813.00	1,292,813.00	234,070.55	28,147.93	1,030,594.52	115,138.02	19,954.71

Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72220										
	72220 124		PHSYCOLOGICAL P	41,245.00	41,245.00	6,874.00		34,371.00	3,437.00	
	72220 189		OTHER SALARIES	15,500.00	15,500.00	3,000.00		12,500.00	1,500.00	
	72220 201		SOCIAL SECURITY	2,557.00	2,557.00	373.56		2,183.44	186.78	
	72220 204		STATE RETIREMEN	4,236.00	4,236.00	482.56		3,753.44	241.28	
	72220 207		MEDICAL INSURAN	15,164.00	15,164.00	3,039.80		12,124.20	1,519.90	
	72220 208		DENTAL INSURANC	92.00	92.00	9.12		82.88	4.56	
	72220 210		UNEMPLOYMENT CO	42.00	42.00			42.00		
	72220 212		EMPLOYER MEDICA	598.00	598.00	130.86		467.14	65.43	
	72220 217		RETIREMENT-HYBR	665.00	665.00	136.10		528.90	68.05	
	72220 310		CONTRACTS WITH			158.93		-158.93	158.93	
	72220 355		TRAVEL	500.00	500.00			500.00		
	72220 524		STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72220 599		OTHER CHARGES			591.39		-591.39	591.39	
	72220 ---		SPECIAL EDUCATI	81,599.00	81,599.00	14,796.32		66,802.68	7,773.32	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

End T	Acct	Obj	Prj	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	September 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72230													
	72230	105				SUPERVISOR/DIRE	81,859.00	81,859.00	21,534.75		60,324.25	7,178.25	
	72230	161				SECRETARY(S)	25,689.00	25,689.00	4,281.20		21,407.80	2,140.60	
	72230	186				LONGEVITY PAY	1,400.00	1,400.00			1,400.00		
	72230	201				SOCIAL SECURITY	6,755.00	6,755.00	1,530.11		5,224.89	542.53	
	72230	204				STATE RETIREMEN	10,477.00	10,477.00	2,532.73		7,944.27	897.76	
	72230	207				MEDICAL INSURAN	22,795.00	22,795.00	4,495.94		18,299.06	2,247.97	
	72230	208				DENTAL INSURANC	91.00	91.00	18.24		72.76	9.12	
	72230	210				UNEMPLOYMENT CO	42.00	42.00			42.00		
	72230	212				EMPLOYER MEDICA	1,580.00	1,580.00	357.84		1,222.16	126.88	
	72230	307				COMMUNICATION	3,200.00	3,200.00	654.23		2,545.77	248.96	
	72230	355				TRAVEL	500.00	500.00	22.09		477.91	22.09	
	72230	399				OTHER CONTRACTE	4,500.00	4,500.00	612.72		3,887.28	204.24	
	72230	599				OTHER CHARGES	500.00	500.00			500.00		
	72230	---				VOCATIONAL EDUC	159,388.00	159,388.00	36,039.85		123,348.15	13,618.40	

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						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	19,178.52		57,536.48	6,392.84	
	72250	121			DATA PROCESSING	202,020.00	202,020.00	57,778.02		144,241.98	16,835.02	
	72250	186			LONGEVITY PAY	1,100.00	1,100.00			1,100.00		
	72250	201			SOCIAL SECURITY	17,350.00	17,350.00	4,566.58		12,783.42	1,337.04	
	72250	204			STATE RETIREMEN	23,389.00	23,389.00	5,679.69		17,709.31	1,711.41	
	72250	207			MEDICAL INSURAN	57,940.00	57,940.00	11,428.10		46,511.90	5,714.05	
	72250	208			DENTAL INSURANC	228.00	228.00	45.60		182.40	22.80	
	72250	210			UNEMPLOYMENT CO	126.00	126.00			126.00		
	72250	212			EMPLOYER MEDICA	4,058.00	4,058.00	1,067.99		2,990.01	312.68	
	72250	217			RETIREMENT-HYBR	1,260.00	1,260.00	379.74		880.26	126.58	
	72250	307			COMMUNICATION			0.35		-0.35	0.15	
	72250	336			MAINTENANCE AND	55,000.00	55,000.00	34,779.76	49,207.25	-28,987.01	4,377.50	
	72250	350			INTERNET CONNEC	118,000.00	118,000.00	116,563.20		1,436.80	116,563.20	
	72250	399			OTHER CONTRACTE	7,610.00	7,610.00	5,200.00	468.00	1,942.00	5,200.00	
	72250	471			SOFTWARE	22,056.00	22,056.00	21,020.00		1,036.00		
	72250	524			STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
	72250	---			TECHNOLOGY	588,852.00	588,852.00	277,687.55	49,675.25	261,489.20	158,593.27	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T	Acct	Obj	Pri	Loc	Prq	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	September 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72310													
	72310	191				BOARD AND COMMI	12,000.00	12,000.00	1,975.00		10,025.00	400.00	
	72310	201				SOCIAL SECURITY	744.00	744.00	122.45		621.55	24.80	
	72310	212				EMPLOYER MEDICA	174.00	174.00	28.70		145.30	5.84	
	72310	307				COMMUNICATION			77.50		-77.50	77.50	
	72310	320				DUES AND MEMBER	6,743.00	6,743.00	6,743.00				
	72310	331				LEGAL SERVICES	15,000.00	15,000.00	760.00		14,240.00	80.00	
	72310	355				TRAVEL	500.00	500.00			500.00		
	72310	399				OTHER CONTRACTE	15,750.00	15,750.00	3,000.00		12,750.00	3,000.00	
	72310	499				OTHER SUPPLIES	1,000.00	1,000.00			1,000.00		
	72310	506				LIABILITY INSUR	75,147.00	75,147.00	93,167.00		-18,020.00		
	72310	510				TRUSTEE'S COMMI	330,000.00	330,000.00	21,134.97		308,865.03	8,771.21	
	72310	513				WORKMAN'S COMPE	178,764.00	178,764.00	163,426.00		15,338.00		
	72310	524				STAFF DEVELOPME	4,000.00	4,000.00	75.00	1,690.27	2,234.73	-50.00	1,415.27
	72310	533				CRIMINAL INVEST	8,000.00	8,000.00	2,179.30		5,820.70	632.70	1,420.40
	72310	590				TRANSFERS TO OT	8,000.00	8,000.00			8,000.00		
	72310	599				OTHER CHARGES			929.33	684.79	-1,614.12	84.04	
	72310	---				BOARD OF EDUCAT	655,822.00	655,822.00	293,618.25	2,375.06	359,828.69	13,026.09	2,835.67

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72320												
	72320	101			COUNTY OFFICIAL	130,446.00	130,446.00	32,808.00		97,638.00	10,936.00	
	72320	117			CAREER LADDER P	1,000.00	1,000.00			1,000.00		
	72320	161			SECRETARY(S)	44,620.00	44,620.00	10,905.00		33,715.00	3,635.00	
	72320	186			LONGEVITY PAY	1,350.00	1,350.00			1,350.00		
	72320	201			SOCIAL SECURITY	11,000.00	11,000.00	2,654.84		8,345.16	875.72	
	72320	204			STATE RETIREMEN	23,520.00	23,520.00	4,187.28		19,332.72	1,395.76	
	72320	207			MEDICAL INSURAN	18,789.00	18,789.00	3,706.40		15,082.60	1,853.20	
	72320	208			DENTAL INSURANC	358.00	358.00	71.46		286.54	35.73	
	72320	210			UNEMPLOYMENT CO	42.00	42.00			42.00		
	72320	212			EMPLOYER MEDICA	2,573.00	2,573.00	620.88		1,952.12	204.80	
	72320	307			COMMUNICATION	600.00	600.00	150.00		450.00	50.00	
	72320	320			DUES AND MEMBER	3,750.00	3,750.00	6,340.00		-2,590.00		
	72320	355			TRAVEL	1,000.00	1,000.00			1,000.00		
	72320	435			OFFICE SUPPLIES	500.00	500.00			500.00		
	72320	524			STAFF DEVELOPME	4,000.00	4,000.00	375.00		3,625.00	375.00	
	72320	599			OTHER CHARGES	1,500.00	1,500.00	720.64		779.36	195.64	
	72320	701			ADMINISTRATION	1,000.00	1,000.00			1,000.00		
	72320	---			DIRECTOR OF SCH	246,048.00	246,048.00	62,539.50		183,508.50	19,556.85	

MARSHALL COUNTY BOARD OF EDUCATION
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		2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
<u>Fnd T Acct</u>	<u>Obj Prj Loc Prg Obj</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>Amount</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	<u>Enc Carry Forward</u>
72510								
	72510 105	43,643.00	43,643.00	10,909.80		32,733.20	3,636.60	
	72510 119	184,643.00	184,643.00	39,689.04		144,953.96	15,372.63	
	72510 186	3,750.00	3,750.00			3,750.00		
	72510 201	14,386.00	14,386.00	2,997.95		11,388.05	1,108.67	
	72510 204	14,129.00	14,129.00	2,976.69		11,152.31	1,152.95	
	72510 207	47,498.00	47,498.00	8,119.40		39,378.60	4,059.70	
	72510 208	92.00	92.00	18.24		73.76	9.12	
	72510 210	126.00	126.00	8.20		117.80	8.20	
	72510 212	3,365.00	3,365.00	701.13		2,663.87	259.28	
	72510 317	56,000.00	56,000.00	54,376.12		1,623.88		
	72510 355	500.00	500.00	24.53		475.47	10.15	
	72510 399	1,000.00	1,000.00	225.00		775.00	150.00	
	72510 411	3,900.00	3,900.00		2,472.85	1,427.15		
	72510 435	5,000.00	5,000.00	29,492.16	310.33	-24,802.49	24.96	132.33
	72510 524	3,000.00	3,000.00			3,000.00		
	72510 701	5,000.00	5,000.00			5,000.00		
	72510 ---	386,032.00	386,032.00	149,538.26	2,783.18	233,710.56	25,792.26	132.33

Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21	
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward	
72520											
72520	105			SUPERVISOR/DIRE	76,714.00	76,714.00	19,178.40	57,535.60	6,392.80		
72520	162			CLERICAL PERSON	45,026.00	45,026.00	11,255.01	33,770.99	3,751.67		
72520	186			LONGEVITY PAY	650.00	650.00		650.00			
72520	201			SOCIAL SECURITY	7,588.00	7,588.00	1,797.13	5,790.87	584.09		
72520	204			STATE RETIREMEN	9,179.00	9,179.00	2,282.52	6,896.48	760.84		
72520	207			MEDICAL INSURAN	22,795.00	22,795.00	4,495.94	18,299.06	2,247.97		
72520	208			DENTAL INSURANC	92.00	92.00	18.24	73.76	9.12		
72520	210			UNEMPLOYMENT CO	42.00	42.00		42.00			
72520	212			EMPLOYER MEDICA	1,775.00	1,775.00	420.30	1,354.70	136.60		
72520	355			TRAVEL	750.00	750.00		750.00			
72520	435			OFFICE SUPPLIES	2,000.00	2,000.00	33.47	223.34	1,743.19	33.47	
72520	499			OTHER SUPPLIES	2,000.00	2,000.00		2,000.00			
72520	524			STAFF DEVELOPME	1,500.00	1,500.00	849.52	650.48		895.00	
72520	599			OTHER CHARGES	7,500.00	7,500.00	584.55	275.00	6,640.45	284.05	
72520	701			ADMINISTRATION	2,000.00	2,000.00		2,000.00			
72520	---			HUMAN SERVICES/	179,611.00	179,611.00	40,915.08	498.34	138,197.58	14,200.61	895.00

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72610												
	72610	161			SECRETARY(S)	49,888.00	49,888.00	12,472.02		37,415.98	4,157.34	
	72610	166			CUSTODIAL PERSO	945,620.00	945,620.00	210,762.86		734,857.14	67,680.69	
	72610	186			LONGEVITY PAY	14,400.00	14,400.00			14,400.00		
	72610	189			OTHER SALARIES	59,647.00	59,647.00	14,911.71		44,735.29	4,970.57	
	72610	201			SOCIAL SECURITY	66,312.00	66,312.00	13,494.84		52,817.16	4,183.17	
	72610	204			STATE RETIREMEN	80,217.00	80,217.00	16,396.57		63,820.43	5,264.63	
	72610	207			MEDICAL INSURAN	278,485.00	278,485.00	55,106.68		223,378.32	27,553.34	
	72610	208			DENTAL INSURANC	866.00	866.00	205.20		660.80	104.88	
	72610	210			UNEMPLOYMENT CO	1,376.00	1,376.00	47.88		1,328.12	8.83	
	72610	212			EMPLOYER MEDICA	15,509.00	15,509.00	3,237.55		12,271.45	1,004.85	
	72610	217			RETIREMENT-HYBR			39.66		-39.66	5.85	
	72610	359			DISPOSAL FEES	96,600.00	96,600.00	24,291.09		72,308.91	8,210.13	
	72610	399			OTHER CONTRACTE	13,593.00	13,593.00	5,621.80		7,971.20	3,002.80	
	72610	410			CUSTODIAL SUPPL	160,000.00	160,000.00	66,876.08	8,203.81	84,920.11	38,074.77	508.14
	72610	415			ELECTRICITY	1,185,000.00	1,185,000.00	290,563.48		894,436.52	114,010.90	
	72610	434			NATURAL GAS	115,000.00	115,000.00	3,482.43		111,517.57	1,162.64	
	72610	454			WATER AND SEWER	180,500.00	180,500.00	48,095.00		132,405.00	24,344.09	
	72610	499			OTHER SUPPLIES	2,000.00	2,000.00			2,000.00		
	72610	501			BOILER INSURANC	11,731.00	11,731.00	5,279.00		6,452.00		
	72610	502			BUILDING AND CO	213,714.00	213,714.00	220,376.00		-6,662.00		
	72610	524			STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72610	720			PLANT OPERATION	5,000.00	5,000.00			5,000.00		
	72610	---			OPERATION OF PL	3,496,458.00	3,496,458.00	991,259.85	8,203.81	2,496,994.34	303,739.48	508.14

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T	Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72620													
	72620	167				MAINTENANCE PER	383,315.00	383,315.00	85,000.72		298,314.28	27,745.82	
	72620	186				LONGEVITY PAY	5,775.00	5,775.00			5,775.00		
	72620	189				OTHER SALARIES	26,250.00	26,250.00			26,250.00		
	72620	201				SOCIAL SECURITY	25,751.00	25,751.00	5,017.62		20,733.38	1,592.27	
	72620	204				STATE RETIREMEN	31,151.00	31,151.00	6,031.83		25,119.17	1,968.69	
	72620	207				MEDICAL INSURAN	80,268.00	80,268.00	15,832.42		64,435.58	7,916.21	
	72620	208				DENTAL INSURANC	137.00	137.00	27.36		109.64	13.68	
	72620	210				UNEMPLOYMENT CO	252.00	252.00			252.00		
	72620	212				EMPLOYER MEDICA	6,022.00	6,022.00	1,173.48		4,848.52	372.39	
	72620	217				RETIREMENT-HYBR	66.00	66.00			66.00		
	72620	307				COMMUNICATION	1,500.00	1,500.00	892.50		607.50	385.00	
	72620	320				DUES AND MEMBER	250.00	250.00	300.00		-50.00		
	72620	335				MAINTENANCE AND	310,000.00	310,000.00	53,853.71	48,452.45	207,693.84	21,224.91	5,873.24
	72620	336				MAINTENANCE AND	240,000.00	240,000.00	19,881.08	68,684.81	151,434.11	15,429.32	32,319.13
	72620	355				TRAVEL	500.00	500.00	55.00		445.00	55.00	
	72620	399				OTHER CONTRACTE	221,585.00	221,585.00	66,388.11	2,575.90	152,620.99	45,440.97	2,970.00
	72620	499				OTHER SUPPLIES	1,000.00	1,000.00			1,000.00		
	72620	524				STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72620	599				OTHER CHARGES	4,000.00	4,000.00			4,000.00		
	72620	701				ADMINISTRATION			3,079.19		-3,079.19		1,542.80
	72620	717				MAINTENANCE EQU	5,000.00	5,000.00			5,000.00		
	72620	---				MAINTENANCE OF	1,343,822.00	1,343,822.00	257,533.02	119,713.16	966,575.82	122,144.26	42,705.17

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T Acct	Obj Prj Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
				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	14,937.90		44,814.10	4,979.30	
72710 142			MECHANIC(S)	108,611.00	108,611.00	24,131.81		84,479.19	9,017.31	
72710 146			BUS DRIVERS	668,177.00	668,177.00	104,578.38		563,598.62	53,449.11	
72710 162			CLERICAL PERSON	62,966.00	62,966.00	7,990.02		54,975.98	2,663.34	
72710 186			LONGEVITY PAY	19,050.00	19,050.00			19,050.00		
72710 189			OTHER SALARIES	46,684.00	46,684.00	6,568.25		40,115.75	3,980.25	
72710 201			SOCIAL SECURITY	59,845.00	59,845.00	8,296.30		51,548.70	3,828.21	
72710 204			STATE RETIREMEN	72,393.00	72,393.00	11,658.29		60,734.71	5,376.74	
72710 207			MEDICAL INSURAN	428,147.00	428,147.00	80,528.62		347,618.38	40,264.31	
72710 208			DENTAL INSURANC	1,640.00	1,640.00	300.96		1,339.04	150.48	
72710 210			UNEMPLOYMENT CO	1,239.00	1,239.00	24.44		1,214.56	15.67	
72710 212			EMPLOYER MEDICA	13,996.00	13,996.00	1,958.58		12,037.42	905.56	
72710 307			COMMUNICATION	2,000.00	2,000.00	442.20		1,557.80	235.45	
72710 340			MEDICAL AND DEN	8,000.00	8,000.00	2,835.00	750.00	4,415.00	2,835.00	225.00
72710 355			TRAVEL	500.00	500.00			500.00		
72710 399			OTHER CONTRACTE	29,000.00	29,000.00	23,768.26		5,231.74	182.14	
72710 412			DIESEL FUEL	250,000.00	250,000.00	15,478.18	24,021.82	210,500.00	14,199.03	
72710 425			GASOLINE	65,000.00	65,000.00	4,617.46	8,000.00	52,382.54	4,617.46	
72710 450			TIRES AND TUBES	28,000.00	28,000.00	129.84	400.00	27,470.16	129.84	
72710 453			VEHICLE PARTS	70,000.00	70,000.00	7,641.69	32,032.01	30,326.30	2,698.74	1,618.23
72710 511			VEHICLE AND EQU	65,984.00	65,984.00	54,777.00		11,207.00		
72710 524			STAFF DEVELOPME	1,000.00	1,000.00	20.00		980.00		
72710 599			OTHER CHARGES	27,200.00	27,200.00	10,891.64	7,175.00	9,133.36	5,913.70	3,000.00
72710 729			TRANSPORTATION	440,000.00	440,000.00	7,056.00	324,045.00	108,899.00	7,056.00	7,056.00
72710 ---			TRANSPORTATION	2,529,184.00	2,529,184.00	388,630.82	396,423.83	1,744,129.35	162,497.64	11,899.23

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T	Acct	Obj	Pri	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72810													
	72810	162				CLERICAL PERSON	23,755.00	23,755.00	5,880.00		17,875.00	1,960.00	
	72810	186				LONGEVITY PAY	350.00	350.00			350.00		
	72810	201				SOCIAL SECURITY	1,495.00	1,495.00	336.30		1,158.70	106.77	
	72810	204				STATE RETIREMEN	1,808.00	1,808.00	441.00		1,367.00	147.00	
	72810	206				LIFE INSURANCE	18,000.00	18,000.00	4,492.80		13,507.20	4,492.80	
	72810	207				MEDICAL INSURAN	90,332.00	90,332.00	19,838.97		70,493.03	7,320.30	
	72810	210				UNEMPLOYMENT CO	21.00	21.00			21.00		
	72810	212				EMPLOYER MEDICA	350.00	350.00	78.65		271.35	24.97	
	72810	299				OTHER FRINGE BE	68,000.00	68,000.00	12,991.12		55,008.88	12,991.12	
	72810	307				COMMUNICATION	17,000.00	17,000.00	3,020.01		13,979.99	1,613.30	
	72810	348				POSTAL CHARGES	8,000.00	8,000.00	461.04		7,538.96	461.04	
	72810	355				TRAVEL	5,000.00	5,000.00			5,000.00		
	72810	435				OFFICE SUPPLIES				229.47	-229.47		33.16
	72810	599				OTHER CHARGES	7,000.00	7,000.00	1,132.14		5,867.86	278.67	
	72810	---				CENTRAL AND OTH	241,111.00	241,111.00	48,672.03	229.47	192,209.50	29,395.97	33.16

Fnd T Acct	Obj Prj Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
73300										
	73300 105		SUPERVISOR/DIRE			3,188.34		-3,188.34	2,771.67	
	73300 116		TEACHERS			2,412.50		-2,412.50	2,412.50	
	73300 163		EDUCATIONAL ASS			94.50		-94.50	94.50	
	73300 201		SOCIAL SECURITY			331.06		-331.06	307.67	
	73300 204		STATE RETIREMEN			541.24		-541.24	498.45	
	73300 210		UNEMPLOYMENT CO			0.49		-0.49	0.49	
	73300 212		EMPLOYER MEDICA			77.43		-77.43	71.96	
	73300 217		RETIREMENT-HYBR			25.00		-25.00	25.00	
	73300 422		FOOD SUPPLIES			1,067.59	287.56	-1,355.15	1,067.59	
	73300 429		INSTRUCTIONAL S				355.45	-355.45		
	73300 499		OTHER SUPPLIES			122.08	120.00	-242.08	122.08	
	73300 599		OTHER CHARGES				45.00	-45.00		
	73300 ---		COMMUNITY SERVI			7,860.23	808.01	-8,668.24	7,371.91	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T Acct	Obj Pri Loc	Prg Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
73400									
	73400 116		TEACHERS	114,560.00	114,560.00	19,093.40	95,466.60	9,546.70	
	73400 117		CAREER LADDER P	1,000.00	1,000.00		1,000.00		
	73400 163		EDUCATIONAL ASS	29,838.00	29,838.00	4,606.00	25,232.00	2,303.00	
	73400 186		LONGEVITY PAY	2,000.00	2,000.00		2,000.00		
	73400 198		NON-CERTIFIED S	1,500.00	1,500.00	120.00	1,380.00	120.00	
	73400 201		SOCIAL SECURITY	9,232.00	9,232.00	1,322.70	7,909.30	665.07	
	73400 204		STATE RETIREMEN	12,297.00	12,297.00	2,306.34	9,990.66	1,153.17	
	73400 207		MEDICAL INSURAN	38,208.00	38,208.00	7,535.74	30,672.26	3,767.87	
	73400 208		DENTAL INSURANC	137.00	137.00	27.36	109.64	13.68	
	73400 210		UNEMPLOYMENT CO	105.00	105.00	0.36	104.64	0.36	
	73400 212		EMPLOYER MEDICA	2,159.00	2,159.00	309.34	1,849.66	155.54	
	73400 429		INSTRUCTIONAL S	2,800.00	2,800.00	80.08	2,719.92	7.28	80.08
	73400 524		STAFF DEVELOPME	1,500.00	1,500.00		1,500.00		
	73400 ---		EARLY CHILDHOOD	215,336.00	215,336.00	35,401.32	179,934.68	17,732.67	80.08

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 9/2020)

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	September 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
76100												
	76100	799			OTHER CAPITAL O	874,670.00	874,670.00	30,674.04	91,974.00	752,021.96	9,243.09	9,243.09
	76100	---			REGULAR CAPITAL	874,670.00	874,670.00	30,674.04	91,974.00	752,021.96	9,243.09	9,243.09

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prq</u>	<u>Obj</u>	<u>2020-21</u> <u>Original Budget</u>	<u>2020-21</u> <u>Revised Budget</u>	<u>2020-21</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>September 2020-21</u> <u>Monthly Activity</u>	<u>2020-21</u> <u>Enc Carry Forward</u>
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		

<u>End T</u>	<u>Acct</u>	<u>Obj</u>	<u>Pri</u>	<u>Loc</u>	<u>Prg</u>	<u>Obj</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>Encumbered Amount</u>	<u>Unencumbered Balance - YTD Act</u>	<u>September 2020-21 Monthly Activity</u>	<u>2020-21 Enc Carry Forward</u>
Grand Expense Totals							44,950,072.00	44,950,072.00	8,707,310.81	871,753.75	35,371,007.44	3,810,113.68	132,894.28

Number of Accounts: 550

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

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 _____

(SCHOOL)

Area/Room of the building requested MCAD Lecture Hall

Name/Type of event to be held County Commission Meeting

Date of the event 10-26-20 Time 6:00 PM

Organization/Person requesting use Marshall County Government

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building Mike Kenix

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 10-13-20

Signature of principal [Signature] Date 10/13/20

Signature of Director of Schools for approval [Signature] Date 10-13-20

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 MCHS
(SCHOOL)

Area/Room of the building requested MCHS Gym

Name/Type of event to be held Basketball practices & Youth - 4th 5th 6th grade games

Date of the event TBD - will NOT interfere Time 8:00-5:00

Organization/Person requesting use Chris Mason and David Stealy

Name of insurance company Chappell Insurance Agency Amount of coverage \$1,000,000
Minimum coverage of \$1,000,000 required

Contact person for organization using building Chris Mason

Address 2439 Old Farmington Rd Phone 931 446 3331 Cell 931 446 3331
Lewisburg TN 37091

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 Chris Mason / David Stealy Date 10/28/20

Signature of principal [Signature] Date 11/3/20

Signature of Director of Schools for approval Geoff Lovell Date 11-3-20

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.
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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 LMS + MCHS Softball Fields
(SCHOOL)

Area/Room of the building requested Softball fields
Name/Type of event to be held Softball Fundraiser
Date of the event 11/7/2020 Time 9am
Organization/Person requesting use Chris Mason
Name of insurance company Chapelle ins. Amount of coverage 2,000,000
*Minimum coverage of \$1,000,000 required
Contact person for organization using building Chris Mason
Address _____ Phone 931-446-3331 Cell same

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use _____ Date 11/3/2020
Signature of principal _____ Date 11/3/2020
Signature of Director of Schools for approval Jacob Powell Date 11-4-20

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

3/3



Linking Learning to Life

REQUEST FOR USE OF DeIK-Henson / CHES
(SCHOOL)

Area/Room of the building requested DeIK-Henson / Chapel Hill Elem. School - Gym

Name/Type of event to be held Jr. Pro Basketball League

Date of the event December 5th - April 1st, 2021 Time _____

Organization/Person requesting use Jessica Ezell Preston

Name of insurance company NA Amount of coverage NA

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

Contact person for organization using building _____

Address 3565 Warner Rd Phone 637-7393 Cell 931-637-7393

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Jessica Preston Date Oct. 15th, 2020

Signature of principal Robert J. Reasonover Date 10.15.20

Signature of Director of Schools for approval Carol Lovell Date 10-15-20

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.



REQUEST FOR USE OF Forrest High School
(SCHOOL)

Area/Room of the building requested Forrest High School - Gym

Name/Type of event to be held Jr. Pro Basketball League

Date of the event December 5th - April 1st, 2021 Time _____

Organization/Person requesting use Jessica Ezell-Preston

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

Contact person for organization using building Jessica Preston

Address 3565 Warner Rd Phone 931-637-7393 Cell 931-637-7393

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Jessica Preston Date Oct. 15th, 2020

Signature of principal [Signature] Date 10/19/20

Signature of Director of Schools for approval Cash Perrell Date 10-20-20

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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