

Regular Board Meeting
February 8, 2021 6:00 PM
MCBOE

Attendance Taken at 6:00 PM.

Mr. John Allen:	Present
William Bell:	Present
Ms. Julie Cathey:	Present
Mrs. Kristen Gold:	Present
Ms. Susan Hunter:	Present
Erin Jones:	Present
Mr. Harvey Jones:	Present
Heidi McElhaney:	Present
Mr. Andy Woodard:	Present

1. **Agenda**

Motion Passed: Approve the agenda Passed with a motion by Mrs. Kristen Gold and a second by Mr. John Allen.

Mr. John Allen:	Yea
William Bell:	Yea
Ms. Julie Cathey:	Yea
Mrs. Kristen Gold:	Yea
Ms. Susan Hunter:	Yea
Erin Jones:	Yea
Mr. Harvey Jones:	Yea
Heidi McElhaney:	Yea
Mr. Andy Woodard:	Yea

2. **Recognitions**

1. National School Counseling Week

Director Jacob Sorrells and Student Services Supervisor Ginger Tepedino recognized the school counselors in honor of National School Counseling Week.

Chapel Hill Elementary - Pam Gentry
Delk-Henson Intermediate School - Mignonne Sawyer
Forrest School - Summer Milewski, Susan Wild
Cornersville Elementary - Rebecca McKay
Cornersville School - Edna London
Oak Grove Elementary - Amy Sumners
Marshall Elementary - Carroll Cope
Westhills Elementary - Stephanie O'Neal
Lewisburg Middle - Becky Cheatham
Marshall County High - Blair Goodman, Jeanne Wiles

3. **MCEA Report**

There was no MCEA Report.

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

1. Five-Year Strategic Plan Committee - February 1

Ms. Gold gave a summary of the Five-Year Strategic Plan committee meeting on February 1.

5. **Consent Agenda**

Motion Passed: Approve consent agenda Passed with a motion by Mr. Harvey Jones and a second by Heidi McElhaney.

Mr. John Allen: Yea
William Bell: Yea
Ms. Julie
Cathey: Yea
Mrs. Kristen
Gold: Yea
Ms. Susan
Hunter: Yea
Erin Jones: Yea
Mr. Harvey
Jones: Yea
Heidi
McElhaney: Yea
Mr. Andy
Woodard: Yea

1. Minutes

6. **FHS Volleyball Team Proposal**

Forrest School is requesting approval for a high school girls' volleyball team.

Motion Passed: Approve the request to form a high school girls' volleyball team at Forrest School Passed with a motion by Mr. Harvey Jones and a second by Erin Jones.

Mr. John Allen: Yea
William Bell: Yea
Ms. Julie
Cathey: Yea
Mrs. Kristen
Gold: Yea
Ms. Susan
Hunter: Yea
Erin Jones: Yea
Mr. Harvey
Jones: Yea
Heidi
McElhaney: Yea
Mr. Andy
Woodard: Yea

7. **Gym Floors**

Motion Passed: Approve the sanding, repair, and refinishing quotes for the gym floors at Cornersville High School and Lewisburg Middle School Passed with a motion by Mr. John Allen and a second by Mr. Harvey Jones.

Mr. John Allen: Yea
William Bell: Yea
Ms. Julie
Cathey: Yea
Mrs. Kristen
Gold: Yea
Ms. Susan
Hunter: Yea
Erin Jones: Yea
Mr. Harvey
Jones: Yea
Heidi
McElhaney: Yea
Mr. Andy
Woodard: Yea

8. **Director's Evaluation Instrument**

The board agreed to use the same Director's Evaluation Instrument as was used in the past.

9. **New Business**

There was no new business.

10. **Director's Report**

During the Director's Report, Mr. Sorrells: gave a COVID update; thanked the members for attending the work session last week.

Motion Passed: Approve the IDEA-B Rev. #4 budget Passed with a motion by Mr. Harvey Jones and a second by Mrs. Kristen Gold.

Mr. John Allen: Yea
William Bell: Yea
Ms. Julie
Cathey: Yea
Mrs. Kristen
Gold: Yea
Ms. Susan
Hunter: Yea
Erin Jones: Yea
Mr. Harvey
Jones: Yea
Heidi
McElhaney: Yea
Mr. Andy
Woodard: Yea

Motion Passed: Approve the Town of Chapel Hill's request for a ten-foot utility easement at Forrest School Passed with a motion by Mr. Harvey Jones and a second by Mr. John Allen.

Mr. John Allen: Yea
William Bell: Yea
Ms. Julie
Cathey: Yea
Mrs. Kristen
Gold: Yea
Ms. Susan
Hunter: Yea
Erin Jones: Yea

Mr. Harvey Yea
Jones:
Heidi
McElhanev: Yea
Mr. Andy Yea
Woodard:

1. IDEA/B 21.01 Revision #4
2. Town of Chapel Hill Easement

The Town of Chapel Hill needs to install a storm water transmission line from their retention pond to a point close to Spring Creek. This is to aid in the removal of storm water from the Town during flood events. Town Administrator Mark Graves is requesting a ten foot utility easement, approximately 275 ft. in length, along the western border of the Forrest School property. The project would consist of a 12" storm water transmission line buried 24" to 36" and conditions to be restored as is.

11. **Adjourn**

The meeting adjourned at 6:19 p.m.

12. **FYI**

1. Approved Fundraisers
2. Use of Facility

Chairperson

Superintendent

Marshall County Board of Education

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

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

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

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

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

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: 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.



Five-Year Strategic

Plan

Marshall County Board of Education

Julie
Cathey
Chairman
District #5



Jacob Sorrells
Director of
Schools



William Bell
District #1



Harvey Jones
District #2



Kristen Gold
District #3



Andy Woodard
District #4



John Daniel
Allen
District #6



Susan Hunter
District #7



Erin Jones
District #8



Heidi McElhaney
District #9



MISSION

Our Mission is to maximize learning in all areas for all students.

VISION

Our vision is to provide a learning environment which will prepare every student for post-secondary education and/or career success.

BELIEFS

In Marshall County school community, we believe that our mission is divided into five essential parts: instruction, learning, assessment, collective decision making, and policy

We are DIVERSE

3.53% EL students served in 7 languages or dialects

L, T1, T2

45.25% free/reduced lunch

23.9 direct cert

2,035 students enrolled in CTE classes

16% students with disabilities

IDEA and 504

- 1. Learning:** Our top priority is to ensure that all students receive a high quality education in a safe, positive learning environment, as they transition into post-secondary life.
- 2. Curriculum & Instruction:** Teachers must implement a clear, valid curriculum and use research-based practices and differentiated instruction to maximize results for all students, as they address the learning styles and ability levels of individual students. Teachers must incorporate higher order thinking skills and challenge students to move beyond proficiency and reach their maximum potential. Professional Learning Communities exist at each school site for the benefit of our students and staff. The district is also promoting district-wide PLCs among schools and providing time during the school year for teachers and administrators across the district to collaborate with one another. The new TNReady standards have been embedded in K - 12 curriculum and instruction.
- 3. Assessment:** All teachers must use formative and summative assessments to maintain clear purpose, measure student achievement, and provide appropriate feedback. Staff members will use disaggregated data and research-based information to target instruction to students' individual needs.
- 4. Collaboration and decision making:** Healthy collaboration among all stakeholders is essential to improving a school system. Decision making must be data-driven, reflect stakeholder input, and ensure equity and adequacy for all external communication. Use of all funding must be priority-driven and targeted to research-based learning while addressing individual student's needs.
- 5. Policy and Procedures:** The Board of Education must ensure that policies provide equity and adequacy for students; are aligned to system goals for student learning; enable students to move beyond achievement targets; and create and maintain a high performing system, while retaining highly qualified personnel at all schools

Infrastructure

<p><u>Goal 1 -</u> <i>Maintain high quality facilities - The district will build and maintain high quality facilities across the district that are both functional and aesthetically pleasing.</i></p>	<p><u>Strategy A</u> - Implement the roofing plan provided by Stephen Ward and Associates. We must repair and replace roofs in the near future and beyond to ensure the integrity of our facilities.</p> <p><u>Budget</u> - Approximately \$2,000,000 in ESSER funds will be used for roof repair.</p> <p><u>Evaluation</u> - Roofs will continually be monitored and evaluated for leaks. Recommendations for future repairs and replacement will be made by our roofing consultant Mr. Kevin Turner.</p>
<p><u>(Continue) Goal 1 -</u> <i>Maintain high quality facilities - The district will build and maintain high quality facilities across the district that are both functional and aesthetically pleasing.</i></p>	<p><u>Strategy B</u> - Work with principals and other district leaders to identify possible areas to target for renovation and improvement. This includes but is not limited to painting, landscaping, paving, replacing doors and windows, handicapped accessibility, and providing general infrastructure improvements as needed.</p> <p><u>Budget</u> - Approximately \$550,000 in maintenance annually plus \$300,000 in capital outlay. Also \$150,000 in ESSER funds will be used specifically for doors and windows in need of replacement.</p> <p><u>Evaluation</u> - Site meetings between principals and maintenance will occur annually to review what has been done on site and what needs to be done in the future. Review the buildings and our plan annually with maintenance.</p>

<p><u>Goal 2 -</u> <i>Improve Security - The district will work with the principals and maintenance to provide a safe and secure learning environment.</i></p>	<p><u>Strategy A</u> - Add surveillance cameras at the Central Office. Upgrade, repair, and maintain current fire, burglary, and camera systems in schools facilities.</p> <p><u>Budget</u> - Safer Schools Grant</p> <p><u>Evaluation</u> - We will use feedback from school staff and administration.</p>
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<p><u>Goal 3 -</u> <i>Operate our buildings as efficiently as possible- The district will operate all of our buildings in an efficient manner and make cost effective decisions.</i></p>	<p><u>Strategy A</u> - Continue our working relationship with both Siemens and Trane to increase our energy savings. The cost avoidance for the 2019-2020 school year was 23.2% with a total savings of \$512,449. Based upon current data for the 2020-2021 school year we expect a cost avoidance of 24-25% and total savings around \$430,000.</p> <p><u>Evaluation</u> - Continue to study the numbers provided by our energy specialist Mr. Roy Haislip to look for new areas of possible savings.</p>
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<p><u>(Continue) Goal 3 -</u> <i>Operate our buildings as efficiently as possible- The district will operate all of our buildings in an efficient manner and make cost effective decisions.</i></p>	<p><u>Strategy B</u> - Annually replace old and non-efficient heat and air units throughout the district to reduce energy consumption and overall costs.</p> <p><u>Budget</u> - \$330,000 in ESSER funds will be used to replace the oldest and least efficient units in the system.</p> <p><u>Evaluation</u> - Work with maintenance and Mr. Haislip to identify and review problem areas.</p>
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Technology

Goal 1- *Student and Teacher
Technology Hardware Lifecycle Plan*

Strategy A - Provide and maintain a student to computer ratio of 1 to 1. Students will receive a device purchased by the district to interact, collaborate, and communicate information with peers. The District will charge a \$10 technology fee to assist with the cost of support and maintenance of these student devices.

Budget -Buyout 2019 Lease of 1083 Chromebooks using ESSR 2.0 (\$241,115.81). Sell 2100 Chromebooks that have reached their Auto Update Expiration (\$54,000). Purchase 2100 replacement devices using ESSR 2.0 (\$481,500)

Evaluation- Determine the effectiveness and utilization of student and teacher devices. Principal observations to evaluate instructional practices using student assigned devices.

Strategy B - Provide modern and efficient computers and devices to all teachers and staff

Budget - Buyout 2019 Lease of 345 Teacher laptops using ESSR 2.0 Funds (\$240,115.81)

Evaluation - The Technology Supervisor will conduct an analysis of service requests to identify outdated equipment and develop a life-cycle leasing replacement plan beginning 2025 and the sale of all student and teacher devices.

<p><i>Goal 2 – Enhance Network Bandwidth to meet TN Dept. of Education Testing Requirements</i></p>	<p><u>Strategy A</u> - Perform audits of all Wide Area Networks (WAN) and the LEA ingress/egress bandwidth utilization. Transition qualifying schools to 10GB WAN circuits and the LEA to 7.5 GB circuits.</p> <p><u>Budget</u> - Use current resources.</p> <p><u>Evaluation</u> - The Technology Supervisor will work with ENA to upgrade network resources over a 5-year agreement period using the Nashville Broadband Consortium.</p>
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<p><i>Goal 3 - Update and Secure Network Infrastructure to meet TN Dept. of Education and industry standards</i></p>	<p><u>Strategy A</u> - Conduct a network performance security analysis of current infrastructure. Perform high level server and network maintenance on a regular basis. Implement Aruba Clearpass Network Access Control and Policy Manager to secure wired and wireless networks.</p> <p><u>Budget</u> - Use Current Resources</p> <p><u>Evaluation</u> - The Technology Supervisor will work with ENA and Aruba to conduct security audits and benchmark testing of network resources.</p>
	<p><u>Strategy B</u> - Identify necessary system and network equipment lifecycle replacement and/or upgrades. To include cabling, switches, servers, and access points (AP)</p> <p><u>Budget-</u> Use Current LEA and E-Rate Resources</p> <p><u>Evaluation</u> - Evaluate current industry standards and education requirements. Technology Supervisor will rate the current network posture based upon current state. testing requirements.</p>

Student Services/Whole Child

Goal 1 - Create a "College Going Culture" in Marshall County Schools- The Schools will work to increase student knowledge of possible post-secondary options, financial aid possibilities, and career options. They will work to build a college-going culture based on early college awareness by nurturing in students the confidence to aspire to college and the resilience to overcome challenges along the way. Maintain high expectations by providing adequate support, building social capital, and conveying the conviction that all students, including special populations, can succeed in college.

Strategy A - School Counselors have new standards, a third of which deal with College and Career Readiness Standards. Along with the new curriculum, School counselors will work to implement the Eight Components of College and Career Readiness Counseling. This program was developed by the College Board to provide a systematic approach for school counselors to implement across grades K-12- elementary through high school and beyond - to ensure equity both in process and results. Elementary schools are working to increase the students' awareness of post-secondary options by doing such things as creating displays with teachers and their alma maters and using collegiate posters and pennants. Secondary Schools have had access to Find Your Grind. This is a curriculum which helps students prepare for life outside of the classroom, with meaningful lessons on topics like finding your identity, responsible social media use, digital citizenship, financial literacy, and the job application process.

Budget - Approximately \$10,000 for counseling curriculum which can possibly be pulled from the curriculum budget.

Evaluation - We will annually review the program with both counselors and administration in order to monitor and adjust as needed. High School counselors are now on 11th month contracts.

(Continue) Goal 1- Create a "College Going Culture" in Marshall County Schools- The Schools will work to increase student knowledge of possible post-secondary options, financial aid possibilities, and career options. They will work to build a college-going culture based on early college awareness by nurturing in students the confidence to aspire to college and the resilience to overcome challenges along the way. Maintain high expectations by providing adequate support, building social capital, and conveying the conviction that all students, including special populations, can succeed in college.

Strategy B - We continue to host the annual college fair, financial aid nights, and college goal meetings that are held by each of the three high schools, the counselors will plan and host an informational meeting starting with the TN Promise/Hope Lottery scholarship. High schools will also host Fafsa Frenzy and College App Week - two state initiatives to help promote post-secondary attrition. They also host a "College Signing Day" in May for all students that have been accepted into a post-secondary institution. **Continue to work with The Marshall Education Foundation Fafsa Coordinator to provide fafsa filing services to our students.**

Budget - NA

Evaluation - We will annually review the program with both counselors and administrators in order to monitor and adjust as needed. Our college fair continues to grow. It has been moved into the gym at MCHS from the hallways to accommodate the growth.

(Continue) Goal 1- Create a "College Going Culture" in Marshall County Schools- The Schools will work to increase student knowledge of possible post-secondary options, financial aid possibilities, and career options. They will work to build a college-going culture based on early college awareness by nurturing in students the confidence to aspire to college and the resilience to overcome challenges along the way. Maintain high expectations by providing adequate support, building social capital, and conveying the conviction that all students, including special populations, can succeed in college.

Strategy C - Marshall County Schools will continue to build their partnership with the TN Pathways Program to ensure more K - 12 students are attaining post secondary degrees in alignment with the Drive to 55 Initiative.

Budget - N/A

Evaluation - More EPSO offerings at the high school level such as AP courses, Industry Certifications, Dual Enrollment offerings. Our Dual Enrollment offerings continue to increase through more courses from Columbia State and TCAT Pulaski and TCAT Shelbyville. **We are considering partnering with Tennessee State University for Dual Enrollment opportunities as well.**

Goal 2 - Create and establish a Virtual Learning Program for Marshall County Schools

Strategy A - Create and develop a Comprehensive Online curriculum for grade 7-12 using Edgenuity ELA, Math, Science, Social Studies, World Languages, AP, and Electives,

Budget - ESSR 2.0 Initial cost of \$120,000 for the first two years with an annual renewal cost of \$56,000 per year beginning 2023-2024

Evaluation - We will evaluate the success of the program by reviewing the academic success of student work, and the graduation rate of those students enrolled.

<p><i>(Continue) Goal 2 - Create and establish a Virtual Learning Program for Marshall County Schools</i></p>	<p><u>Strategy B</u> - Attract and retain two full-time facilitators. To develop, monitor, and track student progress. Staff will be responsible for communicating student and program progress with parents and administration.</p> <p><u>Budget</u> - \$150,000</p> <p><u>Evaluation</u> -The monthly personnel report and virtual student enrollment numbers will be used to justify staff positions</p>
<p><i>(Continue) Goal 2 - Create and establish a Virtual Learning Program for Marshall County Schools</i></p>	<p><u>Strategy C</u> - Obtain Synergy Online Enrollment program and establish a virtual student application process for the Marshall County Schools Virtual Program.</p> <p><u>Budget</u> - ESSR 2.0 Funding \$51,635</p> <p><u>Evaluation</u> - Monitor online enrollment data for accuracy and ensure the Marshall County Schools virtual program is accepting qualified candidates to ensure student success.</p>
<p><u>Goal 3</u> - Provide students with an environment that meets their physical, social, and emotional needs - We must do everything possible to meet the needs of all students, including special populations, through various programs and activities. It is our goal to provide a learning environment and the tools necessary for all students to be social, emotional, behaviorally, and academically successful.</p>	<p><u>Strategy A</u> - Character Education Curriculum</p> <p><u>Budget</u> - \$5,000</p> <p><u>Evaluation</u> - Annual review of various local and state reports for discipline, attendance, and bullying.</p>

<p><u>(Continue) Goal 3 - Provide students with an environment that meets their physical, social, and emotional needs - We must do everything possible to meet the needs of all students, including special populations, through various programs and activities. It is our goal to provide a learning environment and the tools necessary for all students to be social, emotional, behaviorally, and academically successful.</u></p>	<p><u>Strategy B - Provide Olweus/Best Practices in School Climate & Bullying Curriculum in every school. We will continue to conduct updated training for school administrators and counselors each year. Schools are responsible for providing training for staff in the buildings.</u></p> <p><u>Budget - \$6,000</u></p> <p><u>Evaluation - Annual review of various local and state reports for discipline, attendance, and bullying.</u></p>
<p><u>(Continue) Goal 3 - Provide students with an environment that meets their physical, social, and emotional needs - We must do everything possible to meet the needs of all students, including special populations, through various programs and activities. It is our goal to provide a learning environment and the tools necessary for all students to be academically, socially and emotionally successful.</u></p>	<p><u>Strategy C - Provide access to a clinical therapist/counselor for students at school through Mercy Health Care and Centerstone Behavioral Health Services. Centerstone Behavioral health Services will focus on three schools of specific need, WES, LMS, and MCHS. A county system-wide behavior analyst employed by the school system is available for routine counseling and crisis intervention.</u></p> <p><u>Budget - \$55,000</u></p> <p><u>Evaluation - Review of referrals to Mercy Health Care Counselors. Mercy continues to be a very helpful partner for our student mental health needs. We have waiting lists but only because Mercy has not been able to fill the last position needed to cover all our schools. Moving forward we will continue to use the system-wide behavior analyst to also meet the specific challenges of special populations, 504, and behaviorally challenged students.</u></p>

(Continue) Goal 3 - Provide students with an environment that meets their physical, social, and emotional needs - We must do everything possible to meet the needs of all students, including special populations, through various programs and activities. It is our goal to provide a learning environment and the tools necessary for all students to be academically, socially and emotionally successful.

Strategy D - Lower Absenteeism and Truancy - The district social workers will work with the principals to lower the absentee rate and decrease truancy with all students, including special populations. Students must be in school to learn.

School Nurses are working to identify common illnesses that cause absenteeism and then work to educate students on ways to avoid or at least decrease the chance of contracting the illness.

Budget –

Evaluation - We added two nurses at Marshall County High School. Nurses continue to be a vital part of our school’s fight against chronic absenteeism. We will continue with our Tardy Board for Elementary Schools in 2021-22.

Elementary Education

<p><i>Goal 1-Build skills in early grades (K-3) to contribute to future success. Ensure that students in kindergarten through third grade receive rigorous, standards-based instruction that uses foundational skills instruction as its primary form of instructional programming in English language arts.</i></p>	<p><u>Strategy A-</u> Provide high quality professional development opportunities and materials to refine skills and strategies to teach the Tennessee Academic standards. In addition to district-led professional development, professional development may be offered by vendors such as NIET, TNTP, and the Tennessee Department of Education.</p> <p><u>Budget-</u> The existing professional development budget will be used to provide high-quality professional development for K-3 teachers.</p> <p><u>Evaluation-</u> Teacher observations using the Instructional Practices Guide (IPG) and state-developed screener scores. Student scores on the Tennessee Universal Screener will be evaluated three times per year.</p>
<p><i>(Continue) Goal 1-Build skills in early grades (K-3) to contribute to future success. Ensure that students in kindergarten through third grade receive rigorous, standards-based instruction that uses foundational skills instruction as its primary form of instructional programming in English language arts.</i></p>	<p><u>Strategy B -</u> Continue to work with SCORE, TNTP and LIFT to improve Tier I ELA instruction. This partnership includes district walk-throughs using the Instructional Practices Guide, professional development opportunities and consultation services.</p> <p><u>Budget -</u> n/a. These services are funded by a benefactor to SCORE as part of our partnership in the LIFT Learning Network.</p> <p><u>Evaluation -</u> Data from the Instructional Practice Guide (IPG) and scores from the state -developed screener will be evaluated to determine the impact of the district’s work with these partners.</p>

<p><i>(Continue) Goal 1-Build skills in early grades (K-3) to contribute to future success. Ensure that students in kindergarten through third grade receive rigorous, standards-based instruction that uses foundational skills instruction as its primary form of instructional programming in English language arts.</i></p>	<p><u>Strategy C-</u> Participate in the Reading 360 initiative. Reading 360 is a \$100 million dollar investment in early literacy from the Tennessee Department of Education. It includes a two week training for all K-2 teachers on foundational skills. Week one will be online and week two will be in our district. Participating teachers will receive a \$1000 stipend(paid by the state), a manipulative kit and in-service credit.</p> <p>Reading 360 also includes participation in the Early Literacy Network. This will give our district an additional \$40,000 each year for two years of coaching specifically on CKLA implementation. The training will be provided by a state-approved vendor, such as TNTP.</p> <p><u>Budget-</u> n/a. This is funded by the state using two federal grants.</p> <p><u>Evaluation</u> - Data from the state -developed screener will be evaluated to determine the impact of the district’s work in this program.</p>
<p><i>(Continue) Goal 1-Build skills in early grades (K-3) to contribute to future success. Ensure that students in kindergarten through third grade receive rigorous, standards-based instruction that uses foundational skills instruction as its primary form of instructional programming in English language arts.</i></p>	<p><u>Strategy D-</u> Provide extra time and support for struggling readers in summer learning camps.Students who have completed grades K-7 will have the opportunity to attend a 6 week camp in the summer of 2021 and 2022. Beginning with the school year of 2023-2024, the camp will be for students who have completed grades 3-7.</p> <p><u>Budget-</u> n/a. This is funded by the state.</p> <p><u>Evaluation-</u> Pre and Post test data from students attending the camp will be evaluated.</p>

Strategy E- Ensure that teachers have an understanding of the characteristics of Dyslexic students and know to use effective instructional strategies with these students.

Budget- Use the existing professional development budget to send teachers to high-quality Dyslexia-specific training and to broaden the scope of the Dyslexia Summit offerings.

Evaluation- Professional development attendance records will be examined.

(Continue) Goal 1- *Build skills in early grades (K-3) to contribute to future success. Ensure that students in kindergarten through third grade receive rigorous, standards-based instruction that uses foundational skills instruction as its primary form of instructional programming in English language arts.*

<p><u>Goal 2-</u> <i>Marshall County will be ranked # 1 in the South Central region on the TNReady assessment in ELA & Math for grades 3-6 and will increase the number of students scoring on track/mastered by 10% in 2022.</i></p>	<p><u>Strategy A-</u> Attract and retain high quality personnel.</p> <p><u>Budget-</u> Give all teachers a raise if possible.</p> <p><u>Evaluation-</u> The monthly personnel report will be used to determine if we have been able to retain our strongest teachers.</p>
<p><u>(Continue) Goal 2-</u> <i>Marshall County will be ranked # 1 in the South Central region on the TNReady assessment in ELA & Math for grades 3-6 and will increase the number of students scoring on track/mastered by 10% in 2022.</i></p>	<p><u>Strategy B -</u> Provide high quality professional development opportunities and materials to refine skills and strategies to teach the Tennessee Academic standards. In addition to district-led professional development, professional development may be offered by vendors such as NIET, TNTP, and the Tennessee Department of Education.</p> <p><u>Budget -</u> Existing professional development budget.</p> <p><u>Evaluation -</u> Teacher observations using the Instructional Practices Guide will be used to evaluate teacher practices. Teacher and administrator feedback will be used to evaluate the effectiveness of the professional development and quality of the materials.</p>

<p><i>(Continue) Goal 2-</i> Marshall County will be ranked # 1 in the South Central region on the TNReady assessment in ELA & Math for grades 3-6 and will increase the number of students scoring on track/mastered by 10% in 2022.</p>	<p><u>Strategy C-</u> Provide or develop high-quality assessments (CFAs and district benchmarks) and usable data in grades 3-6 for ELA and Math. <i>The state should be developing formative assessments in the next two years for districts to use.</i></p> <p><u>Budget -</u> No cost at this time but we will need to add a budget item here if the state does not provide the assessments.</p> <p><u>Evaluation-</u> School and district leaders will evaluate the assessments for rigor and alignment to the state testing blueprints.</p>
<p><i>(Continue) Goal 2-</i> Marshall County will be ranked # 1 in the South Central region on the TNReady assessment in ELA & Math for grades 3-6 and will increase the number of students scoring on track/mastered by 10% in 2022.</p>	<p><u>Strategy D-</u> Provide extra time and support for struggling readers in summer learning camps. Students who have completed grades K-7 will have the opportunity to attend a 6 week camp in the summer of 2021 and 2022. Beginning with the school year of 2023-2024, the camp will be for students who have completed grades 3-7.</p> <p><u>Budget-</u> n/a. This is funded by the state.</p> <p><u>Evaluation-</u> Pre and Post test data from students attending the camp will be evaluated.</p>

Career and Technical Education

<p><u>Goal 1</u> - Match CTE program offerings with local workforce demands and provide quality instruction in those areas - The district will continue to provide opportunities for students that lead to high-skill, high-wage, and high-demand career opportunities.</p>	<p><u>Strategy A</u> - Continue to provide students with supplies, equipment and facilities that are up-to-date and that are aligned with business/industry needs.</p> <p><u>Budget</u> - No new money required</p> <p><u>Evaluation</u> - Business/Industry needs will continue to be evaluated by teachers and the CTE Director in order to remain up to date with equipment and resources.</p>
<p><u>(Continue) Goal 1</u> - Match CTE program offerings with local workforce demands and provide quality instruction in those areas - The district will continue to provide opportunities for students that lead to high-skill, high-wage, and high-demand career opportunities.</p>	<p><u>Strategy B</u> - Collaborate with business and industry leaders to determine the needs of Marshall County's employers and align our program offerings with those needs. Continue the dual enrollment partnership with TCAT-Shelbyville to provide an Information Technology program of study.</p> <p><u>Budget</u> - No new local money required</p> <p><u>Evaluation</u> - Program offerings will also be evaluated to determine what courses should be offered to meet the needs of Marshall County's employers.</p>

(Continue) Goal 1 - Match CTE
program offerings with local workforce demands and provide quality instruction in those areas - The district will continue to provide opportunities for students that lead to high-skill, high-wage, and high-demand career opportunities.

Strategy C - Recruit and retain qualified CTE teachers utilizing the following:

- Continue to recognize up to five years of related experience for occupationally licensed teachers.
- Continue to compensate CTE teachers, who advise CTSOs, with a stipend for additional time spent.
- Include occupational teachers, with an apprentice license, in the differentiated pay plan to assist them with tuition for the courses required to advance their license.

Budget - \$6,000 addition to annual budget

Goal 2 - Postsecondary and Career Awareness - *The Career and Technical Education Department will make sure students are aware of post-secondary and career opportunities that exist in, or around, Marshall County. Additionally, students will have the opportunity to earn early post-secondary credits (EPSO) and industry certifications assisting in the development of “Ready Graduates.”*

Strategy A - Each CTE course that is offered at Spot Lowe will have a corresponding field trip destination to expose students to local businesses/industry and career opportunities.

Budget - No new money required

Evaluation - A log is kept to ensure all Spot Lowe students have been afforded this opportunity. Additionally, CTE teachers contact previous graduates to determine if they are employed in a related area.

<p><i>(Cont.) Goal 2- Postsecondary and Career Awareness - The Career and Technical Education Department will make sure students are aware of post-secondary and career opportunities that exist in, or around, Marshall County. Additionally, students will have the opportunity to earn early post-secondary credits (EPSO) and industry certifications assisting in the development of “Ready Graduates.”</i></p>	<p><u>Strategy B</u> - Each Fall, all Spot Lowe juniors are taken on a field trip to TCAT-Shelbyville, seniors go to TCAT-Pulaski, and sophomores travel to MTSU.</p> <p><u>Budget</u> - No new money required</p> <p><u>Evaluation</u> - CTE teachers contact previous graduates to determine if they are enrolled in a post-secondary school.</p>
<p><i>(Cont.) Goal 2- Postsecondary and Career Awareness - The Career and Technical Education Department will make sure students are aware of post-secondary and career opportunities that exist in, or around, Marshall County. Additionally, students will have the opportunity to earn early post-secondary credits (EPSO) and industry certifications assisting in the development of “Ready Graduates.”</i></p>	<p><u>Strategy C</u> - Students will be given opportunities to dual enroll with TCAT Pulaski in the areas of welding, machining and industrial maintenance and with TCAT Shelbyville in the areas of information technology and advanced computer applications. Statewide dual credit courses will be offered in business, agriculture and criminal justice. All of these courses will be held on campus. Dual credit exams will be offered by TCAT-S in the areas of machining, welding, industrial maintenance, and automotive.</p> <p><u>Budget</u> - No new local money required</p> <p><u>Evaluation</u> - CTE Director will monitor enrollment in these classes.</p>

(Cont.) Goal 2- Postsecondary and Career Awareness - The Career and Technical Education Department will make sure students are aware of post-secondary and career opportunities that exist in, or around, Marshall County. Additionally, students will have the opportunity to earn early post-secondary credits (EPSO) and industry certifications assisting in the development of “Ready Graduates.”

Strategy D - Health Sciences students, who enroll in the Nursing Education course, will have the opportunity to participate in a Certified Nursing Assistant (CNA) program at a local nursing home.

Budget - No new money required

Evaluation - Health Science teachers and CTE Director will monitor enrollment in the nursing education class and successful completion of the CNA exam.

Goal 3 - Students will be provided with opportunities to develop leadership and career skills.

Strategy A - All CTE programs will have a corresponding Career and Technical Student Organization (CTSO). The CTSO provides students the opportunity to demonstrate skills learned and also to develop soft skills and leadership characteristics.

Budget - No new money required

Evaluation - CTE teachers include documentation of CTSO participation in their monitoring notebook.

(Continue) Goal 3 - Students will be provided with opportunities to develop leadership and career skills.

Strategy B - Students who have demonstrated characteristics of good employees and who have proven proficiency in course content are given the opportunity to participate in a Work- Based Learning (WBL) opportunity. WBL students are able to leave campus, during fourth block, to job shadow or intern in a local business.

Budget - No new money required

Evaluation - WBL supervisors submit paperwork to the CTE Director documenting students who are participating in the program. They randomly check on students to ensure employer satisfaction.

Secondary Education

Goal 1 - *Improve the District's Average ACT composite score - The district's average composite ACT score will rank # 1 in South Central and grow from 18.9 to 21 by 2022. This includes special populations.*
Last year's graduating class (2020) averaged a 19.4 composite for Marshall County as a whole, a decrease from 2019's graduating class's composite of 20.6.

Strategy A - Use the scores from a retired ACT test to group students for ACT Bootcamps in the spring of their junior year. The district will require all sophomores to take a released ACT test on the juniors' ACT day (March 16) and send the answer sheets to Analyze ED (Pareto) for results. All three schools will use the data from the Pareto tests to group the juniors for instruction in tackling each of the four subtests. Each group will work on the strategies and skills which will most help that group. For instance, students scoring 28 and above don't need instruction in the same skills that students scoring in the 12-18 range need. This allows teachers to individualize instruction. Schools will also familiarize students with the free ACT Academy to help students improve their ACT scores at home.

Budget - \$6,500 for 2021-2022 fiscal year (\$13.00 a test X 500 sophomores + postage)

Evaluation - Principals will submit their plans for remediating students to help them improve their ACT scores. The next year's ACT scores should indicate improvement. The district will also compare the average composite scores from the sophomore year to the spring junior ACT to track progress.

(Continue) Goal 1 - *Improve the District's Average ACT composite score - The district's average composite ACT score will rank # 1 in South Central and grow from 18.9 to 21 by 2022. This includes special populations. Last year's graduating class (2020) averaged a 19.4 composite for Marshall County as a whole, a decrease from 2019's graduating class's composite of 20.6.*

Strategy B - Provide quality professional development in various formats for teachers and administrators. The district will bring in proven ACT specialists to work with our teachers and administrators to implement concrete strategies to improve student performance on the ACT. The district office will also pay for substitutes and mileage for teachers and administrators to attend out-of-county workshops on ACT strategies. Substitutes will be funded so that the ACT committees in every high school have time to collaborate and implement their respective school plans.

Budget - \$6,000 annually in the professional development budget earmarked for ACT programs.

Evaluation – Sign-in sheets and agendas from professional development of teachers for ACT strategies. The next year's ACT scores for the same group of students compared to last year's scores. A spreadsheet has been compiled to track ACT progress for each high school.

Goal 2 - *Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning.*

Strategy A - Attract and retain high-quality personnel.

Budget - Money to provide all teachers with a raise.

Evaluation - The monthly personnel report will be used to determine if we have been able to retain our strongest teachers.

(Cont.) Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning.

Strategy B - The district will provide professional development opportunities and resources for literacy to improve teaching practices and student outcomes. The district will use vetted providers such as NIET and ASCD to provide professional development. The district will also provide books and other materials to use with the Louisiana Believes ELA Guidebooks.

Budget - Money will be used from the professional development budget to pay for subs and training for teachers. Money from materials and supplies will be used to provide grade-level texts and materials for teachers.

Evaluation - Teacher observations using the Instructional Practice Guide will be used to evaluate teaching practices. Teacher and administrator feedback will be used to evaluate the effectiveness of the professional development and quality of the materials. Also, we will compare the numbers of proficient/advanced students in ELA with numbers from the previous year to measure progress. We will use feedback from school staff and administration about the professional development to refine and revamp this as we progress.

(Cont.) Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning.

Strategy C - The district will provide time for teachers to collaborate in both school and district-wide professional learning communities.

Budget - \$2,000 (for substitutes during countywide PLCs and to observe master teachers' classes).

Evaluation - We will compare the numbers of on-track/mastered students in ELA with the numbers from the previous years. We will, also, use feedback from teachers and administration.

(Cont.) Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning.

Strategy D - District leaders will meet in district data meetings monthly to review progress toward both ACT and TNReady goals. The instruction behind the data will also be analyzed to make sure that county common assessments, pacing guides, and instruction are addressing current standards and up-to-date best practices.

Budget - \$0

Evaluation - End-of-the-year scores for ACT and TNReady will be compared with the common assessment data throughout the year to check for the accuracy of our county data to measure progress toward the goals of improving ACT and TNReady goals. We will use end-of-year data to evaluate strengths and weaknesses in our current county PLC documents.

<p><i>(Cont.) Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning.</i></p>	<p><i>Strategy E</i> - Provide extra time and support for struggling readers in summer learning camps. Students who have completed grades K-7 will have the opportunity to attend a six-week camp in the summer of 2021 and 2022. Beginning with the school year of 2023-2024, the camp will be for students who have completed grades 3-7.</p> <p><i>Budget</i>- n/a. This is funded by the state.</p> <p><i>Evaluation</i>- Pre- and Post-test data from students attending the camp will be evaluated.</p>
<p><i>(Cont.) Goal 2 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary ELA, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning.</i></p>	<p><i>Strategy F</i> - Provide training in a structured program to develop teacher leaders who will mentor new and weaker teachers and provide technology instruction.</p> <p><i>Budget</i> - \$6,000 from differentiated pay for mentor teacher leaders and \$6,000 from the professional development budget for technology teacher leaders</p> <p><i>Evaluation</i> - Assessment forms from both the Teacher Leader program participants, other teachers in their respective buildings, and administrators. Overall county student scores will also be used.</p>

<p>Goal 3 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary math, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning in math.</p>	<p>Strategy A - Attract and retain high-quality personnel.</p> <p>Budget - Money to provide a raise for all teachers.</p> <p>Evaluation - The monthly personnel report will be used to determine if we have been able to retain our strongest teachers and fill open positions in math, chemistry, and physics.</p>
<p>Goal 3 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary math, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning in math.</p>	<p>Strategy B - The district will provide professional development opportunities and resources for math to improve teaching practices and improve student outcomes with the new math standards.</p> <p>Budget - \$45,000 annually which includes a (This is the same \$45,000 in Goal 2 of secondary and in Goals 2 and 3 of elementary)</p> <p>Evaluation - We will compare the numbers of on-track/mastered students in math with the numbers from the previous year to measure progress. We will use the feedback from teachers and administration to analyze the quality of the professional development.</p>

(Continue) Goal 3 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary math, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning in math.

Strategy C - The district will provide time for teachers to collaborate in both school and district-wide professional learning communities.

Budget - \$2,000 (for substitutes during countywide PLCs and time to observe master teachers' classes).

Evaluation - We will compare the numbers of on-track/mastered students in math with the numbers from the previous year to measure progress. In addition, we will use the feedback from teachers and administration.

(Continue) Goal 3 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary math, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning in math

Strategy D - District leaders will meet in district data meetings monthly to review progress toward both ACT and TNReady goals. The instruction behind the data will also be analyzed to make sure that county common assessments, pacing guides, and instruction are addressing current standards and up-to-date best practices.

Budget - \$0

Evaluation - End-of-the-year scores for ACT and TNReady will be compared with the common assessment data throughout the year to check for the accuracy of our county data to measure progress toward the goals of improving ACT and TNReady goals. We will use end-of-year data to evaluate strengths and weaknesses in our current county PLC documents.

<p><i>(Continue) Goal 3 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary math, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning in math.</i></p>	<p><i>Strategy E</i> - Provide extra time and support for struggling readers in summer learning camps. Students who have completed grades K-7 will have the opportunity to attend a 6-week camp in the summer of 2021 and 2022. Beginning with the school year of 2023-2024, the camp will be for students who have completed grades 3-7.</p> <p><i>Budget</i>- n/a. This is funded by the state.</p> <p><i>Evaluation</i>- Pre- and Post-test data from students attending the camp will be evaluated.</p>
<p><i>(Continue) Goal 3 - Rank # 1 in the South Central Region and increase the number of on-track/mastered learners in secondary math, including special populations, by 10% by 2022. The district will provide professional development, resources, and support through county-wide PLC collaboration to provide tools for teachers to improve student learning in math.</i></p>	<p><i>Strategy F</i>- Provide training in a structured program to develop teacher leaders who will mentor new and weaker teachers and provide technology professional development.</p> <p><i>Budget</i> - \$6,000 from differentiated pay and \$6000 from the professional development budget</p> <p><i>Evaluation</i> - Assessment surveys from the teacher leader program participants, other teachers in their respective buildings, and administrators. Overall student scores for the county will also be used.</p>

<p>Goal 4- Provide remediation and accelerate learning to compensate for COVID-related learning losses.</p>	<p><u>Strategy A</u> -- Provide a summer credit recovery program for 9-12 students to enable students to earn credits to stay on track for graduation.</p> <p><u>Budget</u> - \$50,000 from ESSR 2.0 funds to fund this for two years.</p> <p><u>Evaluation</u> - The number of credits earned in the program and graduation rates will be used to measure this program's effect.</p>
<p>Goal 4- Provide remediation and accelerate learning to compensate for COVID-related learning losses.</p>	<p><u>Strategy B</u> - Provide before and after-school tutoring/grade recovery with certified teachers.</p> <p><u>Budget</u> - \$50,000 from ESSR 2.0 funds to fund this for two years.</p> <p><u>Evaluation</u> - Graduation rates and TNReady scores in courses requiring this test will be used to measure this program's effect.</p>
<p>Goal 4- Provide remediation and accelerate learning to compensate for COVID-related learning losses.</p>	<p><u>Strategy C</u> - Provide an online individualized program in math to track progress and provide an individualized curriculum to address gaps in learning.</p> <p><u>Budget</u> - \$31,500 from ESSR funds to fund this for two years.</p> <p><u>Evaluation</u> - The iReady Math program has an initial diagnostic test and a post-test that can be used to measure the growth of students in the program.</p>

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

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

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

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

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

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: 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

January 11, 2021

The Marshall County Board of Education met in regular session on Monday, January 11, 2021, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were John Daniel Allen, William Bell, Julie Keny Cathey, Kristen Gold, Susan Hunter, Erin Jones, Harvey Jones, Heidi McElhaney, and Andy Woodard. No members were absent.

Pledge/Prayer

Mr. Jones asked that the approval of policies be moved to Committee Reports. Mr. Jones made a motion, with a second by Mr. Allen, to approve the agenda with the change. The motion passed 9-0.

The student to be recognized was absent due to illness.

There was no MCEA report.

During the Policy Committee report, Mr. Woodard made a motion, with a second by Ms. Jones, to approve the following policies as presented: 1.901 Charter School Application; 4.209 Alternative Credit Options (new); 4.400 Instructional Resources and Materials (delete-combined with 4.401); 4.401 Textbook Selection, Distribution and Care; 4.406 Use of the Internet (review only); 5.202 Separation Practices for Non-Certified Employees; 5.302 Sick Leave; 5.303 Personal and Professional Leave; 5.3051 FFCRA LEAVE (delete); 5.3051 COVID Leave; 6.200 Attendance; 6.303 Interrogations and Searches; 6.402 Physical Examinations and Immunizations; 6.403 Student Communicable Diseases; 6.405 Medicines; and 6.500 Special Education Students. The motion passed 9-0.

A work session of the Board was scheduled for Monday, February 1 at 5:30 p.m.

Presented under Consent Agenda: December 14, 2020, monthly board meeting minutes. Mr. Jones made a motion, with a second by Ms. Hunter, to approve the consent agenda. The motion passed 9-0.

There was no new business.

During the Director's Report, Mr. Sorrells: gave a COVID update; announced a visit to Lincoln County's Virtual School on January 15; presented suggestions of how to spend ESSER 1.0 and ESSER 2.0 funds (to be discussed in detail at February 1 work session); stated the following day (January 12) would be a snow day for Marshall County's schools.

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

Ms. Hunter made a motion, with a second by Mr. Jones, to approve the Resolution to Amend Beginning Fund Balance. The motion passed 9-0.

Ms. Cathey thanked those who presented gifts in honor of Board Appreciation Week.

The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Forrest School



Volleyball Team Proposal

Prepared by:

Angie Phifer, Forrest School Principal; Oakey Gaskill, HS Athletic Director; Shanna Swift, potential head coach

Summary:

Forrest School is requesting that the school board allow Forrest School to begin a high school girls' volleyball team for the fall season of the 2021-22 school year.

Background:

High school volleyball is governed by the Tennessee Secondary School Athletic Association (TSSAA) so we would be abiding by their rules.

We have had several girls interested in playing for a high school and this would allow our middle school team that we started this past year to feed into a high school team. Forrest principal, Angie Phifer believes this would be a great addition to the programs offered at Forrest and thinks the school is ready to support both a MS and HS team. We would use the same materials and supplies purchased last year for the startup of our MS team while asking for some funds to purchase a few more practice balls, game balls, and uniforms. We think this is a wonderful opportunity for our high school students and hope to build this program as a whole in the following years.

Practice:

Practices would be free of cost to students and held on the Forrest campus.

Equipment/Cost:

Attached is the items would ask for help in purchasing just to start the program. Most of the supplies and materials purchased last year would be used with this team as well. Students would need to purchase shoes and knee pads.

Transportation:

The team would secure a Marshall County van or bus for away matches. This would be an additional expense that again could be covered by donation to the team and/or fundraising efforts by the team members.

Competition:

The team would try to schedule matches for the 2021-22 school year, possibly JV and Varsity matches.

Coach:

Shanna Swift, Forrest teacher, has expressed interest in heading up this program. We would be requesting a coaching supplement and possible assistant coaching supplement for the program.

Fundraising:

The team will fundraise as need to help offset the cost of transportation and meet fees.

Forrest would need:

Estimations:

game balls (\$55 each, need at least 2)

\$110

practice balls (\$25 each, need one for each girl – 12)

\$300**

uniforms (2 tops & 1short=\$89 for each girl – 12)

\$1068**

shipping of products

\$200

Players would buy their own shoes (\$95) and knee pads (\$25), which would total \$120 for each player personally.



SPORTS FLOORS INC.

JANUARY 12, 2021

TN CONTRACTOR'S LICENSE #: 00038777

TO: JACOB SORRELLS & TRES BEASLEY

BUILDING: CORNERSVILLE HIGH SCHOOL
LOCATION: CORNERSVILLE, TN

WE PROPOSE TO FURNISH MATERIALS AND LABOR FOR THE ABOVE MENTIONED BUILDING AS FOLLOWS:

PATCH & SAND DAMAGED FLOOR – MAIN GYM (APPROX. 12,420 SQ. FT.)

- REMOVE & DISPOSE OF UP TO 720 SQUARE FEET OF DAMAGED FLOOR
 - AREA – 24'x30'
- PATCH USING MATCHING FLOOR SYSTEM
 - 25/32" x 2-1/4" 2ND & BETTER GRADE MAPLE
 - 1"x6" PINE SUBFLOOR SCISSOR LOCK W/ RESILIENT PADDING
 - 6 MIL POLY VAPOR BARRIER
- SAND ENTIRE FLOOR USING MULTIPLE GRITS OF SANDPAPER
- APPLY TWO (2) COATS MFMA APPROVED OIL-BASED SEAL
- COURT MARKINGS - PAINT: 1 MAIN BASKETBALL COURT, 2 SIDE BASKETBALL COURTS, 2' SIDE & 3' END BORDER, LANES, 30" "CORNERSVILLE" & "BULLDOGS" LETTERING W/ OUTLINE IN END BORDER, CENTER LOGO (+/-18', 3-COLOR)
- APPLY TWO (2) COATS MFMA APPROVED OIL-BASED FINISH

PRICE: \$40,476.37*

* IF ADDITIONAL SQUARE FOOTAGE IS DETERMINED TO BE WATER DAMAGED, A REMOVAL AND REPLACEMENT PRICE OF \$28.45 PER SQUARE FOOT WILL APPLY.

UNDER NO CIRCUMSTANCES SHOULD TAPE BE USED ON A WOOD FLOOR!!!

TERMS & CONDITIONS (REVISED 1/2019)

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SPORTS FLOORS, INC.

ACCEPTED: _____
TITLE: _____
DATE: _____

By: Paulette S. Heney
TITLE: PRESIDENT
DATE: 01/12/2021

WWW.SPORTSFLOORSINC.COM

901-452-9492 OFFICE * 901-452-9250 FAX * 800-881-6440 TOLL FREE



SPORTS FLOORS INC.

JANUARY 12, 2021

TN CONTRACTOR'S LICENSE #: 00038777

TO: JACOB SORRELLS & TRES BEASLEY

BUILDING: LEWISBURG MIDDLE SCHOOL
LOCATION: LEWISBURG, TN

WE PROPOSE TO FURNISH MATERIALS AND LABOR FOR THE ABOVE MENTIONED BUILDING AS FOLLOWS:

SAND, PAINT & REFINISH WOOD ATHLETIC FLOOR – GYMNASIUM (APPROX. 11,232 SQ. FT.)

- SAND THE FLOOR USING MULTIPLE GRITS OF SANDPAPER
- APPLY MFMA APPROVED OIL-BASED SEAL
- COURT MARKINGS – PAINT ALLOWANCE: \$7,800.00
- APPLY MFMA APPROVED OIL-BASED FINISH

PRICE: \$27,940.13

UNDER NO CIRCUMSTANCES SHOULD TAPE BE USED ON A WOOD FLOOR!!!

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SPORTS FLOORS, INC.

ACCEPTED: _____

By: Paulette S. Heney

TITLE: _____

TITLE: PRESIDENT

DATE: _____

DATE: 01/12/2021

WWW.SPORTSFLOORSINC.COM

901-452-9492 OFFICE ✦ 901-452-9250 FAX ✦ 800-881-6440 TOLL FREE

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Evaluation of the Director of Schools	Descriptor Code: 5.803	Issued Date: 10/12/99
		Rescinds: CEI	Issued: 08/13/93

1 Through an annual evaluation of the director of schools,¹ the Board will strive to accomplish the
2 following:

- 3
- 4 1. Clarify the role of the director of schools according to a job description as agreed upon by the
5 Board and the director of schools;
- 6
- 7 2. Develop harmonious working relationships between the Board and the director of schools; and
8
- 9 3. Develop improvements in the administrative leadership of the school system.

10
11 The Board will develop, with the director of schools, a set of performance objectives based on the needs
12 of the system. The performance of the director of schools will be reviewed in accordance with these
13 specified goals.

14
15 In January, or as soon thereafter as practical, the Board will meet as a body to evaluate the director of
16 schools' performance.

17
18 The following guidelines will be used in the evaluation process:

- 19
- 20 1. The director of schools will know the standards upon which he/she will be evaluated and will be
21 involved in the development of those standards.
- 22
- 23 2. The evaluation will be a composite of the evaluation by individual board members, but the Board,
24 as a whole, will meet with the director of schools to discuss the composite evaluation.
- 25
- 26 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 27
- 28 4. Both the Board and director of schools will prepare for the evaluation; the director of schools will
29 conduct a self-evaluation and the Board will examine information relating to the director of
30 schools' performance.
- 31
- 32 5. Each judgment will be supported by logical and objective evidences.

33
34
35
36 _____
37 Legal Reference:

38 1. TRR/MS 0520-2-1-.01

36 _____
37 Cross Reference:

38 Board-Director Relations 1.205

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

Check the most appropriate rating box on a scale of 1-5 (1=unsatisfactory, 2=poor, 3=satisfactory, 4=good, 5=excellent) for each question. An "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided.

STANDARD ONE	A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community.				
Questions	1	2	3	4	5
Goals					
1.1 Sets priorities in the context of improving student achievement.					
1.2 Articulates and promotes high expectations for teaching and student learning.					
1.3 Develops, communicates and implements a collective vision of comprehensive school improvement.					
1.4 Formulates comprehensive school improvement plans, goals and change efforts with staff and community.					
1.5 Formulates procedures for gathering, analyzing and using district data for decision-making.					
1.6 Attends school functions to support student activities and academic success.					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD TWO	A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.				
Questions	1	2	3	4	5
Goals					
2.1 Provides leadership for annually assessing and setting priorities on student and district needs.					
2.2 Evaluates and provides direction for improving school district programs.					
2.3 Examines student achievement data, disaggregates data and creates improvement plans.					
2.4 Provides leadership for assessing, developing and improving school environment and culture.					
2.5 Provides leadership encouragement, opportunities, and structure for all staff to continually design more effective teacher and learning experiences for all students.					
2.6 Evaluates and provides direction for improving instructional strategies.					
2.7 Develops and offers opportunities that respond to staffs' needs for professional development.					
2.8 Encourages and facilitates the use of technology to improve teaching and learning.					
2.9 Encourages and supports personal and professional development among staff.					
2.10 Demonstrates awareness of professional issues and developments in education.					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD TWO continued	A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.				
Questions	1	2	3	4	5
Goals					
2.11 Develops and revises as needed his/her own professional development plan for continued improved performance.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD THREE	A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.				
Questions	1	2	3	4	5
Goals					
3.1 Analyzes and reports on student achievement, attendance and graduation rate.					
3.2 Monitors distribution of district resources based on the district's school improvement plan.					
3.3 Provides direction and support for periodic review of curriculum and school policies and procedures.					
3.4 Evaluates performance of staff and takes appropriate follow-up action.					
3.5 Complies with district personnel policies and rules.					
3.6 Demonstrates the ability to improve performance of staff members.					
3.7 Monitors recruitment and selection of district personnel and holds staff accountable for performance.					
3.8 Demonstrates knowledge and keeps well informed of funding sources.					
3.9 Effectively manages both revenues and expenditures of the district budget.					
3.10 Facilities are maintained and upgraded according to a district developed plan.					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD THREE continued	A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.				
Questions	1	2	3	4	5
Goals					
3.11 Effectively and consistently applies the legal requirements for personnel selection, retention and dismissal.					
3.12 Ensures that policies and rules are uniformly observed and enforced.					
3.13 Implements a collaborative approach to policy development on student discipline.					
3.14 Formulate and implement plans for internal staff communications.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD FOUR	A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.				
Questions	1	2	3	4	5
Goals					
4.1 Provides leadership for improving parent/student/community involvement in the schools.					
4.2 Promotes, demonstrates and supports clear two-way communication at all levels of the community school district.					
4.3 Formulates and implements plans for external communication, including communication of the school district priorities to the community and media.					
4.4 Provides community service and leadership for developing a positive rapport between the schools and the community.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD FIVE	A school administrator is an educational leader who promotes the success of all students through professional leadership by acting with integrity, fairness and in an ethical manner.				
Questions	1	2	3	4	5
Goals					
5.1 Conducts oneself in an ethical, trustworthy and professional manner in the school environment, board and community.					
5.2 Demonstrates awareness of professional issues and developments in education.					
5.3 Treats everyone with fairness.					
5.4 Demonstrates integrity in all actions.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD SIX	A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.				
Questions	1	2	3	4	5
Goals					
6.1 Serves as an articulate spokesperson for the welfare of all members of the learning community.					
6.2 Demonstrates respect for diversity in students, staff and programs.					
6.3 Advocates in the political environment for issues beneficial to improving teaching and learning.					
6.4 Communicates clearly and substantively to the community about district issues and performances.					
6.5 Provides leadership with the board for defining superintendent and board roles, mutual expectations, procedures for working together and formulating district policies.					
6.6 Recommends district policy in consideration of state and federal requirements and local expectations.					
6.7 Knows and supports the district school improvement plan and accurately reports progress on goals.					
Comments:					

**DIRECTOR'S EVALUATION
INSTRUMENT FOR APPRAISING EFFECTIVENESS**

STANDARD SEVEN					
Questions	1	2	3	4	5
Goals					
7.1 Keeps all board members informed on issues, needs and operation of the school system.					
7.2 Keeps board informed of employment, promotion, and dismissal of personnel.					
7.3 Has a harmonious relationship with the board.					
7.4 Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
7.5 Maintains a high degree of understanding and respect between staff and the board.					
Comments:					

BOARD MEMBER SIGNATURE

DATE

Account Number/Line Item Number	Regular Instruction Education	IDEA-B 20.01	Increase	Decrease	Total
71200	Line item Description	Current			
71200/116	Teachers (3)	\$157,435.03			\$157,435.03
	Career Ladder				\$0.00
	Career Ladder Extended contracts				\$0.00
71200/128	Homebound Teachers				\$0.00
	Clerical Personnel				\$0.00
71200/163	Educational Assistants (21)	\$315,781.44			\$315,781.44
71200/186	Longevity	\$4,425.00			\$4,425.00
71200/189	Other Salaries & Wages (1)	\$53,050.97			\$53,050.97
71200/195	Certified Sub teachers	\$500.00			\$500.00
71200/198	non Certified teachers	\$500.00			\$500.00
71200/201	Social Security	\$33,000.00			\$33,000.00
71200/204	State Retirement	\$50,000.00			\$50,000.00
71200/207	Medical Insurance	\$225,500.00			\$225,500.00
71200/208	Dental Insurance	\$1,000.00			\$1,000.00
71200/210	Unemployment Comp.	\$3,000.00			\$3,000.00
71200/212	Employer Medicare	\$8,000.00			\$8,000.00
	Other Fringe Benefits				\$0.00
	contracts with other school systems				\$0.00
	operating lease payments				\$0.00
71200/336	maintenance & repair equipment	\$2,250.00		\$2,000.00	\$250.00
	tuition				\$0.00
	contracts w/certified sub.				\$0.00
	contracts w/ non certified sub				\$0.00
	other contracted services				\$0.00
71200/429	instructional materials & supplies	\$40,000.00		\$10,000.00	\$30,000.00
	textbooks				\$0.00
	other materials & supplies				\$0.00
	fee waivers				\$0.00
71200 499	other supplies & materials	\$22,000.00			\$22,000.00
71200/725	special education equipment	\$7,500.00			\$7,500.00
71200	Subtotal REGULAR INSTRUCTIONAL Ed.	\$923,942.44	\$0.00	\$12,000.00	\$911,942.44

Account Number/Line Item Number	Regular Instruction Education	IDEA-B 20.01			
72220	Line item Description	Current	Increase	Decrease	Total
72220/105	Supervisor/ Director (55%)	\$40,000.00			\$40,000.00
	Career Ladder Program				\$0.00
	Instructional Computer Personnel				\$0.00
72220/161	Secretary(s) (.5)	\$20,000.00			\$20,000.00
72220/162	Clerical Personnel (1.0)	\$28,500.00			\$28,500.00
	Educational Assistants				\$0.00
72220/186	Longevity	\$1,400.00			\$1,400.00
72220/189	Other Salaries & Wages				\$0.00
	Certified Sub teachers				\$0.00
	In Service Training				\$0.00
	non certified subs				\$0.00
72220/201	Social Security	\$5,600.00			\$5,600.00
72220/204	Retirement	\$11,008.00			\$11,008.00
	Life Insurance				\$0.00
72220/207	Medical Insurance	\$34,000.00			\$34,000.00
72220/208	Dental Insurance	\$200.00			\$200.00
72220/210	Unemployment Comp.	\$500.00			\$500.00
72220/212	Employer Medicare	\$1,500.00			\$1,500.00
	Other fringe benefits				\$0.00
	communication				\$0.00
72220/310	Contracts w/ other public agencies	\$29,958.94	\$18,400.00		\$48,358.94
	operating lease payments				\$0.00
	maintenance & repair services				\$0.00
72220/355	travel	\$5,000.00			\$5,000.00
72220/399	other contracted services				\$0.00
	contracts for non certified sub teachers				\$0.00
72220/499	other supplies & materials	\$10,000.00		\$3,000.00	\$7,000.00
	library books / media				\$0.00
	periodicals				\$0.00
	other supplies & materials				\$0.00
72220/524	in service/ staff development	\$7,000.00		\$3,400.00	\$3,600.00
72220/599	other charges				\$0.00
72220	Subtotal REG. INSTRUCTIONAL PROG	\$194,666.94	\$18,400.00	\$6,400.00	\$206,666.94

Account Number/Line Item Number	Other uses/ Transfers out & Indirect Cost	IDEA-B 18.01			
99100	Line item Description	Current			
99100/590	Indirect Cost	\$1,134.35			\$1,134.35
	Total Appropriations	\$1,291,843.73	\$18,400.00	\$18,400.00	\$1,291,843.73

Justification Page

IDEA-B 21.01

Revision #4

Increases

72220 310 contracts w/ other public agencies- to pay for a contracted SLP.

Decreases

71200 336 maintenance and repair equipment- request to move funds to pay for needed contracted SLP services.

71200 429 materials & supplies –request to move funds to pay for needed contracted SLP services.

72220 499 other supplies & materials- request to move funds to pay for needed contracted SLP services.

72220 524 Inservice/ Staff Development - request to move funds to pay for needed contracted SLP services.

Marshall County Board of Education

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

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:¹

- 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:²
 - 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.³

19 **ONLINE FUNDRAISING**

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

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

29 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

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

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

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

Legal References:

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

Cross References:

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



Fundraiser Authorization

Proposed Fundraising Activity: Basketball Class Tournaments - Homecoming

Purpose of Fundraiser: To raise money for activities and projects and to provide a fun activity for students during Homecoming

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ - 3,641.75 Date 1/15/2021

Anticipated date(s) of fundraiser: Beginning 01/15/2021 Ending 01/22/2021

Expected Student Involvement (schoolwide or specific school organization): School-wide with an alternating schedule to distance

Margin of profit (if applicable): unknown

Method by which school will receive profit: \$1 per person per day

How and when will these funds be spent to benefit students/instruction: Funds will be spent to cover homecoming expenses and other outstanding

Requested by: Vanessa Kweener / Student Council Date: 01/15/2021
Teacher/Club

Approved by: [Signature] Date: 1/15/21
Principal

Approved by: [Signature] Date: 1-15-21
Director of Schools

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

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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



Fundraiser Authorization

Proposed Fundraising Activity: Lighthouse Promotions
 Purpose of Fundraiser: to raise funds for Teachers' Classrooms

Fund/Account Name: KIDSS First (parent Group)

Current balance of fund account \$ 35,421.⁰⁶ Date 1-14-21

Anticipated date(s) of fundraiser: Beginning Jan 21, 2021 Ending Feb. 04, 2021

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

Margin of profit (if applicable): \$ 5,854.⁷⁰

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

How and when will these funds be spent to benefit students/instruction: Profit divide up and placed in teacher accounts beginning of school year.

Requested by: *Auli Jim*
Teacher/Club

Date: 1/14/21

Approved by: *Dawn Kirley*
Principal

Date: 1/14/21

Approved by: *Paul Lovell*
Director of Schools

Date: 1-15-21

** 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: Theater Club t-shirts

Purpose of Fundraiser: raise money for productions in the future

Fund/Account Name: CHES Theater club

Current balance of fund account \$ # 767, 80 Date 1-15-21

Anticipated date(s) of fundraiser: Beginning Jan. 22, 2021 Ending Feb. 4, 2021

Expected Student Involvement (schoolwide or specific school organization): specific to theater club students

Margin of profit (if applicable): _____

Method by which school will receive profit: t-shirt sales

How and when will these funds be spent to benefit students/instruction: Spring 2022 production

Requested by: Nicole Lowe Date: 1/15/21
Teacher/Club

Approved by: [Signature] Date: 1/15/21
Principal

Approved by: [Signature] Date: 1-15-21
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: APPAREL

Purpose of Fundraiser: RAISE FUNDS FOR THE BOYS SOCCER PROGRAM.

Fund/Account Name: MCHS BOYS SOCCER

Current balance of fund account \$ 1506.58 Date 1-21-21

Anticipated date(s) of fundraiser: Beginning 1/22 Ending 2/8

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

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: MAINTAIN FACILITIES AND PAY OFFICIALS.

Requested by: Nicholas Wren Date: 1/21/21
Teacher/Club

Approved by: [Signature] Date: 1/21/21
Principal

Approved by: [Signature] Date: 1-21-21
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: ADrenaline Fundraising Hour-A-Thon

Purpose of Fundraiser: Equipment and Gear

Fund/Account Name: Forrest Soccer

Current balance of fund account \$ 2005.72 Date 1/27/21

Anticipated date(s) of fundraiser: Beginning 1/27/21 Ending 1/31/21

Expected Student Involvement (schoolwide or specific school organization): Text link to get donations

Margin of profit (if applicable): 70%

Method by which school will receive profit: Check

How and when will these funds be spent to benefit students/instruction: In Season Equipment and gear

Requested by: Tony Johnson / Forrest Soccer Date: 1/27/21
Teacher/Club

Approved by: [Signature] Date: 1/27/21
Principal

Approved by: [Signature] Date: 1-27-21
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: Kisses @ with a Crush

Purpose of Fundraiser: raise money for HOSA + something uplifting for student body

Fund/Account Name: HOSA

Current balance of fund account \$ 23,050.10 Date 1/21/20

Anticipated date(s) of fundraiser: Beginning Jan. 28, 2021 Ending February 12, 2021

Expected Student Involvement (schoolwide or specific school organization): students may purchase kits with a Crush + Hershey Kisses and send to ~~some~~ someone


Margin of profit (if applicable): _____

Method by which school will receive profit: _____

How and when will these funds be spent to benefit students/instruction: allows HOSA to donate money + perform activities to better Forrest School

Requested by: Krista Nelson / HOSA
Teacher/Club

Date: 1/22/2021

Approved by: 
Principal

Date: 1/22/21

Approved by: 
Director of Schools

Date: 1-22-21

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

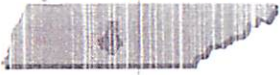
Total Fundraiser Profit \$ _____

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: Candygrams for Valentine's Day

Purpose of Fundraiser: Raise money for Student Council

Fund/Account Name: Student Council

Current balance of fund account \$ 667.09 Date _____

Anticipated date(s) of fundraiser: Beginning 2-1-21 Ending 2-12-21

Expected Student Involvement (schoolwide or specific school organization): Students can buy candygram for \$1.00. Student Council will deliver on 2-12-21.

Margin of profit (if applicable): _____

Method by which school will receive profit: purchase of candygram

How and when will these funds be spent to benefit students/instruction: Student Council funds are used only for student/school activities or rewards

Requested by: M. Bell / Student Council Date: 1-19-21
Teacher/Club

Approved by: Dana Cordova Date: 1-19-21
Principal

Approved by: Gregory Lovell Date: 1-20-21
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: Candy Bar Sale

Purpose of Fundraiser: Students will sell candy bars

Fund/Account Name: MCHS Chorus Boosters

Current balance of fund account \$ 5,000 Date 1/15/21

Anticipated date(s) of fundraiser: Beginning 2/1/21 Ending 2/26/21

Expected Student Involvement (schoolwide or specific school organization): Students will sell in school and outside

Margin of profit (if applicable): \$1800

Method by which school will receive profit: Will go to booster account

How and when will these funds be spent to benefit students/instruction: Music for end-of year and graduation

Requested by: Elise Dumser Date: 1/15/21
Teacher/Club

Approved by: [Signature] Date: 1/15/21
Principal

Approved by: [Signature] Date: 1-15-21
Director of Schools

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Selling roses for Valentine's Day

Purpose of Fundraiser: To raise money for the TN School for the Blind

Fund/Account Name: Forrest Leo Club

Current balance of fund account \$ 1,892.67 Date 1/29/21

Anticipated date(s) of fundraiser: Beginning February 2, 2021 Ending February 15, 2021

Expected Student Involvement (schoolwide or specific school organization): Club members will be selling and delivering the flowers in school.

Margin of profit (if applicable): profit. Between \$1.16 and \$1.26/flower depending on quantity purchased/student. Around \$300 total

Method by which school will receive profit: Selling the flowers

How and when will these funds be spent to benefit students/instruction: The profits will be given to the school for the blind.

Requested by: Libby Stubblefield Leo Club Date: 1/29/21
Teacher/Club

Approved by: [Signature] Date: 2/3/21 Principal

Approved by: [Signature] Date: 2-3-21 Director
of Schools

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

To be completed following fundraiser

Total Collections \$ _____

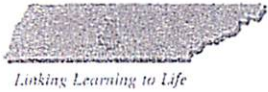
Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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



Fundraiser Authorization

Proposed Fundraising Activity: Valentine flowers/candy
Purpose of Fundraiser: Have money for supplies for students

Fund/Account Name: Youth First

Current balance of fund account \$ \$8943 Date 1-19-2021

Anticipated date(s) of fundraiser: Beginning 2-8-21 Ending 2-12-21

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

Buying/Receiving Flowers/Gifts

Margin of profit (if applicable): Everything above cost

Method by which school will receive profit: As needed per request

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

As needed

Requested by: Ava Hinson Date: 1-19-21
Teacher/Club

Approved by: Robert J Reasonover Date: 1-19-21
Principal

Approved by: Jacob Lovell Date: 1-19-21
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: Double Good Popcorn

Purpose of Fundraiser: to raise money for Nationals

Fund/Account Name: CHTA FHS Cheer Account

Current balance of fund account \$ 8,909.97 Date 1/28/2021

Anticipated date(s) of fundraiser: Beginning 2-8-21 Ending 2-12-21

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

Margin of profit (if applicable): 50% of sales

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

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

Requested by: Kendra Burkett / FHS Cheer Coach Date: 1/28/21
Teacher/Club

Approved by: [Signature] Date: 1/28/21
Principal

Approved by: [Signature] Date: 1-28-21
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: Candy Grams for Valentine's Day

Purpose of Fundraiser: Raise money for scholarship

"Bryan Giles Memorial Scholarship"

Fund/Account Name: CES JR BETA

Current balance of fund account \$ 2,592.²³ Date 2/04/21

Anticipated date(s) of fundraiser: Beginning Feb. 8 Ending Feb. 12

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

Margin of profit (if applicable): 90%

Method by which school will receive profit: Cash

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

Graduating CHS Beta Member Scholarship

Requested by: Kim Rudd / Beta Club Date: 2/04/21
Teacher/Club

Approved by: Cheryl Ewing Date: 2/4/21
Principal

Approved by: [Signature] Date: 2-4-21
Director of Schools

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

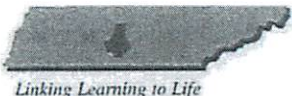
Total Fundraiser Profit \$ _____

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: Take Stock in the Future - Selling Stocks

Purpose of Fundraiser: Graduation & Awards Night/Day Expenses

Fund/Account Name: Class of 2021

Current balance of fund account \$ 2800.00 (approx) Date 1/27/21

Anticipated date(s) of fundraiser: Beginning 2/8/21 Ending 2/26/21

Expected Student Involvement (schoolwide or specific school organization): Senior Class

Margin of profit (if applicable): 95%

Method by which school will receive profit: Direct collections

How and when will these funds be spent to benefit students/instruction: The funds will be spent this school year for senior awards & graduation ceremony costs.

Requested by: Kimberly S. Anderson Date: 1/27/21
Teacher/Club

Approved by: [Signature] Date: 1/27/21
Principal

Approved by: [Signature] Date: 1-27-21
Director of Schools

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

To be completed following fundraiser:

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

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

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Tiger Angels

Purpose of Fundraiser: To buy yearbooks for needy students

Fund/Account Name: Yearbook

Current balance of fund account \$ 25,893.95 Date 2/4/21

Anticipated date(s) of fundraiser: Beginning Feb 8, 2021 Ending April 30, 2021

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

Margin of profit (if applicable): none

Method by which school will receive profit: Direct payment

How and when will these funds be spent to benefit students/instruction: Funds will be used to pay for yearbooks for needy students

Requested by: Kimberly S. Anderson Date: 2/4/21
Teacher/Club

Approved by: [Signature] Date: 2/4/21
Principal

Approved by: Carol Lovell Date: 2-5-21
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: Email donations Request

Purpose of Fundraiser: to raise funds to recoup expenses from the previous season + prepare for our fall season

Fund/Account Name: Forrest Girls Soccer

Current balance of fund account \$ 723.57 Date 1-26-21

Anticipated date(s) of fundraiser: Beginning 2/15/21 Ending 3/1/21

Expected Student Involvement (schoolwide or specific school organization): Forrest Girls soccer team members

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: _____

Requested by: [Signature] Date: 1-26-21
Teacher/Club

Approved by: [Signature] Date: 1/28/21
Principal

Approved by: [Signature] Date: 1-28-21
Director of Schools

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

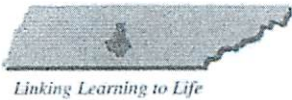
Total Fundraiser Profit \$ _____

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: Butter Braids

Purpose of Fundraiser: Setting pastimes & committees & raise funds for the fund program

Fund/Account Name: MCHS Band Busters

Current balance of fund account \$ 17,000 Date 2/2/21

Anticipated date(s) of fundraiser: Beginning 2/19/21 Ending 3/5/21

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Band Busters

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

Requested by: Brad Park / Band Date: 2/2/21
Teacher/Club

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

Approved by: Geoff Lovvick Date: 2-2-21
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: Follett Book Fair (live and virtual)

Purpose of Fundraiser: to raise funds to purchase books and other supplies for the library

Fund/Account Name: DHIS Library

Current balance of fund account \$ 310.47 Date 2/4/21

Anticipated date(s) of fundraiser: Beginning 3/1/21 Ending 3/5/21

Expected Student Involvement (schoolwide or specific school organization): all students

Margin of profit (if applicable): up to 40% of gross profit

Method by which school will receive profit: as credit with Follett (Titlewave)

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

Requested by: Amy May/DHIS Library Date: 2/4/21

Teacher/Club

Approved by: Robert J. Keasey Date: 2-4-21

Principal

Approved by: Jack Powell Date: 2-4-21

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

Purpose of Fundraiser: purchase books and supplies for the library

Fund/Account Name: MES Library

Current balance of fund account \$ \$787 Date 1/26/21

Anticipated date(s) of fundraiser: Beginning March 5, 2021 Ending March 19, 2021

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

Margin of profit (if applicable): 20% after \$1200 gross; 25% after \$1800 gross; 30% after \$2500 gross sales;

Method by which school will receive profit: cash and or 1/2 price books

How and when will these funds be spent to benefit students/instruction: purchase of books and supplies for the library during the current and coming school years

Requested by: Connie Baker - MES Library Date: 1-26-21
Teacher/Club

Approved by: [Signature] Date: 1-26-21 Principal

Approved by: [Signature] Date: 1-26-21 Director
of Schools

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

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

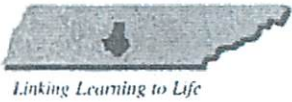
Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

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

Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Selling Country Meats Beef Jerkey Sticks

Purpose of Fundraiser: Fund Honor Club end of year reward and beginning funds for next year

Fund/Account Name: Westhills Honor Club

Current balance of fund account \$ \$473 Date 2/3/2021

Anticipated date(s) of fundraiser: Beginning March 8, 2021 Ending March 26, 2021

Expected Student Involvement (schoolwide or specific school organization): Westhills Honor Club members and sponsors will sell during the school day

Margin of profit (if applicable): 45% profit off each case sold

Method by which school will receive profit: Cash given to school to be deposited daily

How and when will these funds be spent to benefit students/instruction: May 2021 (2 months after fundraiser) and Fall 2021 for activities

Requested by: Westhills Honor Club / Ashley Johnson Date: 2/3/2021
Teacher/Club

Approved by: Rachel D. Date: 2/3/21
Principal

Approved by: Carol Sorrell Date: 2-4-21
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: Jamboree - Football

Purpose of Fundraiser: Support MCHS Football

Fund/Account Name: 11622 Quarterback Club

Current balance of fund account \$ 5163.96 Date 11/18/21

Anticipated date(s) of fundraiser: Beginning TBD Ending _____

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

Schoolwide

Margin of profit (if applicable): _____

Method by which school will receive profit: Team meal + other

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

2021/2022 school year

Requested by: Osteen / Football Date: 1-19-21
Teacher/Club

Approved by: [Signature] Date: 1/19/21
Principal

Approved by: [Signature] Date: 1-19-21
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: Golf tournament

Purpose of Fundraiser: Raise funds to support MCHS Football

Fund/Account Name: TIGER Quarterback Club

Current balance of fund account \$ 5163.96 Date 1/18/21

Anticipated date(s) of fundraiser: Beginning TBD Ending _____

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Team meal + other

How and when will these funds be spent to benefit students/instruction:
2021/2022 school year

Requested by: Ostern / Football Date: 1-19-21
Teacher/Club

Approved by: [Signature] Date: 1/19/21
Principal

Approved by: [Signature] Date: 1-19-21
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: Football Media Guide

Purpose of Fundraiser: Raise funds to support Football team @ MCHS

Fund/Account Name: TIGER Quarterback Club

Current balance of fund account \$ 51123.96 Date 1/18/21

Anticipated date(s) of fundraiser: Beginning July 2021 Ending October 2021

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

Margin of profit (if applicable): _____

Method by which school will receive profit: Team Meal + Other

How and when will these funds be spent to benefit students/instruction: 2021/2022 School year

Requested by: Ostler / Football Date: 1-19-21
Teacher/Club

Approved by: [Signature] Date: 1/19/21
Principal

Approved by: [Signature] Date: 1-19-21
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: Football Clothing Sales

Purpose of Fundraiser: Support MCHS Football

Fund/Account Name: Varsity Quarterback Club

Current balance of fund account \$ 51103.96 Date 1/18/21

Anticipated date(s) of fundraiser: Beginning July Ending November

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

Margin of profit (if applicable): _____

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

How and when will these funds be spent to benefit students/instruction:
2021/2022 school year

Requested by: Ostean / Football Date: 1-19-21
Teacher/Club

Approved by: [Signature] Date: 1/19/21
Principal

Approved by: [Signature] Date: 1-19-21
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 October	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 01/14/19
		Rescinds: 3.206	Issued: 04/09/18

- 1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for public,
 2 governmental, charitable, civic, recreational, cultural, and such other purposes that promote the welfare of
 3 the community, as approved by the director of schools.^{1,2,3}
- 4 1. Requests for the use of school facilities shall be made first at the office of the principal.
 - 5 a. If approved by the principal, a *Use of School Facility* form will be signed by the principal and given
 - 6 to the group requesting use of facilities.
 - 7 b. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000.
 - 8 c. Proof of insurance and the *Use of School Facility* form must be presented at the central office for
 - 9 final approval by the director of schools.
 - 10 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the
 - 11 schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
 - 12 3. School facilities may not be used for private profit, except for after-school tutoring/lessons provided by
 - 13 a certified employee of the Marshall County School System to enhance the educational process. Any for-
 - 14 profit group who wishes to use school facilities for one-time performances or other programs must have
 - 15 special Board approval;²
 - 16 4. Unused facilities may be leased for private day-care centers which provide educational and child care
 - 17 services to the community;²
 - 18 5. All activities must be under competent adult supervision and approved by the building principal. In all
 - 19 cases, an assigned school employee will be present. The group using the facilities will be responsible for
 - 20 any damage to the building or equipment and payment of supervision and clean up at the rate of time and
 - 21 a half the hourly rate of the personnel used;
 - 22 6. Groups receiving permission for building use are restricted to the dates and hours approved and to the
 - 23 building area and facilities specified;
 - 24 7. Groups receiving permission for building use are responsible for the observance of all fire and safety
 - 25 regulations at all times;
 - 26 8. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted in
 - 27 school buildings. Smoking within the building is not permitted³;
 - 28 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil
 - 29 Defense, and will make suitable facilities available without charge during community emergencies;
 - 30 10. When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use of
 - 31 the equipment. Compensation must be paid to cafeteria member(s) at the rate of time and one-half of
 - 32 their hourly rate.
 - 33 11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own
 - 34 risk.

Legal References:

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

Cross References:

- Tobacco-Free Schools 1.803
 Care of School Property 6.311



REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested Cafeteria & Auditorium

Name/Type of event to be held HS Football Banquet

Date of the event 1/24/21 Time 4:00 PM

Organization/Person requesting use Eli Stephenson

Name of insurance company _____ Amount of coverage _____

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

Contact person for organization using building Eli Stephenson

Address _____ Phone _____ Cell _____

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use Eli Stephenson Date 1/7/21

Signature of principal [Signature] Date 1/7/21

Signature of Director of Schools for approval [Signature] Date 1-13-21

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



REQUEST FOR USE OF _____
(SCHOOL)

Area/Room of the building requested Marshall County High School Lecture Hall

Name/Type of event to be held Commission Meeting

Date of the event 1-25-21 Time 6:00

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 Keny

Address 1108 Courthouse Annex Phone 931-359-1219 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 1-19-21

Signature of principal [Signature] Date 1/21/21

Signature of Director of Schools for approval [Signature] Date 1-21-21

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



REQUEST FOR USE OF LMS
(SCHOOL)

Area/Room of the building requested Middle School Baseball Field

Name/Type of event to be held Baseball Practice

Date of the event Wed. Thur. Sun. Time Wed-Thur 5-7
Sun. 2-4

Organization/Person requesting use MTA Chase Pennyman

Name of insurance company Chappell Ins. Amount of coverage 2,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Chase Pennyman

Address 1405 Powell Lane Phone 931-205-7843 Cell 931-205-7843

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 Chase Pennyman Date 1-20-21

Signature of principal [Signature] Date 1/29/21

Signature of Director of Schools for approval [Signature] Date 1-29-21

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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



REQUEST FOR USE OF Forrest School
(SCHOOL)

Soccer Field

Area/Room of the building requested _____

Name/Type of event to be held Soccer Game

Date of the event 02/06/2021 Time 2:30 - 4:30

Organization/Person requesting use Nashville United Soccer Association

Name of insurance company K & K Insurance Group, Inc. Amount of coverage 5,000,000
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Natalie Stalnecker

Address 4870 Lunns Store Rd Chapel Hill Phone 931.364.4439 Cell 818.605.5431

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 01/28/2021

Signature of principal [Signature] Date 1/28/21

Signature of Director of Schools for approval [Signature] Date 1-28-21

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
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7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF Cornersville High School
(SCHOOL)

Area/Room of the building requested Athletic Building

Name/Type of event to be held Cub Scout Pinewood Derby

Date of the event 2/20/21 Time 12:00-9 PM

Organization/Person requesting use Cornersville Cub Scouts

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

Contact person for organization using building Ryan Smith

Address 2690 RedNix Rd Phone 731-514-2357 Cell ✓

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature]

Signature of principal [Signature]

Signature of Director of Schools for approval [Signature]

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. School facilities may not be used for religious purposes on a permanent basis (over 6 months).