

# Regular Board Meeting

January 13, 2025 6:00 PM

MCBOE

1. Agenda	Julie Keny Cathey
2. Recognitions	
1. Debbie Gage	Jacob Sorrells, Tresha Grissom
2. MCHS Students	Jacob Sorrells, Justin Perry
3. 2025 Teachers of the Year	Jacob Sorrells, Tammy Lewis, Beth Smith
3. Public Comment	
4. Committee Reports/Schedule Committee Meetings	
1. Policy Committee Meeting - January 13, 2025	
5. Consent Agenda	
1. Minutes	
2. Surplus Furniture	
6. Resolutions	Jacob Sorrells, Chris Lowe
1. Resolution No. 25-01- A Resolution To Approve A Building Program For The Marshall County Board of Education	
2. Resolution No. 25-01- Budget Amendment Education Capital Projects Fund 177	
3. Resolution No. 25-01- Budget Amendment General Purpose School Fund 141	
7. New Business	
8. Director's Report	Jacob Sorrells
9. Adjourn	Julie Keny Cathey
10. FYI	
1. Approved Fundraisers	
2. Free and Reduced	
3. Monthly Financial Reports	
4. Travel Requests	
5. Use of Facility Requests	

# Marshall County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>07/12/21</b>
		Rescinds: <b>1.403</b>	Issued: <b>11/09/20</b>

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

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

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

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

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

## **CONSENT AGENDA**

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

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## **2025 Teachers of the Year**

CHES: Nicole Lowe

DHIS: Ashley Moorehead (K-4), Sheila Edde (5-8)

Forrest: Shelby Lightfoot (5-8), Tracy Martin (9-12)

OGES: McKenzie McDaniel

MES: Stephanie Barron (3<sup>rd</sup>-grade math)

WES: Christy Pennington (K-4), Sara Perry (5-8)

LMS: Sara Fowler

MCHS: Kristina Rogers

SPLV: Danny Adams

CES: Stephanie Tillman (K-4), and Reva Pierceall (5-8)

CVHS: Martha Jane McMasters Russell (5-8), Virginia Stephens (9-12)

## **District Teachers of the Year**

K-4: Nicole Lowe

5-8: Sara Perry

9-12: Kristina Rogers

# Marshall County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>07/10/23</b>
		Rescinds: <b>1.404</b>	Issued: <b>10/08/12</b>

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints  
4 or concerns which have not advanced through the proper administrative procedure from the point of  
5 origin.

6 If all administrative channels have been pursued and there is still a desire to appeal to the Board, the  
7 matter shall be referred in writing and the Board shall determine whether to hear the appeal.

## 8 APPEARING BEFORE THE BOARD

9 The executive committee may place individuals on the agenda. Other individuals desiring to appear  
10 before the Board must submit a written request with descriptive materials to the office of the director of  
11 schools seven (7) business days before the meeting. If the request is approved by the Executive  
12 Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized  
13 at the meeting and given three minutes to speak. The public may address the board about any concerns  
14 except personnel matters, which are the responsibility of the director of schools.

15 The Board may, at its discretion, waive the seven day rule in case of a situation which makes such notice  
16 impractical or impossible.

17 Delegations must select only one individual to speak on their behalf unless otherwise determined by the  
18 Board.

19 Guidelines for individuals who address the Board:

- 20 1. Those requesting to speak to the Board must have documented evidence that they have followed  
21 the chain of command in addressing this issue.
  - 22 2. Each person speaking shall state his/her name, address, and subject of remarks.
  - 23 3. Individuals speaking to the Board will address their remarks to the chair.
  - 24 4. Individuals may address the Board only on items that the Board can take action on.
  - 25 5. No response is necessary by the Board or any board member.
  - 26 6. If appropriate, the Board or the director of schools will respond at a later date.
  - 27 7. Time is not transferable to another individual.
  - 28 8. Name calling, personal attacks, profanity, threats, verbal abuse, or disruption of the orderly  
29 meeting process will result in the individual or group being asked to leave the meeting.
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1 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
 2 the office of the director of schools.

3 Public Comment Period <sup>2</sup>

4 There shall be a public comment period for each meeting with actionable items on the agenda, with the  
 5 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda.  
 6 The total public comment period shall be for no more than ten (10) minutes. If an individual wishes to  
 7 address the Board during the public comment period, he/she must contact the director the Wednesday  
 8 prior to the school board meeting. If Wednesday is a holiday, then sign-ups will be Thursday prior to  
 9 the meeting. Each speaker shall be given no more than two (2) minutes. Delegations shall select only  
 10 one (1) individual to speak on their behalf unless otherwise determined by the Board.

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 16

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Legal References:

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

Cross References:

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

# Marshall County Board of Education

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

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

- 6
- 7 1. Special committees shall be appointed by the chairman serving in an advisory capacity shall  
8 ordinarily consist of less than a quorum of board members;
- 9
- 10 2. The committee will be advisory only unless specifically authorized to transact designated business;
- 11
- 12 3. General issues to be discussed by the committee must be approved in advance by the entire Board;
- 13
- 14 4. A committee shall serve no longer than the annual organization meeting of the Board unless  
15 reappointed to finish a designated task; and
- 16
- 17 5. Committee meetings shall be held in accordance with the Open Meetings law.<sup>2</sup>
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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 2024-2025

## September 9, 2024

### Executive Committee

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

### Policy

\*Andy Woodard

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

### Budget/Education

\* Kristen Gold

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

### Curriculum/Instruction

*(Includes Technology & Attendance)*

\*Julie Keny Cathey

Betsy Bishop

Harvey Jones

Kristen Gold

Heidi McElhaney

Tresha Grissom

Mike Herron

### Acquisition/Maintenance/Transportation

\*Harvey Jones

John Daniel Allen

Andy Woodard

### Safety Committee

\*John Daniel Allen & Julie Keny Cathey

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

### Five-Year Strategic Plan

\*Kristen Gold

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

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

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

# Marshall County Board of Education

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# Marshall County Board of Education

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

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

8 The minutes shall include:

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

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Legal References:

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

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Cross References:

Duties of Officers 1.201

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December 9, 2024

The Marshall County Board of Education met in regular session on Monday, December 9, 2024, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were John Daniel Allen, Betsy Bishop, Julie Keny Cathey, Kristen Gold, Tresha Grissom, Harvey Jones, Heidi McElhaney and Andy Woodard. Mike Herron was absent.

Pledge/Prayer

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

Taylor Pickett addressed the Board.

Director Jacob Sorrells and Cornersville High School principal Brent Adcox recognized Hannah Grover and Austin Huff for their English ACT scores.

Director Jacob Sorrells and Forrest High School principal Angie Phifer recognized Abigail Armstrong for her English ACT score.

Director Jacob Sorrells and Human Resource Supervisor Jennie Carroll recognized retiree Ms. Clara Smith.

There was no public comment.

Transportation Supervisor Jeremy Austin presented a transportation update.

Mr. Woodard gave a policy committee report from the December 3, 2024 meeting. Mr. Jones made a motion, with a second by Mr. Allen to approve Policy 6.310 Dress Code. The motion passed 8-0.

A Policy Committee Meeting was scheduled for Monday, January 13, 2025 at 5:45 p.m.

Presented under Consent Agenda: November 11, 2024, board meeting minutes and November 18, 2024 special called meeting minutes. Ms. McElhaney made a motion, with a second by Ms. Grissom, to approve the consent agenda. The motion passed 8-0.

Mr. Jones made a motion, with a second by Ms. Grissom, to accept the low bid from Cummins Sales and Service for the bus engine bid. The motion passed 8-0.

During the Director's Report, Mr. Jones made a motion, with a second by Mr. Allen to purchase one maintenance truck and two vans. The motion passed 8-0. Mr. Sorrells thanked Beth Stockwell and Pam Finch for updating the pictures and the boardroom at central office.

The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

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Julie Keny Cathey, Chair

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Jacob Sorrells, Director

**RESOLUTION NO. 25-01-**

**A RESOLUTION TO APPROVE A BUILDING PROGRAM FOR THE MARSHALL COUNTY BOARD OF EDUCATION**

**WHEREAS**, the previous Marshall County Board of Education building program occurred in 2014,

**WHEREAS**, Lewisburg Middle School is in dire need of renovation and addition,

**WHEREAS**, Chapel Hill Elementary and Delk-Henson Elementary Schools are nearing maximum capacity,

**WHEREAS**, Chapel Hill Elementary and Delk-Henson Elementary Schools are in need of additions,

**WHEREAS**, various athletic facilities upgrades are needed,

**WHEREAS**, various schools require updated flooring and restrooms,

**WHEREAS**, the estimated cost for Lewisburg Middle School is \$28,000,000.00

**WHEREAS**, the estimated cost for Chapel Hill Elementary School is \$6,400,000.00

**WHEREAS**, the estimated cost for Delk-Henson Intermediate School is \$7,200,000.00

**WHEREAS**, the estimated cost for the athletic facilities is \$7,050,000.00

**WHEREAS**, the estimated cost for flooring/restrooms is \$3,000,000.00

**NOW THEREFORE, LET IT BE RESOLVED** Marshall County Commission approves a building program for the Marshall County Board of Education which will include the renovation and addition to Lewisburg Middle School, addition to Chapel Hill Elementary School, addition to Delk-Henson Intermediate School, and various athletic facilities upgrades.

Approved this 27<sup>th</sup> day of January 2025

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Mike Keny, County Mayor

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Daphne Girts, County Clerk

**RESOLUTION NO. 25-01-  
BUDGET AMENDMENT  
EDUCATION CAPITAL PROJECTS FUND 177**

**WHEREAS**, funds received from the General Debt Service fund (151) needs to be budgeted, and

**WHEREAS**, \$1,612,069.68 of the funds will be used to purchase technology upgrades, which will include new servers, switches, access points, firewalls, and access controls, and

**WHEREAS**, \$1,163,230.18 of the funds will be used to renovate Spot-Lowe Technology Center, and

**WHEREAS**, \$1,500,000.00 of the funds will be used for the design of a new building program, and

**THEREFORE, BE IT RESOLVED**, that the Education Capital Projects Budget be amended in the following manner:

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
49800	Transfer In		4,275,299.86
91300-706	Education Capital Projects - Building Construction	2,663,230.18	
91300-707	Education Capital Projects - Building Improvements	509,009.00	
91300-722	Education Capital Projects - Regular Instruction Equipment	1,103,060.68	

APPROVED THIS 27TH DAY OF January, 2025

\_\_\_\_\_  
COUNTY MAYOR

\_\_\_\_\_  
MARSHALL COUNTY CLERK

**RESOLUTION NO. 25-01-  
BUDGET AMENDMENT  
GENERAL PURPOSE SCHOOL FUND (141)**

**WHEREAS**, the roofs for Oak Grove Elementary School, Cornersville Elementary School, and the Central Office are in need of restoration/replacement

**WHEREAS**, the doors/windows for Marshall County High School, Forrest High School, and Central Office are in need of repairs, and

**WHEREAS**, 6 rooftop HVAC units are in need of replacement across the district, and

**WHEREAS**, The Marshall County Board of Education has the funds in fund balance to cover these one-time expenditures, and

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

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>INCREASE</b>	<b>DECREASE</b>
39000	Unassigned Fund Balance		3,500,000.00
76100-799	Capital Outlay - Other	3,500,000.00	

APPROVED THIS 27th DAY OF January, 2025

\_\_\_\_\_  
COUNTY MAYOR

\_\_\_\_\_  
MARSHALL COUNTY CLERK

# Marshall County Board of Education

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

1 The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or  
2 services, soliciting funds or information, or securing participation in non-school related activities and  
3 functions. At the same time, schools shall inform and assist students in learning about programs,  
4 activities or information which may be of help or service to them. To attempt a fair balance, the following  
5 general guidelines will apply:<sup>1</sup>

- 6 1. Fundraising activities are permitted in the individual schools and each activity shall be for the  
7 purpose of supplementing funds for established school programs and not for supplanting funds  
8 which are the responsibility of the public.
- 9 2. No fundraising activities will be conducted without the approval of the director of schools or  
10 his/her designee. No teacher or coach shall be contacted by salesmen during school hours,  
11 without prearrangement through the principal. Student organizations will not conduct fundraising  
12 campaigns without first the approval of the principal, then the director of schools or his/her  
13 designee. Fundraising activities must be requested on a form provided by the director of schools  
14 at least 60 days prior to the proposed fundraiser.
- 15 3. Any commission payable by companies shall be paid in the form of reduced prices to the students  
16 or paid into the activity fund of the school for use by the school. No school employee shall  
17 personally benefit from any fundraising activity.
- 18 4. The principal must obtain written approval from the director of schools or designee for all  
19 fundraising activities, including online fundraising activities that involve the participation of the  
20 general student population in the marketing process of the fundraising effort. All other  
21 fundraising activities, including online fundraising activities, must have written approval from  
22 the principal and comply with all administrative procedures issued by the director of schools.  
23 The authorization request shall contain the following information:<sup>2</sup>
  - 24 1) The proposed fundraising activity(ies);
  - 25 2) Purpose of the fundraising activity;
  - 26 3) Proposed uses of funds raised;
  - 27 4) Expected student involvement in fundraising activity (school-wide or individual class or  
28 club); and
  - 29 5) Margin of profit and how it is to be paid to the school.
- 30 5. The director of schools shall determine whether or not the activity will benefit the school,  
31 contribute to the welfare of the student body and supplement, not replace, funds necessary to  
32 fulfill the board's required contributions.

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

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

#### 15 **LOTTERIES**

16 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
17 among purchasers of chances by means of tickets or otherwise through a random drawing or other  
18 random selection process.<sup>3</sup>

#### 19 **ONLINE FUNDRAISING**

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

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

#### 29 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

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

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

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

## Legal References:

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

## Cross References:

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



# Fundraiser Authorization

Proposed Fundraising Activity: 12-16-24

Purpose of Fundraiser: Beta Club funds for travel

Fund/Account Name: Beta Club

Current balance of fund account \$ 609.00 Date 12-18-24

Anticipated date(s) of fundraiser: Beginning 12-18-24 Ending 12-20-24

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

Beta Club

Margin of profit (if applicable): 70%

Method by which school will receive profit: Cash

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

Year End F.T.

Requested by: Amy Harwell / Beta Club Date: 12-18-24  
Teacher/Club

Approved by: [Signature] Date: 12-16-24  
Principal

Approved by: [Signature] Date: 12-18-24  
Director of Schools

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

### To be completed following fundraiser

Total Collections \$ 70.00

Less: Total Expenses \$ Donated

Total Fundraiser Profit \$ 70.00

Total Purchases with Fundraiser Profit \$ Beta Travel 2025

\*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.)*

[Signature]  
Principal's Signature

# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: 1 day Youth Basketball Camp

Purpose of Fundraiser: Raise money for Malone boy with leukemia

Fund/Account Name: Girls Basketball

Current balance of fund account \$ 2000 Date 12/10/23

Anticipated date(s) of fundraiser: Beginning 12/23/24 Ending 12/23/24

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

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

Method by which school will receive profit: checks & cash

How and when will these funds be spent to benefit students/instruction: all money will be given to help support Malone family

Requested by: David Steady / Kelsey Keiser Date: 12-10-23  
Teacher/Club

Approved by: David Steady Date: 12-10-23  
Principal

Approved by: Paul Small Date: 12-10-24  
Director of Schools

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

### To be completed following fundraiser

Total Collections \$ 200

Less: Total Expenses \$ 0

Total Fundraiser Profit \$ 200

Total Purchases with Fundraiser Profit \$ 0

\*Difference \$ 200

\*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.)

David Steady  
Principal's Signature



# Fundraiser Authorization

Proposed Fundraising Activity: MCHS Basketball Homecoming Class Tournaments

Purpose of Fundraiser: To raise funds for Homecoming Ceremony expenses, leadership events, service projects, and activities and events to promote a positive school culture and climate.

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 299.22 Date 1/7/25

Anticipated date(s) of fundraiser: Beginning 1/13/25 Ending 1/21/25

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

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

Method by which school will receive profit: \$2 per player and attendee

How and when will these funds be spent to benefit students/instruction: Funds will be used to cover expenses associated with Homecoming and other projects to promote a positive school culture and climate.

Requested by: *Vanessa Sweeney* Date: 1/7/25  
Teacher/Club STUDENT COUNCIL

Approved by: *[Signature]* Date: 1/7/25  
Principal

Approved by: *[Signature]* Date: 1-7-25  
Director of Schools

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

*To be completed following fundraiser*

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

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

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

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

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

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

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



# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Donations

Purpose of Fundraiser: To raise money for middle school Baseball

Fund/Account Name: Middle School Baseball

Current balance of fund account \$ 3,775.35 Date 1/6/25

Anticipated date(s) of fundraiser: Beginning 1-14-25 Ending ~~1-31-25~~ 1-31-25

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

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

Method by which school will receive profit: Cash or Check

How and when will these funds be spent to benefit students/instruction: Equipment & Program operations

Requested by: John Conklin Date: 1-6-25  
Teacher/Club

Approved by: [Signature] Date: 1/6/23  
Principal

Approved by: [Signature] Date: 1-6-25  
Director of Schools

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

To be completed following fundraiser:

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

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

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

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

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

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

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

# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Mini-cakes

Purpose of Fundraiser: raise money for basketball account.

Fund/Account Name: Boys Basketball

Current balance of fund account \$ (1658.58) Date 12-20-24

Anticipated date(s) of fundraiser: Beginning Jan. 15 Ending Jan. 31

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

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

Method by which school will receive profit: cash

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

Requested by: Jan King  
Teacher/Club

Date: 12-20-24

Approved by: [Signature]  
Principal

Date: 12/20/24

Approved by: Carol Lovell  
Director of Schools

Date: 12-20-24

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

To be completed following fundraiser

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

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

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

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

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

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

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

# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Sponsorship banners

Purpose of Fundraiser: Pay for travel, officials for games, uniforms, and field maintenance for 2025 Boys Soccer season

Fund/Account Name: MCHS Boys Soccer

Current balance of fund account \$ 636.99 Date 12/16/2024

Anticipated date(s) of fundraiser: Beginning 1/1/24 Ending 4/1/24

Expected Student Involvement (schoolwide or specific school organization): Boys soccer players

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

Method by which school will receive profit: Sponsoring organizations give checks for banners

How and when will these funds be spent to benefit students/instruction: Payment to transportation department and officials at appropriate times

Requested by: Levi Stanley Date: 12/16/24  
Teacher/Club

Approved by: [Signature] Date: 12/16/24  
Principal

Approved by: [Signature] Date: 12-16-24  
Director of Schools

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

To be completed following fundraiser

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

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

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

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

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

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

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

# Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Fundraising calendar

Purpose of Fundraiser: Pay for travel, officials for games, uniforms, and field maintenance for 2025 Boys Soccer season

Fund/Account Name: MCIS Boys Soccer

Current balance of fund account \$ 636.99 Date 12/16/2024

Anticipated date(s) of fundraiser: Beginning 1/1/24 Ending 4/1/24

Expected Student Involvement (schoolwide or specific school organization): Boys Soccer  
players collect funds from org/individuals sponsoring a day

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

Method by which school will receive profit: orgs/individuals give payment of players

How and when will these funds be spent to benefit students/instruction: Payment to transportation department and officials at appropriate times

Requested by: Levi Stanley Date: 12/16/24  
Teacher/Club

Approved by: [Signature] Date: 12/16/24  
Principal

Approved by: [Signature] Date: 12-16-24  
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: Country Meat Sticks

Purpose of Fundraiser: raise funds for convention

Fund/Account Name: Forrest FFA

Current balance of fund account \$ 1938 Date \_\_\_\_\_

Anticipated date(s) of fundraiser: Beginning Jan '25 Ending April '25

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

Margin of profit (if applicable): 50%

Method by which school will receive profit: cash

How and when will these funds be spent to benefit students/instruction:  
all funds will be toward convention

Requested by: [Signature] Date: 12/13/24  
Teacher/Club

Approved by: [Signature] Date: 12/14/24  
Principal

Approved by: [Signature] Date: 12-16-24  
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

*Learning. Exploring. Growing.*

Proposed Fundraising Activity: Country Meats

Purpose of Fundraiser: Raise money for EOY trip for club members.

Fund/Account Name: Westhills Honor Club

Current balance of fund account \$ \$ 10,500.76 Date 1/7/2025

Anticipated date(s) of fundraiser: Beginning Feb 1 Ending Mar 14

Expected Student Involvement (schoolwide or specific school organization): Honor club  
Students will sell product.

Margin of profit (if applicable): 50%

Method by which school will receive profit: money collected from sales

How and when will these funds be spent to benefit students/instruction: money will be used to pay for expenses related to EOY trip for Honor Club.

Requested by: Mrs. Stanford / Honor Club Date: 1/7/2025  
Teacher/Club

Approved by: Caerie UHabaek Date: 1-8-25  
Principal

Approved by: Carol Powell Date: 1-8-25  
Director of Schools

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

To be completed following fundraiser:

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

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

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



## Fundraiser Authorization

Proposed Fundraising Activity: Valentine's Day Grams

Purpose of Fundraiser: The purpose of the fundraiser is to raise money for future choir needs

Fund/Account Name: MCHS Chorus Booster Club

Current balance of fund account \$ 4352.57 Date 1/9/25

Anticipated date(s) of fundraiser: Beginning February 3, 2024 Ending February 14, 2024


Expected Student Involvement (schoolwide or specific school organization): The MCHS concert choir  
will directly be involved. They will sell grams during lunch time to students and teachers.

Margin of profit (if applicable): Not applicable

Method by which school will receive profit: Cash payment

How and when will these funds be spent to benefit students/instruction: These funds will help support the MCHS concert choir through purchasing music, bus fares and also purchase lodging for events.

Requested by: Kaitlynn Albers Date: 1/9/25  
Teacher/Club

Approved by:  Date: 1/9/25  
Principal

Approved by:  Date: 1-9-25  
Director of Schools

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

*To be completed following fundraiser*

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

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

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

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

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

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

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



# Fundraiser Authorization

Proposed Fundraising Activity: Dinner At the Theater

Purpose of Fundraiser: The purpose of the fundraiser is to raise money for future choir needs

Fund/Account Name: MCHS Chorus Booster Club

Current balance of fund account \$ 4352.57 Date 1/9/25

Anticipated date(s) of fundraiser: Beginning March 3, 2025 Ending March 13, 2025

Expected Student Involvement (schoolwide or specific school organization): The MCHS concert choir students will be directly involved with the selling process of these tickets. They will sell to family, friends and staff.

Margin of profit (if applicable): N/A

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: These funds will help support the MCHS concert choir through purchasing music, bus fares and also purchase lodging for events.

Requested by: Kaitlynn Wiley Date: 1/9/2025

Teacher/Club

Approved by: [Signature] Date: 1/9/25

Principal

Approved by: [Signature] Date: 1-9-25

Director of Schools

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

*To be completed following fundraiser*

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

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

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

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

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

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

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

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

**Aug. 2024**

School	# Free/Red	ADM	% F/R
MES	286	403	70.97%
LMS	303	428	70.79%
WES	396	566	69.96%
OGES	298	420	70.95%
CES	212	477	44.44%
MCHS	537	816	65.81%
CHS	168	400	42.00%
CHES	195	556	35.07%
FHS	257	800	32.13%
DHIS	164	425	38.59%
<b>District</b>	<b>2816</b>	<b>5291</b>	<b>53.22%</b>

**Sept. 2024**

School	# Free/Red	ADM	% F/R
MES	294	402	73.13%
LMS	318	430	73.95%
WES	411	566	72.61%
OGES	303	420	72.14%
CES	219	476	46.01%
MCHS	549	811	67.69%
CHS	171	401	42.64%
CHES	204	559	36.49%
FHS	264	794	33.25%
DHIS	167	423	39.48%
<b>District</b>	<b>2900</b>	<b>5282</b>	<b>54.90%</b>

**Oct. 2024**

School	# Free/Red	ADM	% F/R
MES	300	402	74.63%
LMS	315	425	74.12%
WES	414	560	73.93%
OGES	303	420	72.14%
CES	216	470	45.96%
MCHS	548	806	67.99%
CHS	173	394	43.91%
CHES	204	555	36.76%
FHS	264	788	33.50%
DHIS	167	421	39.67%
<b>District</b>	<b>2904</b>	<b>5241</b>	<b>55.41%</b>

**Nov. 2024**

School	# Free/Red	ADM	% F/R
MES	300	402	74.63%
LMS	314	424	74.06%
WES	413	557	74.15%
OGES	303	420	72.14%
CES	215	468	45.94%
MCHS	548	805	68.07%
CHS	175	393	44.53%
CHES	205	552	37.14%
FHS	265	789	33.59%
DHIS	167	420	39.76%
<b>District</b>	<b>2905</b>	<b>5230</b>	<b>55.54%</b>

**Dec. 2024**

School	# Free/Red	ADM	% F/R
MES	302	403	74.94%
LMS	310	419	73.99%
WES	415	560	74.11%
OGES	301	420	71.67%
CES	217	468	46.37%
MCHS	547	797	68.63%
CHS	175	392	44.64%
CHES	202	548	36.86%
FHS	262	785	33.38%
DHIS	162	416	38.94%
<b>District</b>	<b>2893</b>	<b>5208</b>	<b>55.55%</b>

**Jan. 2025**

School	# Free/Red	ADM	% F/R
MES	0	0	#DIV/0!
LMS	0	0	#DIV/0!
WES	0	0	#DIV/0!
OGES	0	0	#DIV/0!
CES	0	0	#DIV/0!
MCHS	0	0	#DIV/0!
CHS	0	0	#DIV/0!
CHES	0	0	#DIV/0!
FHS	0	0	#DIV/0!
DHIS	0	0	#DIV/0!
<b>District</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**Feb. 2025**

School	# Free/Red	ADM	% F/R
MES	0	0	#DIV/0!
LMS	0	0	#DIV/0!
WES	0	0	#DIV/0!
OGES	0	0	#DIV/0!
CES	0	0	#DIV/0!
MCHS	0	0	#DIV/0!
CHS	0	0	#DIV/0!
CHES	0	0	#DIV/0!
FHS	0	0	#DIV/0!
DHIS	0	0	#DIV/0!
District	0	0	#DIV/0!

**Mar. 2025**

School	# Free/Red	ADM	% F/R
MES	0	0	#DIV/0!
LMS	0	0	#DIV/0!
WES	0	0	#DIV/0!
OGES	0	0	#DIV/0!
CES	0	0	#DIV/0!
MCHS	0	0	#DIV/0!
CHS	0	0	#DIV/0!
CHES	0	0	#DIV/0!
FHS	0	0	#DIV/0!
DHIS	0	0	#DIV/0!
District	0	0	#DIV/0!

**Apr. 2025**

School	# Free/Red	ADM	% F/R
MES	0	0	#DIV/0!
LMS	0	0	#DIV/0!
WES	0	0	#DIV/0!
OGES	0	0	#DIV/0!
CES	0	0	#DIV/0!
MCHS	0	0	#DIV/0!
CHS	0	0	#DIV/0!
CHES	0	0	#DIV/0!
FHS	0	0	#DIV/0!
DHIS	0	0	#DIV/0!
District	0	0	#DIV/0!

**May 2025**

School	# Free/Red	ADM	% F/R
MES	0	0	#DIV/0!
LMS	0	0	#DIV/0!
WES	0	0	#DIV/0!
OGES	0	0	#DIV/0!
CES	0	0	#DIV/0!
MCHS	0	0	#DIV/0!
CHS	0	0	#DIV/0!
CHES	0	0	#DIV/0!
FHS	0	0	#DIV/0!
DHIS	0	0	#DIV/0!
District	0	0	#DIV/0!

Acct	Acct Description	2024-25	2024-25	2024-25	2024-25	2024-25	Unexpended	November	2024-25
		Original Budget	Budget Revisions	Revised Budget	FYTD Activity	FYTD %			
141	GENERAL PURPOSE SCHOOL								
40110	CURRENT PROPERTY TAX	9,225,853.00	0.00	9,225,853.00	1,306,313.74	14.16	7,919,539.26	430,244.21	
40120	TRUSTEE'S COLLECTIONS - PRIOR	149,934.00	0.00	149,934.00	69,820.80	46.57	80,113.20	11,616.24	
40125	TRUSTEE'S COLLECTIONS - BANKRU	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00	
40130	CIR CLK/CLK & MASTER COLLECTIO	51,676.00	0.00	51,676.00	10,850.87	21.00	40,825.13	955.51	
40140	INTEREST AND PENALTY	30,513.00	0.00	30,513.00	6,758.01	22.15	23,754.99	1,489.89	
401--	COUNTY PROPERTY TAXES	9,462,976.00	0.00	9,462,976.00	1,393,743.42	14.73	8,069,232.58	444,305.85	
40210	LOCAL OPTION SALES TAX	4,900,000.00	0.00	4,900,000.00	1,721,104.38	35.12	3,178,895.62	407,548.56	
40275	MIXED DRINK TAX	20,000.00	0.00	20,000.00	10,052.37	50.26	9,947.63	5,603.15	
402--	COUNTY LOCAL OPTION TAXES	4,920,000.00	0.00	4,920,000.00	1,731,156.75	35.19	3,188,843.25	413,151.71	
41110	MARRIAGE LICENSES	2,000.00	0.00	2,000.00	1,273.00	63.65	727.00	247.00	
411--	LICENSES	2,000.00	0.00	2,000.00	1,273.00	63.65	727.00	247.00	
43517	TUITION - OTHER	125,000.00	0.00	125,000.00	35,145.00	28.12	89,855.00	0.00	
43570	RECEIPTS FROM INDIVIDUAL SCHO	75,000.00	0.00	75,000.00	29,106.95	38.81	45,893.05	11,115.09	
43583	TBI CRIMINAL BACKGROUND FEE	500.00	0.00	500.00	148.60	29.72	351.40	0.00	
435--	EDUCATION CHARGES	200,500.00	0.00	200,500.00	64,400.55	32.12	136,099.45	11,115.09	
43990	OTHER CHARGES FOR SERVICES	40,000.00	0.00	40,000.00	8,610.00	21.53	31,390.00	0.00	
439--		40,000.00	0.00	40,000.00	8,610.00	21.53	31,390.00	0.00	
44130	SALE OF MATERIALS AND SUPPLIES	3,000.00	0.00	3,000.00	4,347.00	144.90	-1,347.00	0.00	
44170	MISCELLANEOUS REFUNDS	80,000.00	0.00	80,000.00	10,002.20	12.50	69,997.80	3,073.07	
441--	RECURRING ITEMS	83,000.00	0.00	83,000.00	14,349.20	17.29	68,650.80	3,073.07	
44530	SALE OF EQUIPMENT	3,000.00	0.00	3,000.00	27,500.00	916.67	-24,500.00	0.00	
44560	DAMAGES RECOVERED FROM INDIVID	1,000.00	0.00	1,000.00	1,425.00	142.50	-425.00	187.50	
44570		0.00	0.00	0.00	27,018.00	0.00	-27,018.00	0.00	
445--	NONRECURRING ITEMS	4,000.00	0.00	4,000.00	55,943.00	1,398.58	-51,943.00	187.50	

Acct	Acct Description	2024-25 Original Budget	2024-25 Budget Revisions	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	Unexpended Balance	November 2024-25 Monthly Activity
141	GENERAL PURPOSE SCHOOL							
46510	TISA	40,091,007.00	0.00	40,091,007.00	15,894,862.00	39.65	24,196,145.00	3,973,715.50
46515	EARLY CHILDHOOD EDUCATION	193,519.00	59,227.48	252,746.48	46,493.65	18.40	206,252.83	46,493.65
46550	DRIVER EDUCATION	15,662.00	0.00	15,662.00	0.00	0.00	15,662.00	0.00
465--	STATE EDUCATION FUNDS	40,300,188.00	59,227.48	40,359,415.48	15,941,355.65	39.50	24,418,059.83	4,020,209.15
46610	CAREER LADDER PROGRAM	50,000.00	0.00	50,000.00	29,551.60	59.10	20,448.40	29,551.60
466--	CAREER LADDER PROGRAM	50,000.00	0.00	50,000.00	29,551.60	59.10	20,448.40	29,551.60
46790	OTHER VOCATIONAL	125,243.00	2,806,912.80	2,932,155.80	0.00	0.00	2,932,155.80	0.00
467--	VOCATIONAL	125,243.00	2,806,912.80	2,932,155.80	0.00	0.00	2,932,155.80	0.00
46851	STATE REVENUE SHARING -T.V.A.	190,000.00	0.00	190,000.00	77,495.61	40.79	112,504.39	77,495.61
468--	OTHER STATE REVENUES	190,000.00	0.00	190,000.00	77,495.61	40.79	112,504.39	77,495.61
46980		0.00	27,358.41	27,358.41	6,250.50	22.85	21,107.91	6,250.50
469--		0.00	27,358.41	27,358.41	6,250.50	22.85	21,107.91	6,250.50
47147	SAFE AND DRUG-FREE SCHOOLS-ST	0.00	321,250.00	321,250.00	14,664.58	4.56	306,585.42	14,664.58
471--	FEDERAL THROUGH STATE	0.00	321,250.00	321,250.00	14,664.58	4.56	306,585.42	14,664.58
49700	INSURANCE RECOVERY	2,000.00	0.00	2,000.00	43,932.00	2,196.60	-41,932.00	3,300.00
497--	INSURANCE RECOVERY	2,000.00	0.00	2,000.00	43,932.00	2,196.60	-41,932.00	3,300.00
-----	GENERAL PURPOSE SCHOOL	55,379,907.00	3,214,748.69	58,594,655.69	19,382,725.86	33.08	39,211,929.83	5,023,551.66

Acct	Acct Description	2024-25 Original Budget	2024-25 Budget Revisions	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	Unexpended Balance	November Monthly Activity	2024-25
	Grand Revenue Totals	55,379,907.00	3,214,748.69	58,594,655.69	19,382,725.86	33.08	39,211,929.83		5,023,551.66

Number of Accounts: 32

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

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71100	REGULAR INSTRUCTION PROGRAM								
116	TEACHERS	18,336,620.00	18,248,254.46	6,051,481.69	0.00	12,196,772.77	33.16	1,534,902.20	0.00
117	CAREER LADDER PROGRAM	29,800.00	29,800.00	14,900.00	0.00	14,900.00	50.00	14,900.00	0.00
128	HOMEBOUND TEACHERS	10,000.00	10,000.00	630.00	0.00	9,370.00	6.30	630.00	0.00
163	EDUCATIONAL ASSISTANTS	803,246.00	803,246.00	256,323.14	0.00	546,922.86	31.91	63,573.13	0.00
186	LONGEVITY PAY	197,400.00	197,400.00	189,375.00	0.00	8,025.00	95.93	0.00	0.00
189	OTHER SALARIES & WAGES	752,918.00	752,918.00	256,591.84	0.00	496,326.16	34.08	76,494.76	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	30,000.00	30,000.00	15,547.98	0.00	14,452.02	51.83	6,955.63	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	180,000.00	180,000.00	105,331.37	0.00	74,668.63	58.52	39,295.00	0.00
201	SOCIAL SECURITY	1,261,079.00	1,255,673.80	395,758.77	0.00	859,915.03	31.52	98,069.31	0.00
204	PENSIONS	1,291,788.00	1,285,279.72	468,575.49	0.00	816,704.23	36.46	116,608.12	0.00
207	MEDICAL INSURANCE	3,959,121.00	3,946,300.49	1,275,693.98	0.00	2,670,606.51	32.33	314,489.86	0.00
208	DENTAL INSURANCE	11,856.00	11,814.96	4,704.08	0.00	7,110.88	39.81	1,220.48	0.00
210	UNEMPLOYMENT COMPENSATION	9,972.00	9,972.00	1,214.49	0.00	8,757.51	12.18	182.27	0.00
212	EMPLOYER MEDICARE	294,930.00	293,917.06	95,752.20	0.00	198,164.86	32.58	23,753.58	0.00
217	RETIREMENT-HYBRID STABILIZATIO	72,986.00	72,986.00	27,831.20	0.00	45,154.80	38.13	6,904.90	0.00
336	MAINTENANCE AND REPAIR SERVICE	135,675.00	135,675.00	38,996.82	15,413.55	81,264.63	40.10	503.44	5,891.29
355	TRAVEL	2,000.00	2,000.00	515.72	0.00	1,484.28	25.79	94.07	0.00
356	TUITION	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	43,500.00	43,500.00	73,431.49	0.00	-29,931.49	168.81	2,872.49	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	335,950.00	335,950.00	290,430.05	18,313.27	27,206.68	91.90	26,778.59	39,360.95
449	TEXTBOOKS	502,601.00	502,601.00	36,008.54	0.00	466,592.46	7.16	49.99	8,992.75
722	REGULAR INSTRUCTION EQUIPMENT	103,000.00	103,000.00	98,939.93	1,612.99	2,447.08	97.62	0.00	0.00
790	OTHER EQUIPMENT	0.00	0.00	7,903.88	0.00	-7,903.88	0.00	0.00	10,003.88
---	REGULAR INSTRUCTION PROGRAM	28,379,442.00	28,265,288.49	9,705,937.66	35,339.81	18,524,011.02	34.46	2,328,277.82	64,248.87

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71150	ALTERNATIVE INSTRUCTION PROGRA								
116	TEACHERS	136,432.00	136,432.00	45,477.04	0.00	90,954.96	33.33	11,369.26	0.00
186	LONGEVITY PAY	1,550.00	1,550.00	1,550.00	0.00	0.00	100.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	1,000.00	1,000.00	635.00	0.00	365.00	63.50	90.00	0.00
201	SOCIAL SECURITY	8,617.00	8,617.00	2,757.52	0.00	5,859.48	32.00	649.41	0.00
204	PENSIONS	8,776.00	8,776.00	2,990.94	0.00	5,785.06	34.08	723.09	0.00
207	MEDICAL INSURANCE	37,331.00	37,331.00	12,455.48	0.00	24,875.52	33.36	2,965.59	0.00
208	DENTAL INSURANCE	91.00	91.00	36.48	0.00	54.52	40.09	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.82	0.00	62.18	1.30	0.00	0.00
212	EMPLOYER MEDICARE	2,015.00	2,015.00	644.94	0.00	1,370.06	32.01	151.89	0.00
399	OTHER CONTRACTED SERVICES	3,000.00	3,000.00	244.07	0.00	2,755.93	8.14	0.00	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	800.00	800.00	509.68	0.00	290.32	63.71	109.68	0.00
722	REGULAR INSTRUCTION EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00
---	ALTERNATIVE INSTRUCTION PROGRA	202,675.00	202,675.00	67,301.97	0.00	135,373.03	33.21	16,068.04	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71200	SPECIAL EDUCATION PROGRAM								
116	TEACHERS	1,589,996.00	1,589,996.00	448,150.36	0.00	1,141,845.64	28.19	109,862.54	0.00
117	CAREER LADDER PROGRAM	5,500.00	5,500.00	1,590.00	0.00	3,910.00	28.91	1,590.00	0.00
128	HOMEBOUND TEACHERS	6,000.00	6,000.00	1,230.00	0.00	4,770.00	20.50	480.00	0.00
163	EDUCATIONAL ASSISTANTS	635,204.00	649,264.00	230,115.23	0.00	419,148.77	35.44	58,703.72	0.00
171	SPEECH PATHOLOGIST	333,011.00	333,011.00	70,137.50	0.00	262,873.50	21.06	17,720.35	0.00
186	LONGEVITY PAY	28,900.00	28,900.00	25,425.00	0.00	3,475.00	87.98	0.00	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	3,500.00	3,500.00	200.00	0.00	3,300.00	5.71	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	24,000.00	24,000.00	17,117.50	0.00	6,882.50	71.32	4,082.50	0.00
201	SOCIAL SECURITY	162,819.00	163,691.00	45,683.03	0.00	118,007.97	27.91	10,810.23	0.00
204	PENSIONS	172,513.00	173,568.00	55,447.33	0.00	118,120.67	31.95	13,414.43	0.00
207	MEDICAL INSURANCE	808,605.00	824,680.00	212,132.82	0.00	612,547.18	25.72	52,224.22	0.00
208	DENTAL INSURANCE	2,380.00	2,417.00	802.56	0.00	1,614.44	33.20	204.06	0.00
210	UNEMPLOYMENT COMPENSATION	1,658.00	1,748.00	192.35	0.00	1,555.65	11.00	28.27	0.00
212	EMPLOYER MEDICARE	38,079.00	38,284.00	10,768.18	0.00	27,515.82	28.13	2,552.91	0.00
217	RETIREMENT-HYBRID STABILIZATIO	6,757.00	6,757.00	2,159.27	0.00	4,597.73	31.96	513.63	0.00
310	CONTRACTS WITH OTHER PUBLIC AG	0.00	0.00	47,565.78	0.00	-47,565.78	0.00	15,480.78	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	7,400.00	24,233.48	8,738.95	0.00	15,494.53	36.06	2,538.95	0.00
725	SPECIAL EDUCATION EQUIPMENT	0.00	10,000.00	2,896.00	0.00	7,104.00	28.96	2,896.00	0.00
790	OTHER EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
---	SPECIAL EDUCATION PROGRAM	3,827,322.00	3,886,549.48	1,180,351.86	0.00	2,706,197.62	30.37	293,102.59	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
71300	CAREER AND TECHNICAL EDUCATION								
116	TEACHERS	1,278,145.00	1,278,145.00	398,138.80	0.00	880,006.20	31.15	100,365.80	0.00
117	CAREER LADDER PROGRAM	2,000.00	2,000.00	1,000.00	0.00	1,000.00	50.00	1,000.00	0.00
186	LONGEVITY PAY	10,850.00	10,850.00	11,050.00	0.00	-200.00	101.84	0.00	0.00
189	OTHER SALARIES & WAGES	75,254.00	75,254.00	31,356.00	0.00	43,898.00	41.67	6,271.20	0.00
195	CERTIFIED SUBSTITUTE TEACHERS	1,000.00	1,000.00	100.00	0.00	900.00	10.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	8,000.00	8,000.00	3,600.00	0.00	4,400.00	45.00	1,260.00	0.00
201	SOCIAL SECURITY	85,265.00	85,265.00	26,196.54	0.00	59,068.46	30.72	6,328.01	0.00
204	PENSIONS	87,751.00	87,751.00	31,741.47	0.00	56,009.53	36.17	7,767.42	0.00
207	MEDICAL INSURANCE	250,627.00	250,627.00	86,317.33	0.00	164,309.67	34.44	21,269.58	0.00
208	DENTAL INSURANCE	780.00	780.00	300.96	0.00	479.04	38.58	77.52	0.00
210	UNEMPLOYMENT COMPENSATION	530.00	530.00	35.09	0.00	494.91	6.62	2.17	0.00
212	EMPLOYER MEDICARE	19,941.00	19,941.00	6,142.64	0.00	13,798.36	30.80	1,479.92	0.00
217	RETIREMENT-HYBRID STABILIZATIO	5,327.00	5,327.00	2,044.34	0.00	3,282.66	38.38	518.44	0.00
336	MAINTENANCE AND REPAIR SERVICE	2,500.00	2,500.00	0.00	430.00	2,070.00	17.20	0.00	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	34,800.00	66,466.00	17,878.12	3,327.62	45,260.26	31.90	241.05	0.00
449	TEXTBOOKS	2,000.00	2,000.00	1,499.00	0.00	501.00	74.95	0.00	0.00
599	OTHER CHARGES	500.00	500.00	385.48	14.93	99.59	80.08	15.86	0.00
730	VOCATIONAL INSTRUCTION EQUIPME	30,000.00	854,529.10	95,408.02	1,505.73	757,615.35	11.34	49.96	0.00
---	CAREER AND TECHNICAL EDUCATION	1,895,270.00	2,751,465.10	713,193.79	5,278.28	2,032,993.03	26.11	146,646.93	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72110	ATTENDANCE								
105	SUPERVISOR/DIRECTOR	47,792.00	47,792.00	19,912.95	0.00	27,879.05	41.67	3,982.59	0.00
117	CAREER LADDER PROGRAM	600.00	600.00	300.00	0.00	300.00	50.00	300.00	0.00
130	SOCIAL WORKERS	183,904.00	183,904.00	66,150.73	0.00	117,753.27	35.97	16,310.34	0.00
162	CLERICAL PERSONNEL	66,227.00	66,227.00	27,602.15	0.00	38,624.85	41.68	5,520.43	0.00
186	LONGEVITY PAY	5,900.00	5,900.00	6,300.00	0.00	-400.00	106.78	0.00	0.00
201	SOCIAL SECURITY	15,874.00	15,874.00	5,291.68	0.00	10,582.32	33.34	1,147.81	0.00
204	PENSIONS	19,202.00	19,202.00	6,615.84	0.00	12,586.16	34.45	1,456.53	0.00
207	MEDICAL INSURANCE	33,173.00	33,173.00	12,440.65	0.00	20,732.35	37.50	2,962.06	0.00
208	DENTAL INSURANCE	228.00	228.00	84.44	0.00	143.56	37.04	21.11	0.00
210	UNEMPLOYMENT COMPENSATION	168.00	168.00	0.00	0.00	168.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	4,414.00	4,414.00	1,702.38	0.00	2,711.62	38.57	365.50	0.00
355	TRAVEL	2,500.00	2,500.00	669.68	0.00	1,830.32	26.79	0.00	0.00
399	OTHER CONTRACTED SERVICES	39,340.00	39,340.00	26,646.98	0.00	12,693.02	67.74	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	3,000.00	3,000.00	1,176.63	0.00	1,823.37	39.22	33.99	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	250.00	0.00	3,750.00	6.25	0.00	0.00
704	ATTENDANCE EQUIPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
---	ATTENDANCE	430,322.00	430,322.00	175,144.11	0.00	255,177.89	40.70	32,100.36	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72120	HEALTH SERVICES								
105	SUPERVISOR/DIRECTOR	133,865.00	133,865.00	36,090.85	0.00	97,774.15	26.96	7,218.17	0.00
117	CAREER LADDER PROGRAM	600.00	600.00	300.00	0.00	300.00	50.00	300.00	0.00
131	MEDICAL PERSONNEL	319,998.00	319,998.00	120,474.85	0.00	199,523.15	37.65	28,467.85	0.00
186	LONGEVITY PAY	6,100.00	6,100.00	3,550.00	0.00	2,550.00	58.20	0.00	0.00
201	SOCIAL SECURITY	25,588.00	25,588.00	9,177.17	0.00	16,410.83	35.87	2,101.17	0.00
204	PENSIONS	27,461.00	27,461.00	11,987.70	0.00	15,473.30	43.65	2,772.10	0.00
207	MEDICAL INSURANCE	86,583.00	86,583.00	22,432.40	0.00	64,150.60	25.91	5,341.05	0.00
208	DENTAL INSURANCE	319.00	319.00	109.44	0.00	209.56	34.31	27.36	0.00
210	UNEMPLOYMENT COMPENSATION	294.00	294.00	34.75	0.00	259.25	11.82	1.49	0.00
212	EMPLOYER MEDICARE	6,677.00	6,677.00	2,241.76	0.00	4,435.24	33.57	495.76	0.00
217	RETIREMENT-HYBRID STABILIZATIO	2,966.00	2,966.00	1,150.09	0.00	1,815.91	38.78	265.52	0.00
355	TRAVEL	1,000.00	1,000.00	825.41	0.00	174.59	82.54	45.56	0.00
399	OTHER CONTRACTED SERVICES	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	13,000.00	13,000.00	9,670.84	240.67	3,088.49	76.24	104.57	0.00
524	STAFF DEVELOPMENT	2,000.00	2,000.00	265.00	0.00	1,735.00	13.25	0.00	0.00
599	OTHER CHARGES	5,000.00	5,000.00	250.00	0.00	4,750.00	5.00	0.00	0.00
735	HEALTH EQUIPMENT	2,000.00	2,000.00	68.74	1,985.00	-53.74	102.69	68.74	0.00
---	HEALTH SERVICES	673,451.00	673,451.00	258,629.00	2,225.67	412,596.33	38.73	47,209.34	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72130	OTHER STUDENT SUPPORT								
117	CAREER LADDER PROGRAM	1,000.00	1,000.00	500.00	0.00	500.00	50.00	500.00	0.00
123	GUIDANCE PERSONNEL	811,187.00	811,187.00	262,802.51	0.00	548,384.49	32.40	64,862.30	0.00
163	EDUCATIONAL ASSISTANTS	67,157.00	67,157.00	23,456.16	0.00	43,700.84	34.93	5,864.04	0.00
186	LONGEVITY PAY	10,800.00	10,800.00	10,800.00	0.00	0.00	100.00	0.00	0.00
189	OTHER SALARIES & WAGES	2,000.00	2,000.00	1,892.50	0.00	107.50	94.63	317.50	0.00
201	SOCIAL SECURITY	55,313.00	55,313.00	17,558.10	0.00	37,754.90	31.74	4,132.56	0.00
204	PENSIONS	57,410.00	57,410.00	20,574.74	0.00	36,835.26	35.84	4,977.15	0.00
207	MEDICAL INSURANCE	214,500.00	214,500.00	66,892.34	0.00	147,607.66	31.19	15,572.46	0.00
208	DENTAL INSURANCE	510.00	510.00	177.84	0.00	332.16	34.87	45.60	0.00
210	UNEMPLOYMENT COMPENSATION	363.00	363.00	36.17	0.00	326.83	9.96	11.66	0.00
212	EMPLOYER MEDICARE	12,936.00	12,936.00	4,109.63	0.00	8,826.37	31.77	966.50	0.00
217	RETIREMENT-HYBRID STABILIZATIO	1,854.00	1,854.00	823.89	0.00	1,030.11	44.44	231.87	0.00
322	EVALUATION AND TESTING	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	20,000.00	47,358.41	27,679.50	8,178.50	11,500.41	75.72	2,115.00	0.00
499	OTHER SUPPLIES AND MATERIALS	4,125.00	4,125.00	578.99	552.21	2,993.80	27.42	56.79	0.00
524	STAFF DEVELOPMENT	2,000.00	2,000.00	0.00	3,575.00	-1,575.00	178.75	0.00	0.00
599	OTHER CHARGES	14,000.00	14,000.00	6,312.74	5,010.96	2,676.30	80.88	1,252.74	0.00
790	OTHER EQUIPMENT	0.00	0.00	377.94	0.00	-377.94	0.00	0.00	0.00
---	OTHER STUDENT SUPPORT	1,290,155.00	1,317,513.41	444,573.05	17,316.67	855,623.69	35.06	100,906.17	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72210	REGULAR INSTRUCTION PROGRAM								
105	SUPERVISOR/DIRECTOR	452,966.00	452,966.00	207,362.83	0.00	245,603.17	45.78	42,508.10	0.00
117	CAREER LADDER PROGRAM	4,000.00	4,000.00	2,000.00	0.00	2,000.00	50.00	2,000.00	0.00
129	LIBRARIANS	627,929.00	627,929.00	210,179.84	0.00	417,749.16	33.47	52,544.96	0.00
161	SECRETARY(S)	83,915.00	83,915.00	34,960.70	0.00	48,954.30	41.66	6,992.14	0.00
186	LONGEVITY PAY	16,350.00	16,350.00	20,675.00	0.00	-4,325.00	126.45	0.00	0.00
189	OTHER SALARIES & WAGES	76,366.00	76,366.00	25,724.16	0.00	50,641.84	33.69	6,577.29	0.00
201	SOCIAL SECURITY	78,215.00	78,215.00	29,347.86	0.00	48,867.14	37.52	6,428.45	0.00
204	PENSIONS	81,685.00	81,685.00	33,740.49	0.00	47,944.51	41.31	7,538.71	0.00
207	MEDICAL INSURANCE	256,928.00	256,928.00	85,518.37	0.00	171,409.63	33.28	20,204.69	0.00
208	DENTAL INSURANCE	640.00	640.00	255.36	0.00	384.64	39.90	63.84	0.00
210	UNEMPLOYMENT COMPENSATION	399.00	399.00	25.19	0.00	373.81	6.31	1.08	0.00
212	EMPLOYER MEDICARE	18,292.00	18,292.00	6,929.99	0.00	11,362.01	37.89	1,503.44	0.00
217	RETIREMENT-HYBRID STABILIZATIO	2,296.00	2,296.00	983.58	0.00	1,312.42	42.84	241.27	0.00
355	TRAVEL	3,000.00	3,000.00	4,784.14	0.00	-1,784.14	159.47	2,306.78	0.00
399	OTHER CONTRACTED SERVICES	10,200.00	10,200.00	0.00	0.00	10,200.00	0.00	0.00	0.00
432	LIBRARY BOOKS/MEDIA	23,650.00	23,650.00	11,833.76	2,256.42	9,559.82	59.58	2,677.49	0.00
499	OTHER SUPPLIES AND MATERIALS	8,750.00	8,750.00	2,451.34	102.18	6,196.48	29.18	885.88	0.00
524	STAFF DEVELOPMENT	50,000.00	50,000.00	9,470.63	497.09	40,032.28	19.94	539.63	75.00
599	OTHER CHARGES	0.00	0.00	0.00	400.06	-400.06	0.00	0.00	0.00
790	OTHER EQUIPMENT	2,000.00	2,000.00	493.31	0.00	1,506.69	24.67	493.31	0.00
---	REGULAR INSTRUCTION PROGRAM	1,797,581.00	1,797,581.00	686,736.55	3,255.75	1,107,588.70	38.38	153,507.06	75.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72220	SPECIAL EDUCATION PROGRAM								
105	SUPERVISOR/DIRECTOR	87,618.00	87,618.00	36,507.50	0.00	51,110.50	41.67	7,301.50	0.00
117	CAREER LADDER PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
124	PHSYCOLOGICAL PERSONNEL	70,296.00	70,296.00	0.00	0.00	70,296.00	0.00	0.00	0.00
186	LONGEVITY PAY	1,400.00	1,400.00	1,400.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	9,877.00	9,877.00	2,291.69	0.00	7,585.31	23.20	433.17	0.00
204	PENSIONS	10,167.00	10,167.00	2,417.21	0.00	7,749.79	23.78	464.38	0.00
207	MEDICAL INSURANCE	27,484.00	27,484.00	6,456.07	0.00	21,027.93	23.49	1,537.16	0.00
208	DENTAL INSURANCE	46.00	46.00	0.00	0.00	46.00	0.00	0.00	0.00
210	UNEMPLOYMENT COMPENSATION	42.00	42.00	0.00	0.00	42.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	2,316.00	2,316.00	535.98	0.00	1,780.02	23.14	101.31	0.00
310	CONTRACTS WITH OTHER PUBLIC AG	80,000.00	80,000.00	63,456.33	0.00	16,543.67	79.32	15,876.00	0.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
524	STAFF DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
---	SPECIAL EDUCATION PROGRAM	291,246.00	291,246.00	113,064.78	0.00	178,181.22	38.82	25,713.52	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72230	CAREER AND TECHNICAL EDUCATION								
105	SUPERVISOR/DIRECTOR	102,168.00	107,168.00	44,782.50	0.00	62,385.50	41.79	8,956.50	0.00
161	SECRETARY(S)	33,298.00	33,298.00	11,099.20	0.00	22,198.80	33.33	2,774.80	0.00
186	LONGEVITY PAY	700.00	700.00	700.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	8,442.00	8,442.00	3,326.01	0.00	5,115.99	39.40	668.38	0.00
204	PENSIONS	9,040.00	9,040.00	3,725.11	0.00	5,314.89	41.21	777.74	0.00
207	MEDICAL INSURANCE	38,699.00	38,699.00	12,912.14	0.00	25,786.86	33.37	3,074.32	0.00
208	DENTAL INSURANCE	91.00	91.00	36.48	0.00	54.52	40.09	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	42.00	42.00	0.00	0.00	42.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	1,974.00	1,974.00	777.87	0.00	1,196.13	39.41	156.32	0.00
307	COMMUNICATION	3,200.00	3,200.00	252.50	0.00	2,947.50	7.89	50.50	0.00
355	TRAVEL	500.00	500.00	272.55	0.00	227.45	54.51	136.27	0.00
399	OTHER CONTRACTED SERVICES	4,000.00	4,000.00	1,049.12	0.00	2,950.88	26.23	342.22	0.00
599	OTHER CHARGES	500.00	500.00	237.05	0.00	262.95	47.41	0.00	0.00
---	CAREER AND TECHNICAL EDUCATION	202,654.00	207,654.00	79,170.53	0.00	128,483.47	38.13	16,946.17	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72250	TECHNOLOGY								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	39,372.10	0.00	55,120.90	41.67	7,874.42	0.00
121	DATA PROCESSING PERSONNEL	236,985.00	236,985.00	98,627.20	0.00	138,357.80	41.62	19,725.44	0.00
186	LONGEVITY PAY	1,700.00	1,700.00	1,950.00	0.00	-250.00	114.71	0.00	0.00
201	SOCIAL SECURITY	20,657.00	20,657.00	8,436.90	0.00	12,220.10	40.84	1,632.73	0.00
204	PENSIONS	24,988.00	24,988.00	10,694.55	0.00	14,293.45	42.80	2,109.36	0.00
207	MEDICAL INSURANCE	58,457.00	58,457.00	19,504.17	0.00	38,952.83	33.36	4,643.85	0.00
208	DENTAL INSURANCE	228.00	228.00	91.20	0.00	136.80	40.00	22.80	0.00
210	UNEMPLOYMENT COMPENSATION	147.00	147.00	0.00	0.00	147.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	4,831.00	4,831.00	1,973.16	0.00	2,857.84	40.84	381.84	0.00
217	RETIREMENT-HYBRID STABILIZATIO	1,001.00	1,001.00	396.70	0.00	604.30	39.63	78.74	0.00
307	COMMUNICATION	20.00	20.00	0.00	0.00	20.00	0.00	0.00	0.00
336	MAINTENANCE AND REPAIR SERVICE	110,000.00	110,000.00	85,485.98	0.00	24,514.02	77.71	0.00	0.00
350	INTERNET CONNECTIVITY	125,000.00	125,000.00	124,123.20	0.00	876.80	99.30	0.00	0.00
399	OTHER CONTRACTED SERVICES	11,500.00	11,500.00	11,462.77	0.00	37.23	99.68	0.00	0.00
471	SOFTWARE	30,000.00	30,000.00	20,660.00	7,030.00	2,310.00	92.30	0.00	0.00
524	STAFF DEVELOPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
790	OTHER EQUIPMENT	0.00	0.00	9,717.00	5,769.60	-15,486.60	0.00	0.00	15,486.60
---	TECHNOLOGY	722,007.00	722,007.00	432,494.93	12,799.60	276,712.47	61.67	36,469.18	15,486.60

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72310	BOARD OF EDUCATION								
191	BOARD AND COMMITTEE MEMBERS FE	39,605.00	39,605.00	16,202.40	0.00	23,402.60	40.91	3,300.48	0.00
201	SOCIAL SECURITY	2,456.00	2,456.00	862.11	0.00	1,593.89	35.10	172.29	0.00
207	MEDICAL INSURANCE	0.00	0.00	1,775.37	0.00	-1,775.37	0.00	591.79	0.00
208	DENTAL INSURANCE	0.00	0.00	13.68	0.00	-13.68	0.00	4.56	0.00
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	3.30	0.00	-3.30	0.00	1.10	0.00
212	EMPLOYER MEDICARE	572.00	572.00	228.30	0.00	343.70	39.91	45.63	0.00
320	DUES AND MEMBERSHIPS	7,175.00	7,175.00	7,175.00	0.00	0.00	100.00	0.00	0.00
331	LEGAL SERVICES	15,000.00	15,000.00	1,580.00	0.00	13,420.00	10.53	440.00	0.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	16,250.00	16,250.00	7,000.00	0.00	9,250.00	43.08	1,000.00	0.00
499	OTHER SUPPLIES AND MATERIALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
506	LIABILITY INSURANCE	127,745.00	127,745.00	138,255.00	0.00	-10,510.00	108.23	0.00	0.00
510	TRUSTEE'S COMMISSION	330,000.00	330,000.00	70,966.78	0.00	259,033.22	21.51	23,548.45	0.00
513	WORKMAN'S COMPENSATION INSURAN	178,500.00	178,500.00	181,152.00	0.00	-2,652.00	101.49	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	1,015.56	1,759.44	1,225.00	69.38	290.56	2,325.00
533	CRIMINAL INVESTIGATION OF APPL	8,000.00	8,000.00	6,022.15	7,535.10	-5,557.25	169.47	1,245.80	888.35
599	OTHER CHARGES	8,000.00	8,000.00	6,367.50	451.26	1,181.24	85.23	5,073.74	150.00
---	BOARD OF EDUCATION	738,803.00	738,803.00	438,619.15	9,745.80	290,438.05	60.69	35,714.40	3,363.35

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72320	DIRECTOR OF SCHOOLS								
101	COUNTY OFFICIAL/ADMINISTRATIVE	158,012.00	158,012.00	65,838.35	0.00	92,173.65	41.67	13,167.67	0.00
161	SECRETARY(S)	53,560.00	53,560.00	22,316.70	0.00	31,243.30	41.67	4,463.34	0.00
186	LONGEVITY PAY	700.00	700.00	700.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	13,161.00	13,161.00	5,352.88	0.00	7,808.12	40.67	1,041.17	0.00
204	PENSIONS	14,111.00	14,111.00	5,905.57	0.00	8,205.43	41.85	1,172.21	0.00
207	MEDICAL INSURANCE	38,823.00	38,823.00	12,953.28	0.00	25,869.72	33.36	3,084.12	0.00
208	DENTAL INSURANCE	391.00	391.00	139.18	0.00	251.82	35.60	33.36	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.00	0.00	63.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	3,066.00	3,066.00	1,251.88	0.00	1,814.12	40.83	243.50	0.00
307	COMMUNICATION	600.00	600.00	250.00	0.00	350.00	41.67	50.00	0.00
320	DUES AND MEMBERSHIPS	4,040.00	4,040.00	7,079.00	0.00	-3,039.00	175.22	0.00	0.00
355	TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
435	OFFICE SUPPLIES	500.00	500.00	26.58	0.00	473.42	5.32	0.00	0.00
524	STAFF DEVELOPMENT	4,000.00	4,000.00	871.81	0.00	3,128.19	21.80	85.09	0.00
599	OTHER CHARGES	1,500.00	1,500.00	1,052.66	0.00	447.34	70.18	155.43	0.00
701	ADMINISTRATION EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
---	DIRECTOR OF SCHOOLS	294,527.00	294,527.00	123,737.89	0.00	170,789.11	42.01	23,495.89	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72410	OFFICE OF THE PRINCIPAL								
104	PRINCIPALS	970,294.00	970,294.00	404,316.35	0.00	565,977.65	41.67	80,863.27	0.00
117	CAREER LADDER PROGRAM	6,000.00	6,000.00	3,000.00	0.00	3,000.00	50.00	3,000.00	0.00
139	ASSISTANT PRINCIPALS	1,039,421.00	1,039,421.00	433,090.20	0.00	606,330.80	41.67	86,618.04	0.00
162	CLERICAL PERSONNEL	767,094.00	767,094.00	252,151.10	0.00	514,942.90	32.87	63,025.37	0.00
186	LONGEVITY PAY	36,050.00	36,050.00	35,050.00	0.00	1,000.00	97.23	0.00	0.00
201	SOCIAL SECURITY	174,769.00	174,769.00	67,220.35	0.00	107,548.65	38.46	13,629.77	0.00
204	PENSIONS	188,192.00	188,192.00	75,342.83	0.00	112,849.17	40.04	15,687.98	0.00
207	MEDICAL INSURANCE	541,490.00	541,490.00	187,128.78	0.00	354,361.22	34.56	44,405.00	0.00
208	DENTAL INSURANCE	1,510.00	1,510.00	615.60	0.00	894.40	40.77	155.04	0.00
210	UNEMPLOYMENT COMPENSATION	1,029.00	1,029.00	0.00	0.00	1,029.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	40,873.00	40,873.00	15,720.99	0.00	25,152.01	38.46	3,187.62	0.00
217	RETIREMENT-HYBRID STABILIZATIO	915.00	915.00	360.90	0.00	554.10	39.44	72.18	0.00
320	DUES AND MEMBERSHIPS	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00	0.00	0.00
355	TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	13,600.00	13,600.00	14,650.00	0.00	-1,050.00	107.72	3,500.00	0.00
435	OFFICE SUPPLIES	6,875.00	6,875.00	1,034.69	241.60	5,598.71	18.56	0.00	0.00
599	OTHER CHARGES	150,000.00	150,000.00	57,527.91	3,211.26	89,260.83	40.49	12,710.47	0.00
701	ADMINISTRATION EQUIPMENT	13,970.00	13,970.00	6,460.19	552.57	6,957.24	50.20	1,196.97	0.00
---	OFFICE OF THE PRINCIPAL	3,955,382.00	3,955,382.00	1,553,669.89	4,005.43	2,397,706.68	39.38	328,051.71	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72510	FISCAL SERVICES								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	39,372.10	0.00	55,120.90	41.67	7,874.42	0.00
119	ACCOUNTANTS/BOOKKEEPERS	229,700.00	229,700.00	94,050.10	0.00	135,649.90	40.94	18,810.02	0.00
186	LONGEVITY PAY	1,400.00	1,400.00	1,400.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	20,187.00	20,187.00	8,022.07	0.00	12,164.93	39.74	1,544.79	0.00
204	PENSIONS	24,419.00	24,419.00	10,111.70	0.00	14,307.30	41.41	2,001.34	0.00
207	MEDICAL INSURANCE	83,501.00	83,501.00	27,860.11	0.00	55,640.89	33.37	6,633.36	0.00
208	DENTAL INSURANCE	137.00	137.00	54.72	0.00	82.28	39.94	13.68	0.00
210	UNEMPLOYMENT COMPENSATION	147.00	147.00	0.00	0.00	147.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	4,721.00	4,721.00	1,876.10	0.00	2,844.90	39.74	361.27	0.00
317	DATA PROCESSING SERVICES	60,317.00	60,317.00	50,776.12	0.00	9,540.88	84.18	0.00	0.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	1,000.00	1,000.00	375.00	0.00	625.00	37.50	0.00	0.00
411	DATA PROCESSING SUPPLIES	4,400.00	4,400.00	1,136.84	2,873.00	390.16	91.13	0.00	0.00
435	OFFICE SUPPLIES	5,000.00	5,000.00	-4,555.74	12,900.00	-3,344.26	166.89	-4,175.67	9,357.60
524	STAFF DEVELOPMENT	4,000.00	4,000.00	2,591.64	0.00	1,408.36	64.79	341.64	0.00
701	ADMINISTRATION EQUIPMENT	5,000.00	5,000.00	0.00	2,826.80	2,173.20	56.54	0.00	0.00
---	FISCAL SERVICES	538,922.00	538,922.00	233,070.76	18,599.80	287,251.44	46.70	33,404.85	9,357.60

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72520	HUMAN SERVICES/PERSONNEL								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	39,372.10	0.00	55,120.90	41.67	7,874.42	0.00
162	CLERICAL PERSONNEL	60,260.00	60,260.00	25,108.35	0.00	35,151.65	41.67	5,021.67	0.00
186	LONGEVITY PAY	1,400.00	1,400.00	1,400.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	9,681.00	9,681.00	3,941.29	0.00	5,739.71	40.71	753.34	0.00
204	PENSIONS	11,711.00	11,711.00	4,941.05	0.00	6,769.95	42.19	967.21	0.00
207	MEDICAL INSURANCE	33,203.00	33,203.00	11,183.08	0.00	22,019.92	33.68	2,662.64	0.00
208	DENTAL INSURANCE	91.00	91.00	36.48	0.00	54.52	40.09	9.12	0.00
210	UNEMPLOYMENT COMPENSATION	63.00	63.00	0.00	0.00	63.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	2,263.00	2,263.00	921.74	0.00	1,341.26	40.73	176.18	0.00
355	TRAVEL	750.00	750.00	97.89	0.00	652.11	13.05	97.89	0.00
435	OFFICE SUPPLIES	2,000.00	2,000.00	365.02	0.00	1,634.98	18.25	0.00	298.04
499	OTHER SUPPLIES AND MATERIALS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
524	STAFF DEVELOPMENT	1,500.00	1,500.00	328.20	21.80	1,150.00	23.33	178.20	0.00
599	OTHER CHARGES	9,800.00	9,800.00	3,718.06	2,232.00	3,849.94	60.71	108.00	0.00
701	ADMINISTRATION EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
---	HUMAN SERVICES/PERSONNEL	231,215.00	231,215.00	91,413.26	2,253.80	137,547.94	40.51	17,848.67	298.04

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72610	OPERATION OF PLANT								
166	CUSTODIAL PERSONNEL	1,249,300.00	1,249,300.00	497,232.88	0.00	752,067.12	39.80	103,480.77	0.00
186	LONGEVITY PAY	16,750.00	16,750.00	19,850.00	0.00	-3,100.00	118.51	0.00	0.00
201	SOCIAL SECURITY	78,496.00	78,496.00	29,636.15	0.00	48,859.85	37.75	5,770.92	0.00
204	PENSIONS	94,954.00	94,954.00	34,080.96	0.00	60,873.04	35.89	6,879.97	0.00
207	MEDICAL INSURANCE	367,076.00	367,076.00	120,426.50	0.00	246,649.50	32.81	28,836.69	0.00
208	DENTAL INSURANCE	960.00	960.00	373.92	0.00	586.08	38.95	91.20	0.00
210	UNEMPLOYMENT COMPENSATION	1,260.00	1,260.00	56.36	0.00	1,203.64	4.47	5.24	0.00
212	EMPLOYER MEDICARE	18,358.00	18,358.00	7,149.87	0.00	11,208.13	38.95	1,386.26	0.00
359	DISPOSAL FEES	109,524.00	109,524.00	32,571.15	0.00	76,952.85	29.74	671.30	0.00
399	OTHER CONTRACTED SERVICES	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00	0.00	0.00
410	CUSTODIAL SUPPLIES	170,000.00	170,000.00	75,340.02	30,753.69	63,906.29	62.41	12,137.59	13,754.81
415	ELECTRICITY	1,185,000.00	1,185,000.00	497,345.43	0.00	687,654.57	41.97	86,158.24	0.00
434	NATURAL GAS	115,000.00	115,000.00	9,242.58	0.00	105,757.42	8.04	2,319.12	0.00
454	WATER AND SEWER	180,500.00	180,500.00	103,686.86	0.00	76,813.14	57.44	26,101.98	0.00
499	OTHER SUPPLIES AND MATERIALS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
501	BOILER INSURANCE	7,608.00	7,608.00	9,321.00	0.00	-1,713.00	122.52	0.00	0.00
502	BUILDING AND CONTENTS INSURANC	322,021.00	322,021.00	365,908.00	0.00	-43,887.00	113.63	0.00	0.00
524	STAFF DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
599	OTHER CHARGES	0.00	0.00	66.98	0.00	-66.98	0.00	0.00	0.00
720	PLANT OPERATION EQUIPMENT	5,000.00	5,000.00	2,451.73	98.88	2,449.39	51.01	349.84	0.00
---	OPERATION OF PLANT	3,935,807.00	3,935,807.00	1,804,740.39	30,852.57	2,100,214.04	46.64	274,189.12	13,754.81

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72620	MAINTENANCE OF PLANT								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	39,372.10	0.00	55,120.90	41.67	7,874.42	0.00
162	CLERICAL PERSONNEL	41,320.00	41,320.00	17,216.70	0.00	24,103.30	41.67	3,443.34	0.00
167	MAINTENANCE PERSONNEL	646,965.00	646,965.00	253,275.47	0.00	393,689.53	39.15	51,523.57	0.00
186	LONGEVITY PAY	7,500.00	7,500.00	7,450.00	0.00	50.00	99.33	0.00	0.00
189	OTHER SALARIES & WAGES	39,000.00	39,000.00	781.25	0.00	38,218.75	2.00	0.00	0.00
201	SOCIAL SECURITY	51,414.00	51,414.00	19,097.28	0.00	32,316.72	37.14	3,712.38	0.00
204	PENSIONS	62,196.00	62,196.00	22,792.45	0.00	39,403.55	36.65	4,514.26	0.00
207	MEDICAL INSURANCE	144,758.00	144,758.00	48,731.78	0.00	96,026.22	33.66	11,499.65	0.00
208	DENTAL INSURANCE	410.00	410.00	164.16	0.00	245.84	40.04	41.04	0.00
210	UNEMPLOYMENT COMPENSATION	336.00	336.00	5.82	0.00	330.18	1.73	0.00	0.00
212	EMPLOYER MEDICARE	12,025.00	12,025.00	4,477.65	0.00	7,547.35	37.24	868.21	0.00
217	RETIREMENT-HYBRID STABILIZATIO	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00
307	COMMUNICATION	3,500.00	3,500.00	2,052.50	0.00	1,447.50	58.64	410.50	0.00
320	DUES AND MEMBERSHIPS	300.00	300.00	475.00	0.00	-175.00	158.33	0.00	0.00
335	MAINTENANCE AND REPAIR SERVICE	310,000.00	310,000.00	255,839.12	100,835.66	-46,674.78	115.06	32,918.01	43,429.29
336	MAINTENANCE AND REPAIR SERVICE	240,000.00	240,000.00	9,137.68	15,204.90	215,657.42	10.14	19.50	8,411.15
355	TRAVEL	500.00	500.00	365.25	0.00	134.75	73.05	0.00	0.00
399	OTHER CONTRACTED SERVICES	259,743.00	259,743.00	156,641.15	30,532.22	72,569.63	72.06	5,048.99	30,109.39
499	OTHER SUPPLIES AND MATERIALS	1,000.00	1,000.00	3,788.28	2,346.61	-5,134.89	613.49	83.76	306.28
524	STAFF DEVELOPMENT	1,000.00	1,000.00	391.90	0.00	608.10	39.19	0.00	0.00
599	OTHER CHARGES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
701	ADMINISTRATION EQUIPMENT	0.00	0.00	17,273.70	0.00	-17,273.70	0.00	0.00	17,273.70
717	MAINTENANCE EQUIPMENT	5,000.00	5,000.00	2,839.00	301.00	1,860.00	62.80	0.00	0.00
---	MAINTENANCE OF PLANT	1,925,560.00	1,925,560.00	862,168.24	149,220.39	914,171.37	52.52	121,957.63	99,529.81

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72710	TRANSPORTATION								
105	SUPERVISOR/DIRECTOR	94,493.00	94,493.00	39,372.10	0.00	55,120.90	41.67	7,874.42	0.00
142	MECHANIC(S)	138,709.00	138,709.00	63,873.65	0.00	74,835.35	46.05	13,862.48	0.00
146	BUS DRIVERS	962,856.00	962,856.00	319,953.28	0.00	642,902.72	33.23	80,704.42	0.00
162	CLERICAL PERSONNEL	41,320.00	41,320.00	0.00	0.00	41,320.00	0.00	0.00	0.00
186	LONGEVITY PAY	20,650.00	20,650.00	39,566.65	0.00	-18,916.65	191.61	3,443.33	0.00
189	OTHER SALARIES & WAGES	84,995.00	84,995.00	20,214.71	0.00	64,780.29	23.78	6,460.22	0.00
201	SOCIAL SECURITY	83,267.00	83,267.00	26,348.25	0.00	56,918.75	31.64	5,965.33	0.00
204	PENSIONS	99,649.00	99,649.00	33,161.75	0.00	66,487.25	33.28	7,700.89	0.00
207	MEDICAL INSURANCE	531,335.00	531,335.00	177,857.21	0.00	353,477.79	33.47	41,766.48	0.00
208	DENTAL INSURANCE	1,550.00	1,550.00	601.40	0.00	948.60	38.80	150.35	0.00
210	UNEMPLOYMENT COMPENSATION	1,344.00	1,344.00	36.18	0.00	1,307.82	2.69	1.57	0.00
212	EMPLOYER MEDICARE	19,474.00	19,474.00	6,469.95	0.00	13,004.05	33.22	1,457.00	0.00
307	COMMUNICATION	2,000.00	2,000.00	778.30	0.00	1,221.70	38.92	152.90	0.00
340	MEDICAL AND DENTAL SERVICES	8,000.00	8,000.00	2,845.00	3,130.00	2,025.00	74.69	320.00	1,385.00
355	TRAVEL	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
399	OTHER CONTRACTED SERVICES	31,000.00	31,000.00	21,620.42	0.00	9,379.58	69.74	0.00	0.00
412	DIESEL FUEL	250,000.00	250,000.00	79,254.57	90,536.62	80,208.81	67.92	21,941.37	2,895.69
425	GASOLINE	65,000.00	65,000.00	26,962.77	23,611.67	14,425.56	77.81	-224.64	0.00
450	TIRES AND TUBES	30,000.00	30,000.00	3,678.52	24,704.53	1,616.95	94.61	302.33	15,940.00
453	VEHICLE PARTS	70,000.00	70,000.00	36,699.40	46,365.27	-13,064.67	118.66	6,226.58	6,356.67
511	VEHICLE AND EQUIPMENT INSURANC	75,311.00	75,311.00	84,217.00	0.00	-8,906.00	111.83	0.00	0.00
524	STAFF DEVELOPMENT	1,000.00	1,000.00	2,865.00	1,185.00	-3,050.00	405.00	0.00	0.00
599	OTHER CHARGES	27,200.00	27,200.00	21,009.35	20,206.36	-14,015.71	151.53	1,464.13	0.00
729	TRANSPORTATION EQUIPMENT	5,000.00	5,000.00	3,103.00	0.00	1,897.00	62.06	0.00	3,103.00
---	TRANSPORTATION	2,644,653.00	2,644,653.00	1,010,488.46	209,739.45	1,424,425.09	46.14	199,569.16	29,680.36

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
72810	CENTRAL AND OTHER								
162	CLERICAL PERSONNEL	42,980.00	42,980.00	17,900.00	0.00	25,080.00	41.65	3,580.00	0.00
186	LONGEVITY PAY	550.00	550.00	550.00	0.00	0.00	100.00	0.00	0.00
201	SOCIAL SECURITY	2,699.00	2,699.00	1,089.41	0.00	1,609.59	40.36	206.69	0.00
204	PENSIONS	3,265.00	3,265.00	1,383.75	0.00	1,881.25	42.38	268.50	0.00
206	LIFE INSURANCE	18,000.00	18,000.00	4,704.48	0.00	13,295.52	26.14	1,568.16	0.00
207	MEDICAL INSURANCE	138,849.00	138,849.00	59,859.22	0.00	78,989.78	43.11	11,424.01	0.00
210	UNEMPLOYMENT COMPENSATION	21.00	21.00	0.00	0.00	21.00	0.00	0.00	0.00
212	EMPLOYER MEDICARE	631.00	631.00	254.79	0.00	376.21	40.38	48.34	0.00
299	OTHER FRINGE BENEFITS	68,000.00	68,000.00	16,698.00	0.00	51,302.00	24.56	0.00	0.00
307	COMMUNICATION	13,000.00	13,000.00	509.42	0.00	12,490.58	3.92	120.35	0.00
348	POSTAL CHARGES	10,000.00	10,000.00	888.33	265.58	8,846.09	11.54	428.94	0.00
435	OFFICE SUPPLIES	5,000.00	5,000.00	132.61	900.00	3,967.39	20.65	0.00	0.00
599	OTHER CHARGES	15,000.00	15,000.00	7,057.38	0.00	7,942.62	47.05	1,971.36	0.00
---	CENTRAL AND OTHER	317,995.00	317,995.00	111,027.39	1,165.58	205,802.03	35.28	19,616.35	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November Monthly Activity	2024-25 Enc Carry Forward	2024-25
141	GENERAL PURPOSE SCHOOL									
73100	FOOD SERVICE									
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	3.85	0.00	-3.85	0.00	0.00	0.00	0.00
422	FOOD SUPPLIES	0.00	0.00	7,499.51	0.00	-7,499.51	0.00	0.00	0.00	0.00
---	FOOD SERVICE	0.00	0.00	7,503.36	0.00	-7,503.36	0.00	0.00	0.00	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
73300	COMMUNITY SERVICES								
105	SUPERVISOR/DIRECTOR	0.00	89,204.05	20,870.55	0.00	68,333.50	23.40	7,754.97	0.00
116	TEACHERS	0.00	155,187.50	37,360.25	0.00	117,827.25	24.07	15,752.00	0.00
163	EDUCATIONAL ASSISTANTS	0.00	3,905.60	1,964.23	0.00	1,941.37	50.29	1,008.76	0.00
201	SOCIAL SECURITY	0.00	15,196.81	3,556.09	0.00	11,640.72	23.40	1,447.82	0.00
204	PENSIONS	0.00	17,793.96	4,174.25	0.00	13,619.71	23.46	1,710.26	0.00
210	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.04	0.00	-0.04	0.00	0.00	0.00
212	EMPLOYER MEDICARE	0.00	3,440.21	831.64	0.00	2,608.57	24.17	338.59	0.00
217	RETIREMENT-HYBRID STABILIZATIO	0.00	0.00	211.62	0.00	-211.62	0.00	90.57	0.00
422	FOOD SUPPLIES	0.00	3,149.00	1,566.90	0.00	1,582.10	49.76	651.60	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	0.00	24,122.87	0.00	0.00	24,122.87	0.00	0.00	0.00
499	OTHER SUPPLIES AND MATERIALS	0.00	2,500.00	129.87	0.00	2,370.13	5.19	0.00	0.00
524	STAFF DEVELOPMENT	0.00	750.00	273.20	0.00	476.80	36.43	0.00	0.00
599	OTHER CHARGES	0.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00	0.00
---	COMMUNITY SERVICES	0.00	321,250.00	70,938.64	0.00	250,311.36	22.08	28,754.57	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
73400	EARLY CHILDHOOD EDUCATION								
116	TEACHERS	137,494.00	137,494.00	47,534.12	0.00	89,959.88	34.57	12,976.12	0.00
163	EDUCATIONAL ASSISTANTS	37,202.00	37,202.00	10,704.37	0.00	26,497.63	28.77	3,041.25	0.00
186	LONGEVITY PAY	1,650.00	1,650.00	1,650.00	0.00	0.00	100.00	0.00	0.00
198	NON-CERTIFIED SUBSTITUTE TEACH	1,500.00	1,500.00	1,672.50	0.00	-172.50	111.50	1,087.50	0.00
201	SOCIAL SECURITY	11,026.00	11,026.00	3,652.50	0.00	7,373.50	33.13	1,012.41	0.00
204	PENSIONS	11,643.00	11,643.00	3,956.29	0.00	7,686.71	33.98	1,075.27	0.00
207	MEDICAL INSURANCE	24,208.00	24,208.00	9,852.43	0.00	14,355.57	40.70	2,514.90	0.00
208	DENTAL INSURANCE	137.00	137.00	50.16	0.00	86.84	36.61	13.68	0.00
210	UNEMPLOYMENT COMPENSATION	105.00	105.00	19.40	0.00	85.60	18.48	9.55	0.00
212	EMPLOYER MEDICARE	2,579.00	2,579.00	854.25	0.00	1,724.75	33.12	236.77	0.00
217	RETIREMENT-HYBRID STABILIZATIO	0.00	0.00	13.34	0.00	-13.34	0.00	13.34	0.00
429	INSTRUCTIONAL SUPPLIES AND MAT	2,800.00	2,800.00	142.70	0.00	2,657.30	5.10	0.00	0.00
524	STAFF DEVELOPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
---	EARLY CHILDHOOD EDUCATION	231,844.00	231,844.00	80,102.06	0.00	151,741.94	34.55	21,980.79	0.00

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
76100	REGULAR CAPITAL OUTLAY								
706		0.00	1,592,641.50	0.00	97,906.00	1,494,735.50	6.15	0.00	97,906.00
707	BUILDING IMPROVEMENTS	0.00	273,076.20	0.00	0.00	273,076.20	0.00	0.00	0.00
790	OTHER EQUIPMENT	0.00	80,000.00	0.00	0.00	80,000.00	0.00	0.00	0.00
799	OTHER CAPITAL OUTLAY	500,000.00	614,153.51	857,213.51	960,842.72	-1,203,902.72	296.03	34,601.91	1,790,009.55
---	REGULAR CAPITAL OUTLAY	500,000.00	2,559,871.21	857,213.51	1,058,748.72	643,908.98	74.85	34,601.91	1,887,915.55

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November 2024-25 Monthly Activity	2024-25 Enc Carry Forward
141	GENERAL PURPOSE SCHOOL								
99100									
590	TRANSFERS TO OTHER FUNDS	325,450.00	325,450.00	0.00	0.00	325,450.00	0.00	0.00	0.00
---		325,450.00	325,450.00	0.00	0.00	325,450.00	0.00	0.00	0.00
---	GENERAL PURPOSE SCHOOL	55,352,283.00	58,567,031.69	21,101,291.23	1,560,547.32	35,905,193.14	38.69	4,336,132.23	2,123,709.99

Obj	Obj	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Encumbered Amount	2024-25 FYTD Unencumbered Bal	2024-25 FYTD %	November Monthly Activity	2024-25 Enc Carry Forward	2024-25
	Grand Expense Totals	55,352,283.00	58,567,031.69	21,101,291.23	1,560,547.32	35,905,193.14	38.69	4,336,132.23		2,123,709.99

Number of Accounts: 645

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

# Marshall County Board of Education

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

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

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

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

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

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

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

### 13 **INDEPENDENTLY PLANNED TRIPS**

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

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

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

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Cross References:

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



# Travel Request

Organization HS Beta Destination Louisburg Walmart

Date of Trip 12/10/24 or 12/11/24 Purpose of Trip purchase items for Angel tree child

Mode of Transportation: school van

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

Taylor Crumley Emory Hall

(Use back if more space is needed)

School System Participants (please print):

Libby Suttlefield

(Use back if more space is needed)

Volunteer Participants (please print):

\_\_\_\_\_

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Libby Suttlefield Date: 12/9/24  
Teacher/Sponsor

Approved by: [Signature] Date: 12/10/24  
Principal

Approved by: [Signature] Date: 12-10-24  
Director of Schools



# --Travel Request

*Linking Learning to Life*

Organization Industrial Maintenance Destination Polaris / Calhoun \_\_\_\_\_

Date of Trip 02/05/25 Purpose of Trip Tour

Mode of Transportation: Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

Student list attached \_\_\_\_\_

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

(Use back if more space is needed)

School System Participants (please print):

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

(Use back if more space is needed)

Volunteer Participants (please print):

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

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by Danny Adams Date 01/06/25  
Teacher/Sponsor

Approved by: Frank Musgrave Date: 1/6/25  
Principal

Approved by: Grace Jordan Date: 1-6-25  
Director of Schools



# Travel Request

Organization Leo Club Destination TN School for the Blind

Date of Trip Feb. 7, 2025 Purpose of Trip To foster a deeper connection & understanding of TN School Blind Leo members

Mode of Transportation: School Bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

All Leo Members approximately 60-65 students 8<sup>th</sup>-12<sup>th</sup> grade.

(Use back if more space is needed)

School System Participants (please print):

hannie Clark  
(1 other teacher TBD)

(Use back if more space is needed)

Volunteer Participants (please print):

N/A

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted? N/A Yes  No

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

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

Travel Requested by: Lorrie Clark Date: 12-11-24  
Teacher/Sponsor

Approved by: [Signature] Date: 12/12/24  
Principal

Approved by: [Signature] Date: 12-12-24  
Director of Schools



# Travel Request

Organization SMAK Club Destination Pigeon Forge

Date of Trip 5.2.25 Purpose of Trip end of year reward

Mode of Transportation: charter bus

Is school system transportation/personnel required?  Yes  No

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

Student Participants (please print):

5<sup>th</sup> grade SMAK students

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

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

(Use back if more space is needed)

School System Participants (please print):

Tara Stacey Shawn Bollins

Jamie Morgan Sara Fuller

(Use back if more space is needed)

Volunteer Participants (please print):

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

(Use back if more space is needed)

Have the Volunteer Participants been fingerprinted?  Yes  No

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

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

Travel Requested by: Tara Stacey Date: 1.9.25  
Teacher/Sponsor

Approved by: Robert J Reasonover Date: 1.9.25  
Principal

Approved by: Carol Sorrelli Date: 1-9-25  
Director of Schools

# Marshall County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: <b>3.206</b>	Issued Date: <b>08/14/23</b>
		Rescinds: <b>3.206</b>	Issued: <b>02/14/22</b>

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

- 1 12. When a third-party vendor uses facility and other school personnel are used, a fee of \$30 per hour  
2 plus the fixed charges Medicare, Social Security, and retirement rates must be paid to the Central  
3 Office.  
4 13. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own  
5 risk.

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Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405
2. TCA 49-2-203(b)(4)(B)

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Cross References

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



REQUEST FOR USE OF MARSHALL COUNTY HIGH  
(SCHOOL)

Area/Room of the building requested AUDITORIUM / LECTURE HALL

Name/Type of event to be held YOUTH MINISTRY WORSHIP NIGHT

Date of the event 12-14-24 Time 5:00 PM - 7:00 PM

Organization/Person requesting use DESTINY CHURCH

Name of insurance company SOUTHERN MUTUAL Amount of coverage \$1,000,000

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

Contact person for organization using building STEVEN DAVENPORT

Address 1020 COREY DR LEWISBURG Phone 615-851-9395 Cell \_\_\_\_\_

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature]

Date 12-11-24

Signature of principal [Signature]

Date 12/11/24

Signature of Director of Schools for approval [Signature]

Date 12-12-24

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. When a third-party vendor uses a facility and a custodian is used, a fee of \$25 per hour plus the fixed Medicare, Social Security, and retirement rates must be paid to the Central Office.
12. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.
13. When a third-party vendor uses facility and other school personnel are used, a fee of \$30 per hour plus fixed charges Medicare, Social Security, and retirement rates must be paid to the Central Office.



REQUEST FOR USE OF Forrest  
(SCHOOL)

Area/Room of the building requested Soccer field

Name/Type of event to be held CHSC soccer practice / games

Date of the event January 4th - July 31st Time M-F 5-8 Sat/Sun 7-8

Organization/Person requesting use Chapel Hill Soccer Club - Brandon Pfeifer

Name of insurance company Everest National Ins. Co. Amount of coverage 1,000,000

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

Address 1506 Rebecca Dr. Chapel Hill TN Phone \_\_\_\_\_ Cell (260) 251-9748

RESPONSIBILITY OF PERSON REQUESTING USE

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

Signature of person requesting use [Signature] Date 12/18/24

Signature of principal [Signature] Date 12/18/24

Signature of Director of Schools for approval [Signature] Date 12-19-24

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF

MCHS  
(SCHOOL)Area/Room of the building requested GymName/Type of event to be held FCA EventDate of the event 1/29/25 Time 6:00Organization/Person requesting use FCAName of insurance company NA Amount of coverage \_\_\_\_\_

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

Contact person for organization using building Kevin McNeheeAddress 1766 Carnersville Hwy Phone 931-703-6536 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 Kevin McNehee Date 1/6/25Signature of principal [Signature] Date 1/6/25Signature of Director of Schools for approval [Signature] Date 1-6-25

## MARSHALL COUNTY BOARD OF EDUCATION POLICY

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