

**MARION COUNTY BOARD OF EDUCATION**  
**September Regular Meeting**  
**September 8, 2025**  
**5:00 p.m.**

**AGENDA**

**I. MEETING CALLED TO ORDER**

**II. PLEDGE TO THE FLAG**

**III. ELECT NEW OFFICERS:** Chairman  
*Dr. Griffith Presides* Vice Chairman  
Chair Pro Tem  
TLN Representative

**IV. PUBLIC COMMENT**

**V. APPROVE BOARD AGENDA**

**VI. APPROVE CONSENT AGENDA**

**A. Approve Minutes: Regular Meeting August 11, 2025**

**B. Financial Reports & Cash Flow Analysis for July 2025** *Amanda Weeks*

**C. Budget Amendments:** (1) General Purpose Fund 141 Amendment # 2  
*Amanda Weeks* (2) Federal Projects Fund 142 Amendment # 2

**D. Request Approval for Disposal/Removal of Equipment** *Amanda Weeks*

**E. Request Approval for Jasper First Baptist to Use Auditorium at Jasper Middle School for Event** *Dr. Griffith*

**F. Request Approval for the Marion County 4-H Performing Arts to Use Auditorium at Jasper Middle School for Event** *Dr. Griffith*

**G. Request Approval to Split Whitwell High School Softball Assistant Supplement** *Dr. Griffith*

**H. Request Approval to Split Whitwell High School Volleyball Supplement** *Dr. Griffith*

**I. Request Approval of Contract with Integrated Builds, LLC for Marion County Schools Greenhouse Project** *Dr. Griffith*

- J. Request Approval of Contract with OLG Services, LLC for Renovations to Theater/Auditorium at Whitwell High School *Dr. Griffith*
- K. Request Approval of Proposal from United Elevator Services for Elevator at South Pittsburg High School *Dr. Griffith*  
(Approved by Executive Order 9/3/2025)
- L. Request Approval to Pay Kaatz, Binkley, Jones, & Morris Architects, Inc. for Whitwell High School Theater/ Auditorium Renovations *Dr. Griffith*
- M. Request Approval to Pay Kaatz, Binkley, Jones, & Morris Architects, Inc. for Partial Reroof at Marion County High School, South Pittsburg Elementary School, Jasper Elementary School, & Whitwell Elementary School *Dr. Griffith*
- N. Request Approval to Pay Kaatz, Binkley, Jones, & Morris Architects, Inc. for Locker Replacements *Dr. Griffith*
- O. Request Approval for Disposal/Removal of Equipment *Sarah Ziegler*
- P. Request Approval to Purchase Lenovo ThinkPad Laptops using Title I Funds for Marion County High School & South Pittsburg High School *Sarah Ziegler*
- Q. Approve School Nutrition Civil Rights Policy and Training *Danita Taylor*
- R. Request Approval to Pay Lewis Group Architects Invoice for Professional Services *Sherry Prince*
- S. Request Approval to Pay Application #1 with Integrated Builds, LLC for Marion County Schools Greenhouse Project *Sherry Prince*
- T. Request Approval to Purchase Additional Chromebooks for Jasper Middle School *Mike Ogden*
- U. Request Approval to Extend Edupoint/Synergy Student Management System Contract for the 2025-2026 School Year *Mike Ogden*
- V. Approve 2025-2026 Non-Faculty Volunteer Paid Coaches:  
Whitwell High School – Roger Layne (*Softball/Assistant*)  
Warner Ashworth (*Wrestling, Assistant*)
- W. Approve 2025-2026 Non-Faculty Volunteer Coaches:  
Jasper Middle School – Josh Hobbs (*Football*)  
Whitwell High School – Jonathan Castle, Robert McDougal,  
Jimmy Davis, Sam Davis,  
Davaughn Richardson (*Fishing*)

**X. Approve School Sports Schedules:**

**Jasper Middle School – Basketball**

**Y. Approve Field Trips:**

**Marion County High School – 15 Students to Knoxville, TN, 9/11/25**

**- 4 Students to Crossville, TN, 9/20/25**

**-20 Students to Knoxville, TN, 10/8/25**

**-100 Students to Pigeon Forge, TN, 11/19/25**

**- 24 Students to Andros, BA, 2/28-3/6/26**

**Monteagle Elementary School – 20 Students to Montevallo, AL, 12/1/25**

**- 27 Students to Murfreesboro, TN 12/19/25**

**South Pittsburg High School – 90 Students to Cookeville, TN, 9/11/25**

**Whitwell Elementary School – 79 Students to Huntsville, AL, 3/27/26**

**Whitwell High School – 65 Students to Cleveland, TN, 9/4/25**

**(Approved by Executive Order 8/26/2025)**

**-18 Students to Knoxville, TN, 10/8/25**

**-50 Students to Sevierville, TN, 10/21/25**

**- 40 Students to Atlanta, GA, 3/5-6/26**

**Whitwell Middle School – 50 Students to Lake Buna, FL, 5/16-19/26**

**VII. OLD BUSINESS**

**A. Capital Projects**

**VIII. NEW BUSINESS**

**A. Elect Delegates for the 2025 TSBA Convention**

**(November 13-16, 2025, Nashville, TN)**

## **MARION COUNTY BOARD OF EDUCATION**

**August Regular Meeting**

**August 11, 2025**

**5:00 p.m.**

### **MINUTES**

The Marion County Board of Education met in Regular Session on August 11, 2025. Members present were Mr. Ryan Phillips, Mr. Nathan Billingsley, Mrs. Linda Hooper, Mr. Bo Nunley, Mrs. Donna Blansett and Board Attorney, Mr. Mark Raines.

Chairperson Ryan Phillips called the meeting to order.

**PRESENTATION:** Recognition of School Custodians for their Superior Work - Dr. Griffith recognized all of the custodians for their tireless work and commitment to the Marion County School System. He presented a plaque of appreciation to each school in honor of their custodians. He stated the schools are in better shape now than they have been in a long time. Everyone in attendance applauded with admiration.

Mr. Phillips opened the meeting for public comments on the agenda. Hearing none, Chairman Phillips asked for a Motion to Approve the Board Agenda. Motion to Approve by Mrs. Hooper, seconded by Mr. Billingsley, unanimous.

Chairman Phillips asked if there was a Motion to Approve the Consent Agenda, or if there were any items to be pulled for discussion. Hearing none, there was a Motion to Approve by Mrs. Hooper, seconded by Mr. Nunley, unanimously agreed.

### **CONSENT AGENDA**

- A. Approve Minutes: Regular Meeting July 14, 2025
- B. Financial Reports & Cash Flow Analysis for June 2025
- C. Budget Amendments: (1) General Purpose Fund 141 Amendment # 1  
(2) Federal Projects Fund 142 Amendment # 1
- D. Request Approval of Bid from Trane Supply for Whitwell Middle School Kitchen HVAC (Approved by Executive Order 7/15/2025)
- E. Approve Beverage Contract Agreement Between Jasper Elementary School and Coca-Cola Bottling Company United, Inc.
- F. Request Approval for Whitwell High School to Establish a School Support Organization (SSO) for Boys Basketball
- G. Request Approval of Stipends/Supplements for Whitwell Middle School Leadership Team
- H. Request Approval of Bid from Integrated Builds, LLC to Construct Greenhouse at South Pittsburg High School (Approved by Executive Order 7/17/2025)
- I. Request Approval of Contract with Lewis Group Architects for Greenhouse at South Pittsburg High School
- J. Request Approval for All Schools to Apply for the Bright Ideas Grant

- K. Request Approval for Whitwell Elementary School to Purchase a LED Sign
- L. Request Approval of the Updated Contract Agreement with Lewis Group Architects, Inc. for CTE (Barn) Projects  
(Approved by Executive Order 7/31/2025)
- M. Request Approval to Pay Lewis Group Architects Invoices for AG Projects
- N. Request Approval for CTE to Update the Lift Equipment at Marion County High School with Perkins Funds
- O. Request Approval to Purchase Imagine Soday System for K-8 and the Jasper Elementary School Renewal Purchase for the 2025-2028 School Years  
(Approved by Executive Order 7/15/2025)
- P. Request Approval for Disposal/Removal of Equipment
- Q. Request Approval of Part-Time Math Interventionist at Marion County High School through Title I Funding
- R. Request Permission to Purchase Amplify CKLA Reading Materials
- S. Approve 2025-2026 Non-Faculty Paid Coaches:  
Marion County High School – Mason Keel (*Wrestling, Assistant*)  
South Pittsburg High School – Becca Henderson (*Cheerleading, Academy*)  
Whitwell High School – Hunter Cookston (*Girls Basketball*)
- T. Approve 2025-2026 Non-Faculty Volunteer Coaches:  
South Pittsburg High School – Stephanie Coffey (*Golf*)  
Whitwell Middle School – Caleb Lewis (*Wrestling*)
- U. Approve Field Trips:  
Marion County High School – 20 Students to Lebanon, TN, 8/18/25  
42 Students to McMinnville, TN, 9/27/25  
Whitwell High School – 12 Students to Lebanon, TN, 8/18/25

#### OLD BUSINESS

- A. Capital Projects

#### NEW BUSINESS

- A. Travis Layne – Communication Board for Non-Verbal & Hearing Impaired Students

#### Items Added to the Consent Agenda

1. Request Approval of 2025-2026 DHA Members
2. Request Approval for SolarTint to Install Security Window Film at Jasper Middle School
3. Request Approval to Pay Kaatz, Binkley, Jones & Morris Architects, Inc. for Architectural Services
4. Approve Field Trips:  
Whitwell High School – 36 Students to Crossville, TN, 8/8/25  
(Approved by Executive Order 8/7/2025)
5. Request Approval of Proposal with Terracon for AG Labs
6. Request Approval of Proposal with Terracon for Construction of Greenhouse
7. Approve 2025-2026 Non-Faculty Volunteer Coaches:  
Whitwell High School – Travis Griffith, Tony Goforth (*Football*)

Capital Projects – Dr. Griffith stated we have closed out the new Jasper Middle School Project. We are currently working under warranty status which will cover any issues that arise as we move forward. He added he was very pleased with Project Manager, Randy Gilliam and the work he has done with all of the building projects.

Dr. Griffith stated we have an elevator bid out for South Pittsburg High School and it will be opened on Monday. He respectfully requested the Boards' permission to expedite the process for the elevator. He added if there are competitive bids out there, Mr. Gilliam will review those before moving forward. If there is an issue with the bid chosen it will be brought before the Board for review and approval. Dr. Griffith stated in regards to the AG buildings, we are in line to move forward with those. He added we have several projects we are continuing to work on in our facilities.

Dr. Griffith stated the \$2000 bonus for teachers and all employees should be in their accounts this pay period, which will be August 15<sup>th</sup>. He stated he will be excluded from the bonus. He added this will be a special payroll and taxes will be withheld, due to the State Law.

Mrs. Blansett asked if there were any updates regarding the new lockers that were to be installed in the schools. Dr. Griffith stated the contract was signed the day after our last board meeting and we do not have a scheduled start date at this time. He said when the locker project starts they will be placed in the South Pittsburg schools first.

Travis Layne- Communication Board for Non-Verbal & Hearing Impaired Students –Dr. Griffith gave each board member a handout with information regarding the Communication Board and turned the meeting over to Mr. Layne. Mr. Layne spoke before the board in regards to expanding the communication boards across the county in all the playgrounds. He gave a brief description of how the boards work and the costs involved.

Dr. Griffith stated the boards we already have in place are in the Pre-K playgrounds. The cost for those were \$2500.00 each. He added it would be nice to have those placed in all nine schools. Dr. Griffith stated he would like the boards permission to look into this and have more discussion at the next board meeting. All board members were in agreement that this would be something beneficial for our non-verbal and hearing impaired students.

Chairman Phillips stated the next Board Meeting will be September 8, 2025 at 5:00 p.m. All members agreed.

Mr. Phillips reminded the board of the upcoming Fall District Meeting to be held at Tyner Academy on Thursday, September 11, 2025 at 4:30 p.m.(est).

With no further business before the Board, Mr. Phillips asked if there was a Motion to Adjourn. Motion by Mr. Billingsley, seconded by Mrs. Blansett, unanimous.

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Ryan Phillips, Chairperson

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Mark A. Griffith, Secretary



Both children and adults experience language limiting disabilities, for several reasons. As such, communication boards are essential tools for people with:

- stroke
- dementia
- traumatic brain injuries
- autism spectrum disorder
- intellectual disabilities
- ALS (Lou Gehrig's disease)
- disabilities related to surgery
- speech apraxia
- deafness
- selective muteness
- learning delays or disabilities
- intubated patients

Child oriented AAC devices, such as communication boards, are often incorporated in an individual education plan (IEP) or a 504 plan. The idea behind this inclusion is that the child is empowered to make more autonomous decisions on the basis that they can communicate their needs and desires more effectively throughout their day.

Ideally, all individuals that the child comes into contact with will participate in engaging with the child through the communication board. This empowers them to better communicate with teachers, counselors, peers, and cafeteria staff, etc.

## How do you use a Communication Board?

The main objective is to allow the non-verbal individual to select the communication device that works best for them. This enhances their autonomy and will give you a better understanding of their personal needs, desires, and internal experience.

Following on from this, is the practice of allowing the person to choose how they want to communicate using the board, as much as possible.

Depending on the severity of the language disability, it can be advisable to create communication boards with the user, so that they are able to understand the board as a way to connect with you.

opportunity to repeat the word, asking to 'go' outside before you open the door. They will then learn this association.

### **5) Praise every communication attempt**

Communication attempts can be as simple as making a sound, making eye contact, or touching anywhere on the board. They don't have to touch the right word to receive praise, all attempts should be praised and encouraged.

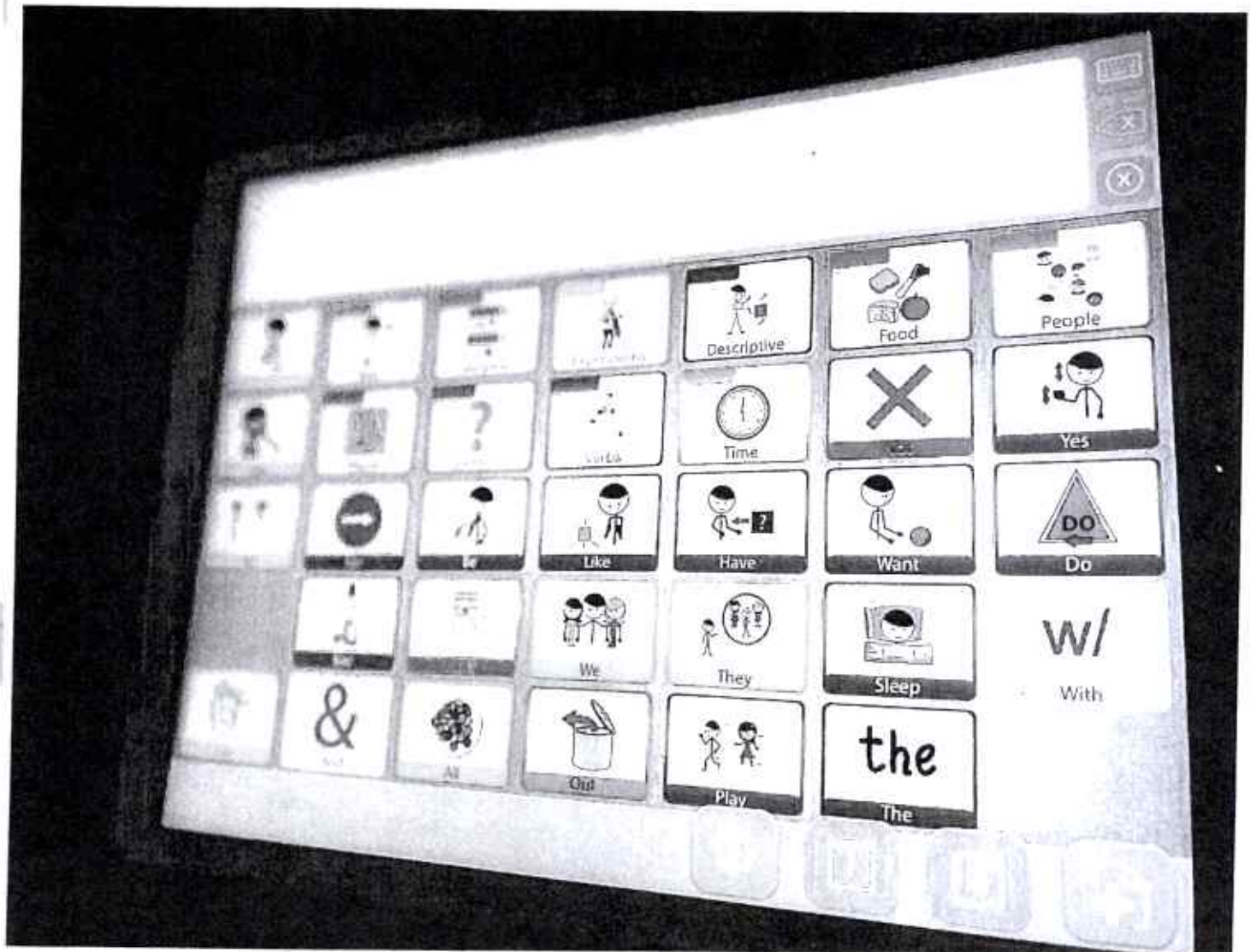
### **6) Inspire, don't require**

You don't want to force a child to communicate with you. Instead, be strategic about choosing highly motivating activities that tempt them to communicate with you. Some children respond immediately, while others may need time and lots of repetition. The aim is to communicate with the specific child at their pace.

## **Communication Board Samples**

- Are comparatively inexpensive.
- Can be made from a wide range of accessible materials.

### Augmentative or alternative communication (AAC) devices



Expressive AAC App for iPad and iPhones

These devices may be electronic or digital, computer-based, or come in the form of applications on a smartphone or tablet.

Most versions:

- Allow a user to project a synthesized or digital voice.
- Incorporate video clips so that the user can imitate model communications.
- Unite several different communication methods into a single app or program.
- Are comparatively expensive.

***Marion County Board of Education***  
204 Betsy Pack Drive  
Jasper, Tennessee 37347

**Mark A. Griffith**  
Director of Schools

Telephone (423) 942-3434  
Fax (423) 942-4210

MEMORANDUM

TO: School Board Members

FROM: Mark A. Griffith, Director of Schools

DATE: September 8, 2025

SUBJECT: Monthly Financial Reports: July 2025  
Cash Flow Analysis: July 2025

Attached you will find financial reports for the General Purpose School Fund (141). We have derived a one-page format that should be of benefit in giving an overall evaluation of each department without having to analyze each line of the budget.

These reports will be provided to you on a monthly basis. Let us know if we can be of further assistance.

MARION COUNTY SCHOOLS  
GENERAL PURPOSE SCHOOL FUND  
July 2025

REVENUES / SOURCES OF FUNDS	2025-2026 BUDGET	JULY YTD ACTUAL	CHANGE	PERCENT REMAINING
County Taxes	10,336,231	30,957	(10,305,274)	-99.70%
Licenses and Permits	2,289	0	(2,289)	-100.00%
Charges for Current Services	111,950	0	(111,950)	-100.00%
Other Local Revenue	48,750	275	(48,475)	-99.44%
State Education Funds	31,369,890	533,676	(30,836,214)	-98.30%
Other State Revenue	710,350	580	(709,770)	-99.92%
On-Behalf Contributions for OPEB	49,532	0	(49,532)	-100.00%
Federal Funds Received thru State	0	0	0	0.00%
Other Governments - Contributions	0	0	0	0.00%
Other Sources	100,000	0	(100,000)	-100.00%
Budgeted Fund Balance	12,564,087	0	(12,564,087)	-100.00%
<b>TOTAL REVENUES</b>	<b>\$55,293,079</b>	<b>\$565,487</b>	<b>(\$54,727,592)</b>	<b>-98.98%</b>
USES OF FUNDS	2025-2026 BUDGET	JULY YTD ACTUAL	CHANGE	PERCENT REMAINING
Attendance	186,455	8,216	(178,239)	-95.59%
Board of Education Services	674,694	148,465	(526,229)	-78.00%
Capital Outlay - Building/Grounds	0	0	0	0.00%
Capital Outlay	7,083,815	32,674	(7,051,141)	-99.54%
Community Learning Centers Grant	0	0	0	0.00%
Community Service: JES Programs	41,352	0	(41,352)	-100.00%
Community Service: SPE Programs	31,753	0	(31,753)	-100.00%
Community Service: WES Programs	40,921	0	(40,921)	-100.00%
Differential Pay Plan	163,311	0	(163,311)	-100.00%
Director of Schools	469,926	30,839	(439,087)	-93.44%
Fiscal Services	456,419	48,077	(408,342)	-89.47%
Health Services	443,515	907	(442,608)	-99.80%
School Health Grant	110,829	30	(110,799)	-99.97%
Maintenance of Plant	1,166,505	155,470	(1,011,035)	-86.67%
Operation of Plant	3,769,365	687,990	(3,081,375)	-81.75%
Operating Transfer - Bond Payment	1,250,000	0	(1,250,000)	-100.00%
Personnel / Employee Services	228,250	15,322	(212,928)	-93.29%
Pre-K State Grant	376,088	0	(376,088)	-100.00%
Regular Instruction Program	26,852,774	1,282,741	(25,570,033)	-95.22%
Regular Education Summer Learning	0	(750)	(750)	#DIV/0!
Safe School Grant/School Security Grant	0	0	0	#DIV/0!
Special Education Program	4,521,509	138,164	(4,383,345)	-96.94%
State Special Education Preschool	46,382	0	(46,382)	-100.00%
Special Education: Transition to Work Grant	0	0	0	0.00%
Special Education: High Cost	0	0	0	0.00%
Technology	953,114	158,993	(794,121)	-83.32%
Transportation	1,397,620	34,351	(1,363,269)	-97.54%
VocEd: Innovative School Models	2,389,577	0	(2,389,577)	-100.00%
Vocational Education/CTE Program	2,609,945	45,776	(2,564,169)	-98.25%
Vocational Education/Fed thru State Grant	0	0	0	#DIV/0!
<b>TOTAL USES OF FUNDS</b>	<b>\$55,264,119</b>	<b>\$2,787,265</b>	<b>(\$52,476,854)</b>	<b>-94.96%</b>
EXCESS SOURCES (USES) OF FUNDS	28,960	(2,221,778)	(2,250,738)	
EXCESS FUND BALANCE BEGINNING OF YEAR	21,694,112	19,472,335	(2,221,778)	
3% FUND BALANCE	1,657,924	1,657,924		
EXCESS FUND BALANCE END OF YEAR	\$20,036,188	\$17,814,411	(\$4,472,515)	

## ESTIMATED STATEMENT OF CASH FLOW

FY 2025-2026

8/22/2025

Fund 141	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
General Purpose School Fund	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Cash Receipts	2,430,703	3,960,000	4,200,000	3,600,000	4,200,000	5,100,000	4,200,000	5,730,000	3,500,000	3,575,000	760,000	2,500,000
Loan Proceeds												
Transfers In												100,000
Total Cash Inflows	2,430,703	3,960,000	4,200,000	3,600,000	4,200,000	5,100,000	4,200,000	5,730,000	3,500,000	3,575,000	760,000	2,600,000
Beg Cash Bal	20,692,702	20,888,903	20,348,903	19,798,903	18,898,903	18,348,903	17,948,903	16,448,903	16,478,903	15,228,903	14,053,903	11,108,903
Available Cash	23,123,405	24,848,903	24,548,903	23,398,903	23,098,903	23,448,903	22,148,903	22,178,903	19,978,903	18,803,903	14,813,903	13,708,903
Cash Payments	2,234,502	4,500,000	4,750,000	4,500,000	4,750,000	5,500,000	5,700,000	5,700,000	4,750,000	4,750,000	3,705,000	4,370,000
Transfers Out												
Total Cash Outflows	2,234,502	4,500,000	4,750,000	4,500,000	4,750,000	5,500,000	5,700,000	5,700,000	4,750,000	4,750,000	3,705,000	4,370,000
End Balance	20,888,903	20,348,903	19,798,903	18,898,903	18,348,903	17,948,903	16,448,903	16,478,903	15,228,903	14,053,903	11,108,903	9,338,903

*For Discussion Purposes Only*


**MARION COUNTY BOARD OF EDUCATION**

Phone: (423)942-3434  
Fax: (423)945-4210

Amanda Weeks  
Director of Finance  
204 Betsy Pack Drive  
Jasper, TN 37347

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Memorandum

To: School Board Members  
Director of Schools 

From: Amanda Weeks

Date: September 8, 2025

Subject: General Purpose Fund 141 Budget Amendment #2

Attached you will find the September budget amendment of the General Purpose School Fund (Fund 141) for consideration by the Board.

The amendment includes four amendments, all of which will require Commission approval. The amendments are to correct revenue for revised property tax rate, to adjust the Health Services budget for prior year nurses hybrid retirement correction, to adjust the Regular Education budget for one-time bonus & benefits correction and to amend the Transfers Out due to an increase in the one-time bonus for Food Service.

I respectfully request approval of the proposed budget amendment as reflected in the attached detail. This will allow us to meet audit requirements and adjust our accounting records accordingly.

Marion County Schools  
 Budget Amendment #2: Summary  
 September 2025

	Account #	Description	Source	Uses	Net Cash Flow Adjustment	Yes/No Commission
1)	141-39000	Unassigned Fund Balance	214,261		(214,261)	Yes
	141-40110-TXCYT	CY Property Tax		214,261		
			<u>214,261</u>	<u>214,261</u>	<u>(214,261)</u>	
To amend CY Property Tax revenue based on revised tax rate						
2)	141-39000	Unassigned Fund Balance	13,000		(13,000)	Yes
	141-72120-217-HSERV	Hybrid Retirement		13,000		
			<u>13,000</u>	<u>13,000</u>	<u>(13,000)</u>	
To adjust the Heath Services budget for prior year nurses hybrid correction						
3)	141-71100-188-REGED	Teacher Bonus	4,000			Yes
	141-71100-201-REGED	Social Security	248			
	141-71100-204-REGED	State Retirement	320			
	141-71100-212-REGED	Medicare	55			
	141-71100-217-REGED	Hybrid Retirement	20			
	141-72210-188-REGED	Teacher Bonus		4,000		
	141-72210-201-REGED	Social Security		249		
	141-72210-204-REGED	State Retirement		336		
	141-72210-212-REGED	Medicare		58		
			<u>4,643</u>	<u>4,643</u>	<u>0</u>	
To amend the Regular Education budget for one-time teacher bonus & benefit correction						
4)	141-39000	Unassigned Fund Balance	4,634		(4,634)	Yes
	141-99100-590-XFER	Transfers Out		4,634		
			<u>4,634</u>	<u>4,634</u>	<u>(4,634)</u>	
To amend the Transfers Out for increase of one-time Food Service bonus						
TOTAL AMENDMENTS			<u>236,538</u>	<u>236,538</u>	<u>(231,895)</u>	

## Marion County Schools - Fund 141 General Purpose Fund

9/2/2025

## Amendment #2 - September 2025

(Maintenance Of Effort Accounts)

DESCRIPTION	FD	FCT	OBJ	JBI	CST	CTR	AUGUST	SEPTEMBER	ENTRY	NOTES	COMM
							AMEND #1	AMEND #2			
							DR/(CR)	DR/(CR)	DR/(CR)		
C.Y. Trustee Property Tax	141	40110	-	-	TXCYT		6,282,388	6,068,127	(214,261)	Adjusted for revised property tax rate	
P.Y. Trustee Property Tax	141	40120	-	-	TXPYT		205,780	205,780	0		
Circuit Court Clk/Clerk & Master	141	40130	-	-	TXCCM		115,727	115,727	0		
Interest and Penalty	141	40140	-	-	TXINT		34,315	34,315	0		
In lieu of taxes - TVA	141	40161	-	-	TXIVA		23,000	23,000	0		
In lieu of taxes - Local Utilities	141	40162	-	-	TXLUT		23,000	23,000	0		
In lieu of taxes - Other	141	40163	-	-	TXLOT		57,000	57,000	0		
Local Option Sales Tax	141	40210	-	-	TXLOS		3,300,000	3,300,000	0		
Hotel/Motel Tax	141	40220	-	-	TXHMT		195,980	195,980	0		
Mixed Drink Tax	141	40275	-	-	STMDT		13,076	13,076	0		
Bank Excise Tax	141	40320	-	-	TXBET		4,965	4,965	0		
Wholesale Beer Tax	141	40330	-	-	TXWBT		81,000	81,000	0		(214,261)
Marriage Licenses	141	41110	-	-	LICML		2,289	2,289	0		0
Tuition - Summer School	141	43513	-	-	REGED		500	500	0		
Tuition - Out of State	141	43516	-	-	REGED		8,950	8,950	0		
Receipts f/ Schools - Supplements/Refund	141	43570	-	-	REGED		13,000	13,000	0		
Community Svc Fees - SPES Summer Camp	141	43581	-	-	CSCSP		0	0	0		
Community Svc Fees - SPES After School P	141	43581	-	-	CSESP		25,500	25,500	0		
Community Svc Fees - JES After School Pre	141	43581	-	-	CSJES		30,000	30,000	0		
Community Svc Fees - JES Summer Camp	141	43581	-	-	CSJSC		0	0	0		
Community Svc Fees - WES After School P	141	43581	-	-	CSWAS		34,000	34,000	0		
Community Svc Fees - WES Summer Camp	141	43581	-	-	CSWSC		0	0	0		
TBI Criminal Background Fees	141	43583	-	-	BOARD		0	0	0		0

DESCRIPTION	FD	FCT	OBJ	JBI	CST CTR	AMEND #1	AMEND #2	Amendment #1	NOTES	COMM
						DR/(CR)	DR/(CR)	ENTRY		
Other Voc State Ed Funds: JMS	141	46790	-	-	VISJM	239,675	239,675	0		
Other Voc State Ed Funds: MCH	141	46790	-	-	VISMC	696,895	696,895	0		
Other Voc State Ed Funds: MES	141	46790	-	-	VISME	29,175	29,175	0		
Other Voc State Ed Funds: SPH	141	46790	-	-	VISSP	560,180	560,180	0		
Other Voc State Ed Funds: WHS	141	46790	-	-	VISWH	664,714	664,714	0		
Other Voc State Ed Funds: WMS	141	46790	-	-	VISWM	198,938	198,938	0		
State Revenue Sharing - TVA	141	46851	-	-	STTVA	690,350	690,350	0		
Other State Grants-Vocational	141	46980	-	-	VOCSP	0	0	0		
Safe School Act of 1998 Grant	141	46981	-	-	SAFES	0	0	0		
Other State Revenues - TennCare	141	46990	-	-	SPETN	20,000	20,000	0		
Other State Revenues - Parental Leave	141	46990	-	-	STPLA	0	0	0		0
Special Education Grants to States										
Special Education Grants to States	141	47143	-	-	SPEDF	0	0	0		
Other Federal Thru State:										
21'st Century Learning Center Grant -Adm	141	47147	-	-	CSCLA	0	0	0		
21'st Century Learning Center Grant -JES	141	47147	-	-	CSCLJ	0	0	0		
21'st Century Learning Center Grant - SPE	141	47147	-	-	CSCLS	0	0	0		
21'st Century Learning Center Grant - WE	141	47147	-	-	CSCLW	0	0	0		
COVID-10 Grant #4	141	47304	-	-	TECHN	0	0	0		
Other Federal Thru State: Summer	141	47590	-	-	RESUM	0	0	0		
Special Education Transition Grant	141	47590	-	-	SPETG	0	0	0		0
Operating Transfers - Indirect Costs	141	49800	-	-	OSIND	100,000	100,000	0		0
Budgeted Unassigned Fund Balances	141	39000	-	-	-	12,654,478	12,886,373	231,895	Adj for rev prop tax rate/PY Nursing Hybrid & FS Bonus transfer out	231,895
						55,382,386	55,400,020	17,634		17,634

DESCRIPTION	FD	FCT	OBJ	JBI	CST	CTR	AMEND #1	AMEND #2	AMENDMENT #1 ENTRY	NOTES	COMM
							DR/(CR)	DR/(CR)	DR/(CR)		
<b>HEALTH SERVICES</b>							XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Medical Personnel - RN's	141	72120	131			HSE RV	(261,630)	(261,630)	0		
Bonus Payments	141	72120	188			HSE RV	(10,000)	(10,000)	0		
Medical Personnel - 2 LPN's / 1 RN / SUB	141	72120	189			HSE RV	(24,040)	(24,040)	0		
Social Security	141	72120	201			HSE RV	(18,335)	(18,335)	0		
State Retirement	141	72120	204			HSE RV	(18,590)	(18,590)	0		
Medical Insurance	141	72120	207			HSE RV	(62,110)	(62,110)	0		
Medicare	141	72120	212			HSE RV	(4,290)	(4,290)	0		
Hybrid Retirement	141	72120	217			HSE RV	(1,330)	(14,330)	(13,000)	Adjusted for PY hybrid correction	
Maint/Repair Equipment	141	72120	336			HSE RV	(8,250)	(8,250)	0		
Travel	141	72120	355			HSE RV	(4,000)	(4,000)	0		
Other contracted services	141	72120	399			HSE RV	(9,100)	(9,100)	0		
Drugs and medical supplies	141	72120	413			HSE RV	(5,000)	(5,000)	0		
Other supplies/materials	141	72120	499			HSE RV	(7,240)	(7,240)	0		
Staff development	141	72120	524			HSE RV	(4,000)	(4,000)	0		
Other charges	141	72120	599			HSE RV	(600)	(600)	0		
Health Equipment	141	72120	735			HSE RV	(5,000)	(5,000)	0		(13,000)
<b>HS - COORDINATED SCHOOL HEALTH</b>							XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Other salaries/wages - Coordinator	141	72120	105			HSCSH	(79,575)	(79,575)	0		
Bonus Payment	141	72120	188			HSCSH	(2,000)	(2,000)	0		
Other salaries/wages - Secretary	141	72120	189			HSCSH	0	0	0		
Social Security	141	72120	201			HSCSH	(5,059)	(5,059)	0		
State Retirement	141	72120	204			HSCSH	(4,710)	(4,710)	0		
Medical Insurance	141	72120	207			HSCSH	(9,400)	(9,400)	0		
Medicare	141	72120	212			HSCSH	(1,185)	(1,185)	0		
Travel	141	72120	355			HSCSH	(1,500)	(1,500)	0		
Other contracted services	141	72120	399			HSCSH	(700)	(700)	0		
Other supplies/materials	141	72120	499			HSCSH	(500)	(500)	0		
Inservice/staff development	141	72120	524			HSCSH	(6,000)	(6,000)	0		
Other charges	141	72120	599			HSCSH	(200)	(200)	0		
Health Equipment	141	72120	735			HSCSH	0	0	0		0

DESCRIPTION	FD	FCT	OBJ	JBF	CST	CTR	AMEND #1	AMEND #2	Amendment #1	NOTES	COMM
							DR/(CR)	DR/(CR)	ENTRY		
REGULAR INSTRUCTION							XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Teachers	141	71100	116		REGED		(12,981,525)	(12,981,525)	0		
Career Ladder	141	71100	117		REGED		(12,600)	(12,600)	0		
Homebound Teachers	141	71100	128		REGED		(38,000)	(38,000)	0		
Educational Assistants	141	71100	163		REGED		(704,470)	(704,470)	0		
Teacher Bonus	141	71100	188		REGED		(488,000)	(484,000)	4,000	Adjusted based on revised needs	
Substitutes- certified	141	71100	195		REGED		(137,615)	(137,615)	0		
Substitutes- non-certified	141	71100	198		REGED		(300,000)	(300,000)	0		
Social Security	141	71100	201		REGED		(909,057)	(908,809)	248	Adjusted based on revised needs	
State Retirement	141	71100	204		REGED		(1,138,105)	(1,137,785)	320	Adjusted based on revised needs	
Medical Insurance	141	71100	207		REGED		(2,430,765)	(2,430,765)	0		
Medicare	141	71100	212		REGED		(212,600)	(212,545)	55	Adjusted based on revised needs	
Retirement - Hybrid	141	71100	217		REGED		(68,276)	(68,256)	20	Adjusted based on revised needs	
Other Contracted Services	141	71100	399		REGED		(206,000)	(206,000)	0		
Instructional Supplies/Materials	141	71100	429		REGED		(94,000)	(94,000)	0		
Textbooks	141	71100	449		REGED		(1,187,500)	(1,187,500)	0		
Other Supplies/Materials	141	71100	499		REGED		(250,000)	(250,000)	0		
TISA On-Behalf Payments-ACT	141	71100	595		REGED		(24,902)	(24,902)	0		
Equipment	141	71100	722		REGED		0	0	0		4,643
Career Ladder	141	72130	117		REGED		(1,000)	(1,000)	0		
Guidance Personnel	141	72130	123		REGED		(662,145)	(662,145)	0		
Clerical Personnel	141	72130	162		REGED		0	0	0		
Teacher Bonus	141	72130	188		REGED		(18,000)	(18,000)	0		
Other Salaries	141	72130	189		REGED		(5,000)	(5,000)	0		
Social Security	141	72130	201		REGED		(42,540)	(42,540)	0		
State Retirement	141	72130	204		REGED		(54,825)	(54,825)	0		
Medical Insurance	141	72130	207		REGED		(106,125)	(106,125)	0		
Medicare	141	72130	212		REGED		(9,950)	(9,950)	0		
Retirement - Hybrid	141	72130	217		REGED		(1,000)	(1,000)	0		
Contracts with Gov't Agencies	141	72130	309		REGED		(15,000)	(15,000)	0		
Evaluation and Testing	141	72130	322		REGED		(35,000)	(35,000)	0		
Other Contracted Services	141	72130	399		REGED		(5,000)	(5,000)	0		
Other Supplies/Materials	141	72130	499		REGED		(3,000)	(3,000)	0		
Staff Development	141	72130	524		REGED		0	0	0		
Equipment	141	72130	790		REGED		(1,500)	(1,500)	0		0

DESCRIPTION	FD	FCT	OBJ	JBI	CST CTR	AMEND #1	AMEND #2	Amendment #1	NOTES	COMM
						DR/(CR)	DR/(CR)	ENTRY		
<b>REGULAR INSTRUCTION (CONT'D)</b>										
Supervisor	141	72210	105		REGED	(368,750)	(368,750)	0		
Career Ladder	141	72210	117		REGED	(2,000)	(2,000)	0		
Librarians	141	72210	129		REGED	(606,690)	(606,690)	0		
Secretaries	141	72210	161		REGED	(19,605)	(19,605)	0		
Teacher Bonus	141	72210	188		REGED	(29,000)	(33,000)	(4,000)	Adjusted based on revised needs	
Other Salaries	141	72210	189		REGED	(145,830)	(145,830)	0		
In-Service Training	141	72210	196		REGED	0	0	0		
Social Security	141	72210	201		REGED	(72,655)	(72,904)	(249)	Adjusted based on revised needs	
State Retirement	141	72210	204		REGED	(93,680)	(94,016)	(336)	Adjusted based on revised needs	
Medical Insurance	141	72210	207		REGED	(155,920)	(155,920)	0		
Medicare	141	72210	212		REGED	(16,990)	(17,048)	(58)	Adjusted based on revised needs	
Retirement - Hybrid	141	72210	217		REGED	(2,500)	(2,500)	0		
Travel	141	72210	355		REGED	(7,500)	(7,500)	0		
Other Contracted Services	141	72210	399		REGED	(1,000)	(1,000)	0		
Library Books/Media	141	72210	432		REGED	(45,000)	(45,000)	0		
Other Supplies/Materials	141	72210	499		REGED	(2,500)	(2,500)	0		
Inservice/Staff Development	141	72210	524		REGED	(15,000)	(15,000)	0		
Other Charges	141	72210	599		REGED	(15,000)	(15,000)	0		
Equipment	141	72210	790		REGED	(5,000)	(5,000)	0		(4,643)
<b>REGULAR INSTRUCTION (CONT'D)</b>										
Principals	141	72410	104		REGED	(979,180)	(979,180)	0		
Career Ladder	141	72410	117		REGED	(3,000)	(3,000)	0		
Assistant Principals	141	72410	139		REGED	(661,020)	(661,020)	0		
Secretaries	141	72410	161		REGED	(595,360)	(595,360)	0		
Bonus Payments	141	72410	188		REGED	(72,000)	(72,000)	0		
Other Salaries	141	72410	189		REGED	(10,000)	(10,000)	0		
Social Security	141	72410	201		REGED	(143,875)	(143,875)	0		
State Retirement	141	72410	204		REGED	(186,675)	(186,675)	0		
Medical Insurance	141	72410	207		REGED	(399,895)	(399,895)	0		
Medicare	141	72410	212		REGED	(33,649)	(33,649)	0		
Retirement - Hybrid	141	72410	217		REGED	(2,000)	(2,000)	0		
Other Contracted Services	141	72410	399		REGED	(5,500)	(5,500)	0		
Other Charges	141	72410	599		REGED	(2,500)	(2,500)	0		
Equipment	141	72410	701		REGED	(10,000)	(10,000)	0		0



**MARION COUNTY DEPARTMENT OF EDUCATION**

Phone: (423)942-3434  
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Carol C. Newton  
Director of Finance  
204 Betsy Pack Drive  
Jasper, TN 37347

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Memorandum

To: School Board Members  
Director of Schools 

From: Amanda Weeks

Date: September 8, 2025

Subject: Federal Projects Fund 142 Amendment #2

Attached you will find the September budget amendment of the Federal Projects Fund (Fund 142) for consideration by the Board.

The amendment is to add the carryover funds from 2024-2025 to the original grant awards and account for a new allocation to the Preschool Access for All Network grant awarded by the State. Since these are Federal funds, the total change to each grant award will also be sent to the Commission. All of these amendments will have to be approved by the state.

I respectfully request approval of the proposed budget amendment as reflected in the attached detail. This will allow us to meet audit requirements and adjust our accounting records accordingly.

Marion County Schools  
Federal Projects Original Budget  
2025-2026

8/28/25  
CONSOLIDATED  
ADMINISTRATION

Account Description	Sub Fund	Function/Obj	Cost Ctr	Original	Amendment #2	DR (CR)
Title I Grant Revenue	011	47141		190,000	190,000	0
Title II Prof Development Grant Revenue	011	47189		2,000	2,000	0
Other Federal Through State	011	47590		400	400	0
Rural Education Revenue	011	47148		0	200	200
<b>Total Revenue</b>				<b>192,400</b>	<b>192,600</b>	<b>200</b>
Supervisor	011	72210 105	CEN	92,527	92,527	0
Secretary	011	72210 161	CEN	39,205	39,205	0
Soc. Sec. 6.2%	011	72210 201	CEN	8,167	8,167	0
Retirement T 5.77%	011	72210 204	CEN	5,339	5,339	0
Retirement 8.19%	011	72210 204	CEN	3,211	3,211	0
Medical Insurance	011	72210 207	CEN	26,712	26,712	0
Medicare 1.45%	011	72210 212	CEN	1,910	1,910	0
Work. Comp. Ins	011	72210 299	CEN	316	316	0
Travel	011	72210 355	CEN	200	200	0
Oth. Contr. Services	011	72210 399	CEN	500	500	0
Oth. Supplies & Mat.	011	72210 499	CEN	2,000	2,050	(50)
Inservice/Staff Dev.	011	72210 524	CEN	4,183	4,183	0
Equipment	011	72210 790	CEN	2,000	2,000	0
Indirect Cost	011	99100 504	CEN	6,130.00	6,280.00	(150)
				<b>192,400.00</b>	<b>192,600</b>	<b>(200)</b>
				0	0	0

Marion County Schools  
Federal Projects Original Budget  
2025-2026

1 of 4  
8/28/25  
TITLE I

Account Description	Sub Fund	Function/Obj	Cost Ctr	August	September Amend #2	DR (CR)
Revenue	101	47141		855,364.77	1,064,555.06	209,190.29
Teachers	101	71100 116	JES	66,770	66,770	0
Educ. Assistants	101	71100 163	JES	27,220	27,220	0
Soc. Sec. 6.2%	101	71100 201	JES	5,827	5,827	0
Retirement T 7.99%	101	71100 204	JES	5,335	5,335	0
Retirement TA 8.19%	101	71100 204	JES	2,229	2,229	0
Medical Insurance	101	71100 207	JES	0	18,124	(18,124)
Medicare 1.45%	101	71100 212	JES	1,363	1,363	0
Work. Comp. Ins	101	71100 299	JES	226	226	0
Other Contracted Serv	101	71100 399	JES	0	0	0
Instruct. Sup. & Mat.	101	71100 429	JES	0	0	0
Reg. Instr. Equipment	101	71100 722	JES	8,462	11,506	(3,044)
Other Sal. & Wages	101	72130 189	JES	0	0	0
Sal. & Wag (Parent Inv.)	101	72130 189	JES	0	0	0
Soc. Sec. 6.2%	101	72130 201	JES	0	0	0
Retirement T 7.99%	101	72130 204	JES	0	0	0
Medical Insurance	101	72130 207	JES	0	0	0
Medicare 1.45%	101	72130 212	JES	0	0	0
Work. Comp. Ins	101	72130 299	JES	0	0	0
Inservice/Staff Dev.	101	72210 524	JES	0	0	0
Equipment	101	72210 790	JES	0	0	0
Teachers	101	71100 116	JMS	0	0	0
Educ. Assistants	101	71100 163	JMS	25,280	25,280	0
Soc. Sec. 6.2%	101	71100 201	JMS	1,567	1,567	0
Retirement T 7.99%	101	71100 204	JMS	0	0	0
Retirement TA 8.19%	101	71100 204	JMS	2,070	2,070	0
Medical Insurance	101	71100 207	JMS	9,398	9,398	0
Medicare 1.45%	101	71100 212	JMS	367	367	0
Work. Comp. Ins	101	71100 299	JMS	61	61	0
Other Contracted Serv	101	71100 399	JMS	0	0	0
Instruct. Sup. & Mat.	101	71100 429	JMS	0	0	0
Reg. Instr. Equipment	101	71100 722	JMS	2,705	13,793	(11,088)
Teachers	101	71100 163	MCH	18,000	0	18,000
Other Salaries & Wages	101	71100 189	MCH	0	18,000	(18,000)
Medicare 1.45%	101	71100 212	MCH	265	265	0
Work. Comp. Ins	101	71100 299	MCH	45	45	0
Other Contracted Serv	101	71100 399	MCH	11,920	9,520	2,400
Reg. Instr. Equipment	101	71100 722	MCH	20,470	36,520	(16,050)

Account Description	Sub Fund	Function/Obj	Cost Ctr	August	September Amend #2	DR (CR)
Teachers	101	71100 116	MES	0	0	0
Educ. Assistants	101	71100 163	MES	27,220	27,220	0
Soc. Sec. 6.2%	101	71100 201	MES	1,688	1,688	0
Retirement T 7.99%	101	71100 204	MES	0	0	0
Retirement TA 8.19%	101	71100 204	MES	2,229	2,229	0
Medical Insurance	101	71100 207	MES	8,726	8,726	0
Medicare 1.45%	101	71100 212	MES	395	395	0
Work. Comp. Ins	101	71100 299	MES	65	65	0
Other Contracted Serv	101	71100 399	MES	0	0	0
Instruct. Sup. & Mat.	101	71100 429	MES	0	2,500	(2,500)
Reg. Instr. Equipment	101	71100 722	MES	2,031	7,133	(5,102)
Teachers	101	71100 116	MESPS	53,480	53,480	0
Educ. Assistants	101	71100 163	MESPS	27,220	27,220	0
Soc. Sec. 6.2%	101	71100 201	MESPS	5,003	5,003	0
Retirement T 7.99%	101	71100 204	MESPS	4,273	4,273	0
Retirement TA 8.19%	101	71100 204	MESPS	2,229	2,229	0
Medical Insurance	101	71100 207	MESPS	18,796	18,796	0
Medicare 1.45%	101	71100 212	MESPS	1,170	1,170	0
Work. Comp. Ins	101	71100 299	MESPS	194	194	0
Other Contracted Serv	101	71100 399	MESPS	0	0	0
Instruct. Sup. & Mat.	101	71100 429	MESPS	0	0	0
Reg. Instr. Equipment	101	71100 722	MESPS	0	0	0
Teachers	101	71100 116	SPE	75,510	75,510	0
Educ. Assistants	101	71100 163	SPE	27,900	27,900	0
Soc. Sec. 6.2%	101	71100 201	SPE	6,411	6,411	0
Retirement T 7.99%	101	71100 204	SPE	6,033	6,033	0
Retirement TA 8.19%	101	71100 204	SPE	2,285	2,285	0
Medical Insurance	101	71100 207	SPE	0	20,274	(20,274)
Medicare 1.45%	101	71100 212	SPE	1,499	1,499	0
Work. Comp. Ins	101	71100 299	SPE	248	248	0
Other Contracted Serv	101	71100 399	SPE	0	0	0
Instruct. Sup. & Mat.	101	71100 429	SPE	0	0	0
Reg. Instr. Equipment	101	71100 722	SPE	114	0	114
Other Sal. & Wages	101	72130 189	SPE	0	0	0
Sal. & Wag (Parent Inv.)	101	72130 189	SPE	0	0	0
Soc. Sec. 6.2%	101	72130 201	SPE	0	0	0
Retirement T 7.99%	101	72130 204	SPE	0	0	0
Medical Insurance	101	72130 207	SPE	0	0	0
Medicare 1.45%	101	72130 212	SPE	0	0	0
Work. Comp. Ins	101	72130 299	SPE	0	0	0
Inservice/Staff Dev.	101	72210 524	SPE	0	0	0
Equipment	101	72210 790	SPE	0	0	0

Account Description	Sub Fund	Function/Obj	Cost Ctr	August	September Amend #2	DR (CR)
Teachers	101	71100 116	SPEPS	49,195	49,195	0
Educ. Assistants	101	71100 163	SPEPS	25,280	25,280	0
Soc. Sec. 6.2%	101	71100 201	SPEPS	4,617	4,617	0
Retirement T 7.99%	101	71100 204	SPEPS	3,931	3,931	0
Retirement TA 8.19%	101	71100 204	SPEPS	2,070	2,070	0
Medical Insurance	101	71100 207	SPEPS	18,796	18,796	0
Medicare 1.45%	101	71100 212	SPEPS	1,080	1,080	0
Work. Comp. Ins	101	71100 299	SPEPS	194	194	0
Other Contracted Serv	101	71100 399	SPEPS	0	0	0
Instruct. Sup. & Mat.	101	71100 429	SPEPS	0	0	0
Reg. Instr. Equipment	101	71100 722	SPEPS	0	0	0
Reg. Instr. Equipment	101	71100 722	SPH	49,600	62,620	(13,020)
Teachers	101	71100 116	WES	0	0	0
Educ. Assistants	101	71100 163	WES	26,560	26,560	0
Soc. Sec. 6.2%	101	71100 201	WES	1,647	1,647	0
Retirement T 7.99%	101	71100 204	WES	0	0	0
Retirement TA 8.19%	101	71100 204	WES	2,175	2,175	0
Medical Insurance	101	71100 207	WES	15,005	15,005	0
Medicare 1.45%	101	71100 212	WES	385	385	0
Work. Comp. Ins	101	71100 299	WES	64	64	0
Other Contracted Serv	101	71100 399	WES	0	4,450	(4,450)
Reg. Instr. Equipment	101	71100 722	WES	44,874	56,636	(11,762)
Teachers	101	71100 116	WMS	0	0	0
Educ. Assistants	101	71100 163	WMS	0	0	0
Soc. Sec. 6.2%	101	71100 201	WMS	0	0	0
Retirement T 7.99%	101	71100 204	WMS	0	0	0
Retirement TA 8.19%	101	71100 204	WMS	0	0	0
Medical Insurance	101	71100 207	WMS	0	0	0
Medicare 1.45%	101	71100 212	WMS	0	0	0
Work. Comp. Ins	101	71100 299	WMS	0	0	0
Other Contracted Serv	101	71100 399	WMS	0	3,000	(3,000)
Instruct. Sup. & Mat.	101	71100 429	WMS	0	10,000	(10,000)
Reg. Instr. Equipment	101	71100 722	WMS	32,390	28,000	4,390
Reg. Instr. Equipment	101	71100 722	WHS	35,139	44,421	(9,282)
Medical Insurance	101	71100 207	CEN	0	0	0
Instructional Supplies	101	71100 429	CEN	0	0	0
Other Sal. & Wages	101	72130 189	CEN	0	0	0
Sal. & Wag (Parent Inv.)	101	72130 189	CEN	14,280	14,280	0
Soc. Sec. 6.2%	101	72130 201	CEN	885	885	0
Retirement T 5.77%	101	72130 204	CEN	1,141	1,141	0
Medical Insurance	101	72130 207	CEN	0	0	0

Account Description	Sub Fund	Function/Obj	Cost Ctr	August	September Amend #2	DR (CR)
Medicare 1.45%	101	72130 212	CEN	207	207	0
Work. Comp. Ins	101	72130 299	CEN	34	34	0
Travel	101	72130 355	CEN	0	0	0
Oth. Contr. Services	101	72130 399	CEN	0	0	0
Other Charges	101	72130 599	CEN	24,198	102,658	(78,460)
Inservice/Staff Dev.	101	72210 524	CEN	0	0	0
Transfers Out	101	99100 590	CEN	0	0	0
Indirect Cost	101	99100 504	CEN	17,318.77	27,257.06	(9,938)
				855,364.77	1,064,555.06	(209,190.29)
				0	0	0

Marion County Schools  
Federal Projects Original Budget  
2025-2026

09/03/25  
TITLE IIA

Account Description	Sub Fund	Function/Obj	Cost Ctr	Original	September Amend #2	DR (CR)
Revenue	201	47189		181,127.39	264,043.99	82,917
Other Salaries & Wages	201	71100 198		14,500	14,500	0
Soc. Sec. 6.2%	201	71100 201		900	900	0
Medicare 1.45%	201	71100 212		210	210	0
Work. Comp. Ins	201	71100 299		35	40	(5)
Other Salaries/Wages	201	72130 189		23,500	23,500	0
Soc. Sec. 6.2%	201	72130 201		1,457	1,457	0
Retirement T (7.99/5.77%)	201	72130 204		1,878	1,878	0
Medicare 1.45%	201	72130 212		341	341	0
Work. Comp. Ins	201	72130 299		56	56	0
Contracted Services	201	72210 399		51,000	51,000	0
Inservice/Staff Dev.	201	72210 524		81,414	161,210	(79,796)
Indirect Cost	201	99100 504		5,836.39	8,951.99	(3,116)
Transfer Out	201	99100 590		0.00	0.00	0
				181,127.39	264,043.99	(82,917)
				0	0	0

Marion County Schools  
Federal Projects Original Budget  
2025-2026

09/03/25  
Title IV

Account Description	Sub Fund	Function/Obj	Cost Ctr	Original	September Amend #2	DR (CR)
Revenue	401	47590		<b>79,517.70</b>	<b>131,379.80</b>	51,862
Revenue from Title II	401	47189		<b>0.00</b>	<b>65,250.00</b>	65,250
Educational Assistants	401	71100 163		25,280	25,280	0
Soc. Sec. 6.2%	401	71100 201		1,567	1,567	0
Retirement T 8.19%	401	71100 204		2,070	2,070	0
Medical Insurance	401	71100 207		9,398	9,398	0
Medicare 1.45%	401	71100 212		367	367	0
Work. Comp. Ins	401	71100 299		63	63	0
Instructional Supplies	401	71100 429		615	0	615
Equipment	401	71100 722		0	0	0
Other Salaries & Wages	401	72130 189		0	101,345	(101,345)
Social Security	401	72130 201		0	6,285	(6,285)
State Retirement	401	72130 204		0	8,110	(8,110)
Medicare	401	72130 212		0	1,470	(1,470)
Workers Comp	401	72130 299		0	255	(255)
Evaluation & Testing	401	72130 322		0	0	0
Contracted Services	401	72130 399		23,000	29,970	(6,970)
Other Supplies & Services	401	72130 499		9,000	0	9,000
Other Charges	401	72130 599		5,000	5,000	0
Inservice/Staff Dev.	401	72210 524		2,000	2,000	0
Indirect Cost	401	99100 504		1,157.70	3,449.80	(2,292)
Transfers Out	401	99100 590		0.00	0.00	0
				<b>79,517.70</b>	<b>196,629.80</b>	<b>(117,112.10)</b>

0 0 0

Marion County Schools  
Federal Projects Original Budget  
2025-2026

09/03/25  
Title V

Account Description	Sub Fund	Function/Obj	Cost Ctr	September Amend #2	DR (CR)
Revenue	501	47148		36,738	36,738
Teacher Assistants	501	71100 163		0	0
Soc. Sec. 6.2%	501	71100 201		0	0
Retirement T 6.81%	501	71100 204		0	0
Medical Insurance	501	71100 207		0	0
Medicare 1.45%	501	71100 212		0	0
Work. Comp. Ins	501	71100 299		0	0
Regular Ed Equipment	501	71100 722		0	0
Other Contracted Services	501	72130 399		19,756	(19,756)
Other Supplies & Materials	501	72130 499		8,100	(8,100)
Inservice/Staff Dev.	501	72210 524		0	0
Other Charges	501	72210 599		7,640	(7,640)
Indirect Cost	501	99100 504		1,242	(1,242)
Transfers Out	501	99100 590			
				36,738	(36,738)

0 0

Marion County Schools  
Federal Projects Original Budget  
2025-2026

09/03/25  
AALN Preschool

Account Description	Sub Fund	Function/Obj	Cost Ctr	September Amend #2	DR (CR)
Revenue	896	47143		10,000.00	10,000.00
Substitutes-Non Certified	896	71200 198		1,350.00	(1,350.00)
Social Security	896	71200 201		84.00	(84.00)
Medicare	896	71200 212		20.00	(20.00)
Other Supplies and Materials	896	71200 499		2,605.00	(2,605.00)
Other Salaries & Wages	896	72220 189		3,475.00	(3,475.00)
Social Security	896	72220 201		215.00	(215.00)
State Retirement	896	72220 204		301.00	(301.00)
Medicare	896	72220 212		50.00	(50.00)
Staff Development	896	72220 524		1,900.00	(1,900.00)
Total Expenditures				10,000.00	(10,000.00)
				0.00	0.00

# Marion County Department of Education

## Request for Disposal / Removal of Equipment

Do not list items with values of \$250.00 or greater. Those items must be declared as "surplus property" by the board. Make a separate request for those in writing to the Program Director and / or Director of Schools. Forward all request to Inventory Asset Manager.

Item	Serial Number - or other identifying features	Funding Source	State Tag# (if applicable)	Estimated Current Value	Condition	Recommended Method of Disposal	Recipient / Location *	Date Moved
GREEN CLOTH CHAIR	MC # 100726			???????	FAIR	DISPOSE/REMOVE		When Approved

Notes describing  
disposal / removal:

Amanda Weeks

8-19-25

Director of Program

Date

Teacher

Date

Director of Schools

Date

Principal

Date

Chairman of the Board

Date

\* For Program Director to Complete

**Subject:** Re: JFB Request For Use of JMS Auditorium 8-21-25

**From:** Mark Griffith <mgriffith@mctns.net>

**To:** Dr. Heath Thacker <bthacker@mctns.net>

**Cc:** Ruby Ledford <rubyledford@mctns.net>, Kasey Woodlee <kwoodlee@mctns.net>

**Date:** Friday, 08/22/2025 7:59 AM

---

Approved for board agenda.....Thank you

**Mark A. Griffith**

*Director of Schools*

Marion County Board of Education  
204 Betsy Pack Drive  
Jasper, TN 37347  
(423)942-3434, office  
(423)942-4210, fax

--- Original message ---

**Subject:** JFB Request For Use of JMS Auditorium 8-21-25

**From:** Dr. Heath Thacker <bthacker@mctns.net>

**To:** Mark Griffith <mgriffith@mctns.net>, Ruby Ledford <rubyledford@mctns.net>, Kasey Woodlee <kwoodlee@mctns.net>

**Date:** Thursday, 08/21/2025 3:39 PM

Dr. Griffith,

I am requesting permission for this to be added to the September Board Agenda for approval. Pastor Greg Steele from Jasper First Baptist Church has reached out and asked about using the JMS Auditorium for the dates listed below. We are currently not scheduled to be in school during any of the dates that he has requested so no student would be on campus. I will be here while they are in the building and will secure the building after each event. If approved I will reach back out to him and get the facilities contract signed and submitted back to you. Thanks for your time.

Monday November 24 through Saturday November 29th for equipment setup and rehearsal.

Sunday November 30th: Christmas Service with Jasper First Baptist 6:00PM

[ Image ]

**Subject:** Re: Marion County 4-H Request For Use of JMS Auditorium 8-21-25

**From:** Mark Griffith <mgriffith@mctns.net>

**To:** Dr. Heath Thacker <bthacker@mctns.net>

**Cc:** Ruby Ledford <rubyledford@mctns.net>, Kasey Woodlee <kwoodlee@mctns.net>

**Date:** Friday, 08/22/2025 7:59 AM

---

Approved for board agenda.....Thank you

**Mark A. Griffith**

*Director of Schools*

Marion County Board of Education  
204 Betsy Pack Drive  
Jasper, TN 37347  
(423)942-3434, office  
(423)942-4210, fax

--- Original message ---

**Subject:** Marion County 4-H Request For Use of JMS Auditorium 8-21-25

**From:** Dr. Heath Thacker <bthacker@mctns.net>

**To:** Mark Griffith <mgriffith@mctns.net>, Ruby Ledford <rubyledford@mctns.net>, Kasey Woodlee <kwoodlee@mctns.net>

**Date:** Thursday, 08/21/2025 3:42 PM

Dr. Griffith,

I am requesting permission for this to be added to the September Board Agenda for approval. The Marion County 4-H Performing Arts led by Mr. Wesley Brewer and Mr. Isaac Blevins have requested to use the JMS Auditorium for practices after school and there performances. This group is composed of students from the Marion County School system and they meet after school hours. They will begin practicing in January and the dates for the public performances are Thursday March 19th, Friday March 20th and Saturday March 21st starting at 6:00PM. I will be here while they are in the building and will secure the building after each event. If approved I will reach back out to him and get the facilities contract signed and submitted back to you. Thanks for your time.

[ Image ]

**Subject:** Re: Request

**From:** Ruby Ledford <rubyledford@mctns.net>

**To:** Teena Casseday <tcasseday@mctns.net>

**Date:** Thursday, 08/14/2025 11:48 AM

---

Hi,

I received the three requests and will give those to Dr. Griffith for approval to add to the September Agenda.

Thank you,

**Ruby Ledford**

*Executive Assistant to the Director of Schools*

**Board Secretary**

**Marion Co. Board of Education**

**204 Betsy Pack Drive**

**Jasper, TN 37347**

**(423)-942-3434 ext. 2001**

On Thursday 08/14/2025 at 11:42 am, Teena Casseday wrote:

Requesting Board approval

Warner Ashworth - non-faculty wrestling assistant - paid

☞ split softball supplement - 4.5% - 2.25% & 2.25%

Split volleyball supplement - 7% - 3.5% & 3.5%

*Split softball  
Assistant Supplement*

**Subject:** Re: Request

**From:** Ruby Ledford <rubyledford@mctns.net>

**To:** Teena Casseday <tcasseday@mctns.net>

**Date:** Thursday, 08/14/2025 11:48 AM

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*Executive Assistant to the Director of Schools*

**Board Secretary**

**Marion Co. Board of Education**

**204 Betsy Pack Drive**

**Jasper, TN 37347**

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split softball supplement - 4.5% - 2.25% & 2.25%

✕ Split volleyball supplement - 7% - 3.5% & 3.5%

*✕ Split Volleyball  
Supplement*

# AIA® Document A101® – 2017

## **Standard Form of Agreement Between Owner and Contractor** where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the Twenty-second day of August in the year Two Thousand Twenty-Five  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Marion County Schools  
204 Betsy Pack Drive  
Jasper, TN 37347

and the Contractor:  
(Name, legal status, address and other information)

Integrated Builds, LLC  
1310 East End Avenue  
Chattanooga, TN 37412

for the following Project:  
(Name, location and detailed description)

24014 - Marion County Schools: Greenhouse Project

The Architect:  
(Name, legal status, address and other information)

The Lewis Group Architects, Inc.  
611 King Street, Suite 250  
Knoxville, TN 37917

The Owner and Contractor agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

## EXHIBIT A INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

- ☐ The date of this Agreement.
- ☒ A date set forth in a notice to proceed issued by the Owner.
- ☐ Established as follows:  
*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

#### § 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

- ☒ Not later than Two Hundred ( 200 ) calendar days from the date of commencement of the Work.
- ☐ By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

#### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Five Hundred and Fifteen Thousand Eight Hundred Dollars and Zero Cents (\$ 515,800.00 ), subject to additions and deductions as provided in the Contract Documents.

##### § 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
------	-------

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.  
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
------	-------	---------------------------

§ 4.3 Allowances, if any, included in the Contract Sum:  
(Identify each allowance.)

Item	Price
------	-------

§ 4.4 Unit prices, if any:  
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
#1 Unsuitable Soils	200 CY	\$48.03
#2 Unsuitable Soils	200 CY	\$102.83
#3 Unsuitable Soils	75 CY	\$113.00

§ 4.5 Liquidated damages, if any:  
(Insert terms and conditions for liquidated damages, if any.)

Five Hundred Dollars and Zero Cents (\$500.00) per calendar day

§ 4.6 Other:  
(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

#### ARTICLE 5 PAYMENTS

##### § 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the First day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the First day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty ( 30 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

#### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

Five Percent (5%)

§ 5.1.7.1.1 The following items are not subject to retainage:

*(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)*

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

*(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)*

**§ 5.1.7.3** Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:  
*(Insert any other conditions for release of retainage upon Substantial Completion.)*

**§ 5.1.8** If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201-2017.

**§ 5.1.9** Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

## **§ 5.2 Final Payment**

**§ 5.2.1** Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

**§ 5.2.2** The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

## **§ 5.3 Interest**

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.  
*(Insert rate of interest agreed upon, if any.)*

0.00 %

## **ARTICLE 6 DISPUTE RESOLUTION**

### **§ 6.1 Initial Decision Maker**

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.  
*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

### **§ 6.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows:  
*(Check the appropriate box.)*

- ☐ Arbitration pursuant to Section 15.4 of AIA Document A201-2017
- ☒ Litigation in a court of competent jurisdiction
- ☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

## **ARTICLE 7 TERMINATION OR SUSPENSION**

**§ 7.1** The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document

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**User Notes:**

(687fcc83c14b1cb08b6bc513)

A201-2017.

**§ 7.1.1** If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201-2017, then the Owner shall pay the Contractor a termination fee as follows:

*(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)*

Work in place and/or materials in hand including overhead and profit and/or restocking fee actually charged to the Contractor.

**§ 7.2** The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017.

## **ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 8.2** The Owner's representative:

*(Name, address, email address, and other information)*

Sherry Prince  
204 Betsy Pack Dr., Jasper, TN 37347  
(423) 942-3434  
sprince@mctns.net

**§ 8.3** The Contractor's representative:

*(Name, address, email address, and other information)*

Michael Toth  
1310 East End Avenue, Chattanooga, TN 37412  
(423) 643-8448  
mtoth@integratedbuilds.com

**§ 8.4** Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

## **§ 8.5 Insurance and Bonds**

**§ 8.5.1** The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

**§ 8.5.2** The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

**§ 8.6** Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with a building information modeling exhibit, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

**§ 8.7** Other provisions:

## **ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

**§ 9.1** This Agreement is comprised of the following documents:

- 1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- 2 Exhibit A, Insurance and Bonds

- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction (reference SECTION 00 73 00 - SUPPLEMENTARY CONDITIONS)

- .4 Drawings

Number	Title	Date
Refer to attached "Exhibit B - Section 00 01 15 - List of Contract Drawings"		

- .5 Specifications

Section	Title	Date	Pages
Refer to attached "Exhibit A - Section 00 01 10 - Table of Contents"			

- .6 Addenda, if any:

Number	Date	Pages
001	06/18/2025	15
002	06/30/2025	01
003	07/03/2025	46

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

- .7 Other Exhibits:

*(Check all boxes that apply and include appropriate information identifying the exhibit where required.)*

☐ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this Agreement.)*

☐ The Sustainability Plan:

Title	Date	Pages
-------	------	-------

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

- .8 Other documents, if any, listed below:

*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)*

Exhibit "D" - Integrated Builds, LLC Bid Envelop

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

BY: Dr. Mark Griffith, Director of Schools

(Printed name and title)



CONTRACTOR (Signature)

BY: Michael Toth

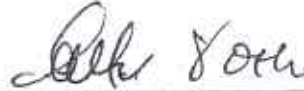
(Printed name and title)

This Agreement entered into as of the day and year first written above.



OWNER (Signature)

BY: Dr. Mark Griffith, Director of Schools  
(Printed name and title)



CONTRACTOR (Signature)

BY: Michael Toth  
(Printed name and title)

## Exhibit A – Insurance and Bonds

At all times during this Agreement, Contractor shall maintain general liability insurance covering Contractor and its employees for its work at the Facilities in the minimum amount of at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate. In the event that the coverage changes, Contractor will notify County in writing, Contractor will also notify County, in writing, of any reduction in policy amounts or cancellation of insurance coverage if the new limits fall below the limits agreed to with County. Upon written request, Contractor shall provide a Certificate of Insurance evidencing the above policy levels and shall name County as an additional insured.

Should any professional design services be required, Contractor shall provide professional liability insurance covering Contractor and its employees for its work at the Facilities in the minimum amount of at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00).

The Contractor shall provide Performance and Payment Bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, in the amount of 100% of the Contract Sum. Payment and Performance Bonds shall be AIA Document A312, Payment and Performance Bond, or contain provisions identical to AIA Document A312, current as of the date of this Agreement.

**DOCUMENT 00 01 15 - LIST OF CONTRACT DRAWINGS**

The Following Drawings, Identified As "Marion County Schools- Greenhouse"

**COVER: MARION CO SCHOOLS - GREENHOUSE**

**GENERAL**

G1.11 PROJECT CODE INFORMATION AND LIFE SAFETY PLAN

**CIVIL**

C2.11 S. PITTSBURG HIGH GREENHOUSE

C2.12 GREENHOUSE NOTES AND DETAILS

**ARCHITECTURAL**

A1.10 ARCHITECTURAL SITE PLAN

A1.11 FLOOR PLAN, ROOF PLAN, AND RCP - GREENHOUSE

A2.11 BUILDING ELEVATIONS AND SECTIONS - GREENHOUSE

A4.11 WALL SECTIONS, DETAILS, AND DOOR SCHEDULE

**STRUCTURAL**

S0.1 NOTES & SCHEDULES

S1.1 GREENHOUSE FOUNDATION PLAN

S2.1 FOUNDATION SECTIONS & DETAILS

**PLUMBING**

P1.00 GREENHOUSE PLUMBING PLANS

**MECHANICAL**

M0.1 GREENHOUSE MECHANICAL SPECIFICATIONS

M1.1 GREENHOUSE MECHANICAL PLANS

**ELECTRICAL**

E1.01 ELECTRICAL NOTES AND LEGENDS

E1.10 FLOOR PLANS - GREENHOUSE - ELECTRICAL

**END OF DOCUMENT**

**DOCUMENT 00 01 10 - TABLE OF CONTENTS**

**PROCUREMENT AND CONTRACTING REQUIREMENTS**

00 00 00	Project Manual Cover
00 01 07	Seals Page
00 01 10	Table of Contents
00 01 15	List of Contract Drawings
00 11 15	Advertisement for Bid
00 21 13	Instructions to Bidders
00 31 00	Available Project Information
00 31 00.1	Report of Subsurface Exploration
00 41 00	Bid Form
00 41 10	Bid Envelope Label
00 43 43.0	Davis Bacon Act Wage Rate Determination Cover
00 43 43.1	Davis Bacon Act Wage Rate Determination
00 45 13	Affidavit of Compliance with Non-Collusion of Prime Bidder
00 45 21	Drug Free Workplace Affidavit
00 45 59	Tennessee Criminal History Check Affidavit
00 61 13	Performance and Payment Bond
00 63 00	Substitution Request Form
00 72 00	General Conditions
00 73 00	Supplementary Conditions

**DIVISION 01 - GENERAL REQUIREMENTS**

01 11 00	Summary of Work
01 22 00	Unit Prices
01 25 00	Substitution Procedures
01 26 00	Contract Modification Procedures
01 29 00	Payment Procedures
01 31 10	Weather Delays
01 32 00	Project Meetings
01 33 00	Submittal Procedures
01 40 00	Quality Requirements
01 42 00	References
01 50 00	Temporary Facilities and Controls
01 51 13	Project Sign
01 60 00	Product Requirements
01 73 29	Cutting and Patching
01 77 00	Project Closeout

**DIVISION 02 - EXISTING CONDITIONS**

Not Used

**DIVISION 03 - CONCRETE**

03 30 00	Cast-In-Place Concrete
03 30 52	Concrete Curing and Finishes
03 31 00	Concrete Accessories
03 35 46	Concrete Floor Finishes

**DIVISION 04 - MASONRY**

Not Used

**DIVISION 05 - METALS**

05 52 13 Pipe and Tube Railings

**DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES**

Not Used

**DIVISION 07 - THERMAL AND MOISTURE PROTECTION**

07 11 13 Bituminous Dampproofing  
07 26 16 Below Grade Vapor Barrier  
07 44 00 Concrete Faced Panels  
07 62 00 Sheet Metal, Flashing and Trim  
07 84 13 Penetration Firestopping  
07 92 00 Joint Sealants

**DIVISION 08 - OPENINGS**

08 11 13 Hollow Metal Doors and Frames  
08 71 00 Door Hardware

**DIVISION 09 - FINISHES**

09 91 00 Painting

**DIVISION 10 - SPECIALTIES**

Not Used

**DIVISION 11 - EQUIPMENT**

Not Used

**DIVISION 12 - FURNISHINGS**

Not Used

**DIVISION 13 - SPECIAL CONSTRUCTION**

13 34 13 Greenhouses

**DIVISION 14 - CONVEYING EQUIPMENT**

Not Used

**DIVISION 21 - FIRE SUPPRESSION**

Not Used

**Division 22 - PLUMBING**

*Refer to Plumbing Drawings for Notes and Specifications*

**DIVISION 23 - HEATING, VENTILATING AND AIR CONDITIONING**

*Refer to Mechanical Drawings for Notes and Specifications*

**DIVISION 26 - ELECTRICAL**

*Refer to Electrical Drawings for Notes and Specifications*

**DIVISION 27 – COMMUNICATIONS**

*Refer to Architectural and Electrical Drawings for Notes and Specifications*

**DIVISION 28 - ELECTRONIC SAFETY AND SECURITY**

*Refer to Architectural and Electrical Drawings for Notes and Specifications*

**DIVISION 31 - EARTHWORK**

- 31 05 00 Erosion and Sedimentation Controls
- 31 15 00 Clearing and Grubbing
- 31 20 00 Earth Moving
- 31 25 00 Trenching and Backfilling

**DIVISION 32 - EXTERIOR IMPROVEMENTS**

- 32 15 00 Asphalt Paving
- 32 35 00 Concrete Walks and Pavements
- 32 95 00 Finish Grading and Vegetative Cover

**DIVISION 33 - UTILITIES**

- 33 10 00 Water Utilities
- 33 30 00 Sanitary Sewerage Utilities

**END OF DOCUMENT**

**Bid Envelope**

Marion County Schools Greenhouse

**Bid Envelope****Bidder Identification**

60948

License No.

BC-B

Expiration Date

License Classification Applicable to this Project

\$ Unlimited

Dollar Limit

Integrated Builds, LLC

Bidder Name

1310 East End Avenue

Address

Chattanooga, TN 37412

City ST Zip code

423-543-8448

Telephone

Fax

**Subcontractors used on this project**

If any work, regardless of dollar value, is required for a subcontractor category, list subcontractor that will perform that work. Or, if Bidder will perform that work in a category with Bidder's own forces, fill in Bidder's name as subcontractor.

If the monetary amount of a subcontractor's work is such that no license is required, "N/A" may be written in the license number column, but still write name.

If no work is required in a subcontractor category, write "N/R" (None Required).

**Plumbing**

B &amp; R Plumbing &amp; Heating, INC.

Name

19827

License No.

01/31/2027

CMC; MU-A

Expiration Date

Classification

**HVAC**

N/A

Name

N/A

License No.

N/A

N/A

Expiration Date

Classification

**Electrical**

Groves Electric, INC

Name

81478

License No.

09/30/2026

CE

Expiration Date

Classification

N/A

Name

N/A

License No.

N/A

N/A

Expiration Date

Classification

**SECTION 00 41 00 - BID FORM**

TO: Marion County Schools  
204 Betsey Pack Drive, Jasper, TN 37347

FROM: Integrated Builds, LLC  
1310 East End Avenue, Chattanooga, TN 37412

FOR: **Marion County Schools Greenhouse**  
South Pittsburg High School, 717 Elm Avenue, South Pittsburg, TN 37380

Pursuant to and in compliance with the Invitation to Bid, the Instructions to Bidders, and other documents relating thereto, the undersigned hereby proposes to furnish all labor and materials and perform all work for complete for construction as required by, and in strict conformance with, the Contract Documents consisting of the Drawings, the Project Manual, and

Addendum No. 1 dated 6/18/25 Addendum No.      dated                     

Addendum No. 2 dated 6/30/2025 Addendum No.      dated                     

Addendum No. 3 dated 7/3/2025 Addendum No.      dated                     

In submitting this bid the Bidders acknowledge that they have received, read, and understand the bid documents, have visited the site and become familiar with conditions under which work will be performed, have correlated observations with requirements of Bid Documents, and make this bid in accordance therewith.

In submitting the Bid, the Bidder agrees to:

1. Honor this bid for 90 days from date of bid opening.
2. Enter into and execute a contract if presented on the basis of this bid and furnish certificate(s) of insurance, bonds and other documents related to the contract as required by the Bidding Documents.
3. Accomplish work in accordance with the Contract Documents.
4. **Achieve Substantial Completion and Temporary Certificate of Occupancy for Marion County Schools Greenhouse within 200 days from Notice To Proceed. All work shall be completed prior to February 1, 2026.**
  - a. Estimated start date: September 1, 2025
5. Achieve Substantial Completion of the Work in accordance with the number of calendar days Contract Time set forth, allotted from and including the date stipulated in the Notice to Proceed; and, accept the conditions for Liquidated Damages in the amount of \$500 per calendar day.
6. Perform additional work by Change Order under the terms of the contract using the actual cost of the work plus ten percent (10%) for overhead and five percent (5%) for profit.

Marion County Greenhouse  
Issue Date: 05/28/2025

LEWIS GROUP ARCHITECTS  
LGA# 24014.2

7. Have a drug free workplace program as required by the "Drug-Free Workplace Affidavit". Attach a fully executed affidavit with the Bid Form.
8. Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

Complete the Work of the **Base Bid** for **Marion County Schools Greenhouse** for this project for the Lump Sum of:

FIVE HUNDRED FIFTEEN THOUSAND EIGHT HUNDRED \_\_\_\_\_ and \_\_\_\_ 00 \_\_\_\_ /100ths Dollars  
(Amount shown in both words and figures) \$ 515,800.00

List of Unit Prices: Marion County High School Ag Lab				
Item	Base Quantity	Unit	Unit Price Per Unit	Description
1	200	CY	\$48.03	Unsuitable Soils: Mass undercut and refill with suitable soils
2	200	CY	\$102.83	Unsuitable Soils: Mass undercut and refill with stone
3	75	CY	\$113.00	Unsuitable Soils Trenching: Undercut and refill with stone.

NAME OF COMPANY Integrated Builds, LLC

SIGNED BY 

7/15/25

DATE: MM/DD/YYYY  
Estimator

NAME: Reid Lewis

TITLE

BIDDER'S ADDRESS 1310 East End Avenue  
STREET

Chattanooga

TN

37412

CITY

STATE

ZIPCODE

TELEPHONE 423-643-8448

CONTRACTOR'S LICENSE NO: 60948 Dollar Limit: Unlimited

EXPIRATION DATE: 10 / 31 / 2025 MM / DD / YYYY

END OF SECTION



Conforms with The American Institute of Architects,  
A.I.A. Document A310 (2010 Edition)

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Integrated Builds, LLC  
1310 East End Avenue  
Chattanooga, TN 37412

**SURETY:**

(Name, legal status and principal place  
of business)

Old Republic Surety Company  
445 S. Mooreland Road, Suite 200  
Brookfield, WI 53005

**OWNER:**

(Name, legal status and address)  
Marion County Board of Education

**BOND AMOUNT:**

Five Percent of Bid Amount.....

**PROJECT:**

(Name, location or address, and Project number, if any)  
Marion County Schools - Greenhouse

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

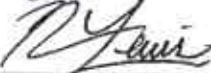
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 23rd

day of June 2025



(Witness)



(Witness)

Integrated Builds, LLC

(Contractor as Principal)

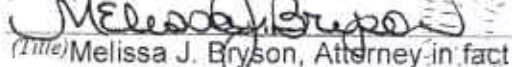
(Seal)

  
(Title) VICE PRESIDENT

Old Republic Surety Company

(Surety)

(Seal)

  
(Title) Melissa J. Bryson, Attorney-in-fact



# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

ALLEN F. CARTER, MARIE D. McDONALD, CHRIS LINER, MELISSA J. BRYSON,

KIMBERLY STEWART, JASON MCCONKEY, WILLIAM TREW of ATHENS, TN

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 4th day of November, 2024

Karen J. Haffner  
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 4th day of November, 2024, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson  
Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

80-5235



-Signed and sealed at the City of Brookfield, WI this 23rd day of June, 2025

Karen J. Haffner  
Assistant Secretary

DRSC 22262 (3-05)

ATHENS INSURANCE AGENCY



INTECON-01

MBRYSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Athens Insurance 110 W. Washington Avenue Athens, TN 37303	CONTACT NAME:		
	PHONE (A/C, No, Ext): (423) 745-3062	FAX (A/C, No): (423) 745-8888	
INSURED  Integrated Concrete Inc. Integrated Builds, LLC PO Box 91298 Chattanooga, TN 37412	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Grange Insurance Companies		14060
	INSURER B: Business First Insurance Co		11697
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		CPP2845405	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/DP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CA2845406	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 0		CUP2845407	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	52125352	11/1/2024	11/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACC/IDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater		CPP2845405	11/1/2024	11/1/2025	Rented or Leased \$ 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project: Marion County Schools - Greenhouse

## CERTIFICATE HOLDER

## CANCELLATION

Marion County Board of Education

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**AFFIDAVIT OF COMPLIANCE  
WITH  
NON-COLLUSION OF PRIME BIDDER**

STATE OF TENNESSEE

COUNTY OF ~~COCKE~~ <sup>HAMILTON</sup>

Jon Clinard, being first duly sworn, deposes and says that:

1. He/She is Vice President of Integrated Builds, LLC, the Bidder that has submitted the attached Bid;

2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to secure through any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Cocke County, TN or any person interested in the proposed contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(signed) [Signature]  
Vice President  
(title)

Subscribed and sworn to before me this 10th day of July, 2025

Katherine Whitefield  
(signature)

My commission expires Sept. 25, 2028





Conforms with The American Institute of Architects,  
A.I.A. Document A310 (2010 Edition)

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Integrated Builds, LLC  
1310 East End Avenue  
Chattanooga, TN 37412

**SURETY:**

(Name, legal status and principal place  
of business)

Old Republic Surety Company  
445 S. Mooreland Road, Suite 200  
Brookfield, WI 53005

**OWNER:**

(Name, legal status and address)

Marion County Board of Education

**BOND AMOUNT:**

Five Percent of Bid Amount.....

**PROJECT:**

(Name, location or address, and Project number, if any)

Marion County Schools - Greenhouse

This document has important legal  
consequences. Consultation with  
an attorney is encouraged with  
respect to its completion or  
modification.

Any singular reference to  
Contractor, Surety, Owner or  
other party shall be considered  
plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 23rd

day of June 2025

(Witness)

(Witness)

Integrated Builds, LLC

(Contractor as Principal)

(Seal)

(Title) VICE PRESIDENT

Old Republic Surety Company

(Surety)

(Seal)

(Title) Melissa J. Bryson, Attorney in fact



# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

ALLEN F. CARTER, MARIE D. McDONALD, CHRIS LINER, MELISSA J. BRYSON,

KIMBERLY STEWART, JASON MCCONKEY, WILLIAM TREW of ATHENS, TN

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 4th day of November, 2024

*Karen J. Haifner*  
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

*Alan Paylic*  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 4th day of November, 2024, personally came before me, Alan Paylic and Karen J. Haifner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



*Kathryn R. Pearson*  
Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

80-5235



Signed and sealed at the City of Brookfield, WI this 23rd day of June, 2025

*Karen J. Haifner*  
Assistant Secretary

ORSC 22262 (3-08)

ATHENS INSURANCE AGENCY



INTECON-01

MBRYSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Athens Insurance 110 W. Washington Avenue Athens, TN 37303		<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): (423) 745-3062 <b>FAX</b> (A/C, No): (423) 745-8888 <b>E-MAIL ADDRESS:</b>		
<b>INSURED</b>  Integrated Concrete Inc. Integrated Builds, LLC PO Box 91298 Chattanooga, TN 37412		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Grange Insurance Companies		14060
		INSURER B: Business First Insurance Co		11697
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		CPP2845405	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CA2845406	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		CUP2845407	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	52125352	11/1/2024	11/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater		CPP2845405	11/1/2024	11/1/2025	Rented or Leased 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project: Marion County Schools - Greenhouse

## CERTIFICATE HOLDER

## CANCELLATION

Marion County Board of Education

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**AFFIDAVIT OF COMPLIANCE  
WITH  
NON-COLLUSION OF PRIME BIDDER**

STATE OF TENNESSEE

HAMILTON  
COUNTY OF ~~COCKE~~

Jon Clinard

, being first duly sworn, deposes and says that:

1. He/She is Vice President of Integrated Builds, LLC, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to secure through any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Cocke County, TN or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(signed) *ACE*

Vice President

(title)

Subscribed and sworn to before me this 10th day of July, 202<sup>5</sup>~~9~~

*Katherine Whitefield*  
(signature)

My commission expires Sept. 25, 2028





# AIA® Document A101® – 2017

## Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the Tenth day of July in the year Two Thousand Twenty-five  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Marion County Schools  
204 Betsy Pack Drive  
Jasper, TN 37347

and the Contractor:  
(Name, legal status, address and other information)

OLG Services, LLC  
301 Industrial Blvd.  
Tullahoma, TN 37388

for the following Project:  
(Name, location and detailed description)

Renovations to Theater at  
Whitwell High School  
Marion County, TN  
KBJM Project No. 2940-24

The Architect:  
(Name, legal status, address and other information)

Kantz, Binkley, Jones & Morris Architects, Inc.  
1008 Charlie Daniels Parkway  
Mt. Juliet, TN 37122  
Telephone Number: 615-754-5393  
Fax Number: 615-754-5340

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

## EXHIBIT A INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

☐ The date of this Agreement.

☒ A date set forth in a notice to proceed issued by the Owner.

☐ Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

**§ 3.3 Substantial Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

[ ☒ ] 270 Calendar days after issuance of Notice to Proceed letter

**§ 3.3.2** Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

**§ 3.3.3** If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

**ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Million, One Hundred Twenty-one Thousand Dollars and Zero Cents (\$2,121,000.00 ) subject to additions and deductions as provided in the Contract Documents.

Total Contract	\$2,121,000.00
----------------	----------------

**§ 4.2 Alternates**

**§ 4.2.1** Alternates, if any, included in the Contract Sum:

N/A

**§ 4.2.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.  
*(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*  
N/A

**§ 4.3** Allowances, if any, included in the Contract Sum:  
*(Identify each allowance.)*

Discretionary Fund:	(4% of Base Bid amount)	\$ 81,576.92
A/V Equipment Allowance:		\$100,000.00
Post Occupancy Adjusting:		\$ 10,000.00
Concrete and Engineered Earth Fill Testing:		\$ 10,000.00

**§ 4.4** Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

N/A

§ 4.5 Liquidated damages, if any:

*(Insert terms and conditions for liquidated damages, if any.)*

\$500.00 per calendar day until the work is certified substantially complete

§ 4.6 Other:

*(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)*

**ARTICLE 5 PAYMENTS**

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the Tenth « 10th » day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the Tenth « 10th » day of the « following » month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than « Thirty » ( « 30 » ) days after the Architect receives the Application for Payment.  
*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously

- withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- 3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
  - 4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
  - 5 Retainage withheld pursuant to Section 5.1.7.

#### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

5% (Five Percent)

§ 5.1.7.1.1 The following items are not subject to retainage:

*(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)*

N/A

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

*(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)*

N/A

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

*(Insert any other conditions for release of retainage upon Substantial Completion.)*

N/A

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201-2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

#### § 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- 1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- 2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

After the completion of the Punch List to the approval of the Design Team and Owner.

**§ 5.3 Interest**

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

*(Insert rate of interest agreed upon, if any.)*

0.00 % Zero Percent

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 Initial Decision Maker**

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

N/A

**§ 6.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

- ☐ Arbitration pursuant to Section 15.4 of AIA Document A201-2017
- ☒ Litigation in a court of competent jurisdiction in Marion County, TN
- ☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

**ARTICLE 7 TERMINATION OR SUSPENSION**

**§ 7.1** The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2017.

**§ 7.1.1** If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201-2017, then the Owner shall pay the Contractor a termination fee as follows:

*(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)*

N/A

**§ 7.2** The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:  
(Name, address, email address, and other information)

Dr. Mark Griffith, Director  
Marion County Schools  
204 Betsy Pack Drive  
Jasper TN, 37347

§ 8.3 The Contractor's representative:  
(Name, address, email address, and other information)

Dean Oliver  
OLG Services, LLC  
301 Industrial Blvd.  
Tullahoma, TN 37388

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in the Contract Documents.

Performance and Payment Bonds	100% of Contract Sum
Insurance as required by Section 00 73 00 – Supplementary Conditions	Limits as set forth in Section 00 73 00 – Supplementary Conditions

§ 8.6 Paragraph Deleted

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- 1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor

3 AIA Document A201™-2017, General Conditions of the Contract for Construction

5 Drawings  
See Attached List of Drawings - Attachment "A"

6 Specifications  
See Attached List of Specifications - Attachment "B"

7 Addenda, if any:

Number	Date	Pages
Addendum No. 01	June 11, 2025	2 pages plus attachments
Addendum No. 02	June 13, 2025	1 page plus attachments
Addendum No. 03	June 20, 2025	2 pages plus attachments

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

8 Other Exhibits:  
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☒ [ X ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
00 73 00	Supplementary Conditions	3-1-2025	13

9 Other documents, if any, listed below:  
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

All items included in the Project Manual, Addenda/Bulletin, Construction Documents, and this contract

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

CONTRACTOR (Signature)

ATTACHMENT 'A'  
LIST OF DRAWINGS

Sheet Number	Sheet Name
A-0.00	COVER
G-1.00	LIFE SAFETY INFORMATION
A-1.00	DEMO PLAN
A-1.01	NOTED PLAN & RCP PLAN
A-1.02	DOOR SCHEDULE & DETAILS FINISH SCHEDULE
A-1.03	CASEWORK, & ENLARGED TLT PLAN, MISC DETAILS
A-1.04	INTERIOR ELEVATIONS & ENLARGED FLOOR PATTERNS
A-1.05	WALL SECTIONS & SECTION DETAILS
A-1.06	SECTION DETAILS
A-1.07	ROOF PLAN AND DETAILS
P1.01	FLOOR PLAN - PLUMBING
M1.01	FLOOR PLAN - HVAC
M1.02	HVAC SCHEDULES & DETAILS
E1.01	FLOOR PLANS - DEMO & LIGHTING
E1.02	FLOOR PLANS - ELECTRICAL
E1.03	FLOOR PLANS - THEATRICAL LIGHTING
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- 00 21 11 Instructions to Bidders (AIA Document A701-1997 Edition)
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- 00 61 13 Performance Bond Forms (AIA Document A312-2010 Edition)
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---------------------	---

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Not used

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(Not used)

#### DIVISION 33 – UTILITIES

(Not used)



## Signature Page

### PAYMENT TERMS

- Fifty percent (50%) due upon award.
- Twenty-five percent (25%) due with material delivery whether stored onsite, our facility or at facility directed by owner.
- Balance due upon completion prior to turnover.

### ACCEPTANCE

Our proposal amount is:

**Ninety-Three Thousand Eight Hundred Twenty-Nine Dollars and 89/100 (\$93,829.89), including Tax.**

This quotation expires after thirty (30) days unless arrangements to extend the quotation time frame are approved in writing. In order to avoid price escalations due to the current issues in the supply chain, jobs must be released into fabrication within 6-8 weeks from contract execution for shipment per the following lead times. You, as the purchaser, are responsible for providing at no cost to UES suitable, dry and secure storage for the equipment at the job site until the building is ready for installation per the attached Preparatory Work Not Included that follows. Our current lead-time for equipment is typically six (6) weeks after release of all approvals and is subject to change. This quotation is submitted with the understanding that any contract resulting therefrom will be subject to review and mutual acceptance of all terms and conditions contained herein. Our quotation is based on all work performed during regular working hours of the elevator trade.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary Insurance. Our workers are fully covered by Workmen's Compensation Insurance

NOTE: This proposal may be withdrawn by us if not Accepted within 30 days.

Submitted by : *Stephen Santos*  
Stephen Santos – Chattanooga

Acceptance of Proposal-The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Authorized Representative:

Signature: *M. A. Br. ff. H.* Date: *9-3-2025*

Print Name: *Mark A. Br. ff. H.* Title: *Director of Schools*

Accepted for United Elevator Services LLC

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

Print Name: \_\_\_\_\_

Approved via Executive  
Order: *M. A. Br. ff. H.* 9-3-2025  
*August 2025*

**Subject:** Marion County (TN) BOE - South Pittsburg High School MOD - WarrantyClarification

**From:** Stephen Santos <stephens@unitedelevator.com>

**To:** mgriffith@mctns.net <mgriffith@mctns.net>

**Date:** Tuesday, 09/02/2025 3:36 PM

---

Dear Dr. Griffith,

Thank you for allowing us to clarify the details of our proposal for the South Pittsburg High School elevator modernization. I understand there may be some confusion regarding the warranties offered by another bidder, and I'd like to shed some light on this matter.

In our business, we've learned that a handshake and a solid reputation are worth more than any extravagant promise. That principle guides how we approach every aspect of our work, especially our warranties. The industry standard for a new elevator's manufacturer's warranty is typically one year, covering defects in parts and workmanship. This initial period is designed to ensure the equipment is free from any manufacturing flaws and installed correctly.

Any offer for a warranty beyond this standard, particularly a lengthy one like 20 years, often requires a closer look. These "extended warranties" are usually structured as **service agreements** with specific exclusions and conditions that may not be immediately obvious.

It's crucial to understand the difference. A true warranty is a promise from the manufacturer or seller about their product's quality. A service agreement is a separate contract for ongoing maintenance, and it may not cover the full cost of replacing parts or labor down the road, given obsolescence.

Our proposal includes an honest, one-year warranty on all new parts and labor, which is standard across the industry. We also include a comprehensive 12-month New Installation Service agreement to ensure your new elevator operates smoothly from day one.

As a company built on a foundation of integrity and community trust, we believe in being fully transparent about what we offer. We encourage you to carefully review the fine print of any long-term "warranty" offer to ensure it truly meets your needs for the next two decades.

We are confident that our commitment to quality, backed by a clear and honest warranty, will provide the best long-term value for Marion County Schools. In addition, we can propose a 10-year Full Maintenance Service Agreement which can cover the cost to repair or replace minor and major parts. Looking forward to continuing the conversation.

Sincerely,

Stephen



*Stephen Santos*

Branch Manager, Chattanooga

1140 Latta Street, Suite 1

Chattanooga, TN 37406

c: 865.968.0303

e: [stephens@unitedelevator.com](mailto:stephens@unitedelevator.com)

# Kaatz, Binkley, Jones, & Morris Architects, Inc

Bill To:

Marion County Schools  
204 Betsy Pack Drive  
Jasper, TN 37347

Invoice Date

9/3/2025

Invoice Number

2025-09-03\_2940-07

From:


KBJM Architects, Inc.  
1008 Charlie Daniels Parkway  
Mt. Juliet, TN 37122

Whitwell HS Theater & Auditorium Renovations

Fee based on bid amount	Previously Invoiced	Previously Paid	Current Invoice		Fee Remaining
\$127,260.00	\$87,000.00	\$87,000.00	\$25,000.00		\$15,260.00

Bid Amount: \$2,121,000.00

Design Fee: \$127,260.00

Approved to pay: 

9-4-2025

Please remit to Kaatz, Binkley, Jones, & Morris Architects, Inc  
PO Box 713, Mt. Juliet TN 37122

PO Box 713  
MT JULIET, TENNESSEE 37121 - 615-754-5393

# Kaatz, Binkley, Jones, & Morris Architects, Inc

Bill To:

Marion County Schools  
204 Betsy Pack Drive  
Jasper, TN 37347

Invoice Date

9/3/2025

Invoice Number

2025-09-03\_2946-01

From:

KBJM Architects, Inc.  
1008 Charlie Daniels Parkway  
Mt. Juliet, TN 37122

Marion County Schools - Partial Reroof MCHS, SPES, JES, WES

Fee Estimate	Previously Invoiced	Previously Paid	Current Invoice		Fee Remaining
\$200,000.00	\$0.00	\$0.00	\$35,000.00		\$165,000.00

Approved to pay: *M. Kaatz*

Please remit to Kaatz, Binkley, Jones, & Morris Architects, Inc  
PO Box 713, Mt. Juliet TN 37122

9-4-2025

PO Box 713  
MT JULIET, TENNESSEE 37121 - 615-754-5393

# Kaatz, Binkley, Jones, & Morris Architects, Inc

Bill To:

Marion County Schools  
204 Betsy Pack Drive  
Jasper, TN 37347

Invoice Date

9/3/2025

Invoice Number

2025-09-03\_2946-01

From:

KBJM Architects, Inc.  
1008 Charlie Daniels Parkway  
Mt. Juliet, TN 37122

Marion County Schools - Locker Replacements

Fee based on bid amount	Previously Invoiced	Previously Paid	Current Invoice		Fee Remaining
\$32,610.92	\$0.00	\$0.00	\$25,000.00		\$7,610.92

Bid Amount: \$543,515.28

Design Fee: \$32,610.92

Approved to pay:



Please remit to Kaatz, Binkley, Jones, & Morris Architects, Inc  
PO Box 713, Mt. Juliet TN 37122

9-4-2025

PO Box 713  
MT JULIET, TENNESSEE 37121 - 615-754-5393

# Marion County Department of Education

## Request for Disposal/Removal of Equipment

Do not list items with values of \$2500 or greater. Those items must be declared as "surplus property" by the board. Make a separate request for those in writing to the Program Director and/or Director of Schools. Forward all request to Inventory Asset Manager

Item	Serial Number- or other identifying feature	Funding Source	State Tag#	Perkins Tag	Estimated Current Value	Condition	Recommended Method of Disposal	Recipient/Location (for Program Director to Complete)	Date Moved
iPad	DMPQXD42G5VY	Perkins	None	0269	0	Non functional	Trash		
iPad Case	None	Perkins	None	0268	0	Poor	Trash		
Web Cam	901 354562	Not Taggable			0	Non functional	Trash		
Digital Projector	JHZF941488L	MCHS	100198		0	Obsolete	Trash		
Projector Mount	None	Perkins		66616	0	poor	Trash		
Digital Presentation Board	C0908070397	Perkins/MCHS	100213	66357	0	Non functional	Trash		
HP LASERJET PRINTER	M553DNTAA	Local	JPCCL4C1H4	503069	0	Non functional	Trash		
Snap Cubes 500	None	Local	None	None	0	Non functional	Trash		
Heat Box	None	Perkins	None	66617	0	Non functional	Trash		
Heat Box	None	Perkins	None	172	0	Non functional	Trash		
Heat Box	None	Perkins	None	173	0	Non functional	Trash		
Heat Box	None	Perkins	None	174	0	Non functional	Trash		
Heat Box	None	Perkins	None	175	0	Non functional	Trash		
Heat Box	None	Perkins	None	176	0	Non functional	Trash		
Digital Multimeter	Non tagable	Perkins	None	None	0	Non Functional	Trash		
File Cabinet	?	MCHS	None	None	0	Missing	Remove from list		
Television	Magnavox	MCHS	Unknown	Unknown	0	Missing	Remove from list		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727D5	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07276A	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727F0	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072771	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07275D	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v1	Local	0C0727CF	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727D2	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072707	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072705	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07275C	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072706	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07276E	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07276C	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072769	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07275E	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727D6	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072773	None	0	Obsolete	Trash		

ActivExpression	AE2KIT32AMEU; v2	Local	0C072774	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727D3	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072761	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727D4	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07276D	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C0727D1	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072770	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07275F	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072709	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072763	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07276F	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C07276B	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072768	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072762	None	0	Obsolete	Trash		
ActivExpression	AE2KIT32AMEU; v2	Local	0C072760	None	0	Obsolete	Trash		
24 PK HEADPHONES	EDUVY	Local	5D3852	None	0	Missing or broken	Trash/remove from list		

Notes describing disposal/  
removal:

Items are ~~with~~ obsolete, missing or nonfunctional

Director of Program:

*Nancy Ziegler*

Teacher:

*C. Houdeshell 8-21-25*

Director of Schools:

Principle:

*James L. Ziegler 8-21-25*

Chairman of the Board:

# memo

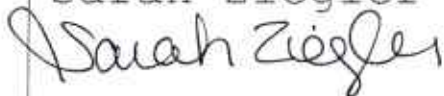
## Marion County Board of Education

To: Marion County School Board  
From: Sarah Ziegler  
CC: Dr. Mark Griffith  
Date: September 2, 2025  
Re: Purchase of Lenovo Think Pad.

Please approve the purchase of Lenovo ThinkPad laptops from Central Technologies. Purchasing 55 laptops at \$802.00 totaling \$28,070.00 for SPSHS and \$18,040 for MCHS with free shipping using each school's Title I funding. MCBOE does have a TIPS-USA Contract – 240101 with Central Technologies.

Sincerely,

Sarah Ziegler

A handwritten signature in black ink that reads "Sarah Ziegler". The signature is written in a cursive style, with the first letters of the first and last names being capitalized and prominent.

**MARION COUNTY DEPARTMENT OF EDUCATION  
REQUISITION FOR PURCHASE**

Department or School SPHS

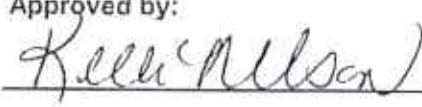
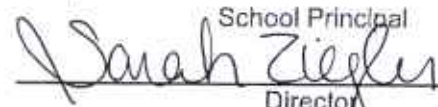
Deliver to Technology  
204 Betsy Pack Drive, Jasper, TN 37347

PLEASE TYPE OR PRINT

Requisition No \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Fund 142  
SubFund 101  
Function 71100  
SubFunction SPHS  
Object 722  
SubObject \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	PURCHASE ORDER NO.	VENDOR
35		Lenovo ThinkPad E14	\$802.00	\$28,070.00		Central Technologies P.O. Box 30867 Knoxville, TN 37930 Phone - 865-566-0230 Fax - 865-312-8190
		SPHS Title				
		Quote # 028777				
		TIPS-USA CONTRACT - 240101				
		TOTAL		\$28,070.00		

Requisitioned by: 

Approved by:   
School Principal  
  
Director



**CENTRAL**  
Technologies, Inc.

We have prepared a quote for you

**Lenovo Laptops**

Quote # 028777

Version 1

Prepared for:

**Marion County Schools**

Thomas Long

[tlong@mctns.net](mailto:tlong@mctns.net)

6101 Industrial Heights Dr. NW  
Knoxville, TN 37909  
centralinc.com



**CENTRAL**  
Technologies, Inc.

## Lenovo Laptops

**Prepared by:**

**Knoxville HQ**

Jordan Walker

843-425-2265

jwalker@centralinc.com

**Prepared for:**

**Marion County Schools**

204 Betsy Pack Drive

Jasper, TN 37347

Thomas Long

(423) 942-3434

tlong@mctns.net

**Quote Information:**

**Quote #: 028777**

Version: 1

Delivery Date: 09/02/2025

Expiration Date: 09/26/2025

## Quote Summary

Description	Amount
Products	\$28,070.00
Total:	\$28,070.00

**Knoxville HQ**

**Marion County Schools**

**Signature:**

**Name:**

Jordan Walker

**Title:**

Senior Account Manager

**Date:**

09/02/2025

**Signature:**

**Name:**

Thomas Long

**Date:**

**MARION COUNTY DEPARTMENT OF EDUCATION**  
**REQUISITION FOR PURCHASE**

Department or School Robi Ogden

Attn: Dr. Larry Ziegler

(PLEASE TYPE OR PRINT)

Requisition Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Fund 142

Sub Fund 101

Function 71100

Cost Center mchs

Object Code 722

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	PURCHASE ORDER NO.	VENDOR
20	ea	Lenovo ThinkPad E14 Gen 5 14" Notebook	802.00	16,040.00		Central Technologies
				0.00		
				0.00		
				0.00		
		TIPS-USA-Contract - 240101		0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
		Shipping				
		Total		16,040.00		

Requisitioned by:

Robi Ogden

Approved by:

James Ziegler  
School Principal

Larry Ziegler  
Director

*AW*

**MARION COUNTY DEPARTMENT OF EDUCATION  
REQUISITION FOR PURCHASE**

Department or School \_\_\_\_\_

Deliver to \_\_\_\_\_ Technology  
204 Betsy Pack Drive, Jasper, TN 37347

PLEASE TYPE OR PRINT

Requisition No \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Fund \_\_\_\_\_  
SubFund \_\_\_\_\_  
Function \_\_\_\_\_  
SubFunction \_\_\_\_\_  
Object \_\_\_\_\_  
SubObject \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	PURCHASE ORDER NO.	VENDOR
20		Lenovo ThinkPad E14 Gen 5	\$802.00	\$16,040.00		Central Technologies P.O. Box 30867 Knoxville, TN 37930 Phone - 865-566-0230 Fax - 865-312-8190
		MCHS Titlel				
		Quote #028656				
		TIPS-USA CONTRACT - 240101				
		TOTAL		\$16,040.00		

Requisitioned by:

Approved by:

School Principal

Director

EMAIL PO & VENDOR QUOTE TO: [TIPSPO@TIPS-USA.COM](mailto:TIPSPO@TIPS-USA.COM)  
 PO MUST REFERENCE VENDOR TIPS CONTRACT NUMBER  
 ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

**Notice:**

Many Vendors utilize specific warranties, subscription agreements, license agreements, EULA's, etc. ("Supplemental Agreements") when you purchase specific goods or services from that Vendor. Since the Supplemental Agreements do not necessarily apply to every Member, every jurisdiction, or every purchase, TIPS does NOT now negotiate the terms of those agreements on Members' behalf. If you are required to sign such a supplementary agreement by the TIPS Vendor, TIPS strongly encourages Members not to proceed with a purchase until they have carefully reviewed and negotiated all applicable Supplemental Agreements. TIPS recommends you work with your entity's legal counsel to ensure compliance with the legal requirements of your entity and your jurisdiction.

[TIPS Purchase Order Procedure here](#)

OVERVIEW

DUE DILIGENCE

CONTACTS

PRINT PROFILE



Print

VENDOR Central Technologies Inc

6101 Industrial Heights Dr NW Knoxville TN,37919

WEBSITE [www.centralinc.com](http://www.centralinc.com)

SERVICE/PRODUCTS DESCRIPTION Central Knox Inc dba Central Technologies Inc. Technology solutions value-added reseller and installer of all things technology.

CONTRACT: 230202 [Security Systems Products and Services](#)

End Date: Apr-30-2026 EDGAR COMPLIANCE: [View Doc.](#)

CONTRACT: 230305 [Vaping Sensors](#)

End Date: May-31-2026 EDGAR COMPLIANCE: [View Doc.](#)

CONTRACT: 240101 [Technology Solutions Products and Services](#)

End Date: May-31-2029 EDGAR COMPLIANCE: [View Doc.](#)

PURCHASE REQUISITION QUOTES  
MARION COUNTY BOARD OF EDUCATION

[illegible]



**CENTRAL**  
Technologies, Inc.

We have prepared a quote for you

**Lenovo Laptops**

Quote # 028656  
Version 1

Prepared for:

**Marion County Schools**

Thomas Long  
tlong@mctns.net

6101 Industrial Heights Dr. NW  
Knoxville, TN 37909  
centralinc.com



**CENTRAL**  
Technologies, Inc.

Products

Description		Price	Qty	Ext. Price
21JK0084US	Lenovo ThinkPad E14 Gen 5 14" Notebook - WUXGA - Intel Core i5 13th Gen i5-1335U - 16 GB - 256 GB SSD - English Keyboard - Graphite Black - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology	\$802.00	20	\$16,040.00

Subtotal: \$16,040.00

Purchasing Vehicle

Description		Qty
TIPS-USA CONTRACT - 240101	TIPS-USA CONTRACT - 240101 - Technology Solutions	1

6101 Industrial Heights Dr. NW  
Knoxville, TN 37909  
centralinc.com



**CENTRAL**  
Technologies, Inc.

## Lenovo Laptops

Prepared by:

Knoxville HQ

Jordan Walker

843-425-2265

jwalker@centralinc.com

Prepared for:

Marion County Schools

204 Betsy Pack Drive

Jasper, TN 37347

Thomas Long

(423) 942-3434

tlong@mctns.net

Quote Information:

Quote #: 028656

Version: 1

Delivery Date: 09/02/2025

Expiration Date: 09/26/2025

## Quote Summary

Description	Amount
Products	\$16,040.00
Total:	\$16,040.00

Knoxville HQ

Marion County Schools

Signature:

Name: Jordan Walker

Title: Senior Account Manager

Date: 09/02/2025

Signature:

Name: Thomas Long

Date:

## Cart

Empty cart

## Summary

Item

Qty

Subtotal



Lenovo ThinkPad E14 Gen 5 21JK - Intel Core i5 1335U / 1.3 GHZ - Windows 11 Pro - Iris Xe Graphics - 16 GB RAM - 256 GB SSD TCG Opal Encryption 2 NVMe - 14" IPS 1920 x 1080 (Full HD) - Wi-Fi 6E - Graphite Black

Insight #: 21JK0084US Mfr #: 21JK0084US

[Add accessories](#) [Add protection](#) [Delete](#)



USD \$917.99  
(USD \$917.99 each)

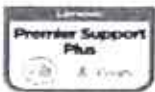
Subtotal

USD \$917.99

Tax and shipping will be calculated on checkout.

[Checkout](#)

## People also bought



Lenovo Premier Support Plus Upgrade - extended service agreement - 3

USD \$280.99

[Add to cart](#)

Lenovo ThinkPad Essential Wireless Mouse - mouse - 2.4 GHz

USD \$20.99

[Add to cart](#)

Lenovo ThinkPad Basic Topload - notebook carrying case

USD \$21.99

[Add to cart](#)

Lenovo ThinkPad Hybrid USB-C with USB-A Dock - docking station - USB-C - 2

USD \$243.99

[Add to cart](#)

As the leading Solutions Integrator, we solve your unique challenges.

[← Back](#) | [Home](#) / [Computers & Accessories](#) / [Laptops](#) | [More from Lenovo Laptops](#)

## Lenovo ThinkPad E14 14" Laptop, Intel Core i5-1335U, 16GB Memory, 256GB SSD, Windows 11 Pro (21JK0084US)

Item #: IM114FX54 | Model #: 21JK0084US

No reviews yet [Write a review](#) [1 Question](#)**\$936.64****Klarna**From \$57.99/month, or 4 payments at 0% interest with Klarna [Learn more](#)**Delivered FREE****Pick up in store**Deliver by **Fri, Sep 05** to Nashville, TN 

### Highlights [View all details](#)

**PROCESSOR**  
**3.4 Ghz Intel Core i5 processor****OPERATING SYSTEM**  
**Windows 11 Professional****DISPLAY**  
**14-inch 1920 x 1200 resolution****MEMORY**  
**16GB RAM DDR4****HARD DRIVE**  
**SSD****GRAPHICS CARD**  
**Intel Iris Xe Graphics**

### Free Returns

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[Learn More](#)~~\$99.99~~ (20% off)  
**\$79.99**Microsoft 365 Personal 12 Month Subscription.  
\*With the purchase of any computer[Add to cart](#)

Sponsored

Quantity

1

**Add to cart**

Share

Compare

Add to list

1

**Add to cart**

Tech help available for set-up &amp; troubleshooting. If something happens that

**Marion County School Nutrition Program  
Staff Development  
South Pittsburg High  
All Employees  
July 29, 2025  
8:00 until 2:00**

**Breakfast and Lunch Provided**

8:30- TN State and Local Food Safety Regulations Food Safety in Schools (2630) Ben Harris TN Department of Health

9:45- Job Description and Evaluations: Human Resource Management (3410) – Danita Team Work, Attitudes

10:15 -Civil Rights: Policies and Procedures (3420) Danita

- A. Collection and use of data
- B. Effective public notification systems
- C. Complaint procedures
- D. Compliance review techniques
- E. Resolution of noncompliance
- F. Requirements for reasonable accommodation of persons with disabilities
- G. Requirements for language assistance
- H. Conflict resolution
- I. Customer service

10:45 Safety Training-Human Resources: (3450) Employee Safety –Completed on [www.employeenavigator.com](http://www.employeenavigator.com) ANSUL Fire Safety and Chemicals in the Kitchen

11:15 Lunch

12:15-Offer Vs. Serve: (1110) Brooke Babbs, TNDOE

1:30 HACCP Procedure and Monthly Training Discussion TN State and Local Food Safety Regulations Food Safety in Schools (2630-) Danita (Keep Old HACCP Binders)

All Employees are responsible for online training on Employee Navigator and pay stubs online at [my.doculivery.com](http://my.doculivery.com)

Manager's Meeting 2:30-?

YES NO

Sheila Runyan 1 L

Large  
|||||  
● 1

IMS

	Employee Name	T-Shirt Size
1	Amy Brackett	M
2	Amanda Coates	L
3	Stephanie Hardy	XXL
4	Mandy Wade	XL
5	Gail Kortz	@XXL
6	Michelle Thomas	XL
7		
8		

MCLE

	Employee Name	T-Shirt Size
1	Heather Grimes	M
2	Carla Ware	2X
3	Jazet Higdon	2X
4	THOMAS BOSTON	3XL
5	Cindy Siz	2XL
6	Susanrah Evans	2 x L
7		
8		

MES

	Employee Name	T-Shirt Size
1	Leigh Ann Prather	2XL
2	Dyia K. Mijar	S
3	Chartha Jull	2XL
4		
5		
6		
7		
8		

SPE

	Employee Name	T-Shirt Size
1	Melissa Kinsey	2X
2	Patricia Long	2X
3	Rachel Payne	L
4	Marwa Dareson	3x
5	Cassie Henderson	XL
6	Thomas Shipley	L
7		
8		

SPH

	Employee Name	T-Shirt Size
1	Penelope Fox	xL
2	Cindy	xL
3	Christy Webb	Large
4	Sidney McLean	3XL
5	Lindsay Lydell	<del>4XL</del> Medium
6	Ja [unclear]	4XL or 5X
7	Stephen Dayler	3X
8		

WES

	Employee Name	T-Shirt Size
1	Brandy Hicks	L
2	Ashley Cooper	L
3	Shonda Hollins	XL
4	Sheena Leatherman	M
5	Destini Carlton	L
6	Misty Nunley	M
7	Jessie Bell	Small
8		

WHS

	Employee Name	T-Shirt Size
1	Terri Bryant	L
2	Lea A Crawley	M
3	Misty Sharp	L
4	Ellen Hammers	XL
5	Molly Dawson	L
6		
7		
8		

WMS

	Employee Name	T-Shirt Size
1	Kathy Brown	large
2	Sheryl Rensay	XL
3	Tiffany McDowell	XL
4	Janet Reynolds	XL
5	Angel Gray	S
6	Betty Zilly	M
7		
8		

# Memo

**To:** Marion County Board of Education, Dr. Mark Griffith  
**From:** Sherry Prince, CTE Director  
**Date:** August 25, 2025  
**Re:** Payment to Lewis Group

A handwritten signature in black ink, appearing to be 'MO' or a stylized 'M' followed by a large 'O'.

---

CTE would like approval to pay latest invoices for Lewis Group Architects.

# LEWIS GROUP ARCHITECTS

Lewis Group Architects  
611 King Street  
Suite 250  
Knoxville, TN 37917  
(865) 584-5000

Marion County Schools  
204 Betsy Drive  
Jasper, TN 37347

Invoice number 809305  
Date 08/25/2025  
Project 24014 Marion County Schools: Ag Projects

Professional Services

	Hours	Rate	Billed Amount
Douglas Caywood	6.00	225.00	1,350.00
Stephanie Douthitt	42.00	175.00	7,350.00
Professional Services subtotal	48.00		8,700.00
Invoice total			8,700.00

ADDITIONAL SERVICE - VALUE ENGINEERING

## LEWIS GROUP ARCHITECTS

27 August, 2025

Mrs. Sherry Prince  
CTE Director  
Marion County Schools  
204 Betsy Pack Drive  
Jasper, TN 37347

Re: Marion County Schools - Greenhouse  
South Pittsburg High School  
717 Elm St, South Pittsburg, TN 37380  
LGA # 24014.2  
TFM # 01999-B

Description: Application for Payment No. 001

Dear Mrs. Prince and Marion County Board of Education,

Please find attached one (1) digital copy of the **APPLICATION AND CERTIFICATE FOR PAYMENT NO. 001** for the above referenced project.

We have reviewed the application and to the best of our knowledge, information, and belief find that the amount requested appears to be reasonable and appropriate to the Work accomplished. Accordingly, we recommend payment in the amount of **\$13,384.55**. Please make payment directly to the General Contractor and enclose a copy of the application with their payment.

*If you are in need of further clarification or have any questions pertaining to the information included in this document, please do not hesitate to reach out.*

Sincerely,



Douglas B. Caywood, AIA, NCARB, CDT  
Managing Principal

cc: Craig Lewis, Lewis Group Architects  
Drew Toth, Integrated Builds

# AIA® Document G702® – 1992

## Application and Certificate for Payment

TO OWNER: Marion County Schools

PROJECT: Marion County Schools: Greenhouse Project

APPLICATION NO: 1

Distribution to:

OWNER: [ ]

ARCHITECT: [ ]

CONTRACTOR: [ ]

FIELD: [ ]

OTHER: [ ]

FROM  
CONTRACTOR: Integrated Builds, LLC

VIA  
ARCHITECT: Lewis Group

PERIOD TO: 8/31/2025

CONTRACT FOR:

CONTRACT DATE:

PROJECT NOS: 1 /

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM

\$15,800.00

2. NET CHANGE BY CHANGE ORDERS

3. CONTRACT SUM TO DATE (Line 1 + 2)

\$15,800.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

14,089.00

5. RETAINAGE:

a. 5% of Completed Work

(Column D + E on G703: \$704.45 =

\$13,384.55

b. 0.00% of Stored Material

(Column F on G703: 0.00 =

0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703):

\$704.45

6. TOTAL EARNED LESS RETAINAGE

(Line 4 Less Line 5 Total)

\$13,384.55

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)

0.00

8. CURRENT PAYMENT DUE

\$13,384.55

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)

502,415.45

CONTRACTOR:

By:

State of:

County of:

Subscribed and sworn to before

me this

Notary Public: Katherine Whitefield

My Commission expires: Sept. 25, 2028

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED:

\$13,384.55

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date: 8/27/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>
<b>NET CHANGES by Change Order</b>		<b>0.00</b>

## SCHEDULE OF VALUES

Contractor's signed and notarized requisition is attached.

In tabulations below, amounts are stated to the nearest dollar.

Project: Marion County Schools Greenhouse  
 Requisition #: 1  
 Requisition Date: 28-Aug-25

A	B	C	D	E	F	G		H
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C - G)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
Contract								
00 00 00	Procurement and Contracting	\$ 14,089.00		\$ 14,089.00		\$ 14,089.00	100%	\$ -
01 00 00	General Requirements	\$ 78,142.31				\$ -	0%	\$ 78,142.31
02 36 00	Termite Control	\$ 1,339.00				\$ -	0%	\$ 1,339.00
03 20 00	Concrete Reinforcing	\$ 5,375.00				\$ -	0%	\$ 5,375.00
03 30 00	Concrete	\$ 44,499.82				\$ -	0%	\$ 44,499.82
07 11 13	Bituminous Dampproofing	\$ 5,489.00				\$ -	0%	\$ 5,489.00
09 91 13	Painting	\$ 6,239.00				\$ -	0%	\$ 6,239.00
10 44 00	Fire Protection Specialties	\$ 4,779.86				\$ -	0%	\$ 4,779.86
13 34 19	Greenhouse Building System	\$ 122,596.00				\$ -	0%	\$ 122,596.00
22 00 00	Plumbing	\$ 58,314.00				\$ -	0%	\$ 58,314.00
26 00 00	Electrical	\$ 67,058.57				\$ -	0%	\$ 67,058.57
31 20 00	Earthwork	\$ 48,739.00				\$ -	0%	\$ 48,739.00
32 15 00	Asphalt Paving	\$ 51,899.00				\$ -	0%	\$ 51,899.00
33 40 00	Utilities	\$ 7,240.44				\$ -	0%	\$ 7,240.44
Contract Totals		\$ 515,800.00	\$ -	\$ 14,089.00	\$ -	\$ 14,089.00	3%	\$ 501,711.00

## RETAINAGE ESCROW AGREEMENT

THIS AGREEMENT, made and entered into this **27<sup>th</sup>** day of **August 2025**, by and among **MARION COUNTY BOARD OF EDUCATION** ("Owner"), and **Integrated Builds, LLC.**, ("Construction Manager at Risk"), and Tower Community Bank, a corporation organized and existing under the laws of the United States of America, with offices located at Jasper, Tennessee.

WITNESSETH:

WHEREAS, the Marion County Board of Education and Construction Manager at Risk, **Integrated Builds, LLC.**, have heretofore entered into a construction management at risk contract dated the **22nd day of August 2025**, (the "Contract") whereby the Construction Manager at Risk will make improvements to certain real property of the Owner pursuant to a certain project known as **Marion County Schools Greenhouse Project**, ("the Project") with such Contract providing that the Owner is to retain a percentage of all trade contractor payment requests made by the Construction Manager at Risk (the "retainage") all as more specifically set forth in such Contract to which specific reference is hereby made;

WHEREAS, T.C.A. § 66-34-104 requires that the retainage be placed in a separate, interest bearing escrow account and that the funds therein shall be, at the time of deposit, the sole and separate property of the trade contractor from whom the retainage is owed;

WHEREAS, the parties hereto are desirous of creating an escrow account with Tower Community Bank for the deposit of such retainage;

WHEREAS, Tower Community Bank has agreed to act as escrow agent to receive and hold the retainage paid to it until the receipt of a release by the Owner.

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants and promises hereinafter set forth, the parties hereto agree as follows:

- 1) Owner agrees to establish a separate interest-bearing escrow account at Tower Community Bank and further agrees to pay all retainage held pursuant to the Contract to Tower Community Bank for deposit in the escrow account.
- 2) Said interest-bearing escrow account shall be owned by Construction Manager at Risk and the trade contractors, to whom the retainage is owed.
- 3) Upon the satisfactory completion of the Project, or a portion thereof, as evidenced by a written Release, substantially in the form attached hereto as Exhibit A, executed by the Owner and provided to Tower Community Bank, all, or a portion of, the retainage together with interest earned thereon, shall be paid to the Construction Manager at Risk for payment to the trade contractors from whom the retainage was withheld.
- 4) Should a dispute arise as between the Owner and Construction Manager at Risk such that the Owner fails to execute and deliver a Release to Tower Community Bank, or in the

event that the Owner and the Construction Manager at Risk become involved in litigation over the funds held by Tower Community Bank in escrow, Tower Community Bank agrees to hold the money and pay the retainage to neither the Owner nor the Construction Manager at Risk until a final order of a court of record in Tennessee so directs Tower Community Bank to whom to pay said funds, or Tower Community Bank is presented with a written agreement between the Owner and Construction Manager at Risk as to how much of the retained funds should be paid to whom.

- 5) In the event that a dispute arises as provided in 4. herein, Tower Community Bank shall bear no responsibility to the Construction Manager at Risk or any trade contractor for the non-payment of the funds to the Construction Manager at Risk for payment to one or more trade contractors.
- 6) For and in consideration of the use of the money in the escrow account, Tower Community Bank agrees to hold said funds in an interest-bearing escrow account and to pay over the funds in said escrow account to the appropriate party according to the directions stated herein.
- 7) Tower Community Bank may not assign or transfer its responsibility as escrow agent hereunder to another escrow agent without first obtaining the written consent of the Owner and the Construction Manager at Risk.

Owner: MARION COUNTY BOARD OF EDUCATION

We designate, Mark Griffith, Marion County Board of Education Director of Schools, to be placed on the account for release of funds only.

By: \_\_\_\_\_

J. Ryan Phillips, Chair

By: \_\_\_\_\_

Dr. Mark Griffith, Director of Schools

By: \_\_\_\_\_

Construction Manager at Risk: **Integrated Builds, LLC.**

By: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Escrow Agent: TOWER COMMUNITY BANK

#### RETAINAGE AGREEMENT

To: Mark Griffith  
From: Mike Ogden  
CC: Marion County School Board  
Date: 08/28/2025  
Re: Additional Chromebooks JMS

---

I am requesting approval to purchase additional chromebooks for Jasper Middle School. Additional Chromebooks are needed due to the increase in student population.

Cost \$23,700.00. This includes Education License, Google License, Hard Case, and 3 yr Warranty.

CDW-G, Sourcewell Contract -121923-Tech

Respectfully,

Mike Ogden  
Technology Director



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

MIKE OGDEN,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PNXV605	8/21/2025	LENOVO G4 100E	5173585	\$23,700.00

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Lenovo 3 Year Depot Support with ADP Warranty (School Year Term)</u> Mfg. Part#: 5PS0N75610 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	60	4473777	\$95.00	\$5,700.00
<u>Google Chrome Education Upgrade</u> Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Chromebook (121923)	60	5988499	\$32.00	\$1,920.00
<u>Lenovo 100e Chromebook Gen 4 - 11.5" - Intel N-series - N100 - 4 GB RAM - 3</u> Mfg. Part#: 83G80002US Contract: Sourcewell 121923 CDWG-Chromebook (121923)	60	7798538	\$244.00	\$14,640.00
<u>MAXCases Extreme Shell-F3 Slide Case for Lenovo 100e G4 Chromebook 11" (var</u> Mfg. Part#: LNESF3100EG4GRY Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	60	7949103	\$24.00	\$1,440.00

**SUBTOTAL** \$23,700.00

**SHIPPING** \$0.00

**SALES TAX** \$0.00

**GRAND TOTAL** \$23,700.00

**PURCHASER BILLING INFO**

**DELIVER TO**

**Billing Address:**  
MARION COUNTY BOARD OF EDUCATION  
ACCTS PAYABLE  
204 BETSY PACK DR  
JASPER, TN 37347-3324  
**Phone:** (423) 942-3434  
**Payment Terms:** NET 30 Days-Govt/Ed

**Shipping Address:**  
MARION COUNTY SCHOOLS  
ATTN: MIKE OGDEN  
204 BETSY PACK DR  
JASPER, TN 37347  
**Phone:** (423) 942-3434  
**Shipping Method:** UPS Ground (2- 3 Day)

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Rebekah Marco** | (866) 301-5740 | [rebmarc@cdwg.com](mailto:rebmarc@cdwg.com)

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To: Mark Griffith  
From: Mike Ogden  
CC: Marion County School Board

Date: 9/2/2025  
Re: Edupoint/Synergy Student Management System Contract Extension

---

I am asking for approval to extend the Edupoint/Synergy contract for the school year 2025/2026. Cost for the year \$16,465.50  
Edupoint/Synergy is our Student Management System. The Student Management System houses all Student Data.  
That includes attendance, grades, medical, demographics, transcripts, and testing data.

I hope you will consider my request to continue our contract with Edupoint/Synergy.

Mike Ogden

Technology Director

**Subject:** board approval

**From:** Teena Casseday <tcasseday@mctns.net>

**To:** Ruby Gamble <rgamble@mctns.net>

**Date:** Friday, 08/22/2025 4:42 PM

---

Requesting Board Approval

\* Roger Layne- Non-faculty paid assistant softball

\* Non-Faculty Paid

MG

**Subject:** Re: Request

**From:** Ruby Ledford <rubyledford@mctns.net>

**To:** Teena Casseday <tcasseday@mctns.net>

**Date:** Thursday, 08/14/2025 11:48 AM

---

Hi,

I received the three requests and will give those to Dr. Griffith for approval to add to the September Agenda.

Thank you,

**Ruby Ledford**

**Executive Assistant to the Director of Schools**

**Board Secretary**

**Marion Co. Board of Education**

**204 Betsy Pack Drive**

**Jasper, TN 37347**

**(423)-942-3434 ext. 2001**

On Thursday 08/14/2025 at 11:42 am, Teena Casseday wrote:

Requesting Board approval

Warner Ashworth - non-faculty wrestling assistant - paid

split softball supplement - 4.5% - 2.25% & 2.25%

Split volleyball supplement - 7% - 3.5% & 3.5%

*\*non-fac. Paid*

**Subject:** Items To Add to the Board Agenda 9-3-25

**From:** Dr. Heath Thacker <bthacker@mctns.net>

**To:** Mark Griffith <mgriffith@mctns.net>, Ruby Ledford <rubyledford@mctns.net>

**Date:** Wednesday, 09/03/2025 10:06 AM

**1 attachment:** [ProposedBasketballSchedule2025-2026 \(2\).jpg](#) 372 KB

---

Mrs. Ledford,

Please see the following items that I am requesting to be added to the Board Agenda with Dr. Griffith's approval:

1. Volunteer Coach: Football - Josh Hobbs (Non-Faculty Non-Paid Volunteer)
2. JMS Basketball Schedule 25-26

Let me know if you need anything additional. Thanks



*\*Non-Fac. Vol*

---

**Attached Image**



**ProposedBasketballSchedule2025-2026 (2).jpg**  
372 KB

**Subject:** Re: Fwd: Board Agenda - Coach Approval  
**From:** Ruby Ledford <rubyledford@mctns.net>  
**To:** Teena Casseday <tcasseday@mctns.net>  
**Date:** Wednesday, 08/20/2025 1:34 PM

---

Good afternoon,

I received the requests and will give those to Dr. Griffith for approval to add to the September Agenda.

Thank you,

**Ruby Ledford**  
*Executive Assistant to the Director of Schools*  
*Board Secretary*

**Marion Co. Board of Education**  
**204 Betsy Pack Drive**  
**Jasper, TN 37347**  
**(423)-942-3434 ext. 2001**

On Wednesday 08/20/2025 at 1:33 pm, Teena Casseday wrote:

Volunteer - non-faculty

--- Original message ---

**Subject:** Board Agenda - Coach Approval  
**From:** Shelley Castle <scastle@whitwelltigers.org>  
**To:** Teena Casseday <tcasseday@whitwelltigers.org>  
**Date:** Wednesday, 08/20/2025 11:01 AM


I have the following volunteers with the Whitwell Fishing Team that need to be put on the board agenda for approval. All paperwork has been submitted and background checks are complete.

Jonathan Castle  
Robert McDougal  
Jimmy Davis  
Sam Davis  
Davaughn Richardson

Thank you!

--  
**Shelley Castle**  
**Whitwell High School**  
**scastle@whitwelltigers.org**  
[ Image ]

*\*non-Fac Vol*



8-20-25



## Warriors Basketball 2025-2026 Schedule

Date	Girls JV	Boys JV	Girls Varsity	Boys Varsity	Opponent
October					
Tuesday October 28	-	-	6:00	7:00	Swiss Memorial
November					
Monday November 3	-	-	6:00	7:00	North Elementary
Tuesday November 4	-	4:30	6:00	7:00	South Pittsburg
Thursday November 6	4:00	5:00	6:00	7:00	@ Whitwell
Monday November 10	4:00	5:00	6:00	7:00	@ Sequatchie County
Thursday November 13	4:00	5:00	6:00	7:00	Bledsoe County
Tuesday November 18	-	-	6:00	7:00	@ North Elementary
Thursday November 20	-	4:30	6:00	7:00	@ South Pittsburg
Friday November 21	-	-	2:00	1:00	Tracy City (in-school game)
December					
Tuesday December 2	4:00	5:00	6:00	7:00	Sequatchie County
Thursday December 4	4:00	5:00	6:00	7:00	Whitwell
Tuesday December 9	4:00	5:00	6:00	7:00	@ Bledsoe County
Monday December 15	SVC Tournament @ Whitwell				
Tuesday December 16					
Thursday December 18					
January					
Tuesday January 6	-	-	5:00	6:00	Dade County
Tuesday January 13	-	-	5:00	6:00	@ Whitwell (scrimmage)
Saturday January 17	District Tournament @ TBD				
Tuesday January 20					

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☒ Field Trip
 ☐ Athletic Trip
 ☐ Overnight trip
 ☐ School Journey
 ☐ Other

Name of School Marion County High Date Submitted 08-05-25  
 Teacher Making the Request Teresa Lofly Position Marketing Teacher  
 Teacher's Email Address tloly@mcps.net Class/Club Event Planning  
 # of Students Participating 5-15 # of Parent Chaperones \_\_\_\_\_ # of Teachers Chaperones 1-2

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

☐ School Bus (Indicate number required \_\_\_\_\_)
 ☐ Walking
 ☒ Personal Vehicle  
☐ Charter Bus (Indicate number required \_\_\_\_\_)
 ☐ Airplane
 ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination UT Knoxville Campus Destination Phone Number 865-974-2141  
 Destination Address 1215 Cumberland City Knoxville State TN  
 Date(s) of Trip: Sept 11 ☒ One day ☐ Overnight (how many days \_\_\_\_\_)  
 Time Schedule Requested: Leave School: 8:00 Arrive Destination: 10:00  
 Leave Destination: 3:00 Return School: 5:00

Educational purpose SEE ATTACHED: For Event Planning  
Class + NCAA

Actual on site instructional time 6 hours

What are you going to do with students not going? \_\_\_\_\_

### COST PER STUDENT

Travel 10.00 Lodging \_\_\_\_\_ Food 10.00  
 School Lunches \_\_\_\_\_ Entrance Fees / Tickets 15.00 Other \_\_\_\_\_  
 TOTAL COST PER STUDENT: 25.00 Funding Source: \_\_\_\_\_

What provisions are being made for students who cannot afford to participate in this trip? NCAA money

### SUBMIT REQUEST

☒ Approve ☐ Disapprove  
☐ Approve ☐ Disapprove  
☐ Approve ☐ Disapproved

Principal Jones & Ziff Date 8-5-25

Director of Schools \_\_\_\_\_ Date \_\_\_\_\_

Marion County Board of Education \_\_\_\_\_

Date \_\_\_\_\_

# Big Orange Hospitality Day

**September 11, 2025**

**University of Tennessee, Knoxville | Knoxville, TN**

Get ready for an unforgettable experience at Big Orange Hospitality Day, hosted at the University of Tennessee, Knoxville! This exciting event invites students to explore the vibrant world of hospitality and tourism. From hotels and resorts to event planning, entertainment, food and beverage, tourism attractions, and destination marketing, participants will gain a deeper understanding of the many career opportunities available in this dynamic industry.

## Key Information

### Cost

**Registration:** \$5 per person

\$15 surcharge for students who are not registered members

### Important Dates

August 11 | Registration Opens

August 22 | Registration Closes

August 29 | Chapter Certification Form Deadline

August 29 | Payment Deadline

September 11 | Big Orange Hospitality Day

**MARION COUNTY SCHOOLS**  
**REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS**

**CHECK THE APPROPRIATE BOX**

☒ Field Trip      ☐ Athletic Trip      ☐ Overnight trip      ☐ School Journey      ☐ Other

Name of School MCHS      Date Submitted 8-12-25

Teacher Making the Request Amy Fowler      Position Teacher

Teacher's Email Address afowler@mcshs.net      Class/Club Interact

# of Students Participating 4      # of Parent Chaperones \_\_\_\_\_      # of Teachers Chaperones 1-2

Overnight request requires a copy of trip agenda attached.

**METHOD OF TRANSPORTATION**

☐ School Bus (Indicate number required \_\_\_\_\_)      ☐ Walking      ☒ Personal Vehicle  
☐ Charter Bus (Indicate number required \_\_\_\_\_)      ☐ Airplane      ☐ Other

**FIELD TRIP DESTINATION/TIME FRAME/PURPOSE**

Destination RyLA-Camp Nakanewa      Destination Phone Number 931-260-8244  
Destination Address 1084 Camp Nakanewa Rd      City Crossville      State TN  
Date(s) of Trip: 9-20-25      ☒ One day      ☐ Overnight (how many days \_\_\_\_\_)  
Time Schedule Requested:      Leave School: 6:00 am      Arrive Destination: 7:45  
   Leave Destination: 5:00      Return School: 6:30-7:00

educational purpose Leadership Program

Actual on site instructional time \_\_\_\_\_

What are you going to do with students not going? \_\_\_\_\_

**COST PER STUDENT**

Travel \_\_\_\_\_      Lodging \_\_\_\_\_      Food \_\_\_\_\_  
School Lunches \_\_\_\_\_      Entrance Fees / Tickets \$175      Other \_\_\_\_\_  
TOTAL COST PER STUDENT: \$175      Funding Source: Interact

What provisions are being made for students who cannot afford to participate in this trip? Interact is paying

**SUBMIT REQUEST**

☒ Approve      ☐ Disapprove  
☐ Approve      ☐ Disapprove  
☐ Approve      ☐ Disapproved

Principal [Signature]      Date 8-12-25  
Director of Schools \_\_\_\_\_      Date \_\_\_\_\_  
Marion County Board of Education \_\_\_\_\_

Date \_\_\_\_\_

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☒ Field Trip
 ☐ Athletic Trip
 ☐ Overnight trip
 ☐ School Journey
 ☐ Other

Name of School MCHS Date Submitted 8/28/25

Teacher Making the Request Hope Ashburn Position Teacher

Teacher's Email Address hashburnsmchshs.net Class/Club Agriculture/FFA

# of Students Participating 18-20
 # of Parent Chaperones 0
 # of Teachers Chaperones 2 (1 from MCHS + 1 from Wtts)

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

☐ School Bus (Indicate number required     )
 ☐ Walking
 ☐ Personal Vehicle
 ☒ Charter Bus (Indicate number required 1)
 ☐ Airplane
 ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination UT Herbert College of Agriculture Destination Phone Number (865) 974-7303  
UT College of Vet Med  
 Destination Address 120 Morgan Hall, 201 Morgan Cr. Dr. City Knoxville State TN  
 Date(s) of Trip: 10/8/25 ☒ One day ☐ Overnight (how many days     )  
 Time Schedule Requested: Leave School: TBD Arrive Destination: TBD  
 Leave Destination: TBD Return School: TBD

Educational purpose Students will tour the UT Knoxville Herbert College of Ag Campus & the UT College of Vet Med Campus to gain a better understanding of post-secondary opportunities

Actual on site instructional time Approx 4

What are you going to do with students not going? Students will have a substitute teacher & will lesson in class.

### COST PER STUDENT

Travel \$1,850 approx Lodging 0 Food UTK provides free of charge  
 School Lunches 0 Entrance Fees / Tickets 0 Other 0

TOTAL COST PER STUDENT: Students may bring money to purchase ice cream, if desired from the UT Creamery. Funding Source: Donations from Farm Credit, Marion Farmer's Coop, Eagle Thrift Store

What provisions are being made for students who cannot afford to participate in this trip? N/A  
\*No cost to students

### SUBMIT REQUEST

☒ Approve ☐ Disapprove Principal James Zylf Date 8-28-25  
☐ Approve ☐ Disapprove Director of Schools      Date       
☐ Approve ☐ Disapproved Marion County Board of Education     

Date

**MARION COUNTY SCHOOLS**  
**REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS**

**CHECK THE APPROPRIATE BOX**

☒ Field Trip    ☐ Athletic Trip    ☐ Overnight trip    ☐ School Journey    ☐ Other

Name of School MCHS    Date Submitted 8/28/25  
Teacher Making the Request Pangil Long    Position Teacher  
Teacher's Email Address plong@mcms.net    Class/Club AP Students  
# of Students Participating 100    # of Parent Chaperones \_\_\_\_\_    # of Teachers Chaperones 7-8

Overnight request requires a copy of trip agenda attached.

**METHOD OF TRANSPORTATION**

☐ School Bus (indicate number required \_\_\_\_\_)    ☐ Walking    ☐ Personal Vehicle  
☒ Charter Bus (indicate number required 2)    ☐ Airplane    ☐ Other

**FIELD TRIP DESTINATION/TIME FRAME/PURPOSE**

Destination Hollywood    Destination Phone Number \_\_\_\_\_  
Destination Address \_\_\_\_\_    City Pigeon Forge    State TN  
Date(s) of Trip: 11/19/25    ☒ One day    ☐ Overnight (how many days \_\_\_\_\_)  
Time Schedule Requested:    Leave School: 6:00    Arrive Destination: 9:00  
   Leave Destination: 6:00    Return School: 9:00

Educational purpose To reward students that are willing to challenge themselves with AP classes.

Actual on site instructional time \_\_\_\_\_

What are you going to do with students not going? Remain at school

**COST PER STUDENT**

Travel \$50    Lodging \_\_\_\_\_    Food \_\_\_\_\_  
School Lunches \_\_\_\_\_    Entrance Fees / Tickets \$40    Other \_\_\_\_\_  
TOTAL COST PER STUDENT: \$90    Funding Source: Parents

What provisions are being made for students who cannot afford to participate in this trip? Arrangements will be made

**SUBMIT REQUEST**

☒ Approve    ☐ Disapprove

Principal Jane Ziff    Date 8-28-25

☐ Approve    ☐ Disapprove

Director of Schools \_\_\_\_\_    Date \_\_\_\_\_

☐ Approve    ☐ Disapproved

Marion County Board of Education \_\_\_\_\_

Date \_\_\_\_\_

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☐ Field Trip
 ☐ Athletic Trip
 ☒ Overnight trip
 ☐ School Journey
 ☐ Other

Name of School MCHS
 Date Submitted 8/20/25  
 Teacher Making the Request Paige Long
 Position Teacher / Science  
 Teacher's Email Address plong@mchs.net
 Class/Club AP Biology & Honors Biology  
 # of Students Participating 14-24
 # of Parent Chaperones \_\_\_\_\_
 # of Teachers Chaperones 2

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

☐ School Bus (Indicate number required \_\_\_\_\_)
 ☐ Walking
 ☐ Personal Vehicle  
☐ Charter Bus (Indicate number required \_\_\_\_\_)
 ☒ Airplane
 ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Andros Island, Bahamas
 Destination Phone Number \_\_\_\_\_  
 Destination Address International Field Studies
 City Andros
 State BA  
 Date(s) of Trip: 2/28/26 - 3/6/26
☐ One day
 ☒ Overnight (how many days 7)  
 Time Schedule Requested:
 Leave School: \_\_\_\_\_
 Arrive Destination: \_\_\_\_\_  
 Leave Destination: \_\_\_\_\_
 Return School: \_\_\_\_\_

Educational purpose Please see attached documents

Actual on site instructional time 100% - 12 hrs per day  
 What are you going to do with students not going? Remain at school

### COST PER STUDENT

Travel \$400-\$800
 Lodging \$1870<sup>00</sup> Includes everything  
 School Lunches \_\_\_\_\_
 Entrance Fees / Tickets except transportation to  
Nassau  
 TOTAL COST PER STUDENT: \$2470<sup>00</sup>
 Funding Source: Parents

What provisions are being made for students who cannot afford to participate in this trip. Flight & may change  
fundraising will be offered as needed

### SUBMIT REQUEST

☒ Approve
 ☐ Disapprove  
☐ Approve
 ☐ Disapprove  
☐ Approve
 ☐ Disapproved

Principal Jerry Ziff
 Date 8-20-25  
 Director of Schools \_\_\_\_\_
 Date \_\_\_\_\_  
 Marion County Board of Education \_\_\_\_\_

Date \_\_\_\_\_

August 20, 2025

Dear Dr. Griffith & MCBOE School Board:

This time last year, I applied to be part of a teacher research and field studies group for the summer of 2025. I was selected, along with 15 other teachers from across the United States and Bahamas, to attend. This past summer I went to Forfar Field Station, International Field Studies, Andros, Bahamas for 5 nights. (IFS is a non-profit organization, set up by the family of Archie Forfar, a world-renowned diver and environmentalist).

My experience was nothing short of amazing. We were the students, doing real scientific research and field studies alongside real scientists. It is difficult to put into words, but as a 26-year veteran science teacher, I have taught a lot of science to a lot of students in Marion County. But, being able to offer students the opportunity to truly experience real world science and be active participant in a location completely out of the normal classroom is on a different level. It makes it "real" and teaches our students that there is no limit to what they can accomplish and that the world is a much bigger place than just themselves.

I respectfully ask for yours and the board's approval to offer this opportunity to the AP Biology and Honors Biology students at MCHS. I've attached a brief summary and explanation of what the trip entails. If I can answer any other questions about it, please do not hesitate to reach out to me at [plong@mctns.net](mailto:plong@mctns.net) or 423-619-3148.

Thank you,



Paige Long

*MCHS Science Teacher*

APBiology

Honors Biology

Honors Physical Science

Regular Physical Science

**Marion County High School**  
Jasper, TN

**PROPOSAL FOR OVERNIGHT / EXTENDED STUDENT TRIP**

**Type of trip:** The proposed trip is a Field Study of Marine Biology that will be offered to Marion County High School students enrolled in AP Biology and Honors Biology.

**Proposed Departure and Return Date:** February 28-March 6, 2026

**Proposer: Paige Long**      **Position:** High School Science teacher/Club sponsor

**Date by which response is needed:** August, 2025 (as soon as possible as many aspects are time sensitive)

**Proposal Date:** August 20, 2025

**A- PURPOSE**

**1) What is the major place to be visited or event to be attended?**

The location of the Field Study for the 2026 science field trip is Forfar, International Field Station, Andros Island, The Bahamas.

**2) How is the trip related to the educational program of the District?** This trip's objectives are aligned with higher-level science education objectives and are consistent with a district science education philosophy that stresses relevant application of science content and processes. In addition, the International Field Studies course allows students to observe and take part in a developing nation's culture and society, located in the unique marine and island terrestrial biology that Andros Island has to offer.

**3) In what ways will the students benefit?** Students will benefit by experiencing a marine biology habitat including pelagic waters, fringe reefs, barrier reefs, patch reefs, intertidal zones, and insular terrestrial habitats. They will be able to apply in a relevant context, the content knowledge they obtain in the classroom portion of the course that they complete before going on the field study portion.

**4) In what ways will the District benefit?** The district will benefit by the inherent broadening of student's academic, cultural, physical and emotional well-being. It will allow the students of our community to be socially and culturally aware of societies that are significantly socio-economically different from our own Marion County High community. The IFS course has traditionally given students unique and sometimes once in a lifetime experiences that are a foundation for understanding the natural and human habitats outside of MCHS.

**B - STUDENTS AND STAFF**

**1) Which students (grade, class, or organization), will be going?** AP Biology and Honors Biology students who are in grades 10-12 during the 2025-2026 academic year are eligible to attend.

**2) How many students in total?** This course is designed to accept 14-24 students.

**3) Which staff member will be in charge?** Paige Long and Larry Ziegler will be the two staff members from MCHS that will chaperone the trip.

**5) What previous experience has the staff member had in conducting overnight or extended field trips?** Over the course of my 25 year teaching career, I (Paige Long) have successfully planned and carried out numerous student field trips. I have taken students to Washington DC, Costa Rica, Orlando, Williamsburg, and National Parks in the western US, just to name a few.

**6) What other staff members will be going?** Dependent on number of students that attend

**7) How many chaperones, in addition to staff members, will be going?** No others at this time.

**8) How many school days will be missed?** 5 days

**9) How will teachers be advised in advance that the students will be out of school?** A list of those students going on the trip will be given at least 2 months ahead of time.

### **C - SCHOOL WORK**

**1) How will missed work be made up?** Students will be able to attend before and after school tutoring to make up all work that will be missed during the trip. As much work as possible will be completed before the trip.

### **D - Itinerary**

**1) What is the destination?** Forfar, International Field Station, Andros Island, The Bahamas.

**2) What will be the mode of transportation? What liability insurance does the carrier have?** Students will be transported to and from the airport by their parents. A commercial airline will be used for transport from Chattanooga, TN to Nassau, Bahamas (and the return trip). A commercial airline will also be used for transport from Nassau to Andros Island (and the return trip). On Andros Island, students will be transported by private taxi or vehicles owned by International Field Studies. International Field Studies carries the liability insurance.

**3) Where will the group be housed and fed?** Students are housed and fed at the Forfar Field Station.

**4) What enroute or supplementary activities are planned?** The field study portion of this science trip includes curricular activities outlined on **addendum pages below** and site based activities shown in the sample itinerary on **addendum pages below**.

**5) What arrangements have been made for dealing with emergency situations?** We will have a parent phone / email tree to utilize. Andros Island has Internet and phone access. International Field Studies also has an office in Columbus, Ohio that handles communications between Andros Island and the mainland.

### **E – FINANCES**

**1) What is the estimated total cost and cost per student?** The total cost per student, based on at least 14 students and 2 chaperones, is approximately \$2640. This amount covers everything for the student, as well as the additional shared chaperone cost. This amount will decrease depending on the number of students that attend.

Costs per student	Cost per student			
-------------------	------------------	--	--	--

IFS lodging/meals	\$1650			
Airfare *-	\$800			
Chaperone fee	(free with 10 students)			
Field Guides	\$20			
Additional Fees **	\$200			
Deposit	\$20 per student			
Total	\$2640			

\*Airfare can change. I have put it at the higher end.

\*\*I've included \$200 to each student to help cover the cost of deposit and additional chaperone, as needed. The total will decrease as more students enroll in the trip.

**2) What is the source of the funds?** The students will pay their own fee. Payments will be set up on a monthly basis as needed, until all is paid in full. Must be paid in full within 2 months of departure.

**3) How will the funds be collected and safeguarded?** The funds will be collected at the beginning of the day and deposited the same day. No checks will be held.

**4) How will any shortfall be made up or excess funds used?** Excess funds will be held in the Science Club account, unless the excess is above \$100 per student. Any excess above \$100 per student will be returned to the students. This extra reserve is rolled over after each trip to pay the deposits necessary to ensure that we can hold the dates for the next Marine Biology trip.

## F. COMMUNICATIONS

**1) How will you communicate to parents prior to, during, and after the trip?** Prior to the trip, a Parent/Student information meeting will be held. Prior to departure, another meeting will be held to go over specifics of the trip. Mrs. Long will have a Google Classroom and Remind 101 specifically for students and parents in regards to the IFS trip.

**2) List telephone numbers at destination and where group will be housed.** Please see the emergency contact numbers on **addendum page thirty-two**.

**3) What information will be provided to the media and the community?** Local newspapers will be given the opportunity to interview staff and students.

Signature of Requestor

Date

Approved:

Principal

Date

Date

Board of Education

Date

### **Andros Island:**

- The largest island of the Commonwealth of the Bahamas
- Over 110 miles long and 45 miles wide
- 200 miles off the coast of Florida
- The fifth largest island in all the Caribbean
- Sparsely populated (8,500)
- Laced with creeks and dense forested inland areas
- Unexplored on the western coast of the island
- Home of AUTECH (the Atlantic Undersea Test and Evaluation Center)
- Subtropical with at least five distinct vegetation zones
- Undeveloped, which enhances the environmental uniqueness
- Known for its unique and beautiful baskets, carvings, and batik fabrics
- Filled with reefs, different species of birds, fish, insects, and reptiles
- Home to many blue holes and intriguing oolitic soils
- Directly next to the world's third largest barrier reef

### **History of Andros Island includes:**

- Farming and fishing
- Arawak Indians and European explorers and settlers
- Slaves, pirates, bootleggers and smugglers

### **Today most inhabitants are:**

- Extremely friendly and eager to share their lives and views with guests
- Fishermen, weavers, or farmers
- Living in settlements along the east coast
- English speaking

### **Forfar Field Station is:**

- A research facility located in North Blanket Sound, Andros Island.
- Forfar allows students in high school or college (graduate and undergraduate), as well as teachers and adults to experience the cultural and geographical wonders of Andros Island. Forfar Field Station is part of a non-profit organization known as International Field Studies or IFS.
- **IFS Mission:** The IFS mission is "to provide opportunities for students to learn about their environment, in all disciplines, through direct field study experience; to provide the structure for developing an intensive field study program with competent leadership; to promote educational and scientific activities through direct field experience; and to cooperate with school systems so that students may receive academic credit for field study".

# **Marine Biology Field Study**

## **Course goals**

The goals of this course include a comprehensive exploration of the marine and terrestrial environments that comprise the insular habitats of the Caribbean. Students will prepare for the field study portion of the trip by covering the topics below in nightly classes and then will travel to Andros Island for a Marine Biology field study.

## **Course focus**

**This course will focus on the uniqueness of the marine habitat. It will introduce students to marine biology, oceanography and the sociology of a developing nation.**

**Benchmark: Describe the unique evolutionary adaptations of island life and the environmental conditions leading to those adaptations**

### **Enduring Understandings:**

1. Describe historical scientific developments that developed from island exploration by scientists such as Wallace and Darwin.
2. Explain that natural selection has led to large numbers of flightless birds, larger than average reptiles and other unique morphological, physiological and behavioral adaptations.
3. Explain that natural selection provides the following mechanism for evolution; undirected variation in inherited characteristics exist within every species. These characteristics may give individuals an advantage or disadvantage compared to others in surviving and reproducing.
4. Analyze how natural selection and other evolutionary mechanisms and their consequences provide a scientific explanation for the diversity and unity of past life forms, as depicted in the fossil record, and present life forms.

## **Insular Biology**

**Benchmark: Explain the relationship between biodiversity and island size and island distance from the mainland.**

### **Enduring Understandings:**

1. Discuss the direct correlation between islands in the Caribbean and South Pacific Islands and their relative distance from the mainland.
2. List and describe the main immigration possibilities for island species, including, but not limited to flight, drifting, swimming, wind blown and introduction by humans
3. Demonstrate the difference in the rate of extinction on islands compared to mainland populations.

## **Geology**

**Benchmark: Discuss the processes that form, shape and develop islands.**

### **Enduring Understandings:**

1. Describe the historical geology that formed islands and the physical geology that continues to shape the islands.
2. Analyze how the regular and predictable motions of Earth, sun and moon explain phenomena on Earth.
3. Investigate how thermal energy transfers in the world's oceans impact physical features and weather patterns.

## History and Sociology

**Benchmark: Discuss the history and sociology of the Caribbean and Latin American countries and the indigenous people that live there.**

### Enduring Understandings:

1. Explain the political, economic, religious and historical background of the native and/or present inhabitants.
2. Discuss the role that ecotourism and trade in natural resources has on the countries examined.

## Terrestrial Ecology

**Benchmark: Describe the terrestrial plants and animals of the country to be visited**

### Enduring Understandings:

1. Discuss the relationship between abiotic factors and the biodiversity found in the tropics.
2. Examine the comparative percentages of nutrients that are locked up in the rain forests canopy and the soil.
3. Discuss relationships between species living in different ecological niches in various canopy levels of the rainforest.
4. Describe how matter cycles and energy flows through different levels of organization in living systems and between living systems and the physical environment.
5. Describe that biological classification represents how organisms are related with species being the most fundamental unit of the classification system. Relate how biologists arrange organisms into a hierarchy of groups and subgroups based on similarities and differences that reflect their evolutionary relationships.

## Reef ecology

**Benchmark: Investigate the ecology of tropical coral reefs**

### Enduring Understandings:

1. Explain the structure of Caribbean reef environments.
2. Describe the flow of nutrients and energy and the major categories of reef life
3. Be familiar with the ecology of reef fishes including classification, anatomy, and adaptations
4. Discuss the plant and plankton feeders such as nomadic browsers, sedentary herbivores, and plankton filter feeders.
5. Compare and contrast seafloor organisms, day reef behaviors off reef behaviors and night benthivores
6. List and describe coral reef predators and their hunting strategies like stalking and ambush

## Marine habitat conservation

**Benchmark: Discuss natural and human threats to the earths coral reefs and open oceans**

### Enduring Understandings:

1. Describe ways that human activities can deliberately or inadvertently alter the equilibrium ocean ecosystems. Explain how changes in technology can cause significant changes in environmental quality and carrying capacity.
2. Investigate the impact on the structure and stability of ecosystems due to changes in their biotic and abiotic components as a result of human activity.
3. Give examples of how human activity can accelerate rates of natural change and can have unforeseen consequences.

## Field study investigative techniques

**Benchmark:** Catalogue and photograph scientific specimens found in marine and terrestrial environments and presentation of findings.

**Benchmark:** Utilize field log data to collaboratively construct an ongoing databank of species' abundance, climate and chronological data and ecological and physical relationships of marine and terrestrial organisms.

**Benchmark:** Use networks, scientific journals and periodic literature to identify and describe species that are endangered and create a management plan for that species, with a focus on cultural, physical and / or biological events.

**Benchmark:** Work in research groups to develop a food web of a community (terrestrial or marine) and describe the niche of each community member. Present their final product in a creative manner.

**Benchmark:** Identify and classify organisms noted in terrestrial and marine communities and describe the distribution, behavior, survival strategies and evolutionary history of each.

**Benchmark:** Keep journals of observations and inferences made over an extended period of time and reflect upon the impact of these recorded ideas.

**Benchmark:** Select a species and observe, research, and analyze patterns of behavior and relationships in its natural environment. Follow a standard species account format with identified time, technique, illustration, and narrative techniques.

## INTRODUCTION TO MARINE BIOLOGY COURSE

As our oldest biome, the marine community offers tremendous opportunities to study biology, ecology and geology. Andros Island is the largest island in the Bahamian Archipelago and one of the least developed. It is adjacent to one of the largest barrier reefs in the world and offers a tremendous variety of communities such as turtle grass, patch reef, cays, oceanic blue holes, tide pools and barrier reef. Andros Island is home to many fresh water blue holes, including Cousteau's Blue hole, which was explored by the famed biologist Jacques Cousteau. In addition, the island offers unique opportunities to observe bat caves, mangrove communities, tidewater creeks, and interior Bahamian pine communities. Andros is also home to a variety of unique animal and plant life including the endangered Bahamian boa, Attala butterfly, and Bahamian iguana and piping plovers.

***The program curriculum is designed to learn about marine biology and experience the marine ecosystem in one of the largest barrier reefs remaining in the world, collaborate with scientists from local universities, learn various methods of authentic scientific field work, and experience local Bahamian culture.***

### Andros Island

#### The Island and Its People

Andros is the largest island of The Commonwealth of the Bahamas, and at more than 100 miles long and 40 miles wide, is the fifth largest in all of the Caribbean. Engulfed in a sense of mystery, the

sparsely populated Andros is laced with creeks and has a densely forested inland. The island's western coast is still largely unexplored.

Andros Island, some 2300 square miles in size, is perhaps the largest tract of unexplored land in the Western hemisphere. A coral limestone formation, Andros is dominated by thick impenetrable bush, sliced in pieces by inland waterways, and edged by mangrove swamp. To the north are hardwood and pine forests--including Andros Pine, Mahogany (Madeira), Horseflesh, and Lignum Vitae; along the east coast are the fishing and diving grounds of the Andros Barrier Reef. On the West Coast are the pristine fishing flats of the Great Bahamas Bank.

The Andros Barrier Reef, the third largest in the world and the second largest in the western hemisphere, stretches 140 miles along the east coast of the island and rims the Tongue of the Ocean, with its 6,000-foot drop-off. Additionally, Andros abounds in Blue Holes (underwater cave systems)--which have been the scene of some of the deepest underwater cave explorations in the world.

History on Andros includes a colorful array of farming and fishing, Arawak Indians, European explorers and colonizers, slaves, pirates, bootleggers, and smugglers. Today, compared with other Bahamian islands, Andros has a much smaller population, with fewer than 10,000 people. Many of the inhabitants are fishermen, weavers, and farmers who live in settlements along the East Coast. Because Andros is split in half by bights and inlets, transportation between the north and south islands is difficult. North Andros is home to more than half the population, a Mennonite mission, a few small resorts, and AUTECH (the Atlantic Undersea Test and Evaluation Center), a NATO base run by the US Navy.

Andros does not offer the amenities expected by some visitors. Services such as phone, water, and electricity are still not available everywhere on the island. Casinos and shows have not invaded Andros, and there are no malls or fast-food chains on the island. There are a few small stores where snack foods and meals can be purchased, but be sure to remember your film, insect repellent, and bathing suit.

Although Andros is roughly 200 miles off the coast of Florida, the language and culture are distinctly different from the States. Androsians live in small communities with standards of housing, dress, and sanitation unlike what we are accustomed to in the States. We share a common language, but Bahamian English is spoken rapidly and sometimes is hard to understand. Don't hesitate to ask for clarification.

*The lack of development on Andros enhances its environmental uniqueness and makes it an ideal site for our field studies. The pace of life is slow, the passing of the sun rather than the ticking of the clock measures the days, and it's still possible to walk down the middle of the road without stopping traffic.*

### **The Nature of Andros**

Andros is a subtropical island with at least five distinct vegetation zones, many types of reefs, and many species of fish, birds, insects, and some reptiles. The geology of the island is unique, with fascinating blue holes and intriguing ooid shoals.

**Andros by Land:** Andros lends itself well to terrestrial studies since its size correlates with its diversity. Savannah, coppice, swash, and mangrove areas are all accessible for field study. In both wetland and forested areas, a wide variety of endemic and North American birds have been included in long-term bird counts. Reptiles include the endangered Bahamian boa, and a variety of anoles. In the summertime, look for land crabs. Along the coast compare the rocky shores to the white sand beaches, and ask to visit some excellent invertebrate tide-pooling areas.

Geologists are attracted to many features in the Bahamas, including the thick limestone foundation of the islands dramatically cut by deep channels. Andros is known for its 178 inland and 50 oceanic blue holes.

**Andros by Sea:** When people think of the Bahamas, they visualize white sand beaches, balmy breezes, and azure, crystal water. Andros has each in abundance, but perhaps the barrier reef is the most stunning feature. Just one of several marine habitats, the reef runs the full length of the island, from a few hundred yards to one and a half miles off the eastern coast. The Andros reef is the third longest in the world (second only to Australia and Belize), and is considered by many to be the most diverse and pristine. The reef has both fringing and barrier characteristics and supports a colorful and amazing diversity of life. It offers a tremendous variety of 10-25 foot deep gardens abloom with both hard and soft corals, some of which emerge from the seas at low tide.

You don't need to be a scuba diver to enjoy the benefits of the ocean. Andros snorkeling sites offer fantastic views of a great variety of fish, coral, and other invertebrates. Occasionally, snorkelers enjoy the rare privilege of playing with wild dolphins that may join in for a dip off the beach at Forfar.

### **The Lucayans, The Seminoles, The Slaves: The Story of the Androsian People**

The Spanish first recorded "discovery" of Andros around 1550. Following Columbus' landfall in 1492, they had come to the Bahamas in search of slave labor, preying on the Caribbean Indian populations. From a population of some 50,000 Lucayans (descendants and offshoots of Taino-Awawaks, who originally migrated from South America) in the Bahamas in 1492, there were virtually no Lucayans left in the Bahamas by 1550, due to disease, slavery, and suicide, all started by the Christopher Columbus wealth seeking take over. Remains of Lucayan settlements can be found throughout the Bahamian archipelago.

By the 18th century, pirates staked positions on Andros in an effort to prey on passing ships traveling between Cuba and Florida. Sir Henry Morgan headquartered at what is known today as Morgan's Bluff, in north Andros. By the 19th century freed slaves found their way to Andros. Seminole Indians from Florida also came--first as visitors, then as settlers. The two groups inter-married. A small community sprang up around Red Bays, where they farmed corn, harvested fish and plantains, yams, potatoes and peas. They also worked in lumbering, sponging, and pirating.

Small communities established themselves up and down the east coast of the island, with the population peaking at about 10,000 where it remains today. With a formidable barrier reef on one side, and the shallow water flats of the Great Bahama Bank on the other--Andros remained overlooked (and perhaps saved) for many years from any potential development.

### **Andros is For The Birds**

There are over 200 species of birds that inhabit the Bahamas--and Andros, with its vast undeveloped land, is home to many of them. Among the most common are: The Bahama Woodstar, the West Indian Woodpecker, the Loggerhead kingbird, LaSagres Flycatcher, the Great Antillean Pewee, the Bahama Swallow, the Bahama Mockingbird, The Red-legged Thrush, the Thick-billed Vireo, the Black-whiskered Vireo, the Olive-capped Warbler, Kirtland Warbler, the Bahama Yellowthroat, the Black-cowled Oriole, the Great Antillean Bullfinch, the Black-faced Grassquit, the Melodious Grassquit, the Least Grebe, Olivaceous Cormorant, the Flamingo, the Bahama Pintail, Osprey, Kestrel, Sooty Tern, Roseate Tern, Noddy Tern, White Crowned Pigeon, Zenaida Dove, White-bellied Dove, the Key West Quail Dove, the Great Lizard Cuckoo, the Smooth-billed Ani and the Cuban Emerald Hummingbird.

### **Life in the Andros Bush**

Much of Andros is covered with thick bush and pine. Bush medicines and teas, such as Bagerina (Bay Geranium), Jackmada, Jumbey, Cerasee, Grannybush, Fever Grass, etc. are still commonly used in medicinal recipes handed down in lore. The bush also provides a food source--most popularly the Land Crab, and less commonly the wild boar. In addition, a rich mythology has grown around the bush. The Chickcharnee, the

most famous of the mythological creatures of Andros, is said to live in the tops of the tallest pine trees on Andros. If you cross the Chickcharnee, he will turn your head on backwards. Other lesser known mythological creatures include the Lusca of the blue holes, the Boree Ananee, and the Yahoo.

## **MARINE BIOLOGY CURRICULUM**

1. **Insular Biology:** A look at the unique evolutionary adaptations of island life and the environmental conditions leading to those adaptations.
2. **Geology of the Caribbean Islands:** The geomorphology of the islands and the geologic events that helped shaped them.
3. **Bahamian History and Andros Sociology:** History of the Bahamian Islands and an introduction to the indigenous people.
4. **Terrestrial Plants and Animals of Andros:** Invertebrates and vertebrates, as well as the photosynthetic community.
5. **Science Investigation Skills:**
  1. Scientifically catalogue and photograph scientific specimens found in marine and terrestrial environments and presentation of findings.
  2. Utilizing field log data to collaboratively construct an ongoing databank of species' abundance, climate and chronological data and ecological and physical relationships of marine and terrestrial organisms.
  3. Use networks, scientific journals and periodic literature to identify and describe species that are endangered and create a management plan for that species, with a focus on cultural, physical and / or biological events.
  4. Work in research groups to develop a food web of a community (terrestrial or marine) and describe the niche of each community member. Present their final product in a creative manner.
  5. Identification and classification of organisms noted in insular and marine communities and describe the distribution, behavior, survival strategies and evolutionary history of each.
  6. Keep journals of observations and inferences made over an extended period of time and reflect upon the impact of these recorded ideas.
  7. Select a species and observe, research, and analyze patterns of behavior and relationships in its natural environment. Follow a standard species account format with identified time, technique, illustration, and narrative techniques.
6. **Reef Ecology:**
  1. **Caribbean Coral Reefs:** Structure of Caribbean Reef Environments
  2. **Coral Reef Ecology:** Flow of Nutrients and Energy, Major Categories of Reef Life
  3. **Ecology of Reef Fishes:** Classification, Anatomy, Adaptations
  4. **Plant and Plankton Feeders:** Nomadic Browsers, Sedentary Herbivores, and Plankton Feeders.
  5. **Hunters of Invertebrate Prey:** Seafloor organisms, Day Reef Benthivores , Day Off- Reef Benthivores, Night Benthivores
  6. **Predators:** Strategies, Shelter, Twilight hunting, Stalking and Ambush.
  7. **Coral Reefs, Divers, and Conservation:** Natural and human threats.
  8. **Ocean Tides, Currents, and Salt Water Chemistry.**

## Student-Parent Agreement Form

To the Student and Parent/Guardian:

The trip to Andros Island will be a very different living experience for most people. Food and amenities will not be the same as that at home. Emphasis will be on personal initiative and responsibility, your primary concern must be for the welfare of the group and you MUST conduct yourself accordingly. You should understand that the leaders of the trip will have the last word on all of your activities. Since this is a school sponsored function, the rules and regulations of the student handbook will apply; in particular, no tobacco products, no drinking, no drugs, etc. Any student involved in any incident or who in our estimation becomes a problem and is detrimental to the group, will be dropped from program and will be sent home at the parent's' expenses. This will involve your parents paying for the expenses of flying you and an adult leader from Andros to Nassau and then from Nassau to Florida. The adult leader will arrange for you to board a plane from Florida to home. The leader will then fly from Florida to Nassau, then to Andros. This will all be at your parents' expense. Notification of such will be made by phone to the parents.

All students will be required to provide their own diving mask, swim fins, snorkel and field guides.

To the Parents/Guardians: Please read this agreement form and returned signed. If there are any questions, please contact Paige Long. Your signature below indicates:

1. Your approval and thus permission for this applicant to participate in the field study.
2. Permission for the leaders of the trip and study to make any and all decisions in your absence, which will be in the best interest of the group and/or your son/daughter.
3. You will submit evidence of physical fitness on the student medical form provided.
4. A deposit of \$150.00 must be paid at the parent/student orientation.
5. The balance due for the field study will be collected in specified amounts on specified dates. All payments must be checks written to MCHS Field Studies. Please do not pay with cash. Note: In the event that an unforeseen emergency arises and you must drop out, we will not refund any monies until a satisfactory replacement can be found. If a replacement cannot be found, MCHS Field Studies cannot refund any monies that have already been paid to IFS.

Your signature indicates that both parents/guardians and your applicant will accept these limitations and procedures and you are willing to abide by ANY and ALL decisions of the leaders.

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Applicant's Signature

Date

---

Parent/Guardian Signature

Date



## 1 Week Sample Itinerary - Forfar Field Station

	Morning	Afternoon	Evening
<b><u>SATURDAY</u></b> Arrive on Andros/ Forfar Field Station	Depart for Nassau  Arrive in Nassau/ Depart for Andros	Arrive in Andros/ Shuttle to Forfar Field Station  Check-In and Cabin Assignments	Dinner  Lecture: Orientation
<b><u>SUNDAY</u></b> Central Boat Day	Breakfast  Blue Hole Cay: Oceanic Dave's Patch Reef	Lunch @ Pigeon Cay Geology Walk/ Goniolithon Lab	Dinner  Lecture: Fish ID
<b><u>MONDAY</u></b> North Land Day I	Breakfast  Red Bays: baskets and wood carving	Lunch @ Red Bays  Uncle Charley's Blue Hole	Dinner  Basket Weaving I
<b><u>TUESDAY</u></b> South Boat Day	Breakfast  Staniard Reef & Wreck	Lunch @ 2 Mile Beach  String's Quartet	Dinner  Basket Weaving II
<b><u>WEDNESDAY</u></b> South Land Day	Breakfast  Androsia Batik Factory Somerset Beach	Lunch @ Somerset Beach  Rainbow /Captain Bills Blue Hole	Dinner  Lecture: Invertebrates
<b><u>THURSDAY</u></b> North Boat Day	Breakfast  Rat Cay Oceanic Blue Hole 3 Sister's Patch Reef	Lunch @ Saddleback Cay  Turtle Reef Barrier	Dinner  (Dinner out at a local restaurant)
<b><u>FRIDAY</u></b> North Land Day II	Breakfast  Money Point Morgan's Bluff & Cave	Lunch @ Conch Sound  Conch Sound Oceanic Blue Hole	Dinner  Exit Briefing Bonfire & Archie's Story
<b><u>SATURDAY</u></b> Departure	Breakfast  Depart for Nassau	Depart Nassau for Home Destination	

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☒ Field Trip ☐ Athletic Trip ☐ Overnight trip ☐ School Journey ☐ Other

Name of School MES Date Submitted 8-13-25  
Teacher Making the Request N. Burkard Position 7/8 Teacher  
Teacher's Email Address nburkard@mcns.net Class/Club 8th Grade  
# of Students Participating 20 # of Parent Chaperones 0 # of Teachers Chaperones 2

*Overnight request requires a copy of trip agenda attached.*

### METHOD OF TRANSPORTATION

☐ School Bus (indicate number required     ) ☐ Walking ☐ Personal Vehicle  
☒ Charter Bus (indicate number required 1) ☐ Airplane ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination The American Village Destination Phone Number 205-665-3535  
Destination Address 3727 Hwy 19 South City Montevallo State AL  
Date(s) of Trip: 12-1-25 ☒ One day ☐ Overnight (how many days     )  
Time Schedule Requested: Leave School: 6:00 AM Arrive Destination: 9:30 AM  
Leave Destination: 2:00 PM Return School: 5:30 PM

Purpose of Trip Experience an immersive day in the life of a colonist during the Revolutionary War

What are you going to do with students not going? All will go

### COST PER STUDENT

Travel      Lodging      x      Food       
School Lunches      Entrance Fees / Tickets      Other      x     

TOTAL COST PER STUDENT: 0

Funding Source: United for Literacy

What provisions are being made for students who cannot afford to participate in this trip? Parents and donations

### SUBMIT REQUEST

☒ Approve ☐ Disapprove Principal [Signature] Date 11-18-2025  
☐ Approve ☐ Disapprove Director of Schools      Date       
☐ Approve ☐ Disapproved Marion County Board of Education       
Date

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

CHECK THE APPROPRIATE BOX

☒ Field Trip
 ☐ Athletic Trip
 ☐ Overnight trip
 ☐ School Journey
 ☐ Other

Name of School Monteagle Elementary Date Submitted 8-28-25  
 Teacher Making the Request Wagner Position Teacher 3<sup>rd</sup>  
 Teacher's Email Address ewagner@monteagleelementary.org Class/Club 3rd grade  
 # of Students Participating 27 # of Parent Chaperones \_\_\_\_\_ # of Teachers Chaperones 2

*Overnight request requires a copy of trip agenda attached.*

### METHOD OF TRANSPORTATION

☒ School Bus (indicate number required \_\_\_\_\_)
 ☐ Walking
 ☐ Personal Vehicle  
☐ Charter Bus (indicate number required \_\_\_\_\_)
 ☐ Airplane
 ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Discovery Center at Murfreesboro <sup>spring</sup> Destination Phone Number 615-890-2300  
 Destination Address 502 SE Broad St City Murfreesboro State TN  
 Date(s) of Trip: 12-19-25 ☒ One day ☐ Overnight (how many days \_\_\_\_\_)  
 Time Schedule Requested: Leave School: 8:10 Arrive Destination: 9:10  
 Leave Destination: 12:30 Return School: 1:30

Purpose of Trip In CKLA Knowledge Unit 2, students will learn about animal classifications. Students improve and expand the knowledge of animal classifications they have already gained.

What are you going to do with students not going? They will stay at school with another teacher.

### COST PER STUDENT

Travel \_\_\_\_\_ Lodging \_\_\_\_\_ x Food \_\_\_\_\_  
 School Lunches \_\_\_\_\_ Entrance Fees / Tickets \$10.00 Other \_\_\_\_\_ x  
 TOTAL COST PER STUDENT: \$10.00 Funding Source: \_\_\_\_\_

What provisions are being made for students who cannot afford to participate in this trip? Parents and donations

### SUBMIT REQUEST

☒ Approve ☐ Disapprove Principal [Signature] Date 8-28-2025  
☐ Approve ☐ Disapprove Director of Schools \_\_\_\_\_ Date \_\_\_\_\_  
☐ Approve ☐ Disapproved Marion County Board of Education \_\_\_\_\_  
 Date \_\_\_\_\_

**MARION COUNTY SCHOOLS**  
REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

CHECK THE APPROPRIATE BOX

☒ Field Trip    ☐ Athletic Trip    ☐ Overnight trip    ☐ School Journey    ☐ Other

Name of School SPHS    Date Submitted 8/25/25  
Teacher Making the Request Lynn Cooper    Position School Counselor  
Teacher's Email Address lcooper@mtus.net    Class/Club Counseling  
# of Students Participating 90    # of Parent Chaperones 0    # of Teachers Chaperones 5

Overnight request requires a copy of trip agenda attached.

**METHOD OF TRANSPORTATION**

☐ School Bus (indicate number required \_\_\_\_\_)    ☐ Walking    ☐ Personal Vehicle  
☒ Charter Bus (indicate number required 2)    ☐ Airplane    ☐ Other

**FIELD TRIP DESTINATION/TIME FRAME/PURPOSE**

Destination TTU    Destination Phone Number 931-372-3644  
Destination Address 1 William L Jones Dr    City Cookeville    State TN  
Date(s) of Trip: 9/11/25    ☐ One day    ☐ Overnight (how many days \_\_\_\_\_)  
Time Schedule Requested:    Leave School: 7:45    Arrive Destination: 9:30  
   Leave Destination: 1:45    Return School: 3:00

Purpose of Trip Tour TTU to expose students to a public 4 yr post-secondary institution

12<sup>th</sup> graders

What are you going to do with students not going? \_\_\_\_\_

**COST PER STUDENT**

Travel not funded by National Cornbread Festival duration    Lodging \_\_\_\_\_ x \_\_\_\_\_    Food \$15  
School Lunches \_\_\_\_\_    Entrance Fees / Tickets \_\_\_\_\_    Other \_\_\_\_\_ x \_\_\_\_\_  
TOTAL COST PER STUDENT: \$15    Funding Source: \_\_\_\_\_

What provisions are being made for students who cannot afford to participate in this trip? Parents and donations

**SUBMIT REQUEST**

☒ Approve    ☐ Disapprove    Principal Kelli Nelson    Date 8/25/25  
☐ Approve    ☐ Disapprove    Director of Schools \_\_\_\_\_    Date \_\_\_\_\_  
☐ Approve    ☐ Disapproved    Marion County Board of Education \_\_\_\_\_  
Date \_\_\_\_\_

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☒ Field Trip
 ☐ Athletic Trip
 ☐ Overnight trip
 ☐ School Journey
 ☐ Other

Name of School Whitwell Elementary Date Submitted 8/20/25  
 Teacher Making the Request Thomas Position 4th grade teacher  
 Teacher's Email Address stthomas@mcns.net Class/Club 4th grade  
 # of Students Participating 79 # of Parent Chaperones 40 # of Teachers Chaperones 4

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

☐ School Bus (indicate number required \_\_\_\_\_)
 ☐ Walking
 ☐ Personal Vehicle  
☒ Charter Bus (indicate number required for 2)
 ☐ Airplane
 ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Huntsville Space & Rocket Center Destination Phone Number (800) 637-9223  
 Destination Address 1 Tranquility Base City Huntsville State AL  
 Date(s) of Trip: 3/27/26 ☒ One day ☐ Overnight (how many days \_\_\_\_\_)  
 Time Schedule Requested: Leave School: 7:30 AM Arrive Destination: 9:00 AM  
 Leave Destination: 4:00 pm Return School: 6:00 pm

Educational purpose Space Exploration, Planetarium, Science Lab

Actual on site instructional time \_\_\_\_\_

What are you going to do with students not going? Stay with 3rd grade.

### COST PER STUDENT

Travel \$2480.00 Lodging NA Food taking lunch from Wils  
 School Lunches X Entrance Fees / Tickets \$32.00 Other \_\_\_\_\_

TOTAL COST PER STUDENT: \$32.00

Funding Source: \_\_\_\_\_

What provisions are being made for students who cannot afford to participate in this trip? Tiger Market  
We plan to pay for the bus w/ Tiger Market Funds.

### SUBMIT REQUEST

☒ Approve ☐ Disapprove Principal Heide Condr Date 8-20-25  
☐ Approve ☐ Disapprove Director of Schools \_\_\_\_\_ Date \_\_\_\_\_  
☐ Approve ☐ Disapproved Marion County Board of Education \_\_\_\_\_  
 Date \_\_\_\_\_

**Acceptance**

1500 Breda Drive, Knoxville, TN 37918 \* 100 Breckenridge Trce, Kingsport, TN 37663 \* 1619 Shepherd Road Ste 109, Chattanooga, TN 37421

Phone: 865-694-0304 Fax: 865-689-5552

 Ms Condra  
 School Principal  
 Whitwell Elementary School  
 150 Tiger Trail  
 Whitwell, TN 37397

Thank you for your interest in using Premier Transportation for your charter needs. All of our motorcoaches are equipped with complimentary Wireless Internet, 110-V Outlets, and DVD players. For added safety, Premier utilizes 3-Point Seat Belts, GPS Tracking and an on-board Electronic Logging system.

Quotation ID	24533/29144	Client Ref 1	Nicole Condra
Date	8/19/2025	Client Ref 2	423-322-2678
First Pick-up	Whitwell Elementary School	Destination	U.S. Space & Rocket Center
Pick-up Date	Fri 3/27/2026 Time 07:30	Arrival Date	Fri 3/27/2026 Time
Single Journey	No	Leave Date	Fri 3/27/2026 Time
Vehicle To Stay	Yes	Back Date	Fri 3/27/2026 Time 18:00
Passengers		Distance	254.6

**First Pick-up Instructions**

Whitwell Elementary School, 150 Tiger Trl, Whitwell, TN 37397

**Destination Instructions**

U.S. Space &amp; Rocket Center, 1 Tranquility Base, Huntsville, AL 35805

\*ALL TIMES ARE CENTRAL\*

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
56 & 40 Pax - Tick to accept <input type="checkbox"/>							
1	40	40 Mid-Size Motorcoach	\$1,848.00	\$1,848.00	0	\$0.00	\$1,848.00
1	56	56- Deluxe Motorcoach	\$1,960.00	\$1,960.00	0	\$0.00	\$1,960.00
				\$3,808.00		\$0.00	\$3,808.00
78 Pax - Tick to accept <input checked="" type="checkbox"/>							
1	78	78 Double Deck Motorcoach	\$2,480.00	\$2,480.00	0	\$0.00	\$2,480.00
				\$2,480.00		\$0.00	\$2,480.00

Please tick one of the boxes above to indicate your vehicle requirements.

## Acceptance



1500 Breda Drive, Knoxville, TN 37918 \* 100 Breckenridge Trce, Kingsport, TN 37663 \* 1619 Shepherd Road Ste 109, Chattanooga, TN 37421  
Phone: 865-694-0304 Fax: 865-689-5552

\*Our charters are reserved on a first come/first serve basis. Buses are reserved and scheduled only upon receipt of the signed Acceptance and Terms & conditions sheets and a deposit.  
Where applicable, group is responsible for driver(s) lodging for each nights stay, all parking fees and tolls. Unless otherwise stated.

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and accept the above price and payment terms detailed in the attached letter. Unless otherwise stated, I understand that the group is responsible for drivers lodging (if applicable), all parking fees and tolls.

Signature		Print Name	Nicole Condra	Date	8/28/25
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Coach Manager Printed: 8/19/2025 10:15:43 AM



1500 Breda Drive, Knoxville, TN 37918 \* 126 Bohannon Avenue, Greeneville, TN 37745 \* 1619 Shepherd Road Ste 109, Chattanooga, TN 37421  
Phone: 865-694-0304 Fax: 865-689-5552

## TERMS AND CONDITIONS

**Availability of Drivers.** The obligations of Premier Transportation described herein are at all times subject to the reasonable availability of drivers for the motor coach used in connection with this Contract. Driver availability may be altered as a result of conditions beyond the control of the Company such as, but not limited to, availability of drivers as a result of community health conditions. In the event the Company is unable to provide a driver for the motor coach in connection with its obligations under this Contract, the Company will provide a 24-hour prior written notice to you of its inability to provide the motor coach services described herein. The Company, upon delivering such notice, may terminate its obligations hereunder without further cost or expense to the Company. Any payments made by you to the Company in connection with this Contract will be refunded if the Company terminates this Contract for such reason.

**Pricing.** Quotes are based on information given at the time of booking. Additional charges may be incurred upon our receipt of your final itinerary or if you have exceeded the hours or mileage estimated after your charter returns. Changes in itineraries should be reported to us as soon as possible and can cause a change in your charter cost. **Driver Gratuity is not included in your quoted price and is at the group's discretion. A 3.5% convenience fee will be charged for all credit card transactions.**

**Deposits.** A deposit may be due in order to secure the vehicle(s) requested. Premier reserves the right to release the vehicle(s) for resale if a deposit is not received.

**Trip Itineraries.** Detailed trip itineraries should be mailed or emailed to us with your final payment, 14 days prior to departure. In addition to your time line, you should include addresses & direction to your pickup point(s) and destinations throughout your trip.

**Safety.** All decisions pertaining to the motor coach will be made by the driver based on legal requirements and company policy. At no time are students or minors allowed on the motor coach without proper supervision. Passengers are not allowed to block the aisle-way at any time. When overnight drive is necessary, we encourage our drivers to make frequent rest stops. Passenger safety is our first priority. See: [safetyteam.com/general/driver-fatigue.html](http://safetyteam.com/general/driver-fatigue.html) for more details.

**Electronics.** Audio/Video equipment which includes DVD players, monitors, in motion satellite TV and wireless Internet services are complimentary. Due to limited bandwidth onboard the coaches, our Wi-Fi **does not support high-bandwidth actions such as streaming music, streaming video or downloading large files.** Attempting such will cause the system to shut down and there will be no access for the remainder of the trip. No refund will be given for malfunctions or disruption during the course of your charter.

**Food & Beverage.** We allow food & beverage on our coaches with some restrictions. No glass or non-sealable containers. Loose candies such as skittles, M&M's, gummy bears, etc are not permitted. All trash must be placed in the garbage bags at the front/rear of the coach. Driver has the authority to prohibit food and drinks if a problem exists.

**Rest Room.** Limited use of onboard restroom is requested for sanitation, comfort and safety. Due to the nature of the facility, unpleasant odors may develop. No solid waste, objects or paper in the toilet.

**Personal belongings.** Please check all areas for belongings prior to departing the coach. Premier Transportation shall not be responsible for any stolen, lost, damaged, destroyed, or misplaced items left on the coach.

**Fuel Surcharge.** The quoted price is based on the fuel prices on the date of this contract and may be subject to a fuel surcharge on actual costs of fuel based on the date of departure. Fuel prices are locked in 30 days prior to departure.

**Cancellations.** Must be received 30 days prior to departure to insure full refund of deposit. Charter is subject to cancellation if payments are not received by the due dates. The chartering party will be responsible for all attorney fees incurred if and when needed. Late fees of 18% per annum will be assessed to all late payments.

*If you agree to the provisions in this contract, please sign and enclose payment as noted above. Keep one copy for your files and return one copy to us. Your cost is based on the services detailed above and is subject to change in accordance with your actual itinerary. Premier Transportation shall not be liable for items left on the coach or loss of time due to mechanical failure, road conditions, or inclement weather. Items not included in the price above are drivers lodging, coach entrance fees to attractions, parking, tolls, or driver's gratuity. Premier Transportation reserves its rights to lease equipment from other companies in order to fulfill this agreement. We cannot guarantee the assignment of requested driver(s) or coach(es). A signed contract and deposit will confirm your reservation and acknowledge your acceptance of this agreement.*

Signature	<i>Nicole Condra</i>	Print Name	Nicole Condra	Date	8-28-28
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MARION COUNTY DEPARTMENT OF EDUCATION  
PURCHASE REQUESTION QUOTES

[illegible]

Submitted By:

Rich Conch



**QUOTE NUMBER:** Q-320766

**Customer Account:** Whitwell Elementary School

**Primary Contact:** Nicole Condra

**QUOTE DATE:** 8/19/2025, 12:20 PM

**Quote Expires on:** 9/3/2025

**Event Type:** School Athletics/Field Trip

**Event Date:** 3/27/2026

**Trip Pickup Address:** 150 Tiger Trl, Whitwell, TN, 37397

**Trip Event Address:** 1 Tranquility Base, Huntsville, AL, 35805

**Trip Return Address:** 150 Tiger Trl, Whitwell, TN, 37397

**Number of Buses:** 2.00

**Passenger Count:** 84

**Vehicle Special Needs:** N/A

**Event Comments:** U.S. Space & Rocket Center

**Day of Trip Contact:** TBD

**Max Adult Passengers Per Bus:** 48

**Your Trip Quote:** USD 3,358.27



## Trip #: 42772

**Nicole Condra**

ncondra@westigers.com

(423) 658-5313

Quote #: 42772

Created: August 30, 2025

Expires: September 13, 2025

**US Bus Rentals Inc. / Nationwide Bus Charter**

2420 Arthur Kill Rd.

Staten Island, NY 10309

United States

**Prepared by: Kionna Jones**

Senior Operations Coordinator

kionna@nationwidebuscharter.com

Service	QTY	Cost
55 pax Coach	2	\$7,000.00
Convenience Fee	1	\$350.00
Additional Fees	N/A	N/A

<b>DISCOUNTS</b>	N/A
<b>TOTAL</b>	<b>\$7,350.00</b>
<b>DEPOSIT</b>	<b>\$735.00</b>

\*Your deposit is due no later than February 23, 2026

*Please disregard the deposit due date if your deposit has been paid.*

*The total balance of your trip is always 30 days prior to the pickup date.*

**Subject:** Re: Fwd: Message from "WHSOfficeColor"

**From:** Ruby Ledford <rubyledford@mctns.net>

**To:** Teena Casseday <tcasseday@mctns.net>

**Date:** Monday, 08/25/2025 11:49 AM

---

Hi,

I received the request and will give it to Dr. Griffith for approval to add to the September Agenda.

Thank you,

**Ruby Ledford**

*Executive Assistant to the Director of Schools  
Board Secretary*

**Marion Co. Board of Education**

**204 Betsy Pack Drive**

**Jasper, TN 37347**

**(423)-942-3434 ext. 2001**

On Monday 08/25/2025 at 11:35 am, Teena Casseday wrote:

Requesting board approval.

--- Original message ---

**Subject:** Message from "WHSOfficeColor"

**From:** <Whitwellhighschool@gmail.com>

**To:** "Casseday, Teena" <tcasseday@mctns.net>

**Date:** Monday, 08/25/2025 11:33 AM

This E-mail was sent from "WHSOfficeColor" (IM C4510).

Scan Date: 08.25.2025 11:36:13 (-0400)

Queries to: Whitwellhighschool@gmail.com

Approval of trip via Executive Order:



8-26-25

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☒ Field Trip ☐ Athletic Trip ☐ Overnight trip ☐ School Journey ☐ Other

Name of School Whitwell High School Date Submitted 8/25/25

Teacher Making the Request Michelle Pestillo Position School Counselor

Teacher's Email Address mpestillo@metris.net Class/Club Senior Class

# of Students Participating 65 # of Parent Chaperones # 0 # of Teachers Chaperones 6

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

☒ School Bus (indicate number required 2) ☐ Walking ☐ Personal Vehicle  
☐ Charter Bus (indicate number required     ) ☐ Airplane ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Lee Univ. + Chattanooga State Destination Phone Number 423-664-8504

Destination Address 1120 N. Ocoee St City Cleveland State TN

Date(s) of Trip: 9/4/25 ☒ One day ☐ Overnight (how many days     )

Time Schedule Requested: Leave School: 8:15 CST Arrive Destination: 9:15 CST

Leave Destination: 1:00 CST Return School: 2:00 CST

Educational purpose College Fair + Univ. Tour

Actual on site instructional time     

What are you going to do with students not going? Sending to class

### COST PER STUDENT

Travel \$3.50 Lodging      Food \$6.50

School Lunches      Entrance Fees / Tickets      Other     

TOTAL COST PER STUDENT: \$10 Funding Source:     

What provisions are being made for students who cannot afford to participate in this trip? Bag Lunch

### SUBMIT REQUEST

☒ Approve ☐ Disapprove

☐ Approve ☐ Disapprove

☐ Approve ☐ Disapproved

Principal [Signature] Date 8/25/25

Director of Schools      Date     

Marion County Board of Education [Signature]

Approved By Exec. order [Signature] Date 8/28/2025

**MARION COUNTY SCHOOLS**  
**REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS**

**CHECK THE APPROPRIATE BOX**

☒ Field Trip    ☐ Athletic Trip    ☐ Overnight trip    ☐ School Journey    ☐ Other

Name of School WHS    Date Submitted 08/27/25

Teacher Making the Request A. Chapman    Position Ag Teacher

Teacher's Email Address ashleychapman@mcps.net    Class/Club FFA

# of Students Participating 18    # of Parent Chaperones \_\_\_\_\_    # of Teachers Chaperones 2

Overnight request requires a copy of trip agenda attached.

**METHOD OF TRANSPORTATION**

☒ School Bus (indicate number required \_\_\_\_\_)    ☐ Walking    ☐ Personal Vehicle  
☐ Charter Bus (indicate number required \_\_\_\_\_)    ☐ Airplane    ☐ Other

**FIELD TRIP DESTINATION/TIME FRAME/PURPOSE**

Destination UTK - Herbert College of Ag    Destination Phone Number 865-974-7303

Destination Address 2621 Morgan Circle    City Knoxville    State TN  
126 Morgan Hall

Date(s) of Trip: 10/08/25    ☒ One day    ☐ Overnight (how many days \_\_\_\_\_)

Time Schedule Requested:    Leave School: 6:30/7am    Arrive Destination: 9am

Leave Destination: 12:00pm    Return School: 2:30pm

Educational purpose Exposure to Agricultural education, research, and career opportunities, while learning about food systems, environmental stewardship, & natural resource management.

Actual on site instructional time 4 hours

What are you going to do with students not going? leave related work for them.

**COST PER STUDENT**

Travel \_\_\_\_\_    Lodging \_\_\_\_\_    Food \_\_\_\_\_  
School Lunches \_\_\_\_\_    Entrance Fees / Tickets \_\_\_\_\_    Other \_\_\_\_\_

TOTAL COST PER STUDENT: 0    Funding Source: \_\_\_\_\_

What provisions are being made for students who cannot afford to participate in this trip? \_\_\_\_\_

**SUBMIT REQUEST**

☒ Approve    ☐ Disapprove

Principal [Signature]    Date 8/28/25

☐ Approve    ☐ Disapprove

Director of Schools \_\_\_\_\_    Date \_\_\_\_\_

☐ Approve    ☐ Disapproved

Marion County Board of Education \_\_\_\_\_

Date \_\_\_\_\_

# REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

## CHECK THE APPROPRIATE BOX

☒ Field Trip    ☐ Athletic Trip    ☐ Overnight trip    ☐ School Journey    ☐ Other

Name of School Whitwell High    Date Submitted Aug. 20

Teacher Making the Request Daniel    Position Teacher

Teacher's Email Address kdaniel@mcctns.net    Class/Club Senior Class

# of Students Participating ~50    # of Parent Chaperones 0    # of Teachers Chaperones 5

*Overnight request requires a copy of trip agenda attached.*

## METHOD OF TRANSPORTATION

☐ School Bus (Indicate number required     )    ☐ Walking    ☐ Personal Vehicle  
☒ Charter Bus (Indicate number required 1)    ☐ Airplane    ☐ Other

## FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Dollywood    Destination Phone Number 800-365-5916  
 Destination Address 2700 Dollywood Parks Blvd    City Sevierville    State TN  
 Date(s) of Trip: Oct. 21st    ☒ One day    ☐ Overnight (how many days     )  
 Time Schedule Requested:    Leave School: 7:00 am CST    Arrive Destination: 11:00 am EST  
    Leave Destination: 5:00 pm EST    Return School: 7:00 pm CST

Educational purpose Class Unity

Actual on site instructional time N/A  
 What are you going to do with students not going? Regular Class Schedule

## COST PER STUDENT

Travel \$50    Lodging         Food Included  
 School Lunches         Entrance Fees / Tickets \$39    Other       
 TOTAL COST PER STUDENT: \$90    Funding Source: Student Pay

What provisions are being made for students who cannot afford to participate in this trip? Fundraising

## SUBMIT REQUEST

☒ Approve    ☐ Disapprove  
☐ Approve    ☐ Disapprove  
☐ Approve    ☐ Disapproved

Principal [Signature]    Date 8/21/25  
 Director of Schools         Date       
 Marion County Board of Education     

Date

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

### CHECK THE APPROPRIATE BOX

☒ Field Trip
 ☐ Athletic Trip
 ☐ Overnight trip
 ☐ School Journey
 ☐ Other

Name of School Whitwell High Date Submitted Aug. 20<sup>th</sup> 2025

Teacher Making the Request Daniel Position Teacher

Teacher's Email Address kdaniel@mcntrs.net Class/Club All Grades

# of Students Participating ~40 # of Parent Chaperones 0 # of Teachers Chaperones 4

*Overnight request requires a copy of trip agenda attached.*

### METHOD OF TRANSPORTATION

☐ School Bus (indicate number required     )
 ☐ Walking
 ☐ Personal Vehicle  
☒ Charter Bus (indicate number required 1)
 ☐ Airplane
 ☐ Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Atlanta, GA Destination Phone Number                     

Destination Address    City                      State                     

Date(s) of Trip: March 5<sup>th</sup>-6<sup>th</sup> ☐ One day ☒ Overnight (how many days 2)

Time Schedule Requested: Leave School: 7:30am Arrive Destination: 10:30am

Leave Destination: 4:30pm Return School: 7:30pm

Educational purpose To Broaden students horizons.  
History, science and economics will be  
incorporated

Actual on site instructional time   

What are you going to do with students not going? Regular class schedule

### COST PER STUDENT

Travel                      Lodging                      Food                     

School Lunches 1 Breakfast Entrance Fees / Tickets                      Other                     

TOTAL COST PER STUDENT: ~\$600 Funding Source: Student Pay

What provisions are being made for students who cannot afford to participate in this trip? Fundraising

### SUBMIT REQUEST

☒ Approve ☐ Disapprove Principal *[Signature]* Date 8/21/25

☐ Approve ☐ Disapprove Director of Schools                      Date                     

☐ Approve ☐ Disapproved Marion County Board of Education                     

Date

**MARION COUNTY SCHOOLS**  
**REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS**

**CHECK THE APPROPRIATE BOX**

☐

Athletic Trip

Overnight trip

School Journey ☒

Other

Name of School WMS Date Submitted 8-21-2025

Teacher Making the Request J. Holtcamp Position Principal

Teacher's Email Address jholtcamp@mcms.net Class/Club Adventure | End of Year Reward

# of Students Participating 50 # of Parent Chaperones 1 # of Teachers Chaperones 4

Overnight request requires a copy of trip agenda attached.

**METHOD OF TRANSPORTATION**

School Bus (indicate number required     )

Walking

☐ Personal Vehicle

Charter Bus (indicate number required 1)

Airplane

☐ Other

**FIELD TRIP DESTINATION/TIME FRAME/PURPOSE**

Destination Walt Disney World Destination Phone Number (407) 939-5277

Destination Address 1375 East Buena Vista Dr City Lake Buena State FL

Date(s) of Trip: 5/16 → 5/19/2024 One day Overnight (how many days 3)

Time Schedule Requested: Leave School: 7AM Arrive Destination: 7PM

Leave Destination: 8AM Return School: 8PM

Educational purpose Students will celebrate a successful school year by visiting the park and enjoy its design while learning about STEM.

Actual on site instructional time 8 hrs

What are you going to do with students not going? staying @ school

**COST PER STUDENT**

Travel      Lodging      Food     

School Lunches      Entrance Fees / Tickets      Other     

TOTAL COST PER STUDENT: \$1055 Funding Source:     

What provisions are being made for students who cannot afford to participate in this trip? private funding

**SUBMIT REQUEST**

☒ Approve

Disapprove

Principal J. Holtcamp Date 8-21-2025

Approve

Disapprove

Director of Schools      Date     

Approve

Disapproved

Marion County Board of Education

**ITINERARY**  
**Orlando, FL**  
Whitwell Middle School  
May 16, 2026 to May 19, 2026

**Day 1 Saturday, May 16, 2026**

- 7:00 AM Meet Motorcoach at Whitwell Middle School Departure Address: 1 Butterfly Ln, Whitwell, TN 37397 (Central Time) Estimated Travel Time: 10 Hours
- 5:00 PM **Student Exploration of Disney Springs, Hotel and Boardwalk**  
Explore the charming Disney Springs Boardwalk, a vibrant waterfront destination filled with entertainment, dining, and shopping. Enjoy the lively atmosphere as you stroll along the boardwalk, admire the picturesque views, and indulge in delicious treats.
- 5:15 PM \$25.00 Dinner Allocation Included
- 7:00 PM Check Into Hotel Accommodations Near Disney Springs
- 8:00 PM **Hotel Accommodation-SpringHill Suites Orlando at FLAMINGO CROSSINGS® Town Center/Western Entrance**
- 10:00 PM Overnight Security Included

**Day 2 Sunday, May 17, 2026**

- 7:00 AM **Breakfast Included with Hotel**  
Enjoying a continental breakfast at a hotel is a convenient and tasty way to start the day. Typically, you'll find a variety of options like pastries, fresh fruit, cereals, and yogurt, along with coffee and juice. It's a perfect choice for a quick and easy meal before heading out to explore or take on the day's activities.
- 8:00 AM Breakfast Included

## May 16, 2026 to May 19, 2026

### 1-Park Disney Admission with Lunch + Dinner Allocations

## Day 3 Monday, May 18, 2026

**Breakfast Included with Hotel**

Enjoying a continental breakfast at a hotel is a convenient and tasty way to start the day. Typically, you'll find a variety of options like pastries, fresh fruit, cereals, and yogurt, along with coffee and juice. It's a perfect choice for a quick and easy meal before heading out to explore or take on the day's activities.

Breakfast Included

### 1-Park Disney Admission with Lunch + Dinner Allocations

### Lunch Allocation

### Dinner Allocation

Day 4 Tuesday, May 19, 2026

Breakfast Included

**Breakfast Included with Hotel**

Enjoying a continental breakfast at a hotel is a convenient and tasty way to start the day. Typically, you'll find a variety of options like pastries, fresh fruit, cereals, and yogurt, along with coffee and juice. It's a perfect choice for a quick and easy meal before heading out to explore or take on the day's activities.

Motorcoach Departure for Whitwell Middle School (Estimated Travel Time : 10 Hours)