

**MARION COUNTY BOARD OF EDUCATION**

**April Regular Meeting**

**April 14, 2025**

**5:00 p.m.**

**AGENDA**

- I. MEETING CALLED TO ORDER**
- II. PLEDGE TO THE FLAG**
- III. RECOGNITION: Ava Grace Holder – Acceptance to the United States Naval Academy  
2025 TSBA SCOPE Students**
- IV. PUBLIC COMMENT**
- V. APPROVE BOARD AGENDA**
- VI. APPROVE CONSENT AGENDA**
  - A. Approve Minutes: Regular Meeting March, 2025**
  - B. Financial Reports & Cash Flow Analysis for March 2025** *Amanda Weeks*
  - C. Budget Amendments: (1) General Purpose Fund 141 Amendment # 8  
Amanda Weeks (2) Federal Projects Fund 142 Amendment # 8**
  - D. Request Approval of Internal School Funds Audit Report** *Amanda Weeks*
  - E. Request Approval of Class Fee for Honors Biology Projects at Marion  
County High School** *Dr. Griffith*
  - F. Request Approval for Jasper Elementary School to Apply for School Credit  
Card** *Dr. Griffith*
  - G. Request Permission for Labor Day Pageant to be Held at Whitwell  
Middle School** *Dr. Griffith*
  - H. Request Approval of Disposal/Removal of Equipment** *Dr. Griffith*
  - I. Request Approval of Contract with Tennessee Behavioral Therapy for the  
2025-26 School Year** *Becky Bigelow*
  - J. Request Approval to Purchase Vision & Hearing Screeners** *Becky Bigelow*

- K. Request Approval of Contract Renewal with Southern Rehab and Aquatics for the 2025-26 School Year *Becky Bigelow*
- L. Request Approval of Contract Renewal with Stellar Therapy Services, LLC for the 2025-26 School Year *Becky Bigelow*
- M. Request Approval of Contract Renewal with Allied Instructional Services for the 2025-26 School Year *Becky Bigelow*
- N. Request Approval to Pay Lewis Group Architects Invoices for AG Projects *Sherry Prince*
- O. Request Approval of Richard Hardy Special School District Lunch Agreement for the 2025-2026 School Year *Danita Taylor*
- P. Request Approval to Purchase 2018 Chevrolet Express 3500 Cargo Van for the Maintenance Department in the Amount of \$21,000.00 *Dr. Griffith*
- Q. Approve 2024-2025 Non-Faculty Paid Coaches:  
    Jasper Middle School – Mason Keel (*Wrestling*)  
        - Brian Gossett (*Boys Basketball*)  
    Whitwell High School – Chad Billingsley (*Baseball, Head Coach*)  
        - Nick Tuders (*Baseball, Assistant*)  
        - Justin Harvey (*Softball, Assistant*)  
        - Roger Layne (*Softball, Assistant*)
- R. Approve 2024-2025 Non-Faculty Volunteer Coaches:  
    Whitwell Middle School – Rylee Anderson (*Softball, Assistant*)
- S. Approve Field Trips:  
    South Pittsburg Academy – 18 Students to Chattanooga, TN, 6/16-19/25  
    Whitwell High School – 11 Students to LaGrange, GA, 6/3-6/25

## VII. OLD BUSINESS

### A. Capital Projects

**MARION COUNTY BOARD OF EDUCATION**

**March Regular Meeting**

**March 18, 2025**

*(Rescheduled from March 10, 2025)*

**5:00 p.m.**

**MINUTES**

The Marion County Board of Education met in Regular Session on March 18, 2025. Members present were Mr. Ryan Phillips, Mrs. Linda Hooper, Mr. Bo Nunley, and Mrs. Donna Blansett. Board Attorney, Mr. Mark Raines attended via telephone. Mr. Nathan Billingsley was unable to attend due to sickness.

Chairperson Ryan Phillips called the meeting to order.

**RECOGNITION** – Dr. Griffith recognized Mr. Wyatt Davis for representing Marion County and Whitwell High School as the 2025 TSSAA Class A 144 State Wrestling Champion. Mrs. Teena Casseday presented Mr. Davis a plaque and pictures were taken. Mrs. Hooper also wanted to mention Miss Ava Holder, a student from Whitwell High School, who was accepted into the Naval Academy. All in attendance applauded their accomplishments.

**PRESENTATION:** Mr. Doug Henderson stated the Marion County Sheriff's Department has purchased Level 3 bullet proof backpacks for all the SROs in the school system. The SROs will be required to wear those at all times. He added the backpacks will include a 300 Blackout Rifle, and a first aid kit. He stated the SROs will be trained before being issued the backpacks. Mr. Henderson gave a brief demonstration how the backpacks would be worn. He added the SROs will begin wearing those in the 2025-26 school year.

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. Nunley, 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. Mr. Phillips asked for Item E., and Mr. Nunley asked for Item V. to be pulled for discussion.

**CONSENT AGENDA:**

- A. Approve Minutes: Regular Meeting February 10, 2025
- B. Financial Reports & Cash Flow Analysis for January & February 2025
- C. Budget Amendments: (1) General Purpose Fund 141 Amendment # 7  
(2) Federal Projects Fund 142 Amendment # 7
- D. Request Approval to Pay Kaatz, Binkley, Jones & Morris Architects, Inc. for Whitwell High School Theater & Auditorium Renovations
- E. Approval of Resolution to Meet Requirements for Teacher Bonuses



- F. Request Approval of Copier Contract with Beeler Impression for the Marion County Board of Education
- G. Request Approval of Copier Contract with Beeler Impression for Marion County High School Exceptional Education Department
- H. Request Approval for Jasper First Baptist to Use Jasper Middle School for Their Services in April
- I. Request Approval of Bid from Matrix Mechanical Solutions for Boiler Installation at Jasper Elementary School
- J. Request Approval for Whitwell Middle School to Apply for a Grant through TN American Water
- K. Request Approval of Comprehensive Education Resources (CER) Membership Agreement for 2025-26 School Year
- L. Approval for Monteagle Elementary School to Apply for South Cumberland Community Fund Grant
- M. Request Approval to Upgrade the Security Camera System at Monteagle Elementary School
- N. Request Approval for SolarTint to Install Security Window Film at Jasper Elementary School and Marion County High School
- O. Request Approval of Bid from Central Technologies for the Schools WiFi Network Licenses
- P. Request Approval for SolarTint to Install Security Window Film at Jasper Middle School and Monteagle Elementary School
- Q. Request Approval to Pay Lewis Architect for Architectural Services for Three AG Building Projects
- R. Request Permission to Apply for 2 Year Grant to Use Project Lead the Way as Supplemental Curriculum
- S. Request Approval to Update the Marion County Pre-K Disciplinary Procedures
- T. Request Approval to Release Interest Accrued through October 2024 to Tri-Con, Inc.
- U. Request Permission for Whitwell Middle School to Apply for Grant from Tennessee Society of Daughters of the American Revolution (TSDAR)
- V. Request Approval of Interquest Detection Canines for 2025-2026 School Year
- W. Approve 2024-2025 Non-Faculty Paid Coaches:
  - Whitwell High School – Carlee Davis (*Cheerleading*)
  - Eddie Kellum (*Boys Basketball, Assistant*)
  - Kyle Antal (*Wrestling, Assistant*)
- X. Approve 2024-2025 Non-Faculty Volunteer Coaches:
  - Marion County High School – Elgin Mays (*Track, Assistant*)
  - South Pittsburg High School – Alyssa Abney (*Varsity Cheerleading*)
  - Whitwell High School – Mattison Alexander (*Cheerleading*)
  - Whitwell Middle School – Isaac Youngblood, Coby Davis, Corey Reynolds (*Football*)
- Y. Approve School Sports Schedules:
  - Marion County High School – Baseball, Soccer, Softball, Track

**Z. Approve Field Trips:**

**South Pittsburg High School – 2 Students to Smyrna, TN, 3/19/25**

**OLD BUSINESS**

**A. Capital Projects**

**Approval of Resolution to Meet Requirements for Teacher Bonuses – Dr. Griffith stated in the Special Session/Nashville meeting the Voucher Bill that was passed had a notation stating that our CERTIFIED CLASSROOM TEACHERS ONLY would receive a \$2000.00 bonus. There was some conversation on the legal end that a resolution would have to be passed in order for those teachers to receive these funds. He stated this is a process in which the Board will have to approve the resolution in order to pay our certified personnel. He stated the funds will be given in the 2025-26 school year. The resolution does not mean this Board is approving the Voucher Bill. He added this is a resolution stating our teachers do need the \$2000.00, but we are not endorsing the voucher program. He added ALL CERTIFIED CLASSROOM TEACHERS excluding himself, will receive the allocation.**

**Mrs. Blansett expressed her concerns in regards to MCEA 12-month salary surveys. Dr. Griffith stated MCEA does have the information before them. He added they will meet with him within the next few months to review those.**

**Request Approval of Interquest Detection Canines for 2025-2026 School Year – Dr. Griffith stated this is a renewal contract in the amount of \$9000.00 for a drug dog to come into the schools at random times throughout the year. He added this is something we have been doing in our school system over the past few years and is very beneficial.**

**Chairman Phillips asked for a Motion to Approve the Consent Agenda. Motion to Approve by Mrs. Hooper, seconded by Mrs. Blansett, unanimous.**

**Capital Projects – Dr. Griffith stated after receiving an email from Mr. Randy Gilliam some of the leaks have been rectified in the new Jasper Middle School. He added holding back the retainage funds have helped in getting Tri-Con back on site to complete the items on the punch list/and or warranty. Mrs. Blansett asked how many roofs do we have scheduled for repair this summer. Dr. Griffith stated we have Marion County High School and South Pittsburg Elementary School. We are doing more roof evaluations throughout the county, but most of them are in good shape at this time.**

**Mrs. Hooper expressed her concerns in regards to the Whitwell High School Auditorium project. Dr. Griffith stated he had a meeting with Mr. Gilliam this morning and the project is still underway at this time.**

**Chairman Phillips stated the next Board Meeting will be Monday, April 14, 2025 at 5:00 p.m. He added due to sickness, please keep Mr. Billingsley and Attorney Raines in their prayers.**

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

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**Ryan Phillips, Chairperson**

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**Mark A. Griffith, Secretary**



***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: April 14, 2025

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

March 2025

REVENUES / SOURCES OF FUNDS	2024-2025 BUDGET	MAR YTD ACTUAL	CHANGE	PERCENT REMAINING
County Taxes	9,989,401	10,879,638	890,237	8.91%
Licenses and Permits	2,289	1,143	(1,146)	-50.06%
Charges for Current Services	173,150	58,702	(114,448)	-66.10%
Other Local Revenue	48,750	4,288	(44,462)	-91.20%
State Education Funds	31,604,187	23,500,412	(8,103,775)	-25.64%
Other State Revenue	850,753	591,823	(258,930)	-30.44%
On-Behalf Contributions for OPEB	38,718	0	(38,718)	-100.00%
Federal Funds Received thru State	0	0	0	0.00%
Other Governments - Contributions	0	0	0	0.00%
Other Sources	150,000	0	(150,000)	-100.00%
Budgeted Fund Balance	4,014,259	0	(4,014,259)	-100.00%
<b>TOTAL REVENUES</b>	<b>\$46,871,507</b>	<b>\$35,036,007</b>	<b>(\$11,835,501)</b>	<b>-25.25%</b>

USES OF FUNDS	2024-2025 BUDGET	MAR YTD ACTUAL	CHANGE	PERCENT REMAINING
Attendance	174,628	131,590	(43,038)	-24.65%
Board of Education Services	637,944	483,754	(154,190)	-24.17%
Capital Outlay - Building/Grounds	0	0	0	0.00%
Capital Outlay	2,870,513	650,857	(2,219,656)	-77.33%
Community Learning Centers Grant	0	0	0	0.00%
Community Service: JES Programs	60,568	12,256	(48,312)	-79.77%
Community Service: SPE Programs	58,418	15,772	(42,646)	-73.00%
Community Service: WES Programs	48,338	19,438	(28,900)	-59.79%
Differential Pay Plan	162,711	94,421	(68,290)	-41.97%
Director of Schools	450,661	316,062	(134,599)	-29.87%
Fiscal Services	434,694	309,187	(125,507)	-28.87%
Health Services	415,922	265,168	(150,754)	-36.25%
School Health Grant	102,818	75,658	(27,160)	-26.42%
Maintenance of Plant	1,076,516	785,617	(290,899)	-27.02%
Operation of Plant	3,585,410	2,492,585	(1,092,825)	-30.48%
Operating Transfer - Bond Payment	1,250,000	0	(1,250,000)	-100.00%
Personnel / Employee Services	210,549	145,398	(65,151)	-30.94%
Pre-K State Grant	376,088	270,510	(105,577)	-28.07%
Regular Instruction Program	23,631,990	15,791,425	(7,840,565)	-33.18%
Regular Education Summer Learning	0	0	0	#DIV/0!
Safe School Grant/School Security Grant	110,562	110,562	0	0.00%
Special Education Program	3,998,245	2,566,578	(1,431,667)	-35.81%
State Special Education Preschool	77,846	22,848	(54,998)	-70.65%
Special Education: Transition to Work Grant	0	0	0	0.00%
Special Education: High Cost	29,841	29,841	0	0.00%
Technology	766,937	547,305	(219,632)	-28.64%
Transportation	1,376,935	891,711	(485,225)	-35.24%
VocEd: Innovative School Models	2,861,712	315,605	(2,546,107)	-88.97%
Vocational Education/CTE Program	2,101,661	1,402,238	(699,423)	-33.28%
Vocational Education/Fed thru State Grant	0	0	0	#DIV/0!
<b>TOTAL USES OF FUNDS</b>	<b>\$46,871,507</b>	<b>\$27,746,386</b>	<b>(\$19,125,122)</b>	<b>-40.80%</b>

EXCESS SOURCES (USES) OF FUNDS	0	7,289,621	7,289,621	
EXCESS FUND BALANCE BEGINNING OF YEAR	17,066,615	24,356,236	7,289,621	
3% FUND BALANCE	1,406,145	1,406,145		
EXCESS FUND BALANCE END OF YEAR	\$15,660,470	\$22,950,091	\$14,579,242	



**ESTIMATED STATEMENT OF CASH FLOW**

FY 2024-2025

<b>Fund 141</b>	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED
<b>General Purpose School Fund</b>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Cash Receipts	1,932,172	3,526,131	3,583,475	3,950,393	4,257,419	5,755,642	4,281,946	5,892,339	3,833,877	3,575,000	710,000	2,500,000
Loan Proceeds												
Transfers In												150,000
Total Cash Inflows	1,932,172	3,526,131	3,583,475	3,950,393	4,257,419	5,755,642	4,281,946	5,892,339	3,833,877	3,575,000	710,000	2,650,000
Beg Cash Bal	15,855,832	16,419,663	17,833,590	17,904,216	18,439,896	19,547,689	21,588,161	22,171,753	24,555,810	24,760,917	24,235,917	21,320,917
Available Cash	17,788,005	19,945,794	21,417,065	21,854,609	22,697,314	25,303,331	25,870,107	28,064,092	28,389,687	28,335,917	24,945,917	23,970,917
Cash Payments	1,368,342	2,112,204	3,512,849	3,414,713	3,149,625	3,715,170	3,698,354	3,508,282	3,628,769	4,100,000	3,625,000	4,370,000
Transfers Out												
Total Cash Outflows	1,368,342	2,112,204	3,512,849	3,414,713	3,149,625	3,715,170	3,698,354	3,508,282	3,628,769	4,100,000	3,625,000	4,370,000
End Balance	16,419,663	17,833,590	17,904,216	18,439,896	19,547,689	21,588,161	22,171,753	24,555,810	24,760,917	24,235,917	21,320,917	19,600,917

*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: April 14, 2025

Subject: General Purpose Fund 141 Budget Amendment #8

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

The amendment includes three amendments, all of which move funds within department budgets and will not have to go to the Commission for approval.

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 #8: Summary

April 2025

	Account #	Description	Source	Uses	Net Cash Flow Adjustment	Yes/No Commission
1)	141-72620-338-MAINT	Maint/Repair - Vehicles		1,000		No
	141-72620-399-MAINT	Other Contracted Services		1,200		
	141-72620-499-MAINT	Other Supplies/Materials	2,200			
			<u>2,200</u>	<u>2,200</u>	<u>0</u>	

To amend the Maintenance of Plant budget for revised needs

2)	141-71100-399-REGED	Other Contracted Services		476		No
	141-71100-429-REGED	Instructional Supplies/Materials	476			
			<u>476</u>	<u>476</u>	<u>0</u>	

To amend the Regular Education budget for revised needs

3)	141-72250-355-TECHN	Travel		2,500		No
	141-72250-470-TECHN	Cabling	2,500			
			<u>2,500</u>	<u>2,500</u>	<u>0</u>	

To amend the Technology budget for revised needs

		TOTAL AMENDMENTS	<u>5,176</u>	<u>5,176</u>	<u>0</u>	
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DESCRIPTION	FD	FCT	OBJ	JBI	CST	CTR	AMEND #7	AMEND #8	ENTRY	NOTES	COMM
							DR/(CR)	DR/(CR)	DR/(CR)		
<b>MAINTENANCE OF PLANT</b>							XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Maintenance Supervisor	141	72620	105		MAINT		(72,665)	(72,665)	0		
Maintenance Secretary	141	72620	161		MAINT		(20,185)	(20,185)	0		
Maintenance Personnel	141	72620	167		MAINT		(411,550)	(411,550)	0		
Social Security	141	72620	201		MAINT		(31,277)	(31,277)	0		
State Retirement	141	72620	204		MAINT		(38,641)	(38,641)	0		
Medical Insurance	141	72620	207		MAINT		(123,385)	(123,385)	0		
Medicare	141	72620	212		MAINT		(7,313)	(7,313)	0		
Maint/Repair - Buildings	141	72620	335		MAINT		(45,000)	(45,000)	0		
Maint/Repair - Equipment	141	72620	336		MAINT		(85,000)	(85,000)	0		
Maint/Repair - Vehicles	141	72620	338		MAINT		(12,500)	(13,500)	(1,000)	Adjusted based on revised needs	
Other contracted services	141	72620	399		MAINT		(55,000)	(56,200)	(1,200)	Adjusted based on revised needs	
Other supplies/material	141	72620	499		MAINT		(160,000)	(157,800)	2,200	Adjusted based on revised needs	
Staff Development	141	72620	524		MAINT		(1,500)	(1,500)	0		
Other charges	141	72620	599		MAINT		(1,000)	(1,000)	0		
Administration equipment	141	72620	701		MAINT		(1,500)	(1,500)	0		
Maintenance equipment	141	72620	717		MAINT		(10,000)	(10,000)	0		0
<b>SAFE SCHOOLS GRANT/PUBLIC SCH SEC</b>							XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Reg Instruction-Contracts with Gov't	141	72130	309		SAFES		0	0	0		
Reg Instruction-Other Contracted Services	141	72130	399		SAFES		0	0	0		0
Other Contracted Services	141	72620	399		SAFES		0	0	0		
Administrative Equipment	141	72620	701		SAFES		(110,561.79)	(110,561.79)	0		0
<b>OPERATION OF PLANT</b>							XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Custodial Personnel	141	72610	166		OPERA		(909,250)	(909,250)	0		
Social Security	141	72610	201		OPERA		(56,375)	(56,375)	0		
State Retirement	141	72610	204		OPERA		(67,020)	(67,020)	0		
Medical Insurance	141	72610	207		OPERA		(241,580)	(241,580)	0		
Medicare	141	72610	212		OPERA		(13,185)	(13,185)	0		
Disposal fees	141	72610	359		OPERA		(36,000)	(36,000)	0		
Other contracted services	141	72610	399		OPERA		(40,000)	(40,000)	0		
Custodial supplies	141	72610	410		OPERA		(280,000)	(280,000)	0		
Electricity	141	72610	415		OPERA		(1,110,000)	(1,110,000)	0		
Natural Gas	141	72610	434		OPERA		(160,000)	(160,000)	0		
Water and Sewer	141	72610	454		OPERA		(150,000)	(150,000)	0		
Other supplies and materials	141	72610	499		OPERA		(33,000)	(33,000)	0		
Buildings/contents insurance	141	72610	502		OPERA		(476,000)	(476,000)	0		
Other charges	141	72610	599		OPERA		(3,500)	(3,500)	0		
Plant equipment - custodial	141	72610	720		OPERA		(9,500)	(9,500)	0		0

DESCRIPTION	FD	FCT	OBJ	JBI	CST CTR	AMEND #7	AMEND #8	ENTRY	NOTES	COMM
						DR/(CR)	DR/(CR)	DR/(CR)		
REGULAR INSTRUCTION						XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Teachers	141	71100	116		REGED	(12,031,090)	(12,031,090)	0		
Career Ladder	141	71100	117		REGED	(13,000)	(13,000)	0		
Homebound Teachers	141	71100	128		REGED	(38,000)	(38,000)	0		
Educational Assistants	141	71100	163		REGED	(662,125)	(662,125)	0		
Substitutes- certified	141	71100	195		REGED	(98,000)	(98,000)	0		
Substitutes- non-certified	141	71100	198		REGED	(300,000)	(300,000)	0		
Social Security	141	71100	201		REGED	(814,817)	(814,817)	0		
State Retirement	141	71100	204		REGED	(1,017,286)	(1,017,286)	0		
Medical Insurance	141	71100	207		REGED	(2,259,815)	(2,259,815)	0		
Medicare	141	71100	212		REGED	(190,562)	(190,562)	0		
Retirement - Hybrid	141	71100	217		REGED	(84,951)	(84,951)	0		
Other Contracted Services	141	71100	399		REGED	(201,125)	(201,601)	(476)	Adjusted based on revised needs	
Instructional Supplies/Materials	141	71100	429		REGED	(88,050)	(87,574)	476	Adjusted based on revised needs	
Textbooks	141	71100	449		REGED	(150,000)	(150,000)	0		
Other Supplies/Materials	141	71100	499		REGED	(248,585)	(248,585)	0		
TISA - On-Behalf Payments	141	71100	595		REGED	(52,840)	(52,840)	0		
Equipment	141	71100	722		REGED	0	0	0		0
Career Ladder	141	72130	117		REGED	(1,000)	(1,000)	0		
Guidance Personnel	141	72130	123		REGED	(629,545)	(629,545)	0		
Clerical Personnel	141	72130	162		REGED	0	0	0		
Other Salaries	141	72130	189		REGED	(5,000)	(5,000)	0		
Social Security	141	72130	201		REGED	(39,404)	(39,404)	0		
State Retirement	141	72130	204		REGED	(50,844)	(50,844)	0		
Medical Insurance	141	72130	207		REGED	(101,910)	(101,910)	0		
Medicare	141	72130	212		REGED	(9,215)	(9,215)	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	(100,740)	(100,740)	0		
Other Contracted Services	141	72130	399		REGED	(27,200)	(27,200)	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



[illegible]




**MARION COUNTY DEPARTMENT OF EDUCATION**

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

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: April 14, 2025

Subject: Federal Projects Fund 142 Amendment #8

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

The amendments are to move funds within Title I and Access for All Learning Network Preschool grants based on revised needs. The amendment does not have to be sent to the Commission. This amendment 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.

4/9/25

TITLE I

Marion County Schools

Federal Projects Amendment #8

2024-2025

Account Description	Sub Fund	Function/Obj	Cost Ctr	March	April Amend #8	DR (CR)
Revenue	101	47141		1,281,289.57	1,281,289.57	0.00
Teachers	101	71100 116	JES	62,990	62,990	0
Educ. Assistants	101	71100 163	JES	25,055	25,055	0
Soc. Sec. 6.2%	101	71100 201	JES	5,459	5,459	0
Retirement T 8.00%	101	71100 204	JES	5,039	5,039	0
Retirement TA 7.66%	101	71100 204	JES	1,919	1,919	0
Medical Insurance	101	71100 207	JES	17,404	17,404	0
Medicare 1.45%	101	71100 212	JES	1,277	1,277	0
Work. Comp. Ins	101	71100 299	JES	220	220	0
Other Contracted Serv	101	71100 399	JES	1,859	1,859	0
Instruct. Sup. & Mat.	101	71100 429	JES	10,394	10,394	0
Reg. Instr. Equipment	101	71100 722	JES	53,664	53,664	0
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 8.00%	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	JESPS	0	0	0
Educ. Assistants	101	71100 163	JESPS	0	0	0
Soc. Sec. 6.2%	101	71100 201	JESPS	0	0	0
Retirement T 8.00%	101	71100 204	JESPS	0	0	0
Retirement TA 7.66%	101	71100 204	JESPS	0	0	0
Medical Insurance	101	71100 207	JESPS	0	0	0
Medicare 1.45%	101	71100 212	JESPS	0	0	0
Work. Comp. Ins	101	71100 299	JESPS	0	0	0
Other Contracted Serv	101	71100 399	JESPS	0	0	0
Instruct. Sup. & Mat.	101	71100 429	JESPS	0	0	0
Reg. Instr. Equipment	101	71100 722	JESPS	0	0	0

Federal Projects Amendment #8  
2024-2025

TITLE I

Account Description	Sub Fund	Function/Obj	Cost Ctr	March	April Amend #8	DR (CR)
Teachers	101	71100 116	MES	0	0	0
Educ. Assistants	101	71100 163	MES	25,680	25,680	0
Soc. Sec. 6.2%	101	71100 201	MES	1,592	1,592	0
Retirement T 8.00%	101	71100 204	MES	0	0	0
Retirement TA 7.66%	101	71100 204	MES	1,967	1,967	0
Medical Insurance	101	71100 207	MES	8,374	8,374	0
Medicare 1.45%	101	71100 212	MES	372	372	0
Work. Comp. Ins	101	71100 299	MES	64	64	0
Other Contracted Serv	101	71100 399	MES	1,295	1,295	0
Instruct. Sup. & Mat.	101	71100 429	MES	6,527	6,527	0
Reg. Instr. Equipment	101	71100 722	MES	22,659	22,659	0
Teachers	101	71100 116	MESPS	46,070	46,070	0
Educ. Assistants	101	71100 163	MESPS	25,680	25,680	0
Soc. Sec. 6.2%	101	71100 201	MESPS	4,449	4,449	0
Retirement T 8.00%	101	71100 204	MESPS	4,003	4,003	0
Retirement TA 7.66%	101	71100 204	MESPS	1,967	1,967	0
Medical Insurance	101	71100 207	MESPS	18,060	18,060	0
Medicare 1.45%	101	71100 212	MESPS	1,040	1,040	0
Work. Comp. Ins	101	71100 299	MESPS	179	179	0
Other Contracted Serv	101	71100 399	MESPS	0	0	0
Instruct. Sup. & Mat.	101	71100 429	MESPS	500	500	0
Reg. Instr. Equipment	101	71100 722	MESPS	0	0	0
Teachers	101	71100 116	SPE	71,200	71,200	0
Educ. Assistants	101	71100 163	SPE	26,320	26,320	0
Soc. Sec. 6.2%	101	71100 201	SPE	6,046	6,046	0
Retirement T 8.00%	101	71100 204	SPE	5,696	5,696	0
Retirement TA 7.66%	101	71100 204	SPE	2,016	2,016	0
Medical Insurance	101	71100 207	SPE	25,646	25,646	0
Medicare 1.45%	101	71100 212	SPE	1,414	1,414	0
Work. Comp. Ins	101	71100 299	SPE	244	244	0
Other Contracted Serv	101	71100 399	SPE	0	0	0
Instruct. Sup. & Mat.	101	71100 429	SPE	13,088	13,088	0
Reg. Instr. Equipment	101	71100 722	SPE	48,000	48,000	0
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 10.63%	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



Federal Projects Amendment #8  
2024-2025

TITLE I

Account Description	Sub Fund	Function/Obj	Cost Ctr	March	April Amend #8	DR (CR)
Teachers	101	71100 116	SPEPS	46,070	46,070	0
Educ. Assistants	101	71100 163	SPEPS	25,680	25,680	0
Soc. Sec. 6.2%	101	71100 201	SPEPS	4,449	4,449	0
Retirement T 8.00%	101	71100 204	SPEPS	4,003	4,003	0
Retirement TA 7.66%	101	71100 204	SPEPS	1,967	1,967	0
Medical Insurance	101	71100 207	SPEPS	18,848	18,848	0
Medicare 1.45%	101	71100 212	SPEPS	1,040	1,040	0
Work. Comp. Ins	101	71100 299	SPEPS	187	187	0
Other Contracted Serv	101	71100 399	SPEPS	0	0	0
Instruct. Sup. & Mat.	101	71100 429	SPEPS	1,000	1,000	0
Reg. Instr. Equipment	101	71100 722	SPEPS	0	0	0
Teachers	101	71100 116	JMS	44,520	44,520	0
Educ. Assistants	101	71100 163	JMS	48,905	48,905	0
Soc. Sec. 6.2%	101	71100 201	JMS	5,792	5,792	0
Retirement T 8.00%	101	71100 204	JMS	3,562	3,562	0
Retirement TA 7.66%	101	71100 204	JMS	3,746	3,746	0
Medical Insurance	101	71100 207	JMS	32,498	32,498	0
Medicare 1.45%	101	71100 212	JMS	1,355	1,355	0
Work. Comp. Ins	101	71100 299	JMS	234	234	0
Other Contracted Serv	101	71100 399	JMS	2,680	2,680	0
Instruct. Sup. & Mat.	101	71100 429	JMS	5,280	5,280	0
Reg. Instr. Equipment	101	71100 722	JMS	55,900	55,900	0
Teachers	101	71100 116	WES	44,520	44,520	0
Educ. Assistants	101	71100 163	WES	23,850	0	23,850
Soc. Sec. 6.2%	101	71100 201	WES	4,239	2,760	1,479
Retirement T 8.00%	101	71100 204	WES	3,562	3,562	0
Retirement TA 7.66%	101	71100 204	WES	1,827	0	1,827
Medical Insurance	101	71100 207	WES	9,030	9,030	0
Medicare 1.45%	101	71100 212	WES	991	646	345
Work. Comp. Ins	101	71100 299	WES	171	111	60
Other Contracted Serv	101	71100 399	WES	4,085	4,085	0
Instruct. Sup. & Mat.	101	71100 429	WES	9,545	12,545	(3,000)
Reg. Instr. Equipment	101	71100 722	WES	47,830	72,391	(24,561)

Federal Projects Amendment #8  
2024-2025

TITLE I

Account Description	Sub Fund	Function/Obj	Cost Ctr	March	April Amend #8	DR (CR)
Teachers	101	71100 116	WMS	44,520	44,520	0
Educ. Assistants	101	71100 163	WMS	0	0	0
Soc. Sec. 6.2%	101	71100 201	WMS	2,760	2,760	0
Retirement T 8.00%	101	71100 204	WMS	3,562	3,562	0
Retirement TA 7.66%	101	71100 204	WMS	0	0	0
Medical Insurance	101	71100 207	WMS	0	0	0
Medicare 1.45%	101	71100 212	WMS	646	646	0
Work. Comp. Ins	101	71100 299	WMS	111	111	0
Other Contracted Serv	101	71100 399	WMS	5,441	5,441	0
Instruct. Sup. & Mat.	101	71100 429	WMS	7,428	7,428	0
Reg. Instr. Equipment	101	71100 722	WMS	32,649	32,649	0
Other Sal.& Wages	101	72130 189	WMS	900	900	0
Soc. Sec. 6.2%	101	72130 201	WMS	56	56	0
Retirement T 8.00%	101	72130 204	WMS	72	72	0
Medicare 1.45%	101	72130 212	WMS	13	13	0
Work. Comp. Ins	101	72130 299	WMS	2	2	0
Medical Insurance	101	71100 207	CEN	0	0	0
Instructional Supplies	101	71100 429	CEN	2,000	2,000	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 6.81%	101	72130 204	CEN	1,142	1,142	0
Medical Insurance	101	72130 207	CEN	0	0	0
Medicare 1.45%	101	72130 212	CEN	207	207	0
Work. Comp. Ins	101	72130 299	CEN	36	36	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	118,896	122,713	(3,817)
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	32,889.57	29,072.57	3,817
				1,281,289.57	1,281,289.57	0.00
				0	0	0

Marion County Schools  
Federal Projects Amendment #8  
2024-2025

04/07/25  
AALN Preschool

Account Description	Sub Fund	Function/Obj	Cost Ctr	November Amend #4	April Amend #8	DR (CR)
Revenue	896	47143		20,000.00	20,000.00	0.00
Substitutes-Non Certified	896	71200 198		3,150.00	990.00	2,160.00
Social Security	896	71200 201		196.00	62.00	134.00
State Retirement	896	71200 204		0.00	0.00	0.00
Medicare	896	71200 212		46.00	15.00	31.00
Other Supplies and Materials	896	71200 499		7,655.00	14,419.00	(6,764.00)
Other Salaries & Wages	896	72220 189		1,625.00	2,028.00	(403.00)
Social Security	896	72220 201		175.00	126.00	49.00
State Retirement	896	72220 204		129.00	161.00	(32.00)
Medicare	896	72220 212		24.00	29.00	(5.00)
Staff Development	896	72220 524		7,000.00	2,170.00	4,830.00
Total Expenditures				20,000.00	20,000.00	0.00
				0.00	0.00	0.00



**MARION COUNTY DEPARTMENT OF EDUCATION**

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

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

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Memorandum

To: School Board Members

From: Mark A Griffith   
Amanda Weeks

Date: April 14, 2025

Subject: Internal School Funds Audit Report

In accordance with the Internal School Uniform Accounting Policy Manual, section 2-1, we are submitting to you the audited financial statements of our nine schools for the year ended June 30, 2024.

As required by the manual, "the board of education has a responsibility to review and approve each school audit report..." A part of this review will be to determine any corrective action needed to resolve items in the audit findings.

A review of the current year audit findings indicates corrections of two previous findings and two new findings. The one repeated finding has been moved to the Management Letter (segregation of duties). The two new findings resulted from not having supporting documentation prior to disbursing school funds and not paying sales tax on resale expenditures. Both findings have been addressed. The final bound copy of the audit is being distributed at the Board meeting on March 18<sup>th</sup> and includes the details of the audit findings.

I would like to commend our bookkeepers and principals for their continued efforts toward a clean audit. We are working with the current auditors to provide additional training for the bookkeepers. We will continue to provide training for the schools' bookkeepers and principals, as deemed necessary.

We would recommend acceptance and approval of the audit report.

**Subject:** Fwd: Request for Funds  
**From:** Larry Ziegler <lziegler@mctns.net>  
**To:** Ruby Gamble <rgamble@mctns.net>  
**Date:** Tuesday, 04/01/2025 6:12 AM

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Mrs. Gamble,

Requesting for the below to be placed on the upcoming board agenda.

Sincerely,

Larry Ziegler  
Principal  
Marion County High School

--- Original message ---

**Subject:** Request for Funds  
**From:** Paige Long <plong@mctns.net>  
**To:** Larry Ziegler <lziegler@mctns.net>  
**Date:** Tuesday, 04/01/2025 4:14 AM

I would like to request \$20 per student in my Honors Biology class to be used to purchase dissection specimen. We will be dissection worms (already purchased), frogs, and pigs. A few students have chose to dissect sharks rather than pigs. I need to collect as soon as possible to insure delivery.

Thank you  
Paige Long

A handwritten signature in black ink, appearing to be 'Paige Long', written in a cursive style.

# Jasper Elementary School



## *Mrs. Nicole Jones, Principal*

Ms. Cristy Cookston, Assistant Principal  
495 Warrior Drive  
Jasper, TN 37347  
Phone: (423) 942-2110  
Fax: (423) 942-8817  
Administrative Staff:  
Amanda Dawson & Randi Pickett

April 1, 2025

To Whom it May Concern:

I, Nicole Jones, principal at Jasper Elementary School, requests permission to apply for a school credit card. This will help streamline our bookkeeping process. It will be used for online purchases.

Thank you for your consideration of this request.

Sincerely,

  
Nicole Jones



# Tower Community Bank Mastercard® Business Application

PLEASE CHOOSE ONE: ☐ Preferred Points Card ☐ Standard Card  
Rewards Option: \$49 Annual Fee per Account No Annual Fee

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING AN ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

**WHAT THIS MEANS FOR YOU:** When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

**MARRIED WI RESIDENTS:** If you are applying for an individual account or a joint account with someone other than your spouse, and your spouse also lives in Wisconsin, combine your financial information with your spouse's financial information. You understand that we may be required to notify your spouse of this account. Married Wisconsin residents must furnish their (the applicant's) name and social security number as well as the name and address of their spouse to TIB, National Association, at P.O. Box 569120, Dallas, TX 75356-9120.

BUSINESS NAME (BORROWER)		BUSINESS ADDRESS	
CITY	STATE	ZIP CODE	
BUSINESS PHONE		TAX ID#	
OWNERSHIP (CHECK ONE) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Private Corporation <input type="checkbox"/> Public Corporation <input type="checkbox"/> Non-Profit			
Type of goods or services provided: _____		<input type="checkbox"/> Individual Billing <input type="checkbox"/> Summary Billing with Sub Accounts	
If proprietorship, partnership or private corporation, have any of the principals ever filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of years current management has operated business: _____	
<input type="checkbox"/> Please check this box if you would prefer to receive a Visa® Card.			

**IMPORTANT! THE FOLLOWING INFORMATION MUST ACCOMPANY APPLICATION:**  
CURRENT YEAR END FINANCIAL STATEMENTS INCLUDING BALANCE SHEET AND INCOME STATEMENT. IF APPLICANT IS A CORPORATION, INCLUDE CORPORATE RESOLUTION AND ARTICLES OF INCORPORATION. IF APPLICANT IS A PARTNERSHIP, INCLUDE PARTNERSHIP AGREEMENT.

Applicant Information (Copy to make additional pages if needed)

NAME		TITLE	
CREDIT LIMIT REQUESTED	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			
X			
NAME		TITLE	
CREDIT LIMIT REQUESTED	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			
X			
NAME		TITLE	
CREDIT LIMIT REQUESTED	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			
X			

**LOAN APPLICATION CERTIFICATION:** Everything that I/we have stated in this application is correct to the best of my/our knowledge. I/we understand that you will retain this application whether or not it is approved. By signing below as a borrower or guarantor, I agree on my own behalf, and by signing below on behalf of the business I agree on behalf of the business and on behalf of myself, that you are authorized to obtain credit and employment information by any means, including obtaining information from check or credit-reporting agencies and/or from other sources. This application is submitted to obtain credit. You also may obtain consumer and commercial reports (credit reports) for any reason on me and/or the business from time to time in the future when updating, renewing, or extending the account. If I am signing on my own behalf, I understand that on my request you will tell me whether or not you requested a credit report on me and the names and addresses of any credit bureau that provided such reports. You may do so at the time the account is opened, at any time while the account is open, or after the account is closed if I or the business owes you any amount related to the account. In addition, you may release negative or positive information to others about my and/or the business's credit history with you. I/we agree this application will remain your property whether this application is approved or not.

**STATE LAW DISCLOSURES:** **CA Residents:** Regardless of your marital status, you may apply for credit in your name alone. If this is a joint account, after credit approval, each applicant has the right to use this account to the extent of any credit limit set by the creditor, and each applicant may be liable for all amounts of credit extended under this account to any joint applicant. **DE and MD Residents:** Service charges not in excess of those permitted by law will be charged on the outstanding balances from month to month. **NY Residents:** Consumer reports may be requested in connection with the processing of your application and any resulting account. Upon request, we will inform you of the names and addresses of any consumer reporting agencies which have provided us with such reports. New York residents may contact the New York State Department of Financial Services to obtain a comparative listing of credit card rates, fees, and grace periods. New York State Department of Financial Services, 1-800-342-3736. **OH Residents:** The Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio civil rights commission administers compliance with this law. **Married WI Residents:** No provision of a marital property agreement, a unilateral statement under section 766.59, or a court decree under section 766.70 adversely affects the interest of the creditor unless the creditor, prior to the time the credit is granted, is furnished a copy of the agreement, statement, or decree or has actual knowledge of the adverse provision when the obligation to the creditor is incurred.

DATE	OWNER, PARTNER OR PRESIDENT	PARTNER OR SECRETARY/TREASURER
	X	X

## PERSONAL GUARANTY AGREEMENT

FOR VALUE RECEIVED the undersigned (hereinafter referred to as "Guarantors" whether one or more) jointly and severally guarantee the payment of any and all indebtedness of the Borrower to the Tower Community Bank (hereinafter referred to as "Bank") and all interest thereon and obligations, whether direct or indirect, absolute or contingent, primary or secondary or joint or several and all renewals and extensions thereof, for which Borrower is now, or hereafter may become liable or indebted to Bank, whether such liability or indebtedness be in contract or tort, provided, however, that Guarantors shall not be required to pay Bank under this Guaranty Agreement an aggregate sum of more than the total interest and attorney's fees which may be or become owing by Borrower to Bank, plus the sum of the total outstanding balance of all debts owed by Borrower to the account of Borrower.

Notwithstanding any other provision of this Guaranty or the guaranteed indebtedness, Bank and Guarantors agree that Guarantors shall never be required or obligated under the terms hereof or under the terms of any note, instrument or other agreement relating to the guaranteed indebtedness, to pay interest in excess of the maximum interest rate as may be authorized by law for written contracts which constitute the guaranteed indebtedness and for the Guarantors. It is the intention of the parties hereto to conform strictly to the applicable law which limit interest rates, and any of the aforesaid contracts for interest, if and to the extent enforceable by Guarantors, shall be held to be subject to reduction to the maximum interest rate allowed under said law.

Guarantors hereby severally waive notice of acceptance of the Guaranty and all other notices in connection herewith, as in connection with the indebtedness or obligations guaranteed hereby, and waive diligence, presentment, protest, and suit on the part of Bank in the collection of any indebtedness or obligation hereby guaranteed, and agree that Bank shall not be required to first endeavor to collect from Borrower any indebtedness or obligation hereby guaranteed, or to provide, proceed against, or exhaust any collateral or security for any indebtedness or obligation hereby guaranteed, before requiring Guarantors, or any of them, to pay the full amount of the guaranteed obligations. Suit may be brought and maintained against any one or more of the undersigned Guarantors at the election of Bank, without notice to or demand on any other Guarantor as parties thereto. If any sum due Bank by Guarantors hereunder is placed in the hands of an attorney for collection, or is collected through process, bankruptcy or other court proceeding, the undersigned Guarantors, jointly and severally, promise to pay Bank on demand any and all attorney's fees and other costs and expenses incurred by Bank.

This Guaranty is continuing and shall continue to apply without regard to the form or amount of indebtedness or obligation guaranteed which Borrower may create, renew, amend, or alter in whole or in part, without notice to Guarantors. This Guaranty also includes, but is not limited to, fraudulent use of the card or unauthorized use of the card as a result of the card being lost or stolen.

If the status of Borrower changes, this Guaranty agreement shall continue and also cover the indebtedness of Borrower under the new status, according to the terms hereof.

If, for any reason, the guaranteed indebtedness cannot be enforced against Borrower, or any payments thereon must be refunded by Bank to any party for any reason, including termination, such fact shall not affect the liability of Guarantors hereunder, and Guarantors shall be liable hereunder to the same extent as if the guaranteed indebtedness had been enforceable against Borrower or said payments had not been made to Bank.

Bank may settle or agree with any of the Guarantors for such sum or sums as it may see fit and release such of the Guarantors from all further liability to Bank for guaranteed indebtedness without impairing the right of Bank to demand and collect the balance of the guaranteed indebtedness from others of the Guarantors not so released.

Bank may demand, release, exchange, or alter any collateral or security for any indebtedness or obligation hereby guaranteed without affecting the liability of Guarantors under this Guaranty, and this Guaranty shall continue effective notwithstanding any legal disability of Borrower.

In the event of the death of any of the undersigned Guarantors, this Guaranty shall bind the decedent, his heirs, executors, and administrators only as to the indebtedness and obligations of Borrower to Bank which are existing at the time notice in writing of such death is received by the Cashier of Bank and as to all renewals and extensions thereof. In whole or in part whenever made, but this Guaranty agreement shall continue in full force and effect as to all other of the undersigned Guarantors. No notice shall be deemed required by the Cashier of Bank unless and until the said Cashier has acknowledged receipt thereof in writing.

Each of the undersigned Guarantors acknowledges that this Guaranty is operative and binding as to him without reference to whether it is signed by any other person or persons and without reference to whether it is signed by any other person under any legal disability to sign the same, and that his liability hereunder shall be cumulative and in addition to any other liability or obligation to Bank, whether the same is incurred through the execution of a similar Guaranty through endorsement, or otherwise.

Guarantors shall furnish to Bank annually (and more frequently if requested by Bank) financial statements, including cash flow and management liability information. Guarantors jointly and severally represent and warrant to Bank that the value of the consideration received and to be received by Guarantors as a result of Bank extending credit to Borrower and Guarantors executing and delivering this Guaranty agreement is reasonably worth at least as much as the liability and obligation of Guarantors hereunder, and such liability and obligation has benefited or may reasonably be expected to benefit Guarantors directly or indirectly.

Bank may assign for its benefit hereunder, in whole or in part, and upon any such assignment all the terms and provisions of this Guaranty shall inure to the benefit of such assignee, to the extent so assigned. Any action or motion by Bank with regard to the guaranteed indebtedness or this Guaranty shall not impair or diminish the obligation of Guarantors hereunder. Bank shall not be liable for its failure to use diligence in the collection of the guaranteed indebtedness or in preserving the liability of any person liable thereon. The rights of Bank hereunder shall be cumulative of any and all other rights that Bank may have against Guarantors, or any of them, including but not limited to the right of set-off. This Guaranty shall be enforceable by Bank or any right or remedy hereunder or under any other instrument, in law or in equity, shall not preclude concurrent or subsequent exercise of any other right or remedy.

This Guaranty agreement is enforceable in Dallas County, Texas, and Guarantors waive the right to be sued elsewhere. This Guaranty agreement is not intended and does not replace, cancel or otherwise modify or affect any other Guaranty agreement of the Guarantors, or any of them, held by Bank.

Bank is relying and is entitled to rely upon each and all of the provisions of this agreement and, accordingly, if any provision or provisions of this instrument shall be held to be invalid or inoperative, then all other provisions shall continue in full force and effect notwithstanding.

THIS GUARANTY ENDORSES THE FULL, ENTIRE AGREEMENT OF GUARANTORS AND BANK WITH RESPECT TO GUARANTORS' LIABILITY OF THE GUARANTEED INDEBTEDNESS AND SUBSEQUENT ANY AND ALL PRIOR COVENANTS, AGREEMENTS, REPRESENTATIONS, AND UNDERTAKINGS, WHETHER WRITTEN OR ORAL, RELATING TO THE SUBJECT MATTER HEREOF. THIS GUARANTY IS INTENDED BY GUARANTORS AND BANK AS A FINAL AND COMPLETE EXPRESSION OF THE TERMS OF THE GUARANTY, AND NO COURSE OF DEALING BETWEEN GUARANTORS AND BANK, NO COURSE OF PERFORMANCE, NO TRADE PRACTICE, AND NO EVIDENCE OF PRIOR COVENANTS OR AGREEMENTS OR SUBSEQUENT ORAL AGREEMENTS OR DECLARATIONS OR OTHER EXTERNAL EVIDENCE OF ANY NATURE SHALL BE EVIDENCE TO CONTRADICT, VARY, IMPAIR OR MODIFY ANY TERM OF THIS GUARANTY. THERE ARE NO ORAL AGREEMENTS BETWEEN GUARANTORS AND BANK.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_

Personal Guaranty	Personal Guaranty
	EMPLOYEE CODE: (Not to exceed 5 alpha or numeric characters)
	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

BANK # 4676

CL. CDS. DT. BY.

Please print, sign, and return this completed application (page 1) along with any required supporting documentation to: 877-809-8162 (fax) or banksupport@tib.bank (e-mail).



## Mastercard® Business Application

	STANDARD CARD	PREFERRED POINTS CARD
<b>Interest Rates and Interest Charges</b>		
<b>Annual Percentage Rate (APR) for Purchases</b>	<b>19.49%</b> This APR will vary with the market based on the Prime Rate. <sup>a</sup>	
<b>APR for Balance Transfers and Cash Advances</b>	<b>19.49%</b> This APR will vary with the market based on the Prime Rate. <sup>a</sup>	
<b>Penalty APR and When It Applies</b>	<b>21.00%</b> – This APR will vary with the market based on the Prime Rate. <sup>a</sup> This APR may be applied if you allow your Account to become 60 days past due. <b>How Long Will the Penalty Apply?</b> If your APR is increased for the reason stated above, the Penalty APR will apply until you make three consecutive minimum payments when due.	
<b>Paying Interest</b>	Your due date is at least 25 days after the close of each billing cycle. We will not charge you any interest on purchases if you pay your entire balance by the due date each month. We will begin charging interest on cash advances and balance transfers on the transaction date.	
<b>For Credit Card Tips from the Consumer Financial Protection Bureau</b>	To learn more about factors to consider when applying for or using a credit card, visit the website of the Consumer Financial Protection Bureau at <a href="http://www.consumerfinance.gov/learnmore/">http://www.consumerfinance.gov/learnmore/</a> .	

<b>Fees</b>		
<b>Annual Fee</b>	<b>None</b>	<b>\$49 per Account</b>
<b>Transaction Fees:</b>		
Balance Transfer and Cash Advance	Either <b>\$10</b> or <b>3%</b> of the amount of each balance transfer or cash advance, whichever is greater.	
International Transaction	<b>2%</b> of each transaction in U.S. dollars.	
<b>Penalty Fees:</b>		
Late Payment	Up to <b>\$25</b>	
Returned Payment	Up to <b>\$25</b>	

**How We Will Calculate Your Balance:** We use a method called "average daily balance (including new purchases)." See your account agreement for more details.

**Billing Rights:** Information on your rights to dispute transactions and how to exercise those rights is provided in the account agreement that will be provided to you before you begin using your new card.

**Prime Rate:** After the introductory rate, the APR will vary based on changes in the Index, the Prime Rate (the base rate on corporate loans posted by at least 70% of the ten largest U.S. banks) published in the *Wall Street Journal*. The Index will be adjusted on the 25th day of each month or the business day preceding the 25th day if that day falls on a weekend or a holiday recognized by the Board of Governors of the Federal Reserve System. Changes in the Index will take effect beginning with the first billing cycle in the month following a change in the Index. Increases or decreases in the Index will cause the APR and periodic rate to fluctuate, resulting in increased or decreased Interest Charges on the Account. As of September 25, 2023, the Index was 8.50%.

<sup>a</sup> We add 10.99% to the Prime Rate to determine the APR for Purchases, Balance Transfers, and Cash Advances. The Account will never have an APR over 21%.

<sup>b</sup> We add 15.99% to the Prime Rate to determine the Penalty APR. The Account will never have an APR over 21%.

If at least one box at the top of the application is not checked, or, if too many boxes are inadvertently checked, you will be deemed to have selected the Standard Card with the individual billing option.

If you check the box to receive a Visa® Card, you understand and agree that the benefits for a Visa® Card are different than for a Mastercard® Card.

The issuer and administrator of the credit card program is TIB, National Association.  
The information about the cost of the Card described in this table is accurate as of October 1, 2023.  
This information may change after that date. To find out what may have changed, call us at 800-367-7576 or write TIB, National Association, P.O. Box 569120, Dallas, Texas 75356-9120.

Please print and save this page for your records.

# CORPORATE AUTHORIZATION RESOLUTION

By:

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named corporation organized under the laws of \_\_\_\_\_, Federal Employer I.D. Number \_\_\_\_\_, engaged in business under the trade name of \_\_\_\_\_, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and title or Position	Signature	Facsimile Signature (if used)
A. _____	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Other _____	_____

**LIMITATIONS OF POWERS** The following are the Corporation's express limitations on the powers granted under this resolution.

**EFFECT ON PREVIOUS RESOLUTIONS** This resolutions supersedes resolution dated \_\_\_\_\_. If not completed, all resolutions remain in effect.

## CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

Attest by One Other Officer

Secretary



**Subject:** Facilities Use/ Agenda

**From:** Josh Holtcamp <jholtcamp@mctns.net>

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

**Date:** Sunday, 04/06/2025 9:39 AM

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I am seeking permission for Labor Day pageant, August 23, 2025 at Whitwell Middle.

Sent from my Dr. Holtcamp's iPhone

# 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.

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
HP Chromebook SCD0172WJZ	SCD0172WJZ	Title	6724	⊖	Trash		
HP Chromebook	SCD0172WHR	Title	6717	⊖	Trash		
HP Chromebook	SCD0172WK1	Title	6720	⊖	Trash		
HP Chromebook	SCD0172WHP	Title	6728	⊖	Trash		
Dell Chromebook	G0Y1983	Title	6903	⊖	Trash		
Dell Chromebook	DRJT293	Title	6891	⊖	Trash		

Notes describing disposal/removal \_\_\_\_\_

Director of Program

Date

Director of Schools

Date

Chairman of the Board

Date

Teacher Resources, Request for Disposal of Equipment

Becca Hampton

Teacher

3/3/25

Date

Principal

Principal

3/3/25

Date

\* For Program Director to complete

# MARION COUNTY DEPARTMENT OF EDUCATION

204 Betsy Pack Drive · Jasper, Tennessee 37347  
Telephone (423) 942-3434 · Fax (423) 942-4210

Director of Schools  
Mark A. Griffith



TO: School Board and Dr. Griffith  
FROM: Becky Bigelow  
DATE: April 8, 2025  
RE: Contract Renewal with Tennessee Behavioral Therapy

Requesting approval for the attached contract with Tennessee Behavioral Therapy for the 2025-26 school year.





Jenni Davis, MS, BCBA, LBA  
1-10-7858

Jennidavis@jasperbehavior.com

### How can I help your school?

Many people feel that students with Autism Spectrum Disorders (ASD) and related disabilities can only receive appropriate and high-quality intervention when private or non-public agencies provide direct service. I believe that students with ASD and related disabilities can receive high quality and effective instruction in the public schools and that existing staff can be very successful teaching these students. I want to assist the public-school staff learning and developing skills that will allow them to be extremely effective teachers for students on the Autism Spectrum so that students may be educated in the Least Restrictive Environment (LRE) possible. As the number of students identified with Autism continues to climb, there is a great need to prepare for their educational needs to build the capacity within the public education to meet the needs of these challenging students. Teacher training alone is not enough. A supportive infrastructure must also be established that will allow trained professional to implement the best practices. I want to assist administrators and special education teams in developing a supportive yet cost effective infrastructure so that best practices can be implemented in public school settings.

### Services:

- **Consultation**—I will spend time observing targeted classrooms and students. Initially, the consultation will consist of establishing a baseline. After a baseline is established, I will spend some time interviewing the teacher and other important support staff about the target student or classroom. After the interviews, I will discuss with the teacher and support staff a treatment plan. Some of consultation will consist of demonstrating the skills and then have the teachers and support staff demonstrates the same skills with the consultant feedback. I will assist the teacher in developing teaching programs/protocols, data collections, and classroom arrangement/ environmental supports.
- **Classroom Management**—Often times teachers are presented with students who act out in class every day and the consequence (time-out from peers, time-out from activities (playground), going to principal's office, in school suspension, or suspension) does not seem to change these behaviors. I am trained in functional analysis/ assessment which will aid in determining the function of these disruptive behaviors. After a period of data collection or direct assessment, I will develop a behavior plan for the teacher and support staff to implement. I will train the teachers, support staff, and parents on how to implement these behaviors. Also, I will develop a protocol checklist to make sure everyone is following the support plan correctly.
- **IEP Development** - I can assist the teacher in developing appropriate individualized

20 Courthouse Square

Jasper, Tn 37347

(423)805-9888

data-based goals for the IEP.

- **Teacher Training/In Service Trainings** – I can provide teacher training and in-service trainings depending on the needs of each teacher. Here is a list of some of the subjects of workshops that I can give:
  - Understanding Autism Spectrum Disorders, An Overview of the Diagnosis, Implications on Learning and Strategies for Teaching Positive
  - Behavior Change Strategies for Children with Autism Spectrum Disorders
  - Applied Behavior Analysis Methods for Skills Teaching in the Classroom
  - Increasing the Functional Communication Skills of Students with Autism
  - The Structured Teaching Model, A System for Setting Up Effective Learning Environments for Children with ASD
  - Implementing the Discrete Trial Teaching Method with Students on the Autism Spectrum
  - Increasing Play and Social Understanding in Early Learners with Autism Spectrum Disorders (pre-k through age 7)
  - Understanding Social-Cognitive Impairments in Individuals with Autism Spectrum Disorders – Ages 8 and older: Strategies for Successful Inclusion Experiences for Children on the Autism Spectrum
- The training and In-Service trainings will consist of power point presentations with lots of different multimedia options. The trainings will also provide handouts for each attendant as well as suggested resources. More detail descriptions of the above presentations can be given upon request.
- **Consultation Report** – after the onsite consultation, the BCBA can provide a detail written report on the specific details discussed with the teacher and support staff as well as detail descriptions on how to follow the discussed treatment plan.
- **Professional Liability Insurance**- Before Marion Co Schools will have any obligation to Tennessee Behavioral Therapy under the terms of this agreement, Jenni Davis BCBA must first provide proof of insurance with coverage and limits satisfactory to Marion County Schools Office of Risk Management. This coverage, at minimum, must extend to any operation to be undertaken by Tennessee Behavioral Therapy in connection with its Billing Services, the training and supervision of its therapists, and any errors, omissions or other acts of negligence. In the event that Tennessee Behavioral Therapy fails to provide such a policy of insurance or the Office of Risk Management fails to approve any such policy, then this Agreement will be of no effect and Marion County Schools will have no liability to Tennessee Behavioral Therapy whatsoever.
- 

20 Courthouse Square  
Jasper, Tn 37347  
(423)805-9888



- **Indemnification-** Tennessee Behavioral Therapy agrees to protect, defend and indemnify Marion County Schools and to hold Marion County Schools harmless against any and all claims, demands, losses, suits or causes of action arising out of or in any way related to the performance of Tennessee Behavioral Therapy services under the terms of this agreement, including but not limited to Tennessee Behavioral Therapy billing services, the therapy services of Tennessee Behavioral Therapy or the training, supervision or retention of any of Tennessee Behavioral Therapy employees or agents; provided, however, that Tennessee Behavioral Therapy shall not be responsible for any claims, demands, losses, suits, or causes of action that are solely the result of any error, omission, or intentional act on the part of any Marion Co Schools employee.
- **Acknowledgments-** (a) Tennessee Behavioral Therapy and Marion Co Schools acknowledge and agree that Tennessee Behavioral Therapy will act as an independent contractor in the performance of the services described herein and that this agreement shall not be deemed to create an agency, employment, partnership or joint venture relationship between Marion Co Schools and Tennessee Behavioral Therapy. In that regard, while Tennessee Behavioral Therapy is subject to general terms and conditions in connection with the performance of the services described herein, Tennessee Behavioral Therapy and Marion Co Schools acknowledge that Tennessee Behavioral Therapy shall, at all times, exercise independent discretion and control over performance of the services described herein.

(b) Tennessee Behavioral Therapy and Marion Co Schools acknowledge and agree that they have had a sufficient opportunity to review the terms of this agreement.

(c) Tennessee Behavioral Therapy and Marion Co Schools acknowledge and agree that in executing this agreement they are not relying nor have they relied upon any other representation or statement made by either party or by any of either parties' owners, partners, officers, employees or agents with regard to the subject matter hereof. Both parties have carefully read and fully understand all provisions of this agreement and are voluntarily entering into the same.



### Professional Fees

Service	Cost per hour
Consultation/ Teacher Training	\$120/hr
Full day (schools outside 60 mile radius of office)	\$850 per day
IEP	\$100/hr
RBT	\$65/hr
Mileage	Mileage charged at current IRS rate beginning at office.
Hotel (schools outside a 120 mile radius of office)	Rates will vary

- The school system or classroom teacher has to give me a notice of 48 hours to cancel school visit. If 48 hour's notice is not given, a \$350.00 charge will be billed.

20 Courthouse Square  
Jasper, Tn 37347  
(423)805-9888

The Marion County Schools ("District") has retained Tennessee Behavioral Therapy to provide consultative services, which includes observing and making educational and programming recommendations upon request for children with autism and related behavior problems who are enrolled in the District. They have agreed to pay the rates provided, within 30 days of receiving an invoice. If payment is not received within 30 days, then a \$10.00 daily late fee will be added to total amount until payment is received. This contract will remain in force until terminated by either of the parties with at least seven (7) days' written notice.

It is understood and agreed that I (Jenni Davis, BCBA under the authority of Tennessee Behavioral Therapy ) will be provided access to student records and other relevant information as needed, and that I comply will all The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

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Print Name and Title

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Authorize Personal of Tennessee Behavioral Therapy

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Signature and date

---

Signature and date

20 Courthouse Square  
Jasper, Tn 37347  
(423)805-9888

# MARION COUNTY DEPARTMENT OF EDUCATION

204 Betsy Pack Drive · Jasper, Tennessee 37347  
Telephone (423) 942-3434 · Fax (423) 942-4210

Director of Schools  
Mark A. Griffith

TO: School Board and Dr. Griffith

FROM: Becky Bigelow

DATE: April 8, 2025

RE: Requesting Approval for Purchase of Vision & Hearing Screeners

Requesting approval for purchase of 3 SPOT vision screeners and MAICO EroScan OAE hearing screeners in the amount of \$38,639.97 to be paid with our State Special Education Preschool Grant carryover funds that must be expended by 6/30/2025. We have one of the above vision/hearing screeners and the purchase of 3 additional will allow state of the art vision and hearing screening equipment at each of our elementary schools for use with preschool students.





We Supply Your Future™

5600 Apollo Drive, Rolling Meadows, Illinois 60008  
P(866)323-5465 | F(800)235-1305 | SchoolHealth.com

## QUOTATION

EXPIRATION DATE	QUOTE NO
6/30/2025	QUO000046755
DATE	QUOTE P.O. #
3/27/2025	EARLY INTERVENTION SCREENERS

Attn:  
Ship To: **MARION COUNTY BOE**  
**204 BETSY PACK DR**  
**JASPER, TN 37347-3324**  
**USA**

Bill To: **MARION COUNTY BOE**  
**204 BETSY PACK DR**  
**JASPER, TN 37347-3324**  
**USA**

QUOTE PREPARED BY	PHONE	EMAIL FOR QUOTE UPDATES
Karen Acevedo	866-323-5465	bids@schoolhealth.com

CUSTOMER NOTES & INSTRUCTIONS	TERMS
-FREE SHIPPING ON ORDERS OVER \$125	Net 30 days

LN	ITEM AND DESCRIPTION	QUANTITY	UNIT	DISCOUNT PRICE	AMOUNT
1	1041132 SH EARLY INTERVENTION COMBO KIT SVS/MAICO EROSCAN NO PRINTER SPOT Vision Screener Includes a 5-year SmartCare Service Program, \$1,825 value, FREE with purchase!	3	EA	12,879.9900	38,639.97

EXCLUSIVE SH \$1,500 REBATE PER SPOT PURCHASE –  
VALID JAN 1 – MARCH 31, 2025.  
Not an automatic redemption, complete online redemption  
form at [www.hillrom.com/en/products/spot-vision-screener/svs-2025-school-health-q1q2-redemption/](http://www.hillrom.com/en/products/spot-vision-screener/svs-2025-school-health-q1q2-redemption/) by May  
15, 2025.

EXCLUSIVE SH TRADE-IN OFFER!  
Trade in your old OAE and receive a \$500 School Health Gift  
Card with the purchase of a new MAICO ERO-SCAN OAE!  
Don't miss out on this fantastic deal. Contact your SH Sales  
Rep for more details!

VIRTUAL TRAINING PROVIDED AT NO CHARGE

Sub Total	38,639.97
Freight	0.00
Total	38,639.97

  
4-7-25

BB 4-7-25  
links 4-7-25

January 8, 2024

Re: Welch Allyn Spot Vision Screener and the Education and Non-Profit Segment

To Whom It May Concern:

Welch Allyn, Inc. ("Welch Allyn") and School Health Corporation ("School Health") are engaged in an arrangement under which School Health is Welch Allyn's strategic distributor of the Spot Vision Screener in the U.S. education and non-profit segment.

School Health is expert in our Spot Vision Screener technology and offers comprehensive pre-sale consultation, personalized post-sale virtual and on-site instruction, and ongoing support in the education and the non-profit segment. Welch Allyn provides School Health sales associates with ongoing Spot Vision Screener training to ensure they deliver successful and productive customer experience and product implementation.

Welch Allyn provides School Health with an exclusive part number (VS 100SH-B\*) for customers in the education and non-profit segment. This part number includes a complimentary 5-year SmartCare Services Program to ensure your investment is protected. This combination of installation, training, and support services is a core benefit to customers in the education and non-profit segment that only School Health offers.

School Health is a strong partner, delivers the highest level of customer support, and together, we are committed to helping customers protect young children's vision.

Sincerely,

Welch Allyn, Inc.

Dean Goldberg  
Senior Director Corporate Accounts

\*School Health item #1003001, #1006090, #1007189, #1041132, #1003012SP and #1035686.





## Spot Vision Screener Testimonials

"The SPOT Screener has been very helpful in identifying and confirming outward and inward deviations with our early childhood and PK students. The print out of the results and referral tend to get the parents and doctor's attention for early intervention."

**Darla Herren, RN, Rosehill Elementary School**

"Last year, one student's numbers from SPOT read all zeros and it seemed strange to the screener. We referred this student anyway and it turned out the student had a detached retina requiring surgery. That parent expressed gratitude and stated that without us referring her daughter, she would never have known that there was a problem."

**Amanda Sanchez, RN, Tomball Junior High School**

"I love the print out, it seems parents take the format more seriously. I love being able to put the class list in for large groups like PK/EE. It is a great tool for those that just won't/can't cooperate with the traditional screening process."

**Tonya Upton, LVN, District Float Nurse**

"Using the SPOT screener, I can screen a full class in about 15-20 minutes versus about 45 minutes to an hour with the wall chart. This is a huge time-saver for a busy campus nurse. I highly recommend the SPOT screener. Thank you, Welch Allyn!!"

**Laura King, BSN, RN, School Nurse Viola Cobb Elementary**

"In our program, we screen the children within the first 45 days of entry. This particular child failed the first screening we had conducted, trying multiple times to ensure we were getting an accurate reading. A couple weeks later, we screened the child again and got the same result, "Complete Eye Exam Recommended". We shared the information with the parent and assisted the family with getting an appointment for a vision exam provided by an optometrist. After the child was seen by an optometrist and failed their vision exam it was concluded that the child was farsighted and would need prescription glasses. The family was upset with themselves for not realizing that their child was having trouble seeing. The child then began wearing toddler glasses and was very proud of them! The family was very thankful our program caught the concern with our Welch Allyn Screener."

**Lindsey Hamilton Choctaw Nation Early Head Start Health and Safety Coordinator**

"My "story" will definitely not win any awards, but in a nutshell, I feel the SPOT screener use for all PK, kinder, and non-verbal SpEd students in our district has really improved the vision screening we offer. Last year, we screened just under 2000 students with the SPOT, and nurses have noticed much better follow up from parents when they are provided the SPOT report, they can take with them to their MD/optometrist/ophthalmologist visit. For our non-verbal students, there previously was NO way to screen them except for gross screens, which were really only useful if the student was near blind. The ease of use has enabled our area Lions Clubs to provide the most advanced vision screening available for young children, in and out of school. The refractory readings provided are useful for gauging just how "off" a student's vision is, as well as identifying concern with unequal pupil size, malalignment of gaze, and difference in refractory between eyes."

**Courtney Nesloney RN, BSN Health Services Coordinator, Comal ISD**

5600 Apollo Drive, Rolling Meadows, Illinois 60008

Phone 866-323-5465 | Fax 800-235-1305



**MARION COUNTY BOARD OF EDUCATION**

204 Betsy Pack Drive  
Jasper, Tennessee 37347  
Telephone: (423) 942-3434  
Fax (423) 942-4210

Dr. Mark A. Griffith  
Director of Schools

Becky Bigelow  
Director of Special Education

**REQUEST FOR PROPOSALS FOR  
SPOT VISION SCREENER/OAE HEARING SCREENER COMBO KIT**

Notice to Bidders: The Board reserves the right to use the judgment factors to determine which bid shall be in its best interest. Such judgement by the Board shall be final and binding upon all parties that submit a bid. The Board reserves the right to reject any or all bids and waive any informalities or irregularities in the bidding.

LOCATION: Whitwell Elementary School  
150 Tiger Trail  
Whitwell, TN 37397

South Pittsburg Elementary School  
310 Elm Ave  
South Pittsburg, TN 37380

Monteagle Elementary School  
120 East Main St.  
Monteagle, TN 37356

Description: The MCBOE is soliciting requests for proposals for 3 Early Intervention Combo kits that include of the following: SPOT vision screener and MAICO EroScan OAE or comparable. See detailed bid specs attached.

Bid Price: Bid price must be fixed and firm unless otherwise noted and documented. Bid price must include freight and delivery of equipment to Marion County Board of Education, 204 Betsy Pack Drive, Jasper TN 37347.

Payment will be made by check following delivery and inspection of equipment.

Bid Deadline: March 31, 2025 at 10:00 am at the Marion County Board of Education: 204 Betsy Pack Drive, Jasper, TN 37347

Required: Send as sealed bids marked "Early Intervention Screeners" to the attention of:

Director of Finance  
Marion County Board of Education  
204 Betsy Pack Drive  
Jasper, TN 37347

**MARION COUNTY BOARD OF EDUCATION**

204 Betsy Pack Drive  
Jasper, Tennessee 37347  
Telephone: (423) 942-3434  
Fax (423) 942-4210

Dr. Mark A. Griffith  
Director of Schools

Becky Bigelow  
Director of Special Education

**BID SPECIFICATION DETAILS**


Early Intervention Combo Kit SVS/MAICO EroScan No Printer or comparable. Spot Vision Screener or comparable includes a 5 year SmartCare Service Program  
Price should include shipping and training for school nurses.

\*NOTE: All items in package must be included in the bid in order to be considered.

# MARION COUNTY DEPARTMENT OF EDUCATION

204 Betsy Pack Drive · Jasper, Tennessee 37347  
Telephone (423) 942-3434 · Fax (423) 942-4210

Director of Schools  
Mark A. Griffith

TO: School Board and Dr. Griffith   
FROM: Becky Bigelow  
DATE: April 8, 2025  
RE: Contract Renewal with Southern Rehab and Aquatics

Requesting approval for the attached contract with Southern Rehab and Aquatics for the 2025-2026 school year.





400 Dixie Lee Center Rd  
(Across from Lowe's)  
Kimball, TN 37347

Office: (423) 837-7536  
Fax: (423) 837-7538  
[FrontOffice@srapt.org](mailto:FrontOffice@srapt.org)

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A. Kathryn Blevins, PT

Dr. Trace Kennemore, PT, DPT

Dr. Rachel Carter, PT, DPT, OCS

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**Mrs. Bigelow,**

Please find enclosed my contract for the 2025-2026 Marion County School System.

I have included two (2) copies: one with highlighted revisions from the previous year's contract. No other changes have been made beyond those highlighted.

The revisions are as follows:

1. Date adjustments to reflect the upcoming school year.
2. A 1% increase in the hourly rate for both PT/OT and PTA/COTA.
3. An updated mileage rate to align with the 2025 IRS rate.

Thank you for your time and consideration. Please let me know if any further action is required.

**Respectfully,**

Dr. Trace Kennemore, PT, DPT

TN Lic. # 6009

Southern Rehab & Aquatics, Owner



400 Dixie Lee Center Rd  
(Across from Lowe's)  
Kimball, TN 37347

Office: (423) 837-7536  
Fax: (423) 837-7538  
FrontOffice@srapt.org

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Dr. Trace Kennemore, PT, DPT, Owner

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## **SCHOOL-BASED REHABILITATIVE THERAPY SERVICES AGREEMENT**

**THIS AGREEMENT** is made and entered into this 1st day of July, 2025 by and between Southern Rehab & Aquatics, Inc., a rehabilitative service and therapy agency utilizing Occupational and Physical Therapists, Occupational Therapy Assistants and Physical Therapy Assistants licensed to practice Occupational Therapy or Physical Therapy in the state of Tennessee hereinafter referred to as "**CONTRACTOR**" and the Marion County Board of Education hereinafter referred to as "**SYSTEM**."

**WHEREAS**, Contractor provides rehabilitative therapy services and employs Occupational and Physical Therapists and Occupational Therapy Assistants and Physical Therapy Assistants who are licensed to practice Occupational Therapy or Physical Therapy in the state of Tennessee; and

**WHEREAS**, System desires to retain Contractor to provide rehabilitative therapy services to System; and

**NOW THEREFORE**, in consideration of the mutual covenants and premises contained herein, the parties do hereby agree as follows:

- I. **SERVICES TO BE PROVIDED BY CONTRACTOR**
  - a. When requested by System, Contractor will provide rehabilitative therapy services for System's students in a competent manner. The rendering of such rehabilitative therapy services shall be subject to all laws, rules and regulations applicable to the actual rendering of rehabilitative therapy services, including but not limited to the laws established by the state of Tennessee.
  - b. Contractor will perform all services in accordance with the then currently approved methods of practice within the Contractor's professions in the community in which Therapist provides services for System, or similar communities, and Contractor's



practice will be conducted in accordance with the code of ethics of the professional association to which Contractor is a member or is eligible to be a member of.

- c. Contractor will maintain and upon request, provide System, with records and reports in accordance with System's policy such as licensure requirements, documents substantiating eligibility to provide services, proof of current licensure, background check, drug screen, professional liability insurance, CPR certification, TB skin test, driver's license, automobile insurance, and physical examination for all personnel involved in providing or supervising rehabilitative therapy services according to contract.
- d. Contractor will provide screening upon request, and evaluation and treatment as prescribed by a physician. However, the Contractor retains the right to provide services as deemed appropriate based upon their professional judgment.
- e. Contractor will prepare adequate documentation regarding services provided to the System's students. Upon request, Contractor will act as an instructor for in-service programs related to occupational and/or physical therapy and provide other professional consultation as may be requested by the System or approved by the System, if suggested by the Contractor (i.e. training Aides for better/safer utilization between therapy services).
- f. Contractor will maintain and provide System with a report of fees and charges incurred for providing services to System and System's students.
- g. Services will be rendered to all students of the System without regard to disability, race, creed, color, national origin, religion or sex.
- h. If Contractor believes that the treatment prescribed is professionally and/or ethically inappropriate, Contractor may refuse to perform treatment on that basis, and shall consult with System as soon as practicable regarding such treatment.
- i. Contractor will bill eligible System students who meet the criteria for insurance billing, which Contractor's personnel are in-network providers and credits for such reimbursement will be clearly reflected on monthly statements.
- j. Contractor shall furnish the services called for by the student's IEP as student/patient and Contractor availability reasonably allows. Substitute coverage will be provided, if feasible, in case Contractor's scheduled therapist becomes unavailable. Therapy sessions missed because of the therapist's unavailability will be made up when both student/patient and therapist are mutually available.
- k. System will furnish adequate workspace and certain pieces of the therapy equipment for Contractor's convenience and efficiency. Contractor will bill the school system for time incurred setting up and organizing System furnished work space and equipment. Billing will not exceed eight (2) hours per school year per employee of Contractor.

## **II. SYSTEM OBLIGATIONS**

Notwithstanding any other provisions in this agreement, the System agrees to the following:

- a. System shall retain full responsibility for selection and referral of students for services.
- b. System shall provide, maintain and make available for Contractor's review, complete medical records relevant to the System's students for the purposes of screening, planning,



evaluation, treatment and/or billing for services provided by Contractor, inclusive of Contractor's documentation.

c. System shall obtain and provide to Contractor the necessary information required for Contractor to bill third-party payers, including, without limitation, parental consent, physician names, physician orders, and insurance coverage information.

d. System shall provide access to paper, copier, and laminating machine for providing System's personnel and students with information relevant to System's students.

e. System shall maintain and make available adequate treatment facilities, in compliance with HIPPA privacy guidelines, for Contractor to perform the duties described herein. System shall ensure floors and counters/tables are routinely cleaned at the frequency of normal classrooms. If floors are not adequately maintained, System will be notified of such. If conditions continue to be unsanitary for rendering of services, Contractor will clean at normal rate for treatment services and bill System for said services. System is NOT responsible for cleaning therapy related equipment as this will be sanitized according to industry standards by the Contractor.

f. System shall provide specialized therapeutic equipment and materials necessary for treatment as designated on System's students Individual Education Plan (IBP).

g. Contractor is not required to purchase (or become financially obligated for) equipment, supplies, or items which the student would be expected to obtain, own, regularly utilize or retain for regular or continued use as part of services provided hereunder, including, but not limited to assistive devices (specialized eating and/or writing utensils, writing services, dressing aids, etc.).

h. Contractor shall provide the System with a schedule of all students and designated times of treatment within a reasonable amount of time after being furnished by the System with the school calendar setting lunch times, playground times, field trips, special assembly times, etc. The treatment schedule must be mutually agreed upon by both the System and Contractor.

### **III. MUTUAL OBLIGATIONS**

Both parties hereto agree to cooperate with each other fully, having in mind a goal of providing the best possible professional services for System's students.

### **IV. SERVICE AVAILABILITY AND COMPENSATION**

System agrees to pay Contractor for services rendered under this agreement by either Licensed Occupational and Physical Therapists at the rate of **\$70.87** per hour and Licensed Occupational Therapy Assistants or Physical Therapy Assistants at the rate of **\$68.75** per hour for services which include individual therapy services consisting of student evaluations, treatments and consultation, visit documentation, the scoring of standardized assessments and report documentation; on-site and/or off-site student related services which may include, but are not limited to required meetings and required in-service training; IEP preparation, documentation and meeting time; student screens per System request; specialized training for Exceptional Education teachers/aides and consultation time.

System agrees to pay Contractor for travel time rendered under this Agreement at the rate of \$59.25 per hour for Licensed Occupational and Physical Therapists as well as Licensed Occupational Therapy Assistants and Physical Therapy Assistants for travel time greater than 30 minutes from the therapist's origin and 30 minutes from the therapists' departure, and therapist's travel times between schools. System agrees to pay the Contractor at the rate of \$0.70 per mile for mileage greater than 20 miles from therapist's origin and for mileage greater than 20 miles from therapists' departure, and mileage between schools. If Contractor therapists should travel between two systems within the same day, the System will be billed for travel time and mileage either to or from System.

System agrees Contractor will retain 33% of insurance reimbursements for billing private insurances on behalf of the school system.

Contractor will bill System monthly for services provided by Contractor. To the extent all or a portion of those services are later paid by insurance, BlueCare, TennCare, or other third-party payor, Contractor will clearly reflect the credit to the System on the next bill.

## **V. PAYMENT FOR SERVICES**

Payment for services shall be within 20 days of submission by invoice by Contractor to System. Any amount due not paid to Contractor within stated days after submission of invoice shall be subject to, and System agrees to pay, a service charge equal to 7% per month on the amount unpaid. If System fails to pay Contractor as required herein, System agrees to pay all costs of collection, including, reasonable attorneys' fees.

## **VI. RELATIONSHIP OF PARTIES**

The parties agree that the relationship created by this Agreement is one of an independent Contractor and not a relationship as employer and employee, partners, joint ventures, or agents of the other. In performing all services pursuant to this contract, Contractor shall be an independent contractor and should not be considered an employee of System for any purpose whatsoever. Contractor will utilize, within the limits of the professions, its own judgment, skills and discretion in providing services to System's students. System agrees that the Contractor may perform the services under this Agreement through its own employees, or, at Contractor's sole discretion, contract with other qualified persons as independent contractors to perform the services under this Agreement.

Contractor shall have the right to choose the therapist or assistant to perform services under this Agreement and Contractor shall retain the right to reassign or terminate such therapist or assistant consistent with Contractor's agreement with such therapist or assistant.

## **VII. CONTRACTS WITH THERAPISTS AND ASSISTANTS**

System understands that, in order to provide reliable and quality service to System under this Agreement, Contractor enters into binding contractual agreements with Therapists and Assistants. Contractor's agreements with such Therapists and Assistants contain provisions



prohibiting such therapists and assistants from accepting employment (for a prescribed period of time) at a facility or site where they have performed services for Contractor. System agrees not to employ, attempt to employ, solicit or otherwise enter into Agreements with such Therapist and/or Assistants while they are working under the above Agreements with Contractor or during the time stated in Contractor's Contract with such Therapist and Assistants.

#### **VIII. SERVICES NON-EXCLUSIVE**

During the term of this Agreement, Contractor may provide therapy and other services to other systems and clients, and there is no requirement that System uses Contractor exclusively for the services provided by Contractor under this Agreement.

#### **IX. TERM OF AGREEMENT AND TERMINATION**

The term of this Agreement shall be from July 1, 2025 through June 30, 2026. In the event that either party fails to comply with the terms and conditions of this agreement, then the other party may immediately terminate this agreement upon written notice. Either party may also terminate this agreement for good cause upon giving the other party sixty days written notice.

#### **X. AMENDMENTS**

This agreement shall not be modified or otherwise amended except by an instrument in writing signed by or on behalf of the parties here o.

#### **XI. NON-WAIVER**

Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this Agreement will not be construed as a waiver of any claim for breach or a waiver of any rights under the Agreement, not any part thereof, nor prejudice either party in any subsequent action.

#### **XII. ATTORNEY FEES**

In the event that any action is brought by either party hereto as a result of a breach or default in any provision of the Agreement, the prevailing party in such action shall be awarded attorney fees and costs in addition to any other relief to which the party may be entitled.

#### **XIII. GOVERNING LAW**

The parties agree that any and all disputes arising out of or relating to this Agreement shall be governed by Tennessee law.



**XIV. ENTIRE AGREEMENT**

This Agreement contains the entire agreement of the parties with respect to the matters referred to herein, and is intended to be a final expression and complete integration of the parties' agreements. All prior understandings and agreements among the parties are merged herein.

IN WITNESS WHEREOF, the parties have executed this Agreement on

(Date)\_\_\_\_\_.

**MARION COUNTY BOARD OF EDUCATION**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**SOUTHERN REHAB & AQUATICS, INC.**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

# MARION COUNTY DEPARTMENT OF EDUCATION

204 Betsy Pack Drive · Jasper, Tennessee 37347  
Telephone (423) 942-3434· Fax (423) 942-4210

Director of Schools  
Mark A. Griffith



TO: School Board and Dr. Griffith  
FROM: Becky Bigelow  
DATE: April 8, 2025  
RE: Contract Renewal with Stellar Therapy Services, LLC

Requesting approval for the attached contract with Stellar Therapy Services, LLC that provides speech and language pathologists for positions we are unable to fill. Stellar also provides special education Medicaid reimbursements for eligible students.



**SCHOOL CONTRACT STAFFING SERVICES  
& SPECIAL EDUCATION MEDICAID REIMBURSEMENT PROGRAM  
SERVICES AGREEMENT**

This Services Agreement (the "Agreement") is made on this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between Marion County Schools (hereinafter known as "**School District**") and **Stellar Therapy Services, LLC**, (hereinafter known as "**Contractor**") with its principal office in Chattanooga, TN, 37421.

**WHEREAS**, School District is a local board of education of the State of Tennessee which, when required, provides healthcare services; and Contractor is engaged in the business of providing healthcare workers; and School District desires to engage Contractor for the purpose of providing certain therapy and other services in accordance with the terms set forth in this Agreement; and it is the intent of the parties hereto that Contractor provide the Services as an independent contractor and not as an employee of School District, and

**WHEREAS**, the Centers for Medicare and Medicaid Services letter to State Medicaid Directors, SMD#14-006, dated December 15, 2014, states that Medicaid reimbursement is available for covered services that are provided to Medicaid beneficiaries regardless of whether there is any charge for the service to the beneficiary or the community at large; and the School District desires that the Contractor provide billing and related administrative services in connection with healthcare services provided to School District students who are TennCare enrollees.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, School District and Contractor hereby agree as follows:

1. **Term.** The term of this Agreement shall be from **July 1, 2025**, through **June 30, 2026**. The term may be extended for up to two years following the end of the initial term, by mutual agreement of the parties.
2. **Therapy Services.**
  - (a) Contractor shall provide to School District the Therapy Services listed in Section 4 of this Agreement, in person or by telehealth, including direct and indirect service time, assessments, treatments, supervision of assistants, consultation, documentation, progress reports, meeting attendance, travel time between schools, documentation and prep time performed onsite or offsite, through service providers selected and employed by Contractor.
  - (b) Contractor represents and warrants that s/he possesses all licenses and qualifications necessary to perform the Services and agrees to maintain (at his/her expense) such licenses and qualifications, and to practice conduct in accordance with the professional Code of Ethics of AOTA, APTA, ASHA, NASP, and APA (as applicable) and all relevant rules and regulations applying to the performance of the Services throughout the term of this Agreement.
  - (c) School District is prohibited from hiring, causing to be hired, or contracting with in any capacity any person associated with the Contractor without the expressed written consent of the Contractor for a period of one year from the termination of this contract or the termination of working relationship of said person with Contractor.
  - (d) Should the School District obtain the consent of the Contractor and hire a person referred by the Contractor, a recruiting fee is owed. Rates for recruiting services are 20% of the annual salary, inclusive of any sign-on bonuses, due within thirty (30) days from date of acceptance of employment offer by prospective employee. This provision shall not apply to a person hired by School District after the periods referred to in (c) above.





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### 3. Administrative Services.

(a) Contractor shall provide the following services to School District during the term of this Agreement (the "Administrative Services"):

- On behalf of School District, Contractor shall prepare and submit to appropriate Managed Care Organizations (as defined under TennCare) all claims for identified eligible healthcare services that are provided to TennCare Eligible School District Students either by service providers who are directly employed by School District ("School District Providers") or who have a current contract with Board of Education ("Contract Providers").
- Assist in obtaining all billing numbers and credentials required for the School District to receive Medicaid payments.
- Assist in credentialing School District Providers with each MCO, including the acquiring and maintaining of required credentials associated with healthcare services provided to TennCare eligible school district students and billed by Contractor hereunder.
- Review and assist School District in the identification of appropriate notices and consents required to be provided to students (or their parents or legal guardians) under applicable state and federal laws.
- Ensure that all consents and required orders on behalf of the TennCare Eligible School District Students are in place in order for Contractor to bill for services provided thereto.
- Provide and maintain online documentation system for Speech Therapy, Occupational Therapy, and Physical Therapy services. Provide user trainings and help desk support as needed.
- Train School District Providers or Contract Providers as needed on documentation and clinical requirements related to school-based healthcare services submitted for Medicaid reimbursement.
- Perform quality assurance reviews related to compliance with State and Federal regulations with results available to School District.
- Upon the date of expiration or termination of this Agreement for any reason (the "Termination Date"), Contractor shall have the option to bill exclusively for all claims for services provided to Eligible School District Students by School District Providers or Contract Providers having dates of service on or prior to the Termination Date (the "Pre-Termination Charges"). This option shall conclusively be deemed to have been exercised by Contractor unless Contractor notifies School District on or prior to the Termination Date that it has elected not to exercise this option. If Contractor exercises such option, Contractor shall bill exclusively for all Pre-Termination Charges and provide standard reports in connection therewith for a period of up to one hundred twenty (120) days following the Termination Date (the "Post-Termination Period"). Contractor shall have the right to reduce the duration of the Post-Termination Period at any time by providing written notice to School District specifying the shorter Post-Termination Period. Contractor shall continue to receive its monthly Administrative Services Fee on all Pre-Termination Charges collected during the Post-Termination Period. Upon expiration of the Post-termination Period, Contractor shall cease providing the Post-Termination Services to School District.

(b) The parties agree to work together in good faith to address issues arising under applicable state and federal laws, policies, procedures, and requirements pertaining to the Administrative Services, so that the Administrative Services shall be structured and performed in accordance with such laws.

(c) All revenue and income resulting from the Administrative Services hereunder shall belong to and accrue to the benefit of School District, unless otherwise agreed by the parties. The parties shall work together to establish appropriate accounts into which such revenues shall be deposited in order to comply with applicable laws.





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(d) During the term of this Agreement, School District will not use the services of any other billing or claims processing companies for the purpose of submitting claims for services performed by School District Providers or Contract Providers for TennCare Eligible School District Students.

#### 4. Compensation.

(a) In consideration for the Administrative Services provided by Contractor, School District agrees to pay Contractor a Fee for Administrative Services equal to **twenty percent (20%)** of total revenues received in connection with services provided to eligible school district Students by School District Providers or Contracted Providers and billed by Contractor.

(b) In consideration for the Therapy Services provided by Contractor, School District agrees to pay Contractor its Fees for Therapy Services per the following rate schedule:

Speech and Language Pathologist	\$75/hour
Speech and Language Pathologist – CFY	\$65/hour
Speech and Language Pathologist Assistant	\$55/hour
Travel per diem (per provider)	\$75/day
Mileage between schools	Standard IRS Rate, currently \$.70/mile

The hourly rate will be charged for all direct and indirect service time, assessments, evaluations, treatments, supervision of assistants, consultation, documentation, teletherapy, progress reports, meeting attendance, travel time between schools, documentation and prep time performed onsite or offsite and any other services requested by the School District or required as necessary for providing services. The Travel per diem is charged for any therapist who travels more than 25 miles to or from their residence to an assigned school. The mileage rate will be charged for travel between school sites. Other services may be added as needed with rates to be agreed upon in advance by both parties. The parties further agree that supplies, equipment and other expenses incurred by Contractor in connection with the foregoing Therapy Services and approved in advance by School District shall be reimbursed by School District at Contractor's cost. The minimum requirement for this contract will be a 2 1/2-hour minimum charge per therapist per day each provider works and is on site and 1 hour minimum charge for telehealth or offsite services.

(c) Contractor shall invoice School District on a regular basis for the Administrative and Therapy Services provided under this Agreement, and School District shall be responsible for paying all Fees for those Therapy Services within twenty (20) days of receipt of Contractor's invoice therefor; provided, however, that School District has the right to review and approve any invoiced Therapy Services and to disallow any charges it questions in good faith. Contractor agrees to provide School District details of services provided with each invoice, including student names and dates of services upon request by School District.

(d) The parties represent and warrant to the other that all compensation payable to Contractor by School District hereunder has been determined in arms-length bargaining and is consistent with fair market value. Furthermore, the parties represent and warrant that all compensation hereunder was not determined in a manner that takes into account the volume or value of any referrals or other business generated between the parties.

(e) The Contractor reserves the right to change the Rates listed above in 4(a) and 4(b), and will notify the School District in writing of such within thirty (30) days of effective date of changes. After receipt by the School District of rate changes of the Contractor, School District shall have thirty (30) days from receipt of the rate changes to cancel this Agreement if School District does not agree with the rate changes. If School District cancels this





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Agreement because of unacceptable rate changes, neither party under this Agreement shall have any further obligations under this Agreement after the date of cancellation.

5. **Expenses.** Contractor agrees that all expenses that may be incurred by Contractor, other than those described in Section 4(a), shall be the sole and exclusive obligation of Contractor.

6. **FERPA Compliance.**

School District and Contractor shall comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) (FERPA) and its accompanying regulations (34 C.F.R. 99). Contractor warrants that it is familiar with requirements of FERPA and its accompanying regulations and that it will comply with all applicable FERPA requirements in the performance of its duties in this contract. Contractor agrees to cooperate with School District as required by FERPA and its regulations in the performance of its duties in this contract. Contractor agrees to maintain the confidentiality of all education records and student information and use such records and information for the exclusive purpose of performing its duties in this contract (See Attachment).

5. **School District Responsibilities.**

(a) School District agrees to provide or cause to be provided to Contractor timely, accurate, complete and up-to-date information required by Contractor to perform the Administrative Services, which information may include without limitation demographic, charge, diagnosis, patient or treatment related information. School District represents and warrants that all clinical documentation provided to Contractor will be true, accurate and complete and up-to-date at the time of provision. School District will notify Contractor when it becomes aware that any inaccurate or incomplete information has been supplied to Contractor, including but not limited to errors that may affect CPT codes or ICD-10 codes or their equivalents. School District shall notify Contractor promptly of all non-chargeable patient visits or services. (See Attachment)

(b) School District represents and warrants that the School District Providers and Contract Providers will perform their services in accordance with standards adopted by the governing bodies of their specialty and that such services are and will be medically necessary, usual, customary and reasonable.

(c) School District acknowledges that the timing and amount of collections generated by the Administrative Services are subject to numerous variables, and that School District's failure to comply with the requirements of this Agreement may materially interfere with the Administrative Services. School District additionally acknowledges that Contractor's ability to perform the Administrative Services may be affected by the inability or failure of third party payors beyond the control of Contractor to accurately process data, complete provider enrollment or credentialing on a timely basis, or adopt systems to comply with requirements imposed by federal or state laws.

(d) If Contractor exercises its option to perform Post-Termination Services, then School District shall ensure that it provides to Contractor all data and back-up information pertaining to the Pre-Termination Charges promptly after receipt thereof. The parties acknowledge that Contractor cannot properly provide the Post-Termination Services without such data and information. If School District fails to comply with its obligations under this Section, School District agrees that it shall release and hold Contractor harmless from any claims, losses or damages relating to or arising from Contractor's performance of the Post-Termination Services.

6. **Professional Liability Insurance.** Contractor will provide proof of insurance with coverage and limits satisfactory to School District's Office of Risk Management.

7. **Acknowledgments.**

(a) Contractor and School District acknowledge and agree that Contractor will act as an independent contractor in the performance of the Services, and that this Agreement shall not be deemed to create an agency, employment, partnership or joint venture relationship between School District and Contractor. In that regard, while





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Contractor is subject to general terms and conditions in connection with the performance of the Services. Contractor and School District acknowledge that Contractor shall, at all times, exercise independent discretion and control over the performance of the Services.

(b) Contractor and School District acknowledge and agree that they have had a sufficient opportunity to review the terms of this Agreement.

(c) Contractor and School District acknowledge and agree that in executing this Agreement it is not relying nor has it relied upon any other representation or statement made by either party or by any of either party's owners, partners, officers, employees or agents with regard to the subject matter hereof. Both parties have carefully read and fully understand all of the provisions of this Agreement and are voluntarily entering into this Agreement.

8. **Force Majeure.** Neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement, due in whole or in part to any cause beyond its sole control, including without limitation fire, accident, labor dispute or unrest, flood, riot, war, terrorism, rebellion, insurrection, sabotage, transportation delays, shortage of raw materials, energy or machinery, acts of God or the civil or military authorities of the state or nature, or the inability, due to the aforementioned causes, to obtain necessary labor or facilities.

9. **Tax Liabilities.** All taxes applicable to any amounts paid by School District to Contractor under this Agreement shall be Contractor's liability and School District shall not withhold or pay any amounts for federal, state or municipal income tax, Social Security taxes, or unemployment or worker's compensation taxes. Contractor hereby acknowledges its personal liability for the tax imposed by the Internal Revenue Code of 1986, and the payment, when applicable, of estimated quarterly taxes and the filing, when applicable, of quarterly Internal Revenue Service forms for the declaration of estimated tax by individuals. Upon request by School District, Contractor agrees that he will provide documentation evidencing compliance with all applicable federal, state and municipal tax laws, rules and regulations. Notwithstanding the foregoing, School District shall be solely responsible for all taxes associated with revenues generated from the services provided the TennCare Eligible School District Students by School District Providers and submitted to Managed Care Organizations by contractor as a part of the Administrative Services.

10. **Preservation of Records.** Contractor and School District agree that they shall cause the healthcare records generated in connection with the services of the School District Providers and Contract Providers to be maintained for at least seven (7) years after the furnishing of any healthcare services pursuant to this Agreement. To the extent required by applicable law, Contractor and School District shall, upon written request, make available to the Secretary of the Department of Health and Human Services (the "Secretary" or the Secretary's duly authorized representatives, the Comptroller General of the United States (the "Comptroller General") or the Comptroller General's duly authorized representatives, such books, documents or records as may be necessary to certify the nature and extent of the cost of any services rendered pursuant to this Agreement. All such books, documents and records shall be subject at all times to all applicable legal requirements, including, without limitation, such criteria and procedures for seeking and obtaining access as may be required in regulations promulgated by the Secretary.

11. **Notices.** Any notice or other communications required or permitted hereunder shall be sufficiently given if delivered in person or sent by registered or certified mail, postage prepaid, addressed as set forth under each parties signature to this Agreement. Such notice or communication shall be deemed to have been given as of the date so delivered or mailed.

12. **Change Of Circumstances.** In the event (i) Medicaid, TennCare, any applicable third-party payer or any federal, state or local legislative or regulatory authority establishes or has any law, rule, regulation, policy, procedure or interpretation thereof which establishes a material change or has an adverse effect in the method or amount of reimbursement or payment for the use of or services services provided to Eligible School District Students by School District Providers and submitted to Managed Care Organizations by Contractor as a part of the Administrative





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Services, (ii) any or all of such payers/authorities establishes any law, rule, regulation, policy, procedure or interpretation thereof which establishes or creates a substantial risk of violation of any federal, state or local anti-fraud and abuse law, or (iii) any or all of such payers/authorities impose requirements which require a material change in the manner of either party's operations under this Agreement and/or the costs related thereto, then, upon the request of either party affected by any such change in circumstances or adverse effect, the parties shall enter into good faith negotiations for the purpose of establishing such amendments or modifications as may be appropriate in order to accommodate the new requirements and change of circumstances while preserving the original intent of this Agreement to the greatest extent possible. If, after thirty (30) days of such negotiations, the parties are unable to reach an agreement as to how or whether this Agreement shall continue, then either party may terminate this Agreement upon thirty (30) days prior written notice.

**13. Indemnification.** Contractor agrees to protect, defend and indemnify School District and to hold School District harmless against any and all claims, demands, losses, suits or causes of action arising out of or in any way related to the performance of Contractor's services under the terms of this Agreement including, but not specifically limited to, Contractor's Billing Services, the Therapy Services of Stellar Therapists, or the training, supervision or retention of any of Contractor's employees or agents; provided, however, that Contractor shall not be responsible for any claims, demands, losses, suits, or causes of action that are solely the result of any error, omission, or intentional act on the part of any School District employee.

**14. Governing Law.** This Agreement is made and entered into the State of Tennessee and shall in all respects be interpreted, enforced, and governed under the laws of that state.

**15. Severability.** Should any provision of this Agreement be declared or determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

**16. Entire Agreement.** This Agreement sets forth the entire agreement between the parties hereto, and fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter hereof. It is agreed that this Agreement may be modified only by written agreement, executed by both parties.

**17. Headings.** The headings inserted in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

**18. Counterparts.** This Agreement may be executed in two counterparts, both of which shall constitute an original.



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IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their duly authorized representatives below.

School District

Stellar Therapy Services, LLC

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

By: Melissa Christopher

Title: \_\_\_\_\_

Title owner

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

Signature: 

○ WHO DO WE SEND STAFFING INVOICES TO?

NAME: Becky Bigelow

EMAIL: bbigelow@mctns.net PHONE: 423-942-3434, ext. 3

PREFERRED INVOICE FREQUENCY:

\_\_\_\_ MONTHLY  
\_\_\_\_ BI-WEEKLY  
☒ WEEKLY

○ WHO DO WE SEND SPECIAL EDUCATION MEDICAID REIMBURSEMENT PROGRAM INVOICES TO?

NAME: Becky Bigelow

EMAIL: bbigelow@mctns.net PHONE: 423-942-3434, ext 3





**ATTACHMENT**

**Authorization and Acknowledgement  
of Compliance with Privacy Laws**

**Whereas**, School District has contracted Stellar Therapy Services, LLC, for the provision of administrative and billing services related to certain healthcare services described within the contract.

**Whereas**, The above referenced contract may require the disclosure by the School District to Stellar Therapy Services, LLC, of certain personally identifiable student information that is confidential under the Family Educational Rights and Privacy Act (FERPA).

**Whereas**, 34 C.F.R. 99.31 and 34 C.F.R. 99.35, authorize an educational agency or institution to disclose personally identifiable information from an education record of a student without the consent required by Sec. 99.30 to authorized representatives of School District and local educational authorities in connection with an audit or evaluation of Federal or state supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

Therefore, the School District and Stellar Therapy Services, LLC, hereby agree as follows:

1. Stellar Therapy Services, LLC, is authorized to maintain certain student information for the sole purpose of compliance with the requirements of the above referenced contract. This personally identifiable student and parent information may include but not be limited to: Name, Social Security Number, Telephone Numbers, Attendance Record, Disability Information, Grades, Date of Birth, Address, Race, Gender, and Enrollment Record.
2. Stellar Therapy Services, LLC, as authorized representative of School District for the sole purpose of complying with the requirements of the above contract agrees to comply fully with FERPA by maintaining the confidentiality of all student information and to use the information solely to fulfill its obligations under the above referenced contract with School District.
3. Stellar Therapy Services, LLC, agrees to destroy all confidential student information when it is no longer needed for purposes of fulfilling its obligations under the above referenced contract.

# MARION COUNTY DEPARTMENT OF EDUCATION

204 Betsy Pack Drive · Jasper, Tennessee 37347  
Telephone (423) 942-3434 · Fax (423) 942-4210

Director of Schools  
Mark A. Griffith

TO: School Board and Dr. Griffith

FROM: Becky Bigelow

DATE: April 9, 2025

RE: Contract Renewal with Allied Instructional Services

A handwritten signature in black ink, appearing to read "M. A. Griffith", is written over the "TO:" line of the memo.

Requesting approval of contract renewal for 2025-26 school year with Allied Instructional Services to pay for orientation and mobility services for visually impaired students.

**CONTRACT FOR SERVICES**  
**between**  
**Marion County Schools**  
**and**  
**Allied Instructional Services**

THIS AGREEMENT is made and entered into on \_\_\_\_\_, by and between Allied Instructional Services, LLC, a Virginia company with an address at P.O. Box 2214, Ashland, VA 23005 ("AIS"), and Marion County Schools, with an address at 204 Betsy Drive, Jasper, TN 37347 ("District").

1. **Integration:** This Agreement supersedes all prior negotiations, representations, or agreements, either written or oral. If any provision of the contract documents conflicts with another provision, this agreement shall govern.
2. **Term:** This contract shall be effective on July 1, 2025 and shall continue in full force until June 30, 2026.
3. **Services to be Provided:** District hereby engages AIS for the provision of the services described in this agreement Addendums A - D and AIS agrees to arrange for said services to be provided for District. AIS acknowledges that it is possessed of that degree of care, learning, skill, and ability which is ordinarily possessed by similar businesses and further represents that in the performance of its duties herein set forth it will exercise such degree of care, learning, skill, and ability as is ordinarily employed by AIS under similar conditions and like circumstances and shall perform such duties without neglect. Any equipment, supplies, or materials used in the performance of this contract shall be provided by District except as otherwise agreed by the parties.

District shall pay AIS as described in Addendums A - D within thirty (30) days of receipt of invoice from AIS. If any fees due hereunder are not paid when due, interest shall accrue on the amount not paid when due at rate of one and one-half percent (1 ½ %) per month until paid.

AIS covenants and agrees that it shall take one of the two following actions within seven (7) days after receipt of any amounts paid to AIS by the District for work performed by a subcontractor under the Agreement:

- a) pay any contractor for its proportionate share of the total payment received from the District attributable to the work under the Agreement performed by such subcontractor, or
- b) notify the District and the contractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason therefore.

AIS agrees to provide its federal employer identification number as a condition precedent to the District being required to make any payment to AIS under the Agreement.

AIS agrees to pay interest at the legal rate or such other rate as may be agreed to in writing by the contractor and AIS on all amounts owed by AIS that remain unpaid after seven (7) days following receipt by AIS of payment from the District for work performed by the contractor in furtherance of AIS meeting its obligations to the District, except for amounts withheld pursuant to the provisions above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.



4. AIS will assign contractors to provide services at school's premise(s), remotely or a hybrid of the two under District's supervision. AIS retains the sole right to select contractors to provide services, but AIS agrees all contractors providing services shall be pre-approved by District for the assigned services. AIS recognizes that contractors who are assigned to provide services may have access to certain information of District and students which may be proprietary and confidential. AIS and contractors will treat this information as confidential and agree not to disclose it to any third person in accordance with applicable law.

AIS acknowledges the District's request that, for FERPA compliance and security reasons and to promote continuity of communication and services, AIS will minimize the number of individual contractors provided to meet the needs of the District.

School District will allow reasonable time for completion of work outside of IEP service delivery time.

It is understood that it is the responsibility of the District to notify AIS in a timely manner of any requests for meeting attendance, or completion of evaluations, assessments, or reports, in order to allow a reasonable amount of time for completion and scheduling.

Contractors placed by AIS will complete paperwork necessary for the District to submit for Medicaid reimbursement. AIS is not enrolled as a LEA Medicaid provider so claims for reimbursement must be submitted by the District. District must communicate Medicaid documentation requirements in a clear and timely manner to the contractor providing the services to the student.

5. **Discounts:** AIS agrees to waive portal charges when a contractor is contracted to District for 35 or more hours of work within the school District in one week.
6. **Fees:** District agrees to reimburse AIS for canes issued to student(s) by AIS when necessary for instructional purposes at a rate of \$55.00 per cane.
7. **Replacement Fee:** Should District opt to offer employment to, hire directly or indirectly or otherwise contract with (1) a contractor placed by AIS to provide services to the District under this agreement, (2) any other potential contractor contacted by AIS and identified to the District, or (3) a previous contractor placed by AIS in the 12 months preceding such offer, District agrees to pay AIS an additional amount equal to twenty percent (20%) of the first year salary (excluding bonus, vacation, health and employee welfare benefits) to be paid by District to such hired contractor.
8. **Cooperative Purchasing:** To the extent permitted under the Virginia Public Procurement Act, the terms and conditions of this agreement may be extended to any other school District or other entity to permit those other entities to contract with AIS for the goods or services set forth in this agreement, subject to the mutual agreement of AIS and the other entity, which may include different payment terms.
9. **Intellectual Property:** Except as provided herein, all rights and ownership of Services Related Intellectual Property and tangible materials produced under or as a result of this contract are the property of AIS. AIS reserves all rights, including without limitations, the copyright of tangible materials produced and/or provided in connection with the provision of services under this contract. "Services Related Intellectual Property" means any inventions, discoveries, processes, formulas, data, techniques, know-how, computer programs and other intellectual property along with improvements and enhancements thereto, whether or not patentable, formulae, trademarks, related documentation and all other forms of copyrightable or patentable subject matter, which AIS conceives, develops, or makes in connection with



providing services under this agreement, but does not include any Preexisting Intellectual Property and any property owned by District and provided by District to AIS or contractors placed by AIS for performance of services, title to which shall remain in District and which shall be used only in the performance of this agreement unless otherwise authorized in writing by District. "Preexisting Intellectual Property" means any inventions, discoveries, processes, formulas, data, techniques, know-how, computer programs and other intellectual property along with improvements and enhancements thereto, whether or not patentable, formulae, trademarks, related documentation and all other forms of copyrightable or patentable subject matter, which District has conceived, developed, or made prior to the date of this agreement or otherwise not produced in connection with services to be provided under this agreement.

This agreement is for use by the District only and may not be duplicated, distributed, or verbally communicated without the written permission of AIS.

10. **Termination:** Each party has the right to terminate this agreement if the other party is in default of agreement hereunder which default is incapable of cure or which, being capable of cure, has not been cured within fifteen (15) days after receipt of written notice of such default (or such additional cure period as the non-defaulting party may authorize). Either party also may terminate this agreement upon thirty (30) days' written notice to the other party or upon mutual agreement by both parties. Upon termination of this agreement for any reason, District shall pay all amounts due for the services and hours worked under the agreement.
11. **Indemnification:** District shall be liable for any claims, liabilities, damages, losses, judgments, charges, expenses (including reasonable attorney fees) and/or causes of action incurred by AIS or any of its agents or contractors placed by AIS resulting from any wrongful, negligent, or tortious act of District or any of its employees, agents, representatives or students, or any breach of this agreement by District. AIS agrees to indemnify, hold harmless and defend District, its officers, agents, and employees from any and against all claims, liabilities, damages, losses, judgments, charges, expenses (including reasonable attorney fees) and/or causes of action resulting from any breach of this agreement by AIS and any negligence or intentional misconduct by AIS for which the District, its agents, servants, or employees are alleged to be liable.

The parties acknowledge that AIS' total liability under this agreement shall not exceed the total payments made to it by the District. This paragraph represents the entire agreement between the parties regarding indemnification and supersedes / replaces any other references to indemnification in contract documents.

12. **Assignment:** District shall not assign or transfer any interest in this agreement without the prior written consent of AIS, which consent shall not be unreasonably withheld, delayed, or conditioned. AIS may subcontract for the provision of services under this agreement and may assign this agreement in connection with any merger, sale, or transfer of all or substantially all of the assets or stock of AIS. No modification of this agreement shall be binding upon the parties hereto, unless consented to in writing, and signed by both parties.
13. **Notices:** Any notice required to be given to a party hereunder shall be deemed given on the third (3rd) business day following the mailing of any such notice, postage paid to the address set out herein for such party.
14. **No Authority to Bind District:** AIS has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create a partnership between the parties.
15. **General:** No amendment, change, modification, or waiver of any term of this agreement shall be valid unless it is in writing and signed by both the District and AIS. This agreement shall be

binding upon the successors and permitted assigns of the District and AIS. This agreement shall be construed according to the laws of the Commonwealth of Virginia, exclusive of its conflicts of law provisions. Any dispute, claim or action under this agreement shall be brought exclusively in the appropriate state or federal court located in or for Hanover County, Virginia, and the parties irrevocably consent to the personal jurisdiction of such courts for resolution of any such dispute, action, or claim. All provisions of this agreement shall be considered severable and each enforceable provision shall remain in effect and binding upon the parties hereto regardless of any finding by any judicial, administrative, or legislative body that other provisions of this agreement are invalid or unenforceable. This agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

- 16. Confidentiality:** AIS and its agents and employees will keep all information related to the District's students confidential and will not disclose such information to third parties for any purpose without the prior written approval of the District. AIS will return all copies of such student confidential information to the District upon termination of this Agreement. AIS further agrees to cause any contractor placed with the District to execute an agreement containing substantially similar confidentiality obligations.

**Signatures:** In agreement with the terms and condition of this agreement, we have affixed our signatures as indicated below. This agreement shall be considered by both parties as legal and binding.

**AIS**

\_\_\_\_\_/\_\_\_\_\_  
Mary Hall, President of Business Operations      Date  
Allied Instructional Services, LLC

**Marion County Schools**

\_\_\_\_\_/\_\_\_\_\_  
Administrator Signature      Date

Becky Bigelow

\_\_\_\_\_  
Administrator's Name/Title

Allied Instructional Services, LLC  
PO Box 2214  
Ashland, VA 23005  
Phone: 804-368-8475  
Fax: 804-368-8467



**Addendum A – Vision, O&M, DHH, PT, OT, SLP and AT Services**

Service Name	Service Provider Description
Vision Services	Certified Teacher endorsed in Blindness and Visual Impairments
Orientation and Mobility Instruction	Professionally Trained Orientation and Mobility Instructor, who holds or is qualified to sit for NOMC or COMS certification
Deaf and Hard of Hearing Services	Certified Teacher endorsed in Deaf and Hard of Hearing knowledgeable in ASL and cochlear implants
Physical Therapist	Licensed Physical Therapist
Occupational Therapist	Licensed Occupational Therapist
Assistive Technology Assessment and Consulting	Certified itinerant teacher or licensed therapist and/or with a certificate in Assistive Technology
Vision Specific Technology Assessments	CATIS Certified
Evaluations	Certified itinerant teacher, licensed therapist, and/or <b>certified evaluator</b>
Speech and Language Pathologist	Licensed by the Board of Audiology and Speech Language Pathology; Certified ASHA
Accessible Education Materials	Material adaptation by certified Braille Transcriptionist/Certified TVI

**Scope of Services:**

The services may include but are not limited to:

- Direct or consultative services as governed by student's Individualized Education Programs (I.E.P.s.)
- Assessing students using appropriate instrument of educational measurement
- Obtaining appropriate materials, technology, and equipment to meet educational needs of each student.
- Obtaining needed resources that will help to meet the educational needs for each student.
- Maintaining up to date and accurate documentation of educational progress on each student
- Writing, revising, and updating I.E.P.s in accordance with District policies and procedures but not to act as sole case manager for any student (local school District to appoint in-school case manager)
- Making efforts to attend I.E.P. and/or eligibility meetings.
- Conferring with parents/guardians, medical personnel, teachers, and other school personnel as necessary
- Adhering to pertinent laws, regulations, and policies as they relate to the assignment.

**Payments:** AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be that of \$83.00 an hour portal to portal, to include in-District, remote or a hybrid of the two. The fee for work completed for remote office hours as necessary for the implementation of services (report writing, materials preparation, etc. completed outside the normal school day hours) and creating accessible education materials/braille transcription will be that of \$60.00 an hour. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

## **Addendum B – Psychological Services and Educational Testing**

### **Scope of Services:**

The services may include but are not limited to:

- Develop and integrate school-wide programming to promote social–emotional and mental wellness for all students based on the needs of the school community.
- Deliver professional development to school staff and families on a range of topics, such as trauma informed practices, mental health first aid, crisis prevention, suicide prevention, effective discipline, and behavior management.
- Help schools conduct comprehensive needs assessments to develop strategies to address attendance, poverty, trauma, violence, and other barriers to learning.
- Enhance coordination and alignment of efforts to improve school safety, including crisis prevention, intervention, and response.
- Design, implement, and evaluate a comprehensive range of interventions for students at risk for academic, social–emotional, or mental and behavioral health concerns.
- Provide mental and behavioral health services for individual students and groups of students, including the delivery of individual and small group counseling and direct instruction in social skills.
- Support school-wide efforts to facilitate student progress toward measurable goals through data collection, progress monitoring, and data interpretation.
- Support divisions and school leadership teams by effectively integrating and interpreting multiple data sources to aid in decision making.
- Conduct culturally competent psychoeducational evaluations to assess abilities, skills, and social/emotional functioning of students suspected of having a disability.
- Conduct functional behavioral assessments and assist in the development of behavior plans.
- Collaborate with teachers in delivering effective differentiation strategies for students with diverse needs.
- Collaborate with teachers and school leaders to implement universal, targeted, and intensive academic and behavioral support programs using evidence-based practices.
- Facilitate collaboration and coordination between school and community providers to ensure access to wraparound supports for students with the most significant needs.
- Some services may be completed by an Educational Diagnostician:
  - Conduct educational evaluations to assess educational achievement of students suspected of having a disability.
  - Make recommendations for interventions strategies for struggling learners
  - Consult with division staff regarding best practices for instruction of students with disabilities
  - Maintain strict confidentiality regarding student health and academic records
  - Establish and maintain professional and collaborative relationships with educational staff, parents, students, and community members and functions as an effective member of the educational team.
  - Make efforts to attend individual student meetings regarding child study, IEP meetings, triennial reviews, etc., and provide input regarding the individual needs of the student.

**Payments:** AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be that of \$100.00 an hour portal to portal, to include in-District, remote or a hybrid of the two. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.



## **Addendum C – Interpreting Services**

The services rendered by Allied Instructional Services will be that of Deaf/Hard of Hearing Services (Interpreter Services) provided by a State Qualified Interpreter.

The services may include but are not limited to:

- Adhere to educational programming as governed by the student's Individualized Education Program (IEP)
- Assess the sign communication needs of the student and provide direct interpreting services to students who are deaf/hard of hearing in an effective and appropriate manner and in the target mode established by the student
- Establish and maintain professional and collaborative relationships with educational staff, parents, students, and community members and function as an effective member of the educational team
- Demonstrate professional judgment in all assignments and exhibit comprehensive and functional knowledge of the RID Code of Ethics/Professional Code of Conduct
- Maintain a professional appearance and demonstrate behavior that is conducive to a professional setting
- Collaborate with team members to ensure that appropriate equipment and technology are functional and available to support the needs of the student (assistive hearing devices, closed captioning, etc.)
- Maintain effective communication with all key members of the educational team in order to support the communication needs of the student
- Make efforts to attend individual student meetings regarding child study, IEP meetings, triennial reviews, etc. and provide input regarding the individual communication needs of the student
- Obtain/Maintain credentials in accordance with state regulations and provide verification of credentials as required
- Adhering to pertinent laws, regulations, and policies as they relate to the assignment.

**Payments:** AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be that of \$68.00 an hour portal to portal, to include in-District, remote or a hybrid of the two. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.



## **Addendum D – Speech Language Pathology Assistants**

### **Scope of Services:**

The services rendered by Allied Instructional Services will be that of a speech language pathologist assistant. The services may include but are not limited to:

- Self-identify as SLPAs to families, students, patients, clients, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
- Exhibiting compliance with federal, state, and local regulations including: The Health Insurance Portability and Accountability Act (FERPA), the Family Educational Rights and Privacy Act (FERPA); reimbursement requirements; and state statutes and rules regarding SLPA education, training, and scope of practice. (ASHA SLPA Scope of Practice)
- Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
- Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation
- Assist the SLP with bilingual translation, if bilingual, during screening and assessment activities exclusive of interpretation; refer to Issues in Ethics: Cultural and Linguistic Competence (ASHA 2017).
- Follow documented treatment plans or protocols developed by the supervising SLP.
- Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
- Program and provide instruction in the use of augmentative and alternative communication devices.
- Demonstrate or share information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.
- Assist with clerical duties and site operations (e.g., scheduling, recordkeeping, filing, locating documents required by the SLP)
- Perform activities for each session that are routine and do not require professional judgment, in accordance with a plan developed and directed by the speech-language pathologist who retains the professional responsibility for the client.

**Payments:** AIS acknowledges that Division requires billing for services provided to be per hour, and Division agrees that the rate of reimbursement for the above service/s provided will be that of \$57.00 an hour portal to portal, to include in-division, remote or a hybrid of the two. The fee for work completed for remote office hours as necessary for the implementation of services (report writing, materials preparation, etc. completed outside the normal school day hours) will be that of \$45.00 an hour.

**Marion County CTE**

# Memo

**To:** Marion County Board of Education, Dr. Mark Griffith



**From:** Sherry Prince, CTE Director



**Date:** March 18, 2025

**Re:** Architect Invoices for AG projects

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Request to pay architect invoices to Lewis Group. One in the amount of \$15,750 for architect fees; and one in the amount of \$21,474 for geotechnical surveys.



# LEWIS GROUP ARCHITECTS

**Lewis Group Architects**

6512 Deane Hill Drive  
Knoxville, TN 37919  
(865) 584-5000

Marion County Schools  
204 Betsy Drive  
Jasper, TN 37347

Invoice number 809114  
Date 03/15/2025

Project **24014 Marion County Schools: Ag  
Projects**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
<b>Schematic Design</b>	17,500.00	100.00	17,500.00	17,500.00	0.00
<b>Design Development</b>	21,000.00	100.00	21,000.00	5,250.00	15,750.00
<b>Construction Documents</b>	21,000.00	0.00	0.00	0.00	0.00
<b>Bidding &amp; Negotiation</b>	3,500.00	0.00	0.00	0.00	0.00
<b>Administration</b>	7,000.00	0.00	0.00	0.00	0.00
Total	70,000.00	55.00	38,500.00	22,750.00	15,750.00

Invoice total 15,750.00





# LEWIS GROUP ARCHITECTS

**Lewis Group Architects**

6512 Deane Hill Drive  
Knoxville, TN 37919  
(865) 584-5000

Marion County Schools  
204 Betsy Drive  
Jasper, TN 37347

Invoice number 809115  
Date 03/15/2025

Project **24014 Marion County Schools: Ag  
Projects**

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Additional Service - GEOTECHNICAL

**Consultant**

Add Service Consultant  
GEO-TECHNOLOGY ASSOCIATES, INC.

Units	Rate	Billed Amount
17,895.00	1.20	21,474.00
Invoice total		<b>21,474.00</b>

GEO-TECHNOLOGY ASSOCIATES, INC.  
3445-A Box Hill Corporate Center Drive  
Abingdon, MD 21009  
TEL 410-515-9446 FAX 410-515-4895



## Invoice

Lewis Group Architects  
63 North Ocoee Street  
Cleveland TN 37311

Invoice Date : January 09, 2025  
Invoice Number : 31252990

Attention: Doug Caywood

Project: 31240961 Marion Cty Agr Building- Geo Studie  
Project Manager: Terranova, Daniel

Professional Services for the Period: 11/24/2024 to 12/28/2024

LS and CPM Billings:

Phase Code / Name	Contract Fee	% Complete	Total Billed	Previously Billed	Current Due
200 -- Marion County High School	5,965.00	100.00	\$5,965.00	\$0.00	\$5,965.00
201 -- Whitwell High School	5,965.00	100.00	\$5,965.00	\$0.00	\$5,965.00
202 -- South Pittsburg High School	5,965.00	100.00	\$5,965.00	\$0.00	\$5,965.00
Total Due					<u>\$17,895.00</u>

We encourage you to remit payments electronically via ACH credit. Please include the invoice number in your remittance advice to ensure proper credit to your account.

### Invoice & Remittance Detail

Due Date 02/08/2025  
Invoice # 31252990  
Client ID: LEWISGROU  
glaremits@gtang.com

### Bank Information

GEO-TECHNOLOGY ASSOCIATES, INC  
Account # 70814799  
Routing # 021052053

All invoices are due within 30 days. A late charge of 1.5% (18% per year) will be added to any balances over 30 days.

**RICHARD HARDY SPECIAL SCHOOL DISTRICT  
LUNCH AGREEMENT  
SY-2025-2026**

**AGREEMENT:**

Marion County School Nutrition Program proposes and agrees to furnish the Richard Hardy School District, for the period of August 7, 2025 through May 22, 2026 meal provisions in accordance with the listed specifications, and the attached documents at the price set forth to Richard Hardy School District.

**Specifications:**

1. All conditions complied with as stated above in providing at least **100 meals** meeting USDA, Federal and State Requirements for the components and items composing a Reimbursable Lunch Meal prepared daily, **Monday-Wednesday** while school is in full session excluding school holidays.
2. RHMS will pick up and transport food in bulk in insulated food carriers to maintain food temperatures and be in compliance with HACCP practices and to maintain food free from physical hazard. Return food pans and carriers clean and free of food.
3. Food Receiving Log/Temp Log with all food items and recorded food temperatures will be sent with food daily.  
usd
4. RHMS assumes responsibility to maintain proper food temps, holding hot foods above 135 degrees and cold foods below 40 degrees.
5. Additional Entrée Choice can be considered.
6. RHMS responsible for food production record daily.

**PRICE PER MEAL: \$3.35** (Price does NOT include milk or paper products)

**Attachments:**

- 1) Debarment Form
- 2) Lobbying Form
- 3) Cycle Menu Sample
- 4) School Calendar
- 5) Food Receiving Record/ Temp Log

**Note:** The USDA *Food Buying Guide* may be found on the USDA, Child Nutrition Programs webpage section. Internet Address:

<http://schoolmeals.nal.usda.gov/FBG/buyingguide.html>



Submitted by: Marion County Board of Education  
Address: 204 Betsy Pack Drive  
Jasper, TN 37347

Signature: M. C. [Signature]

Title: Director of Schools

Date: 4/7/2025

Phone: (423) 942-3434

Signature: [Signature]

Title: School Nutrition Director

Date: 4/7/2025

Phone: (423) 942-3434 Ext. 12011

dtaylor@mctns.net

Please list additional contact person we may contact during the period of the contract for contract administration.

Name: Steffa Taylor (SPHS) staylor@mctns.net Phone: (423) 837-7702

Richard Hardy Memorial School

Signature: [Signature]

Title: Director of Schools

Date: 4/7/25

Phone: (423) 837-7282 Ext. 100

Signature: [Signature]

Title: School Nutrition Director

Date: 4-7-2025

Phone: (423) 837-7282 Ext. 110

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.





## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

*(Read instructions on page two before completing certification.)*

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Marion County School Nutrition	PR/AWARD NUMBER OR PROJECT NAME Richard Hardy School Meal Contract
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Danita Taylor	
SIGNATURE 	DATE 4/3/2025

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## **CERTIFICATION REGARDING LOBBYING**

Applicable to Grants, Sub grants, Cooperative Agreements, and Contracts Exceeding \$100,000 In Federal Funds Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

### **Marion County School Nutrition Program**

FNS Grant/Cooperative Agreement

**Marion County Schools, 204 Betsy Pack Drive, Jasper, TN 37347**

Name/Address of Organization

**Danita Taylor**

Name/Title of Submitting Official

Signature

Date

 4/3/2025



# April 2025



Sun	Mon	Tue	Wed	Thu	Fri	
		1 Pancake Stick Popcorn Chicken Manager's Choice Potatoes Broccoli/ Roll Fruit/ Milk	2 Omelet w/Muffins Cheeseburger Chicken Sandwich Trimnings Fries Fruit/ Milk	3 Cinnamon Rolls/Sausage Walking Taco Chicken Fajita Trimnings Corn/ Black Beans/Salsa Fruit	4 Biscuits and Gravy Pizza Manager Choice Fresh Salad Greens Carrots /Corn Fruit/ Milk	
<a href="#">MENU SUBJECT TO CHANGE Due to Supply Chain Disruption</a>	7 Biscuit and Sausage Hot Dog BBQ Rib Sand. Baked Beans Salsa, Cheese Cup, Chips, Slaw, Milk	8 Breakfast Pizza Popcorn Chicken Manager's Choice Potatoes Broccoli/ Roll Fruit/ Milk	9 Omelet w/Muffins Cheeseburger Chicken Sandwich Trimnings Fries Fruit/ Milk	10 Cinnamon Rolls/Sausage Spaghetti w/Meat Sauce Manager's Choice Green Beans Fresh Veggie Bread Sticks/Milk/Fruit	11 Biscuits and Gravy Pizza Manager Choice Fresh Salad Greens Carrots /Corn Fruit/ Milk	<a href="#">MENU SUBJECT TO CHANGE Due to Supply Chain Disruption</a>
	14 Biscuit and Sausage Crispito w/Queso Calzones w/Marinara Fresh Salad Greens Carrots /Corn Fruit/ Milk	15 Breakfast Pizza Popcorn Chicken Manager's Choice Potatoes Broccoli/ Roll Fruit/ Milk	16 Omelet w/Muffins Cheeseburger Chicken Sandwich Trimnings Fries Fruit/ Milk	17 Cinnamon Rolls/Sausage Hot Dog BBQ Rib Sand. Baked Beans Salsa, Chips, Slaw, Milk	18 Good Friday	<i>Make Breakfast at your school the start to a great day!</i>
	21 Biscuit and Sausage Turkey Croissant Hot Ham and Cheese Fresh Veggies/ Dill Spear Chips Fruit/ Milk	22 Breakfast Pizza Popcorn Chicken Manager's Choice Potatoes Broccoli/ Roll Fruit/ Milk	23 Omelet w/Muffins Cheeseburger Chicken Sandwich Trimnings Fries Fruit/ Milk	24 Cinnamon Rolls/Sausage Walking Taco Chicken Fajita Trimnings Corn/ Black Beans/Salsa Fruit / Milk	25 Biscuits and Gravy Pizza Manager Choice Fresh Salad Greens Carrots /Corn Fruit/ Milk	
<i>School Lunch Rocks!!</i> 	28 Biscuit and Sausage Hot Dog BBQ Rib Sand. Baked Beans Salsa, Chips, Slaw, Milk	29 Pancake Stick Popcorn Chicken Manager's Choice Potatoes Broccoli/ Roll Milk	30 Omelet w/Muffins. Chicken Sandwich Cheeseburger Trimnings Fries Fruit/ Milk	1 Cinnamon Rolls/Sausage Spaghetti w/Meat Sauce Manager's Choice Green Beans Fresh Veggie Bread Sticks/Milk/Fruit	2 Biscuits and Gravy Pizza Manager Choice Fresh Salad Greens Carrots /Corn Fruit/ Milk	<a href="#">School Breakfast and Lunch at no Cost to all Marion County Schools Students</a>

This institution is an equal opportunity provider.



# 2025-2026 Marlon County Calendar

## AUGUST 2025

S	M	T	W	Th	F	S
						2
3				7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 In-Service #1
- 4 In-Service #2
- 5 Registration
- 6 Staff Dev. #1
- 7 Students First Full Day

19 Days

- 1- Christmas Break
- 2 In-Service #3
- 5 In-Service #4
- 6 Students Return
- 9 Report Cards
- 19 M.L. King Day

18 Days

## JANUARY 2026

S	M	T	W	Th	F	S
				1		3
4		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER 2025

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

- 1 Labor Day
- 5 Progress Report

21 Days

- 6 Progress Reports
- 13 Staff Dev. #3
- 16 President's Day

## FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12		14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

19 Days

## OCTOBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	
26	27	28	29	30	31	

- 3 End of First 9 Weeks
- 10 Report Cards
- 13-17 Fall Break
- 20 Staff dev. #2

18 Days

- 6 End of 3rd 9 Weeks
- 13 Report Cards
- 30-Apr 3 Spring Break

20 Days

## MARCH 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER 2025

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

- 11 Veteran's Day
- 14 Progress Report
- 24-28 Thanksgiving Break

14 Days

- 3 Good Friday
- 17 Progress Reports

19 Days

## APRIL 2026

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

## DECEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 22 Abbreviated Day & End of 2nd 9 weeks and Sem.1
- Christmas Break
- Dec 23 - Jan 1

16 Days

- 21 Staff Dev. #4
- 22 Last Day of School/ Report Cards, End of Sem.2
- 25 Memorial Day

16 Days

## MAY 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

High School Graduations: TBA

In-Service/ Staff Development  
Days  
Holidays  
Progress Reports/Report Cards  
Registration/End of Quarter  
1st Semester - 88 Days  
2nd Semester - 72 Days



## 837-7702

Date \_\_\_\_\_

Verified By: \_\_\_\_\_SPHS Representative/Manager

[illegible]



1000 S. CEDAR AVENUE, P.O. BOX 272  
SOUTH PITTSBURG, TN 37380  
(423) 837-7114

## Guest Proposal



CHATTANOOGA (423) 267-0324 BRIDGEPORT (256) 495-2623  
TOLL FREE (877) 837-7114

Salesman STEVE MOSS Date 4/10/25

Buyer MARION COUNTY BOARD EDUCATION Business phone 423-593-4012 Home phone 423-593-4012

Co-Buyer \_\_\_\_\_ Business phone \_\_\_\_\_ Home phone \_\_\_\_\_

Address, City, State & Zip 204 BETSY PACK DR, JASPER, TN 37347

### Vehicle Being Purchased

Stock # 84044 VIN 1GCZGGFP6J1338479 Mileage 89487 Year 2018 Make CHEVROLET

Model EXPRESS CARGO V Model Type CG33405 Body RWD 3500 135" Color WHITE Cyl \_\_\_\_\_

Vehicle Options \_\_\_\_\_

### Vehicle Being Traded:

VIN \_\_\_\_\_ Mileage \_\_\_\_\_ Lienholder \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Address \_\_\_\_\_

Body \_\_\_\_\_ Color \_\_\_\_\_ Cyl \_\_\_\_\_

Trade allowance \_\_\_\_\_ Phone \_\_\_\_\_

Payoff \_\_\_\_\_ Good thru \_\_\_\_\_ Quoted by \_\_\_\_\_

Loan number \_\_\_\_\_ Verified by \_\_\_\_\_

### Proposal:

Selling price 21000.00

Accessories .00

Taxes .00

Fees .00

Insurance .00

Service contract \_\_\_\_\_

Trade payoff \_\_\_\_\_

Total cash price 21000.00

Trade allowance .00

Down payment .00

Rebate .00

Unpaid balance due 21000.00

### Outside Lendor:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### Service Contract:

Plan Name \_\_\_\_\_

Price \_\_\_\_\_

Months/Miles \_\_\_\_\_

Deductible \_\_\_\_\_

Plan \_\_\_\_\_ Product \_\_\_\_\_

## Trade In/Loan/Retail Breakdown

### J.D. Power

Publication 04/2025, Region: Southeastern

2018 CHEVROLET COMM Medium Duty Cargo Van 3500 Cargo Van \$13,100 / \$11,800 / \$18,750  
135

**VIN: 1GCZGGFP6J1338479**

**Stock #: 84044**

MSRP..... 35810  
Weight..... 0

#### \*\*\* Itemized Add/Deducts \*\*\*

Power Windows..... 250 / 250 / 275  
Cargo Racks/Bins..... 1,000 / 1,000 / 1,000

Condition..... Clean  
Total Value without mileage..... \$14,350 / \$13,050 / \$20,025  
Mileage adjustment (89487) miles..... \$3,275

\*\*\* J.D. Power Trade In/Loan/Retail  
\$17,625 / \$16,325 / \$23,300

Moss Motors - Steve Moss

J.D. Power publication for Tennessee: Publication 04/2025, Region: Southeastern  
Values are subjective opinions. J.D. Power and vAuto, Inc. assume no responsibility for errors or omissions.  
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**Subject:** Fwd: Details for 2018 Chevrolet Express 3500 Cargo Van 1WT 135.0" WB

**From:** Brent Brown <brent@mctns.net>

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

**Date:** Wednesday, 04/09/2025 2:06 PM

--- Original message ---

**Subject:** Details for 2018 Chevrolet Express 3500 Cargo Van 1WT 135.0" WB

**From:** <do-not-reply@manheim.com>

**To:** <BRENT@MCTNS.NET>

**Cc:** <stevenm@mossmotorco.com>

**Date:** Wednesday, 04/09/2025 1:46 PM

Here is a vehicle that might interest you.

Please contact me at:

STEPHEN MOSS  
1000 CEDAR AVE  
SOUTH PITTSBURG, TN 37380 US  
Ph: +1 (423) 605-0000

## 2018 Chevrolet Express 3500 Cargo Van 1WT 135.0" WB

Provided: 2018 CHEVROLET EXPRESS 3500 RWD 3500 135"

1GCZGGFP6J1338479 • 89,487mi • RWD • 4.3L 6 Cyl • Gasoline • Auto • Hard Top Roof • Vinyl

STRUCTURAL DAMAGE No PRIOR PAINT No DRIVABLE Not Specified



### Overview

Exterior Color	Interior Color	Interior Type
Summit White	Medium Pewter	Vinyl
Body Style	Top Type	Drive Train
Cargo Van	Hard Top	RWD
Doors	Seating For	Gas Mileage
2	2	—
Fuel Type	Org Mfg Basic Warranty	
Gasoline	*Not Available	

\*Not responsible for voided warranties

### Equipment & Options

Information set forth herein is based solely on information provided by the vehicle manufacturer at the time of manufacture and may not be accurate or complete. No steps have been undertaken to confirm the accuracy of any such information, and any information disclosed herein is provided "as is".

### High Value Options

- Back-Up Camera
- Tire Pressure Monitor
- WiFi Hotspot

### Optional Packages And Equipment

#### INSTALLED PACKAGE

#### 3500 VAN PREFERRED EQUIPMENT GROUP - 1WT

- Standard Equipment

#### EQUIPMENT

- AIR CONDITIONING, SINGLE-ZONE MANUAL
- BODY, STANDARD
- EMISSIONS, CONNECTICUT, DELAWARE, MAINE, MARYLAND, MASSACHUSETTS, NEW JERSEY, NEW YORK, OREGON, PENNSYLVANIA, RHODE ISLAND, VERMONT AND WASHINGTON STATE REQUIREMENTS
- MEDIUM PEWTER, VINYL SEAT TRIM
- REAR AXLE, 3.42 RATIO
- SEATS, FRONT BUCKET WITH VINYL TRIM
- VISORS, DRIVER AND FRONT PASSENGER
- AUDIO SYSTEM, AM/FM STEREO WITH MP3 PLAYER
- DOOR, SWING-OUT PASSENGER-SIDE, 60/40 SPLIT
- FLEET PROCESSING OPTION
- NATIONAL FLEET INCENTIVE
- SEATING ARRANGEMENT, DRIVER AND FRONT PASSENGER HIGH-BACK BUCKETS
- TIRE, SPARE LT245/75R16E ALL-SEASON, BLACKWALL

### STANDARD EQUIPMENT

#### Exterior

- Bumpers, Front And Rear Painted Black With Step-Pad
- Glass, Solar-Ray Light-Tinted, All Windows
- Mirrors, Outside Manual, Black
- Door, Swing-Out Passenger-Side, 60/40 Split
- Headlamps, Dual Halogen Composite
- Tires, Front LT245/75R16E All-Season, Blackwall

- Tires, Rear LT245/75R16E All-Season, Blackwall

#### Interior

- Assist Handles, Driver And Right-Front Passenger
- Cup Holders, 3 On The Engine Console Cover
- Floor Covering, Full-Length Black Rubberized-Vinyl (Not Available With (RFM) Rear Floor Covering Delete Or (PCH) Hotel Shuttle Package.)
- Instrumentation, Analog With Speedometer, Odometer With Trip Odometer, Fuel Level, Voltmeter, Engine Temperature And Oil Pressure
- Oil Life Monitor
- Power Outlets, 2 Auxiliary On Engine Console Cover With Covers, 12-Volt
- Theft-Deterrent System, Vehicle, PASS-Key III
- Trim Panels, Hinged Rear Side Doors And Hinged Rear Doors (Not Available With (Y3H) Paratransit Package.)
- Warning Tones, Headlamp On And Key-In-Ignition

#### Mechanical

- Battery, 600 Cold-Cranking Amps, Maintenance-Free With Rundown Protection And Retained Accessory Power
- Brakes, 4-Wheel Antilock, 4-Wheel Disc
- Exhaust, Aluminized Stainless-Steel Muffler And Tailpipe
- Fuel Tank Capacity, Mid-Frame And Approximately 31 Gallons (117.3L)
- Rear Axle, 3.42 Ratio (Reference The Engine/Axle Page For Availability.)
- Suspension, Front Independent With Coil Springs And Stabilizer Bar
- Transmission Oil Cooler, External (Not Available With (LWN) 2.8L Duramax Turbo-Diesel Engine.)

#### Safety • Security

- Air Bag Deactivation Switch, Frontal Passenger-Side (Not Available With (AJ3) Driver Only Air Bag, Always Use Safety Belts And The Correct Child Restraints. Children Are Safer When Properly Secured In A Rear Seat In The Appropriate Child Restraint. See The Owner's Manual For More Information.)
- Brake/Transmission Shift Interlock, For Automatic Transmissions
- Daytime Running Lamps
- Hill Start Assist
- Rear Vision Camera Display Integrated Into Rearview Mirror (Display Included With (DRJ) Inside Rearview Mirror.)
- Tire Pressure Monitoring System (Does Not Apply To Spare Tire)

#### Comfort And Convenience

- Air Conditioning, Single-Zone Manual (Not Available With (R6G) Air Conditioning Delete.)
- Chevrolet 4G LTE And Available Built-In Wi-Fi Hotspot Offers A Fast And Reliable Internet Connection For Up To 7 Devices. Includes Data Trial For 1 Month Or 3GB (Whichever Comes First); EFFECTIVE WITH RETAIL SALES STARTING 5/1/2018. (Included And Only Available With (UE1) OnStar. Available Wi-Fi Requires Compatible Mobile Device, Active OnStar Service And Data Plan. Data Plans Provided By AT&T. Visit Onstar.Com For Details And System Limitations.)
- Windows, Power (Included With (ZQ2) Power Convenience Package.)

- Wheels, 4 - 16" X 6.5" (40.6 Cm X 16.5 Cm) Steel Includes Gray Center Caps And Steel Spare

- Console, Engine Cover With Open Storage Bin
- Defogger, Side Windows
- Headliner, Cloth, Over Driver And Passenger
- Lighting, Interior With 4 Dome Lights 1 Overhead And 3 LED's On Cross Members In Cargo Area, Includes Defeat Switch And Door Handle-Activated Switches
- Power Outlet, 120-Volt
- Steering Wheel, Steel Sleeve Column With Theft-Deterrent Locking Feature, Black
- Tow/Haul Mode Selector, Instrument Panel-Mounted
- Visors, Driver And Front Passenger, Cloth, Padded

- Body, Standard
- Cooling, External Engine Oil Cooler (Not Available With (LWN) 2.8L Duramax Turbo-Diesel Engine.)
- Frame, Full-Length Box Ladder-Type
- GVWR, 9900 Lbs. (4354 Kg) (Reference The Engine/Axle Page For Availability.)
- Steering, Power
- Suspension, Rear Hypoid Drive Axle With Multi-Leaf Springs

- Air Bags, Driver And Right-Front Passenger, Seat-Mounted Side-Impact And Head Curtain Side-Impact (Always Use Safety Belts And The Correct Child Restraints. Children Are Safer When Properly Secured In A Rear Seat In The Appropriate Child Restraint. See The Owner's Manual For More Information.)
- Chevrolet Connected Access With 10 Years Of Standard Connectivity Which Enables Services Such As, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace And More. EFFECTIVE WITH SALES STARTING 5/1/2018. (Included And Only Available With (UE1) OnStar. Limitations Apply. Not Transferable. Standard Connectivity Available To Original Purchaser For Ten Years From The Date Of Initial Vehicle Purchase For Model Year 2018 Or Newer Chevrolet Vehicles. See Onstar.Com For Details And Further Plan Limitations. Connected Access Does Not Include Emergency Or Security Services. Availability And Additional Services Enabled By Connected Access Are Subject To Change.)
- Door Beams, Steel-Side
- Mirror, Inside Rearview Includes Rear Vision Camera Display
- StabiliTrak, Traction Assistance And Vehicle Stability Enhancement System

- Audio System, AM/FM Stereo With MP3 Player Seek-And-Scan, Digital Clock, TheftLock, Random Select, Auxiliary Jack And 2 Front Door Speakers (Not Available With (U2K) SiriusXM Satellite Radio.)
- Driver Information Center Includes Fuel Range, Average Speed, Oil Life, Tire Pressure Monitoring, Fuel Used, Ice Warning, Engine Hours, Average Fuel Economy, Tachometer, And Maintenance Reminders. Compass And Outside Temperature Available If Equipped.
- Wipers, Front Intermittent Wet-Arm With Pulse Washers

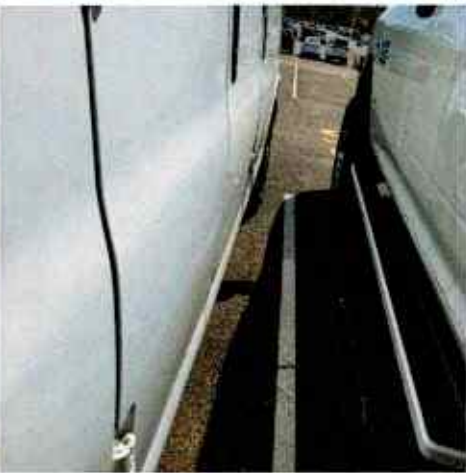
#### Photos











**Subject:** Item For April Board Agenda 3-19-25

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

**To:** Ruby Gamble <rgamble@mctns.net>, Mark Griffith <mgriffith@mctns.net>

**Date:** Wednesday, 03/19/2025 4:54 PM

---

Mrs. Gamble,

I am requesting to add the following item to the April School Board Agenda:

✂️ Mason Keel - Paid Volunteer Coach Track/Wrestling

Thank you and let me know if you need anything additional. Have great rest of the week.



# Non-Fac. Paid

M  
3-20-25

**Subject:** Item Requested To Be Added to April Board Agenda 4-1-25

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

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

**Date:** Tuesday, 04/01/2025 1:53 PM

---

Mrs. Ledford,

I am requesting Dr. Griffith permission for Brian Gossett be added to the Board Agenda for April. He was approved this summer as a Volunteer Non-Paid Non-Faculty Assistant. He needs to be changed to a Volunteer PAID Non-Faculty Coach for Boys Basketball. Let me know if you need anything else.



\* Non-Fac. Paid



**Subject:** Board Agenda

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

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

**Date:** Wednesday, 04/02/2025 8:37 AM

---

Please add to the April board agenda.

- \* Chad Billingsley - non faculty paid - baseball head coach
- \* Nick Tuders - non faculty paid assistant baseball coach
- \* Justin Harvey - non faculty paid assistant softball coach
- \* Roger Laybe - non faculty paid assistant softball coach

Layne

\* non-fac-Paid

A large, stylized handwritten signature, possibly reading 'M. G.', is written in the center of the page.

**Subject:** RyLee Anderson

**From:** Joshua Holtcamp <jholtcamp@mctns.net>

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

**Date:** Tuesday, 04/01/2025 8:25 AM

Can we add <sup>\*</sup>RyLee<sup>\*</sup> Anderson to the agenda as WMS Assistant Softball Coach (Spring 2025). She will be needed this Spring. In May I will request she be added for next year;)



\* non-Fac. Vol.

*M. Gamble*  
4-1-25

# 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 South Pittsburg Academy    Date Submitted 04/04/2025

Teacher Making the Request Coach Destine White    Position SPA Cheer Coach

Teacher's Email Address destinewhite@mctns.net    Class/Club SPA Cheer

# 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 UTC    Destination Phone Number 423-425-4111

Destination Address 615 McCallie Ave    City Chattanooga    State TN

Date(s) of Trip: 06/16-06/19    ☐ One day    ☐ Overnight (how many days \_\_\_\_\_)

Time Schedule Requested: Leave School: 06/16/25 @ 8 AM CST    Arrive Destination: 06/16/25 @ 9 AM CST

Leave Destination: 06/19/25 @ 1 PM CST    Return School: 06/19/25 @ 2 PM CST

Purpose of Trip Summer Cheer camp Athletes will be attending skills sessions. They will be provided breakfast, lunch, and dinner. They will also have the opportunity to attend bible study.

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

### COST PER STUDENT

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

TOTAL COST PER STUDENT: \$420.00

Funding Source: Fundraising

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 4/4/25

☒ Approve    ☐ Disapprove

Director of Schools M. Lee

Date 4-7-25

☐ 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 School Date Submitted \_\_\_\_\_

Teacher Making the Request Carlee Davis Position Cheer Coach

Teacher's Email Address cdavis@whitwellhigh.org Club Cheer Squad

# of Students Participating 11 # of Parent Chaperones 4 # of Teachers Chaperones \_\_\_\_\_

*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 Great Wolf Lodge Destination Phone Number 844-473-9653

Destination Address 150 Tom Hall Pkwy City LaGrange State GA

Date(s) of Trip: June 3-6 ☐ One day ☒ Overnight (how many days 4)

Time Schedule Requested: Leave School: June 3 Arrive Destination: June 3

Leave Destination: June 6 Return School: \_\_\_\_\_

Educational purpose teamwork with

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

What are you going to do with students not going? N/A

## COST PER STUDENT

Travel \_\_\_\_\_ Lodging \_\_\_\_\_ Food \_\_\_\_\_

School Lunches \_\_\_\_\_ Entrance Fees / Tickets \_\_\_\_\_ Other \_\_\_\_\_

TOTAL COST PER STUDENT: \_\_\_\_\_ Funding Source: \_\_\_\_\_

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

## SUBMIT REQUEST

☒ Approve     ☐ Disapprove     Principal [Signature]     Date 4/3/25

☐ Approve     ☐ Disapprove     Director of Schools \_\_\_\_\_     Date \_\_\_\_\_

☐ Approve     ☐ Disapproved     Marion County Board of Education \_\_\_\_\_

Date \_\_\_\_\_