

**MARION COUNTY BOARD OF EDUCATION**  
**December Regular Meeting**  
**December 11, 2023**  
**5:00 p.m.**

**AGENDA**

- I. MEETING CALLED TO ORDER**
- II. PLEDGE TO THE FLAG**
- III. PUBLIC COMMENT**
- IV. APPROVE BOARD AGENDA**
- V. APPROVE CONSENT AGENDA**
  - A. Approve Minutes: Regular Meeting November 13, 2023**
  - B. Financial Reports and Cash Flow Analysis for November 2023** *Amanda Weeks*
  - C. Budget Amendments: (1) General Purpose Fund 141 Amendment #6**  
*Amanda Weeks*
  - D. Request Approval of Audit Proposal for Internal School Funds 2023-2024**  
*Amanda Weeks*
  - E. Request Approval to Pay CSDG for Engineering Services** *Dr. Griffith*
  - F. Request Approval of Change Order #1 with McCloskey Mechanical Contractors, Inc. for Cooling Towers at Jasper Elementary School and Whitwell Elementary School** *Dr. Griffith*  
(Approved by Executive Order 11/14/2023)
  - G. Request Approval to Pay McCloskey Mechanical Contractors, Inc. Application #1 for Cooling Towers at Jasper Elementary School and Whitwell Elementary School** *Dr. Griffith*
  - H. Request Approval for Whitwell High School to Name the Walkway from the Parking Lot to the Gymnasium "Zensen Way"** *Dr. Griffith*
  - I. Request Approval to Pay Kaatz, Binkley, Jones, & Morris Architects, Inc. for Architectural Services** *Dr. Griffith*
  - J. Request Approval to Purchase Two Vehicles for the Maintenance Department**  
*Dr. Griffith*



**MARION COUNTY BOARD OF EDUCATION**

**November Regular Meeting**

**November 13, 2023**

**5:00 p.m.**

**MINUTES**

The Marion County Board of Education met in Regular Session on November 13, 2023. Members present were Mr. Ryan Phillips, Mrs. Linda Hooper, Mr. Bo Nunley, Mrs. Donna Blansett, Mr. Nathan Billingsley and Board Attorney, Mr. Mark Raines.

Chairperson Ryan Phillips called the meeting to order.

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

Mr. Phillips asked if there was a motion to approve the Consent Agenda, or if there were any items to be pulled for discussion. Mrs. Blansett asked for Item I. and Item J.

**CONSENT AGENDA:**

- A. Approve Minutes: Regular Meeting October 17, 2023**
- B. Financial Reports and Cash Flow Analysis for September & October 2023**
- C. Budget Amendments: (1) General Purpose Fund 141 Amendment #5  
(2) Federal Projects Fund 142 Amendment #5**
- D. Request Approval to Pay Kaatz, Binkley, Jones & Morris Architects, Inc. for Architectural Services**
- E. Request Permission for Whitwell Middle School to Add Wrestling as a Sport**
- F. Request Approval for Whitwell Middle School to Apply for Grant with the Lyndhurst and Songbirds Foundation for the Fine Arts Department**
- G. Request Approval to Pay Tri-Con, Inc. Application #13 and the Retainage Account for the New Jasper Middle School**
- H. Request Approval to Pay NABCO Electric for School Zone Signs for the New Jasper Middle School**
- I. Request Approval of Change Order with Tri-Con, Inc. in the Amount of \$459,204.00 for the New Jasper Middle School Turning Lane**
- J. Request Approval of Change Order with Tri-Con, Inc. in the Amount of \$32,559.00 for Dual Band Radio Upgrade for the New Jasper Middle School**
- K. Approve 2023 Local Education Agency (LEA) Compliance Report**
- L. Request Approval of Speech/Language Contract**
- M. Request Approval to Purchase Charlie Cart Mobile Kitchen for Grades 6,7,8 at Monteagle Elementary School**
- N. Request Approval of Bid from Industrial Welding for Welding Equipment**
- O. Request Approval of Bid from Central Technologies for zSpace Augmented Reality**

- P. Request Approval to Purchase Additional Chromebooks for Monteagle Elementary School
- Q. Approve 2023-2024 Non-Faculty Paid Coaches:  
South Pittsburg High School – Brandi Pickett (*Girls Basketball*)
- R. Approve 2023-2024 Non-Faculty Volunteer Coaches:  
Marion County High School – Zack Polovin (*Boys Soccer*)  
Whitwell High School – Gene Collins (*Boys & Girls Basketball*)
- S. Approve School Sports Schedules:  
Marion County High School – Basketball, Volleyball
- T. Approve Field Trips:  
Marion County High School – 3 Students to Cleveland, TN, 12/8-9/23  
9 Students to Gatlinburg, TN, 2/1-3/24  
20 Students to Gatlinburg, TN, 2/22-25/24  
Monteagle Elementary School – 24 Students to Nashville, TN, 12/6/23  
South Pittsburg Academy – 75 Students to Grant, AL, 12/6/23  
(Date Change) ~~Whitwell High School~~ – 50 Students to Kissimmee, FL, 5/11-14/24  
(Whitwell Middle School)

**OLD BUSINESS**

**A. Capital Projects**

Request Approval of Change Order with Tri-Con, Inc. in the Amount of \$459,204.00 for the New Jasper Middle School Turning Lane – Mrs. Blansett expressed her concerns with the change orders asking if they were included in the original allocation for the new school. Dr. Griffith concurred. He stated when the Tennessee Department of Transportation (TDOT) done the traffic study the turning lane had to be put in, due to the close proximity of Hwy 28. Mr. Phillips asked if this would include guard rails. Dr. Griffith concurred.

Request Approval of Change Order with Tri-Con, Inc. in the Amount of \$32,559.00 for Dual Band Radio Upgrade for the New Jasper Middle School – Dr. Griffith stated after speaking with Mr. Steve Lamb and Mr. Doug Henderson this is something the county will also be doing within the next two years. He added we will save money by doing the upgrade now while the school is being constructed. We will eventually be doing the upgrade in all of our schools. Mrs. Blansett asked if the finances were all in line with the building project. Dr. Griffith concurred.

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

Capital Projects – Dr. Griffith turned the meeting over to the Project Manager, Randy Gilliam. Mr. Gilliam stated everything seemed to be going well at this time except getting workers on site to do the dirt work. We have discussed this issue at several OAC meetings. The roof is nearly complete and added if all others things continue to progress we are still looking at July of 2024 for completion. Dr. Griffith stated at the last OAC meeting it was

discussed if two wings could be completed by April or May. He added if so, we could start moving in and be finished by August, pending fire marshal approval. Chairman Phillips asked when the flooring was scheduled to go down. Mr. Gilliam said first the temperature has to be stabilized in the building before the flooring can be done. Mr. Phillips asked Mr. Gilliam if there was anything the Board or Dr. Griffith could do to help with any concerns he may have. Mr. Gilliam thanked the Board for their support and added the project was on target for completion according to the timeline.

Dr. Griffith stated on Saturday, December 2<sup>nd</sup> at 8:00 a.m. there will be a walk thru at the new Jasper Middle School. He invited all Board Members and stated the County Commissioners would be invited as well.

Mr. Phillips stated the next scheduled Board Meeting is Monday, December 11, 2023. Dr. Griffith stated normally we do not have a December meeting, but due to all the construction going on he felt we needed to. All members agreed.

With no further business before the Board, Mr. Phillips asked if there was a motion to adjourn. Motion by Mr. Billingsley, seconded by Mrs. Hooper, 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: December 11, 2023

SUBJECT: Monthly Financial Reports: November 2023  
Cash Flow Analysis: November 2023



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

November 2023

REVENUES / SOURCES OF FUNDS	2023-2024 BUDGET	NOV YTD ACTUAL	CHANGE	PERCENT REMAINING
County Taxes	9,761,716	3,205,386	(6,556,330)	-67.16%
Licenses and Permits	2,289	800	(1,489)	-65.03%
Charges for Current Services	159,550	33,851	(125,699)	-78.78%
Other Local Revenue	72,000	3,279	(68,721)	-95.45%
State Education Funds	32,031,215	11,204,679	(20,826,536)	-65.02%
Other State Revenue	874,367	206,978	(667,389)	-76.33%
On-Behalf Contributions for OPEB	105,543	0	(105,543)	-100.00%
Federal Funds Received thru State	0	0	0	0.00%
Other Governments - Contributions	0	0	0	0.00%
Other Sources	150,000	78,788	(71,212)	-47.47%
Budgeted Fund Balance	123,000	0	(123,000)	-100.00%
<b>TOTAL REVENUES</b>	<b>\$43,279,680</b>	<b>\$14,733,762</b>	<b>(\$28,545,919)</b>	<b>-65.96%</b>
USES OF FUNDS	2023-2024 BUDGET	NOV YTD ACTUAL	CHANGE	PERCENT REMAINING
Attendance	167,075	65,227	(101,848)	-60.96%
Board of Education Services	704,769	244,070	(460,699)	-65.37%
Capital Outlay - Building/Grounds	0	0	0	0.00%
Capital Outlay	742,303	181,525	(560,778)	-75.55%
Community Learning Centers Grant	0	0	0	0.00%
Community Service: JES Programs	62,739	11,051	(51,688)	-82.39%
Community Service: SPE Programs	57,539	8,635	(48,904)	-84.99%
Community Service: WES Programs	36,112	11,957	(24,155)	-66.89%
Differential Pay Plan	162,711	37,701	(125,010)	-76.83%
Director of Schools	429,894	167,681	(262,213)	-60.99%
Fiscal Services	449,217	156,515	(292,702)	-65.16%
Health Services	369,750	107,019	(262,731)	-71.06%
School Health Grant	97,791	37,024	(60,767)	-62.14%
Maintenance of Plant	1,009,357	391,961	(617,396)	-61.17%
Operation of Plant	3,407,432	1,332,050	(2,075,382)	-60.91%
Operating Transfer - Bond Payment	1,250,000	0	(1,250,000)	-100.00%
Personnel / Employee Services	198,767	75,304	(123,463)	-62.11%
Pre-K State Grant	384,786	116,522	(268,264)	-69.72%
Regular Instruction Program	21,643,552	6,729,173	(14,914,379)	-68.91%
Regular Education Summer Learning	0	0	0	0.00%
Safe School Grant/School Security Grant	157,017	8,772	(148,245)	0.00%
Special Education Program	3,632,949	1,050,325	(2,582,624)	-71.09%
State Special Education Preschool	49,974	0	(49,974)	-100.00%
Special Education: Transition to Work Grant	0	0	0	0.00%
Special Education: High Cost	0	0	0	0.00%
Technology	684,458	270,174	(414,284)	-60.53%
Transportation	1,273,489	294,920	(978,569)	-76.84%
VocEd: Innovative School Models	4,200,000	1,010,053	(3,189,947)	-75.95%
Vocational Education/CTE Program	2,059,999	621,808	(1,438,191)	-69.82%
Vocational Education/Fed thru State Grant	48,000	48,000	0	0.00%
<b>TOTAL USES OF FUNDS</b>	<b>\$43,279,680</b>	<b>\$12,977,468</b>	<b>(\$30,302,212)</b>	<b>-70.01%</b>
EXCESS SOURCES (USES) OF FUNDS	0	1,756,293	1,756,293	
EXCESS FUND BALANCE BEGINNING OF YEAR	10,638,390	12,394,684	1,756,293	
3% FUND BALANCE	1,298,390	1,298,390		
EXCESS FUND BALANCE END OF YEAR	<b>\$9,340,000</b>	<b>\$11,096,294</b>	<b>\$3,512,587</b>	

**ESTIMATED STATEMENT OF CASH FLOW**

FY 2023-2024

<b>Fund 141</b>	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
<b>General Purpose School Fund</b>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Cash Receipts	1,172,669	4,638,491	4,200,766	3,506,509	4,251,652	5,000,000	4,200,000	5,700,000	3,550,000	3,600,000	710,000	2,500,000
Loan Proceeds												
Transfers In												150,000
<b>Total Cash Inflows</b>	<b>1,172,669</b>	<b>4,638,491</b>	<b>4,200,766</b>	<b>3,506,509</b>	<b>4,251,652</b>	<b>5,000,000</b>	<b>4,200,000</b>	<b>5,700,000</b>	<b>3,550,000</b>	<b>3,600,000</b>	<b>710,000</b>	<b>2,650,000</b>
Beg Cash Bal	9,876,762	8,518,412	11,202,462	12,018,451	12,399,586	13,404,220	14,904,220	15,154,220	17,154,220	17,004,220	17,004,220	14,089,220
<b>Available Cash</b>	<b>11,049,432</b>	<b>13,156,903</b>	<b>15,403,228</b>	<b>15,524,960</b>	<b>16,651,239</b>	<b>18,404,220</b>	<b>19,104,220</b>	<b>20,854,220</b>	<b>20,704,220</b>	<b>20,604,220</b>	<b>17,714,220</b>	<b>16,739,220</b>
Cash Payments	2,531,020	1,954,440	3,384,777	3,125,373	3,247,019	3,500,000	3,950,000	3,700,000	3,700,000	3,600,000	3,625,000	4,250,000
Transfers Out												
<b>Total Cash Outflows</b>	<b>2,531,020</b>	<b>1,954,440</b>	<b>3,384,777</b>	<b>3,125,373</b>	<b>3,247,019</b>	<b>3,500,000</b>	<b>3,950,000</b>	<b>3,700,000</b>	<b>3,700,000</b>	<b>3,600,000</b>	<b>3,625,000</b>	<b>4,250,000</b>
<b>End Balance</b>	<b>8,518,412</b>	<b>11,202,462</b>	<b>12,018,451</b>	<b>12,399,586</b>	<b>13,404,220</b>	<b>14,904,220</b>	<b>15,154,220</b>	<b>17,154,220</b>	<b>17,004,220</b>	<b>17,004,220</b>	<b>14,089,220</b>	<b>12,489,220</b>

*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: December 11, 2023

Subject: General Purpose Fund 141 Budget Amendment #6

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

The amendment includes two amendments, all of which will require Commission approval. The amendments are to adjust the Capital Outlay budget using Fund Balance for secure entrance updates to MCHS and SPHS as well as update SPHS auditorium, and to revise the Innovative School Models grant.

I respectfully request approval of the proposed budget amendments 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 #6: Summary

December 2023

Account #	Description	Source	Uses	Net Cash Flow Adjustment	Yes/No Commission
1) 141-39000	Unassigned Fund Balance	2,000,000			Yes
141-76100-707-CAPIT	Building Improvements		1,950,000		
141-76100-799-CAPIT	Other Capital Outlay		50,000		
		<u>2,000,000</u>	<u>2,000,000</u>	<u>(2,000,000)</u>	

To adjust Capital Outlay for Secure Entrances at MCHS &amp; SPSHS as well as update SPSHS auditorium

2) 141-71300-429-VISJM	Instructional Supplies/Materials		2,000		Yes
141-71300-499-VISJM	Other Supplies and Materials	2,000			
141-71300-429-VISMC	Instructional Supplies/Materials		5,000		
141-71300-499-VISMC	Other Supplies and Materials	5,000			
141-71300-599-VISMC	Other Charges	2			
141-72230-524-VISMC	In-service/Staff Development		2		
141-71300-599-VISME	Other Charges	840			
141-71300-730-VISME	Vocational Equipment		840		
141-71300-429-VISSP	Instructional Supplies/Materials		12,000		
141-71300-499-VISSP	Other Supplies and Materials	5,000			
141-71300-599-VISSP	Other Charges	4,000			
141-71300-730-VISSP	Vocational Equipment	3,000			
141-71300-429-VISWH	Instructional Supplies/Materials		17,000		
141-71300-499-VISWH	Other Supplies and Materials	12,000			
141-71300-599-VISWH	Other Charges	5,002			
141-72230-524-VISWH	In-service/Staff Development		2		
141-71300-429-VISWM	Instructional Supplies/Materials		4,000		
141-71300-499-VISWM	Other Supplies and Materials	4,000			
141-71300-599-VISWM	Other Charges	3,574			
141-72230-524-VISWM	In-service/Staff Development		3,574		
		<u>44,418</u>	<u>44,418</u>	<u>0</u>	

To amend the budget for revised needs in the Voluntary PreK grant

TOTAL AMENDMENTS	<u>2,044,418</u>	<u>2,044,418</u>	<u>(2,000,000)</u>
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DESCRIPTION	FD	FCT	OBJ	JBF	CST CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
								DR/(CR)		
Other Voc State Ed Funds: JMS	141	46790	-	-	VISJM	500,000	500,000	0		
Other Voc State Ed Funds: MCH	141	46790	-	-	VISMC	1,000,000	1,000,000	0		
Other Voc State Ed Funds: MES	141	46790	-	-	VISME	200,000	200,000	0		
Other Voc State Ed Funds: SPH	141	46790	-	-	VISSP	1,000,000	1,000,000	0		
Other Voc State Ed Funds: WHS	141	46790	-	-	VISWH	1,000,000	1,000,000	0		
Other Voc State Ed Funds: WMS	141	46790	-	-	VISWM	500,000	500,000	0		
State Revenue Sharing - TVA	141	46851	-	-	STTVA	690,350	690,350	0		
Other State Grants-School Security	141	46980	-	-	SAFES	157,017	157,017	0		
Other State Revenues - TennCare	141	46990	-	-	SPETN	27,000	27,000	0		0
<b>Special Education Grants to States</b>										
Special Education Grants to States	141	47143	-	-	SPEDF	0	0	0		
<b>Other Federal Thru State:</b>										
21'st Century Learning Center Grant -Adm	141	47147	-	-	CSCLA	0	0	0		
21'st Century Learning Center Grant -JES	141	47147	-	-	CSCLI	0	0	0		
21'st Century Learning Center Grant - SPE	141	47147	-	-	CSCLS	0	0	0		
21'st Century Learning Center Grant - WE	141	47147	-	-	CSCLW	0	0	0		
COVID-10 Grant #4	141	47304	-	-	TECHN	0	0	0		
Other Federal Thru State: Summer	141	47590	-	-	RESUM	0	0	0		
Special Education Transition Grant	141	47590	-	-	SPETG	0	0	0		
Voc Ed- Federal Thru State	141	47590	-	-	VOWIA	0	0	0		0
Operating Transfers - Indirect Costs	141	49800	-	-	OSIND	150,000	150,000	0		0
Budgeted Unassigned Fund Balances	141	39000	-	-	-	75,000	2,075,000	2,000,000	Adjust for MCH/SPH auditorium & secure ent	2,000,000
Budgeted Restricted Fund Balance	141	34555	-	-	VOCED	48,000	48,000	0		
						43,279,679	45,279,679	2,000,000		2,000,000

DESCRIPTION	FD	FCT	OBJ	JBI	CST CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
								DR/(CR)		
<b>BOARD OF EDUCATION</b>						XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Board Member Fee - Monthly Meetings	141	72310	191		BOARD	(21,060)	(21,060)	0		
Social Security	141	72310	201		BOARD	(1,308)	(1,308)	0		
Unemployment Compensation	141	72310	210		BOARD	(22,000)	(22,000)	0		
Medicare	141	72310	212		BOARD	(308)	(308)	0		
On-Behalf Payments for OPEB	141	72310	215		BOARD	(105,543)	(105,543)	0		
Other Fringe Benefits - TSBA AD & D	141	72310	299		BOARD	(750)	(750)	0		
Audit Services	141	72310	305		BOARD	(18,000)	(18,000)	0		
Dues and Memberships	141	72310	320		BOARD	(12,500)	(12,500)	0		
Legal Services	141	72310	331		BOARD	(110,000)	(110,000)	0		
Travel	141	72310	355		BOARD	(16,000)	(16,000)	0		
Other Contracted Services	141	72310	399		BOARD	(500)	(500)	0		
Premium/Corporate Surety Bonds	141	72310	508		BOARD	(1,300)	(1,300)	0		
Trustee Commission	141	72310	510		BOARD	(260,000)	(260,000)	0		
Workman's Comp Insurance	141	72310	513		BOARD	(118,000)	(118,000)	0		
Criminal Investigation Fees	141	72310	533		BOARD	(10,000)	(10,000)	0		
Other Charges	141	72310	599		BOARD	(7,500)	(7,500)	0		0
<b>CAPITAL OUTLAY</b>						XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Construction Supervisor	141	76100	105		CAPIT	0	0	0		
Social Security	141	76100	201		CAPIT	0	0	0		
State Retirement	141	76100	504		CAPIT	0	0	0		
Medical Insurance	141	76100	207		CAPIT	0	0	0		
Medicare	141	76100	212		CAPIT	0	0	0		
Architects	141	76100	304		CAPIT	0	0	0		
Contracted Services	141	76100	399		CAPIT	0	0	0		
Building Improvements	141	76100	707		CAPIT	(770,055)	(2,720,055)	(1,950,000)	Adjust for MCH/SPH auditorium & secure ent	
Other Capital Outlay	141	76100	799		CAPIT	(25,000)	(75,000)	(50,000)	Adjusted based on revised needs	(2,000,000)

DESCRIPTION	FD	FCT	OBJ	JBF	CST CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
								DR/(CR)		
<b>VOCED INNOVATIVE SCHOOL MODELS</b>						XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
Teachers	141	71300	116		VISJM	0	0	0		
Guidance Counselors	141	71300	123		VISJM	0	0	0		
Clerical Personnel	141	71300	162		VISJM	0	0	0		
Social Security	141	71300	201		VISJM	0	0	0		
State Retirement	141	71300	204		VISJM	0	0	0		
Medicare	141	71300	212		VISJM	0	0	0		
Hybrid Retirement Stabilization	141	71300	217		VISJM	0	0	0		
Other Contracted Services	141	71300	399		VISJM	(2,500)	(2,500)	0		
Instructional Supplies/Materials	141	71300	429		VISJM	(100)	(2,100)	(2,000)	Adjusted based on revised needs	
Software	141	71300	471		VISJM	(91,795)	(91,795)	0		
Other Supplies and Materials	141	71300	499		VISJM	(2,000)	0	2,000	Adjusted based on revised needs	
Other Charges	141	71300	599		VISJM	(311,238)	(311,238)	0		
Vocational Equipment	141	71300	730		VISJM	(76,668)	(76,668)	0		0
Other Equipment	141	72130	790		VISJM	0	0	0		0
Clerical Personnel	141	72230	162		VISJM	0	0	0		
Other Salary and Wages	141	72230	189		VISJM	(7,280)	(7,280)	0		
Social Security	141	72230	201		VISJM	(452)	(452)	0		
State Retirement	141	72230	204		VISJM	(630)	(630)	0		
Medical Insurance	141	72230	207		VISJM	(1,850)	(1,850)	0		
Medicare	141	72230	212		VISJM	(105)	(105)	0		0
In-service/Staff Development	141	72230	524		VISJM	(2,882)	(2,882)	0		
Transportation-Other Contracted Svcs	141	72710	399		VISJM	(2,500)	(2,500)	0		0
Capital-Architect	141	76100	304		VISJM	0	0	0		
Capital-Other Contracted Services	141	76100	399		VISJM	0	0	0		
Capital-Building Construction	141	76100	706		VISJM	0	0	0		
Capital-Building Improvements	141	76100	707		VISJM	0	0	0		
Capital-Other Equipment	141	76100	790		VISJM	0	0	0		0



DESCRIPTION	FD	FCT	OBJ	JBI	CST CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
								DR/(CR)		
Teachers	141	71300	116		VISMC	0	0	0		
Guidance Counselors	141	71300	123		VISMC	0	0	0		
Clerical Personnel	141	71300	162		VISMC	0	0	0		
Social Security	141	71300	201		VISMC	0	0	0		
State Retirement	141	71300	204		VISMC	0	0	0		
Medicare	141	71300	212		VISMC	0	0	0		
Hybrid Retirement Stabilization	141	71300	217		VISMC	0	0	0		
Other Contracted Services	141	71300	399		VISMC	0	0	0		
Instructional Supplies/Materials	141	71300	429		VISMC	(100)	(5,100)	(5,000)	Adjusted based on revised needs	
Software	141	71300	471		VISMC	(78,219)	(78,219)	0		
Other Supplies and Materials	141	71300	499		VISMC	(5,000)	0	5,000	Adjusted based on revised needs	
Other Charges	141	71300	599		VISMC	(461,781)	(461,779)	2	Adjusted based on revised needs	
Vocational Equipment	141	71300	730		VISMC	(154,626)	(154,626)	0		2
VOCED INNOVATIVE SCHOOL (CONT'D)						XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
Other Equipment	141	72130	790		VISMC	(1,200)	(1,200)	0		0
Clerical Personnel	141	72230	162		VISMC	0	0	0		
Other Salary and Wages	141	72230	189		VISMC	(18,201)	(18,201)	0		
Social Security	141	72230	201		VISMC	(1,128)	(1,128)	0		
State Retirement	141	72230	204		VISMC	(1,574)	(1,574)	0		
Medical Insurance	141	72230	207		VISMC	(4,625)	(4,625)	0		
Medicare	141	72230	212		VISMC	(264)	(264)	0		
In-service/Staff Development	141	72230	524		VISMC	(3,282)	(3,284)	(2)	Adjusted based on revised needs	
Other Equipment	141	72230	790		VISMC	0	0	0		(2)
Transportation-Other Contracted Svcs	141	72710	399		VISMC	0	0	0		0
Capital-Architect	141	76100	304		VISMC	(30,000)	(30,000)	0		
Capital-Other Contracted Services	141	76100	399		VISMC	(15,000)	(15,000)	0		
Capital-Building Construction	141	76100	706		VISMC	(225,000)	(225,000)	0		
Capital-Building Improvements	141	76100	707		VISMC	0	0	0		
Capital-Other Equipment	141	76100	790		VISMC	0	0	0		0

DESCRIPTION	FD	FCT	OBJ	JBF	CST	CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
									DR/(CR)		
Teachers	141	71300	116			VISME	(13,096)	(13,096)	0		
Guidance Counselors	141	71300	123			VISME	0	0	0		
Clerical Personnel	141	71300	162			VISME	0	0	0		
Social Security	141	71300	201			VISME	(812)	(812)	0		
State Retirement	141	71300	204			VISME	(1,096)	(1,096)	0		
Medicare	141	71300	212			VISME	(190)	(190)	0		
Hybrid Retirement Stabilization	141	71300	217			VISME	(60)	(60)	0		
Other Contracted Services	141	71300	399			VISME	0	0	0		
Instructional Supplies/Materials	141	71300	429			VISME	0	0	0		
Software	141	71300	471			VISME	(85,560)	(85,560)	0		
Other Supplies and Materials	141	71300	499			VISME	0	0	0		
Other Charges	141	71300	599			VISME	(49,529)	(48,689)	840	Adjusted based on revised needs	
Vocational Equipment	141	71300	730			VISME	(41,560)	(42,400)	(840)	Adjusted based on revised needs	0
Other Equipment	141	72130	790			VISME	0	0	0		
Clerical Personnel	141	72230	162			VISME	0	0	0		
Other Salary and Wages	141	72230	189			VISME	(3,640)	(3,640)	0		
Social Security	141	72230	201			VISME	(226)	(226)	0		
State Retirement	141	72230	204			VISME	(315)	(315)	0		
Medical Insurance	141	72230	207			VISME	(925)	(925)	0		
Medicare	141	72230	212			VISME	(53)	(53)	0		0
In-service/Staff Development	141	72230	524			VISME	(2,938)	(2,938)	0		
Transportation-Other Contracted Svcs	141	72710	399			VISME	0	0	0		0
Capital-Other Contracted Services	141	76100	399			VISME	0	0	0		
Capital-Other Equipment	141	76100	790			VISME	0	0	0		0

DESCRIPTION	FD	FCT	OBJ	JBE	CST CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
								DR/{CR}		
VOCED INNOVATIVE SCHOOL (CONT'D)						XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		
Teachers	141	71300	116		VISSP	(5,803)	(5,803)	0		
Guidance Counselors	141	71300	123		VISSP	0	0	0		
Clerical Personnel	141	71300	162		VISSP	0	0	0		
Social Security	141	71300	201		VISSP	(360)	(360)	0		
State Retirement	141	71300	204		VISSP	(504)	(504)	0		
Medicare	141	71300	212		VISSP	(84)	(84)	0		
Hybrid Retirement Stabilization	141	71300	217		VISSP	0	0	0		
Other Contracted Services	141	71300	399		VISSP	(2,500)	(2,500)	0		
Instructional Supplies/Materials	141	71300	429		VISSP	(100)	(12,100)	(12,000)	Adjusted based on revised needs	
Software	141	71300	471		VISSP	(162,458)	(162,458)	0		
Other Supplies and Materials	141	71300	499		VISSP	(5,000)	0	5,000	Adjusted based on revised needs	
Other Charges	141	71300	599		VISSP	(490,924)	(486,924)	4,000	Adjusted based on revised needs	
Vocational Equipment	141	71300	730		VISSP	(168,802)	(165,802)	3,000	Adjusted based on revised needs	0
Other Equipment	141	72130	790		VISSP	(1,200)	(1,200)	0		0
Clerical Personnel	141	72230	162		VISSP	0	0	0		
Other Salary and Wages	141	72230	189		VISSP	(18,201)	(18,201)	0		
Social Security	141	72230	201		VISSP	(1,128)	(1,128)	0		
State Retirement	141	72230	204		VISSP	(1,574)	(1,574)	0		
Medical Insurance	141	72230	207		VISSP	(4,625)	(4,625)	0		
Medicare	141	72230	212		VISSP	(264)	(264)	0		0
In-service/Staff Development	141	72230	524		VISSP	(8,973)	(8,973)	0		
Transportation-Other Contracted Svcs	141	72710	399		VISSP	(2,500)	(2,500)	0		0
Capital-Other Contracted Services	141	76100	399		VISSP	0	0	0		
Capital-Building Construction	141	76100	706		VISSP	(125,000)	(125,000)	0		
Capital-Building Improvements	141	76100	707		VISSP	0	0	0		
Capital-Other Equipment	141	76100	790		VISSP	0	0	0		0



NOVEMBER AMEND #6 ENTRY

DESCRIPTION	FD	FCT	OBJ	JBI	CST CTR			DR/(CR)	NOTES	COMM
Teachers	141	71300	116		VISWH	0	0	0		
Guidance Counselors	141	71300	123		VISWH	0	0	0		
Clerical Personnel	141	71300	162		VISWH	0	0	0		
Social Security	141	71300	201		VISWH	0	0	0		
State Retirement	141	71300	204		VISWH	0	0	0		
Medicare	141	71300	212		VISWH	0	0	0		
Hybrid Retirement Stabilization	141	71300	217		VISWH	0	0	0		
Other Contracted Services	141	71300	399		VISWH	0	0	0		
Instructional Supplies/Materials	141	71300	429		VISWH	(100)	(17,100)	(17,000)	Adjusted based on revised needs	
Software	141	71300	471		VISWH	(78,219)	(78,219)	0		
Other Supplies and Materials	141	71300	499		VISWH	(12,000)	0	12,000	Adjusted based on revised needs	
Other Charges	141	71300	599		VISWH	(456,781)	(451,779)	5,002	Adjusted based on revised needs	
Vocational Equipment	141	71300	730		VISWH	(159,626)	(159,626)	0		2
VOCED INNOVATIVE SCHOOL (CONT'D)						XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
Other Equipment	141	72130	790		VISWH	(1,200)	(1,200)	0		0
Clerical Personnel	141	72230	162		VISWH	0	0	0		
Other Salary and Wages	141	72230	189		VISWH	(18,201)	(18,201)	0		
Social Security	141	72230	201		VISWH	(1,128)	(1,128)	0		
State Retirement	141	72230	204		VISWH	(1,574)	(1,574)	0		
Medical Insurance	141	72230	207		VISWH	(4,625)	(4,625)	0		
Medicare	141	72230	212		VISWH	(264)	(264)	0		(2)
In-service/Staff Development	141	72230	524		VISWH	(3,282)	(3,284)	(2)	Adjusted based on revised needs	
Other Equipment	141	72230	790		VISWH	0	0	0		
Transportation-Other Contracted Svcs	141	72710	399		VISWH	0	0	0		0
Capital-Architect	141	76100	304		VISWH	(30,000)	(30,000)	0		
Capital-Other Contracted Services	141	76100	399		VISWH	0	0	0		
Capital-Building Construction	141	76100	706		VISWH	(225,000)	(225,000)	0		
Capital-Building Improvements	141	76100	707		VISWH	(8,000)	(8,000)	0		
Capital-Other Equipment	141	76100	790		VISWH	0	0	0		0

DESCRIPTION	FD	FCT	OBJ	JBI	CST	CTR	NOVEMBER	AMEND #6	ENTRY	NOTES	COMM
									DR/(CR)		
Teachers	141	71300	116			VISWM	0	0	0		
Guidance Counselors	141	71300	123			VISWM	0	0	0		
Clerical Personnel	141	71300	162			VISWM	0	0	0		
Social Security	141	71300	201			VISWM	0	0	0		
State Retirement	141	71300	204			VISWM	0	0	0		
Medicare	141	71300	212			VISWM	0	0	0		
Hybrid Retirement Stabilization	141	71300	217			VISWM	0	0	0		
Other Contracted Services	141	71300	399			VISWM	(2,500)	(2,500)	0		
Instructional Supplies/Materials	141	71300	429			VISWM	(100)	(4,100)	(4,000)	Adjusted based on revised needs	
Software	141	71300	471			VISWM	(113,769)	(113,769)	0		
Other Supplies and Materials	141	71300	499			VISWM	(4,000)	0	4,000	Adjusted based on revised needs	
Other Charges	141	71300	599			VISWM	(287,846)	(284,272)	3,574	Adjusted based on revised needs	
Vocational Equipment	141	71300	730			VISWM	(78,968)	(78,968)	0		3,574
Other Equipment	141	72130	790			VISWM	0	0	0		0
Clerical Personnel	141	72230	162			VISWM	0	0	0		
Other Salary and Wages	141	72230	189			VISWM	(7,280)	(7,280)	0		
Social Security	141	72230	201			VISWM	(452)	(452)	0		
State Retirement	141	72230	204			VISWM	(630)	(630)	0		
Medical Insurance	141	72230	207			VISWM	(1,850)	(1,850)	0		
Medicare	141	72230	212			VISWM	(105)	(105)	0		(3,574)
In-service/Staff Development	141	72230	524			VISWM	0	(3,574)	(3,574)	Adjusted based on revised needs	
Transportation-Other Contracted Svcs	141	72710	399			VISWM	(2,500)	(2,500)	0		0
Capital-Other Contracted Services	141	76100	399			VISWM	0	0	0		
Capital-Other Equipment	141	76100	790			VISWM	0	0	0		0

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

**Dr. Mark A. Griffith**  
Director of Schools


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

**To:** School Board Members

**From:** Mark A. Griffith, Director of Schools  
Amanda Weeks, Finance Director

**Date:** December 11, 2023

**Subject:** Audit Proposal for Internal Schools Funds 2023-2024



As you are aware, the Board is required by law to provide an audit of the Internal School Funds. The auditor with whom we have contracted for the past seven years is retiring in December 2023. We have reached out to several other school districts in our area to get names of audit firms they use for the school audits. From that list, we have contacted six firms based on their recommendations.

Attached you will find a proposal from Matlock Clements, P.C. to audit the Internal School Funds of Marion County for the year ended June 30, 2024. The total fee is not to exceed \$17,000. In comparison, this is the fee same that we are paying for the 2022-2023 audit.

We recommend the Board accept their proposal. This will keep us in compliance with the Comptroller's requirements and allow us to contract with Matlock Clements for the 2023-2024 audit.



**Marion County Board of Education –  
Internal School Funds and Centralized Cafeteria Funds**

**Audit Proposal**

**For Fiscal Year Ending June 30, 2024**

**Matlock Clements**

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**Certified Public Accountants**

# Matlock Clements

Certified Public Accountants

[www.matlockclements.com](http://www.matlockclements.com)

270 Glenis Dr., Suite A  
Murfreesboro, TN 37129  
Phone: 615-907-1881  
Fax: 615-907-0357

November 3, 2023

Amanda Weeks  
Members of the Board  
204 Betsy Pack Dr.  
Jasper, TN 37347

## Re: Request for Proposal

Dear Leaders of Marion County Schools,

On behalf of all employees of Matlock Clements, P.C., I want to thank you for inviting us to make our Proposal for Contract to Audit Accounts of Internal School Funds and Centralized Cafeteria funds for the Board of Education of Marion County, Tennessee for the school year beginning July 1, 2023 and ending June 30, 2024.

The following is a summary of the proposal format:

- A. Company background information.
- B. Copies of all written complaints made against the company or any of its employees or contractors within the past five (5) years, together with an explanation of their resolution.
- C. Copy of our most recent external quality control review report.
- D. Proposed fee schedule.
- E. Description of invoicing procedures, including proposed method to ensure accuracy.
- F. Bank references and customer references.
- G. Company affidavit.
- H. Statement that the proposal constitutes a firm offer which may be accepted at any time within forty-five (45) days from and after the date of proposal opening.
- I. Name, address, e-mail address, and telephone number of the person with authority to bind the company and to answer questions or provide clarification concerning the company's proposal.

We propose to have the final reports completed and delivered to the Marion County School Board's administrative office by no later than October 1, 2024 and each October 1 of any subsequent year's extension of the contract.

We are pleased to furnish this and any other relevant information concerning our interest and proposal.

Sincerely,



Eric Clements, CPA, CFE



## 1. - COMPANY BACKGROUND INFORMATION

Matlock Clements, P.C. has been in operation since November 1997. The company currently has 3 employees. Matlock Clements, P.C. currently has contracts with 15 public school districts in Middle Tennessee. The company has developed and implemented a governmental audit program since 2001. The company's experience has included audits of two (2) of the state's largest and fastest growing school districts, Sumner County and Williamson County, Tennessee. This company is licensed by the Tennessee State Board of Accountancy on an annual basis and currently holds license # 2336 in active status through December 31, 2023, at which time annual renewal will be required.

The Tennessee State Board of Accountancy requires that all Public Accounting firms operating in the State of Tennessee and involved in attest functions must be registered in the Peer Review Program as overseen by the American Institute of Certified Public Accountants and administered by the Tennessee Society of Certified Public Accountants. Matlock Clements, P.C. is a part of the AICPA Peer Review program and in all Peer Reviews since the inception of the company has received a Peer Review letter without findings. We are required to have our next peer review by December 31, 2024.

Eric Clements, CPA, CFE the owner, is licensed by the State of Tennessee as an active Certified Public Accountant and practices under license # 21991. This license has an expiration date of December 31, 2023. Eric Clements is a member of the Tennessee Society of CPA's, and the American Institute of Certified Public Accountants

Matlock Clements, P.C. is a full service public accounting firm. The company provides income tax preparation, consulting and planning services for individuals, corporation, partnerships, Limited Liability Companies and not for profits. The company provides business consulting for a wide range of corporate and small business clients. The company also provides Certified Fraud Examinations to private and governmental clients.

Matlock Clements, P.C. performs the following Governmental Services:

- Audits of over 225 financial statements of Internal School and Cafeteria Funds for fifteen Middle Tennessee School Systems. We have provided this service to our school system clients since 2001.
- Audits of municipal governmental entities and sub-recipient organizations.

We propose to utilize up to 3 members of our staff on this audit. Staff members that will be utilized in this engagement have from five to nineteen years experience in Governmental Funds audits. Our staff is required to maintain current continuing education credits that are required by the American Institute of Certified Public Accountants for any staff member who is working on governmental audit engagements. We have a two day in-house seminar every year prior to the commencement of audit fieldwork in which we take all our employees through a detailed study of the Comptroller of the State of Tennessee's audit manual and other pertinent publications and authoritative literature and pronouncements related to our attest function on our audit contracts. Our employees are selected on their ability and understanding of the audit functions to be accomplished in our engagements. Each employee's name is submitted to the Tennessee Bureau of Investigation for a background check.

**QUALIFICATIONS OF STAFF TO BE ASSIGNED TO THE WORK**

**Eric Clements, CPA, CFE** has 20 years of experience in public accounting. His undergraduate degree in Education is from Middle Tennessee State University. Mr. Clements performed his post graduate work in accounting at Belmont University in Nashville, Tennessee and Middle Tennessee State University. Mr. Clements holds a Certified Public Accountant certificate with the State of Tennessee, and is a Certified Information Technology Professional as well as a Certified Fraud Examiner. Mr. Clements has extensive experience in planning and performing governmental and not-for-profit audits in accordance with *Government Auditing Standards* as well as the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) Uniform Guidance. Mr. Clements holds the position of Managing Partner with the firm.

**Andy Matlock, CPA** has 16 years of experience in public accounting. He has a BS in Business Administration with a major in Accounting from Tennessee State University. He holds a Certified Public Accountant certificate from the State of Tennessee. Mr. Matlock has extensive experience in planning and performing governmental audits in accordance with *Government Auditing Standards* as well as the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) Uniform Guidance. Mr. Matlock currently coordinates the audits of the Internal School Funds for our contracts with nine public school systems in the State of Tennessee. Mr. Matlock holds the position of Audit Manager with the firm.

## PAST AND PRESENT CONTRACTS

### 1.) Bedford County Schools

- Contact Name, Title: Robert Daniel, Director of Finance
- Telephone Number: 931-684-3284
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2023-present.

### 2.) Franklin Special School District

- Contact Name, Title: David Esslinger, Finance Director
- Telephone Number: 615-794-6624
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of all funds and grant contracts.
- Years in which services were provided: 2010-present.

### 3.) Williamson County Schools

- Contact Name, Title: Rachel Farmer, Finance Director
- Telephone Number: 615-472-4022
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2000-present.

### 4.) Manchester City Schools

- Contact Name, Title: Beverly Myers, Business Manager
- Telephone Number: 931-728-2316
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds.
- Years in which services were provided: 2000-present.

### 5.) Robertson County Schools

- Contact Name, Title: Jill Krebs, Bookkeeping Coordinator
- Telephone Number: 615-384-9749
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds.
- Years in which services were provided: 2012-present.

### 6.) Robertson County School Nutrition

- Contact Name, Title: Patsi Gregory, Program Supervisor
- Telephone Number: 615-384-2076
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the school nutrition fund.
- Years in which services were provided: 2012-present.

### 7.) Lawrence County Schools

- Contact Name, Title: Jessica Eledge, Director of Business and Fiscal Management
- Telephone Number: 931-762-3581
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2004-present.



**PAST AND PRESENT CONTRACTS-(CONTINUED)**

**8.) Maury County Schools**

- Contact Name, Title: Ashley Paris, Finance Manager
- Telephone Number: 931-388-8403
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2001-present.

**9.) Sequatchie County Schools**

- Contact Name, Title: Sherry Johnson, Finance Director
- Telephone Number: 423-949-3617
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2009-present.

**10.) Cheatham County Schools**

- Contact Name, Title: Tracy Michon, Finance and Operations Specialist
- Telephone Number: 615-746-1399
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2017-present.

**11.) Grundy County Schools**

- Contact Name, Title: Anna Meeks, Budget and Finance Manager
- Telephone Number: 931-692-3467
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2017-present.

**12.) Murfreesboro City Schools**

- Contact Name, Title: Kim Williams, Assistant Superintendent for Administrative and Support Services
- Telephone Number: 615-893-2313
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of all funds and grant contracts.
- Years in which services were provided: 2016-present.

**13.) Sumner County Schools**

- Contact Name, Title: Dia Hall, Internal Auditor
- Telephone Number: 615-230-6949
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of the internal schools funds. In addition, limited USDA procedures are performed for the centralized cafeteria system.
- Years in which services were provided: 2022-present.

**14.) Lebanon Special School District**

- Contact Name, Title: Pam Jones, Finance Director
- Telephone Number: 615-449-6060
- Scope of Services: Engaged to perform a financial and compliance audit of the financial statements of all funds and grant contracts.
- Years in which services were provided: 2022-present.

## DETAILED DESCRIPTION OF SCOPE OF SERVICES

Matlock Clements, P.C. will conduct the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. Our audit will be conducted in accordance with auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and U.S. Office on Management and Budget (OMB) Uniform Guidance, *Audits of States, local Governments and Non-Profit Organizations if applicable* and will utilize the Tennessee Internal School Uniform Accounting Policy Manual. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

With respect to the Internal School Funds we will perform the specific following tasks:

- FRAUD DETECTION - SAS 99

Perform a fraud assessment at each school, by interviewing selected teachers, bookkeepers, secretaries and principals at each school.

Perform substantive test of the receipts and disbursements, on a test basis, at each school using software which will aid us in detecting disbursements which may not be bona fide expenses of the school.

- COMPLIANCE WITH THE TENNESSEE INTERNAL SCHOOL UNIFORM ACCOUNTING POLICY MANUAL AND OTHER AUDIT GUIDES AS PUBLISHED BY THE COMPTROLLER OF THE STATE OF TENNESSEE.

With respect to both the general fund and restricted funds at each school we will conduct the following procedures and tests concerning the System of Internal Controls:

- Review and test system of Internal Controls related to the Revenue/Collection Cycle.
- Review and test system of Internal Controls related to the Purchasing/Disbursement Cycle.
- Review and test system of Internal Controls related to the sufficiency of safeguards of financial records.
- Review and test system of Internal Controls relative to the prohibition of the usage of nonpermanent (pencil) entries and liquid paper (white out) in accounting records.
- Examine the safekeeping of cash
- Examine property acquisition and management
- Examine the retention and disposal of records
- Examine Cooperative and Non-cooperative activities

**DETAILED DESCRIPTION OF SCOPE OF SERVICES-(CONTINUED)**

- Examine Fundraising and Resale Activities
- Examine Donations and Other Miscellaneous Revenues/Receipts

Relative to Operating Procedures we will conduct procedures and tests in the General Purpose accounts and Internal School Funds as follows:

- Review and examine collection of money by teachers and others
- Review and examine collection of money by cashier, bookkeeper, secretaries or other individuals appointed by principal.
- Review and examine purchasing authorizations and procedures for teachers/others, bookkeepers and principals or other designees.
- Review and examine limitations on disbursements and expenditures made by classes, clubs and employees.
- Where applicable we will review and examine petty cash internal controls, authorizations, disbursements and replenishments.
- Review and examine all refunds and travel payments.
- Review and examine transfers from one school account to another, attempting to detect all prohibited transfers.
- Review and examine any unexpended club and class accounts balances.

Relative to Banking Procedures we will conduct procedures and tests as follows:

- Examine authorizations of all bank accounts and investments.
- Review and examine, on a test basis, deposits to assure state rules relative to bank deposit frequency is complied with, that all deposits are intact, and deposits slips are properly used and traceable to books of original entry and to the bank statement.
- Review and examine, on a test basis, signatures on checks, voided checks, outstanding checks and "bad" checks.
- Review, examine, on a test basis, bank reconciliations of bank accounts at each school.

Relative to Accounting and Reporting we will conduct procedures and tests as follows:

- Review revenue and expenditures classifications.
- Review expanded reporting levels.
- Review and examine, on a test basis, accounting records.
- Review and examine, on a test basis, periodic financial reports.

The itemization just listed is not intended to be all inclusive as it is not practical to report the volume and extent of all tests and procedures that will actually be conducted by our audit staff.

**EXPLANATION OF ROLE OF EACH INDIVIDUAL**

Eric Clements, CPA, CFE

Mr. Clements, as the Managing Partner, will be involved with the review process of each phase of the audit process (preliminary field work, substantive field work, report preparation, etc.). Mr. Clements will have evaluated procedures used and will have the final review of the audit report prior to being released to the Board of Education for review.

Andy Matlock, CPA

Mr. Matlock, as the Audit Manager, will be involved directly with all phases of both the internal school funds audit processes. Mr. Matlock will be a part of planning, testing, and report preparation for the audit. Mr. Matlock will supervise and review all procedures and working papers prepared by staff during the audit process.

2. - WRITTEN COMPLAINTS AGAINST OUR COMPANY

NONE

### 3. – COPY OF MOST RECENT EXTERNAL PEER REVIEW REPORT



CERTIFIED PUBLIC ACCOUNTANTS  
CHATTANOOGA | MEMPHIS

#### Report on the Firm's System of Quality Control

May 24, 2021

To The Partners of Matlock Clements and the Peer Review Committee of the Tennessee Society of CPAs.

We have reviewed the system of quality control for the accounting and auditing practice of Matlock Clements (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at [www.aicpa.org/practumary](http://www.aicpa.org/practumary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remedying weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Matlock Clements in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Matlock Clements has received a peer review rating of *pass*.

Henderson Hutcherson  
& McCullough, PLLC

1200 Market Street, Chattanooga, TN 37403 | T 423.706.7771 | F 423.266.5120

AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA

#### **4. - PROPOSED FEE SCHEDULE**

Our proposed fee for the 2023-2024 school year is \$17,000, and our firm is willing to enter into a contract renewable annually for subsequent years if desired

Our proposed fee includes all costs associated with financial statement preparation.

#### **5. - INVOICING PROCEDURE**

Invoicing occurs when the final audit document is presented by Matlock Clements, P.C. and is accepted by the finance department of the Marion County School System. The invoice terms are net 30 days.

**6. – BANK REFERENCES AND CUSTOMER REFERENCES**

- Yolanda Greene – Community President - First Horizon Bank – Murfreesboro, Tennessee. 615-893-7210
- Rachel Farmer - Finance Director - Williamson County Schools - Franklin, Tennessee. 615-472-4022
- Patsi Gregory – Program Supervisor – Robertson County School Nutrition - Springfield, Tennessee. 615-384-2076
- Kim Williams - Assistant Superintendent – Murfreesboro City Schools - Murfreesboro, Tennessee. 615-893-2313



7. - COMPANY AFFIDAVIT

The affiant states with respect to this Proposal to the Board of Education of Marion County, Tennessee:

I hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits. I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that the Board of Education of Marion County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature  Date 11/03/2023

Name: Eric Clements, CPA, CFE Phone: (615) 907-1881

Title: President Email: [eric@matlockclements.com](mailto:eric@matlockclements.com)

Firm Name: Matlock Clements, P.C.

Type of business organization (corporation, LLC, partnership, proprietorship):

S – Corporation

Address: 270 Glenis Drive, Suite A

City, State, Zip: Murfreesboro, TN 37129

**8. - FIRM OFFER STATEMENT**

This proposal constitutes a firm offer which may be accepted at any time within forty-five (45) days from and after the date of proposal opening.



Eric Clements, CPA, CFE

11/03/2023

Date

**9. - PERSON WITH AUTHORITY TO BIND THE COMPANY  
AND ANSWER QUESTIONS ON PROPOSAL**

Eric Clements, CPA, CFE  
President  
270 Glenis Dr., Suite A  
Murfreesboro, TN 37129  
615-907-1881  
[eric@matlockclements.com](mailto:eric@matlockclements.com)

Statement



**CSDG**

Planning | Engineering | Landscape Architecture

2305 Kline Ave, Ste 300, Nashville, TN 37211 • 615.248.9999 • csdgn.com

Civil Site Design Group PLLC  
2305 Kline Avenue, Suite 300  
Nashville, TN 37211  
615-248-9999

Marion Co Schools  
Mark Griffith  
204 Betsy Park Dr  
Jasper, TN 37347

Statement date: 11/28/2023

Questions or concerns? Please contact Vanda Hansard at 615.248.9999 or vandah@csdgn.com.  
Thank you for being our client!

	Invoice Number	Invoice Date	Amount
--	----------------	--------------	--------

Marion Co Schools  
21-054-01 Jasper MS - Hwy 28

135831	8/16/2023	3,045.00
Client Outstanding		3,045.00

Marion Co Schools						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
3,045.00	0.00	0.00	0.00	3,045.00	0.00	0.00

*Payment due immediately! Please remit to the above address. Thank you!*

**CHANGE ORDER PROPOSAL # 1**  
 Date: November 14, 2023

Marion County Board of Education	MMC Proj# NSH23-008
Marion County Board of Education	
204 Betsy Pack Drive	Customer Reference #
Jasper, TN 37347	

Schedule Impact:  Yes  No      Total Days Impacted: 2

Supply and install new isolation valve and bolts to replace existing defective isolation valve. Drain and refill the necessary system.

Subtotal Subcontractors:		\$	-
Overhead	10%	\$	-
Profit	10%	\$	-
<b>Total Subcontractors:</b>			\$ -

3	Hrs.	Plumber/Filter	\$ 106.00	\$ 318.00
0	Hrs.	Journeyman	\$ -	\$ -
0	Hrs.	Coordination / Superv:	\$ -	\$ -
0	Hrs.	Journeyman OT:	\$ -	\$ -
0	Hrs.	Apprentice: OT	\$ -	\$ -
0	Hrs.	Truck Driver:	\$ -	\$ -
0	Hrs.		\$ -	\$ -
0	Hrs.		\$ -	\$ -
Subtotal Labor:			\$	318.00
Sundries and Tool Expense			5%	\$ 15.90
Total Labor			\$	333.90
Overhead			10%	\$ 33.39
Profit			10%	\$ 36.73
<b>Total Labor:</b>			\$	<b>404.02</b>

Material:		\$	-
Equipment:		\$	517.74
Permit		\$	-
Subtotal Material:		\$	517.74
Sales Tax:	0%	\$	-
Total Material:		\$	517.74
Overhead	10%	\$	51.77
Profit	10%	\$	56.95
<b>Total Material:</b>			\$ <b>626.47</b>

<b>TOTAL SUBCONTRACTORS, LABOR, AND MATERIAL:</b>			\$	1,030.48
Bond/Local Tax	0.00%		\$	-
<b>TOTAL REQUEST</b>			\$	<b>1,031.00</b>



Signed: Joseph Saporito  
 Project Manager

*J. T. Phillips - 11/14/2023*  
 Approval of COR #1:  
*M. [Signature]* 11-14-2023

**AIA Type Document  
Application and Certification for Payment**

TO (OWNER): Marion County BOE  
204 Betsy Pack Drive  
Jasper, TN 37347

PROJECT: Marion County BOE TN  
204 Betsy Pack Drive  
Jasper, TN 37347

APPLICATION NO: 1  
PERIOD TO: 11/30/2023

DISTRIBUTION  
TO:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM (CONTRACTOR): McCloskey Mechanical Contractors, Inc.  
445 Lower Landing Road  
Blackwood, NJ 08012

VIA (ARCHITECT):

ARCHITECT'S  
PROJECT NO:

142-3353

CONTRACT FOR: NSH23008

CONTRACT DATE:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM	\$	156,370.00
2. Net Change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	156,370.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	83,370.00
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	8,337.00
b. 0.00 % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b)	\$	8,337.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	75,033.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	75,033.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	81,337.00

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

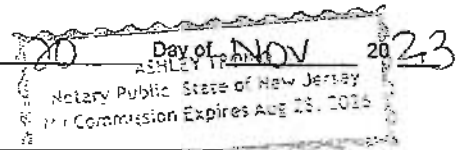
CONTRACTOR: McCloskey Mechanical Contractors, Inc.  
445 Lower Landing Road Blackwood, NJ 08012

By: DJ McCloskey / President Date: 11/20/23

State of: NJ

County of: Camden

Subscribed and Sworn to before me this



Notary Public: [Signature]

My Commission Expires:

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED: \$ \_\_\_\_\_

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

ARCHITECT:

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

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

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

AIA Type Document  
Application and Certification for Payment

TO (OWNER): Marion County BOE  
204 Betsy Pack Drive  
Jasper, TN 37347

PROJECT: Marion County BOE TN  
204 Betsy Pack Drive  
Jasper, TN 37347

APPLICATION NO: 1  
PERIOD TO: 11/30/2023

DISTRIBUTION  
TO:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM (CONTRACTOR): McCloskey Mechanical Contractors, Inc.  
445 Lower Landing Road  
Blackwood, NJ 08012

VIA (ARCHITECT):

ARCHITECT'S  
PROJECT NO:

CONTRACT FOR: NSH23008

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
HVAC									
2-1	Demo	45,370.00	0.00	45,370.00	0.00	45,370.00	100.00	0.00	4,537.00
2-2	Piping	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
2-3	Electrical	14,000.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0.00
2-4	Storage and Transportation	4,000.00	0.00	4,000.00	0.00	4,000.00	100.00	0.00	400.00
2-5	Insulation	29,000.00	0.00	0.00	0.00	0.00	0.00	29,000.00	0.00
2-6	Crane lifting	34,000.00	0.00	34,000.00	0.00	34,000.00	100.00	0.00	3,400.00
REPORT TOTALS		\$156,370.00	\$0.00	\$83,370.00	\$0.00	\$83,370.00	53.32	\$73,000.00	\$8,337.00



PAYROLL

(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR <input checked="" type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS 445 Lower Landing Road Blackwood, NJ 08012		OMB No.: 1235-0008 Expires: 07/31/2024
McCloskey Mechanical Contractors, Inc.				
PAYROLL NO. 1	FOR WEEK ENDING 11/19/2023	PROJECT AND LOCATION NSH23008-Marion County BOE TN 204 Betsy Pack Drive Jasper, TN 37347		PROJECT OR CONTRACT NO.

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Emp	(3) Work Classification	Earn Code	(4) DAY AND DATE							(5) Total Hours	(6) Rate of Pay	(7) Gross Amount Earned	(8) DEDUCTIONS					(9) Net Wages Paid For Week	
				MON	TUE	WED	THU	FRI	SAT	SUN				FICA	Fed W/H Tax	State & Local W/H Tax	Union Deductions	Other		Total Deductions
				11/13	11/14	11/15	11/16	11/17	11/18	11/19										
				HOURS WORKED EACH DAY																
Catino, Joseph D 1118 Litton Ave Nashville, TN 37216 ***-**-9045	S0	S-Tech Journeyman Reg Rate	OT			3.00					3.00	66.99	915.53	70.04	132.85	Union Detail: Ded. Amt. PAC 4.57 WORK / 54.93	59.50	262.39	653.14	
			REG			8.00		8.00				16.00	44.66							1,987.37
MacSorley, Andrew W 1208 Freedom Dr. Clarksville, TN 37042 ***-**-1485	M0	S-Tech Journeyman Reg Rate	REG	6.00			8.00	8.00			22.00	44.66	982.52	75.16	7.06	Union Detail: Ded. Amt. PAC 4.91 WORK / 58.95	63.86	146.08	836.44	
													982.52							Race: WHT Gender: Male
Malave, Emmanuel J 2410 Danlynn Drive Antioch, TN 37013 ***-**-7386	S0	S-Tech Journeyman Reg Rate	OT	1.00	1.00	3.00					5.00	66.99	1,764.07	134.95	239.26	Union Detail: Ded. Amt. PAC 8.82 WORK / 105.84	114.66	488.87	1,275.20	
			REG	8.00	8.00	8.00	8.00					32.00	44.66							1,764.07
Turano, Michaelangelo 290 Allie Kat Way Clarksville, TN 37042 ***-**-5406	M0	Senior HVAC Service Tech	OT	1.00	1.00	3.00					5.00	89.84	2,211.60	169.19	193.01	Union Detail: Ded. Amt. WORK / 132.70	132.70	494.90	1,716.70	
			REG	8.00	8.00	8.00	8.00	8.00				40.00	46.56							2,217.37

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(F) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.









Subject: RE: Retainage question

From: Kaitlyn Silvers <Kaitlyn.Silvers@cot.tn.gov>

To: Amanda Weeks <aweeks@mctns.net>

Date: Thursday, 11/30/2023 8:43 AM

---

Amanda,

Good morning! No apology necessary, it's always good to ask. Sections 66-34-103 and 66-34-104, TCA, address retainage and when it's required to be held in an interest-bearing/escrow account. According to 66-34-104(h), the requirement for it to be deposited into a separate, interest-bearing, escrow account applies to contracts for the improvement of real property when the contract is \$500,000 or more. I've provided a link to this state statute so you can read over/review it for yourself as well ([Tenn. Code Ann. § 66-34-104](#)).

Thank you!

Kaitlyn

From: Amanda Weeks <aweeks@mctns.net>

Sent: Thursday, November 30, 2023 9:33 AM

To: Kaitlyn Silvers <Kaitlyn.Silvers@cot.tn.gov>

Subject: Retainage question

Good morning Kaitlyn,

I apologize for me having so many questions, I just want to make sure I am doing things the right way. Is there a minimum threshold limit to require a retainage account to be set up? So for example, if there is a contract in the amount of \$150,000 and retainage would be \$15,000, would that require having a retainage account set up at the bank for that minimal amount? Hopefully, I asked that correctly.

Thank you for all your help!

Amanda Weeks  
Director of Finance  
Marion County Board of Education  
423-942-3434 Ext 6

Date: December 6, 2023

To: Dr. Mark Griffith

From: Teena Casseday, Principal Whitwell High School

Subject: Eric Zensen Night

We want recognize Mr. Eric Zensen on December 11th, at 5:15p.m. in the Whitwell High School Gymnasium.

Coach Zensen has worked tirelessly to lead our basketball and volleyball teams for many years with great success. His winning success has led WHS to many victories during his years. He has molded young ladies to be successful after high school.

We are requesting board approval to name the walk from the parking lot to the gym "Zensen Way" and have a street sign to show Coach Zensen our gratitude.

Please consider this request and thank you for your time and consideration.

Sincerely,  
Teena T. Casseday  
Whitwell High School  
Principal

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

Bill To:	Invoice Date	12/5/2023
Marion County Schools 204 Betsy Pack Drive Jasper, TN 37347	Invoice Number	2023-12-05_2697-21

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

New Jasper Middle -Fee based on bid amount

Total Fee based on Bid Amount	Previously Invoiced	Previously Paid	Current Invoice		Fee Remaining
\$1,867,195.00	\$1,603,650.00	\$1,603,650.00	\$65,000.00		\$198,545.00

This Invoice	\$65,000.00

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

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



**CAR INVOICE  
BILL OF SALE**

**DISCLAIMER OF WARRANTY:**

Any warranties on the products sold hereby are those by the manufacturer. The Seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

CUSTOMER # \_\_\_\_\_

SALESMAN **STEVE MOSS**

**MOSS** Motor Company, Inc.

1000 South Cedar Avenue • South Pittsburg, Tennessee 37380  
423-837-7114 • Fax: 423-837-5308 • Toll Free: 877-837-7114  
www.mossmotorco.com

SOLD TO

ADDRESS

HARION COUNTY BOARD OF EDUCATION  
204 BETSY PACK DRIVE  
JASPER, TN 37347  
(423)942-3434

YEAR	MAKE	MODEL	NEW USED	COLOR
2017	CHEVROLET	EXPRESS 3500	U	WHITE
VIN IDENTIFICATION NO. 16CZGHFG1H1101704			MILEAGE 116,523	

LIENHOLDER:

#griffith@actas.net

FOR THE CONSIDERATIONS HEREIN SET FORTH THE UNDERSIGNED HEREBY SELLS, TRANSFERS AND CONVEYS THE AUTOMOTIVE VEHICLE DESCRIBED HEREIN TO THE PERSON OR FIRM LISTED ABOVE. ALL USED CARS AND TRUCKS ARE SOLD "AS IS" WITHOUT ANY WARRANTIES WHATEVER AS TO MECHANICAL CONDITION, EXPRESSED OR IMPLIED. UNLESS SET FORTH IN WRITING IT WARRANTS THE TITLE TO SAID VEHICLE TO BE FREE OF ALL LIENS EXCEPT THOSE HEREIN DESCRIBED AND WILL DEFEND THE TITLE AGAINST THE LAWFUL CLAIMS OF ALL OTHER PERSONS.

MOSS MOTOR CO., INC.

STATE OF TENNESSEE BY \_\_\_\_\_  
SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_  
NOTARY PUBLIC \_\_\_\_\_  
MY COMMISSION EXPIRES \_\_\_\_\_ 20 \_\_\_\_

USED CAR TRADED YEAR

YEAR	MAKE	MODEL	VEHICLE IDENT. OR SERIAL NO.
N/A			
N/A			

DATE	SOURCE	INVOICE NO.	STOCK NO.
12/01/23	51812		80350
DESCRIPTION	KEY	ACC'T. NO.	SALE
PRICE OF VEHICLE			21,500.00
RECONSTRUCTION --			
TITLE/TRAFFIC FEES			
DR OUT OF STATE FEES			
CAR DEAL NO.		I	
SALES TAX			
CITY & COUNTY TAX			
BUSINESS TAX			
TOTAL CASH PRICE			21,500.00
FINANCING			
INSURANCE			
TOTAL TIME PRICE			21,500.00
DEPOSIT / REBATE(S)			
CASH ON DELIVERY			21,500.00
(GROSS)			
USED CAR ALLOWANCE			
PAYMENTS			
MONTHS	DOLLARS		
@	PER MONTH		21,500.00
TOTAL			
PAY OFF BAL OWING FIN. CO.			
OVER ALLOWANCE			
FINANCE CONTRACTS			
VALUE OF TRADE			
STOCK NO.			I
			I
BUYERS SIGNATURE X <i>Brent Brown</i>			
BUYERS SIGNATURE X _____			







**TENNESSEE DEPARTMENT OF REVENUE  
ODOMETER DISCLOSURE STATEMENT**

*FEDERAL and STATE LAW requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.*

I, \_\_\_\_\_  
**SELLER OR TRANSFEROR'S NAME (PLEASE PRINT)**

certify to the best of my knowledge that the odometer reading on the vehicle described below is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS)

- 1 I hereby certify that the mileage stated is in excess of the mechanical limits of the odometer.
- 2 The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY.**

MAKE	MODEL	BODY TYPE
VEHICLE IDENTIFICATION NUMBER		YEAR

\_\_\_\_\_  
SELLER OR TRANSFEROR'S ADDRESS                      CITY                      STATE                      ZIP CODE

X \_\_\_\_\_  
SELLER OR TRANSFEROR'S SIGNATURE                      DATE OF THIS STATEMENT

\_\_\_\_\_  
BUYER OR TRANSFEREE'S NAME (PLEASE PRINT)

\_\_\_\_\_  
BUYER OR TRANSFEREE'S ADDRESS                      CITY                      STATE                      ZIP CODE

X \_\_\_\_\_  
BUYER OR TRANSFEREE'S SIGNATURE





Date: 12/6/2023  
 Salesperson: Corey Kirk  
 Manager: Lee Belk  
 Customer ID #: 1033456

FOR INTERNAL USE ONLY

CUSTOMER MARION COUNTY BOARD OF EDUCATI Home Phone: (423) 942-3434  
204 BETSY PACK DR  
 Address: JASPER, TN 37347 Work Phone :  
MARION  
 E-Mail: mgriffith@mctns.net Cell Phone :

VEHICLE  
 Stock #: \_\_\_\_\_ New / Used: **New** VIN: WDYPF1CD9GP204044 Mileage: 148,446  
 Vehicle: 2016 Freightliner Sprinter 3500 Color: White  
 Type: \_\_\_\_\_

Market Value Selling Price	21,000.00
Taxable Fees (Estimated)	? 68.00
Doc Fee	798.00
Cash Deposit	.00
Balance	21,866.00

Customer Approval: \_\_\_\_\_ Management Approval: Lee Belk

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



**Riverside Chevrolet Buick GMC**  
 305 Battlecreek Road  
 South Pittsburg TN, 37380

Phone: (423)228-0900  
 riversidechevroletbuickgmc.com

2016 Freightliner Sprinter 3500 170" WB High Roof 9990 GVW

148,446 Miles

VIN: WDYPF1CD8GP204044

**COMPETITION VIEW - Dec 6, 2023**

300 miles from 37380	ACV Target	Average Retail	Price Rank	\$ / Mile Rank	Price To Market	Market Velocity	Local Supply	Total Supply	Average Miles
\$0	\$0	NA	NA	NA	0 Days	0	2	0	

**J.D. Power - Dec 2023 (Current)**

	Trade-In			Wholesale			Loan			Retail		
	Price	Adj	Total	Price	Adj	Total	Price	Adj	Total	Price	Adj	Total
Clean	\$23,850	\$2,844	\$26,694	\$23,850	\$2,844	\$26,694	\$21,475	\$2,844	\$24,319	\$30,800	\$2,844	\$33,644
Average	\$0	\$2,844	\$0	\$0	\$2,844	\$0	\$21,475	\$2,844	\$24,319	\$30,800	\$2,844	\$33,644
Rough	\$0	\$2,844	\$0	\$0	\$2,844	\$0	\$21,475	\$2,844	\$24,319	\$30,800	\$2,844	\$33,644

**KBB - Dec 1, 2023 (Current)**


	Trade-In			Wholesale (Lending)			Typical Listing		
	Price	Adj	Total	Price	Adj	Total	Price	Adj	Total
Excellent	\$37,722	-\$10,410	\$27,312	\$38,258	-\$10,410	\$27,848	\$39,660	-\$10,410	\$29,250
Very Good	\$35,244	-\$10,410	\$24,834	\$38,258	-\$10,410	\$27,848	\$39,660	-\$10,410	\$29,250
Good	\$31,718	-\$10,410	\$21,308	\$38,258	-\$10,410	\$27,848	\$39,660	-\$10,410	\$29,250
Fair	\$28,115	-\$10,410	\$18,705	\$38,258	-\$10,410	\$27,848	\$39,660	-\$10,410	\$29,250

**Black Book - Dec 1, 2023**

	Trade-In			Wholesale			Finance Advance			Retail		
	Price	Adj	Total	Price	Adj	Total	Price	Adj	Total	Price	Adj	Total
Extra Clean	-	-	-	\$32,575	-\$5,750	\$26,825	\$31,425	-\$4,150	\$27,275	\$40,975	-\$5,075	\$35,900
Clean	\$30,480	-\$5,420	\$25,060	\$30,150	-\$5,275	\$24,875	\$31,425	-\$4,150	\$27,275	\$37,975	-\$4,850	\$33,125
Average	\$27,180	-\$4,850	\$22,330	\$26,850	-\$4,725	\$22,125	\$31,425	-\$4,150	\$27,275	\$32,500	-\$4,150	\$28,350
Rough	\$22,260	-\$4,230	\$18,030	\$23,676	-\$4,200	\$19,476	\$31,425	-\$4,150	\$27,275	\$28,825	-\$3,700	\$25,125

*Dealerlink assumes no responsibility or liability for any errors, omissions or any revisions or additions made by anyone on this report.*

Printed By: Michael Cass on Dec 03, 2023

TO: Mark Griffith   
FROM: Mike Ogden  
CC: School Board  
Date: 12/1/2023  
Re: Technology and Maintenance Cargo Van , Surplus

---

*Item K.*

I am requesting the Maintenance Department 2006 GMC Cargo Van, VIN 1GTFG15T861251995 be deemed Surplus Equipment. The Van's transmission only has 1<sup>st</sup> gear. It would cost more than the van is worth to replace/repair the transmission.


*Item L.*

The Technology Department 2005 Cargo Van has already been deemed Surplus Equipment but I am requesting both vehicles be given to the Sheriff's Department for auction.

Thank you for your consideration on this matter.

Respectfully,

Mike Ogden

To: Mark Griffith   
From: Mike Ogden  
CC: Marion County School Board  
Date: 12/5/2023  
Re: New JMS School Sign

---

Bids for the New JMS School Marquee were opened on 12/5/2023 at 9am.

Two low bidders were Technology International (\$34,013,43) and Signs Plus (\$37,962.00).

I am requesting we go with Signs Plus because they offer full installation and permits included in their pricing.

Technology International does not include permits and specifies Customer to provide equipment and personnel to unload the sign equipment and responsible for site prep and Trailer registration.

Thank you for your consideration.

Mike Ogden

TO: Mark Griffith  
FROM: Mike Ogden  
CC: School Board  
Date: 12/1/2023  
Re: Technology Vehicle



---

I am requesting approval to purchase a vehicle for the Technology Department. 2019 Nissan Frontier SV , 51K Miles, \$23,998.

The Vehicle is located at CarMax.

Thank you for your consideration on this matter.

Respectfully,

Mike Ogden

Date: November 29th, 2023

To: Dr. Mark Griffith

From: Teena Casseday, Principal Whitwell High School

Subject: Mrs. Evelyn Griffith Night

We want recognize Mrs. Evelyn Griffith on December 14th, at 6:45 p.m. in the Whitwell High School Gymnasium.

Mrs. Griffith has worked tirelessly to lead and assist in every sport, building, and any student needs for WHS.

We are requesting board approval to name the sidewalk from the parking to the front of the football stadium "Evelyn Griffith Walkway," and have a street sign to show our love and support for this lady who has given so much to WHS.

Please consider this request and thank you for your time and consideration. Please feel free to extend this as an invitation to attend our Evelyn Griffith Night to the Marion County Board members and all district employees.

Sincerely,  
Teena T. Casseday  
Whitwell High School



Select Date



PO Box 28053, Chattanooga, TN 37424  
(423) 267-7663 Fax (423) 265-7347

**PROJECT INFORMATION**

Whitwell Drain Addition  
200 Tiger Trl, Whitwell, TN  
Size: NA  
Estimator: Andrew Helton

**CUSTOMER INFORMATION**

Marion County Schools  
Address  
Phone  
Email

JDH Company, Inc. proposes to furnish and install the following:

- Install 2 drains and flash them

**Total Price: \$7,675.00**

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

**Acceptance of Proposal**-The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due upon receipt of invoice and 1.5% of outstanding balance shall be charged as late fee after 30 days and Customer will be responsible for all costs of collection including attorney's fees.

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

*[Handwritten Signature]*  
Project Manager

Note: This proposal may be withdrawn by JDH if not accepted within 30 days

Date of Acceptance: \_\_\_\_\_

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

TN License #39442, Expires 2-29-24, BC20 & BC21

301 Industrial Boulevard  
Tullahoma, TN 37388  
Phone: 931.454.9940  
Fax: 931.454.2338



2605 Elm Hill Pike  
Suite C  
Nashville, TN 37214  
Phone: 615.678.6022

November 16, 2023

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

Re: SPHS Theater Renovation

Dr. Griffith,

On October 19, 2023 bids were received and opened for the SPHS Theater Renovation project. This project consists of the following scope of work:

- Removal of asbestos floor tile
- New LVT flooring system
- New theater seating
- Refinishing existing stage
- New stage curtains
- New ADA lift for stage
- New dressing rooms
- New stage lighting
- New audio/visual equipment
- Replacement of existing general lighting

Bids received were from Gann Construction Company in the amount of \$728,973.34 and from Integrated Properties in the amount of \$613,606.45. After reviewing bids and submitted documentation i.e. bonds, licenses, drug free affidavit, and certificate of insurance, we recommend accepting the bid from Integrated Properties, LLC and contracting for the scope of work outlined above. Please let us know if this is agreeable and we will prepare a construction contract for these services.

Sincerely,

Dean Oliver, PE  
Engineering Manager

OLG File: 50823.1

**Subject:** Jasper Area Schools Junior Pro Liaison

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

**To:** Ruby Gamble <rgamble@mctns.net>, Mark Griffith <mgriffith@mctns.net>, Tanya Tate <tate@mctns.net>, Kasey Woodlee <kwoodlee@mctns.net>

**Date:** Monday, 12/04/2023 1:16 PM

---

Mrs. Gamble,

\* I am asking permission to add Cory Merrell to the School Board Agenda to serve as the Jasper Area Schools Junior Pro Liaison. This is a voluntary position. Cory would have to go through the background check and fingerprinting process just like all other volunteer coaches do. Let me know if anything additional is needed.



**Dr. Heath Thacker**

Principal

Jasper Middle School

423-942-6251

bthacker@mctns.net

www.jaspermiddle.org

601 Elm Avenue, Jasper, TN, 37347

---

\* Non-Fac. Vol. Coach

**Subject:** Jason Saylor's Volunteer Assistant Baseball Coach

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

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

**Date:** Monday, 12/04/2023 1:19 PM

Mrs. Gamble,

I am requesting Dr. Griffith's permission that Jason Saylor be added to the December Board Agenda to be approved as a non-faculty volunteer assistant for our Baseball team. Let me know if anything additional is needed.



**Dr. Heath Thacker**

Principal

Jasper Middle School

423-942-6251

bthacker@mctns.net

www.jaspermiddle.org

601 Elm Avenue, Jasper, TN, 37347

\* Non-Fac Volunteer

Approved for agenda.

A handwritten signature in black ink, appearing to be 'M Griffith'.

12-5-2023

Subject: Board Agenda

From: Larry Ziegler <lziegler@mctns.net>

To: Ruby Gamble <rgamble@mctns.net>

Date: Wednesday, 11/15/2023 8:31 AM

---

Mrs. Ruby,

Mike Minter

\* - Non-paid, volunteer baseball coach

\* Non-Fac. Volunteer

Sincerely,

Larry Ziegler  
Principal  
Marion County High School

A handwritten signature in black ink, appearing to be 'MM', with a long, sweeping horizontal stroke extending to the right.

Subject: Board Agenda

From: Larry Ziegler <lziegler@mctns.net>

To: Ruby Gamble <rgamble@mctns.net>

Date: Wednesday, 11/22/2023 3:23 PM

MCHS

\* Non-Faculty/Volunteer Assistant Girls Basketball Coach  
Leonard Woodlee

Sincerely,

Larry Ziegler  
Principal  
Marion County High School

\* Non-Fac. Volunteer

Approved for Agenda  
11-27-2023



Subject: Board Agenda

From: Larry Ziegler <lziegler@mctns.net>

To: Ruby Gamble <rgamble@mctns.net>

Date: Wednesday, 11/29/2023 9:45 AM

---

Mrs. Ruby,

Could you please get approved for the board agenda?

MCHS

\* Volunteer/Non-Faculty Coach - Softball

Hannah Morrison

Sincerely,

Larry Ziegler  
Principal  
Marion County High School

\* Non-Fac. Volunteer

Approved for Agenda  


**Subject:** Board Agenda

**From:** Larry Ziegler <lziegler@mctns.net>

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

**Date:** Tuesday, 12/05/2023 1:09 PM

---

Mrs. Ruby,

\* I am requesting for Joe Waddell to be placed on the board agenda as a non-faculty/volunteer wrestling coach.

Sincerely,

Larry Ziegler  
Principal  
Marion County High School

\* Non-Fac. Volunteer

A large, stylized handwritten signature in black ink, consisting of several vertical strokes followed by a large, sweeping loop.

**Subject:** Requesting Board Approval

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

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

**Date:** Wednesday, 12/06/2023 9:07 AM

---

Football

- \* Volunteer non-paid - Thundur Roberts
- \* Volunteer non-paid - Hudson Petty

\* Non-Fac. Volunteers

A handwritten signature consisting of a stylized 'M' followed by a large, loopy flourish.



**Jasper Middle School**  
**Principal: Dr. Heath Thacker**

**601 Elm Avenue, Jasper, TN 37347**  
**Assistant Principal: Ms. Kasey Woodlee**

### 2023-2024 Volleyball Schedule

Date	Opponent	Location	Varsity	Junior Varsity
2/10	SVC Playday	Stone Memorial	9:00 AM	10:30 AM
2/22	Richard Hardy	Away	5:00PM	6:00PM
2/26	Whitwell	Home	5:00PM	6:00PM
2/27	Cumberland County	Home	6:00PM	7:00PM
2/29	Bledsoe County	Home	5:30PM	6:30PM
3/5	Sequatchie County	Home	5:30PM	6:30PM
3/7	Stone Memorial	Away	6:00PM	7:00PM
3/12	Van Buren County	Away	5:30PM	6:30PM
3/14	Richard Hardy	Home	5:00PM	6:00PM
3/18	Whitwell	Away	5:00PM	6:00PM
3/19	Bledsoe County	Away	5:30PM	6:30PM
3/20	Cumberland County	Away	6:00PM	7:00PM
3/26	Van Buren County	Home	5:30PM	6:30PM
4/9	Stone Memorial (8th Grade Night)	Home	6:00PM	7:00PM
4/11	Sequatchie County	Home	5:30PM	6:30PM

**Head Coach: Candace Seagroves**

**Assistant Coach: Jim McKee**

**SVC Conference Tournament: April 13th @ Stone Memorial**

Subject: Board Approval

From: Veronica Rogers-Horton <vrhorton@monteagleelementary.org>

To: Mark Griffith <mgriffith@mcns.net>

Cc: Ruby Gamble <rgamble@mcns.net>

Date: Wednesday, 12/06/2023 5:14 PM

If it is not too late, please add the MES volleyball schedule to the December board. I just received it at 4:45 p.m.

### Mountain Valley Volleyball League Schedule 2024

	<b>Feb 13</b>		<b>Mar 5</b>		<b>April 2</b>
SAS Monteagle	Tracy North	North Pelham	Tracy Swiss	Tracy SAS	SAS Pelham
	<b>Feb 15</b>		<b>Mar 7</b>		<b>April 4</b>
Swiss Pelham	Monteagle Tracy	Monteagle Pelham	North Tracy	Swiss Monteagle	
	<b>Feb 20</b>		<b>Mar 12</b>		<b>April 9</b>
North Swiss	Pelham SAS	Pelham Swiss	Swiss North	Pelham Tracy	Monteagle SAS
	<b>Feb 22</b>		<b>March 14</b>		<b>April 11</b>
SAS Tracy	Monteagle North	Tracy Monteagle	Pelham North	Pelham Monteagle	
	<b>Feb 27</b>		<b>March 19</b>		<b>April 16, 18 make up days</b>
Swiss SAS	Tracy Pelham	SAS Swiss	North Monteagle		MVVL Varsity Tournament will be April 20 MVVL JV Tournament will be March 16 a Practice can begin with volleyballs Jan 2 All games start @ 5:30 PM unless otherv
	<b>Feb 29</b>		<b>March 21</b>		
SAS North	Monteagle Swiss	Swiss Tracy	North SAS		

Sincerely,



**MONTEAGLE ELEMENTARY**  
**VERONICA ROGERS-HORTON**  
 Principal

☎ 931-924-2114 Fax: 931-924-2104  
 ✉ vrhorton@mcns.net  
 🌐 www.monteagleelementary.org

730 EAST MAIN STREET  
 MONTEAGLE, TN 37356

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## Boys & Girls Basketball Schedule 2023-2024

DATE	OPPONENT	LOCATION	JV Girls	JV Boys	GIRLS	BOYS
Tuesday, Nov. 14	SAS	Home			6:00	7:30
Friday, Nov. 17	Cannon County	Away			6:00	7:30
Monday, Nov. 20	Rockwood	Away			5:30	7:00
Thursday, Nov. 30	Bledsoe County	Home	3:30	4:30	6:00	7:30
Friday, Dec. 1	Lookout Valley	Away			5:30	7:00
Monday, Dec. 4	Grace Baptist	Home	4:00	5:00	6:00	7:30
Tuesday, Dec. 5	CSLA	Home			5:30	7:00
Friday, Dec. 8	South Pittsburg	Away	3:30	4:30	6:00	7:30
>> Monday, Dec. 11	Grundy Co.	Home	3:30	4:30	6:00	7:30
Tuesday, Dec. 12	SAS	Away			6:00	7:30
Thursday, Dec. 14	Lookout Valley	Home			5:30	7:00
Friday, Dec. 15	FC Boyd Christian	Away	4:30		6:00	7:30
Tuesday, Dec. 19	Bledsoe County	Away		4:30	6:00	7:30
Dec. 21-22	Tulahoma Christmas Tourney	Away			TBA	TBA
Tuesday, Jan. 2	Lafayette High	Home	12:00	1:30	3:00	4:30
Friday, Jan. 5	Copper Basin	Home			5:00	6:30
Friday, Jan. 12	South Pittsburg	Home	3:30	4:30	6:00	7:30
Monday, Jan. 15	Rockwood	Home			5:00	6:30
Tuesday, Jan. 16	FC Boyd Christian	Home	4:30		6:00	7:30
Tuesday, Jan. 23	Van Buren	Away		4:30	6:00	7:30
Saturday, Jan. 27	Grundy Co.	Away	3:30	4:30	6:00	7:30
Monday, Jan. 29	Grace Baptist	Home	4:00	5:00	6:00	7:30
Tuesday, Jan. 30	Moore County	Away			6:00	7:30
Saturday, Feb. 3	Gordonsville	Home			3:00	4:30
*Friday, Feb. 9	*Copper Basin	*Away			5:00	6:30
Monday, Feb. 12	Van Buren	Home		4:30	6:00	7:30
Feb 20/21	DISTRICT	TBA			TBA	TBA
FEB 23/24	REGIONALS	TBA			TBA	TBA

(Coach Z) night

Rec. E. Griffith

(HC)

Alum

SR. Night



**Subject:** Fwd: WHS Wrestling

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

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

**Date:** Thursday, 11/16/2023 2:25 PM

---

Requesting board approval for the 23-24 WHS **wrestling** team

-- Original message --

**Subject:** WHS Wrestling

**From:** Rebecca Castle <rcastle@whitwelltigers.org>

**To:** Teena Casseday <tcasseday@whitwelltigers.org>, Ruby Gamble <rgamble@mctns.net>

**Date:** Thursday, 11/16/2023 1:42 PM

Sat. Nov. 25, 2023	(N) Hixson Duals	Hixson High School ·	Edit	<input type="checkbox"/>
Sat. Dec. 2, 2023	(N) Ooltewah Tournament	Ooltewah High School ·	Edit	<input type="checkbox"/>
Thu. Dec. 7, 2023	6:00 PM	at The Howard School	Edit	
Fri. Dec. 15, 2023	(N) Bradley Central Tournament	Bradley Central High School ·	Edit	<input type="checkbox"/>
Tue. Dec. 19, 2023		Sequatchie Co. High School	Edit	<input type="checkbox"/>
Thu. Dec. 21, 2023	(N) Soddy Daisy Tournament	Soddy Daisy High School ·	Edit	<input type="checkbox"/>
Fri. Dec. 29, 2023		at Signal Mountain High School *	Edit	<input type="checkbox"/>
Mon. Jan. 15, 2024		at Livingston Academy		

--

Rebecca Castle  
Whitwell High School  
Algebra I Teacher  
Head HS Softball Coach  
Athletic Director

# 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 Jasper Middle School     Date Submitted 11/16/23

Teacher Making the Request Kathy McGowan     Position 5th grade ELA/Science

Teacher's Email Address kmcgowan@mcus.net     Class/Club 5th NEHS / 6th Beta Club

# of Students Participating 90     # of Parent Chaperones \_\_\_\_\_     # of Teachers Chaperones 10

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

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

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Dollywood     Destination Phone Number 1-800-365-5996  
 Destination Address 2700 Dollywood Parks Blvd City Pigeon Forge State TN  
 Date(s) of Trip: 5/10/24    
  One day    
  Overnight (how many days \_\_\_\_\_)  
 Time Schedule Requested:    
 Leave School: 6:00 am cdt     Arrive Destination: 9:00 am cdt  
 Leave Destination: 7:00 pm cdt     Return School: 10:00 pm cdt

Purpose of Trip To reward members of 5th grade NEHS and 6th grade Beta Club

What are you going to do with students not going? They will attend school as usual.

### COST PER STUDENT

Travel 50     Lodging \_\_\_\_\_ x \_\_\_\_\_     Food 10  
 School Lunches \_\_\_\_\_     Entrance Fees / Tickets 40     Other \_\_\_\_\_ x \_\_\_\_\_

TOTAL COST PER STUDENT \$ 100     Funding Source: Parents

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

### SUBMIT REQUEST

Approve      Disapprove     Principal Dr. Bryant     Date 11/16/23  
 Approve      Disapprove     Director of Schools \_\_\_\_\_     Date \_\_\_\_\_  
 Approve      Disapproved     Marion County Board of Education \_\_\_\_\_  
Date \_\_\_\_\_

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

CHECK THE APPROPRIATE BOX

- Field Trip     
  Athletic Trip     
  Overnight trip     
  School Journey     
  Other

Name of School Marion County High      Date Submitted 12/5/23  
 Teacher Making the Request Haynes/Kilgore      Position teachers  
 Teacher's Email Address khaynas@mctns.net      Class/Club Beta Club  
 # of Students Participating 40      # of Parent Chaperones \_\_\_\_\_      # of Teachers Chaperones 4

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

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

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Urban Air / Park Valley Place Mall      Destination Phone Number \_\_\_\_\_  
 Destination Address 5900 University Dr.      City Huntsville      State AL  
 Date(s) of Trip: 2/7/24       One day       Overnight (how many days \_\_\_\_\_)      35 806  
 Time Schedule Requested:      Leave School: 8:00 am      Arrive Destination: 10:00 am  
    Leave Destination: 2:00 pm      Return School: 4:00 pm

Educational purpose team work / team building skills in physically demanding endurance & courses

Actual on site instructional time 2 hours / 1 1/2 hours for Lunda

What are you going to do with students not going? this is a Beta Club trip students in the club not going will remain in regular scheduled classes

### COST PER STUDENT

Travel Covered by Beta Fundraisers      Lodging \_\_\_\_\_      Food @ students expense  
 School Lunches \_\_\_\_\_      Entrance Fees / Tickets \$ 26      Other \_\_\_\_\_  
**TOTAL COST PER STUDENT: \$ 26**      Funding Source: Beta Fundraisers for travel

What provisions are being made for students who cannot afford to participate in this trip? fundraising was offered

### SUBMIT REQUEST

Approve       Disapprove      Principal James Zg...      Date 12-6-23  
 Approve       Disapprove      Director of Schools \_\_\_\_\_      Date \_\_\_\_\_  
 Approve       Disapproved      Marion County Board of Education \_\_\_\_\_  
Date \_\_\_\_\_

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

CHECK THE APPROPRIATE BOX

- Field Trip     
  Athletic Trip     
  Overnight trip     
  School Journey     
  Other

Name of School Marion County High      Date Submitted 12/5/23  
 Teacher Making the Request Haynes/Long      Position Teacher  
 Teacher's Email Address khaynes@mcshs.net      Class/Club Biology H/A&P  
 # of Students Participating 38      # of Parent Chaperones \_\_\_\_\_      # of Teachers Chaperones 2-3

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

- School Bus (indicate number required \_\_\_\_\_)     
  Walking     
  Personal Vehicle  
 Charter Bus (indicate number required 1)     
  Airplane     
  Other

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Adventure Science Center      Destination Phone Number \_\_\_\_\_  
 Destination Address 200 Fort Negley Blvd      City Nashville      State TN  
 Date(s) of Trip: 1/29 OR (2/8)     
  One day     
  Overnight (how many days \_\_\_\_\_)  
 Time Schedule Requested:     
 Leave School: 8:00 am      Arrive Destination: 10:00 am  
   
 Leave Destination: 1:00 pm      Return School: 3:00 pm

Educational purpose hands-on interactive learning experiences including science labs, planetarium + body quest.

Actual on site instructional time 3 hours  
 What are you going to do with students not going? will be left activities with sub

### COST PER STUDENT

Travel \$1360 - CTE will fund per 5 Prince      Lodging \_\_\_\_\_      Food box lunch for fee  
 School Lunches \_\_\_\_\_      Entrance Fees / Tickets \$7(+)      Other \_\_\_\_\_  
 TOTAL COST PER STUDENT: approx \$30     
 Funding Source: additional cost for lab     
 pending approval of CTE funds to cover portion of travel

What provisions are being made for students who cannot afford to participate in this trip? CTE is helping with cost of travel

### SUBMIT REQUEST

Approve       Disapprove      Principal [Signature]      Date 12-6-23  
 Approve       Disapprove      Director of Schools \_\_\_\_\_      Date \_\_\_\_\_  
 Approve       Disapproved      Marion County Board of Education \_\_\_\_\_  
Date \_\_\_\_\_

# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

CHECK THE APPROPRIATE BOX

- Field Trip     
  Athletic Trip     
  Overnight trip     
  School Journey     
  Other

Name of School MES      Date Submitted 11-13-23  
 Teacher Making the Request N. Burkard      Position 7/8 Teacher  
 Teacher's Email Address nburkard@metos.net      Class/Club 5-8 Stinger (Positive Rewards)  
 # of Students Participating 105      # of Parent Chaperones 5      # of Teachers Chaperones 4

Overnight request requires a copy of trip agenda attached.

### METHOD OF TRANSPORTATION

- School Bus (indicate number required 1)     
  Walking     
  Personal Vehicle ↓  
 Charter Bus (indicate number required \_\_\_\_\_)     
  Airplane     
  Other Some will ride with parents

### FIELD TRIP DESTINATION/TIME FRAME/PURPOSE

Destination Tullahoma Lakes      Destination Phone Number 931-455 1947  
 Destination Address 900 S. Anderson St.      city Tullahoma      State TN  
 Date(s) of Trip: 12-19-23       One day       Overnight (how many days \_\_\_\_\_)  
 Time Schedule Requested:      Leave School: 8 AM      Arrive Destination: 8:45 AM  
    Leave Destination: 11:30 AM      Return School: 12:15 PM

Purpose of Trip This is earned by gaining 100 Stinger Bucks, our school-wide positive behavior reward program. It encourages students to follow rules, complete work, and work at the potential.  
 What are you going to do with students not going? One teacher will keep them to complete late/makeup work.

### COST PER STUDENT

Travel \$9.00      Lodging x      Food \_\_\_\_\_  
 School Lunches \_\_\_\_\_      Entrance Fees / Tickets ~~\$8.00~~ (11.00)      Other \_\_\_\_\_  
**TOTAL COST PER STUDENT: 20.00**      Funding Source: parents

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

### SUBMIT REQUEST

Approve       Disapprove      Principal [Signature]      Date 11-13-2023  
 Approve       Disapprove      Director of Schools \_\_\_\_\_      Date \_\_\_\_\_  
 Approve       Disapproved      Marion County Board of Education \_\_\_\_\_  
Date \_\_\_\_\_







# MARION COUNTY SCHOOLS

## REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

**CHECK THE APPROPRIATE BOX**

Field Trip     
  Athletic Trip     
  Overnight trip     
  School Journey     
  Other

Name of School Whitwell Middle      Date Submitted 11-30-23

Coach Teacher Making the Request Tanya Tate      Position Head girls basketball coach

Teacher's Email Address tate@mcshs.net      Class/Club WMS Girls Basketball

# of Students Participating 19      # of Parent Chaperones 15      # of Teachers Chaperones 5

Overnight request requires a copy of trip agenda attached.

METHOD OF TRANSPORTATION		
<input type="checkbox"/> School Bus (Indicate number required _____)	<input type="checkbox"/> Walking	<input checked="" type="checkbox"/> Personal Vehicle
<input type="checkbox"/> Charter Bus (Indicate number required _____)	<input type="checkbox"/> Airplane	<input type="checkbox"/> Other

FIELD TRIP DESTINATION/TIME FRAME/PURPOSE		
Destination <u>Thompson-Boling Arena</u>	Destination Phone Number <u>865-974-0953</u>	
Destination Address <u>1600 Phillip Fulmer Way</u>	City <u>Knoxville</u>	State <u>TN</u>
Date(s) of Trip: <u>1-7-2024</u>	<input checked="" type="checkbox"/> One day <input type="checkbox"/> Overnight (how many days _____)	
Time Schedule Requested: Leave School: _____	Arrive Destination: _____	
Leave Destination: _____	Return School: _____	

Educational purpose Lady Vols basketball game on Sunday, Jan. 7th  
Parents will drive their children to & from game.

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

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

COST PER STUDENT		
Travel _____	Lodging _____	Food _____
School Lunches _____	Entrance Fees / Tickets _____	Other _____
TOTAL COST PER STUDENT: _____		Funding Source: <u>Student tickets being purchased by basketball acct.</u>
What provisions are being made for students who cannot afford to participate in this trip? _____		

SUBMIT REQUEST			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Principal <u>J. Huerfano</u>	Date <u>11-10-2023</u>
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Director of Schools <u>M. [Signature]</u>	Date _____
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapproved	Marion County Board of Education _____	Date _____