

**Collierville Schools Board Business Meeting  
April 17, 2017 6:00 PM  
Collierville Town Hall, Board Chambers  
146 College Street  
Collierville, TN 38017**

I. Call to Order	J. Mark Hansen, Chairman
II. Roll Call	J. Mark Hansen, Chairman
III. Moment of Silence	J. Mark Hansen, Chairman
IV. Pledge of Allegiance	J. Mark Hansen, Chairman
V. Public Comments	J. Mark Hansen, Chairman
VI. Approval of Agenda	J. Mark Hansen, Chairman
VII. Business Affairs	J. Mark Hansen, Chairman
A. Approval of Minutes	
1. Minutes of the March 21, 2017 Board Business Meeting	
B. Approval of Monthly Financial Statements	
1. February 2017 Financial Statements	
VIII. Reports	
A. Chairman's Report	J. Mark Hansen, Chairman
B. Superintendent's Report	John S. Aitken, Superintendent
IX. Business Items for Approval	
A. Approval of Policy #4.300, Extracurricular Activities	John S. Aitken, Superintendent
B. Approval of Policy #4.600, Grading System	John S. Aitken, Superintendent
C. Approval of 2017-2018 Special Course Application	John S. Aitken, Superintendent
D. Approval of Inclement Weather Day (January 6, 2017)	John S. Aitken, Superintendent
E. Approval of HVAC Bid to be Awarded to Carrier Enterprise for Collierville High School	John S. Aitken, Superintendent
F. Approval of HVAC Bid to be Awarded to Mills Wilson George for Schilling Farms Middle School	John S. Aitken, Superintendent
G. Approval of Custodial Services Contract	John S. Aitken, Superintendent
H. Approval of 2017-2018 General Fund Budget	John S. Aitken, Superintendent
I. Approval of 2017-2018 Special Revenue Fund Budget	John S. Aitken, Superintendent
J. Approval of 2017-2018 Differentiated Pay Plan	John S. Aitken, Superintendent
K. Approval of the 2018-2019 School Configuration Plan: Adopt a 6 Elementary/2 Middle Plan Converting SFMS to SFES and Converting CHS to a Middle School	John S. Aitken, Superintendent
X. Adjournment	



**Minutes of the Board Business Meeting  
March 21, 2017 @ 6:00 PM  
Collierville Town Hall, Board Chambers**

**Mr. Mark Hansen, Chairman**  
**Mr. Kevin Vaughan, Vice-Chairman**  
**Ms. Wanda Chism**  
**Mr. Wright Cox**  
**Ms. Cathy Messerly**

**I. CALL TO ORDER**

The Collierville Schools Board Business Meeting was called to order by Board Chairman Mark Hansen at 6:07 p.m.

**II. ROLL CALL**

Roll call was taken by Board Chairman Mark Hansen and all five board members were present, representing a quorum.

**III. MOMENT OF SILENCE**

A moment of silence was observed.

**IV. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Board Member Wright Cox.

**V. SPECIAL RECOGNITIONS**

**A. Recognition of our Spotlight School “Schilling Farms Middle School”**

Ms. Beth Robbins, Principal of Schilling Farms Middle School, gave us a glimpse inside their school house by showing us student engagement. Student engagement is making sure every student feels connected and involved in the learning process. It is the key to an effective learning environment and is the reason that SFMS is an outstanding educational organization. Schilling Farms Middle Schools is a family made up of 1,118 students and requires a teaching staff and support staff of almost 90 adults.

The students highlighted three powerful student engagement tools:

**Extra-Curricular Clubs and Activities**

**Tania Binu** – 7<sup>th</sup> grader. She is a STEM Scholar, a member of the Junior Beta Club, sings in the SFMS Honor Choir and serves as an Ambassador and a member of the Speech and Forensics Team. She not only performed in the Forensics video, but she created this video by herself.



**Connecting the Digital Journey and the School House**

The three SFMS students that created the Digital Journey Video were:

**Jacob Hays** - 7<sup>th</sup> grader, but this is his first year at SFMS. He plays saxophone, a member of the Chess team and is a Boy Scout with the rank of 1<sup>st</sup> class.

**Eshan Bhagat** – 6<sup>th</sup> grader who attended Crosswind last year. He is an Ambassador who provide tours of the school to families and incoming 6<sup>th</sup> graders.

**Chris Sims** – 7<sup>th</sup> grader. He is in the STEM Scholars program, just completed his second season on the Boys’ Basketball team, member of the Junior Beta Club, and a member of the Young Filmmaker’s Club.

**Schilling Farms Middle School Math Team**

The Team Sponsor and Coach is Ms. Pam Shirley. She is a long-time SFMS advanced math teacher and serves as Chair of the Schilling Math Department. She introduced their MATHCOUNTS Team of 4:

**Alex Zhang, Emily Sun, Daniel Cui and Lawrence Wang**

They placed 1<sup>st</sup> in the Memphis Chapter MATHCOUNTS competition in February. Emily Sun had the 2<sup>nd</sup> highest individual score overall and Alex Zhang had the 4<sup>th</sup> highest score overall. The four person team advanced to the State MATHCOUNTS competition where they placed 2<sup>nd</sup>. At state, Alex had the 3<sup>rd</sup> highest score overall and he will compete at the national MATHCOUNTS competition in May.

Jessica He was also there. She competed on the MATHCOUNTS team the last 2 years when the school placed 3<sup>rd</sup> both years.

**B. Recognition of Technology Team**

Mr. Aitken recognized our Technology Team for their successful iPad rollout at seven schools. We owe them a public thank you for their efforts and dedication during this time.

Lisa Higgins	Zach Gilbrech	Brian Hailey
Donna Strawn	Cheryl Giles	Emily Russell
Deanna Goss	Sharie Schmidt	Marjorie Kagoo
Leslie Blevins	Sara Hodge	Beth McCallie
Anson Jones	Lynelle Robinson	

**VI. PUBLIC COMMENTS**

1. *Paige Eubank, 1356 Wolf Pack, Collierville TN*  
Title IX
2. *Jack Eubank, 1356 Wolf Pack, Collierville TN*  
Title IX

## **VII. APPROVAL OF AGENDA**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the agenda for the March 21, 2017 Business Meeting, with the exception of adding Items L-S, which were discussed at the last work session. In addition, a consent agenda was created by adding items: G, H, I, M-S as presented by the Superintendent.

Wright Cox made the motion to approve the consent agenda, as presented by the Superintendent. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

## **VIII. BUSINESS AFFAIRS**

- **APPROVAL OF THE MINUTES OF THE FEBRUARY 14, 2017 BUSINESS MEETING**

Wright Cox made the motion to approve the minutes for the February 14, 2017 Board Business Meeting as presented. The motion was seconded by Wanda Chism and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

- **APPROVAL OF THE JANUARY 2017 MONTHLY FINANCIAL STATEMENTS**

Cathy Messerly made the motion to approve the January 2017 Monthly Financial Statements as presented. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

## **IX. REPORTS**

### **Chairman's Report**

- Chairman Hansen deferred his report time to Superintendent Aitken.

### **Superintendent's Report**

- Mr. Aitken updated the Board on the process of reviewing transfer applications. Letters should be mailed to applicants within the next two weeks.
- There will be a couple of events coming up – Kindergarten Kickoff will be Thursday, March 23<sup>rd</sup> at each of the five elementary schools and Battle of the Books will be Monday, March 27<sup>th</sup> at the Harrell theatre.
- At the end of the week, we will go over pricing for Phase 3 – Athletic facilities. Once we reach a final number we will bring this back to the board for your approval, hopefully in April.
- Mr. Aitken will be in Nashville on Wednesday, March 22<sup>nd</sup> for a Toss Board Meeting and will be attending the Senate Education Committee meeting. There are several voucher bills up and he is watching all of them closely. The bill did pass in the House Administration and Planning Committee this morning.
- Happy Birthday, Louise Claney!!

### **X. BUSINESS ITEMS FOR APPROVAL**

#### **A. Approval of Revised 2017 School Board Meeting Calendar**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the Revised 2017 School Board Meeting Calendar, as presented by the Superintendent.

Wanda Chism made the motion to approve the revised 2017 School Board Meeting Calendar, as presented by the Superintendent. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

#### **B. Approval of 2017 CTE Textbook Adoption**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the 2017 CTE Textbook Adoption, as presented by the Superintendent.

Cathy Messerly made the motion to approve the 2017 CTE Textbook Adoption, as presented by the Superintendent. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**C. Approval of Policy #4.406, Use of Internet**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve Policy #4.406, Use of Internet, as presented by the Superintendent.

Cathy Messerly made the motion to approve Policy #4.406, Use of Internet, as presented by the Superintendent. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**D. Approval of Staff Responsible Use Policy**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the Staff Responsible Use Policy, as presented by the Superintendent.

Wanda Chism made the motion to approve the Staff Responsible Use Policy, as presented by the Superintendent. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**E. Approval of Responsible Use Policy Grades PreK-5**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the Responsible Use Policy Grades PreK-5, as presented by the Superintendent.

Wright Cox made the motion to approve the Responsible Use Policy Grades PreK-5, as presented by the Superintendent. The motion was seconded by Kevin Vaughan and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**F. Approval of Responsible Use Policy Grades 6-12**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the Responsible Use Policy Grades 6-12, as presented by the Superintendent.



Wanda Chism made the motion to approve the Responsible Use Policy Grades 6-12, as presented by the Superintendent. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**J. Approval of Resolution 2016-02, Amendment #2 of General Fund Budget 2016-2017**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve Resolution 2016-02, Amendment #2 of the General Fund Budget 2016-2017, as presented by the Superintendent.

Wanda Chism made the motion to approve Resolution 2016-02, Amendment #2 of General Fund Budget 2016-2017, as presented by the Superintendent. The motion was seconded by Wright Cox and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**K. Approval of Resolution 2016-03, Change Order Allowing the Construction Manager to act as Purchasing Agent for the Collierville Schools Board of Education**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve Resolution 2016-03, Change Order Allowing the Construction Manager to act as Purchasing Agent for the Collierville Schools Board of Education, as presented by the Superintendent.

Wright Cox made the motion to approve Resolution 2016-03, Change Order Allowing the Construction Manager to act as Purchasing Agent for the Collierville Schools Board of Education, as presented by the Superintendent. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**L. Approval of Resolution 2016-04, Opposition to Vouchers**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve Resolution 2016-04, Opposition to Vouchers, as presented by the Superintendent.



Cathy Messerly made the motion to approve the Resolution 2016-04, Opposition to Vouchers, as presented by the Superintendent. The motion was seconded by Wanda Chism and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

#### **XI. CONSENT ITEMS FOR APPROVAL**

- MOTION TO APPROVE THE FOLLOWING CONSENT ITEMS:
  - G. Approval of Inter-Local Agreement for Student Information Management Assistance
  - H. Approval of Inter-Local Agreement for School Nutrition Assistance
  - I. Approval of Inter-Local Agreement for Student Transportation Assistance
  - M. Approval of Inter-Local Agreement for Business Information Management Assistance
  - N. Approval of Inter-Local Agreement for Payroll Services
  - O. Approval of Inter-Local Agreement for Planning Assistance
  - P. Approval of Inter-Local Agreement for Benefits Assistance
  - Q. Approval of Inter-Local Agreement for Purchasing Assistance
  - R. Approval of Inter-Local Agreement for Career & Technical Education Services
  - S. Approval of Inter-Local Agreement for Energy Management Services

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the consent agenda, as presented by the Superintendent.

Kevin Vaughan made the motion to approve the Consent Agenda, as presented by the Superintendent. The motion was seconded by Wanda Chism and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Aye
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

#### **XII. ADJOURNMENT**

With no further comments or objections, the meeting was adjourned at 6:57 p.m.

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Chairman

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Superintendent

# **MONTHLY FINANCIAL REPORT**



## **COLLIERVILLE SCHOOLS**

**SCHOLARSHIP · INTEGRITY · SERVICE**

**FEBRUARY  
2016-2017**

**GENERAL FUND  
SCHOOL NUTRITION  
FEDERAL PROGRAMS  
DISCRETIONARY GRANTS  
C. I. P.**

**GENERAL FUND  
REVENUE**

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396255

FOR FEBRUARY, 2017

FUNCTION 1ST 2: 40 -

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3:56:03 PM

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
40110	Current Property Tax	19,051,059.00	20,604,879.00	6,541,811.40	16,964,097.66	0.00	0.00	3,640,781.34	82
40120	Trustee's Collection - Prior Years	476,015.00	476,015.00	37,287.98	288,091.43	0.00	0.00	187,923.57	61
40130	Clerk & Master/Circuit Court - Prior Years	285,137.00	285,137.00	17,590.97	130,261.60	0.00	0.00	154,875.40	46
40150	Pickup Taxes	1,589,942.00	1,589,942.00	1,193,575.28	1,317,314.39	0.00	0.00	272,627.61	83
40162	Payments in Lieu of Taxes - Local Utilities	171,767.00	171,767.00	0.00	105,771.82	0.00	0.00	65,995.18	62
40163	Payments in Lieu of Taxes - Other	257,650.00	257,650.00	134,549.80	160,157.24	0.00	0.00	97,492.76	62
40210	Local Option Sales Taxes	8,599,798.00	8,599,798.00	968,815.17	4,995,340.70	0.00	0.00	3,604,457.30	58
40240	Wheel Tax	100,000.00	100,000.00	0.00	751,489.26	0.00	0.00	-651,489.26	751
40270	Business Tax	2,941.00	2,941.00	429.09	2,180.04	0.00	0.00	760.96	74
40275	Mixed Drink Tax	179,683.00	179,683.00	19,451.00	114,419.30	0.00	0.00	65,263.70	64
40390	Municipal Tax	2,295,371.00	2,278,143.00	189,845.25	1,518,762.00	0.00	0.00	759,381.00	67
<b>TOTALS:</b>	<b>Function: 40 -</b>	<b>33,009,363.00</b>	<b>34,545,955.00</b>	<b>9,103,355.94</b>	<b>26,347,885.44</b>	<b>0.00</b>	<b>0.00</b>	<b>8,198,069.56</b>	<b>76</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396255

FOR FEBRUARY, 2017

### FUNCTION 1ST 2: 43 - CHARGES FOR CURRENT SERVICES

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Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
43513	Tuition - Summer School	35,000.00	35,000.00	0.00	0.00	0.00	0.00	35,000.00	0
43515	Tuition - Other State Systems	115,000.00	115,000.00	0.00	105,400.00	0.00	0.00	9,600.00	92
43990	Other Charges for Services	500,000.00	600,000.00	24,304.33	271,406.01	0.00	0.00	328,593.99	45
43991	Other Charges for Svcs - Shared Svcs	690,895.00	690,895.00	47,983.97	526,314.57	0.00	0.00	164,580.43	76
<b>TOTALS:</b>	<b>Function: 43 - Charges for Current Services</b>	<b>1,340,895.00</b>	<b>1,440,895.00</b>	<b>72,288.30</b>	<b>903,120.58</b>	<b>0.00</b>	<b>0.00</b>	<b>537,774.42</b>	<b>63</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396255

FOR FEBRUARY, 2017

FUNCTION 1ST 2: 44 -

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
44120	Lease/Rentals	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0
44130	Laptop Insurance	5,250.00	5,250.00	0.00	5,424.09	0.00	0.00	-174.09	103
44146	E-Rate Funding	482,700.00	382,700.00	0.00	10,589.09	0.00	0.00	372,110.91	3
44170	Miscellaneous Refunds	243,703.00	243,703.00	10,385.08	146,513.97	0.00	0.00	97,189.03	60
44520	Insurance Recovery	0.00	0.00	579.00	1,158.00	0.00	0.00	-1,158.00	0
44560	Damages Recovered from Individuals	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0
44990	Other Local Revenue	28,250.00	28,250.00	0.00	55,649.00	0.00	0.00	-27,399.00	197
<b>TOTALS:</b>	<b>Function: 44 -</b>	<b>775,903.00</b>	<b>675,903.00</b>	<b>10,964.08</b>	<b>219,334.15</b>	<b>0.00</b>	<b>0.00</b>	<b>456,568.85</b>	<b>32</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396255

FOR FEBRUARY, 2017

FUNCTION 1ST 2: 46 -

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46511	Basic Education Program	36,000,869.00	36,091,000.00	3,944,333.91	25,582,337.41	0.00	0.00	10,508,662.59	71
46590	Other State Education Funds	100,534.00	100,534.00	0.00	0.00	0.00	0.00	100,534.00	0
46610	Career Ladder Program	163,000.00	163,000.00	0.00	89,495.40	0.00	0.00	73,504.60	55
<b>TOTALS:</b>	<b>Function: 46 -</b>	<b>36,264,403.00</b>	<b>36,354,534.00</b>	<b>3,944,333.91</b>	<b>25,671,832.81</b>	<b>0.00</b>	<b>0.00</b>	<b>10,682,701.19</b>	<b>71</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396255

FOR FEBRUARY, 2017

FUNCTION 1ST 2: 47 -

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	30,000.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0
TOTALS:	Function: 47 -	30,000.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0

**COLLIERVILLE SCHOOLS**

REVENUE BY FUNC

BATCH QUEUE ID 396255

FOR FEBRUARY, 2017

FUNCTION 1ST 2: 49 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
49800	Transfers In	51,288.00	51,288.00	4,913.99	31,497.72	0.00	0.00	19,790.28	61
<b>TOTALS:</b>	<b>Function: 49 -</b>	<b>51,288.00</b>	<b>51,288.00</b>	<b>4,913.99</b>	<b>31,497.72</b>	<b>0.00</b>	<b>0.00</b>	<b>19,790.28</b>	<b>61</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	71,471,852.00	73,098,575.00	13,135,856.22	53,173,670.70	0.00	0.00	19,924,904.30	73

# **GENERAL FUND EXPENDITURES**

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 71100 - REGULAR INSTRUCTION PROGRAM

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11600	Teachers	25,544,706.00	25,857,139.00	2,032,028.45	14,381,163.22	0.00	0.00	11,475,975.78	56
11700	Career Ladder	107,000.00	107,000.00	0.00	49,500.00	0.00	0.00	57,500.00	46
12700	Career Ladder Extended Contracts	0.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0
16300	Educational Assistants	524,665.00	634,119.00	59,304.70	406,793.35	0.00	0.00	227,325.65	64
20100	Social Security	1,622,935.00	1,652,191.00	118,797.28	847,960.15	0.00	0.00	804,230.85	51
20400	State Retirement	2,367,550.00	2,410,461.00	188,487.19	1,337,441.18	0.00	0.00	1,073,019.82	55
20600	Life Insurance	111,249.00	115,269.00	7,509.52	48,925.55	0.00	0.00	66,343.45	42
20700	Medical Insurance	2,658,081.00	2,658,081.00	243,186.24	1,556,275.87	0.00	0.00	1,101,805.13	59
21200	Employer Medicare	379,557.00	386,400.00	27,830.73	199,130.41	0.00	0.00	187,269.59	52
33600	Maint & Repair-Equipment	10,500.00	10,500.00	0.00	0.00	0.00	0.00	10,500.00	0
39900	Other Contracted Services	650,000.00	693,280.00	38,785.50	293,248.48	0.00	0.00	400,031.52	42
42900	Instructional Supplies & Materials	575,696.00	655,171.00	0.00	602,707.43	1,397.07	1,559.99	49,506.51	92
44900	Textbooks	300,000.00	305,371.00	171,376.98	258,280.39	9,746.65	0.00	37,343.96	88
49900	Other Supplies & Materials	20,875.00	20,875.00	0.00	19,265.00	0.00	0.00	1,610.00	92
59900	Other Charges	0.00	60,000.00	0.00	4,317.36	0.00	0.00	55,682.64	7
59901	Other Charges - Graduation Costs	8,800.00	8,800.00	0.00	0.00	0.00	0.00	8,800.00	0
59902	Other Charges - Summer School	60,000.00	60,000.00	0.00	0.00	0.00	0.00	60,000.00	0
72200	Reg Inst Equipment	1,722,572.00	1,708,683.00	2,156.55	1,546,648.99	50,370.25	0.00	111,663.76	93
72217	Reg Inst Equipment (Reimbursed)	500,000.00	600,000.00	36,308.16	290,773.75	28,511.32	0.00	280,714.93	53
<b>TOTALS:</b>	<b>Function: 71100 - Regular Instruction Program</b>	<b>37,164,186.00</b>	<b>37,993,340.00</b>	<b>2,925,771.30</b>	<b>21,842,431.13</b>	<b>90,025.29</b>	<b>1,559.99</b>	<b>16,059,323.59</b>	<b>58</b>

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BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 71150 - ALTERNATIVE INSTRUCTION PROGRAM

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11600	Teachers	115,000.00	63,000.00	-6,545.67	36,060.35	0.00	0.00	26,939.65	57
12800	Homebound Teachers	45,000.00	45,000.00	3,027.50	12,722.50	0.00	0.00	32,277.50	28
16300	Educational Assistants	0.00	21,210.00	13,545.00	13,545.00	0.00	0.00	7,665.00	64
20100	Social Security	9,920.00	8,011.00	600.41	3,791.61	0.00	0.00	4,219.39	47
20400	State Retirement	14,464.00	11,681.00	631.85	4,478.87	0.00	0.00	7,202.13	38
20600	Life Insurance	0.00	250.00	20.63	145.40	0.00	0.00	104.60	58
20700	Medical Insurance	0.00	0.00	401.00	401.00	0.00	0.00	-401.00	0
21200	Employer Medicare	2,320.00	1,874.00	140.44	886.85	0.00	0.00	987.15	47
39900	Other Contracted Services	12,000.00	11,750.00	782.00	2,622.00	223.00	0.00	8,905.00	24
42900	Instructional Supplies & Materials	1,500.00	3,000.00	329.13	1,412.67	0.00	0.00	1,587.33	47
59900	Other Charges	2,500.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
72200	Reg Inst Equipment	0.00	21,000.00	0.00	20,520.00	0.00	0.00	480.00	98
<b>TOTALS:</b>	<b>Function: 71150 - Alternative Instruction Program</b>	<b>202,704.00</b>	<b>187,776.00</b>	<b>12,932.29</b>	<b>96,586.25</b>	<b>223.00</b>	<b>0.00</b>	<b>90,966.75</b>	<b>52</b>

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FOR FEBRUARY, 2017

FUNCTION : 71200 - SPECIAL EDUCATION PROGRAM

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11600	Teachers	2,622,052.00	2,622,052.00	217,704.94	1,511,909.42	0.00	0.00	1,110,142.58	58
11700	Career Ladder	8,000.00	8,000.00	0.00	4,000.00	0.00	0.00	4,000.00	50
16300	Educational Assistants	1,094,702.00	1,094,702.00	100,312.77	657,233.86	0.00	0.00	437,468.14	60
17100	Speech Pathologist	537,080.00	537,080.00	43,715.78	308,313.82	0.00	0.00	228,766.18	57
20100	Social Security	264,234.00	264,234.00	20,678.19	142,399.79	0.00	0.00	121,834.21	54
20400	State Retirement	387,788.00	387,788.00	32,775.72	226,711.19	0.00	0.00	161,076.81	58
20600	Life Insurance	17,750.00	17,750.00	1,250.79	7,913.08	0.00	0.00	9,836.92	45
20700	Medical Insurance	324,996.00	324,996.00	41,153.14	270,652.34	0.00	0.00	54,343.66	83
21200	Employer Medicare	61,797.00	61,797.00	4,836.06	33,303.16	0.00	0.00	28,493.84	54
31200	Contracts w Private Agencies	54,000.00	54,000.00	0.00	29,233.39	0.00	0.00	24,766.61	54
33600	Maint & Repair-Equipment	5,000.00	10,000.00	2,846.00	5,941.34	0.00	0.00	4,058.66	59
39900	Other Contracted Services	80,000.00	80,000.00	8,676.99	80,000.00	0.00	0.00	0.00	100
42900	Instructional Supplies & Materials	29,900.00	32,350.00	1,667.63	26,764.59	2,778.01	0.00	2,807.40	91
49900	Other Supplies & Materials	24,000.00	19,000.00	6.95	12,805.58	169.42	0.00	6,025.00	68
72500	Special Education Equipment	40,000.00	40,000.00	12,189.49	34,229.96	548.33	0.00	5,221.71	87
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>5,551,299.00</b>	<b>5,553,749.00</b>	<b>487,814.45</b>	<b>3,351,411.52</b>	<b>3,495.76</b>	<b>0.00</b>	<b>2,198,841.72</b>	<b>60</b>

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FOR FEBRUARY, 2017

FUNCTION : 71300 - VOCATIONAL EDUCATION PROGRAM

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11600	Teachers	741,566.00	741,566.00	58,091.46	409,812.20	0.00	0.00	331,753.80	55
11700	Career Ladder	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
20100	Social Security	46,101.00	46,101.00	3,224.14	23,207.04	0.00	0.00	22,893.96	50
20400	State Retirement	67,218.00	67,218.00	5,246.02	36,100.16	0.00	0.00	31,117.84	54
20600	Life Insurance	3,400.00	3,400.00	213.08	1,319.47	0.00	0.00	2,080.53	39
20700	Medical Insurance	78,314.00	78,314.00	9,360.56	54,211.86	0.00	0.00	24,102.14	69
21200	Employer Medicare	10,782.00	10,782.00	753.97	5,427.20	0.00	0.00	5,354.80	50
33600	Maint & Repair-Equipment	4,307.00	4,307.00	0.00	0.00	179.38	0.00	4,127.62	4
42900	Instructional Supplies & Materials	12,600.00	12,600.00	0.00	12,600.00	0.00	0.00	0.00	100
44900	Textbooks	4,500.00	4,500.00	0.00	4,500.00	0.00	0.00	0.00	100
49900	Other Supplies & Materials	2,500.00	2,500.00	0.00	227.96	0.00	0.00	2,272.04	9
73000	Vocational Equipment	10,336.00	10,336.00	0.00	0.00	9,900.00	0.00	436.00	96
<b>TOTALS:</b>	<b>Function: 71300 - Vocational Education Program</b>	<b>983,624.00</b>	<b>983,624.00</b>	<b>76,889.23</b>	<b>547,405.89</b>	<b>10,079.38</b>	<b>0.00</b>	<b>426,138.73</b>	<b>57</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FOR FEBRUARY, 2017

FUNCTION : 72110 - ATTENDANCE

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	299,398.00	299,398.00	24,763.50	185,463.04	0.00	0.00	113,934.96	62
16100	Secretary(s)	48,208.00	48,208.00	4,017.33	30,657.59	0.00	0.00	17,550.41	64
16200	Clerical Personnel	39,824.00	39,824.00	3,318.18	25,417.44	0.00	0.00	14,406.56	64
18900	Other Salaries & Wages	78,244.00	78,244.00	6,520.33	51,869.86	0.00	0.00	26,374.14	66
20100	Social Security	28,872.00	28,872.00	2,225.13	17,117.26	0.00	0.00	11,754.74	59
20400	State Retirement	42,300.00	42,300.00	3,508.06	26,659.09	0.00	0.00	15,640.91	63
20600	Life Insurance	2,272.00	2,272.00	139.38	905.97	0.00	0.00	1,366.03	40
20700	Medical Insurance	46,670.00	46,670.00	4,155.92	26,244.52	0.00	0.00	20,425.48	56
21200	Employer Medicare	6,753.00	6,753.00	520.40	4,003.33	0.00	0.00	2,749.67	59
35500	Travel	2,000.00	2,000.00	24.40	245.88	0.00	0.00	1,754.12	12
39900	Other Contracted Services	53,680.00	53,680.00	2,856.58	19,996.06	0.00	0.00	33,683.94	37
49900	Other Supplies & Materials	1,000.00	1,000.00	0.00	204.34	431.02	0.00	364.64	64
52400	In-Service/Staff Development	7,500.00	7,500.00	162.64	1,855.01	225.00	0.00	5,419.99	28
59900	Other Charges	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0
70400	Attendance Equipment	5,000.00	5,000.00	0.00	449.00	0.00	0.00	4,551.00	9
<b>TOTALS:</b>	<b>Function: 72110 - Attendance</b>	<b>662,221.00</b>	<b>662,221.00</b>	<b>52,211.85</b>	<b>391,088.39</b>	<b>656.02</b>	<b>0.00</b>	<b>270,476.59</b>	<b>59</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FUNCTION : 72120 - HEALTH SERVICES

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
13100	Medical Personnel	484,312.00	484,312.00	43,108.60	287,747.50	0.00	0.00	196,564.50	59
18900	Other Salaries & Wages	239,290.00	239,290.00	22,070.40	152,750.40	0.00	0.00	86,539.60	64
20100	Social Security	44,863.00	44,863.00	3,554.59	24,163.05	0.00	0.00	20,699.95	54
20400	State Retirement	61,082.00	61,082.00	5,788.19	39,246.80	0.00	0.00	21,835.20	64
20600	Life Insurance	3,209.00	3,209.00	200.62	1,304.03	0.00	0.00	1,904.97	41
20700	Medical Insurance	99,037.00	99,037.00	10,666.42	69,026.91	0.00	0.00	30,010.09	70
21200	Employer Medicare	10,492.00	10,492.00	831.31	5,651.06	0.00	0.00	4,840.94	54
33600	Maint & Repair-Equipment	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
35500	Travel	300.00	300.00	9.11	71.51	0.00	0.00	228.49	24
39900	Other Contracted Services	11,000.00	25,000.00	553.13	20,242.68	0.00	0.00	4,757.32	81
49900	Other Supplies & Materials	8,000.00	8,000.00	280.16	857.11	539.00	229.00	6,374.89	20
52400	In-Service/Staff Development	2,100.00	2,100.00	0.00	0.00	0.00	0.00	2,100.00	0
73500	Health Equipment	9,000.00	9,000.00	177.00	478.75	771.71	0.00	7,749.54	14
<b>TOTALS:</b>	<b>Function: 72120 - Health Services</b>	<b>976,685.00</b>	<b>990,685.00</b>	<b>87,239.53</b>	<b>601,539.80</b>	<b>1,310.71</b>	<b>229.00</b>	<b>387,605.49</b>	<b>61</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FUNCTION : 72130 - OTHER STUDENT SUPPORT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11700	Career Ladder	1,000.00	1,000.00	0.00	500.00	0.00	0.00	500.00	50
12300	Guidance Personnel	1,212,252.00	1,217,922.00	101,418.32	721,953.25	0.00	0.00	495,968.75	59
18900	Other Salaries & Wages	70,000.00	69,960.00	8,328.68	51,675.85	0.00	0.00	18,284.15	74
20100	Social Security	79,562.00	79,913.00	6,266.80	45,088.74	0.00	0.00	34,824.26	56
20400	State Retirement	116,006.00	116,519.00	9,807.20	69,641.07	0.00	0.00	46,877.93	60
20600	Life Insurance	5,916.00	5,943.00	362.34	2,355.06	0.00	0.00	3,587.94	40
20700	Medical Insurance	94,673.00	94,673.00	9,785.38	61,192.46	0.00	0.00	33,480.54	65
21200	Employer Medicare	18,608.00	18,689.00	1,483.91	10,374.51	0.00	0.00	8,314.49	56
32200	Evaluation & Testing	15,000.00	54,000.00	0.00	26,931.25	1,572.50	0.00	25,496.25	53
49900	Other Supplies & Materials	750.00	750.00	0.00	180.71	0.00	0.00	569.29	24
52400	In-Service/Staff Development	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
59900	Other Charges	0.00	40.00	0.00	39.06	0.00	0.00	0.94	98
<b>TOTALS:</b>	<b>Function: 72130 - Other Student Support</b>	<b>1,614,767.00</b>	<b>1,660,409.00</b>	<b>137,452.63</b>	<b>989,931.96</b>	<b>1,572.50</b>	<b>0.00</b>	<b>668,904.54</b>	<b>60</b>

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FOR FEBRUARY, 2017

FUNCTION : 72210 - REGULAR INSTRUCTION PROGRAM SUPPORT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	400,873.00	470,810.00	39,047.83	270,507.30	0.00	0.00	200,302.70	57
11700	Career Ladder	18,000.00	18,000.00	0.00	8,000.00	0.00	0.00	10,000.00	44
12900	Librarian(s)	613,701.00	613,701.00	48,910.31	346,120.32	0.00	0.00	267,580.68	56
13600	Audiovisual Personnel	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
13700	Education Media Personnel	54,460.00	54,460.00	4,449.33	34,824.36	0.00	0.00	19,635.64	64
16100	Secretary(s)	48,208.00	48,208.00	4,017.33	30,087.16	0.00	0.00	18,120.84	62
16200	Clerical Personnel	39,824.00	0.00	0.00	0.00	0.00	0.00	0.00	0
18900	Other Salaries & Wages	83,960.00	99,160.00	11,461.82	60,722.16	0.00	0.00	38,437.84	61
19600	In-Service Training	6,000.00	7,000.00	6,975.00	6,975.00	0.00	0.00	25.00	100
20100	Social Security	78,431.00	81,241.00	6,629.64	42,948.51	0.00	0.00	38,292.49	53
20400	State Retirement	114,686.00	118,690.00	10,172.98	67,102.21	0.00	0.00	51,587.79	57
20600	Life Insurance	5,184.00	5,184.00	352.90	2,343.96	0.00	0.00	2,840.04	45
20700	Medical Insurance	86,880.00	86,880.00	6,613.18	42,985.67	0.00	0.00	43,894.33	49
21200	Employer Medicare	18,344.00	19,001.00	1,585.26	10,453.73	0.00	0.00	8,547.27	55
30700	Communication	14,056.00	14,056.00	343.55	9,617.85	0.00	0.00	4,438.15	68
30800	Consultants	28,000.00	25,000.00	8,500.00	21,243.50	0.00	0.00	3,756.50	85
33600	Maint & Repair-Equipment	1,800.00	1,800.00	0.00	957.34	542.66	0.00	300.00	83
35500	Travel	1,200.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00	0
43200	Library Books/Media	69,000.00	69,000.00	0.00	47,093.50	0.00	0.00	21,906.50	68
49900	Other Supplies & Materials	5,800.00	7,800.00	737.42	4,288.21	717.06	0.00	2,794.73	64
52400	In-Service/Staff Development	151,000.00	250,600.00	50,370.14	165,192.16	163.95	0.00	85,243.89	66
59900	Other Charges	1,000.00	1,000.00	512.70	601.41	0.00	0.00	398.59	60
79000	Other Equipment	13,000.00	13,000.00	0.00	1,998.00	0.00	0.00	11,002.00	15
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>1,854,407.00</b>	<b>2,006,791.00</b>	<b>200,679.39</b>	<b>1,174,062.35</b>	<b>1,423.67</b>	<b>0.00</b>	<b>831,304.98</b>	<b>59</b>

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FUNCTION : 72220 - SPECIAL EDUCATION PROGRAM SUPPORT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	175,649.00	175,649.00	14,651.66	108,673.20	0.00	0.00	66,975.80	62
11700	Career Ladder	3,000.00	3,000.00	0.00	1,500.00	0.00	0.00	1,500.00	50
12400	Psychological Personnel	239,337.00	239,337.00	19,553.79	139,222.89	0.00	0.00	100,114.11	58
16200	Clerical Personnel	294,904.00	302,450.00	28,011.47	194,444.85	0.00	0.00	108,005.15	64
20100	Social Security	44,199.00	44,667.00	3,595.12	25,810.52	0.00	0.00	18,856.48	58
20400	State Retirement	65,124.00	65,823.00	5,688.81	40,577.45	0.00	0.00	25,245.55	62
20600	Life Insurance	3,500.00	3,500.00	214.54	1,347.46	0.00	0.00	2,152.54	38
20700	Medical Insurance	58,700.00	58,700.00	5,388.90	35,027.85	0.00	0.00	23,672.15	60
21200	Employer Medicare	10,337.00	10,446.00	840.80	6,036.25	0.00	0.00	4,409.75	58
30800	Consultants	12,500.00	12,500.00	0.00	1,514.83	0.00	0.00	10,985.17	12
35500	Travel	3,000.00	3,000.00	424.52	2,504.72	0.00	0.00	495.28	83
39900	Other Contracted Services	383,968.00	383,968.00	37,828.14	244,368.73	0.00	0.00	139,599.27	64
49900	Other Supplies & Materials	11,900.00	11,900.00	2,080.06	6,127.06	446.93	0.00	5,326.01	55
52400	In-Service/Staff Development	30,000.00	30,000.00	6,108.54	18,072.82	3,055.50	0.00	8,871.68	70
59900	Other Charges	345.00	345.00	0.00	0.00	0.00	0.00	345.00	0
79000	Other Equipment	10,000.00	10,000.00	0.00	9,592.19	0.00	0.00	407.81	96
<b>TOTALS:</b>	<b>Function: 72220 - Special Education Program Support</b>	<b>1,346,463.00</b>	<b>1,355,285.00</b>	<b>124,386.35</b>	<b>834,820.82</b>	<b>3,502.43</b>	<b>0.00</b>	<b>516,961.75</b>	<b>62</b>

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FUNCTION : 72230 - VOCATIONAL EDUCATION PROGRAM SUPPORT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
39900	Other Contracted Services	34,169.00	34,169.00	2,847.00	22,776.00	0.00	0.00	11,393.00	67
<b>TOTALS:</b>	<b>Function: 72230 - Vocational Education Program Support</b>	<b>34,169.00</b>	<b>34,169.00</b>	<b>2,847.00</b>	<b>22,776.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,393.00</b>	<b>67</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 72250 - TECHNOLOGY

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	574,600.00	574,600.00	47,897.56	366,654.68	0.00	0.00	207,945.32	64
13800	Instru Computer Personnel	261,150.00	364,150.00	30,147.68	212,523.55	0.00	0.00	151,626.45	58
16200	Clerical Personnel	39,824.00	47,370.00	3,947.47	30,584.05	0.00	0.00	16,785.95	65
18900	Other Salaries & Wages	322,261.00	322,261.00	27,219.17	197,475.12	0.00	0.00	124,785.88	61
20100	Social Security	74,265.00	80,816.00	6,291.96	46,993.11	0.00	0.00	33,822.89	58
20400	State Retirement	109,117.00	118,685.00	9,961.76	73,715.50	0.00	0.00	44,969.50	62
20600	Life Insurance	5,845.00	6,361.00	394.64	2,466.33	0.00	0.00	3,894.67	39
20700	Medical Insurance	65,817.00	65,817.00	11,469.14	71,956.88	0.00	0.00	-6,139.88	109
21200	Employer Medicare	17,370.00	18,900.00	1,471.49	10,990.14	0.00	0.00	7,909.86	58
30700	Communication	453,840.00	117,500.00	8,175.01	57,953.19	0.00	0.00	59,546.81	49
30800	Consultants	112,000.00	107,100.00	0.00	72,423.50	0.00	0.00	34,676.50	68
33600	Maint & Repair-Equipment	30,000.00	30,000.00	960.95	6,096.84	14,764.90	0.00	9,138.26	70
35000	Internet Connectivity	0.00	329,840.00	16,305.82	97,096.92	0.00	0.00	232,743.08	29
35500	Travel	1,000.00	1,000.00	188.90	718.78	0.00	0.00	281.22	72
39900	Other Contracted Services	178,706.00	178,706.00	7,520.94	122,830.66	816.65	0.00	55,058.69	69
43500	Office Supplies	3,000.00	3,000.00	326.21	737.43	0.00	0.00	2,262.57	25
47000	Cabling	0.00	471,544.00	42,602.40	186,142.80	163,606.00	0.00	121,795.20	74
47100	Software	0.00	213,420.00	0.00	58,867.00	51,851.46	0.00	102,701.54	52
49900	Other Supplies & Materials	52,500.00	52,500.00	352.90	20,317.37	2,467.34	0.00	29,715.29	43
52400	In-Service/Staff Development	86,500.00	86,500.00	713.10	32,750.72	2,500.00	0.00	51,249.28	41
59900	Other Charges	557,640.00	364,720.00	3,691.19	273,104.96	12,000.00	0.00	79,615.04	78
70100	Administration Equipment	1,125,400.00	658,856.00	8,281.86	27,765.15	1,500.00	0.00	629,590.85	4
79000	Other Equipment	40,000.00	40,000.00	2,983.36	13,337.81	16,852.71	0.00	9,809.48	75
<b>TOTALS:</b>	<b>Function: 72250 - Technology</b>	<b>4,110,835.00</b>	<b>4,253,646.00</b>	<b>230,903.51</b>	<b>1,983,502.49</b>	<b>266,359.06</b>	<b>0.00</b>	<b>2,003,784.45</b>	<b>53</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

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FOR FEBRUARY, 2017

FUNCTION : 72310 - BOARD OF EDUCATION

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
18900	Other Salaries & Wages	12,000.00	12,000.00	1,000.00	8,000.00	0.00	0.00	4,000.00	67
20100	Social Security	744.00	744.00	62.00	496.00	0.00	0.00	248.00	67
20600	Life Insurance	51,722.00	51,722.00	712.80	5,474.56	0.00	0.00	46,247.44	11
20700	Medical Insurance	163,849.00	163,849.00	22,901.62	90,943.34	0.00	0.00	72,905.66	56
21200	Employer Medicare	174.00	174.00	14.50	116.00	0.00	0.00	58.00	67
21500	Contributions for OPEB	200,000.00	200,000.00	0.00	200,000.00	0.00	0.00	0.00	100
30500	Audit Services	49,400.00	49,400.00	1,900.00	32,400.00	0.00	0.00	17,000.00	66
32000	Dues & Memberships	12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0
33100	Legal Services	175,000.00	155,000.00	7,473.50	33,312.00	0.00	0.00	121,688.00	21
35500	Travel	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0
39900	Other Contracted Services	8,915.00	8,915.00	953.33	1,868.33	0.00	0.00	7,046.67	21
49900	Other Supplies & Materials	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0
50500	Judgments	86,000.00	76,000.00	0.00	706.25	0.00	0.00	75,293.75	1
50600	Liability Insurance	104,421.00	104,421.00	0.00	13,350.00	0.00	0.00	91,071.00	13
50800	Premium on Corporate Surety Bonds	0.00	9,000.00	0.00	0.00	0.00	0.00	9,000.00	0
51300	On the Job Injuries	200,000.00	230,000.00	7,333.45	223,712.42	0.00	0.00	6,287.58	97
52400	In-Service/Staff Development	20,000.00	20,000.00	1,041.59	5,251.93	0.00	0.00	14,748.07	26
59900	Other Charges	545,319.00	545,319.00	75.11	513,662.49	0.00	0.00	31,656.51	94
<b>TOTALS:</b>	<b>Function: 72310 - Board of Education</b>	<b>1,630,544.00</b>	<b>1,639,544.00</b>	<b>43,467.90</b>	<b>1,129,293.32</b>	<b>0.00</b>	<b>0.00</b>	<b>510,250.68</b>	<b>69</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 72320 - DIRECTOR OF SCHOOLS

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10100	County Official/Administrative Officer	203,400.00	203,400.00	15,866.67	112,924.16	0.00	0.00	90,475.84	56
16100	Secretary(s)	59,482.00	59,482.00	4,663.58	34,664.28	0.00	0.00	24,817.72	58
18900	Other Salaries & Wages	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0
20100	Social Security	17,229.00	17,229.00	1,258.98	3,569.94	0.00	0.00	13,659.06	21
20400	State Retirement	25,257.00	25,257.00	1,866.66	13,429.11	0.00	0.00	11,827.89	53
20600	Life Insurance	1,207.00	1,207.00	61.80	401.70	0.00	0.00	805.30	33
20700	Medical Insurance	29,960.00	29,960.00	8,232.76	22,032.04	0.00	0.00	7,927.96	74
20800	Dental Insurance - Supt	2,000.00	2,000.00	126.46	821.99	0.00	0.00	1,178.01	41
21200	Employer Medicare	4,029.00	4,029.00	294.44	2,118.91	0.00	0.00	1,910.09	53
29900	Other Fringe Benefits	5,550.00	5,550.00	462.50	3,700.00	0.00	0.00	1,850.00	67
32000	Dues & Memberships	11,920.00	11,920.00	0.00	9,627.00	0.00	0.00	2,293.00	81
34800	Postal Charges	19,350.00	19,350.00	0.00	2,709.53	0.00	0.00	16,640.47	14
39900	Other Contracted Services	20,000.00	65,000.00	0.00	13,808.88	0.00	0.00	51,191.12	21
43500	Office Supplies	1,500.00	1,500.00	214.97	1,011.76	97.20	0.00	391.04	74
52400	In-Service/Staff Development	10,000.00	10,000.00	442.28	2,633.28	0.00	0.00	7,366.72	26
59900	Other Charges	5,000.00	35,000.00	153.81	30,873.53	0.00	0.00	4,126.47	88
70100	Administration Equipment	4,000.00	4,000.00	79.00	1,815.15	0.00	0.00	2,184.85	45
<b>TOTALS:</b>	<b>Function: 72320 - Director of Schools</b>	<b>434,884.00</b>	<b>509,884.00</b>	<b>33,723.91</b>	<b>256,141.26</b>	<b>97.20</b>	<b>0.00</b>	<b>253,645.54</b>	<b>50</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 72410 - OFFICE OF THE PRINCIPAL

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10401	Assistant Principals	1,674,608.00	1,674,608.00	138,286.21	1,044,733.45	0.00	0.00	629,874.55	62
10402	Elem/Md Principals	730,924.00	730,924.00	59,568.27	442,686.48	0.00	0.00	288,237.52	61
10403	Secondary/Vice Principals	197,135.00	197,135.00	16,427.92	121,761.36	0.00	0.00	75,373.64	62
11700	Career Ladder	9,000.00	9,000.00	0.00	4,000.00	0.00	0.00	5,000.00	44
16100	Secretary(s)	365,590.00	365,590.00	30,342.40	212,668.81	0.00	0.00	152,921.19	58
16200	Clerical Personnel	599,784.00	599,784.00	55,024.10	387,011.30	0.00	0.00	212,772.70	65
18900	Other Salaries & Wages	21,600.00	21,600.00	2,188.00	12,290.72	0.00	0.00	9,309.28	57
20100	Social Security	223,116.00	223,116.00	17,026.21	127,093.81	0.00	0.00	96,022.19	57
20400	State Retirement	325,585.00	325,585.00	27,256.45	201,231.46	0.00	0.00	124,353.54	62
20600	Life Insurance	17,345.00	17,345.00	1,051.50	6,827.99	0.00	0.00	10,517.01	39
20700	Medical Insurance	366,459.00	366,459.00	37,193.06	239,278.94	0.00	0.00	127,180.06	65
21200	Employer Medicare	52,180.00	52,180.00	3,981.97	29,726.12	0.00	0.00	22,453.88	57
32000	Dues & Memberships	10,000.00	10,000.00	0.00	7,425.00	0.00	0.00	2,575.00	74
35500	Travel	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0
52400	In-Service/Staff Development	32,000.00	32,000.00	0.00	10,645.72	0.00	0.00	21,354.28	33
<b>TOTALS:</b>	<b>Function: 72410 - Office of the Principal</b>	<b>4,631,326.00</b>	<b>4,631,326.00</b>	<b>388,346.09</b>	<b>2,847,381.16</b>	<b>0.00</b>	<b>0.00</b>	<b>1,783,944.84</b>	<b>61</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 72510 - FISCAL SERVICES

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	114,036.00	114,036.00	9,316.67	72,877.66	0.00	0.00	41,158.34	64
11900	Accountants/Bookkeepers	158,837.00	205,493.00	16,977.21	114,911.11	0.00	0.00	90,581.89	56
16100	Secretary(s)	49,046.00	49,046.00	4,087.20	31,027.20	0.00	0.00	18,018.80	63
18900	Other Salaries & Wages	0.00	42,000.00	3,500.00	13,195.40	0.00	0.00	28,804.60	31
20100	Social Security	19,959.00	25,456.00	1,865.20	12,928.37	0.00	0.00	12,527.63	51
20400	State Retirement	29,842.00	38,060.00	3,121.21	21,464.72	0.00	0.00	16,595.28	56
20600	Life Insurance	1,571.00	2,004.00	123.08	745.51	0.00	0.00	1,258.49	37
20700	Medical Insurance	44,519.00	46,600.00	5,119.86	30,827.17	0.00	0.00	15,772.83	66
21200	Employer Medicare	4,668.00	5,953.00	436.23	3,023.62	0.00	0.00	2,929.38	51
32000	Dues & Memberships	2,675.00	2,675.00	0.00	289.75	0.00	0.00	2,385.25	11
35500	Travel	300.00	300.00	37.40	285.04	0.00	0.00	14.96	95
39900	Other Contracted Services	194,058.00	244,418.00	12,879.86	127,608.37	193.20	0.00	116,616.43	52
43500	Office Supplies	2,400.00	3,200.00	140.74	2,532.42	0.00	0.00	667.58	79
49900	Other Supplies & Materials	1,000.00	10,000.00	74.69	9,083.56	144.87	0.00	771.57	92
52400	In-Service/Staff Development	11,800.00	14,300.00	690.00	7,987.03	0.00	0.00	6,312.97	56
70100	Administration Equipment	4,000.00	57,000.00	888.00	39,872.62	10,090.56	0.00	7,036.82	88
<b>TOTALS:</b>	<b>Function: 72510 - Fiscal Services</b>	<b>638,711.00</b>	<b>860,541.00</b>	<b>59,257.35</b>	<b>488,659.55</b>	<b>10,428.63</b>	<b>0.00</b>	<b>361,452.82</b>	<b>58</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FOR FEBRUARY, 2017

FUNCTION : 72520 - HUMAN RESOURCES/PERSONNEL

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	91,962.00	95,880.00	8,004.24	57,693.72	0.00	0.00	38,186.28	60
16100	Secretary(s)	96,415.00	96,415.00	8,034.67	61,725.64	0.00	0.00	34,689.36	64
20100	Social Security	11,679.00	11,922.00	891.68	6,733.26	0.00	0.00	5,188.74	56
20400	State Retirement	17,251.00	17,606.00	1,468.39	10,943.26	0.00	0.00	6,662.74	62
20600	Life Insurance	919.00	938.00	57.92	376.48	0.00	0.00	561.52	40
20700	Medical Insurance	28,547.00	28,547.00	1,983.48	12,892.62	0.00	0.00	15,654.38	45
21000	Unemployment Compensation	24,000.00	24,000.00	0.00	0.00	0.00	0.00	24,000.00	0
21200	Employer Medicare	2,731.00	2,788.00	208.54	1,574.70	0.00	0.00	1,213.30	56
29900	Other Fringe Benefits	7,140.00	7,140.00	1,215.50	4,254.25	0.00	0.00	2,885.75	60
32000	Dues & Memberships	1,800.00	1,800.00	378.00	823.00	0.00	0.00	977.00	46
35500	Travel	500.00	500.00	0.00	38.23	0.00	0.00	461.77	8
39900	Other Contracted Services	12,395.00	15,395.00	499.95	8,610.30	0.00	0.00	6,784.70	56
41100	Data Processing Supplies	1,500.00	1,500.00	0.00	884.50	0.00	0.00	615.50	59
43500	Office Supplies	1,780.00	1,780.00	64.99	841.87	52.37	74.64	811.12	54
52400	In-Service/Staff Development	22,700.00	22,700.00	2,480.46	7,684.01	0.00	0.00	15,015.99	34
70100	Administration Equipment	3,000.00	3,000.00	0.00	2,182.62	0.00	0.00	817.38	73
<b>TOTALS:</b>	<b>Function: 72520 - Human Resources/Personnel</b>	<b>324,319.00</b>	<b>331,911.00</b>	<b>25,287.82</b>	<b>177,258.46</b>	<b>52.37</b>	<b>74.64</b>	<b>154,525.53</b>	<b>53</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 72610 - OPERATION OF PLANT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
16600	Custodial Personnel	420,508.00	448,696.00	35,588.44	258,289.18	0.00	0.00	190,406.82	58
20100	Social Security	26,071.00	27,819.00	2,050.50	14,987.93	0.00	0.00	12,831.07	54
20400	State Retirement	38,981.00	41,594.00	3,299.07	23,997.71	0.00	0.00	17,596.29	58
20600	Life Insurance	2,250.00	2,250.00	106.78	694.07	0.00	0.00	1,555.93	31
20700	Medical Insurance	43,703.00	45,000.00	4,319.82	28,078.83	0.00	0.00	16,921.17	62
21200	Employer Medicare	6,097.00	6,506.00	479.58	3,505.47	0.00	0.00	3,000.53	54
32800	Janitorial Services	1,032,350.00	1,039,170.00	85,549.78	665,012.49	0.00	0.00	374,157.51	64
35500	Travel	0.00	2,000.00	69.16	545.85	0.00	0.00	1,454.15	27
39900	Other Contracted Services	189,987.00	189,987.00	4,085.84	52,696.32	4,387.00	0.00	132,903.68	30
41000	Custodial Supplies	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00	0.00	100
41500	Electricity	1,526,206.00	1,541,206.00	83,935.16	725,823.73	0.00	0.00	815,382.27	47
49900	Other Supplies & Materials	6,000.00	6,000.00	0.00	357.60	0.00	0.00	5,642.40	6
50200	Building & Content Insurance	171,553.00	171,553.00	0.00	150,122.50	0.00	0.00	21,430.50	88
52400	In-Service/Staff Development	258.00	258.00	0.00	0.00	0.00	0.00	258.00	0
59900	Other Charges	13,920.00	14,670.00	1,683.00	11,908.00	0.00	0.00	2,762.00	81
72000	Plant Operation Equipment	8,975.00	8,975.00	0.00	0.00	0.00	0.00	8,975.00	0
<b>TOTALS:</b>	<b>Function: 72610 - Operation of Plant</b>	<b>3,501,859.00</b>	<b>3,560,684.00</b>	<b>221,167.13</b>	<b>1,951,019.68</b>	<b>4,387.00</b>	<b>0.00</b>	<b>1,605,277.32</b>	<b>55</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396254

FOR FEBRUARY, 2017

FUNCTION : 72620 - MAINTENANCE OF PLANT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	173,664.00	173,664.00	14,316.09	106,056.95	0.00	0.00	67,607.05	61
16100	Secretary(s)	48,208.00	48,208.00	4,017.33	31,656.69	0.00	0.00	16,551.31	66
20100	Social Security	13,756.00	13,756.00	546.30	1,317.69	0.00	0.00	12,438.31	10
20400	State Retirement	12,139.00	12,139.00	976.84	7,357.67	0.00	0.00	4,781.33	61
20600	Life Insurance	500.00	500.00	38.12	247.78	0.00	0.00	252.22	50
20700	Medical Insurance	13,056.00	24,056.00	2,380.26	15,471.69	0.00	0.00	8,584.31	64
21200	Employer Medicare	3,217.00	3,217.00	240.80	1,834.13	0.00	0.00	1,382.87	57
33500	Maint & Repair-Building	250,000.00	239,000.00	19,707.90	118,079.96	27,559.96	400.00	92,960.08	61
33600	Maint & Repair-Equipment	75,000.00	75,000.00	0.00	1,792.38	0.00	0.00	73,207.62	2
35500	Travel	1,360.00	1,360.00	68.12	643.13	0.00	0.00	716.87	47
39900	Other Contracted Services	829,142.00	829,142.00	61,328.19	507,026.89	0.00	0.00	322,115.11	61
49900	Other Supplies & Materials	1,000.00	1,000.00	0.00	50.08	0.00	0.00	949.92	5
52400	In-Service/Staff Development	3,280.00	3,280.00	0.00	280.00	0.00	0.00	3,000.00	9
59900	Other Charges	15,000.00	15,000.00	415.00	1,461.00	0.00	0.00	13,539.00	10
70100	Administration Equipment	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0
<b>TOTALS:</b>	<b>Function: 72620 - Maintenance of Plant</b>	<b>1,440,822.00</b>	<b>1,440,822.00</b>	<b>104,034.95</b>	<b>793,276.04</b>	<b>27,559.96</b>	<b>400.00</b>	<b>619,586.00</b>	<b>57</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FOR FEBRUARY, 2017

FUNCTION : 72710 - TRANSPORTATION

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	77,225.00	77,225.00	5,678.35	53,392.27	0.00	0.00	23,832.73	69
16200	Clerical Personnel	41,616.00	41,616.00	3,468.00	25,271.86	0.00	0.00	16,344.14	61
18900	Other Salaries & Wages	172,012.00	172,012.00	13,985.51	116,217.95	0.00	0.00	55,794.05	68
20100	Social Security	18,033.00	18,033.00	661.61	1,629.73	0.00	0.00	16,403.27	9
20400	State Retirement	13,313.00	13,313.00	1,109.59	8,519.90	0.00	0.00	4,793.10	64
20600	Life Insurance	697.00	697.00	43.36	281.84	0.00	0.00	415.16	40
20700	Medical Insurance	13,383.00	13,383.00	1,815.86	11,803.09	0.00	0.00	1,579.91	88
21200	Employer Medicare	4,217.00	4,217.00	316.58	2,703.18	0.00	0.00	1,513.82	64
31200	Contracts w Private Agencies	2,300,000.00	2,300,000.00	216,023.88	1,195,790.26	0.00	0.00	1,104,209.74	52
35500	Travel	2,000.00	2,000.00	55.00	773.69	0.00	0.00	1,226.31	39
39900	Other Contracted Services	30,820.00	31,458.00	25.00	24,616.00	3,007.00	0.00	3,835.00	88
41200	Diesel Fuel	366,000.00	366,000.00	15,955.58	136,418.48	0.00	0.00	229,581.52	37
42500	Gasoline	5,000.00	7,400.00	278.59	2,005.63	0.00	0.00	5,394.37	27
49900	Other Supplies & Materials	1,000.00	1,000.00	262.19	317.19	11.15	0.00	671.66	33
52400	In-Service/Staff Development	3,000.00	3,000.00	0.00	45.00	0.00	0.00	2,955.00	2
59900	Other Charges	3,300.00	2,662.00	0.00	0.00	750.00	0.00	1,912.00	28
70100	Administration Equipment	1,500.00	1,500.00	0.00	1,087.10	0.00	0.00	412.90	72
<b>TOTALS:</b>	<b>Function: 72710 - Transportation</b>	<b>3,053,116.00</b>	<b>3,055,516.00</b>	<b>259,679.10</b>	<b>1,580,873.17</b>	<b>3,768.15</b>	<b>0.00</b>	<b>1,470,874.68</b>	<b>52</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FOR FEBRUARY, 2017

FUNCTION : 72810 - CENTRAL AND OTHER

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	121,380.00	121,380.00	9,911.71	69,341.65	0.00	0.00	52,038.35	57
16100	Secretary(s)	47,369.00	0.00	0.00	0.00	0.00	0.00	0.00	0
18900	Other Salaries & Wages	75,196.00	75,196.00	6,266.33	37,051.53	0.00	0.00	38,144.47	49
20100	Social Security	15,125.00	15,125.00	951.28	6,276.51	0.00	0.00	8,848.49	41
20400	State Retirement	22,335.00	22,335.00	1,462.50	9,618.06	0.00	0.00	12,716.94	43
20600	Life Insurance	1,190.00	1,190.00	58.36	362.87	0.00	0.00	827.13	30
20700	Medical Insurance	24,721.00	24,721.00	932.70	5,583.01	0.00	0.00	19,137.99	23
21200	Employer Medicare	3,537.00	3,537.00	222.46	1,467.80	0.00	0.00	2,069.20	41
35500	Travel	2,000.00	2,000.00	126.06	484.20	0.00	0.00	1,515.80	24
39900	Other Contracted Services	94,000.00	89,000.00	1,679.74	52,510.47	0.00	0.00	36,489.53	59
43500	Office Supplies	41,000.00	41,000.00	308.40	10,397.74	0.00	257.00	30,345.26	26
52400	In-Service/Staff Development	14,475.00	49,475.00	402.19	4,189.62	0.00	0.00	45,285.38	8
59900	Other Charges	4,400.00	21,769.00	0.00	4,075.97	400.00	0.00	17,293.03	21
70100	Administration Equipment	5,500.00	5,500.00	0.00	2,482.62	0.00	0.00	3,017.38	45
<b>TOTALS:</b>	<b>Function: 72810 - Central and Other</b>	<b>472,228.00</b>	<b>472,228.00</b>	<b>22,321.73</b>	<b>203,842.05</b>	<b>400.00</b>	<b>257.00</b>	<b>267,728.95</b>	<b>43</b>

# COLLIERVILLE SCHOOLS

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FOR FEBRUARY, 2017

FUNCTION : 76100 - REGULAR CAPITAL OUTLAY

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
30400	Architects	50,000.00	50,000.00	0.00	2,395.16	0.00	0.00	47,604.84	5
30800	Consultants	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0
32100	Engineering Services	30,000.00	30,000.00	2,500.00	2,500.00	0.00	0.00	27,500.00	8
39900	Other Contracted Services	10,000.00	10,000.00	0.00	5,087.00	0.00	0.00	4,913.00	51
70700	Building Improvements	260,000.00	260,000.00	0.00	16,249.75	0.00	0.00	243,750.25	6
72400	Site Development	70,000.00	70,000.00	0.00	4,754.00	2,380.07	0.00	62,865.93	10
79900	Other Capital Outlay	407,683.00	479,424.00	0.00	222,277.26	0.00	0.00	257,146.74	46
<b>TOTALS:</b>	<b>Function: 76100 - Regular Capital Outlay</b>	<b>842,683.00</b>	<b>914,424.00</b>	<b>2,500.00</b>	<b>253,263.17</b>	<b>2,380.07</b>	<b>0.00</b>	<b>658,780.76</b>	<b>28</b>

**COLLIERVILLE SCHOOLS**

**EXPENSES BY FUNCTION**

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	71,471,852.00	73,098,575.00	5,498,913.51	41,516,564.46	427,721.20	2,520.63	31,151,768.71	57

# **SCHOOL NUTRITION**

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396443

FOR FEBRUARY, 2017

FUNCTION 1ST: 4 -

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
43521	Lunch Payments Children	610,000.00	610,000.00	68,674.30	414,100.00	0.00	0.00	195,900.00	68
43522	Lunch Payments Adults	44,000.00	44,000.00	3,456.00	24,871.50	0.00	0.00	19,128.50	57
43523	Income from Breakfast	42,000.00	42,000.00	3,849.00	22,220.10	0.00	0.00	19,779.90	53
43525	Ala Carte Sales	460,000.00	460,000.00	51,152.15	295,525.77	0.00	0.00	164,474.23	64
43990	Other Charges for Services	3,000.00	3,000.00	100.00	17,278.59	0.00	0.00	-14,278.59	576
44990	Other Local Revenue	261,451.00	261,451.00	41,460.66	165,842.64	0.00	0.00	95,608.36	63
46520	State Matching	13,500.00	13,500.00	0.00	14,385.97	0.00	0.00	-885.97	107
47111	USDA School Lunch Program	510,000.00	510,000.00	21,040.48	292,667.84	0.00	0.00	217,332.16	57
47112	USDA Commodities	107,000.00	107,000.00	0.00	0.00	0.00	0.00	107,000.00	0
47113	Breakfast	90,000.00	90,000.00	43,031.04	95,461.45	0.00	0.00	-5,461.45	106
47114	USDA - Other	0.00	0.00	0.00	4,935.80	0.00	0.00	-4,935.80	0
<b>TOTALS:</b>	<b>Function: 4 -</b>	<b>2,140,951.00</b>	<b>2,140,951.00</b>	<b>232,763.63</b>	<b>1,347,289.66</b>	<b>0.00</b>	<b>0.00</b>	<b>793,661.34</b>	<b>63</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	2,140,951.00	2,140,951.00	232,763.63	1,347,289.66	0.00	0.00	793,661.34	63

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

BATCH QUEUE ID 396444

FOR FEBRUARY, 2017

FUNCTION : 73100 - FOOD SERVICE

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	176,030.00	176,030.00	14,669.17	108,164.25	0.00	0.00	67,865.75	61
16200	Clerical Personnel	41,616.00	41,616.00	3,468.00	27,744.00	0.00	0.00	13,872.00	67
16501	Cafeteria Managers	272,079.00	272,079.00	31,018.00	184,191.22	0.00	0.00	87,887.78	68
16502	School Nutrition Technicians	383,848.00	383,848.00	34,086.40	233,800.39	0.00	0.00	150,047.61	61
20100	Social Security	54,163.00	54,163.00	4,795.32	31,901.67	0.00	0.00	22,261.33	59
20400	State Retirement	80,576.00	80,576.00	6,077.28	41,280.77	0.00	0.00	39,295.23	51
20600	Life Insurance	5,725.00	5,725.00	212.71	1,328.15	0.00	0.00	4,396.85	23
20700	Medical Insurance	180,543.00	180,543.00	9,427.40	61,828.78	0.00	0.00	118,714.22	34
21200	Employer Medicare	12,667.00	12,667.00	1,121.55	7,461.08	0.00	0.00	5,205.92	59
33600	Maint & Repair-Equipment	70,000.00	70,000.00	1,561.98	45,088.14	0.00	0.00	24,911.86	64
35400	Transportation - Food	4,000.00	4,000.00	0.00	1,669.80	2,330.20	0.00	0.00	100
35500	Travel	1,000.00	1,000.00	0.00	271.37	0.00	0.00	728.63	27
39900	Other Contracted Services	64,680.00	64,680.00	2,933.51	50,217.44	1,080.00	0.00	13,382.56	79
42200	Food Supplies	552,362.00	548,962.00	39,633.02	366,981.68	48,901.85	3,440.60	129,637.87	76
43500	Office Supplies	6,000.00	6,000.00	65.87	1,827.02	0.00	0.00	4,172.98	30
46900	USDA Commodities	107,000.00	107,000.00	0.00	0.00	0.00	0.00	107,000.00	0
49900	Other Supplies & Materials	60,000.00	64,900.00	7,793.05	40,709.88	14,633.34	100.98	9,455.80	85
52400	In-Service/Staff Development	4,000.00	6,000.00	0.00	3,381.36	0.00	0.00	2,618.64	56
59900	Other Charges	20,000.00	18,000.00	0.00	2,320.00	0.00	0.00	15,680.00	13
71000	Food Service Equipment	44,662.00	43,162.00	191.88	8,040.05	0.00	0.00	35,121.95	19
<b>TOTALS:</b>	<b>Function: 73100 - Food Service</b>	<b>2,140,951.00</b>	<b>2,140,951.00</b>	<b>157,055.14</b>	<b>1,218,207.05</b>	<b>66,945.39</b>	<b>3,541.58</b>	<b>852,256.98</b>	<b>60</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	2,140,951.00	2,140,951.00	157,055.14	1,218,207.05	66,945.39	3,541.58	852,256.98	60

# **FEDERAL PROGRAMS**

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396252

FOR FEBRUARY, 2017

PROJECT : 0107 - CONSOLIDATED ADMIN 2016-17

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47590	Other Federal Thru State	169,678.00	143,378.00	12,226.64	85,930.12	0.00	0.00	57,447.88	60
<b>TOTALS:</b>	<b>Project: 0107 - Consolidated Admin 2016-17</b>	<b>169,678.00</b>	<b>143,378.00</b>	<b>12,226.64</b>	<b>85,930.12</b>	<b>0.00</b>	<b>0.00</b>	<b>57,447.88</b>	<b>60</b>

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## REVENUE BY FUNC

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FOR FEBRUARY, 2017

PROJECT : 1006 - TITLE I 2015-16

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47141	Title I - Grants to Local Education Agencies	62,674.57	62,674.57	0.00	62,674.57	0.00	0.00	0.00	100
TOTALS:	Project: 1006 - Title I 2015- 16	62,674.57	62,674.57	0.00	62,674.57	0.00	0.00	0.00	100

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

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FOR FEBRUARY, 2017

PROJECT : 1007 - TITLE I 2016-17

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47141	Title I - Grants to Local Education Agencies	513,500.47	512,849.00	59,928.19	271,803.43	0.00	0.00	241,045.57	53
<b>TOTALS:</b>	<b>Project: 1007 - Title I 2016-17</b>	<b>513,500.47</b>	<b>512,849.00</b>	<b>59,928.19</b>	<b>271,803.43</b>	<b>0.00</b>	<b>0.00</b>	<b>241,045.57</b>	<b>53</b>

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## REVENUE BY FUNC

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FOR FEBRUARY, 2017

PROJECT : 2006 - TITLE II 2015-16

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47189	Title II - Professional Development	36,775.58	36,775.58	0.00	36,775.58	0.00	0.00	0.00	100
TOTALS:	Project: 2006 - Title II 2015 -16	36,775.58	36,775.58	0.00	36,775.58	0.00	0.00	0.00	100

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

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PROJECT : 2007 - TITLE II 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47189	Title II - Professional Development	265,779.00	290,733.00	29,232.07	107,119.93	0.00	0.00	183,613.07	37
TOTALS:	Project: 2007 - Title II 2016 -17	265,779.00	290,733.00	29,232.07	107,119.93	0.00	0.00	183,613.07	37

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396252

FOR FEBRUARY, 2017

PROJECT : 3006 - TITLE III 2015-16

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47146	English Language Acquisition Grants	502.44	502.44	0.00	502.44	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Project: 3006 - Title III 2015-16</b>	<b>502.44</b>	<b>502.44</b>	<b>0.00</b>	<b>502.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

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FOR FEBRUARY, 2017

PROJECT : 3007 - TITLE III 2016-17

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47146	English Language Acquisition Grants	30,836.32	31,264.63	2,743.59	19,502.55	0.00	0.00	11,762.08	62
<b>TOTALS:</b>	<b>Project: 3007 - Title III 2016-17</b>	<b>30,836.32</b>	<b>31,264.63</b>	<b>2,743.59</b>	<b>19,502.55</b>	<b>0.00</b>	<b>0.00</b>	<b>11,762.08</b>	<b>62</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396252

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PROJECT : 8907 - IDEA DISC STATEWIDE ASSESSMENTS 16-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	88,204.75	88,204.75	0.00	88,159.48	0.00	0.00	45.27	100
<b>TOTALS:</b>	<b>Project: 8907 - IDEA Disc Statewide Assessments 16-17</b>	<b>88,204.75</b>	<b>88,204.75</b>	<b>0.00</b>	<b>88,159.48</b>	<b>0.00</b>	<b>0.00</b>	<b>45.27</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396252

FOR FEBRUARY, 2017

PROJECT : 8917 - IDEA DISC SUPPLEMENTAL 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	5,965.89	5,965.89	0.00	3,165.89	0.00	0.00	2,800.00	53
TOTALS:	Project: 8917 - IDEA Disc Supplemental 2016-17	5,965.89	5,965.89	0.00	3,165.89	0.00	0.00	2,800.00	53

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PROJECT : 9006 - IDEA PART B 2015-16

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	45,011.99	45,011.99	0.00	45,011.99	0.00	0.00	0.00	100
TOTALS:	Project: 9006 - IDEA Part B 2015-16	45,011.99	45,011.99	0.00	45,011.99	0.00	0.00	0.00	100

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PROJECT : 9007 - IDEA PART B 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	1,560,778.00	1,559,979.00	140,311.59	902,684.46	0.00	0.00	657,294.54	58
<b>TOTALS:</b>	<b>Project: 9007 - IDEA Part B 2016-17</b>	<b>1,560,778.00</b>	<b>1,559,979.00</b>	<b>140,311.59</b>	<b>902,684.46</b>	<b>0.00</b>	<b>0.00</b>	<b>657,294.54</b>	<b>58</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

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BATCH QUEUE ID 396252

FOR FEBRUARY, 2017

PROJECT : 9106 - IDEA PRESCHOOL 2015-16

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47145	Special Education Preschool Grants	655.96	655.96	0.00	655.96	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Project: 9106 - IDEA Preschool 2015-16</b>	<b>655.96</b>	<b>655.96</b>	<b>0.00</b>	<b>655.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

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PROJECT : 9107 - IDEA PRESCHOOL INCENTIVE 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47145	Special Education Preschool Grants	17,710.00	18,628.00	440.68	12,489.98	0.00	0.00	6,138.02	67
<b>TOTALS:</b>	<b>Project: 9107 - IDEA Preschool Incentive 2016- 17</b>	<b>17,710.00</b>	<b>18,628.00</b>	<b>440.68</b>	<b>12,489.98</b>	<b>0.00</b>	<b>0.00</b>	<b>6,138.02</b>	<b>67</b>

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	2,798,072.97	2,796,622.81	244,882.76	1,636,476.38	0.00	0.00	1,160,146.43	59

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PROJECT : 0107 - CONSOLIDATED ADMIN 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
10500	Supervisor/Director	86,197.00	61,436.00	5,221.90	35,325.52	0.00	0.00	26,110.48	57
16200	Clerical Personnel	39,824.00	39,824.00	3,318.18	26,502.72	0.00	0.00	13,321.28	67
18900	Other Salaries & Wages	6,187.00	6,187.00	515.58	4,124.64	0.00	0.00	2,062.36	67
20100	Social Security	8,197.00	6,700.00	520.92	3,843.63	0.00	0.00	2,856.37	57
20400	State Retirement	12,058.00	9,858.00	818.48	5,960.98	0.00	0.00	3,897.02	60
20600	Life Insurance	600.00	324.00	33.68	201.04	0.00	0.00	122.96	62
20700	Medical Insurance	5,880.00	9,919.00	1,045.12	6,260.26	0.00	0.00	3,658.74	63
21200	Employer Medicare	1,917.00	1,612.00	121.84	899.01	0.00	0.00	712.99	56
52400	In-Service/Staff Development	5,000.78	4,706.67	391.21	1,127.42	0.00	0.00	3,579.25	24
79000	Other Equipment	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>166,360.78</b>	<b>140,566.67</b>	<b>11,986.91</b>	<b>84,245.22</b>	<b>0.00</b>	<b>0.00</b>	<b>56,321.45</b>	<b>60</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	3,317.22	2,811.33	239.73	1,684.90	0.00	0.00	1,126.43	60
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>3,317.22</b>	<b>2,811.33</b>	<b>239.73</b>	<b>1,684.90</b>	<b>0.00</b>	<b>0.00</b>	<b>1,126.43</b>	<b>60</b>
<b>TOTALS:</b>	<b>Project: 0107 - Consolidated Admin 2016-17</b>	<b>169,678.00</b>	<b>143,378.00</b>	<b>12,226.64</b>	<b>85,930.12</b>	<b>0.00</b>	<b>0.00</b>	<b>57,447.88</b>	<b>60</b>

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PROJECT : 1006 - TITLE I 2015-16

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71100 - Regular Instruction Program</b>									
42900	Instructional Supplies & Materials	57,060.88	57,060.88	0.00	57,060.88	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 71100 - Regular Instruction Program</b>	<b>57,060.88</b>	<b>57,060.88</b>	<b>0.00</b>	<b>57,060.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 72210 - Regular Instruction Program Support</b>									
52400	In-Service/Staff Development	4,384.78	4,384.78	0.00	4,384.78	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>4,384.78</b>	<b>4,384.78</b>	<b>0.00</b>	<b>4,384.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	1,228.91	1,228.91	0.00	1,228.91	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>1,228.91</b>	<b>1,228.91</b>	<b>0.00</b>	<b>1,228.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 1006 - Title I 2015-16</b>	<b>62,674.57</b>	<b>62,674.57</b>	<b>0.00</b>	<b>62,674.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

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FOR FEBRUARY, 2017

PROJECT : 1007 - TITLE I 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71100 - Regular Instruction Program</b>									
11600	Teachers	244,893.00	244,893.00	20,407.75	142,854.21	0.00	0.00	102,038.79	58
16300	Educational Assistants	107,750.00	86,538.00	7,849.10	53,496.70	0.00	0.00	33,041.30	62
20100	Social Security	21,900.00	20,580.00	1,653.55	11,565.87	0.00	0.00	9,014.13	56
20400	State Retirement	31,900.00	30,061.00	2,551.28	17,728.66	0.00	0.00	12,332.34	59
20600	Life Insurance	1,350.00	1,000.00	99.80	629.32	0.00	0.00	370.68	63
20700	Medical Insurance	31,343.00	19,058.00	1,837.48	11,056.23	0.00	0.00	8,001.77	58
21200	Employer Medicare	5,120.00	4,812.00	386.74	2,705.11	0.00	0.00	2,106.89	56
42900	Instructional Supplies & Materials	37,056.95	37,538.83	23,967.43	26,437.85	0.00	0.00	11,100.98	70
<b>TOTALS:</b>	<b>Function: 71100 - Regular Instruction Program</b>	<b>481,312.95</b>	<b>444,480.83</b>	<b>58,753.13</b>	<b>266,473.95</b>	<b>0.00</b>	<b>0.00</b>	<b>178,006.88</b>	<b>60</b>
<b>Function : 72210 - Regular Instruction Program Support</b>									
30800	Consultants	14,705.88	14,591.45	0.00	0.00	0.00	0.00	14,591.45	0
49900	Other Supplies & Materials	7,413.00	7,398.49	0.00	0.00	0.00	0.00	7,398.49	0
52400	In-Service/Staff Development	0.00	36,322.36	0.00	0.00	0.00	0.00	36,322.36	0
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>22,118.88</b>	<b>58,312.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>58,312.30</b>	<b>0</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	10,068.64	10,055.87	1,175.06	5,329.48	0.00	0.00	4,726.39	53
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>10,068.64</b>	<b>10,055.87</b>	<b>1,175.06</b>	<b>5,329.48</b>	<b>0.00</b>	<b>0.00</b>	<b>4,726.39</b>	<b>53</b>
<b>TOTALS:</b>	<b>Project: 1007 - Title I 2016-17</b>	<b>513,500.47</b>	<b>512,849.00</b>	<b>59,928.19</b>	<b>271,803.43</b>	<b>0.00</b>	<b>0.00</b>	<b>241,045.57</b>	<b>53</b>

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PROJECT : 2006 - TITLE II 2015-16

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
52400	In-Service/Staff Development	36,054.49	36,054.49	0.00	36,054.49	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>36,054.49</b>	<b>36,054.49</b>	<b>0.00</b>	<b>36,054.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	721.09	721.09	0.00	721.09	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>721.09</b>	<b>721.09</b>	<b>0.00</b>	<b>721.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 2006 - Title II 2015 -16</b>	<b>36,775.58</b>	<b>36,775.58</b>	<b>0.00</b>	<b>36,775.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

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PROJECT : 2007 - TITLE II 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
18900	Other Salaries & Wages	71,041.00	71,041.00	5,920.08	41,440.56	0.00	0.00	29,600.44	58
20100	Social Security	4,410.00	4,410.00	296.52	2,116.00	0.00	0.00	2,294.00	48
20400	State Retirement	6,430.00	6,430.00	535.18	3,746.26	0.00	0.00	2,683.74	58
20600	Life Insurance	300.00	300.00	21.46	139.49	0.00	0.00	160.51	46
20700	Medical Insurance	11,740.00	11,740.00	1,174.00	7,631.00	0.00	0.00	4,109.00	65
21200	Employer Medicare	1,035.00	1,035.00	69.34	494.82	0.00	0.00	540.18	48
30800	Consultants	69,000.00	35,490.20	0.00	0.00	0.00	0.00	35,490.20	0
49900	Other Supplies & Materials	2,000.00	5,000.00	938.76	2,018.58	0.00	0.00	2,981.42	40
52400	In-Service/Staff Development	78,917.64	133,740.05	18,122.72	36,973.59	977.38	0.00	95,789.08	28
52401	In Service/Staff Dev - Non Public	5,890.09	6,042.19	0.00	349.00	0.00	0.00	5,693.19	6
79000	Other Equipment	10,000.00	10,000.00	1,179.91	9,879.91	0.00	0.00	120.09	99
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>260,763.73</b>	<b>285,228.44</b>	<b>28,257.97</b>	<b>104,789.21</b>	<b>977.38</b>	<b>0.00</b>	<b>179,461.85</b>	<b>37</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	5,015.27	5,504.56	550.05	1,906.67	0.00	0.00	3,597.89	35
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>5,015.27</b>	<b>5,504.56</b>	<b>550.05</b>	<b>1,906.67</b>	<b>0.00</b>	<b>0.00</b>	<b>3,597.89</b>	<b>35</b>
<b>TOTALS:</b>	<b>Project: 2007 - Title II 2016 -17</b>	<b>265,779.00</b>	<b>290,733.00</b>	<b>28,808.02</b>	<b>106,695.88</b>	<b>977.38</b>	<b>0.00</b>	<b>183,059.74</b>	<b>37</b>

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PROJECT : 3006 - TITLE III 2015-16

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
52400	In-Service/Staff Development	492.58	492.58	0.00	492.58	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>492.58</b>	<b>492.58</b>	<b>0.00</b>	<b>492.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	9.86	9.86	0.00	9.86	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>9.86</b>	<b>9.86</b>	<b>0.00</b>	<b>9.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 3006 - Title III 2015-16</b>	<b>502.44</b>	<b>502.44</b>	<b>0.00</b>	<b>502.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

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FOR FEBRUARY, 2017

PROJECT : 3007 - TITLE III 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
19600	In-Service Training	5,000.00	5,000.00	0.00	2,500.00	0.00	0.00	2,500.00	50
20100	Social Security	310.00	310.00	0.00	154.93	0.00	0.00	155.07	50
20400	State Retirement	452.00	452.00	0.00	226.02	0.00	0.00	225.98	50
21200	Employer Medicare	73.00	73.00	0.00	36.23	0.00	0.00	36.77	50
49900	Other Supplies & Materials	6,935.98	7,355.90	1,685.51	5,166.89	0.00	0.00	2,189.01	70
52400	In-Service/Staff Development	3,000.00	3,000.00	0.00	1,824.34	0.00	0.00	1,175.66	61
79000	Other Equipment	14,749.92	14,749.92	1,024.37	9,454.32	0.00	0.00	5,295.60	64
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>30,520.90</b>	<b>30,940.82</b>	<b>2,709.88</b>	<b>19,362.73</b>	<b>0.00</b>	<b>0.00</b>	<b>11,578.09</b>	<b>63</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	315.42	323.81	33.71	139.82	0.00	0.00	183.99	43
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>315.42</b>	<b>323.81</b>	<b>33.71</b>	<b>139.82</b>	<b>0.00</b>	<b>0.00</b>	<b>183.99</b>	<b>43</b>
<b>TOTALS:</b>	<b>Project: 3007 - Title III 2016-17</b>	<b>30,836.32</b>	<b>31,264.63</b>	<b>2,743.59</b>	<b>19,502.55</b>	<b>0.00</b>	<b>0.00</b>	<b>11,762.08</b>	<b>62</b>

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PROJECT : 8907 - IDEA DISC STATEWIDE ASSESSMENTS 16-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71200 - Special Education Program</b>									
42900	Instructional Supplies & Materials	79,769.36	79,769.36	0.00	79,724.98	0.00	0.00	44.38	100
72500	Special Education Equipment	6,840.00	6,840.00	0.00	6,840.00	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>86,609.36</b>	<b>86,609.36</b>	<b>0.00</b>	<b>86,564.98</b>	<b>0.00</b>	<b>0.00</b>	<b>44.38</b>	<b>100</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	1,595.39	1,595.39	0.00	1,594.50	0.00	0.00	0.89	100
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>1,595.39</b>	<b>1,595.39</b>	<b>0.00</b>	<b>1,594.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.89</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 8907 - IDEA Disc Statewide Assessments 16-17</b>	<b>88,204.75</b>	<b>88,204.75</b>	<b>0.00</b>	<b>88,159.48</b>	<b>0.00</b>	<b>0.00</b>	<b>45.27</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396253

FOR FEBRUARY, 2017

PROJECT : 8917 - IDEA DISC SUPPLEMENTAL 2016-17

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72220 - Special Education Program Support</b>									
49900	Other Supplies & Materials	3,165.89	3,165.89	0.00	3,165.89	0.00	0.00	0.00	100
52400	In-Service/Staff Development	2,800.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0
<b>TOTALS:</b>	<b>Function: 72220 - Special Education Program Support</b>	<b>5,965.89</b>	<b>5,965.89</b>	<b>0.00</b>	<b>3,165.89</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>53</b>
<b>TOTALS:</b>	<b>Project: 8917 - IDEA Disc Supplemental 2016-17</b>	<b>5,965.89</b>	<b>5,965.89</b>	<b>0.00</b>	<b>3,165.89</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>53</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

BATCH QUEUE ID 396253

FOR FEBRUARY, 2017

PROJECT : 9006 - IDEA PART B 2015-16

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71200 - Special Education Program</b>									
72500	Special Education Equipment	45,011.99	45,011.99	0.00	45,011.99	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>45,011.99</b>	<b>45,011.99</b>	<b>0.00</b>	<b>45,011.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 9006 - IDEA Part B 2015-16</b>	<b>45,011.99</b>	<b>45,011.99</b>	<b>0.00</b>	<b>45,011.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396253

FOR FEBRUARY, 2017

PROJECT : 9007 - IDEA PART B 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71200 - Special Education Program</b>									
11600	Teachers	345,702.00	350,668.00	29,222.33	204,556.35	0.00	0.00	146,111.65	58
12800	Homebound Teachers	40,647.00	40,647.00	3,387.22	27,097.76	0.00	0.00	13,549.24	67
16300	Educational Assistants	592,466.00	576,924.00	55,143.90	358,534.05	0.00	0.00	218,389.95	62
20100	Social Security	60,687.00	60,687.00	4,964.05	33,526.85	0.00	0.00	27,160.15	55
20400	State Retirement	88,485.00	88,485.00	8,011.32	53,878.63	0.00	0.00	34,606.37	61
20600	Life Insurance	4,070.00	3,000.00	293.36	1,871.52	0.00	0.00	1,128.48	62
20700	Medical Insurance	106,400.00	106,261.00	13,161.79	66,602.82	0.00	0.00	39,658.18	63
21200	Employer Medicare	14,193.00	14,193.00	1,160.96	7,840.98	0.00	0.00	6,352.02	55
39900	Other Contracted Services	5,494.87	38,020.53	3,151.47	4,964.97	0.00	0.00	33,055.56	13
39901	Other Contr Svcs - Brunswick Day School	23,122.64	23,122.64	0.00	4,405.00	0.00	0.00	18,717.64	19
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>1,281,267.51</b>	<b>1,302,008.17</b>	<b>118,496.40</b>	<b>763,278.93</b>	<b>0.00</b>	<b>0.00</b>	<b>538,729.24</b>	<b>59</b>
<b>Function : 72220 - Special Education Program Support</b>									
18900	Other Salaries & Wages	202,536.00	184,091.00	15,330.58	97,799.08	0.00	0.00	86,291.92	53
20100	Social Security	12,558.00	11,414.00	906.34	5,775.51	0.00	0.00	5,638.49	51
20400	State Retirement	18,310.00	16,642.00	1,399.38	8,912.13	0.00	0.00	7,729.87	54
20600	Life Insurance	825.00	825.00	41.70	237.30	0.00	0.00	587.70	29
20700	Medical Insurance	11,740.00	11,740.00	1,174.00	7,631.00	0.00	0.00	4,109.00	65
21200	Employer Medicare	2,938.00	2,671.00	211.98	1,350.81	0.00	0.00	1,320.19	51
<b>TOTALS:</b>	<b>Function: 72220 - Special Education Program Support</b>	<b>248,907.00</b>	<b>227,383.00</b>	<b>19,063.98</b>	<b>121,705.83</b>	<b>0.00</b>	<b>0.00</b>	<b>105,677.17</b>	<b>54</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	30,603.49	30,587.83	2,751.21	17,699.70	0.00	0.00	12,888.13	58
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>30,603.49</b>	<b>30,587.83</b>	<b>2,751.21</b>	<b>17,699.70</b>	<b>0.00</b>	<b>0.00</b>	<b>12,888.13</b>	<b>58</b>
<b>TOTALS:</b>	<b>Project: 9007 - IDEA Part B 2016-17</b>	<b>1,560,778.00</b>	<b>1,559,979.00</b>	<b>140,311.59</b>	<b>902,684.46</b>	<b>0.00</b>	<b>0.00</b>	<b>657,294.54</b>	<b>58</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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FOR FEBRUARY, 2017

PROJECT : 9106 - IDEA PRESCHOOL 2015-16

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71200 - Special Education Program</b>									
42900	Instructional Supplies & Materials	643.10	643.10	0.00	643.10	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>643.10</b>	<b>643.10</b>	<b>0.00</b>	<b>643.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	12.86	12.86	0.00	12.86	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>12.86</b>	<b>12.86</b>	<b>0.00</b>	<b>12.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 9106 - IDEA Preschool 2015-16</b>	<b>655.96</b>	<b>655.96</b>	<b>0.00</b>	<b>655.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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PROJECT : 9107 - IDEA PRESCHOOL INCENTIVE 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71200 - Special Education Program</b>									
39900	Other Contracted Services	1,265.00	1,265.00	0.00	1,265.00	0.00	0.00	0.00	100
42900	Instructional Supplies & Materials	4,735.00	6,360.54	0.00	4,418.50	1,198.87	0.00	743.17	88
72500	Special Education Equipment	11,590.00	10,849.95	440.68	6,692.81	0.00	0.00	4,157.14	62
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>17,590.00</b>	<b>18,475.49</b>	<b>440.68</b>	<b>12,376.31</b>	<b>1,198.87</b>	<b>0.00</b>	<b>4,900.31</b>	<b>73</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	120.00	152.51	0.00	113.67	0.00	0.00	38.84	75
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>120.00</b>	<b>152.51</b>	<b>0.00</b>	<b>113.67</b>	<b>0.00</b>	<b>0.00</b>	<b>38.84</b>	<b>75</b>
<b>TOTALS:</b>	<b>Project: 9107 - IDEA Preschool Incentive 2016-17</b>	<b>17,710.00</b>	<b>18,628.00</b>	<b>440.68</b>	<b>12,489.98</b>	<b>1,198.87</b>	<b>0.00</b>	<b>4,939.15</b>	<b>73</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	2,798,072.97	2,796,622.81	244,458.71	1,636,052.33	2,176.25	0.00	1,158,394.23	59

# **DISCRETIONARY GRANTS**

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8017 - VOLUNTARY PRE-K 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46590	Other State Education Funds	89,281.00	89,281.00	8,375.65	53,869.22	0.00	0.00	35,411.78	60
TOTALS:	Project: 8017 - Voluntary Pre-K 2016-17	89,281.00	89,281.00	8,375.65	53,869.22	0.00	0.00	35,411.78	60

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8027 - COORDINATED SCHOOL HEALTH 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46591	Coordinated School Health	90,000.00	90,000.00	5,048.93	39,707.33	0.00	0.00	50,292.67	44
<b>TOTALS:</b>	<b>Project: 8027 - Coordinated School Health 2016-17</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>5,048.93</b>	<b>39,707.33</b>	<b>0.00</b>	<b>0.00</b>	<b>50,292.67</b>	<b>44</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8035 - TEACHER LEADER COUNCIL GRANT

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46590	Other State Education Funds	1,997.17	1,997.17	0.00	0.00	0.00	0.00	1,997.17	0
TOTALS:	Project: 8035 - Teacher Leader Council Grant	1,997.17	1,997.17	0.00	0.00	0.00	0.00	1,997.17	0

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8036 - AMERICA'S FARMERS GROW

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
44990	Other Local Revenue	796.31	796.31	0.00	0.00	0.00	0.00	796.31	0
<b>TOTALS:</b>	<b>Project: 8036 - America's Farmers Grow</b>	<b>796.31</b>	<b>796.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>796.31</b>	<b>0</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8037 - SAFE SCHOOLS 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46590	Other State Education Funds	38,030.00	38,030.00	0.00	12,676.67	0.00	0.00	25,353.33	33
TOTALS:	Project: 8037 - Safe Schools 2016-17	38,030.00	38,030.00	0.00	12,676.67	0.00	0.00	25,353.33	33

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8046 - RACE 4 THE VILLE

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
44990	Other Local Revenue	4,705.02	15,975.02	0.00	11,270.00	0.00	0.00	4,705.02	71
<b>TOTALS:</b>	<b>Project: 8046 - Race 4 the Ville</b>	<b>4,705.02</b>	<b>15,975.02</b>	<b>0.00</b>	<b>11,270.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,705.02</b>	<b>71</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8057 - READ TO BE READY

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46590	Other State Education Funds	5,000.00	5,000.00	2,081.00	2,081.00	0.00	0.00	2,919.00	42
TOTALS:	Project: 8057 - Read to be Ready	5,000.00	5,000.00	2,081.00	2,081.00	0.00	0.00	2,919.00	42

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396361

FOR FEBRUARY, 2017

PROJECT : 8067 - TN TEACHER LEADER GRANT 2016-17

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FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
46590	Other State Education Funds	3,000.00	3,000.00	-6.58	1,493.42	0.00	0.00	1,506.58	50
<b>TOTALS:</b>	<b>Project: 8067 - TN Teacher Leader Grant 2016-17</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>-6.58</b>	<b>1,493.42</b>	<b>0.00</b>	<b>0.00</b>	<b>1,506.58</b>	<b>50</b>

COLLIERVILLE SCHOOLS

REVENUE BY FUNC

BATCH QUEUE ID 396361

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	232,809.50	244,079.50	15,499.00	121,097.64	0.00	0.00	122,981.86	50

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8017 - VOLUNTARY PRE-K 2016-17

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 73400 - Early Childhood Education</b>									
11600	Teachers	42,343.00	42,343.00	3,528.58	24,700.06	0.00	0.00	17,642.94	58
16300	Educational Assistants	21,210.00	21,210.00	1,995.00	13,440.00	0.00	0.00	7,770.00	63
20100	Social Security	4,000.00	4,000.00	301.05	2,106.02	0.00	0.00	1,893.98	53
20400	State Retirement	5,900.00	5,900.00	497.11	3,432.52	0.00	0.00	2,467.48	58
20600	Life Insurance	192.00	192.00	19.22	118.47	0.00	0.00	73.53	62
20700	Medical Insurance	12,955.39	8,732.54	917.44	5,521.50	0.00	0.00	3,211.04	63
21200	Employer Medicare	930.00	930.00	70.40	492.53	0.00	0.00	437.47	53
42900	Instructional Supplies & Materials	0.00	1,563.24	0.00	1,563.24	0.00	0.00	0.00	100
52400	In-Service/Staff Development	0.00	1,438.62	882.62	1,438.62	0.00	0.00	0.00	100
79000	Other Equipment	0.00	1,245.41	0.00	0.00	0.00	0.00	1,245.41	0
<b>TOTALS:</b>	<b>Function: 73400 - Early Childhood Education</b>	<b>87,530.39</b>	<b>87,554.81</b>	<b>8,211.42</b>	<b>52,812.96</b>	<b>0.00</b>	<b>0.00</b>	<b>34,741.85</b>	<b>60</b>
<b>Function : 99100 - Transfers Out</b>									
50400	Indirect Cost	1,750.61	1,726.19	164.23	1,056.26	0.00	0.00	669.93	61
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>1,750.61</b>	<b>1,726.19</b>	<b>164.23</b>	<b>1,056.26</b>	<b>0.00</b>	<b>0.00</b>	<b>669.93</b>	<b>61</b>
<b>TOTALS:</b>	<b>Project: 8017 - Voluntary Pre-K 2016-17</b>	<b>89,281.00</b>	<b>89,281.00</b>	<b>8,375.65</b>	<b>53,869.22</b>	<b>0.00</b>	<b>0.00</b>	<b>35,411.78</b>	<b>60</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8027 - COORDINATED SCHOOL HEALTH 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72120 - Health Services</b>									
18900	Other Salaries & Wages	34,555.50	35,455.50	2,254.63	18,182.41	0.00	0.00	17,273.09	51
20100	Social Security	2,143.00	2,199.00	139.98	1,126.91	0.00	0.00	1,072.09	51
20400	State Retirement	3,125.00	1,500.00	0.00	82.05	0.00	0.00	1,417.95	5
20600	Life Insurance	83.00	83.00	8.18	53.17	0.00	0.00	29.83	64
20700	Medical Insurance	6,032.00	0.00	0.00	0.00	0.00	0.00	0.00	0
21200	Employer Medicare	510.00	524.00	32.74	263.56	0.00	0.00	260.44	50
35500	Travel	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0
39900	Other Contracted Services	5,845.00	6,595.00	0.00	0.00	0.00	0.00	6,595.00	0
49900	Other Supplies & Materials	10,500.00	7,437.00	1,579.00	3,929.52	0.00	0.00	3,507.48	53
52400	In-Service/Staff Development	11,500.00	19,500.00	910.06	8,586.96	0.00	0.00	10,913.04	44
59900	Other Charges	500.00	3,500.00	124.34	124.34	0.00	0.00	3,375.66	4
73500	Health Equipment	15,006.50	13,006.50	0.00	7,358.41	0.00	0.00	5,648.09	57
<b>TOTALS:</b>	<b>Function: 72120 - Health Services</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>5,048.93</b>	<b>39,707.33</b>	<b>0.00</b>	<b>0.00</b>	<b>50,292.67</b>	<b>44</b>
<b>TOTALS:</b>	<b>Project: 8027 - Coordinated School Health 2016-17</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>5,048.93</b>	<b>39,707.33</b>	<b>0.00</b>	<b>0.00</b>	<b>50,292.67</b>	<b>44</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8035 - TEACHER LEADER COUNCIL GRANT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
52400	In-Service/Staff Development	1,997.17	1,997.17	0.00	1,997.17	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>1,997.17</b>	<b>1,997.17</b>	<b>0.00</b>	<b>1,997.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 8035 - Teacher Leader Council Grant</b>	<b>1,997.17</b>	<b>1,997.17</b>	<b>0.00</b>	<b>1,997.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8036 - AMERICA'S FARMERS GROW

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72120 - Health Services</b>									
49900	Other Supplies & Materials	0.00	133.02	37.23	133.02	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 72120 - Health Services</b>	<b>0.00</b>	<b>133.02</b>	<b>37.23</b>	<b>133.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 72210 - Regular Instruction Program Support</b>									
49900	Other Supplies & Materials	796.31	0.00	0.00	0.00	0.00	0.00	0.00	0
79000	Other Equipment	0.00	663.29	0.00	663.29	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>796.31</b>	<b>663.29</b>	<b>0.00</b>	<b>663.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTALS:</b>	<b>Project: 8036 - America's Farmers Grow</b>	<b>796.31</b>	<b>796.31</b>	<b>37.23</b>	<b>796.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8037 - SAFE SCHOOLS 2016-17

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
Function : 72130 - Other Student Support									
30900	Contracts w Govt Agencies	38,030.00	38,030.00	0.00	12,676.67	0.00	0.00	25,353.33	33
TOTALS:	Function: 72130 - Other Student Support	38,030.00	38,030.00	0.00	12,676.67	0.00	0.00	25,353.33	33
TOTALS:	Project: 8037 - Safe Schools 2016-17	38,030.00	38,030.00	0.00	12,676.67	0.00	0.00	25,353.33	33

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8046 - RACE 4 THE VILLE

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72120 - Health Services</b>									
39900	Other Contracted Services	4,364.00	7,644.00	250.00	2,213.00	0.00	0.00	5,431.00	29
49900	Other Supplies & Materials	341.02	8,331.02	-9.26	1,759.24	0.00	0.00	6,571.78	21
<b>TOTALS:</b>	<b>Function: 72120 - Health Services</b>	<b>4,705.02</b>	<b>15,975.02</b>	<b>240.74</b>	<b>3,972.24</b>	<b>0.00</b>	<b>0.00</b>	<b>12,002.78</b>	<b>25</b>
<b>TOTALS:</b>	<b>Project: 8046 - Race 4 the Ville</b>	<b>4,705.02</b>	<b>15,975.02</b>	<b>240.74</b>	<b>3,972.24</b>	<b>0.00</b>	<b>0.00</b>	<b>12,002.78</b>	<b>25</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8057 - READ TO BE READY

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71100 - Regular Instruction Program</b>									
42900	Instructional Supplies & Materials	2,081.00	2,081.00	2,081.00	2,081.00	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 71100 - Regular Instruction Program</b>	<b>2,081.00</b>	<b>2,081.00</b>	<b>2,081.00</b>	<b>2,081.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
<b>Function : 72210 - Regular Instruction Program Support</b>									
18900	Other Salaries & Wages	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0
20100	Social Security	155.00	155.00	0.00	0.00	0.00	0.00	155.00	0
20400	State Retirement	226.00	226.00	0.00	0.00	0.00	0.00	226.00	0
21200	Employer Medicare	38.00	38.00	0.00	0.00	0.00	0.00	38.00	0
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>2,919.00</b>	<b>2,919.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,919.00</b>	<b>0</b>
<b>TOTALS:</b>	<b>Project: 8057 - Read to be Ready</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>2,081.00</b>	<b>2,081.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,919.00</b>	<b>42</b>

# COLLIERVILLE SCHOOLS

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BATCH QUEUE ID 396362

FOR FEBRUARY, 2017

PROJECT : 8067 - TN TEACHER LEADER GRANT 2016-17

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>									
18900	Other Salaries & Wages	2,570.90	2,570.90	0.00	1,285.45	0.00	0.00	1,285.45	50
20100	Social Security	159.40	159.40	0.00	74.41	0.00	0.00	84.99	47
20400	State Retirement	232.42	232.42	0.00	116.16	0.00	0.00	116.26	50
21200	Employer Medicare	37.28	37.28	0.00	17.40	0.00	0.00	19.88	47
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>1,493.42</b>	<b>0.00</b>	<b>0.00</b>	<b>1,506.58</b>	<b>50</b>
<b>TOTALS:</b>	<b>Project: 8067 - TN Teacher Leader Grant 2016-17</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>1,493.42</b>	<b>0.00</b>	<b>0.00</b>	<b>1,506.58</b>	<b>50</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	232,809.50	244,079.50	15,783.55	116,593.36	0.00	0.00	127,486.14	48

**C.I.P.**

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396276

FOR FEBRUARY, 2017

PROJECT : 6115 - COLLIERVILLE HIGH - NEW SCHOOL

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Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
49100	Bond Proceeds	70,420,925.00	79,246,078.63	6,939,611.34	26,364,379.36	0.00	0.00	52,881,699.27	33
<b>TOTALS:</b>	<b>Project: 6115 - Collierville High - New School</b>	<b>70,420,925.00</b>	<b>79,246,078.63</b>	<b>6,939,611.34</b>	<b>26,364,379.36</b>	<b>0.00</b>	<b>0.00</b>	<b>52,881,699.27</b>	<b>33</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 396276

FOR FEBRUARY, 2017

PROJECT : 6525 - UNALLOCATED CIP FROM SHELBY CO

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Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
49100	Bond Proceeds	1,762,928.00	762,928.00	0.00	0.00	0.00	0.00	762,928.00	0
<b>TOTALS:</b>	<b>Project: 6525 - Unallocated CIP from Shelby Co</b>	<b>1,762,928.00</b>	<b>762,928.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>762,928.00</b>	<b>0</b>

COLLIERVILLE SCHOOLS

REVENUE BY FUNC

BATCH QUEUE ID 396276

Report Code: BAT\_GL\_TEMPLATE

	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	72,183,853.00	80,009,006.63	6,939,611.34	26,364,379.36	0.00	0.00	53,644,627.27	33

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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BATCH QUEUE ID 396277

FOR FEBRUARY, 2017

PROJECT : 6115 - COLLIERVILLE HIGH - NEW SCHOOL

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 91300 - Education Capital Projects</b>									
30400	Architects	1,571,200.00	1,571,200.00	40,525.00	1,027,220.33	0.00	0.00	543,979.67	65
32100	Engineering Services	0.00	41,200.93	23,525.03	24,025.03	0.00	0.00	17,175.90	58
33100	Legal Services	0.00	36,009.75	11,660.00	36,009.75	0.00	0.00	0.00	100
39900	Other Contracted Services	0.00	7,654,164.95	489,683.35	4,750,729.61	0.00	0.00	2,903,435.34	62
70600	Building Construction	68,849,725.00	68,849,725.00	3,942,636.93	18,088,712.01	0.00	0.00	50,761,012.99	26
71100	Furniture & Fixtures	0.00	1,000,000.00	0.00	0.00	0.00	24,848.00	975,152.00	2
79900	Other Capital Outlay	0.00	93,778.00	0.00	93,778.00	0.00	0.00	0.00	100
<b>TOTALS:</b>	<b>Function: 91300 - Education Capital Projects</b>	<b>70,420,925.00</b>	<b>79,246,078.63</b>	<b>4,508,030.31</b>	<b>24,020,474.73</b>	<b>0.00</b>	<b>24,848.00</b>	<b>55,200,755.90</b>	<b>30</b>
<b>TOTALS:</b>	<b>Project: 6115 - Collierville High - New School</b>	<b>70,420,925.00</b>	<b>79,246,078.63</b>	<b>4,508,030.31</b>	<b>24,020,474.73</b>	<b>0.00</b>	<b>24,848.00</b>	<b>55,200,755.90</b>	<b>30</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

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PROJECT : 6525 - UNALLOCATED CIP FROM SHELBY CO

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
Function : 91300 - Education Capital Projects									
30400	Architects	1,762,928.00	762,928.00	0.00	0.00	0.00	0.00	762,928.00	0
TOTALS:	Function: 91300 - Education Capital Projects	1,762,928.00	762,928.00	0.00	0.00	0.00	0.00	762,928.00	0
TOTALS:	Project: 6525 - Unallocated CIP from Shelby Co	1,762,928.00	762,928.00	0.00	0.00	0.00	0.00	762,928.00	0

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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BATCH QUEUE ID 396277

	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
GRAND TOTAL:	72,183,853.00	80,009,006.63	4,508,030.31	24,020,474.73	0.00	24,848.00	55,963,683.90	30

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>06/10/14</b>
		Rescinds:	Issued:

- 1 The following guidelines shall be followed in administering school-sponsored extracurricular activities:
- 2 1. The Board shall initially approve each extracurricular activity to ensure proper support and supervision.
  - 3 2. Each student activity must be under the guidance and direction of a school employee.
  - 4 3. All extracurricular activities and clubs must have the approval of the principal.
  - 5 4. Student activities occurring before or after regularly scheduled school hours must be under the supervision
  - 6 of the principal or his/her designee.
  - 7 5. Secret organizations shall not be operated in any school.
  - 8 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which
  - 9 conflicts with his/her religious practices.
  - 10 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic
  - 11 programs and major events which cannot be scheduled otherwise.
  - 12 8. Student groups shall not participate in state or national activities which are not listed as approved activities
  - 13 by a regional accrediting association or the state and national principals' associations without the approval
  - 14 of the Director of Schools.
  - 15 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
  - 16 10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin
  - 17 are strictly forbidden.<sup>1</sup>
  - 18 **11. To be eligible to participate in any school-sponsored extracurricular activity, with the exception of**
  - 19 **interscholastic athletics, a student must be a regularly enrolled, full-time student in the Collierville**
  - 20 **Schools system.**

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Legal References

1. 20 U.S.C. § 1703

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Cross References

- Interscholastic Athletics 4.301  
 Field Trips and Excursions 4.302  
 Student Clubs and Organizations 6.702

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>09/08/15</b>
		Rescinds: <b>4.600</b>	Issued: <b>05/11/15 06/10/14</b>

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and  
 2 assessment for evaluating and recording student progress and to measure student performance in  
 3 conjunction with Board-adopted content standards for grades K-12.<sup>1</sup> The grading/assessment system  
 4 shall follow all applicable statutes and rules and regulations of the State Board of Education. The  
 5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
 6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes  
 7 in grades K-3 according to state rules and regulations.<sup>2</sup>

8 The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the  
 9 Board before the system is implemented.<sup>3</sup> These guidelines shall be communicated annually to students  
 10 and parents/guardians.<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 **KINDERGARTEN – GRADE FIVE GRADING**

13  
 14 **Report Cards and Interim Reports**

15 Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1 – 5. Teachers should  
 16 refer to the appropriate card for an explanation of the grading system for each level. Report cards are  
 17 sent to parents at the end of each nine-week period. Parents must be notified within a report card period  
 18 when a student is not doing acceptable work. At the midpoint of the nine weeks, parents will be notified  
 19 of students’ progress. ~~all students will receive an interim report.~~

20 **Kindergarten**

21 The kindergarten report card shows progress toward the state standards. The grade level standards are  
 22 set by the state and indicate what a student should know and be able to do. Students are evaluated based  
 23 on their progress toward meeting benchmarks for each standard. This is indicated by mastery (M) or  
 24 non-mastery (X) for each skill. Additionally, the letter grades of “E”, “G”, “S”, “N” or “U” will be used  
 25 to express basic grading for art, music, and physical education (P.E.).

26

## GRADING SYSTEM FOR GRADES 1 - 5

### Conduct Grades

In all schools, students' conduct is graded as "E", "G", "S", "N" or "U" and is to be reported at each grading period on the report card.

### Academic Grades

The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D", and "F" according to the numerical values listed under the Grading Scale. First (1<sup>st</sup>) and second (2<sup>nd</sup>) grade science and social studies will be expressed by the letter grades "S" or "N".

#### Grading Scale

A.....93-100

B.....85-92

C.....75-84

D.....70-74

F.....Below 70

Plus and minus evaluations are not to be added to letter grades.

The numerical values listed are for teacher use only.

### Semester Grades

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. Semester exams are not given in grades 1 – 5.

### Final Grades

Final grades are determined by averaging the two semester grade.

### Grading Restrictions

A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event.

## GRADING SYSTEM FOR GRADES 6 – 12

Collierville Schools Board of Education policy in accordance with the Tennessee Uniform Grading System establishes the grading system for grades 6-12.

Report cards are sent to parents at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work.

In all schools, students' conduct is graded as "E", "G", "S", "N" or "U" and is to be reported at each grading period on the report card.

Grades will be reported on report cards and transcript records using numerical values as indicated below:

### Grading Scale

A.....93-100

B.....85-92

C.....75-84

D.....70-74

F.....Below 70

Grades given at the end of each nine-week period will be determined by the average of daily work, oral and written assignments, and tests. A minimum of twelve grades for the nine-week period should be recorded for each subject. Fifty percent of the twelve grades should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis for the grades at the end of the grading period.

Grades for homework assignments should be given with care. ~~since the student himself may not always complete homework.~~ Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.

A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event. Academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies.

Semester exams are not given in grades 6-8 with the exception of high school level courses. Students who successfully complete a high school course will earn high school **elective** credits. Semester grades earned in high school courses mentioned above will be recorded on the high school transcript. ~~The grades earned will be included in the high school GPA. Requirements change for students entering 8<sup>th</sup> grade during the 2015-2016 school year and beyond.~~ Student's receiving a "B" or better in the course will receive elective credit toward high school graduation but this grade will not factor into the student's GPA or class rank.

1 Students who meet only the minimum requirements should be given minimum passing grades. No  
2 student should fail for the semester or year if the only failing grade is that of the semester examination.

3  
4 Credits will be awarded in .5 increments upon successful completion of a semester.

5  
6 Additionally, a student will receive one full credit in the course if he/she receives a passing yearly  
7 grade in the course.

8  
9 For courses, which have no Tennessee State mandated EOC exam required during a given semester,  
10 semester grades are determined by counting the two quarter grades as 80% and the semester  
11 examination, or a comparable evaluation, as 20%.

12  
13 For courses, which have a Tennessee State mandated EOC exam required during second semester the  
14 semester grades are determined as follows:

- 15 • First semester grades are determined by counting the two quarter grades as 80%, the semester  
16 examination, or comparable evaluation, as 20%.
- 17 • A course with an EOC exam, will not have a school final exam given. Second semester grades  
18 are determined by counting the two quarter grades as 50%. ~~75% and the EOC exam as 25%.~~
  - 19 ○ The weight of the EOC examination on the student's final average shall be ten percent  
20 (10%) in the 2016-2017 school year, fifteen percent (15%) in the 2017-2018 school  
21 year; and shall be determined by the local board from a range of no less than fifteen  
22 (15%) and no more than twenty-five (25%) in the 2018-2019 school year and thereafter.
  - 23 ○ If Collierville Schools does not receive its students' state mandated test scores at least  
24 five (5) instructional days before the end of the school year, the state mandated test scores  
25 will not be included in the Collierville Schools students' grades in the subject areas of  
26 mathematics, language arts, science and social studies.

27  
28 For Dual Enrollment and Advanced Placement courses, the semester grades are determined as follows:

- 29 • Advanced Placement: Each semester, the grades will be determined by counting 50% for each  
30 quarter.
- 31 • Dual Enrollment: The dual enrollment courses will follow the university's grading system for  
32 that specific course.

33  
34 ~~In all Advanced Placement courses at the secondary level five (5) points shall be added to each quarter  
35 numerical grade and each semester exam grade. The two 9 week grades and the semester exam grade,  
36 with the points included, will be used to calculate the semester average.~~

37  
38 In all Advanced Placement and Dual Enrollment courses (beginning with class of 2016-2017) at the  
39 secondary level five (5) points shall be added to each quarter numerical grade and each semester exam  
40 grade. The two 9 week grades and the semester exam grade, with the points included, will be used to  
41 calculate the **first** semester average.

42  
43 For semester 2, the grades will be determined by counting 50% for each quarter, five (5) points shall be  
44 added to each quarter numerical grade.

45 In all grades for Honors courses at the secondary level three (3) points shall be added to each quarter

1 numerical grade, and each semester exam grade. The two 9 week grades, the semester exam grade, with  
2 the added Honors course points included, will be used to calculate the semester average. Honor points  
3 are not added to End of Course exams.

4  
5 A student having a 90 or higher average for the two terms in a specific course, and having three (3) or  
6 fewer excused absences in that same course will be exempted from the semester exam if the student  
7 desires. When a student is exempted from the examination, the semester average will be the average of  
8 the two term grades and any state-mandated exam as outlined above. ANY UNEXCUSED ABSENCE  
9 IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS.  
10 EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS. Twelfth  
11 grade students are eligible for exam exemption during both semesters. All other students in high school  
12 courses who meet the above requirements may be exempted for only the second semester exam.

### 13 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS** <sup>4</sup>

14 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
15 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
16 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
17 Assistance Corporation.<sup>1</sup>

18 Each school counselor shall provide incoming freshman with information on college core courses  
19 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
20 etc.) that must be met in order to receive a scholarship.

21 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
22 Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
23 The priority date for FAFSA completion is May 1.

24 Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
25 students and impress upon them the benefits of making good grades.

### 26 **LOTTERY SCHOLARSHIP DAY**

27 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
28 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>5</sup>

---

#### Legal References

1. TRR/MS 0520-1-3-.05(3)
2. TCA 49-1-302(e)(2)(g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904-907
5. TCA 49-4-932(f)

**SPECIAL COURSE APPLICATION WORKSHEET**

Use this document to compile all information required for online submission of the online 2017-18 special course application form. *Special Course Application Worksheets* will not be accepted as complete submissions and will not be reviewed.

**DISTRICT AND SCHOOL INFORMATION**

Special Course Name: African American Literature	School District Number: 00795
School District Name: Collierville Schools	Email: lclaney@colliervilleschools.org
District Contact Name: Louise Claney	Phone: 901-286-6386
Contact Title: Chief Academic Officer	

List the school(s) and state school number(s) where this course will be offered for the 2017-18 school year: Collierville High School, 0060x

**COURSE INFORMATION**

Type of Course <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Enrichment <input checked="" type="checkbox"/> General Education <input type="checkbox"/> Special Populations	Proposed Level of Special Course: <input type="checkbox"/> Introduction (Level 1) <input checked="" type="checkbox"/> Intermediate (Level 2) <input type="checkbox"/> Advanced (Level 3) <input type="checkbox"/> Capstone (Level 4) <b>Note: the final determination of the level of the special course will be included in the final letter of approval.</b>
Course Delivery Model: Will any portion of this course be delivered online? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Blended	If Online Delivery: <input type="checkbox"/> Asynchronous <input type="checkbox"/> Synchronous

Credit must be awarded in a specific area and cannot be requested simply as "elective credit". Select the content area for which credit would be awarded upon completion of this special course.

<input checked="" type="checkbox"/> English Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies	<input type="checkbox"/> Fine Arts <input type="checkbox"/> World Language <input type="checkbox"/> Wellness & P.E. <input type="checkbox"/> Special Populations	<input type="checkbox"/> Career and Technical Education Specify career cluster: _____ <input type="checkbox"/> Other Specify subject(s) included: _____
---	---	---

**Special course standards are attached and include all appropriate references to Tennessee Academic Standards**  No  Yes

***SPECIAL COURSE APPLICATION WORKSHEET***

Use this document to compile all information required for online submission of the online 2017-18 special course application form. *Special Course Application Worksheets* will not be accepted as complete submissions and will not be reviewed.

<b>SPECIAL COURSE DESCRIPTION</b>	
1.	<p>Upload a copy of the course standards for this course. The standards attachment must include the following information:</p> <ul style="list-style-type: none"> <li>• Course description</li> <li>• Course standards</li> <li>• Alignment to Tennessee Academic Standards</li> <li>• Number of Credit(s)</li> <li>• Pre-requisite course(s)</li> <li>• Early postsecondary opportunities and/or industry certifications</li> <li>• Teacher requirements</li> </ul> <p>A template containing this information can be found on page 6 of this application package, but districts may submit course standards in any format as long as the information listed above is included.</p>
2.	Provide justification for offering this special course (reason for including this course in the school program):
3.	Describe how this course was developed:
4.	List the names/titles of individuals who developed the course:
5.	Provide any other pertinent information about this course:

### ***SPECIAL COURSE APPLICATION WORKSHEET***

Use this document to compile all information required for online submission of the online 2017-18 special course application form. *Special Course Application Worksheets will not* be accepted as complete submissions and will not be reviewed.

#### **CAREER AND TECHNICAL EDUCATION (CTE) COURSES**

*Complete this section if CTE credit will be awarded.*

1. Will this course be included in a CTE Special Program of Study application?  Yes  No  
*If yes, please submit all special course and SPOS applications with supporting documentation simultaneously to allow for a streamlined, concurrent review of all materials. Failure to submit a SPOS will result in the special course only being approved as an elective and would not count toward a student's progression through a program of study and hence would not allow a student to be identified as a concentrator.*
2. Explain how this course fits into a CTE Special Program of Study aligned with postsecondary and local/regional labor market opportunities.
3. Interpret and summarize the need for this course in your community. Attach labor market data to support the need for the proposed course and cite the source of this data.
4. Are there identified early postsecondary opportunities and/or industry certifications aligned to this course?  
*If yes, please list the postsecondary institution and/or the certifying agency.*
5. If this is a CTE course that has been retired for the 2017-18 school year, upload a detailed transition plan which outlines how the district will phase out this course for the 2018-19 school year and what offerings will replace this course (if any). Successful transition plans will include a plan to address staffing, professional development, and/or equipment needs resulting from this transition.

***SPECIAL COURSE STANDARDS TEMPLATE***

Use this document to compile all information required to upload the required course standards file of the online 2017-18 special course application form. Please save this completed **template** in a separate document. This template may be modified to reflect the characteristics of a special course. *Special Course Application Worksheets* will not be accepted as complete submissions and will not be reviewed.

**Special Course Name**

<b>Special Course Information</b>	
<b>Content Area/Career Cluster:</b>	African American Literature (English/Language Arts)
<b>Credit(s):</b>	0.5
<b>Pre-Requisite(s):</b>	N/A
<b>Early Postsecondary Opportunities:</b>	N/A
<b>Industry Certifications:</b>	N/A
<b>Teacher Requirements:</b>	407 English 7-12

**Course Description:**

See syllabus

**Course Standards:**

See syllabus

**Standards Alignment Notes**

See syllabus

**2017-18 SPECIAL COURSE LOCAL APPROVAL AND ASSURANCES**

*Required for all special course applications.*

Special Course Name: African American Literature

School District: Collierville Schools

We verify that the information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board of Education approved courses taught by appropriately endorsed teachers.

Date of Approval by Local Board of Education:

Chairperson's Signature

Date

Director of Schools' Signature

Date

Collierville High School  
African American Literature Syllabus

**Course Information**

African American Literature is designed to help students develop an appreciation for African American culture and its contribution to America's rich heritage. Students will explore representative pieces of prose and poetry, discuss themes and related issues, and express their ideas in creative writing.

This course is offered to students in grades 10-12 and is a half credit. It does not count as one of the four English requirements for graduation. There are no pre-requisites for this course. The teacher of record for African American Literature must be certified in 407 English 7-12.

One of our English teachers, Mr. Terrance Moore, developed this course in an effort to meet the needs of a diverse student body. We feel that this course provides students with a unique ability to learn and focus specifically on the African American culture and heritage through writing and literature.

**Course Description**

African American Literature is a course that is valued by our administration, our English department, and most importantly, our students. Since starting this course, enrollment has gone from 5 students and one section to 65 students and 2 sections. The students at Collierville High School enjoy and look forward to taking African American Literature. They enjoy the ability to explore the literature, culture, and issues of African Americans. This is evident in the consistent enthusiasm they bring to class every day.

**Standards Covered**

CCSS.ELA-Literacy.WHST.11-12.8

Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the specific task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

CCSS.ELA-Literacy.WHST.11-12.4

Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

CCSS.ELA-Literacy.WHST.11-12.2

Write informative/explanatory texts, including the narration of historical events, scientific procedures/experiments, or technical processes.

CCSS.ELA-Literacy.RL.11-12.7

Analyze multiple interpretations of a story, drama, or poem (e.g., recorded or live

Collierville High School  
African American Literature Syllabus

production of a play or recorded novel or poetry), evaluating how each version interprets the source text. (Include at least one play by Shakespeare and one play by an American dramatist.)

CCSS.ELA-Literacy.RL.11-12.9

Demonstrate knowledge of eighteenth-, nineteenth- and early-twentieth-century foundational works of American literature, including how two or more texts from the same period treat similar themes or topics.

CCSS.ELA-Literacy.RL.11-12.7

Analyze multiple interpretations of a story, drama, or poem (e.g., recorded or live production of a play or recorded novel or poetry), evaluating how each version interprets the source text.

CCSS.ELA-Literacy.RL.11-12.4

Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the impact of specific word choices on meaning and tone, including words with multiple meanings or language that is particularly fresh, engaging, or beautiful.

CCSS.ELA-Literacy.RL.11-12.2

Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text.

CCSS.ELA-Literacy.RL.11-12.3

Analyze the impact of the author's choices regarding how to develop and relate elements of a story or drama (e.g., where a story is set, how the action is ordered, how the characters are introduced and developed).

**Semester Outline**

- I. African Literature
  - a. African folktales
  - b. African proverbs
  - c. Writing: analysis paper of African folktale
- II. The Beginning of African American Literature
  - a. Slave Narratives
  - b. Creative writing: Write a slave narrative
  - c. Negro Spirituals
  - d. Novel Study: Alex Haley's *Roots*
- III. Reconstruction Period
  - a. Essays and speeches
    - i. Frederick Douglass
    - ii. Booker T. Washington
    - iii. Ida B. Wells

Collierville High School  
African American Literature Syllabus

- b. Slaves to Citizens Project/ presentation
- c. Poetry
  - i. Dunbar
- IV. Harlem Renaissance
  - a. James Weldon Johnson
  - b. Langston Hughes
  - c. Countee Cullen
  - d. Zora Neal Hurston
- V. Mid-Forties
  - a. Drama study: *A Raisin in the Sun*
  - b. Black Laughter
- VI. Contemporary
  - a. James Baldwin
  - b. Ernest Gaines
  - c. Novel Studies: Nella Larsen's *Passing*

**Collierville High School  
 Two Story Wing HVAC Unit Replacement**

VENDOR NAME:				Carrier Enterprise	M & A Supply Co.
ITEM	QTY.	DESCRIPTION	TERMS	Net 30	Net 45
1	11	Bryant - 580BEVO060074ABCP	Unit	\$ 3,443.00	\$ 3,749.37
			Ext.	\$ 37,873.00	\$ 41,243.07
		Manufacturer:		Carrier	York
		Model:		48KCSA06A2A6-0K0C0	ZQG06S54B1AA1A12
2	7	Bryant - 580BEVO048074AAAP	Unit	\$ 3,188.00	\$ 3,480.57
			Ext.	\$ 22,316.00	\$ 24,363.99
		Manufacturer:		Carrier	York
		Model:		48KCSA048A2A6-0K0C0	ZQG05S4B1AA1A12
3	4	Bryant - 580BEVO036074AAAF	Unit	\$ 2,854.00	\$ 3,411.36
			Ext.	\$ 11,416.00	\$ 13,645.44
		Manufacturer:		Carrier	York
		Model:		48KCSA04A2A6-0K0C0	ZQG04S4B1AA1A12
4	1	Convenience Outlets	Unit	\$ 264.00	\$ 75.00
		(To be determined by owner)	Ext.	\$ 264.00	\$ 75.00
5	1	Project Contingency	Unit	\$ 10,000.00	\$ 10,000.00
			Ext.	\$ 10,000.00	\$ 10,000.00
<b>TOTAL LUMP SUM</b>				<b>\$ 81,869.00</b>	<b>\$ 89,327.50</b>
		<b>Percent (%) of discount if awarded all projects</b>		<b>NONE</b>	<b>NONE</b>
		<b>Cost per \$1,000.00 Performance, Materials &amp; Labor Bond</b>		<b>N/A</b>	<b>N/A</b>



March 2, 2017

## NOTICE TO BIDDERS

### BID #FY170039

Collierville Schools will receive bids for the **Purchase and Delivery of HVAC Equipment at Collierville High School, 1101 New Byhalia Road, Collierville, Tennessee 38017**. General Terms and Conditions, Scope of Work, and Specifications are contained in this bid. There will be a public opening of this bid not later than **11:00 A.M. Central Time, Thursday, March 16, 2017, Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134**.

**There will be a mandatory pre-bid meeting beginning at 9:00 A.M., Thursday, March 9, 2016, at Collierville High School, 1101 New Byhalia Road, Collierville, Tennessee 38017. All interested bidders will meet in the lobby of the main building.**

All bids must be received and time stamped in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134, prior to stated bid opening date and time. Bids received after the specified date and time will be considered late and will not be opened.

Collierville Schools reserves the right to reject any or all bids, waive defects or informalities in bids and to make awards as deemed to be in its best interest. If awarded, awards will be made to the lowest and or best vendor.

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Collierville Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Collierville Schools, its agents and employees arising out of the use of any product or article that is provided pursuant to the bid. Bidder further agrees to indemnify, protect, defend and hold harmless Collierville Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the bidder performing or failing to perform the service and/or providing or failing to provide the goods related to this bid.

Bidder also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

The Municipal School Districts offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

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COMPANY NAME	TERMS: _____ DELIVERY: Days A.R.O. _____
ADDRESS	PHONE _____ FAX _____
CITY _____ STATE _____ ZIP _____	E-MAIL ADDRESS _____
Name and signature below certifies that you understand and agree to all information contained in this Bid.	
AUTHORIZED REPRESENTATIVE (Print)	SIGNATURE _____ DATE _____

## GENERAL TERMS AND CONDITIONS:

- A. All pricing must be completed on bid sheet provided. Bidder must indicate cost per unit and extended cost. Unit cost quoted shall be Collierville Schools final actual delivered cost F.O.B. destination. Delivery will be made to one (1) location:
- Collierville High School  
1101 New Byhalia Road  
Collierville, Tennessee 38017
- B. **Units must be delivered to the job site, Collierville High School, 1101 New Byhalia Road, Collierville, Tennessee 38017, no later than Friday, June 16, 2017. Successful bidder shall give not less than 48 hours notification of delivery. All deliveries must be coordinated with Thomas Dougherty, tdougherty@colliervilleschools.org, Operations Specialist, Collierville Schools and shall be according to Collierville Schools' scope of work and specifications.**
- C. **Bidder must state delivery time after receipt of order (Days A.R.O.). Delivery date quoted is critical and shall be considered in the evaluation and award of this bid.**
- D. Collierville Schools reserves the right to assess liquidated damages in the amount of \$500.00 per day beyond required date of completion until all HVAC Units have been delivered and accepted by Collierville Schools.
- E. All bids must meet or exceed the enclosed specifications. Bidder must indicate manufacturer's name, and model number offered. If bidder fails to provide this information, and an award is made, then the bidder shall supply the item(s) as specified. All items supplied by the successful bidder(s) shall be: 1) as per manufacturer's name, model number and description quoted, and 2) new and unused. Remanufactured and/or reconditioned items will be unacceptable. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to Collierville Schools. Any exceptions to the specifications must be clearly noted and documented. **Literature to be included with bid for items quoted. Bid will be considered incomplete for failing to include required product literature along with bid and may be rejected.**
- F. The General Terms and Conditions, Scope of Work, and Specifications in no way favor one (1) vendor over another. Bidders shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission of Collierville Schools.
- G. Warranties: Five (5) full years on all parts and fifteen (15) full years on heat exchangers. Warranty periods shall begin from the date of acceptance by Collierville Schools.
- H. Successful bidder shall furnish all materials, tools, and equipment for a complete delivery.
- I. All work should be performed in a neat and workman like manner. Any and all cleanup of debris is the responsibility of the successful bidder.
- J. Successful bidder will be responsible for obtaining any and/all necessary permits in conjunction with the project, required to furnish all labor, materials, tools, and equipment necessary to complete this project as per the General Terms and Conditions, Scope of Work, and Specifications.
- K. Successful bidder's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful bidder shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of Collierville Schools relative to the premises. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.

## GENERAL TERMS AND CONDITIONS: cont'd.

- L. If at any time Collierville Schools is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the vendor by certified letter. If the problem is not corrected to the satisfaction of Collierville Schools within thirty (30) days of this written notice, this entire contract may be unilaterally terminated by Collierville Schools with no further obligation on the part of Collierville Schools. Contract may also be terminated if three (3) or more such occurrences occur within any twelve (12) month period.
- M. Collierville Schools reserves the right to award this bid by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of Collierville Schools. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.
- N. **Any and/all revisions made to this bid prior to due date will be posted on the following website and will be the responsibility of the bidder to check for any and/all revisions, <http://www.bartlettschools.org>, under About US click Bid & RFP Opportunities.**
- O. The General Terms and Conditions, Scope of Work, and Specifications will constitute the requirements for this project. The General Terms and Conditions, Scope of Work, and Specifications listed in this bid constitute the total terms and conditions that will be acceptable. Collierville Schools will not be bound by conditions other than those stated. Bid award will be made to the best responsive bidder meeting the requirements of Collierville Schools.
- P. No bid may be withdrawn for a period of sixty (60) days after the bid opening without written approval of Director of Purchasing Shared Services.
- Q. Collierville Schools reserves the right to request any additional information deemed necessary in the evaluation of this bid. Requested information shall be submitted within five (5) business days from date of request.
- R. An agent that can legally bind the bidding vendor must sign Bid Cover Sheet and Hold Harmless Agreement and include both documents with their bid response.
- S. It is understood that the bidder, if awarded an order or contract pursuant to this bid, agrees to protect, defend and save harmless, Collierville Schools from any suits or demands for payment that may be brought against it as a result of the contract.
- T. In accordance with the Iran Divestment Act:  
**"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."**
- U. I further attest and agree to immediately notify Purchasing Shared Services ("PSS") if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify PSS may invalidate any and all agreements I have with the municipal school districts.
- V. All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope. Attach label from last page of this document to the outside of your bid submission.

## **GENERAL TERMS AND CONDITIONS:** cont'd.

- W. The successful vendor must carry insurance as specified and must be submitted within five (5) business days from date of request.
1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
  2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
  3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of \$1,000,000.00 each accident, combined single limit from a company licensed to write insurance policies in the State of Tennessee
  4. Excess or umbrella insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
- X. Purchasing Shared Services shall be supplied satisfactory proof of coverage of the above required insurance. In addition Collierville Schools shall be conspicuously named on the Certificate of Insurance as an additional insured on Auto, GL, and Excess Policies.
- Y. The successful bidder agrees that they will function as an independent contractor and agrees to indemnify and hold harmless Collierville Schools, its Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this bid.
- Z. By agreeing to provide goods or services to any school within the School Districts, you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the School Districts or to children in the School Districts' child care program or who have access to the grounds of any School District when children are present have done the following:
- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's children or entering the grounds of the School District;
  - (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. 40-39-202(17) or a violent sexual offender in the T.C.A. 40-39-202(25) the employee may not enter the grounds of the School Districts or have direct contact with students of the School Districts or to children in the School Districts child care program.

The proposer also agrees that if one of your employees commits a sexual offense as defined in 40-39-202 or violent sexual offense as defined in 40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School Districts or to children in a School District's child care program or to enter the grounds of the School Districts.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

**GENERAL TERMS AND CONDITIONS:** cont'd.

A1. Collierville Schools reserves the right to require a Performance, Materials and Labor Bond from the successful proposer. In such an event the document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful proposer. If a notarized Performance, Materials and Labor Bond is required by the Owner the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. If required the notarized Performance, Materials and Labor Bond must be provided to:

Mr. Joseph Anderson  
Purchasing Shared Services  
5650 Woodlawn  
Bartlett, Tennessee 38134

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$\_\_\_\_\_

- B1. As deemed necessary, Purchasing Shared Services reserves the right to seek competitive pricing for bid items listed during the duration of the awarded contract.
- C1. Successful bidder must supply manufacturer's Safety Data Sheets (SDS) on all products where applicable, prior to payment of any Purchase Order.
- D1. Collierville Schools has the right at its discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond Collierville Schools control.
- E1. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
- F1. Any alteration to this bid document by a vendor will deem that vendor's response to this bid as null and void.
- G1. Collierville Schools offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- H1. Collierville Schools reserve the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Municipal School Districts shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.
- I1. Municipal School Districts encourages qualified minority and/or women-owned businesses to submit bids. Collierville Schools awards bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- J1. Questions regarding bid specifications should be directed to Thomas Dougherty, tdougherty@colliervilleschools.org, Operations Specialist, Collierville Schools, no later than 4:00 P.M., Monday, March 13, 2017. Purchasing questions should be directed to Joseph Anderson, Director Purchasing Shared Services, [janderson@bartlettschools.org](mailto:janderson@bartlettschools.org), no later than 4:00 P.M., Monday, March 13, 2017. **All questions must be submitted by email.**

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between \_\_\_\_\_

Name of Contractor

(hereinafter Contractor), and Collierville Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Collierville Schools "Contractor" agrees to indemnify, protect, defend, and hold harmless Collierville Schools its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Collierville Schools, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Collierville Schools.

(Name of Contractor) \_\_\_\_\_

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

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

State of Tennessee

County of Shelby

\_\_\_\_\_ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of \_\_\_\_\_.

Signature

Witness by hand and Notaries seal at office this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of BID must be clearly marked on face of sealed envelope. Attach label below to the outside of your BID submission.

FIRM NAME

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**BID #FY170039**

**BID DUE**

**PURCHASING SHARED SERVICES  
BARTLETT CITY SCHOOLS  
5650 WOODLAWN  
BARTLETT, TN 38134**



Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Nature of BID \_\_\_\_\_

All bids must be received and time-stamped in Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, TN 38134, prior to stated bid opening date and time on Bid Cover Sheet. Bids received after the specified date and time are considered late and will not be opened.

## **HVAC Equipment at Collierville High School**

### **Scope of Work**

Provide and deliver HVAC equipment to Collierville High School in accordance with the specifications.

### **Location**

Collierville High School – 1101 New Byhalia Road, Collierville, TN 38017

### **Schedule**

Equipment must be delivered to Collierville High School no later than Friday, June 16, 2017. Delivery must be coordinated with Thomas Dougherty, Operations Specialist, Collierville Schools. Successful bidder shall give notification of delivery at least 48 hours in advance.

**Prior to ordering the equipment the successful bidder must meet with Collierville Schools to verify all listed equipment.**

### **Equipment Specifications**

#### **Package Units**

The existing units are Bryant models. Specified replacement equipment must mount directly to existing roof curbs where possible. If curb adapters are required, the cost of the curb adapters shall be included in the total price.

- All existing units have through-the-curb condensate piping and through-the-base electrical connections. New units shall be the same.
- All units shall have 2” pleated MERV 8 filters.
- All units shall have factory installed 24V fully adjustable motorized dampers with spring return that can be controlled by the districts’ energy management system.
- All units shall have stainless steel heat exchangers.
- All units shall have factory installed high and low pressure switches.
- All units shall have factory installed electrical disconnects.
- Warranty – Five (5) full year on all parts; Fifteen (15) full year on heat exchangers. Warranty period shall begin from date of acceptance by Collierville Schools.

## HVAC Equipment at Collierville High School

### PRICING SHEET

Manufacturer and Model information for the existing equipment is listed below. Please list manufacturer and model information for the specified replacement equipment. Collierville Schools may request product literature and references for the equipment submittals, and reserves the right to reject equipment determined not to be in Collierville Schools' best interest to purchase. Total pricing must include the cost of any required curb adapters.

<u>ITEM #</u>	<u>QTY</u>	<u>MANUFACTURER and MODEL</u>	<u>UNIT COST</u>	<u>EXT. COST</u>
1	11	Bryant – 580BEVO060074ABCP Manufacturer _____ Model _____	\$ _____	\$ _____
2	7	Bryant – 580BEVO048074AAAP Manufacturer _____ Model _____	\$ _____	\$ _____
3	4	Bryant – 580BEVO036074AAAF Manufacturer _____ Model _____	\$ _____	\$ _____
4	1	Convenience Outlets (To be determined by Owner)	\$ _____	\$ _____
5	1	Project Contingency		\$ <u>10,000</u>

Total Bid Price for all Items     \$ \_\_\_\_\_

Percent (%) of discount if awarded All Projects \_\_\_\_\_%

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

**Schilling Farms Middle  
 Full HVAC Unit Replacement**

VENDOR NAME:		Carrier Enterprise	Mills Wilson George	M & A Supply Co.	Gorham Schaffler		
ITEM	QTY.	DESCRIPTION	TERMS	Net 10th	Net 30	Net 45	Net 45
							*Not at Mandatory Pre-bid
1	39	York Sunline	Unit	\$ 2,914.00	\$ 3,002.00	\$ 2,945.50	\$ 3,085.00
		ZE036J05B4H2AAA2A	Ext.	\$ 113,646.00	\$ 117,078.00	\$ 114,874.50	\$ 120,315.00
		Manufacturer:		Carrier	JCI / York	York	Luxaire
		Model:		48KCSA04A2A6-0K0C0	J03ZEJ05B4H2AAA2A1	As Spec	ZD-03J05B4H2AAA2A1
2	17	York Sunline	Unit	\$ 3,248.00	\$ 3,101.00	\$ 3,189.93	\$ 3,190.00
		ZE048J07B4H2AAA2A	Ext.	\$ 55,216.00	\$ 52,717.00	\$ 54,228.81	\$ 54,230.00
		Manufacturer:		Carrier	JCI / York	York	Luxaire
		Model:		48KCSA058A2A6-0K0C0	J04ZEJ07B4H2AAA2A1	As Spec	ZD-04J07B4H2AAA2A1
3	2	York Sunline	Unit	\$ 3,503.00	\$ 3,441.00	\$ 3,719.71	\$ 3,725.00
		ZE060J10B4H2AAA2A	Ext.	\$ 7,006.00	\$ 6,882.00	\$ 7,439.42	\$ 7,450.00
		Manufacturer:		Carrier	JCI / York	York	Luxaire
		Model:		48KCSA06A2A6-0K0C0	J05ZEJ10B4H2AAA2A1	As Spec	ZD-05J10B4H2AAA2A1
4	4	York Predator	Unit	\$ 4,707.00	\$ 5,010.00	\$ 5,246.82	\$ 4,746.00
		ZF090S12D4H2AAA2A1	Ext.	\$ 18,828.00	\$ 20,040.00	\$ 20,987.28	\$ 18,984.00
		Manufacturer:		Carrier	JCI / York	York	Luxaire
		Model:		48TCS08A2A6-0K0C0	J07ZFS12D4H2AAA2A1	As Spec	ZS-07S12D4H2AAA2A1
5	2	York Predator	Unit	\$ 5,053.00	\$ 5,280.00	\$ 5,641.67	\$ 5,027.00
		ZF102S12D4H2AAA2A1	Ext.	\$ 10,106.00	\$ 10,560.00	\$ 11,283.34	\$ 10,054.00
		Manufacturer:		Carrier	JCI / York	York	Luxaire
		Model:		48TCS09A2A6-0K0C0	J08ZFS12D4H2AAA2A1	As Spec	ZS-08S12D4H2AAA2A1
6	1	York Predator	Unit	\$ 6,410.00	\$ 6,853.00	\$ 7,773.64	\$ 6,198.00
		ZF150S18D4H2BAAA2A1	Ext.	\$ 6,410.00	\$ 6,853.00	\$ 7,773.64	\$ 6,198.00
		Manufacturer:		Carrier	JCI / York	York	Luxaire
		Model:		48TCS014A2A6-0K0C0	J12ZFS18D4H2BAA2A1	As Spec	ZS-12S18D4H2BAA2A1
7	1	Reznor - RPB-400	Unit	\$ 14,072.00	\$ 13,400.00	\$ 15,254.93	\$ 14,608.00
			Ext.	\$ 14,072.00	\$ 13,400.00	\$ 15,254.93	\$ 14,608.00
		Manufacturer:					
		Model:		As Spec	As Spec	As Spec	As Spec
8	1	Reznor - RPB-225	Unit	\$ 10,692.00	\$ 10,600.00	\$ 11,616.65	\$ 11,043.00
			Ext.	\$ 10,692.00	\$ 10,600.00	\$ 11,616.65	\$ 11,043.00
		Manufacturer:					
		Model:		As Spec	As Spec	As Spec	As Spec
9	1	Samsung	Unit	\$ 1,561.00	\$ 2,295.00	\$ 2,269.89	\$ 2,540.00
		AC018JN4DCH/AA - AC018JXADCH/AA	Ext.	\$ 1,561.00	\$ 2,295.00	\$ 2,269.89	\$ 2,540.00
		Manufacturer:		Carrier	JCI / York	Samsung	LG
		Model:		38MAQB18R-3 / W/40MBQB18C-3	DHR18NKB21S/DHR18CSB21S	As Spec	LS1B0HSV4
10	1	Samsung	Unit	\$ 1,263.00	\$ 1,550.00	\$ 889.94	\$ 1,965.00
		AR09KSPDWQNCV / AR09KSPDWQXCV	Ext.	\$ 1,263.00	\$ 1,550.00	\$ 889.94	\$ 1,965.00
		Manufacturer:		Carrier	JCI / York	Samsung	LG
		Model:		38MAQB09R-3 / W/40MAWQB09B-3	DHX09NWB21S/DHX09CSB21S	As Spec	LS090HSV4
11	1	York - MAP Gateway Simplicity SE Control	Unit	\$ -	\$ 240.00	\$ 150.00	\$ 460.00
			Ext.	\$ -	\$ 240.00	\$ 150.00	\$ 460.00
		Manufacturer:		Proprietary to York/JCI	JCI / York	York	Luxaire
		Model:		S1-YK-MAP1810-0P	S1-YK-MAP1810-0P		
12	1	Convenience Outlet	Unit	\$ 264.00	\$ 395.00	\$ 440.00	\$ 420.00
		(Quantity to be determined by Owner)	Ext.	\$ 264.00	\$ 395.00	\$ 440.00	\$ 420.00
13	1	Project Contingency	Unit	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
			Ext.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL LUMP SUM</b>				\$ 249,064.00	\$ 252,610.00	\$ 257,208.40	\$ 258,267.00
<b>Percent (%) of discount if awarded all projects</b>				NONE	NONE	NONE	NONE
<b>Cost per \$1,000.00 Performance, Materials &amp; Labor Bond</b>				N/A	N/A	N/A	N/A



March 2, 2017

## NOTICE TO BIDDERS

### BID #FY170040

Collierville Schools will receive bids for the **Purchase and Delivery of HVAC Equipment at Schilling Farms Middle School, 935 Colbert Street South, Collierville, Tennessee 38017.** General Terms and Conditions, Scope of Work, and Specifications are contained in this bid. There will be a public opening of this bid not later than **11:30 A.M. Central Time, Thursday, March 16, 2017, Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134.**

**There will be a mandatory pre-bid meeting beginning at 10:00 A.M., Thursday, March 9, 2016, at Schilling Farms Middle School, 935 Colbert Street South, Collierville, Tennessee 38017. All interested bidders will meet in the lobby of the main building.**

All bids must be received and time stamped in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134, prior to stated bid opening date and time. Bids received after the specified date and time will be considered late and will not be opened.

Collierville Schools reserves the right to reject any or all bids, waive defects or informalities in bids and to make awards as deemed to be in its best interest. If awarded, awards will be made to the lowest and or best vendor.

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Collierville Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Collierville Schools, its agents and employees arising out of the use of any product or article that is provided pursuant to the bid. Bidder further agrees to indemnify, protect, defend and hold harmless Collierville Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the bidder performing or failing to perform the service and/or providing or failing to provide the goods related to this bid.

Bidder also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

The Municipal School Districts offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

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<b>COMPANY NAME</b>	<b>TERMS:</b> _____ <b>DELIVERY:</b> Days A.R.O. _____
<b>ADDRESS</b>	<b>PHONE</b> _____ <b>FAX</b> _____
<b>CITY</b> _____ <b>STATE</b> _____ <b>ZIP</b> _____	<b>E-MAIL ADDRESS</b> _____
<b>Name and signature below certifies that you understand and agree to all information contained in this Bid.</b>	
<b>AUTHORIZED REPRESENTATIVE (Print)</b>	<b>SIGNATURE</b> _____ <b>DATE</b> _____

## GENERAL TERMS AND CONDITIONS:

- A. All pricing must be completed on bid sheet provided. Bidder must indicate cost per unit and extended cost. Unit cost quoted shall be Collierville Schools final actual delivered cost F.O.B. destination. Delivery will be made to one (1) location:
- Schilling Farms Middle School  
935 Colbert Street South  
Collierville, Tennessee 38017
- B. **Units must be delivered to the job site, Schilling Farms Middle Schools, 935 Colbert Street South, Collierville, Tennessee 38017, no later than Friday, June 9, 2017. Successful bidder shall give not less than 48 hours notification of delivery. All deliveries must be coordinated with Thomas Dougherty, tdougherty@colliervilleschools.org, Operations Specialist, Collierville Schools and shall be according to Collierville Schools' scope of work and specifications.**
- C. **Bidder must state delivery time after receipt of order (Days A.R.O.). Delivery date quoted is critical and shall be considered in the evaluation and award of this bid.**
- D. Collierville Schools reserves the right to assess liquidated damages in the amount of \$500.00 per day beyond required date of completion until all HVAC Units have been delivered and accepted by Collierville Schools.
- E. All bids must meet or exceed the enclosed specifications. Bidder must indicate manufacturer's name, and model number offered. If bidder fails to provide this information, and an award is made, then the bidder shall supply the item(s) as specified. All items supplied by the successful bidder(s) shall be: 1) as per manufacturer's name, model number and description quoted, and 2) new and unused. Remanufactured and/or reconditioned items will be unacceptable. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to Collierville Schools. Any exceptions to the specifications must be clearly noted and documented. **Literature to be included with bid for items quoted. Bid will be considered incomplete for failing to include required product literature along with bid and may be rejected.**
- F. The General Terms and Conditions, Scope of Work, and Specifications in no way favor one (1) vendor over another. Bidders shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission of Collierville Schools.
- G. Warranties: Five (5) full years on all parts and fifteen (15) full years on heat exchangers. Warranty periods shall begin from the date of acceptance by Collierville Schools.
- H. Successful bidder shall furnish all materials, tools, and equipment for a complete delivery.
- I. All work should be performed in a neat and workman like manner. Any and all cleanup of debris is the responsibility of the successful bidder.
- J. Successful bidder will be responsible for obtaining any and/all necessary permits in conjunction with the project, required to furnish all labor, materials, tools, and equipment necessary to complete this project as per the General Terms and Conditions, Scope of Work, and Specifications.
- K. Successful bidder's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful bidder shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of Collierville Schools relative to the premises. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.

## GENERAL TERMS AND CONDITIONS: cont'd.

- L. If at any time Collierville Schools is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the vendor by certified letter. If the problem is not corrected to the satisfaction of Collierville Schools within thirty (30) days of this written notice, this entire contract may be unilaterally terminated by Collierville Schools with no further obligation on the part of Collierville Schools. Contract may also be terminated if three (3) or more such occurrences occur within any twelve (12) month period.
- M. Collierville Schools reserves the right to award this bid by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of Collierville Schools. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.
- N. **Any and/all revisions made to this bid prior to due date will be posted on the following website and will be the responsibility of the bidder to check for any and/all revisions, <http://www.bartlettschools.org>, under About US click Bid & RFP Opportunities.**
- O. The General Terms and Conditions, Scope of Work, and Specifications will constitute the requirements for this project. The General Terms and Conditions, Scope of Work, and Specifications listed in this bid constitute the total terms and conditions that will be acceptable. Collierville Schools will not be bound by conditions other than those stated. Bid award will be made to the best responsive bidder meeting the requirements of Collierville Schools.
- P. No bid may be withdrawn for a period of sixty (60) days after the bid opening without written approval of Director of Purchasing Shared Services.
- Q. Collierville Schools reserves the right to request any additional information deemed necessary in the evaluation of this bid. Requested information shall be submitted within five (5) business days from date of request.
- R. An agent that can legally bind the bidding vendor must sign Bid Cover Sheet and Hold Harmless Agreement and include both documents with their bid response.
- S. It is understood that the bidder, if awarded an order or contract pursuant to this bid, agrees to protect, defend and save harmless, Collierville Schools from any suits or demands for payment that may be brought against it as a result of the contract.
- T. In accordance with the Iran Divestment Act:  
**"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."**
- U. I further attest and agree to immediately notify Purchasing Shared Services ("PSS") if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify PSS may invalidate any and all agreements I have with the municipal school districts.
- V. All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope. Attach label from last page of this document to the outside of your bid submission.

**GENERAL TERMS AND CONDITIONS:** cont'd.

- W. The successful vendor must carry insurance as specified and must be submitted within five (5) business days from date of request.
1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
  2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
  3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of \$1,000,000.00 each accident, combined single limit from a company licensed to write insurance policies in the State of Tennessee
  4. Excess or umbrella insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
- X. Purchasing Shared Services shall be supplied satisfactory proof of coverage of the above required insurance. In addition Collierville Schools shall be conspicuously named on the Certificate of Insurance as an additional insured on Auto, GL, and Excess Policies.
- Y. The successful bidder agrees that they will function as an independent contractor and agrees to indemnify and hold harmless Collierville Schools, its Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this bid.
- Z. By agreeing to provide goods or services to any school within the School Districts, you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the School Districts or to children in the School Districts' child care program or who have access to the grounds of any School District when children are present have done the following:
- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's children or entering the grounds of the School District;
  - (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. 40-39-202(17) or a violent sexual offender in the T.C.A. 40-39-202(25) the employee may not enter the grounds of the School Districts or have direct contact with students of the School Districts or to children in the School Districts child care program.

The proposer also agrees that if one of your employees commits a sexual offense as defined in 40-39-202 or violent sexual offense as defined in 40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School Districts or to children in a School District's child care program or to enter the grounds of the School Districts.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

## GENERAL TERMS AND CONDITIONS: cont'd.

A1. Collierville Schools reserves the right to require a Performance, Materials and Labor Bond from the successful proposer. In such an event the document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful proposer. If a notarized Performance, Materials and Labor Bond is required by the Owner the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. If required the notarized Performance, Materials and Labor Bond must be provided to:

Mr. Joseph Anderson  
Purchasing Shared Services  
5650 Woodlawn  
Bartlett, Tennessee 38134

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$\_\_\_\_\_

- B1. As deemed necessary, Purchasing Shared Services reserves the right to seek competitive pricing for bid items listed during the duration of the awarded contract.
- C1. Successful bidder must supply manufacturer's Safety Data Sheets (SDS) on all products where applicable, prior to payment of any Purchase Order.
- D1. Collierville Schools has the right at its discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond Collierville Schools control.
- E1. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
- F1. Any alteration to this bid document by a vendor will deem that vendor's response to this bid as null and void.
- G1. Collierville Schools offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- H1. Collierville Schools reserve the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Municipal School Districts shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.
- I1. Municipal School Districts encourages qualified minority and/or women-owned businesses to submit bids. Collierville Schools awards bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- J1. Questions regarding bid specifications should be directed to Thomas Dougherty, [tdougherty@colliervilleschools.org](mailto:tdougherty@colliervilleschools.org), Operations Specialist, Collierville Schools, no later than 4:00 P.M., Monday, March 13, 2017. Purchasing questions should be directed to Joseph Anderson, Director Purchasing Shared Services, [janderson@bartlettschools.org](mailto:janderson@bartlettschools.org), no later than 4:00 P.M., Monday, March 13, 2017. **All questions must be submitted by email.**

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between \_\_\_\_\_

Name of Contractor

(hereinafter Contractor), and Collierville Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Collierville Schools "Contractor" agrees to indemnify, protect, defend, and hold harmless Collierville Schools its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Collierville Schools, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Collierville Schools.

(Name of Contractor) \_\_\_\_\_

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

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

State of Tennessee

County of Shelby

\_\_\_\_\_ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of \_\_\_\_\_.

Signature

Witness by hand and Notaries seal at office this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of BID must be clearly marked on face of sealed envelope. Attach label below to the outside of your BID submission.

FIRM NAME

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**BID #FY170040**

**BID DUE**

**PURCHASING SHARED SERVICES  
BARTLETT CITY SCHOOLS  
5650 WOODLAWN  
BARTLETT, TN 38134**



Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Nature  
of BID \_\_\_\_\_

All bids must be received and time-stamped in Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, TN 38134, prior to stated bid opening date and time on Bid Cover Sheet. Bids received after the specified date and time are considered late and will not be opened.

## **HVAC Equipment at Schilling Farms Middle School**

### **Scope of Work**

Provide and deliver HVAC equipment to Schilling Farms Middle School in accordance with the specifications.

### **Location**

Schilling Farms Middle School – 935 Colbert Street South, Collierville, TN 38017

### **Schedule**

Equipment must be delivered to Schilling Farms Middle School no later than Friday, June 09, 2017. Delivery must be coordinated with Thomas Dougherty, Operations Specialist, Collierville Schools. Successful bidder shall give notification of delivery at least 48 hours in advance.

**Prior to ordering the equipment the successful bidder must meet with Collierville Schools to verify all listed equipment.**

### **Equipment Specifications**

#### **Package Units**

The existing units are York Sunline models. Specified replacement equipment must mount directly to existing roof curbs where possible. If curb adapters are required, the cost of the curb adapters shall be included in the total price.

- All existing units have through the curb condensate piping and electrical wiring, expect for the 12.5 ton which has side discharge condensate. New units shall be the same.
- All units shall have 2” pleated MERV 8 filters.
- All units shall have factory installed 24V fully adjustable motorized dampers with spring return that can be controlled by our energy management system.
- All units shall have stainless steel heat exchangers.
- All units shall have factory installed high and low pressure switches.
- All units shall have factory installed electrical disconnects.
- Warranty – Five (5) full year on all parts; Fifteen (15) full year on heat exchangers. Warranty period shall begin from date of acceptance by Collierville Schools.

#### **Mini-Splits**

Provide 2 mini-split HVAC systems as indicated on the pricing sheet. Total price shall include both indoor and outdoor units, 50’ line sets with power and communication wires, thermostats, cassettes, panels, and condensate pumps.

## HVAC Equipment at Schilling Farms Middle Schools

### PRICING SHEET

Provide pricing for the equipment listed below, or equal. If equivalent equipment is specified, please provide manufacturer and model information. Collierville Schools may request product literature and references for equivalent equipment submittals, and reserves the right to reject equipment determined not to be equal to equipment listed below. Total pricing must include any accessory parts and supplies needed for installation (i.e., curb adapters, line sets, wiring, etc.).

<u>ITEM #</u>	<u>QTY</u>	<u>MANUFACTURER and MODEL</u>	<u>UNIT COST</u>	<u>EXT. COST</u>
1	39	York Sunline – ZE036J05B4H2AAA2A Manufacturer _____ Model _____	\$ _____	\$ _____
2	17	York Sunline – ZE048JO7B4H2AAA2A Manufacturer _____ Model _____	\$ _____	\$ _____
3	2	York Sunline – ZE060J10B4H2AAA2A Manufacturer _____ Model _____	\$ _____	\$ _____
4	4	York Predator – ZF090S12D4H2AAA2A1 Manufacturer _____ Model _____	\$ _____	\$ _____
5	2	York Predator – ZF102S12D4H2AAA2A1 Manufacturer _____ Model _____	\$ _____	\$ _____
6	1	York Predator – ZF150S18D4H2BAA2A1 Manufacturer _____ Model _____	\$ _____	\$ _____
7	1	Reznor – RPB-400 Manufacturer _____ Model _____	\$ _____	\$ _____
8	1	Reznor – RPB-225 Manufacturer _____ Model _____	\$ _____	\$ _____
9	1	Samsung – AC018JN4DCH/AA AC018JXADCH/AA Manufacturer _____ Model _____	\$ _____	\$ _____

**HVAC Equipment at Schilling Farms Middle Schools**

**PRICING SHEET (Cont.)**

<u>ITEM #</u>	<u>QTY</u>	<u>MANUFACTURER and MODEL</u>	<u>UNIT COST</u>	<u>EXT. COST</u>
10	1	Samsung – AR09KSFPDWQNCV AR09KSFPDWQXCV Manufacturer _____ Model _____	\$ _____	\$ _____
11	1	York – MAP Gateway Simplicity SE Control Manufacturer _____ Model _____	\$ _____	\$ _____
12	1	Convenience Outlet (Quantity to be determined by Owner)	\$ _____	\$ _____
12	1	Project Contingency		\$ <u>10,000</u>

Total Bid Price for all Items \$ \_\_\_\_\_

Percent (%) of discount if awarded All Projects \_\_\_\_\_%

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name



**REQUEST FOR PROPOSAL  
FOR CLEANING SERVICES**

**Request for Proposal #FY170044**

**March 13, 2017**

Purchasing Shared Services is requesting proposals for **Cleaning Services for Arlington Community Schools and Collierville Schools**. General Conditions, Scope of Services, General Specifications and Cleaning Specifications for this proposal are contained on the following pages.

There will be a mandatory pre-bid conference beginning at 10:00 A.M., Central Time, Tuesday, March 21, 2017, commencing in the lobby of Collierville High School located at 1101 New Byhalia Road, Collierville, TN 38017. The mandatory pre-bid conference shall include a tour of Collierville High School, Arlington High School, an elementary or middle school within the Collierville Schools District and an elementary or middle school within the Arlington Community Schools District.

Proposals are due no later than 2:00 P.M., Central Time, Tuesday, March 28, 2017, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134. All proposals must be time stamped in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee, 38134, prior to 2:00 P.M., Central Time, Tuesday, March 28, 2017. Proposals received after the specified date and time will be considered late and will not be opened. Proposals will not be accepted via any form of electronic media.

School District(s) reserve the right to reject any or all Request for Proposals, waive defects or informalities in Requests for Proposals and to make awards as deemed to be in their best interest. If awarded, awards will be made to the lowest and/or best Proposer.

In compliance with this Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this RFP be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded this bid, the undersigned Proposer shall indemnify, protect, defend and hold harmless the School District(s), their Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against the School District(s) agents and employees arising out of the use of any product or article that is provided pursuant to the RFP. Proposer further agrees to indemnify, protect, defend and hold harmless the School District(s), their Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries and damages sustained by any person arising out of or in the course of the Proposer performing or failing to perform the service and/or providing or failing to provide the goods related to this Request for Proposal.

Proposer also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

The School District(s) offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

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<b>COMPANY NAME</b>	<b>TERMS:</b> _____ <b>DELIVERY:</b> Days A.R.O. _____
<b>ADDRESS</b>	<b>PHONE</b> _____ <b>FAX</b> _____
<b>CITY</b> _____ <b>STATE</b> _____ <b>ZIP</b> _____	<b>E-MAIL ADDRESS</b> _____

**Names and signatures below certify that you understand and agree to all information in this Request for Proposal.**

<b>AUTHORIZED REPRESENTATIVE (Print)</b>	<b>SIGNATURE</b> _____
	<b>DATE</b> _____

## GENERAL CONDITIONS:

1. Proposals are due no later than 2:00 P.M., Central Time, Tuesday, March 28, 2017, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134.
2. There will be a mandatory pre-bid conference beginning at 10:00 A.M., Central Time, Tuesday, March 21, 2017, at Collierville High School, 1101 New Byhalia Rd., Collierville, TN 38017 commencing in the main lobby of Collierville High School. The mandatory pre-bid conference shall include a tour of Collierville High School, Arlington High School, an elementary or middle school within the Collierville Schools District and an elementary or middle school within the Arlington Community Schools District.
3. Initial contract period will run from June 1, 2017 through June 30, 2018 with the option to extend annually for up to one (1) additional period at the same price as the original bid price and two (2) additional consecutive one (1) year periods at a price as agreed upon by the parties.
4. Proposals should provide a straightforward and concise presentation, adequate to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be on completeness, clarity of contents and responsiveness to the RFP. Proposals should be structured to respond to the RFP specifications. Format of Request for Proposal response should be as follows:
  - I. Company Organization Chart/Management Structure and Personnel Qualifications (include experience in cleaning schools, management, supervisors, custodians, and/or sub custodial contractors)
  - II. Staffing Recommendations for Project
  - III. Project Plan
  - IV. Quality Control Procedures. (Standardized process for handling claims arising from accidents or other incidents such as theft associated with cleaning services provider; including but not limited to a mechanism for reimbursement for incurred expenses)
  - V. Standard Cleaning Procedures; including but not limited to handling of pandemic events
  - VI. List of Supplies and Equipment with specifications
  - VII. State firm's retention rate of K-12 district contracts over the last five (5) years and explain termination of any contract
  - VIII. References: List five (5) references from clients from whom you are currently providing full service cleaning services for especially school systems. Include contact name, address, telephone number, and email address.
  - IX. Fee Schedule
  - X. State any exceptions to RFP
  - XI. Other information as specified or included for consideration
  - XII. Completed and Signed Request for Proposal Cover Sheet
  - XIII. Completed and Signed Certificate of Non-Discrimination Form
  - XIV. Completed and Signed Request for Proposal Agreement
  - XV. Completed and Notarized Hold Harmless Agreement
  - XVI. Completed and Signed Request for Pricing Sheet

**GENERAL TERMS AND CONDITIONS:** cont'd.

5. Estimated project timing:
- RFP Emailed March 13, 2017
  - Pre-Bid Conference March 21, 2017
  - Deadline for Questions March 23, 2017  
(no later than 4:00 P.M., Central Time)
  - RFP Responses Due March 28, 2017
  - Proposer's Presentations to  
Representatives of all School Districts  
considering proposals April 4, 2017
  - Board Contract(s) Approval no later than April 28, 2017
  - Implementation Begins June 1, 2017
6. The proposals will be evaluated and a vendor selected using the following criteria:
- Project Plan
  - Firm Experience, Qualifications, and Personnel
  - Cost
  - References related to cleaning K-12 Schools
7. Cleaning services will be provided for all areas as listed in this Request for Proposal. Location names, addresses, and square footages are included in this Request for Proposal. Any School District reserves the right to participate and/or not participate in this RFP award. Individual districts listed in this RFP may be removed at any time from participation. **This list is subject to change.**
8. **There is no guarantee as to which district will participate in the award of this RFP. There is no guarantee as to the total amount of funds in the award of this RFP. Each school will be invoiced separately and will be responsible for payment of the invoice.**
9. Any School District reserves the right to add and/or delete locations during the term of this agreement. Any future additions or reductions to contract will be based on the average square footage costs set forth by the successful Proposer(s) in response to this RFP.
10. The General Conditions, Scope of Services, General Specifications, and Cleaning Specifications in no way favor one (1) vendor over another. Proposers shall abide by and comply with the true intent of the General Conditions, Scope of Services, General Specifications, and Cleaning Specifications and not take advantage of any unintentional error or omission of the School Districts.
11. Any statement or words (*i.e.*: must, shall, will, etc.) are declarative statements and the Proposer must comply with the condition. Failure to comply with any such condition may result in the proposal being non-responsive and disqualified.
12. It is agreed and understood that state laws shall govern any contract and/or order placed as a result of this RFP. The rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of Tennessee.
13. During the period of this contract, no change will be permitted in any of its conditions and specifications unless the Proposer receives written approval from the School District(s).

**GENERAL TERMS AND CONDITIONS:** cont'd.

14. Proposer to submit four (4) complete hardcopy sets (original and three (3) copies) and three (3) soft copies on CD and/or USB Memory Key. Responses shall be delivered in a sealed envelope and/or carton clearly marked, "RFP #FY170044 – Cleaning Services". All price quotations and related materials must be received in a sealed envelope and/or carton. Time, date and nature of RFP must be clearly marked on face of sealed envelope. Attach label from last page of this document to outside of your RFP response.
15. By agreeing to provide goods or services to any school within the School District(s), you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the School District(s) or to children in the School Districts'(s') child care program or who have access to the grounds of any School District when children are present have done the following:
  - (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's(s') children or entering the grounds of the School District(s);
  - (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. § 40-39-202(17) or a violent sexual offender in the T.C.A. § 40-39-202(25) the employee may not enter the grounds of the School District(s) or have direct contact with students of the School District(s) or to children in the School Districts'(s') child care program.

The Proposer also agrees that if one of your employees commits a sexual offense as defined in §40-39-202 or violent sexual offense as defined in § 40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School District(s) or to children in a School District's(s') child care program or to enter the grounds of the School District(s).

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. § 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

16. The successful Proposer(s) must carry insurance as specified and COI must be submitted within five (5) business days from date of request.
  1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
  2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
  3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of \$1,000,000.00 each accident, combined single limit from a company licensed to write insurance policies in the State of Tennessee
  4. Excess or umbrella insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
  5. Fidelity/Employee Dishonesty Insurance with a \$100,000.00 limit
  6. Employment Practices Liability Insurance (EPLI) with a \$100,000.00 limit

## GENERAL TERMS AND CONDITIONS: cont'd.

17. Purchasing Shared Services shall be supplied satisfactory proof of coverage of the above required insurance. In addition, the School District(s) shall be conspicuously named on the Certificate of Insurance as an additional insured on Auto, GL, and Excess Policies, Fidelity/Employee Dishonesty Insurance, and Employment Practices Liability Insurance (EPLI). If proof of coverage is not received by the School District(s) within five (5) business days after the award of bid is received, the School District(s) may award the bid to another Proposer.
18. The successful Proposer(s) agrees that they will function as an independent contractor and agrees to indemnify and hold harmless the School Districts, their Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this RFP.
19. In accordance with the Iran Divestment Act:  
**"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."**
20. I further attest and agree to immediately notify Purchasing Shared Services ("PSS") if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify PSS may invalidate any and all agreements I have with the municipal school districts.
21. A Performance, Materials and Labor Bond shall be required from the successful Proposer(s). The notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. The Performance, Materials and Labor Bond must be provided to Arlington Community Schools and Collierville Schools:
22. Upon signature of this RFP by the parties, this RFP and the Proposer(s) response will serve as the contract between the parties. In the event that there is a conflict between the RFP and the RFP Response, the RFP shall control.
23. Purchasing Shared Services reserves the right to request any additional information deemed necessary in the evaluation of this RFP. Additional requested information shall be submitted to Purchasing Shared Services within five (5) business days from date of request.
24. Companies submitting RFPs must, if deemed necessary, be willing to meet with the School Districts at the Proposer's expense, to discuss their proposal. The School Districts shall not bear any costs or obligation with regard to the preparation of the proposal.
25. If at any time the School District(s) is/are dissatisfied with the quality of service provided, a written notice of dissatisfaction noting the specific problem(s) will be furnished to the Proposer by letter or e-mail. If the problem(s) is not corrected to the satisfaction of the School District(s) within thirty (30) business days of this notice, this entire contract may be unilaterally terminated by the School District(s) with no further obligation on their part. This contract may also be terminated if three (3) or more such notices of dissatisfaction are issued to the Proposer within any twelve (12) month period.
26. The General Conditions, Scope of Services, General Specifications, and Cleaning Specifications listed in this proposal constitute the total terms and conditions that will be acceptable. The School District(s) will not be bound by conditions other than those stated. RFP award will be made to the best responsive company and/or firm meeting the requirements of the School District(s).

## GENERAL TERMS AND CONDITIONS: cont'd.

27. The School District(s) reserves the right to reject any or all responses, waive defects or informalities in responses and to make awards as deemed to be in its best interest. Award will be made to the best company and/or firm to be determined by the School District(s), if awarded. **Contracts may be awarded to one or multiple firms; however, no Proposer may subcontract their responsibilities provided herein.**
28. As deemed necessary, Purchasing Shared Services reserves the right to seek competitive pricing for bid items listed during the duration of the awarded contract.
29. The School District(s) Project Liaison shall approve all cleaning procedures, supplies and equipment. All supplies and equipment must meet or exceed all Federal, State and Local requirements. SDS (Safety Data Sheets) must be provided and kept current on all supplies and/or equipment. Only approved supplies and equipment will be used. The responsible party to approve substitutes of supplies and equipment during the term of the contract will be named at a later date. Failure to comply will be grounds for immediate contract termination.
30. **Any and/all revisions made to this RFP prior to due date will be posted on the following website and will be the responsibility of the Proposer to check for any and/all revisions, <http://www.bartlettschools.org>, under About US click Bid & RFP Opportunities.**
31. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
32. Any alteration to this RFP document by a Proposer will deem that Proposer's response to this RFP as null and void.
33. School District(s) reserve the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Municipal School District(s) shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.
34. Successful Proposer(s) and its employees will be expected to adhere to all applicable School Districts' Policies and Procedures.
35. Successful Proposer(s) will be required to establish a sign-in and sign-out procedure for their employees. This information must be available for review by school district(s) upon request.
36. Proposers will be required to quote pricing for each location.
37. Prices quoted shall be guaranteed for a minimum of one (1) year from the date of the award and may not be modified between the time of proposal and the time the RFP is awarded.
38. RFP award will be made to the lowest/best responsive Proposer(s) meeting the requirements of the School District(s). **Contracts may be awarded to one or multiple firms.**

## GENERAL TERMS AND CONDITIONS: cont'd.

39. Proposer's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful Proposer(s) shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of the School District(s) relative to the premises. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
40. School District(s) have the right at their discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond its control. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
41. Costs not delineated in the RFP response will not be negotiated in the contract.
42. Successful Proposer(s) must be prepared to provide custodial services to groups that use the School Districts' facilities after hours at the same rates as included in this proposal. Provision of said services shall be billed separately from the bill of scheduled charges, with the event properly identified.
43. Any exceptions to the General Conditions, Scope of Services, General Specifications, and Cleaning Specifications must be clearly stated in the RFP response.
44. The School District(s) reserve(s) the right to award this RFP by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of the School District(s). Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.
45. The School District(s) offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
46. School District(s) encourage(s) qualified minority and/or women-owned businesses to submit bids. School District(s) award(s) bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
47. Questions regarding RFP specifications should be directed to Joseph Anderson, Director Purchasing Shared Services, [janderson@bartlettschools.org](mailto:janderson@bartlettschools.org), no later than 4:00 P.M., Central Time, Thursday, March 23, 2017. **All questions must be submitted by email.**

**CERTIFICATE OF NON-DISCRIMINATION**

By submission of this Request for Proposal, the Proposer (NAME OF FIRM)

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certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

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PROPOSER'S NAME

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SIGNATURE

---

DATE

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Printed or Typed Name of Individual Signing for the Proposer

**REQUEST FOR PROPOSAL AGREEMENT**

In compliance with the Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposal be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded this contract , to protect, defend and hold harmless the School District(s), their Board Members, agents, and employees from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of this contract, and further agrees to indemnify and hold harmless the School District(s), their Board Members, agents, and employees from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of this contract.

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Name of Firm

---

Address

---

City State Zip

---

Authorized Representative / Signature

---

Terms

---

Phone Fax Number

---

E-Mail Address

---

Date

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between \_\_\_\_\_  
(Name of Proposer)

(hereinafter Proposer), and the School Districts named in this RFP.

Proposer agrees that as a condition precedent to "Proposer" being awarded this contract from the School District(s) "Proposer" agrees to indemnify, protect, defend, and hold harmless the School District(s), their Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against the School District(s), their Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Proposer's" providing goods or services to School District(s).

\_\_\_\_\_  
(Name of Proposer)

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

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

State of Tennessee  
County of Shelby

\_\_\_\_\_ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Signature

Witness by hand and Notaries seal at office this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## SCOPE OF SERVICES:

This is a full service contract for cleaning services. Successful Proposer(s) will be required to furnish all cleaning supplies (glass cleaner, disinfectant, polish, etc.); operational equipment (buffer, brooms, vacuum cleaners, mops, buckets, large cleaning trash cans and liners, etc.); and all labor and supervision. The successful Proposer(s) is responsible for supervision of their employees, and for performing service requirements and specifications at the frequency specified in the Request for Proposal.

For the purpose of this proposal, Purchasing Shared Services has divided its locations by School Districts and support facilities. Locations include addresses and square footages. Please note this information may contain some variances, but price quotations should be based on the attached.

Initial contract period will run from June 1, 2017 through June 30, 2018 with the option to extend annually for one (1) year at the same contract price as the original bid price and up to two (2) additional consecutive one (1) year periods at a price agreed upon by the parties. **Contract pricing for the additional two (2) consecutive years following the first two (2) years of the contract may not exceed the previous year's Consumer Price Index or 5% of the original bid price, whichever is the lesser.** Right is reserved to begin contract earlier if agreeable with selected Proposer(s). All required summer cleaning must be completed prior to July 15 of each year. It is the responsibility of the Proposer to provide and maintain a schedule for completion of summer floor cleaning that is satisfactory to the School District(s).

## GENERAL SPECIFICATIONS:

1. Each school system participating in this contract shall assign a Project Liaison by no later than five (5) calendar days after the Service Provider receives notice that the bid(s) has been awarded.
2. During each year of the contract, the School District will evaluate the performance of the cleaning services as specified on a monthly basis. Service Provider(s) will be required to perform weekly inspections and be proactive with addressing all problems with the School District's(s') Project Liaison to ensure maximum quality control. Service Provider(s) will be informed of deficiencies in writing by the Project Liaison. Failure to take corrective actions may result in contract termination.
3. The majority of the cleaning will be done after students leave the premises. Cleaning required during school hours is to be done with minimum disruption to the instructional process. The right is reserved to change and/or adjust hours based on special events.
4. The Service Provider(s) shall employ at all times the quantity and quality of personnel and supervision necessary for the effective and efficient management of cleaning operations. Supervisors will be required to make a minimum of one (1) nightly visit to each location.
5. Service Provider(s) to utilize safe cleaning procedures at all times and will accept responsibility for personal injury to Service Provider's employees, students and staff during performance of service under this contract.
6. Service Provider(s) to emphasize safety during use of powered and non-powered equipment and mopping, buffing or otherwise cleaning floors.
7. For all operations where furniture and equipment must be moved, no chairs, waste paper baskets or other similar items shall be stacked on desks, tables, or sills. Upon completion of work, all furniture and equipment is to be returned to its original position.

8. All Service Provider's personnel must complete required EPA and OSHA training including but not limited to asbestos awareness, hazard communications, and blood borne pathogen awareness. Any additional training deemed necessary by the School District(s) must be supplied by Service Provider. Service Provider must furnish records of training to the School District(s) no later than June 1 of each year. A management representative of Service Provider(s) must be present when any and/or all training occurs.
9. All Service Provider's personnel shall have the proper training, equipment, and personal protective equipment (PPE) to safely clean potentially infectious materials/bodily fluids, and prevent cross-contamination into other areas of the building.
10. All Service Provider's personnel must ensure the proper disposal of chemicals, including strippers and waxes. **Chemicals shall not be disposed of onto school grounds or into storm water sewers.**
11. Service Provider's employees are to wear uniforms and company ID badges at all times while performing services at any School District property. Service Provider's employees not wearing uniforms and ID badges will not be permitted on any School District property.
12. Service Provider(s) is expected to accept responsibility and provide supervision for its employees. Failure of the Service Provider(s) to provide supervision of its employees shall constitute a material breach of contract.
13. All of Service Provider's supervisors shall have a thorough knowledge of cleaning procedures, supplies and equipment in order to properly train and direct their employees and provide quality control.
14. Service Provider's employees are required to maintain facilities during school hours. The number of day porters and costs for those services included in this RFP must be maintained by Proposer throughout the term of this contract. Failure to maintain the staffing levels set forth herein shall be grounds for terminating this contract and shall be considered a material breach. If the assigned day porter is not on site, an alternate day porter must be on site within one (1) hour. Service Provider's supervisors are required to complete day porter's responsibilities until the alternate arrives.
15. Service Provider's personnel must be trained on procedures for properly handling on-site emergencies, *i.e.*, how to cut off water valves and who to call, etc.
16. Service Provider's personnel will be required to clean Special Education classrooms having restrooms and/or kitchens.
17. If property damage results from Service Provider's personnel's negligence or intentional acts, costs to repair or replace property damage will be deducted from monies due the Service Provider; this includes but is not limited to facility damage resulting from equipment operator errors and or faulty equipment. Deductions will be taken from the next billing remittance after the property damage is incurred.
18. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.
19. All equipment must be safe and in good working order. All equipment is to have safety features and accessories where applicable as required by existing (OSHA) standards and/or other laws. Safety inspection reports are to be available on job sites at all times. If any equipment is found to be unsafe and not in good working order, the equipment is to be removed from the site and replaced within one (1) business day of discovery of the unsafe condition, with acceptable equipment.

20. Service Provider's employees are to maintain a professional appearance and demeanor at all times with students, staff and administrators. Service Provider's employees must be able to communicate with the School District(s)'s administrators, Plant Managers and Project Liaisons. Any inappropriate behavior of any kind, verbal or otherwise, with any School District employee, visitor and/or student will be grounds to require that the Service Provider prohibit their employee from working at or otherwise entering all School District's(s') properties. School District(s) shall be indemnified and held harmless by Service Provider for all claims, lawsuits and/or judgments arising out of the inappropriate conduct of Service Provider's employees.
21. Should any facility be overlooked and/or cleaning activities found not to have been completed or cleaning did not occur, the Service Provider(s) must take immediate steps to rectify this situation. Cleaning must occur within a twenty-four (24) hour time frame from notification by the School District. If at any time the School District(s) is/are dissatisfied with the quality of service provided, a written notice of dissatisfaction noting the specific problem(s) will be furnished to the Proposer by letter or e-mail. If the problem(s) is/are not corrected to the satisfaction of the School District(s) within thirty (30) business days of this notice, this entire contract may be unilaterally terminated by the School District(s) with no further obligation on their part. Contract may also be terminated if three (3) or more such notices of dissatisfaction are issued to the Proposer within any twelve (12) month period.
- If the Service Provider(s) receives three (3) or more notices of dissatisfaction within the contract term, the Service Provider(s) shall forfeit ten percent (10%) of the monthly billing for the month following the third notice of dissatisfaction. If the Service Provider(s) receives a fourth (4th) notice of dissatisfaction within the contract term, the Service Provider(s) shall forfeit fifteen percent (15%) of the monthly billing for the month following the fourth notice of dissatisfaction. If the Service Provider(s) receives a fifth (5th) notice of dissatisfaction within the contract term, the Service Provider(s) shall forfeit twenty percent (20%) of the monthly billing for the month following the fifth notice of dissatisfaction.
22. Service Provider shall provide credentialed persons in mold removal. Service Provider must have access to equipment, such as industrial dehumidifiers, air scrubbers, HEPA Vacuum and similar equipment, necessary for remedial actions, within a two (2) hour time frame of request.
23. Service Provider agrees to provide credentialed persons in "mold remediation".
24. Service Provider agrees to provide credentialed persons in "green cleaning".
25. Service Provider's employees assigned to work at School District's(s') facilities during school/business hours must be able to speak and understand the English language.
26. Service Provider shall supply all soap and towel dispensers. Dispensers must be full of soap and towels and in working condition at all times.
27. Cleaning services are to be provided after all school related functions held Mondays through Fridays (excluding Central Office Holidays) at no additional cost from the School District's(s') monthly lump sum pricing as stated herein. Such functions shall include but are not limited to the following: athletics, band, fine arts, etc. Cleaning services provided on Saturdays, Sundays and Central Office Holidays shall be provided at the agreed upon hourly rate stated herein.

## **CLEANING SPECIFICATIONS:**

### **Scope of Services:**

- I. Classrooms (Including Portable Classrooms)
  - A. Daily (Five (5) days per week)
    1. Empty wastebaskets and replace liners
    2. Spot clean all windows
    3. Clean, sanitize and disinfect counters, desk tops and sinks etc.
    4. Dust mop all composition floors (with chemically treated dust mop)
    5. Spot mop composition floors with all-purpose cleaner
    6. Vacuum all carpets
    7. Spot clean carpet to remove all stains, spills, and soiled spots/carpet care carpeted areas to include shampooing
    8. Vacuum walk-off mats
    9. Empty pencil sharpeners and clean wall around pencil sharpener
    10. Check safety of ramps, steps and porch at portable classrooms. Report any unsafe conditions to Plant Manager/Supervising Building Engineer
    11. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
    12. Day porter to assist Plant Manager/Supervising Building Engineer as needed
    13. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.
  - B. Weekly
    1. Low dust all horizontal surfaces to hand height (70")
    2. Damp clean baseboards
    3. Damp clean window ledges
    4. Spot clean desktops
    5. Vacuum chalk rails and/or damp wipe
    6. Clean all chalk and other instructional boards
    7. Must provide weekly buffing program for low traffic areas as needed
    8. Day porter to assist Plant Manager/Supervising Building Engineer as needed
  - C. Monthly
    1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
    2. Remove dust and cobwebs from ceiling areas and lights
    3. Day porter to assist Plant Manager/Supervising Building Engineer as needed
    4. Spray buff composition floors
    5. Clean/dust all HVAC vents and grilles

D. Semi-Annually

1. Clean entire surfaces of student's desks and chairs
2. Refinish all composition floors
3. Clean carpet to remove all stains, spills, and soiled spots/carpet care on all carpeted areas to include shampooing, extraction, and timely drying of carpet
4. Clean/dust all HVAC vents and grilles

II. Offices (Administration, Library, Gym, Cafeteria and Supervising Building Engineers)

A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners
2. Dust furniture and fixtures, including desks, chairs, tables, lamps, etc.
3. Dust interior window ledges
4. Dust telephones
5. Spot clean all windows and glass partitions to hand height
6. Spot clean desktops
7. Dust mop all composition floors (with chemically treated dust mop)
8. Spot mop composition floors with all-purpose cleaners
9. Vacuum carpet
10. Spot clean carpet to remove all stains, spills and soiled spots
11. Vacuum walk-off mats
12. Remove fingerprints from doors, frames, light switches, and kick plates, and handles
13. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Damp clean window ledges
4. Spray buff composition floors

C. Monthly

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas
3. Dust blinds
4. All crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)
5. Clean/dust all HVAC vents and grilles

### III. Teacher Work Area

#### A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners (items not identified as trash will not be disposed)
2. Dust furniture and fixtures, including desks, chairs, tables etc.
3. Dust interior window ledges
4. Dust telephones
5. Spot clean all windows and glass partitions to hand height
6. Damp clean counter tops
7. Damp clean vending machines
8. Dust mop all composition floors (with chemically treated dust mop)
9. Spot mop composition floors with all-purpose cleaners
10. Vacuum carpet
11. Spot clean carpet to remove all stains, spills and soiled spots
12. Vacuum walk-off mats
13. Remove fingerprints from doors, frames, light switches, and kick plates, handles and railings
14. Spray buff composition floors (minimum bi-weekly)
15. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe conditions.

#### B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboards

#### C. Monthly (To be performed the last week of each month)

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating outlet etc.
2. Clean carpet to remove all stains, spills, and soiled spots
3. Dust cubicles, all crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)
4. Clean/dust all HVAC vents and grilles

#### D. Annually

1. Damp clean all washable furniture
2. Clean carpet to remove all stains, spills and soiled spots

#### IV. Library

##### A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners
2. Dust furniture and fixtures, including desks, chairs, tables, etc.
3. Dust interior window ledges
4. Spot clean all window and glass partitions to hand height
5. Spot clean desktops
6. Dust mop all composition floors (with chemically treated dust mop)
7. Spot mop composition floors with all- purpose cleaners
8. Vacuum carpet
9. Spot clean carpet to remove all stains, spills and soiled spots/carpet care on carpeted areas to include shampooing
10. Vacuum walk-off mats
11. Remove fingerprints from doors, frames, light switches, kick plates, handle, and railings
12. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

##### B. Weekly

1. Replace all plastic liners in waste receptacles
2. Low dust horizontal surfaces to hand height (70")
3. Dust all book shelves (books to remain in place)
4. Damp clean baseboards
5. Damp clean window ledges

##### C. Monthly

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
2. Remove dust and cobwebs from ceiling areas
3. All crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)
4. Clean/dust all HVAC vents and grilles

#### V. Cafeteria Area

##### A. Daily (Five (5) days per week)

1. Spot clean interior glass to hand height – After school hours
2. Remove trash from cafeteria
3. Clean, sanitize and disinfect during lunch periods (wipe down tables, empty trash, and clean up spills)
4. Sweep and mop
5. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Semi-Annually

1. Refinish composition floors
2. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
3. Remove dust and cobweb from ceiling areas
4. Clean underneath table as required
5. Clean/dust all HVAC vents and grilles

VI. Common Areas: (Lobbies/Corridors/Stairs/Elevators)

A. Daily (Five (5) days per week)

1. Clean glass partitions and doors
2. Clean, sanitize and disinfect water fountains
3. Dust interior window ledges
4. Dust mop composition floors with chemically treated dust mop
5. Spot mop composition floors with all-purpose cleaner
6. Vacuum carpet
7. Spot clean carpet to remove all stains, spills and soiled spots vacuum walk-off mats
8. Clean under entrance mats daily, inside and out
9. Sweep and dust stairwell
10. Spray and buff all composition floors
11. Clean all common areas as required
12. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Damp clean baseboards
2. Damp clean window ledges
3. Dust furniture and fixtures

C. Monthly (To be performed the last week of the month)

1. High dust above hand height (70") all horizontal surface including shelves, molding, ledges, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas
3. Clean all hallways as needed
4. Clean/dust all HVAC vents and grilles

D. Semi- Annually

1. Refinish all composition floors
2. Clean carpet to remove all stains, spills, and soiled spots
3. Clean/dust all HVAC vents and grilles

VII. Restrooms/Dressing Rooms

A. Daily

1. Check and clean all restrooms and dressing rooms throughout the school day minimum as required.
2. Empty wastebaskets/dispensers and replace liners
3. Clean, sanitize, disinfect and polish all vitreous fixtures including toilet bowls
4. Clean and polish chrome fittings
5. Clean, sanitize and disinfect toilet seats
6. Clean and polish glass and mirrors
7. Wash, sanitize and disinfect exterior of containers
8. Remove spots, marks, stains, and splashes from wall area and counter tops
9. Clean partitions
10. Sweep floors
11. Mop floors with germicidal disinfectant daily and as required
12. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboard

C. Monthly

1. High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas
3. Clean/dust all HVAC vents and grilles

VIII. Multi-Purpose/Gymnasium

A. Daily (Five (5) days per week)

1. Empty wastebaskets
2. Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
3. Dust mop floors with chemically treated mop per manufacturers specifications or vacuum all carpeted areas
4. Spot mop composition floors

5. Spot clean carpeted areas and remove any stains, spills, or soiled spots
6. Clean bleachers, remove all trash, sweep, mop and clean floor underneath
7. Sweep baseboards
8. Replace all plastic can liners in waste receptacles
9. Low dust all horizontal surface to hand height (70")
10. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Monthly

1. High dust above hand height (70") all horizontal surfaces including shelves and molding
2. Remove dust and cobwebs from ceiling areas
3. Clean/dust all HVAC vents and grilles

**NOTE:** Scrub and refinish composition floors as needed

- C. Special Events during regular cleaning operation hours (Ballgames to include Tournaments), Plays, PTA Meetings, Board Meetings etc) shall be covered as part of the contract

**NOTE:** Check and maintain clean restrooms, halls, lobbies, etc. as required

IX. Grounds (Including all Lawns, Sports Fields, Playgrounds and Loading Docks)

A. Daily

1. Remove trash and debris from grounds (includes but is not limited to all areas from edge of building to property bounds)
2. Empty trash containers
3. Sweep entrances, doorways, walkways, steps and curbs
4. Maintain clean restrooms, common areas, trash cans and area around concession stands
5. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

X. Miscellaneous

- A. In addition, to general cleaners, Service Providers must furnish day custodians at high schools for twelve (12) months and day custodians at both middle and elementary schools for twelve (12) months per year at each school whose responsibility includes but is not limited to:

1. Dust mop hall after class breaks as needed
2. Day porter shall assist Plant Manger/Supervising Building Engineer with event setup as required
3. Spray buff halls
4. Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, take out trash
5. Pick up trash along side of building
6. Day porter shall assist Plant Manger/Supervising Building as required
7. Clean and mop any accident that may occur during the day
8. Maintain all window shades at the same height

9. Respond to clean up requests by Building Engineers
10. Clean electrical rooms and storage closets
11. Assist in cafeteria as directed or required
12. Metal on all mats, to include non slip mats that are recessed in the floor, mats must be pressure washed. Recessed area must be cleaned
13. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Management of Energy Consumption

1. Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
2. Service Provider's employees are not to change or override established heating and cooling temperatures in schools
3. The School District shall have the ability to charge the service provider a penalty for leaving the lights on or changing the thermostat. Charges will be equal to the energy charge for an eight (8) hour period at the location in question
4. Service provider shall be responsible for proper and timely disposal of all containers and/or other regulated wastes

C. Annually for all Schools

1. All VCT floors must be stripped or deep scrubbed every year applying a minimum of six (6) coats of wax on hallways, cafeterias and high traffic areas and a minimum of four (4) coats of wax on classrooms.
2. In the event there is a disagreement between the owner and contractor regarding whether floors should be stripped or deep scrubbed, the owner has the final decision.
3. Wash all windows and glass partitions on the inside and outside
4. Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots

D. Notification of Needed Repairs

1. Service Provider's employees are to advise Supervising Building Engineer of all needed repairs at the end of each day or sooner if appropriate

E. Supervising Building Engineer/Plant Manager will unlock building each day. Service Provider's employees will be responsible for locking buildings each night. Service Provider shall be required to be licensed and bonded.

F. Service Provider's employees are required to ensure that all lights are off, and windows and doors are secure after exiting an area

<b>District:</b>	<b>Principal</b>	<b>Telephone #</b>
<b>Arlington Community Schools:</b>		
Arlington Elem. – 11825 Douglass St., 38002	Ms. Anna Jones	901.867.6000
Arlington High School – 5475 Airline Rd., 38002	Chris Duncan	901.867.1541
Arlington Middle – 5470 Lamb Rd., 38002	Dr. Allison Clark	901.867.6015
Donelson Elem. 12140 Donelson Farms Parkway, 38002	Ms. Cherry Davidson	901.389.6973
<b>Collierville Schools:</b>		
Bailey Station Elem. – 3435 Bailey Rd., 38017	Ms. Cindy Tesreau	901.853.6380
Collierville Elem. – 590 Paterson Lake Rd., 38017	Ms. Melissa McConnell	901.853.3300
Collierville High School – 1101 New Byhalia Rd., 38017	Chip Blanchard	901.853.3310
Collierville Middle – 580 Quinn Rd., 38017	Roger Jones, III	901.853.3320
Crosswind Elem. – 831 Shelton Rd., 38017	Andre Crafford	901.853.3330
Schilling Farms Middle – 935 Colbert Street South, 38017	Beth Robbins	901.854.2345
Sycamore Elem. – 1155 Sycamore Rd., 38017	Julie Reagan	901.854.8202
Tara Oaks Elem. – 600 East Harpers Ferry Dr., 38017	Ms. Tricia Marshall	901.853.3337

**Purchasing Shared Services  
Bartlett City Schools  
Administration Offices  
5650 Woodlawn  
Bartlett, Tennessee 38134**

**REQUEST FOR PROPOSAL PRICING SHEET**

**Any School District reserves the right to participate and/or not participate in this RFP award. Individual Districts listed in this RFP may be removed at any time from participation. This list is subject to change. There is no guarantee as to which Districts will participate in the award of this RFP. There is no guarantee as to the total amount of funds in the award of this RFP. Each school will be invoiced separately and will be responsible for payment of the invoice. Consumables consists of toilet tissue, paper towels, soap, etc.**

**Item No. 1:**

<b><u>ARLINGTON COMMUNITY SCHOOLS</u></b>	<b>Sq. Ft.</b>	<b>Monthly Cost per Location <u>Including</u> Consumables</b>	<b>Monthly Cost per Location <u>Excluding</u> Consumables</b>
<b>Arlington Elementary School</b> 11825 Douglass St., 38002	111,277	\$ _____	\$ _____
<b>Arlington High School</b> 5475 Airline Rd., 38002	327,069	\$ _____	\$ _____
<b>Arlington Middle School</b> 5470 Lamb Rd., 38002	103,531	\$ _____	\$ _____
<b>Donelson Elementary School</b> 12140 Donelson Farms Pkwy., 38002	113,202	\$ _____	\$ _____
<b><u>Total Monthly Lump Sum Arlington Community Schools All Locations</u></b>			
		\$ _____	\$ _____

**Item No. 2:**

<b><u>COLLIERVILLE SCHOOLS</u></b>	<b>Sq. Ft.</b>	<b>Monthly Cost Per Location <u>Including</u> Consumables</b>	<b>Monthly Cost Per Location <u>Excluding</u> Consumables</b>
<b>Bailey Station Elementary School</b> 3435 Bailey Rd., 38017	113,691	\$ _____	\$ _____
<b>Collierville Elementary School</b> 590 Paterson Lake Rd., 38017	133,202	\$ _____	\$ _____
<b>Collierville High School</b> 1101 New Byhalia Rd., 38017	281,172	\$ _____	\$ _____
<b>Collierville High School Mobile Modular Building</b> 1101 New Byhalia Rd., 38017	11,830	\$ _____	\$ _____
<b>Collierville Middle School</b> 580 Quinn Rd., 38017	114,865	\$ _____	\$ _____
<b>Crosswind Elementary School</b> 831 Shelton Rd., 38017	90,629	\$ _____	\$ _____
<b>Schilling Farms Middle School</b> 935 Colbert Street South, 38017	97,250	\$ _____	\$ _____

<b><u>COLLIERVILLE SCHOOLS</u></b>	<b>Sq. Ft.</b>	<b>Monthly Cost Per Location <u>Including Consumables</u></b>	<b>Monthly Cost Per Location <u>Excluding Consumables</u></b>
<b>Schilling Farms Middle Portable Bldgs.</b> 935 Colbert Street South, 38017	6,440	\$ _____	\$ _____
<b>Sycamore Elementary School</b> 1155 Sycamore Rd., 38017	127,627	\$ _____	\$ _____
<b>Tara Oaks Elementary School</b> 600 East Harpers Ferry Dr., 38017	109,405	\$ _____	\$ _____
<b><u>Total Monthly Lump Sum Collierville Schools All Locations</u></b>			
		\$ _____	\$ _____

State your hourly rate for cleaning services for events or activities occurring on Saturdays, Sundays and/or Central Office Holidays.

\$ \_\_\_\_\_

As the representative of the Proposer, I represent by my signature below that the Company I represent agrees to all terms contained in RFP #FY170044 and the pricing quoted above.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(PRINT)

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(SIGNATURE)

\_\_\_\_\_  
DATE

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of RFP must be clearly marked on face of sealed envelope. Attach label below to the outside of your RFP submission.

FIRM NAME

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

**RFP #FY170044**

**RFP DUE**

**PURCHASING SHARED SERVICES**  
**BARTLETT CITY SCHOOLS**  
**5650 WOODLAWN**  
**BARTLETT, TN 38134**

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

Time: \_\_\_\_\_

Nature of RFP: \_\_\_\_\_

All RFPs must be received and time-stamped in Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, TN 38134, prior to stated date and time on Proposal Cover Sheet. RFPs received after the specified date and time are considered late and will not be opened.





**COLLIERVILLE  
SCHOOLS**

SCHOLARSHIP · INTEGRITY · SERVICE

**SPECIAL REVENUE FUND  
BUDGET**

**2017-2018**

**DRAFT**

# **SCHOOL NUTRITION**

**SCHOOL NUTRITION**

**REVENUE**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2017-18 BUDGET</u>	<u>2016-17 BUDGET</u>	<u>2015-16 ACTUAL</u>
143-43521-00000-000-0000-0000	Lunch Payments - Children	650,000	610,000	594,177
143-43522-00000-000-0000-0000	Lunch Payments - Adults	45,000	44,000	40,483
143-43523-00000-000-0000-0000	Income from Breakfast	40,000	42,000	40,741
143-43525-00000-000-0000-0000	Ala Carte Sales	465,000	460,000	390,973
143-43990-00000-000-0000-0000	Other Charges for Services (Catering)	3,000	3,000	3,314
143-44990-00000-000-0000-0000	Other Local Revenue	150,483	261,451	245,444
143-46520-00000-000-0000-0000	State Matching	15,000	13,500	34,034
143-47111-00000-000-0000-0000	USDA School Lunch Program	525,000	510,000	442,553
143-47112-00000-000-0000-0000	USDA Commodities	115,000	107,000	114,144
143-47113-00000-000-0000-0000	USDA Breakfast	90,000	90,000	81,402
143-49800-00000-000-0000-0000	Transfers In	30,961	0	8,276
	<b>TOTAL REVENUE</b>	<b>2,129,444</b>	<b>2,140,951</b>	<b>1,995,541</b>

**SCHOOL NUTRITION**

**EXPENDITURES**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2015-16</u> <u>ACTUAL</u>
143-73100-10500-760-1000-0000	Directors/Supervisors	2	179,550	2	176,030	184,669
143-73100-16200-760-1000-0000	Clerical Personnel	1	42,448	1	41,616	40,800
143-73100-16501-310-xxxx-0000	Cafeteria Managers	8	277,800	8	270,080	268,086
143-73100-16502-310-xxxx-0000	School Nutrition Technicians	29	380,830	30	383,847	375,773
143-73100-18900-310-xxxx-0000	Stipends (Café Managers)		400		2,000	330
143-73100-20100-760-1000-0000	Social Security		13,764		13,495	13,164
143-73100-20100-310-xxxx-0000	Social Security		40,835		40,668	36,375
143-73100-20400-760-1000-0000	State Retirement (Certified)		16,303		15,913	15,957
143-73100-20400-760-1000-0000	State Retirement (Classified)		3,935		3,858	3,785
143-73100-20400-310-xxxx-0000	State Retirement (Classified)		61,055		60,805	44,399
143-73100-20600-760-1000-0000	Life Insurance		656		875	874
143-73100-20600-310-xxxx-0000	Life Insurance		4,850		4,850	1,793
143-73100-20700-760-1000-0000	Medical Insurance		18,160		22,455	17,033
143-73100-20700-310-xxxx-0000	Medical Insurance		110,000		158,088	94,252
143-73100-21200-760-1000-0000	Medicare		3,220		3,156	3,078
143-73100-21200-310-xxxx-0000	Medicare		9,438		9,511	8,508
<b>SUBTOTAL SALARY &amp; BENEFITS</b>		<b>40</b>	<b>1,163,244</b>	<b>41</b>	<b>1,207,247</b>	<b>1,108,876</b>

**SCHOOL NUTRITION**

**EXPENDITURES**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2015-16</u> <u>ACTUAL</u>
143-73100-33600-310-1000-0000	Maintenance & Repair Equipment		50,000		70,000	38,214
143-73100-35400-310-1000-0000	Transportation-Food		3,000		4,000	4,683
143-73100-35500-310-1000-0000	Travel		700		1,000	426
143-73100-39900-310-1000-0000	Other Contr Services (Subs, App printing, Horizon)		90,000		10,600	15,153
143-73100-39900-760-1000-0000	Other Contracted Services (Bomgar)		1,500		54,080	35,904
143-73100-42200-310-1000-0000	Food Supplies		600,000		552,362	615,593
143-73100-43500-310-1000-0000	Office Supplies		3,000		6,000	4,656
143-73100-46900-760-1000-0000	USDA Commodities		115,000		107,000	114,144
143-73100-49900-310-1000-0000	Other Supplies & Materials		65,000		60,000	50,086
143-73100-52400-760-1000-0000	In-Service/Staff Development		10,000		4,000	1,343
143-73100-59900-310-1000-0000	Other Charges		8,000		20,000	3,114
143-73100-71000-310-1000-0000	Food Service Equipment		20,000		44,662	9,366
	<b>SUBTOTAL SERVICES</b>	<b>0</b>	<b>966,200</b>	<b>0</b>	<b>933,704</b>	<b>892,682</b>
	<b>TOTAL SCHOOL NUTRITION</b>	<b>40</b>	<b>2,129,444</b>	<b>41</b>	<b>2,140,951</b>	<b>2,001,558</b>

# FEDERAL FUNDS

**FEDERAL FUNDS**

**REVENUE**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17 BUDGET</u>	<u>2017-18 BUDGET</u>
142-47143-00000-000-0000-9000	IDEA PART B	1,559,979	1,622,725
142-47145-00000-000-0000-9100	PRESCHOOL INCENTIVE	18,628	17,723
142-47590-00000-000-0000-0100	CONSOLIDATED ADMINISTRATION	143,378	142,022
142-47141-00000-000-0000-1000	TITLE I	512,849	417,894
142-47189-00000-000-0000-2000	TITLE II	290,733	244,817
142-47146-00000-000-0000-3000	TITLE III	31,265	29,213
	<b>TOTAL REVENUE</b>	<b>2,556,832</b>	<b>2,474,394</b>

FEDERAL FUNDS - IDEA PART B

EXPENDITURES - INDIVIDUALS WITH DISABILITIES EDUCATION ACT

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-71200-11600-120-1000-9000	TEACHERS	7	350,668	7	369,481
142-71200-12800-120-1000-9000	HOMEBOUND TEACHERS	1	40,647	1	40,647
142-71200-16300-120-1000-9000	EDUCATIONAL ASSISTANTS	24	576,924	24	624,276
142-71200-20100-120-1000-9000	SOCIAL SECURITY		60,687		62,403
142-71200-20400-120-1000-9000	STATE RETIREMENT		88,485		92,723
142-71200-20600-120-1000-9000	LIFE INSURANCE		3,000		3,023
142-71200-20700-120-1000-9000	MEDICAL INSURANCE		106,261		111,736
142-71200-21200-120-1000-9000	EMPLOYER MEDICARE		14,193		14,595
142-71200-39900-120-1000-9000	OTHER CONTRACTED SERVICES		66,395		26,854
142-72220-18900-222-1000-9000	OTHER SALARIES & WAGES	3	179,591	3	198,978
142-72220-20100-222-1000-9000	SOCIAL SECURITY		11,135		12,337
142-72220-20400-222-1000-9000	STATE RETIREMENT		16,235		18,067
142-72220-20600-222-1000-9000	LIFE INSURANCE		825		575
142-72220-20700-222-1000-9000	MEDICAL INSURANCE		11,740		12,327
142-72220-21200-222-1000-9000	EMPLOYER MEDICARE		2,605		2,885
142-99100-50400-120-1000-9000	INDIRECT COST (2%)		30,588		31,818
	<b>TOTAL IDEA PART B</b>	<b>35</b>	<b>1,559,979</b>	<b>35</b>	<b>1,622,725</b>
	<b>GRAND TOTAL IDEA PART B</b>	<b>35</b>	<b>1,559,979</b>	<b>35</b>	<b>1,622,725</b>

Informational Note: IDEA-B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits and contracted services used in the IDEA program.

**FEDERAL FUNDS - PRESCHOOL INCENTIVE**

**EXPENDITURES - PRESCHOOL INCENTIVE**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-71200-42900-120-1000-9100	INSTRUCTIONAL SUPPLIES		4,735		4,748
142-71200-72500-120-1000-9100	SPECIAL EDUCATION EQUIPMENT		12,508		11,590
142-71200-39900-120-1000-9100	OTHER CONTRACTED SERVICES		1,265		1,265
142-99100-50400-222-1000-9100	INDIRECT COST (2%)		120		120
	<b>TOTAL PRESCHOOL INCENTIVE</b>	<u>0</u>	<u>18,628</u>	<u>0</u>	<u>17,723</u>
	<b>GRAND TOTAL PRESCHOOL INCENTIVE</b>	<u>0</u>	<u>18,628</u>	<u>0</u>	<u>17,723</u>

**Informational Note: Preschool Incentive is for support of preschool children under the IDEA program.  
Includes cost of materials, supplies, out of town travel and equipment used in the Preschool Incentive program.**

**FEDERAL FUNDS - CONSOLIDATED ADMINISTRATION**

**EXPENDITURES - CONSOLIDATED ADMINISTRATION**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-72210-10500-221-1000-0100	SUPERVISOR/DIRECTOR	1	61,436	1	67,130
142-72210-16200-221-1000-0100	CLERICAL PERSONNEL	1	39,824	1	40,244
142-72210-18900-221-1000-0100	OTHER SALARIES & WAGES	1	6,187		
142-72210-20100-221-1000-0100	SOCIAL SECURITY		6,700		6,658
142-72210-20400-221-1000-0100	STATE RETIREMENT		9,858		9,826
142-72210-20600-221-1000-0100	LIFE INSURANCE		324		324
142-72210-20700-221-1000-0100	MEDICAL INSURANCE		9,919		9,865
142-72210-21200-221-1000-0100	EMPLOYER MEDICARE		1,612		1,557
142-72210-52400-221-1000-0100	IN-SERVICE/STAFF DEVELOPMENT		4,707		2,653
142-72210-79000-221-1000-0100	OTHER EQUIPMENT				1,000
142-99100-50400-221-1000-0100	INDIRECT COST (2%)		2,811		2,765
<b>TOTAL CONSOLIDATED ADMINISTRATION</b>		<u>3</u>	<u>143,378</u>	<u>2</u>	<u>142,022</u>
<b>GRAND TOTAL CONSOLIDATED ADMINISTRATION</b>		<u>3</u>	<u>143,378</u>	<u>2</u>	<u>142,022</u>

**Informational Note: One Supervisor (Federal Programs) and one clerical position are funded through the funds contributed from Title I, Title II, and Title III. Also funded here are out of town travel and equipment for these employees.**

FEDERAL FUNDS - TITLE I

EXPENDITURES - INSTRUCTION

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-71100-11600-110-1000-1000	TEACHERS	4	244,893	3	185,346
142-71100-16300-221-1000-1000	EDUCATIONAL ASSISTANTS	4	86,538	3	64,761
142-71100-20100-110-1000-1000	SOCIAL SECURITY		20,580		15,507
142-71100-20400-110-1000-1000	STATE RETIREMENT		30,061		22,833
142-71100-20600-110-1000-1000	LIFE INSURANCE		1,000		882
142-71100-20700-110-1000-1000	MEDICAL INSURANCE		19,058		9,209
142-71100-21200-110-1000-1000	EMPLOYER MEDICARE		4,812		3,627
<b>SUBTOTAL TEACHERS &amp; ED ASSISTANTS SALARIES &amp; BENEFITS</b>		<b>8</b>	<b>406,942</b>	<b>6</b>	<b>302,165</b>

Informational Note: Title I funds are used to support programs to improve student achievement with three teachers and three educational assistants in targeted assistance schools.

FEDERAL FUNDS - TITLE I

EXPENDITURES - INSTRUCTION SUPPORT

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-71100-42900-110-1000-1000	INSTRUCTIONAL SUPPLIES & MATERIALS				
142-71100-72200-110-1000-1000	REGULAR INSTRUCTIONAL EQUIPMENT		37,539		34,000
142-72210-30800-221-1000-1000	CONSULTANTS				15,845
142-72210-49900-221-1000-1000	OTHER SUPPLIES & MATERIALS		14,591		15,000
142-72210-52400-221-1000-1000	IN-SERVICE/STAFF DEVELOPMENT		7,398		7,000
142-99100-50400-221-1000-1000	INDIRECT COST (2%)		36,322		36,000
			10,056		7,884
	<b>SUBTOTAL INSTRUCTION SUPPORT</b>	<u>0</u>	<u>105,907</u>	<u>0</u>	<u>115,729</u>
	<b>TOTAL TITLE I</b>	<u>8</u>	<u>512,849</u>	<u>6</u>	<u>417,894</u>

Informational Note: Title I funds are used to support programs to improve student achievement in four schools. Includes cost of materials, out of town travel, other charges and equipment used in the Title I program.

FEDERAL FUNDS - TITLE II

EXPENDITURES - TEACHERS & PRINCIPALS TRAINING & RECRUITING

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-72210-18900-221-1000-2000	OTHER SALARIES & WAGES	1	71,041	1	71,041
142-72210-20100-221-1000-2000	SOCIAL SECURITY		4,410		4,405
142-72210-20400-221-1000-2000	STATE RETIREMENT		6,430		6,423
142-72210-20600-221-1000-2000	LIFE INSURANCE		300		215
142-72210-20700-221-1000-2000	MEDICAL INSURANCE		11,740		12,327
142-72210-21200-221-1000-2000	EMPLOYER MEDICARE		1,035		1,031
142-72210-30800-221-1000-2000	CONSULTANTS		35,490		15,000
142-72210-49900-221-1000-2000	OTHER SUPPLIES & MATERIALS		5,000		5,000
142-72210-52400-221-1000-2000	IN-SERVICE/STAFF DEVELOPMENT		133,740		107,828
142-72210-52401-221-1000-2000	IN SERVICE/STAFF DEV - NON PUBLIC		6,042		6,042
142-72210-79000-221-1000-2000	OTHER EQUIPMENT		10,000		10,918
142-99100-50400-221-1000-2000	INDIRECT COST (2%)		5,505		4,587
	<b>TOTAL TITLE II</b>	<u>1</u>	<u>290,733</u>	<u>1</u>	<u>244,817</u>
	<b>GRAND TOTAL TITLE II</b>	<u>1</u>	<u>290,733</u>	<u>1</u>	<u>244,817</u>

Informational Note: Title II funds are used to recruit, train, prepare, provide professional development for and retain high quality teachers. Includes cost of salary and benefits for the Support Team Facilitator, materials, supplies, equipment and services used in the Title II program.

FEDERAL FUNDS - TITLE III

EXPENDITURES - ENGLISH LANGUAGE LEARNERS

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>2016-17</u> <u>PERS</u>	<u>2016-17</u> <u>BUDGET</u>	<u>2017-18</u> <u>PERS</u>	<u>2017-18</u> <u>BUDGET</u>
142-72210-19600-221-1000-3000	IN-SERVICE TRAINING				
142-72210-20100-221-1000-3000	SOCIAL SECURITY		5,000		5,000
142-72210-20400-221-1000-3000	STATE RETIREMENT		310		310
142-72210-21200-221-1000-3000	EMPLOYER MEDICARE		452		454
142-72210-49900-221-1000-3000	OTHER SUPPLIES & MATERIALS		73		73
142-72210-52400-221-1000-3000	IN-SERVICE/STAFF DEVELOPMENT		7,356		7,354
142-72210-79000-221-1000-3000	OTHER EQUIPMENT		3,000		3,000
142-99100-50400-221-1000-3000	INDIRECT COST (2%)		14,750		12,698
			324		324
	<b>TOTAL TITLE III</b>	<u>0</u>	<u>31,265</u>		<u>29,213</u>
	<b>GRAND TOTAL TITLE III</b>	<u>0</u>	<u>31,265</u>	<u>0</u>	<u>29,213</u>

Informational Note: Title III funds support instructional services for English Language Learners. Includes a stipend and related benefits for the ELL Lead Teacher/Liason, cost of materials, supplies, equipment and out of town travel for the Title III program.

TOTAL FEDERAL FUNDS	47	2,556,832	44	2,474,394
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## Differentiated Pay Budget (Additional Roles/Responsibilities) 2017-2018



School Support Team Positions	Number of Teachers	Stipend Amount	Amount	Total
Instructional Coach	2-3 per school (19 total)	\$3,500	\$66,500	
Support Team Leader	3 per district	\$4,000	\$12,000	
		<b>Support Team Stipends Total</b>		<b>78,500</b>
School Support Team Release	Release Days	Sub Amount	Amount	
Instructional Coach	4 days : (4) 1/2 day training, (4) 1/2 school support	\$117	8,892	
Support Team Leader	8 days : 4 plan, 4 IC training	\$117	\$2,808	
		<b>Support Team Release Total</b>		<b>11,700</b>
Vanguard Teams	Number of Teachers	Stipend Amount	Amount	
2 per elementary	10	\$500	\$5,000	
3 per middle	6	\$500	\$3,000	
4 per high	4	\$500	2,000	
				<b>10,000</b>
Vanguard Release	Release Days	Sub Amount	Amount	
2 days each: (4- 1/2 day trainings)	(48 days total- 24 Vanguard- includes 4 new HS)	\$117	5,616	
		<b>Vanguard Team Release Total</b>		<b>5,616</b>
Additional Teacher Leader Roles	Number of Teachers	Stipend Amount	Amount	
Teacher Leaders	Eligible teachers serving in Teacher Leader roles during the 2017-2018 school year through additional roles/responsibilities outlined by Collierville Schools	Stipends will be paid based on support/services provided during the 2017-2018 school year.		
		<b>Teacher Leader Stipends Total</b>		<b>45,000</b>
		<b>School Support Teams Total:</b>		<b>150,816</b>
Extended Contracts Units	Number of Teachers	Stipend Amount	Amount	
ES= 4, MS= 5, HS= 10	50 per District	1,000 per unit	50,000	
		<b>Extended Contracts Total:</b>		<b>50,000</b>
		<b>Differentiated Pay Total:</b>		<b>200,816</b>



**Collierville Schools  
School Support Teams  
2017-2018**

***School Support Teams Positions:***

***INSTRUCTIONAL COACH (IC)  
SUPPORT TEAM LEADER (STL)  
TEACHER LEADER (TL)  
VANGUARD TEAM (VT)***

**Instructional Coach (Approximately 2 per school)**

Instructional Coach Eligibility Requirements

- Educators must apply (annually) for the Instructional Coach position
- School Administrators will make Instructional Coach selections
- 3 or more years of highly effective teaching experience required
- Master's degree preferred
- Works effectively with teachers, principal and district leaders
- Works collaboratively with the School Support Team members
- Possesses strong relationship, leadership, and instructional skills
- Embraces a growth mindset for themselves, colleagues, and students
- Confidentiality agreement must be signed
- Note: Instructional Coaches may not serve dual roles (Support Team Leader, Vanguard Educator, Interventionist, other district identified support leaders)

Instructional Coach Responsibilities

- Attend Summer TEAM Training (if not currently TEAM certified)
- Attend PD offerings and redeliver content as needed
- Model/share best practices of technology integration with colleagues
- Complete TEAM certification/recertification
- Attend Instructional Coach trainings (includes 2 summer days: IC Training New Teacher Orientation), and quarterly IC trainings (release time provided)
- Complete a minimum of 60 documented hours of service within the Instructional Coach role
- Collaborate with school administrators to identify school needs
- Maintain a model classroom for scheduled teacher visits
- Provide peer-to-peer coaching support by means of informal evaluations
- Maintain documentation of Instructional Coach services
- Design and facilitate 2 district-wide and 4 school-based PD sessions (outside of school hours)
- Conduct TEAM walkthrough observations
- Support teachers as needed including, but not limited to:
  - Providing specific, actionable feedback
  - Conducting coaching conversations

- Providing resources and research-based strategies
- Conducting non-evaluative observations
- Facilitating personal learning plans
- Modeling effective teaching
- Implementing reflective practice
- Analyzing data to determine teacher/student needs
- Assist with peer to peer observations

#### Instructional Coach Stipend Guidelines

- Instructional Coaches are eligible to receive \$3500 upon completion of all Instructional Coach responsibilities outlined above
- Stipends will be disbursed after the school year is completed
- No partial stipends will be disbursed
- Note: Instructional Coaches are leaders in the building with a focus on teacher growth and student achievement. Professionalism, confidentiality, and strong work ethic are expected at all times. An Instructional Coach may be asked to relinquish his/her position if not satisfactorily meeting expectations, at which time no stipend will be paid.

## **Support Team Leader (3 per district)**

### Support Team Leader Eligibility Requirements

- Educators must apply (annually) for the Support Team Leader position
- District Administrators will make Support Team Leader selections
- 3 or more years of highly effective teaching experience required
- Previously served in a Teacher Leader role (LC, MT, STL, IC etc.)
- Master's degree preferred
- Works effectively with teachers, principal and district leaders
- Works collaboratively with the School Support Team members
- Possess strong relationship, leadership, and instructional skills
- Embraces a growth mindset for themselves, colleagues, and students
- Confidentiality agreement must be signed
- Note: Support Team Leaders may not serve dual roles (Instructional Coach, Vanguard Educator, Interventionist, other district identified support leaders)

### Support Team Leader Responsibilities

- Attend summer TEAM Training (if not currently TEAM certified)
- Complete TEAM certification/recertification
- Attend Support Team Leader Training (summer date TBD)
- Assist with designing and leading 3 summer trainings:
  - Instructional Coach Training (July 21, 2017)
  - New Teacher Orientation (July 24, 2017)
  - New Teacher Team Training (July 25, 2017)
- Assist with designing and leading quarterly New Teacher Trainings and quarterly Instructional Coach Trainings (release time provided)
- Design and facilitate a minimum of 4 district-wide PD sessions outside of school hours
- Complete a minimum of 60 documented hours of service within the Support Team Leader role
- Maintain documentation of Support Team Leader services
- Maintain a model classroom for scheduled teacher visits
- Conduct TEAM walkthrough observations
- Serve School Support Teams as needed including, but not limited to:
  - Coaching/mentoring School Support Teams
  - Conducting "train the trainer" PD sessions
  - Collecting and analyzing teacher/student/school data to determine needs and drive delivery of Support Team services
  - Communicating regularly with School Support Teams
  - Collaborating regularly with district supervisor
  - Providing resources and research-based strategies
  - Conducting non-evaluative observations
  - Documenting/facilitating personal learning plans
  - Modeling effective teaching
  - Implementing reflective practice
  - Assisting with peer to peer observations
  - Assisting with organizing school/district PD
  - Other duties as directed by district supervisor

### Support Team Leader Stipend Guidelines

- Support Team Leaders are eligible to receive \$4000 upon completion of all Support Team Leader responsibilities outlined above
- Stipends will be disbursed after the school year is completed
- No partial stipends will be disbursed
- Note: Support Team Leaders are leaders in the building with a focus on teacher growth and student achievement. Professionalism, confidentiality, and strong work ethic are expected at all times. Support Team Leaders may be asked to relinquish his/her position if not satisfactorily meeting expectations, at which time no stipend will be paid.

## **Teacher Leaders**

Approximately 100 teachers will serve in teacher leader positions during the 2017-2018 school year to support district initiatives and goals.

### Teacher Leader Eligibility Requirements

- Educators serving as Teacher Leaders will be identified based on, but not limited to the following:
  - TEAM evaluation scores/reinforcement areas
  - Student achievement
  - Curriculum expertise and experience
  - Technology expertise and experience
  - Leadership skills
  - Teachers representatives selected to lead school/district programs
  - Recommendations by school and/or district administrators
- Works effectively with teachers, principal and district leaders
- Works collaboratively with the School Support Team members
- Possesses strong relationship, leadership, and instructional skills
- Embraces a growth mindset for themselves, colleagues, and students
- Maintains confidentiality

### Teacher Leader Responsibilities

- Attend school/district/state trainings per district request
- Redeliver trainings as deemed necessary
- Collaborate with school and district administrators to identify school needs
- Maintain a model classroom for scheduled teacher visits
- Share best practices by way of video recording, resources, peer observations, and professional development sessions
- Design and facilitate professional development sessions to support school/district goals
- Submit activity proposals and documentation for all professional development and support sessions
- Perform additional duties outside of teacher role to support school/district goals

### Teacher Leader Stipends

- Teacher Leaders are eligible to receive a stipend for the responsibilities outlined above.
- Stipends will be based on a predetermined rate per session, which requires a minimum number of documented hours within the Teacher Leader role.
- Stipends will be disbursed after the school year is completed
- Note: Teacher Leaders must have a focus on teacher growth and student achievement. Professionalism, confidentiality, and strong work ethic are expected at all times. A Teacher Leader may be asked to relinquish his/her position if not satisfactorily meeting expectations, at which time no stipend will be paid.

## **Vanguard Team (Approximately 25 per district)**

The Vanguard team is made up of two roles:

**Vanguard Member**- first year with the Vanguard Team (will receive intensive training)

**Vanguard Coach**- second year with the Vanguard Team (will focus on providing training)

### **1:1 Vanguard Team Eligibility Requirements**

- School Administrators will make Vanguard selections
- 3 or more years of highly effective teaching experience required
- Works effectively with teachers, school administration, and district leaders
- Works collaboratively with the Technology and Curriculum team members
- Possesses strong relationship, leadership, and instructional skills
- Technology expertise not required, must be willing to gain knowledge of technology devices and integration of best practices
- Vanguard Coach role- must have one year of Vanguard Member experience
- Confidentiality agreement must be signed

### **1:1 Vanguard Teacher Eligibility Responsibilities**

- Vanguard Member role-
  - Attend quarterly Vanguard trainings- dates TBD
  - Design and facilitate 2 school-based PD sessions during the 2017-2018 school year within the Vanguard Member role
- Vanguard Coach role-
  - Attend quarterly Vanguard meetings- dates TBD
  - Design and deliver 2 school-based and 2 district-wide PD sessions during the 2017-2018 school year within the Vanguard Coach role
- Maintains documentation of Vanguard Coach services
- Models/shares best practices of technology integration with colleagues
- Works collaboratively with the Instructional Technology Facilitator to support teachers

### **1:1 Vanguard Coach Stipend Guidelines**

- Vanguard Coaches are eligible to receive \$500 upon completion of the Vanguard Coach responsibilities outlined above
- Stipends will be disbursed after the school year is completed
- No partial stipends will be disbursed
- Note: Vanguards are leaders in the district with a focus on 1:1 device support. Professionalism, confidentiality, and strong work ethic are expected at all times. Vanguards may be asked to relinquish his/her position if not satisfactorily meeting expectations, at which time no stipend will be paid.

## **Extended Contracts 2017-2018**

### **Extended Contracts (EC) (Approximately 50 per district)**

#### Extended Contract Eligibility Requirements

- Educators must apply (annually) for Extended Contracts
- School Administrators will make Extended Contract selections
- 3 or more years of highly effective teaching experience required
- Works effectively with students, parents and administrators
- Possesses strong relationship, leadership, and instructional skills
- Embraces a growth mindset for themselves, colleagues, and students
- Delivers high quality instruction/services
- Confidentiality agreement must be signed
- Note: Educators working an Extended Contract may not serve dual roles (Support Team Leader, Vanguard Educator, Interventionist, other district identified support leaders)

#### Extended Contract Responsibilities

- Collaborate with school administrators to review Needs Assessment, identify student needs and determine goals/objectives for the upcoming year
- Use current data to design Extended Contract Activity Proposal
- Submit Extended Contract Application clearly outlining the goals and objectives of the activity and how they align to the School's Improvement Plan
- Keep an up to date time log (provided by Central Office) documenting all hours of service
- Submit required time log by scheduled deadline
- Distribute end of the year surveys to all students and parents participating in the Extended Contract Activity
- Submit all surveys to the school's Extended Contract Coordinator by scheduled deadline

#### Extended Contract Stipend Guidelines

- Educators are eligible to receive a stipend of \$1,000 per ECU upon completion of all Extended Contract responsibilities outlined above
- Extended Contract hours must be documented on the EC time log and submitted to Central Office by the scheduled deadline
- Stipends will be disbursed after the school year is completed
- No partial stipends will be disbursed
- Note: Educators working on Extended Contracts are leaders in the building with a focus on student achievement. Professionalism, confidentiality, and strong work ethic are expected at all times. Educators working on Extended Contracts may be asked to relinquish his/her position if not satisfactorily meeting expectations, at which time no stipend will be paid.