

**Collierville Schools Board Business Meeting
February 25, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017**

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|--|---|
| I. Call to Order | Wright Cox, Chairman |
| II. Roll Call | Wright Cox, Chairman |
| III. Moment of Silence | Wright Cox, Chairman |
| IV. Pledge of Allegiance | Wright Cox, Chairman |
| V. Special Presentation | Dr. Russell Dyer, Director of Schools |
| A. Audit Presentation by Mark Nicolas of FORVIS for school year ending June 2024. | |
| VI. Special Recognitions | |
| A. Collierville High School Dance Team | Terrance Moore, Sponsor |
| B. Collierville Dragon Dancers | Jodi Latimer, Sponsor, Rebecca Secrist, Sponsor |
| VII. Public Comments | Wright Cox, Chairman |
| VIII. Approval of February 25, 2025 Board Business Meeting Agenda | Wright Cox, Chairman |
| IX. Business Affairs | Wright Cox, Chairman |
| A. Approval of January 2025 Monthly Financial Statements | |
| B. Approval of January 28, 2025 Business Meeting Minutes | |
| X. Reports | |
| A. Chairman's Report | Wright Cox, Chairman |
| B. Director's Report | Dr. Russell Dyer, Director of Schools |
| XI. Business Items for Approval | Dr. Russell Dyer, Director of Schools |
| A. Approval of Resolution 2025-04 General Fund Budget #2 | Anita Floyd, Chief Financial Officer |
| B. Approval of Updated Collierville High School Fees 2024-2025 to include Girls Flag Football | Dr. Russell Dyer, Director of Schools |
| C. Approval of National Glazing Solutions, LLC estimate in the amount of \$243,274.90 to install Phase II window safety film on all first floor classroom exterior windows and administrative office exterior windows. | Dr. Russell Dyer, Director of Schools |
| D. Granting of Tenure to the attached roster of Eligible Employees | Ms. Cecelia Booker, Chief of Human Resources |
| XII. Consent Items for Approval - Support Services Policy | Dr. Russell Dyer, Director of |



**COLLIERVILLE
SCHOOLS**

SCHOLARSHIP · INTEGRITY · SERVICE

Updates

XIII. Adjournment

Schools



COLLIERVILLE SCHOOLS

SCHOLARSHIP · INTEGRITY · SERVICE

MONTHLY FINANCIAL REPORT



JANUARY 2025

2024-2025

GENERAL FUND

SCHOOL NUTRITION

FEDERAL PROGRAMS

DISCRETIONARY GRANTS

C. I. P.

**GENERAL FUND
REVENUE**

JANUARY 2025 GENERAL FUND REVENUE

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
141 General Purpose Fund						
40110 Current Property Tax	23,520,000.00	23,520,000.00	12,674,073.93	1,676,705.78	10,845,926.07	53.9%
40120 Trustee's Collection-PY	410,000.00	410,000.00	268,034.65	53,239.32	141,965.35	65.4%
40130 Clerk & Master/Cir Court-P	150,000.00	150,000.00	84,948.83	13,306.12	65,051.17	56.6%
40150 Pickup Taxes	1,715,161.00	1,715,161.00	69,206.06	5,852.06	1,645,954.94	4.0%
40162 Pymt in Lieu-Taxes-Local U	248,235.00	248,235.00	182,872.32	.00	65,362.68	73.7%
40163 Pymt in Lieu of Taxes-Othe	282,831.00	282,831.00	45,087.47	33,290.48	237,743.53	15.9%
40210 Local Option Sales Taxes	15,800,000.00	15,800,000.00	7,822,343.71	1,305,190.41	7,977,656.29	49.5%
40240 wheel Tax	2,000,105.00	2,000,105.00	1,825,528.16	1,250,672.04	174,576.84	91.3%
40270 Business Tax	3,300.00	3,300.00	1,421.47	203.87	1,878.53	43.1%
40275 Mixed Drink Tax	289,000.00	289,000.00	145,385.35	58,912.50	143,614.65	50.3%
40390 Municipal Tax	2,582,675.00	2,582,675.00	1,506,560.37	215,222.91	1,076,114.63	58.3%
43513 Tuition - Summer School	20,000.00	20,000.00	.00	.00	20,000.00	.0%
43515 Tuition - Other State Syst	150,750.00	150,750.00	142,003.74	600.00	8,746.26	94.2%
43990 Other Charges for Services	500,000.00	500,000.00	94,741.06	6,747.95	405,258.94	18.9%
43991 Other Charges for svcs-(SS	515,000.00	515,000.00	266,018.84	63,955.28	248,981.16	51.7%
44110 Investment Income	440,038.00	440,038.00	452,671.22	58,057.56	-12,633.22	102.9%
44120 Lease/Rentals	20,000.00	20,000.00	3,351.95	720.00	16,648.05	16.8%
44170 Miscellaneous Refunds	850,000.00	850,000.00	79,010.35	11,520.84	770,989.65	9.3%
44171 Tech Replacement Fees	7,000.00	7,000.00	1,782.40	.00	5,217.60	25.5%
44172 Substitute Reimbursement	40,000.00	40,000.00	14,877.23	4,133.76	25,122.77	37.2%
44174 Device Fees	300,000.00	300,000.00	189,455.00	97,870.00	110,545.00	63.2%
44176 Refund - IRS	.00	.00	1.98	.00	-1.98	100.0%
44177 CHS Band Boosters	25,000.00	25,000.00	15,799.98	2,633.33	9,200.02	63.2%
44178 CHS POM Boosters	13,200.00	13,200.00	7,889.50	.00	5,310.50	59.8%
44179 Collierville Dragon Dancer	13,200.00	13,200.00	8,800.08	2,933.36	4,399.92	66.7%
44180 CHS Cheer Boosters	6,930.00	6,930.00	7,700.04	1,283.34	-770.04	111.1%
44181 CHS Boys Soccer	6,250.00	6,250.00	.00	.00	6,250.00	.0%
44182 CHS Volleyball	5,500.00	5,500.00	7,675.31	.00	-2,175.31	139.6%
44183 CHS Trap Team	2,400.00	2,400.00	2,325.85	.00	74.15	96.9%
44184 CHS Cross Country	2,000.00	2,000.00	3,000.00	.00	-1,000.00	150.0%
44185 CMS Band Boosters	2,400.00	2,400.00	.00	.00	2,400.00	.0%
44186 CHS Baseball Boosters	29,150.00	29,150.00	18,600.00	3,100.00	10,550.00	63.8%
44187 CHS Softball	5,000.00	5,000.00	.00	.00	5,000.00	.0%
44188 CHS Girls Soccer	7,000.00	7,000.00	8,140.48	.00	-1,140.48	116.3%
44189 CHS Theatre	6,500.00	6,500.00	1,162.93	.00	5,337.07	17.9%
44190 CMS Cheer	5,250.00	5,250.00	5,833.36	555.56	-583.36	111.1%
44192 CHS Girls Lacrosse	700.00	700.00	.00	.00	700.00	.0%
44193 CHS Basketball Boosters	11,000.00	11,000.00	.00	.00	11,000.00	.0%
44194 CHS Speech & Debate	1,000.00	1,000.00	.00	.00	1,000.00	.0%
44195 Athletic Account - Summer	100,000.00	100,000.00	128,865.36	.00	-28,865.36	128.9%

JANUARY 2025 GENERAL FUND REVENUE

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
44196 CHS Football Boosters	32,085.00	32,085.00	55,094.00	400.00	-23,009.00	171.7%
44197 CHS Boys Wrestling Booster	.00	.00	1,000.00	.00	-1,000.00	100.0%
44198 WCMS Cheer Boosters	.00	.00	10,000.00	.00	-10,000.00	100.0%
44201 CHS Swimming	.00	.00	1,000.00	.00	-1,000.00	100.0%
44203 CHS Robotics Boosters	.00	.00	9,280.00	.00	-9,280.00	100.0%
44520 Insurance Recovery	10,000.00	10,000.00	43,295.00	.00	-33,295.00	433.0%
44530 Sale of Equipment	1,100,000.00	1,100,000.00	257,563.80	.00	842,436.20	23.4%
44560 Damages Recovered from Ind	1,000.00	1,000.00	35,440.19	.00	-34,440.19	3544.0%
44990 Other Local Revenue	2,000.00	2,000.00	1,000.00	.00	1,000.00	50.0%
44991 Dragon Games Donations	4,000.00	4,000.00	.00	.00	4,000.00	.0%
46510 TN Inv in Student Achievem	62,793,827.00	62,793,827.00	38,061,474.15	6,146,658.19	24,732,352.85	60.6%
46513 TISA On -Behalf Paymt Reve	.00	260,653.00	.00	.00	260,653.00	.0%
46610 Career Ladder Program	76,000.00	76,000.00	41,330.88	.00	34,669.12	54.4%
46990 Other State Revenues	.00	.00	51,916.83	.00	-51,916.83	100.0%
47143 Special Edu-Grants to Stat	5,000.00	5,000.00	.00	.00	5,000.00	.0%
49800 Transfers In	2,670,000.00	2,670,000.00	228,199.68	26,856.44	2,441,800.32	8.5%
49900 Revenue YE Close	3,866,904.00	4,201,555.86	.00	.00	4,201,555.86	.0%
TOTAL General Purpose Fund	120,647,391.00	121,242,695.86	64,881,763.51	11,040,621.10	56,360,932.35	53.5%
GRAND TOTAL	120,647,391.00	121,242,695.86	64,881,763.51	11,040,621.10	56,360,932.35	53.5%

** END OF REPORT - Generated by Anita Floyd **

**GENERAL FUND
EXPENDITURES**

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 General Purpose Fund							
71100 Regular Instruction Program							
E11600 Teachers	38,764,043.00	38,764,043.00	20,633,040.26	4,435,312.65	.00	18,131,002.74	53.2%
E11700 Career Ladder	59,000.00	59,000.00	25,500.00	25,500.00	.00	33,500.00	43.2%
E12700 Career Ladder Ext Contrac	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E12800 Homebound Teachers	30,000.00	30,000.00	2,896.25	1,015.00	.00	27,103.75	9.7%
E16300 Educational Assistants	1,547,602.00	1,547,602.00	866,214.42	214,658.64	.00	681,387.58	56.0%
E18800 Bonus Payments	1,065,000.00	1,175,000.00	1,150,000.00	9,000.00	.00	25,000.00	97.9%
E18945 Other Sal & Wages-TN All	.00	.00	56,765.36	10,710.00	.00	-56,765.36	100.0%
E19500 Sub Teachers-Certified	641,670.00	641,670.00	320,522.56	66,957.71	.00	321,147.44	50.0%
E19550 Permanent Sub	288,000.00	288,000.00	130,020.00	35,054.00	.00	157,980.00	45.1%
E19800 Sub Teachers-Non-Certifie	20,000.00	20,000.00	16,695.01	120.00	.00	3,304.99	83.5%
E20100 Social Security	2,630,989.00	2,641,217.00	1,352,319.39	276,187.73	.00	1,288,897.61	51.2%
E20145 Social Security-TN All Co	.00	.00	1,597.14	455.70	.00	-1,597.14	100.0%
E20400 Pensions	2,707,820.00	2,725,336.00	1,607,587.28	331,400.08	.00	1,117,748.72	59.0%
E20600 Life Insurance	100,000.00	100,000.00	71,115.13	17,730.84	.00	28,884.87	71.1%
E20700 Medical Insurance	4,400,000.00	4,400,000.00	2,791,887.62	694,543.03	.00	1,608,112.38	63.5%
E21200 ER Medicare	615,312.00	618,145.00	317,331.70	64,879.13	.00	300,813.30	51.3%
E21245 Employer Medicare-TN All	.00	.00	686.19	155.30	.00	-686.19	100.0%
E21700 Retirement-Hybrid Stab	145,000.00	145,000.00	95,556.05	19,453.28	.00	49,443.95	65.9%
E33000 Operating Lease Payments	2,635,000.00	2,635,000.00	.00	.00	.00	2,635,000.00	.0%
E33600 Maint & Repair-Equipment	29,200.00	29,200.00	9,943.15	971.17	6,956.79	12,300.06	57.9%
E39900 Other Contracted Services	130,000.00	130,000.00	51,085.00	.00	.00	78,915.00	39.3%
E39902 Other Contr Svcs-Translat	10,000.00	10,000.00	2,850.46	457.04	4,601.97	2,547.57	74.5%
E42900 Inst Supplies & Materials	752,800.00	717,300.00	197,394.88	3,915.38	7,705.52	512,199.60	28.6%
E42905 Inst Supplies-Alloc to Sc	427,220.00	427,220.00	405,060.00	.00	.00	22,160.00	94.8%
E44900 Textbooks	1,000,000.00	1,000,000.00	870,023.46	3,952.30	4,500.00	125,476.54	87.5%
E49900 Other Supplies &Mat	40,000.00	40,000.00	35,384.77	.00	.00	4,615.23	88.5%
E59902 Other Charges - Summer Sc	6,000.00	6,000.00	.00	.00	.00	6,000.00	.0%
E72200 Reg Inst Equipment	706,000.00	713,500.00	184,607.86	39,164.54	344,079.45	184,812.69	74.1%
E72217 Reg Inst Equip (Reimburse	400,000.00	540,000.00	112,834.86	14,347.80	221,080.64	206,084.50	61.8%
TOTAL Regular Instruction Prog	59,170,656.00	59,423,233.00	31,308,918.80	6,265,941.32	588,924.37	27,525,389.83	53.7%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71150 Alt Inst Program							
E11600 Teachers	128,573.00	128,573.00	65,130.97	10,177.99	.00	63,442.03	50.7%
E16300 Educational Assistants	26,128.00	26,128.00	12,302.42	2,420.00	.00	13,825.58	47.1%
E20100 Social Security	9,591.00	9,591.00	4,665.66	768.47	.00	4,925.34	48.6%
E20400 Pensions	9,839.00	9,839.00	4,495.74	647.32	.00	5,343.26	45.7%
E20600 Life Insurance	670.00	670.00	218.55	37.06	.00	451.45	32.6%
E20700 Medical Insurance	27,000.00	27,000.00	7,133.20	713.32	.00	19,866.80	26.4%
E21200 ER Medicare	2,243.00	2,243.00	1,091.20	179.72	.00	1,151.80	48.6%
E21700 Retirement-Hybrid Stab	400.00	400.00	60.57	.00	.00	339.43	15.1%
E39900 Other Contracted Services	40,000.00	40,000.00	12,148.00	2,034.00	.00	27,852.00	30.4%
E42900 Inst Supplies & Materials	4,000.00	4,000.00	737.94	264.00	.00	3,262.06	18.4%
E49900 Other Supplies & Mat	2,000.00	2,000.00	579.84	.00	.00	1,420.16	29.0%
E59900 Other Charges	2,000.00	2,000.00	.00	.00	178.95	1,821.05	8.9%
E79000 Other Equipment	5,000.00	5,000.00	1,238.00	.00	.00	3,762.00	24.8%
TOTAL Alt Inst Program	257,444.00	257,444.00	109,802.09	17,241.88	178.95	147,462.96	42.7%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71200 Special Education Program							
E11600 Teachers	4,627,256.00	4,627,256.00	2,458,417.40	532,065.36	.00	2,168,838.60	53.1%
E11700 Career Ladder	3,000.00	3,000.00	1,000.00	1,000.00	.00	2,000.00	33.3%
E12800 Homebound Teachers	83,996.00	83,996.00	46,149.38	9,889.15	.00	37,846.62	54.9%
E16300 Educational Assistants	2,312,620.00	2,312,620.00	1,283,262.03	318,676.82	.00	1,029,357.97	55.5%
E17100 Speech Pathologist	902,644.00	902,644.00	463,170.69	98,093.77	.00	439,473.31	51.3%
E18900 Other Salaries & Wages	2,000.00	2,000.00	1,555.00	.00	.00	445.00	77.8%
E19500 Sub Teachers-Certified	60,000.00	60,000.00	58,369.94	8,819.93	.00	1,630.06	97.3%
E19800 Sub Teachers-Non-Certifie	70,000.00	70,000.00	67,984.96	12,659.97	.00	2,015.04	97.1%
E20100 Social Security	499,691.00	499,691.00	254,767.90	56,561.69	.00	244,923.10	51.0%
E20400 Pensions	607,922.00	607,922.00	319,511.87	72,490.97	.00	288,410.13	52.6%
E20600 Life Insurance	17,750.00	17,750.00	13,601.19	3,443.15	.00	4,148.81	76.6%
E20700 Medical Insurance	714,150.00	714,150.00	526,403.86	132,686.16	.00	187,746.14	73.7%
E21200 ER Medicare	116,863.00	116,863.00	59,857.28	13,297.69	.00	57,005.72	51.2%
E21700 Retirement-Hybrid Stab	65,000.00	65,000.00	29,680.52	6,902.31	.00	35,319.48	45.7%
E31200 Contracts w Private Agenc	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E33600 Maint & Repair-Equipment	5,000.00	5,000.00	3,491.68	736.79	.00	1,508.32	69.8%
E42900 Inst Supplies & Materials	29,600.00	29,600.00	21,302.46	30.67	1.18	8,296.36	72.0%
E49900 Other Supplies &Mat	19,000.00	19,000.00	10,927.76	426.46	667.50	7,404.74	61.0%
E72500 Special Education Equipme	20,000.00	20,000.00	4,494.45	284.18	106.93	15,398.62	23.0%
TOTAL Special Education Progra	10,176,492.00	10,176,492.00	5,623,948.37	1,268,065.07	775.61	4,551,768.02	55.3%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71300 Vocational Education Program							
E11600 Teachers	2,229,707.00	2,229,707.00	1,129,012.29	243,137.00	.00	1,100,694.71	50.6%
E19500 Sub Teachers-Certified	45,000.00	45,000.00	30,864.96	6,164.89	.00	14,135.04	68.6%
E20100 Social Security	141,032.00	141,032.00	68,529.43	14,629.87	.00	72,502.57	48.6%
E20400 Pensions	141,809.00	141,809.00	82,273.33	17,689.42	.00	59,535.67	58.0%
E20600 Life Insurance	2,500.00	2,500.00	3,724.31	931.80	.00	-1,224.31	149.0%
E20700 Medical Insurance	90,000.00	90,000.00	112,665.86	28,077.30	.00	-22,665.86	125.2%
E21200 ER Medicare	32,983.00	32,983.00	16,074.16	3,426.12	.00	16,908.84	48.7%
E21700 Retirement-Hybrid Stab	6,000.00	6,000.00	6,382.86	1,357.26	.00	-382.86	106.4%
E33600 Maint & Repair-Equipment	10,000.00	10,000.00	704.40	.00	.00	9,295.60	7.0%
E42900 Inst Supplies & Materials	55,500.00	55,500.00	27,690.16	5,488.46	9,338.58	18,471.26	66.7%
E44900 Textbooks	20,000.00	20,000.00	13,700.00	.00	.00	6,300.00	68.5%
E49900 Other Supplies &Mat	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E73000 Vocational Equipment	20,000.00	20,000.00	2,084.00	925.00	66.00	17,850.00	10.8%
TOTAL Vocational Education Pro	2,804,531.00	2,804,531.00	1,493,705.76	321,827.12	9,404.58	1,301,420.66	53.6%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72110 Attendance							
E10500 Supervisor/Director	229,224.00	229,224.00	129,906.40	26,448.92	.00	99,317.60	56.7%
E16100 Secretary(s)	59,771.00	59,771.00	34,300.25	6,896.65	.00	25,470.75	57.4%
E18900 Other Salaries & Wages	339,980.00	339,980.00	200,707.96	39,717.12	.00	139,272.04	59.0%
E20100 Social Security	38,996.00	38,996.00	21,369.29	4,215.58	.00	17,626.71	54.8%
E20400 Pensions	42,680.00	42,680.00	29,551.86	5,936.44	.00	13,128.14	69.2%
E20600 Life Insurance	1,760.00	1,760.00	1,134.96	283.74	.00	625.04	64.5%
E20700 Medical Insurance	62,000.00	62,000.00	36,894.96	9,223.74	.00	25,105.04	59.5%
E21200 ER Medicare	9,120.00	9,120.00	4,997.47	985.88	.00	4,122.53	54.8%
E21700 Retirement-Hybrid Stab	.00	.00	1,475.39	287.73	.00	-1,475.39	100.0%
E35500 Travel	2,000.00	2,000.00	774.53	110.41	.00	1,225.47	38.7%
E39900 Other Contracted Services	66,500.00	66,500.00	45,806.22	.00	.00	20,693.78	68.9%
E49900 Other Supplies &Mat	2,500.00	2,500.00	734.84	36.96	.00	1,765.16	29.4%
E52400 In-Service/Staff Developm	33,000.00	33,000.00	8,715.24	.00	7,500.00	16,784.76	49.1%
E59900 Other Charges	250.00	250.00	.00	.00	.00	250.00	.0%
E70400 Attendance Equipment	3,000.00	3,000.00	2,177.98	.00	.00	822.02	72.6%
TOTAL Attendance	890,781.00	890,781.00	518,547.35	94,143.17	7,500.00	364,733.65	59.1%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72120 Health Services							
E13100 Medical Personnel	801,672.00	801,672.00	431,211.77	91,565.59	.00	370,460.23	53.8%
E18900 Other Salaries & Wages	315,284.00	315,284.00	198,465.09	47,104.00	.00	116,818.91	62.9%
E18910 Sub Nurses	2,000.00	2,000.00	.00	.00	.00	2,000.00	.0%
E20100 Social Security	69,375.00	69,375.00	36,117.86	7,799.37	.00	33,257.14	52.1%
E20400 Pensions	85,163.00	85,163.00	51,222.46	11,245.88	.00	33,940.54	60.1%
E20600 Life Insurance	2,500.00	2,500.00	1,938.42	492.18	.00	561.58	77.5%
E20700 Medical Insurance	150,000.00	150,000.00	92,689.08	24,732.18	.00	57,310.92	61.8%
E21200 ER Medicare	16,225.00	16,225.00	8,446.95	1,824.04	.00	7,778.05	52.1%
E21700 Retirement-Hybrid Stab	18,000.00	18,000.00	5,923.85	1,288.16	.00	12,076.15	32.9%
E35500 Travel	3,500.00	3,500.00	85.23	7.84	.00	3,414.77	2.4%
E39900 Other Contracted Services	60,000.00	60,000.00	100.00	.00	.00	59,900.00	.2%
E49900 Other Supplies & Mat	9,000.00	9,000.00	1,537.55	1,537.55	1,397.70	6,064.75	32.6%
E52400 In-Service/Staff Developm	7,000.00	7,000.00	2,308.78	.00	.00	4,691.22	33.0%
E73500 Health Equipment	5,000.00	5,000.00	4,004.00	.00	.00	996.00	80.1%
TOTAL Health Services	1,544,719.00	1,544,719.00	834,051.04	187,596.79	1,397.70	709,270.26	54.1%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72130 other Student Support							
E12300 Guidance Personnel	1,983,771.00	1,983,771.00	1,082,838.39	226,767.45	.00	900,932.61	54.6%
E18900 Other Salaries & Wages	350,000.00	350,000.00	145,357.03	16,765.49	.00	204,642.97	41.5%
E18913 Other Salaries-Schools Ex	.00	.00	664.01	.00	.00	-664.01	100.0%
E20100 Social Security	144,694.00	144,694.00	71,293.91	13,902.02	.00	73,400.09	49.3%
E20400 Pensions	148,428.00	148,428.00	84,423.09	16,707.73	.00	64,004.91	56.9%
E20600 Life Insurance	4,743.00	4,743.00	3,491.28	872.82	.00	1,251.72	73.6%
E20700 Medical Insurance	202,000.00	202,000.00	136,843.04	34,087.71	.00	65,156.96	67.7%
E21200 ER Medicare	33,840.00	33,840.00	16,673.92	3,251.16	.00	17,166.08	49.3%
E21700 Retirement-Hybrid Stab	7,600.00	7,600.00	3,792.38	705.73	.00	3,807.62	49.9%
E32200 Evaluation & Testing	76,450.00	76,450.00	50,991.91	.00	14,202.00	11,256.09	85.3%
E49900 Other Supplies &Mat	6,500.00	31,500.00	13,895.50	.00	480.12	17,124.38	45.6%
TOTAL Other Student Support	2,958,026.00	2,983,026.00	1,610,264.46	313,060.11	14,682.12	1,358,079.42	54.5%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 Regular Inst Program Support							
E10500 Supervisor/Director	1,035,386.00	1,035,386.00	587,017.25	120,394.35	.00	448,368.75	56.7%
E11700 Career Ladder	8,000.00	8,000.00	4,500.00	4,500.00	.00	3,500.00	56.3%
E12900 Librarian(s)	750,907.00	750,907.00	397,630.62	85,206.54	.00	353,276.38	53.0%
E13700 Education Media Personnel	60,000.00	20,000.00	3,371.65	3,371.65	.00	16,628.35	16.9%
E16100 Secretary(s)	59,771.00	59,771.00	32,513.04	6,896.65	.00	27,257.96	54.4%
E19600 In-Service Training	40,000.00	40,000.00	12,314.71	12,314.71	.00	27,685.29	30.8%
E20100 Social Security	121,152.00	121,152.00	61,440.37	13,630.67	.00	59,711.63	50.7%
E20400 Pensions	126,956.00	126,956.00	70,524.12	16,130.35	.00	56,431.88	55.6%
E20600 Life Insurance	5,060.00	5,060.00	3,283.68	829.92	.00	1,776.32	64.9%
E20700 Medical Insurance	227,000.00	227,000.00	75,285.04	20,124.94	.00	151,714.96	33.2%
E21200 ER Medicare	28,334.00	28,334.00	14,369.14	3,187.81	.00	13,964.86	50.7%
E21700 Retirement-Hybrid Stab	8,120.00	8,120.00	2,592.77	626.87	.00	5,527.23	31.9%
E30800 Consultants	48,000.00	48,000.00	24,550.00	.00	12,216.67	11,233.33	76.6%
E35500 Travel	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
E39900 Other Contracted Services	50,000.00	57,000.00	54,026.91	1,460.00	.00	2,973.09	94.8%
E39906 Other Contracts VCS TV St	.00	40,000.00	26,950.00	4,800.00	5,325.00	7,725.00	80.7%
E43200 Library Books/Media	95,000.00	95,000.00	58,884.14	3,192.19	7,792.35	28,323.51	70.2%
E49900 Other Supplies &Mat	12,800.00	12,800.00	5,723.87	.00	2,133.04	4,943.09	61.4%
E52400 In-Service/Staff Developm	137,000.00	137,000.00	30,215.47	1,712.65	4,500.00	102,284.53	25.3%
E59900 Other Charges	9,000.00	9,000.00	1,128.84	.00	582.75	7,288.41	19.0%
E79000 Other Equipment	25,000.00	25,000.00	3,268.87	.00	.00	21,731.13	13.1%
TOTAL Regular Inst Program Sup	2,848,486.00	2,855,486.00	1,469,590.49	298,379.30	32,549.81	1,353,345.70	52.6%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72215 Alt Inst Program Support							
E52400 In-Service/Staff Developm	2,500.00	2,500.00	.00	.00	.00	2,500.00	.0%
TOTAL Alt Inst Program Support	2,500.00	2,500.00	.00	.00	.00	2,500.00	.0%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72220 Special Edu Program Support							
E10500 Supervisor/Director	330,517.00	330,517.00	185,282.67	38,136.58	.00	145,234.33	56.1%
E11700 Career Ladder	1,000.00	1,000.00	500.00	500.00	.00	500.00	50.0%
E12400 Psychological Personnel	486,115.00	486,115.00	280,285.94	56,135.23	.00	205,829.06	57.7%
E16200 Clerical Personnel	434,637.00	434,637.00	253,632.77	58,452.31	.00	181,004.23	58.4%
E18900 Other Salaries & Wages	37,500.00	37,500.00	24,097.50	5,872.50	.00	13,402.50	64.3%
E18902 Occupational Therapy	435,818.00	435,818.00	248,978.70	53,188.61	.00	186,839.30	57.1%
E18903 Physical Therapist	89,588.00	89,588.00	48,239.66	10,337.07	.00	41,348.34	53.8%
E20100 Social Security	112,541.00	112,541.00	60,157.99	12,684.24	.00	52,383.01	53.5%
E20400 Pensions	134,917.00	134,917.00	77,075.01	16,769.41	.00	57,841.99	57.1%
E20600 Life Insurance	3,500.00	3,500.00	3,229.02	809.40	.00	270.98	92.3%
E20700 Medical Insurance	135,000.00	135,000.00	133,413.36	33,353.34	.00	1,586.64	98.8%
E21200 ER Medicare	26,320.00	26,320.00	14,069.94	2,966.44	.00	12,250.06	53.5%
E21700 Retirement-Hybrid stab	10,358.00	10,358.00	4,253.16	936.23	.00	6,104.84	41.1%
E30800 Consultants	15,000.00	14,000.00	472.12	207.88	.00	13,527.88	3.4%
E35500 Travel	4,640.00	4,640.00	1,795.74	309.59	.00	2,844.26	38.7%
E39900 Other Contracted Services	90,300.00	90,300.00	13,880.78	663.84	.00	76,419.22	15.4%
E49900 Other Supplies & Mat	15,000.00	15,000.00	12,528.89	3,695.54	2,212.56	258.55	98.3%
E52400 In-Service/Staff Developm	10,000.00	10,000.00	10,220.56	.00	.00	-220.56	102.2%
E59900 Other Charges	2,000.00	3,000.00	2,810.00	.00	.00	190.00	93.7%
E79000 Other Equipment	10,000.00	10,000.00	4,802.10	.00	.00	5,197.90	48.0%
TOTAL Special Edu Program Supp	2,384,751.00	2,384,751.00	1,379,725.91	295,018.21	2,212.56	1,002,812.53	57.9%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72250 Technology							
E10500 Supervisor/Director	930,839.00	930,839.00	531,633.44	107,404.48	.00	399,205.56	57.1%
E13800 Instru Computer Personnel	792,259.00	792,259.00	460,391.00	92,505.87	.00	331,868.00	58.1%
E16200 Clerical Personnel	55,218.00	55,218.00	32,983.72	6,371.31	.00	22,234.28	59.7%
E18900 Other Salaries & Wages	747,522.00	747,522.00	419,634.16	73,905.78	.00	327,887.84	56.1%
E20100 Social Security	156,602.00	156,602.00	85,218.22	16,324.61	.00	71,383.78	54.4%
E20400 Pensions	196,606.00	196,606.00	110,793.10	21,534.91	.00	85,812.90	56.4%
E20600 Life Insurance	7,000.00	7,000.00	4,516.54	1,101.66	.00	2,483.46	64.5%
E20700 Medical Insurance	220,000.00	220,000.00	138,806.16	32,684.54	.00	81,193.84	63.1%
E21200 ER Medicare	36,625.00	36,625.00	19,929.63	3,817.80	.00	16,695.37	54.4%
E21700 Retirement-Hybrid Stab	18,900.00	18,900.00	7,748.36	1,360.92	.00	11,151.64	41.0%
E30700 Communication	163,000.00	163,000.00	36,015.96	9,549.16	24,765.38	102,218.66	37.3%
E30800 Consultants	97,500.00	97,500.00	9,347.94	3,490.00	340.00	87,812.06	9.9%
E33600 Maint & Repair-Equipment	180,000.00	180,000.00	95,937.16	18.28	49,949.83	34,113.01	81.0%
E35000 Internet Connectivity	613,200.00	613,200.00	197,399.40	56,346.80	103,532.60	312,268.00	49.1%
E35500 Travel	1,500.00	1,500.00	156.65	64.27	.00	1,343.35	10.4%
E39900 Other Contracted Services	40,000.00	40,000.00	18,855.00	.00	.00	21,145.00	47.1%
E43500 Office Supplies	4,000.00	4,000.00	3,043.66	.00	133.86	822.48	79.4%
E47000 Cabling	53,500.00	53,500.00	12,358.56	.00	10,569.00	30,572.44	42.9%
E47100 Software	1,022,900.00	1,022,900.00	455,545.64	67,932.50	8,799.23	558,555.13	45.4%
E49900 Other Supplies & Mat	25,500.00	25,500.00	558.75	.00	.00	24,941.25	2.2%
E52400 In-Service/Staff Developm	75,100.00	75,100.00	28,726.99	10,110.16	.00	46,373.01	38.3%
E59900 Other Charges	143,250.00	143,250.00	111,204.85	.00	.00	32,045.15	77.6%
E70100 Administration Equipment	596,000.00	596,000.00	134,014.71	27,461.20	185,348.57	276,636.72	53.6%
E79000 Other Equipment	92,500.00	92,500.00	14,939.74	.00	52,742.77	24,817.49	73.2%
E79010 Technology Replacement Eq	5,000.00	5,000.00	4,996.00	.00	.00	4.00	99.9%
TOTAL Technology	6,274,521.00	6,274,521.00	2,934,755.34	531,984.25	436,181.24	2,903,584.42	53.7%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72310 Board of Education							
E18900 Other Salaries & Wages	39,829.00	39,829.00	23,998.43	4,310.97	.00	15,830.57	60.3%
E20100 Social Security	2,469.00	2,469.00	1,275.00	267.30	.00	1,194.00	51.6%
E20600 Life Insurance	9,900.00	9,900.00	5,461.71	1,091.91	.00	4,438.29	55.2%
E20700 Medical Insurance	660,000.00	660,000.00	309,012.91	64,657.74	.00	350,987.09	46.8%
E21200 ER Medicare	578.00	578.00	347.91	62.49	.00	230.09	60.2%
E21500 Contributions for OPEB	400,000.00	400,000.00	.00	.00	.00	400,000.00	.0%
E30500 Audit Services	81,000.00	81,000.00	68,100.00	8,100.00	.00	12,900.00	84.1%
E32000 Dues & Memberships	8,400.00	8,400.00	.00	.00	.00	8,400.00	.0%
E33100 Legal Services	125,000.00	125,000.00	61,648.92	.00	.00	63,351.08	49.3%
E39900 Other Contracted Services	8,000.00	8,000.00	3,600.00	.00	.00	4,400.00	45.0%
E49900 Other Supplies &Mat	600.00	600.00	49.99	.00	.00	550.01	8.3%
E50500 Judgments	90,000.00	90,000.00	.00	.00	.00	90,000.00	.0%
E50600 Liability Insurance	185,468.00	234,675.86	225,829.86	11,786.86	.00	8,846.00	96.2%
E50800 Premium on Corp Surety Bo	9,000.00	9,000.00	.00	.00	.00	9,000.00	.0%
E51300 On the Job Injuries	165,000.00	186,199.00	186,199.00	.00	.00	.00	100.0%
E52400 In-Service/Staff Developm	15,000.00	15,000.00	9,433.82	979.00	.00	5,566.18	62.9%
E59900 Other Charges	537,569.00	537,569.00	517,240.74	29.23	29.00	20,299.26	96.2%
TOTAL Board of Education	2,337,813.00	2,408,219.86	1,412,198.29	91,285.50	29.00	995,992.57	58.6%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72320 Director of Schools							
E10100 County Official/Admin Off	220,150.00	220,150.00	147,282.03	27,020.59	.00	72,867.97	66.9%
E16100 Secretary(s)	73,089.00	73,089.00	40,278.60	8,433.34	.00	32,810.40	55.1%
E18800 Bonus Payments	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E20100 Social Security	19,421.00	19,421.00	10,200.82	2,163.57	.00	9,220.18	52.5%
E20400 Pensions	23,197.00	23,197.00	13,772.76	2,632.69	.00	9,424.24	59.4%
E20600 Life Insurance	1,600.00	1,600.00	762.36	190.59	.00	837.64	47.6%
E20700 Medical Insurance	16,500.00	16,500.00	9,746.52	2,436.63	.00	6,753.48	59.1%
E20800 Dental Insurance - Supt	510.00	510.00	304.92	76.23	.00	205.08	59.8%
E21200 ER Medicare	4,542.00	4,542.00	2,688.01	505.98	.00	1,853.99	59.2%
E29900 Other Fringe Benefits	9,000.00	9,000.00	.00	.00	.00	9,000.00	.0%
E32000 Dues & Memberships	17,945.00	17,945.00	16,159.03	.00	.00	1,785.97	90.0%
E34800 Postal Charges	6,500.00	6,500.00	2,867.88	139.76	11.99	3,620.13	44.3%
E39900 Other Contracted Services	45,000.00	91,792.00	82,676.60	6,995.60	.00	9,115.40	90.1%
E43500 Office Supplies	3,500.00	3,500.00	504.83	174.12	.00	2,995.17	14.4%
E52400 In-Service/Staff Developm	15,000.00	15,000.00	11,452.12	560.58	.00	3,547.88	76.3%
E59900 Other Charges	57,975.00	59,780.00	61,729.10	3,252.65	62.97	-2,012.07	103.4%
E70100 Administration Equipment	6,000.00	6,000.00	723.69	.00	.00	5,276.31	12.1%
TOTAL Director of Schools	539,929.00	588,526.00	401,149.27	54,582.33	74.96	187,301.77	68.2%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72410 Office of the Principa							
E10401 Assistant Principals	2,440,764.00	2,440,764.00	1,440,295.40	294,815.07	.00	1,000,468.60	59.0%
E10402 Elem/Md Principals	988,034.00	988,034.00	568,125.76	125,714.13	.00	419,908.24	57.5%
E10403 High School Principal	132,451.00	132,451.00	69,143.61	15,282.81	.00	63,307.39	52.2%
E10405 Vice Principal	104,248.00	104,248.00	60,649.15	12,028.62	.00	43,598.85	58.2%
E11700 Career Ladder	5,000.00	5,000.00	2,000.00	2,000.00	.00	3,000.00	40.0%
E16100 Secretary(s)	497,763.00	497,763.00	287,266.09	66,346.57	.00	210,496.91	57.7%
E16200 Clerical Personnel	826,311.00	826,311.00	468,160.28	108,756.39	.00	358,150.72	56.7%
E18900 Other Salaries & Wages	44,322.00	44,322.00	19,138.72	3,419.01	.00	25,183.28	43.2%
E20100 Social Security	312,411.00	312,411.00	169,906.79	36,310.63	.00	142,504.21	54.4%
E20400 Pensions	376,974.00	376,974.00	206,441.97	44,507.94	.00	170,532.03	54.8%
E20600 Life Insurance	15,957.00	15,957.00	9,042.04	2,273.05	.00	6,914.96	56.7%
E20700 Medical Insurance	584,000.00	584,000.00	353,311.68	86,729.06	.00	230,688.32	60.5%
E21200 ER Medicare	73,064.00	73,064.00	39,739.18	8,492.09	.00	33,324.82	54.4%
E21700 Retirement-Hybrid Stab	12,216.00	12,216.00	7,217.03	1,618.71	.00	4,998.97	59.1%
E52400 In-Service/Staff Developm	97,500.00	111,960.00	53,234.53	.00	.00	58,725.47	47.5%
TOTAL Office of the Principal	6,511,015.00	6,525,475.00	3,753,672.23	808,294.08	.00	2,771,802.77	57.5%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72510 Fiscal Services							
E10500 Supervisor/Director	263,847.00	263,847.00	149,202.98	30,443.88	.00	114,644.02	56.5%
E11900 Accountants/Bookkeepers	358,019.00	358,019.00	196,798.51	41,309.86	.00	161,220.49	55.0%
E16100 Secretary(s)	76,061.00	76,061.00	12,365.40	2,420.87	.00	63,695.60	16.3%
E18900 Other Salaries & Wages	155,351.00	155,351.00	59,580.26	10,865.32	.00	95,770.74	38.4%
E18906 Business Info Sys Special	77,657.00	77,657.00	59,926.81	11,981.66	.00	17,730.19	77.2%
E20100 Social Security	62,514.00	62,514.00	26,632.15	5,401.93	.00	35,881.85	42.6%
E20400 Pensions	96,794.00	96,794.00	39,283.63	8,037.69	.00	57,510.37	40.6%
E20600 Life Insurance	1,900.00	1,900.00	1,381.68	345.42	.00	518.32	72.7%
E20700 Medical Insurance	50,000.00	50,000.00	35,286.64	9,088.02	.00	14,713.36	70.6%
E21200 ER Medicare	13,499.00	13,499.00	6,700.55	1,346.68	.00	6,798.45	49.6%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	2,381.35	451.89	.00	3,368.65	41.4%
E32000 Dues & Memberships	2,735.00	2,735.00	2,520.00	245.00	.00	215.00	92.1%
E35500 Travel	300.00	300.00	2,448.25	2,409.11	.00	-2,148.25	816.1%
E39900 Other Contracted Services	433,190.00	433,190.00	303,073.53	55,564.32	69,403.00	60,713.47	86.0%
E43500 Office Supplies	6,700.00	6,700.00	6,794.00	264.98	14.57	-108.57	101.6%
E49900 Other Supplies & Mat	2,975.00	2,975.00	1,219.91	1,219.91	.00	1,755.09	41.0%
E52400 In-Service/Staff Developm	44,400.00	44,400.00	10,991.68	955.60	.00	33,408.32	24.8%
E59900 Other Charges	1,600.00	1,600.00	24.00	.00	.00	1,576.00	1.5%
E70100 Administration Equipment	33,000.00	33,000.00	3,391.16	.00	.00	29,608.84	10.3%
TOTAL Fiscal Services	1,686,292.00	1,686,292.00	920,002.49	182,352.14	69,417.57	696,871.94	58.7%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72520 Human Resources/Personnel							
E10500 Supervisor/Director	367,405.00	367,405.00	195,795.93	43,085.45	.00	171,609.07	53.3%
E16100 Secretary(s)	53,330.00	53,330.00	36,782.15	6,896.65	.00	16,547.85	69.0%
E16200 Clerical Personnel	.00	.00	-1,834.49	.00	.00	1,834.49	100.0%
E18900 Other Salaries & Wages	.00	25,000.00	652.80	.00	.00	24,347.20	2.6%
E18907 Benefits Analyst	91,523.00	91,523.00	55,088.10	10,560.34	.00	36,434.90	60.2%
E18909 Human Resources Technicia	77,575.00	77,575.00	45,820.79	8,950.96	.00	31,754.21	59.1%
E20100 Social Security	36,570.00	38,120.00	19,915.21	4,137.62	.00	18,204.79	52.2%
E20400 Pensions	47,478.00	49,068.00	25,506.75	5,402.86	.00	23,561.25	52.0%
E20600 Life Insurance	2,000.00	2,000.00	1,084.73	271.35	.00	915.27	54.2%
E20700 Medical Insurance	40,000.00	40,000.00	18,989.28	4,747.32	.00	21,010.72	47.5%
E21000 Unemployment Compensation	36,000.00	36,000.00	7,885.32	.00	.00	28,114.68	21.9%
E21200 ER Medicare	8,553.00	8,915.00	4,657.61	967.68	.00	4,257.39	52.2%
E21700 Retirement-Hybrid Stab	1,600.00	1,600.00	396.84	73.11	.00	1,203.16	24.8%
E29900 Other Fringe Benefits	10,000.00	10,000.00	5,950.00	850.00	.00	4,050.00	59.5%
E32000 Dues & Memberships	3,400.00	3,400.00	414.00	264.00	.00	2,986.00	12.2%
E35500 Travel	500.00	500.00	56.41	.00	.00	443.59	11.3%
E39900 Other Contracted Services	62,700.00	62,700.00	20,640.23	2,128.15	.00	42,059.77	32.9%
E41100 Data Processing Supplies	6,000.00	6,000.00	.00	.00	.00	6,000.00	.0%
E43500 Office Supplies	6,000.00	6,000.00	3,483.67	739.93	1.95	2,514.38	58.1%
E52400 In-Service/Staff Developm	44,000.00	43,000.00	11,912.35	3,618.17	1,261.00	29,826.65	30.6%
E70100 Administration Equipment	9,000.00	10,000.00	9,160.78	3,087.00	223.18	616.04	93.8%
TOTAL Human Resources/Personne	903,634.00	932,136.00	462,358.46	95,780.59	1,486.13	468,291.41	49.8%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72610 Operation of Plant							
E16600 Custodial Personnel	685,383.00	685,383.00	354,277.07	76,433.47	.00	331,105.93	51.7%
E20100 Social Security	42,494.00	42,494.00	20,546.72	4,408.92	.00	21,947.28	48.4%
E20400 Pensions	74,296.00	74,296.00	30,860.87	6,651.04	.00	43,435.13	41.5%
E20600 Life Insurance	1,900.00	1,900.00	1,013.28	253.32	.00	886.72	53.3%
E20700 Medical Insurance	110,000.00	110,000.00	56,854.92	13,503.66	.00	53,145.08	51.7%
E21200 ER Medicare	9,938.00	9,938.00	4,811.61	1,031.10	.00	5,126.39	48.4%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	3,078.70	597.38	.00	2,671.30	53.5%
E32800 Janitorial Services	2,520,000.00	2,520,000.00	1,317,719.43	188,165.49	376,330.98	825,949.59	67.2%
E39900 Other Contracted Services	617,000.00	617,000.00	266,951.70	19,850.33	11,724.50	338,323.80	45.2%
E41000 Custodial Supplies	30,000.00	30,000.00	18,107.43	2,024.12	2,405.80	9,486.77	68.4%
E41500 Electricity	2,400,000.00	2,400,000.00	1,178,535.71	193,366.91	.00	1,221,464.29	49.1%
E49900 Other Supplies &Mat	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E50200 Building & Content Insura	375,000.00	468,658.00	468,658.00	.00	.00	.00	100.0%
E52400 In-Service/Staff Developm	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
E59900 Other Charges	34,000.00	34,000.00	9,716.00	2,515.00	2,379.00	21,905.00	35.6%
E72000 Plant Operation Equipment	10,000.00	10,000.00	572.69	.00	.00	9,427.31	5.7%
TOTAL Operation of Plant	6,926,761.00	7,020,419.00	3,731,704.13	508,800.74	392,840.28	2,895,874.59	58.8%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72620 Maintenance of Plant							
E10500 Supervisor/Director	229,710.00	229,710.00	129,609.81	26,504.99	.00	100,100.19	56.4%
E16100 Secretary(s)	59,771.00	59,771.00	36,401.89	6,896.65	.00	23,369.11	60.9%
E16700 Maintenance Personnel	498,929.00	498,929.00	267,642.07	56,991.79	.00	231,286.93	53.6%
E20100 Social Security	48,881.00	48,881.00	25,355.07	5,217.72	.00	23,525.93	51.9%
E20400 Pensions	85,464.00	85,464.00	35,174.90	7,377.18	.00	50,289.10	41.2%
E20600 Life Insurance	3,000.00	3,000.00	1,370.28	342.57	.00	1,629.72	45.7%
E20700 Medical Insurance	104,000.00	104,000.00	52,687.92	13,171.98	.00	51,312.08	50.7%
E21200 ER Medicare	11,432.00	11,432.00	5,929.94	1,220.31	.00	5,502.06	51.9%
E21700 Retirement-Hybrid Stab	12,000.00	12,000.00	4,664.22	885.06	.00	7,335.78	38.9%
E33500 Maint & Repair-Building	550,000.00	550,000.00	251,801.13	34,141.28	72,531.26	225,667.61	59.0%
E33600 Maint & Repair-Equipment	100,000.00	100,000.00	25,422.67	516.65	7,000.00	67,577.33	32.4%
E39900 Other Contracted Services	256,500.00	256,500.00	69,224.16	1,063.00	2,154.00	185,121.84	27.8%
E49900 Other Supplies &Mat	2,500.00	2,500.00	366.14	201.14	560.77	1,573.09	37.1%
E52400 In-Service/Staff Developm	12,100.00	12,100.00	1,509.10	543.25	.00	10,590.90	12.5%
E59900 Other Charges	16,000.00	16,000.00	1,229.31	.00	.00	14,770.69	7.7%
E70100 Administration Equipment	5,000.00	5,000.00	748.22	334.22	.00	4,251.78	15.0%
E71700 Maintenance Equipment	30,000.00	30,000.00	5,631.80	.00	.00	24,368.20	18.8%
TOTAL Maintenance of Plant	2,025,287.00	2,025,287.00	914,768.63	155,407.79	82,246.03	1,028,272.34	49.2%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72710 Transportation							
E10500 Supervisor/Director	99,338.00	99,338.00	52,364.96	11,462.08	.00	46,973.04	52.7%
E16200 Clerical Personnel	53,700.00	53,700.00	28,120.57	6,196.15	.00	25,579.43	52.4%
E18900 Other Salaries & Wages	126,936.00	126,936.00	71,044.36	14,646.46	.00	55,891.64	56.0%
E20100 Social Security	17,358.00	17,358.00	8,904.68	1,878.18	.00	8,453.32	51.3%
E20400 Pensions	30,349.00	30,349.00	14,033.95	2,969.65	.00	16,315.05	46.2%
E20600 Life Insurance	800.00	800.00	505.92	126.48	.00	294.08	63.2%
E20700 Medical Insurance	27,000.00	27,000.00	16,036.08	4,009.02	.00	10,963.92	59.4%
E21200 ER Medicare	4,060.00	4,060.00	2,082.51	439.23	.00	1,977.49	51.3%
E21700 Retirement-Hybrid Stab	3,000.00	3,000.00	1,037.44	194.52	.00	1,962.56	34.6%
E31200 Contracts w Private Agenc	4,000,000.00	4,000,000.00	1,594,797.12	281,629.49	.00	2,405,202.88	39.9%
E35500 Travel	2,000.00	2,000.00	184.52	.00	.00	1,815.48	9.2%
E39900 Other Contracted Services	53,252.00	53,252.00	28,413.60	.00	.00	24,838.40	53.4%
E41200 Diesel Fuel	569,000.00	569,000.00	238,763.97	45,922.68	48,901.47	281,334.56	50.6%
E42500 Gasoline	23,000.00	23,000.00	5,385.41	1,356.77	6,694.57	10,920.02	52.5%
E49900 Other Supplies &Mat	1,500.00	1,500.00	151.39	.00	148.61	1,200.00	20.0%
E52400 In-Service/Staff Developm	6,300.00	6,300.00	123.98	.00	.00	6,176.02	2.0%
E59900 Other Charges	3,200.00	3,200.00	190.00	190.00	.00	3,010.00	5.9%
E70100 Administration Equipment	3,000.00	3,000.00	.00	.00	.00	3,000.00	.0%
E72900 Transportation Equipment	50,000.00	50,000.00	42,995.00	42,995.00	.00	7,005.00	86.0%
TOTAL Transportation	5,073,793.00	5,073,793.00	2,105,135.46	414,015.71	55,744.65	2,912,912.89	42.6%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72810 Central and other							
E10500 Supervisor/Director	150,875.00	150,875.00	82,903.99	17,408.65	.00	67,971.01	54.9%
E16100 Secretary(s)	.00	44,678.00	26,978.43	5,175.03	.00	17,699.57	60.4%
E16200 Clerical Personnel	44,678.00	.00	.00	.00	.00	.00	.0%
E18900 Other Salaries & Wages	362,088.00	362,088.00	211,439.69	41,779.36	.00	150,648.31	58.4%
E20100 Social Security	34,574.00	34,574.00	18,912.12	3,734.22	.00	15,661.88	54.7%
E20400 Pensions	41,491.00	41,491.00	22,931.37	4,657.08	.00	18,559.63	55.3%
E20600 Life Insurance	1,438.00	1,438.00	1,004.40	251.10	.00	433.60	69.8%
E20700 Medical Insurance	36,000.00	36,000.00	27,549.12	6,887.28	.00	8,450.88	76.5%
E21200 ER Medicare	8,086.00	8,086.00	4,422.88	873.32	.00	3,663.12	54.7%
E21700 Retirement-Hybrid Stab	2,100.00	2,100.00	2,015.11	378.06	.00	84.89	96.0%
E35500 Travel	3,500.00	3,500.00	752.90	77.77	.00	2,747.10	21.5%
E39900 Other Contracted Services	115,380.00	115,530.00	43,698.22	1,595.70	1,500.00	70,331.78	39.1%
E43500 Office Supplies	19,000.00	19,000.00	7,622.84	638.80	326.00	11,051.16	41.8%
E49900 Other Supplies &Mat	2,750.00	2,600.00	62.80	.00	150.00	2,387.20	8.2%
E52400 In-Service/Staff Developm	32,500.00	32,500.00	13,414.24	2,966.60	.00	19,085.76	41.3%
E59900 Other Charges	32,500.00	32,500.00	7,924.07	-250.02	14,291.85	10,284.08	68.4%
E70100 Administration Equipment	8,000.00	8,000.00	.00	.00	.00	8,000.00	.0%
E79000 Other Equipment	215,000.00	215,000.00	1,199.83	277.00	.00	213,800.17	.6%
TOTAL Central and Other	1,109,960.00	1,109,960.00	472,832.01	86,449.95	16,267.85	620,860.14	44.1%

JANUARY 2025 GENERAL FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
76100 Regular Capital Outlay							
E30400 Architects	60,000.00	60,000.00	9,846.25	.00	.00	50,153.75	16.4%
E30800 Consultants	15,000.00	15,000.00	2,550.00	.00	.00	12,450.00	17.0%
E32100 Engineering Services	30,000.00	30,000.00	.00	.00	.00	30,000.00	.0%
E39900 Other Contracted Services	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E70700 Building Improvements	860,000.00	915,104.00	137,229.63	.00	92,597.00	685,277.37	25.1%
E72400 Site Development	510,000.00	510,000.00	50,700.00	25,000.00	30,349.45	428,950.55	15.9%
E79900 Other Capital Outlay	2,735,000.00	2,735,000.00	6,691.90	.00	2,296.60	2,726,011.50	.3%
TOTAL Regular Capital Outlay	4,220,000.00	4,275,104.00	207,017.78	25,000.00	125,243.05	3,942,843.17	7.8%
TOTAL General Purpose Fund	120,647,391.00	121,242,695.86	61,664,148.36	12,015,226.05	1,837,156.46	57,741,391.04	52.4%
GRAND TOTAL	120,647,391.00	121,242,695.86	61,664,148.36	12,015,226.05	1,837,156.46	57,741,391.04	52.4%

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SCHOOL NUTRITION

JANUARY 2025 SN FUND REVENUE

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
143 School Nutrition						
43521 Lunch Payments Children	1,100,000.00	1,100,000.00	650,303.15	111,395.20	449,696.85	59.1%
43522 Lunch Payments Adults	35,000.00	35,000.00	21,000.00	3,215.00	14,000.00	60.0%
43523 Income from Breakfast	60,000.00	60,000.00	51,766.85	8,153.60	8,233.15	86.3%
43525 Ala Carte Sales	650,000.00	650,000.00	447,269.85	75,382.35	202,730.15	68.8%
43990 Other Charges for Services	15,000.00	15,000.00	5,750.66	228.00	9,249.34	38.3%
43992 CHS Catering Revenue	30,000.00	30,000.00	10,590.00	5,580.00	19,410.00	35.3%
44570 Contributions & Gifts	300.00	300.00	.00	.00	300.00	.0%
44990 Other Local Revenue	2,500.00	2,500.00	463.91	165.49	2,036.09	18.6%
46520 State Matching	35,000.00	35,000.00	.00	.00	35,000.00	.0%
47111 USDA School Lunch Program	1,050,812.00	1,050,812.00	478,055.26	.00	572,756.74	45.5%
47112 USDA Commodities	150,000.00	150,000.00	.00	.00	150,000.00	.0%
47113 Breakfast	113,000.00	113,000.00	71,447.52	.00	41,552.48	63.2%
47114 USDA - Other	300,000.00	300,000.00	6,180.30	.00	293,819.70	2.1%
49900 Revenue YE Close	.00	31,000.00	.00	.00	31,000.00	.0%
TOTAL School Nutrition	3,541,612.00	3,572,612.00	1,742,827.50	204,119.64	1,829,784.50	48.8%
GRAND TOTAL	3,541,612.00	3,572,612.00	1,742,827.50	204,119.64	1,829,784.50	48.8%

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JANUARY 2025 SN FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
143 School Nutrition							
10500 Supervisor/Director	150,670.00	150,670.00	81,826.95	17,784.99	.00	68,843.05	54.3%
16200 Clerical Personnel	47,789.00	47,789.00	25,614.19	5,514.12	.00	22,174.81	53.6%
16501 Cafeteria Managers	388,189.00	388,189.00	199,404.93	49,281.73	.00	188,784.07	51.4%
16502 School Nutrition Technicia	677,900.00	677,900.00	377,939.02	90,396.91	.00	299,960.98	55.8%
18800 Bonus Payments	43,000.00	43,000.00	.00	.00	.00	43,000.00	.0%
19800 Sub Teachers-Non-Certified	10,000.00	10,000.00	11,520.08	2,346.47	.00	-1,520.08	115.2%
20100 Social Security	81,062.00	81,062.00	39,971.22	9,489.97	.00	41,090.78	49.3%
20400 Pensions	138,067.00	138,067.00	57,880.95	13,742.00	.00	80,186.05	41.9%
20600 Life Insurance	3,104.00	3,104.00	1,886.95	473.07	.00	1,217.05	60.8%
20700 Medical Insurance	154,665.00	154,665.00	83,974.08	20,993.52	.00	70,690.92	54.3%
21200 ER Medicare	18,959.00	18,959.00	9,540.20	2,253.55	.00	9,418.80	50.3%
21700 Retirement-Hybrid Stab	11,218.00	11,218.00	5,200.07	1,268.63	.00	6,017.93	46.4%
33600 Maint & Repair-Equipment	38,000.00	38,000.00	22,260.26	8,375.00	7,066.25	8,673.49	77.2%
35400 Transportation - Food	7,000.00	7,000.00	4,430.85	1,874.80	2,569.15	.00	100.0%
35500 Travel	589.00	589.00	282.82	39.22	.00	306.18	48.0%
39900 Other Contracted Services	35,000.00	35,000.00	20,280.00	450.00	9,260.00	5,460.00	84.4%
42200 Food Supplies	1,215,000.00	1,215,000.00	895,519.26	188,689.14	53,097.70	266,383.04	78.1%
43500 Office Supplies	5,000.00	5,000.00	1,472.29	177.66	.00	3,527.71	29.4%
46900 USDA Commodities	150,000.00	150,000.00	.00	.00	.00	150,000.00	.0%
49900 Other Supplies &Mat	150,000.00	181,000.00	69,218.01	13,677.60	23,939.09	87,842.90	51.5%
52400 In-Service/Staff Developme	4,000.00	4,000.00	1,866.72	350.00	.00	2,133.28	46.7%
59900 Other Charges	2,400.00	2,400.00	905.15	.00	.00	1,494.85	37.7%
71000 Food Service Equipment	210,000.00	210,000.00	6,627.45	.00	7,079.69	196,292.86	6.5%
TOTAL School Nutrition	3,541,612.00	3,572,612.00	1,917,621.45	427,178.38	103,011.88	1,551,978.67	56.6%
GRAND TOTAL	3,541,612.00	3,572,612.00	1,917,621.45	427,178.38	103,011.88	1,551,978.67	56.6%

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FEDERAL PROGRAMS

JANUARY 2025 FEDERAL FUND REVENUES

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
0100 Consolidated Administratio	115,831.00	115,831.00	57,890.50	8,915.09	57,940.50	50.0%
1000 TITLE I	1,262,322.65	1,848,624.33	649,440.81	200,042.75	1,199,183.52	35.1%
2000 TITLE II	160,898.11	196,728.55	127,936.48	6,879.98	68,792.07	65.0%
3000 TITLE III	63,769.77	74,883.02	50,116.17	6,362.64	24,766.85	66.9%
4000 Title IV	162,860.56	174,719.47	47,471.09	6,041.90	127,248.38	27.2%
7000 ARP Homeless	33,006.77	33,006.77	19,971.19	.00	13,035.58	60.5%
8005 Carl Perkins	85,527.06	88,034.97	49,040.12	2,941.11	38,994.85	55.7%
8930 IDEA Partners Systemic Cha	25,000.00	25,000.00	14,815.00	6,270.00	10,185.00	59.3%
9000 IDEA PART B	1,965,336.00	2,348,032.35	932,637.78	172,930.03	1,415,394.57	39.7%
9100 IDEA PRESCHOOL INCENTIVE	39,418.00	70,135.85	33,521.17	3,808.50	36,614.68	47.8%
9360 ESSER Grant 3.0	1,317,677.85	1,513,331.44	1,472,126.96	.00	41,204.48	97.3%
GRAND TOTAL	5,231,647.77	6,488,327.75	3,454,967.27	414,192.00	3,033,360.48	53.2%

** END OF REPORT - Generated by Linda Tedford **

JANUARY 2025 FEDERAL FUND EXPENDITURES

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0100 Consolidated Administratio	115,831.00	115,831.00	71,263.13	13,372.63	.00	44,567.87	61.5%
1000 TITLE I	1,262,322.65	1,848,624.33	766,381.58	116,940.77	34,654.71	1,047,588.04	43.3%
2000 TITLE II	160,898.11	196,728.55	132,492.48	4,556.00	1,000.00	63,236.07	67.9%
3000 TITLE III	63,769.77	74,883.02	51,550.06	1,433.89	.00	23,332.96	68.8%
4000 Title IV	162,860.56	174,719.47	56,524.42	9,053.33	.00	118,195.05	32.4%
7000 ARP Homeless	33,006.77	33,006.77	19,971.19	.00	.00	13,035.58	60.5%
8005 Carl Perkins	85,527.06	88,034.97	52,002.12	2,962.00	3,900.00	32,132.85	63.5%
8930 IDEA Partners Systemic Cha	25,000.00	25,000.00	14,815.00	.00	.00	10,185.00	59.3%
9000 IDEA PART B	1,965,336.00	2,348,032.35	1,213,849.49	281,211.71	2,777.51	1,131,405.35	51.8%
9100 IDEA PRESCHOOL INCENTIVE	39,418.00	70,135.85	39,790.49	6,269.32	.00	30,345.36	56.7%
9360 ESSER Grant 3.0	1,317,677.85	1,513,331.44	1,513,331.44	41,204.48	.00	.00	100.0%
GRAND TOTAL	5,231,647.77	6,488,327.75	3,931,971.40	477,004.13	42,332.22	2,514,024.13	61.3%

** END OF REPORT - Generated by Linda Tedford **

DISCRETIONARY GRANTS

JANUARY 2025 DISCRETIONARY FUND REVENUES

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
8010 Voluntary Pre-K	184,851.03	184,851.03	85,326.55	16,045.50	99,524.48	46.2%
8015 State Special Ed Preschool	420,826.45	420,826.45	157,974.93	19,839.48	262,851.52	37.5%
8031 Public School Safety Grant	233,531.38	233,531.38	124,821.13	.00	108,710.25	53.4%
8036 America's Farmers Grow	978.21	978.21	.00	.00	978.21	.0%
8042 Youth Risk Behavior Survey	600.00	600.00	.00	.00	600.00	.0%
8043 Donations-Greenhouse CMS	3,729.94	3,729.94	.00	.00	3,729.94	.0%
8046 Family Resource/Race4 Vill	18,862.40	29,527.40	14,665.00	4,000.00	14,862.40	49.7%
8047 Donations-Auditorium (CHS)	2,475.00	2,475.00	.00	.00	2,475.00	.0%
8051 Battelle Edu Donation-WCMS	1,042.73	1,042.73	.00	.00	1,042.73	.0%
8052 Battelle Edu Donation-SES	28,957.50	28,957.50	.00	.00	28,957.50	.0%
8053 Dollar General Literacy Fo	.00	4,500.00	4,500.00	.00	.00	100.0%
8061 Battelle STEM (TVA/BVI)	.00	18,500.00	18,500.00	18,500.00	.00	100.0%
8098 CPR Training Project	876.75	876.75	.00	.00	876.75	.0%
8100 Collierville HS Television	72,483.22	72,483.22	9,831.59	.00	62,651.63	13.6%
8200 Athletic Fund	100,000.00	75,040.83	-46,140.36	9,900.00	121,181.19	-61.5%
8201 Mike O'Neill Memorial Fund	.00	10,000.00	10,000.00	10,000.00	.00	100.0%
8300 Sodexo Scholarship	20,512.50	20,512.50	.00	.00	20,512.50	.0%
8320 Bryan Gatlin Mem Scholarsh	6,963.00	6,963.00	.00	.00	6,963.00	.0%
8330 Garrett Helms Memorial Fun	21,270.31	21,270.31	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	4,276.34	4,276.34	.00	.00	4,276.34	.0%
8361 Elem STEM/Cville Chamber	975.01	975.01	.00	.00	975.01	.0%
8370 Dragon Games	11,270.82	11,270.82	.00	.00	11,270.82	.0%
8711 Learning Camps FY22	470,767.96	470,767.96	365,034.59	.00	105,733.37	77.5%
8800 Resp to Dispr-IDEA Part B	26,499.41	26,499.41	7,182.00	.00	19,317.41	27.1%
9371 Innovative School Models	768,203.60	768,203.60	65,474.92	10,362.70	702,728.68	8.5%
GRAND TOTAL	2,399,953.56	2,418,659.39	817,170.35	88,647.68	1,601,489.04	33.8%

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JANUARY 2025 DISCRETIONARY FUND EXPENDITURES

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8010 Voluntary Pre-K	184,851.03	184,851.03	109,648.01	24,321.46	.00	75,203.02	59.3%
8015 State Special Ed Preschool	420,826.45	420,826.45	195,762.93	37,788.00	3,063.10	222,000.42	47.2%
8031 Public School Safety Grant	233,531.38	233,531.38	125,546.13	725.00	.00	107,985.25	53.8%
8036 America's Farmers Grow	978.21	978.21	.00	.00	.00	978.21	.0%
8042 Youth Risk Behavior Survey	600.00	600.00	.00	.00	.00	600.00	.0%
8043 Donations-Greenhouse CMS	3,729.94	3,729.94	.00	.00	.00	3,729.94	.0%
8046 Family Resource/Race4 Vill	18,862.40	29,527.40	8,609.23	250.00	.00	20,918.17	29.2%
8047 Donations-Auditorium (CHS)	2,475.00	2,475.00	.00	.00	.00	2,475.00	.0%
8051 Battelle Edu Donation-WCMS	1,042.73	1,042.73	.00	.00	.00	1,042.73	.0%
8052 Battelle Edu Donation-SES	28,957.50	28,957.50	.00	.00	.00	28,957.50	.0%
8053 Dollar General Literacy Fo	.00	4,500.00	4,500.00	.00	.00	.00	100.0%
8061 Battelle STEM (TVA/BVI)	.00	18,500.00	.00	.00	.00	18,500.00	.0%
8098 CPR Training Project	876.75	876.75	.00	.00	.00	876.75	.0%
8100 Collierville HS Television	72,483.22	72,483.22	39,497.28	1,280.29	4,021.07	28,964.87	60.0%
8200 Athletic Fund	100,000.00	75,040.83	59,656.31	.00	11,100.00	4,284.52	94.3%
8201 Mike O'Neill Memorial Fund	.00	10,000.00	.00	.00	.00	10,000.00	.0%
8300 Sodexo Scholarship	20,512.50	20,512.50	.00	.00	.00	20,512.50	.0%
8320 Bryan Gatlin Mem Scholarsh	6,963.00	6,963.00	.00	.00	.00	6,963.00	.0%
8330 Garrett Helms Memorial Fun	21,270.31	21,270.31	.00	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	4,276.34	4,276.34	.00	.00	.00	4,276.34	.0%
8361 Elem STEM/Cville Chamber	975.01	975.01	.00	.00	.00	975.01	.0%
8370 Dragon Games	11,270.82	11,270.82	.00	.00	.00	11,270.82	.0%
8711 Learning Camps FY22	470,767.96	470,767.96	365,034.59	.00	.00	105,733.37	77.5%
8800 Resp to Dispr-IDEA Part B	26,499.41	26,499.41	7,182.00	.00	.00	19,317.41	27.1%
9371 Innovative School Models	768,203.60	768,203.60	81,019.56	15,544.64	.00	687,184.04	10.5%
GRAND TOTAL	2,399,953.56	2,418,659.39	996,456.04	79,909.39	18,184.17	1,404,019.18	42.0%

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C.I.P.

JANUARY 2025 CIP FUND REV

FOR 2025 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
177 Education Capital Projects						
6117 Crosswind Renovation	4,077,608.00	4,220,356.00	.00	.00	4,220,356.00	.0%
6207 WCMS Renovation	.00	1,335,059.00	.00	.00	1,335,059.00	.0%
6215 CO (U of M) Renovation	.00	214,080.00	.00	.00	214,080.00	.0%
6306 CHS Addition	.00	758,862.00	.00	.00	758,862.00	.0%
6407 HVAC at BSE, CES	.00	537,864.00	.00	.00	537,864.00	.0%
6434 CWES Fire Alarm Sys Replac	.00	14,750.00	.00	.00	14,750.00	.0%
TOTAL Education Capital Projec	4,077,608.00	7,080,971.00	.00	.00	7,080,971.00	.0%
GRAND TOTAL	4,077,608.00	7,080,971.00	.00	.00	7,080,971.00	.0%

** END OF REPORT - Generated by Anita Floyd **

JANUARY 2025 CIP FUND EXP

FOR 2025 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
177 Education Capital Projects							
6117 Crosswind Renovation	4,152,716.00	4,220,356.00	3,651,638.55	419,705.06	98,298.33	470,419.12	88.9%
6207 WCMS Renovation	17,500.00	1,335,059.00	1,266,660.89	21,102.50	.00	68,398.11	94.9%
6215 CO (U of M) Renovation	.00	214,080.00	97,971.73	.00	.00	116,108.27	45.8%
6306 CHS Addition	.00	758,862.00	749,000.12	356,248.94	.00	9,861.88	98.7%
6407 HVAC at BSE, CES	.00	537,864.00	484,426.90	.00	.00	53,437.10	90.1%
6434 CWES Fire Alarm Sys Replac	.00	14,750.00	14,750.00	.00	.00	.00	100.0%
TOTAL Education Capital Projec	4,170,216.00	7,080,971.00	6,264,448.19	797,056.50	98,298.33	718,224.48	89.9%
GRAND TOTAL	4,170,216.00	7,080,971.00	6,264,448.19	797,056.50	98,298.33	718,224.48	89.9%

** END OF REPORT - Generated by Anita Floyd **



**Minutes of the Collierville Schools Board Business Meeting
January 28, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017**

Attendance Taken at 6:00 PM.

Tom Bailey: Present
Paul Childers: Present
Wanda Chism: Present
Wright Cox: Present
Wanda Gibbs: Present

I. Call to Order

The Collierville Schools Board of Education Business Meeting was called to order by Board Chairman, Wright Cox at 6:00pm.

II. Roll Call

The roll call was taken by Board Chairman, Wright Cox. All board members were present, representing a quorum.

III. Moment of Silence

Board Chairman, Wright Cox, led the meeting in prayer.

IV. Pledge of Allegiance

The Pledge of Allegiance was led by Board Member Wanda Gibbs.

V. Election of officers for the 2025 School Board

A. Board Chairman

Motion Passed: Paul Childers made the motion to nominate Wright Cox as Board Chair. The motion was seconded by Tom Bailey.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

B. Vice Chairman

Motion Passed: Paul Childers made the motion to nominate Wanda Chism as Vice Chair. The motion was seconded by Wright Cox.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

C. Legislative Liason

Motion Passed: Wanda Gibbs made the motion to nominate Paul Childers as the Legislative Liason. The motion was seconded by Wanda Chism.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

VI. Special Recognitions

A. School Board Appreciation Week

Jeff Jones, Assistant Superintendent, read a proclamation by Governor Bill Lee recognizing January 27-31, 2025 as School Board Appreciation Week. An appreciation video highlighting Collierville Schools' students was shown. Bailey Station Principal, Ms. Deanna Jones presented each board member with a gift card on behalf of all Principals.

B. Donations in Honor of Coach Mike O'Neill

Jeff Jones, Assistant Superintendent, acknowledged the donations that were given in honor of Coach Mike O'Neill.

1. Mr. David Pickler - \$5,000

2. Mr. Robert Beau - \$5,000

VII. Public Comments

Nicholas Chiriboga - 115 Cottonwood Dr, Collierville, TN 38017 read a letter regarding discipline for students with a 504.

Shannon Colwick - President of Collierville Education Association, spoke regarding the first item on the Legislative Agenda, the Voucher proposal.

VIII. Approval of the January 28, 2025 Agenda

Motion Passed: Wanda Gibbs made the motion to approve the January 28, 2025 board business meeting agenda.. The motion was seconded by Paul Childers.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

IX. Business Affairs

A. Approval of December 10, 2024 Board Business Meeting Minutes

Motion Passed: Wanda Chism made the motion to approve the December 10, 2024 Board Business Meeting minutes. The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

B. Approval of the November 2024 Monthly Financials

Motion Passed: Paul Childers made the motion to approve the November 2024 Monthly Financials. The motion was seconded by Wanda Gibbs.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

C. Approval of the December 2024 Monthly Financials

Motion Passed: Wanda Gibbs made the motion to approve the December 2024 Monthly Financials. The motion was seconded by Wanda Chism.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

X. Reports

A. Chairman's Report

Board Chairman Wright Cox commented on the Education Freedom Act.

B. Director's Report

Dr. Dyer gave an update on the CS2030 Strategic Plan. Committee meetings are underway and ThoughtExchange surveys have been launched. He congratulated CHS wrestling for winning duals in district and region and CHS men, women and combined swim teams for winning the county championship. Dr. Dyer also gave a report on the Special Session of the General Assembly.

XI. Business Items for Approval

A. Approval to purchase furniture for the new addition at Crosswind Elementary with the recommended award to Knowledge Tree

Motion Passed: Wanda Gibbs made the motion to approve the purchase of furniture for the new addition at Crosswind Elementary with the recommended award to Knowledge Tree. The motion was seconded by Wanda Chism.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

XII. Consent Items for Approval

Motion Passed: Wanda Gibbs made the motion to approve the consent agenda. The motion was seconded by Wanda Chism.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

A. Policy #2.100 Fiscal Management Goals

Policy #2.200 Annual Operating Budget

Policy #2.201 Line Item Transfer Authority

Policy #2.300 Comparability of Services

Policy #2.400 Revenues

Policy #2.401 Gifts and Bequests

Policy #2.402 Investment Earnings

Policy #2.403 Surplus Property Sales

Policy #2.404 School Support Organizations

Policy #2.500 Deposit of Funds

Policy #2.600 Bonded Employees

- Policy #2.601 Fundraising Activities**
- Policy #2.700 Accounting System**
- Policy #2.701 Financial Reports and Records**
- Policy #2.702 Inventories**
- Policy #2.703 Audits**
- Policy #2.800 Expenditures of Funds**
- Policy #2.802 Payroll Procedures**
- Policy #2.803 Salary Deductions**
- Policy #2.804 Expenses and Reimbursements**
- Policy #2.805 Purchasing**
- Policy #2.808 Purchase Orders and Contracts**
- Policy #2.809 Vendor Relations**
- Policy #2.810 Payment Procedures**
- Policy #2.900 Student Activity Funds Management**
- Policy #2.8051 Credit Cards**

XIII. Adjournment

The meeting adjourned at 6:28 pm.

Chairman

Superintendent

Mike Marshall, Board Attorney



COLLIERVILLE SCHOOLS

SCHOLARSHIP · INTEGRITY · SERVICE

COLLIERVILLE SCHOOLS BOARD OF EDUCATION RESOLUTION 2025-04

A RESOLUTION TO AMEND THE 2024-2025 FISCAL YEAR ANNUAL GENERAL FUND BUDGET OF THE COLLIERVILLE SCHOOLS, A MUNICIPAL SCHOOL DISTRICT IN THE STATE OF TENNESSEE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Tennessee Legislature passed Public Chapter No. 256 of the 2013 Public Acts to amend Title 49 relative to local educational agencies, including Tenn. Code Ann. § 49-2-127(b), which authorizes the governing body of a municipality to establish, by ordinance, a municipal board of education and compliance with Tenn. Code Ann. § 49-2-201; and

WHEREAS, the Collierville Schools were lawfully established by local ordinance pursuant to Tenn. Code Ann. § 49-2-106 and in compliance with Tenn. Code Ann. § 49-2-201; and

WHEREAS, the Collierville Schools Board of Education is an entity authorized pursuant to the laws of the state of Tennessee to operate a public school district within Shelby County, Tennessee; and

WHEREAS, Tenn. Code Ann. § 49-2-203(a) (10) (A)(i) requires the Board Of Education of the Collierville Schools to direct the Superintendent and the chair of the local board to prepare a budget on forms furnished by the Commissioner, and when the budget has been approved by the Collierville Schools Board of Education to then submit that budget to the Collierville Board of Mayor and Aldermen for their approval; and

WHEREAS, this amendment to the General Fund Budget changes the total amount of the budget and requires the transfer of funds from one portion of the budget to another.

NOW, THEREFORE, be it resolved by the Collierville Schools Board of Education:

Section 1. That the annual General Fund Budget of the 2024-2025 school year for the Collierville Schools as presented in official budget documents is hereby amended by reference in the following amounts with the following fund:

Funds Are Amended in the Following Categories:

(Please see attached documentation)

GENERAL FUND REVENUE BUDGET:	\$ 120,908,179
Total Net Change in General Fund Revenue Budget	<u>\$ 870,336</u>
Total Amended General Fund Revenue Budget	\$ 121,778,515

Funds Are Amended In The Following Categories:

(Please see attached documentation)

GENERAL FUND EXPENDITURE BUDGET:	\$ 120,908,179
Total Net Change in General Fund Expenditure Budget	<u>\$ 870,336</u>
Total Amended General Fund Expenditure Budget	\$ 121,778,515

Section 2. That the budget document required by law will be amended and submitted for approval to the Town of Collierville Board and Mayor of Aldermen, and, upon approval, shall be submitted as required to the State of Tennessee.

Section 3. That this resolution shall become effective February 25, 2025, from and after its adoption by the Collierville Schools Board of Education.

Adopted this 25th day of February 2025.

WRIGHT COX, CHAIRMAN

DR. RUSSELL DYER, SUPERINTENDENT

APPROVED AS TO FORM:
MICHAEL MARSHALL, BOARD ATTORNEY

COLLIERVILLE SCHOOLS
GENERAL FUND BUDGET 2024-25 AMENDMENT #2
EXPLANATION OF LINE-ITEM CHANGES

2/7/25

General Fund Revenue:

- Use of Reserves – Added \$870,336 for various expenditures described below.
- TISA On Behalf Payments – Added revenue in the amount of \$260,653 in a new category per instructions by the State Department of Education.

General Fund Expenditures:

- Regular Instruction – Correct the budget for the bonus and associated benefits for the mid-year district bonus in November 2024.
- Regular Instruction – Moved money from Instructional Supplies & Materials to Other Student Support for printing of Spring MVPA Benchmark testing.
- Regular Instruction – Increased the equipment (reimbursed by schools) account for purchases of equipment:
 - B&H Photo at CHS, \$25,000
 - Playground at BSE, \$140,000
- Board of Education – Added \$507,819 to cover the final payment (#12) of the amount due to MSCS for the Agreement of Compromise and Settlement entered into by the Shelby County Commission, Shelby County Tennessee, the Shelby County Board of Education, the Town of Collierville Tennessee, and the Collierville Board of Education in 2014.
- Human Resources – Added \$28,502 for the Grow Your Own stipends and benefits to enable the program with UT Martin where we train SPED TAs to eventually become teachers in the Special Education department.

Collierville Schools
 General Fund Revenue 2024-25
 Amendment #2
 Prepared 2/7/25

Function	Description	Budget	Add	Subtract	Amendment #2
					Budget
40110	Current Property Tax	23,520,000			23,520,000
40120	Trustee's Collections - PY	410,000			410,000
40130	Clerk & Master - Circuit Court PY	150,000			150,000
40150	Pickup Taxes	1,715,161			1,715,161
40162	Payments in Lieu of Taxes - Local Utilities	248,235			248,235
40163	Payments in Lieu of Taxes - Other	282,831			282,831
40210	Local Option Sales Tax	15,800,000			15,800,000
40240	Wheel Tax	2,000,105			2,000,105
40270	Business Tax	3,300			3,300
40275	Mixed Drink Tax	289,000			289,000
40390	Municipal Tax	2,582,675			2,582,675
43513	Tuition - Summer School	20,000			20,000
43515	Tuition - Other State Systems	150,750			150,750
43990	Other Charges for Services	500,000			500,000
43991	Other Charges for Svcs - Shared Svcs	515,000			515,000
44110	Interest Income	440,038			440,038
44120	Lease/Rentals	20,000			20,000
44170	Miscellaneous Refunds	850,000			850,000
44171	Tech Replacement Fees	7,000			7,000
44172	Substitute Reimbursement	40,000			40,000
44174	Device Fees	300,000			300,000
44177	CHS Band Boosters	25,000			25,000
44178	CHS Pom Boosters	13,200			13,200
44179	Collierville Dragon Dancers Boosters	13,200			13,200
44180	CHS Cheer Boosters	6,930			6,930
44181	CHS Boys Soccer Boosters	6,250			6,250
44182	CHS Volleyball Boosters	5,500			5,500
44183	CHS Trap Team Boosters	2,400			2,400
44184	CHS Cross Country Boosters	2,000			2,000
44185	CMS Band Boosters	2,400			2,400
44186	CHS Baseball Boosters	29,150			29,150
44187	CHS Softball Boosters	5,000			5,000
44188	CHS Girls Soccer Boosters	7,000			7,000
44189	CHS Theatre Boosters	6,500			6,500
44190	CMS Cheer Boosters	5,250			5,250
44192	CHS Girls Lacrosse Boosters	700			700
44193	CHS Basketball Boosters	11,000			11,000
44194	CHS Speech & Debate Boosters	1,000			1,000
44195	Athletic Account - Summer Camp	100,000			100,000
44196	CHS Football Boosters	32,085			32,085
44198	WCMS Cheer Boosters	0			0

Function	Description	Budget	Add	Subtract	Amendment #2
					Budget
44199	WCMS Orchestra Boosters	0			0
44200	CHS Mtn Biking Boosters	0			0
44201	CHS Swimming	0			0
44202	WCMS Band Boosters	0			0
44203	CHS Robotics Boosters	0			0
44204	CHS Choir Boosters	0			0
44520	Insurance Recovery	10,000			10,000
44530	Sale of Equipment	1,100,000			1,100,000
44560	Damages Recovered from Individuals	1,000			1,000
44990	Other Local Revenue	2,000			2,000
44991	Dragon Games Donations	4,000			4,000
46510	TN Investment in Student Achievement	62,793,827			62,793,827
46513	TISA On Behalf Payments	0	260,653		260,653
46610	Career Ladder Program	76,000			76,000
46990	Other State Revenue	0			0
47143	Special Ed - Grants to States	5,000			5,000
49800	Transfers In	2,670,000			2,670,000
49900	Reserves	4,127,692	870,336	260,653	4,737,375
	Total Revenue	120,908,179	1,130,989	260,653	121,778,515

Collierville Schools
 General Fund Expenditures 2024-25
 Amendment #2
 Prepared 2/7/25

Function	Budget	Add	Subtract	Amendment #2 Budget
71100 - Reg. Instruction	59,160,656	287,577		59,448,233
71150 - Alternative Education	257,444			257,444
71200 - Special Education	10,176,492			10,176,492
71300 - Vocational Education	2,804,531			2,804,531
72110 - Attendance	890,781	3,000		893,781
72120 - Health Services	1,544,719			1,544,719
72130 - Other Student Support	2,968,026	15,000		2,983,026
72210 - Support Regular Instruction	2,848,486	7,000		2,855,486
72215 - Support Alternative Education	2,500			2,500
72220 - Support Special Education	2,384,751			2,384,751
72250 - Technology	6,274,521			6,274,521
72310 - Board of Education	2,388,587	527,452		2,916,039
72320 - Office of Superintendent	586,721	1,805		588,526
72410 - Office of Principal	6,525,475			6,525,475
72510 - Fiscal Services	1,686,292			1,686,292
72520 - Human Resources	903,634	28,502		932,136
72610 - Operation of Plant	7,020,419			7,020,419
72620 - Maintenance of Plant	2,025,287			2,025,287
72710 - Transportation	5,073,793			5,073,793
72810 - Central and Other	1,109,960			1,109,960
76100 - Regular Capital Outlay	4,275,104			4,275,104
	120,908,179	870,336	0	121,778,515



**COLLIERVILLE SCHOOLS
HIGH SCHOOL FEES
2024-2025**

Fees may only be charged for the items listed and may not exceed the approved amount.

Basic Fees: These fees are **REQUIRED** from all students who participate.

Activity	Amount	Provides
AP Exam Fee (per course)	\$ 100.00	
Laptop Device Fee	\$ 60.00	Covers the actual cost of the AppleCare protection plan. Please note: The device fee covers damage to the device only. Damages to cases, charging cords, brick or loss of these items will be the responsibility of the parent/student to replace.
Summer School (per course)	\$ 50.00	Seated, in-person instruction for credit
Graduation Ceremony	\$ 130.00	Cap, gown, diploma, rental, security, etc.
Parking	\$ 40.00	Annual Parking Pass
PSAT Exam Fee	\$ 20.00	
Transcript Request	\$ 3.00	

Course Fees: These fees are **REQUESTED** from students enrolled in these specific courses.

Activity	Amount	Provides
Dual Enrollment Fees	Varies	Fee charged per dual enrollment class pending U of M guidelines (per semester)
Related Arts		
Art	\$ 100.00	Art Supplies (Pens, Paper, Watercolors, etc.) annual
Varsity Band Fee (Concert, Jazz, Marching)	\$ 100.00	Band and Color Guard Uniforms, Flags & Props, Trailer Maintenance, Transportation, Music, Drill, Guest Instrumental Specialist, Part-Time Instructors, Competition Fees, Instrument Repair, Instrument Maintenance, Instrument Replacement
Varsity Band (School-Owned Instrument Rental)	\$ 75.00	Money will be used to maintain instruments due to expected wear and tear.
Indoor Color Guard, Indoor Marching Winds, Indoor Percussion	\$ 100.00	Performance fees; show design; music, costumes, and props.
Orchestra	\$ 100.00	Transportation, Music, Guest Instrumental Specialist, Part-time Instructors, Competition Fees, Instrument Repair, Instrument Maintenance, Instrument Replacement, Substitutes for Orchestra field trips
Orchestra (School-Owned Instrument Rental)	\$ 50.00 / \$ 75.00	Instrument rental fees are \$50 for one school-owned instrument and \$75 for two. Money will be used to maintain instruments due to expected wear and tear.

Chorus Fee	\$ 100.00	Printed Music, Rehearsal Folder, Choral Festival Fees, Bus Fee, All Southwest Audition Fee, Choir T-Shirt
Chorus Fee	\$ 65.00	One Time Dress/Outfit Fee
Foreign Languages		
AP Foreign Languages	\$ 70.00	Class supplies, materials
Non-AP Foreign Languages	\$ 50.00	Class supplies, materials, and national exam
Core Academic Department		
Science (per course)	\$ 10.00	Supplies for class projects
Anatomy and Physiology	\$ 15.00	National/International assessment fee
Math (per course)	\$ 10.00	Supplies for class projects
AP English Language and Composition	\$ 30.00	Consumable textbook
AP Social Studies (per course)	\$ 35.00	Workbook, novels, and/or review guide
CTE		
Agriculture	\$ 30.00	Class supplies
Audio and Visual Production	\$ 100.00	Equipment, certification, uniform, consumables
Computer Science	\$ 10.00	Access to JDoodle platform
Nutrition	\$ 10.00	Supplies for class and lab
Teaching as a Profession (I, II, Practicum)	\$ 5.00 each	Projects/class supplies
STEM	\$ 25.00	Projects/class supplies
CNA	\$ 50.00	Certification costs, supply replacements, consumables
Health Science	\$ 20.00	Lab supplies
Diagnostic Medicine	\$ 15.00	Lab supplies
Medical Therapeutics	\$ 20.00	Lab supplies
Automotive	\$ 35.00	Class supplies, lab fees
Culinary Arts I and II	\$100.00	Class fees, certification, and lab fees

Athletic and Activity Fees with School Support Organizations: A \$125.00 fee is **REQUIRED** from students who choose to participate in an optional activity. The fee covers the basic needs for participation. Additional funds may be requested through fund-raising efforts and membership dues with the school support organization.

Activity	Amount	Provides
Athletics and Extracurricular Activities w/School Support Organization	\$ 125.00	Uniform, Equipment, Registration and Related Expenses, Administrative Programming and Support

Athletic and Activity Fees without School Support Organization: These fees are **REQUIRED** from students who choose to participate in an optional activity.

Activity	Amount	Provides
Bowling	\$ 150.00	Uniforms, lane rentals, event entry fees, end of year awards
Mountain Biking	\$ 350.00	Clothing, uniforms, coaching, travel, etc.
Track and Field	\$ 500.00	Equipment, entry fees, awards, coaching, travel, etc.
Girls Wrestling	\$ 600.00	Uniforms, equipment, entry fees, awards, travel
Girls Flag Football	\$ 400.00	Uniforms, equipment, entry fees, awards
Water Polo	\$ 350.00	Uniforms, pool rental, event fees, awards, coaching
Non-competitive Cheer (New members)	\$ 680.00	Uniforms, coaching
Non-competitive Cheer (Returning)	\$ 40.00	*Returning members are responsible for replacement items



Estimate

#95184

Page 1 of 3

National Glazing Solutions, LLC dba NGS Films and Graphics

NGS Atlanta | 140 Mountain Brook Dr. Canton, GA 30115 | (404)662-3323

Filmsandgraphics.com

Remittance Address:

**PO Box 823
Holly Springs, GA 30142**

Bill To
Collierville Schools
145 W Poplar
Collierville TN 38017

Ship To
Collierville Schools
145 W Poplar
Collierville TN 38017

11/19/2024

TOTAL

\$243,274.90

Terms	Customer	Estimate Contact
UPDATE PER CONTRACT TERMS	47598:1 Collierville Schools : Collierville Schools-Phase 2-10/24	Julia Poole Julia.poole@ngs.inc (470) 680-5805

Additional Terms :

Customer Message:

Scope of Work: ZONE 2's and Extension on HS and ES
TIPS #220101
Tier 1
MATERIAL and LABOR
3M Ultra 800/S70X - 13,412 Sqft
3M IPA - 15,868 LFT

Quantity	Item	Amount
15.25	K12 - 3M Ultra 800 72" x 100' K12 - 3M Ultra 800 72" x 100'	\$48,645.98
11.75	K12 - 3M Ultra 800 60" x 100' K12 - 3M Ultra 800 60" x 100'	\$31,178.63

Contracts: GSA Contract- 47QSWA20D00C TIPS Contract- 211001 PCA Contract- OD-316-20
Contractor Licenses: AZ- ROC 323352 CA-977796 LA- 57316 ND- 52267 OR- 194623 SC- G118295 VA- 2705133057 WA- NATIOGS894MQ



95184

Quantity	Item	Amount
62	K12 - 3M IPA : Black 20oz Sausage Case K12 - 3M IPA : Black 20oz Sausage Case	\$24,738.00
13,412	Security Film - 6-8Mil Installation Labor : Security Film - 6-8Mil	\$73,766.00
15,868	Wetglaze Installation Labor : Wetglaze	\$87,274.00
1	Custom Custom- TIPS SHIPPING	\$375.00
1	Custom Custom-Trip Charge- NOT IN HOUSE	\$444.00



Subtotal	\$266,421.61
Discounts	(\$23,146.71)
Total Tax (0%)	\$0.00
Total*	\$243,274.90

***Terms and Conditions:**

- 1) This price does NOT include an attachment system of any kind unless stated in the notes above
- 2) NGS does not recommend or warranty blackout film on glass surfaces with direct sunlight
- 3) Pricing does not include extended or after-hours labor fees unless stated
- 4) Pricing does not include removal of any door hardware
- 5) This proposal is ONLY valid for projects having at LEAST 5 days lead time from receipt of PO or contract. Anything less incurs expedited shipping & labor fees
- 6) NGS price does not include removal of existing film on glass unless indicated. Removal fees will apply
- 7) Credit Cards may be accepted for payment with a processing fee
- 8) Pricing assumes the client provides access to areas in scope (all furniture/ fixtures moved)
- 9) As it relates to wall graphics: Pricing assumes walls have been finished to a level 5 finish and that the graphic media manufacturer recommended primer has been used. NGS is NOT responsible for PSV (pressure sensitive adhesive) vinyl failure on walls not prepared by NGS.
- 10)**NOTE** Estimate assumes no additional engineering or special construction is required. Any atypical storefront construction requiring extra engineering or customization above and beyond oversize panels or additional mullion design may require additional fees to cover custom extrusions, components, cad design, and engineering time. This will be determined by the manufacturer's review of the submitted surveys.
- 11) Quoted total DOES NOT include costs for project -specific local licensing and/or permitting unless specified. Total is subject to change if NGS is responsible for acquiring these items.

Estimate Sign-Off:

ACCEPTED BY:

Signature: _____

Print Name: _____

Date: _____



Collierville Schools Board of Education

Monitoring:

Review: Annually,
in February

Descriptor Term:

Business Management Goals

Descriptor Code:

3.100

Issued Date:

02/25/25

Rescinds:

3.100

Issued:

05/13/14

1

2 The Board establishes these general goals for the conduct of its management program:

- 3 1. To develop a plan for the management of buildings and grounds ~~which~~ that provides a
4 safe, secure, comfortable, and clean environment for instruction and administration;
- 5 2. To provide a building maintenance program ~~which~~ that protects the taxpayers'
6 investment in facilities and ensures their continued use;
- 7 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 8 4. To provide a student transportation system ~~which~~ that meets state requirements;
- 9 5. To design and implement a program of food services ~~which~~ that emphasizes nutritional
10 needs of children as the basis of growth and development of bodies and minds;
- 11 6. To collect and maintain data pertinent to educational planning; and
- 12 7. To provide a sound program of insurance protection for system employees, students,
13 and property.

Cross References

School District Goals 1.700

14

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Building and Grounds Management	Descriptor Code: 3.200	Issued Date: 02/25/25
		Rescinds: 3.200	Issued: 05/13/14

All school properties shall be maintained in good physical condition—safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Director of Schools/designee shall develop and implement a continuing program of maintenance of all district-owned buildings and grounds, which shall provide for the following:

1. Adequate custodial programs for all schools;
2. Improvement and maintenance of school buildings and grounds;
3. Repairs, including repairs of equipment, and painting; ~~and~~
4. Determination of obsolete/surplus equipment; and
5. An annual audit of energy usage.

The following are responsibilities of building principals:

1. To ~~overseeing~~ the operation of the school plant and ~~requiring~~ that the personnel assigned to the building keep it in a clean, ~~healthy~~ **healthful**, and pleasant condition;
2. To ~~inspecting~~ the premises of the school **regularly** to prevent, identify, ~~and/or~~ **and/or** remedy hazardous conditions
3. To ~~requesting~~, in a timely manner, appropriate maintenance and repairs through the appropriate channels.

LONG-RANGE MAINTENANCE PROGRAM

The Board shall carry on a continuing program of maintenance of buildings and grounds designed to keep them in maximum usefulness, preserve the capital investment of the district, and prevent deterioration.

Routine maintenance of school property is the responsibility of regular employees. The Board authorizes the employment or contractual arrangement of specialists to deal with maintenance tasks that employees are unable, by training or available time, to perform.

The principal, plant manager, and other staff members are urged to observe conditions that reflect the need for maintenance, particularly when early detection can permit repair before

- 1 major expenditures are necessary. Principals and plant managers are specifically responsible
- 2 for regular and systematic inspections of buildings and grounds assigned to them.
- 3 The Department of Operations is directed to develop a preventative maintenance program to
- 4 the extent possible with available resources.
- 5 Plans, drawings, and other records necessary for the management of buildings and grounds
- 6 shall be stored and maintained in a secure location.

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Energy Management and Conservation	Descriptor Code: 3.2001	Issued Date: 02/25/25
		Rescinds:	Issued:

1

2 The Board embraces energy conservation and believes it to be our responsibility to ensure that every
3 reasonable effort is made to conserve energy and natural resources while exercising sound financial
4 management.

5 The Director of Schools/designee shall establish and implement a comprehensive energy management
6 and conservation program for the district, including short and long-range strategies to maximize energy
7 conservation. Accurate records of energy consumption and cost at each district facility shall be
8 maintained. Regular feedback based upon energy audits shall be provided to campus administrators so
9 that progress may be monitored and adjustments made.

10 The Board expects all personnel at each school and district campus to make positive contributions to
11 maximize energy conservation and produce real energy savings.

Collierville Schools Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 06/23/20
		Rescinds: 3.201	Issued: 05/13/14

1

2 ~~In accordance with board policy,~~ The principal of each school shall develop procedures for
3 keeping school facilities safe and free from hazards.

4 All staff members shall report current and potential hazards to their immediate supervisor(s).

5 Each principal is responsible for seeing that safety is a part of the instructional program of the
6 school as required by law.¹

7 The safety program shall include:

- 8 1. Fire prevention
- 9 2. Accident prevention
- 10 3. Warning systems
- 11 4. Emergency drills
- 12 5. Traffic safety
- 13 6. Safety inspections
- 14 7. First aid
- 15 8. Disaster preparation
- 16 9. Pandemic or other public health emergency.

17 Only students assigned to the school, the staff of the school, parents of students, and other
18 persons with lawful and valid business **on school premises** shall enter onto the grounds or
19 into the buildings of a school during the hours of student instruction. All staff members shall
20 report all persons appearing to be **trespassing or acting** improperly on school premises to the
21 principal.²

22 The principal shall secure assistance from law enforcement officials when he/she deems it
23 necessary in order to maintain order or security **during the school day or during**
24 **extracurricular activities at the school. In addition, the Director of Schools/designee shall**
25 **provide the local law enforcement agency with a copy of all safety and security plans.**³

Legal References

1. TCA 49-6-805(7)
2. TCA 49-6-2008 (a) and (b)
3. **TCA 49-6-804(c); TCA 49-6-805**

Cross References

- Visitors to the School 1.501
Care of School Property 6.311

26

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Emergency Operations Plan	Descriptor Code: 3.202	Issued Date: 02/25/25
		Rescinds: 3.202	Issued: 06/25/24 10/24/23

1

2 The Director of Schools or his/her designee shall be responsible for developing and maintaining a
3 District Emergency Operations Plan, which is a fluid document that integrates a comprehensive, multi-
4 hazard approach following both state and FEMA (Federal Emergency Management Agency) model
5 guidelines to include mitigation and prevention, preparedness, response, and recovery.¹

6 The principal of each school or his/her designee shall be responsible for developing and maintaining a
7 School Emergency Operations Plans, based on the **district model**, and developing and
8 implementing emergency practice drills with the approval of the Director of Schools or his/her
9 designee. When appropriate, such drills shall be held in conjunction with emergency response
10 agencies. Safety procedures shall be in written form and distributed to all school staff, as appropriate.

11 The Board of Education **directs expects** the **Superintendent Director of Schools** to ensure that each
12 school principal is familiar with and implements the **school building-level** safety plan developed for
13 their school. School safety plans should strive to allow for the safety of students and staff and the
14 necessary ingress and egress to and from the building. If, consistent with the school safety plan, the
15 school does utilize various entrances other than the main entrance to the school building during arrival,
16 dismissal, and various other school events, these entrances will be monitored by school staff during
17 these times in accordance with state law.

18 FIRE AND SAFETY DRILLS

19 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
20 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school **year**.
21 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
22 throughout the year.²

23 The principal or his/her designee shall regularly check the quantity, locations, and conditions of fire
24 extinguishers and shall provide instruction for all school personnel on how to properly use fire
25 extinguishers.

26 The principal shall ensure that three (3) additional safety drills are given during the school year. Two (2)
27 of these safety drills must include earthquake drills and one drill may cover inclement weather, intruders,
28 or other emergency drills that do not require full evacuation.³

29 The district shall work with local law enforcement and the local fire department to develop a procedure
30 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
31 and shall be reviewed and updated annually thereafter.⁴

32 **ARMED INTRUDER ANNUAL DRILLS**

1 The Director of Schools or his/her designee shall ensure that each school safety team conducts at least
2 one ~~(1) armed intruder drill~~ of each of the following drills annually ~~in coordination with local law~~
3 ~~enforcement~~.⁵

- 4 1. An armed intruder drill, in coordination with the local law enforcement agency;
- 5 2. An incident command drill, without students present; and
- 6 3. An emergency safety bus drill, without students present.⁵

7 **AED PROGRAMS AND DRILLS**⁶

8 The Director of Schools or his/her designee shall establish a program for automated external defibrillator
9 (AED) use in the schools by ensuring compliance with the laws relative to training, a written plan for
10 use, notification, and maintenance and testing of devices.

11 Any school with an AED shall conduct annual CPR and AED training for school personnel to practice
12 the use of these life-saving measures and to evaluate the school's preparedness in the event of sudden
13 cardiac arrest.

14 In addition, the principal of any school with an AED shall ensure that a drill occur each school year so
15 that both school staff and students are aware of the steps that must be taken in the event of a medical
16 emergency that requires the use of CPR and an AED.

17 **DOCUMENTATION**

18 A record of all fire, safety, armed intruder, CPR, AED, and any other type of emergency drill, including
19 the time and date, shall be kept in each school's office and sent to the Director of Schools or his/her
20 designee at the end of each school year. Upon request, drill records may be sent to the Department of
21 Education, state fire marshal, or the state fire marshal's deputies or assistants for inspection and review.³

22 Building-level emergency response plans shall be confidential and shall not be subject to any open or
23 public records requirements.⁶

24 **MEDICAL EMERGENCIES/PANDEMIC FLU**⁷

25 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
26 and consult with the local and state health departments and other local emergency or healthcare providers
27 in protecting students and the community from further infection.

28 **REMOTE LEARNING DRILLS**⁸

29 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
30 reflect how students will transition to remote learning in the event of a disruption to school operations.
31 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

- 32 1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA](#)

Cross References

Emergency Closings 1.8011

2. [49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\); TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Safety 3.201
Community Use of School Facilities 3.206

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="margin: 0;">Crisis Management</h2>	Descriptor Code: 3.203	Issued Date: 02/25/25
		Rescinds: 3.203	Issued: 05/13/14

1

2 The principal shall develop a crisis management plan for use in times of crisis, including
 3 suicides, shootings, and death of a student or faculty member. Within the development of
 4 such plan, the principal shall appoint a Crisis Team, which shall deal with specific situations,
 5 make decisions, and disseminate information in the event of a crisis. Members of the Crisis
 6 Team shall consist of the principal, school counselor, and at least two other staff members
 7 designated by the principal.

8 Training for all school employees in crisis management procedures shall be conducted
 9 annually during in-service sessions prior to the beginning of the school year.

10 In the event of a crisis, the principal shall notify the Crisis Team and the Director of Schools.
 11 If necessary, the principal shall contact the appropriate emergency services (police, fire,
 12 ambulance, etc.).

13 All media attention shall be directed to the Director of Schools' office.

Cross References

News Releases, News Conferences and Interviews
 1.503

14

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 02/25/25
		Rescinds: 3.204	Issued: 09/22/20

1

2 *General*¹

3 A threat assessment teams shall be created within the school district to develop intervention-based
4 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
5 safe, supportive, and effective school environment.

6 The Director of Schools and/or designee shall appoint the members of threat assessment teams.

7 The Director of Schools and/or designee shall develop administrative procedures regarding the training
8 and operations of the team to comply with state law and State Board of Education rules and
9 regulations.

10 TEAM MEETINGS

11 All threat assessment team meetings shall be closed to the public.²

12 RECORDKEEPING³

13 The threat assessment teams shall document all behaviors and incidents deemed to pose a risk to
14 school safety or that resulted in intervention and shall provide the information to the Director of
15 Schools and/or designee.

16 A general report of the activities of all the threat assessment teams will be compiled and shared with
17 the Board before each regular meeting.

18 Documents produced or obtained regarding these assessment activities will not be open for public
19 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*, Public Acts of 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. ~~TCA 49-6-2702(g)~~; TCA 49-6-2702

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

20

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 02/25/25
		Rescinds: 3.205	Issued: 06/25/24 08/24/21

The Director of Schools shall establish procedures to protect school property, which shall include, but not be limited to:¹

1. Closing and securing teacher work areas when left unattended or at the end of the day;
2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school facilities or equipment without appropriate supervision;
3. Controlling the issuance of keys **and access cards/codes**; ~~and~~
4. Developing programs that contribute to the proper care and use of school facilities and equipment; **and**
5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

All exterior doors leading into a school building shall be locked at all times, and access to school buildings is limited to the school's primary entrance during the school day as well as when students are present outside of regular school hours.³

The principal shall immediately call law enforcement officials and the Director of Schools in cases involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director of Schools shall report all signing of such complaints to the Board.

AFTER SCHOOL HOURS

If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school district employee shall be stationed by the door to ensure access is limited to authorized persons.³

SCHOOL POLICING¹

The Board may enter into a memorandum of understanding **(MOU)** with the chief of a law enforcement agency to provide school policing. Any ~~memorandum of understanding~~ **MOU** shall address, at a minimum, the following issues:

1. Any School Resource Officer (SRO) assigned under ~~a memorandum~~ **the MOU** must be in compliance with all laws, regulations and rules of the Peace Officer Standards

- 1 and Training Commission at the time of assignment and remain compliant throughout
2 the tenure of his or her assignment;
- 3 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic
4 training in school policing within twelve (12) months of assignment. Every year
5 thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training
6 specific to school policing. All training programs shall be approved by the Peace
7 Officers Standards and Training Commission.⁵
- 8 3. Any SRO assigned under the ~~memorandum~~ MOU remains an employee of the law
9 enforcement agency, subject to that agency's direction, control, supervision, and
10 discipline.
- 11 4. No ~~officer~~ SRO shall be assigned to a school, or continue in such an assignment,
12 without the consent of the Director of Schools.
- 13 5. If more than one SRO is assigned to a school ~~system~~ district, the law enforcement
14 agency shall designate one (1) of the SROs as the senior SRO, or such other,
15 appropriate title. The duties of the senior SRO, however designated, shall include, but
16 not be limited to, the following:
- 17 a. To represent and carry out the policies of the law enforcement agency
18 assigning the SROs.
- 19 b. To supervise the SROs in the performance of their duties;
- 20 c. To consult with the Director of Schools regarding the best use of the available
21 resources for school policing; and
- 22 d. To resolve disputes between the SROs and students or faculty/staff members.
- 23 6. The ~~memorandum~~ MOU may be effective for any length of time, including continuing
24 until terminated by the parties, and may contain any reasonable notice requirement for
25 the termination of the ~~memorandum~~ MOU. However, the ~~memorandum~~ MOU shall
26 contain a provision allowing the Director of Schools to suspend the active participation
27 of the SROs if the Director believes that such suspension is best for the health, safety
28 and/or wellbeing of the students and/or faculty/staff members.

29 ~~CYBERSECURITY⁶~~

30 ~~The Director of Schools/designee shall develop an administrative procedure regarding the~~
31 ~~district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning,~~
32 ~~and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and~~
33 ~~incidents.~~

Legal References

1. [TCA 49-6-805\(3\)](#)
2. [2 CFR § 200.313](#)
3. [TCA 49-6-817](#)
4. [Public Acts of 2024, Chapter No. 882](#)
5. [TCA 49-6-4217](#)
6. ~~[TCA 49-6-805\(9\)](#)~~

1

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Cybersecurity	Descriptor Code: 3.2051	Issued Date: 02/25/25
		Rescinds:	Issued:

The school district's computers, networks, and other technological resources support the educational and administrative functions of the district. Because employees and students depend on these systems to assist with teaching and learning, and because sensitive and confidential information may be stored on these systems, system integrity and security are of utmost importance. In compliance with state law, this policy and its related administrative procedures outline the district's plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.¹

A. Network And Information Security

The school district's information technology systems are valuable assets that must be protected. To this end, district technology personnel shall evaluate each information technology asset and assign protective controls that are commensurate with the established value of such assets. Appropriate security measures must be in place to protect all information technology assets from accidental or unauthorized use, theft, modification, or destruction, and to prevent the unauthorized disclosure of restricted information. Network security measures must include an information technology system disaster recovery process. Audits of security measures must be conducted annually.

All personnel shall ensure the protection and security of information technology assets under their control.

B. Security Awareness

The Chief Technology Officer or designee shall provide employees with information to enhance awareness regarding technology security threats and to educate them about appropriate safeguards, network security, and information security.

C. Malware Protection

Malware detection programs and practices must be implemented throughout the school district. The Chief Technology Officer or designee is responsible for ensuring that the school district's network includes current software to prevent the introduction or propagation of computer malware.

D. Training for Use of Technological Resources

Users should be trained to use technological resources effectively and in a manner that maintains the security of the network infrastructure and ensures compliance with state and federal laws and regulations. Such training should include information related to remote access, virus protection,

1 the state student information and instructional improvement system applications, network and
2 information security, and other topics deemed necessary by the Director of Schools or Chief
3 Technology Officer.

4 **E. Access to Information Technology Systems**

5 Access to the school district’s information technology assets will be managed to ensure that only
6 authorized devices/persons have access.



Legal References

Cross References

1. TCA 49-6-805(9)

3.205 Security
5.613 Staff Responsible Use

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 02/25/25
		Rescinds: 3.206	Issued: 05/13/14

1

2 When not in use for school purposes, school buildings and grounds (or portions thereof) may
3 be used for public, governmental, charitable, civic, recreational, cultural, and other purposes
4 as approved by the Board.¹⁻²

- 5 1. Requests for the use of a school's facilities shall be made at the office of the principal
6 prior to the date of use;
- 7 2. Student clubs and activities, parent-teacher associations, and other organizations
8 affiliated with the schools shall be permitted use of school facilities without charge,
9 with the exception of any required custodial charges;
- 10 3. School facilities may not be used for private profit, except that unused facilities may be
11 leased for private day-care centers ~~which~~ that provide educational and child care
12 services to the community;³²
- 13 4. All activities must be under adult supervision and approved by the building principal. If
14 deemed necessary, the principal may assign a school employee to be present. The
15 group using the facilities will be responsible for any damage to the building or
16 equipment;
- 17 5. Groups receiving written permission for building use are restricted to the dates and
18 hours approved and to the building area and facilities indicated, unless requested
19 changes are approved by the principal;
- 20 6. Groups receiving permission for building use are responsible for the observance of all
21 fire and safety regulations at all times;
- 22 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in
23 any form is not permitted in school buildings;
- 24 8. During emergencies or disasters, the Board will cooperate with recognized agencies,
25 such as the Red Cross, National Guard and Civil Defense, to make suitable facilities
26 available without charge;
- 27 9. Kitchens may be used by outside agencies only if under the supervision of a school-
28 based employee. Additionally, the school cafeteria manager must be present if food is
29 to be prepared in the school kitchen. All fees and requirements stipulated on the
30 Facility Use Form must be followed.
- 31 10. The following disclaimer is to be printed on any program, brochure, or other handout of
32 any civic or community group using a school facility: "The content of this program and
33 the viewpoints expressed therein have not been endorsed by the Collierville Schools
34 Board of Education."
- 35 11. The Board will approve and periodically review a fee schedule for the use of school
36 facilities by community or civic organizations and other non-profit groups.

1 12. The Director of Schools shall develop procedures and forms to effectively implement
2 this policy.

Legal References

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

Cross References

Tobacco-Free Schools 1.803
Care of School Property 6.311

3

Collierville Schools Board of Education

Monitoring:

Review: Annually,
in February

Descriptor Term:

Facility Expansion – Goals

Descriptor Code:

3.207

Issued Date:

02/25/25

Rescinds:

3.207

Issued:

05/13/14

1

2 The Board shall authorize the construction of a sufficient number of school buildings to meet
3 the demands of present and future enrollments. Plans shall include

- 4 • simplicity of design;
- 5 • sound economics, including low long-range maintenance costs and low insurance
6 rates;
- 7 • high educational utility;
- 8 • and flexibility.

9 The Board hereby establishes these broad goals for development of facilities:

- 10 1. To integrate facilities planning with other aspects of planning in a comprehensive
11 program of educational problem solving;
- 12 2. To base educational specifications for facilities on identifiable learner needs;¹
- 13 3. To design for sufficient flexibility to permit program modifications and initiation of new
14 programs;
- 15 4. To design facilities as economically as possible, ~~while planning~~ provided the
16 specifications ~~to~~ adequately and effectively meet the needs of students;
- 17 5. To involve parents, staff and members of the community on school construction and
18 design and to use the latest developments and research in building plans and
19 specifications; and
- 20 6. To design school buildings while being mindful of maximum potential community use.

Legal References

1. TRR/MS 0520-01-04-.01

21

Version Date:

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 02/25/25
		Rescinds: 3.208	Issued: 05/13/14

1

2 The **D**irector of **S**chools shall present an annual assessment of facility needs to the Board ~~in~~
3 ~~October~~. The needs assessment shall include a review of each school site **with input from**
4 **staff, parents, and community members.**

5 The individual school needs assessment shall include the following information:

- 6 1. building, site and utility deficiencies
- 7 2. maintenance issues
- 8 3. number of classrooms with class sizes
- 9 4. population and enrollment projections
- 10 5. community needs
- 11 6. other information as directed

12 The system-wide needs assessment shall include the following information:

- 13 1. individual school assessments
- 14 2. system-wide population growth projections
- 15 3. industrial and business forecasts
- 16 4. other information as deemed necessary

17 **ASBESTOS** ¹

18 The **D**irector of **S**chools/**designee** shall maintain an Asbestos Management Plan for all
19 buildings leased, owned, or otherwise used as school buildings and maintain and update the
20 plan to keep it current with ongoing operations and maintenance, periodic surveillance,
21 inspection, re-inspection, and response action activities.

22 The **D**irector of **S**chools/**designee** shall:

- 23 A. annually publish a notification on the Asbestos Management Plan availability and the
24 status of asbestos activities;
- 25 B. educate and train maintenance and custodial staff about asbestos and how to deal
26 with it, in accordance with state and federal statutes;
- 27 C. notify short-term or temporary workers on the locations of the building materials
28 containing asbestos;

- 1 D. post warning labels in routine maintenance areas where asbestos was previously
2 identified or assumed;
- 3 E. follow set plans and procedures designed to minimize the disturbance of building
4 materials containing asbestos; and
- 5 F. survey the condition of these materials every six (6) months to assure that they remain
6 in good condition.
- 7 The Director of Schools/designee shall designate an Asbestos Hazard Emergency Response
8 Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries
9 regarding the asbestos plan and asbestos related issues should be directed to the AHERA
10 Manager.

Legal References

- 11 1. 40 C.F.R. § 763.91-93

Collierville Schools Board of Education

Monitoring:

Review: Annually,
in February

Descriptor Term:

Estimating Facility Costs

Descriptor Code:

3.209

Issued Date:

02/25/25

Rescinds:

3.209

Issued:

05/13/14

1

2 When new construction, renovation and/or a building addition is proposed, the Director of
3 Schools or his/her designee shall secure cost estimates for each project and submit such
4 estimates to the Board for approval.¹

5 Estimates are to include the total cost with a breakdown detailing the following:

- 6 1. cost of new construction
- 7 2. cost of renovation
- 8 3. cost of addition
- 9 4. cost of site preparation
- 10 5. fees charged by governmental agencies
- 11 6. fees charged by utility companies
- 12 7. cost of landscaping
- 13 8. architect or construction management fees
- 14 9. school transportation costs
- 15 10. furniture, fixtures, and equipment costs
- 16 11. other costs and/or fees as required

17 Qualified consultants and/or consulting firms are to be involved when cost estimates are
18 submitted. Employment of such persons requires Board approval.

19 The cost of each project shall be presented to the Board as a part of the project
20 recommendation. In addition, consideration is to be given to costs of future maintenance, to
21 any warranties that might be involved in construction, and the determination of easements.

Legal References

- 22 1. TCA 49-2-203(a)(3)~~(G)~~

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Naming Facilities	Descriptor Code: 3.210	Issued Date: 02/25/25
		Rescinds: 3.210	Issued: 05/13/14

1

2 Insofar as possible, the Board will name a school after the name of the geographic section
3 which it serves. If the school is not to be named for the section which it serves, a
4 representative group of parents will be consulted in naming the school.

5 Schools shall not be named for a living person.

6 The naming of any and all school facilities and real estate, including all buildings, structures,
7 athletic facilities, athletic fields, practice fields, playgrounds, streets, etc., requires the prior
8 approval of the Collierville Schools Board of Education.

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term Sponsorship Rights	Descriptor Code: 3.210.1	Issued Date: 02/25/25
		Rescinds: 3.210.1	Issued: 10/25/22 07/26/18

1

2 1. The purpose of this policy is to establish the criteria and procedures for granting sponsorship
3 rights in relation to the Collierville Schools (herein referred to as “district”) facilities and property.
4 This Policy establishes an equitable process by which the School Board (herein referred to as “Board”)
5 can assume its responsibility for naming district-owned facilities. This policy governs the sponsorship
6 rights for facilities and buildings and is separate and distinct from other policies that may govern
7 school names.

8 2. Prior to a formal action by the Board, the terms, and conditions of any such sponsorship rights
9 shall be referred to the Director of Schools or designee. The Director of Schools will make a
10 recommendation on the requested sponsorship to the Board for formal action.

11 3. The Board reserves the right, in all cases, to refuse to grant a sponsorship to a particular
12 facility/piece of property. This policy is not intended to create a right for any individual, company, or
13 other legal entity to obtain the sponsorship of a district facility upon the establishment of certain
14 criteria. All decisions concerning sponsorship of district facilities are at the complete and sole
15 discretion of the Board.

16 4. Sponsorship rights may be granted in return for provision to the district of an appropriate
17 financial contribution or sponsorship, including the provision or supply of equipment, materials, land,
18 or services.

19 5. The solicitation of naming rights with the intent of securing a financial contribution and
20 subsequent granting of such sponsorship rights are at the full and sole discretion of the Board.

21 6. An agreement addressing the nature of sponsorship rights will be entered into between the
22 parties or their representatives, such agreements to be governed by the provisions of this policy.

23 7. All such agreements are subject to the district’s requirements for contracts, as set forth in Board
24 policy and related laws and regulations. Nothing in this policy shall be construed so as to provide a
25 provider of goods, services, or financial contribution an automatic sponsorship right. All such
26 sponsorship rights are subject to Board approval under the terms of this policy.

27 8. In granting sponsorship rights, due regard shall be taken of the need to maintain an appropriate
28 balance between commercial considerations and the role which names of buildings and space play in
29 contributing to the district’s sense of identity as well as in assisting students, staff and visitors to orient

1 themselves with the campus/facility. Any and all entitlements and attributions granted in conjunction
2 with sponsorship rights, ~~included~~ including but not limited to signage, must be reviewed and approved
3 by the Director of Schools prior to installation in or on district property. Any permanent or
4 nonpermanent fixtures shall become the sole property of the district.

5 9. The district recognizes that the names of its facilities are vital to their public image. Therefore,
6 the granting of sponsorship rights must always be consistent with the district's vision, mission and
7 shared purpose. The long-term effects of sponsorship rights must be considered. Sponsorship rights
8 will not be granted to any commercial entities associated in any way with non-socially responsible
9 policies, including but not limited to, the sale of tobacco, alcohol, illegal drugs, weapons, or any other
10 products or services not appropriate for use by minors; the use of vulgar and offensive, obscene, or
11 sexually explicit language; or the advocacy of the violation of law or district policy. Sponsorship rights
12 shall not be granted to commercial entities associated with the advancement of any political
13 organizations; the promotion or opposition of a candidate for elected office or a ballot measure; or
14 association with any company or individual whose actions are otherwise in violation of law.
15 Sponsorship rights shall also not be granted to religious organizations.

16 10. The Board may provide opportunities for the sponsorship of portions of school facilities and
17 ancillary facilities such as those listed below.

- 18 1. Auditorium/theaters.
- 19 2. Gymnasiums.
- 20 3. Libraries.
- 21 4. Gardens/walks.
- 22 5. Athletic fields/facilities.
- 23 6. Concessions/locker rooms.

24
25 11. For a company, group, and/or product name to be used, it must, as determined by the Board,
26 have and maintain an exemplary record and positive public, and nonpartisan image. The Board
27 reserves the right to revoke the sponsorship should information be discovered about the company,
28 group and/or product that would result in failure to meet the requirements set forth herein.

29 12. The Board will evaluate the financial value of sponsorship rights. Monetary valuation shall be
30 assigned to sponsorship rights using those values established for the available sponsorship
31 opportunities.

32 13. The physical display of the rights shall be decided and negotiated on a case-by-case basis. In
33 the case of buildings, the physical display of the sponsor's name will take into account the
34 identification of the district and comply with all applicable laws and regulations, including but not
35 limited to, zoning requirements.

36 14. The Director of Schools or designee shall determine and/or approve the sponsorship title, all
37 design considerations such as colors, shapes, and sizes along with the location of any and all signage or
38 fixtures to be displayed in and/or school facilities and/or equipment.

1 15 Sponsorship rights shall be negotiated on a case-by-case basis and reviewed at the termination
2 of applicable agreements. The Board shall have the authority to renew or revoke the sponsorship of a
3 facility at the time of review. A sponsorship granted through this policy may be changed through
4 mutual agreement between all parties. For example, when a company changes its name, the
5 sponsorship right may be changed to reflect the company's new name. A fee to update any signage
6 reflecting the new name will be assessed at the time of the change. If the grantee refuses to pay the
7 fee, the District reserves the right to remove the name and revoke the sponsorship rights.

8 16. The Board shall have the authority to revoke the sponsorship of a facility for any reason in the
9 unfettered discretion of the Board at any time. Any prepaid financial contributions will be
10 proportionally refunded except in the case of termination prompted by an individual, company, or
11 product's inappropriate public image as described in this Policy. The named party may, without refund
12 of consideration and, at its sole discretion, terminate its acceptance of the sponsorship rights prior to
13 the scheduled renewal date upon request of the Board.

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Naming Rights in Recognition	Descriptor Code: 3.210.2	Issued Date: 02/25/25
		Rescinds: 3.210.2	Issued: 10/25/22

1

2 School buildings and separate school facilities, both on school grounds and within school
3 buildings, shall be named only by formal action of the Board of Education.

4 The Board, at its discretion, may solicit suggestions from members of the community
5 regarding the naming of school buildings or facilities. To avoid any appearance or accusation
6 of partiality, however, requests to name school buildings or facilities in recognition of any
7 person(s), living or deceased, will not be considered.

8 Nothing in this policy is intended to prevent the deserved recognition of individuals of
9 distinction in the form of scholarships, donated items, or inclusion in any Hall of Fame.

10 This policy will not apply to any facility that was named prior to the date of issue.

11

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 02/25/25
		Rescinds: 3.211	Issued: 08/24/21 05/13/14

1

2 **SELECTION OF ARCHITECT** ¹

3 The Board shall approve a registered architect for new projects of construction, expansion,
4 and/or maintenance as required by law. The Board shall execute a contract with such
5 architect for each project.

6 **SELECTION OF ENGINEER** ¹

7 Following the execution of a contract for architectural services, the architect or architectural
8 firm shall select a registered engineer for each project.

9 **SITE SELECTION**

10 The Board shall have sole discretion with choosing sites for construction.² When determining
11 where to begin new projects, the Board shall consider the current and future populations of
12 the area, transportation routes, and accessibility to utilities.

13 **BUILDING ACCESSIBILITY** ³

14 The construction, remodeling, renovation, expansion, or modification of a school building
15 shall comply with state and federal requirements regarding building accessibility.

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

16

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date: 02/25/25
		Rescinds: 3.212	Issued: 09/27/18

1

2 *General*

3 All district facilities built before January 1, 1998 shall be tested for lead in drinking water
4 every two (2) years.¹

5 The Director of Schools shall develop appropriate administrative procedures to facilitate this
6 testing and address any necessary corrective action.

7 **RESPONSE TO TESTING RESULTS¹**

8 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below
9 twenty parts per billion (20 ppb), that school shall conduct lead level tests on an annual basis.
10 This shall continue until tests show that the lead levels are under fifteen parts per billion (15
11 ppb).

12 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the
13 school shall immediately remove the drinking water source from service. The drinking water
14 source shall not be available for use until retesting confirms the water lead level does not
15 exceed twenty parts per billion (20 ppb). If corrective action is taken, retesting shall occur
16 within ninety (90) days.

17 The Director of Schools/designee shall notify the appropriate authorities within twenty-four
18 (24) hours of a test result showing that lead levels equal or exceed twenty parts per billion (20
19 ppb). Parent(s)/ guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. ~~Public Acts of 2018, Chapter No. 977~~ TCA
49-2-133

20

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Board Inspection and Acceptance of New Facilities	Descriptor Code: 3.215	Issued Date: 02/25/25
		Rescinds: 3.215	Issued: 05/13/14

1

2 New construction shall be inspected by the architect and the Board's representative after the
3 contractor indicates that all work has been completed. The building shall not be accepted as
4 complete until the architect and the Board's representative agree that all specifications have
5 been met and the building is ready for occupancy.

6 Acceptance of new construction shall be withheld until all details are complete and the
7 buildings are certified as complete by the Director of Schools.

8

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Retirement of Facilities	Descriptor Code: 3.216	Issued Date: 02/25/25
		Rescinds: 3.216	Issued: 05/13/14

1

2 The **D**irector of **S**chools shall be responsible for assessing the utilization of school facilities
3 and making recommendations to the Board for retirement of facilities. In determining the
4 retirement of facilities, the Board shall consider the following:

- 5 1. Ability of the building to house a modern and flexible educational program;
- 6 2. Proximity to population served;
- 7 3. Enrollment capacity;
- 8 4. Cost of upkeep and maintenance;
- 9 5. Ability of the building to meet safety standards, **and**,

10 ~~6. Terms of the Settlement Agreement between the Town of Collierville, Collierville~~
11 ~~Board of Education, Shelby County Board of Education, and Shelby County~~
12 ~~Commission.~~

13 The Board may seek professional advice and community input before making a final decision
14 regarding retirement of a school facility.

15

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.218	Issued Date: 02/25/25
		Rescinds:	Issued:

1

2 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
3 miniature horses¹ (hereinafter referred to as service animals) are permitted for use by individuals with
4 disabilities on district property and in district facilities provided the individuals and their animals meet
5 the requirements and responsibilities covered in this policy.

6 When an individual with a disability seeks to bring a service animal into a district facility, the district
7 is entitled to ask the individual if the animal is required because of a disability and what work or task
8 the animal has been trained to perform.² The district is not entitled to ask for documentation that the
9 animal has been properly trained, but the individual bringing the animal into a district facility will be
10 held accountable for the animal's behavior.

11 Any service animal brought into a district facility by an individual with a disability must have been
12 trained to do work or perform tasks for the individual. The work or tasks performed by the service
13 animal must be directly related to the handler's disability. Examples of work or tasks include, but are
14 not limited to, assisting individuals who are blind or have low vision with navigation and other tasks,
15 alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing
16 non violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting
17 individuals to the presence of allergens, retrieving items such as medicine, providing physical support
18 and assistance with balance and stability to individuals with mobility disabilities, and helping persons
19 with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive
20 behaviors.

21 The crime deterrent effects of an animal's presence and the provision of emotional support, well being,
22 comfort, or companionship do not constitute work or tasks for the purposes of this policy.

23 Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas
24 of a public entity's facilities where members of the public, participants in services, programs or
25 activities, or invitees, as relevant, are allowed to go.

26 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
27 or other tether, unless either the handler is unable because of a disability to use a harness, leash, or
28 other tether, or the use of a harness, leash, or other tether would interfere with the service animal's
29 safe, effective performance of work or tasks, in which case the service animal must be otherwise under
30 the handler's control by means of voice control, signals, or other effective means.

31 District staff may ask an individual with a disability to remove a service animal from the premises if:

32 1. The animal is out of control and the animal's handler does not take effective action to control
33 it;

1 2. The animal is not housebroken; or

2

3 3. The animal's presence would fundamentally alter the nature of the service, program or activity.³

4 If the district excludes a service animal due to the reasons listed above, the district shall give the
5 individual with a disability the opportunity to participate in the service, program, or activity without
6 having the service animal on the premises.

7 The district and its staff are not responsible for the care or supervision of a service animal brought onto
8 district property or into district facilities by an individual with a disability.

9 The district shall not ask or require an individual with a disability to pay a surcharge, even if people
10 accompanied by pets are required to pay fees, or to comply with other requirements generally not
11 applicable to people without pets.

Legal References

1. 28 CFR § 35.104

2. 28 CFR § 35.136

3. 28 CFR § 35.130

12

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Use of Unmanned Aircraft Systems (Drones)	Descriptor Code: 3.219	Issued Date: 02/25/25
		Rescinds: 3.219	Issued: 06/14/16

1 An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

- 2 1. Does not carry a human operator and is operated without the possibility of direct
- 3 human intervention from within or on the aircraft;
- 4
- 5 2. Uses aerodynamic forces to provide vehicle lift;
- 6
- 7 3. Can fly autonomously or be piloted remotely; and
- 8
- 9 4. Can be expendable or recoverable.¹
- 10

11 Appropriate Use

12 Visitors and unsupervised students are prohibited from operating drones on district property
13 without prior written approval of the ~~Superintendent or D~~ Director of Schools/designee.
14 District personnel are authorized to use aerial drones, with appropriate training and approval
15 from ~~Superintendent or D~~ Director of Schools/designee, and/or Principal.

16 Staff members, students, coaches, sponsors, or parents representing the district or any of its
17 affiliated clubs shall operate any and all district aerial drones in accordance with this policy
18 and all applicable Federal Aviation laws and regulations such as the FAA Modernization and
19 Reform Act of 2012.² This includes any additional certifications or authorizations that may be
20 required from the Federal Aviation Administration based on the drone's intended use.³

21 The following guidelines must be adhered to by anyone flying a drone on district property:

- 22 1. All drones operating on district property must weigh no more than 55 lbs.
- 23
- 24 2. Operators must not operate a drone within five (5) miles of any airport without prior
- 25 notification and confirmation from airport authorities.
- 26
- 27 3. Operators must not operate a drone above an altitude of 400 feet above ground level
- 28 and remain clear of surrounding obstacles.
- 29
- 30 4. Operators must maintain safe control and line of sight with the drone during all stages
- 31 of operation.
- 32

- 1 5. Operators must maintain a safe operating distance from crowds and ensure drone
2 operations do not interfere with manned aircraft operations.
- 3
4 6. Data collected by a drone can only be used for hobby (educational) purposes and may
5 not be sold for profit.
- 6
7 7. If there is a plan to fly drones over property that is not owned by the district, the
8 Director of Schools shall first obtain written permission from the owner of the property
9 at issue. District personnel operating drones on property not owned by the district must
10 adhere to all requirements of this policy.³
- 11
12 8. Operators assumes all risk of damage to property and bodily injuries that may occur
13 due to unsafe operation of district owned drones.

14 *Inappropriate Use*

15 Inappropriate use of drones includes, but is not limited to, the following:

- 16 1. Violating any local, state, or federal statutes or regulations;
- 17
18 2. Taking pictures of property or persons without consent;⁴
- 19
20 3. Violating safe operating protocols as defined in drone user manual and classroom
21 guidelines;
- 22
23 4. Failing to follow a district policy while using the district's drone technology or failing to
24 follow any other policies or guidelines established by district administrators or their
25 designees; and
- 26
27 5. Harassing, defined as persistently annoying of another, interfering with another's work,
28 insulting, or attacking others.

29 *Violations*

30 District staff shall monitor for inappropriate use of district drone technology as defined by this
31 policy. Violators may be subject to disciplinary action, up to an including suspension and/or
32 expulsion for students or suspension and/or termination for employees.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112th Congress, 2d session).

Cross References

3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112th Congress, 2d session); 14 CFR § 21
- 1 4. TCA 39-13-903(a)(3)

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Video Surveillance	Descriptor Code: 3.221	Issued Date: 02/25/25
		Rescinds: 3.221	Issued: 08/27/19

1

2 The Collierville Schools Board of Education reserves the right to make and use video recordings on
3 school property and on school buses. Accordingly, the Board authorizes the installation of video
4 cameras on school property and on school buses to protect the safety and security of students, staff and
5 property. The video recordings from these cameras, which provide video coverage only, may be used
6 to assist school administrators in deciding upon appropriate disciplinary action, or for other appropriate
7 purposes as determined by the school administration. All video created by or for the district is the sole
8 property of the district and is created for the sole use and benefit of the district for its own purposes.
9 No other person or entity should rely on the existence or retention of video for any other purpose.

10

11 A. *Video Surveillance Rules*

12

- 13 1. The district shall annually notify its students, their parents/guardians, and its staff that video
14 surveillance may occur on school property. Such notifications will occur through
15 incorporation in the school parent/student handbook and through the district's website
16 (www.colliervilleschools.org)
- 17 2. The use of video surveillance equipment on school grounds shall be supervised and
18 controlled by the building administrator or his/her designee.
- 19 3. The system may be used for live, day-time viewing, and/or night-time monitoring and
20 surveillance of buses, grounds, and buildings. Video monitors or recordings are not actively
21 monitored at all times. Consequently, they cannot necessarily be relied upon to provide an
22 immediate response where inappropriate action is occurring.
- 23 4. The use of video recordings from surveillance equipment shall be subject to the other
24 policies of the district, including policies concerning the confidentiality of student and
25 personnel records. Video recordings considered for retention as a part of a student's
26 educational or disciplinary records will be maintained in accordance with established student
27 record procedure governing their access, review, and release.
- 28 5. The Board or its administrators may use video surveillance for any legitimate educational or
29 operational purposes, including but not limited to:
 - 30 a. Monitoring and protecting district property from vandalism or theft;
 - 31 b. Fostering the safety and security of students, staff, and visitors during or after school
32 and/or while participating in school functions;
 - 33 c. Cooperating with specific law enforcement inquiries and proceedings, where doing so
34 complies with state and federal law; and
 - 35 d. When warranted, investigating and/or remediating specific student disciplinary
36 situations.

36

37 B. *Operation of Video Surveillance System*

- 1 1. Video recording equipment will only be utilized in public areas where students and staff do
2 not have a reasonable expectation of privacy. Video recording equipment will not be
3 utilized in places such as bathrooms or locker rooms.
4 Staff and students are prohibited from unauthorized use of, copying, posting, tampering
5 with, or otherwise interfering with video records and/or video camera equipment. Staff
6 and/or students found to violate this provision will be subject to appropriate actions,
7 consistent with district policy and procedures.
- 8 2. Building level administrators may view/review video recordings whenever necessary to
9 maintain order or to investigate improper conduct, or for other authorized district purposes.

10 C. *Storage and Security*

- 11 1. Video Recordings will be retained for 10 school days after initial recording. The retention
12 of video recording will be dependent upon the type of system installed at the school.
- 13 2. Video surveillance cameras may record criminal offenses and/or other misconduct that
14 occurs in view of the camera. Such video recordings may be released to law enforcement
15 agencies or other applicants in accordance with state and federal law, including, but not
16 limited to, the Family Educational Rights and Privacy Act (FERPA).
- 17 3. The district reserves the right to use the images produced by the video surveillance cameras
18 as part of enforcement of school policy, and, where appropriate, disciplinary proceedings.
19

20 D. *Request to View Video/Surveillance*

21 All requests for viewing of video recordings that are considered an educational record will take
22 place as follows:

- 23 1. All viewing requests must be submitted in writing. Requests for viewing will be limited to
24 those parents/guardians, students and/or district officials with a direct interest in the
25 proceedings as authorized by the principal and only the portion of the video recording
26 concerning the related specific incident will be made available for viewing.
- 27 2. Actual viewing will be permitted only at school-related sites, including the school building
28 or central administrative offices.
- 29 3. All viewing will include the building principal or his/her designee.
- 30 4. Video recordings will remain the property of the Board and may be reproduced only in
31 accordance with the law, including applicable Board policy and regulations.
32

33 Video recordings not considered an educational record must be either subpoenaed or requested in
34 accordance with state law.

35 References:

36 The Family Educational Rights and Privacy Act, 20 U.S.C. § 1230, 1232 g, 34 C.F.R. Part 99, as
37 amended

38 Balancing Student Privacy and School Safety: A guide to the Family Educational Rights and
39 Privacy Act for Elementary and Secondary Schools, United States Department of Education
40 (October 2007) <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools>

41 Office of the Public Records Administrators, Retention Schedule MI-General Administrative
42 Records <http://www.cslib.org/retschedules.htm>
43
44
45
46

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 02/25/25
		Rescinds: 3.300	Issued: 07/07/14 05/13/14

All equipment and materials placed in school buildings by any group or organization become the property of the Board. The Board reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The Director of Schools shall develop procedures ~~ensuring~~ promoting the useful life of equipment and supplies, including an effective program of maintenance and adequate insurance coverage. Equipment management shall be in accordance with federal and state laws, regulations and guidelines.

Employees of the system are responsible for the materials, equipment and supplies assigned to them. In addition, employees are responsible for the reasonable preservation and protection of materials, equipment and supplies not under their direct control.

Automated External Defibrillator (AED) Devices

The Board authorizes the placement of AEDs at district-owned locations, specifically school sites. The district shall develop a program for the use of AEDs that includes a written plan adhering to provisions set forth in State statute and rules adopted by the Department of Health. This plan shall include, but may not be limited to:

- a) AED placement;
- b) Training of individuals who are authorized to operate the AED;
- c) Coordination with local emergency medical services providers;
- d) Maintenance and testing of the AED;
- e) Records;
- f) Reports of AED use;
- g) A plan of action for proper usage of the AED; and
- h) Other matters as specified by the department.

Indemnity

The District and its employees who act in good faith and in substantial compliance with applicable statutes and the rules adopted by the Department of Health shall not be criminally or civilly liable for rendering emergency care, including the use of an AED.

Cross References

Inventories 2.702

Collierville Schools Board Of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Use of Cellular Phones</h2>	Descriptor Code: 3.3001	Issued Date: 02/25/25
		Rescinds: 3.3001	Issued: 05/13/14

- 1
- 2 Cellular phones shall be provided to a limited number of employees when essential to the
- 3 operation of the school ~~system~~ **district**. ~~Whenever possible, other methods of more~~
- 4 ~~economical, immediate communication shall be considered (i.e., use of pagers or two way~~
- 5 ~~radios).~~ The assignment of cellular phones shall be approved by the **D**irector of
- 6 **S**chools/designee. The Board shall be financially responsible for the customary minimum
- 7 monthly bills for pre-approved cellular phones.
- 8 Cellular phones provided to employees are for official school business only and shall not be
- 9 used for personal purposes except in cases of emergencies.
- 10 The **D**irector of **S**chools shall develop procedures for assignment and use of phones, billing
- 11 disputes and lost or damaged cellular phones. These procedures shall be given to any
- 12 employee ~~requesting~~ **assigned** a cellular phone.

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Equipment and Supplies: Borrowing and Renting	Descriptor Code: 3.301	Issued Date: 02/25/25
		Rescinds: 3.301	Issued: 05/13/14

1

2 All equipment and materials placed in school buildings by any group or organization become
3 the property of the Board. The Board reserves the right to transfer property between schools.

4 Equipment and/or supplies may be borrowed or rented with the **prior** permission of the
5 principal. Parties borrowing or renting such equipment shall be responsible for any damage
6 **incurred**.

7 Staff members may borrow school equipment and materials at no cost when such use is
8 directly related to their employment.

9 Students may borrow school equipment and materials at no cost when such use is directly
10 related to their studies or extracurricular activities.

11 Vehicles, vocational-type equipment, and cleaning and maintenance equipment shall not be
12 borrowed or rented for personal use by anyone.

13 The **D**irector of **S**chools shall develop procedures to ensure proper controls, monitoring, and
14 returns of all borrowed or rented equipment or supplies.

15 The **D**irector of **S**chools/**designee** shall annually prepare a schedule of rental fees to be
16 approved by the Board.

17

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 02/25/25
		Rescinds: 3.400	Issued: 06/25/24 11/28/17

1

2 *General*

3 The **D**irector of **S**chools shall contract annually or as otherwise authorized by the **B**oard with the bus
4 contractor to provide student transportation services.¹

5 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
6 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
7 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
8 on the bus.³

9 All accidents, regardless of the damage involved, must be reported to the **T**ransportation **S**upervisor,
10 including incidents in which any part of the bus contacts any other object or vehicle.

11 The **D**irector of **S**chools shall develop procedures to ensure compliance with the statutory and
12 regulatory requirements for the transportation program.

13 **RESPONSIBILITIES OF TRANSPORTATION CONTRACTOR**^{4,5}

14 1. Each school bus and all related equipment shall be maintained in condition to operate
15 safely at all times during the school year and shall conform to specifications as set
16 forth by the State Board of Education¹ and National Highway Traffic Safety
17 Administration.

18 2. Each bus driver shall obey all applicable state rules and regulations.

19 3. Bus Contractor shall have on file in the **D**irector of **S**chools' office a current statement
20 of liability and property damage insurance coverage.

21 4. Bus Contractor must ~~specify~~ **submit** for the **D**irector of **S**chools' approval ~~of~~ the names
22 of all designated drivers, including approved substitute drivers.

23 5. Bus Contractor shall submit to the **D**irector of **S**chools the results of every approved
24 bus driver's latest physical examination.

25 6. Participate fully in the complaint process as outlined below.

26 7. Comply with recordkeeping requirements as outlined below. This includes the
27 responsibility to furnish the **T**ransportation **S**upervisor with all necessary records on a
28 regular basis.

1 TRANSPORTATION SUPERVISOR⁶

2 The Director of Schools shall appoint a Transportation Supervisor for the ~~system~~ district. He/she shall
3 be responsible for the monitoring and oversight of transportation services for the district.

4 The Transportation Supervisor shall complete a student transportation management training program
5 upon appointment. Every year the Transportation Supervisor shall complete a minimum of four (4)
6 hours of training ~~annually~~.

7 The Director of Schools shall ensure that training is completed and provide the State Department of
8 Education with appropriate documentation.

9 COMPLAINT PROCESS⁷

10 The following procedure will govern how students, teachers, staff, and community members shall
11 submit bus safety complaints:

- 12 1. All complaints shall be submitted to the Contractor Call Center. The Transportation Supervisor
13 will access the Call Center complaints on a daily basis.
- 14 2. Forms may be submitted in person, via phone call, mail, or email.
15 a. Written complaints shall be submitted on forms located on the district's website. In the
16 case of a complaint received via phone, the person receiving the phone call shall be
17 responsible for filling out the form and submitting it to the Transportation Supervisor.
18

19 The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-
20 four (24) hours of receipt.

21 Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall
22 submit a preliminary report to the Director of Schools. This report shall include:

- 23 1. The time and date the complaint was received;
- 24 2. The name of the bus driver;
- 25 3. A copy or summary of the complaint; and
26
- 27 4. Any prior complaints or disciplinary actions taken against the driver.
28
29

30 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall
31 submit a final written report to the Director of Schools that details the investigation's findings as well
32 as the action taken in response to the complaint.

33 An annual notice of this complaint process shall be provided to parents and students. This information
34 shall be made available in the student handbook and ~~on the~~ district website.

1 RECORDKEEPING⁸

2 The **T**ransportation **S**upervisor shall be responsible for the collection and maintenance of the following
3 records:

- 4 1. Bus maintenance and inspections forms;
- 5
6 2. Bus driver credentials, including required background checks, health records, and performance
7 reviews;
- 8
9 3. Driver training records,
- 10
11 4. **Accident/ Incident reports.**
- 12
13 5. Complaints received and any records related to the investigation and complaints.

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

14

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 02/25/25
		Rescinds: 3.401	Issued: 06/10/14

1

2 All school bus routes shall be arranged in such a way as to travel the shortest, safest
3 possible distance from the time the first student is picked up until the trip is complete.

4 The **T**ransportation **S**upervisor will be responsible for surveying all bus routes and scheduling
5 bus transportation, including the determination of bus stops and the assignment of students.
6 ~~Deleting or establishing new bus routes is the responsibility of the Board.[†]~~

7 Appeals of transportation decisions shall be made to the Director of Schools.

8 Students shall not be in transit to and from school more than one and one-half hours each
9 way.²¹

10 Once the official route is begun, stops shall only be made to take on, discharge or transfer
11 students. Buses are not to stop at stores (or make any non-designated stops except for
12 emergencies) when transporting students.

13 Students who ride school buses shall attend the school designated for that bus route. If a
14 parent chooses to send his/her child to another school in the **system district**, the parent must
15 provide transportation to and from that school.

16 **No student may exit the bus at a destination other than the student's designated bus stop.** A
17 driver shall report to school authorities as soon as possible, but no later than the end of the
18 route, any student refusing to obey the driver or exiting the bus without the driver's
19 permission at a point other than the student's destination for that trip.³²

Legal References

1. ~~TCA 49-6-2106; TCA 49-6-2102(a)-(e)~~ TCA 49-6-2105

2. TCA 49-6-2118(d)

3. ~~TCA 49-6-2118~~

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 02/25/25
		Rescinds: 3.402	Issued: 06/10/14

1

2 SCHOOL BUSES

3 All standard rules of student and driver conduct shall apply to all extracurricular trips.

4 System-owned buses may be used by athletic teams and other school groups, provided such
5 trips are recommended by the principal.

6 The principal will make all transportation arrangements with the ~~Director of~~ Transportation
7 **Supervisor.**

8 The Board shall be reimbursed by the individual school for the use of buses for
9 extracurricular activities. However, the Board may establish special rates for extended trips or
10 in special cases. Forms for reporting extra use of buses will be furnished to each school
11 principal.

12 Only qualified bus drivers ~~duly elected by the Board~~ may drive school buses for
13 extracurricular activity trips during the regular school year.

14 School buses may be used only for the transportation of school personnel on authorized
15 school business. No other individual or group may rent a school bus without written request
16 to the Director of Schools' office.

17 BOARD-OWNED VEHICLES

18 The Director of Schools shall recommend for Board approval a list of Board-owned vehicles
19 to be assigned to positions requiring full-time use. Such use shall be restricted to commuting
20 to and from job-related sites and must comply with IRS requirements, including implications
21 for reporting taxable income.¹ Employees assigned full-time use of Board-owned vehicles
22 shall be on call twenty-four (24) hours a day to perform services required by their job
23 responsibilities. Other than commuting to and from work, use of these vehicles for personal
24 use is prohibited.

Legal References

1. Internal Revenue Code § 61; H-2230 Methods for Valuing the Use of Employer Provided Vehicles

Version Date:

February 14, 2025

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 02/25/25
		Rescinds: 3.403	Issued: 05/13/14

- 1
- 2 The principal of each school shall develop a **traffic and parking plan** to ensure maximum
3 **vehicular and pedestrian safety** ~~with traffic and parking~~ for his/her campus and submit it to the
4 **Director of Schools/designee** for approval. This plan and other relevant information regarding
5 traffic and parking shall be published annually in student and employee handbooks.

Cross References

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316

6

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 02/25/25
		Rescinds: 3.404	Issued: 05/13/14

1

2 The Board recognizes that certain employees may need to use their private vehicles for
3 school purposes. With the use of private vehicles, the following policy shall be observed:

4 1. To use a private vehicle for school purposes, the employee must have the written
5 permission of the Director of Schools/designee, a current driver's license, and proof of
6 vehicle liability insurance coverage ~~in a sufficient amount, as determined by the director~~
7 ~~of schools~~ of the following amounts: \$100,000/\$300,000/\$100,000.¹

8 2. The school system shall assume no responsibility for liability in case of accident, unless
9 the employee has the proper authorization described above.

10 3. The Board specifically forbids any employee to transport students for school purposes
11 without prior authorization by the Director of Schools or his/her designee.

12 4. Privately-owned school buses and drivers of such shall meet all requirements of state law
13 and State Board Rules, Regulations, and Minimum Standards.²

14 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the
15 student, an employee, or the school system.

16 6. No employee may ask for or give permission to students to transport other students to
17 and from any school or school-related activity without written parental permission, a
18 current driver's license, and proof of student insurance.

19 The Board recognizes that volunteer parent drivers are often needed to use their private
20 vehicles for school purposes. The volunteer parent drivers who use a private vehicle must
21 provide proof of vehicle liability insurance coverage in the form of an insurance certificate ~~in~~
22 ~~a sufficient amount, as determined by the director of schools~~ indicating the following limits:
23 \$100,000/\$300,000/\$100,000.¹

Legal References

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5-.2(1)

24

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 02/25/25
		Rescinds: 3.500	Issued: 05/23/17 05/13/14

1

2 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all
3 rules and regulations pertaining to nutrition, health, sanitation, internal accounting
4 procedures, and service of foods and will meet all state and federal and local requirements
5 necessary for participation.¹

6 The system's ~~food service~~ **School Nutrition Supervisor** will oversee the program. All
7 products and services necessary for the operation of the school nutrition department shall be
8 procured using a procurement plan which must comply with federal and state purchasing
9 procedures.

10 School Nutrition may include the following programs: National School Lunch Program, Fresh
11 Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, and
12 Afterschool Snack Program. Meals and snacks that are offered shall meet the federal
13 requirements for reimbursement as defined by federal regulations.²

14 As required for participation in the School Nutrition Programs, the Board agrees to the
15 following:

- 16 1. Meals must be made available to all students in attendance.
- 17 2. Free and reduced-price meals/snacks must be made available to students who are
18 determined eligible for these benefits.

19 Students will be permitted to bring their lunches from home and to purchase allowable
20 beverages and a la carte items at school.

21 **FREE OR REDUCED PRICE MEALS**

22
23 The criteria and procedures for determining a student's need and steps in securing for students no-cost
24 or reduced-cost ~~lunches~~ **meals** as established at the state/federal level will be outlined and made known
25 by the principal. Students who participate in no-cost or reduced-cost meals will not be distinguished in
26 any way from students who pay the regular price. Their names will not be made known to any person
27 except such staff member(s) as needed to make the special arrangements for them.

28 **COMPETITIVE FOODS³/VENDING MACHINES**

29 All schools shall offer school meal programs with menus that meet the patterns and nutrition standards

1 established by the U.S. Department of Agriculture and State Board of Education's Minimum
2 Nutritional Standards for individual food items sold or offered to pupils in Pre-K through Twelve
3 (PK-12). When school snack programs are offered they will meet all the USDA program standards.
4 The **School Nutrition ~~director~~ Supervisor** shall be responsible for overseeing the school district's
5 compliance with the State Board of Education Rules and Regulations for sale of food items in the
6 School Nutrition Department Programs that include school breakfast, lunch, a la carte and snack
7 programs.

8
9 All competitive foods sold on school grounds from midnight before the start of the school day until 30
10 minutes after the end of the school day must comply with the nutrition standards of the Healthy
11 Hunger-Free Kids Act of 2010. Special fundraiser exemptions are allowed for food and beverages that
12 do not meet these requirements, provided these fundraisers do not occur more frequently than 20 days
13 each semester per school.

14 **SANITATION**

15 Principals, **cafeteria managers, and the School Nutrition Supervisor** shall be responsible for
16 implementing regulations from the Department of Health and seeing that school cafeterias meet
17 acceptable standards of cleanliness at all times.

18 **OFFER VS. SERVE**

19 Each school shall offer its students all five required food components as set forth in the school lunch
20 pattern. Under the offer vs. serve regulation, students may decline up to two components on the menu
21 with no effect on the price of the meal. One vegetable or one fruit must be included on each student's
22 tray as part of a reimbursable meal. Students shall be allowed to refuse one of the four components
23 required in the breakfast program. Preschool classes may be exempt from offer vs. serve at breakfast
24 and lunch.

25 **STUDENTS REQUIRING ALTERNATE MEALS**

26 The School Nutrition Program shall make reasonable modifications to accommodate children with
27 disabilities. These modifications will be made on a case-by-case basis when supported by a written
28 statement from a licensed healthcare professional who is authorized to write prescriptions under state
29 law.

30 The **Director of Schools** shall develop procedures for notifying parents/guardians of the process for
31 requesting meal modifications and arrange for an impartial hearing process to resolve grievances
32 related to requests for modifications based on a disability.

33 **PAYMENT OF MEALS**

34 *Charging Meals*

35 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
36 charge the meal according to procedure.

1 The Director of Schools shall ensure that this procedure is provided in writing to all households at the
2 start of each school year and to households that transfer to the school during the school year.

3 ***Collection of Unpaid Meal Charges***

4 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
5 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
6 delinquent debt. The Director of Schools shall establish reasonable methods and a timeframe for
7 collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by
8 the Board. Upon recommendation of the Director of Schools, the Board may classify delinquent debt
9 as bad debt, which shall be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302; 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10 -13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 02/25/25
		Rescinds: 3.600	Issued: 06/27/19 05/11/15 07/07/14

The district's insurance program ~~will~~ shall provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion; and vehicles;
2. Liability: Board members, ~~Superintendent~~ Director of Schools, ~~and~~ employees resulting from discharging their duties, and students participating in work-based learning;¹
3. Workers' compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute;²

The Director of Schools/designee shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board shall provide group health insurance for all ~~full-time~~ employees who average more than thirty (30) hours per week and their eligible dependents, as defined by the group health insurance plan.³ The group health insurance plan shall also be offered to Board Members and their eligible dependents during the Board Member's term of office.

Board approval of group insurance for which the Board makes partial payment shall be given on ~~the~~ recommendation of a committee comprised of at least one representative of each participating entity in the ~~h~~ health insurance pool.

PHI (Protected Health Information)

~~The Municipal School District~~ Collierville Schools shall comply with the Health Insurance Portability and Accountability Act (HIPPA),³ ⁴ and Health Information Technology for Economic and Clinical Health Act (HITECH)⁴⁵ in the securing of Protected Health Information.

GROUP LIFE

1 The Board shall provide group life insurance for all ~~full-time~~ employees who average more
2 than thirty (30) hours per week and all Board Members during their term of office.¹³

3 RETIREES

4 ~~For Collierville Schools~~ Collierville Schools offers the following retiree benefits only to
5 those individuals hired who were offered and accepted employment prior to
6 September 1, 2019.

7 Group Health Insurance

8 ~~Payment~~ Continuation of ~~individual hospitalization~~ group health insurance coverage shall be
9 available for any eligible retiring employee and his/her eligible dependents at the same cost
10 as for ~~other~~ current employees, ~~until the employee reaches age sixty five (65)~~ provided that:

- 11 1. The employee is eligible for retirement under the eligibility standards ~~as~~ set by
12 Tennessee Consolidated Retirement System; and
- 13 2. The employee has been enrolled in the *Collierville Schools*-sponsored insurance plan
14 for one (1) full year immediately prior to retirement; and
- 15 3. The employee has completed fifteen (15) years of continuous service with *Collierville*
16 *Schools*
 - 17 a. ~~For employees in this category hired directly from Shelby County Schools,~~
18 ~~prior services credited by Shelby County Schools will be applied to the 15-~~
19 ~~year service requirement.~~ The "fifteen (15) years of continuous service" will be
20 calculated with years spent employed by Collierville Schools, coupled with
21 years spent as an employee of Shelby County Schools, Memphis City Schools,
22 Lakeland School System, Bartlett City Schools, Arlington Community Schools,
23 Germantown Municipal School District, and Millington Municipal Schools.
 - 24 b. The employee must have been employed by Collierville Schools for a minimum
25 of five (5) consecutive years immediately prior to retirement.
- 26 4. Any dependent to be covered was enrolled in the Collierville Schools group health
27 insurance plan as an eligible dependent as of the employee's date of retirement; and
28
- 29 5. The retiree has not reached the age of sixty-five (65). If the retiree reaches the age of
30 sixty-five (65), however, and still has an eligible dependent who was covered under
31 the Collierville Schools group health insurance plan as of the date of the employee's
32 retirement, the eligible dependent may maintain coverage through the date that the
33 dependent becomes ineligible under the terms of the group health insurance plan.

34 Basic Life Insurance

- 1 Life insurance shall be ~~continued~~ provided for eligible retirees ~~at~~ with a benefit of one (1) time
2 annual earnings at the time of retirement, ~~to~~ capped at \$50,000, upon meeting the above
3 requirements. This benefit is paid 100% by ~~the board~~ Collierville Schools. Board Members
4 shall not be provided the life insurance benefit after their term of office has expired.

Legal References

1. TCA 49-11-902
2. TCA 49-12-102; TCA 8-19-101 *et seq.*
3. TCA 49-2-209
4. 45 CFR § 164.302 *et seq.*
5. HITECH, PL 111-5, February 17, 2009, 123 Stat
115

Cross References

Retirement 5021

5

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date: 02/25/25
		Rescinds: 3.601	Issued: 05/13/14

- 1
- 2 Student accident insurance may be made available for purchase on an optional basis. The
3 policy shall be reviewed annually and approved by the Board upon recommendation of the
4 Director of Schools. Applications and information ~~brochures will be sent home with the~~
5 ~~students during the first week of school~~ will be available on the district's website.
- 6 Files shall be maintained in the principal's office listing students subscribing to the plan.
- 7 The principal/designee shall ensure that each student, before participating in interscholastic
8 athletics, either purchases the insurance policy offered or presents a statement signed by the
9 parent(s) which assures the school that the parent(s) has personal insurance or is willing to
10 accept all financial responsibilities related to participation and travel. Forms for such
11 permission and agreements shall be furnished by the ~~school~~ district and will be ~~kept on file~~
12 ~~at the school~~ maintained electronically.

Cross References

Interscholastic Athletics 4.301

Collierville Schools Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Workers' Compensation</h2>	Descriptor Code: 3.602	Issued Date: 02/25/25
		Rescinds: 3.602	Issued: 07/07/14

1

2 The Board shall maintain adequate workers' compensation coverage according to state laws.
 3 A printed notice shall be posted and maintained in a conspicuous place on the business
 4 premises regarding workers' compensation as prescribed by the Commissioner of Labor and
 5 Workforce Development.¹

6 The Board shall establish a medical panel consisting of at least three (3) reputable
 7 physicians, surgeons, chiropractors or specialty practice groups not associated together in
 8 practice, if available. The names of these providers shall be posted in conspicuous places
 9 throughout the operational, clerical, and professional areas of schools and other district
 10 workplaces. Any claimant may select an operating surgeon or attending physician listed on
 11 the medical panel for treatment of on-the-job injuries. Any specialized treatment of injuries
 12 must be administered by practitioners or specialists upon referral by the medical panel.²

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(4)(A)(B)(a)(3)(A)(i)

Cross References

- Risk Management 3.204
- Sick Leave 5.302
- Physical Assault Leave 5.307

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