

Bedford County Board of Education
February 15, 2022 5:30 PM
Central Office Board Room

I. PROCEDURAL ITEMS

- A. Call to Order
- B. Moment of Silence
- C. Pledge of Allegiance - by Cordell Dukes and Morgan Curry from Learning Way Elementary
- D. Opening Remarks

II. CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes from January Monthly Meeting
- C. Minutes From January Work Session
- D. SCHS field trips
- E. Community HS Field Trip
- F. Policies up for Review
 - 1. Policy 5.104 Equal Opportunity Employment
 - 2. Policy 5.109 Evaluation
 - 3. Policy 5.309 Legislative Leave
 - 4. Policy 5.800 School Superintendent
 - 5. Policy 5.803 Evaluation of School Superintendent

III. COMMUNICATIONS

IV. PRESENTATIONS

- A. Community Expansion Update

B. New Elementary Update

V. **ACTION ITEMS**

A. RFQ-New Elementary School

B. Tenure Recommendations

C. New Thomas Magnet Contract

D. Thomas Magnet Expansion

E. FY2022 LEAPS Rev 1

F. FY 2022 Consolidated Rev 2 Title III

G. FY2022 Consolidated Rev 2 Title II-A

H. ESSER 2.0 Rev. 2

I. Naming of the East Side Elementary Cafeteria

J. Policies

1. Edits

a. Policy 5.100 Personnel Goals

b. Policy 5.101 Line and Staff Relations

c. Policy 5.103 Job Descriptions

2. Deletions

a. Policy 5.1171 Highly Qualified Staff - (Can be deleted.)

b. Policy 5.300 Short Term Leaves of Absence (Can be deleted)

c. Policy 5.3041 Leaves and Absences of Classified Personnel (Can be deleted)

K. Finance Director Recommendations for Financial Management Policy Updates
- That Align with 81 Act

1. Edits

- a. Policy 2.100 Fiscal Management Goals
 - b. Policy 2.200 Annual Operating Budget
 - c. Policy 2.400 Revenues
 - d. Policy 2.401 Gifts and Bequests
 - e. Policy 2.403 Personal Property Sales
 - f. Policy 2.500 Deposit of Funds
 - g. Policy 2.700 Accounting Systems
 - h. Policy 2.702 Inventories
 - i. Policy 2.800 Expenditure of Funds
 - j. Policy 2.809 Vendor Relations
 - k. Policy 2.900 Student Activity Funds Management
2. Deletions
- a. Policy 2.201 Line Item Transfer Authority
 - b. Policy 2.402 Investment Earnings
 - c. Policy 2.403 Personal Property Sales
 - d. Policy 2.600 Bonded Employees
 - e. Policy 2.701 Financial Reports and Records
 - f. Policy 2.703 Audits
 - g. Policy 2.704 Fixed Assets
 - h. Policy 2.801 Petty Cash Accounts
 - i. Policy 2.802 Payroll Procedures
 - j. Policy 2.803 Salary Deductions
 - k. Policy 2.804 Expenses and Reimbursements

- l. Policy 2.805 Purchasing
- m. Policy 2.806 Bids and Quotations
- n. Policy 2.807 Requisitions
- o. Policy 2.808 Purchase Orders and Contracts
- p. Policy 2.810 Payment Procedures

L. Budget Amendment No. 2

M. January Monthly Financial Report

VI. REPORT ITEMS

A. Monthly Tax Analysis

B. Attendance Report

C. Executive Committee Report

- 1. Surplus - Transportation
- 2. Surplus - Central Office
- 3. Surplus - Cascade Elem.
- 4. Surplus - Community Elem.
- 5. Surplus - Thomas Magnet

D. Superintendent's Report

VII. OTHER BUSINESS

A. Additional Acknowledgements

B. FYI - Expenditures

C. FYI - Personnel

VIII. ADJOURNMENT

Bedford County Board of Education

January 18, 2022 5:30 PM

Central Office Board Room

In Attendance: Andrea Anderson: Present, John Boutwell: Present, Mr. David Brown: Present, Nicole Cashion: Absent, Michael Cook: Present, Brian Crews: Absent, Mr. Glenn Forsee: Present, Diane Neeley: Present, Dan Reed: Present.

I. PROCEDURAL ITEMS	
Procedural Item	
A. Call to Order Action Item	
B. Moment of Silence Procedural Item	
C. Pledge of Allegiance - Community Elem. and Middle Procedural Item	
D. Opening Remarks Procedural Item	
II. CONSENT AGENDA	
Action Item	
A. Approval of Agenda Action Item Motion to Approve Agenda. This motion made by John Boutwell and seconded by Mr. Glenn Forsee. Passed. Yea: 7, Nay: 0, Absent: 2	
B. Minutes from December Monthly Meeting Action Item	
C. Cascade High School Field Trip Request Action Item	
D. Policies for Review: 2.900 Student Activity Fund Management 2.810 Payment Procedures 2.809 Vendor Relations 2.808 Purchase Orders and Contracts 2.807 Requisitions 2.801 Petty Cash Accounts 2.700 Accounting System 2.701 Financial Reports and Records 2.600 Bonded Employees 2.500 Deposit of Funds 2.402 Investment Earnings 2.201 Line Item Transfer Authority 4.403 Reconsideration of Instructional Materials and Textbooks	
Action Item	
III. COMMUNICATIONS	Carol Garrette
Information Item	
IV. PRESENTATIONS	
Information Item	
V. ACTION ITEMS	
Action Item	
A. Tenure Recommendation (3) Action Item	

<p>Motion to approve Tenure Recommendation. This motion made by Mr. Glenn Forsee and seconded by Diane Neeley. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- We have 3 teachers who want their Tenure to be transferred in. The law states they can request for their Tenure be transferred in. We do think this is a great tool.</p>	
<p>B. Bid No. 22-28 Action Item Motion to approve bid no. 22-28. This motion made by Diane Neeley and seconded by Mr. Glenn Forsee. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This is the one Ms. Neeley asked about for the lease of the land from our last board meeting. We are asking to go with the highest bid.</p>	
<p>C. FY2022 ESSER Rev 1 Action Item Motion to approve ESSER Rev 1. This motion made by Dan Reed and seconded by Andrea Anderson. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This is a federal revision, we are closing this out.</p>	
<p>D. Policy 2.100 Fiscal Management Goals Action Item Motion to approve Policy 2.100 changes. This motion made by John Boutwell and seconded by Mr. Glenn Forsee. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- Tonight you will see that a lot of these policies are wording changes.</p>	
<p>E. Policy 2.403 Personal Property Sales Action Item Motion to approve policy 2.403 changes. This motion made by Mr. Glenn Forsee and seconded by Mr. David Brown. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- The only change we had was some federal procedures to get this policy up to date.</p>	
<p>F. Policy 2.702 Inventories Action Item Motion to approve policy 2.702 changes. This motion made by Diane Neeley and seconded by John Boutwell. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This one is dealing with the federal inventory that we have to include.</p>	
<p>G. Policy 4.200 Curriculum Development Action Item Motion to approve policy 4.200 changes. This motion made by Dan Reed and seconded by Mr. Glenn Forsee. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This one has a lot of markings, we are just stream lining this policy. We will have committees for the curriculum maps.</p>	
<p>H. Policy 4.202 Special Education Action Item Motion to approve policy 4.202 changes. This motion made by John Boutwell and seconded by Mr. David Brown. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- We have checked to make sure we are in compliance. Glenn Forsee- I like this. It gives the teachers some discretion for case by case situation.</p>	
<p>I. Policy 4.400 Instructional Materials Action Item Motion to approve policy 4.400 changes. This motion made by Andrea Anderson and seconded by Diane Neeley. Passed.</p>	

<p>Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This one is just a clean up from the laws that recently passed. We are using the model policy from TSBA. Glenn Forsee- What is the timeline? Dr. Garrett- It usually takes a whole year to review it. Normally there are a couple weeks that parents can come and look. But the law changed where we have to post the textbooks online. Glenn Forsee- Looking at the next semester, is there a timeline for this? Dr. Garrett- They have not told us the timeline yet, as soon as the state gives us that we will post it. It will probably be next school year. Diane Neeley- This is just a follow up when they used to put the textbooks out for a few weeks so any parent can see it.</p>	
<p>J. Policy 4.405 Employee-Developed Materials Action Item Motion to approve policy 4.405 changes. This motion made by John Boutwell and seconded by Andrea Anderson. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This is advice and changes that TSBA gave us.</p>	
<p>K. Policy 4.601 Reporting Student Progress Action Item Motion to approve policy 4.601 changes. This motion made by Diane Neeley and seconded by Andrea Anderson. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This is another thing TSBA recommended to take out. This was seldom done.</p>	
<p>L. Policy 4.805 Prayer and Period of Silence Action Item Motion to approve policy 4.805 changes. This motion made by John Boutwell and seconded by Andrea Anderson. Passed. Yea: 7, Nay: 0, Absent: 2 Dr. Garrett- This policy has not been revised in several years, we have compared this policy to the model policy and to other districts.</p>	
<p>M. November Monthly Financial Report Action Item Motion to approve November Financials. This motion made by Mr. Glenn Forsee and seconded by John Boutwell. Passed. Yea: 7, Nay: 0, Absent: 2 Motion to vote on November and December financials together by John Boutwell and Second by Glen Forsee.</p>	Terise Rhodes
<p>N. December Monthly Financial Report Action Item Motion to approve December Financials. This motion made by Mr. Glenn Forsee and seconded by John Boutwell. Passed. Yea: 7, Nay: 0, Absent: 2</p>	
<p>O. Quarterly Financials Action Item Motion to approve Quarterly Financials. This motion made by Mr. Glenn Forsee and seconded by Mr. David Brown. Passed. Yea: 7, Nay: 0, Absent: 2</p>	
<p>VI. REPORT ITEMS Report Item</p>	
<p>A. November Tax Analysis Action Item</p>	Terise Rhodes
<p>B. December Tax Analysis</p>	

Report Item	
C. Attendance Report Action Item	Terise Rhodes
D. Executive Committee Report Report Item Michael Cook- Next Monday night we will have a meeting at 5:00pm for planning purposes. Our next board meeting will be February 15th at 5:30pm. We had a couple people retire and we will celebrate them at the end of the year at the retirement reception. Glenn Forsee- Will we receive an agenda for next Monday about the items we will discuss? Dr. Garrett- Yes, basically just facilities and the report from the December board meeting.	
1. Surplus - Central Office Action Item	
E. Superintendent's Report Report Item Dr. Garrett- We applied with the state for Learning Way to go remote for this week due to sickness. They were quick to approve so they will be remote the remainder of this week.	
VII. OTHER BUSINESS Action Item	
A. Additional Acknowledgements Information Item	
B. FYI - Expenditures Information Item	
C. FYI - Personnel Information Item	
VIII. ADJOURNMENT Action Item Motion to Adjourn. This motion made by Mr. Glenn Forsee and seconded by John Boutwell. Passed. Yea: 7, Nay: 0, Absent: 2	

Bedford County Board of Education

January 24, 2022 5:00 PM

Central Office Board Room

In Attendance: Andrea Anderson: Present, John Boutwell: Present, Mr. David Brown: Present, Nicole Cashion: Present, Michael Cook: Present, Brian Crews: Present, Mr. Glenn Forsee: Present, Diane Neeley: Present, Dan Reed: Present.

I. PROCEDURAL ITEMS Procedural Item	
A. Call to Order Action Item	
II. CONSENT AGENDA Action Item Motion to approve agenda. This motion made by Andrea Anderson and seconded by Diane Neeley. Passed. Yea: 9, Nay: 0	
A. Approval of Agenda Action Item	
III. PRESENTATIONS Information Item	
A. Maintenance Presentation Action Item	
IV. TCAT Action Item Dr. Garrett- The building will be available. If we want the building, they want us to have it. We need to make it known quickly. I wanted us to talk about it. Boutwell- What would be some of the uses of the building? Dr. Garrett- We talked about some ideas...we could make it the maintenance building. The central office building does not have an elevator, so that could be an option. My only hold back with that is we still have kids in portables and I have some reservations about how that looks to the community. I think we need to talk about expanding the magnet building. That is something we need to talk about in February. That could be an option. Whatever we do is going to take money. My fear is that it would take a lot of money to make it into a school because of the layout of the TCAT building. But this is something we as a board need to talk about. Forsee- From my perspective, is to pursue everything TCAT. The property, the building, all of it. There are always going to be perceptions which I understand. The kids are the primary but this building (central office) is 82 years old. We do not own this building. This building does not show what we represent. The building offers more than what we have. At some time, maintenance will have to be addressed and transportation will have to be addressed. Maybe not under our 10 year plan, but we need to put things in motion beyond the 10 10-year. That building would be an excellent central office and other administrative offices. There isn't a room here to have a decent board meeting. And there are areas there that can be changed into multipurpose rooms and board rooms. Cook- I agree with what you are saying and we need to see what TCAT could offer. I do have a problem with us leaving kids in portables and us moving central office there. We need to pursue every avenue to get kids out of portables first, then look at moving central office. Forsee- I think the domino effect of the new elementary and how that will change the portable situation will help. Cook- It will but it will not get us completely out of portables. Building costs are a huge issue. Dr. Garrett- They have expressed interest in us going ahead and getting the building and then renting it back from us. Boutwell- What kind of timeline would this be? Dr. Garrett- It depends on which avenue we will take. I think they are a couple years out. We are hoping Pat Marsh will help us get a good deal for that building. Forsee- And define building and properties.	

<p>Crews- Obviously we need to express an interest in the building, just to get that on record. Cook- One of the things we have the option of doing, which is what Brian has said, is to have an architect go in and look at the TCAT building and tell them what we are thinking about doing, and ask how much it would cost. Forsee- Before we bring anyone in, we need to know what our goals are for that building.</p>	
<p>V. BCLA Action Item Cook- What are we looking to do with BCLA? Are we looking to expand this? Dr. Garrett- I would like to add some therapeutic programming. Emotional and behavioral help is something we need. We have students who beg to stay there because of the structure of it. Boutwell- The number of students there, is that a steady number or an expanding number? Dr. Garrett- It is about 50 right now. It fluctuates throughout the year. Boutwell- As the school population increases, that population increases as well, I am assuming. Dr. Garrett- Right now we have to put a cap on it because there is just not enough space. Cashion- Right now there are probably a lot more student that would benefit from that school, but we just don't have the room. Harwell- It also makes things harder on the schools when you have students in the classroom that need to be at BCLA but there just isn't enough room there for all of them. Crews- So how big do we grow this? Dr. Garrett- I think if we did something with the current CTE building to put students there, would help. I think 100-150 would help to separate grade levels.</p>	
<p>VI. What do we want in a new elementary school? Action Item Dr. Garrett- I have a meeting on Wednesday with the architect, so I wanted ideas about what we want. The architect recommends 2-story buildings. I like 2-story buildings, the way they are designing them are better for safety. Forsee- How do people move in that building. If there are 2 floors, they have to come in on one floor and go to a different level, will it be steps or ramps, elevators or a mix? Dr. Garrett- The ones I have seen have steps in the lobby and in the hallways. Forsee- I have an issue with 2-stories personally. We have plenty of property to make it 1 story. Cashion- Maybe we should visit some 2-story buildings. So we can see what they look like.</p>	
<p>VII. Thoughts On Facilities Survey Needs Action Item</p>	
<p>VIII. Board Members - Priority of Needs Action Item</p>	
<p>IX. Building Plan - 1, 3, 5, and 10 year plan Action Item</p>	
<p>X. ADJOURNMENT Action Item</p>	

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Equal Opportunity Employment	Descriptor Code: 5.104	Issued Date: 08/20/98
		Rescinds: GAAA	Issued: 04/08/92

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be afforded
- 2 equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals
- 3 with disabilities or veteran status with regard only for qualifications for the positions involved. ^{1,2}

Legal References:

1. U.S. Constitution, Amendment XIV; Title VII,
Civil Rights Act of 1964;
Title VI, Civil Rights Act of 1964; Title IX,
Education Amendments of 1972; Age Discrimination Act of 1967;
Section 504 of Rehabilitation Act of 1973
2. Public Law 101-336; 42 U. S.C. 12112

Cross References:

- Section 504/ADA Grievance Procedures 1.802
Discrimination/Harassment 5.500
Complaints and Grievances 5.501

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 04/19/12
		Rescinds: 5.109	Issued: 10/22/98

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
2 part of the superintendent of schools and administrative and supervisory personnel.

3 The Board shall use a state-approved model for evaluating administrative and supervisory personnel and
4 shall approve standard forms to be used in evaluating support personnel.

5 The superintendent of schools is responsible for ensuring that all administrative and supervisory
6 personnel are evaluated annually.

7 **LICENSED TEACHING PERSONNEL**

8 The Board adopts the TEAM evaluation model. The superintendent shall draft procedures to ensure that
9 the model is implemented throughout the school system. Additionally, the superintendent shall provide
10 information to all licensed teaching personnel regarding the nature of the evaluation and the grievance
11 procedures prescribed by the Tennessee State Board of Education.^{1,2}

12 As part of the evaluation process, a growth plan shall be developed for all teachers. The plan shall be
13 developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall
14 include identified area(s) for growth, action plan, and progress reporting procedures.²

15 **LOCAL LEVEL GRIEVANCE PROCEDURE**

16 The superintendent of schools shall develop procedures, consistent with State law, for processing
17 evaluation grievances.³

18 **NON-LICENSED PERSONNEL**

19 Non-licensed administrative/classified personnel shall be evaluated once during the probationary period
20 and at least one (1) additional time following successful completion of the probationary period during
21 the first year of employment. Classified personnel employed for more than one (1) year shall be
22 evaluated at least once a year.

- 1 Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing
- 2 employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall
- 3 be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

Legal References:

1. TRR/MS 0520-1-.2-.01
2. TRR/MS 0520-2-1-.02
3. Tennessee State Board of Education Teacher and Principal Evaluation Policy

Cross References:

- Job Descriptions 5.103
Orientation and Probation 5.107
Annual Evaluation for Classified Employees 5.109.1 (AP)

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Legislative Leave	Descriptor Code: 5.309	Issued Date: 08/20/98
		Rescinds: GBRIE	Issued: 11/19/87

1 Certificated employees who have been elected to state or local law-making bodies shall be granted
2 personal leave or leave without pay for the time those law-making bodies are in official session or while
3 attending official meetings outside the session.¹

4 In addition, certificated employees shall be granted leave to serve on any board or commission of the
5 state when the appointment is made by the Governor or General Assembly. Such leave shall not be
6 counted against any other accumulated leave credits. The employee shall notify the principal at least
7 five (5) days prior to leave being taken.²

Legal References:

1. TCA 49-5-702; TCA 49-5-713
2. TCA 49-5-205

Cross Reference:

Long Term Leaves of Absence 5.304

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: School Superintendent	Descriptor Code: 5.800	Issued Date: 08/20/98
		Rescinds: CEA	Issued: 09/01/88

- 1 The superintendent shall be the chief executive officer of the school system and shall have, under the
- 2 direction of the Board, general supervision of all the public schools, personnel and departments of the
- 3 school system. The superintendent is responsible for the management of the schools under the Board's
- 4 policies and is accountable to the Board.¹

- 5 The superintendent, at his/her discretion, may delegate any of his/her duties to other school personnel.

Legal Reference:

1. TCA 49-2-301(a)

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation of the Superintendent	Descriptor Code: 5.803	Issued Date: 07/24/12
		Rescinds: 5.803	Issued: 08/20/98

1 Through an annual evaluation of the superintendent,¹ the Board will strive to accomplish the following:

- 2 1. Clarify the role of the superintendent in light of the job description as agreed upon by the Board
3 and the superintendent;
- 4 2. Develop harmonious working relationships between the Board and the superintendent; and
- 5 3. Develop improvements in the administrative leadership of the school system.

6 The Board will develop, with the superintendent, a set of performance objectives based on the needs of
7 the system. The performance of the superintendent will be reviewed in accordance with these specified
8 goals. The performance objectives will be memorialized in an evaluation plan that includes, at a
9 minimum, sections regarding job performance, student achievement, relationships with staff and
10 personnel, relationships with board members, and relationships with the community.²

11 In January, or as soon thereafter as practicable, the Board will meet as a body to evaluate the
12 superintendent's performance.

13 The following guidelines will be used in the evaluation process:

- 14 1. The superintendent will know the standards upon which he will be evaluated and will be involved
15 in the development of those standards.
- 16 2. The evaluation will be a composite of the evaluation by individual board members, but the Board,
17 as a whole, will meet with the superintendent to discuss the composite evaluation.
- 18 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 19 4. Both the Board and superintendent will prepare for the evaluation; the superintendent will
20 conduct a self-evaluation and the Board will examine information relating to the superintendent's
21 performance.
- 22 5. Each judgment will be supported by rational and objective evidences.

- 1 6. One board member's opinion will not be the sole basis for judgment on an appraisal item.

Legal Reference:

1. TRR/MS 0520-2-1-.01
2. TCA 49-2-203(a)

Cross Reference:

Board-Superintendent Relations 1.205

Bedford County Schools

Good News Report

Date: **February 15, 2022**

<p>Cascade Elementary School... Had great turnout for a Math Night where they invited parents and students to participate.</p> <p>Celebrated School Counselor Appreciation week and says thank you to Mrs. Renee Lawson for all she does to support their students!</p>
<p>Cascade Middle School... Reports now having Dell Interactive boards in 100% of their classrooms.</p> <p>And new heating and cooling units have been delivered to campus and will be installed over spring break.</p>
<p>Cascade High School... Received a donation from State Rep. Pat Marsh, who gave a Tennessee Blue Book to each senior. Thank you, Representative Marsh!</p> <p>Has had several Cascade and Bedford County alumni this year, many majoring in education, do student teaching, volunteer for assistant coaching of athletics and band, job shadow and intern, do after-school and during school tutoring, and earn practicum hours with several teachers, coaches, and staff. These opportunities have been great for the alumni and great for the school, too!</p>
<p>Community Elementary School... Students have been working extremely hard to pass their Lexia levels. Currently 492 certificates have been awarded since beginning Lexia this year. There have already been 98 awarded for the month of February.</p> <p>Says congratulations to our teachers of the year Mrs. Misty Thompson and Mrs. Lori Bishop! Thank you for your hard work and the example you set each day!</p>
<p>Community Middle School... Competed in the Tri-Lakes Honor Band Clinic recently with 26 other middle and high schools. Community Middle was represented by Yael Frias [Yi-ell Free-us], Aralyn [Air-a-lynn] Hanson, and Carter Pierce. Carter made 8th chair alto saxophone, Aralyn made 6th chair clarinet, and Yael made 1st chair euphonium. Congratulations on this outstanding accomplishment!</p> <p>Hosted a Title I Parent Night where SRO Cam Farrell informed parents about important topics such as cyberbullying, inappropriate cell phone contact, social media safety tips, and how to identify the different types of vapes that underage students are using.</p>
<p>Community High School... Is in the middle of its 21 days of ACT. Door decorating contests, ACT questions of the day and other activities surround this school initiative to move Community High's ACT average to a 21.</p> <p>Is hosting the Region 7AA basketball tournament with schools from Cascade, Forrest and Grundy County attending and anticipate great ballgames and crowds for these exciting events.</p>
<p>Eakin Elementary School...</p>

Hosted a literacy and related arts night where 115 families and over 300 people attended! Thank you to First Methodist Church who provided supper for families in attendance. AimsWeb and iReady scores were reviewed with parents as well as a game to help the parents work with their children!

Rewarded over 60 children for approaching, on-track, or proficient children based on CASE testing.

Eastside Elementary School...

Invention Club students will attend MTSU's Invention Convention this Thursday, 2/17/22, hoping for a chance to be chosen to attend National Invention Convention in Dearborn, Michigan, this summer! Best of luck to these students!

Recently hosted their nine-week explorer awards where students in each grade level were honored. The awards given were related arts, principal's list, honor roll, and an award for each of our four "Bee" rules - Be respectful, be responsible, be ready to learn, and be safe.

Harris Middle School...

Boys basketball team just finished a great season second in the region tournament and advanced to state sectionals. They worked extremely hard, and we are proud of their efforts and how they represented the school!

Highlights Media Specialist Megan Lawell and Mrs. Lori Jones. Each month, the library spotlights what makes that month special with activities that encourage students to find joy in reading. This month students are participating in book speed dating, allowing students to try books they might not normally check out and are encouraged to checkout a book at the end. Thank you for all the hard work you put into the HMS library!

Learning Way Elementary...

Second graders are currently learning about western expansion and how it affected the Native American Tribes. Guest speaker Charlene Bush discussed how Cherokee people used to live before western expansion and brought numerous artifacts to share. Bush is married to a Cherokee Native American and is an avid storyteller.

Ambassador's Club made blankets and presented them to the Shelbyville Police Department to give to underprivileged to keep them warm. Officers Andy LeRoy and Laterra Holt visited to receive the blankets on behalf of the police department.

Liberty School...

Elementary and middle schools held their positive behavior/academic pep rallies for the second nine weeks where elementary students dressed in white for "Snow" good behavior and participated in a snowman wrap relay and Hungry Hippo game. New students to Liberty were introduced, and students were rewarded with chips or a dance party. Middle school students participated in games, and students were recognized for academics.

Middle school basketball teams participated in the Duck River Valley Conference Tournament. The boys placed 2nd and girls placed 3rd. Liberty says thank you to athletes, cheerleaders, coaches, parents, and fans on a great season!

Shelbyville Central High School...

Wants to thank Dona Northcutt and Heather Richards for all their hard work transforming the media center into The Library Brain Zone. This new space is a technology-free zone that offers students the opportunity to interact with their peers and teachers while building skills that promote socialization and collaboration all while challenging their brains. This space includes a number of strategy-style games,

puzzles, and maker spaces. Teachers and students have already provided positive feedback on the space and are excited to see how it evolves.

The Golden Eagle Baseball Team is working hard not only on developing good athletes but also on character development. Recently the players were tasked with learning more about the school and their community through research and interviews. Some of these situations forced the players to step outside their comfort zones and interview teachers and other staff. The coaches report 100% participation from the team and look forward to what these exercises in character development instill in these student athletes on and off the field!

Southside Elementary School...

Was recognized and awarded as a **Model of Demonstration (MOD) School—Silver Level** for Response to Instruction and Intervention for Behavior (RTI²-B)! This recognition is based on the school's partnership with the Tennessee Behavior Supports Project during the 2020-2021 school year; *Silver Level MOD Schools are models of strong Tier I and Tier II processes and practices.*

Hosted a Math Ready Parent University on February 8. Southside's Instructional Coach Melynda Whitaker presented and equipped parents with knowledge of the i-Ready platform, its benefits, and how parents can support their children at home. This meeting had the highest attendance yet for all Parent Universities!

Thomas Magnet School's...

Student Council bought a bench for our pre-K and special Ed students to sit on while loading and unloading the buses.

Running club has run over 2,165 miles so far this year! This club has 1st-5th grade students and is the largest club in our school.

The CTE Annex...

Under the direction of Mr. Chris Hobbs, Criminal Justice I students recently visited the Bedford County Justice Center to participate in career exploration. Students were introduced to careers in judicial, correctional and law enforcement services.

Mrs. Lauren Briggs' FCCLA chapter sent five students to district competition and all advanced to state competition! One group presented the chapter service project for 2022-2023, which involves addressing the problem of period poverty (a lack of access to menstrual products, sanitation facilities, and adequate education) for both our student population and community and has been led by two FCCLA officers Maddie Simpson and Kara Ruth. Students have collected supplies, sent out surveys to teachers and administrators, created a system for teachers to keep supplies in their classrooms free for student use. After gaining input and approval from city and county officials, they plan to erect an outdoor station on the Shelbyville square later this month. Their final project will be presented March 17th at the state leadership conference!

The Bedford County Learning Academy...

Says thanks to Amanda McBride for applying and receiving the following grants for BCLA:

- ✓ Pets in the Classroom Grant: leopard gecko enclosure and food
- ✓ Women in Technology in TN Grant: \$800
- ✓ Good Sports: open ended grant that can be used 6x in 2 years for sports and PE equipment
- ✓ Spartan Kids Foundation: \$1000 for PE equipment
- ✓ TVA: \$3500 for a Maker Space for Art, 3D printing, wood burning and other hands-on projects
- ✓ TVA: \$2500 for augmented and virtual Reality incorporation in academics

✓ Harbor Freight Community grant: \$250 to plant a greenhouse garden and flowers around school

Ms. Cawthron arranged for two army recruits to spend the day with the students at BCLA. Sgt. Watson and Sgt Billings discussed with students the benefits including service to country, over 150 career choices, vacation with pay, college loan repayment, financial aid for school and more. BCLA says thank you to Sgt. Watson and Sgt Billings for taking time out of their days to discuss opportunities for our students.

The Bedford County Virtual School...

Leadership team will be meeting with other virtual schools in Middle Tennessee to expand and improve virtual learning experiences. With now close to 80 students in grades three through eight, BCVS is committed to providing quality, student-centered learning experiences for our at-home learners.

Will hold student-led parent teacher conferences in the spring. Student-led conferences will place students at the center of a teacher-supported discussion with parents. Students will have the opportunity to share their data, goals, and work samples with their parents. BCVS looks forward to watching students take responsibility and ownership for their learning and engaging families in rich, transparent conversations about student progress!

From across the district,

Bedford County Schools was recognized on February 11 as a **Best for All** District by the Tennessee Department of Education. BCS earned this distinction for our strategic planning for student achievement and by designating historic amounts of federal relief funding directly for student achievement. This is being done amongst other things with high-dosage, low-ratio tutoring. We're investing eight million dollars this year and next for tutors to support our students. Congratulations to BCS and a special thank you to Chad Fletcher for his work and leadership in this area!

High school basketball district tournament play is underway this week. We wish all our teams much success and invite folks out to support our athletes.

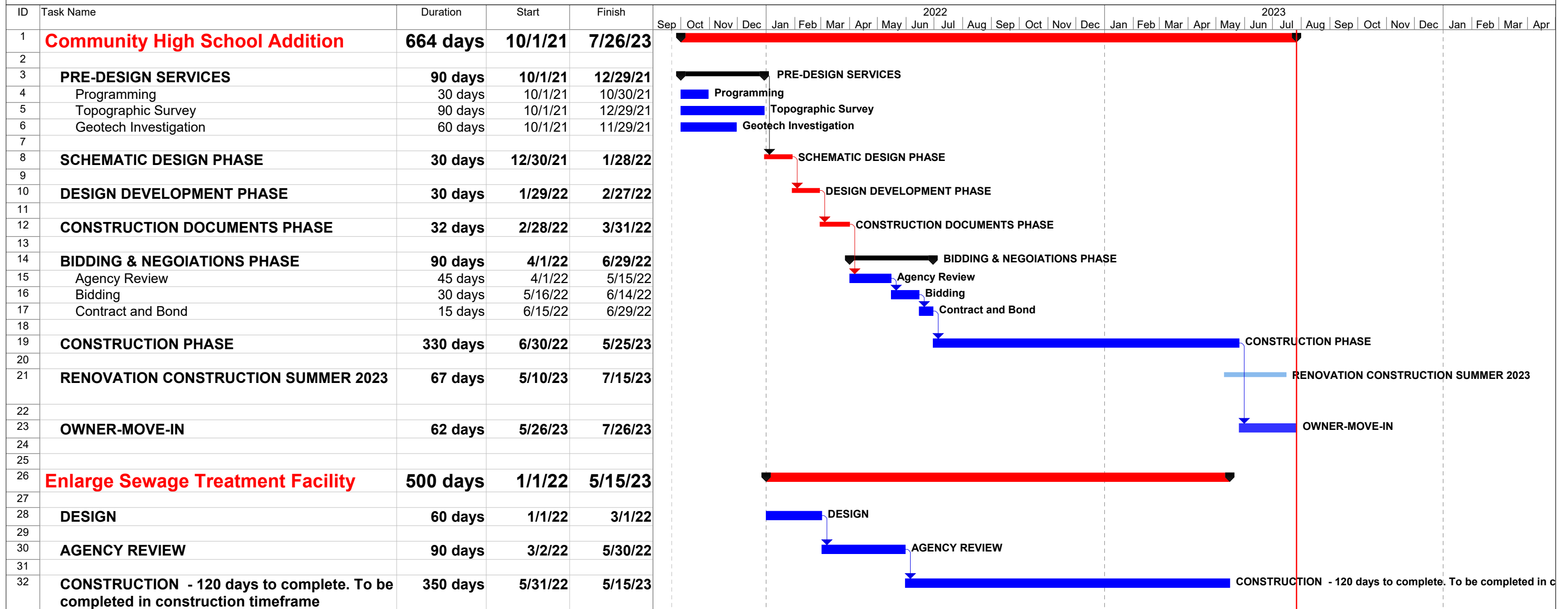
And finally, coming up:

We will be hosting a teacher recruitment fair on Saturday, March 5, 2022, from 9:00-11:00 AM, located at Harris Middle School's gymnasium. The HR team, all principals, and some teachers will be on hand for on-the-spot interviewing and for speaking with potential teachers about why it's good to work for BCS. We are not only looking for soon-to-be-graduating teacher candidates but also current teachers looking for a new district home as well as people with a bachelor's degree who are interested in a career change to teaching. We have new pathways to get them there quickly, and we'd like to share these details! We are advertising this on as many platforms as possible, and we ask that you please help us spread this important invitation.

That concludes the communications report.

Thank you!

COMMUNITY HIGH SCHOOL ADDITION PROJECT SCHEDULE



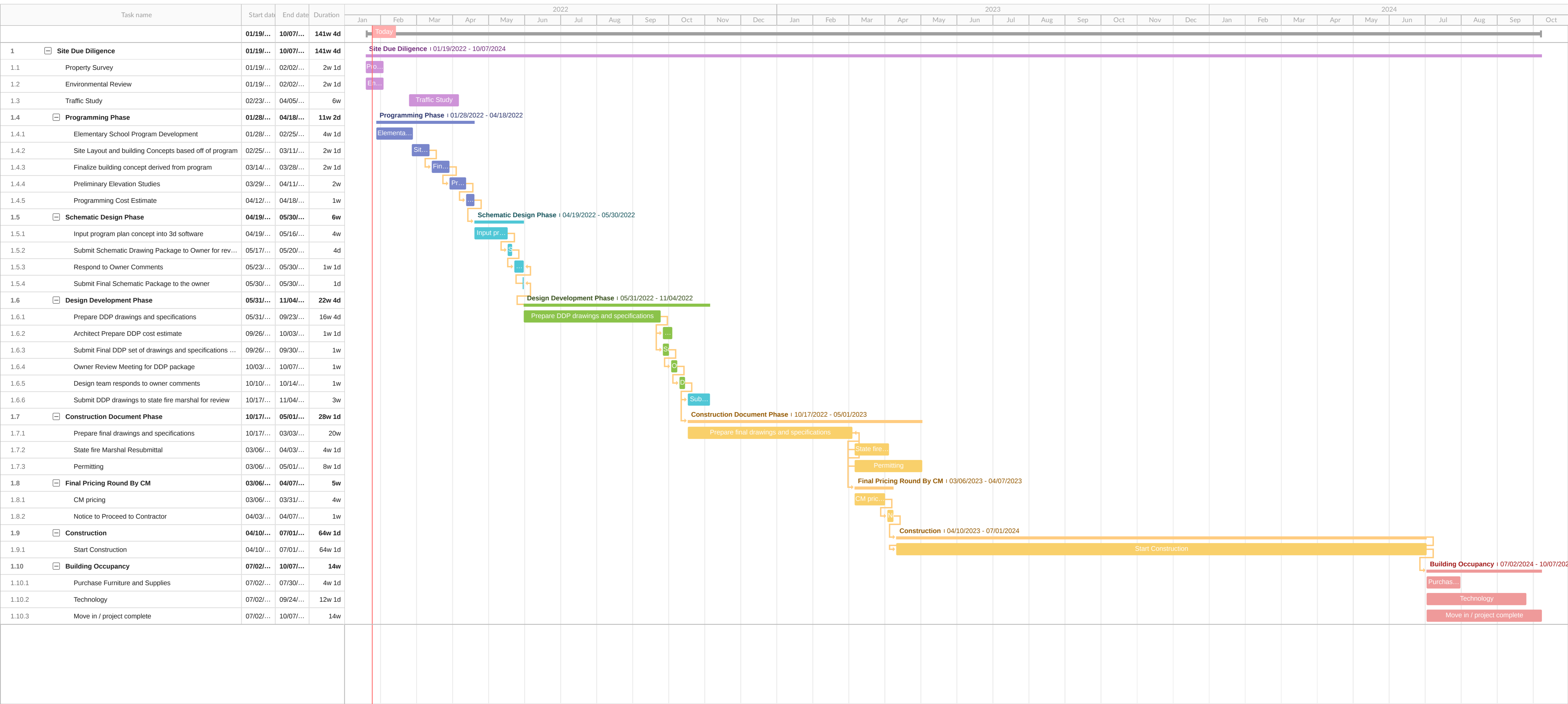
PROGRAM BEDFORD ELEMENTARY SCHOOL 800 STUDENTS				
REVISED & UPDATED 1/31/2022		PROPOSED IN DESIGN		
TYPE		QUANTITY	SF	TOTAL SF
1	General Instructional Area			
	Classrooms with Toilets	37	800	29,600
	(3 CR) Pre-K (20 students/CR) (30 CR) K-5 (22 Students/CR) 2 CR's share one Toilet (Which grades to share toilet?)			
	Special Education without toilets			-
	(3) Resource rooms, (1) Speech, (1) OT/PT, (2) ELL	7	800	5,600
	(1) CDC Provide Calming room and Toilet	1	1,100	1,100
	Total for General Instruction			36,300
2	Music			
	Choral Classroom no Toilet	1	1,100	1,100
	Choral Office	1	100	100
	Choral Storage	1	110	110
	Changing Room			64
	Total for Music			1,374
3	Art			
	Elementary School Art Classroom no Toilet	1	900	900
	Art Office	1	100	100
	Art Storage	1	350	350
	Kiln Room	1	100	100
	Total for Art			1,350
4	Media Center			
	1) Circulation desk: locate so entire area can viewed by the librarian. 1 Librarian. 2) Include think tanks / collaboration spaces			
	Circulation plus stacks and viewing	1	2,000	2,000
	Conference Room	1	200	200
	Librarian Office	1	100	100
	Media Center Workroom with countertop and sink	1	360	360
	Media Center Storage	1	200	200
	Total for Media Center			2,860
5	Auditorium Stage/Platform included in Gymnasium			
6	Administration			
	Principal	1	220	220
	Assistant Principal	1	120	120
	Bookkeeper	1	120	120
	Counseling Office	1	120	120
	Conference Room Admin suite	1	300	300
	Provide one conference room in admin suite			
	SRO Office	1	140	140
	Locate towards the front of the school One way glass is an option.			
	Workroom with countertop and sink	1	350	350
	Mail rack of mail bins in corridor			-

	Teacher Lounge/Workroom + countertop and sink, one each floor	2	400	800
	Secretary	1	220	220
	Records Room	1	300	300
	Restrooms (Family in Lobby Area)	1	60	60
	Total for Administration			2,750
7	Clinic			
	Clinic	1	600	600
	Include 2 clinic beds, Toilet with roll in shower, include 4 drug cabinets (locate cabinets in C.M.U. wall), provide additional space for Nurse Station and records storage.			
	Total for			600
8	Cafeteria			
	Dining including Serving	1	7,500	7,500
	Kitchen (Includes Refrigeration & Storage)	1	4,000	4,000
	Separate Electric and MEP room (See MEP's)			
	Dishwash	1	350	350
	Staff Locker Rooms and Toilets	2	120	240
	Offices	1	100	100
	Total for Cafeteria			11,850
9	Gymnasium with Platform			
	Provide storage for refrigerators and Ice Machine.			
	Elementary School Gym with Lobby and Ticket Booth. Telescoping Bleachers for 650	1	9,600	9,600
	Platform	1	1,000	1,000
	Concession	1	200	1,000
	Offices	1	100	100
	Dry Storage	1	200	200
	Toilets - Boys	1	450	450
	Toilets - Girls	1	450	450
	Physical Education Storage	1	130	130
	Laundry	1	185	185
	Outside Equipment Storage	1	120	120
	Lobby	1	800	800
	Chair Storage	1	400	400
	Total for Gymnasium			14,435
10	General Support			
	Boys / Girls Group Restrooms	1	900	900
	Central Supplies	1	600	600
	Janitors	2	400	800
	Data/Elec	2	600	1,200
	Mechanical, Electrical several throughout building	Total	6,000	6,000
	Storage	2	450	900
	Textbook Storage off Loading Dock	1	300	300
	General Support			10,700
	GRAND TOTALS W/O CIRCULATION AREAS (CORRIDORS, ETC.)			82,219
	Circulation All Floors (30% of total floor area)			24,666
	Building Square Footage (net - without interior partition walls)			106,885
	6% for interior partitions			6,413
	Gross Building SF (Net + 6%)			113,298

**Bedford County - New Elementary School
School Board Meeting
February 15, 2022**

1. Introduction – Kline Swinney Associates
 - Design Team
 - Principal In Charge: Bart Kline AIA
 - Senior Project Manager: Ron Cosentino AIA
 - Project Manager Assistant: David Mikhail AAIA
 - Project Design Assistant: Anthony Mangrum AAIA
 - Project Interior Designer: Maureen Cotter
2. Design and Construction Schedule
3. Programming Status
 - Current Program Summary
 - Next Step
 - Owner Architect Meetings
 - Concept Site Plans and Floor Plans
 - Final Space Cutsheets
 - SF Cost Estimate
4. Contract Delivery Method
 - CM @ Risk
 - Request For Qualifications Status
5. Other Items for Discussion





Request for Qualifications
For Construction Management Services (At Risk)

Bedford County Department of Education
New Elementary School



Issued by Bedford County Department of Finance

Issue Date March 11, 2022

Submittal Deadline: Friday, April 1, 2022, at 2:00 PM, CST

Submit Qualifications and Questions to:

Bedford County Department of Finance
Attn: Robert Daniel, Director of Finance
200 Dover Street, Suite 102
Shelbyville, TN 37160

Telephone: 931-685-2024

Email: Robert Daniel robert.daniel@bedfordcountyttn.gov

Submittal and Questions - Copy to:

Ron Cosentino, Project Manager

Telephone: 615-255-1854

Kline Swinney Associates

22 Middleton Street

Nashville, Tennessee 37210

Email: rcosentino@ksarchitects.com

BEDFORD COUNTY - REQUEST FOR QUALIFICATIONS

Bedford Department of Finance, (hereafter referred to as “Bedford County”), invites interested and qualified construction managers (Respondents) to submit a Statement of Qualifications (SOQ) to provide construction management services with a guaranteed maximum price for construction services for the New Elementary School Project.

The delivery method for this project is commonly known as “Construction Manager at Risk” (CMAR). CMAR consists of a preconstruction phase and a construction phase.

During the preconstruction phase, the Construction Manager (“CM”) will collaborate with the Architect on the design, constructability, cost, and schedule of the Project, and develop a Guaranteed Maximum Price (GMP) proposal to construct the Project.

Upon Bedford County’s acceptance of the GMP, Bedford County will issue a notice to proceed to the CM for the construction phase. If Bedford County and the CM do not agree upon a GMP, Bedford County will not proceed with the construction phase of the Project to the CM.

I. PROJECT DESCRIPTION

Bedford County Schools is currently in the design phase for a New Two-Story Elementary School Project. The facility is to be located on Fairfield Pike, Shelbyville, Tennessee.

Kline Swinney Associates has been contracted for Architectural and Engineering services for the design of the project. This project will provide classrooms for an estimated eight hundred (800) student capacity, gymnasium, cafeteria, media center, offices, and other associated spaces, as well as outdoor playfields.

The selected Construction Management firm will work directly with the architectural team to review design and determine constructability, and schedule and prepare a Guaranteed Maximum Price for the Project. Substantial information is available through the design architectural team and additional information will be made available to the selected CM to assist their efforts during the design review phase.

The CM will be required to be licensed in the state of Tennessee with all required licenses and insurance necessary to construct a facility of the type contemplated in this project.

The following will additionally be included in the construction:

- A. Coordination with Furniture, Fixtures, and Equipment.
- B. Coordination with IT and Low Voltage Project Requirements

The estimated construction budget is approximately \$25,000,000.00 to \$30,000,000.00

II. SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The work to be performed by the CM is specified in the preconstruction phase contract and construction phase contract documents. In submitting an Statement of Qualifications (SOQ), the Respondent represents that it is qualified and capable to provide all the requirements of both contracts. The following is a brief overview of the services the CM will be required to perform, if awarded both the preconstruction phase contract and the construction phase contract:

1. Review the initial cost estimate and provide continuous cost management to assure the design is within the budgeted cost estimate.
2. Participate in the review of the design and provide constructability reviews and analysis. Offer suggestions to improve the quality of the Project.
3. Provide construction planning, phasing, and scheduling during design review and through construction completion.
4. Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.
5. Incorporate LEAN practices and tools into the process.
6. Incorporate integrated project management practices into the Project.
7. Provide quality assurance.
8. Bring design-assist and design-build trade subcontractors into the design phase appropriate for the Project and as approved by the School District.
9. Provide cost estimating and value engineering. Reconcile CM cost estimates with Architect's cost estimates.
10. Coordinate with and provide information as required to regulatory agencies. Schedule and monitor required agency approvals.
11. Prequalify trade contractors to comply with School District's standards.
12. Develop Trade Contactor Bid Packages and receive bids in the most logical, competitive, and seamless manner.
13. Warrant the completeness and constructability of the construction documents and ensure that trade bid packages include a complete scope of work.
14. Submit a Guaranteed Maximum Price proposal.
15. Manage and administer the Project construction phase to achieve construction completion within the contract time and budget and with high quality workmanship.

III. CM SELECTION PROCESS

Bedford County will select the CM using a two-step process. The first step is this Request for Qualification (RFQ) from which Respondents may submit to Bedford County. Bedford County will review and score the SOQ's, conduct interviews, and may

conduct reference checks. If Bedford County chooses the Construction Manager at Risk method of delivery, the highest scoring firm will be awarded a contract for preconstruction services. The judgement of Bedford County in this selection process is not subject to appeal.

If Bedford County does not award the preconstruction phase contract or the construction phase contract, the Proposers or CM will not be entitled to recover any monetary awards of any type whatsoever. Bedford County reserves the right to reject all responses to the RFQ. Bedford County may terminate the CM's preconstruction phase contract prior to the construction phase and seek competitive bids for the construction phase. There is no guarantee the construction phase contract will be awarded.

IV. ANTICIPATED PROJECT SCHEDULE

Projected Project Activity Duration

Request for Qualifications: March 11, 2022
Deadline for RFQ Questions: March 18, 2022
RFQ Submittal Deadline: April 1, 2022, at 2:00pm
Selection Date: April 15, 2022
Construction Documents 95%: March 2023
Substantial Completion: June 2024

V. QUALIFICATION SUBMISSION REQUIREMENTS

A Statement of Qualifications must be received in the Bedford County Department of Finance Office shown herein before the date and time shown in the Anticipated Project Schedule.

Respondents for this Project shall submit a Statement of Qualification in accordance with the following instructions:

1. Provide all information requested by this RFQ.
2. Provide information as it pertains to your firm. When referencing projects that were joint ventures, indicate such and explain your firm's role in the project.
3. The SOQ should be well organized and as concise and complete as possible while still providing the requested information.
4. Information you believe is relevant to the selection of your firm for this Project but not requested by the RFQ may be submitted as an appendix to the SOQ.
5. Where contact information is requested, include the company name, address and a company representative's name, phone number and e-mail address.
6. Submit eight (8) copies of the SOQ in "8 ½ x 11" format.

7. In a separate sealed envelope submit the cost for the following items:
 - a. Compensation and payments for pre-construction phase services.
 - b. Hourly billing rates for pre-construction services.
 - c. Construction Managers Fee for Construction Phase Services.
8. Deliver the SOQ in a sealed package marked on the outside "Bedford County New Elementary School Building Construction Management (at Risk) RFQ."
9. Deliver the SOQ to the Bedford County Department of Finance Office for the Selection Process must be received at the following address by **2:00 pm, on Friday April 1, 2022**, to be considered. Please note – E-mails or Faxes will not be accepted.

VI. OFFICE FOR THE SELECTION PROCESS

All communications and questions concerning the selection process should be directed to the Bedford County Department of Finance for the Selection process.

Submittal and Questions to:
Bedford County Department of Finance
Attn: Robert Daniel, Director of Finance
200 Dover Street, Suite 102
Shelbyville, TN 37160
Telephone: 931-685-2024
Email: Robert Daniel robert.daniel@bedfordcountyttn.gov

Submittal and Questions - Copy to:
Ron Cosentino, Project Manager
Telephone: 615-255-1854
Kline Swinney Associates
22 Middleton Street
Nashville, Tennessee 37210
Email: rcosentino@ksarchitects.com

VII. SOQ REQUIRED INFORMATION AND SCORING

Provide the following information in your SOQ. If all information is not provided, the SOQ may not be considered. Bedford County may, at its discretion, call the contacts provided or others as may become known for reference checks. SOQ's should be organized with numbered tabs corresponding to the following questions. Provide concise and complete responses; non-requested information and lengthy responses are discouraged.

1. Cover letter confirming that your firm's submittal is in response to the RFQ and agrees to enter into a preconstruction and construction contracts if selected: 0 points
2. Organization Information: 0 points
 - a. Identify your firm's full legal name, address, phone, fax, and website
 - b. Include organization chart of the company. Give titles and names of positions
3. Provide the address of the office that will manage this project: 0 points
4. Copy of your firm's Tennessee Contractor License: 0 points
5. Experience and successful completion of similar Education Based CMAR projects completed within the last five (5) years (Tennessee preferred): .. 15 points max
6. Experience and ability of key personnel: 15 points max
7. Understanding of CMAR delivery method and ability to successfully complete the expected scope of work on schedule and within budget: 15 points max
8. Proximity of CM to project location: 10 points max
9. Past success with and plan for maximizing local and minority participation: 10 points max
10. Financial Strength: 10 points max
11. Feedback from client references: 10 points max
12. Presentation if applicable: 15 points max

Note - Selected proposers may be invited to make formal presentations to the selection team if necessary. Scoring will be based on presentation and information provided to the team.

TOTAL POINTS: **100**

Note - That the above selection criteria are not ranked in order of importance.

VIII. QUESTIONS (Copy to Kline Swinney Associates)

All questions regarding this RFQ for the CMAR selection process listed herein must be submitted in writing by e-mail to the Bedford County by March 18, 2022, as indicated in the Anticipated Project Schedule. Questions received after the due date will not be considered. Written responses to submitted questions will be sent to all registered Respondents. Clarifications may be requested verbally, however, verbal responses will not be considered binding.

IX. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. Tennessee General Statutes Section Title 10, Chapter 7, Part 5 provides a method for protecting some documents from public disclosure.

Attached – Sample AIA Document A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor.

End of Request for Qualifications

2021-2022 Tenure Recommendations

The Background:

The following non-tenure teachers are being recommended to the superintendent by the specified principal and/or supervisor for rehire and tenure. It should be noted that each individual teacher has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last 7 year period as a probationary teacher and has received evaluations demonstrating in overall performance effectiveness level of “above expectations” (4) or “significantly above expectations” (5) during the last two years of the probationary period.

The Recommendation:

The Superintendent recommends the listed individuals be granted tenure for the 2021-2022 school year:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>SCHOOL</u>	<u>POSITION</u>
Littlefield	Cynthia	Cascade Elem.	Second Grade
Jackson	Donna	Cascade High	English
Jennings	William	Cascade High	Science
Boyce	Randall	Community Elem.	Assistant Principal
Stacey	Laura	Community Elem.	Fourth Grade
Gilliam	Megan	Community High	English
Khan	Biljana	Eakin	Guidance
Clark	Stacy	Eastside Elem.	First Grade
Rich	Jheri	Eastside Elem.	Special Ed. Teacher
Fanning	Hannah	Harris Middle	Instructional Coach
Naylor	David	Harris Middle	6 TH ELA/SS Honors
Ray	Sydney	Harris Middle	Art
Cooper	Martha	Learning Way	P.E.
Gordon	Whitney	Learning Way	First Grade
Paris	Bryana	Learning Way	Second Grade
Rhodes	Kevin	Learning Way	Fourth Grade Math
Cook	Jessica	Liberty	Fifth Grade
Adkins	Kimberly	Shelbyville Central High	Special Ed. Teacher
Newman	Marilynn	Shelbyville Central High	French
Wilson	Steven	Shelbyville Central High	English
Blevins	Samuel	Shelbyville Central High Voc.	CTE Business/Finance
Brown	Meghan	Southside Elem.	Kindergarten
Summers	Shelby	Southside Elem.	Kindergarten
Grijalva	Rachel	Thomas Magnet	Third Grade Math
Joyce	Rebekah	Thomas Magnet	First Grade
McGriff	Regina	Thomas Magnet	Kindergarten
Moscato	Danielle	Thomas Magnet	Guidance

Thomas Magnet School



Bedford County Schools: Enrollment Agreement

(Please complete one form per student)

Student Name: _____ **Grade Level:** _____

PLEASE NOTE: In order to reach their academic goals and prepare for future educational experiences, students attending Thomas Magnet School must comply with the following requirements and expectations to remain enrolled:

ACADEMIC PERFORMANCE

- Maintain 25th percentile or above on all county benchmarks
- Maintain a C or better average in all subjects in 3rd-5th grades
- Students in Kindergarten and 2nd grade will be at expectations on standards-based report card.

BEHAVIOR

- Consistently display the 3Rs: Be respectful, Be responsible, Be ready.
- Excessive office referrals will result in a behavioral contract, probation, and possible exit at the end of the school year.

ATTENDANCE

- Maintain school attendance per School Board Policy 6.201, which states students should not exceed more than **five** unexcused absences during the school year. This means an aggregate of five days during the school year and not necessarily five consecutive days.
- Violation of the above policy may result in probation and possible exit at the end of the school year.

If a student has not shown sufficient progress or fails to meet requirements during any quarter of the school year as outlined above, the student will be placed on probation as follows:

1. **PARENT NOTIFICATION:** Parent/Legal Guardian will be notified of insufficient progress or failing to meet requirements.
 2. **PROBATION CONFERENCE:** Students not meeting requirements will meet with parent and assigned school staff as designated by the principal to assist the student. At this time, the student will be placed on probation.
 3. **EXIT FROM PROGRAM:** If a student fails to meet the above listed criteria by the end of the school year, the student will be exited from the program at Thomas Magnet School.
- Once a student is withdrawn, whether voluntarily or due to failure to meet agreement requirements, he/she cannot be eligible for re-enrollment during the same academic year. All withdrawals are final and binding. A student may reapply during the application period for the following school year.
 - Thomas Magnet School may have additional district approved program specific requirements besides those listed in this agreement. It is the parents' and student' s responsibility to be informed of any Thomas Magnet School requirements not outlined above.

We have read the Enrollment Agreement and understand the requirements for continuing enrollment.

Print Student's Name:

Student Signature:

Date:

Parent/Guardian's Name:

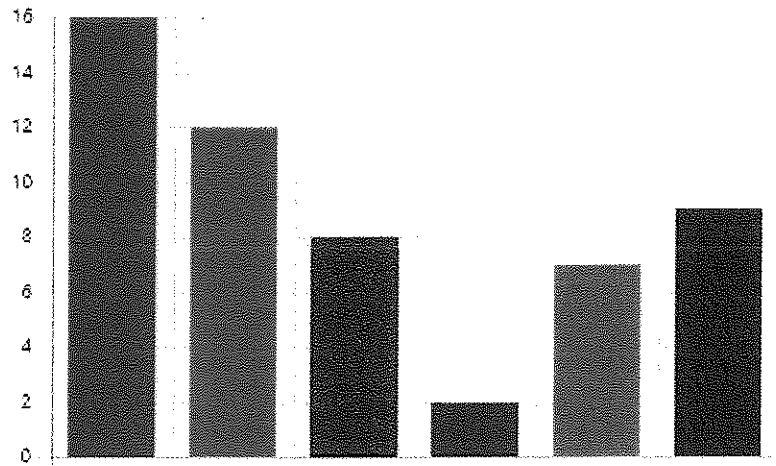
Parent/Guardian's Signature:

Date:

1. My TMS 5th grade student plans to attend the following school for 6th grade in the 2022-23 school year.

[More Details](#)

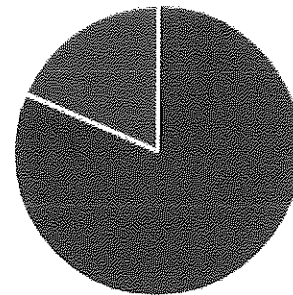
● Harris Middle	16
● Cascade Middle	12
● Community Middle	8
● Liberty	2
● Webb	7
● Out of District	9



2. If Thomas Magnet is opened up for 6th grade next year my 5th grader will attend 6th grade at TMS.

[More Details](#)

● YES	44
● NO	10





ePlan Home
Search
Inbox
Planning
Monitoring
Funding
Data and Information
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

Budget Overview Plus/Minus

Bedford County (020) Public District - FY 2022 - Lottery for Education: Afterschool Programs - Rev 1 - Lottery for Education: Afterschool Programs

Go To

Indirect Cost
 Total Contributing to Indirect Cost
 Indirect Cost Rate
 Maximum Allowed for Indirect Cost

Filter by Location:
[Show Unbudgeted Categories](#)

Account Number 73300 - Community Services Total

Schuler, Lori

Production
 Session Timeout
 00:29:45

Line Item Number			Total
116 - Teachers	114,800.00		114,800.00
	+5,900.00		+5,900.00
189 - Other Salaries & Wages	44,550.00		44,550.00
201 - Social Security	9,514.00		9,514.00
204 - State Retirement	14,314.87		14,314.87
	+2,500.00		+2,500.00
212 - Employer Medicare	2,225.00		2,225.00
217 - Retirement - Hybrid Stabilization	2,300.00		2,300.00
	-7,500.00		-7,500.00
355 - Travel	500.00		500.00
399 - Other Contracted Services	1,000.00		1,000.00
	-1,000.00		-1,000.00
422 - Food Supplies	7,000.00		7,000.00
	+1,000.00		+1,000.00
429 - Instructional Supplies & Materials	5,000.00		5,000.00
499 - Other Supplies and Materials	5,000.00		5,000.00
524 - In-Service / Staff Development	100.00		100.00
	-\$900.00		-\$900.00
599 - Other Charges	4,500.00		4,500.00
Total	210,803.87		210,803.87
	Adjusted Allocation		210,803.87
	Remaining		0.00

Go To



142-307

ePlan Home
Search
Inbox
Planning
Monitoring
Funding
Data and Information
Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

Budget Overview Plus/Minus

Bedford County (020) Public District - FY 2022 - Consolidated - Rev 2 - Title III

Go To

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Filter by Location:

Show Unbudgeted Categories

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	73100 - Food Service	Total
Line Item Number						
146 - Bus Drivers				10,156.50		10,156.50
189 - Other Salaries & Wages	12,000.00 -\$1,500.00	900.00	0.00	0.00	0.00	12,900.00 -\$1,500.00
201 - Social Security	837.00	55.80	0.00	629.70	0.00	1,522.50
204 - State Retirement	1,412.10	94.14	0.00	1,062.35	0.00	2,568.59
212 - Employer Medicare	195.75	13.06	0.00	147.25	0.00	356.06
355 - Travel		500.00	250.00 -\$2,750.00	0.00	0.00	750.00 -\$2,750.00
399 - Other Contracted Services	1,110.00	0.00	0.00	0.00	0.00	1,110.00
412 - Diesel Fuel				2,000.00		2,000.00
422 - Food Supplies					1,500.00 -\$1,500.00	1,500.00 -\$1,500.00
429 - Instructional Supplies & Materials	79,857.65 +\$5,750.00					79,857.65 +\$5,750.00
499 - Other Supplies and Materials	0.00	3,000.00	0.00	0.00	0.00	3,000.00
524 - In-Service / Staff Development		0.00	6,000.00	0.00	0.00	6,000.00
722 - Regular Instruction Equipment	17,910.17					17,910.17
Total	113,322.67 +\$4,250.00	4,563.00	6,250.00 -\$2,750.00	13,995.80	1,500.00 -\$1,500.00	139,631.47
					Adjusted Allocation	139,631.47
					Remaining	0.00

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ePlan Home
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Budget Overview Plus/Minus

Bedford County (020) Public District - FY 2022 - Consolidated - Rev 2 - Title II-A

Go To

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Filter by Location: ▼

[Show Unbudgeted Categories](#)

Account Number 72210 - Support Services/Regular Instruction Program Total

Schuler, Lori

Production

Session Timeout
00:29:53

Line Item Number

189 - Other Salaries & Wages	180,109.00	180,109.00
201 - Social Security	11,200.00	11,200.00
204 - State Retirement	19,000.00	19,000.00
207 - Medical Insurance	30,000.00	30,000.00
212 - Employer Medicare	2,650.00	2,650.00
399 - Other Contracted Services	38,146.20	38,146.20
	-\$21,853.80	-\$21,853.80
499 - Other Supplies and Materials	15,000.00	15,000.00
524 - In-Service / Staff Development	625,590.22	625,590.22
	+\$21,853.80	+\$21,853.80
599 - Other Charges	13,000.00	13,000.00
Total	934,695.42	934,695.42
	Adjusted Allocation	934,695.42
	Remaining	0.00

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Budget Overview Plus/Minus

Bedford County (020) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 2.0 - Rev 2 - Elementary and Secondary School Emergency Relief (ESSER) 2.0

Go To

Indirect Cost	
Total Contributing to Indirect Cost	\$3,616,927.60
Indirect Cost Rate	17.90%
Maximum Allowed for Indirect Cost	\$549,134.89

Filter by Location: ▼

Show Unbudgeted Categories

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72410 - Office of the Principal	72710 - Transportation	Total
104 - Principal(s)				80,000.00		80,000.00
116 - Teachers	300,000.00					300,000.00
161 - Secretary(s)		0.00	0.00	20,000.00		20,000.00
163 - Educational Assistants	0.00		396,000.00			396,000.00
189 - Other Salaries & Wages	0.00	0.00	1,262,000.00 +\$60,000.00	0.00	0.00	1,262,000.00 +\$60,000.00
201 - Social Security	19,000.00	0.00	116,100.00	6,200.00	0.00	141,300.00
204 - State Retirement	31,500.00	0.00	181,480.00	10,300.00	0.00	223,280.00
207 - Medical Insurance	75,000.00	0.00	230,000.00 +\$12,000.00	20,000.00	0.00	325,000.00 +\$12,000.00
210 - Unemployment Compensation	692.00	0.00	0.00	100.00	0.00	792.00
212 - Employer Medicare	4,500.00	0.00	44,900.00 +\$19,000.00	1,450.00	0.00	50,850.00 +\$19,000.00
399 - Other Contracted Services	0.00	0.00	13,000.00	0.00	0.00	13,000.00
412 - Diesel Fuel					79,200.00	79,200.00
429 - Instructional Supplies & Materials	188,465.34					188,465.34
499 - Other Supplies and Materials	245,000.00 -\$91,000.00	3,000.00	195,000.00	0.00	0.00	443,000.00 -\$91,000.00
599 - Other Charges	0.00	0.00	94,040.26	0.00	0.00	94,040.26
722 - Regular Instruction Equipment	188,000.00					188,000.00
729 - Transportation Equipment					825,208.78	825,208.78
790 - Other Equipment		60,000.00	467,000.00			527,000.00
Total	1,052,157.34 -\$91,000.00	63,000.00	2,999,520.26 +\$91,000.00	138,050.00	904,408.78	5,157,136.38
Adjusted Allocation						5,157,136.38
Remaining						0.00

Go To

Aisha Weatherford

From: Layne Talbott
Sent: Friday, January 28, 2022 4:43 PM
To: Tammy Garrett
Cc: Aisha Weatherford
Subject: request

Dr. Garrett,

I would like to request that the Board approve the naming of the East Side Elementary cafeteria, the Annette Woods cafeteria. Ms. Woods was an employee of Bedford County Schools for over 43 years, before her passing in November. She worked full-time at East Side and Southside until 2012 when she began working part-time, 120-day contract. For the almost 10 years that she worked part-time, she 'volunteered' the other 60 days each year. East Side was her home. She was here every day working hard, making a difference. Her daughter Beverly was the cafeteria manager here for many years before moving to Southside in the same role. Another daughter, Bethany, currently serves as the East Side cafeteria manager. Additionally, her daughter Brenda is an ESL teacher at East Side, her granddaughter Melissa is an ESL teacher at Learning Way, and her granddaughter-in-law is the school nurse at Harris Middle. Bedford County Schools are important to this family. Ms. Annette brought so much to our school, and we would love to honor her legacy and the impact that she had on the faculty, staff, and students here at East Side.

The East Side Family Organization has agreed to pay for the plaque that would be mounted in the cafeteria.

I appreciate your consideration in submitting this to the School Board for further approval.

Layne Draper-Talbott
Principal
East Side Elementary
421 Elliott Street
Shelbyville, TN 37160
phone: 931-684-7112
fax: 931-684-7108



Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Personnel Goals</h2>	Descriptor Code: 5.100	Issued Date: 08/20/98
		Rescinds: GAA	Issued: 11/19/87

1 The Board’s goals are:

- 2 1. ~~To ensure that the best qualified personnel are recruited and employed to staff the school~~
3 ~~system;~~ **To ensure that the Superintendent recruits and employs the best qualified individuals**
4 **to staff the school district;**
- 5 2. To provide staff compensation, benefits and working environment sufficient to attract and
6 retain qualified employees;
- 7 3. To provide an in-service training program for all employees to improve their performance;
- 8 4. To conduct an evaluation program that will contribute to the continuous improvement of staff
9 performance; and
- 10 5. ~~To ensure that personnel are assigned so that they are utilized as effectively as possible.~~ **To**
11 **set goals for educator diversity that take into consideration the diversity of the student**
12 **population.¹**

Legal References

1. **State Board of Education Policy 5.700; TCA 49-1-302(g)**

Cross Reference:

School District

Goals 1.700

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Line and Staff Relations	Descriptor Code: 5.101	Issued Date: 08/20/98
		Rescinds: CD	Issued: 09/01/88

1 The school system is organized in such a way as to provide for sufficient authority at the various levels
2 of responsibility so that problems which arise can be readily acted upon.

3
4 ~~The superintendent shall establish lines of authority which shall be approved by the Board and shown~~
5 ~~on the system organization chart.~~ The organizational chart of the school system is a straight line form of
6 organization which sets forth clearly the structure and areas of responsibility.

7 ~~All personnel are expected to keep the person to whom they are immediately responsible informed of~~
8 ~~their activities and shall refer matters requiring administrative action to the administrator to whom they~~
9 ~~are responsible. That administrator shall such matters to the next higher administrative authority when~~
10 ~~necessary.~~ In order that differences can be resolved as rapidly as possible, personnel must proceed
11 logically through the immediate supervisor, and if need be, to the appropriate staff person.

12 All personnel shall have the right to appeal any decision made by an administrative officer through
13 grievance procedures established through board policy.

14 ~~Lines of authority do not restrict the cooperative, sensible working together of all staff members at all~~
15 ~~levels. The established lines of authority represent direction of authority and responsibility and avenues~~
16 ~~for a two-way flow of ideas to improve the program and operations of the school system.~~

Cross References:

Assignment/Transfer 5.115
Complaints and Grievances 5.501

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Job Descriptions</h2>	Descriptor Code: 5.103	Issued Date: 08/20/98
		Rescinds:	Issued:

- 1 The Board will approve the broad purpose and function of the position in accord with state laws and
- 2 state regulations. ~~approve a statement of duties as recommended by the superintendent, and delegate to~~
- 3 ~~the superintendent the task or writing, or causing to be written, a job description for the position.~~

- 4 ~~A copy of each job description shall be provided to the employee, the immediate supervisor and included~~
- 5 ~~in the employee's personnel record. A copy of all job descriptions shall be maintained in the~~
- 6 ~~superintendent's office. Job descriptions shall be used as guides in annual employee evaluations.~~

- 7 The superintendent shall maintain a comprehensive, coordinated set of job descriptions for all such
- 8 positions so as to promote efficiency and economy in the staff's operations.

Cross References:

Evaluation 5.109
Qualifications/Duties of the Director of Schools 5.802

Bedford County Board of Education

Monitoring: Review: Annually in February	Descriptor Term: Highly Qualified Staff	Descriptor Code: 5.1171	Issued Date: 06/26/03
		Rescinds:	Issued:

1 **TEACHERS**

2 The Bedford County School System will make every effort to ensure that after 2002 all teachers are
3 highly qualified to teach core curriculum subjects (English, reading or language arts, mathematics,
4 science, foreign language, civics, government, economics, art, music, history and geographic) in schools
5 receiving federal funds.

6 Any teacher currently employed to teach a core academic subject area, who is not certified to teach that
7 subject, will have until the end of the 2005-2006 school year to obtain proper certification for that
8 subject(s).

9 All who teach core curriculum subjects as defined above must:

- 10 1. have obtained full State certification as a teacher,
- 11 2. have passed the State teacher licensing examination and hold a license to teach in the State of
12 Tennessee,
- 13 3. have fulfilled the State's certification and licensure requirements applicable to the years of
14 experience the teacher possesses, OR at a later date meet requirements that may be approved by
15 the Tennessee Department of Education.

16 Due to an emergency, temporary placement, or provisional basis, all teachers working on a permit or
17 waiver will:

- 18 1. have supervision which consists of structured guidance, mentoring, and ongoing support.
- 19 2. have high-quality professional development that is sustained, intensive, classroom-focused, and
20 designed to have a positive and lasting impact on classroom instruction;
- 21 3. develop a plan of action to remove deficiencies,
- 22 4. complete requirement within the allowable three years,
- 23 5. demonstrate satisfactory progress toward full certification, and
- 24 6. have the plan of study reviewed annually to determine progress.

25 The Bedford County School System will make every effort to ensure that all schools receiving federal

1 funds are staffed by highly qualified teachers. This will be accomplished through recruitment procedures,
2 transfers, and professional development to assure that students from all ethnic groups, from low socio-
3 economic backgrounds, those with a limited use of the English language, and students who have
4 disabilities receive instruction from highly qualified teachers at the same ratio as all other students.

5 **HIGHLY QUALIFIED STAFF**

6 The Bedford County School System will utilize the following recruitment procedures to place certified
7 staff in core academic subject area positions:

- 8 1. Assess the certification of all teachers by school in relationship to instructional assignments.
- 9 2. Prepare and analyze an annual report of all teachers working one or more class periods out of their
10 area(s) of certification.
- 11 3. Identify teachers who will be required to have a review of their transcripts by a university to
12 determine how many hours they currently have toward certification for the courses they are assigned.
 - 13 a. If the required number of university hours has been completed in the subject area, application
14 for endorsement in the core subject will be requested by the teacher.
 - 15 b. If less than the required number of university courses have been completed, the teacher will be
16 required to take the subject area Praxis,
- 17 4. Advertise the position in an effort to transfer certified teachers within the school district, and/or
- 18 5. Post position with institutions of higher learning, and/or
- 19 6. Post position on the Internet.

20 When new positions become available, items 4,5,6 above will be used to fill vacated or newly created
21 positions in core academic subject areas.

22 **PARA-PROFESSIONALS IN TITLE I SCHOOLS**

23 The Bedford County School System will make every effort to employ educational assistants (that provide
24 instructional support to teachers and work directly with students in an academic manner) who have:

- 25 1. a high school diploma or its equivalency and
- 26 2. at least two years study at an institution of higher education;
- 27 3. an associates or higher degree; or
- 28 4. demonstrated the ability to provide instruction by passing the Para Pro Assessment administered by
29 an institution of higher learning or locally by the school system.

30 All educational assistants hired after January 8, 2002 must meet the above requirements.

- 1 Existing paraprofessionals hired prior to January 8, 2002 must complete the above requirements prior to
- 2 January 8, 2006.

- 3 Tutorial services on the skills evaluated by the Para-Professional Assessment will be offered.
- 4 Registration fees for the Para-Professional Assessment will be paid by the system on a one time basis

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Short Term Leaves of Absence	Descriptor Code: 5.300	Issued Date: 08/20/98
		Rescinds: GBRH	Issued: 11/19/87

- 1 Short term leaves of absence shall consist of the following: Emergency, legal, sick, personal and
- 2 professional leave.¹

Legal Reference:

1. TRR/MS 0520-1-2-.04(8)

Cross References:

Emergency & Legal Leave 5.301
Sick Leave 5.302
Personal & Professional Leave 5.303
Vacations and Holidays 5.310

Bedford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Leaves and Absences of Classified Personnel	Descriptor Code: 5.3041	Issued Date: 08/20/98
		Rescinds: GCRG	Issued: 10/23/97

1 Any person holding a position which does not require a teacher certificate may be granted a leave of
2 absence for military service, maternity ¹, adoption, recuperation of health, or other sufficient reason.

3 Leave of absence for classified personnel shall be taken without pay; annual leave, sick leave, or other
4 benefits cannot be accrued during this leave period. However, the employee may continue coverage in
5 existing school programs during the leave, provided that the premiums for such programs, where
6 applicable, shall be paid by the employee. Time spent on leave shall not be counted as part of the
7 probationary period required of certain classified employee.

8 All leaves shall be requested in writing to the superintendent at least thirty (30) days in advance on forms
9 provided by the personnel office. In emergency situations, the thirty (30) days may be waived or
10 reduced, when accompanied by a certified physician's statement, by the superintendent. Early
11 notification of an intended leave is desirable to ensure replacement by the most competent and qualified
12 person available.

13 The employee application for leave forms shall require, but not be limited to, a description of the type
14 of leave requested, the requested dates for beginning and ending the leave, and a statement of intent to
15 return to the position from which the leave was granted.

16 Each request for leave shall be acted upon by the Board, with such action to become part of the official
17 minutes. Each applicant shall be notified in writing of the decision of the Board, which shall include the
18 beginning and ending dates of the approved leave. In establishing the beginning and ending dates of a
19 leave, the superintendent and Board shall carefully consider the impact on students and the school
20 program. If the leave ends during the school year, the superintendent is authorized to extend the leave to
21 the end of the semester of the school year if it is judged to be in the best interest of the school system.
22 The employee would then be permitted to return at the beginning of the following semester or school
23 year. The employee, upon return, will be placed in the same or a comparable position for which the
24 person is qualified.

25 Any classified employee on leave shall, at least thirty (30) days prior to the date of return, notify the
26 superintendent in writing if s/he does not intend to return to the position from which s/he is on leave.
27 Failure to render such notice may be considered breach of contract.

- 1 Absences for reasons not authorized by the superintendent shall result in loss of pay and may result in
- 2 termination of services unless satisfactory explanation is made to the superintendent.

Legal References:

1. TCA 4-21-408

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Fiscal Management Goals</h2>	Descriptor Code: 2.100	Issued Date: 01/18/22
		Rescinds: 2.100	Issued: 07/15/99

1 *General*

2 The Board shall practice sound fiscal management procedures which guarantee maximum use of all
 3 resources provided. ~~The Board assumes responsibility, within its financial capabilities, for providing at~~
 4 ~~public expense all items of equipment, supplies and services that may be required in the interest of~~
 5 ~~education in the schools under its jurisdiction.¹~~

6 In fiscal management, the Board seeks to achieve the following goals:

- 7 1. To engage in advance planning, with broad-based staff and community involvement;
- 8 2. To establish levels of funding which will provide quality education for the system's students;
- 9 3. To use the available techniques for budget development and management;
- 10 4. To provide timely and appropriate information to all staff ~~with fiscal management~~
 11 ~~responsibilities;~~ and
- 12 5. ~~Require the Superintendent to establish efficient procedures for accounting, reporting,~~
 13 ~~purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of~~
 14 ~~fiscal management.~~ **ensure that schools and departments follow the county financial**
 15 **management policy.**

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-23 et seq.*

Cross References

School District Goals 1.700

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 10/18/16
		Rescinds: 2.200	Issued: 07/15/99

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the
3 programs to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and
7 projections requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to
9 include provisions for:

- 10 •Programs to meet the needs of the entire student body
- 11 •Staffing arrangements adequate for proposed programs
- 12 •Maintenance of the district's equipment and facilities
- 13 •Efficiency and economy¹

14 Budget preparation shall be the responsibility of the superintendent. The superintendent will establish
15 procedures for the involvement of staff, including requests from department heads and principals, all of
16 whom shall seek advice and suggestions from other staff and faculty members.

17 The superintendent and chairman of the board shall develop a budget preparation calendar no later than
18 January 1 of the current school year.⁴ The calendar shall be used as a guide for coordinating the
19 budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and
20 making budget decisions.

21 **HEARING AND REVIEWS**

22 The proposed budget will be available for inspection by various interested citizens or groups in the
23 office of the superintendent.

1 **FINAL ADOPTION PROCEDURE**

2 ~~The board shall submit a proposed budget in accordance with the budget timeline established by the~~
3 ~~board and county commission.² If a budget timeline is not agreed upon, the board shall submit a~~
4 ~~proposed budget to the County Commission no later than May 1st.² If the proposed budget is rejected,~~
5 ~~the board shall submit a revised budget proposal within ten (10) business days after receiving notice of~~
6 ~~the rejection.⁵~~

7 The superintendent shall file with the Commissioner of Education a copy of the budget within ten (10)
8 days after its adoption.³ **per county financial management manual.**

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. Public Acts of 2016, Chapter No. 1080(d)(4)
3. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-1-2-.13(2)(a)
4. *See* TCA 49-2-203(a)(10)
5. Public Acts of 2016, Chapter No. 1080(d)(5)(B)

Cross References

Executive Committee 1.301

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 10/20/15
		Rescinds: 2.400	Issued: 06/26/03

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with
4 the school, including contracts with other schools for interschool events. To be included in this
5 accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees,
6 concessions and all fund raising activities. Each principal shall determine the reconciliation method to
7 be used for all events which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax
9 based on the purchase price to the vendor providing the service or item. Resale items not intended to
10 generate a profit shall be determined by the principal.²

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they
13 were collected. The school shall not require any student to pay a fee to the school for any purpose,
14 except as authorized by the Board. No fees shall be required of any student as a condition to attend the
15 school or use its equipment.³ School fees shall be waived for students who receive free or reduced-
16 price lunches.⁴ No student will be penalized for non-payment of any materials fee.

17 **SCHOOL-AGE CARE PROGRAM (SACP)**

18 School-age care funds shall be collected at the individual schools and receipted and deposited in the
19 SACP bank account. The program director shall report the collections and pay the Board by school
20 check.⁵

21 **FINES**

22 A student will be held responsible for the cost of replacing any materials or property which the student
23 loses or damages,⁶ including textbooks, library books, equipment and buildings. All money collected
24 as fines shall be placed in the system wide school fund.

25 **RENTAL INCOME**

26 The principal will collect and remit to the central office all money received for use of a particular
27 school facility or other school property.

1 **GRANTS**

2 Grants for educational purposes made available by the state and/or federal government may be sought
3 by the school system but only when the conditions of their availability are in harmony with the
4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
5 receive grants but funds must be recorded in a separate restricted fund account.⁷

6 ***Federal Grants***⁸

7 **Refer to UGG policy.**

8 ~~The Superintendent shall implement federal grant expenditure and cash management procedures that~~
9 ~~comply with all federal rules and regulations.~~

10 ~~Before grant funds are obligated or expended, the Superintendent or his designee shall review the cost~~
11 ~~of a proposed expenditure and determine if it is an allowable use of federal grant funds. The~~
12 ~~Superintendent will minimize the time that elapses between the transfer and disbursement of funds~~
13 ~~once an expenditure has been approved.~~

14 ~~No person officially connected with or employed by the school system may participate in the selection,~~
15 ~~award, or administration of a contract supported by a federal award if he or she has a real or apparent~~
16 ~~conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,~~
17 ~~any member of his or her immediate family, his or her partner, or an organization which employs or is~~
18 ~~about to employ any of the parties indicated herein, has a financial or other interest in or a tangible~~
19 ~~personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the~~
20 ~~Superintendent shall disclose the potential conflict to the federal awarding agency in writing.~~⁹

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102
3. TCA 49-6-3001(a); 49-2-110(b)
4. TCA 49-3-114
5. *Tennessee Internal School Uniform Accounting Policy Manual; Section 4-32*
6. TCA 37-10-101; 102
7. *Tennessee Internal School Uniform Accounting Policy Manual; Section 4-31*
8. C.F.R. §200.403; Cash Management Improvement Act, 31 C.F.R. Part 205
9. C.F.R. §200.112

Cross References

- Student Activity Fund Management 2.900
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Gifts and Bequests	Descriptor Code: 2.401	Issued Date: 11/21/02
		Rescinds: 2.401	Issued: 07/15/99

1 *General*

2 The superintendent is authorized to accept gifts to the school system and may designate others to accept
3 gifts for particular schools in behalf of the Board.¹ The Board will officially express appreciation to the
4 donor and all major gifts will be reported to the Board and publicly announced.

5 In instances where the superintendent or his designee doubts the appropriateness or usefulness of an
6 offered gift, the gift may be declined or the matter referred to the Board.

7 In accepting gifts and donations, the following guidelines shall be followed:

- 8 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
9 placed on school premises shall for all intents and purposes be a gift and shall become school
10 system property subject to the same controls and regulations that govern the use of other school-
11 owned property.
- 12 2. Contributions of equipment or services that may involve major costs for installation,
13 maintenance, or initial or continuing financial commitments from school funds shall be presented
14 by the superintendent's office for Board consideration and approval.
- 15 3. Individuals or organizations wanting to contribute supplies or equipment will consult with school
16 officials about the feasibility of accepting such contributions prior to the solicitation of funds or
17 the making of budgetary appropriations.
- 18 4. All computers, related equipment, peripherals, or software donated for use in any school or office
19 within the organization of Bedford County Schools must be approved by the supervisor of
20 technology or designee.
- 21 5. ~~A list of supplies and equipment which have been contributed shall be reported to the Board by~~
22 ~~the principal's office annually.~~

Legal Reference:

1. TCA 49-6-2006(a)

Cross References:

Staff Conflict of Interest 5.601
Staff Gifts and Solicitations 5.605
Student Gifts 6.710

Annual Report of Gifts and Bequests 2.401.1 (AP)

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal Property Sales	Descriptor Code: 2.403	Issued Date: 01/18/22
		Rescinds: 2.403	Issued: 06/16/11

1 When equipment books, materials and other school property no longer have an intended use by the
2 system or are no longer capable of being used because of condition, the Board shall declare them
3 surplus property and authorize their disposal.

4 All surplus property shall be collected and stored in a designated location.

5 **PERSONAL PROPERTY (other than Textbooks)**

6 The Superintendent of Schools/designee shall prepare a list of surplus material for Board information.¹
7 The list shall contain the following: name of item, date of purchase and reason of disposal.

8 The following are methods of disposal which shall be exercised and approved by the Superintendent of
9 Schools and/or designee.

- 10 1. All surplus items may be sold to the highest bidder after advertising in a newspaper of general
11 circulation at least seven (7) days prior to the sale.² If reasonable attempts to dispose of surplus
12 properties fail to produce a monetary return to the system, the surplus items will be disposed of
13 by administrative procedure.⁴
- 14 2. Surplus items may be sold by Internet Auction; the Board shall advertise in a newspaper of
15 general circulation and include in the advertisement the Internet website address and other
16 necessary information concerning the sale.
- 17 3. The Board of Education may also transfer surplus real or personal school property to the county
18 or to any municipality within the county for public use, without the requirement of competitive
19 bidding or sale.
- 20 4. Surplus computer hardware may be donated to low-income families in the school district. The
21 memory hard drives of all computers to be donated shall have been sanitized.

22 **TEXTBOOKS/LIBRARY BOOKS/LIBRARY MATERIALS**

23 The Superintendent of Schools/designee shall prepare a list of unusable textbooks/library books/library
24 materials for the Board which shall include the following information: Title, author, publisher,
25 copyright date, subject, grade level, number of copies on hand, date of purchase and reason for
26 disposal.

27 The Board shall declare the appropriate textbooks/library books/library materials surplus property,
28 require them to be marked accordingly, and dispose of them in the following manner:

- 29 1. Principals shall make unusable items available to staff members and encourage them to select

- 1 copies for classroom use;
- 2 2. Students of this system shall be given an opportunity to examine and claim items for their
3 personal use;
- 4 3. ~~The remaining items shall be offered for sale to local, state, and federal agencies with~~
5 ~~educational programs, various businesses, private schools, or individuals who wish to purchase~~
6 ~~the materials.~~ **The remaining items must be declared as a surplus.** All proceeds from the sale of
7 these items must be utilized to supplement textbook purchasing funds.
- 8 4. When all attempts to place the unusable items have been exhausted, The Board of Education
9 shall dispose of the remaining items.

10 **DISPOSAL EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁵**

11 Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold,
12 or otherwise disposed of with no further obligation to the awarding agency; or

13
14 ~~If authorized to sell federally purchased equipment with a fair market value of greater than \$5,000,~~
15 ~~such equipment will be sold at bid or auction to the highest bidder. For equipment purchased with~~
16 ~~federal funds with a remaining fair market value exceeding \$5,000, the school system will refund the~~
17 ~~federal government its fair share of the proceeds from the disposition of the equipment.~~

18 ~~DISPOSAL OF PROPERTY WITH VALUE OF LESS THAN FIVE HUNDRED DOLLARS~~ 19 ~~(\$500)~~

20 ~~Surplus personal property which has no value or has a value less than five hundred dollars (\$500) may~~
21 ~~be disposed of without the necessity of bids or newspaper advertisements. The Superintendent of~~
22 ~~Schools, local Board Chair and Principal/Department Head shall state in writing that the property~~
23 ~~being disposed of has no value or has a value less five hundred dollars (\$500).³~~

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. TCA 49-6-2007(d)
4. TCA 12-2-403(a)
5. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Deposit of Funds</h2>	Descriptor Code: 2.500	Issued Date: 01/18/22
		Rescinds: 2.500	Issued: 07/15/99

1 *Central Office*

2 ~~All income payable to the Board will be deposited with the county trustee, who will credit it to the~~
3 ~~appropriate account.~~¹

4 *Individual Schools*

5 All money collected at the building level must be cleared through the principal's office.

6 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.²
7 Deposit slips will be filed along with other permanent records. Each deposit slip must show the
8 various receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.

9 Monies collected at the building level must be deposited to ~~no more than three bank accounts:~~³ **a bank**
10 **account.**

11 ~~1. General School Fund/Restricted Accounts;~~

12 ~~2. School Food Service; and~~

13 ~~3. Savings.~~

Legal References

1. TCA 8-11-104
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-22, 6-1, 6-2
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-2, 4-3, 6-1, 6-2

Cross References

- Investment Earnings 2.402
- Student Activity Funds Management 2.900
- Food Service Management 3.500

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Accounting System</h2>	Descriptor Code: 2.700	Issued Date: 01/18/22
		Rescinds: 2.700	Issued: 10/26/00

1 *Central Office*

2 ~~The superintendent of schools shall maintain a system of accounting, arranged according to the~~
 3 ~~regulations prescribed by the Commissioner of Education, which provide a detailed and accurate~~
 4 ~~account of all receipts and disbursements of the schools.¹~~

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
 7 funds, such as athletic ticket money, school lunch funds and school class funds.²

8 The Board shall hold each principal responsible for the management of all internal accounts under
 9 his/her jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy*
 10 *Manual*.³

Legal References

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(a)
3. TCA 49-2-110(d)

Cross References

- Petty Cash Accounts 2.801
 Student Activity Funds Management 2.900

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Inventories	Descriptor Code: 2.702	Issued Date: 01/18/22
		Rescinds: 2.702	Issued: 07/15/99

1 *General*

2 The superintendent shall establish an accurate inventory procedure for all school real and personal
3 (e.g., material and equipment) property, and this system shall be implemented at each school facility.
4 Administrative personnel shall ensure that a physical count of all such property is taken at the end of
5 each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting
6 purposes.¹

7 Each school shall maintain a complete inventory with a duplicate maintained in the central office.

8 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS²**

9 Property records of equipment purchased with federal dollars shall be maintained that include:

- 10 1. A description of the property;
- 11
- 12 2. A serial number or other identification number;
- 13
- 14 3. The source of the property;
- 15
- 16 4. Who holds the title;
- 17
- 18 5. The acquisition date;
- 19
- 20 6. The cost of the property;
- 21
- 22 7. The percentage of federal participation in the cost of the property;
- 23
- 24 8. The location, use, and condition of the property; and
- 25
- 26 9. Any ultimate disposition data including the date of disposal and sale price of the property.

27 A physical inventory of the property shall be taken and the results reconciled with the records at least
28 once every two (2) years.

29 ~~The Director of Schools shall establish procedures that meet all federal requirements, including~~
30 ~~guidelines for the purchasing, inventorying, security, and disposition of all equipment purchased with~~
31 ~~federal funds.~~

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-23 - Section 4-25
2. 2 CFR § 200.311-315

Cross References

Surplus Property Sales 2.403
Security 3.205
Equipment & Supplies Management 3.300

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 10/20/15
		Rescinds: 2.800	Issued: 07/15/99

1 *Central Office*

2 All expenditures shall be approved by the Finance Director after having been authorized by the Board
3 or the Superintendent. No expenditures shall be made except on an approved purchase order or
4 contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of
5 the budget as adopted or amended. Employees of this system will not create or authorize creation of a
6 deficit in any fund. Expenditures or encumbrances will not be authorized, made or incurred in excess
7 of any fund balance. ~~The Superintendent shall implement federal grant expenditure and cash~~
8 ~~management procedures that comply with all federal laws and regulations.~~¹

9 *Individual Schools*

10 Internal activity funds shall not be expended without written approval by the membership of the group.
11 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting*
12 *Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to
13 expense. No checks shall be written to employees from the internal school activity fund account. Any
14 supplemental compensation owed to the Board for extracurricular activities must be processed through
15 the finance office in the same manner as salary and other payroll payments. The Board or its
16 authorized representative will invoice the school for reimbursement. Substitute teacher's salaries
17 related to restricted class and club accounts will be paid by the Board and shall be reimbursed by the
18 school from the appropriate class or club account.¹

19 Employees who authorized or contract for any obligation in violation of this policy shall assume
20 personal responsibility for the payment of the obligation, shall be subject to dismissal from
21 employment and shall be subject to applicable civil and criminal proceedings. Any obligation,
22 authorization for expenditure or expenditure made in violation of the law and this policy shall be
23 illegal and void.²

Legal References

1. *C.F.R. §200.403; Cash Management Improvement Act, 31 C.F.R. Part 205*
2. *Tennessee Internal School Uniform Accounting Policy Manual, Section 5-20*

Cross References

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Vendor Relations</h2>	Descriptor Code: 2.809	Issued Date: 01/18/22
		Rescinds: 2.809	Issued: 07/15/99

1 *General*

2 ~~Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all~~
3 ~~other considerations are equal.~~

4 ~~No person officially connected with or employed by the school system will be an agent for, or have~~
5 ~~any financial compensation or reward of any kind from any vendor for the sale of supplies, materials,~~
6 ~~equipment or service.[†]~~

7 *Individual Schools²*

8 Schools shall execute a written agreement with vendors for all fundraisers. The agreement shall
9 include, but not be limited to, the following information:

- | | |
|----|---|
| 10 | 1. The division of profits that result from the activity; |
| 11 | 2. Payment of sales tax; |
| 12 | 3. Delivery date(s); |
| 13 | 4. Package prices or other charges; and |
| 14 | 5. Scheduled dates of service. |

15 Vendors visiting separate schools shall contact and secure the permission of each principal's office
16 prior to visiting professional staff members. Vendors' visitations to schools shall not be permitted to
17 interfere with the normal instructional and learning process.

Legal References

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

- Visitors to the Schools 1.501
Advertising & Distribution of Materials in Schools 1.806
Fundraising Activities 2.601
Staff Gifts and Solicitations 5.605

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 01/18/22
		Rescinds: 2.900	Issued: 10/24/02

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board
6 policy and be approved in writing by the superintendent.

7 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
8 subject to disciplinary action.¹

9 Student activity funds shall be deposited in respective school activity accounts. Proper records of
10 receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School*
11 *Uniform Accounting Policy Manual*.²

12 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
13 writing by both the activity group sponsor and the principal.³

14 An annual audit of the account and records of all student activity funds shall be conducted ~~as a part of~~
15 ~~the audit of all other district funds~~.⁴

16 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
17 when a class graduates or an activity is discontinued.

18 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
19 other support organizations are not subject to this policy, unless such funds are in sole custody of the
20 school.⁵

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)
5. TCA 49-2-110(f)

Cross References

Revenues 2.400
School Support Organizations 2.404
Deposit of Funds 2.500
Fundraising Activities 2.601
Accounting System 2.700
Audits 2.703
Gifts 6.710

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Line Item Transfer Authority	Descriptor Code: 2.201	Issued Date: 01/18/22
		Rescinds: 2.201	Issued: 07/15/99

- 1 *Central Office*
- 2 Line-item transfers within major categories shall be made upon the recommendation of the
- 3 superintendent and approval by the Board.
- 4 Transfer between major budget categories shall be made with the approval of the County
- 5 Commission.¹

Legal References

1. Tenn. Att’y Gen. Op. No. 83-464 (Oct 26, 1983)

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Investment Earnings	Descriptor Code: 2.402	Issued Date: 01/18/22
		Rescinds: 2.402	Issued: 07/15/99

1 *Individual Schools*

2 The building principal, with consent of the superintendent, is authorized to invest excess funds of the
3 school in savings accounts.¹ Interest earned on general fund accounts shall be credited to general fund
4 revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted
5 account.

6 School food service funds shall be kept separate from other school funds and interest earned on food
7 service fund deposits shall be credited to food service revenue.

8 All funds shall be deposited into accounts fully protected by sufficient collateral.

9 Reports of the investments shall be made to the Board semi-annually.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 6-1

Cross References

- Deposit of Funds 2.500
Food Service Management 3.500

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal Property Sales	Descriptor Code: 2.403	Issued Date: 01/18/22
		Rescinds: 2.403	Issued: 06/16/11

1 When equipment books, materials and other school property no longer have an intended use by the
2 system or are no longer capable of being used because of condition, the Board shall declare them
3 surplus property and authorize their disposal.

4 All surplus property shall be collected and stored in a designated location.

5 **PERSONAL PROPERTY (other than Textbooks)**

6 The Superintendent of Schools/designee shall prepare a list of surplus material for Board information.¹
7 The list shall contain the following: name of item, date of purchase and reason of disposal.

8 The following are methods of disposal which shall be exercised and approved by the Superintendent of
9 Schools and/or designee.

- 10 1. All surplus items may be sold to the highest bidder after advertising in a newspaper of general
11 circulation at least seven (7) days prior to the sale.² If reasonable attempts to dispose of surplus
12 properties fail to produce a monetary return to the system, the surplus items will be disposed of
13 by administrative procedure.⁴
- 14 2. Surplus items may be sold by Internet Auction; the Board shall advertise in a newspaper of
15 general circulation and include in the advertisement the Internet website address and other
16 necessary information concerning the sale.
- 17 3. The Board of Education may also transfer surplus real or personal school property to the county
18 or to any municipality within the county for public use, without the requirement of competitive
19 bidding or sale.
- 20 4. Surplus computer hardware may be donated to low-income families in the school district. The
21 memory hard drives of all computers to be donated shall have been sanitized.

22 **TEXTBOOKS/LIBRARY BOOKS/LIBRARY MATERIALS**

23 The Superintendent of Schools/designee shall prepare a list of unusable textbooks/library books/library
24 materials for the Board which shall include the following information: Title, author, publisher,
25 copyright date, subject, grade level, number of copies on hand, date of purchase and reason for
26 disposal.

27 The Board shall declare the appropriate textbooks/library books/library materials surplus property,
28 require them to be marked accordingly, and dispose of them in the following manner:

- 29 1. Principals shall make unusable items available to staff members and encourage them to select

- 1 copies for classroom use;
- 2 2. Students of this system shall be given an opportunity to examine and claim items for their
3 personal use;
- 4 3. The remaining items shall be offered for sale to local, state, and federal agencies with
5 educational programs, various businesses, private schools, or individuals who wish to purchase
6 the materials. All proceeds from the sale of these items must be utilized to supplement
7 textbook purchasing funds.
- 8 4. When all attempts to place the unusable items have been exhausted, The Board of Education
9 shall dispose of the remaining items.

10 **DISPOSAL EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁵**

11 Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold,
12 or otherwise disposed of with no further obligation to the awarding agency; or

13
14 If authorized to sell federally purchased equipment with a fair market value of greater than \$5,000,
15 such equipment will be sold at bid or auction to the highest bidder. For equipment purchased with
16 federal funds with a remaining fair market value exceeding \$5,000, the school system will refund the
17 federal government its fair share of the proceeds from the disposition of the equipment.

18 **DISPOSAL OF PROPERTY WITH VALUE OF LESS THAN FIVE HUNDRED DOLLARS** 19 **(\$500)**

20 Surplus personal property which has no value or has a value less than five hundred dollars (\$500) may
21 be disposed of without the necessity of bids or newspaper advertisements. The Superintendent of
22 Schools, local Board Chair and Principal/Department Head shall state in writing that the property
23 being disposed of has no value or has a value less five hundred dollars (\$500).³

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. TCA 49-6-2007(d)
4. TCA 12-2-403(a)
5. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bonded Employees	Descriptor Code: 2.600	Issued Date: 01/18/22
		Rescinds: 2.600	Issued: 07/15/99

1 *General*

2 The superintendent and all other employees who handle school monies shall be bonded in order to
3 indemnify the school system against the loss of any funds.¹

4 The Board shall determine the amount of the bond, giving consideration to the total amount of money
5 and/or property that is handled in each school.²

Legal References

1. TCA 8-19-101 through 103; TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-21

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 01/18/22
		Rescinds: 2.701	Issued: 07/15/99

1 FINANCIAL REPORTS

2 *Central Office*

3 The Executive Committee shall submit to the Board at each regular Board meeting a report of all
4 business transacted since the last regular meeting.¹

5 A report indicating all receipts and expenditures will be given quarterly to the County Commission.²
6 Each report will show the amount of the annual appropriation, the amount expended by account to
7 date, the amount encumbered and the free balance in each account.

8 The superintendent shall submit monthly financial reports to the Board and to state and federal
9 agencies as required.³

10 *Individual Schools*

11 Each principal shall submit to the superintendent at the end of each calendar month on a prescribed
12 form the receipts, expenditures and cash balance of all accounts under his jurisdiction. These reports
13 shall be made available to the Board at its request.

14 FINANCIAL RECORDS

15 *General*

16 The superintendent shall maintain all financial records as required by regulation and applicable state
17 and federal law. The Board, from time to time, may determine to extend the retention time for certain
18 records.⁴

Legal References

1. TCA 49-2-206(b)(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 3-4
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-26

Cross References

- School District Records 1.407
Food Service Management 3.500

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Audits	Descriptor Code: 2.703	Issued Date: 08/15/17
		Rescinds: 2.703	Issued: 07/15/99

1 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall
2 be made by a certified public accountant following the end of each fiscal year.¹

3 The superintendent shall furnish or make copies of the audit available to the proper authorities as
4 prescribed by law.²

5 When an administrative change occurs during the fiscal year and the position is responsible for the
6 expenditure of funds, a special audit of accounts involved shall be conducted.

7 The special audit shall be as extensive as the Board may determine.

8 **AUDIT FINDINGS³**

9 A corrective action plan shall be developed to address any findings on the annual audit. The plan shall
10 include the following:

- 11 1. Name(s) of the individual responsible for implementing the plan;
- 12 2. The correct action taken or planned; and
- 13 3. Anticipated completion date.

14 The plan shall be submitted to the Office of the Comptroller of the Treasury.

Legal References

1. TCA 49-2-112(a)(1), (c)(1); TCA 49-2-110(a)
2. TRR/MS 0520-01-02-.13(3)(d)
3. Public Acts of 2017, Pub. Chp. 383

Cross References

Student Activity Funds Management 2.900

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Fixed Assets	Descriptor Code: 2.704	Issued Date: 10/20/15
		Rescinds: 2.704	Issued: 06/21/07

1 The purpose of this policy is to provide guidelines for the departments of Bedford County regarding
2 capital asset reporting in the financial statements in accordance with Governmental Accounting
3 Standards Board (GASB) Statement No. 34, Basic Financial Statement and Management’s Discussion
4 and Analysis for State and Local Governments and establishes management control and continuing
5 accountability for all capital assets, over capitalization thresholds, acquired by county departments.

6 Capitalization of capital assets includes land, buildings and improvements, roads and bridges,
7 machinery and equipment, and construction in progress. The asset amounts represented in the county’s
8 financial statements should be documented by an inventory listing supported with detailed records for
9 the historical or estimated historical cost of each asset.

10 It is also the County’s responsibility to insure proper accountability of certain other purchases made
11 with County funds that do not represent general fixed assets. This policy is to encompass that
12 responsibility for “controllable items”.

13 ADMINISTRATIVE POLICIES

14 A. *Fiscal Responsibility:*

15 1. **County Legislative Body/Board of Education**

- 16 a. Determine and approve policies for capital asset management.
- 17 b. Review findings and recommendations related to internal audits conducted by inventory
18 control personnel or external audits conducted by the State/IPA firm.
- 19 c. Ensure any identified deficiencies or non-compliance with policies are addressed and
20 corrected.
- 21 d. Approve the list of controllable items.

22 2. **Capital Asset Management**

23 Capital Asset Management is under the direction of the Director of Finance’s office, which
24 provides fiscal procedure. Capital Asset Management operates with respect to the
25 responsibilities of the County Director of Finance as fiscal agent of the county. A full
26 cooperative effort of all parties allows the County Department of Finance to maintain
27 records in accordance with adopted capital asset policies. Areas of responsibility are
28 outlined below:

- 29 a. Maintain a computer database inventory of all county-owned assets that exceed
30 capitalization thresholds assets. Copies of documentation for the actual historical or
31 estimated historical cost of each capitalized asset will be maintained in a separate file as
32 long as each individual asset is actively on the books.

- b. Works with county officials and other departments to identify newly purchased or donated assets. Tags all moveable assets over capitalization thresholds and inputs all relative information into the inventory control computer system.
- c. Removes asset tags upon retirement of assets from computer records upon proper notification by appropriate departments.
- d. Receives copy of and reviews annual inventory of all departments to determine that capitalized assets are being properly accounted.
- e. Randomly audits annual inventory listings of county departments to insure that departments are complying with adopted capital asset policies.
- f. Reports to the County Director of Finance all instances of non-compliance with capital asset policies and procedures.
- g. Updates inventory of capital assets tracked on capital asset software and generates all reports needed to prepare external financial statements.
- h. Works with management and external auditors on all issues concerning capital asset reporting in order to comply with GASB Statement 34.

3. **Administrative Officials:**

Administrative officials (county officials, supervisors, principals, etc.) are responsible for the custody and maintenance of all assets purchased for or assigned to their office. Their responsibilities include, but are not limited to, the following points:

- a. Report the theft or loss of property, immediately, to the County Department of Finance by telephone, to be followed in writing to the County Department of Finance. A police report should be obtained on all losses suspected of being stolen.
- b. Report to the County Department of Finance in writing any assets deemed to be surplus and unneeded by the department so that proper transfer or disposal can proceed.
- c. Any acquisition, transfer to another county department or disposal of assets by administrative officials shall be documented in writing to the County Department of Finance.
- d. Allow the County Department of Finance access to all records and inventory necessary to aid in the determining of capital assets for reporting purposes.
- e. Designate person(s) for the custody and control of departmental property (departmental property coordinator). The name of this person shall be submitted to the County Director of Finance for direct communication purposes.
- f. All county officials/departments are required to prepare and maintain an annual inventory of all assets assigned to their respective departments. A second inventory listing of only assets with cost basis that are over the capitalization threshold for financial reporting should be prepared and submitted to the County Department of Finance. All county officials/department heads are responsible for the inventories of their respective department/office.

4. **Departmental Property Coordinator (each county office/department)**

- a. Prepare and maintain an updated (at least annually) listing for all capital assets accountable to the office.
- b. Maintain a second inventory listing of only assets with a cost basis that is over the capitalization threshold for financial reporting. This inventory report should be prepared and submitted to the County Department of Finance on an annual basis.

- c. Notify, on a timely basis, the County Department of Finance of new asset acquisitions not currently tagged and any item that has been declared surplus/destroyed/missing.
- d. Reconcile and report differences between annual capital asset inventory and actual physical inventory to Inventory Control and county official/department head.

B. Assets:

Assets over capitalization thresholds will be identified through various sources including county department inventories, accounting records, bond issue documents, county commission minutes, the current county road list, building and content insurance records, data from the county's Register of Deed's and Tax Assessor's office. All capitalized assets will be inventoried on capital asset software that will be maintained by the County Department of Finance.

Recording Land – Land will be capitalized but not depreciated. It is recorded at historical or estimated historical cost and remains at that cost until disposal.

1. Recording Land Improvements

- a. Non-Exhaustible – Expenditures for improvements that do not require maintenance or replacement are capitalized but not depreciated.
- b. Exhaustible – Other improvements that are part of a site, such as parking lots, landscaping and fencing, are depreciable. During initial implementation of GASB Statement 34, these improvements will be recorded separately to the extent that cost documentation is available.

2. Recording Buildings – Buildings will be recorded at either their acquisition cost or construction cost. Each building component (e.g., roof, HVAC systems, etc.) should be recorded separately when significant because of the difference in the useful life of these components. During initial implementation of the GASB Statement 34, these components will be recorded separately to the extent that cost documentation is available.

3. Recording Building Improvements – Building improvements which extend the useful life of a building and meet the capitalization threshold will be capitalized. During initial implementation of GASB Statement 34, these improvements will be recorded separately to the extent that cost documentation is available.

4. Recording Construction in Progress – Construction in progress will be capitalized and not depreciated.

5. Recording Vehicles – Vehicles will be identified by asset tags, inventoried and depreciated.

6. Recording Furniture and Equipment – Assets such as furniture, machinery and equipment should be identified and inventoried. If they meet the threshold levels, they will be capitalized and depreciated.

7. Interest on debt issued-interest on debt issued for the construction of an asset will be capitalized as part of the asset's cost to the extent of the interest that was incurred during the construction period only.

C. Costs:

Capital assets shall be recorded at historical cost if the cost is reasonably determined. If historical cost data is not determinable, an estimated cost will be used.

1. Actual Cost – this will include not only the purchase or construction cost (which can be obtained through invoice, purchase order and paid check files) but also charges necessary to place the asset in its intended location. This includes costs such as freight and

1 transportation, site preparation expenditures, interest costs, professional fees and legal
2 claims directly attributable to asset acquisition.

- 3 2. Estimated Cost – this will be based on as much documentary evidence that can be found to
4 support the cost, such as interviews with personnel and/or price level adjustments based on
5 the Consumer Price Index for each asset.
- 6 3. Donated Cost – these assets will be based on their estimated fair market value at time of
7 acquisition. A determination as to the fair market value basis will be included with
8 property records.

9 D. *Depreciation:*

10 Depreciation is a method for allocating the cost of buildings and equipment over their useful
11 lives. Generally accepted accounting principles dictate that the value of the capital asset must
12 be written off as an expense over the useful life of the asset as an indirect cost. Annual
13 depreciation expense will be calculated using the straight-line method. The county will utilize
14 the full-month averaging convention. By using the full-month averaging convention, property
15 placed in service at any time during a given month is treated as if it was placed in service at the
16 first day of that month, regardless of the actual day of the month acquired. Likewise, when the
17 asset is disposed of, the actual date of disposal is disregarded and the disposal date is the end of
18 the month prior to the month of disposal (i.e. no depreciation is taken for the month of disposal).
19 The salvage value of an asset is an estimate made by management of what the value of an asset
20 will be at the end of its useful life. Using the assumption that Bedford County tends to utilize
21 capital assets until they are literally worthless, a salvage value of zero (0) will be assigned to all
22 capital assets and infrastructure to help decrease the cost of record keeping.

23 E. *Dollar Value and Life Expectancy Tests:*

24 Individual assets (other than infrastructure) with an actual or estimated historical cost of
25 \$10,000 or more and with a life expectancy of three years will be included in the capital asset
26 records. Items under this dollar value will not be presented in the financial statements. All
27 infrastructure that has an actual or estimated historical cost of \$25,000 or greater will be
28 capitalized. While authoritative pronouncements do not require it, management will consider
29 the grouping of large purchases of assets that individually do not meet capitalization thresholds
30 (personal computers, library book collections, desks, etc.) if management deems the total cost
31 of the group of assets is material in relation to the total assets of the county.

32 F. *Asset Reduction:*

33 Assets no longer owned by or in the possession of the County shall be removed from the capital
34 asset records.

- 35 1. Sold and/or retired – these assets will be removed from the capital asset records upon
36 formal notification from the responsible part of such disposition. Departments should be
37 cautious about retiring assets still depreciating on the books. This will result in the
38 department having to write off a loss in the year the asset was retired.
- 39 2. Transferred Assets – Assets that are transferred to proprietary (business-type) funds will be
40 accounted for separately from the governmental activities of the county and will be
41 removed from the capital asset records (in relation to governmental activities) upon transfer
42 to a proprietary fund (i.e. the asset will be accounted for in the proprietary fund).
- 43 3. Missing – assets not seen for two consecutive annual inventories will be classified as
44 missing and will be removed from the capital asset records upon formal notification to
45 Inventory Control. These assets will no longer be searched for in regular annual
46 inventories. However, if an asset is located at some time in the future, it will be reactivated

1 in the system. A list of missing assets by departments should be presented to the County
2 Commission on an annual basis.

3 G. *Surplus Equipment:*

- 4 1. Existing county policy regarding the sale/disposal of surplus equipment will continue to be
5 followed. A complete accounting of the assets and any proceeds must be reported back to
6 the County Department of Finance so that these items can be removed from the system.
- 7 2. A list of surplus equipment removed from capital asset records will be presented to the full
8 County Commission on at least an annual basis.

9 H. *Infrastructure:*

10 GASB Statement 34 requires counties to capitalize and report county-owned infrastructure at
11 historical or estimated historical cost. The GASB defines infrastructure as long-lived capital
12 assets associated with governmental activities that normally are stationary in nature and can be
13 preserved for a significantly greater number of years than most capital assets. The county will
14 initially capitalize its infrastructure by the following method:

15 1. *County-Owned Roads:*

16 Bedford County will retroactively report roads at actual or estimated historical cost back to:

- 17 - July 1, 1980 or,
- 18 - The last time the road was upgraded on or after July 1, 1980 (gravel to oil-and-chip,
19 etc.) or,
- 20 - The last time the road was replaced or resurfaced in a way that it extended the original
21 useful life of the road (i.e. not considered routine maintenance) on or after July 1, 1980.

22 2. *Bridges:*

23 Bedford County will retroactively report bridges at actual or estimated historical cost back
24 to:

- 25 - July 1, 1980, or,
- 26 - The last time the bridge was upgraded (wood to concrete, etc.), if this date was on or
27 after July 1, 1980.
- 28 - Major renovations on or after July 1, 1980, that were not considered routine repairs that
29 extended the original useful life of the bridge, will be capitalized.

30 3. *Right-Of-Ways and other easements:*

31 Right-of-ways and other easement rights that the county did not incur a cost for will not be
32 capitalized. If the easements were actually paid for by the county, it should be capitalized
33 by actual or estimated costs.

34 I. *Operating/Capital Lease Assets*

- 35 1. Assets acquired under operating leases will not be capitalized.
- 36 2. Capital lease assets will be reflected in accordance with generally accepted accounting
37 principles.

38 J. *Controllable Assets:*

39 Controllable assets are assets that do not meet the criteria for a fixed asset but will be included
40 in property management's records for control purposes. Such property would include all
41 weapons, trailers, and other items as directed by the County Legislative Body or Board of
42 Education.

43 K. *Inventory Procedures:*

44 Each year during March, the Finance Department will request an inventory list of all portable,
45 reportable, and controllable items from Department Heads. The Finance Department will
46 provide an inventory listing. After checking all items and manufacturer's identification

1 numbers and asset numbers, the Department Head will return the inventory annotated with any
 2 corrections, deletions, and additions. The Finance Department will reconcile the inventories
 3 and report missing items to the Department Head. Items still missing as of June 1st each year
 4 will be removed from the fixed asset inventory and reported to the County Legislative Body
 5 and Board of Education. Assets that are listed as bulk will not be inventoried unless
 6 specifically required by the County Legislative Body or Board of Education.

7 CAPITALIZATION THRESHOLDS

8 A. Capitalization and Depreciation:

9 The following items will be capitalized and depreciated for GASB Statement 34 reporting
 10 purposes:

11			
12	1. Land	\$	1 (Capitalize Only)
13	2. Land Improvements	\$10,000	
14	3. Buildings	\$10,000	
15	4. Building Improvements	\$10,000	
16	5. Roads and Bridges	\$25,000	
17	6. Vehicles	\$10,000	
18	7. Machinery and Equipment*	\$10,000	
19	8. Furniture and Fixtures*	\$10,000	
20	9. Construction in Progress	\$	1 (Capitalize Only)
21			

22 B. Capital Assets of Bedford County, Tennessee-Suggested Useful Lives

23 Depreciable Life

24	<u>Asset Type</u>	<u>Examples</u>	<u>In Years</u>
25	<u>Non-Infrastructure</u>		
26	Furniture, office equipment	Desks, tables, chairs, file cabinets	5
27	Computer Hardware	Monitors, CPU, printer, cabling	5
28	Telephone Equipment		10
29	Motor Vehicles	Cars and light trucks	5
30	Buses	School	8-10
31	Fire trucks		15
32	Buildings-Temporary	T-buildings, other portables	25
33	Buildings		40
34	Building Improvements-structure	Refinishing floors, Painting	10
35	HVAC Systems	Air-conditioners, heating, ventilation systems	20

1	Roofing		20
2	Carpet Replacement		7
3	Electrical/Plumbing		30
4	Kitchen Equipment	Appliances	12
5	Heavy Construction Equipment	Backhoes, Trucks, Dozers, front-end loaders, etc.	5-10
6	Engineering, Scientific Equipment	Lab Equipment	10
7	Firefighting Equipment	Ladders, hoses	10
8	Police Special Equipment		10
9	Medical Equipment		5
10	Traffic Control Equipment	Stoplights	10
11	Radio, Communication Equipment	Mobile, portable radios	10
12	Recreational/Athletic Equipment	Weight machines, mats, golf carts, treadmills	10
13	Library Books/Textbooks	Collections	5-7
14	Artwork	Collections	5-7
15	Indoor/Outdoor Equipment	Playground equipment, scoreboards, bleachers	20
16	Radio towers		20
17	Custodial Equipment	Floor scrubbers, vacuums, other	12
18	Grounds Equipment	Mowers, tractors and attachments	15
19	Land Improvements-structure	Parking lots, sidewalks, bus ramp, fencing	20
20	Land Improvements-ground work	Golf course, ball field, park landscaping	30
21	Landfill Disposal System		25
22	Land		no depreciation
23	Sewage treatment plants		
24			
25	<u>Infrastructure</u>		
26	Easements (if actually deeded to county)		no depreciation
27	Drainage Systems		25
28	Water systems		25

1	Sewage disposal works systems	25
2	Waterway	
3	Levees and canals (unlined)	no depreciation
4	Canal lining	30
5	Dams:	
6	Concrete	50
7	Steel, Sheetpile	30
8	Earthen embankment	no depreciation
9	Roads:	
10	Hot Mix	40
11	Oil & Chip	40
12	Gravel	50
13	Bridges:	
14	Wood	20
15	Concrete(Box)	40
16	Steel (Span)	40
17		

Legal References

Cross References

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Petty Cash Accounts	Descriptor Code: 2.801	Issued Date: 01/18/22
		Rescinds: 2.801	Issued: 07/15/99

1 *General*

2 In order to facilitate refunds and minor purchases, the central office and the individual schools in the
3 system may maintain petty cash funds.¹ These funds will be used for the payment of permissible and
4 properly itemized bills for materials, supplies, or services under conditions calling for immediate
5 payments. The Board shall determine the maximum amount to be available in any fund.

6 The superintendent or his/her designee shall be responsible for disbursing and accounting for money
7 from the central office fund. The principal in each school shall have the same responsibility regarding
8 individual school funds.

9 Expenditures against these funds must be itemized and will be charged to the applicable budget code.
10 After a budget item is exhausted, no expenditures against the item may be made from petty cash.

11 Itemized expenditures from the individual school funds shall be maintained and kept on file at each
12 school. Expenditures made from the central office fund shall be itemized and kept on file in the
13 superintendent's office.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Sections 5-16, 5-17*

Cross References

Accounting System 2.700

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 07/15/99
		Rescinds: 2.802	Issued: 08/20/98

1 *Central Office*

2 If the end of a pay period falls on a non-working day, employees will be paid on the last working day
3 prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay
4 period.

5 Payroll procedures shall be as follows:

6 1. All certificated personnel have the option of payroll installments as determined by current
7 contractual agreement.

8 2. All classified personnel shall be paid in accordance with the current contractual agreement for
9 certificated personnel with the exception of hourly wage earners who are paid every two weeks.

10 No advance payments of salary shall be made. Upon resignation or retirement of school personnel,
11 final salary payment shall be withheld until all records and assets in custody of the employee are
12 satisfactorily transferred to his successor or another designated person.

13 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

Cross References:

Compensation Guides and Contracts 5.110
Resignation 5.204

Retirement 5.205

Overtime Pay 5.604

Payroll Administration - Certified Employees 2.802.1 (AP)

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 07/15/99
		Rescinds: 2.803	Issued: 08/20/98

1 *Central Office*

2 Upon appropriate written authorization, the Board shall make deductions approved by the Board from
3 the salary of the employee. Authorization must be made on forms provided by the Board and filed in
4 the office of the superintendent.

5 An employee may change or terminate any salary deduction upon written notification to the Board.

Cross Reference:

Insurance Management 3.600

Bedford Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 10/26/00
		Rescinds: 2.804	Issued: 07/15/99

1 *Central Office*

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher at current state rates.

6 Expenses for travel will be reimbursed when the travel has the advance authorization of the
7 superintendent. The superintendent may grant this authorization without prior board action when the
8 travel expense has been anticipated and incorporated into the operational budget of the particular
9 program involved.

10 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
11 shall not be used for this purpose.¹

12 **BOARD MEMBERS**

13 The members of the Board shall be reimbursed at current state rates for transportation, lodging, meals
14 and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall
15 be determined by the local funding body.² Attendance at conventions or other educational meetings or
16 travel for other school purposes shall be authorized in advance by the Board.³

17 Expenses shall be submitted to the superintendent's office within thirty (30) days of the date of
18 completion of such travel. The rate of payment shall be the same as the rate for members of the
19 professional staff.

Legal References:

1. *Tennessee Internal School Uniform Accounting*

Cross References:

Traveling Expense Guidelines 2.804.1 (AP)

Policy Manual, Section 5-20

2. TCA 49-2-202(d)
3. TCA 49-2-2001(c)

Claim for Traveling Expenses 2.804.2 (AP)

Monthly Travel Claim 2.804.3 (AP)

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 02/21/17
		Rescinds: 2.805	Issued: 10/20/15

1 **GENERAL**

2 The school system will purchase competitively and seek maximum educational value for every dollar
3 expended. Authorization to purchase shall be provided by the Board or the Superintendent for general
4 purpose funds. The Finance Director shall serve as purchasing agent for system-wide purchasing.¹
5 Principals shall serve as purchasing agents for individual schools funds.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase agreement. The Board will not, under any
8 circumstances, be responsible for payment for any materials, supplies, or services purchased by
9 unauthorized individuals or in an un-prescribed manner.

10 No school or department shall be obligated to pay for any expenditure made by a student or a teacher
11 or by any other employee unless s/he first receives a written purchase order from the proper office or
12 unless prior written permission or arrangements are made with the principal or superintendent.

13 The Board shall strive to purchase locally when it is most practical under the circumstances.

14 ***Purchases Less than \$25,000/More than \$5,000***²

15 All purchases or sales of less than \$25,000 may be made by the Finance Director in the open market
16 without advertised or public notice. For purchases less than \$25,000, but more than \$5,000, a
17 minimum of three (3) informal (quotes) bids must be obtained by telephone, soliciting informal
18 quotations, consulting catalogs, routine calls from sales representatives, or other methods, unless an
19 exception is approved by the Superintendent and Finance Director. Detailed specifications will be
20 prepared for all purchases exceeding \$5,000. Requisitions for items estimated to cost more than
21 \$25,000 will not be subdivided in order to circumvent the requirement for competitive procurement.

22 ***Purchases exceeding \$25,000***³

23 All purchases or sales of more than \$25,000 will require advertised procurement as outlined in Policy
24 2.806-Bids and Quotations.

25 The Board shall strive to purchase locally when it is most practical under the circumstances.

26 ***Conflict of Interest***⁴

27 Purchases of all supplies, materials, equipment, contracts for labor or services and leases are void if
28 employees have an interest in said purchase, contracts, or leases. The county shall not be liable for any

1 such purchase, contract, or lease. The Superintendent, Director of Finance, members of the
2 Committee, nor members of the County Legislative Body, or other officials, employees, or members of
3 the Board of Education, shall be financially interested, or have any personal beneficial interest, either
4 directly or indirectly, in any contract, lease, or purchase order for any supplies, materials, equipment,
5 or contractual services used by or furnished to any department or agency of the county government.

6 No firm, corporation, partnership, association, or individual furnishing any such supplies or equipment
7 shall give or offer nor shall the Superintendent or Director of Finance or any assistant or employee
8 accept or receive, directly or indirectly, from any person, firm or corporation to which any contract,
9 lease, or purchase may be awarded, by rebate, gift or otherwise, any money or anything of value
10 whatsoever, or any promise, obligation, or contract for future reward or compensation.

11 **INDIVIDUAL SCHOOLS**

12 The superintendent must approve the following purchases:

- 13 1. A single piece of equipment costing more than five thousand dollars (\$5,000.00);
- 14 2. One that is to be attached to or one that requires alteration of the building; or
- 15 3. One that will become a permanent fixture.

16 ***Online Purchasing***⁵

17 The Board recognizes that online purchasing may provide opportunities for savings, but extra
18 precaution should be used to ensure that accounting procedures are followed.

19 Online purchasing shall be permitted for individual schools with the following requirements:

- 20 1. Prior authorization must be obtained from the Principal and Finance Director.
- 21 2. Online purchases must be for school purposes only and made in accordance with established
22 policies and procedures. School employees are prohibited from making personal purchases as
23 part of school transactions. School employees are prohibited from using a school's tax exempt
24 status for personal purchases of any kind.⁶
- 25 3. The availability of money for the school fund/account in question should be determined before
26 purchase orders are approved.
- 27 4. All purchase orders must be properly filled out and approved prior to a purchase.
- 28 5. Price quotes should be obtained where required under purchasing policies and retained with
29 other purchase documentation.

30 **CENTRAL OFFICE**

31 ***Routine Purchases***

32 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required
33 for the operation of the school system. These expenditures shall be anticipated and provided for in the
34 budget and will normally be authorized by the Board at the beginning of the fiscal year. The
35 Superintendent or his/her designee shall make all routine purchases without further Board
36 authorization, however, the Board shall be informed if any substantial variation from budgeted
37 estimates occurs or becomes necessary.

1 ***Special Purchases***

2 Special purchases are those which are not routine and which may or may not be specifically identified
3 by line item in the budget. Examples of special purchases are all capital expenditures such as for
4 vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and
5 supplies of an unusual quantity or nature. All purchases in this category shall require specific prior
6 Board approval on an item-by-item basis. In its approval, the Board may place constraints on the
7 Superintendent requiring Board evaluation and/or approval at various steps in the procurement process.
8 This will be determined by the Board on an individual basis depending on the nature of the
9 procurement action.

10 ***Emergency Purchases⁷***

11 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
12 protect property from damage or to avoid major disruption of educational activities. If an emergency
13 exists during working hours, the finance department will be notified and direction received from the
14 Director of Finance as to the proper steps to be taken. If within budgetary limits and deemed essential,
15 emergency purchases may be made by the Superintendent. If the emergency occurs when the finance
16 department is closed, every effort should be made to obtain at least three (3) bids (oral or written) prior
17 to purchase. The next working day, a requisition should be delivered to the finance department.

18 However, if the purchase is of such significant magnitude as to impact on the integrity of the budget,
19 the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any
20 event, the Board shall be advised promptly of all emergency purchases.

21 ***Purchasing of Surplus Property***

22 The Superintendent and other employees designated by the Board shall be authorized to act for the
23 Board in acquiring federal surplus property through the Tennessee General Services Department for
24 surplus property and in entering into agreements, certifications and covenants of compliance
25 concerning the use of federal surplus property.

26 Further, the Superintendent is authorized to purchase any needed items through suppliers approved on
27 the state bid list.

28 ***Cooperative Purchasing⁸***

29 As authorized by state law, the Board, at its option, may participate in, sponsor, conduct or administer
30 a cooperative purchasing agreement with other school systems or local government entities within and
31 outside the State of Tennessee for the procurement of any supplies, equipment and services, in
32 accordance with an agreement entered into between or among the participants. Cooperative purchase
33 agreements may be utilized whenever they provide a savings for the school system.

34 ***Purchasing from State Contract Pricing⁹***

35 As authorized by state law, purchases through state contracts and price agreements meet the legal
36 requirements for formal competitive bidding and will be exempt from limitations provided in these
37 purchasing policies. The Board should utilize state contract items whenever they provide a savings,

1 taking into consideration availability, location of supplier, delivery time, shipping charges, minimum
2 orders, etc. when compared to locally available items.

3 ***Sole Source Purchasing***¹⁰

4 Sole-source procurement is any action that limits the purchasing agent to one source of supply. This
5 action can be initiated by a sole-source justification letter by specifying a brand name or “equal”
6 characteristics, by means of restrictive specifications written around a particular product, or by
7 specifying “no substitutions” on the requisition. The fact that an item has been used satisfactorily is
8 not justification to exclude procurement of items of similar or equal performance, quality, or design;
9 nor will personal preference of an item justify excluding items that would serve the purpose. The
10 determining factor in preparing specifications shall be requirements of the county, not personal
11 preferences of county employees. Sole source justification letters shall accompany the requisition
12 giving reasons justifying the particular source for the procurement. Reasons given must be factual –
13 no opinions, beliefs, or personal preferences.

14 ***Online Purchasing***⁵

15 The Board recognizes that online purchasing may provide opportunities for savings, but extra
16 precaution should be used to ensure that accounting procedures are followed. Online purchasing shall
17 be permitted with the following requirements:

- 18 1. Prior authorization must be obtained from the superintendent before setting up new online
19 accounts, and schools shall maintain a list of accounts.
- 20 2. Online purchases must be for school purposes and made in accordance with established policies
21 and procedures. School employees are prohibited from making personal purchases. School
22 employees are prohibited from using a school’s tax exempt status for personal purchases of any
23 kind.⁶
- 24 3. The availability of money for the fund/account in question should be determined before
25 Purchase Orders are approved.
- 26 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 27 5. Price quotes should be obtained where required under purchasing policies and retained with
28 other purchase documentation.

29 **PURCHASING WITH FEDERAL GRANT FUNDS**¹¹

30 Before grant funds are obligated or expended, the superintendent or his designee shall review the cost
31 of a proposed expenditure and determine if it is an allowable use of federal grant funds. The
32 Superintendent will minimize the time that elapses between the transfer and disbursement of funds
33 once an expenditure is approved.

34 No person officially connected with or employed by the school system may participate in the selection,
35 award, or administration of a contract supported by a federal award if he or she has a real or apparent
36 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
37 any member of his or her immediate family, his or her partner, or an organization which employs or is
38 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
39 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the
40 Superintendent shall disclose the potential conflict to the federal awarding agency in writing.¹²

Legal References

1. County Financial Act of 1981
2. Bedford County Financial Policies Section 5.2
3. Bedford County Financial Policies Section 5.3
4. T.C.A. 5-21-121
5. *Tennessee Internal School Uniform Accounting Procedure Manual; Section 4-9; 4-12*
6. T.C.A. 49-2-608 (1)
7. Bedford County Financial Policies Section 5.5
8. Bedford County Financial Policies Section 5.4.b
9. Bedford County Financial Policies Section 5.4.a
10. Bedford County Financial Policies Section 5.6
11. 2 C.F.R. § 200.403
12. 2 C.F.R. § 200.112

Cross References

Purchasing – District Schools 2.805.1 (AP)
Purchasing – Central Office Personnel 2.805.2 (AP)
Bids & Quotations – Policy 2.80

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 02/21/17
		Rescinds: 2.806	Issued: 10/19/06

1 *General*

2 Any item or combination of items from a source in excess of twenty-five thousand dollars (\$25,000)
3 for all funds will be bid. These bids shall be solicited by advertisement in a newspaper of general
4 circulation in the district. However, said newspaper advertisement may be waived by the purchasing
5 agent in an emergency. The purchasing agent shall advertise for bids and receive quotations.¹

6 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
7 may be made in the open market without newspaper notice, but shall, whenever possible, be based on
8 at least three (3) competitive quotes.¹

9 *Specifications²*

10 Quality is as important as price. Quality buying or value analysis is defined as the purchase of goods,
11 supplies, materials, equipment or services which fulfill but do not exceed the requirements for the
12 intended purpose at the lowest price. Specifications should adequately and clearly define the minimum
13 requirements of the item to be purchased in order to receive the maximum number of bidders. The
14 Director of Finance has a minimum of five (5) working days to write the specifications when deemed
15 necessary.

16 Detailed specifications will be developed for all projects and all items to be bid. Generally, using
17 manufacturer's brand name, brand, and catalog or model number is adequate.

18 If more than one manufacturer's product meets specifications, each will be listed in the specifications.
19 In using this type of specification, the minimum features to be accepted will be specified, and the
20 provision "or equal" or similar qualifying words will be part of the specifications.

21 *Bidding Procedures³*

22 The lowest and/or best bid shall be accepted, provided the County reserves the right to reject any or all
23 bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
24 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the
25 opening of bids. Any bid received after the time and date specified shall not be considered.

26 The bidder to whom the award is made may be required to enter into a written contract.

27 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
28 or other purchasing procedures is prohibited.

- 1 *(For a complete listing of county finance formal bidding procedures, please refer to Bedford County*
2 *Financial Management Policies Section 8.4.)*
- 3 Contracts for legal services, educational consultants, and similar services by professional persons or
4 groups of ethical standards shall not be based upon competitive bids but shall be awarded on the basis
5 of recognized competence and integrity.⁴

Legal References

1. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2);
County Financial Management Policies Section
8.1;8.4(A)(3)
2. County Financial Management Policies Section 8.3
3. County Financial Management Policies Section 8.4
4. TCA 12-4-106; TCA 29-20-407

Cross References

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 01/18/22
		Rescinds: 2.807	Issued: 07/15/99

- 1 *General*
- 2 The Board shall designate personnel to be responsible for making requisitions.
- 3 All approved requisitions will be submitted to the purchasing agent (superintendent or principal) on
- 4 forms provided by the purchasing agent.
- 5 The number of each purchase order shall be recorded on the requisition.
- 6 After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross References

Purchase Orders and Contracts 2.808

Bedford County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 01/18/22
		Rescinds: 2.808	Issued: 07/15/99

1 *General*

2 All purchases made by the school system shall be by purchase order or formal contract, and no
3 purchase shall be made nor payment approved unless covered by an approved purchase order.

4 Purchase orders will include the following essentials:

- 5 1. A specification which adequately describes to the supplier the characteristics and the quality
6 standards of the item required;
- 7 2. A firm, quoted, net delivered price, whenever possible; and
- 8 3. Signature of purchasing agent.

9 Contracts shall be made only with responsible suppliers with the following considerations:

- 10 1. The supplier has the potential ability to perform successfully under the terms and conditions of
11 a proposed procurement;
- 12 2. A system for contract administration shall be maintained to assure supplier conformance with
13 terms, conditions, and specifications of the contract or purchase order, and to assure adequate
14 and timely follow-up of all purchases;
- 15 3. Contracts shall contain such provisions or conditions which will allow for administrative,
16 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
17 provide for such sanctions and penalties as may be appropriate.
- 18 4. All contracts, including those of individual schools, will meet all requirements of state and
19 federal laws, rules, and regulations.¹

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(3)

Cross References

Consultants 1.303
Purchasing 2.805
Requisitions 2.807
Credit Cards/Credit Lines 2.8051
Conflict of Interest 5.601

Bedford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 01/18/22
		Rescinds: 2.810	Issued: 07/15/99

1 *Central Office*

2 The purchasing agent shall approve all claims for payment prior to their submission to the Board.¹

3 As operating procedure, the superintendent shall present to the Board each month a list of bills for
4 payment. The list will be supported by invoices and vouchers.²

5 *Individual Schools*

6 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
7 payments are completed by June 30 of the current school year or a plan for future payments has been
8 made by the principal and approved by the Board.

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)

Cross Reference

Executive Committee 1.301

BEDFORD COUNTY DEPARTMENT OF EDUCATION

SCHOOL BUDGET AMENDMENT No. 2

2021-22

GENERAL PURPOSE SCHOOL FUND 141

Presented to the Bedford County Board of Education

Mr. Michael Cook, Chairman

Dr. Tammy Garrett, Superintendent

Mr. Robert Daniel, Director of Finance

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	ESTIMATED REVENUES AND OTHER SOURCES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	ESTIMATED REVENUES AND OTHER SOURCES				
2	Local Taxes.....	12,625,639	-	-	12,625,639
3	Licenses & Permits.....	3,000	-	-	3,000
4	Charges for Current Services.....	127,120	22,019	-	149,139
5	Other Local Revenues.....	170,476	24,668	-	195,144
6	State Education Funds.....	55,208,992	13,499	-	55,222,491
7	Other State Revenues.....	6,111	-	-	6,111
8	Federal Funds Received Thru State.....	-	-	-	-
9	Direct Federal Revenues.....	-	-	-	-
10	Other Sources.....	8,000	51,713	-	59,713
11					
12	TOTAL EST. REVENUES & OTHER SOURCES	68,149,338	111,899	-	68,261,237
13					
14					
15	RESERVES AND/OR FUND BALANCES		Decrease	Increase	
16					
17	Unassigned Fund Balance	11,471,138			11,471,138
18	Restricted Fund Balance	720,885			720,885
19	Committed Fund Balance	6,175,544			6,175,544
20	Assigned Fund Balance	5,975,311			5,975,311
21	3% Fund Balance	2,123,768			2,123,768
22					
23		26,466,646	-	-	26,466,646
24					
25	Total Increase in Revenues and Decreases in Fund Balance (Net)		111,899		
26					
27					
28					
29					
30					
31					
32	Beginning Balance, July 1, 2021	8,065,734	74,822	7,990,759	18,255,083
33					
34	Adjustments	3,479,998	646,063	(1,815,215)	8,286,157
35	Budget Amendment No. 1	(74,594)			(74,594)
36					
37					
38					
39	Amended Balance, July 1, 2021	11,471,138	720,885	6,175,544	26,466,646
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES AND OTHER USES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	EXPENDITURES (APPROPRIATIONS)				
2	Instruction				
3	Regular Instruction Program.....	37,995,015	40,875	51,851	37,984,039
4	Alternative Instruction Program.....	690,210	8,130	331	698,009
5	Special Education Program.....	3,767,015	10,000	10,000	3,767,015
6	Vocational Education Program.....	1,702,398	-	-	1,702,398
7	Support Services				
8	Attendance.....	138,212	450	-	138,662
9	Health Services.....	303,353	-	10,000	293,353
10	Other Student Support.....	2,035,014	12,226	-	2,047,240
11	Regular Instruction Program.....	2,164,031	4,435	-	2,168,466
12	Special Education Program.....	459,813	-	-	459,813
13	Vocational Education Program.....	27,564	-	-	27,564
14	Technology.....	1,655,313	29,877	15,450	1,669,740
15	Board of Education.....	1,301,152	818	-	1,301,970
16	Office of Superintendent.....	566,388	-	-	566,388
17	Office of Principals.....	4,398,456	42,364	8,188	4,432,632
18	Human Services.....	308,163	500	500	308,163
19	Operation of Plant.....	7,137,155	6,811	-	7,143,966
20	Maintenance of Plant.....	2,669,926	8,000	8,000	2,669,926
21	Transportation.....	3,127,942	51,733	-	3,179,675
22	Central and Other.....	-	-	-	-
23	Food Service.....	57,083	-	-	57,083
24	Community Services.....	212,304	9,400	9,400	212,304
25	Early Childhood Education.....	704,717	7,774	7,774	704,717
26	Regular Capital Outlay.....	2,714,250	-	-	2,714,250
27	Other Uses (Transfers).....	63,769	-	-	63,769
28					
29	TOTAL EXPENDITURES	74,199,243	233,393	121,494	74,311,142
30					
31	Total Increase in Expenditures		111,899		
32					
33					
34					
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36					
37					
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40					

1 Dept. Transfer
 2 Early Childhood Education Grant Adjustments
 3 STEM Classroom Grants - \$3,500 + \$2,500
 4 Refunds & Reimbursements
 5 Spartan Foundation Fitness Grant - \$1,000
 6 SIS Technology Subsidy

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES AND OTHER USES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	EXPENDITURES (APPROPRIATIONS)				
2	Instruction				
3	Regular Instruction Program.....	37,995,015	40,875	51,851	37,984,039
4	Alternative Instruction Program.....	690,210	8,130	331	698,009
5	Special Education Program.....	3,767,015	10,000	10,000	3,767,015
6	Vocational Education Program.....	1,702,398	-	-	1,702,398
7	Support Services				
8	Attendance.....	138,212	450	-	138,662
9	Health Services.....	303,353	-	10,000	293,353
10	Other Student Support.....	2,035,014	12,226	-	2,047,240
11	Regular Instruction Program.....	2,164,031	4,435	-	2,168,466
12	Special Education Program.....	459,813	-	-	459,813
13	Vocational Education Program.....	27,564	-	-	27,564
14	Technology.....	1,655,313	29,877	15,450	1,669,740
15	Board of Education.....	1,301,152	818	-	1,301,970
16	Office of Superintendent.....	566,388	-	-	566,388
17	Office of Principal.....	4,398,456	42,364	8,188	4,432,632
18	Human Services.....	308,163	500	500	308,163
19	Operation of Plant.....	7,137,155	6,811	-	7,143,966
20	Maintenance of Plant.....	2,669,926	8,000	8,000	2,669,926
21	Transportation.....	3,127,942	51,733	-	3,179,675
22	Central and Other.....	-	-	-	-
23	Food Service.....	57,083	-	-	57,083
24	Community Services.....	212,304	-	-	212,304
25	Early Childhood Education.....	704,717	7,774	7,774	704,717
26	Regular Capital Outlay.....	2,714,250	-	-	2,714,250
27	Other Uses (Transfers).....	63,769	-	-	63,769
28					
29	TOTAL EXPENDITURES	74,199,243	223,993	112,094	74,311,142
30					
31	Total Increase in Expenditures		111,899		
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1. Dept. Transfer
 2. Early Childhood Education Grant Adjustments
 3. STEM Classroom Grants - \$3,500 + \$2,500
 4. Refunds & Reimbursements
 5. Spartan Foundation Fitness Grant - \$1,000
 6. SIS Technology Subsidy

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	REVENUES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	Local Taxes				
2	County Property Taxes				
3	Current Property Tax	8,296,000			8,296,000
4	Discount on Property Taxes				
5	Trustee's Collections - Prior Year	300,000			300,000
6	Circuit Clk./Clk. & Master Coll. - Prior Yr	225,000			225,000
7	Interest & Penalty	50,000			50,000
8	Pick-up Taxes				
9	Payments in Lieu of Taxes - T.V.A.	280,000			280,000
10	Payments in Lieu of Taxes - Local Utilities	59,000			59,000
11	Payments in Lieu of Taxes - Other	90,000			90,000
12	County Local Option Taxes				
13	Local Option Sales Tax	3,319,639			3,319,639
14	Hotel/Motel Tax				
15	Local Amusement Tax				
16	Wheel Tax				
17	State Revenue Sharing - TVA				
18	Business Tax				
19	Mixed Drink Tax	2,800			2,800
20	Mineral Severance Tax				
21	Other County Local Option Tax				
22	Statutory Local Taxes				
23	Bank Excise Tax				
24	Wholesale Beer Tax				
25	Coal Severance Tax				
26	Other Statutory Local Taxes	3,200			3,200
27					
28	Total County Taxes	12,625,639			12,625,639
29					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	REVENUES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	41000				
2	Licenses and Permits				
3	Licenses				
4	Marriage Licenses.....	3,000			3,000
5	Mobile Home Licenses.....	-			-
6	Other Permits.....	-			-
7	Total Licenses and Permits	3,000	-	-	3,000
8					
9	Charges for Current Services				
10	Education Charges				
11	Tuition - Regular Day Students.....	-			-
12	Tuition - Adult Education.....	-			-
13	Tuition - Summer School.....	-			-
14	Tuition - Other State Systems.....	-			-
15	Tuition - Out of State Systems.....	-			-
16	Tuition - Other.....	-			-
17	Lunch Payments - Children.....	-			-
18	Lunch Payments - Adults.....	-			-
19	Income from Breakfast.....	-			-
20	Special Milk Sales.....	-			-
21	Ala Carte Sales.....	-			-
22	Transportation Other State Systems.....	-			-
23	Transportation Out-of-State Systems.....	-			-
24	Contract for Adm. Services With Other LEA's	-			-
25	School Based Health Services (FFS).....	-			-
26	Receipts from Individual Schools.....	127,120	22,019	4	149,139
27	Community Service Fees - Children.....	-			-
28	Community Service Fees - Adults.....	-			-
29	Other Charges for Services.....	-			-
30					
31	Total Charges for Current Services	127,120	22,019	-	149,139
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	REVENUES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	44000				
	Other Local Revenues				
2	44100				
	Recurring Items				
3	44110	-			-
	Interest Earned.....				
4	44120	4,000			4,000
	Lease/Rentals.....				
5	44130	-			-
	Sale of Materials & Supplies.....				
6	44145	-			-
	Sale of Recycled Materials.....				
7	44146	-			-
	E-Rate Funding.....				
8	44160	-			-
	Retirees' Insurance Payments.....				
9	44170	129,627	1,419	4	131,046
	Miscellaneous Refunds.....				
10					
	Nonrecurring Items				
11	44500	-			-
	Accrued Interest on Debt Issues.....				
12	44510	-			-
	Sale of Equipment.....				
13	44530	5,000			5,000
	Sale of Property.....				
14	44540	-			-
	Resale of Materials - T & I House.....				
15	44550	-			-
	Damages Recovered from Individuals.....				
16	44560	-			-
	Contributions & Gifts.....				
17	44570	31,849	15,450	4	47,299
	Other Local Revenue.....			3,45	7,799
18					
19					
20	44000	170,476	24,668	-	195,144
	Total Other Local Revenues				
21					
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3 4. Refunds & Reimbursements

3. STEM Classroom Grants - \$3,500 + \$2,500
 4. Refunds & Reimbursements
 5. Spartan Foundation Fitness Grant - \$1,000

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	REVENUES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	46000 State of Tennessee				
2	46500 State Education Funds				
3	46511 Basic Education Program	53,801,000			53,801,000
4	46515 Early Childhood Education	704,717			704,717
5	46520 School Food Service	51,231			51,231
6	46530 Energy Efficient School Initiative	-			-
7	46550 Driver Education	22,187			22,187
8	46570 Literacy Coordination	-			-
9	46590 Other State Education Funds	498,307	13,499	6	511,806
10	46610 Career Ladder	131,550			131,550
11	46611 Career Ladder Evaluators & Sp. Contracts	-			-
12	46612 Career Ladder - Extended Contract	-			-
13	46615 Career Ladder - Extended Contract - ARRA	-			-
14	46720 Vocational Disadvantaged (V.I.P.)	-			-
15	46750 Vocational Workstudy	-			-
16	46760 Adult Vocational	-			-
17	46790 Other Vocational	-			-
18					
19	46500 Total State Education Funds	55,208,992	13,499	-	55,222,491
20					
21	46800 Other State Revenues				
22	46820 Income Tax	-			-
23	46830 Beer Tax	-			-
24	46850 Mixed Drink Tax	-			-
25	46851 State Revenue Sharing - TVA	-			-
26	46980 Other State Grants	6,111			6,111
27	46990 Other State Revenues	-			-
28					
29	46800 Total Other State Revenues	6,111	-	-	6,111
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	REVENUES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	47000				
2	47100				
3	47111				
4	47112				
5	47113				
6	47114				
7	47120				
8	47131				
9	47132				
10	47133				
11	47134				
12	47135				
13	47139				
14	47141				
15	47142				
16	47143				
17	47189				
18	47190				
19	47210				
20	47230				
21	47590				
22					
23	47100				
24					
25					
26	47600				
27	47630				
28	47640				
29	47650				
30	47670				
31	47990				
32					
33	47600				
34					
35	47000	68,141,338	60,186		68,201,524
36					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	REVENUES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	49000				
	Other Sources				
2	49100	-			-
3	49200	-			-
4	49300	-			-
5	49400	-			-
6	49700	-	51,713	4	51,713
7	49800	8,000			8,000
8	49810	-			-
9	49900	-			-
10					
11	49000	8,000	51,713		59,713
12					
13					
14	14100	68,149,338	111,899		68,261,237
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	INSTRUCTION - 71000				
2	REGULAR INSTRUCTION PROGRAM (71100)				
3					
4	116 Teachers.....	24,730,722	165		24,730,887
5	117 Career Ladder Program.....	65,000			65,000
6	127 Career Ladder Extended Contracts.....	-			-
7	128 Homebound Teachers.....	56,294			56,294
8	131 Medical Personnel.....	-			-
9	140 Salary Supplements.....	885	7,450		8,335
10	162 Clerical Personnel.....	94,646			94,646
11	163 Educational Assistants.....	1,493,751			1,493,751
12	189 Other Salaries & Wages.....	141,094			141,094
13	195 Substitute Teachers.....	-			-
14	201 Social Security.....	1,647,738	473		1,648,211
15	204 Pensions.....	2,586,900	565		2,587,465
16	206 Life Insurance.....	8,770			8,770
17	207 Medical Insurance.....	4,572,217			4,572,217
18	208 Dental Insurance.....	-			-
19	210 Unemployment Compensation.....	39,000			39,000
20	212 Employer Medicare.....	385,358	99		385,457
21	217 Retirement-Hybrid Stabilization.....	-			-
22	336 Maintenance & Repair Services - Equipment.....	14,335	11,323	4,585	21,073
23	355 Travel.....	15,040			15,040
24	356 Tuition.....	-			-
25	369 Contracts for Substitute Teachers - Certified.....	466,888	3,883		470,771
26	399 Other Contracted Services.....	-			-
27	429 Instructional Supplies & Materials.....	306,467	13,741	8,450	311,757
28	449 Textbooks.....	500,000			500,000
29	471 Software.....	181,930			181,930
30	499 Other Supplies & Materials.....	4,000			4,000
31	524 In-Service/Staff Development.....	-			-
32	599 Other Charges.....	16,891			16,891
33	709 Data Processing Equipment.....	-			-
34	718 Motor Vehicles.....	-			-
35	722 Regular Instruction Equipment.....	667,089	3,176	38,815	631,450
36	799 Other Capital Outlay.....	-			-
37					
38	TOTAL EXPEND. FOR REG. INSTR. PROGRAM	37,995,015	40,875	51,851	37,984,039
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	INSTRUCTION - 71000				
2	ALTERNATIVE INSTRUCTION PROGRAM (71150)				
3	116 Teachers	437,653			437,653
4	117 Career Ladder Program	1,000			1,000
5	127 Career Ladder Extended Contracts	-			-
6	130 Social Workers	-			-
7	1150 Clerical Personnel	20,631			20,631
8	162 Educational Assistants	53,995			53,995
9	189 Other Salaries & Wages	3,186			3,186
10	195 Certified Substitute Teachers	-			-
11	198 Non-certified Substitute Teachers	-			-
12	201 Social Security	32,021			32,021
13	204 Pensions	42,926		331	42,595
14	206 Life Insurance	-			-
15	207 Medical Insurance	76,859			76,859
16	208 Dental Insurance	-			-
17	210 Unemployment Compensation	1,500			1,500
18	212 Employer Medicare	7,489			7,489
19	217 Retirement - Hybrid Stabilization	2,000			2,000
20	311 Contracts with Other School Systems	-			-
21	330 Operating Lease Payments	-			-
22	336 Maintenance & Repair Services - Equipment	250	331		581
23	356 Tuition	-			-
24	369 Contracts for Substitute Teachers -Certified	-			-
25	370 Contracts for Substitute Teachers Non-certified	-			-
26	399 Other Contracted Services	-			-
27	429 Instructional Supplies & Materials	6,900			6,900
28	449 Textbooks	-			-
29	499 Other Supplies & Materials	1,000			1,000
30	535 Fee Waivers	-			-
31	599 Other Charges	1,000	7,799	3,45	8,799
32	790 Other Equipment	1,800			1,800
33					
34					
35	TOTAL ALTERNATIVE INSTRUCTION PROGRAM	690,210	8,130	331	698,009
36					
37					
38					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	INSTRUCTION - 71000				
2	SPECIAL EDUCATION PROGRAM (71200)				
3	Teachers.....	2,331,962			2,331,962
4	Career Ladder Program.....	7,000			7,000
5	Career Ladder Extended Contracts.....	-			-
6	Homebound Teachers.....	-			-
7	Clerical Personnel.....	-			-
8	Educational Assistants.....	212,184			212,184
9	Speech Pathologist.....	84,529			84,529
10	Other Salaries & Wages.....	8,252			8,252
11	Substitute Teachers.....	-			-
12	Social Security.....	163,923			163,923
13	Pensions.....	245,793			245,793
14	Life Insurance.....	2,000			2,000
15	Medical Insurance.....	441,522			441,522
16	Dental Insurance.....	-			-
17	Unemployment Compensation.....	15,000			15,000
18	Employer Medicare.....	38,337			38,337
19	Retirement - Hybrid Stabilization.....	13,000			13,000
20	Other Fringe Benefits.....	-			-
21	Contracts W/Other Public Agencies.....	25,000			25,000
22	Contracts W/Other School Systems.....	25,000			25,000
23	Contracts W/Private Agencies.....	15,000			15,000
24	Maintenance & Repair Services - Equipment.....	-			-
25	Tuition.....	-			-
26	Contracts for Substitutes - Certified.....	65,000			65,000
27	Other Contracted Services.....	-			-
28	Instructional Supplies & Materials.....	26,000			26,000
29	Textbooks.....	22,513	10,000		12,513
30	Other Supplies & Materials.....	-			-
31	In-Service Staff Development.....	-			-
32	Other Charges.....	-			-
33	Special Education Equipment.....	25,000	10,000		35,000
34	TOTAL EXPEND. FOR SP. EDUC. PROGRAM	3,767,015	10,000	10,000	3,767,015
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	INSTRUCTION - 71000				
2	VOCATIONAL EDUCATION PROGRAM (71300)				
3					
4	116 Teachers.....	1,250,044			1,250,044
5	117 Career Ladder Program.....	3,000			3,000
6	127 Career Ladder Extended Contracts.....	-			-
7	162 Clerical Personnel.....	-			-
8	163 Educational Assistants.....	-			-
9	189 Other Salaries & Wages.....	-			-
10	195 Substitute Teachers.....	-			-
11	201 Social Security.....	77,689			77,689
12	204 Pensions.....	122,664			122,664
13	206 Life Insurance.....	342			342
14	207 Medical Insurance.....	194,990			194,990
15	208 Dental Insurance.....	-			-
16	210 Unemployment Compensation.....	2,000			2,000
17	212 Employer Medicare.....	18,169			18,169
18	217 Retirement - Hybrid Stabilization.....	6,400			6,400
19	311 Contracts W/Other School Systems.....	-			-
20	336 Maintenance & Repair Services - Equipment.....	2,000			2,000
21	355 Travel.....	-			-
22	399 Other Contracted Services.....	9,100			9,100
23	429 Instructional Supplies & Materials.....	11,000			11,000
24	449 Textbooks.....	-			-
25	499 Other Supplies & Materials.....	-			-
26	599 Other Charges.....	-			-
27	730 Vocational Instruction Equipment.....	5,000			5,000
28					
29					
30					
31	TOTAL EXPEND. FOR VOC. ED. PROGRAM	1,702,398	-		1,702,398
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33					
34	TOTAL INSTRUCTIONAL EXPENDITURES	44,154,638	59,005	62,182	44,151,461
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	STUDENTS (72100)				
3	ATTENDANCE (72110)				
4					
5	105 Supervisor/Director.....	85,189			85,189
6	117 Career Ladder Program.....	1,000			1,000
7	127 Career Ladder Extended Contracts.....	-			-
8	130 Social Workers.....	-			-
9	162 Clerical Personnel.....	-			-
10	189 Other Salaries & Wages.....	5,344			5,344
11	201 Social Security.....	8,877			8,877
12	204 Pensions.....	19			19
13	206 Life Insurance.....	10,995			10,995
14	207 Medical Insurance.....	-			-
15	208 Dental Insurance.....	-			-
16	210 Unemployment Compensation.....	-			-
17	212 Employer Medicare.....	1,250			1,250
18	217 Retirement-Hybrid Stabilization.....	-			-
19	336 Maintenance & Repair Services - Equipment.....	-			-
20	355 Travel.....	450			450
21	399 Other Contracted Services.....	-			-
22	499 Other Supplies & Materials.....	23,388	450		23,838
23	524 In-service Staff Development.....	1,000			1,000
24	599 Other Charges.....	350			350
25	704 Attendance Equipment.....	350			350
26					
27	TOTAL EXPENDITURES FOR ATTENDANCE	138,212	450	-	138,662
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	STUDENTS (72100)				
3	HEALTH SERVICES (72120)				
4					
5	72120 131 Medical Personnel.....	13,820			3,820
6	72120 189 Other Salaries & Wages.....	38,262		10,000	38,262
7	72120 195 Certified Substitute Teachers.....	-			-
8	72120 198 Non-certified Substitute Teachers.....	-			-
9	72120 201 Social Security.....	25,363			25,363
10	72120 204 Pensions.....	3,375			3,375
11	72120 206 Life Insurance.....	74			74
12	72120 207 Medical Insurance.....	111,726			111,726
13	72120 208 Dental Insurance.....	-			-
14	72120 210 Unemployment Compensation.....	2,400			2,400
15	72120 212 Employer Medicare.....	5,931			5,931
16	72120 299 Other Fringe Benefits.....	-			-
17	72120 336 Maintenance & Repair Services - Equipment.....	-			-
18	72120 355 Travel.....	10,500			10,500
19	72120 399 Other Contracted Services.....	4,500			4,500
20	72120 413 Drugs & Medical Supplies.....	7,500			7,500
21	72120 499 Other Supplies & Materials.....	70,002			70,002
22	72120 524 In-service Staff Development.....	6,000			6,000
23	72120 599 Other Charges.....	1,650			1,650
24	72120 735 Health Equipment.....	2,250			2,250
25					
26	TOTAL EXP. FOR HEALTH SERVICES	303,353	-	10,000	293,353
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	STUDENTS (72100)				
3	OTHER STUDENT SUPPORT (72130)				
4					
5	105 Supervisor of Support Services & Safety	3,000			3,000
6	117 Career Ladder Program	-			-
7	123 Guidance Personnel	999,448			999,448
8	124 Psychological Personnel	-			-
9	127 Career Ladder - Extended Contracts	-			-
10	130 Social Workers	107,703			107,703
11	135 Assessment Personnel	-			-
12	161 Secretary(s)	-			-
13	162 Clerical Personnel	-			-
14	164 Attendants	-			-
15	189 Other Salaries & Wages	89,114			89,114
16	195 Substitute Teachers	-			-
17	201 Social Security	74,354			74,354
18	204 Pensions	106,401			106,401
19	206 Life Insurance	315			315
20	207 Medical Insurance	130,916			130,916
21	208 Dental Insurance	-			-
22	210 Unemployment Compensation	-			-
23	212 Employer Medicare	17,389			17,389
24	217 Retirement-Hybrid Stabilization	6,200			6,200
25	299 Other Fringe Benefits	-			-
26	322 Evaluation & Testing	181,500	86	4	181,586
27	336 Maintenance & Repair Services - Equipment	5,400			5,400
28	355 Travel	-			-
29	399 Other Contracted Services	18,616	2,090	4	20,706
30	429 Instructional Supplies & Materials	14,500			14,500
31	499 Other Supplies & Materials	2,000			2,000
32	524 In-Service/Staff Development	20,000			20,000
33	599 Other Charges	43,655	10,000	4	53,655
34	722 Regular Instruction Equipment	-			-
35	790 Other Equipment	214,503	50	1	214,553
36					
37	TOTAL EXP. FOR OTHER STUDENT SUPPORT	2,035,014	12,226	-	2,047,240
38					
39	TOTAL STUDENT SUPPORT	2,476,579	12,676	10,000	2,479,255
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	INSTRUCTIONAL STAFF (72200)				
3	REGULAR INSTRUCTION PROGRAM (72210)				
4					
5	105 Supervisor/Director.....	345,499			345,499
6	117 Career Ladder Program	5,000			5,000
7	126 Career Ladder Evaluators	-			-
8	127 Career Ladder Extended Contracts	-			-
9	129 Librarian(s)	821,878			821,878
10	132 Material Supervisor(s)	-			-
11	136 Audiovisual Personnel.....	-			-
12	137 Education Media Personnel	-			-
13	138 Instructional Computer Personnel	-			-
14	161 Secretary(s)	124,180			124,180
15	162 Clerical Personnel	-			-
16	163 Educational Assistants.....	-			-
17	189 Other Salaries & Wages	6,209			6,209
18	195 Substitute Teachers	-			-
19	196 In-Service Training	1,000			1,000
20	201 Social Security	80,772			80,772
21	204 Pensions.....	122,841			122,841
22	206 Life Insurance.....	74			74
23	207 Medical Insurance.....	147,844			147,844
24	208 Dental Insurance.....	-			-
25	210 Unemployment Compensation	-			-
26	212 Employer Medicare.....	18,890			18,890
27	217 Retirement-Hybrid Stabilization	6,000			6,000
28	308 Consultants	-			-
29	336 Maintenance & Repair Services - Equipment	5,400	4,313		9,713
30	355 Travel	8,500			8,500
31	399 Other Contracted Services.....	18,616			18,616
32	429 Instructional Supplies and Materials.....	14,500			14,500
33	432 Library Books/Media.....	31,673			31,673
34	437 Periodicals.....	-			-
35	499 Other Supplies & Materials	266,500			266,500
36	524 In-Service/Staff Development	36,000			36,000
37	599 Other Charges	43,655			43,655
38	790 Other Equipment.....	59,000	122		59,122
39					
40	TOTAL EXP. FOR REGULAR INST. PROG.	2,164,031	4,435		2,168,466

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	INSTRUCTIONAL STAFF (72200)				
3	SPECIAL EDUCATION PROGRAM (72220)				
4					
5	105 Supervisor/Director	82,404			82,404
6	117 Career Ladder Program	1,000			1,000
7	124 Psychological Personnel	182,994			182,994
8	127 Career Ladder Extended Contracts	-			-
9	135 Assessment Personnel	-			-
10	161 Secretary(s)	32,606			32,606
11	162 Clerical Personnel	-			-
12	189 Other Salaries & Wages	1,630			1,630
13	196 In-Service Training	-			-
14	201 Social Security	18,639			18,639
15	204 Pensions	27,987			27,987
16	206 Life Insurance	150			150
17	207 Medical Insurance	55,984			55,984
18	208 Dental Insurance	-			-
19	210 Unemployment Compensation	-			-
20	212 Employer Medicare	4,359			4,359
21	217 Retirement - Hybrid Stabilization	-			-
22	299 Other Fringe Benefits	-			-
23	308 Consultants	-			-
24	336 Maintenance & Repair Services - Equipment	5,000			5,000
25	348 Postal Charges	60			60
26	355 Travel	7,000			7,000
27	399 Other Contracted Services	25,000			25,000
28	499 Other Supplies & Materials	5,000			5,000
29	524 In-Service/Staff Development	4,000			4,000
30	599 Other Charges	2,000			2,000
31	790 Other Equipment	4,000			4,000
32					
33	TOTAL EXP. FOR SPECIAL ED. PROG.	459,813	-		459,813
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	INSTRUCTIONAL STAFF (72200)				
3	VOCATIONAL EDUCATION (72230)				
4					
5	105 Supervisor/Director	-			-
6	117 Career Ladder Program	-			-
7	126 Career Ladder Evaluators	-			-
8	127 Career Ladder Extended Contracts	-			-
9	161 Secretary(s)	22,375			22,375
10	162 Clerical Personnel	-			-
11	189 Other Salaries & Wages	1,007			1,007
12	196 In-Service Training	-			-
13	201 Social Security	1,450			1,450
14	204 Pensions	374			374
15	206 Life Insurance	19			19
16	207 Medical Insurance	-			-
17	208 Dental Insurance	-			-
18	210 Unemployment Compensation	-			-
19	212 Employer Medicare	339			339
20	299 Other Fringe Benefits	-			-
21	308 Consultants	-			-
22	336 Maintenance & Repair Services - Equipment	-			-
23	355 Travel	2,000			2,000
24	399 Other Contracted Services	-			-
25	499 Other Supplies & Materials	-			-
26	524 In-Service/Staff Development	-			-
27	599 Other Charges	-			-
28	790 Other Equipment	-			-
29					
30	TOTAL EXP. FOR VOCATIONAL EDUC.	27,564	-	-	27,564
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	INSTRUCTIONAL STAFF (72200)				
3	TECHNOLOGY (72250)				
4					
5	105 Supervisor/Director	75,000			75,000
6	117 Career Ladder Program	-			-
7	120 Computer Programmer	-			-
8	121 Data Processing Personnel	402,118			402,118
9	127 Career Ladder Extended Contracts	-			-
10	162 Clerical Personnel	-			-
11	189 Other Salaries & Wages	6,136			6,136
12	201 Social Security	29,962			29,962
13	204 Pensions	49,241			49,241
14	206 Life Insurance	-			-
15	207 Medical Insurance	57,825			57,825
16	210 Unemployment Compensation	-			-
17	212 Employer Medicare	7,007			7,007
18	299 Other Fringe Benefits	-			-
19	308 Consultants	-			-
20	330 Operating Lease Payments	-			-
21	336 Maintenance & Repair Service Equipment	66,420	978	8,000	59,398
22	350 Internet Connectivity	312,313			312,313
23	355 Travel	10,000	2,500		12,500
24	399 Other Contracted Services	-			-
25	411 Data Processing Supplies	-			-
26	435 Office Supplies	-			-
27	470 Cabling	30,000		4,900	25,100
28	471 Software	284,124	18,399		302,523
29	499 Other Supplies & Materials	16,000	8,000		24,000
30	524 In Service/Staff Development	19,000		2,500	16,500
31	599 Other Charges	1,000			1,000
32	709 Data Processing Equipment	289,167		50	289,117
33					
34	TOTAL TECHNOLOGY	1,655,313	29,877	15,450	1,669,740
35					
36					
37	TOTAL EXP. FOR INSTRUCTIONAL STAFF	4,306,721	34,312	15,450	4,325,583
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	GENERAL ADMINISTRATION (72300)				
3	BOARD OF EDUCATION (72310)				
4					
5	118 Secretary to Board	58,938			58,938
6	189 Other Salaries & Wages	2,947			2,947
7	191 Board and Committee Member Fees	27,599			27,599
8	196 In-Service Training	-			-
9	201 Social Security	5,548			5,548
10	204 Pensions	1,432			1,432
11	206 Life Insurance	185			185
12	207 Medical Insurance	13,995			13,995
13	208 Dental Insurance	-			-
14	210 Unemployment Compensation	-			-
15	212 Employer Medicare	1,298			1,298
16	299 Other Fringe Benefits	-			-
17	305 Audit Services	32,000			32,000
18	316 Contributions	299,574			299,574
19	320 Dues & Memberships	28,160	400		28,560
20	331 Legal Services	50,000			50,000
21	355 Travel	18,000	418		18,418
22	399 Other Contracted Services	-			-
23	457 In-Service/Staff Development	-			-
24	499 Other Supplies and Materials	-			-
25	505 Judgments	-			-
26	501 Boiler Insurance	14,416			14,416
27	503 Excess Risk Insurance	94,200			94,200
28	505 Judgments	-			-
29	506 Liability Insurance	50,000			50,000
30	508 Premium on Corporate Surety Bonds	-			-
31	510 Trustee Commissions	275,000			275,000
32	513 Workmen's Compensation Insurance	299,800			299,800
33	524 In-Service/Staff Development	10,060			10,060
34	533 Criminal Investigation of Applicant TBI	12,000			12,000
35	599 Other Charges	6,000			6,000
36					
37	TOTAL EXP. FOR BOARD OF EDUCATION	1,301,152	818	-	1,301,970
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	GENERAL ADMINISTRATION (72300)				
3	OFFICE OF THE SUPERINTENDENT (72320)				
4					
5	101 County Official/Administrative Officer.....	122,000			122,000
6	103 Assistant(s).....	105,000			105,000
7	117 Career Ladder Program.....	1,000			1,000
8	127 Career Ladder Extended Contracts.....	-			-
9	161 Secretary(s).....	26,630			26,630
10	162 Clerical Personnel.....	48,074			48,074
11	189 Other Salaries & Wages.....	18,005			18,005
12	196 In-Service Training.....	250			250
13	201 Social Security.....	19,557			19,557
14	204 Pensions.....	24,796			24,796
15	206 Life Insurance.....	56			56
16	207 Medical Insurance.....	31,891			31,891
17	208 Dental Insurance.....	-			-
18	210 Unemployment Compensation.....	-			-
19	212 Employer Medicare.....	4,574			4,574
20	299 Other Fringe Benefits.....	1,937			1,937
21	307 Communication.....	49,850			49,850
22	316 Contributions.....	-			-
23	320 Dues & Memberships.....	3,642			3,642
24	336 Maintenance & Repair Services - Equipment.....	-			-
25	348 Postal Charges.....	7,500			7,500
26	355 Travel.....	8,467			8,467
27	399 Other Contracted Services.....	30,000			30,000
28	429 Instructional Supplies and Materials.....	-			-
29	435 Office Supplies.....	26,429			26,429
30	499 Other Supplies & Materials.....	1,000			1,000
31	508 Premium on Corporate Surety Bonds.....	-			-
32	599 Other Charges.....	33,330			33,330
33	701 Administration Equipment.....	2,400			2,400
34					
35	TOTAL EXP. FOR OFFICE OF THE SUPT.	566,388	-		566,388
36					
37	TOTAL EXP. FOR GENERAL ADMINISTRATION	1,867,540	818		1,868,358
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	SCHOOL ADMINISTRATION (72400)				
3	OFFICE OF THE PRINCIPAL (72410)				
4					
5	104 Principal(s).....	1,284,293			1,284,293
6	117 Career Ladder Program.....	11,000			11,000
7	119 Accountants/Bookkeepers.....	234,702			234,702
8	127 Career Ladder Extended Contracts.....	-			-
9	139 Assistant Principal(s).....	1,436,296			1,436,296
10	161 Secretary(s).....	142,749			142,749
11	162 Clerical Personnel.....	100,245			100,245
12	189 Other Salaries & Wages.....	22,720			22,720
13	196 In-Service Training.....	1,000			1,000
14	201 Social Security.....	200,384			200,384
15	204 Pensions.....	309,779			309,779
16	206 Life Insurance.....	740			740
17	207 Medical Insurance.....	438,571			438,571
18	208 Dental Insurance.....	-			-
19	210 Unemployment Compensation.....	-			-
20	212 Employer Medicare.....	46,864			46,864
21	217 Retirement-Hybrid Stabilization.....	4,300			4,300
22	307 Communication.....	25,000			25,000
23	320 Dues & Memberships.....	-			-
24	336 Maintenance & Repair Services - Equipment.....	-	2,424		2,424
25	348 Postal Charges.....	-			-
26	355 Travel.....	-			-
27	399 Other Contracted Services.....	24,274	6,250		30,524
28	435 Office Supplies.....	-			-
29	499 Other Supplies & Materials.....	15,539	8,656	1,938	22,256
30	524 In-Service/Staff Development.....	-			-
31	599 Other Charges.....	-			-
32	701 Administration Equipment.....	100,000	25,034	6,250	118,784
33					
34	TOTAL EXP. FOR OFFICE OF PRINCIPAL	4,398,456	42,364	8,188	4,432,632
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	BUSINESS ADMINISTRATION (72500)				
3	HUMAN SERVICES(RESOURCES)/PERSONNEL (72520)				
4					
5	105 Supervisor/Director.....	75,000			75,000
6	161 Secretary(s).....	-			-
7	162 Clerical Personnel.....	79,146			79,146
8	189 Other Salaries & Wages.....	7,707			7,707
9	196 In-Service Training.....	-			-
10	201 Social Security.....	10,035			10,035
11	204 Pensions.....	9,115			9,115
12	206 Life Insurance.....	-			-
13	207 Medical Insurance.....	6,708			6,708
14	208 Dental Insurance.....	-			-
15	210 Unemployment Compensation.....	-			-
16	212 Employer Medicare.....	2,347			2,347
17	299 Other Fringe Benefits.....	-			-
18	302 Advertising.....	-			-
19	307 Communication.....	-			-
20	317 Data Processing Services.....	106,092			106,092
21	320 Dues & Memberships.....	-			-
22	330 Operating Lease Payments.....	-			-
23	336 Maintenance & Repair Services - Equipment.....	2,000	500		2,500
24	348 Postal Charges.....	-			-
25	355 Travel.....	2,500		500	2,000
26	399 Other Contracted Services.....	-			-
27	411 Data Processing Supplies.....	-			-
28	435 Office Supplies.....	2,000			2,000
29	499 Other Supplies & Materials.....	-			-
30	524 In-Service/Staff Development.....	-			-
31	599 Other Charges.....	2,000			2,000
32	701 Administration Equipment.....	-			-
33	790 Other Equipment.....	3,513			3,513
34					
35	TOTAL HUMAN SERVICES(RESOURCES)/PERSON	308,163	500	500	308,163
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	OPERATION & MAINTENANCE OF PLANT (72600)				
3	OPERATION OF PLANT (72610)				
4					
5	105 Supervisor/Director	62,509			62,509
6	140 Salary Supplements	698	6,221	4	6,919
7	160 Guards				
8	161 Secretary(s)	39,828			39,828
9	166 Custodial Personnel	1,833,974			1,833,974
10	189 Other Salaries & Wages	89,026			89,026
11	201 Social Security	125,614	387	4	126,001
12	204 Pensions	30,993	101	4	31,094
13	206 Life Insurance	1,036			1,036
14	207 Medical Insurance	400,300			400,300
15	208 Dental Insurance				
16	210 Unemployment Compensation				
17	212 Employer Medicare	29,246	102	4	29,348
18	299 Other Fringe Benefits				
19	328 Janitorial Services				
20	336 Laundry Service				
21	339 Maintenance & Repair Services - Equipment	1,000			1,000
22	351 Rentals				
23	359 Disposal Fees				
24	399 Other Contracted Services	354,511			354,511
25	407 Coal				
26	410 Custodial Supplies	266,856			266,856
27	415 Electricity	2,697,691			2,697,691
28	423 Fuel Oil				
29	434 Natural Gas	440,603			440,603
30	454 Water & Sewer	392,000			392,000
31	499 Other Supplies & Materials	1,000			1,000
32	501 Boiler Insurance				
33	502 Building & Content Insurance	335,000			335,000
34	599 Other Charges	17,150			17,150
35	720 Plant Operation Equipment	18,120			18,120
36					
37	TOTAL EXP. FOR OPERATION OF PLANT	7,137,155	6,811		7,143,966
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	OPERATION & MAINTENANCE OF PLANT (72600)				
3	MAINTENANCE OF PLANT (72620)				
4					
5	105 Supervisor/Director.....	-			-
6	140 Salary Supplements.....	-			-
7	161 Secretary(s).....	39,828			39,828
8	167 Maintenance Personnel.....	1,124,253			1,124,253
9	189 Other Salaries & Wages.....	56,395			56,395
10	201 Social Security.....	75,669			75,669
11	204 Pensions.....	19,528			19,528
12	206 Life Insurance.....	167			167
13	207 Medical Insurance.....	175,103			175,103
14	208 Dental Insurance.....	-			-
15	210 Unemployment Compensation.....	-			-
16	212 Employer Medicare.....	17,697			17,697
17	299 Other Fringe Benefits.....	-			-
18	307 Communication.....	-			-
19	329 Laundry Service.....	3,212			3,212
20	335 Maintenance & Repair Services - Building.....	18,540			18,540
21	336 Maintenance & Repair Services - Equipment.....	164,264			164,264
22	338 Maintenance & Repair Services - Vehicles.....	304,669			304,669
23	355 Travel.....	32,050			32,050
24	399 Other Contracted Services.....	1,700			1,700
25	412 Diesel Fuel.....	166,091			166,091
26	418 Equipment & Machinery Parts.....	12,500	8,000		20,500
27	425 Gasoline.....	-			-
28	426 General Construction Materials.....	29,600			29,600
29	499 Other Supplies & Materials.....	-			-
30	599 Other Charges.....	285,208		8,000	277,208
31	717 Maintenance Equipment.....	28,950			28,950
32	799 Other Capital Outlay.....	114,502			114,502
33					
34	TOTAL EXP. FOR MAINTENANCE OF PLANT	2,669,926	8,000	8,000	2,669,926
35					
36	TOTAL EXP. FOR OPER. & MAINT. OF PLANT	9,807,081	14,811	8,000	9,813,892
37					
38					
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	STUDENT TRANSPORTATION (72700)				
3	TRANSPORTATION (72710)				
4					
5	105 Supervisor/Director.....	67,678			67,678
6	140 Salary Supplements.....	-			-
7	142 Mechanic(s).....	170,779			170,779
8	146 Bus Drivers.....	1,245,347			1,245,347
9	162 Clerical Personnel.....	59,277			59,277
10	189 Other Salaries & Wages.....	168,234			168,234
11	196 In-Service Training.....	2,000			2,000
12	201 Social Security.....	106,103			106,103
13	204 Pensions.....	27,437			27,437
14	206 Life Insurance.....	1,471			1,471
15	207 Medical Insurance.....	524,464			524,464
16	210 Unemployment Compensation.....	5,777			5,777
17	212 Employer Medicare.....	24,815			24,815
18	311 Contracts with Other School Systems.....	4,000			4,000
19	313 Contracts with Parents.....	6,000			6,000
20	314 Contracts with Public Carriers.....	1,500			1,500
21	329 Laundry Service.....	6,000			6,000
22	338 Maintenance & Repair Service-Vehicles.....	8,000			8,000
23	340 Medical and Dental Services.....	11,000			11,000
24	355 Travel.....	3,000			3,000
25	399 Other Contracted Services.....	10,000			10,000
26	412 Diesel Fuel.....	300,060			300,060
27	424 Garage Supplies.....	6,000			6,000
28	425 Gasoline.....	40,000			40,000
29	433 Lubricants.....	25,000			25,000
30	450 Tires & Tubes.....	35,000			35,000
31	453 Vehicle Parts.....	100,000			100,000
32	499 Other Supplies & Materials.....	10,000			10,000
33	511 Vehicle & Equipment Insurance.....	85,000			85,000
34	524 In Service/Staff Development.....	10,000			10,000
35	599 Other Charges.....	40,000			40,000
36	729 Transportation Equipment.....	24,000			24,000
37					
38	TOTAL EXP. FOR TRANSPORTATION	3,127,942	51,733	-	3,179,675
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	SUPPORT SERVICES - 72000				
2	OTHER SUPPORT SERVICES (72800)				
3	CENTRAL AND OTHER (72810)				
4					
5	72810 105 Supervisor/Director.....	-			-
6	72810 117 Career Ladder Program.....	-			-
7	72810 120 Computer Programmer.....	-			-
8	72810 121 Data Processing Personnel.....	-			-
9	72810 127 Career Ladder Extended Contracts.....	-			-
10	72810 162 Clerical Personnel.....	-			-
11	72810 189 Other Salaries & Wages.....	-			-
12	72810 201 Social Security.....	-			-
13	72810 204 Pensions.....	-			-
14	72810 206 Life Insurance.....	-			-
15	72810 207 Medical Insurance.....	-			-
16	72810 208 Dental Insurance.....	-			-
17	72810 210 Unemployment Compensation.....	-			-
18	72810 212 Employer Medicare.....	-			-
19	72810 299 Other Fringe Benefits.....	-			-
20	72810 307 Communication.....	-			-
21	72810 308 Consultants.....	-			-
22	72810 317 Data Processing Services.....	-			-
23	72810 330 Operating Lease Payments.....	-			-
24	72810 336 Maintenance & Repair Service Equipment.....	-			-
25	72810 355 Travel.....	-			-
26	72810 399 Other Contracted Services.....	-			-
27	72810 411 Data Processing Supplies.....	-			-
28	72810 435 Office Supplies.....	-			-
29	72810 499 Other Supplies & Materials.....	-			-
30	72810 524 In Service/Staff Development.....	-			-
31	72810 599 Other Charges.....	-			-
32	72810 709 Data Processing Equipment.....	-			-
33					
34	TOT EXP. OTHER SUPP. SER. CENT. & OTHER	-			-
35					
36	TOTAL EXP. FOR SUPPORT SERVICES	26,292,482	157,214	42,138	26,407,558
37					
38					
39					
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	OPERATION OF NON-INSTRUCTIONAL SERV. (73000)				
2	FOOD SERVICE (73100)				
3	Supervisor/Director.....	36,366			36,366
4	Accountants/Bookkeepers.....	-			-
5	Clerical Personnel.....	-			-
6	Cafeteria Personnel.....	-			-
7	Other Salaries & Wages.....	-			-
8	In-Service Training.....	-			-
9	Social Security.....	2,255			2,255
10	Pensions.....	3,746			3,746
11	Life Insurance.....	-			-
12	Medical Insurance.....	14,189			14,189
13	Dental Insurance.....	-			-
14	Unemployment Compensation.....	-			-
15	Employer Medicare.....	527			527
16	Other Fringe Benefits.....	-			-
17	Communication.....	-			-
18	Maintenance & Repair Service Equipment.....	-			-
19	Payments to Schools-Breakfast.....	-			-
20	Payments to Schools-Lunch.....	-			-
21	Payments to Schools-Other.....	-			-
22	Payments to Schools-Other USDA.....	-			-
23	Transportation - Other Than Students.....	-			-
24	Travel.....	-			-
25	Other Contracted Services.....	-			-
26	Food Preparation Supplies.....	-			-
27	Food Supplies.....	-			-
28	Office Supplies.....	-			-
29	Uniforms.....	-			-
30	Utilities.....	-			-
31	Other Supplies & Materials.....	-			-
32	In-Service/Staff Development.....	-			-
33	Other Charges.....	-			-
34	Food Service Equipment.....	-			-
35	TOTAL EXPENDITURES FOR FOOD SERVICE	57,083	-	-	57,083
36					
37					
38					
39	*TOTAL OPERATING EXP. (Accts 71100-73100)	70,504,203	216,219	104,320	70,616,102
40					

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	OPERATION OF NON-INSTRUCTIONAL SERV (73000)				
2	COMMUNITY SERVICES (73300)				
3	Teachers				
4	116 Teachers	108,900	5,900		114,800
5	162 Clerical Personnel				
6	169 Temporary/Part-time Personnel				
7	188 Bonus Payments				
8	189 Other Salaries & Wages	44,550			44,550
9	201 Social Security	9,514			9,514
10	204 Pensions	11,815	2,500		14,315
11	206 Life Insurance				
12	207 Medical Insurance				
13	208 Dental Insurance				
14	210 Unemployment Compensation				
15	212 Employer Medicare	2,225			2,225
16	217 Retirement - Hybrid Stabilization	9,800		7,500	2,300
17	299 Other Fringe Benefits				
18	336 Maintenance & Repair Services - Equipment				
19	355 Travel	500			500
20	399 Other Contracted Services	2,000			2,000
21	422 Food Supplies	7,500	1,000		8,500
22	429 Instructional Materials & Supplies	5,000			5,000
23	499 Other Supplies & Materials	5,000			5,000
24	509 Refunds				
25	524 In Service/Staff Development	1,000			1,000
26	599 Other Charges	4,500		900	4,500
27	790 Other Equipment				
28					
29	TOTAL EXP. FOR COMMUNITY SERVICES	212,304	9,400	9,400	212,304
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	OPERATION OF NON-INSTRUCTIONAL SERV (73000)				
2	EARLY CHILDHOOD EDUCATION (73400)				
3					
4	73400 116 Teachers	349,472			349,472
5	73400 117 Career Ladder Program	-			-
6	73400 163 Educational Assistants	134,586			134,586
7	73400 189 Other Salaries & Wages	4,974		4,974	-
8	73400 198 Substitute Teachers	-			-
9	73400 201 Social Security	29,597			29,597
10	73400 204 Pensions	38,042		2,800	35,242
11	73400 206 Life Insurance	360			360
12	73400 207 Medical Insurance	101,724			101,724
13	73400 208 Dental Insurance	-			-
14	73400 210 Unemployment Compensation	-			-
15	73400 212 Employer Medicare	6,922			6,922
16	73400 217 Retirement - Hybrid Stabilization	823	5,579	2	6,402
17	73400 336 Maintenance & Repair Services - Equipment	-			-
18	73400 355 Travel	-			-
19	73400 399 Other Contracted Services	2,500			2,500
20	73400 422 Food Supplies	-			-
21	73400 429 Instructional Materials & Supplies	7,645	2,195	2	9,840
22	73400 499 Other Supplies & Materials	7,472			7,472
23	73400 509 Refunds	-			-
24	73400 524 In Service/Staff Development	4,000			4,000
25	73400 599 Other Charges	9,500			9,500
26	73400 722 Regular Instruction Equipment	7,100			7,100
27	TOTAL EXP. FOR EARLY CHILDHOOD EDUCATIOI	704,717	7,774	7,774	704,717
28					
29					
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31					
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2. Early Childhood Education Grant Adjustments

BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	CAPITAL OUTLAY (76000)				
2	REGULAR CAPITAL OUTLAY (76100)				
3					
4	189 Other Salaries and Wages.....	-			-
5	201 Social Security.....	-			-
6	204 Pensions.....	-			-
7	206 Life Insurance.....	-			-
8	207 Medical Insurance.....	-			-
9	208 Dental Insurance.....	-			-
10	210 Unemployment Compensation.....	-			-
11	212 Employer Medicare.....	-			-
12	299 Other Fringe Benefits.....	-			-
13	304 Architects.....	-			-
14	308 Consultants.....	-			-
15	321 Engineering Services.....	-			-
16	331 Legal Services.....	-			-
17	399 Other Contracted Services.....	-			-
18	706 Building Construction.....	1,714,250			1,714,250
19	707 Building Improvements.....	-			-
20	711 Furniture and Fixtures.....	1,000,000			1,000,000
21	715 Land.....	-			-
22	724 Site Development.....	-			-
23	799 Other Capital Outlay.....	-			-
24					
25	TOTAL EXP. FOR REG. CAPITAL OUTLAY	2,714,250	-	-	2,714,250
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27					
28					
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BEDFORD COUNTY DEPARTMENT OF EDUCATION
 141 GENERAL PURPOSE SCHOOL FUND
 SCHOOL BUDGET AMENDMENT No. 2

ACCOUNT NO.	EXPENDITURES	Budget 2021-22	Increase	Decrease	Amended 2021-22
1	OTHER USES (99000)				
2	OPERATING TRANSFERS (99100)				
3					
4	590 Transfers to Other Funds.....	63,769			63,769
5					
6					
7					
8					
9					
10					
11					
12	TOTAL OTHER USES	63,769	-		63,769
13					
14					
15					
16	GRAND TOTAL EXPENDITURES	74,199,243	223,993	112,094	74,311,142
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BEDFORD COUNTY SCHOOLS

MONTHLY FINANCIAL REPORT

Month Ending January 31, 2022

**GENERAL PURPOSE SCHOOL FUND 141
SCHOOL FEDERAL PROJECTS FUND 142
CHILD NUTRITION FUND 143
SCHOOL AGE CARE PROGRAM FUND 146**

2021-22

Presented to the Bedford County Board of Education

Dr. Tammy Garrett, Superintendent

Mr. Michael Cook, Chairman

Mr. Robert Daniel, Director of Finance

BEDFORD COUNTY GENERAL PURPOSE SCHOOL FUND
MONTHLY FINANCIAL REPORT
 January 2022

	ESTIMATED REVENUE 2021-22	YEAR TO DATE REVENUES	UNREALIZED REVENUES TO DATE	PERCENT REALIZED	CURRENT MONTH REVENUE
EST. REVENUES & OTHER SOURCES					
40000 Local Taxes	12,625,639	7,438,822	5,186,817	58.92%	1,263,368
41000 Licenses & Permits	3,000	1,045	1,955	34.83%	100
43000 Chg. for Current Serv.	127,120	59,433	67,687	46.75%	8,211
44000 Other Local Revenues	170,476	124,671	45,804	73.13%	5,162
46500 State Ed. Funds	55,215,103	32,753,449	22,461,654	59.32%	5,500,295
46800 Other State Revenues	0	0	0	0.00%	0
47100 Fed. Funds Rec.-State	0	0	0	0.00%	0
47600 Direct Fed. Revenues	0	0	0	0.00%	0
49000 Other Sources(Non-Revenue)	8,000	51,213	(43,213)	640.16%	0
14100 TOTAL EST. REVENUES & OTHER	68,149,337	40,428,634	27,720,703	59.32%	6,777,135
30000 Unassigned Fund Balance	10,189,502				
Committed Fund Balance	7,990,759				
Assigned Fund Balance	0				
Restricted Fund Balance	74,822				
TOTAL AVAILABLE FUNDS	86,404,420				

BEDFORD COUNTY GENERAL PURPOSE SCHOOL FUND
MONTHLY FINANCIAL REPORT
 January 2022

	APPROPRIATIONS 2021-22	YEAR TO DATE EXPENDITURES/ ENCUMBRANCES	UNEXPENDED / UNENCUMBERED TO DATE	PERCENT USED	CURRENT MONTH EXPENDITURES/ ENCUMBRANCES
EXPENDITURES (APPROPRIATIONS)					
Instruction					
71100 Regular Inst. Prog.	37,995,015	17,958,069	20,036,946	47.26%	2,919,958
71150 Alternative Inst. Prog.	690,210	276,863	413,347	40.11%	40,013
71200 Spec. Ed. Program	3,767,015	1,630,854	2,136,161	43.29%	277,334
71300 Voc. Ed. Program	1,702,398	754,161	948,237	44.30%	122,527
71900 Other	0	0	0	0.00%	0
Support Services					
72110 Attendance	138,212	69,518	68,694	50.30%	9,620
72120 Health Services	303,353	37,626	265,727	12.40%	4,538
72130 Other Student Support	2,035,014	955,951	1,079,063	46.98%	129,239
72210 Regular Inst. Program (Staff)	2,164,031	1,047,553	1,116,478	48.41%	146,666
72215 Alternative Inst. Program (Staff)	0	0	0	0.00%	0
72220 Special Education Inst. Program (Staff)	459,813	234,105	225,708	50.91%	28,525
72230 Vocational Inst. Program (Staff)	27,564	13,502	14,062	48.98%	2,037
72250 Technology	1,655,313	1,187,572	467,741	71.74%	234,377
72290 Other Programs	0	0	0	0.00%	0
72310 Board of Education	1,301,152	703,476	597,676	54.07%	46,350
72320 Office of Superintendent	566,388	292,739	273,649	51.69%	32,922
72410 Office of Principal	4,398,456	2,349,118	2,049,338	53.41%	346,003
72520 Human Services	308,163	142,473	165,690	46.23%	16,202
72610 Operation of Plant	7,137,155	3,685,746	3,451,409	51.64%	538,858
72620 Maintenance of Plant	2,669,926	1,573,283	1,096,643	58.93%	204,881
72710 Student Transportation	3,127,942	1,666,777	1,461,165	53.29%	329,573
72810 Central and Other	0	0	0	0.00%	0
Oper. of Non-Instructional Services					
73100 Food Service	57,083	57,277	(194)	100.34%	8,197
73300 Community Services	212,304	89,042	123,262	41.94%	17,301
73400 Early Childhood Education	704,717	325,598	379,119	46.20%	51,388
76100 Reg.Capital Outlay	2,714,250	1,567,786	1,146,464	57.76%	41,116
81300 Education Debt Service	0	0	0	0.00%	0
91300 Education Capital Projects	0	0	0	0.00%	0
99100 Operating Transfers	63,769	63,769	63,769	0.00%	0
TOTAL EXPENDITURES	74,199,242	36,619,090	37,580,152	49.35%	5,547,624

Less: Committed Fund Balance	7,691,185
Restricted Fund Balance	74,822
3% Fund Balance	2,135,374
39000 Unassigned Fund Balance	2,303,797

BEDFORD COUNTY FEDERAL PROJECTS FUND 142
MONTHLY FINANCIAL REPORT
January 2022

	ESTIMATED REVENUE 2021-22	YEAR TO DATE REVENUES	UNREALIZED REVENUES TO DATE	PERCENT REALIZED	CURRENT MONTH REVENUE
EST. REVENUES & OTHER SOURCES					
47100 Fed. Funds Rec.-State	31,476,895	5,125,835	26,351,060	16.28%	542,217
14100 TOTAL EST. REVENUES & OTHER	31,476,895	5,125,835	26,351,060	16.28%	542,217
30000 Reserves and/or Fund Balances	0				
TOTAL AVAILABLE FUNDS	31,476,895				

	APPROPRIATIONS 2021-22	YEAR TO DATE EXPENDITURES/ ENCUMBRANCES	UNEXPENDED / UNENCUMBERED TO DATE	PERCENT USED	CURRENT MONTH EXPENDITURES/ ENCUMBRANCES
EXPENDITURES (APPROPRIATIONS)					
Instruction					
71100 Regular Inst. Prog.	10,937,301	1,592,387	9,344,914	14.56%	157,252
71200 Spec. Ed. Program	1,865,485	674,836	1,190,650	36.17%	114,450
71300 Voc. Ed. Program	93,301	60,037	33,265	64.35%	0
Support Services					
72120 Health Services	2,395,012	797,087	1,597,925	33.28%	46,666
72130 Other Student Support	353,710	49,962	303,748	14.13%	3,143
72210 Regular Instruction Staff	7,151,650	1,565,511	5,586,140	21.89%	256,998
72220 Special Education Staff	898,060	237,915	660,145	26.49%	44,141
72230 Vocational Education Staff	5,000	1,201	3,799	24.01%	125
72410 Office of the Principal	0	0	0	0.00%	0
72250 Technology	138,050	64,902	73,148	47.01%	10,309
72710 Student Transportation	1,557,487	1,052,199	505,288	67.56%	28,104
Oper. of Non-Instructional Services					
73100 Food Service	226,839	500	226,339	0.22%	0
99100 Operating Transfers	5,855,000	0	5,855,000	0.00%	0
TOTAL EXPENDITURES	31,476,895	6,096,535	25,380,360	19.37%	661,188

39000 Reserves and/or Fund Balances (0)

BEDFORD COUNTY CHILD NUTRITION FUND 143
MONTHLY FINANCIAL REPORT
January 2022

	ESTIMATED REVENUE 2021-22	YEAR TO DATE REVENUES	UNREALIZED REVENUES TO DATE	PERCENT REALIZED	CURRENT MONTH REVENUE
EST. REVENUES & OTHER SOURCES					
43000 Chg. for Current Serv.	300,000	112,594	187,406	37.53%	14,714
44000 Other Local Revenues	3,000	1,580	1,420	52.66%	361
47100 Fed. Funds Rec.-State	4,900,000	4,081,080	818,920	83.29%	625,040
49000 Other Sources(Non-Revenue)	0	0	0	0.00%	0
14100 TOTAL EST. REVENUES & OTHER	5,203,000	4,195,253	1,007,747	80.63%	640,114
30000 Reserves and/or Fund Balances	1,578,188				
TOTAL AVAILABLE FUNDS	6,781,188				

	APPROPRIATIONS 2021-22	YEAR TO DATE EXPENDITURES/ ENCUMBRANCES	UNEXPENDED / UNENCUMBERED TO DATE	PERCENT USED	CURRENT MONTH EXPENDITURES/ ENCUMBRANCES
EXPENDITURES (APPROPRIATIONS)					
Oper. of Non-Instructional Services	54,000	54,000	0	100.00%	0
72300 General Administration	5,705,242	3,336,148	2,369,094	58.48%	667,986
73100 Food Service	22,012	0	22,012	0.00%	0
99100 Transfers					
TOTAL EXPENDITURES	5,781,254	3,390,148	2,391,106	58.64%	667,986
39000 Reserves and/or Fund Balances	999,934				

BEDFORD COUNTY SCHOOL AGE CARE PROGRAM FUND 146
MONTHLY FINANCIAL REPORT
January 2022

	ESTIMATED REVENUE 2021-22	YEAR TO DATE REVENUES	UNREALIZED REVENUES TO DATE	PERCENT REALIZED	CURRENT MONTH REVENUE
EST. REVENUES & OTHER SOURCES					
43000 Chg. for Current Serv.	477,220	332,813	144,407	69.74%	54,862
44000 Other Local Revenues	0	0	0	0.00%	0
46000 State of Tennessee	0	0	0	0.00%	0
14100 TOTAL EST. REVENUES & OTHER	477,220	332,813	144,407	69.74%	54,862
30000 Reserves and/or Fund Balances	285,651				
TOTAL AVAILABLE FUNDS	762,871				

	APPROPRIATIONS 2021-22	YEAR TO DATE EXPENDITURES/ ENCUMBRANCES	UNEXPENDED / UNENCUMBERED TO DATE	PERCENT USED	CURRENT MONTH EXPENDITURES/ ENCUMBRANCES
EXPENDITURES (APPROPRIATIONS)					
Oper. of Non-Instructional Services	1,800	1,800	0	100.00%	0
72300 General Administration	650,215	316,470	333,745	48.67%	34,356
73300 Community Service	0	0	0	0.00%	0
79100 Operating Transfers	0	0	0	0.00%	0
79200 Residual Equity Transfers	0	0	0	0.00%	0
TOTAL EXPENDITURES	652,015	318,270	333,745	48.81%	34,356
39000 Reserves and/or Fund Balances	110,856				

Bedford County, Tennessee
Bedford County Schools
Analysis of Property Tax Collections - 40110

	Actual Collections		Collections as a Percentage of Budget	
	2020-21	2021-22	2020-21	2021-22
July	-	-	-	-
August	3,652.11	1,213.15	0.04	0.01
September	481,040.53	403,329.01	5.55	4.88
October	499,759.26	438,300.80	11.28	10.16
November	442,570.12	428,886.73	16.35	15.33
December	2,786,728.55	3,024,452.78	48.27	51.79
January	738,998.95	780,243.74	56.73	61.19
February	3,382,559.41	-	95.48	-
March	444,841.71	-	100.57	-
April	86,464.91	-	101.56	-
May	93,551.92	-	102.64	-
June	47,480.77	-	-	-
Total	9,007,648.24	5,076,426.21		
				123,676.69

Bedford County, Tennessee
 Bedford County Schools
 Analysis of Prior Yr. Property Tax Collections - 40120

	Actual Collections		Difference	Collections as a Percentage of Budget		Difference
	2020-21	2021-22		2020-21	2021-22	
July	8,928.46	23,810.70	14,882.24	2.98	7.94	4.96
August	27,186.14	40,126.47	12,940.33	12.04	21.31	9.27
September	27,199.35	41,007.80	13,808.45	21.10	34.98	13.88
October	24,575.93	53,622.85	29,046.92	29.30	52.86	23.56
November	21,641.87	9,374.18	(12,267.69)	36.51	55.98	19.47
December	51,078.75	19,481.51	(31,597.24)	53.54	62.47	8.93
January	13,498.44	77,172.49	63,674.05	58.04	88.20	30.16
February	30,686.73	-	-	68.27	-	-
March	50,356.01	-	-	85.05	-	-
April	-	-	-	85.05	-	-
May	44,332.02	-	-	99.83	-	-
June	-	-	-	-	-	-
Total	299,483.70	264,596.00	90,487.06			

Bedford County, Tennessee
 Bedford County Schools
 Analysis of Circuit Clk/Clerk & Master Collections Prior Yr - 40130

	Actual Collections		Collections as a Percentage of Budget	
	2020-21	2021-22	2020-21	2021-22
July	(630.20)	-	-	-
August	9,138.96	7,592.97	3.78	3.37
September	2,543.00	10,706.02	4.91	8.13
October	10,703.09	2,415.67	9.67	9.21
November	12,305.94	6,812.18	15.14	12.23
December	6,766.47	2,836.63	18.15	13.49
January	2,178.89	2,569.23	19.11	14.64
February	3,748.51	-	20.78	-
March	2,154.47	-	21.74	-
April	5,126.02	-	24.02	-
May	8,753.92	-	27.91	-
June	17,032.97	-	-	-
	-	-	-	-
Total	79,822.04	32,932.70		(10,073.45)

Bedford County, Tennessee
 Bedford County Schools
 Analysis of Sales Tax Collections - 40210

	Actual Collections			Collections as a Percentage of Budget		
	2020-21	2021-22	Difference	2020-21	2021-22	Difference
July	-	-	-	-	-	-
August	293,638.09	314,781.32	21,143.23	10.61	9.48	(1.13)
September	272,965.13	306,849.69	33,884.56	20.48	18.73	(1.75)
October	245,907.43	300,027.68	54,120.25	29.37	27.76	(1.61)
November	252,213.23	307,999.62	55,786.39	38.49	37.04	(1.45)
December	263,929.31	297,380.59	33,451.28	48.03	46.00	(2.03)
January	256,271.13	318,238.98	61,967.85	57.29	55.59	(1.70)
February	347,377.86	-	-	69.85	-	-
March	255,362.58	-	-	79.08	-	-
April	260,016.70	-	-	88.48	-	-
May	330,479.18	-	-	100.43	-	-
June	609,201.68	-	-	-	-	-
Total	3,387,362.32	1,845,277.88	260,353.56			

Bedford County Board of Education

Fund	Account Number	Description	Actual	Budget	Unencumbered	2021-22
						Percentage Used
General Purpose School	71100-355	Travel - Instruction	-	15,040	15,040	0.00%
General Purpose School	71100-524	In-Service Staff Development	-	-	-	0.00%
General Purpose School	72110-355	Travel - Attendance	-	450	450	0.00%
General Purpose School	72130-355	Travel - Other Student Suppor	10,719.72	31,534	20,814	18.57%
General Purpose School	72120-355	Travel - Health Services	1,950	10,500	8,550	18.57%
General Purpose School	72120-524	In-Service Staff Development	2,836	6,000	3,164	47.27%
Federal Projects	72120-355	Travel - Other Student Suppor	-	12,500	12,500	0.00%
Federal Projects	72130-524	In-Service Staff Development	4,286	13,000	8,714	32.97%
General Purpose School	72210-355	Travel - Instr. Supervisors	3,797	8,500	4,703	44.67%
Federal Projects	72210-355	Travel - Instr. Supervisors	61	11,154	11,093	0.55%
General Purpose School	72210-524	In-Service Staff Development	4,460	36,000	31,540	12.39%
Federal Projects	72210-524	In-Service Staff Development	37,373	894,236	856,864	4.18%
General Purpose School	72220-355	Travel - Sp. Ed Supervisors	6,630	7,000	370	94.71%
Federal Projects	72220-355	Travel - Sp. Ed. Supervisors	-	15,000	15,000	0.00%
General Purpose School	72220-524	In-Service Staff Development	3,737	4,000	263	93.43%
Federal Projects	72220-524	In-Service Staff Development	7,048	30,990	23,942	22.74%
General Purpose School	72230-355	Travel - Voc. Ed. Supervisor	1,280	2,000	720	63.99%
Federal Projects	72230-355	Travel - Voc. Ed. Supervisors	-	-	-	0.00%
Federal Projects	72230-524	In-Service Staff Development	1,201	5,000	3,799	24.01%
General Purpose School	72250-355	Travel - Tech Supervisor	4,579	10,000	5,421	45.79%
General Purpose School	72250-524	In-Service - Tech Supervisor	8,567	19,000	10,433	45.09%
General Purpose School	72310-355	Travel - Bd. of Education	18,237	18,000	(237)	101.31%
General Purpose School	72310-524	In-Service Staff Development	3,815	10,060	6,245	37.93%
General Purpose School	72320-355	Travel - Superintendent	2,431	8,467	6,036	28.71%
General Purpose School	72410-524	In-Service Staff Development	-	-	-	0.00%
General Purpose School	72520-355	Travel - Human Services	-	2,500	2,500	0.00%
General Purpose School	72620-355	Travel - Maintenance	-	1,700	1,700	0.00%
General Purpose School	72710-355	Travel - Transportation	-	3,000	3,000	0.00%
General Purpose School	72710-412	Diesel	279,059	300,060	21,001	93.00%
Child Nutrition	73100-355	Travel	3,677	12,000	8,323	30.64%
Child Nutrition	73100-524	In-Service Staff Development	1,453	18,000	16,547	8.07%
General Purpose School	73300-355	Travel - Community Services	104	500	396	20.87%
General Purpose School	73300-524	In-Service Staff Development	-	1,000	1,000	0.00%
SACP	73300-355	Travel	1,041	3,200	2,159	32.53%
SACP	73300-524	In-Service Staff Development	-	2,950	2,950	0.00%
General Purpose School	73400-355	Travel - Early Childhood Educa	-	-	-	0.00%
General Purpose School	73400-524	In-Service Staff Development	1,995	4,000	2,005	49.88%

Bedford County Board of Education

Fund	Account Number	Description	Actual	Budget	Unencumbered	2021-22 Percentage Used
General Purpose School	72610-415	Electricity	1,210,782	2,697,691	1,486,909	44.88%
General Purpose School	72610-434	Natural Gas	290,750	440,603	149,853	65.99%
General Purpose School	72620-412	Diesel	18,069	12,500	(5,569)	144.55%
General Purpose School	72710-412	Diesel	279,059	300,060	21,001	93.00%
General Purpose School	72620-425	Gasoline	19,821	29,600	9,779	66.96%
General Purpose School	72710-425	Gasoline	16,078	40,000	23,922	40.20%
Child Nutrition	73100-421	Food Preparation Supplies	221,438	340,000	118,562	65.13%
Child Nutrition	73100-422	Food Supplies	1,961,132	2,750,000	788,868	71.31%
SACP	73300-422	Food Supplies	14,759	24,064	9,305	61.33%
General Purpose School	72310-331	Legal Services	12,270	50,000	37,730	24.54%