



**Morgan County Schools Regular Board Meeting
May 3, 2010 6:30 PM
Central Office**

MEMBERS PRESENT:

1. **Prayer**
2. **Pledge**
3. **"Good News" - FCCLA State Contest Winners; May 3 - Coalfield Lady Jackets Basketball Team, Spelling Bee Winners; Reception - District Teachers of Year; Tenured Teachers; ORAU Grant Winners**
4. **Agenda**
5. **MCEA**
6. **Audience Participation**
7. **Consent Agenda**
 - A. Approval of Minutes
 - B. Workshop - Thursday, May 27, 6:30 p.m. @ Central Office
 - C. Regular Board Meeting, June 7, 6:30 p.m. @ Central Office
 - D. Approval of Oakdale Summer Camps
 - E. 4H Request - Use of Buses for Summer Camp
 - F. Approval of Field Trips
8. **Budget Amendments**
9. **Consideration of Cost of Central High FCCLA Trip**
10. **TN Race to the Top - "Scope of Work" Plan, Assurances**
11. **Coalfield Roof Repairs - Update**
12. **Review of Bid for Septic System at Coalfield**
13. **Approve Job Descriptions**
 - A. GCBTU Qualifications of Curriculum Coaches (Formerly Literacy Coach)
 - B. GCBM - Job Description of School Counselor
14. **Approve Federal Projects Budget - 2010-11**
15. **Approve the LEA Comprehensive Application for Special Education Services**
16. **Proposed Re-Organization Plan for Central Office Supervisory Staff**
17. **Consideration of Calendar Change 2010-11 (MLK Holiday)**
18. **Review of Copy Machine Contract**
19. **Policy Revisions**
 - A. IHC Class Ranking (2nd reading)
 - B. GBL 5.117 Procedure for Granting Tenure (1st reading)
 - C. GBNA 5.200 Separation Practices for Tenured Teachers (1st reading) (Dismissal of Tenured Teachers)
 - D. JE 6.406 Student Psychological Services (1st reading) (Student Guidance Program)
 - E. 6.500 Special Education Students
 - F. IHAC Credit Recovery - Alignment with TDOE Guidelines (2005) - 1st reading
20. **Maintenance and Transportation Building (Final revision of drawing)**
21. **Discussion of Procedures for Director's Annual Evaluation and Board Self-Evaluation**
22. **Director's Performance Contract Report/Announcements**
 - A. Budget Workshop #5 - Tuesday, May 11th, 6:00 p.m. at Central Office
 - B. Monthly Financial Report
 - C. Planning - A Joint Venture (May 23-24 - Pigeon Forge) - All arrangements finalized
 - D. TSBA Summer Law Institute (July 30-31 - Gatlinburg) - All arrangements finalized



**Morgan County Schools Regular Board Meeting
May 3, 2010 6:30 PM
Central Office**

- E. Update - Refinancing of Debt Service Obligations
 - F. Grant Update - Save the Children; Investing in Innovation
 - G. Employee Appreciation Week - May 3-7, 2010
23. **Adjourn**
- A. Workshop - Thursday, May 27, 2010, 6:30 p.m. @ Central Office
 - B. Regular Board Meeting, June 7, 2010, 6:30 p.m. @ Central Office

Morgan County Schools
Board of Education Meeting
April 01, 2010 06:30PM
Central Office

Attendance Taken at 6:30 PM:

Present Board Members:

Mr. Terry Armes
Mrs. Louise Coleman
Wendy Collins
Randy Harlan
Mr. Glen Moore
Mr. Jim Rivers

1. Prayer

2. Pledge

3. Good News - Robotics Program Demonstration; "Save the Children" Award; E4000TN Grant - \$20,000

- Dr. Diden recognized students present representing Youth Leadership.
- Ms. Diana Smith informed the Board that Oakdale School received two platinum awards for In-School and After-School "Save the Children" for the months September through December. Valerie Mathis presented the Board with an overview of the Save The Children Program.

4. Agenda

- Motion by Glen Moore and seconded by Randy Harlan to approve Agenda as presented.
Motion carried

5. MCEA

- Negotiations ongoing. Next meeting scheduled for May 6 at 4:00 p.m.

Comments:

Educator's Banquet - Thursday, April 22 6:00pm at First Baptist - Petros

6. Audience Participation

7. Consent Agenda

7.1. Approval of Minutes

7.2. Workshop, April 26, 6:30 pm. @ Central Office

7.3. Regular Board Meeting, May 3, 6:30 p.m. Central Office

7.4. Approval of Field Trips

7.5. Distance Learning Course Approval

- Motion by Jim Rivers and seconded by Glen Moore to approve the Consent Agenda as presented.
Motion carried

8. Discussion of Coalfield Roof Repairs - (Firestone, CM Hensley Roofing) - Joe Fielden, Cope & Associates

- Architect Joe Fielden will schedule a site visit to Coalfield School to examine the roof problems. Jim Aytes, maintenance supervisor, will accompany him. Mr. Fielden will later present the School Board with recommendations and a plan of action.

9. Budget Amendments (#74-Corrected; #80-87)

- Motion by Randy Harlan and seconded by Wendy Collins to approve corrected budget amendment #74 and budget amendments #80-87 as presented.

Roll Call Vote

Terry Armes	Yes
Randy Harlan	Yes
Glen Moore	Yes
Jim Rivers	Yes
Louise Coleman	Yes
Wendy Collins	Yes

Motion carried

**Morgan County Board of Education
SRO
March 29, 2010
Budget Amendment #74
(Correction)**

Credit: (Increase)		
141-72130-599-4001	(Other Charges)	\$22,800.00
Debit (Increase)		
141-46981	(Safe Schools-ARRA)	\$21,100.00
Debit (Increase)		
141-39000	(Undesignated Fund)	\$1,700.00

Explanation:

Correction to Budget Amendment #74.

**Morgan County Board of Education
Career In Mind
March 8, 2010
Budget Amendment #80**

Debit:		
141-72210-355-0041	(Travel)	\$5,000.00
Credit:		
141-73400-198-0041	(Subs)	\$4,000.00

141-73400-201-0041	(Social Security)	\$500.00
141-73400-204-0041	(State Retirement)	<u>\$500.00</u>
	Total:	\$5,000.00

Explanation:

The above journal entry is for transferring of funds from a Travel line item to Subs, Social Security, and Retirement line items.

**Morgan County Board of Education
Title I
March22, 2010
Budget Amendment #81**

Debit:		
	142-39000 Fund Balance	\$4,000.00
Credit:		
	142-72210-499-011-650	\$4,000.00

Explanation:

Transfer of money from Fund Balance to Consolidated Administration to correct Budget Amendment.

**Morgan County Board of Education
Title I
March22, 2010
Budget Amendment #82**

Debit:		
	Undesignated funds	\$35,000.00
Credit:		
	47171 Revenue	\$35,000.00

Explanation:

To correct budget after audit adjustments.

**Morgan County Board of Education
Title II
March22, 2010
Budget Amendment #83**

Credit:		
	Fund Balance	\$3,887.78
Debit:		
	142-72210-599-201	\$2,274.00
	142-72210-355-201	\$1,613.78

Explanation:

To correct budget after audit adjustments.

**Morgan County Board of Education
G.P.
March 29, 2010
Budget Amendment #84**

Debit:	141-49700	(Insurance Recovery)	\$2,614.82
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Credit:	141-72710-453	(Vehicle Parts)	\$2,614.82
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Explanation:

Insurance Recovery Funds.

**Morgan County Board of Education
G.P.
March 29, 2010
Budget Amendment #85**

Debit:	141-44170	(Misc. Refunds)	\$3,965.00
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Credit:	141-72710-412	(Diesel Fuel)	\$3,965.00
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Explanation:

Reimbursement for use of buses.

**Morgan County Board of Education
Carl Perkins
March 29, 2010
Budget Amendment #86**

Debit:	Revenue 47131-801	\$1,411.00
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Credit:	142-71300-730-801-REAP	\$1,411.00
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Explanation:

Re-appropriated funds from 2009 State-Wide Carl Perkins.

Morgan County Board of Education
G.P.
March 29, 2010
Budget Amendment #87

Debit: 141-44170 (Misc. Refunds) \$1,000.00

Credit: 141-71100-116 (Teachers) \$1,000.00

Explanation: Supplemental Pay Funded by Grant.

10. Approval of "High Schools That Work" Grant Proposal - Maximum \$7,000

- Motion by Randy Harlan and seconded by Glen Moore to approve request to submit grant proposal "High Schools That Work."

Motion carried

11. Review of Bids

11.1. Security Cameras for MCCTC, Petros Joyner

- Motion by Jim Rivers and seconded by Randy Harlan to approve Gallaher's security camera bid for MCCTC at a cost of \$19,950 and \$11,125 for Petros Joyner.

Roll Call Vote

Terry Armes	Yes
Randy Harlan	Yes
Glen Moore	Yes
Louise Coleman	Yes
Wendy Collins	Yes
Jim Rivers	Yes

Motion carried

11.2. Septic System at Coalfield - Tim Kazmire, Representative for Manufacturer - Aeromond - Jack Southard, Installer

- Bid was discussed, but no formal action taken. Board agreed to request this item be added to the agenda for the County Commission meeting on April 12. The County Commission was be asked to fund this project by delaying the \$200,000 debt service payment.

12. Financial Assistance with Educator's Banquet - Thursday, April 22, 2010

- Motion by Jim Rivers and seconded by Wendy Collins to provide \$500.00 financial assistance for Educator's Banquet.

Roll Call Vote

Terry Armes	Yes
Randy Harlan	Yes

Glen Moore	Yes
Louise Coleman	Yes
Wendy Collins	Yes
Jim Rivers	Yes

Motion carried

13. Eligibility and Vote on Tenure for Teachers

- Motion by Jim Rivers and seconded by Randy Harlan to approve tenure status for the following teachers:
 - Crystal Tompkins – CES
 - Sara Goss – CHS
 - Laura Stowers – CHS
 - Shirley Quigley – CMS
 - Renee Gamble Davis – CMS
 - Erin Clabough – CMS
 - Robert Bennett – Coalfield
 - Jennifer Laurendine – Coalfield
 - Stacie Shanks – Coalfield
 - Steffany Korte – Coalfield
 - Buddy Tharp – MCCTC
 - Jocelyn Potter – MCCTC
 - Jim Morris – Oakdale
 - Tessa Tate Headrick – Oakdale
 - Jeffery Kidd – Oakdale
 - Kate Hale – Oakdale
 - Erin Chapman Miller – PJ
 - Star Adcock – PJ
 - Susan Chamblee Bates – PJ
 - Marty Maxfield – Sunbright
 - Paula Winn – Sunbright
 - Tara England – Sunbright
 - Dwight Hamby - Sunbright

14. Consider bids for gym floor re-finish and repair

- Dr. Diden requested the Board authorize him to solicit for bids. Motion by Randy Harlan and seconded by Glen Moore to grant permission to solicit bids for gym floor re-finish and repair.

Motion carried

15. Policy Revisions

15.1. Mental Health Policy (2nd Reading)

15.2. IHC Class Ranking (1st reading)

- Motion by Jim Rivers and seconded by Randy Harlan to approve Mental Health Policy on second reading and Policy IHC Class Ranking on first reading

15.3. Discussion of GBL - Procedures for Granting Tenure (Consideration more than once per year)

- Granting tenure twice a year (December and April)

- Criteria will become more standardized in the future. A checklist of items will be provided to principals next year so tenure folders are more standard.

16. Maintenance and Transportation Building (Revised Drawing)

- Final revision for building plans. Minor revisions remain. A check list of steps to construct the building will be prepared and presented later by Jim Rivers. A suitable site must also be chosen.

17. Formal Request for Assistance From Morgan County Commission for Capital Projects

- Board to attend April 12 Commission meeting

18. Director's Performance Contract Report/Announcements

- Discussion

Staff Development Needs & Plans for 2010-11. Write Scope of Work within 90 days for TN Race to the Top – connecting four focus areas as defined in the original Tennessee proposal.

Plan for Re-organization of Central Office supervisory staff will be presented at the April 19th budget workshop.

Letter of Support for UTK Leadership Grant written by Director.

Classification and Compensation Study has begun. The focus of this study is non-certified support staff, but it will include technology and nursing. Results to be considered as a part of 2010-11 budget process.

18.1. Budget Workshop #4 - Monday, April 19th 6:00 p.m. at Central Office

18.2. Monthly Financial Report

18.3. Planning - A Joint Venture (May 23-24 - Pigeon Forge) (Registration Confirmed)

18.4. TN Race to the Top (4 yr - \$857,856; \$214,464 Annually)

18.5. Update - Refinancing of Debt Service Obligations

19. Adjourn

19.1. Workshop, April 26, 2010, 6:30 p.m. @ Central Office

19.2. Regular Board Meeting, May 3, 2010, 6:30 p.m. @ Central Office

- Motion by Randy Harlan and seconded by Glen Moore to adjourn meeting.

Chairperson

Superintendent



(423) 369-3885
Principal
Diana Smith

Oakdale School

225 CLIFTY CREEK ROAD
P.O. BOX 9
OAKDALE, TN 37829



fax (423) 369-2821
assistant principal
Fred Snow

The Mission of Oakdale School Is To Create An Environment That Challenges Students To Be Responsible, Accountable and Productive Citizens.

April 26, 2010

Dr. Edd Diden
Director of Schools
136 Flat Fork Road
Wartburg, TN37887

Dr. Diden:

I am requesting that Oakdale School be allowed to do the following camps this summer:

Basketball – June 21st -25th from 9:00 – 3:00 Monday thru Thursday and 9:00 – 12:00 on Friday.
Baseball/Softball – June 7th – 11th

Thank you for your attention to this request.

Sincerely,

Diana Smith
Principal

April 27, 2010

Dear Mr. Armes

We would like to request the use of two school buses for the week of June 7-11, 2010 to transport 4-H members to 4-H camp in Greenville, TN. We hope that you can help.

Also, we would like to request the use of an additional bus for the following week June 14-18, 2010 to transport Jr. High members to 4-H camp in Greenville.

The 4-H club will be glad to reimburse the school for mileage and to pay for the drivers.

We appreciate you and the school board's support of the 4-H program in Morgan County. If you have questions or need additional information please feel free to call us at (423) 346-3000.

Sincerely,



David K. Amonett

Extension Agent III & County Director

Morgan County

Cc: Dr. Ed Diden

*Received
9/30/10
EDD*

MORGAN COUNTY SCHOOLS

Request for Field Trip Approval

Carmen Hines / Steffany Koete Grade H.S. Basketball
Name of Teacher Subject Area

requests permission to take _____ students in her/his homeroom,

who will have written permission from their parents to attend

University of Kentucky basketball camp
(Name of place you intend to visit)

Proposed date of trip: June 9th - June 11th

Objectives of trip: (Should correlate with teaching objectives)

How will cost of trip be financed? By the players

What arrangements will be made for substitute teacher for your students who are left at school? _____

The means of transportation will be: Bus

Name or names of bus drivers: ?

Names of parents who will help supervise students on this trip: _____

Time of departure: 3:00 p.m.

Time of arrival back: ?

Signature of teachers requesting approval: Carm Hines

Steffany Koete

Approval of Principal: Bob Burnett

Handa June Pending Board Approval

4-26-10

MORGAN COUNTY SCHOOLS

Request for Field Trip Approval

Dana Smith Name of Teacher Grade 6-12 Subject Area Band

requests permission to take 25-30 students in her/his homeroom, who will have written permission from their parents to _____

Dollywood, and Titanic Museum :
(Name of place you intend to visit)

Proposed date of trip: May 7-8

Objectives of trip: (Should correlate with teaching objectives)
To perform for the Festival of Nations at Dollywood; tour the Titanic Museum

How will cost of trip be financed? Students & Band Boosters

What arrangements will be made for substitute teacher for your students who are left at school? will have sub for May 7 (Friday)

The means of transportation will be: BUS

Name or names of bus drivers: request Dawn Daugherty

Names of parents who will help supervise students on this trip: Deena Rose, Lydia Swint, Lou Ann Jones

Time of departure: 8:00 am May 7

Time of arrival back: 6:00 pm May 8

Signature of teachers requesting approval: Dana Smith

Approval of Principal: Caryl Staten
Nanda Jane 4-16-10
Pending Board Approval

Morgan County Board of Education
Federal – Title VI
April 23, 2010
Budget Amendment #88

Debit: (Decrease Expenditure)

142-71100-429-601 (Instructional Supplies) \$22,243.00

Credit: (Decrease Fund Balance)

142-39000-601 \$22,243.00

Explanation:

To adjust budget after audit adjustment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
Carl Perkins SubFund #801
April 23, 2010
Budget Amendment #89

Debit: (Increase Revenue)	
142-49800-801	\$80.10

Credit: (Decrease Fund Balance)	
142-39000-801	\$80.10

Explanation:
 To adjust budget after audit adjustment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
IDEA-Part B
April 23, 2010
Budget Amendment #90

Debit: (Increase Revenue)	
142-49800-901	\$178.02

Credit: (Decrease Fund Balance)	
142-39000-901	\$178.02

Explanation:
 To adjust budget after audit adjustment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
Preschool (SubFund #911)
April 23, 2010
Budget Amendment #91**

Debit: (Increase Revenue)	
142-49800-911	\$.02

Credit: (Decrease Fund Balance)	
142-39000-911	\$.02

Explanation:
 To adjust budget after audit adjustment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
April 23, 2010
Budget Amendment #92**

Debit:

141-44520	(Insurance Recovery)	\$6,136.43
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Credit:

Credit:		
141-72710-453	(Vehicle Parts)	\$6,136.43

Explanation:

Insurance recovery funds.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
G.P.
April 23, 2010
Budget Amendment #93

Debit:

141-44170	(Misc. Refunds)	\$188.00
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Credit:

141-72710-412	(Diesel Fuel)	\$188.00
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Explanation:

Reimbursement for use of buses.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
April 23, 2010
Budget Amendment #94**

Debit:

141-44530	(Sale of Equipment)	\$26.50
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Credit:

141-72210-790	(Other Equipment)	\$26.50
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Explanation:

Additional revenue from sale of surplus.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
Food Service - 143
April 23, 2010
Budget Amendment #95

Debit: (Decrease)		
143-39000	(Undesignated Funds)	\$13,900
Credit: (Increase)		
143-73100-710	(Food Service Equip.)	\$13,900

Explanation:

Transfer of funds held in reserve for Water Treatment Systems at Central Middle School and Sunbright (part of the Excess Balance Plan).

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
Food Service - 143
April 23, 2010
Budget Amendment #96

Debit: (Decrease)		
143-39000	(Undesignated Funds)	\$39,439.65
Credit: (Increase)		
143-73100-710	(Food Service Equip.)	\$39,439.65

Explanation:

Transfer of funds held in reserve for Convection Steamers, Skillet, Filter System equipment for Central High, Coalfield, Oakdale, and Sunbright Schools (part of the Excess Balance Plan).

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
Federal Title 1 (Subfund 011)
April 23, 2010
Correction for Budget #47

Debit: (Increase Revenue)	
141-49800-011-650	\$28,783.00

Credit: (Increase Expenditure)	\$28,783.00
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Explanation:

Amendment necessary to correct Budget Amendment #47

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
Federal Title 1 (Subfund 101)
April 23, 2010
Correction for Budget #48**

Debit: (Increase Revenue)	
142-49800-101	\$28,783.00
Credit: (Increase Expenditure)	
142-99100-590-101-650	\$28,783.00
Debit (Decrease Fund Bal.)	
142-34410-101	\$35,000.00
Credit (Decrease Revenue)	
142-47141-101	\$35,000.00

Explanation:

Amendment necessary to correct Budget Amendment #48.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**2010 National FCCLA Leadership Conference
Summary of Travel Expenses for each Student**

Item of Expense	Amount of Expense
Airfare	\$179.40
Conference Registration	\$320.00
Hotel Room	\$410.82
Meals	\$150.00
	—————
Total Expenses	\$1,060.22

LEA Commitments to Race to the Top

1. Standards and Assessments

- a. Ensure the relevant administrators and teachers in your district attend the appropriate state standards trainings.

2. Data Systems

- a. Ensure all administrators and teachers in your district have passwords to the TVAAS database by July 1, 2010.
- b. Participate in statewide training on integrating data to improve instruction with system wide implementation

3. Teachers and Leaders

- a. Develop and implement a district-wide plan for training all administrators on the new principal and teacher evaluation systems
- b. Develop and implement a district-wide plan for how your district will align promotion, professional development, retention, termination, compensation, and tenure policies with the new principal and teacher evaluation systems
- c. Develop and implement a district-wide plan for providing individualized, targeted professional development to all administrators and teachers rated below “effective” on the new evaluation systems
- d. Provide the state any data it requests (e.g. , survey data) for evaluating the effectiveness of professional development activities for administrators and teachers
- e. Annually report to the state: (1) the number of administrators and teachers in your district performing at each level on the new evaluation systems (2) the retention rate for administrators and teachers performing at each level of the new evaluation systems (3) the percent of administrator and teacher compensation in your district based on instructional effectiveness and (4) the district’s tenure-granting rate for all teachers eligible for tenure
- f. OPTIONAL: Set annual targets from 2011-12 to 2013-14 for the percentage of principals and teachers you will have performing at each level of the new evaluation systems
- g. OPTIONAL: Create and fund plans for differentiated compensation and career paths
- h. OPTIONAL: Only grant tenure to teachers identified as at least “effective” on the state’s new teacher evaluation system

4. Turning Around Low-Performing Schools

- a. Adopt a capacity-building and school achievement model for all Renewal Schools in your district that is either on the state’s approved list of models or a model that is not on the state’s approved list but meets the state’s requirements for such a model
- b. OPTIONAL: Partner with higher education institutions to provide additional professional development to teachers in Focus Schools in your district

5. Miscellaneous

- a. Develop and implement a district-wide plan for how you will align existing federal funds around the priorities of the state’s Race to the Top application
- b. Agree to participate in any research efforts led by the Tennessee Consortium on Research, Evaluation, and Development (TN CRED) regarding Tennessee’s Race to the Top grant

If you wish to provide additional information for any of the above assurances, please attach.

Although all programs listed in the commitments have not been developed, my LEA will participate as they become available. Even though my LEA may or may not spend RTTT funds on the elements of RTTT, I do understand my LEA will be expected to support/implement the commitments listed above.

Director of Schools

System

Date



April 30, 2010

Dr. Edd Diden
Director
Morgan County School System
136 Flat Fork Road
Wartburg, TN 37887

RE: Coalfield Re-Roof

Dr. Diden,

In March 2010, Cope Associates Inc. was requested to review the Firestone proposal to repair the Coalfield High School roof issues. Also, Mr. Jim Rivers requested information in the specification regarding the contractor; C.M. Henley and is their foreman qualified to install Firestone Roofing systems.

We have reviewed the repair design offered by Firestone Warranty Services and have asked for additional information regarding the ballast they proposed to use. We understand that Firestone has offered to provide labor and materials for securing the perimeter of the lower roof and will provide the materials, (2' X 2') pavers for the gymnasium roof. Also, Firestone will continue to warranty the roof for the remainder of the 20 year Red Shield Roofing System Limited Warranty issued September 23, 2008 and shall be amended to include any repair work performed in connection with these new repairs. We have requested information from Firestone regarding the ballast paver they propose to install on the gymnasium roof. I have attached the cut sheets for the structural engineer to review regarding the loads that will be placed on the roof. In addition C.M. Henley has agreed to pay for the structural engineering review.

We recommend you accept Firestone's proposed solution to repair the roof. However, we believe this should be at no cost to Morgan County Schools, therefore Firestone must agree to install the pavers also. This decision can only be made though after the engineer evaluates the existing structure to determine if it is adequate for the additional load.

Regarding the Mr. Rivers question of the specifications and if the foreman was qualified to install the Firestone roofing system. I have attached letters from Firestone that reflect C.M. Henley has been in good standing with Firestone and one of the top 250 Master contractors in the Firestone approved contractors list. Also, we have talked with Firestone representatives regarding their requirements for installers. Presently when Firestone approves a roofing company to install their product they license the company. The roofing company is responsible for training their own personal. I'm also attaching a letter from C.M. Henley that outlines the structure of their company and the process Henley uses to promote their field personnel. Currently Firestone offers periodic training classes which allow roof installers to learn additional information regarding Firestone products.

Cope Associates, Inc. Tyson Place Suite 5 2607 Kingston Pike Knoxville, Tennessee 37919

tel 865.694.9000

fax 865.584.1860

email:cope-associates.com



Please let me know how the school system would like to proceed and thank you for the opportunity to be of service.

In recap, Firestone has offered to pay for all aspects of the repair except the cost for a structural engineer's review of the gymnasium and the labor to install the ballast on the gymnasium roof. We are of the opinion that Morgan County Schools should not be responsible for any cost. The response to Firestone's letter dated January 14th, 2010, should state you accept their offer but believe they should also provide the labor to install the pavers and the lower roof repair; If they agree the first step will be for C.M. Henley to have the Structural Engineer review the roof to see if current conditions can sustain the weight.

Sincerely,

A handwritten signature in blue ink, appearing to read "O. Grant Tharp", with a long, sweeping underline that extends to the right.

O. Grant Tharp
Vice President

Cc: Jim Aytes, Morgan County Schools
Sidney Hankins, Roof Design & Consulting Services, Inc.
Joe Fielden, Cope Associates, Inc.

Attachments: Ballast Paver Technical Information
Master Contractor Letter Dated January 2010
Firestone Letter Dated March 03, 2010
C.M. Henley Company Letter Dated March 18, 2010



Ballast Paver®

Firestone Item Number:

- W56RACPV01 (Natural Grey)
- W56RACPVTC (Adobe)
- W56RACPVCG (Sable)
- W56RACPVCR (Canyon Red)
- W56RACPVSD (Desert Sand)

DESCRIPTION:

The Firestone Ballast Paver is a 1.34 sq. ft. durable interlocking concrete paver with radius bearing pads to protect the membrane from abrasion. Designed as an engineered system, the Ballast Paver provides superior roof top wind resistance and because of their unique design, allows four-way water drainage.

PREPARATION OF SUBSTRATES:

1. Prior to application of roofing membrane substrates must be clean, dry, smooth, free of sharp edges, fins, loose or foreign materials, oil, grease, and other materials which may damage the membrane.
2. All rough surfaces which could damage the membrane shall be repaired prior to installing the membrane, as specified.
3. All surface voids greater than 1/4" wide shall be properly filled with an acceptable fill material.
4. Reference Firestone details regarding appropriate flashing details to be used with the Firestone Ballast Paver system.

METHOD OF APPLICATION:

1. Firestone Ballast Pavers are installed as a continuous ballasting overlay layer on the roof. Ballast Pavers are overlapped (shiplaps), and mechanically clipped as described in the Firestone Ballast Paver Design Guide.
2. Face upper shi lap edge of Ballast Paver at roof edge.
3. Install pavers in straight bond or staggered bond.
4. Maintain 1 1/4" inch maximum distance between the upper shi lap and/or the 11 3/4" inch dimension of the Ballast Paver where they meet the first roofing element.
5. Install mechanical clips where Ballast Pavers meet any roof protrusions (HVAC equipment, roof drains, structural members, roof curbs, etc.) and where there are any pavers less than full size. Firestone AP Sealant may be substituted for mechanical clips.



PRODUCT DATA

6. At ridges or valleys, the cut to fit pavers are adhered to the adjacent full size paver with a one part polyurethane.
7. Install the Firestone Ballast Paver system in accordance with current Firestone Ballast Paver specifications, details and workmanship requirements.

Please contact Firestone Roofing Solutions for additional technical information.

PHYSICAL PROPERTIES:

Size:	11 3/4" x 16 1/2" x 1 1/2"
Weight:	12 ± 0.75 lb per sq. ft.
Compressive Strength:	5000 psi @ 28 days
Flexural Strength:	400 lb
Density:	125 pcf
Water Absorption:	5% (nominal)

PRODUCT DATA:

Packaging:	Palletized, banded, stretch wrapped, and labeled
Pieces Per Square:	75 pavers per square
Pieces Per Pallet:	144 pavers per pallet
Pallets Per Truck:	20

PRECAUTIONS:

1. Store materials on raised platforms.
2. Handle materials to prevent damage.
3. Do not exceed the structural capacity of deck if placing Firestone Ballast Paver units on the roof.
4. Protect membrane and installed areas of the Firestone Ballast Paver from damage when transporting pallets of Firestone Ballast Paver or other material. Recommended to place 3/4" plywood sheets in traffic path or use carts with pneumatic tires.

LEED INFORMATION:

Post Consumer Recycled Content:	0%
Post Industrial Recycled Content:	0%
Manufacturing Location:	Littleton, CO

Ballast Paver® is a Registered trademark of Oldcastle.

This sheet is meant only to highlight Firestone's products and specifications. Information is subject to change without notice. Firestone takes responsibility for furnishing quality materials, which meet Firestone's published product specification. As neither Firestone itself nor its representatives practice architecture, Firestone offers no opinion on, and expressly disclaims any responsibility for the soundness of any structure on which its products may be applied. If questions arise as to the soundness of a structure, or its ability to support a planned installation properly, the Owner should obtain opinions of competent structural engineers before proceeding. Firestone accepts no liability for any structural failure or for resultant damages, and no Firestone Representative is authorized to vary this disclaimer.

Firestone Building Products Company
A Division of BFS Diversified Products, LLC
310 E. 96th Street, Indianapolis, IN 46240
Sales: (800) 428-4442 • Technical (800) 428-4511
www.firestonebpco.com



Ballast Paver® Mat

Firestone Item Number: W5635890PV

DESCRIPTION:

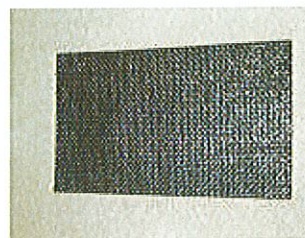
Firestone Ballast Paver Mat is composed of high-tenacity polypropylene yarns, which are woven into a stable network such that the yarns retain their relative position. Ballast Paver Mat is inert to biological degradation and resistant to naturally encountered chemicals, alkalis, and acids.

METHOD OF APPLICATION:

Install Ballast Paver Mat where required by Firestone's Ballast Paver Design and Installation Guide. Mat may be cut to desired dimensions and laid in direct contact with the EPDM membrane. Mat is held down by the Ballast Paver weight and requires no adhesive to keep in place.

PHYSICAL PROPERTIES:

<u>Property</u>	<u>Test Method</u>	<u>Typical Performance (MD)</u>
Weight	ASTM D 5261	6.0 oz./sq. yd. (203 g/m ²)
Thickness	ASTM D 5199	0.025" (0.64 mm)
Wide Width Tensile Strength	ASTM D 4595	175 lb/in (30.6 kN/m)
Grab Tensile Strength	ASTM D 4632	315 lb (1.4 kN/m)
Grab Tensile Elongation	ASTM D 4632	15%
Trapezoid Tear Strength	ASTM D 4533	120 lb (0.53 kN)
Mullen Burst Strength	ASTM D 3786	600 psi (4,134 kPa)
Puncture Strength	ASTM D 4833	120 lb (0.53 kN)
Percent Open Area	COE-02215-86	1%
Apparent Opening Size (AOS)	ASTM D 4751	U.S. Sieve 40 (0.425 mm)
Permittivity	ASTM D 4491	0.05 sec. ⁻¹
Flow Rate	ASTM D 4491	4 gal/min/sq. ft. (163 l/min/m ²)
UV Resistance at 500 Hrs.	ASTM D 4355	70% strength retained



PRODUCT DATA

PHYSICAL CHARACTERISTICS:

1. Material is .025" x 12.5' wide x 360' long (0.64 mm x 3.8 m x 110 m).
2. Roll weight is approximate 240 lb (109 kg).
3. Roll area is 500 sq. yd. (418 sq. m).
4. Rolls are individually wrapped with black polyethylene film.

PRECAUTIONARY DATA:

1. Do not expose Ballast Paver Mat to any open flames or ignition sources.
2. Refer to Material Safety Data Sheets (MSDS).

LEED INFORMATION:

Post Consumer Recycled Content: 0%
 Post Industrial Recycled Content: 0%
 Manufacturing Location: Cornelia, GA

Ballast Paver® is a Registered Trademark of Oldcastle.

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www.firestonebpco.com



January 2010

Mark Henley
C. M. Henley Company
2117 Mitchell Street
Knoxville, TN 37917

Dear Mark:

Firestone Building Products is honored to recognize C. M. Henley Company with the 2010 Firestone Master Contractor and Inner Circle of Quality Awards, achievements that set the standard for roofing excellence. The Master Contractor Program, one of the most prestigious achievements in the industry, celebrates an exceptional network of commercial roofing contractors for their dedication to superior roof installation.

This year, C. M. Henley Company has been awarded with the coveted Firestone Inner Circle of Quality for the fourth time. The Inner Circle of Quality Award honors a distinguished group of Master Contractors who installed a minimum of four warranted Firestone roofs in each of the past five years, maintained at least two million square feet of Firestone roofs under warranty, and achieved an annual Quality Incidence Rating (QIR) of 2.0 or less. Firestone's QIR measures each contractor's quality performance based on warranty repair incidences per million square feet under warranty.

C. M. Henley Company has also been named a Firestone Master Contractor for the seventh time. Master Contractor status is annually awarded by Firestone based on total square footage installed and Quality Points accumulated for exceptional inspection ratings on Firestone Red Shield™ warranted RubberGard™ EPDM, UltraPly™ TPO, UNA-CLAD™ metal and asphalt roofing system installations completed last year.

We value our strong partnership with C. M. Henley Company and admire the outstanding workmanship and dedication your company has demonstrated. On behalf of Firestone, I extend our congratulations and best wishes for continued success.

Sincerely,

Michael Vall

Mike Vall
President, Firestone Building Products

Firestone
BUILDING PRODUCTS
NOBODY COVERS YOU BETTER™

250 West 96th Street
Indianapolis, IN 46260
Telephone: 317-575-7000
Facsimile: 317-575-7100
www.firestonebpco.com

March 03, 2010

C. M. Henley Company
P.O.Box 1127
Powell, TN 378491127

RE: Coldfield School Project

To Whom It May Concern:

Please be advised that C. M. Henley Company is a licensed Red Shield applicator in good standing with Firestone Building Products Company.

C. M. Henley Company is authorized with Firestone for EPDM effective 06/18/93, APP effective 06/18/93, ULTRAPLY effective 06/18/93, Metal effective 02/22/2006, SBS/BUR effective 06/18/93 under license #06435.

Firestone is proud to award C. M. Henley Company with the honor of Master Contractor and Partner in Quality for consecutive years.

C. M. Henley Company Awards by year:

2004 Master Contractor & Partner in Quality
2005 Master Contractor & Partner in Quality
2006 Master Contractor
2007 Partner in Quality
2008 Master Contractor
2009 Master Contractor

Firestone is proud to include C.M. Henley Company into our family of Red Shield applicators. If I may be of further assistance, please feel free to call my office.

Sincerely,



John R. Geary
VP of Quality, Technology & Product Development

JG/jas
3/3/2010

NOBODY COVERS YOU BETTER

250 West 96th Street, Indianapolis, IN 46260 • 317-575-7000
Technical Hotline: 1-800-428-4511 • Technical Facsimile: 800-242-0504
<http://www.firestonebpco.com>



C.M. HENLEY COMPANY, LLC
ROOFING ~ ARCHITECTURAL METAL

March 18, 2010

Mr. Fielden,

I am writing this letter to address questions regarding Firestone training for our foreman. Although Firestone does not require us to send our employees to specific training classes, C.M. Henley Company, LLC is continually conducting on-site training with all of our employees. This includes frequent question and answer sessions with Firestone Technical Service Reps while on site for interim and final inspections. C.M. Henley Company employees are generally hired as unskilled laborers. As the employee learns terminology and installation techniques they are promoted to a skilled laborer. When the employee continues to progress in his/her knowledge of the trade they are promoted to a roofers helper. If an employee becomes accomplished in all facets of the installation of a roof system from start to finish he/she is then promoted to a roofer. In the rare occasion that an employee through years of onsite training becomes proficient in the installation of all types of roofing and also possesses the project management and personnel management skills we expect then he/she is promoted to foreman.

C.M. Henley Company also sends our employees to additional training from time to time. The most recent training was conducted in Chattanooga, Tn by Firestone on 3-9-2010. C.M. Henley Company, LLC always strives to install quality roof systems and we feel that our on-site training program is a very effective way to train employees as is apparent by the outstanding service record of our installed roof systems. I am attaching a letter from Firestone outlining our most recent awards for quality workmanship.

Trusting the above to be satisfactory,

Jim Henley



February 25, 2010

TO: **Morgan County Board of Education**
136 Flat Fork Road
Wartburg, TN 37887

RE: **Scope of Services – Septic System - Coalfield School**

FROM: **Aero-Mod, Inc. - Manhattan, Kansas**

CC: **Tim Kazmier – Kazmier & Associates**

The following scope of services is based upon past drawings and site visits to the facility. Aero-Mod proposes to provide the following equipment for the referenced project. The equipment is quoted FOB with freight allowed to the job site. Off-loading of the equipment on-site will be the responsibility of the general contractor and will require a crane to be on-site upon the arrival of the equipment. **NO SALES TAX is included in the pricing.**

Unless otherwise noted, all bolts and brackets required to install the equipment are supplied. The following items are **not** included in our scope of services and are to be supplied by others.

1. **Locally supplied PVC materials, if necessary, to replace any defective existing piping.**
2. **Any yard and or interior piping that is DIP, steel, or galvanized.**
3. **Electrical connections.**

Labor, installation materials and tools, and all exterior yard piping are not included in our pricing. No field painting or field welding is required with the equipment.

Included as part of our Scope of Services is mechanical start-up of the equipment and also operator training.

Mechanical Start-up Services

An Aero-Mod representative will be on site at the time of the installation of the new ClarAstor clarifier module. We estimate a maximum of two days to remove the existing module and install the new ClarAstor and associated control panel. Upon completion of the installation, training on the new control panel will be conducted. Aero-Mod personnel will do on-site review of the operational procedures for the plant at this time.

If any additional trips are requested for assistance to the operator or to train new operators, then additional days and/or trips will be charged at a \$500/day rate plus travel expenses.

TREATMENT PLANT EQUIPMENT

I. Clarifier Module

- (1) ClarAator clarifier, Model 2090 as provided by Aero-Mod. This equipment is installed in the aeration tank and will perform the operations of clarification, sludge return, skimmer as well as aeration. The module is equipped with aluminum grating and a two-rail aluminum handrail system. Six (6) model WA-PS2 aerators will be included with the module. Each aerator will have two (2) 12" stainless steel coarse bubble diffusers. The module will be fully fabricated and ready to set on the walls of the existing tank. Skimmers integral to the clarification portion are included.

The contractor will need to:

1. Disconnect pipe and pneumatic tubing connections and remove old clarifier module from aeration basin.
2. Install new clarifier module and anchor to wall.
3. Re-connect one (1) PVC air pipe connection
4. Re-connect one PVC effluent pipe connection
5. Run new nylon tubing from the plant control panel to the RAS pneumatic valve and WAS pneumatic valve.

II. Controls

- (1) Plant Control Panel, Model CC-100. This NEMA 4X panel will control the Aero-Mod process. The panel requires 110 V power. The panel will activate solenoid valves contained within the panel. Timers to control the RAS and WAS actuated valves are included in the panel.
- (1) An air compressor and desiccant tower will supply dry air to the pneumatic system. The air compressor and desiccant tower will be located in the Plant Control Panel. An auto-drain will also be supplied within this panel to keep the compressor tank empty.

The contractor will need to:

1. Remove existing plant control panel and install new plant control panel. The new panel will be larger, and may be "floor-standing", and will need to be supported by the existing uni-strut.
2. Bring 110V / 15 A service to the panel.

III. Screening Equipment

- (1) An aluminum influent screen rack will be supplied, which will bolt to the wall of the equalization basin over the inlet pipe. The rack itself will be a retrievable basket that can be brought to the surface for cleaning on a guiderail. The guiderail and supports will bolt to the concrete wall with 1/2" stainless steel expansion bolts (supplied by Aero-Mod).
- (1) A davit crane and wall mounted base will be supplied for retrieval of the influent screen rack basket.

The contractor will need to:

- 1. Install influent screen rack to wall over the influent pipe to the equalization basin.
- 2. Install davit crane base to wall near influent screen rack.

IV. Wall-Mounted Handrail

- (LS) Approximately **80** LF of two-rail aluminum handrail for the aeration basin. A 1-1/2" NU-Rail aluminum handrail system will be used, which will be the same as the handrail used on the ClarAstor clarifier mentioned above. Surface mount sockets will be used for mounting to the tankage wall. At the intersection with the ClarAstor clarifier, the handrail will tie into the clarifier's handrail.

The contractor will need to:

- 1. Install surface-mount handrail sockets with supplied anchor bolts.
- 2. Assembly and install handrail around tankage.
- 3. Connect wall-mounted handrail to handrail on ClarAstor clarifier.

IV. Miscellaneous

- (LS) All required SS wall brackets and U-bolts for installation of the Aero-Mod supplied equipment.
- (LS) Nylon pneumatic tubing to be run from plant control panel to the RAS pneumatic valve and WAS pneumatic valve.
- (6) O&M Manuals

ANY ITEMS NOT LISTED ABOVE ARE NOT INCLUDED IN OUR PRICE

Equipment Pricing

This Scope of Supply does not include the installation of the equipment listed in this document. AERO-MOD will supply all of the aforementioned equipment and start-up services including freight to the jobsite for the lump sum of **\$72,900.00**.

Equipment Delivery

Equipment will be ready for shipment within 8 weeks of purchase order and approved submittal drawings.

Payment Terms

Terms shall be 90% due within 30 days of equipment delivery to jobsite.

The remaining 10% balance shall be due within 30 days of the equipment startup.

Standard Terms and Conditions of Sale

Aero-Mod's standard Terms and Conditions of Sale, as stated on the attached sheets, shall apply.

If you have any questions concerning this scope, please feel free to call our office.

Respectfully Submitted,



Todd L. Steinbach, PE
Regional Sales Manager, Aero-Mod, Inc.

Accepted by the Morgan County Board of Education this _____ day of
_____, 2010

By: _____

Printed: _____

Title: _____

Terms and Conditions of Aero-Mod, Inc. ("Seller")

1. **Pricing Policies.** All prices are good until June 4, 2010. After that date, the pricing is subject to change without notice and shall not be binding on Seller until reduced to writing and signed by Seller. All orders are subject to written acceptance and approval by an authorized representative of Seller. All prices are F.O.B. to the job site. Prices quoted include standard packing according to Seller's specifications. All costs and taxes for special packing requested by Purchaser, including packing for exports, shall be paid by Purchaser as an additional charge.

2. **Taxes.** The price for the goods does not include any applicable sales, use, excise, GST, VAT, or similar tax. The purchaser shall have the responsibility for the payment of such taxes if applicable.

3. **Payment Terms.** See Scope of Services.

4. **Effect of Purchaser's Financial Condition.** If, during the performance of the contract with Purchaser, the financial responsibility or condition of Purchaser is such that Seller in good faith deems itself insecure, or if Purchaser becomes insolvent, or if a material change in the ownership of the Purchaser occurs, or if Purchaser fails to make any payments in accordance with the terms of its contract with Seller, then, in any such event, Seller is not obligated to continue performance under the contract and may stop goods in transit and defer or decline to make delivery of goods, except upon receipt of satisfactory security or cash payments in advance, or Seller may terminate the order without further obligation to Purchaser whatsoever. If the Purchaser fails to make payments or fails to furnish security satisfactory to Seller then Seller shall also have the right to enforce payment to the full contract price of the work completed and in process. Upon default by Purchaser in payment when due, Purchaser shall immediately pay to Seller the entire unpaid amounts for any and all shipments made to Purchaser irrespective of the terms of said shipment and whether said shipments are made pursuant to this proposal or any other contract of sale between Seller and Purchaser, and Seller may withhold all subsequent shipments until the full amount is settled. Acceptance by the Seller of less than full payment shall not be a waiver of any of its rights hereunder.

5. **Risk of Loss, Title.** The risk of loss of the goods shall pass to the Purchaser as soon as they are deposited with the carrier for shipment to the Purchaser, but title to the goods shall remain in the Seller until the full purchase price therefor has been paid, unless otherwise agreed by Seller.

6. **Shipment.** Any stated shipment or delivery dates are approximate only and are contingent upon purchaser's prompt acceptance of Seller's offer. Seller will use every reasonable effort to meet estimated shipment or delivery dates. Seller's obligation with respect to shipment of the goods shall not extend beyond a) putting the goods in the possession of a suitable carrier and making a contract for the transportation thereof as may be reasonable, having due regard for the nature of the goods and b) delivering, within a reasonable time, such documents as may be necessary for Purchaser to obtain possession of the goods. Seller shall have the right to ship all of the goods at one time or in portions from time to time within the shipment period. This contract shall be deemed separable as to the goods sold. Purchaser may not refuse to accept any lot or portion of the goods shipped hereunder on the grounds that there has been a failure to ship any other lot or that goods in any other lot were nonconforming. Any such default by Seller will not substantially impair the value of this contract as a whole and will not constitute a breach of the contract as a whole.

7. **Testing, Inspection, and Acceptance.** Purchaser shall have the right to inspect the goods upon their receipt. Purchaser's failure to inspect the goods or failure to notify the Seller in writing that the goods are nonconforming within ten (10) days of their receipt, shall constitute a waiver of Purchaser's right to inspect and/or reject the goods for nonconformity and shall be equivalent to an irrevocable acceptance of the goods by Purchaser.

8. **Seller's Performance.** Seller shall not be responsible or liable for any delay directly or indirectly resulting from or contributed by limitations on Seller's production capabilities beyond its reasonable control, or to delays due to fires, explosions, acts of God, strikes or other differences with workers, shortage of utility, facility, components or labor, delay in transportation, breakdown or accident, war and acts of war, compliance with or actions taken to carry out the intent or purposes of any law or regulation, changes in goods or materials, or any other causes or contingencies not caused by Seller or over which Seller had no reasonable control. In the event that any one or more deliveries hereunder is suspended or delayed by reason of any one or more of the occurrences or contingencies stated above, any and all deliveries so suspended or delayed shall be made after such occurrences or contingencies have ceased to exist, and nothing herein contained shall be construed in any way as lessening the full amount of goods herein being purchased and sold, but only as deferring delivery and payment on the event(s) and to the extent herein provided for. Neither shall any delay in shipment be considered as a default under this contract nor

give rise to any liability on the part of Seller for any incidental, special or consequential damage.

9. **Statement of Limited Warranty; Disclaimer and Limitation of Remedies.** Seller warrants that the goods purchased hereunder (with the exception of membranes, seals, gaskets, elastomer materials, coatings and "wear parts" all of which are not warranted) will be built in accordance with the specifications referred to in this quotation of confirmation of sale, as the case may be, and will be free from defects in material and workmanship for a period of one (1) year from the date of installation or eighteen (18) months from the date of shipment, whichever shall occur first. Seller warrants the clarifier equipment purchased hereunder will be free from defects in material and workmanship for a period of five (5) years from the date of installation or five and one-half (5 ½) years from the date of shipment, whichever shall occur first. In no event shall Seller be liable for any loss, damage, injury or expense, resulting from the use or operation of, or from the erosion or corrosion of the goods or from ordinary wear and tear of the goods unless otherwise agreed in writing. Parts or products manufactured by others and provided by Seller are warranted only to the extent of the manufacturer's original warranty. Seller makes no independent warranty or representation with respect to these products.

Purchaser must give written notice to Seller of any defects in material or workmanship of warranted goods within ten (10) days of the date when any defects are first manifest. **UPON SUCH NOTICE, THE SOLE RESPONSIBILITY OF SELLER UNDER THIS LIMITED WARRANTY SHALL BE TO REPAIR OR REPLACE, AT ITS OPTION, A DEFECT IN THE MATERIAL OR WORKMANSHIP DURING THE WARRANTY PERIOD. ALL LABOR REQUIRED TO MAKE SUCH REPAIRS OR REPLACEMENT SHALL BE MADE BY PURCHASER AND AT PURCHASER'S EXPENSE UNLESS OTHERWISE AGREED IN WRITING.**

This limited warranty is void unless the installation, operation and maintenance of the goods are done in accordance with the Seller's instructions. Further, Seller's warranty is void if Purchaser makes any repairs to the goods without Seller's prior written authorization.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES, GUARANTIES, AGREEMENTS, CONDITIONS OR REPRESENTATIONS MADE BY ANY PERSON WITH RESPECT TO THE GOODS COVERED BY THIS OFFER, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY SPECIFICALLY DISCLAIMED. IN NO CASE WILL SELLER BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM A BREACH OF WARRANTY OR ANY OTHER CAUSE INCLUDING, BUT NOT LIMITED TO, LOSS OF USE OF THE PRODUCT, LOSS OF TIME, INCONVENIENCE, INJURY, LOSS OR DAMAGE TO PERSON OR PROPERTY, COMMERCIAL LOSS, LOSS OF PROFITS, LIABILITIES OF PURCHASER TO ITS CUSTOMERS OR THIRD PERSONS OR OTHER MATTERS NOT SPECIFICALLY STATED, WHETHER BASED ON CONTRACT, TORT OR ANY OTHER LEGAL THEORY.

It is specifically agreed that any action for breach of warranty or other action against Seller under this contract shall be commenced within one (1) year and one (1) day after such cause of action accrued.

10. **Installation and Start-up.** Unless otherwise agreed to in writing by Seller, installation shall be the sole responsibility of Purchaser. Where start-up service is required with respect to the goods purchased hereunder, it must be performed by Seller's authorized personnel or agents, otherwise, Seller's limited warranty is void. In the event Purchaser has engaged Seller to provide an engineer for start-up supervision, such engineer will function in supervisory capacity only and Seller shall have no responsibility for the quality of workmanship of the installation. In any event, Purchaser understands and agrees that it shall furnish, at Purchaser's expense, all necessary foundations, supplies, labor and facilities which might be required to install and operate the equipment.

11. **Cancellation.** No order may be canceled unless requested in writing by either party and accepted in writing by the other. In the event of a cancellation by Purchaser, Purchaser shall, within thirty days of such cancellation, pay Seller a cancellation fee which shall include all costs and expenses incurred by Seller prior to the receipt of the request for cancellation including, but not limited to, all commitments to its suppliers, subcontractors and others, all labor and overhead expended by Seller in the preparation of the Equipment prior to the cancellation, plus an amount equal to 15% of the aggregate of all the foregoing.

12. **Specifications.** Changes in specifications requested by Purchaser are subject to approval in writing by Seller. In the event such changes are approved, the price for the goods and the delivery schedule shall be changed to reflect such changes.

MORGAN COUNTY BOARD OF EDUCATION

Qualifications of Curriculum Coaches

GCBTU

Qualifications

All curriculum coaches shall be certificated in accordance with state law and the regulations of the Tennessee Department of Education. Such certificate shall be on file in the office of the director prior to beginning employment.¹ It is the responsibility of the employee to secure a certificate and to maintain its validity.²

*The curriculum coach is required to have a minimum of five (5) years teaching experience with an elementary or special education endorsement.

*They must be excellent teachers according to past evaluations

*Excellent presenters and group leaders

*Respect confidentiality

Planning, Organizing, and Coordinating

*Assist the building administrator and faculty to provide coordination and assistance as necessary for the successful implementation of the school's goals pertaining to the Balanced Literacy Program and/or Math Response to Intervention Programs

*Conversations with colleagues to identify issues or needs, setting goals, problem solving

Instruction

*Works in cooperation with the building administrator, Federal Programs Director and other supervisors to ensure that at least a 90 minute block of reading is scheduled for every child in every class every day grades K-5.

*Assist teachers by providing reading and/or math intervention to students following the district RTI Plan

*Develop and provide materials for/with colleagues

*Provide training and supervision to paraprofessionals as necessary in the Balance Literacy Program and/or math interventions

*Model and discuss delivery of instruction and teaching strategies

*Visit classrooms and provide feedback to teachers

* Assist faculty in the integration of reading from an isolated endeavor toward an integration of reading across the curriculum.

Accountability

*Assist with assessing students through Dibels, ThinkLink, and other formative assessments.

*Interpret assessment data to help teachers use results for instructional decision making

*Assist in benchmarking and progress monitoring students as necessary

*Assist teachers and administrators in the evaluations and selection of K-8 reading and math programs, assessments, and supplemental materials based on scientific research

*Participate, as appropriate, in the special education referral process to help identify children at risk

*Work cooperatively with Federal Programs Director and Supervisors of Instruction to meet the requirements of the Title I Federal Program

Professional Development

*Participate with administrators, teachers, principals, and paraprofessionals in all required professional development

*Facilitate professional development presentations for teachers and paraprofessionals

*Set up approved schedule and activities in collaboration with principals, Federal Programs Director, and other supervisors

Terms of Employment

Working hours the same as school personnel

Contract shall be for a 10½ or 11 months

All benefits the same as professional personnel

Salary shall be based on local and state teachers' scales and commensurate with experience, education and training as established by the Board

Legal References

1. TCA 49-5-101; TCA 49-5-403; TRR/MS 0520-1-2-03(1)
2. TRR/MS 0520-2-4.01(1)

MORGAN COUNTY BOARD OF EDUCATION

Job Description of School Counselor	Descriptor Code: GCBM	Issued Date: Draft
-------------------------------------	------------------------------	---------------------------

1
2 **Purpose:**
3

4 Each school shall provide a guidance program for all students through the cooperative efforts of the
5 principal, teachers and school counselor. Utilizing leadership, advocacy, and collaboration, school
6 counselors promote student success, provide preventative services and respond to identified student
7 needs by implementing a comprehensive school counseling program that addresses academic, career
8 and personal/social development for all students in accordance with the TN Model for Comprehensive
9 School Counseling.

10
11
12 **Responsibilities:**
13

- 14 1. To serve as a student advocate.
- 15 2. To communicate on a regular basis with school administration/school leadership team.
- 16 3. Provide direct services through the guidance curriculum, individual student planning, responsive
17 services and system support.
- 18 4. To facilitate the evaluation of the school counseling program.
- 19 5. To present developmental lessons in the Pre-K–12 guidance curriculum that integrates the TN
20 Model for Comprehensive School Counseling with the State Blueprint for Learning, state
21 graduation requirements, and competencies for academic, career and personal/social development.
- 22 6. To facilitate and coordinate educational and career planning to assist students and their parents.
- 23 7. To consult and collaborate with teachers and other personnel to assist students with educational,
24 career and life planning.
- 25 8. Assists all students, individually or in groups, with developing academic, career and
26 personal/social skills, goals and plans.
- 27 9. Accurately and appropriately interprets and utilizes student data.
- 28 10. Organize and conduct career related activities throughout the year.
- 29 11. Provide scholarship and financial aid information, as appropriate.
- 30 12. Implements an effective referral and follow-up process as needed.
- 31 13. Provides and/or facilitates individual and group counseling to students with identified concerns
32 and needs.
- 33 14. Maintains active contact with community social services agencies and refer student and/or their
34 parents to appropriate agencies/services as needed.
- 35 15. Serve in a consultative role to parents as a resource in understanding growth and development
36 problems, and as an aid in understanding how some nonschool factors affect learning and
37 achievement of children.
- 38 16. Provides in-service and/or staff development in identified areas of need and in orientation to the
39 school counseling program.
- 40 17. Participates in on-going professional develop activities.
- 41 18. Adheres to laws, policies, procedures and ethical standards of the school counseling profession.
- 42

**COMPLIANCE ASSURANCE
And
STATISTICAL INFORMATION
For
SCHOOL YEAR 2010-2011**

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NOTE: IF YOU ARE SUBMITTING YOUR FINANCIAL SPREADSHEETS USING THE LOCAL GOVERNMENT SOFTWARE, IN ORDER FOR THE REVIEWER TO DETERMINE THAT FEDERAL FUNDS ARE SUPPLEMENTAL TO THE GENERAL PURPOSE FUNDS, YOU MUST ADD FTEs TO THE JUSTIFICATION PAGES FOR GENERAL PURPOSE, IDEA AND PRESCHOOL.

COMPLIANCE ASSURANCES FOR USE OF IDEA FUNDS

The applicant hereby certifies to the Commissioner of Education that the representation made in this application properly reflects the projected pupils, personnel, and expenditures to be incurred in the operation of the special education program for pupils with disabilities conducted within the school system, that the expenditures for services and goods will be made exclusively for the benefit of pupils which meet the eligibility criteria established by the Department of Education, and that personnel assignments and other documentation of expenses will be readily available for audit. All records necessary to ensure the correctness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the State Department of Education.

The Local Education Agency (LEA) hereby assures the State Education Agency (SEA) that the LEA meets each of the following conditions:

1. Special Education and Related Services will be provided in compliance with the established Tennessee Rules, Regulations & Minimum Standards.
2. The LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §612.
 - a. A free appropriate public education (FAPE) is available to all children with disabilities, as defined under §602(3) and who have a current individual education program (IEP), residing in the State between the ages of 3 through 21, inclusive, including children with disabilities who have been suspended or expelled from school. 612(a) (1)
 - b. The LEA has established a goal of providing full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. 612(a) (2)
 - c. All children with disabilities residing in the LEA, including children with disabilities who are homeless children, or are wards of the State, and children with disabilities attending private schools within the LEAs jurisdiction, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. 612(a) (3)
 - d. An individualized education program (IEP), or an individualized family service plan (IFSP), that meets the requirements of section 636(d), is developed, reviewed and revised for each child with a disability in accordance with section 614(d). 612(a) (4)
 - e. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 612(a) (5) (A)
 - f. Children with disabilities and their parents are afforded the procedural safeguards required by §615. 612(a) (6)
 - g. Children with disabilities are evaluated in accordance with subsections (a) through (c) of § 614. 612(a) (7)
 - h. LEAs will comply with §617(c) relating to the confidentiality of records and information. 612(a) (8)
 - i. Children participating in early intervention programs assisted under Part C, and who will participate in preschool programs will experience a smooth and effective transition consistent with §637(a) (9). LEAs will participate in transition planning conferences arranged by the Lead Agency under §635(a) (10) and an IEP or, if consistent with sections 614(d) (2) (B) and 636(d), and IFSP will be developed and implemented by the third birthday. 612(a) (9)
 - j. Ensure that all requirements under §612(a) (10) regarding Children In Private Schools are being carried out in a manner consistent with the statute.
 - k. Ensure that all requirements under T.C.A. §49-10-107, T.C.A. §49-10-305 and T.C.A. §49-10-701, regarding Contracts for Special Education Services are being carried out in a manner consistent with the statute.
 - l. The LEA shall ensure that all personnel necessary to carry out this part are appropriately and adequately prepared, subject to the requirements of § 612(a) (14) and § 2122 of the Elementary and Secondary Education Act of 1965. 613(a) (3)
 - m. This LEA will either choose to coordinate with the National Instructional Materials Access Center when purchasing print instructional materials in accordance with section 612(a) (23) or will provide instructional materials to blind persons or other persons with print disabilities in a timely manner. 613(a) (6)

LEA: Morgan County Schools

3. The LEA shall provide the SEA with information necessary to enable the SEA to carry out its duties under this part, including, with respect to Sections 612(a) (15) and 612 (a) (16), information relating to the performance of children with disabilities participating in programs carried out under this part. 613(a) (7)
4. The LEA shall make available to parents of children with disabilities and to the general public all documents relating to the eligibility of such agency under this part. 613(a) (8)
5. The LEA shall cooperate under section 1308 of the Elementary and Secondary Education Act of 1965 to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding such children. 613(a) (9)
6. Subject to section 613(b) (3), the LEA application submitted to the SDE shall remain in effect until the LEA submits to the SDE such modifications as the LEA determines necessary. 613(b) (2)
7. Ensure that all requirements under §613(a) (5) regarding treatment of Charter Schools and their students are being carried out in a manner consistent with the statute.
8. Children with disabilities served with IDEA funds shall be counted in the same manner as children without disabilities to supplement the academic program funds earned and paid from the Basic Education Program. TRR&MS 0520-1-9-.03 (3) (a)
9. Funds provided under IDEA will be used to pay the excess cost of providing special education and related services to children with disabilities; shall be used to supplement the State, Local and other Federal funds and not to supplant such funds; and shall not be used, except as provided in §613(a) (2) (B)-(C) to reduce the level of expenditures. §613(a) (2) (A)and §612(a) (17), TRR&MS 0520-1-9-03(2) (k) (4)
10. According to Rule 0520-1-9-14(6) (a), procedures for providing an independent education evaluation (IEE) upon parental request have been submitted and approved to the Department of Education. Any future revision to the IEE procedure will be submitted to the Department for approval.
11. According to TCA 9-1-104 (a) & (b) *Maximum class size*, our LEA case load and class size standards have been submitted and approved by the Department. There have been no changes since the original submission. (The State will review LEA caseload and class size standards for compliance.) Any future LEA updates or revisions will be submitted to the Division of Special Education for approval and for reference purposes.
12. Children with disabilities served with IDEA funds have at least the same average amount spent on them, from sources other than Part B, as do the children in the school system taken as a whole. TRR&MS 0520-1-9-.03 (3) (a) (b)

Signature of Director of Schools

Date

INSTRUCTION TO OPEN FINANCIAL INFORMATION PAGES

1. Double click inside the Financial Page and it will turn into an Excel worksheet.
2. Enter information and formulas will calculate totals.
3. **Before closing the Excel worksheet, hold down the Ctrl key and press the Home key; otherwise worksheets may not print out properly.**
4. Click outside the worksheet and the Excel worksheet will return to the Word document.
5. **Save** the document to your hard drive; otherwise, it will not save entries since it is a READ ONLY document.

Note:

You may have to use the scroll bar in Word. If you do, scroll slowly. Ignore the Word background while you are in the Excel Worksheet. The page will go back into the original position and print out correctly when you click inside the Word document.

CHILDREN WITH DISABILITIES TO RECEIVE FREE APPROPRIATE PUBLIC EDUCATION SERVICES FROM THE SCHOOL SYSTEM

This table should reflect those children the school system **may** provide services to during the upcoming school year. Report children by the primary disability on Table A. If a child has more than one disability, report him/her under the condition considered to be the major disability. **This is an unduplicated count** so each child should be reported only one time. These numbers are estimates based on current knowledge and data; you may refer to Table 1 of your last End of Year report as a reference for determining #'s when completing these two tables.

INSTRUCTIONS:

1. Within School System - Provide the number by the primary disability of the eligible children by age category who are to receive special education services within the school system.
2. Contractual Arrangements - Provide the number by disability of the eligible children by age category that are to be provided full-time special education services through contractual arrangement with another school system, a private school, or a public agency. **All contracts for full time special education placements must be approved annually by the state Commissioner of Education. No LEA shall expend state or federal funds for contracted placements that have not been approved by the Commissioner.** Attach contracts for the students listed. Any additional contracts for full time placement made during the school year shall be submitted within 30 days of the placement to your Management Consultant. No LEA can contract for services for CWD unless the program meets school approval.
3. Total to Receive Free Appropriate Public Education Services - Total of all students who are to be provided special education services by the school system directly (Column 1) or through contractual arrangement (Column 2) by age category. **This includes students who will turn 22 during the school year.**
4. Number to Receive Special Transportation – Provide a count by age, category and disability of eligible children who are to be provided special transportation. ***If any numbers are reported in this column, transportation expenses must be included in the appropriate budget.***
5. Private School Children Placed by LEA –
 - a. Number Enrolled – Provide the number of eligible children with disabilities who may be enrolled by the LEA in private schools within the boundaries of the school system and may be provided special education services by the school system. Students reported here would also be reported in Columns 1 or 2.
6. Private School Children Placed by Parents – (Services Plan)
7. Number Enrolled – Provide the number of eligible children with disabilities who may be enrolled by parents' choice in private schools within the boundaries of the school system.
8. Number Served – Provide the number of eligible children with disabilities who may be enrolled by parents' choice in private schools within the boundaries of the school system and may be provided special education services by the school system. Students reported here would not be reported in Columns 1, 2 or 3.

Authority: TRR & MS-0520-1-3-.09 (3) (c)

**A. Children With Disabilities To Receive
Free Appropriate Public Education Services from the School System
2010-2011**

	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21
Autism	2	20		1	2	21		6						
Blind	1				1	0								
Deaf-Blindness					0	0								
Deafness					0	0								
Developmental Delay		1			0	1		1						
Emotional Disturbance		6			0	6								
Hearing Impairments		3			0	3								
Intellectually Gifted		58			0	58								
Language Impairments	27	96			27	96	1	1						
Mental Retardation		22		1	0	23		7						
Multiple Disabilities		8		1	0	9		4						
Orthopedic Impairments		1			0	1								
Other - Functional Delay		20		1	0	21		1						
Other - Health Impairments	3	65		1	3	66		4						
Specific Learning Disabilities		193			0	193		1						
Speech Impairment	38	120			38	120								
Traumatic Brain Injury					0	0								
Visual Impairments		1			0	1		1						
TOTAL	71	614	0	5	71	619	1	26	0	0	0	0	0	0

Grand Total 690

T.C.A.49-10 302 (a) (2) (A) (B)
TRR & MS 0520-1-9-.03 (1) (k) (1)

** If special transportation is provided a transportation budget page must be included – GP and/or federal.

- Unduplicated Count
- EOY Report may be used as a method of projecting numbers.

LEA: Morgan County Schools

B.1 *OPTIONS TO BE PROVIDED* AGES 3 – 5*

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6**	OPTION 7	OPTION 8***	OPTION 9	OPTION 10	*TOTAL
8	71					2	3			84

*Must be equal to or greater than total for 3-5 yr olds in column 3, pg 3

B.2 *OPTIONS TO BE PROVIDED* AGES 6 -21*

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6**	OPTION 7	OPTION 8***	OPTION 9	OPTION 10	*TOTAL
45	247	99	62	142	5	41	14		2	657

*Must be equal to or greater than total for 6-21 yr olds in column 3, pg 3

* This is a **duplicated count** and should reflect both primary and one secondary option of service.

** For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds.

***Since Option 8 includes 2 related services, students reported in Option 8 should not be reported in another Option.

(It is recommended that the LEA pull Options of Service from a date when the LEA's enrollment was at its peak)

Do not place 0's in columns with no students.

TRR & MS 0520-1-9-.03 (1) (k)

C. FINANCIAL INFORMATION

1. PERMISSIVE USE OF FUNDS

AFTER reading the requirements on the corresponding form, you must answer **yes** or **no** to each of the following items (A, B, and C). Any **yes** response requires completion of a corresponding form that follows. If **no** is answered on all three items, continue completing the application and disregard the attached forms for these permissive programs.

Yes No **A. Adjustment to Local Effort in Certain Fiscal Years.** IDEA 04 allows an LEA to reduce state and local maintenance of effort by an amount that equals up to 50% of the increase in IDEA funds from the previous year if those funds are used to provide activities authorized under ESEA. If the LEA wishes to reduce MOE, it must use the attached form to calculate the maximum amount available for this purpose (Page 5A) and indicate how these funds will be used (Page 5A(1)).

There are limitations to this adjustment. Any LEA identified as not meeting requirements in the State’s APR, is prohibited by law from reducing its maintenance of effort figures.

Yes No **B. Permissive Use of IDEA funds for Schoolwide Program.** IDEA allows an LEA to use funds to carry out a schoolwide program under Section 1114 of ESEA. If an applicant utilizes these funds, you will report the designated amount for each school and ensure that excess cost and service requirements are met. *(Use form on Page 5B)*

Yes No **C. Permissive Use of IDEA funds for Coordinated Early Intervening Services.** IDEA allows an LEA to use up to 15% of funds, in combination with other amounts (other than education funds), to develop and implement Coordinated Early Intervening Services, which may include interagency financing structures, for students in kindergarten through grade 12 (with particular emphasis on students in kindergarten through grade 3) who have **not been identified** as needing special education or related services but who need additional academic and behavioral **support to succeed in a general education environment.** *(Use form on Page 5C) If the LEA is also electing to reduce local effort.*

NOTE: If an LEA is determined to have significant disproportionality based on race and ethnicity utilizing state criteria, the LEA must utilize Coordinated Early Intervening Services (Section 618 (d) (2) (B)). The amount expended by an LEA under Coordinated Early Intervening Services shall count toward the maximum amount of expenditures such LEAs may reduce in Item “A” *Adjustment to Local Effort* (above).

If an applicant utilizes these funds, you must show the calculations on the corresponding form.

Complete this form if Item A, Page 5 is marked "yes".

LEA: _____

A. Use of General Purpose Special Education Funds as Local Funds

For any fiscal year for which the federal allocation received by a LEA under Section 611(f) *Subgrants to LEAs* exceeds the amount the LEA received for the previous FY, the LEA may reduce the level of expenditures otherwise required by Section 613(a) (2) (A) (iii) by not more than 50% of the excess. Section 613(a) (2) (C) (i) 300.205

If the LEA chooses to use these funds, the LEA shall use an amount of local funds equal to the reduction in expenditures under clause (i) above, to carry out activities authorized under the Elementary and Secondary Act of 1965. Section 613(a) (2) (C) (ii) 300.205(a)

If the SEA determines that the LEA is unable to establish and maintain programs of free appropriate public education that meet the requirements of Section 613(a) **or** the SEA has taken action against the LEA under section 616 *Monitoring, Technical Assistance and Enforcement*, the SEA shall prohibit the LEA from reducing the level of expenditures under clause (i) above for that fiscal year. Section 613(a) (2) (C) (iii)

The amount of funds expended by a LEA under subsection (f) *Coordinated Early Intervening Services*, shall count toward the maximum amount of expenditures such LEAs may reduce under clause (i) above. Section 613(a) (2) (C) (iv)

If a SEA determines that an **LEA is not meeting the requirements of Part B, including the targets in the state's performance plan, the SEA shall prohibit the LEA from reducing its MOE under Section 613(a) (2) (C) for any fiscal year.** Section 616(f)

1.	Estimated/final IDEA allocation for this year:	\$	_____
2.	Actual IDEA final allocation for last year:	\$	_____
3.	Difference (line 1 – line 2) if >0:	\$	_____
4.	Line 3 X 50% (Maximum Available)	\$	_____
5.	Amount to be reduced if less than amount in 4	\$	_____

Amount by which you are reducing MOE : _____
if less than maximum amount.

Complete this form if Item B, Page 5 is marked "yes".

LEA: _____

B. Use of IDEA Funds for Schoolwide Programs under Title 1 of the ESEA

LEAs may use IDEA funds to carry out a schoolwide program under Section 1114 of the Elementary and Secondary Education Act (ESEA) of 1965, except that the amount used in any schoolwide program shall not exceed:

- The number of children with disabilities participating in the schoolwide program multiplied by
- The amount received by the LEA for this fiscal year divided by
- The number of children with disabilities in the jurisdiction of the LEA.
Section 613(a) (2) (D)

A copy of the school-wide program must be attached if the LEA decides to participate.

School Name	A IDEA Allocation	B No. of SPED Students in LEA	C No. of SPED in School-Wide School	(A/B) x C=Amount for School-wide
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
			Total	\$ _____

If combining all funds (federal, state, local) may be used for any purpose within schoolwide program.

If consolidating only federal, must be used for educational purposes only.

C. Use of IDEA Funds for Coordinated Early Intervening Services

Allows an LEA to use not more than 15% of the amount it receives under IDEA Part B funds for any fiscal year, less any amount reduced by the LEA pursuant to Section 613(a) (2) (C) *Adjustment to Local Fiscal Effort in certain Fiscal Years*, if any, in combination with other amounts (which may include amounts other than education funds), to develop and implement Coordinated Early Intervening Services, which may include interagency financing structures, for students in kindergarten through grade 12 (with particular emphasis on students in kindergarten through grade 3) who have **not** been identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment. Section 613(f) (1)

In implementing Coordinated Early Intervening Services, a LEA may carry out activities that include:

1. Professional development (which may be provided by entities other than LEAs) for teachers and other school staff to enable such personnel to deliver scientifically based academic instruction and behavioral interventions, including scientifically based literacy instruction and where appropriate, instruction on the use of adaptive and instructional software; and
2. Providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction. Section 613(f) (2)

NOTE: Nothing in this subsection shall be construed to limit or create a right to a free appropriate public education under this part. Section 613(f) (3)

If a LEA develops and maintains Coordinated Early Intervening Services an annual report must be submitted to the Division of Special Education including :

1. The number of students served under Early Intervening this year, and –
2. The number of students served under Coordinated Early Intervening Services who subsequently receive special education and related services under this title during the preceding 2 year period. Section 613(f) (4)

Funds made available to develop and implement Coordinated Early Intervening Services may be used to carry out those services aligned with activities funded by, and carried out under ESEA, if such funds are used to supplement, and not supplant, funds made available under ESEA for the activities and services assisted under Section 613(f). Section 615(f) (5)

Notwithstanding Section 613(a) (2) (A) or Section 612(a) (17(B) (relating to commingled funds), funds provided to the LEA under this part may be used to develop and implement coordinated early intervening educational services in accordance with Section 613(f) *Early Intervening*. Section 613(a) (4) (A) (ii)

Section 618(d) (2) (B) additionally requires an LEA identified for disproportionality to reserve the maximum amount of funds under Section 613(f) to provide comprehensive coordinated early intervention services to serve children in the LEA, particularly children in those groups that were significantly over identified and is required to publicly report on the revision of policies, practices and procedures described under subparagraph (A) identification of children having a particular disability.. Section 618(d) (2) (B) (C)

Directions for 5C and 5C1

Complete this form only if Item C, Page 5 is marked "yes".

LEA: _____

C. Use of IDEA Funds for Coordinated Early Intervening Service

1)

1. Estimated/final IDEA allocation	\$	
Line 1 X 15%:		X .15
2. Maximum amount available for Early Intervening Services:	\$	
IF the LEA is requesting the use of IDEA funds as local funds (Item "A" in the Permissive Use of Funds list). The following calculation must be included.		
3. Amount available for use as local funds (Item A – Use of Funds Local Effort):	\$	
4. Subtract Line 3 above	\$	
5. Amount available for Item "A" to use as local funds	\$	
If the Early Intervening amount is more than the amount in line 5 in Form "A" <i>Use of IDEA funds as Local Funds</i> , Early Intervening will cancel out the local funds reduction. If Early Intervening amount is less, the difference may be taken under Form "A".		

2) **Mandatory Use: Narrative for Mandatory Use of Funds:**

List the identified areas of disproportionality:

Specify the areas funds will target (i.e. grade levels, schools, professional development, etc.):

How will these funds be used to assist in alleviating the disproportionality problem within the LEA?

3) **Voluntary Use Narrative for Voluntary Use of Funds:**

List specific interventions or areas to be addressed: (include grade levels and schools)

Projected Expenditures for Coordinated Early Intervening Services

4)

Account No*	Expenditure Account Name	FTE	Amount Budgeted
		Total:	

* **Must use general education account codes. DO NOT use special education specific codes.**

NOTE: A justification page must be attached with specific information given for each line item listed above.

LEA: _____

JUSTIFICATIONS

IDEA Funds for Coordinated Early Intervening Services

4)

ACCOUNT NUMBER*	EXPENDITURE ITEM	JUSTIFICATION

*Must use regular education account codes only.

LEA: _____

D. FINANCIAL INFORMATION

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
	INSTRUCTION (71000)						
71150	ALTERNATIVE INSTRUCTION PROGRAM (71150)						
116	Teachers						
117	Career Ladder Program		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
127	Career Ladder Extended Contracts		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
128	Homebound Teachers						
162	Clerical Personnel						
163	Educational Assistants						
189	Other Salaries & Wages						
195	Certified Substitute Teachers						
198	Non-Certified Substitute Teachers						
201	Social Security		XXXXXXX		XXXXXXX		XXXXXXX
204	State Retirement		XXXXXXX		XXXXXXX		XXXXXXX
206	Life Insurance		XXXXXXX		XXXXXXX		XXXXXXX
207	Medical Insurance		XXXXXXX		XXXXXXX		XXXXXXX
208	Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare		XXXXXXX		XXXXXXX		XXXXXXX
299	Other Fringe Benefits		XXXXXXX		XXXXXXX		XXXXXXX
311	Contracts with other School Systems		XXXXXXX		XXXXXXX		XXXXXXX
330	Operating Lease Payments		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance And Repair Services - Equipment		XXXXXXX		XXXXXXX		XXXXXXX
356	Tuition		XXXXXXX		XXXXXXX		XXXXXXX
369	Contracts for Substitute Teachers - Certified		XXXXXXX		XXXXXXX		XXXXXXX
370	Contracts for Substitute Teachers - Non-Certified		XXXXXXX		XXXXXXX		XXXXXXX
399	Other Contracted Services		XXXXXXX		XXXXXXX		XXXXXXX
429	Instructional Supplies & Materials		XXXXXXX		XXXXXXX		XXXXXXX
449	Textbooks		XXXXXXX		XXXXXXX		XXXXXXX
499	Other Supplies & Materials		XXXXXXX		XXXXXXX		XXXXXXX
535	Fee Waivers		XXXXXXX		XXXXXXX		XXXXXXX
599	Other Charges		XXXXXXX		XXXXXXX		XXXXXXX
790	Other Equipment		XXXXXXX		XXXXXXX		XXXXXXX
71150	TOTAL EXPENDITURES		0.00	XXXXXXX	0.00	XXXXXXX	0.00

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

TRR&MS 0520-1-9-.03 (2) (k) (7)

0520-1-9-.03 (1) (k) (2)

EDGAR Sect 80.20 (a) (2)

(Subpart C (b) (4))

C. FINANCIAL INFORMATION

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO 71200	EXPENDITURES INSTRUCTION (71000) SPECIAL EDUCATION PROGRAM (71200)	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
116	Teachers	948,035.00	25.00				
117	Career Ladder Program	12,000.00	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
127	Career Ladder Extended Contracts		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
128	Homebound Teachers						
162	Clerical Personnel						
163	Educational Assistants	75,455.00	6.00	426,686.00	38.00	21,714.00	2.00
171	Speech Pathologist	76,363.00	2.00				
189	Other Salaries & Wages						
195	Certified Substitute Teachers	500.00		250.00			
198	Non-Certified Substitute Teachers	3,000.00		2,500.00			
201	Social Security	68,191.00	XXXXXXXX	26,455.00	XXXXXXXX	1,346.00	XXXXXXXX
204	State Retirement	98,331.00	XXXXXXXX	31,831.00	XXXXXXXX	1,620.00	XXXXXXXX
206	Life Insurance	870.00	XXXXXXXX	555.00	XXXXXXXX	56.00	XXXXXXXX
207	Medical Insurance	155,196.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance	5,732.10	XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation	6,000.00	XXXXXXXX	3,000.00	XXXXXXXX	200.00	XXXXXXXX
212	Employer Medicare	15,948.00	XXXXXXXX	6,187.00	XXXXXXXX	315.00	XXXXXXXX
299	Other Fringe Benefits		XXXXXXXX		XXXXXXXX		XXXXXXXX
310	Contracts With Other Public Agencies		XXXXXXXX		XXXXXXXX		XXXXXXXX
311	Contracts With Other School Systems		XXXXXXXX		XXXXXXXX		XXXXXXXX
312	Contracts With Private Agencies	110,000.00	XXXXXXXX	18,000.00	XXXXXXXX		XXXXXXXX
322	Evaluation & Testing		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance And Repair Services - Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
356	Tuition		XXXXXXXX		XXXXXXXX		XXXXXXXX
369	Contracts for Substitute Teachers - Certified		XXXXXXXX		XXXXXXXX		XXXXXXXX
370	Contracts for Substitute Teachers - Non-Certified		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services	15,000.00	XXXXXXXX	100,636.65	XXXXXXXX	6,099.83	XXXXXXXX
429	Instructional Supplies & Materials	2,000.00	XXXXXXXX	12,000.00	XXXXXXXX	500.00	XXXXXXXX
449	Textbooks		XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials		XXXXXXXX	1,000.00	XXXXXXXX		XXXXXXXX
535	Fee Waivers		XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
599	Other Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
725	Special Education Equipment	1,000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
71200	TOTAL EXPENDITURES	1,593,621.10	XXXXXXXX	629,600.65	XXXXXXXX	31,850.83	XXXXXXXX

7

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

TRR&MS 0520-1-9-.03 (2) (k) (7)

0520-1-9-.03 (1) (k) (2)

EDGAR Sect 80.20 (a) (2)

(Subpart C (b) (4))

LEA: _____

C. FINANCIAL INFORMATION (Continued)

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72120	SUPPORT SERVICES (72000)						
	STUDENTS (72100)						
	HEALTH SERVICES (72120)						
131	Medical Personnel						
189	Other Salaries & Wages						
201	Social Security		XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement		XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare		XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance & Repair Services-Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
413	Drugs & Medical Supplies		XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials		XXXXXXXX		XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
735	Health Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72120	TOTAL EXPENDITURES		0.00	XXXXXXXX	0.00	XXXXXXXX	0.00

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Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

LEA: _____

C. FINANCIAL INFORMATION (Continued)

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
				PART B			
72130	SUPPORT SERVICES (72000)						
	STUDENTS (72100)						
	OTHER STUDENT SUPPORT (72130)						
117	Career Ladder Program		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
123	Guidance Personnel						
124	Psychological Personnel						
127	Career Ladder - Extended Contracts		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
130	Social Workers						
135	Assessment Personnel						
161	Secretary(s)						
162	Clerical Personnel						
164	Attendants						
170	School Resource Officers						
189	Other Salaries & Wages						
201	Social Security		XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement		XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare		XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
309	Contracts with Government Agencies		XXXXXXXX		XXXXXXXX		XXXXXXXX
311	Contracts with other School Systems		XXXXXXXX		XXXXXXXX		XXXXXXXX
322	Evaluation & Testing		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payment		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance & Repair Services-Equip		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials		XXXXXXXX		XXXXXXXX		XXXXXXXX
524	In-service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
790	Other Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72130	TOTAL EXPENDITURES		0.00	XXXXXXXX	0.00	XXXXXXXX	0.00

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Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

LEA: _____

C. FINANCIAL INFORMATION (Continued)

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO.	EXPENDITURES	General Purpose Fund	*FTE Positions	IDEA Part B	*FTE Positions	Preschool Grant	*FTE Positions
72215	SUPPORT SERVICES (72000) INSTRUCTIONAL STAFF (72220) ALTERNATIVE INSTRUCTION PROGRAM						
105	Supervisor/Director						
117	Career Ladder Program		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
123	Guidance Personnel						
127	Career Ladder Extended Contracts		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
129	Librarian(s)						
138	Instructional Computer Personnel						
161	Secretary(s)						
162	Clerical Personnel						
163	Educational Assistants						
189	Other Salaries & Wages						
196	In-Service Training		XXXXXXXX		XXXXXXXX		XXXXXXXX
201	Social Security		XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement		XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare		XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payment		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance & Repair Services -Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
432	Library Books/Media		XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials		XXXXXXXX		XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
790	Other Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72215	TOTAL EXPENDITURES	0.00	XXXXXXXX	0.00	0.00	0.00	XXXXXXXX

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Special Education Expenses Only

*FTE Positions: Full time equivalency – **use two decimals.**

Line item substitutions or additions shall **NOT** be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

C. FINANCIAL INFORMATION (Continued)

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72220	SUPPORT SERVICES (72000) INSTRUCTIONAL STAFF (72200) SPECIAL EDUCATION PROGRAM STAFF (72220)						
105	Supervisor/Director	59,177.00	1.00				
117	Career Ladder Program		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
124	Psychological Personnel						
127	Career Ladder Extended Contracts	4,000.00	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
135	Assessment Personnel						
161	Secretary(s)						
162	Clerical Personnel	9,759.00	0.50				
171	Speech Pathologist (Supervisory)						
189	Other Salaries & Wages			48,998.00	1.00		
196	In-Service Training		XXXXXXX		XXXXXXX		XXXXXXX
201	Social Security	4,274.00	XXXXXXX	3,038.00	XXXXXXX		XXXXXXX
204	State Retirement	6,184.00	XXXXXXX	3,655.00	XXXXXXX		XXXXXXX
206	Life Insurance	45.00	XXXXXXX	30.00	XXXXXXX		XXXXXXX
207	Medical Insurance	6,322.50	XXXXXXX	6,322.50	XXXXXXX		XXXXXXX
208	Dental Insurance	212.30	XXXXXXX	212.30	XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare	1,656.00	XXXXXXX	657.00	XXXXXXX		XXXXXXX
299	Other Fringe Benefits		XXXXXXX		XXXXXXX		XXXXXXX
307	Communication		XXXXXXX	500.00	XXXXXXX		XXXXXXX
308	Consultants		XXXXXXX		XXXXXXX		XXXXXXX
330	Operating Lease Payments		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance & Repair Services -Equipment		XXXXXXX		XXXXXXX		XXXXXXX
348	Postal Charges		XXXXXXX	200.00	XXXXXXX		XXXXXXX
355	Travel		XXXXXXX	5,500.00	XXXXXXX		XXXXXXX
399	Other Contracted Services	59,415.00	XXXXXXX	10,630.70	XXXXXXX		XXXXXXX
499	Other Supplies & Materials		XXXXXXX		XXXXXXX		XXXXXXX
524	In-Service/Staff Development		XXXXXXX		XXXXXXX		XXXXXXX
599	Other Charges		XXXXXXX		XXXXXXX		XXXXXXX
790	Other Equipment		XXXXXXX		XXXXXXX		XXXXXXX
72220	TOTAL EXPENDITURES	151,044.80	XXXXXXX	79,743.50	XXXXXXX	0.00	XXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

LEA: _____

C. FINANCIAL INFORMATION (Continued)

**2. Estimated Expenditures
Education for Students with Disabilities**

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	FTE Positions	PRESCHOOL GRANT	*FTE Positions
72410	SUPPORT SERVICES (72000)						
	SCHOOL ADMIN. (72400)						
	OFFICE OF PRINCIPAL (72410)						
104	Principal(s)						
117	Career Ladder Program		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
119	Accountants/ Bookkeepers						
127	Career Ladder Extended Contracts		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
139	Assistant Principal(s)						
161	Secretary(s)						
162	Clerical Personnel						
189	Other Salaries & Wages						
196	In-Service Training		XXXXXXXX		XXXXXXXX		XXXXXXXX
201	Social Security		XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement		XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare		XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
317	Data Processing Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
320	Dues & Memberships		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payment		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance & Repair Services-		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
411	Data Processing Supplies		XXXXXXXX		XXXXXXXX		XXXXXXXX
435	Office Supplies		XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials		XXXXXXXX		XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
701	Administration Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72410	TOTAL EXPENDITURES	0.00	XXXXXXXX	0.00	XXXXXXXX	0.00	XXXXXXXX

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Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

C. FINANCIAL INFORMATION (continued)
2. Estimated Expenditures for Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72710	SUPPORT SERVICES (72000) STUDENT TRANSPORTATION (72700) TRANSPORTATION (72710)						
105	Supervisor/Director						
142	Mechanic(s)						
146	Bus Drivers	22,421.65	2.00				
162	Clerical Personnel						
189	Other Salaries & Wages						
196	In-Service Training						
201	Social Security	1,390.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement	1,672.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance	30.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare	325.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
311	Contracts with Other School Systems		XXXXXXXX		XXXXXXXX		XXXXXXXX
312	Contracts with Private Agencies		XXXXXXXX		XXXXXXXX		XXXXXXXX
313	Contracts with Parents		XXXXXXXX		XXXXXXXX		XXXXXXXX
314	Contracts with Public Carriers		XXXXXXXX		XXXXXXXX		XXXXXXXX
315	Contracts with Vehicle Owners		XXXXXXXX		XXXXXXXX		XXXXXXXX
329	Laundry Service		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
338	Maintenance & Repair Service -Vehicles		XXXXXXXX		XXXXXXXX		XXXXXXXX
340	Medical & Dental Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
351	Rentals		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
412	Diesel Fuel	15,000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
418	Equipment & Machinery Parts		XXXXXXXX		XXXXXXXX		XXXXXXXX
424	Garage Supplies		XXXXXXXX		XXXXXXXX		XXXXXXXX
425	Gasoline		XXXXXXXX		XXXXXXXX		XXXXXXXX
433	Lubricants		XXXXXXXX		XXXXXXXX		XXXXXXXX
450	Tires & Tubes	3,000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
453	Vehicle Parts	5,000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials		XXXXXXXX		XXXXXXXX		XXXXXXXX
511	Vehicle & Equipment Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
701	Administration Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
729	Transportation Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72710	TOTAL EXPENDITURES	48,838.65	XXXXXXXX	0.00	XXXXXXXX	0.00	XXXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

Expenditures for gifted and functionally delayed students cannot be paid from federal funds.

C. FINANCIAL INFORMATION (continued)

**3. Estimated Expenditure Summary
Education for Students with Disabilities**

ACCOUNT SERIES	EXPENDITURES	GENERAL PURPOSE FUND	IDEA	PRESCHOOL
71150	Alternative Schools			
71200	Special Education Program	1,593,621.00	629,600.65	31,850.83
72120	Health Services			
72130	Other Student Support			
72215	Alternative Instruction Program			
72220	Special Education Program Staff	151,044.90	79,743.50	
72410	Office of Principal			
72710	Transportation	48,838.65		
99100-504	Transfer Out of Funds: Indirect Cost *	XXXXXXXX		
99100-504	Permissive Use of Funds:	XXXXXXXX	XXXXXXXX	XXXXXXXX
	A. Adjustment to Local Effort		XXXXXXXX	XXXXXXXX
	B. School Wide	XXXXXXXX		XXXXXXXX
	C. Early Intervening Services	XXXXXXXX		XXXXXXXX
TOTAL EXPENDITURES		1,793,504.55	709,344.15	31,850.83

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*Indirect Cost Rate: _____ (List indirect cost rate approved for FY '11)

**Note: Subtract out all expenditures for equipment prior to determining indirect cost amounts.
Do Not include any "Permissive Use of Funds" expenditures when determining indirect cost amounts.**

GENERAL PURPOSE FUND TOTAL SHALL MATCH TOTAL ON PAGE 16D

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Alternative Instruction Program

Acct. No. 71150	Description	Justification	
116	Teachers	Salaries for SE teachers working with students placed in the alternative program	
128	Homebound Teachers	Salaries for SE teachers working with homebound SE students	
162	Clerical Personnel	Salary of clerk to provide SE instructional support	
163	Educational Assistants	Salaries for EAs working with SE students	
189	Other Salaries & Wages (Specify)		
195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
201	Social Security	Fringe benefit for above salaries	
204	State Retirement	Fringe benefit for above salaries	
206	Life Insurance	Fringe benefit for above salaries	
207	Medical Insurance	Fringe benefit for above salaries	
208	Dental Insurance	Fringe benefit for above salaries	
210	Unemployment compensation	Fringe benefit for above salaries	
212	Employer Medicare	Fringe benefit for above salaries	
299	Other Fringe Benefits (Specify)		
311	Contracts with other School Systems	Contract with:	For:
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
356	Tuition	To pay tuition for SE students unable to afford them	
369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
399	Other Contracted Services (Specify)		
429	Instructional Supplies & Materials (Specify)		
449	Textbooks (Specify)		
499	Other Supplies & Materials (Specify)		
535	Fee Waivers	To pay fees for SE students that cannot afford them	
599	Other Charges (Specify)		
790	Other Equipment (Specify)		

* On any page where equipment or materials/supplies are budgeted give multiple examples of items to be purchased (i.e. for Instructional supplies/materials - other supplies/materials - equipment

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Morgan County Schools

Special Education Instruction Program

	Acct. No. 71200	Description	Justification	
	116	Teachers	To pay for teachers working with SE students	
	128	Homebound Teachers	To pay for homebound teachers working w/ SE students	
	162	Clerical Personnel	To pay for SE clerical personnel	
X	163	Educational Assistants	To pay for SE educational assistants	
	171	Speech Pathologist	To pay for SE speech pathologist	
	189	Other Salaries & Wages (Specify)		
X	195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
X	198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
X	201	Social Security	Fringe benefit for above salaries	
X	204	State Retirement	Fringe benefit for above salaries	
X	206	Life Insurance	Fringe benefit for above salaries	
	207	Medical Insurance	Fringe benefit for above salaries	
	208	Dental Insurance	Fringe benefit for above salaries	
X	210	Unemployment compensation	Fringe benefit for above salaries	
X	212	Employer Medicare	Fringe benefit for above salaries	
	299	Other Fringe Benefits (Specify)		
	310	Contracts with other Public Agencies	Contract with:	For:
	311	Contracts with other School Systems	Contract with:	For:
X	312	Contracts with Private Agencies	Contract with: Camelot	For:
	322	Evaluation & Testing	To evaluate and test S. E. students	
	330	Operating Lease Payments (Specify)		
	336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
	356	Tuition	To pay tuition for SE students unable to afford it	
	369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
	370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
X	399	Other Contracted Services (Specify)	To pay for other therapies and services as determined by the IEP, speech, OT & PT	
X	429	Instructional Supplies & Materials (Specify)	To purchase supplemental supplies/materials for the SE classroom	
	449	Textbooks (Specify)		
	499	Other Supplies & Materials (Specify)		
X	535	Fee Waivers	To pay fees for SE students that cannot afford them	
	599	Other Charges (Specify)		
	725	Special Education Equipment *		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Students Support Services/Health Services

Acct. No 72120	Description	Justification
131	Medical Personnel (Specify)	
189	Other Salaries & Wages (Specify)	
201	Social Security	Fringe benefit for salaries funded above
204	State Retirement	Fringe benefit for salaries funded above
206	Life Insurance	Fringe benefit for salaries funded above
207	Medical Insurance	Fringe benefit for salaries funded above
208	Dental Insurance	Fringe benefit for salaries funded above
210	Unemployment Compensation	Fringe benefit for salaries funded above
212	Employer Medicare	Fringe benefit for salaries funded above
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE health related equipment
348	Postal Charges	To pay for postal charges related to SE communication
355	Travel	Travel by SE medical employees to treat SE students
399	Other Contracted Services (Specify)	
413	Drugs & Medical Supplies (Specify)	
499	Other Supplies & Materials (Specify)	
524	In-Service/Staff Development (Specify)	
599	Other Charges (Specify)	
735	Health Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Students Support Services/Other Student Support

Acct. No. 72130	Description	Justification	
123	Guidance Personnel	SE to pay salary of guidance personnel to work w/children w/disabilities	
124	Psychological Personnel	To pay salary of SE psychological personnel	
130	Social Workers	To pay salary of SE social workers	
135	Assessment Personnel	To pay salary of SE assessment personnel	
161	Secretary(s)	To pay salary of SE secretary for support personnel	
162	Clerical Personnel	To pay salary of SE clerical worker for support personnel	
164	Attendants	To pay salary of SE attendants	
170	School Resource Officers	To pay salary of SE school resource officer	
189	Other Salaries and Wages (Specify)		
201	Social Security	Fringe benefit for above salaries	
204	State Retirement	Fringe benefit for above salaries	
206	Life Insurance	Fringe benefit for above salaries	
207	Medical Insurance	Fringe benefit for above salaries	
208	Dental Insurance	Fringe benefit for above salaries	
210	Unemployment Compensation	Fringe benefit for above salaries	
212	Employer Medicare	Fringe benefit for above salaries	
299	Other Fringe Benefits (Specify)		
307	Communication	SE communication costs	
309	Contracts with Government Agencies	Contract with:	For:
311	Contracts with other School Systems	Contract with:	For:
322	Evaluation & Testing	To evaluate and test SE students by guidance, psychological, or assessment staff	
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services - Equipment	To maintain & repair equipment used by support staff	
348	Postal Charges	To pay for postage used by support staff	
355	Travel	Travel by SE support staff	
399	Other Contracted Services (Specify)		
499	Other Supplies & Materials (Specify)		
524	In-Service/Staff Development (Specify)		
599	Other Charges (Specify)		
790	Other Equipment (Specify)		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Support Services/Instructional Staff/Alternative Instruction Program

Acct. No. 72215	Description	Justification
105	Supervisor/Director	Pay salary for SE Supervisor of alternative school
123	Guidance Personnel	To pay salary of SE guidance staff at alternative school
129	Librarian(s)	To pay salary of SE librarian at alternative school
138	Instructional Computer Personnel	To pay salary of SE instructional computer personnel
161	Secretary (s)	To pay salary of SE secretary at alternative school
162	Clerical Personnel	To pay salary of SE clerks at alternative school
163	Educational Assistants	To pay salary of SE EAs at alternative school
189	Other Salaries & Wages (Specify)	
196	In-Service Training	Cost of in-service training for SE staff at alternative school
201	Social Security	Fringe benefit for above personnel
204	State Retirement	Fringe benefit for above personnel
206	Life Insurance	Fringe benefit for above personnel
207	Medical Insurance	Fringe benefit for above personnel
208	Dental Insurance	Fringe benefit for above personnel
210	Unemployment Compensation	Fringe benefit for above personnel
212	Employer Medicare	Fringe benefit for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment for alternative support personnel
348	Postal Charges	To pay for postal charges re SE communication
355	Travel	Travel expenses for SE staff at alternative school
399	Other Contracted Services (Specify)	
432	Library Books/Media	To purchase library books or media to be used by SE alternative program support staff
499	Other Supplies & Materials (Specify)	
524	In-Services/Staff Development (Specify)	
599	Other Charges (Specify)	
790	Other Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Support Services/Special Education Program

Acct. No. 72220	Description	Justification
105	Supervisor/Director	Pay salary for SE Supervisor/Director
124	Psychological Personnel	To pay salary of SE psychologist
135	Assessment Personnel	To pay salary of SE assessment personnel
161	Secretary(s)	To pay salary of SE secretary
162	Clerical Personnel	To pay salary of SE clerks
171	Speech Pathologist (Supervisory)	To pay for SE speech pathologist for supervisory services
189	Other Salaries and Wages (Specify)	
196	In-Service Training	Pay for training of SE support staff
201	Social Security	Fringe benefit for above personnel
204	State Retirement	Fringe benefit for above personnel
206	Life Insurance	Fringe benefit for above personnel
207	Medical Insurance	Fringe benefit for above personnel
208	Dental Insurance	Fringe benefit for above personnel
210	Unemployment Compensation	Fringe benefit for above personnel
212	Employer Medicare	Fringe benefit for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
308	Consultants	To pay consultants For:
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment
348	Postal Charges	To pay for postal charges for SE programs
355	Travel	Travel for SE support Staff For:
399	Other Contracted Services (Specify)	
499	Other Supplies & Materials (Specify)	
524	In-Services/Staff Development (Specify)	
599	Other Charges (Specify)	
790	Other Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Support Services/School Administration/Office of Principal

Acct. No 72410	Description	Justification
104	Principal (s)	Pay salary of school principal supervising SE students
119	Accountants/Bookkeepers	To pay salary of SE accountant/bookkeeper
139	Assistant Principal(s)	To pay salary of assistant principal supervising SE students
161	Secretary(s)	To pay salary for school secretary
162	Clerical Personnel	To pay salary for school clerks
189	Other Salaries and Wages (Specify)	
196	In-Service Training	In-service for school administrative staff serving SE students
201	Social Security	Fringe benefit for above personnel
204	State Retirement	Fringe benefit for above personnel
206	Life Insurance	Fringe benefit for above personnel
207	Medical Insurance	Fringe benefit for above personnel
208	Dental Insurance	Fringe benefit for above personnel
210	Unemployment Compensation	Fringe benefit for above personnel
212	Employer Medicare	Fringe benefit for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
317	Data Processing Services	SE costs for data processing services
320	Dues and Memberships	Professional due/memberships for SE office staff
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE office equipment
348	Postal Charges	To pay for SE postal charges
355	Travel	To pay travel for SE school administrative staff
399	Other Contracted Services (Specify)	
411	Data Processing Supplies	To maintain data processing supplies for the SE program
435	Office Supplies	Supplies for SE office staff
499	Other Supplies & Materials (Specify)	
524	In-Services/Staff Development (Specify)	
599	Other Charges (Specify)	
701	Administration Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: _____

Transportation

Acct. No. 72710	Description	Justification
105	Supervisor/Director (Specify)	
142	Mechanic(s)	
146	Bus Drivers	Special Education bus drivers to transport special education students
162	Clerical Personnel	
189	Other Salaries & Wages (Specify)	
196	In-Service Training	In-service training for approved special education personnel above
201	Social Security	Fringe benefit for approved personnel above
204	State Retirement	Fringe benefit for approved personnel above
206	Life Insurance	Fringe benefit for approved personnel above
207	Medical Insurance	Fringe benefit for approved personnel above
208	Dental Insurance	Fringe benefit for approved personnel above
210	Unemployment Compensation	Fringe benefit for approved personnel above
212	Employer Medicare	Fringe benefit for approved personnel above
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
311	Contract with Other School Systems (Specify)	
312	Contracts with Private Agencies (Specify)	
313	Contracts with Parents	
314	Contracts with Public Carriers	
315	Contracts with Vehicle Owners	
329	Laundry Service	
330	Operating Lease Payments	
338	Maintenance & Repair Service – Vehicles	Maintenance and repair of special education purchased vehicles
340	Medical and Dental Services	
348	Postal Charges	To pay postal charges re: communication
351	Rentals	
355	Travel	
399	Other Contracted Services (Specify)	
412	Diesel Fuel	
418	Equipment and Machinery Parts	For special education purchased vehicles
424	Garage Supplies	For special education purchased vehicles
425	Gasoline	For special education purchased vehicles
433	Lubricants	For special education purchased vehicles
450	Tires and Tubes	For special education purchased vehicles
453	Vehicle Parts	For special education purchased vehicles
499	Other Supplies & Materials (Specify)	
511	Vehicle & Equipment Insurance	To pay insurance for vehicles and equipment used to transport SE students
524	In-Service/Staff Development (Specify)	
599	Other Charges (Specify)	
701	Administration Equipment	
729	Transportation Equipment	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Alternative Instruction Program

Acct. No. 71150	Description	Justification	
116	Teachers	Salaries for SE teachers working with students placed in the alternative program	
128	Homebound Teachers	Salaries for SE teachers working with homebound SE students	
162	Clerical Personnel	Salary of clerk to provide SE instructional support	
163	Educational Assistants	Salaries for EAs working with SE students	
189	Other Salaries & Wages (Specify)		
195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
201	Social Security	Fringe benefit for above salaries	
204	State Retirement	Fringe benefit for above salaries	
206	Life Insurance	Fringe benefit for above salaries	
207	Medical Insurance	Fringe benefit for above salaries	
208	Dental Insurance	Fringe benefit for above salaries	
210	Unemployment compensation	Fringe benefit for above salaries	
212	Employer Medicare	Fringe benefit for above salaries	
299	Other Fringe Benefits (Specify)		
311	Contracts with other School Systems	Contract with:	For:
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
356	Tuition	To pay tuition for SE students unable to afford them	
369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
399	Other Contracted Services (Specify)		
429	Instructional Supplies & Materials (Specify)		
449	Textbooks (Specify)		
499	Other Supplies & Materials (Specify)		
535	Fee Waivers	To pay fees for SE students that cannot afford them	
599	Other Charges (Specify)		
790	Other Equipment (Specify)		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Special Education Instruction Program

Acct. No. 71200	Description	Justification	
116	Teachers	To pay for teachers working with SE students	
128	Homebound Teachers	To pay for homebound teachers working w/ SE students	
162	Clerical Personnel	To pay for SE clerical personnel	
163	Educational Assistants	To pay for SE educational assistants	
171	Speech Pathologist	To pay for SE speech pathologist	
189	Other Salaries & Wages (Specify)		
195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
201	Social Security	Fringe benefit for above salaries	
204	State Retirement	Fringe benefit for above salaries	
206	Life Insurance	Fringe benefit for above salaries	
207	Medical Insurance	Fringe benefit for above salaries	
208	Dental Insurance	Fringe benefit for above salaries	
210	Unemployment compensation	Fringe benefit for above salaries	
212	Employer Medicare	Fringe benefit for above salaries	
299	Other Fringe Benefits (Specify)		
310	Contracts with other Public Agencies	Contract with:	For:
311	Contracts with other School Systems	Contract with:	For:
312	Contracts with Private Agencies	Contract with:	For:
322	Evaluation & Testing	To evaluate and test S. E. students	
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
356	Tuition	To pay tuition for SE students unable to afford it	
369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
399	Other Contracted Services (Specify)		
429	Instructional Supplies & Materials (Specify)		
449	Textbooks (Specify)		
499	Other Supplies & Materials (Specify)		
535	Fee Waivers	To pay fees for SE students that cannot afford them	
599	Other Charges (Specify)		
725	Special Education Equipment (Specify)		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Students Support Services/Health Services

Acct. No 72120	Description	Justification
131	Medical Personnel (Specify)	
189	Other Salaries & Wages (Specify)	
201	Social Security	Fringe benefit for salaries funded above
204	State Retirement	Fringe benefit for salaries funded above
206	Life Insurance	Fringe benefit for salaries funded above
207	Medical Insurance	Fringe benefit for salaries funded above
208	Dental Insurance	Fringe benefit for salaries funded above
210	Unemployment Compensation	Fringe benefit for salaries funded above
212	Employer Medicare	Fringe benefit for salaries funded above
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE health related equipment
348	Postal Charges	To pay for postal charges related to SE communication
355	Travel	Travel by SE medical employees to treat SE students
399	Other Contracted Services (Specify)	
413	Drugs & Medical Supplies	To purchase medical supplies for SE students
499	Other Supplies & Materials (Specify)	
524	In-Service/Staff Development (Specify)	
599	Other Charges (Specify)	
735	Health Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Students Support Services/Other Student Support

Acct. No. 72130	Description	Justification	
123	Guidance Personnel	SE to pay salary of guidance personnel to work w/children w/disabilities	
124	Psychological Personnel	To pay salary of SE psychological personnel	
130	Social Workers	To pay salary of SE social workers	
135	Assessment Personnel	To pay salary of SE assessment personnel	
161	Secretary(s)	To pay salary of SE secretary for support personnel	
162	Clerical Personnel	To pay salary of SE clerical worker for support personnel	
164	Attendants	To pay salary of SE attendants	
170	School Resource Officers	To pay salary of SE school resource officer	
189	Other Salaries and Wages (Specify)		
201	Social Security	Fringe benefit for above salaries	
204	State Retirement	Fringe benefit for above salaries	
206	Life Insurance	Fringe benefit for above salaries	
207	Medical Insurance	Fringe benefit for above salaries	
208	Dental Insurance	Fringe benefit for above salaries	
210	Unemployment Compensation	Fringe benefit for above salaries	
212	Employer Medicare	Fringe benefit for above salaries	
299	Other Fringe Benefits (Specify)		
307	Communication	SE communication costs	
309	Contracts with Government Agencies	Contract with:	For:
311	Contracts with other School Systems	Contract with:	For:
322	Evaluation & Testing	To evaluate and test SE students by guidance, psychological, or assessment staff	
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services - Equipment	To maintain & repair equipment used by support staff	
348	Postal Charges	To pay for postage used by support staff	
355	Travel	Travel by SE support staff	
399	Other Contracted Services (Specify)		
499	Other Supplies & Materials (Specify)		
524	In-Service/Staff Development (Specify)		
599	Other Charges (Specify)		
790	Other Equipment (Specify)		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Support Services/Instructional Staff/Alternative Instruction Program

Acct. No. 72215	Description	Justification
105	Supervisor/Director	Pay salary for SE Supervisor of alternative school
123	Guidance Personnel	To pay salary of SE guidance staff at alternative school
129	Librarian(s)	To pay salary of SE librarian at alternative school
138	Instructional Computer Personnel	To pay salary of SE instructional computer personnel
161	Secretary (s)	To pay salary of SE secretary at alternative school
162	Clerical Personnel	To pay salary of SE clerks at alternative school
163	Educational Assistants	To pay salary of SE EAs at alternative school
189	Other Salaries & Wages (Specify)	
196	In-Service Training	Cost of in-service training for SE staff at alternative school
201	Social Security	Fringe benefit for above personnel
204	State Retirement	Fringe benefit for above personnel
206	Life Insurance	Fringe benefit for above personnel
207	Medical Insurance	Fringe benefit for above personnel
208	Dental Insurance	Fringe benefit for above personnel
210	Unemployment Compensation	Fringe benefit for above personnel
212	Employer Medicare	Fringe benefit for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment for alternative support personnel
348	Postal Charges	To pay for postal charges re SE communication
355	Travel	Travel expenses for SE staff at alternative school
399	Other Contracted Services (Specify)	
432	Library Books/Media	To purchase library books or media to be used by SE alternative program support staff
499	Other Supplies & Materials (Specify)	
524	In-Services/Staff Development (Specify)	
599	Other Charges (Specify)	
790	Other Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Support Services/Special Education Program

Acct. No. 72220	Description	Justification
105	Supervisor/Director	Pay salary for SE Supervisor/Director
124	Psychological Personnel	To pay salary of SE psychologist
135	Assessment Personnel	To pay salary of SE assessment personnel
161	Secretary(s)	To pay salary of SE secretary
162	Clerical Personnel	To pay salary of SE clerks
171	Speech Pathologist (Supervisory)	To pay for SE speech pathologist for supervisory services
189	Other Salaries and Wages (Specify)	
196	In-Service Training	Pay for training of SE support staff
201	Social Security	Fringe benefit for above personnel
204	State Retirement	Fringe benefit for above personnel
206	Life Insurance	Fringe benefit for above personnel
207	Medical Insurance	Fringe benefit for above personnel
208	Dental Insurance	Fringe benefit for above personnel
210	Unemployment Compensation	Fringe benefit for above personnel
212	Employer Medicare	Fringe benefit for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
308	Consultants	To pay consultants For:
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment
348	Postal Charges	To pay for postal charges for SE programs
355	Travel	Travel for SE support Staff For:
399	Other Contracted Services (Specify)	
499	Other Supplies & Materials (Specify)	
524	In-Services/Staff Development (Specify)	
599	Other Charges (Specify)	
790	Other Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Support Services/School Administration/Office of Principal

Acct. No 72410	Description	Justification
104	Principal (s)	Pay salary of school principal supervising SE students
119	Accountants/Bookkeepers	To pay salary of SE accountant/bookkeeper
139	Assistant Principal(s)	To pay salary of assistant principal supervising SE students
161	Secretary(s)	To pay salary for school secretary
162	Clerical Personnel	To pay salary for school clerks
189	Other Salaries and Wages (Specify)	
196	In-Service Training	In-service for school administrative staff serving SE students
201	Social Security	Fringe benefit for above personnel
204	State Retirement	Fringe benefit for above personnel
206	Life Insurance	Fringe benefit for above personnel
207	Medical Insurance	Fringe benefit for above personnel
208	Dental Insurance	Fringe benefit for above personnel
210	Unemployment Compensation	Fringe benefit for above personnel
212	Employer Medicare	Fringe benefit for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
317	Data Processing Services	SE costs for data processing services
320	Dues and Memberships	Professional due/memberships for SE office staff
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE office equipment
348	Postal Charges	To pay for SE postal charges
355	Travel	To pay travel for SE school administrative staff
399	Other Contracted Services (Specify)	
411	Data Processing Supplies	To maintain data processing supplies for the SE program
435	Office Supplies	Supplies for SE office staff
499	Other Supplies & Materials (Specify)	
524	In-Services/Staff Development (Specify)	
599	Other Charges (Specify)	
701	Administration Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: _____

PRESCHOOL GRANT

Transportation

Acct. No. 72710	Description	Justification
105	Supervisor/Director (Specify)	
142	Mechanic(s)	
146	Bus Drivers	Special Education bus drivers to transport special education students
162	Clerical Personnel	
189	Other Salaries & Wages (Specify)	
196	In-Service Training	In-service training for approved special education personnel above
201	Social Security	Fringe benefit for approved personnel above
204	State Retirement	Fringe benefit for approved personnel above
206	Life Insurance	Fringe benefit for approved personnel above
207	Medical Insurance	Fringe benefit for approved personnel above
208	Dental Insurance	Fringe benefit for approved personnel above
210	Unemployment Compensation	Fringe benefit for approved personnel above
212	Employer Medicare	Fringe benefit for approved personnel above
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
311	Contract with Other School Systems (Specify)	
312	Contracts with Private Agencies (Specify)	
313	Contracts with Parents	
314	Contracts with Public Carriers	
315	Contracts with Vehicle Owners	
329	Laundry Service	
330	Operating Lease Payments	
338	Maintenance & Repair Service – Vehicles	Maintenance and repair of special education purchased vehicles
340	Medical and Dental Services	
348	Postal Charges	To pay postal charges re: communication
351	Rentals	
355	Travel	
399	Other Contracted Services (Specify)	
412	Diesel Fuel	
418	Equipment and Machinery Parts	For special education purchased vehicles
424	Garage Supplies	For special education purchased vehicles
425	Gasoline	For special education purchased vehicles
433	Lubricants	For special education purchased vehicles
450	Tires and Tubes	For special education purchased vehicles
453	Vehicle Parts	For special education purchased vehicles
499	Other Supplies & Materials (Specify)	
511	Vehicle & Equipment Insurance	To pay insurance for vehicles and equipment used to transport SE students
524	In-Service/Staff Development (Specify)	
599	Other Charges (Specify)	
701	Administration Equipment (Specify)	
729	Transportation Equipment (Specify)	

LEA:

C. FINANCIAL INFORMATION (continued)
6. General Purpose Funds Only
Non-Supplanting/Maintenance of Effort

a. Expenditures for 2007-2008

- | | |
|--|----------|
| 1. Actual amount expended for students with disabilities served (State's Sp Ed Expenditure Report 2007-2008) | \$ _____ |
| 2. Total unduplicated count of disabled students served by the school system (End of Year Report 2007-2008) | _____ |
| 3. Per pupil expenditures 2007-2008
Divide a (1) by a (2) | \$ _____ |

b. Expenditures for 2008-2009

- | | |
|---|----------|
| 1. Actual amount expended for students with disabilities served (State Sp Ed Expenditure Report, 2008 - 2009) | \$ _____ |
| 2. Total unduplicated count of disabled students served by the school system (End of Year Report 2008-2009) | _____ |
| 3. Per pupil expenditures 2008-2009
Divide b (1) by b (2) | \$ _____ |

c. Expenditures for 2009-2010 *

- | | | | |
|--|----------|--|----------|
| 1. Actual or projected (Circle one) amount expended for students with disabilities served (State Sp Ed Expenditure Report, 2009 - 2010) | \$ _____ | <i>DOE USE ONLY</i>
\$ _____
_____ | |
| 2. Total unduplicated count of disabled students served by the school system (End of Year Report, 2009-2010) | _____ | | |
| 3. Per pupil actual or projected expenditures 2009-2010 Divide c (1) by c (2) | \$ _____ | | \$ _____ |
| 4. System's total net enrollment (All Students) | _____ | | |
| Percentage of S.E. Students (Divide c.2 by c.4) | _____ | | |

d. Projected Expenditures for 2010-2011

(Page 14, Total Expenditures General Purpose Funds) \$ _____

*** NOTE: If c.1. and c.3 are less than b.1 and b.3. , a maintenance of effort problem has occurred. Please submit documentation that justifies this reduction in expenditures. Acceptable reasons to reduce MOE are provided at 34 CFR Part. 300. 204 *Exception to maintenance of effort*. Funding will be held until this is corrected or justified. If d. is less than c.1., a potential maintenance of effort problem may occur. Work closely with your finance office/management consultant during this school year.**

APPENDIX

Comprehensive Application for SPED Checklist

TABLE OF CONTENTS

	PAGE
Check List	1-4
Indirect Cost (Restricted Rate) Worksheet.....	5

**Comprehensive Application for
Special Education Services
Checklist**

Page -Cover Page

LEA SEA

- ALL items in box labeled "To be Completed by Local School System" have been answered.
- The Director of Schools has signed and dated the plan.
- The LEA has identified the plan with the original signature.

Comments:

Part I – Compliance Assurances

Pages 1-2 – Compliance Assurances

- Name of LE A is given at the top of page
- Pages are included.
- Signed and dated by the Director of Schools.

Part II – Statistical Information

Page 3 – Children with Disabilities to Receive FAPE Services from the School System

- Name of LEA is given at top of page
- Boxes in Column 1 are completed appropriately by primary disability, by age span and are totaled correctly at bottom of page. (May use end of year report as a method of projecting numbers for new fiscal year.)
- For Column 2 include any students served full-time by contractual agreement. The LEA must submit a contract for any full-time Special Education placements to be approved by the Commissioner within 30 days of initiation of the contract. Totals are correct at bottom of column.
- Totals in Column 3 are correct for each disability (column 1 + Column 2) and for each grade span at bottom of page.
- Column 4 indicates the # of students receiving special transportation and totals are correct. **Note: If any students are receiving special transportation, cost for this expense must be included in the appropriate budget page or appropriate justification given for not using this page.**
- Column 5 includes only those students placed in a private school by the LEA. The totals by age group is correct at the bottom of the column.
- Columns 6(a) and (b) includes only private school children placed by their parents. The totals at the bottom of each column are correct.
- Grand total is correct.

Comments: *The numbers on this page represent an unduplicated count (head count) of students.*

Page 4 – Options to be Provided (Ages 3-5) and (Ages 6-21)

- Name of School System is given at top of page.
- Indicate number of children served by option. This is a **duplicated count** and should reflect both primary and one secondary option of service.
- The total by option and disability either equals the total of Column 3 on Page 3 for 3-5 year olds..
- 6-21 total same but no more than double total in column 3, page 3.
- Check total number given for Option 6. For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds..

Comments: *The LEA is strongly encouraged to use the options of service report End of Year Report as a guideline for filling out this page. This is a duplicated count (service count) of students served.*

Page 5 – Permissive Use of Funds

Note: Page 5 MUST be included in application.

LEA SEA

- Name of LEA at top of page.
- Yes or No is checked for each item on Page 5.
- Use of Funds as Local Funds (5A) worksheet is completed if LEA is requesting this option.
- Use of Funds as Local Funds (5B) worksheet is completed if LEA is requesting this option.
- Use of Funds as Local Funds (5C) worksheet is completed if LEA is requesting this option. Justification page for budget is attached.
- Cover Page of Comprehensive Application is marked indicating Use of Funds to be utilized, if applicable

Pages 6 -13 – Estimated Expenditures

LEA SEA

- Name of LEA is given at top of page.
- Total expenditures for each budget (General Purpose, IDEA Part B, & Preschool) are calculated correctly.
- FTE positions are given for appropriate personnel line items.
- Check the total number given for Option 6 on page 4. For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds.
- If equipment over \$5,000 per unit is being purchased with Part B or Preschool funds, there is a corresponding equipment page.
- Total allocation including cents has been budgeted. DO NOT ROUND.
- Check contracted services amount against page 3, Column 2. If contracted services are paid from the general purpose budget, the LEA may be eligible for partial reimbursement.
- If special transportation services are indicated on Page 3, appropriate expenditures are included in the budget.
- Total allocations for both Part B and Preschool have been budgeted, including cents. DO NOT ROUND.
- Any budget code with the description “Other ” must be detailed on the appropriate verification page.

Comments: *Budget code substitutions or additions cannot be made in the budget*

Page 14 – Estimated Expenditure Summary

- Name of LEA is given at top of page.
- Budgeted amounts for each account series and fund types have been transferred correctly from each corresponding budget page.
- Calculations for each fund type (General Purpose, Idea Part B, and Preschool) are correct.
- Total expenditures for general purpose funds match total on page 16, item D.
- If the LEA is going to reduce its level of local expenditures of special education services, the correct column is filled in and computed correctly.
- Total award has been budgeted correctly.(Including cents. DO NOT ROUND)
- Indirect cost has been calculated correctly. Equipment and any monies budgeted for CEIS or schoolwide schools under permissive use of funds have been subtracted prior to figuring indirect costs.
- Total IDEA, Part B and Preschool amounts have been transferred to the front of the Comprehensive Application.

Calculation for indirect cost: Total Allocation –Any Equipment and/or Permissive Use of Funds= Allocation (less equipment) / Indirect Cost Rate (1.00__ or 1.0__ __) X Indirect Cost % = Maximum Indirect Cost (See sample attached)

Page 15 – Equipment List (IDEA & PreSchool only)

- Name of LEA is listed at top of page. Appropriate budget is checked.
- Any equipment budgeted under IDEA Part B or Preschool requiring prior approval (\$5,000 per unit) is accounted for on a separate equipment pages.
- Budget codes are correct.
- Description is appropriate for definition of equipment.
- Quantity, Unit Cost, and Total Cost are correct. (**Unit cost is \$5,000 or more**; see comments below).
- Justification is given for each item purchased and is appropriate for the account under which equipment is budgeted. Justification is tied to the child's IEP or needs.
- Total for page is correct.
- If more than one page is needed, grand total of equipment is correct.

Comments: Equipment requiring prior approval is defined as property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. Minor sensitive equipment are items costing \$100 or more with a life expectancy of three years or longer.

Equipment must be kept on inventory. For equipment that is lost, stolen, or no longer useable, a letter of disposition must be addressed to the Director of Program Management Services and submitted to your Management Consultant.

Materials and software are not to be included on this page.

Pages – Line Item Justification for the Expenditures of IDEA, Part B & PreSchool Funds

- Name of LEA is given at top of each justification page.
- There is a justification for each budgeted account number under the Part B or Preschool funds and the account code is marked.
- Account numbers and description of expenditures complete account name match the budget.
- Provide detailed Justifications for all account codes which say “Specify” and for any items without prewritten justifications
- All equipment costing \$100 or more but less than \$5,000 is specified on the appropriate justifications page.

Comments: *Do not include FTEs of personnel in the budget justifications—the appropriate FTEs have already been included on the budget pages.*

Page 16 – Non-Supplanting/Maintenance of Effort

LEA SEA

- Name of LEA is listed at top of page.
- Expenditures for items “a” and “b” have been verified for accuracy.
- Item c (1), either actual or projected is circled.
- If actual figures used, amounts are transferred from State Special Education Expenditure Report correctly.
- The total unduplicated count of disabled students served agrees with the June End of Year Report.
- Division is correct.
- If the LEA is not expending more money (total or per pupil) in item “c” than in item “b”, a letter, signed by the Director of Schools must be included with justifications and specific expenditure amounts that equal or exceed the difference
- Item “d”—the amount of total expenditures from general purpose funds has been transferred accurately from page 14.
- Amount given in item “d” is the same or greater than amount given in Item c (1). **If no**, LEA is notified of potential maintenance of effort problem.

Calculation of
Indirect Cost (Restricted Rate)

$$\begin{array}{r}
 \text{Total IDEA Allocation} \\
 \hline
 \end{array}
 - \begin{array}{r}
 \text{Any Equipment} \\
 \text{and/or} \\
 \text{permissive use of funds} \\
 \hline
 \end{array}
 = \begin{array}{r}
 \text{Adjusted Allocation} \\
 \hline
 \end{array}
 / \begin{array}{r}
 1.00 _ _ \\
 1.0 _ _ _ \\
 \hline
 \text{Ind. Cost}
 \end{array}
 \times \begin{array}{r}
 \text{Ind. Cost \%} \\
 \hline
 \end{array}
 = \begin{array}{r}
 \text{Max. Indirect Cost} \\
 \hline
 \end{array}$$

$$\begin{array}{r}
 \text{Total PS Allocation} \\
 \hline
 \end{array}
 - \begin{array}{r}
 \text{Any Equipment} \\
 \text{and/or} \\
 \text{permissive use of funds} \\
 \hline
 \end{array}
 = \begin{array}{r}
 \text{Adjusted Allocation} \\
 \hline
 \end{array}
 / \begin{array}{r}
 1.00 _ _ \\
 1.0 _ _ _ \\
 \hline
 \text{Ind. Cost}
 \end{array}
 \times \begin{array}{r}
 \text{Inc. Cost \%} \\
 \hline
 \end{array}
 = \begin{array}{r}
 \text{Max. Indirect Cost} \\
 \hline
 \end{array}$$

SAMPLE:

System: Tennessee City Schools

Indirect Cost Rate: 1.23%

$$\begin{array}{r}
 \underline{8,605,566} \\
 \text{Total IDEA Allocation}
 \end{array}
 - \begin{array}{r}
 \underline{15,000} \\
 \text{Equipment} \\
 \text{and/or} \\
 \text{permissive use of funds}
 \end{array}
 = \begin{array}{r}
 \underline{8,590,566} \\
 \text{Adjusted Allocation}
 \end{array}
 / \begin{array}{r}
 \underline{1.0123} \\
 \text{Ind. Cost}
 \end{array}
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 8,486,185.91 \\
 \text{Ind. Cost \%}
 \end{array}
 \times \begin{array}{r}
 \underline{1.23\%} \\
 \text{Ind. Cost \%}
 \end{array}
 = \begin{array}{r}
 \underline{104,380.09} \\
 \text{Max. Ind. Cost}
 \end{array}$$

System: Volunteer County Schools

Indirect Cost Rate: 0.81%

$$\begin{array}{r}
 \underline{74,152} \\
 \text{Total PS Allocation}
 \end{array}
 - \begin{array}{r}
 \underline{0} \\
 \text{Equipment} \\
 \text{And/or} \\
 \text{permissive use of funds}
 \end{array}
 = \begin{array}{r}
 \underline{74,152} \\
 \text{Adjusted Allocation}
 \end{array}
 / \begin{array}{r}
 \underline{1.0081} \\
 \text{Ind. Cost}
 \end{array}
 = \begin{array}{r}
 73,556.19 \\
 \text{Ind. Cost \%}
 \end{array}
 \times \begin{array}{r}
 \underline{.81\%} \\
 \text{Ind. Cost \%}
 \end{array}
 = \begin{array}{r}
 \underline{595.81} \\
 \text{Max. Ind. Cost}
 \end{array}$$

MORGAN COUNTY BOARD OF EDUCATION

**Position Title: ELEMENTARY SUPERVISOR
OF INSTRUCTION (PREK-5)**

**Descriptor
Code:
CGBN**

**Issued Date:
???**

Purpose of Position:

The purpose of this position is to ensure that each elementary school student is provided with the richest educational experience the district can provide.

Essential Duties & Responsibilities:

- Oversee all aspects of PreK-5 curriculum, instruction, and assessment programs.
- Supervises PreK grant program and Family Resource Program.
- Serves as district contact for Head Start partnership.
- Assists Director of Federal Projects with development and implementation of elementary Literacy and Numeracy efforts.
- Represents elementary schools in meetings, committees and community groups.
- Assists in planning and carrying out a district wide program of curriculum review and development for the elementary grades.
- Keeps informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to elementary staff.
- Leads in the evaluation of elementary instruction methods and programs, and recommends such changes and improvements as are needed.
- Develops an effective, district wide program of supervision and in-service education of the instructional staff of the elementary schools.
- Integrates instructional programs among the elementary schools and articulates curricula between elementary grade levels, and between the elementary schools and the middle schools.
- Assists principals in the planning and implementation of effective programs of supervision and evaluation.
- Observes the in-class performance of teachers, and confers and consults with the principals regarding their professional development.
- Designs, recommends, and carries out educational experimentation and disseminates and interprets the results to administrators, teachers, and staff, as appropriate.
- Coordinates and maintains such record keeping as is necessary.
- Assists in the recruiting, interviewing, screening, and recommending of qualified candidates for positions on the elementary school professional staff.
- Assists in planning and supervising the instructional orientation program for new elementary teachers.
- Supervises and coordinates the work of members of the instructional staff who provide special services to the elementary schools including Curriculum Coaches.
- Oversees and assists in administering the budget for elementary instructional materials.

- Guides research, textbook selection, examination procedures, the setting of grading standards, and the effective use of facilities and equipment at the elementary school level.
- Works with teachers in the preparation of curriculum and materials.
- Engages in an ongoing evaluation of the effectiveness of the instructional program.
- Participates with principals and other supervisors in determining staffing for elementary schools.
- Coordinates and maintains such record keeping as is necessary.
- Monitors and maintains appropriate data to ensure the effectiveness of programs
- These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

Minimum Education and Experience Required to Perform Essential Position Functions:

Minimum 3 years successful experience as an elementary school teacher of administrator and Master's Degree or higher in Administration and Supervision including experience with current practices in Literacy and Numeracy. The Director of Schools may determine substitute requirements based upon an appropriate combination of training, education, and experience.

Terms of Employment:

1. Full time (twelve month) employee.
2. Salary to be commensurate with experience and training as established by the Board.

DRAFT

MORGAN COUNTY BOARD OF EDUCATION

DUTIES OF SUPERVISOR OF ELEMENTARY INSTRUCTION AND STAFF DEVELOPMENT

Descriptor
Code:
CGBN

Issued Date:
04/02/07

The duties of supervisors of instruction shall be as follows:

DUTIES:

1. Act as resource persons for the superintendent, other administrative personnel, and teachers in curriculum planning, coordinating instructional services of the schools, and making more interesting and effective use of materials for instruction;
2. Improve methods of teaching and help teachers who need assistance, with first priority to be given to non-tenure teachers;
3. Visit classrooms of all new elementary teachers and other teachers who need help;
4. Give assistance to teachers in locating resource materials, supplies, teaching aids, and books;
5. Acts as a resource person in planning for in-service training activities.
6. Provide a sequence of instruction and learning from grade level to grade level at the elementary system level;
7. Provide leadership for curriculum studies and development of materials;
8. Participate in in-service education for supervisors;
9. Meet with school faculties to assist in individual school planning and to work on special projects;
10. Assist principals in the areas of curriculum planning and scheduling;
11. Assist in in-service for substitute teachers;
12. Attend all board meetings and submit monthly reports;
13. Assist elementary teachers in developing educational objectives appropriate to the student's needs and abilities; and
14. Responsible for a system-wide staff development and in-service program directed toward improvement of classroom instruction.
15. Perform such other duties as may be assigned by the superintendent.
16. The duties of the Supervisor of Elementary Instruction and Staff Development shall not include the coaching of a school sponsored athletic team.

Morgan County Schools
Proposed Re-Organization of Central Office Supervisory Staff

Merge these two positions

Director of Grants and Special Projects
Director of Federal Projects

Merged Position Title – **“Director of Federal Programs and Special Projects”**

All Title Programs except Title IID
21st Century Community Learning Center Program
“Save the Children” Program
Curriculum Coaches – Joint responsibility with PreK-5 Supervisor
Bulk of salary – Federal \$

Add new position

Elementary Supervisor (PreK-5) (3+ months salary paid from PreK grant & Family Resource)

Elementary curriculum, instruction, and Assessment (Literacy, Numeracy Experience)
Curriculum Coaches – Joint responsibility with Federal Programs
PreK grant program
Head Start partnership
Family Resource Grant

Assistant Director – Secondary Supervisor (6-12)

Assistant Director duties; Secondary curriculum, instruction, and assessment;
Director of Distance Learning including E4TN, Career in Mind, High School That Work

Supervisor of Student Services – Additional Responsibilities per revised job description;
Other possible duties - SWPBS Coach; Coordinate Tobacco Cessation Program through juvenile court.

Supervisor of Coordinated School Health – Manage all aspects of grant including budgeting, reporting, and annual application. SWPBS Coach.

Supervisor of Special Education

Assistant Supervisor of Special Education – Duties re-defined
Psychological Testing – Contracted for 2010-11

Technology Coordinator

Director of Food Services & Nutrition

Director of Nursing Services

Many aspects of grant writing will become a team effort. All supervisors will have a role including the development of the “Scope of Work” plan for the TN Race to the Top funding.

2010-2011 Morgan County Schools School Calendar

1.	I-1	In-service	August 2 nd
2.	I-2	In-service	August 3 rd
3.	I-3	In-service	August 4 th
4.	SD	Staff Development	August 5 th
5.	A-1	Administrative Day	August 6 th
6.		First Day of School (Full Day)	August 9 th
7.	A-2	Administrative Day	August 10 th
8.		Second Day of School	August 11 th
9.	I-4	(In-service) Labor Day	September 6 th
10.		Progress Reports	September 7 th
11.	A1/2	Parent Teacher Conference	September 9 th
12.		End of Nine Weeks	October 6 th
13.	I-5	In-service	October 11 th
14.		Fall Break	October 11 th – 15 th
15.		Report Cards	October 19 th
16.		Progress Report	November 16 th
17.		Thanksgiving Holiday	November 24-26
18.		Christmas Holiday	Dec 20 – Jan 1 st
19.	A-4	Administrative Day	January 3 rd
20.		First Day of Class (Full Day)	January 4 th
21.		Progress Reports	February 1 st
22.	A ½	Parent Teacher Conference	February 3 rd
23.	SD	Staff Development	February 18 th
24.		Presidents Day (Holiday)	February 21 st
25.		End of 9 Weeks	March 8 th
26.		HS ACT Day	March 15 th
27.		Report Cards	March 16 th
28.		Progress Reports	April 1 st
29.		Spring Break	April 4-8 th
30.		Good Friday	April 22 nd
31.	A-5	Administrative Day	May 24 th
32.		Last Day of School (1/2 Day)	May 25 th
33.		Memorial Day	May 30 th

MORGAN COUNTY BOARD OF EDUCATION
CLASS RANKING Descriptor Code: IHC
Issued Date: ????

This policy applies to incoming Freshmen (9th grade) for 2010-2011 school year.

Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors.

All grades earned in grades 9, 10, 11, and the first semester of grade 12 will be counted toward the grade point average and the rank in class.

Honor roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.

Each school department or club which presents honors or awards or conducts contests will file with the principal the name of the honor, award, or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.

To become valedictorian or salutatorian, a student must be enrolled in the high school at least four (4) of the seven (7) semesters preceding the final semester. The final semester will not be used in determining class standing. The senior(s) with the highest Grade Point Average (GPA) with the highest ACT **composite** score will be the valedictorian. **A super composite will not be considered. The 1st semester senior year ACT exam would be the last considered.** The senior(s) with the second highest GPA and ACT score will be the salutatorian.

GPA (Grade Point Average) is based on a four point scale [4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D, Below 1.0 = F] carried out to three (3) decimal points.

Tennessee School Boards Association

Monitoring: Review: Annually, in February	Descriptor Term: Procedure for Granting Tenure	Descriptor Code: 5.117	Issued Date:
		Rescinds:	Issued:

1 The Board of Education will grant tenure only to those teachers who can present documentation of a
2 record of excellence as a teacher and who are determined by State guidelines to be considered a "highly
3 qualified" teacher or those making appropriate progress toward achieving that status. The director of
4 schools is responsible for documenting and presenting the recommendation for tenure to the Board of
5 Education.¹

6 Documentation of a record of excellence in teaching must include:

- 7
- 8 1. Consistently high ratings on evaluations conducted by the principal and/or other evaluators
- 9 2. Specific evidence of effectiveness in teaching students (if appropriate):
 - 10 (a) test scores, including the annual estimate of teacher effect on student progress²
 - 11 (b) narrative descriptions of specific examples of effectiveness with students
 - 12 (c) letters from parents
- 13 3. Record of attendance for the last three years
- 14 4. Documentation of strongly favorable student response
- 15 5. Letter from the principal summarizing reasons for recommendation of tenure
- 16 6. Other indicators of effectiveness may be included

17
18 The following additional guidelines will apply:

- 19
- 20 1. The decision to grant tenure is solely within the discretion of the Board of Education.³
- 21 2. The director of schools will recommend persons eligible for tenure at a board meeting in
22 ample time for the director of schools to provide notice of non-renewal to each teacher not
23 granted tenure prior to April 15 of the year of eligibility.⁴
- 24 3. Only those teachers who receive a majority vote of the membership of the Board will be
25 granted tenure.
- 26 4. Teachers who earn tenure will be honored by the Board in a special ceremony, either at a
27 board meeting or in some other special public event.
- 28 5. A teacher who is eligible for tenure, but tenure is denied, shall not be rehired beyond the
29 contract year.
- 30 6. No person who has been denied tenure by the Board of Education shall be employed in the
31 school system in any position which requires a license.

32 33 Teacher Returning to Employment

34
35 A teacher who has attained tenure status in the school system and later resigns shall serve a one-year pro-
36 bationary period upon reemployment, unless the probationary period is waived by the Board upon request
37 of the director of schools. Upon completion of the one-year period, the teacher shall either be recom-
38 mended by the director for tenure or non-renewed. If tenure is not granted, the teacher cannot continue
39 in employment.³

40 Legal References:

- 41 1. Tenn. Code Ann. § 49-2-301(b)(1)(J)
- 42 2. Tenn. Code Ann. § 49-6-606(a)
- 43 23. Tenn. Code Ann. § 49-2-203(1)
34. TCA 49-5-504

Tennessee School Boards Association

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date:
		Rescinds: 5.200	Issued:

1 **SUSPENSION**

2
3 A director of schools/designee may suspend a tenured teacher at any time when deemed necessary.¹
4 Before a tenured teacher is suspended s/he shall be: (1) provided with reasons for the suspension; (2)
5 given an opportunity to respond³; and (3) given a written decision of the suspension. The causes for
6 which a professional employee may be dismissed are as follows: incompetence, inefficiency, neglect
7 of duty, unprofessional conduct and insubordination.¹

8
9 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the
10 employee shall be paid full salary for the period of suspension,² unless suspension without pay is deemed
11 to be an appropriate penalty.

12
13 **DISMISSAL**

14
15 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as im-
16 partial hearing officers, as defined under Tennessee law.

17
18 When charges are made against a tenured teacher, charging the teacher with offenses which may justify
19 dismissal, the charges shall be made in writing, specifically stating the offenses which are charged and
20 shall be signed by the party or parties making the charges.

21
22 If, in the opinion of the Board, the charges are of such nature as to warrant the release of the teacher, the
23 director of schools shall give the teacher a written notice of this decision, a copy of the charges against
24 the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of
25 his/her legal duties, rights and recourse.

26
27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days
28 after receipt of notice give written notice to the director of schools of his/her request for a hearing.

29
30 The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from
31 the list maintained by the Board.

32
33 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
34 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification
35 of issues and the scheduling of the hearing. That hearing shall be set later than thirty (30) days fol-
36 lowing receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part
37 of any prehearing conference may be conducted by telephone if each participant has an opportunity to
38 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered
39 to issue appropriate orders and to regulate the conduct of the proceedings.

1
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3 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal
4 within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and
5 conclusions. The director of schools shall prepare a copy of the proceedings, including all transcripts
6 and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) days
7 of the receipt of the notice of appeal.
8

9 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
10 The appealing party may appear before the Board to argue why the adverse ruling should be over-
11 turned. In no event should such argument last more than fifteen (15) minutes, unless the Board should
12 vote to extend additional time. At the conclusion of the hearing, any member of the Board may vote
13 to sustain the decision of the Hearing officer, send the record back for additional evidence, revise the
14 penalty or reverse the decision. The Board shall render its decision within ten (10) working days after
15 the conclusion of the hearing. In the event that the decision of the Board is appealed to the Chancery
16 court, the Board shall transmit the entire record prepared by the director and reviewed by the Board to
17 the Chancery court for its review.
18

19 **RESIGNATION**

20

21 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
22 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
23 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days
24 notice requirement and permit a teacher to resign in good standing.
25

26 The conditions under which it is permissible to break a contract with the Board are as follows:
27

- 28 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
29 statement of a physician approved by the Board;
- 30 2. The release by the Board of the teacher from the contract which the teacher has entered into with
31 the Board.⁵
32
33

34 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the
35 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
36 Failure to render such notice may be considered a breach of contract.⁶
37

38 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
39 the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has
40 provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the
41 certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁷
42

43 **RETIREMENT**

44

45 Retirement shall mean a termination of services under conditions which will allow the employee to
46 draw benefits from retirement plans and/or social security benefits.
47

48 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
49 the retirement system.

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Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for an additional ninety (90) days if the director of schools certifies in writing to the Board that no other qualified personnel are available to substitute teach.⁸

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:⁹

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by Board for teachers with comparable training and years of experience filling similar positions.

Legal References:

1. TCA 49-2-301 (b)(1)(EE)
2. TCA 49-5-511
3. TCA 49-5-511 through 513
4. TCA 49-5-512, 513
5. TCA 49-5-508
6. TCA 49-5-706
7. TCA 49-5-411
8. TCA 8-36-805
9. TCA 8-36-821

Tennessee School Boards Association

Monitoring: Review: Annually, in May	Descriptor Term: Student Psychological Services	Descriptor Code: 6.406	Issued Date:
		Rescinds:	Issued:

1 The director of schools will develop a program for making psychological services available to all students.¹
 2 This program shall cooperate with other agencies in consultative screening and assessment services.
 3

4 No school personnel shall conduct any mental health screenings, except as provided by law.²
 5

6 School counselors shall respect the right of privacy of the students they counsel. Confidentiality shall
 7 be maintained by the counselor except:
 8

- 9 1. Where there is a clear and present danger to the student or other persons;
- 10
- 11 2. To consult with another psychologist on a need to know basis when it is in the best interests of
- 12 the student; or
- 13
- 14 3. When the student and/or parent waives this privilege in writing.
- 15

16 When a counselor is in doubt about what information to release in a judicial proceeding, the counselor
 17 shall consult with the board attorney.
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36 _____
 37 Legal Reference:
 38 1. TRR/MS 0520-1-3-.08(1)(c)
 39 2. Tenn. Code Ann. § 49-2-124

36 _____
 37 Cross Reference:
 38 Testing Programs 4.700

Tennessee School Boards Association

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date:
		Rescinds:	Issued:

1 All disabled students between the ages of three and twenty-one(inclusive) shall receive the benefit of
 2 a free appropriate public education. This provides the assurance that these students will be educated
 3 with non-disabled students to the maximum extent appropriate, and should be placed in separate or
 4 special classes only when the severity of the disabled is such that education in regular classes cannot
 5 be achieved satisfactorily.¹

6
 7 Eligibility standards and options of service for special education services will be based upon the criteria
 8 for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board
 9 of Education.²

10
 11 Students receiving special education services shall not be restrained, except as permitted by law.³

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Legal References:

1. TCA 49-10-102; TCA 49-10-103
2. TRR/MS 0520-1-9-.06 &.07
3. Tenn. Code Ann. § 49-10-1301, *et seq.*, TRR/MS 0520-1-9-.23

MORGAN COUNTY BOARD OF EDUCATION

Credit Recovery	Descriptor Code: IHAC	Issued Date:
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Credit Recovery is defined as a course-specific, skill based learning opportunity for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Credit Recovery provides a means by which a student may earn credit and stay on time for high school graduation.

Admission Requirements

- Students must have earned a failing grade not less than 50% of the course.
- Students must complete an application for Credit Recovery.
- Parents must give consent for the student to participate in Credit Recovery.
- Students cannot be required to attend Credit Recovery.

Individual Credit Recovery Plan (ICRP)

- ICRP must be developed by the Guidance Counselor and the Graduation Coach.
- ICPR must be approved by the principal in each case.
- ICPR may include attendance requirements, if attendance was a factor in the student was not being successful in their class.
- ICPR will clearly define the class work that will be required to successfully complete the course.
- Gateway and End of Course (EOC) requirements must be met before a student can obtain a credit.

Content and Curriculum

- Credit Recovery content may be delivered through instructional technology such as Plato or Nova Net.
- Credit Recovery content may be delivered with written assignments.
- Credit Recovery curriculum shall align with Tennessee Curriculum Standards approved by the State Board of Education.

Grades

- A Grade of 70 is the maximum that a student can improve their grade in Credit Recovery.
- The number of assignments to arrive at the grade of 70 shall be determined in the student's ICPR.
- The original failing grade shall be included in the calculation of the final Credit Recovery grade. (See Example)

MORGAN COUNTY BOARD OF EDUCATION

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- Grades awarded in Credit Recovery programs shall adhere to the State Board of Education uniform grading scale.
- Grades awarded in Credit Recovery programs shall be posted under the name of the original teacher of record. The original failing grade shall be retained on the transcript.
- CR shall be placed beside a Credit Recovery transcript grade to differentiate a Credit Recovery grade from all other transcript grades.

FOR EXAMPLE:

Equal Weighted Original Grade	50
Equal Weighted Credit Recovery Grade	90
Final Transcript Grade Calculation	140/2
Final Transcript Grade Posted	70

CONTRACT OF EMPLOYMENT

Between
Morgan County Director of Schools (Dr. Edward L. Diden)
And the
Morgan County Board of Education
(Excerpt – p.3-4)

PERFORMANCE EVALUATION:

Annually, but no later than the last regular meeting of July during the term of the Contract, the BOARD of education shall review with the DIRECTOR; the DIRECTOR'S performance as DIRECTOR of Morgan County School District; DIRECTOR'S progress toward goals established by the BOARD of Education and the DIRECTOR; the working relationship of the DIRECTOR with the BOARD of Education, the staff, the students and the community at large; and other matters relative to the employment of DIRECTOR. The Chairman of the BOARD shall be responsible for conducting the evaluation on an individual basis with each member of the BOARD with the DIRECTOR present. The Chairman will make a summary report at a regularly scheduled BOARD meeting. This report shall indicate the names of all BOARD members who turned in a written evaluation and the names of members participating in any evaluation in which the DIRECTOR was present.

Any individual BOARD member's comments, recorded as part of the DIRECTOR'S written evaluation shall indicate the name of the BOARD member making the comment. Additionally, it shall be noted on the written evaluation that the individual BOARD Member's comments do not necessarily reflect the opinion of the BOARD.

The Chairman's reports shall constitute a summary of the completed evaluation. The DIRECTOR shall not be subjected to additional public evaluation by the BOARD or others. Any public comments by individual BOARD members (not already in the Chairman's report) shall not become part of the DIRECTOR'S written evaluation.

The Chairman shall provide the DIRECTOR with a copy of the summary report and copies of all evaluation documents, including individual BOARD member evaluation instruments.

The DIRECTOR shall receive a minimum 2 percent (2%) merit increase of his base salary for each evaluation period he meets or exceeds performance standards.

MORGAN COUNTY SCHOOLS

EXPENDITURE REPORT

For Month Ended April 30, 2010

	MONTH OF APRIL			APRIL YEAR-TO-DATE		
	Activity	Bdgt (1/12th)	Prct	Activity	Budget	Prct
141 - G.P. SCHOOLS						
71100 - REGULAR INSTRUCTION	826,859	857,155	96%	6,613,463	10,285,862	64%
71100 - REGULAR INSTR (MOE)	20,556	0		305,325	0	
71100 - REGULAR INSTR (ARRA)	0	0		594,700	0	
71200 - SPECIAL EDUC PROG	118,705	123,100	96%	1,170,996	1,477,195	79%
71300 - VOCATIONAL EDUC PROG	79,448	78,758	101%	706,540	945,100	75%
72110 - ATTENDANCE	6,810	13,946	49%	149,209	167,352	89%
72120 - HEALTH SERVICES	20,329	19,931	102%	167,541	239,170	70%
72310 - OTHER STUDENT SUPP	64,089	44,023	146%	395,145	528,280	75%
72210 - REGULAR INSTR PROG	58,114	71,478	81%	603,409	857,738	70%
72220 - SPECIAL EDUC PROG	11,996	12,633	95%	121,094	151,590	80%
72230 - VOCATIONAL EDUC PROG	6,344	6,799	93%	62,775	81,590	77%
72310 - BOARD OF EDUCATION	12,520	47,541	26%	375,898	570,490	66%
72320 - OFFICE SUPERINTENDENT	22,911	22,922	100%	221,670	275,060	81%
72410 - OFFICE OF PRINCIPAL	94,003	102,321	92%	939,306	1,227,850	77%
72610 - OPERTATION OF PLANT	150,252	127,668	118%	1,278,553	1,532,019	83%
72620 - MAINT. OF PLANT	42,035	51,396	82%	369,995	616,750	60%
72710 - TRANSPORTATION	90,372	80,440	112%	733,817	965,285	76%
73100 - FOOD SERVICE	0	2,583	0%	0	31,000	0%
73400 - EARLY CHILDHOOD EDUC	2,022	0		2,575	0	
76100 - CAPITAL OUTLAY	0	1,667	0%	13,026	20,000	65%
82000 - DEBT SERVICE	0	78,844	0%	743,757	946,124	79%
99100 - OTHER USES	0	0		0	0	
Grants						
0003 - CO-ORDINATED SCH HLTH	8,768	10,167	86%	93,610	122,000	77%
0041 - CAREER IN MIND (TnACHE)	483	1,667	29%	737	20,000	4%
0053 - SAVE-THE-CHILDREN	5,674	8,833	64%	67,346	106,000	64%
0319 - FAMILY RESOURCE	1,778	4,919	36%	24,834	59,026	42%
0501 - DISTANCE LEARNING	236	833	28%	1,193	10,000	12%
7009 - PRE K LOTTERY	50,059	0		382,282	830,590	46%
7016 - 21st CENTURY LEARNING	827	16,936	5%	48,673	203,238	24%
7019 - PRE K EXPANSION	0	0		0	0	
TOTAL G.P.Schools:	1,695,191	1,786,560	95%	16,187,468	22,269,308	73%
142 - FEDERAL SCHOOLS						
011 - TITLE I & II ADMIN	39,248	15,347	256%	163,070	184,159	89%
101 - TITLE I	79,309	87,968	90%	766,726	1,055,612	73%
10S - TITLE I ARRA	16,827	47,458	35%	228,139	569,496	40%
201 - TITLE 2A	9,541	22,866	42%	160,380	274,392	58%
231 - TITLE 2D	0	1,218	0%	6,347	14,610	43%
23S - TITLE 2D ARRA	2,271	1,749	130%	7,573	20,991	36%
401 - TITLE 4	2,705	1,381	196%	13,999	16,567	85%
501 - TITLE 5	0	23	0%	272	272	100%
601 - TITLE 6	2,931	9,056	32%	75,072	108,676	69%
801 - CARL PERKINS	3,751	12,985	29%	146,388	155,819	94%
901 - IDEA	54,140	59,775	91%	672,546	717,295	94%
911 - IDEA PreSCHOOL	2,475	2,655	93%	27,951	31,855	88%
90S - IDEA ARRA	76,746	63,557	121%	509,994	762,679	67%
91S - IDEA PreSCH ARRA	0	1,418	0%	0	17,020	0%
TOTAL Federal School Project:	289,943	327,454	89%	2,778,458	3,929,444	71%
143 - CENTRAL CAFETERIA						
73100 - FOOD SERVICE	189,104	144,144	131%	1,258,962	1,729,723	73%
73300 - COMMUNTIY SERVICES	-13,639	7,571		34,339	90,850	38%
TOTAL Cafeteria:	175,465	151,714	116%	1,293,301	1,820,573	71%

MORGAN COUNTY SCHOOLS

EXPENDITURE REPORT

For Month Ended April 30, 2010

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Y-T-D TOTAL	BUDGET	PRCT
141 - G.P. SCHOOLS															
71100 - REGULAR INSTRUCTION	20,976	547,741	871,422	878,926	934,842	264,002	824,807	619,166	824,722	826,859			6,613,463	10,285,862	73.0%
71100 - REGULAR INSTR - MOE	0	0	0	0	0	0	0	263,661	21,108	20,556			305,325	0	
71100 - REGULAR INSTR - ARRA	0	0	0	0	0	594,700	0	0	0	0			594,700	0	
71200 - SPECIAL EDUC PROG	49,030	82,351	155,991	148,430	125,891	123,409	128,182	119,593	119,415	118,705			1,170,996	1,477,195	79.3%
71300 - VOCATIONAL EDUC PROG	10,201	44,736	79,262	80,659	84,171	87,647	81,292	79,558	79,566	79,448			706,540	945,100	74.8%
72110 - ATTENDANCE	14,230	74,840	6,616	6,767	7,200	6,629	6,671	12,629	6,818	6,810			149,209	167,352	89.2%
72120 - HEALTH SERVICES	0	9,390	20,706	19,190	19,966	19,126	19,539	19,546	19,749	20,329			167,541	239,170	70.1%
72310 - OTHER STUDENT SUPP	9,441	20,912	47,159	40,806	42,178	39,896	40,593	41,289	48,782	64,089			395,145	528,280	74.8%
72210 - REGULAR INSTR PROG	17,348	43,039	57,935	127,423	53,596	51,730	58,127	55,026	81,070	58,114			603,409	857,738	70.3%
72220 - SPECIAL EDUC PROG	7,854	11,208	10,747	13,337	13,737	13,835	13,908	12,475	11,996	11,996			121,094	151,590	79.9%
72230 - VOCATIONAL EDUC PROG	5,801	6,092	6,376	6,376	6,376	6,376	6,344	6,344	6,344	6,344			62,775	81,590	76.9%
72310 - BOARD OF EDUCATION	268,198	11,118	13,121	8,869	22,858	-10,797	999	12,376	36,637	12,520			375,898	570,490	65.9%
72320 - OFFICE SUPERINTENDEN	20,042	20,795	21,802	20,673	20,718	23,158	19,903	20,434	31,234	22,911			221,670	275,060	80.6%
72410 - OFFICE OF PRINCIPAL	90,655	80,265	93,504	92,338	100,508	91,433	106,651	95,622	94,328	94,003			939,306	1,227,850	76.5%
72610 - OPERTATION OF PLANT	108,120	112,890	119,290	131,675	99,769	111,810	116,070	175,704	152,975	150,252			1,278,553	1,532,019	83.5%
72620 - MAINT. OF PLANT	20,703	33,508	45,037	50,581	38,345	27,075	35,717	44,590	32,405	42,035			369,995	616,750	60.0%
72710 - TRANSPORTATION	12,255	40,725	81,577	74,660	103,132	73,608	91,755	70,862	94,871	90,372			733,817	965,285	76.0%
73100 - FOOD SERVICE	0	0	0	0	0	0	0	0	0	0			0	31,000	0.0%
73400 - EARLY CHILDHOOD EDUC	0	0	0	0	0	0	0	0	553	2,022			2,575	0	
76100 - CAPITAL OUTLAY	0	0	0	0	0	0	10,294	2,732	0	0			13,026	20,000	65.1%
82000 - DEBT SERVICE	0	113,632	0	630,124	0	0	0	0	0	0			743,757	946,124	78.6%
99100 - OTHER USES	0	0	0	0	0	0	0	0	0	0			0	0	
Grants															
0003 - CO-ORDINATED SCH HLTH	8,136	8,673	9,464	10,813	11,098	9,833	7,905	8,793	10,126	8,768			93,610	122,000	76.7%
0041 - CAREER IN MIND (TRNACHE)	0	0	0	0	0	0	0	222	32	483			737	20,000	3.7%
0053 - SAVE-THE-CHILDREN	0	2,787	5,695	11,598	7,706	11,852	5,664	5,700	10,670	5,674			67,346	106,000	63.5%
0319 - FAMILY RESOURCE	1,919	3,647	3,343	2,703	794	4,388	1,658	3,185	1,420	1,778			24,834	59,026	42.1%
0501 - DISTANCE LEARNING	0	0	0	0	0	0	0	737	219	236			1,193	10,000	11.9%
7009 - PRE K LOTTERY	2	18,221	40,401	38,063	40,254	39,711	80,490	36,397	38,685	50,059			382,282	830,590	46.0%
7016 - 21ST CENTURY LEARNING	202	6	2,259	1,326	658	39,944	188	272	2,991	827			48,673	203,238	23.9%
7019 - PRE K EXPANSION	0	0	0	0	0	0	0	0	0	0			0	0	
TOTAL G.P.Schools:	665,111	1,286,574	1,691,705	2,395,338	1,733,797	1,629,365	1,656,756	1,706,913	1,726,718	1,695,191			16,187,468	22,269,308	
	3.0%	5.8%	7.6%	10.8%	7.8%	7.3%	7.4%	7.7%	7.8%	7.6%			72.7%		
142 - FEDERAL SCHOOLS															
011 - TITLE I & II ADMIN	8,832	10,322	9,448	9,914	10,089	18,430	10,182	9,022	37,585	39,248			163,070	184,159	88.5%
101 - TITLE I	1,833	40,385	200,176	65,113	70,871	63,899	67,354	79,424	98,362	79,309			766,726	1,055,612	72.6%
10S - TITLE I ARRA	14,332	15,829	77,827	17,265	16,536	22,564	15,471	16,036	15,454	16,827			228,139	569,496	40.1%
201 - TITLE 2A	27,915	14,551	13,337	40,037	8,060	35,369	7,667	3,657	247	9,541			160,380	274,392	58.4%
231 - TITLE 2D	1,254	0	0	1,534	1,416	1,443	0	0	700	0			6,347	14,610	43.4%
23S - TITLE 2D ARRA	0	0	60	0	0	0	2,445	1,272	1,526	2,271			7,573	20,991	36.1%
401 - TITLE 4	655	111	1,190	950	500	732	100	3,278	3,778	2,705			13,999	16,567	84.5%
501 - TITLE 5	0	0	182	0	0	90	0	0	0	0			272	272	100.0%
601 - TITLE 6	22,243	0	44,770	2,000	0	1,289	22,695	0	-20,856	2,931			75,072	108,676	69.1%
801 - CARL PERKINS	36	7,729	3,280	9,392	20,665	82,081	9,782	7,984	1,689	3,751			146,388	155,819	93.9%
901 - IDEA	1,162	27,351	84,389	91,315	111,868	109,192	78,472	58,093	56,565	54,140			672,546	717,295	93.8%
911 - IDEA PreSCHOOL	66	1,244	2,481	6,012	4,727	3,522	2,475	2,475	2,475	2,475			27,951	31,855	87.7%
90S - IDEA ARRA	0	3,025	60,363	45,131	16,314	122,358	39,225	79,625	67,207	76,746			509,994	762,679	66.9%
91S - IDEA PreSCH ARRA	0	0	0	0	485	253	0	0	-738	0			0	17,020	0.0%
TOTAL Federal School Project:	78,327	120,547	497,502	288,663	261,531	461,220	255,867	260,864	263,993	289,943			2,778,458	3,929,444	
	2.0%	3.1%	12.7%	7.3%	6.7%	11.7%	6.5%	6.6%	6.7%	7.4%			70.7%		
143 - CENTRAL CAFETERIA															
73100 - FOOD SERVICE	12,230	36,630	166,169	175,629	163,501	169,514	103,500	123,908	118,777	189,104			1,258,962	1,729,723	72.8%
73300 - COMMUNITY SERVICES	22,920	9,873	2,139	2,674	2,138	2,352	1,604	2,139	2,139	-13,639			34,339	90,850	37.8%
TOTAL Cafeteria:	35,150	46,503	168,308	178,302	165,639	171,866	105,104	126,047	120,915	175,465			1,293,301	1,820,573	
	1.9%	2.6%	9.2%	9.8%	9.1%	9.4%	5.8%	6.9%	6.6%	9.6%			71.0%		