



**Morgan County Schools Morgan County Board of Education Workshop  
September 23, 2010 6:30 PM  
Central Middle School**

**MEMBERS PRESENT:**

1. **Prayer**
2. **Pledge**
3. **"Good News" - Dr. Myrna Sumner, Principal - Central Middle School**
4. **Agenda**
5. **MCEA - Sick Leave Bank for Support Staff**
6. **Audience Participation**
7. **Consent Agenda**
  - A. Approval of Minutes - Regular Meeting September 7, 2010
  - B. Workshop-Monday, October 25, 2010, 6:30 p.m. @ Sunbright
  - C. Regular Board Meeting-November 1, 2010, 6:30 p.m. @ Central Office
  - D. Request from Oakdale Junior Beta Club
8. **Job Classification and Compensation Study-Larry Russell**
9. **Budget Amendments**
10. **Facility Needs for Maintenance and Transportation Departments**
11. **Bids for Cafeteria Food and non-food items**
12. **School Lawn Care-Update (Jim Aytes, Maintenance Supervisor)**
13. **Update on Coalfield Roof Repairs**
14. **Surplus of Outdated Computer Equipment**
15. **Discussion of Bus Routes-Petit Lane and Adjoining Roads**
16. **Appointment of Board Members to Sick Leave Bank Committee (Policy GBRHBA)**
17. **Certification of Compliance with TCA 49-3-310(4)(A) Textbooks (ED-2152)**
18. **State Department of Education -Report of School System/School Compliance**
19. **Education Jobs Program-Discussion of Use of Funds**
20. **Policy Revisions-Administrative Procedures**
  - A. EGAA-Worker's Compensation (2nd reading)
  - B. JB-Attendance (2nd reading)
  - C. TSBA Policy Packet-Section I-School Board Operations; Section II-Fiscal Management
  - D. IHA-Grading System (1st reading)
21. **Director's Performance Contract Report/Announcements**
  - A. Monthly Financial Report
  - B. ACT District 5-Year Report
  - C. Final Report-Refinance of Ameresco Debt
  - D. TSBA Annual Convention-Nov. 14-16 Nashville Renaissance and Convention Center
22. **Adjourn**
  - A. Workshop-Monday, October 25, 2010, 6:30 p.m. @ Sunbright
  - B. Regular Board Meeting-November 1, 2010, 6:30 p.m. @ Central Office

**MORGAN COUNTY SCHOOLS**  
Wartburg, Tennessee  
**MORGAN COUNTY BOARD OF EDUCATION**  
**REGULAR MEETING – September 7, 2010**  
Conference Room – Central Office  
6:30 p.m.

**MEMBERS PRESENT:** Terry Armes, Randy Harlan, Glen Moore, Richard Spurling, Wendy Collins, Paul Hudson

1. Prayer

2. Pledge

3. Election of Board Chairman, Vice-Chairman, and TLN Representative (Board Policy BBAA)

- Motion was made by Glen Moore to elect Terry Armes as Board Chairman. Seconded by Wendy Collins.

Roll Call

Wendy Collins	Yes
Randy Harlan	Yes
Paul Hudson	Yes
Richard Spurling	Yes
Glen Moore	Yes

Motion carried

- Motion was made by Wendy Collins to elect Glen Moore as Vice-Chairman. Seconded by Randy Harlan.

Motion carried

- Motion was made by Randy Harlan to elect Wendy Collins as TLN Representative. Seconded by Paul Hudson.

Motion carried

4. "Good News" - Fiber Connection at Coalfield

5. Agenda

- Motion was made by Randy Harlan to approve the agenda as presented. Seconded by Wendy Collins.

Motion carried

6. MCEA - Consideration of Sick Leave Bank for Support Staff

- Discussion: All agreed to circulate information about the sick leave bank requirements to support staff and report back with level of interest.

7. Audience Participation

- Thomas Ruble approached the board concerning a co-op between Morgan County Schools and private schools (Redemption Academy) to allow private school students to participate in athletic programs. The board agreed to contact TSSAA concerning this issue.

8. Consent Agenda

8.a. Approval of Minutes-Regular Meeting, August 2, 2010

8.b. Coalfield - FBLA Overnight Field Trip

8.c. Workshop-Thursday, September 23, 2010, 6:30 p.m. @ Central Middle School

8.d. Regular Board Meeting-October 4, 2010, 6:30 p.m. @ Central Office

- Motion was made by Randy Harlan to approve the consent agenda. Seconded by Wendy Collins

Motion carried

9. Parent Concern - Mrs. Paula Kesterson

- Mrs. Suzanne Poole, Special Education Supervisor informed the board that she and Mrs. Kesterson are working together to ease her concerns. Mrs. Poole presented a report that detailed the district-wide special education program. No board action required.

10. Budget Amendments

- Motion was made by Randy Harlan to approve budget amendments as presented. Seconded by Glen Moore.

Roll Call

Terry Armes	Yes
Wendy Collins	Yes
Randy Harlan	Yes
Paul Hudson	Yes
Richard Spurling	Yes
Glen Moore	Yes

Motion carried

11. Facility Needs for Maintenance and Transportation Departments

- Motion was made by Wendy Collins to appraise the value of the transportation and maintenance locations. Seconded by Randy Harlan.

Roll Call

Terry Armes	Yes
Wendy Collins	Yes
Randy Harlan	Yes
Paul Hudson	Yes
Richard Spurling	Yes
Glen Moore	Yes

Motion carried

- Discussion: Members of the board will meet with the Industrial Board concerning the Flat Fork property. Citizens Bank's loan offer to purchase the Flat Fork property is referred back to the next workshop.

12. Approve Contract for the Audit of Activity and Cafeteria Funds for the Fiscal Year Ending June 30, 2011

- Motion was made by Randy Harlan to accept Mitchell Emert & Hill, P.C., Knoxville, TN, bid of \$13,200 to audit the school activity funds and cafeteria funds. Seconded by Glen Moore.

Roll Call

Terry Armes	Yes
Wendy Collins	Yes
Randy Harlan	Yes
Paul Hudson	Yes
Richard Spurling	Yes
Glen Moore	Yes

Motion carried

13. Approval of Bid Release for Cafeteria Food and Non-food Items

- Motion was made by Randy Harlan to permit Food Service to request bids for cafeteria food and non-food items. Seconded by Paul Hudson.

Motion carried

14. Discussion of Athletic Mower Repairs (Policy EI-Use of Lawn Mowers by Athletic Boosters)

- Discussion: Board instructed Jim Aytes to check into the cost of repair for the mower at Central High School. The Board discussed the current duties of custodians mowing grass and the time involved. Mr. Aytes was instructed to survey surrounding school systems to see how they handle their mowing.

15. Update on Coalfield Roof Repairs

- Will schedule repair.

16. Revisit the Network Systems Program at CTC for Spring Semester 2011

- Motion was made by Randy Harlan to create a part time Network Systems position at the MCCTC. Seconded by Wendy Collins.

Roll Call

Terry Armes	Yes
Wendy Collins	Yes
Randy Harlan	Yes
Paul Hudson	Yes
Richard Spurling	Yes
Glen Moore	Yes

Motion carried

17. Policy Revisions-Administrative Procedures

17.a. Consideration of School Board Support for Student Participation in Academic Competitions

- Motion was made by Randy Harlan to adopt the administrative procedure, Consideration of School Board Support for Student Participation in Academic Competitions, as presented with the following addition: "Board support for such costs will be limited to the expense of the participating students." Seconded by Wendy Collins.

Motion carried

17.b. Coalfield Request for Financial Assistance

- No action

17.c. IFCB-Field Trips and Excursions (2nd reading)

- Motion was made by Wendy Collins to adopt policy IFCB-Field Trips and Excursions on second reading. Seconded by Richard Spurling.

Motion carried

17.d. EGAA-Workers' Compensation (1st reading)

- Motion was made by Randy Harlan to review policy EGAA-Worker's Compensation on first reading. Seconded by Glen Moore.

Motion carried

17.e. JCAD-Student Discrimination/Harassment and Bullying/Intimidation (1st reading)

- No action

17.f. JB-Attendance (1st reading)

- Motion was made by Randy Harlan to review policy JB-Attendance on first reading. Seconded by Glen Moore.

Motion carried

17.g. TSBA Policy Packet-Section I-School Board Operations

- Special Workshop for policy review scheduled for September 27, 6:30 p.m., Central Office

17.h. TSBA School Board Academy Catalog

18. Director's Performance Contract Report/Announcements (Signed copy provided)

18.a. "Expect More" Campaign-5 articles, Community blog

18.b. Enrollment Report - 2010-11 (Ronnie Wilson)

- Motion was made by Wendy Collins to hire a Kindergarten teacher at Sunbright School and first grade teacher at Oakdale School using the Education Jobs funding. Seconded by Glen Moore

Roll Call

Terry Armes	Yes
Wendy Collins	Yes
Randy Harlan	Yes
Paul Hudson	Yes
Richard Spurling	Yes
Glen Moore	Yes

Motion carried

18.c. Presentation on Cut Scores and New Achievement Categories (Wanda Lane, Kathy Carroll)

18.d. New Federal Initiative-Education Jobs Program

18.e. Monthly Financial Report

18.f. TSBA Fall District Meeting-Madisonville Primary School (Monroe County)-September 21, 2010, 4:30 p.m.

18.g. TSBA Annual Convention-Nov. 14-16 Nashville Renaissance and Convention Center

19. Adjourn

- Motion was made by Randy Harlan at 8:03 p.m. to adjourn meeting. Seconded by Glen Moore.

Motion carried

19.a. Workshop - Thursday, September 23, 2010 6:30pm @ Central Middle School

19.b. Regular Board Meeting - Oct. 4, 2010 6:30pm @ Central Office

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Chairperson

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Superintendent

Sept. 21, 2010

Dr. Diden and members of the Morgan County Board of Education,

The Oakdale Jr. Beta is planning to go to Nashville to the Jr. Beta Convention. We are not sure yet on how many competitions we are entering, but it will be, at least, four competitions.

First, we ask for the board's permission for an overnight trip. We would like to consider a two night stay but are not sure yet if the funds will allow us to do so. The convention is on the 22<sup>nd</sup> and 23<sup>rd</sup> of November. If we raise enough money we would like to have permission to leave on Sunday evening the 21<sup>st</sup>. If we are unable to raise enough money, we would leave early on Monday morning and return on Tuesday evening around 6:00 p.m.

Second, we would ask the board to consider forgiving the mileage fee for this trip. The mileage is 144 miles one way. If the bus takes us and then comes back to pick us up that is a total of 576 miles plus the cost of the bus driver. It is very hard to raise this kind of money.

We are a very service minded club and work in the community with every opportunity. We are currently organizing a student recycling project for going green awareness. Each Beta member is required to have 25 hours of community service each school year, with 15 of those completed before the convention. Needless to say that keeps us very busy in addition to fundraising.

We thank you for your consideration and for all you do for our county.

Sincerely,

Phyllis Langley, Rhonda Webster and Sandra Helton

Cc: Terry Armes

Morgan County Board of Education Factor Ranking Schedule											
Class Code	Salary Grade	Position	Total Points	Knowledge & Skills	Points	Impact & Accountability	Points	Working Relationships	Points	Working Conditions	Points
100	1	Part Time / Temporary	100	1	35	1	40	1	20	1	5
		<b>minimum</b>	<b>100</b>								
200	2	Cafeteria Assistant I	129	2	40	3	55	2	25	3	9
210	2	Bus Driver Assistant	129	2	40	3	55	2	25	3	9
		<b>minimum</b>	<b>115</b>								
300	3	Bus Driver	140	3	46	3	55	3	30	3	9
310	3	Custodian	140	3	46	3	55	3	30	3	9
320	3	Cafeteria Assistant II	147	4	53	3	55	3	30	3	9
		<b>minimum</b>	<b>132</b>								
400	4	Lead Cafeteria Assistant	165	4	53	4	65	4	38	3	9
		<b>minimum</b>	<b>152</b>								
500	5	Instructional Assistant	192	5	61	5	76	5	46	3	9
510	5	Library Assistant	192	5	61	5	76	5	46	3	9
520	5	Pre K Assistant	192	5	61	5	76	5	46	3	9
530	5	Distance Learning Instructional Assistant	192	5	61	5	76	5	46	3	9
540	5	Special Education Instructional Assistant	192	5	61	5	76	5	46	3	9
550	5	Cafeteria Manager	192	5	61	5	76	5	46	3	9
560	5	Lead Custodian	192	5	61	5	76	5	46	3	9
570	5	HVAC Assistant Technician	195	5	61	5	76	5	46	4	12
		<b>minimum</b>	<b>175</b>								
600	6	Coordinated School Health Assistant	215	6	70	6	90	5	46	3	9
610	6	School Bookkeeper	215	6	70	6	90	5	46	3	9
620	6	School Receptionist	215	6	70	6	90	5	46	3	9
630	6	CTC Bookkeeper	215	6	70	6	90	5	46	3	9
640	6	CTC Receptionist	215	6	70	6	90	5	46	3	9
650	6	Literacy Instructional Assistant	215	6	70	6	90	5	46	3	9
660	6	Federal Instructional Assistant	215	6	70	6	90	5	46	3	9
670	6	Maintenance Technician I	218	6	70	6	90	5	46	4	12
680	6	Mechanic I	218	6	70	6	90	5	46	4	12
		<b>minimum</b>	<b>201</b>								
700	7	Assistant Director Secretary	250	7	81	7	105	6	57	2	7
710	7	Special Education Coordinator	250	7	81	7	105	6	57	2	7
720	7	Special Education Secretary	250	7	81	7	105	6	57	2	7
730	7	Elementary Supervisor of Instruction Secretary	252	7	81	7	105	6	57	3	9
740	7	Parent Outreach Partner	252	7	81	7	105	6	57	3	9
750	7	Mechanic II	255	7	81	7	105	6	57	4	12
760	7	Maintenance Technician II	255	7	81	7	105	6	57	4	12
770	7	HVAC Technician	255	7	81	7	105	6	57	4	12
		<b>minimum</b>	<b>231</b>								
800	8	Federal Programs Administrative Assistant	281	8	93	8	124	6	57	2	7
810	8	Food Service & Nutrition Administrative Assistant	281	8	93	8	124	6	57	2	7
820	8	Director of Schools Administrative Assistant	281	8	93	8	124	6	57	2	7
830	8	Transportation Administrative Assistant	283	8	93	8	124	6	57	3	9
840	8	School Nurse	286	8	93	8	124	6	57	4	12
		<b>minimum</b>	<b>266</b>								
900	9	Technology Assistant	331	9	107	9	145	7	70	3	9
		<b>minimum</b>	<b>306</b>								
1000	10	Transportation Director	390	10	123	10	171	8	87	3	9
1010	10	Senior Technology Assistant	390	10	123	10	171	8	87	3	9
1020	10	Maintenance Supervisor	393	10	123	10	171	8	87	4	12
		<b>minimum</b>	<b>352</b>								
1100	11	Technology Coordinator	439	11	142	11	201	8	87	3	9
1110	11	Director of Nursing Services	439	11	142	11	201	8	87	3	9
		<b>minimum</b>	<b>404</b>								
1200	12	Director of Food Services & Nutrition	513	12	163	12	236	9	107	2	7

	<b>minimum</b>	<b>465</b>								
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**MORGAN COUNTY BOARD OF EDUCATION  
SALARY SCHEDULE BY GRADE**

**APPENDIX B**

SALARY GRADE	MINIMUM ANNUAL	MINIMUM HOURLY	Q1 ANNUAL	Q1 HOURLY	MIDPOINT ANNUAL	MIDPOINT HOURLY	Q3 ANNUAL	Q3 HOURLY	MAXIMUM ANNUAL	MAXIMUM HOURLY	RANGE	ONE QUARTILE
1	15,080	7.25	16,965	8.16	18,850	9.06	20,735	9.97	22,620	10.88	7,540	1,885
2	16,588	7.98	18,662	8.97	20,735	9.97	22,809	10.97	24,882	11.96	8,294	2,074
3	18,247	8.77	20,528	9.87	22,809	10.97	25,089	12.06	27,370	13.16	9,123	2,281
4	20,071	9.65	22,580	10.86	25,089	12.06	27,598	13.27	30,107	14.47	10,036	2,509
5	22,079	10.61	24,838	11.94	27,598	13.27	30,358	14.60	33,118	15.92	11,039	2,760
6	24,286	11.68	27,322	13.14	30,358	14.60	33,394	16.05	36,430	17.51	12,143	3,036
7	26,715	12.84	30,055	14.45	33,394	16.05	36,733	17.66	40,073	19.27	13,358	3,339
8	29,387	14.13	33,060	15.89	36,733	17.66	40,407	19.43	44,080	21.19	14,693	3,673
9	32,325	15.54	36,366	17.48	40,407	19.43	44,447	21.37	48,488	23.31	16,163	4,041
10	38,790	18.65	43,639	20.98	48,488	23.31	53,337	25.64	58,186	27.97	19,395	4,849
11	46,548	22.38	52,367	25.18	58,186	27.97	64,004	30.77	69,823	33.57	23,274	5,819
12	55,858	26.85	62,840	30.21	69,823	33.57	76,805	36.93	83,787	40.28	27,929	6,982

Horizontal spread = 50%

Vertical spread = 10 % to Salary Grade 9 & 20% between Salary Grades 9 through 12

MORGAN COUNTY DEPARTMENT OF EDUCATION		TABLE I											
Compensation Survey - July 2010		RECEPTIONIST		SECRETARY		EXECUTIVE SECRETARY		ADMINISTRATIVE ASSISTANT		ACCOUNTING CLERK		SCHOOL RECEPTIONIST	
CODE	EMPLOYER	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
25	Blount County Schools	11.50	14.95	12.95	16.50	13.70	17.20	15.30	18.80				
4003	Hamblen County Schools	13.45	14.17	13.62	15.10							14.35	15.10
4004	Johnson County Schools	7.43	8.41	8.54	10.50			9.57	11.65	13.78	18.31	8.09	9.57
4005	Hawkins County Schools	9.85	14.58	9.85	14.58	10.14	16.02			8.73	14.11	8.73	13.45
4006	Kingsport City Schools	10.02	14.54	10.77	15.63	13.40	19.41	12.43	18.02	10.02	14.54	10.77	15.63
24	Bristol City Schools	8.82	16.95	8.82	16.95	11.24	21.32	9.26	17.73	9.72	18.56	8.82	16.95
4008	Anderson County Schools			8.17	14.62	8.17	14.62					7.93	14.05
6	Jefferson County Schools			9.66	14.14	12.86	20.26	8.78	16.88	11.69	17.54	7.26	9.29
4	Maryville City Schools	11.18	14.19	9.99	14.31	16.64	19.64	16.64	20.46	16.64	19.64	9.00	12.82
27	Sevier County Schools			9.32	23.81	10.09	25.32	10.39	25.32	13.68	24.25	8.08	20.11
10	Roane County Schools	9.33	13.54	11.06	16.05	11.77	17.09	11.77	17.09	11.77	17.09	11.06	16.05
9	Monroe County Schools	12.18	16.68	12.18	16.68	15.41	15.41	19.36	19.36	9.00	13.50	12.18	16.68
2	Oak Ridge City Schools			13.33	16.70	14.26	17.64	15.72	19.59	13.33	16.70	12.41	15.77
7	Knox County Schools	10.80	16.72	11.00	17.04	12.45	19.29					10.80	16.72
4027	Cocke County Schools			7.65	11.55			9.40	16.00			8.25	12.10
19	Washington County Schools	10.64	13.30	10.64	13.30	17.21	21.51			12.82	16.03	9.52	12.98
4029	Carter County Schools			13.15	15.06	9.98	14.54	18.18	18.18	8.86	9.53	8.86	9.53
4031	Hancock County Schools			8.25	9.24			13.02	13.02	19.26	19.26	7.50	8.25
5	Grainger County Schools							14.48	16.23	14.48	16.23		
8	Lenoir City Schools			12.14	15.35			14.19	18.59				
1024	State of Tennessee			12.21	15.88			15.13	19.67				
	<b>RANGE (min = \$7.25)</b>	7.43	16.95	7.65	23.81	8.17	25.32	8.78	25.32	8.73	24.25	7.26	20.11
	<b>STANDARD DEVIATION</b>		6.73		11.43		12.13		11.70		10.97		9.09
	1ST QUARTILE	7.43	9.81	7.65	11.69	8.17	12.46	8.78	12.92	8.73	12.61	7.26	10.47
	2ND QUARTILE	9.82	12.20	11.70	15.74	12.47	16.76	12.93	17.06	12.62	16.50	10.48	13.70
	3RD QUARTILE	12.21	14.59	15.75	19.79	16.77	21.05	17.07	21.21	16.51	20.39	13.71	16.92
	4TH QUARTILE	14.60	16.95	19.80	23.81	21.06	25.32	21.22	25.32	20.40	24.25	16.93	20.11
	AVERAGE RANGE	9.82	14.59	11.70	19.79	12.47	21.05	12.93	21.21	12.62	20.39	10.48	16.92
	<b>STANDARD DEVIATION</b>		3.37		5.72		6.07		5.85		5.49		4.55
	<b>MEDIAN</b>	10.64	14.54	10.71	15.23	12.66	18.47	13.61	18.10	12.30	16.90	8.86	14.05
	MORGAN COUNTY BOE												
	PERCENTAGE COMPARISON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RECOMMENDED PAY RANGE			12.84	19.27	14.13	21.19	14.13	21.09			11.68	17.51
	PERCENTAGE COMPARISON	0.00	0.00	1.10	0.97	1.13	1.01	1.09	0.99	0.00	0.00	1.11	1.04
	PERCENTAGE MEDIAN	0.00	0.00	1.20	1.27	1.12	1.15	1.04	1.17	0.00	0.00	1.32	1.25

MORGAN COUNTY DEPARTMENT OF EDUCATION		TABLE I											
Compensation Survey - July 2010		SCHOOL SEC. BOOKKEEPER		BUSINESS MANAGER		FOOD SERVICES MANAGER		CAFETERIA MANAGER		CAFETERIA ASSISTANT		LIBRARY ASSISTANT	
CODE	EMPLOYER	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
25	Blount County Schools	12.95	16.50	43.07	48.36	37.07	42.36	10.91	14.96	7.91	10.82	9.25	14.95
4003	Hamblen County Schools	15.56	16.51	32.30	37.99	23.27	34.20	13.05	16.30	9.60	11.00	13.21	13.96
4004	Johnson County Schools	8.09	9.57	22.16	23.35	22.98	37.12	7.50	9.05	7.50	9.05	8.09	9.57
4005	Hawkins County Schools	8.73	13.45	18.71	22.00			8.75	13.48	7.25	10.53	7.25	9.74
4006	Kingsport City Schools	10.77	15.63					10.77	15.63	8.69	12.57	9.34	13.53
24	Bristol City Schools	8.82	16.95	34.87	53.34			9.26	21.32	7.25	14.79	7.41	15.78
4008	Anderson County Schools	7.93	14.05	23.52	34.25	24.35	27.33	9.95	15.33	7.75	11.70	7.78	12.37
6	Jefferson County Schools	10.63	14.59			15.56	25.57	10.63	19.73	7.26	13.10	7.26	8.62
4	Maryville City Schools	12.00	18.28	38.42	44.77	31.74	38.09	11.86	15.81	8.51	14.29	9.00	12.82
27	Sevier County Schools					17.95	24.46	13.35	16.41	8.38	12.93	12.30	16.00
10	Roane County Schools	11.77	17.09	36.08	41.24	29.64	33.87	15.40	15.40	11.20	11.20	8.88	12.89
9	Monroe County Schools	12.18	16.68					10.64	15.14	8.60	13.10	10.71	15.21
2	Oak Ridge City Schools	13.33	16.70	32.93	46.65			14.48	16.49	8.89	12.10	9.19	14.48
7	Knox County Schools	10.80	16.73					9.93	17.30	7.90	12.20	9.06	14.03
4027	Cocke County Schools	8.25	12.10	11.65	19.30	29.45	29.45	11.04	13.50	8.88	9.41	7.65	11.55
19	Washington County Schools	9.52	12.98	21.92	30.72	17.28	21.60	12.11	15.14	8.10	10.13	8.10	11.24
4029	Carter County Schools	8.64	9.01			32.60	32.60	12.70	12.70	7.25	8.43	8.20	8.20
4031	Hancock County Schools	8.26	8.50					10.00	10.00	7.25	8.75		
5	Grainger County Schools	12.60	14.99			21.77	33.65	9.31	12.15	7.89	8.37		
8	Lenoir City Schools	12.14	15.35					14.32	16.43	9.58	11.32	10.44	13.76
1024	State of Tennessee			26.84	37.69								
	<b>RANGE (min = \$7.25)</b>	7.93	18.28	11.65	53.34	15.56	42.36	7.50	21.32	7.25	14.79	7.25	16.00
	<b>STANDARD DEVIATION</b>		7.32		29.48		18.95		9.77		5.33		6.19
	1ST QUARTILE	7.93	10.52	11.65	22.07	15.56	22.26	7.50	10.96	7.25	9.14	7.25	9.44
	2ND QUARTILE	10.53	13.12	22.08	32.51	22.27	28.97	10.97	14.42	9.15	11.03	9.45	11.64
	3RD QUARTILE	13.13	15.71	32.52	42.94	28.98	35.68	14.43	17.89	11.04	12.93	11.65	13.83
	4TH QUARTILE	15.72	18.28	42.95	53.34	35.69	42.36	17.90	21.32	12.94	14.79	13.84	16.00
	AVERAGE RANGE	10.53	15.71	22.08	42.94	22.27	35.68	10.97	17.89	9.15	12.93	9.45	13.83
	<b>STANDARD DEVIATION</b>		3.67		14.75		9.48		4.89		2.67		3.10
	<b>MEDIAN</b>	10.77	15.35	29.57	37.84	23.81	33.13	10.84	15.37	8.01	11.26	8.94	13.21
	MORGAN COUNTY BOE												
	PERCENTAGE COMPARISON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RECOMMENDED PAY RANGE	11.68	17.51			26.85	40.28	10.61	15.92	8.77	13.16	10.61	15.92
	PERCENTAGE COMPARISON	1.11	1.11	0.00	0.00	1.21	1.13	0.97	0.89	0.96	1.02	1.12	1.15
	PERCENTAGE MEDIAN	1.08	1.14	0.00	0.00	1.13	1.22	0.98	1.04	1.10	1.17	1.19	1.21

MORGAN COUNTY DEPARTMENT OF EDUCATION		TABLE I											
Compensation Survey - July 2010		TEACHING ASSISTANT		SPECIAL EDUCATION ASSISTANT		CUSTODIAN		HVAC TECHNICIAN		FACILITIES MAINT. MECH.		MAINTENANCE FOREMAN	
CODE	EMPLOYER	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
25	Blount County Schools	9.25	14.95	9.25	14.95			16.85	19.65	14.60	17.40	11.20	14.00
4003	Hamblen County Schools	13.21	13.96	13.21	13.96	8.66	12.80	13.51	16.79	12.10	15.97		
4004	Johnson County Schools	7.51	9.05	7.51	9.05	7.25	7.70			12.47	13.37	13.72	14.67
4005	Hawkins County Schools	7.25	9.74	7.25	9.74	7.25	10.77	12.50	12.50	12.50	15.00	14.00	14.00
4006	Kingsport City Schools	9.34	13.53	9.34	13.53	8.69	12.57	11.60	16.80	10.77	15.63	12.43	18.02
24	Bristol City Schools	7.41	15.78	7.41	15.78	7.61	14.79	10.19	23.35	10.19	23.35	10.19	23.35
4008	Anderson County Schools	7.78	12.37	7.78	12.37	7.60	14.52	15.86	23.42	11.85	14.13		
6	Jefferson County Schools	7.26	13.62	7.26	13.75	7.25	13.19	9.66	14.49	9.66	14.95		
4	Maryville City Schools	9.00	12.82	9.00	12.82	9.28	12.28	15.28	18.28	11.46	14.46	18.55	21.55
27	Sevier County Schools	12.30	16.00	12.30	16.00	9.32	18.30	13.38	27.32	13.01	24.92	13.38	27.32
10	Roane County Schools	8.88	12.89	8.88	12.89	10.11	19.87	10.11	24.91	10.11	24.91		
9	Monroe County Schools	10.71	15.21	10.71	15.21	9.21	13.71	11.88	16.38	11.83	16.33	11.83	16.33
2	Oak Ridge City Schools	9.19	14.48	9.19	14.48	9.83	21.02	14.59	22.05	14.59	22.05	29.14	29.14
7	Knox County Schools	9.06	14.03	10.91	16.90	7.35	12.71	13.55	22.63	12.15	20.35		
4027	Cocke County Schools	7.65	11.55	7.65	11.55	7.50	11.45	8.05	13.65	8.05	13.65	9.15	13.90
19	Washington County Schools	8.10	11.24	8.10	11.24	8.10	10.13	13.50	16.88	11.67	16.88	13.50	16.88
4029	Carter County Schools	8.03	8.43	8.14	8.14	8.03	8.44	13.29	13.29				
4031	Hancock County Schools	7.25	8.00	8.00	8.00	7.25	9.22						
5	Grainger County Schools	11.73	14.17	11.73	14.17	10.05	11.91	10.05	11.91	13.28	15.02		
8	Lenoir City Schools	10.44	13.76	10.44	13.76	10.16	12.66	10.66	13.18				
1024	State of Tennessee					8.23	13.32						
	<b>RANGE (min = \$7.25)</b>	7.25	16.00	7.25	16.90	7.25	21.02	8.05	27.32	8.05	24.92	9.15	29.14
	<b>STANDARD DEVIATION</b>		6.19		6.82		9.74		13.63		11.93		14.14
	1ST QUARTILE	7.25	9.44	7.25	9.66	7.25	10.69	8.05	12.87	8.05	12.27	9.15	14.15
	2ND QUARTILE	9.45	11.64	9.67	12.09	10.70	14.15	12.88	17.70	12.28	16.50	14.16	19.16
	3RD QUARTILE	11.65	13.83	12.10	14.51	14.16	17.60	17.71	22.52	16.51	20.72	19.17	24.16
	4TH QUARTILE	13.84	16.00	14.52	16.90	17.61	21.02	22.53	27.32	20.73	24.92	24.17	29.14
	<b>AVERAGE RANGE</b>	9.45	13.83	9.67	14.51	10.70	17.60	12.88	22.52	12.28	20.72	14.16	24.16
	<b>STANDARD DEVIATION</b>		3.10		3.42		4.88		6.82		5.97		7.07
	<b>MEDIAN</b>	8.94	13.58	8.94	13.64	8.17	12.69	12.90	16.84	11.85	15.97	13.38	16.88
	MORGAN COUNTY BOE												
	PERCENTAGE COMPARISON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RECOMMENDED PAY RANGE	10.61	15.92	10.61	15.92	8.77	13.16	12.84	19.27	12.84	19.27		
	PERCENTAGE COMPARISON	1.12	1.15	1.10	1.10	0.82	0.75	1.00	0.86	1.05	0.93	0.00	0.00
	PERCENTAGE MEDIAN	1.19	1.17	1.19	1.17	1.07	1.04	1.00	1.14	1.08	1.21	0.00	0.00

MORGAN COUNTY DEPARTMENT OF EDUCATION		TABLE I											
Compensation Survey - July 2010		MAINTENANCE SUPERVISOR		TRANSPORTATION SUPERVISOR		SERVICE CENTER MECHANIC		BUS DRIVER		TECHNOLOGY COORDINATOR		SR. COMPUTER TECHNICIAN	
CODE	EMPLOYER	MIN.	MAX.			MIN.	MAX.	MIN.	MAX.				
25	Blount County Schools	43.07	48.36			14.60	17.40	9.25	11.60	37.07	42.36	18.76	23.32
4003	Hamblen County Schools	20.33	22.10			15.37	16.60	14.32	24.59				
4004	Johnson County Schools	19.69	20.75			12.47	13.37	8.24	11.13				
4005	Hawkins County Schools	18.28	19.93			12.50	15.00	11.03	11.03				
4006	Kingsport City Schools							10.02	14.54				
24	Bristol City Schools	10.19	23.35			14.30	16.50					15.16	21.98
4008	Anderson County Schools	23.42	27.15										
6	Jefferson County Schools	16.27	25.18	16.27	26.53	9.66	18.58	10.08	10.08	24.51	24.51		
4	Maryville City Schools	39.92	46.27					9.82	12.82	24.28	27.28		
27	Sevier County Schools	34.31	40.39			13.99	24.09	10.77	23.29			13.01	32.83
10	Roane County Schools	29.25	33.43	26.59	30.39	10.11	24.91	17.71	17.71	32.16	36.76	13.69	26.01
9	Monroe County Schools	22.52	22.52	23.77	23.77							20.98	20.98
2	Oak Ridge City Schools	21.95	38.41					9.27	14.62	32.93	46.65	16.40	22.47
7	Knox County Schools	25.10	38.88	15.71	24.30					25.10	38.88	18.56	28.74
4027	Cocke County Schools	19.26	19.26			8.05	13.65	8.90	11.46				
19	Washington County Schools	26.66	33.33	19.89	24.86	11.41	17.49	17.45	18.53	21.54	31.93	16.20	20.25
4029	Carter County Schools	22.69	22.69			13.29	13.29	6.76	8.98				
4031	Hancock County Schools					7.25	12.14	12.33	18.81				
5	Grainger County Schools	15.89	17.63	21.77	28.39	13.28	15.02			19.63	32.86		
8	Lenoir City Schools							13.39	15.45			26.74	26.74
1024	State of Tennessee					15.51	18.10						
	<b>RANGE (min = \$7.25)</b>	10.19	48.36	15.71	30.39	7.25	24.91	6.76	24.59	19.63	46.65	13.01	32.83
	<b>STANDARD DEVIATION</b>		26.99		10.38		12.14	17.71	12.61				
	1ST QUARTILE	10.19	19.73	15.71	19.38	7.25	11.67	6.76	11.22	19.63	26.39	13.01	17.97
	2ND QUARTILE	19.74	29.29	19.39	23.06	11.68	16.09	11.23	15.69	26.40	33.15	17.98	22.93
	3RD QUARTILE	29.30	38.84	23.07	26.74	16.10	20.52	15.70	20.15	33.16	39.92	22.94	27.90
	4TH QUARTILE	38.85	48.36	26.75	30.39	20.53	24.91	20.16	24.59	39.93	46.65	27.91	32.83
	<b>AVERAGE RANGE</b>	19.74	38.84	19.39	26.74	11.68	20.52	11.23	20.15	26.40	39.92	17.98	27.90
	<b>STANDARD DEVIATION</b>		13.50		5.20		6.25		6.31				
	<b>MEDIAN</b>	22.52	25.18	20.83	25.70	12.89	16.55	10.08	14.54	24.81	34.81	16.40	23.32
	MORGAN COUNTY BOE												
	PERCENTAGE COMPARISON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RECOMMENDED PAY RANGE	18.65	27.97	18.65	27.97	11.68	17.51	8.77	13.16	22.38	33.57	17.10	25.64
	PERCENTAGE COMPARISON	0.94	0.72	0.96	1.05	1.00	0.85	0.78	0.65	0.85	0.84	0.95	0.92
	PERCENTAGE MEDIAN	0.83	1.11	0.90	1.09	0.91	1.06	0.87	0.91	0.90	0.96	1.04	1.10

MORGAN COUNTY DEPARTMENT OF EDUCATION				TABLE I	
Compensation Survey - July 2010					
CODE	EMPLOYER	COMPUTER TECHNICIAN			
		MIN.	MAX.		
25	Blount County Schools	15.40	18.68		
4003	Hamblen County Schools	13.61	19.64		
4004	Johnson County Schools	10.81	20.77		
4005	Hawkins County Schools	17.00	18.40		
4006	Kingsport City Schools				
24	Bristol City Schools	15.16	21.98		
4008	Anderson County Schools	12.75	27.30		
6	Jefferson County Schools	16.23	25.87		
4	Maryville City Schools	8.91	11.88		
27	Sevier County Schools	18.06	28.15		
10	Roane County Schools	13.69	24.91		
9	Monroe County Schools	16.40	20.90		
2	Oak Ridge City Schools	14.58	20.47		
7	Knox County Schools	15.71	24.30		
4027	Cocke County Schools	14.95	18.15		
19	Washington County Schools	15.20	19.00		
4029	Carter County Schools	22.30	25.14		
4031	Hancock County Schools	10.18	10.18		
5	Grainger County Schools	12.00	15.35		
8	Lenoir City Schools	21.43	21.43		
1024	State of Tennessee				
	<b>RANGE (min = \$7.25)</b>	8.91	28.15		
	<b>STANDARD DEVIATION</b>		13.60		
	1ST QUARTILE	8.91	13.72		
	2ND QUARTILE	13.73	18.54		
	3RD QUARTILE	18.55	23.36		
	4TH QUARTILE	23.37	28.15		
	<b>AVERAGE RANGE</b>	13.73	23.36		
	<b>STANDARD DEVIATION</b>		6.81		
	<b>MEDIAN</b>	15.16	20.77		
	MORGAN COUNTY BOE				
	PERCENTAGE COMPARISON	0.00	0.00		
	RECOMMENDED PAY RANGE	15.54	23.31		
	PERCENTAGE COMPARISON	1.13	1.00		
	PERCENTAGE MEDIAN	1.03	1.12		

**Morgan County Board of Education**  
**General Purpose Fund - 141**  
**September 7, 2010**  
**Budget Amendment #3**

Debit (Decrease)

141-39000	(Undesignated Fund Balance)	\$6,570.00
141-73400-163-0320	(Assistants)	\$15,000.00
141-73400-599-0320	(Other Charges)	<u>\$6,777.00</u>
	Total:	\$28,347.00

Credit (Increase)

141-73400-116-0320	(Teachers)	\$20,000.00
141-73400-201-0320	(Social Security)	\$160.00
141-73400-207-0320	(State Retirement)	\$1,500.00
141-73400-206-0320	(Life Insurance)	\$15.00
141-73400-212-0320	(Medicare)	\$10.00
141-73400-355-0320	(Travel)	\$3,000.00
141-73400-399-0320	(Other Contracted Services)	<u>\$3,662.00</u>
	Total:	\$28,347.00

Explanation:

This amendment is necessary in order to implement the  
"Family Resource" Program.

\_\_\_\_\_  
Edward L. Diden, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Armes, Board Chairman

\_\_\_\_\_  
Date

**Morgan County Board of Education  
G.P.  
October 4, 2010  
Budget Amendment #33**

Debit:	49700	(Insurance Recovery)	\$6,279.00
Credit:	141-72710-453	(Vehicle Parts)	\$6,279.00

Explanation:

These funds are the result of a bus accident.

\_\_\_\_\_  
Edward L. Diden, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Armes, Board Chairman

\_\_\_\_\_  
Date

**Morgan County Board of Education  
G.P.  
October 4, 2010  
Budget Amendment #34**

Debit:	141-71200-312	(Contract with Private Agency)	\$1,395.79
Credit:	141-71200-429	(Instructional Supplies)	\$1,208.50
	141-71200-599	(Other Charges)	<u>\$187.29</u>
		Total:	\$1,395.79

Explanation:

Budget Adjustment.

\_\_\_\_\_  
Edward L. Diden, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Armes, Board Chairman

\_\_\_\_\_  
Date

**Morgan County Board of Education  
G.P.  
October 4, 2010  
Budget Amendment #35**

Debit:	141-39000	(Undesignated Fund Balance)	\$24,000.00
Credit:	141-40130	(Circuit Clerk Collections)	\$5,000.00
Credit:	141-40140	(Interest & Penalty)	\$3,000.00
Credit:	141-40330	(Wholesale Beer Tax)	\$10,000.00
Credit:	141-44110	(Interest Earned)	<u>\$6,000.00</u>
		Total:	\$24,000.00

Explanation:

Revenue adjustments to meet Maintenance of Effort requirement.

\_\_\_\_\_  
Edward L. Diden, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Armes, Board Chairman

\_\_\_\_\_  
Date

**Morgan County Board of Education  
General Purpose Fund - 141  
September 7, 2010  
Budget Amendment #5**

Debit (Decrease)

141-46515	(Early Childhood Education)	\$22,030.34
141-39000	(Undesignated Fund Balance)	\$48,435.42
141-73400-201-7010	(Social Security)	\$885.00
141-73400-204-7010	(State Retirement)	\$8,678.00
141-73400-207-7010	(Medical Insurance)	\$1,212.00
141-73400-429-7010	(Other Instructional Supplies)	\$35,000.00
141-73400-499-7010	(Other Charges)	<u>\$63,160.00</u>
	Total:	\$180,400.76

Credit (Increase)

141-73400-116-7010	(Teachers)	\$15,000.00
141-73400-163-7010	(Educational Assistants)	\$41,672.39
141-73400-206-7010	(Life Insurance)	\$120.00
141-73400-208-7010	(Dental Insurance)	\$726.00
141-73400-212-7010	(Medicare)	\$945.00
141-73400-355-7010	(Travel)	\$1,000.00
141-73400-599-7010	(Other Charges)	\$75,000.00
141-73400-790-7010	(Other Equipment)	<u>\$45,937.37</u>
	Total:	\$180,400.76

Explanation:

This amendment is necessary in order to implement the  
“Pre-K State” Program.

\_\_\_\_\_  
Edward L. Diden, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Armes, Board Chairman

\_\_\_\_\_  
Date

**Morgan County Board of Education  
 General Purpose Fund – 141  
 September 7, 2010  
 Budget Amendment #8**

Debit (Decrease)		
141-39000	Undesignated Fund Balance	\$16,244.00
		<u>\$16,244.00</u>
Credit (Increase)		
141-73400-198-0004	Substitute Teachers	\$2,000.00
141-73400-206-0004	Life Insurance	\$100.00
141-73400-207-0004	Medical Insurance	\$5,000.00
141-73400-208-0004	Dental Insurance	\$ 215.00
141-73400-499-0004	Other Supplies	\$4,929.00
141-73400-599-0004	Other Charges	<u>\$4,000.00</u>
	Total:	\$16,244.00

Explanation:

This amendment is necessary in order to continue the  
 “Coordinated School Health” Program.

\_\_\_\_\_  
 Edward L. Diden, Director of Schools

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Terry Armes, Board Chairman

\_\_\_\_\_  
 Date



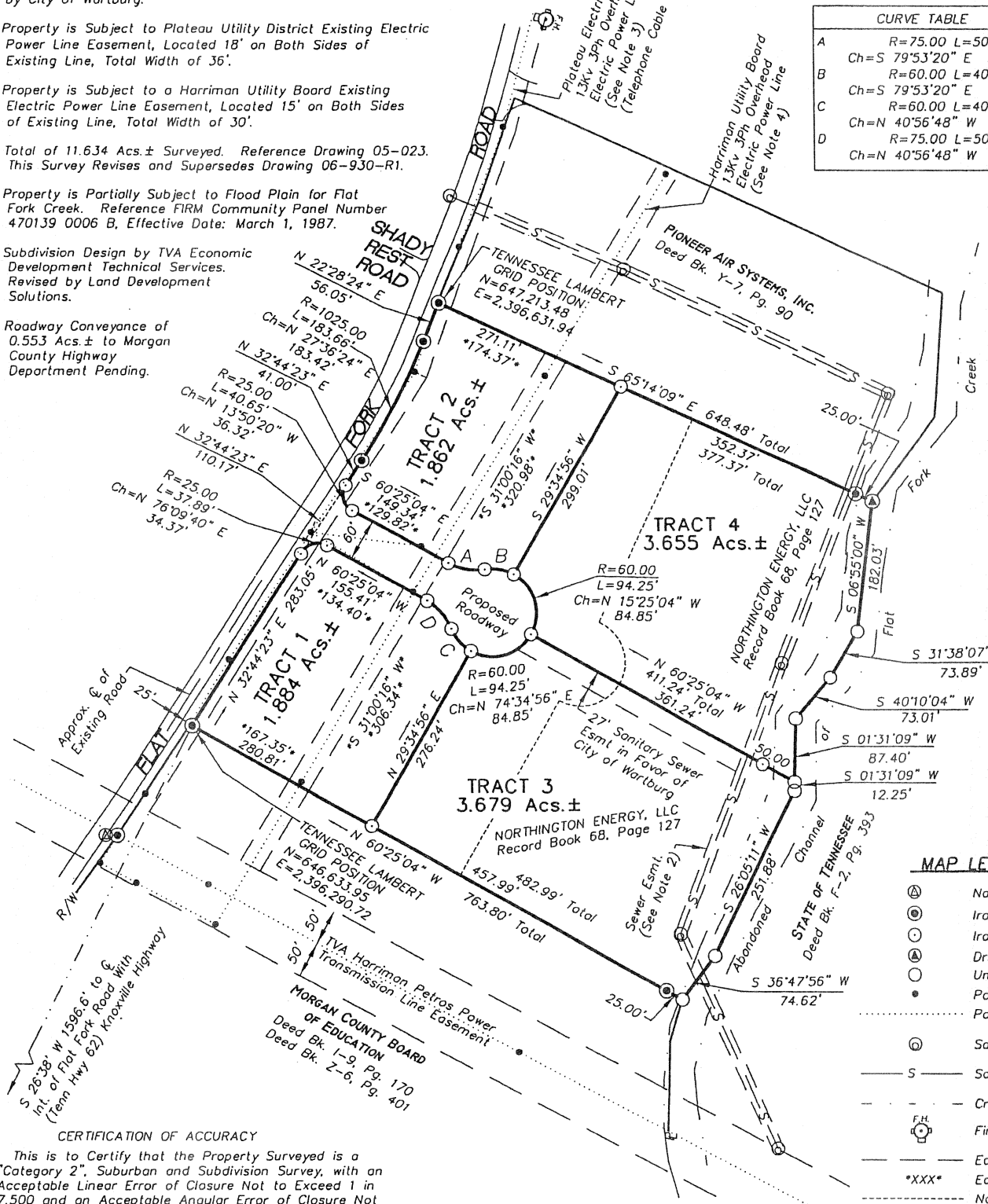
**GENERAL NOTES**

- Property is Part of a Parcel Owned by Morgan County Economic Development Board, Inc. Under a Quit Claim Deed Recorded in Record Book 66 at Page 445 and is a Parcel Owned by Northington Energy, LLC Under a Warranty Deed Recorded in Record Book 68 at Page 127 (Deed of Correction Pending). Reference to Records Found in the Office of the Register of Deeds for Morgan County, Tennessee. Property is Parcel 6.07 on Morgan County Tax Map 97.
- Property is Subject to Existing Sanitary Sewer Lines Easements of 15' in Total Width, 7.5 Both Sides of Existing Line. Sanitary Sewer is Operated by City of Wartburg.
- Property is Subject to Plateau Utility District Existing Electric Power Line Easement, Located 18' on Both Sides of Existing Line, Total Width of 36'.
- Property is Subject to a Harriman Utility Board Existing Electric Power Line Easement, Located 15' on Both Sides of Existing Line, Total Width of 30'.
- Total of 11.634 Acs.± Surveyed. Reference Drawing 05-023. This Survey Revises and Supersedes Drawing 06-930-R1.
- Property is Partially Subject to Flood Plain for Flat Fork Creek. Reference FIRM Community Panel Number 470139 0006 B, Effective Date: March 1, 1987.
- Subdivision Design by TVA Economic Development Technical Services. Revised by Land Development Solutions.
- Roadway Conveyance of 0.553 Acs.± to Morgan County Highway Department Pending.

Note: North for This Survey and Map is Tennessee Lambert Grid North. Position Co-ordinates Shown are Reduced to Grid Datum. Reference is North American Datum 1983. Distances Shown on this Map are Not Reduced to Grid Datum and No Geodetic Corrections were Applied.

TENNESSEE LAMBERT  
GRID NORTH

CURVE TABLE	
A	R=75.00 L=50.98' Ch=S 79°53'20" E 50.00'
B	R=60.00 L=40.78' Ch=S 79°53'20" E 40.00'
C	R=60.00 L=40.78' Ch=N 40°56'48" W 40.00'
D	R=75.00 L=50.98' Ch=N 40°56'48" W 50.00'



**MAP LEGEND**

- ⊙ Nail (Found)
- ⊙ Iron Pin (Found)
- ⊙ Iron Pin (Set)
- ⊙ Drive Up Post (Found)
- Unmonumented Point
- Power Pole
- Power Line
- ⊙ Sanitary Sewer Manhole
- S — Sanitary Sewer Line
- — — Creek Line
- ⊙ Fire Hydrant
- Easement Line
- \*XXX\* Easement Data
- Northington Energy, LLC (RB 68, Pg. 127)

**CERTIFICATION OF ACCURACY**

This is to Certify that the Property Surveyed is a "Category 2", Suburban and Subdivision Survey, with an Acceptable Linear Error of Closure Not to Exceed 1 in 7,500 and an Acceptable Angular Error of Closure Not to Exceed 25 Seconds Times the Square Root of the Number of Angles Turned. The Unadjusted Field Closure of the Survey Shown on this Map Does Meet or Exceeds Requirements.

**CERTIFICATION OF SURVEY**

This is to Certify that I am a Registered Land Surveyor, Duly Licensed to Practice Surveying in the State of Tennessee and that I Have Made this Survey and Prepared this Map from Said Survey and that Both are True and Correct to the Best of My Knowledge and Belief.

*Eugene L. Lacy*  
Eugene L. Lacy, P.L.S.  
Tennessee Certified Public Surveyor  
No. 11111

SURVEY FOR:

**MORGAN COUNTY ECONOMIC DEVELOPMENT BOARD**  
FOURTH CIVIL DISTRICT ~ MORGAN COUNTY, TENNESSEE  
SCALE: 1 INCH = 200 FEET

Prepared For

MORGAN COUNTY BOE

Platform Type	T1	GVT AND OTHER TAX FREE	
Account #			
Officer	BMR	User	BRICE
Loan Amount	180,000.00	Interest Rate	4.2500%
Loan Proceeds	180,000.00	Payment Frequency Code	1 M
Amortization Payments	84	Final Payment	2,481.50
Fixed Payment Amount	N	Payment Type	Interest Included
Balloon Payments	000	Interest Type	Actual/365
Funding Date	9/07/10	Minimum Interest	.00
First Pay Date/DayMo	10/07/10	Per Diem	20.95884
Maturity Date	9/07/17	Total Fees	.00
Days to First Payment	30	Financed Fees	.00
Odd Days Interest	.00	Total Insurance	.00
Total Disbursements	.00	Bank Product Fees	.00
Interest	28,429.40		

## Disclosure

Amount Financed	180,000.00	Payment Amount	2,481.30
Finance Charge	28,429.40	Final Payment	2,481.50
Total Loan	208,429.40	APR	4.2518%

This loan quote is good for 10 days unless you have some other information that is needed to achieve your requirements.

Prepared For

MORGAN COUNTY BOE

Platform Type	T1	GVT AND OTHER TAX FREE	
Account #			
Officer	BMR	User	BRICE
Loan Amount	190,000.00	Interest Rate	4.2500%
Loan Proceeds	190,000.00	Payment Frequency Code	1 M
Amortization Payments	84	Final Payment	2,619.36
Fixed Payment Amount	N	Payment Type	Interest Included
Balloon Payments	000	Interest Type	Actual/365
Funding Date	9/07/10	Minimum Interest	.00
First Pay Date/DayMo	10/07/10	Per Diem	22.12322
Maturity Date	9/07/17	Total Fees	.00
Days to First Payment	30	Financed Fees	.00
Odd Days Interest	.00	Total Insurance	.00
Total Disbursements	.00	Bank Product Fees	.00
Interest	30,008.81		

## Disclosure

Amount Financed	190,000.00	Payment Amount	2,619.15
Finance Charge	30,008.81	Final Payment	2,619.36
Total Loan	220,008.81	APR	4.2518%

This loan quote is good for 10 days unless you have some other information that is needed to achieve your requirements.

Asset ID	Description	Serial Number	Model	Building
10235			17CRT	Central Office
10237			17CRT	Central Office
10238			17CRT	Central Office
10240			17CRT	Central Office
10241			17CRT	Central Office
10242			17CRT	Central Office
10243			17CRT	Central Office
10244			17CRT	Central Office
10246			17CRT	Central Office
10247			17CRT	Central Office
10855			17CRT	Central Office
10852			17CRT	Central Office
10861		MY08G15747603366B0UG	17CRT	Central Office
10859		MY08G15747603264BLMT	17CRT	Central Office
10905			17CRT	Central Office
10903		MY08G15747603355B7X1	17CRT	Central Office
10901			17CRT	Central Office
10899		MY08G15747603355B7X7	17CRT	Central Office
10897		MY08G157476032AMBUMY	17CRT	Central Office
10893			17CRT	Central Office
10891		CN08G15747606293BNKE	17CRT	Central Office
10889		CN0M91334760965MFS5H	17CRT	Central Office
10853			17CRT	Central Office
10857			17CRT	Central Office
11056		MY0X37824760347SBEAM	17CRT	Central Office
10833			17CRT	Central Office
10820			17CRT	Central Office
10807		MY08G157476031CRB9V6	17CRT	Central Office
10821			17CRT	Central Office
11302			17CRT	Central Office
11304			17CRT	Central Office
11306			17CRT	Central Office
11308			17CRT	Central Office
11310			17CRT	Central Office
11312			17CRT	Central Office
11315			17CRT	Central Office
11353			17CRT	Central Office
11355			17CRT	Central Office
11357			17CRT	Central Office
11373			17CRT	Central Office
11362			17CRT	Central Office
10895			17CRT	Central Office
10851	46-014-S01		D4400	Central Office
11054	46-SHP-BODY		DIM	Central Office
10902	46-015-LAB08		GX260	Central Office
10900	46-015-LAB09		GX260	Central Office

10838	46-012-T01		GX280	Central Office
11058	46-SHP-WOOD01		GX280	Central Office
10248			17CRT	Central Office
10249			17CRT	Central Office
10250			17CRT	Central Office
10251			17CRT	Central Office
10252			17CRT	Central Office
10253			17CRT	Central Office
10254			17CRT	Central Office
10255			17CRT	Central Office
10256			17CRT	Central Office
10232			17CRT	Central Office
10234			17CRT	Central Office
10113			17CRT	Central Office
10196			17CRT	Central Office
10722			17CRT	Central Office
10745			17CRT	Central Office
10744		MY08G1574760327GBF76	17CRT	Central Office
10540			17CRT	Central Office
10543			17CRT	Central Office
11148			17CRT	Central Office
10835			17CRT	Central Office
10831			17CRT	Central Office
11313			17CRT	Central Office
11543			17CRT	Central Office
11554			17CRT	Central Office
11378			17CRT	Central Office
11380			17CRT	Central Office
11298		MX0419TG4780115UH1Y5	17CRT	Central Office
11299			17CRT	Central Office
11319		MY0X3782476034C3F5G9	17CRT	Central Office
11317		MY08G157476031C7BDZH	17CRT	Central Office
11323		CN08G1574760636UBD38	17CRT	Central Office
11384			17CRT	Central Office
11526			17CRT	Central Office
11620			17CRT	Central Office
11706			17CRT	Central Office
11645		MY0M91334760356ABHZP	17CRT	Central Office
11849		MY08G1574760331OBAVK	17CRT	Central Office
11951			17CRT	Central Office
11996	WHITE		17CRT	Central Office
12215			17CRT	Central Office
12233			17CRT	Central Office
12306			17CRT	Central Office
12317			17CRT	Central Office
12402			17CRT	Central Office
12355			17CRT	Central Office

12359		17CRT	Central Office
12561		17CRT	Central Office
12499		17CRT	Central Office
12610		17CRT	Central Office
12576	MX0C605947605556B42V	17CRT	Central Office
12587		17CRT	Central Office
12591		17CRT	Central Office
12593		17CRT	Central Office
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12604		17CRT	Central Office
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12676	MY08G15747603362BTPA	17CRT	Central Office
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12640		17CRT	Central Office
12642		17CRT	Central Office
12644		17CRT	Central Office
12646		17CRT	Central Office
12687		17CRT	Central Office
12685		17CRT	Central Office
12679		17CRT	Central Office
12737	MY08G1574760342DBNL6	17CRT	Central Office
12742	MY0M91334760363GB9RP	17CRT	Central Office
12748	MY058VYR4760318AAF57	17CRT	Central Office
12752		17CRT	Central Office

12765		MY058VYR4760318AAF4V	17CRT	Central Office
12859		MY08G15747603347B248	17CRT	Central Office
12715	WHITE		17CRT	Central Office
12726			17CRT	Central Office
12875			17CRT	Central Office
13437			17CRT	Central Office
12671			17CRT WHITE	Central Office
10534	60-234-T01		D4300	Central Office
10551	60-235-S01		D4300	Central Office
11385	55-OFF-VP02		D4300	Central Office
12407	55-407-S01		D4300	Central Office
10546			D4400	Central Office
12302	10-216-02		DIM 4300	Central Office
12403	55-407-S02		DIM 4300	Central Office
12404	55-407-S03		DIM 4300	Central Office
12410	55-407-S04		DIM 4300	Central Office
12376	55-200-S01		DIM 4400	Central Office
11995	10-514-S01		DIM4300	Central Office
10193	60-LIB-S04		GX260	Central Office
10792	60-237-S04		GX260	Central Office
10589	60-204-T01		GX260	Central Office
10669	30-322-LAB04		GX260	Central Office
10668	30-322-LAB03		GX260	Central Office
10667	30-322-LAB02		GX260	Central Office
10666	30-322-LAB01		GX260	Central Office
10661	30-322-LAB21		GX260	Central Office
10662	30-322-LAB22		GX260	Central Office
10663	30-322-LAB23		GX260	Central Office
10664	30-322-LAB24		GX260	Central Office
10665	30-322-LAB25		GX260	Central Office
10670	30-322-LAB05		GX260	Central Office
11539	10-602-T01		GX260	Central Office
11524	10-704-MUS01		GX260	Central Office
11527	10-603-T01		GX260	Central Office
11568	10-OFF-SEC01		GX260	Central Office
11949	55-310-S01		GX260	Central Office
12319	10-411-01		GX260	Central Office
12353	55-203-S01		GX260	Central Office
12399	55-407-S05		GX260	Central Office
12496	70-267-T01		GX260	Central Office
12565	70-247		GX260	Central Office
10802			GX260	Central Office
10386	10-101-LABT		GX270	Central Office
10506	60-OFF-CLNC		GX270	Central Office
11045	46-013-LABT		GX270	Central Office
10858	46-018-S01		GX270	Central Office
11544	10-600-T01		GX270	Central Office

11569	10-OFF-SEC02		GX270	Central Office
11619	30-308-LABT01		GX270	Central Office
11715	30-116-A02		GX270	Central Office
12022	10-611-T1		GX270	Central Office
12097	13-200-T01		GX270	Central Office
12307	10-417-T01		GX270	Central Office
12356	55-205-T01		GX270	Central Office
12346	55-202-T01		GX270	Central Office
12510	70-261-T01		GX270	Central Office
12764	15-112-T01		GX270	Central Office
13014	60-233-T01		GX270	Central Office
11135	70-232-NURSE01		GX280	Central Office
11500	70-LIB-REG		GX280	Central Office
11930	70-232-NURSE01		GX280	Central Office
12283	10-300-T01		GX280	Central Office
12549	70-LIB-S02		GX280	Central Office
12458			IN24	Central Office
10078			POLAROID SVGA 238	Central Office
11102				Central Office
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11337		MY08G1574760336DBA57		Central Office
10788			17CRT	Central Office
10786			17CRT	Central Office
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12340			17CRT	Central Office
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12817			17CRT	Central Office
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11662	30-114-T01		DIM	Central Office
11963	55-114-T01		DIM	Central Office
12286	10-209-T01		DIM 4300	Central Office
12178	13-158-T01		DIM 4400	Central Office
12863	15-303-T01		DIM 8200	Central Office
11972	55-115-T01		DIM4400	Central Office
10787	60-240-T02		DIMENSION 4400	Central Office
10962	30-215A-S02		DIMENSION 4400	Central Office
12277	10-306-T01		GX260	Central Office
12341	10-402-S02		GX260	Central Office
12816	15-204-T1		GX260	Central Office
10278	70-265-S02		GX270	Central Office

10789	60-240-T01	GX270	Central Office
10784	60-241-T01	GX270	Central Office
12265	10-329-S02	GX270	Central Office
12807	15-204-T01	GX270	Central Office
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10166		17CRT	Central Office
10357	55-314-LABT	GX270	Central Office
10998	30-120-LAB20	GX270	Central Office
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10976	30-120-LAB03	GX270	Central Office
10996	30-120-LAB22	GX270	Central Office
10723		17CRT	Central Office
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11325		CN08G1574760636UBD8E	17CRT	Central Office
11331		CN08G1574760636UBD3N	17CRT	Central Office
11333		MX08G1574760539OBWXY	17CRT	Central Office
11360		CN08G1574760636UBD8G	17CRT	Central Office
11343		MX08G1574760539OBX51	17CRT	Central Office
11341		MX08G1574760539OBX52	17CRT	Central Office
11339		CN08G1574760636UBD8K	17CRT	Central Office
11335		MX08G1574760539OBX4Z	17CRT	Central Office
10685	30-322-LAB17		GX260	Central Office
10684	30-322-LAB18		GX260	Central Office
10683	30-322-LAB19		GX260	Central Office
10682	30-322-LAB20		GX260	Central Office
10681	30-322-LAB16		GX260	Central Office
10680	30-322-LAB15		GX260	Central Office
10679	30-322-LAB14		GX260	Central Office
10678	30-322-LAB13		GX260	Central Office
10677	30-322-LAB12		GX260	Central Office
10676	30-322-LAB11		GX260	Central Office
10675	30-322-LAB10		GX260	Central Office
10674	30-322-LAB09		GX260	Central Office
10673	30-322-LAB08		GX260	Central Office
10672	30-322-LAB07		GX260	Central Office
10671	30-322-LAB06		GX260	Central Office

	Monitors	Desktops	Projectors	
FED		42	6	0
GP		142	72	4
SpecED		13	16	0
Title		73	5	0
Totals		270	99	4



















<b>Accounting</b>	<b>Added On</b>	<b>Last Update</b>
Federal	4/1/2009 3:31:00 PM	8/4/2010 2:58:00 PM
Federal	4/1/2009 3:31:00 PM	8/4/2010 2:58:00 PM
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Federal	4/1/2009 3:31:00 PM	8/4/2010 2:58:00 PM
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Federal	4/14/2009 3:12:00 PM	8/4/2010 2:58:00 PM
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Federal	4/15/2009 9:33:00 AM	4/19/2010 8:05:00 AM
Federal	4/15/2009 9:33:00 AM	4/27/2010 3:59:00 PM
Federal	4/15/2009 9:33:00 AM	4/19/2010 8:54:00 AM
Federal	4/15/2009 9:33:00 AM	6/9/2010 3:34:00 PM
Federal	4/15/2009 9:33:00 AM	4/22/2010 1:58:00 PM
Federal	4/15/2009 9:33:00 AM	6/25/2010 3:13:00 PM
Federal	4/15/2009 9:33:00 AM	6/29/2010 3:18:00 PM
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Federal	4/15/2009 10:50:00 AM	9/8/2010 3:16:00 PM
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General Purpose	4/7/2009 3:27:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/7/2009 3:28:00 PM	5/25/2010 12:59:00 PM
General Purpose	4/7/2009 3:28:00 PM	4/1/2010 3:07:00 PM
General Purpose	4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
General Purpose	4/15/2009 11:21:00 AM	8/4/2010 2:58:00 PM
General Purpose	4/15/2009 11:21:00 AM	6/24/2010 9:51:00 AM
General Purpose	4/16/2009 10:38:00 AM	6/24/2010 2:11:00 PM
General Purpose	4/21/2009 11:29:00 AM	5/11/2010 11:33:00 AM
General Purpose	4/21/2009 11:29:00 AM	5/20/2010 11:24:00 AM
General Purpose	4/17/2009 3:35:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:35:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	5/25/2010 12:59:00 PM
General Purpose	4/21/2009 12:29:00 PM	3/30/2010 8:26:00 AM
General Purpose	4/22/2009 3:17:00 PM	8/30/2010 3:54:00 PM
General Purpose	4/22/2009 3:17:00 PM	6/7/2010 2:57:00 PM
General Purpose	4/22/2009 3:42:00 PM	3/29/2010 12:32:00 PM
General Purpose	4/29/2009 8:10:00 AM	8/4/2010 2:58:00 PM
General Purpose	4/30/2009 1:35:00 PM	5/21/2010 2:30:00 PM
General Purpose	5/1/2009 3:13:00 PM	9/13/2010 1:43:00 PM
General Purpose	5/7/2009 3:27:00 PM	8/16/2010 9:54:00 AM
General Purpose	5/7/2009 3:27:00 PM	8/4/2010 2:58:00 PM
General Purpose	5/11/2009 3:16:00 PM	4/1/2010 1:51:00 PM
General Purpose	5/11/2009 3:38:00 PM	5/20/2010 11:06:00 AM
General Purpose	5/12/2009 3:03:00 PM	5/14/2010 9:06:00 AM
General Purpose	5/12/2009 3:15:00 PM	5/25/2010 1:00:00 PM



General Purpose	5/18/2009 12:19:00 PM	8/3/2010 2:46:00 PM
General Purpose	5/18/2009 12:19:00 PM	4/7/2010 2:54:00 PM
General Purpose	5/18/2009 12:58:00 PM	8/18/2010 9:28:00 AM
General Purpose	5/18/2009 12:58:00 PM	8/3/2010 2:42:00 PM
General Purpose	5/18/2009 12:58:00 PM	8/3/2010 2:21:00 PM
General Purpose	6/7/2010 10:47:00 AM	8/3/2010 2:41:00 PM
General Purpose	5/15/2009 11:00:00 AM	8/3/2010 2:49:00 PM
General Purpose	4/7/2009 3:28:00 PM	3/29/2010 12:32:00 PM
General Purpose	4/8/2009 8:44:00 AM	8/20/2010 8:33:00 AM
General Purpose	4/17/2009 3:37:00 PM	6/23/2010 10:01:00 AM
General Purpose	5/12/2009 3:15:00 PM	8/11/2010 8:10:00 AM
General Purpose	4/8/2009 8:44:00 AM	8/30/2010 3:54:00 PM
General Purpose	5/11/2009 3:16:00 PM	9/13/2010 1:43:00 PM
General Purpose	5/12/2009 3:03:00 PM	8/11/2010 8:10:00 AM
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General Purpose	5/12/2009 3:03:00 PM	9/7/2010 11:11:00 AM
General Purpose	5/1/2009 3:13:00 PM	9/13/2010 1:43:00 PM
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General Purpose	4/7/2009 3:27:00 PM	8/18/2010 8:34:00 AM
General Purpose	4/8/2009 8:44:00 AM	8/20/2010 8:33:00 AM
General Purpose	4/8/2009 2:16:00 PM	6/23/2010 1:55:00 PM
General Purpose	4/8/2009 2:16:00 PM	6/23/2010 1:56:00 PM
General Purpose	4/8/2009 2:16:00 PM	4/19/2010 11:17:00 AM
General Purpose	4/8/2009 2:16:00 PM	6/23/2010 1:55:00 PM
General Purpose	4/8/2009 2:16:00 PM	6/23/2010 1:54:00 PM
General Purpose	4/8/2009 2:40:00 PM	6/23/2010 1:55:00 PM
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General Purpose	4/8/2009 2:40:00 PM	6/23/2010 1:56:00 PM
General Purpose	4/8/2009 2:40:00 PM	6/23/2010 1:56:00 PM
General Purpose	4/8/2009 2:40:00 PM	6/23/2010 1:54:00 PM
General Purpose	4/21/2009 11:29:00 AM	3/29/2010 10:13:00 AM
General Purpose	4/21/2009 12:29:00 PM	3/29/2010 10:15:00 AM
General Purpose	4/21/2009 12:29:00 PM	4/16/2010 1:48:00 PM
General Purpose	4/21/2009 12:29:00 PM	5/4/2010 10:52:00 AM
General Purpose	4/30/2009 1:35:00 PM	8/24/2010 3:08:00 PM
General Purpose	5/11/2009 3:16:00 PM	5/4/2010 10:52:00 AM
General Purpose	5/12/2009 3:03:00 PM	9/7/2010 11:11:00 AM
General Purpose	5/12/2009 3:03:00 PM	8/11/2010 8:10:00 AM
General Purpose	5/14/2009 1:58:00 PM	8/16/2010 9:54:00 AM
General Purpose	5/14/2009 2:00:00 PM	8/16/2010 9:54:00 AM
General Purpose	3/30/2010 1:51:00 PM	6/23/2010 1:56:00 PM
General Purpose	4/2/2009 2:54:00 PM	5/11/2010 11:33:00 AM
General Purpose	4/7/2009 3:28:00 PM	7/28/2010 3:32:00 PM
General Purpose	4/9/2009 11:47:00 AM	8/16/2010 9:54:00 AM
General Purpose	4/14/2009 3:12:00 PM	7/28/2010 3:32:00 PM
General Purpose	4/21/2009 11:29:00 AM	5/11/2010 11:33:00 AM

General Purpose	4/21/2009 11:29:00 AM	8/24/2010 3:08:00 PM
General Purpose	4/22/2009 3:17:00 PM	8/24/2010 3:08:00 PM
General Purpose	4/22/2009 3:17:00 PM	7/27/2010 10:26:00 AM
General Purpose	5/1/2009 3:55:00 PM	8/24/2010 3:08:00 PM
General Purpose	5/6/2009 2:38:00 PM	5/25/2010 1:23:00 PM
General Purpose	5/11/2009 3:38:00 PM	4/13/2010 2:50:00 PM
General Purpose	5/12/2009 3:03:00 PM	6/24/2010 8:08:00 AM
General Purpose	5/12/2009 3:15:00 PM	6/9/2010 3:35:00 PM
General Purpose	5/14/2009 1:58:00 PM	8/30/2010 3:54:00 PM
General Purpose	5/18/2009 12:19:00 PM	8/30/2010 3:54:00 PM
General Purpose	9/24/2009 8:12:00 AM	6/24/2010 2:21:00 PM
General Purpose	4/9/2009 11:47:00 AM	8/16/2010 9:54:00 AM
General Purpose	4/20/2009 11:50:00 AM	8/30/2010 3:54:00 PM
General Purpose	4/28/2009 3:27:00 PM	8/16/2010 9:54:00 AM
General Purpose	5/11/2009 3:38:00 PM	9/8/2010 12:54:00 PM
General Purpose	5/14/2009 1:58:00 PM	8/30/2010 3:54:00 PM
General Purpose	5/14/2009 1:58:00 PM	8/19/2010 2:32:00 PM
General Purpose	3/30/2009 3:27:00 PM	6/1/2010 9:36:00 AM
General Purpose	4/9/2009 11:48:00 AM	6/1/2010 9:36:00 AM
General Purpose	4/17/2009 3:35:00 PM	8/4/2010 2:58:00 PM
General Purpose	4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
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Special Ed	4/7/2009 3:27:00 PM	4/21/2010 3:15:00 PM
Special Ed	4/8/2009 2:16:00 PM	5/25/2010 12:59:00 PM
Special Ed	4/8/2009 2:16:00 PM	6/9/2010 10:41:00 AM
Special Ed	4/22/2009 3:42:00 PM	5/24/2010 1:23:00 PM
Special Ed	4/29/2009 8:03:00 AM	4/13/2010 10:35:00 AM
Special Ed	4/29/2009 8:03:00 AM	8/16/2010 9:54:00 AM
Special Ed	4/30/2009 1:35:00 PM	6/1/2010 2:12:00 PM
Special Ed	5/6/2009 2:38:00 PM	4/16/2010 1:49:00 PM
Special Ed	5/11/2009 3:38:00 PM	6/7/2010 2:57:00 PM
Special Ed	5/11/2009 3:38:00 PM	5/27/2010 8:01:00 AM
Special Ed	5/18/2009 12:58:00 PM	5/4/2010 8:08:00 AM
Special Ed	5/18/2009 12:58:00 PM	5/3/2010 8:49:00 AM
Special Ed	5/14/2009 1:58:00 PM	6/23/2010 10:01:00 AM
Special Ed	4/22/2009 3:42:00 PM	6/23/2010 9:58:00 AM
Special Ed	4/30/2009 1:35:00 PM	6/23/2010 10:01:00 AM
Special Ed	5/11/2009 3:16:00 PM	3/29/2010 9:52:00 AM
Special Ed	5/6/2009 11:19:00 AM	4/16/2010 3:33:00 PM
Special Ed	5/18/2009 12:58:00 PM	3/29/2010 11:00:00 AM
Special Ed	4/30/2009 1:35:00 PM	9/7/2010 11:11:00 AM
Special Ed	4/7/2009 3:27:00 PM	4/21/2010 9:17:00 AM
Special Ed	4/8/2009 2:16:00 PM	6/23/2010 9:58:00 AM
Special Ed	5/11/2009 3:38:00 PM	5/11/2010 11:33:00 AM
Special Ed	5/11/2009 3:38:00 PM	5/4/2010 10:52:00 AM
Special Ed	5/18/2009 12:58:00 PM	4/27/2010 3:59:00 PM
Special Ed	4/1/2009 3:29:00 PM	4/19/2010 11:26:00 AM





4/7/2009 3:27:00 PM	8/4/2010 2:58:00 PM
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4/7/2009 3:27:00 PM	8/4/2010 2:58:00 PM
4/7/2009 3:27:00 PM	8/18/2010 9:23:00 AM
4/7/2009 3:27:00 PM	8/4/2010 2:58:00 PM
4/7/2009 3:27:00 PM	8/4/2010 2:58:00 PM
4/8/2009 2:16:00 PM	4/16/2010 1:45:00 PM
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4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	6/24/2010 9:54:00 AM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
4/9/2009 11:47:00 AM	8/4/2010 2:58:00 PM
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4/17/2009 3:37:00 PM	8/4/2010 2:58:00 PM
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4/8/2009 2:16:00 PM	6/23/2010 1:55:00 PM
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**Notes**

**Purchase Order Acquisition date Cost**

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Warranty Expired	0
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We have given this away, so change this to NOT HERE	0
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IP Address	Mac Address	Accessories	Other IT	Notify	Message	Active	UF_GX260	UF_GX270
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UF_OP745	UF_OP755	UF_GX280	UF_Dimension	UF_GX620	UF_OP760	UF_OP780
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Asset ID	Descriptio	Serial Nun	Model	Building	RoomID	Room	Manufactu	Departmer
10235			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10237			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10238			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10240			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10241			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10242			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10243			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10244			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10246			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10247			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10855			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10852			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10861		MY08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10859		MY08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10905			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10903		MY08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10901			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10899		MY08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10897		MY08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10893			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10891		CN08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10889		CN0M9133	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10853			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10857			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11056		MY0X3782	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10833			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10820			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10807		MY08G157	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10821			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11302			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11304			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11306			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11308			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11310			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11312			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11315			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11353			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11355			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11357			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11373			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
11362			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10895			17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell	
10851	46-014-S01		D4400	Central	Off 00-2B	Surpl To Be Surp	Dell	
11054	46-SHP-BODY		DIM	Central	Off 00-2B	Surpl To Be Surp	Dell	
10902	46-015-LAB08		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell	
10900	46-015-LAB09		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell	
10838	46-012-T01		GX280	Central	Off 00-2B	Surpl To Be Surp	Dell	
11058	46-SHP-WOOD01		GX280	Central	Off 00-2B	Surpl To Be Surp	Dell	

<b>Custodian Status</b>	<b>Asset Typ</b>	<b>Vendor</b>	<b>Accountin</b>	<b>Added On</b>	<b>Last Upda</b>	<b>Notes</b>	<b>Purchase</b>
Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
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Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
Surplus	Monitor	Dell	Federal	4/1/2009	3/8/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/14/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/14/2009	6/23/2010	NOT HERE	
Surplus	Monitor		Federal	4/14/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/14/2009	6/23/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	4/19/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	4/27/2010	3:59:00 PM	
Surplus	Monitor		Federal	4/15/2009	4/19/2010	8:54:00 AM	
Surplus	Monitor		Federal	4/15/2009	6/9/2010	3 NOT HERE	
Surplus	Monitor		Federal	4/15/2009	4/22/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	6/25/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	6/29/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	4/19/2010	8:54:00 AM	
Surplus	Monitor		Federal	4/15/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/15/2009	7/23/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/15/2009	6/24/2010	9:53:00 AM	
Surplus	Monitor		Federal	4/15/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/15/2009	6/29/2010	NOT HERE	
Surplus	Monitor		Federal	4/15/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/16/2009	6/24/2010	NOT HERE	
Surplus	Monitor		Federal	4/16/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/16/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/16/2009	6/21/2010	NOT HERE	
Surplus	Monitor		Federal	4/16/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/16/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/16/2009	7/8/2010	12:41:00 PM	
Surplus	Monitor		Federal	4/17/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/17/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/17/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/17/2009	8/18/2010	NOT HERE	
Surplus	Monitor		Federal	4/17/2009	8/4/2010	2:58:00 PM	
Surplus	Monitor		Federal	4/19/2010	6/25/2010	NOT HERE	
Surplus	Desktop		Federal	4/15/2009	9/8/2010	3:16:00 PM	
Surplus	Desktop		Federal	4/15/2009	9/8/2010	3:16:00 PM	
Surplus	Desktop		Federal	4/14/2009	9/8/2010	3:16:00 PM	
Surplus	Desktop		Federal	4/14/2009	9/8/2010	3:16:00 PM	
Surplus	Desktop		Federal	4/15/2009	9/8/2010	3 Warranty Expired	
Surplus	Desktop		Federal	4/15/2009	9/8/2010	3 Warranty Expired	







UF\_GX260 UF\_GX270 UF\_OP745 UF\_OP755 UF\_GX280 UF\_Dimen UF\_GX620 UF\_OP760 UF\_OP780

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-1	0	0	0	0	0	0	0	0
-1	0	0	0	0	0	0	0	0
0	0	0	0	-1	0	0	0	0
0	0	0	0	-1	0	0	0	0

Asset ID	Descriptio	Serial Nun	Model	Building	RoomID	Room	Manufactu
12748		MY058VYR	17CRT	Central	Off 00-2B	Surpl To Be Surp	Dell
10534	60-234-T01		D4300	Central	Off 00-2B	Surpl To Be Surp	Dell
10551	60-235-S01		D4300	Central	Off 00-2B	Surpl To Be Surp	Dell
11385	55-OFF-VP02		D4300	Central	Off 00-2B	Surpl To Be Surp	Dell
12407	55-407-S01		D4300	Central	Off 00-2B	Surpl To Be Surp	Dell
10546			D4400	Central	Off 00-2B	Surpl To Be Surp	Dell
12302	10-216-02		DIM 4300	Central	Off 00-2B	Surpl To Be Surp	Dell
12403	55-407-S02		DIM 4300	Central	Off 00-2B	Surpl To Be Surp	Dell
12404	55-407-S03		DIM 4300	Central	Off 00-2B	Surpl To Be Surp	Dell
12410	55-407-S04		DIM 4300	Central	Off 00-2B	Surpl To Be Surp	Dell
12376	55-200-S01		DIM 4400	Central	Off 00-2B	Surpl To Be Surp	Dell
11995	10-514-S01		DIM4300	Central	Off 00-2B	Surpl To Be Surp	Dell
10193	60-LIB-S04		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10792	60-237-S04		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10589	60-204-T01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10669	30-322-LAB04		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10668	30-322-LAB03		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10667	30-322-LAB02		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10666	30-322-LAB01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10661	30-322-LAB21		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10662	30-322-LAB22		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10663	30-322-LAB23		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10664	30-322-LAB24		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10665	30-322-LAB25		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10670	30-322-LAB05		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
11539	10-602-T01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
11524	10-704-MUS01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
11527	10-603-T01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
11568	10-OFF-SEC01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
11949	55-310-S01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
12319	10-411-01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
12353	55-203-S01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
12399	55-407-S05		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
12496	70-267-T01		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
12565	70-247		GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10802			GX260	Central	Off 00-2B	Surpl To Be Surp	Dell
10386	10-101-LABT		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
10506	60-OFF-CLNC		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
11045	46-013-LABT		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
10858	46-018-S01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
11544	10-600-T01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
11569	10-OFF-SEC02		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
11619	30-308-LABT01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
11715	30-116-A02		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
12022	10-611-T1		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
12097	13-200-T01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
12307	10-417-T01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
12356	55-205-T01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
12346	55-202-T01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell
12510	70-261-T01		GX270	Central	Off 00-2B	Surpl To Be Surp	Dell

Department	Custodian	Status	Asset Typ	Vendor	Accountin	Added On	Last Upda	Notes
		Surplus	Desktop		General Pu	5/18/2009	8/3/2010	2 NOT HERE
		Surplus	Desktop	Dell	General Pu	4/7/2009	3/3/2010	12:32:00 PM
		Surplus	Desktop	Dell	General Pu	4/8/2009	8/8/2010	8:33:00 AM
		Surplus	Desktop		General Pu	4/17/2009	6/23/2010	NOT HERE
		Surplus	Desktop		General Pu	5/12/2009	8/11/2010	8:10:00 AM
		Surplus	Desktop	Dell	General Pu	4/8/2009	8/8/2010	3:54:00 PM
		Surplus	Desktop		General Pu	5/11/2009	9/13/2010	1:43:00 PM
		Surplus	Desktop		General Pu	5/12/2009	8/11/2010	8:10:00 AM
		Surplus	Desktop		General Pu	5/12/2009	8/11/2010	8:10:00 AM
		Surplus	Desktop		General Pu	5/12/2009	9/7/2010	11:11:00 AM
		Surplus	Desktop		General Pu	5/1/2009	3/9/2010	1:43:00 PM
		Surplus	Desktop	Dell	General Pu	4/7/2009	3/8/2010	8:33:00 AM
		Surplus	Desktop	Dell	General Pu	4/7/2009	3/8/2010	8:34:00 AM
		Surplus	Desktop	Dell	General Pu	4/8/2009	8/8/2010	8:33:00 AM
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/4/2010	11:17:00 AM
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/4/2010	11:18:00 AM
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/8/2009	2/6/2010	NOT HERE
		Surplus	Desktop		General Pu	4/21/2009	3/29/2010	10:13:00 AM
		Surplus	Desktop		General Pu	4/21/2009	3/29/2010	10:15:00 AM
		Surplus	Desktop		General Pu	4/21/2009	4/16/2010	NOT HERE
		Surplus	Desktop		General Pu	4/21/2009	5/4/2010	10:52:00 AM
		Surplus	Desktop		General Pu	4/30/2009	8/24/2010	3:08:00 PM
		Surplus	Desktop		General Pu	5/11/2009	5/4/2010	10:52:00 AM
		Surplus	Desktop		General Pu	5/12/2009	9/7/2010	11:11:00 AM
		Surplus	Desktop		General Pu	5/12/2009	8/11/2010	8:10:00 AM
		Surplus	Desktop		General Pu	5/14/2009	8/16/2010	9:54:00 AM
		Surplus	Desktop		General Pu	5/14/2009	8/16/2010	9:54:00 AM
		Surplus	Desktop		General Pu	3/30/2010	6/23/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/2/2009	2/5/2010	11:33:00 AM
		Surplus	Desktop	Dell	General Pu	4/7/2009	3/7/2010	NOT HERE
		Surplus	Desktop	Dell	General Pu	4/9/2009	1/8/2010	9:54:00 AM
		Surplus	Desktop		General Pu	4/14/2009	7/28/2010	NOT HERE
		Surplus	Desktop		General Pu	4/21/2009	5/11/2010	11:33:00 AM
		Surplus	Desktop		General Pu	4/21/2009	8/24/2010	3:08:00 PM
		Surplus	Desktop		General Pu	4/22/2009	8/24/2010	3:08:00 PM
		Surplus	Desktop		General Pu	4/22/2009	7/27/2010	NOT HERE
		Surplus	Desktop		General Pu	5/1/2009	3/8/2010	3:08:00 PM
		Surplus	Desktop		General Pu	5/6/2009	2/5/2010	1:23:00 PM
		Surplus	Desktop		General Pu	5/11/2009	4/13/2010	NOT HERE
		Surplus	Desktop		General Pu	5/12/2009	6/24/2010	NOT HERE
		Surplus	Desktop		General Pu	5/12/2009	6/9/2010	3 NOT HERE
		Surplus	Desktop		General Pu	5/14/2009	8/30/2010	3:54:00 PM

Purchase	Acquisitio	Cost	Recovery	Scrap Val	Depreciate	Dep. Clas	Warranty I	Warranty !
			0 0	0	0	Standard		
VI			0 0	0	0	Standard		
I			0 0	0	0	Standard		
			0 0	0	0	Standard		
I			0 0	0	0	Standard		
I			0 0	0	0	Standard		
I			0 0	0	0	Standard		
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VI			0 0	0	0	Standard		
			0 0	0	0	Standard		
			0 0	0	0	Standard		
			0 0	0	0	Standard		
VI			0 0	0	0	Standard		
VI			0 0	0	0	Standard		
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I			0 0	0	0	Standard		
VI			0 0	0	0	Standard		
			0 0	0	0	Standard		
I			0 0	0	0	Standard		
			0 0	0	0	Standard		
VI			0 0	0	0	Standard		
I			0 0	0	0	Standard		
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I			0 0	0	0	Standard		
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			0 0	0	0	Standard		
			0 0	0	0	Standard		
			0 0	0	0	Standard		
I			0 0	0	0	Standard		



Processor Software	Service Tag	IP Address	Mac Address	Accessories	Other IT	Notify	Message
						0	
	HD3YY01					0	
	47V1Y01					0	
	JRM8Z01					0	
	1C55311					0	
	713RF11					0	
	BD3YY01					0	
	3C55311					0	
	7C55311					0	
	HB55311					0	
	GRMRH11					0	
	29TYX01					0	
	41N2221					0	
	DPJT431					0	
	H0QHL21					0	
	CTXRN11					0	
	CWXRN11					0	
	9VXRN11					0	
	9TXRN11					0	
	GXJRN11					0	
	CXJRN11					0	
	5XJRN11					0	
	GTXRN11					0	
	JXJRN11					0	
	1WXRN11					0	
	H2MMK21					0	
	FBY7W21					0	
	061MMK21					0	
	DHMMK21					0	
	B3MMK21					0	
	1JMMK21					0	
	GHMMK21					0	
	8G8W021					0	
	CMYGC21					0	
	BQYGC21					0	
	BWXRN11					0	
	105BG31					0	
	93P3741					0	
	JB0CG41					0	
	215BG31					0	
	215MP51					0	
	765MP51					0	
	BY68P41					0	
	J5J4G31					0	
	B15BG31					0	
	2DXSM51					0	
	43MMK21					0	
	FVJCG31					0	
	JDTRR51					0	
	16J4G31					0	





Asset ID	Description	Serial Nun	Model	Building	RoomID	Room	Manufactu
10788			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
10786			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
10963			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
10964		MX0M913	17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
11660			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
11862			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
11867			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
11962		MY08G157	17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
12176			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
12275			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
12340			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
12808			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
12817			17CRT	Central Office	00-2B	Surpl To Be Surp	Dell
12512	70-259-T01		D4400	Central Office	00-2B	Surpl To Be Surp	Dell
11662	30-114-T01		DIM	Central Office	00-2B	Surpl To Be Surp	Dell
11963	55-114-T01		DIM	Central Office	00-2B	Surpl To Be Surp	Dell
12286	10-209-T01		DIM 4300	Central Office	00-2B	Surpl To Be Surp	Dell
12178	13-158-T01		DIM 4400	Central Office	00-2B	Surpl To Be Surp	Dell
12863	15-303-T01		DIM 8200	Central Office	00-2B	Surpl To Be Surp	Dell
11972	55-115-T01		DIM4400	Central Office	00-2B	Surpl To Be Surp	Dell
10787	60-240-T02		DIMENSION	Central Office	00-2B	Surpl To Be Surp	Dell
10962	30-215A-S02		DIMENSION	Central Office	00-2B	Surpl To Be Surp	Dell
12277	10-306-T01		GX260	Central Office	00-2B	Surpl To Be Surp	Dell
12341	10-402-S02		GX260	Central Office	00-2B	Surpl To Be Surp	Dell
12816	15-204-T1		GX260	Central Office	00-2B	Surpl To Be Surp	Dell
10278	70-265-S02		GX270	Central Office	00-2B	Surpl To Be Surp	Dell
10789	60-240-T01		GX270	Central Office	00-2B	Surpl To Be Surp	Dell
10784	60-241-T01		GX270	Central Office	00-2B	Surpl To Be Surp	Dell
12265	10-329-S02		GX270	Central Office	00-2B	Surpl To Be Surp	Dell
12807	15-204-T01		GX270	Central Office	00-2B	Surpl To Be Surp	Dell

Monitors = 13

Desktops = 16

Department	Custodian Status	Asset Type	Vendor	Account	In	Added On	Last Update	Notes
	Surplus	Monitor	Dell	Special Ed	4/7/2009	35/4/2010	8	NOT HERE
	Surplus	Monitor	Dell	Special Ed	4/7/2009	34/21/2010		NOT HERE
	Surplus	Monitor	Dell	Special Ed	4/8/2009	25/25/2010		NOT HERE
	Surplus	Monitor	Dell	Special Ed	4/8/2009	26/9/2010	1	NOT HERE
	Surplus	Monitor		Special Ed	4/22/2009	5/24/2010		NOT HERE
	Surplus	Monitor		Special Ed	4/29/2009	4/13/2010		NOT HERE
	Surplus	Monitor		Special Ed	4/29/2009	8/16/2010		9:54:00 AM
	Surplus	Monitor		Special Ed	4/30/2009	6/1/2010	2	NOT HERE
	Surplus	Monitor		Special Ed	5/6/2009	24/16/2010		NOT HERE
	Surplus	Monitor		Special Ed	5/11/2009	6/7/2010	2	NOT HERE
	Active	Monitor		Special Ed	5/11/2009	5/27/2010		NOT HERE
	Surplus	Monitor		Special Ed	5/18/2009	5/4/2010	8	NOT HERE
	Surplus	Monitor		Special Ed	5/18/2009	5/3/2010	8	NOT HERE
	Surplus	Desktop		Special Ed	5/14/2009	6/23/2010		NOT HERE
	Surplus	Desktop		Special Ed	4/22/2009	6/23/2010		NOT HERE
	Surplus	Desktop		Special Ed	4/30/2009	6/23/2010		NOT HERE
	Surplus	Desktop		Special Ed	5/11/2009	3/29/2010		9:52:00 AM
	Surplus	Desktop		Special Ed	5/6/2009	14/16/2010		3:33:00 PM
	Surplus	Desktop		Special Ed	5/18/2009	3/29/2010		11:00:00 AM
	Surplus	Desktop		Special Ed	4/30/2009	9/7/2010		11:11:00 AM
	Surplus	Desktop	Dell	Special Ed	4/7/2009	34/21/2010		9:17:00 AM
	Surplus	Desktop	Dell	Special Ed	4/8/2009	26/23/2010		NOT HERE
	Surplus	Desktop		Special Ed	5/11/2009	5/11/2010		11:33:00 AM
	Surplus	Desktop		Special Ed	5/11/2009	5/4/2010		10:52:00 AM
	Surplus	Desktop		Special Ed	5/18/2009	4/27/2010		3:59:00 PM
	Surplus	Desktop	Dell	Special Ed	4/1/2009	34/19/2010		11:26:00 AM
	Surplus	Desktop	Dell	Special Ed	4/7/2009	35/20/2010		NOT HERE
	Surplus	Desktop	Dell	Special Ed	4/7/2009	34/19/2010		NOT HERE
	Surplus	Desktop		Special Ed	5/11/2009	6/1/2010	2	NOT HERE
	Active	Desktop		Special Ed	5/18/2009	6/23/2010		9:37:00 AM

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	Monitors	Desktops	Projectors
FED	42	6	0
GP	142	72	4
SpecED	13	16	0
Title	73	5	0
Totals	270	99	4

## **Education Jobs Program**

**August, 2010**

1. Technology Training educators and paraprofessionals based upon identified individual needs.
2. Pilot Program – Additional assistant principal at K-12 school. Administration must write a proposal detailing how the additional support will positive impact school culture, family & community engagement, and student achievement.
3. Universal access to PD 360 for all professional employees
4. Bob Bennett (Coalfield) – Elective for middle & high school (Keyboarding in middle grades); science, math, or social studies. – Impact on ACT achievement. Focus on middle grades. How to expand the curriculum?
5. Staff development for elementary teachers in math (Focus 3<sup>rd</sup> and 4<sup>th</sup> grades) TCAP scores are very low.
6. Additional SROs – Addition of three officers?
7. Staff Development - SMART Program Training (Summer, 2011 & June, 2012)
8. Parent Project – Consider as a system approach to assist struggling students and families.
9. Additional reading teacher/literacy resource to assist with tiered interventions.
10. Special Education – Transition programs, Monitoring of IEP for standards-based approach.
11. One time bonuses for teachers, support staff.
12. Middle School technology teachers
13. Stipends for support staff for after-hours training (technology, literacy interventions, etc.

14. Data coaches – work with teachers on understanding data as an instructional improvement tool.
15. Funds for schools to cover basic operating expenses.
16. Support staff position – registrar (clerical support for counseling departments)
17. Allocate funds toward reserves to build a healthier balance.
18. Additional teachers in high enrollment areas.
19. ACT achievement support – Coach??
20. Careers & Job placement
21. Campus improvements, maintenance support
22. Incentives for early retirement
23. Additional training for staff – college course work, academies, etc.
24. Coordinator for the Power of I - ZAP Program; Coordinate with After-School Program
25. Extend contract on Nova Net subscriptions for ISP and alternative programs

## **Education Jobs Program Principal Suggestions for Use of Funds**

### **MCCTC**

More Resource Officers  
Retirement Incentive pay for accrued sick leave  
Pay more toward family insurance plan  
Pay adjustments for recent job descriptions for support  
Teacher supervised program for students to complete daily assignments during school hours

### **Coalfield**

SRO's for all schools  
Tuition re-imbusement  
Math training for grades 3-8  
Technology

### **Central High**

Placement of School Resource Officers in the county schools  
Support help in the guidance office especially in the area of counseling  
Compensate assistant principals and principals for extra time beyond the work day.  
Compensate employees with family plan insurance  
Incentive pay for retired teachers

### **Oakdale**

Full time SRO officer  
Clerical help for Counselor  
Extra Teachers - K-3 and 4&5  
Money for in school suspension  
Compensation for extra time assistant principals and principals' work.  
Bonuses for all employees

### **Sunbright**

Kindergarten teacher  
Guidance Counselor  
Technology - Smart Boards, clickers, ELMOs  
Building Needs - cover for sidewalk, sidewalk repairs, cover for gym floor, desks  
Instructional - Coach books for 3-8 in reading, math, science, and social studies EOC subjects

## **Petros Joyner**

Receptionist

Fine Arts (music, art)

Computer teachers to free up Title teachers to work with math and literacy.

## **Central Elementary**

Teacher assistants to be used for our literacy and math programs to enable smaller groups and individual help.

Staff Development - Nancy Duggan to work with our early grade levels literacy program and other trainers to work with teachers in math instruction.

Data person to be responsible for compiling and distributing data to appropriate personnel.

School Resource officer to help aid in traffic duty on a daily basis and spend the middle of the day helping with instructional related duties.

## **Central Middle School**

1. **An intermediate grade (grades 3-4-5) reading specialist** to help us get off the ground with our literacy program. We have no state assistants, no Title 1 assistants, only Special Ed assistants. We have no one to staff the RTI program. We are trying to research and study and talk to people in other systems to get our program customized for middle school. That way when the other schools get ready to implement in the middle grades, they might be able to just put our program into place with just a few modifications. But we really need someone to help get us off the ground.

2. **A grounds keeper** for the schools is an awesome idea. We could keep one busy year round, every day.

3. **A cafeteria monitor** hired, even if it is just for 2 years. That would be an excellent use of manpower and would allow our certified people to do more academic endeavors during those time frames.

4. **A full time Curriculum Coach**. We just need one here every day during the time that we are implementing these literacy & numeracy programs.

## **Wish list**

1. A teacher to run a math lab in our 2nd computer lab.

2. A choral music teacher to provide another special area for our students.

3. A couple of teacher assistants to do detail work for our teachers.

# Morgan County Board of Education

Descriptor Term:

**Workers' Compensation**

Descriptor Code:

**EGAA**

Issued Date:

**06/06/94**

Rescinds:

Issued:

1 The Board shall maintain adequate workers' compensation coverage according to state statutes.

2  
3 Sick leave benefits shall be paid to employees only when workers' compensation benefits are not involved.

4  
5 \* The Board shall establish a medical panel consisting of at least three (3) general practitioners. The names  
6 of the general practitioners shall be posted in conspicuous places throughout the maintenance, transportation,  
7 clerical, and professional areas of participating schools. Any claimant may choose from any of the general  
8 practitioners listed on the medical panel for treatment of on-the-job injuries. Any specialized treatment  
9 of injuries must be administered by practitioners or specialists upon referral by the medical panel.

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13 \* Workers' compensation benefits pay two-thirds of employee's salary. Sick days  
14 may be applied (one-third) per day permitting the daily rate of pay to remain the  
15 same.

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34 Legal References:

- 35 1. TCA 50-6-204(c); TCA 50-6-101-401.  
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# MORGAN COUNTY BOARD OF EDUCATION

## ATTENDANCE DRAFT

Descriptor  
Code:  
JB

Issued Date:

### STUDENT/PARENT EXPECTATIONS

1. Attendance is the key factor in student achievement and therefore, students are expected to be present each day school is in session.
2. Students must have adequate documentation for each absence, or it will be “unexcused.” In grades 6-12, at the end of each nine-week grading period, a student’s grade will be reduced by two (2) points for each unexcused absence that he/she has accumulated during that time. This reduction of two (2) points will be the same as averaging in a “0” for the day.
3. All missed work or tests (excused or unexcused) may be made up within five (5) school days upon returning to school. The teacher has the authority to extend the time to make up work but this extension must be requested in writing.
4. Principals must notify the superintendent of schools/attendance supervisor of any pupil absent without excuse a total of five (5) cumulative days, and renotify after each successive 5-day period of absences; the superintendent/attendance supervisor must notify parents of each such period.<sup>1</sup>
5. Days absent due to out-of-school suspension will be “unexcused.”
6. A student (with a parent) may be required to attend a Truancy Review Board Hearing after they have accumulated five (5) or more unexcused days in a semester. The Truancy Review Board will conduct a hearing to determine if any extenuating circumstances exist or verify that the student has met attendance requirements.
7. If a student continues to miss school unexcused after notification from the attendance supervisor and/or Truancy Review Board, appropriate action will be taken in Juvenile Court.
8. When a student contracts head lice, they will be excused the day they are sent home and the next day only. Only two(2) occurrences of head lice will be excused in a school year.
9. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver’s permit or license, or to obtain such if of age.<sup>2</sup>
11. If a student misses more than one half of a class, they will be counted absent for that class.
12. A positive reward system will be developed at each school for the perfect or near perfect attendance for each grading period. This system may include prizes which could be money, gift certificates, special recognition and etc.

## **JB - Attendance (Cont'd)**

### **EXCUSED ABSENCES**

1. The student's own illness. These days must be documented in writing by the parent/guardian. Medical statements may be asked for at any point the principal deems appropriate. Three (3) days will be excused with a home note per semester. All excuses must be turned in within five (5) school days; any extension must be approved by the principal.
2. Death in the student's immediate family.
3. Recognized religious holidays in which the student normally participates.<sup>3</sup>
4. Unforeseen emergencies or situations where the student has no control and the principal deems appropriate.
5. Principal can designate special occasions that parent notes will not be accepted (examples; at career day, assemblies and etc.).

### **APPEALS**

Parents/guardians may appeal adverse student attendance decisions in writing within five (5) days to the principal, attendance supervisor, superintendent, and school board in that order.

### **Legal References:**

1. Public Chapter #910, effective July 1, 1994
2. TCA 49-6-3017; TCA 49-2-203 (b) (7)
3. TRR/MS 0520-1-3-.03 (B) (14)

# Morgan County Board of Education Directory

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## 1 - SCHOOL BOARD OPERATIONS

<b>Descriptor Code</b>	<b>Policy Title</b>	<b>Issued Date</b>
<b>Legal Status and Authority</b>		
1.100	School Board Legal Status and Authority	00/00/00
1.101	Role of the Board	00/00/00
1.102	Board Members Legal Status	00/00/00
1.103	Board Self-Evaluation	00/00/00
1.104	Memberships	00/00/00
1.105	School Board Legislative Involvement	00/00/00
1.106	Code of Ethics	00/00/00
1.106.1	Conflict of Interest Disclosure Statement	00/00/00
1.1061	Boardsmanship Code of Ethics	00/00/00
1.107	Board Member Conflict of Interest	00/00/00
1.108	Nepotism	00/00/00
<b>Board Members</b>		
1.200	Method and Election of Officers	00/00/00
1.201	Duties of Officers	00/00/00
1.202	Duties of Board Members	00/00/00
1.203	New Member Orientation	00/00/00
1.204	Board Member Development Opportunities	00/00/00
1.205	Board-Director Relations	00/00/00
<b>Committees/Consultants</b>		
1.300	Board Committees	00/00/00
1.301	Executive Committee	00/00/00
1.302	School Board Attorney	00/00/00
1.303	Consultants	00/00/00
<b>Meetings and Procedures</b>		
1.400	School Board Meetings	00/00/00
1.401	Public Hearings	00/00/00
1.402	Notification of Meetings	00/00/00
1.403	Agendas	00/00/00
1.404	Appeals To and Appearances Before the Board	00/00/00
1.405	Rules of Order	00/00/00
1.406	Minutes	00/00/00
1.407	School Board Records	00/00/00

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## Community Relations

1.500	Board-Community Relations	00/00/00
1.501	Visitors to the Schools	00/00/00
1.502	Board Meeting News Coverage	00/00/00
1.503	News Releases, News Conferences and Interviews	00/00/00

## Policies and Procedures

1.600	Policy Development and Adoption	00/00/00
1.601	Administrative Procedures	00/00/00
1.602	Administrative Committees	00/00/00
1.603	Administrative Reports	00/00/00

## School District Organization and Planning

1.700	School District Goals	00/00/00
1.701	School District Planning	00/00/00
1.702	Evaluation of the School District	00/00/00
1.703	School Attendance Areas	00/00/00
1.704	Charter Schools	00/00/00

## General School Management

1.800	School Calendar	00/00/00
1.801	School Day	00/00/00
1.8011	Emergency Closings	00/00/00
1.8012	Extended School Day/Year Programs and School Age Childcare	00/00/00
1.802	Section 504 and ADA Grievance Procedures	00/00/00
1.803	Tobacco-Free Schools	00/00/00
1.804	Drug-Free Workplace	00/00/00
1.805	Use of Electronic Mail (e-mail)	00/00/00
1.806	Advertising and Distribution of Materials in Schools	00/00/00
1.807	Use of School Name	00/00/00
1.808	Registered Sex Offenders	00/00/00

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District—School Board Legal Status and Authority</b>	Descriptor Code: <b>1.100</b>	Issued Date:
		Rescinds: <b>AA</b>	Issued: <b>06/09/1994</b>

1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as  
2 interpreted by the courts. Boards are instruments of the state, and members of the Board are state of-  
3 ficers representing local citizens and the state in the management of the public schools.<sup>1</sup>  
4

5 The governing body shall be the Board of Education, serving residents within the boundaries of the  
6 school system and non-residents under conditions specified by state law and the Board.<sup>2</sup>  
7

8 All powers of the Board lie in its action as a group; therefore, individual board members exercise their au-  
9 thority over school system affairs only as they vote to take action at an official meeting of the Board.  
10

11 In other instances, an individual board member, including the chairman, shall have power only when  
12 specified by state law or when the Board, by vote, has delegated authority to him/her.  
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34 Legal References:

- 35 1. TCA 49-1-101; TCA 49-1-102 (c); TCA 49-1-103  
36 2. TCA 49-6-3104  
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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.100</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample	X	District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	<p>The policy is identical to the TSBA sample.</p>
X	Developed Sample								
X	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-1-101. System established.**— There is established a system of public education.

**TCA 49-1-102. Administration generally.**— . . . (c) There shall be a local public school system operated in each county. There may be a local public school system operated in a municipality or special school district. Any local public school system shall be administered by:

- (1) A local board of education; and
- (2) A superintendent or director.

**TCA 49-1-103. Definitions.**— As used in this title, unless specifically designated otherwise:

- (1) "Board," "local board," or local board of education" means the board of education which manages and controls the respective local public system; and
- (2) "Local education agency," "school system," "public school system," "local school system, city school system, special school district created or authorized by the general assembly."

**TCA 49-6-3104. —Transfer of students.**— . . . (a) Local boards of education may admit pupils from outside their respective local school systems without the approval of the LEA which the pupil previously attended up to two (2) weeks before the beginning of the school year in the LEA the pupil wishes to attend. Within two (2) weeks of the beginning of the school year and during the school year, the approval of both the sending and the receiving LEAs is required. Local board of education may also arrange for the transfer of pupils residing within their systems to schools located outside their districts, and enter into agreements with other local boards of education for the admission or transfer of pupils from one school system to another.

# Morgan County School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Role of the Board of Education</b>	Descriptor Code: <b>1.101</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BAA</b>	Issued: <b>06/06/1994</b>

1 The Board will be guided by the general mandatory powers and duties of the Board as defined through  
2 statute<sup>1</sup> which state or imply that a local Board of Education has full power to operate the local public  
3 schools as it deems fit in compliance with state and federal mandates. The Board functions only when  
4 in session.

5  
6 The Board sees these as its required functions:

- 7  
8 1. **Policy Oversight:**<sup>2</sup> The Board will develop policy and employ a chief school administrator  
9 who shall carry out its policies through the development and implementation of administrative  
10 procedures. The Board will evaluate the effectiveness of its policies and their implementation.  
11 This includes setting and evaluating goals in educational and financial areas.
- 12  
13 2. **Educational Planning:**<sup>3</sup> The Board will require reliable information from responsible sources  
14 which enable it and the staff to work toward the continuous improvement of the educational  
15 program.
- 16  
17 3. **Provision of Financial Resources:**<sup>4</sup> The Board will adopt a budget to provide the necessary  
18 funding in terms of buildings, staff, materials and equipment to enable the school system to  
19 carry out its functions.
- 20  
21 4. **Interpretation:** The Board will keep the local community informed about the school and  
22 keep itself informed about the wishes of the public. The Board will build public support for  
23 the schools by involving the public in the planning process.

24  
25 The Board will provide, within the financial limitations set by the community, the best educational op-  
26 portunities possible for all children.

27  
28 The Board shall exercise its powers through the legislation of policies for the organization and opera-  
29 tion of the school district. The Board will delegate the administration of the schools to the director of  
30 schools.

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Legal References:

- 38 1. TCA 49-2-203
- 39 2. TCA 49-2-207
- 40 3. TCA 49-1-302(a)(3); TRR/MS 0520-2-1-.01
- 41 4. TCA 49-2-203(10)(A)(i)

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Cross References:

- Policy Development & Adoption 1.600  
Administrative Procedures 1.601  
School District Goals 1.700  
Annual Operating Budget 2.200

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.101</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Developed Sample</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">District policy used</td> </tr> <tr> <td style="text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Customize as indicated</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample		District policy used	X	Customize as indicated		<b>MANDATED BY LAW</b>	<p>The district sample appears to be a previous version of the TSBA sample policy. The language has been updated to reflect the current policy. Policy ABB was removed, as it was a restatement of statutory authority.</p>
X	Developed Sample								
	District policy used								
X	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-203. Powers and duties.**— (a) It is the duty of the local board of education to:

- (1) Elect, upon the recommendation of the director of schools, teachers who have attained or are eligible for tenure and fix the salaries of and make written contracts with such teachers;
- (2) Manage and control all public schools established or that may be established under its jurisdiction;
- (3) Purchase all supplies, furniture, fixtures and material of every kind through the executive committee;
- (4) Order warrants drawn on the county trustee on account of the elementary and the high school funds, respectively;
- (5) Visit the schools whenever, in the judgment of the board, such visits are necessary;
- (6) Except as otherwise provided in this title, dismiss teachers, principals, supervisors and other employees, upon sufficient proof of improper conduct, inefficient service, or neglect of duty, provided that no one shall be dismissed without first having been given in writing due notice of the charge or charges and an opportunity for defense;
- (7) Suspend or dismiss pupils when the progress or efficiency of the school makes it necessary or when disruptive, threatening or violent students endanger the safety of other students or school system employees;
- (8) Have enumerated the scholastic population of the local school district in May of every odd-numbered year;
- (9) Provide proper record books for the director of schools and should the appropriate legislative body fail or refuse to provide a suitable office and sufficient equipment for the director of schools, the local board of education may provide the same out of the elementary and high school funds in proportion to their gross annual amounts;
- (10)(A)(i) Require the director of schools and chair of the local board to prepare a budget on forms furnished by the commissioner, and when the budget has been approved by the local board, to submit it to the appropriate local legislative body;
- (11) Prepare, or have prepared, a copy of the minutes of each meeting of the board of education, and to mail a copy of such minutes, no more than thirty (30) days after the board meeting or at the time they are mailed to or otherwise provided to members of the board, if such is earlier to the president of each local education association. Any subsequent corrections, modifications or changes shall be distributed in the same manner;

(12) Adopt and enforce, in accordance with guidelines prescribed by the state board of education pursuant to § 49-6-3002, minimum standards and policies governing student attendance, subject to availability of funds;

(13) Develop and implement an evaluation plan for all certificated employees in accordance with the guidelines and criteria of the state board of education, and submit such plan to the state commissioner of education for approval;

(14)(A) Notwithstanding any other public or private act to the contrary, employ a director of schools under a written contract of up to four (4) years' duration, which may be renewed. No school board, however, may either terminate without cause, or enter into a contract with any director of schools during a period extending from forty-five (45) days prior to the general school board election until thirty (30) days following such election. Any vacancy in the office of the director which occurs within this period shall be filled on a temporary basis not extending beyond sixty (60) days following the general school board election. An option to renew a contract which exists on May 22, 2001 may be exercised within the time period set out in this subdivision. Any such person transferred during the term of such person's contract shall not have such person's salary diminished for the remainder of the contract period. The board may dismiss the director for cause as specified in section or in chapter 5, part 5 of this title, as appropriate. The director of schools may be referred to as the "superintendent" and references to or duties of the former county superintendents shall be deemed references to or duties of the director of schools employed under this section. The school board is the sole authority in appointing a director of schools.

(14)(B) Each school board shall adopt a written policy regarding the method of accepting and reviewing applications, and interviewing candidates for the position of director of schools. No school board shall extend the contract of a director of schools without giving notice of intent to do so at least ten (10) calendar days prior to the scheduled meeting at which action will be taken, giving notice as required in Section 49-2-202(c)(1), and including such proposed action as a specific, clearly stated item on the agenda for the meeting; and

(15) Adopt policies on the employment of substitute teachers. Such policies shall, at a minimum, address qualifications and training and shall ensure substitute teachers are subject to investigation pursuant to § 49-5-413. Such policies shall also prohibit hiring any substitute teacher whose records with the state department of education indicate a license or certificate currently in revoked status.

(b) The local board of education has the power to:

- (1) Make consolidation of two (2) or more schools whenever in its judgment the efficiency of the schools would be improved thereby;
- (2) Require school children and any employees of the board to submit to a physical examination by a competent physician whenever there is reason to believe that the children or employees have tuberculosis or any other communicable disease, and upon certification from the examining physician that such children or employees have any communicable disease, to exclude them from school or service until such child or children, employer or employers, employee or employees, furnish proper certificate or certificates from the examining physician or physicians showing such communicable disease to have been cured.
- (3) Establish night schools and part-time schools whenever in the judgment of the board they may be necessary;
- (4) Permit school buildings and school property to be used for public, community or recreational purposes under such rules, regulations and conditions as may be prescribed from time to time by the board of education;
- (5) Employ legal counsel to advise or represent the board;

- (6) Make rules providing for the organization of school safety patrols in the public schools under its jurisdiction and of the appointment, with the permission of the parents of pupils as members thereof;
- (7) Establish minimum attendance requirements or standards as a condition for passing a course or grade; provided that any teacher so notified shall be established prior to any school year in which they are applicable, are recorded in board minutes and publicized through a newspaper of general circulation prior to implementation and are printed and distributed to students prior to implementation; and provided further, that such requirements or standards shall not violate the provisions of § 49-6-3002(b);
- (8) Provide written notice to probationary teachers of specific reasons for failure of reelection pursuant to this title; provided that any teacher so notified shall be given, upon request, a hearing to determine the validity of the reasons given for failure of reelection;
- (9) Offer and pay a bonus or other monetary incentive to encourage the retirement of any teacher or other employee who is eligible to retire.
- (10) Lease or sell buildings and property or the portions of buildings or property it determines are not being used or are not needed at present by the public school system to any governmental entity, civic group or community organization in such manner as is deemed by the board to be in the best interest of the school system and the community which the system serves.
- (11) Establish and operate before-and-after school care programs in connection with any schools, before and after the regular school day and while school is not in session.
- ( ) Include in student handbooks, or other information disseminated to parents and guardians, information on contacting child advocacy groups and information on how to contact the state department of education for information on student rights and services.

**TCA 49-2-207. Policy Pamphlets.** — (a) The local board of education shall compile and publish an official operating policy pamphlet which shall contain, but not be limited to, such procedures as have been established by letter, directive, written or verbal memorandum, custom or tradition, and by which schools are managed, operated or controlled. Such policy pamphlet shall be updated every two years.

(b) "Pamphlet" may mean a loose-leaf binder.

(c) A copy of the updated board of education operating policy pamphlet shall be distributed to each principal of each local school system to be kept on file and available in each school library during and immediately after normal school hours. Board of education operating policies kept in electronic format and available in each school library shall satisfy the requirements of this subsection (c).

(d) The local board of education shall file with the commissioner of education a copy of the updated board of education operating policy pamphlet.

(e) Added or amended policy and a notice of each deleted policy shall be kept on file and available in each school library, and a copy shall be filed with the commissioner.

(f) If a local board's operating policies are kept in electronic format, and if the board also maintains an internet website, then the board shall make its operating policies available and accessible on that website.

(g) The commissioner shall be authorized and directed to take appropriate action to enforce the provisions of this section.

**TCA 49-1-302. Powers and duties.**— (a) It is the duty of the [state] board, and it has the power to:

(3) Develop and maintain a current master plan for the development of public education, grades kindergarten (K) through twelve (12); and provide recommendations to the executive branch, the general assembly, and the local boards of education and directors of schools regarding the use of public funds for education;

**TRR/MS 0520-2-1-.01 General Requirements For Evaluations.**

- (1) Local boards of education shall develop evaluative procedures for all professional school personnel. The evaluative procedures shall be designed for the purpose of improving the instructional program.
- (2) Annual evaluation shall be made of educators who have not gained tenure and a professional license.
- (3) Professionally licensed educators will be evaluated at least twice during the life of the license.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date:
		Rescinds: <b>ABC</b>	Issued: <b>06/06/1994</b>

1 The legal status of board members shall be as follows:<sup>1</sup>

2

3 **NUMBER**

4

5 The Board is composed of six (6) members.

6

7 **QUALIFICATIONS**

8

9 Members of the Board shall be residents of and elected on a non-partisan basis from districts of substan-  
10 tially equal population,<sup>1</sup> and shall be citizens of recognized integrity, intelligence, and ability to administer  
11 the duties of the office.<sup>2</sup> To qualify as a candidate, an individual must show proof of graduation from  
12 high school or receipt of a G.E.D. No member of the county legislative body nor any other county  
13 governmental official shall be eligible for election as a member of the county Board of Education.<sup>3</sup>

14

15 **TERMS OF OFFICE**

16

17 Members of the Board shall serve four (4) year terms.<sup>1</sup>

18

19 **VACANCIES**

20

21 Vacancies shall be declared to exist on account of death, resignation, removal from the district which  
22 elected him, removal from the school system,<sup>5</sup> or through due process proceedings.<sup>4</sup>

23

24 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
25 local legislative body.<sup>5</sup> Such appointment shall continue until the next regular election.<sup>6</sup>

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Legal References:

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1. TCA 49-2-201
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611
5. TCA 49-2-202(e); TCA 8-48-101(3)
6. Tennessee Constitution, Article VII, Section 2

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.102</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample	X	District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	<p>The district sample is identical to the TSBA sample.</p>
X	Developed Sample								
X	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-201. Elected or appointed.**—(a)(1) Notwithstanding any other law to the contrary, there shall be a board of education elected by the people. Except in counties with a county charter or metropolitan government charter, the board shall consist of no more members than the number of members authorized by general law or private act for boards of education in existence on January 1, 1999 or the number of members actually serving on a board on January 1, 1993, except during transition periods following district reapportionment. In addition to the membership existing on boards as of January 1, 1992, or January 1, 1993, the General Assembly may authorize by private act any number of school board members which is not less than three (3) nor more than eleven (11).

**TCA 49-2-202. Members and meetings.**—(a)(1) Members of the board shall be residents and voters of the county in which they are elected and shall be citizens of recognized integrity, intelligence and ability to administer the duties of the office.

**TCA 49-2-202. Members and meetings** — (a)(2) No member of the county legislative body nor any other county official shall be eligible for election as a member of the county board of education.

**TCA 8-47-101. Officers subject to removal—Grounds.**—Every person holding any office of trust or profit, under and by virtue of any of the laws of the state, either state, county, or municipal, except such officers as are by the constitution removable only and exclusively by methods other than those provided in this chapter, who shall knowingly or willfully commit misconduct in office, or who shall knowingly or willfully neglect to perform any duty enjoined upon such officer by any of the laws of the state, or who shall in any public place be in a state of intoxication produced by strong drink voluntarily taken, or who shall engage in any form of gambling, or who shall commit any act constituting a violation of any penal statute involving moral turpitude shall forfeit such office and shall be ousted from such office in the manner hereinafter provided.

**TCA 49-1-611.—Reports – Removal or appointment of school board members.**– The commissioner shall make periodic reports to the state board and to the education oversight committee of the general assembly on the progress of any local school system or school placed on probation. Whenever it appears to the commissioner that a local school system or school placed on probation pursuant to § 49-1-602 is

not taking action necessary to resolve the deficiencies identified in any report or study of such system or school, the commissioner may with the approval of the state board order the removal of some or all of the members of the local board and the director of schools and appoint an agent to direct all operations of the system. Before the removal or appointment functions are exercised, the commissioner shall also appear before the select oversight committee on education, which shall convene at the commissioner's request for that purpose, and present the reasons for the proposed actions. The committee may either endorse or refuse to endorse the proposed actions. Such agent shall have all authority and powers previously vested in the local board and director of schools and such other powers as may be granted by law or regulation.

**TCA 49-2-202. Members and meetings.**—(e)(1) When a vacancy occurs, the unexpired term shall be filled at the next regular meeting of the county legislative body or at a special meeting of the county legislative body.

**TCA 8-48-101(3). Causes of vacancies.**— Ceasing to be a resident of the state or of the district, circuit, or county for which the incumbent was elected or appointed.

**CONSTITUTION OF THE STATE OF TENNESSEE. ARTICLE VII. STATE AND COUNTY OFFICERS. Section 2. Vacancies in office.** . . . Vacancies in county offices shall be filled by the county legislative body, and any person so appointed shall serve until a successor is elected at the next election occurring after the vacancy and is qualified.

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Board Self-Evaluation</b>	Descriptor Code: <b>1.103</b>	Issued Date:
		Rescinds:	Issued:

1 For the purpose of improvement of school board leadership, the Board will conduct an annual evaluation  
2 of its operational procedures.

3  
4 This annual evaluation shall be developed based upon the following premises:

- 5
- 6 (a) Board members shall know and be involved in the development of standards by which  
7 they will evaluate themselves.
- 8
- 9 (b) Evaluation shall be at a scheduled time with no other items on the agenda and with all  
10 board members present.
- 11
- 12 (c) The evaluation shall be a composite of individual board members opinions but the  
13 board as a whole shall meet to discuss the results.
- 14
- 15 (d) Evaluation shall include discussion of strengths as well as weaknesses.
- 16
- 17 (e) The Board is not required to limit itself to those items included in any formal evalua  
18 tion instrument which is used.
- 19
- 20 (f) Each judgment shall be supported by as much rational and objective evidence as pos  
21 sible.
- 22
- 23 (g) At the conclusion of the evaluation, the board will develop a series of board goals for  
24 the ensuing year which are stated in terms of behavioral change or productivity gains.
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.103**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Memberships</b>	Descriptor Code: <b>1.104</b>	Issued Date:  
		Rescinds: <b>BG</b>	Issued: <b>06/06/1994</b>

1 The Board shall maintain membership in the Tennessee School Boards Association,<sup>1</sup> and through its  
2 membership in TSBA shall be an affiliate member of the Southern Region School Boards Association  
3 and the National School Boards Association.  
4

5 Dues for membership in the Tennessee School Boards Association shall be included in each annual  
6 budget in accordance with state statute.  
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8 The Board may also maintain institutional membership in other educational organizations which the  
9 Board finds to be of benefit to members and school system personnel.  
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34 Legal Reference:  
35 1. TCA 49-2-2001  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.104**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

The district policy is identical to the TSBA sample.

X	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**LEGAL REFERENCE:**

**TCA 49-2-2001. General provisions.** — (a) The Tennessee School Boards Association is hereby recognized as the organization and representative agency of the members of school boards of Tennessee.

(b)(1) The commissioner of education, the department of education, the state board of education, and boards of education of counties, cities and special school districts are hereby authorized and empowered to cooperate with the Tennessee School Boards Association in its in-training programs for school board members and in encouraging and fostering cooperation among the school boards of Tennessee.

(2) Any board of education is hereby authorized to become affiliated with the Tennessee School Boards Association.

(3) The various boards of education are hereby authorized to use the organization of the Tennessee School Boards Association in coordinating the policies, control and management of the school under their respective jurisdictions.

(c) Membership dues and necessary traveling expenses of school board members and directors of schools incurred in attending meetings of the Tennessee School Boards Association may be paid as other expenses are paid by board of education.

(d) The Tennessee School Boards Association is authorized to receive funds in the form of dues from its members and contributions from individuals, organizations and agencies for the purposes of carrying on its program.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BI</b>	Issued: <b>06/06/1994</b>

- 1 The Board will work for the passage of new laws designed to advance the cause of improving educa-  
2 tion and for the repeal or modification of existing laws and the defeat of proposed laws that impede  
3 this cause. To accomplish this:  
4
- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
6 and make its position known to the elected representatives at both the state and national  
7 level;  
8
  - 9 2. The Board shall work with other school boards in the state, local citizen groups, and other  
10 local officials in acquainting them with the board's legislative priorities and seek their sup-  
11 port;  
12
  - 13 3. The Board shall annually select one (1) of its members to serve as its representative to the  
14 Tennessee Legislative Network (TLN);  
15
  - 16 4. The Board shall work with its TLN representative, with TSBA, NSBA, and other concerned  
17 groups in developing an annual legislative program; and  
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  - 19 5. The Board shall include in its budget appropriate resources, including travel expense, neces-  
20 sary for its TLN representative and other board members to accomplish its desired legislative  
21 goals.  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.105**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

The district policy appears identical to the TSBA sample.

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**MORGAN COUNTY SCHOOL DISTRICT CODE OF ETHICS  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of disclosure: \_\_\_\_\_

2. Name of official or employee: \_\_\_\_\_

3. Office and position: \_\_\_\_\_

4. Description of personal interest (describe below in detail):

\_\_\_\_\_  
Signature of official or employee

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name of witness

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date: <b>11/06/2008</b>
		Rescinds: <b>BHA</b>	Issued: <b>11/06/2008</b>

## CODE OF ETHICS

### MORGAN COUNTY BOARD OF EDUCATION

#### Section 1. Definitions.

- (1) "School district" means Morgan County Board of Education, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.
- (2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.
- (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

**Section 2. Disclosure of personal interest in voting matters.** An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

**Section 3. Disclosure of personal interest in non-voting matters.** An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

**Section 4. Acceptance of gifts and other things of value.** An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

1 It shall not be considered a violation of this policy for an official or employee to receive entertainment,  
2 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in  
3 connection with a conference sponsored by an established or recognized statewide association of school  
4 board officials or by an umbrella or affiliate organization of such statewide association of school board  
5 officials.  
6

7 **Section 5. Ethics Complaints.** The school district may create a School District Ethics Committee (the  
8 “Ethics Committee”) consisting of three members who will be appointed to one-year terms by the Chair-  
9 man of the Board of Education with confirmation by the board of education. At least two members of the  
10 committee shall be members of the board of education. The Ethics Committee shall convene as soon as  
11 practicable after its appointment and elect a chair and a secretary. The records of the Ethics Committee  
12 shall be maintained by the secretary and shall be filed in the office of the director of schools, where they  
13 shall be open to public inspection.  
14

15 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law gov-  
16 erning ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in  
17 writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts  
18 upon which the complaint is based.  
19

20 The School District Ethics Committee may investigate any credible complaint against an official or em-  
21 ployee charging any violation of this Code of Ethics, or may undertake an investigation on its own initia-  
22 tive when it acquires information indicating a possible violation, and make recommendations for action  
23 to end or seek retribution for any activity that, in the Committee’s judgment, constitutes a violation of this  
24 Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse  
25 himself or herself from all proceedings involving such complaint.  
26

27 The Committee may:

- 28 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- 29 (2) in the case of an official, refer the matter to the school board body for possible public censure if the  
30 board body finds such action warranted;
- 31 (3) in the case of an employee, refer the matter to the official responsible for supervision of the em-  
32 ployee for possible disciplinary action if the official finds discipline warranted;
- 33 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for  
34 possible ouster or criminal prosecution;  
35  
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37 The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting  
38 and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of  
39 a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel  
40 or civil service provisions rather than as a violation of this Code of Ethics.  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: XXXX**

*District Sources Consulted: BL*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

District policy used

X Customize as indicated

**MANDATED BY LAW**

Board Policy BL has been removed, as the TSBA Advisory Ethics Commission no longer exists.

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.106</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td style="text-align: center;">X</td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample	X	District policy used		Customize as indicated	X	<b>MANDATED BY LAW</b>	<p>The district policy appears identical to the TSBA sample.</p>
X	Developed Sample								
X	District policy used								
	Customize as indicated								
X	<b>MANDATED BY LAW</b>								

**8-17-103. Adoption of ethical standards. —**

(a) Not later than June 30, 2007, the governing body of each entity covered by this chapter shall adopt by ordinance or resolution, as appropriate, ethical standards for all officials and employees of such entity. To the extent that an issue covered by an ethical standard is addressed by a law of general application, public law of local application, local option law, or private act, any ethical standard adopted by a governing body shall not be less restrictive than such laws.

(b) By resolution of the county legislative body, any county having a population of eight hundred thousand (800,000) or more, according to the 2000 census or any subsequent federal census, may elect to include all of its administrative officials and employees and all of its legislative officials and employees within the meaning and scope of the provisions of title 3, chapter 6, part 3, as if the county officials and employees were officials and employees of state government. Upon adopting the resolution on or before June 30, 2007, the county shall be deemed to be in compliance with the requirements of this part; provided, that the county shall periodically reimburse the Tennessee ethics commission for the commission's increased costs arising from oversight and regulation of the county officials and employees.

**8-17-105. Adoption of models of ethical standards.—**

(a) The municipal technical advisory service (MTAS) for municipalities, the county technical assistance service (CTAS) for counties, and the Tennessee School Boards Association (TSBA) for school districts, in order to provide guidance and direction, shall disseminate models of ethical standards for officials and employees of those entities. The models shall be filed with the commission. Any municipality, county or school district that adopts the ethical standards for officials and employees of local government or school districts promulgated by MTAS, CTAS or TSBA is not required to file the policy with the commission but shall notify the commission in writing that the policy promulgated by MTAS, CTAS or TSBA was adopted and the date the action was taken.

**8-17-106. Removal from office for failure to adopt ethical standards — Violations of standards. —**

(a) Members of a governing body of an entity covered by this chapter who fail to adopt ethical standards as provided in this chapter shall be subject to removal from office as provided in chapter 47 of this title.

(b) Violations of ethical standards by officials or employees of entities covered by this chapter shall be enforced in accordance with provisions of existing law; provided, that no civil penalties for a violation of title 3, chapter 6, part 3 shall be imposed by the ethics commission on an employee of entities covered by this chapter. The ethics commission shall instead refer the commission's findings and recommendations for appropriate action to the appropriate official with supervisory authority over the person.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Boardsmanship Code of Ethics</b>	Descriptor Code: <b>1.1061</b>	Issued Date:
		Rescinds: <b>BH</b>	Issued: <b>09/03/2002</b>

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a  
2 guide to its members as they provide educational leadership for the youth of our state.

3  
4 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

5  
6 Section 1. I will at all times think in terms of “children first,” always determining  
7 other important things according to how they affect education and training  
8 of children.

9  
10 Section 2. I will seek to provide equal educational opportunities for all children  
11 regardless of ability, race, color, sex, creed or location of residence.

12  
13 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

14  
15 Section 1. I will endeavor to appraise fairly both the present and future educational  
16 needs of the community and to support improvements as finances per-  
17 mit.

18  
19 Section 2. I will represent at all times the entire school community and refuse to  
20 represent special interests or partisan politics.

21  
22 Section 3. I will endeavor to keep the community informed about the progress and  
23 needs of the schools.

24  
25 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

26  
27 Section 1. I will support the employment of those persons best qualified to serve as  
28 employees and insist on a regular and impartial evaluation of all staff.

29  
30 Section 2. I will support and protect personnel in performance of their duties.

31  
32 Section 3. I will not criticize employees publicly but will make such criticism to the  
33 director of schools for investigation and action if necessary.

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1 **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

2  
3 Section 1. I will recognize that authority rests only with the Board in official meet-  
4 ings and that the individual member has no legal status outside of such  
5 meetings.  
6

7 Section 2. I will refuse to make promises as to how I will vote on a matter which  
8 should properly come before the Board as a whole.  
9

10 Section 3. I will make decisions only after full discussion of matters at a board meet-  
11 ing.  
12

13 Section 4. I will respect the opinion of other members and will accept the principle  
14 of "majority rule."  
15

16 **ARTICLE V. MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

17  
18 Section 1. I will support full administrative authority as well as responsibility for the  
19 director of schools to properly discharge all professional duties.  
20

21 Section 2. I will support director of schools' accountability for working and requiring  
22 staff to work within the framework of policies set up by the Board.  
23

24 Section 3. I will refer all complaints and concerns to the director of schools.  
25

26 **ARTICLE VI. MY RELATIONS TO MYSELF**

27  
28 Section 1. I will inform myself about my duties and responsibilities and current edu-  
29 cational issues by individual study and through participation in programs  
30 providing needed information, such as those sponsored by my state and  
31 national school boards associations.  
32

33 Section 2. I will avoid being placed in a position of conflict of interest, and will refrain  
34 from using my board position for personal or partisan gain.  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.1061**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

- |   |                        |
|---|------------------------|
| X | Developed Sample       |
| X | District policy used   |
|   | Customize as indicated |
|   | <b>MANDATED BY LAW</b> |

This policy represents a "Code of Conduct" that is separate and apart from the legally enforceable ethical standards in 1.106.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Member Conflict of Interest</b>	Descriptor Code: <b>1.107</b>	Issued Date:
		Rescinds:	Issued:

1 A board member shall not be directly interested in any contract in which the Board may be interested.  
2 "Directly interested" means any contract with the board member or with any business in which the board  
3 member is sole proprietor, a partner, or the person having controlling interest. "Controlling interest"  
4 shall include the individual with the ownership or control of the largest number of outstanding shares  
5 owned by any single individual or corporation.  
6

7 This policy shall not prohibit any board member from voting on the school budget or any budget  
8 amendments, unless the vote is on a specific budget amendment in which such board member is directly  
9 interested.  
10

11 A board member shall not be indirectly interested in any contract in which the Board may be interested  
12 unless the board member publicly acknowledges such interest. "Indirectly interested" means any con-  
13 tract in which the board member is interested but not directly so, as defined above, including contracts  
14 in which the board member may have a direct interest but is the sole supplier of goods or services in  
15 the county.  
16

17 Any board member who is an employee of the county/city and whose employment predates his/her initial  
18 election/appointment to the Board may vote on matters in which he/she has a conflict of interest if the  
19 member informs the Board immediately prior to the vote as follows: "Because I am an employee of  
20 (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However,  
21 I declare that my argument and my vote answer only to my conscience and to my obligation to my  
22 constituents and the citizens the Board represents." The vote of any board member having a conflict of  
23 interest who does not inform the Board of such conflict shall be void if challenged during the same board  
24 meeting at which the vote was cast and prior to the transaction of any further business by the Board.  
25

26 Any board member who is also an employee of the county/city and whose employment began on or  
27 after the date on which he/she was initially elected/appointed to serve on the Board shall not vote on  
28 matters in which he has a conflict of interest.  
29

30 If a board member has a conflict of interest in a matter to be voted on by the Board, he/she may abstain  
31 for cause by announcing such to the chairman. Any board member who abstains from voting for cause  
32 on any issue coming to a vote before the Board shall not be counted for the purpose of determining a  
33 majority vote.<sup>1</sup>  
34

## 35 **PENALTY FOR UNLAWFUL INTEREST**

36 If a board member becomes directly or indirectly interested in any such contract, he/she shall forfeit all  
37 pay and compensation and shall be dismissed from the Board and be ineligible to serve in the same or  
38 similar position for ten (10 ) years.<sup>1</sup>  
39

40 Legal References:

41 1. TCA 12-4-101; TCA 12-4-102

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.107</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
<input checked="" type="checkbox"/> Developed Sample	
<input type="checkbox"/> District policy used	
<input type="checkbox"/> Customize as indicated	
<input checked="" type="checkbox"/> <b>MANDATED BY LAW</b>	

**LEGAL REFERENCE:**

**TCA 12-4-101. Personal interest of officers prohibited.**— (3)(A) In the event a member of a local governing body of a county or a municipality has a conflict of interest in a matter to be voted upon by the body, such member may abstain for cause by announcing such to the presiding officer.

(B) Any member of a local governing body of a county or municipality who abstains from voting for cause on any issue coming to a vote before the body, shall not be counted for the purpose of determining a majority vote.

**TCA 12-4-102. Penalty for unlawful interest.** — Should any person, acting as such officer, committee person, director, or other person referred to in §12-4-101, be or become directly or unlawfully indirectly interested in any such contract, such person shall forfeit all pay and compensation therefor. Such officer shall be dismissed from such office the officer then occupies, and be ineligible for the same or a similar position for ten (10) years.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Nepotism</b>	Descriptor Code: <b>1.108</b>	Issued Date:
		Rescinds:	Issued:

1 Whenever a person is considered by the director of schools for initial employment in the system and  
2 that person is related to a member of the Board, the director of schools, an administrator in the system,  
3 a county commissioner, or any appointed or elected county official, the fact of the relationship shall be  
4 publicly made known to the Board prior to the employment of such person.  
5

6 For purposes of this policy, the term “related to” includes the following relationships: father, mother,  
7 son, daughter, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law,  
8 sister-in-law, wife and husband.<sup>1</sup>  
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Legal Reference:

1. OP Tenn. Atty. Gen. 95-080 (August 4, 1995)

Cross Reference:

Assignment/Transfer of Personnel 5.115

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Method of Election of Officers</b>	Descriptor Code: <b>1.200</b>	Issued Date:
		Rescinds: <b>BBAA</b>	Issued: <b>10/04/1999</b>

1 At the first regular meeting in September each year, the Board shall organize by electing a chairman,<sup>1</sup>  
2 a vice chairman and a TLN representative to serve one-year terms or until a successor is named. In  
3 the event that an officer's seat on the board is vacated, the Board shall elect a successor to serve the  
4 remainder of the officer's term. Each board officer shall be eligible for re-election.

5  
6 If no officer of the Board is serving at the time of the organizational meeting, any member shall call the  
7 meeting to order and preside until a chairman is elected as the first order of business.

8  
9 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall  
10 assume all responsibilities of the chairman until a new chairman is elected.

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Legal Reference:

1. TCA 49-2-202(c)(2)

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.200**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

The district policy appears identical to the TSBA sample.

**LEGAL REFERENCE:**

**TCA 49-2-202** — . . . (c) It is the duty of the board of education to:  
(2) Elect one (1) of its members chairperson annually.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Duties of Officers</b>	Descriptor Code: <b>1.201</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BBAB</b>	Issued: <b>06/06/1994</b>

1 **CHAIR**

2  
3 The chair of the Board shall have the following duties:

- 4  
5 1. To assist the director of schools in preparing meeting agendas;
- 6 2. To preside at all meetings of the Board;<sup>1</sup>
- 7 3. To appoint committees authorized by the Board;<sup>1</sup>
- 8 4. To function as chairman of the executive committee;<sup>1</sup>
- 9 5. To countersign all warrants authorized by the Board and issued by the director of schools for
- 10 all expenditures of the school system;<sup>1</sup>
- 11 6. To conduct Board hearings;<sup>2</sup>
- 12 7. To prepare the school budget with the director of schools;<sup>3</sup>
- 13 8. To authorize the use of mechanical checkwriting equipment;<sup>4</sup>
- 14 9. To certify the value of surplus property valued less than \$250;<sup>5</sup> and
- 15 10. To carry out other such duties as may be assigned by the Board.

16  
17 **VICE CHAIR**

18  
19 The vice chair shall assume the duties of the chairman in his/her absence or function as the chair until

20 a new chair can be elected in the event the chairman is incapacitated or the office becomes vacant.

21  
22 **SECRETARY**

23  
24 The director of schools, as the executive officer of the Board, shall serve as secretary to the Board. He/

25 she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports

26 acquired by the Board, and see that such reports are in proper form. He/she has the right to advise on

27 any question under consideration but has no vote.

28  
29 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with

30 the director of schools.

31  
32 **CHAIR PRO TEM**

33  
34 A chair pro tem shall be elected to preside during a meeting when neither the chair nor the vice chair

35 is present.

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37 \_\_\_\_\_  
38 Legal References:

- 39 1. TCA 49-2-205                      4. TCA 49-2-113
- 40 2. TCA 49-5-512(5)(6)            5. TCA 49-6-2007
- 41 3. TCA 49-2-203(10)(A)(i)

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38 Cross References:

- Role of the Board 1.101
- Duties of Board Members 1.202

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.201**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

The district policy appears identical to the TSBA sample.

**LEGAL REFERENCE:**

**TCA 49-2-205. — Chair—Powers and duties.**—It is the duty of the chair of the local board of education to:

- (1) Preside at all meetings of the board;
- (2) Appoint committees authorized by the board;
- (3) Serve as chair of the executive committee; and
- (4) Countersign all warrants authorized by the board of education and issued by the director of schools for all expenditures of the school system.

**TCA 49-5-512.— Dismissal or suspension —Hearing.**—(5) The chair of the board conducting the hearing is hereby empowered to issue subpoenas for witnesses to compel their attendance at hearings authorized under this section. All parties to the proceeding shall have the right to have subpoenas issued by the chairperson of the board to compel the attendance of all witnesses deemed by such parties to be necessary, for a full and complete hearing. All witnesses shall be entitled to the witness fees and mileage provided by law for legal witnesses, which fees and mileage shall be paid as a part of the costs of such proceeding. The costs of such proceeding shall be paid by the losing party;

(6) The chair of the board shall administer oaths to witnesses, who shall testify under oath;

**TCA 49-2-203.— Powers and duties.**—(10)(A)(i) Require the director of schools and chair of the local board to prepare a budget on forms furnished by the commissioner, and when the budget has been approved by the local board, to submit it to the appropriate local legislative body.

**TCA 49-2-113.— Mechanical signing of warrants.** — A board of education, with the permission of its chair, is hereby empowered to authorize, with the consent of the commissioner and the comptroller of the treasury, the use of mechanical signing equipment approved by the commissioner and comptroller of the treasury, to affix the signature of the chair of the board of education and of the director of schools to the original of a public school warrant; provided that a clear duplicate of such warrant is kept on file in the office of the director of schools, together with the proper supporting papers to justify the issuance of the warrant.

**TCA 49-6-2007.— Sale of surplus property.**—(a) It is the expressed legislative intent that surplus property in local school systems acquired by taxpayers' dollars, instead of being destroyed, should be sold or transferred to a local government, as provided in § 49-6-2006.

(b) All local school systems which receive any state funds shall sell all surplus property, within ninety (90) days of it being declared surplus, to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.

(c) As used in this section "surplus property no longer having an intended use by the system and/or no longer capable of being used because of condition.

(d)(1) Surplus personal property in local school systems which has no value or has a value less than two hundred fifty dollars (\$250), may be disposed of without the necessity of bids as required by this section.

(2) In order for such disposal without bids, the principal of the school with the surplus personal property, the director of schools of the local school system, and the chair of the local board of education, must all agree in written form that the property is of no value or is of a value less than two hundred fifty dollars (\$250).

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Duties of Board Members</b>	Descriptor Code: <b>1.202</b>	Issued Date:
		Rescinds: <b>ABB</b>	Issued: <b>09/01/2000</b>

1 The duties of an individual board member shall be as follows:  
2

- 3 1. To become familiar with State school laws, regulations of the State Department of Education,  
4 and school board policies, rules and regulations;
- 5
- 6 2. To participate in State-mandated board training;<sup>1</sup>  
7
- 8 3. To have a general knowledge of the educational aims and objectives of the system;  
9
- 10 4. To work harmoniously with other board members without trying either to dominate the Board  
11 or neglect his/her share of the work;
- 12
- 13 5. To vote and act impartially for the good of the school system;
- 14
- 15 6. To accept the will of the majority vote in all cases and give support to the resulting action;
- 16
- 17 7. To represent the Board and the school system to the public in such a way as to promote both  
18 interest and support; and
- 19
- 20 8. To refer complaints to the director of schools and to abstain from individual counsel and action  
21 in regard to staff members.  
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Legal References:

39 1. TCA 49-2-202(a)(5); TRR/MS 0520-1-2-.11  
40  
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38 \_\_\_\_\_  
Cross References:

39 Role of the Board 1.101  
40  
41

42 Ethics 1.106

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.202**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

The district policy appears to be an outdated TSBA sample policy. The policy has been updated to conform to the current sample language and remove duplication of statutory language.

**LEGAL REFERENCE:**

**TCA 49-2-202(a)(5). Members and meetings.**—(5) All board members shall be properly trained during their service on the board of education. The minimum requirements for this training shall be established by the state board of education and shall include an annual session for all board members. The commissioner of education may remove from office any local board member who fails to attend the annual training as prescribed by the state board of education.

**TRR/MS 0520-1-2-.11 School Board Training.**— (1) Every member of a local board of education shall participate annually in seven hours of training provided by the School Board Academy.

(2) The School Board Academy shall be administered by the State Department of Education.

(3) The annual program of the School Board Academy will consist of modules approved by the State Board of Education. The Tennessee School Boards Association (TSBA) shall develop and conduct the majority of the approved modules.

(4) A School Board Academy Advisory Committee shall be established by the State Board of Education. The Advisory Committee will be responsible for evaluating academy programs. The Advisory Committee will also be responsible for recommending an annual program plan for the academy prior to the beginning of each school year for approval by the State Board of Education. The Advisory Committee will include the Executive Director and the President of the Tennessee School Boards Association, a member of the State Board of Education, the President of the Tennessee Organization of School Superintendents, and the Commissioner of Education or his designee. It will also include others appointed by the State Board of Education for terms designated by the State Board of Education.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>New Member Orientation</b>	Descriptor Code: <b>1.203</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BBBB</b>	Issued: <b>06/06/1994</b>

1 The Board considers board member development to be an ongoing process for all board members and  
2 a vital responsibility for effective board membership.

3  
4 It shall be the responsibility of the director of schools to provide to each new board member:

- 5  
6 1. A copy of the Board's *Policy Manual*;
- 7  
8 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities of  
9 the Board and the director of schools;
- 10  
11 3. Minutes of the board meetings for the previous year; and
- 12  
13 4. Other appropriate materials which will acquaint the new member with the operation of the school  
14 system and board service.

15  
16 An orientation for new board members shall be conducted no later than thirty (30) days after new board  
17 members take office. The chair of the board and the director of schools shall arrange and plan for such  
18 an orientation.

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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.203**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

- |   |                        |
|---|------------------------|
| X | Developed Sample       |
|   | District policy used   |
|   | Customize as indicated |
|   | <b>MANDATED BY LAW</b> |

Large empty area for additional information or comments.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Member Development Opportunities</b>	Descriptor Code: <b>1.204</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BBBC</b>	Issued: <b>06/06/1994</b>

1 The Board shall participate in activities designed to assist board members in improving their skills as  
2 members of a policy-making body.

3  
4 In order to control both the investment of time and funds necessary to implement this policy, the Board  
5 establishes these principles and procedures for its guidance:

- 6  
7 1. A calendar of school board conferences, conventions and workshops shall be maintained by the  
8 board secretary and provided to each board member. At least annually the Board will identify  
9 which meetings should be attended and the benefits which would be derived from participation  
10 in such meetings;
- 11  
12 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a  
13 whole shall retain the authority to approve or disapprove the participation of members in planned  
14 activities;
- 15  
16 3. Reimbursement to board members for their travel expenses shall be in accord with the travel  
17 expense policy for staff members;<sup>1</sup>
- 18  
19 4. When a conference, convention or workshop is not attended by the full Board, those participating  
20 will be requested to share information, recommendations and materials acquired at the meeting;  
21 and
- 22  
23 5. The public shall be kept informed through the news media about the Board's continuing in-service  
24 education and about the programs anticipated for short- and long-range benefits to the schools.

25  
26 The Board regards the following as the kinds of activities and services appropriate for implementing  
27 this policy:

- 28  
29 1. Participation in school board conferences, workshops and conventions held by the State and  
30 National School Boards Associations;<sup>1</sup>
- 31  
32 2. Local and district-sponsored training sessions for board members; and
- 33  
34 3. Subscriptions to publications addressing the concerns of board members.

35  
36 Legal Reference:  
37 1. TCA 49-2-2001(c)

36 Cross References:  
37 Board Self-Evaluation 1.103  
38 Memberships 1.104  
39 School Board Legislative Involvement 1.105  
40 School District Goals 1.700  
41 School Calendar 1.800  
42 Expenses and Reimbursements 2.804

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.204**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**LEGAL REFERENCE:**

**TCA 49-2-2001(c) — General Provisions.**—(c) Membership dues and necessary traveling expenses of school boards members and directors of schools incurred in attending meetings of the Tennessee School Boards Association may be paid as other expenses are paid by boards of education.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board-Director Relations</b>	Descriptor Code: <b>1.205</b>	Issued Date:
		Rescinds:	Issued:

1 The Board shall be responsible for specifying its requirements and expectations of the director of schools  
2 and then holding the director accountable by evaluating how well those requirements and expectations  
3 have been met. In turn, the director shall be responsible for specifying requirements and expectations  
4 for all administrators who report to him/her and then holding each accountable by evaluating how well  
5 requirements and expectations have been met.

6  
7 The Board will authorize all expenditures, employ and dismiss all tenured teachers,<sup>1</sup> approve the annual  
8 budget,<sup>2</sup> and determine policy.<sup>3</sup> The decisions of the Board concerning these matters will guide the ac-  
9 tions of the director of schools and his/her staff.

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Legal References:

1. TCA 49-2-203(a)(1)(3)(6)
2. TCA 49-2-203(11)(A)(i)
3. TCA 49-2-207

Cross References:

- Role of the Board 1.101  
Evaluation of the Director of Schools 5.803

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.205</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-203. Powers and Duties** — (a) It is the duty of the local board of education to:

- (1) Elect, upon the recommendation of the director of schools, teachers who have attained or are eligible for tenure and fix the salaries of and make written contracts with such teachers;
- (3) Purchase all supplies, furniture, fixtures and material of every kind through the executive committee;
- (6) Except as otherwise provided in this title, dismiss teachers, principals, supervisors, and other employees, upon sufficient proof of improper conduct, inefficient service, or neglect of duty; provided that no one shall be dismissed without first having been given in writing due notice of the charge or charges an opportunity for defense.

**TCA 49-2-203 Powers and Duties** —(11)(A)(i) Require the director of schools and chair of the local board to prepare a budget on forms furnished by the commissioner, and when the budget has been approved by the local board, to submit it to the appropriate local legislative body.

**TCA 49-2-207. Policy Pamphlets.** — (a) The local board of education shall compile and publish an official operating policy pamphlet which shall contain, but not be limited to, such procedures as have been established by letter, directive, written or verbal memorandum, custom or tradition, and by which schools are managed, operated or controlled. Such policy pamphlet shall be updated annually.

- (b) "Pamphlet" may mean a loose-leaf binder.
- (c) A copy of the updated board of education operating policy pamphlet shall be distributed to each principal of each local school system to be kept on file and available in each school library during and immediately after normal school hours. Board of education operating policies kept in electronic format and available in each school library shall satisfy the requirements of this subsection.
- (d) The local board of education shall file with the commissioner of education a copy of the updated board of education operating policy pamphlet.
- (e) Added or amended policy and a notice of each deleted policy shall be kept on file and available in each school library, and a copy shall be filed with the commissioner.

- (f) If a local board's operating policies are kept in electronic format, and if the board also maintains an internet website, then the board shall make its operating policies available and accessible on that website.
- (g) The commissioner shall be authorized and directed to take appropriate action to enforce the provisions of this section.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Committees</b>	Descriptor Code: <b>1.300</b>	Issued Date:
		Rescinds:	Issued:

1 The Board shall operate without standing committees, except for the Executive Committee; however,  
2 special committees composed of board members may be appointed by the chairman at the direction of  
3 the Board and as the needs of the Board shall require.<sup>1</sup> Such committees shall be discharged when the  
4 work is finished or earlier by a majority vote of the entire Board. All reports by special committees  
5 shall be made directly to the Board.

- 6
- 7 1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum  
8 of board members;
- 9
- 10 2. The committee will be advisory only;
- 11
- 12 3. Issues to be discussed by the committee must be approved in advance by the entire Board;
- 13
- 14 4. A committee shall serve no longer than the annual organization meeting of the Board unless  
15 reappointed to finish a designated task; and
- 16
- 17 5. Committee meetings shall be held in accordance with the Open Meetings law.<sup>2</sup>
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34 Legal References:

- 35 1. TCA 49-2-205(2)
- 36 2. TCA 8-44-102(b)

33 \_\_\_\_\_  
34 Cross References:

School Board Meetings 1.400  
Public Hearings 1.401

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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.300</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-205. — Chair—Powers and duties.**—It is the duty of the chair of the local board of education to:

- (1) Preside at all meetings of the board;
- (2) Appoint committees authorized by the board;
- (3) Serve as chair of the executive committee; and
- (4) Countersign all warrants authorized by the board of education and issued by the director of schools for all expenditures of the school system.

**TCA 8-44-102.—Open meetings—"Governing body" defined-"Meeting" defined.**— (a) All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the constitution of Tennessee.

- (b)(1) "Governing body" means: (A) The member of any public body which consists of two (2) or more members, with the authority to make decisions for or recommendation to a public body on policy or administration and also means a community action agency which administers community action programs under the provisions of 42 U.S.C. §2790 [repealed]]. Any governing body so defined by this section shall remain so defined, notwithstanding the fact that such governing body may have designated itself as a negotiation committee for collective bargaining purposes, and strategy sessions of a governing body under such circumstances shall be open to the public at all times.
- (2) "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision on any matter. "Meeting" does not include any on-site inspection of any project or program.
- (c) Nothing in this section shall be construed as to require a chance meeting of two (2) or more members of a public body to be considered a public meeting. No such chance meetings, informal assemblages or electronic communication shall be used to decide or deliberate public business in circumvention of the spirit or requirements of this part.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Executive Committee</b>	Descriptor Code: <b>1.301</b>	Issued Date:
		Rescinds: <b>BBCA</b>	Issued: <b>06/06/1994</b>

1 The chair of the board and the director of schools shall constitute the executive committee of the Board,  
2 with the chair of the board serving as the chair of the executive committee.<sup>1</sup> The duties shall be:

- 3
- 4 1. To prepare an agenda for each meeting of the Board;
- 5
- 6 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be sub-  
7 mitted to the Board for its approval;<sup>2</sup>
- 8
- 9 3. To meet at the office of the director of schools as often as necessary to perform the duties re-  
10 quired;
- 11
- 12 4. To advertise for bids and let contracts authorized by the Board;
- 13
- 14 5. To serve as the purchasing agent for the Board;
- 15
- 16 6. To examine all accounts authorized by the Board and ensure that the approved budget is not  
17 exceeded;
- 18
- 19 7. To submit for approval at each regular meeting of the Board a full report of all business trans-  
20 acted since the last regular meeting; and
- 21
- 22 8. To transact any other business assigned to the committee by the Board.<sup>1</sup>
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34 Legal References:  
35 1. TCA 49-2-206; TCA 49-2-205(3)  
36 2. TCA 49-2-203(a)(10)(A)

37 \_\_\_\_\_  
38 Cross References:  
39 Duties of Officers 1.201  
40 Annual Operating Budget 2.200  
41 Purchasing 2.805  
Bids and Quotations 2.806  
Qualifications/Duties of the Director of Schools 5.802

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.301</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
X    Developed Sample	
District policy used	
Customize as indicated	
<b>MANDATED BY LAW</b>	

**LEGAL REFERENCE:**

**TCA 49-2-206. Executive committee — Powers and duties.** — (a) The chairman of the board of education and the director of schools constitute the executive committee of the board of education.

(b) The duties of the executive committee shall be to:

- (1) Meet at the office of the director of schools as often as necessary to perform the duties required;
- (2) Advertise for bids and let contracts authorized by the board of education;
- (3) Serve as the purchasing agent for the board, provided, that this shall not apply to counties having a purchasing board nor to counties having a purchasing agent created by a private or local act;
- (4) Examine all accounts authorized by the board and to see that the budget approved by the legislative body is not exceeded;
- (5) Submit at each regular meeting of the board for approval a full report of all business transacted since the last regular meeting, which report shall be recorded as a part of the minutes of the board of education; and
- (6) Transact any other business assigned to the committee by the board.

**TCA 49-2-205. Chair—Powers and duties.**—It is the duty of the chair of the local board of education to:

- (3) Serve as chair of the executive committee.

**TCA 49-2-203. Powers and duties.**— (a) It is the duty of the local board of education to:

- (10)(A)(i) Require the director of schools and chair of the local board to prepare a budget on forms furnished by the commissioner of education, and when the budget has been approved by the local board, to submit it to the appropriate local legislative body.
- (ii) No LEA shall submit a budget to the local legislative body that directly or indirectly supplants or proposes to use state funds to supplant any local current operation funds, excluding capital outlay and debt service.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Attorney</b>	Descriptor Code: <b>1.302</b>	Issued Date:
		Rescinds:	Issued:

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The Board shall employ an attorney to represent the Board in legal matters which arise concerning the school system.<sup>1</sup>

Legal Reference:

1. TCA 49-2-203(b)(5)

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.302**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

This constitutes a new policy for section 1.

**LEGAL REFERENCE:**

**TCA 49-2-203. Powers and duties** — . . . (b) The local board of education has the power to:  
(5) Employ legal counsel to advise or represent the board.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Consultants</b>	Descriptor Code: <b>1.303</b>	Issued Date:
		Rescinds:	Issued:

1 The Board may occasionally engage the services of qualified professional consultants.  
2  
3 Before engaging any consultant, the Board will require submission of a written proposal which can be  
4 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will  
5 detail:  
6  
7 1. The specific objectives to be accomplished by the consultant;  
8  
9 2. The specific tasks to be performed;  
10  
11 3. The procedures to be used in carrying out the tasks;  
12  
13 4. The target dates for the completion of tasks; and  
14  
15 5. The method to be used to report results to the Board and/or to deliver any “product” to the  
16 Board.  
17  
18 The director of schools will establish procedures necessary to develop an efficient working relationship  
19 between the consultant and the Board and/or staff members.  
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Cross References:

Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.303**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X

Developed Sample

District policy used

Customize as indicated

**MANDATED BY LAW**

This constitutes a new policy for section 1.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BC</b>	Issued: <b>06/06/1994</b>

1 The Board will transact all business at official meetings which may be either regular or special.  
2  
3 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will  
4 be open to the public.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and  
5 interested citizens.<sup>3</sup>  
6  
7 Prior to bringing a camera, camcorder or other photographic equipment to Board meetings, individu-  
8 als and organizations shall obtain the consent of the Board, in the interests of conducting efficient and  
9 orderly public meetings.<sup>4</sup>  
10  
11 **REGULAR MEETINGS**  
12  
13 Regular meetings of the Board shall be held on the first Monday of the month at 6:30 p.m.  
14  
15 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
16 by the chair.  
17  
18 **SPECIAL MEETINGS**  
19  
20 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
21 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools re-  
22 quire it, or when requested to do so by a majority of the Board.<sup>2</sup>  
23  
24 Only business related to the call of the meeting, and details related to agenda items shall be discussed  
25 or transacted by the Board at a special meeting.  
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33 Legal References:

- 34 1. TCA 8-44-102
- 35 2. TCA 49-2-202(c)(1)
- 36 3. 28 CFR § 36.201(a); 36.202
- 37 4. OP Tenn. Atty. Gen. 95-126 (Dec. 28, 1995)

32 \_\_\_\_\_  
33 Cross References:

- 34 School Board Legal Status and Authority 1.100
- 35 Section 504 & ADA Grievance Procedures 1.802

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.401</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-203. Powers and duties** —(a) It is the duty of the local board of education to:  
 (6) Except as otherwise provided in this title, dismiss teachers, principals, supervisors, and other employees, upon sufficient proof of improper conduct, inefficient service, or neglect of duty; provided, that no one shall be dismissed without first having been given in writing due notice of the charge or charges and an opportunity for defense.

**TCA 49-2-301. Director of Schools.** —(GG)(i) The director may dismiss any employee under the director's jurisdiction for incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the employee in writing, due notice of the charge or charges and providing hearing; provided, that no nontenured, licensed employee under the director's jurisdiction shall be dismissed without first having been given, in writing:

- (a) notice of the charge or charges;
- (b) An opportunity for a full and complete hearing before an impartial hearing officer selected by the board of education;
- (c) An opportunity to be represented by counsel;
- (d) An opportunity to call and subpoena witnesses;
- (e) An opportunity to examine all witnesses; and
- (f) The right to require that all testimony be given under oath.
- (ii) Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected employee within ten (10) working days following the close of the hearing.
- (iii) Any nontenured, licensed employee desiring to appeal from a decision rendered in favor of the school system shall first exhaust the administrative remedy of appealing the decision to the board of education within ten (10) working days of the hearing officer rendering written findings of fact and conclusions to the affected employee.
- (iv) Upon written notice of such appeal being given to the director, the director shall prepare a copy of the proceedings, transcript, documentary and other evidence presented, and transmit the same within twenty (20) working days of receipt of notice of appeal to the board of education.
- (v) The board shall hear the appeal on the record and no new evidence shall be introduced. The

affected employee may appear in person or by counsel and argue why the decision should be modified or reversed. The board may sustain the decision, send the record back if additional evidence is necessary, revise the penalty or reverse the decision. Before any such charges shall be sustained, or punishment inflicted, a majority of the membership of the board shall concur in sustaining the charges. The members of the board shall render the decision on the appeal within ten (10) working days after the conclusion of the hearing.

(vi) The director of schools shall also have the right to appeal any adverse ruling by the hearing officer to the board under the same conditions as are set out herein.

(vii) Any party dissatisfied with the decision rendered by the board of education shall have the right to appeal to the chancery court in the county where the school system is located within twenty (20) working days after receipt of notice of the decision of the board. It shall be the duty of the board of education to cause to be transmitted the entire record and other evidence in the case to the court. The review of the court shall be de novo on the record of the hearing held by the hearing officer and reviewed by the board.

**TCA 49-5-512. Dismissal or suspension — Hearing.**— (c)(1) If the affected teacher desires to appeal from a decision rendered in whole or in part in favor of the school system, the teacher shall first exhaust the administrative remedy of appealing the decision to the board of education within ten (10) working days of the hearing officer's delivery of the written findings of fact, conclusions and decision to the affected employee.

**TCA 49-6-3401. Suspension of students —Expulsion of students.**— (D) The hearing shall be held no later than ten (10) days after the beginning of the suspension. The local board of education or the disciplinary hearing authority shall give written notice of the time and place of the hearing to the parent or guardian, the student and the school official designated above who ordered the suspension. Notice shall also be given to the LEA employee referenced in subdivision (c)(4)(B) who requests a hearing on behalf of a suspended student.

**TCA 49-6-3201. Application for hearing.**—(a) Both parents, if living, or the parent, guardian or legal custodian of any child so assigned who is dissatisfied with the assignment of such child may, within ten (10) days of the order making the assignment, make written application to the board for a hearing before the board as to the reasonableness of the assignment and asking for a transfer to another school.

(b) The application for transfer shall state the specific reasons why the applicant contends that the child should not attend the school assigned and the specific reasons why the child should be assigned to the different school named in the application.

(c) Upon receipt of such application for hearing, the board shall set a date for the hearing of the protest and such hearing shall be held within a reasonable time after receipt of the written application for the hearing.

(d) Written notice of the date and place of the hearing shall be given by the board or its secretary to the parents, guardian or legal custodian of such child by mailing a notice of hearing to the party at the party's last known mailing address at least ten (10) days before the date of the hearing.

(e) The applicant shall be entitled to appear in such person's own behalf or to be represented by counsel upon the hearing of such protest.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date:
		Rescinds:	Issued:

1 Adequate notice of meetings<sup>1</sup> in the case of regular meetings shall consist of the approval of a schedule  
2 of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director  
3 of schools' office and in each of the public schools. The schedule shall also be sent to the president of  
4 the local education association<sup>2</sup> and to the local news media for periodic announcement. No other no-  
5 tice of regular meetings shall be necessary beyond those stated and the holding of the particular regular  
6 meetings at the appointed times, if the date and time of the next regular meeting was announced at the  
7 last held board meeting.

8  
9 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the  
10 local news media and the president of the local education association, as in the case of regular meetings,  
11 at least forty-eight (48) hours prior to the meeting.

12  
13 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally  
14 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice  
15 shall be given to all appropriate parties as is practical.

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17 All notices of special board meetings shall state the time, place and purpose of the meeting.  
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35 Legal References:

- 36 1. TCA 8-44-103  
37 2. TCA 49-2-202(c)(1)  
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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.402</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Developed Sample</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">District policy used</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Customize as indicated</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample		District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	This is a new policy.
X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 8-44-103. Notice of public meetings.**— (a) NOTICE OF REGULAR MEETINGS. Any such governmental body which holds a meeting previously scheduled by statute, ordinance, or resolution shall give adequate public notice of such meeting.

(b) NOTICE OF SPECIAL MEETINGS. Any such governmental body which holds a meeting not previously scheduled by statute, ordinance, or resolution, or for which notice is not already provided by law, shall give adequate public notice of such meeting.

(c) The notice requirements of this part are in addition to, and not in substitution of, any other notice required by law.

**TCA 49-2-202. Members and meetings.** — (c) It is the duty of the board of education to:

(1) Hold regular meetings at least quarterly for the purpose of transacting public school business; provided, that the chair may call special meetings whenever in the chair's judgment the interest of the public school requires it, or when requested to do so by a majority of the board. The chair or the chair's designee shall give reasonable notice of the time and location of all meetings to the president of the local education association or the president's designee;

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BCBD</b>	Issued: <b>06/06/1994</b>

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board  
2 meeting. Any board member may place items on the agenda for discussion. The particular order may  
3 vary from meeting to meeting in keeping with the business at hand.

4  
5 For a regular board meeting, the agenda (which shall include the consent agenda), together with sup-  
6 porting materials, shall be distributed to board members at least five (5) days prior to the scheduled  
7 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is  
8 distributed to the board members. At the beginning of each meeting, the Board shall, by a majority vote,  
9 approve the agenda for the meeting, which may involve the addition to or deletion of items previously  
10 included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless  
11 such action has been scheduled.

12  
13 Staff members or citizens of the district may suggest items for the agenda.

14  
15 For items to be considered on the agenda, they must be received in the director of schools' office seven  
16 (7) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda  
17 shall forward any background information to the director of schools' office so that the material will be  
18 included in the delivery to the board members prior to the meeting.

## 19 20 **CONSENT AGENDA**

21  
22 While developing the agenda, the chair and director of schools shall identify routine or non-controversial  
23 items to be placed on the consent agenda, which shall become a part of the regular agenda. If any  
24 member objects to including an item on the consent agenda, that item shall be moved to the regular  
25 agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single  
26 vote without discussion.

## 27 28 **TIMED AGENDA**

29  
30 The Executive Committee shall assign to each item a certain amount of time determined to be sufficient  
31 for disposing of each item on the agenda.

## 32 33 **ANNUAL AGENDA**

34  
35 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-  
36 by-month actions required by law and those required to carry out the Board's annual goals and objectives  
37 and the State Board of Education's performance standards. In addition, the annual agenda shall designate  
38 dates to monitor/review designated sections of the *Board Policy Manual* and to evaluate progress of  
39 programs for student achievement.

40  
41

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.403**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

The policy has been updated to set a specific time for submissions of material by the general public, and to give more guidance in the use of agendas.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BCBI</b>	Issued: <b>06/06/1994</b>

1 **APPEALS TO THE BOARD**

2  
3 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
4 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints  
5 or concerns which have not advanced through the proper administrative procedure from the point of  
6 origin.

7  
8 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the  
9 Board, the matter shall be referred in writing to the office of the director of schools and the Board shall  
10 determine whether to hear the appeal.

11  
12 **APPEARING BEFORE THE BOARD**

13  
14 Individuals desiring to appear before the Board must submit a written request with descriptive materials  
15 to the office of the director of schools seven (7) days before the meeting. If the request is approved  
16 by the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda  
17 will be recognized at the beginning of the meeting and given time to speak when their topic of interest  
18 is addressed on the agenda. All requests submitted will be included in the board packet.

19  
20 If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form  
21 provided before the beginning of the board meeting to request time to speak. Delegations must select  
22 only one individual to speak on their behalf unless otherwise determined by the Board.

23  
24 The chair may recognize individuals not on the agenda for remarks to the Board if it is determined  
25 that such is in the public interest. A majority vote of members present can overrule the decision of the  
26 chair.

27  
28 Individuals speaking to the Board shall address remarks to the chair and may direct questions to indi-  
29 vidual board members or staff members only upon approval of the chair. Each person speaking shall  
30 state his name, address, and subject of presentation. Remarks will be limited to 15 minutes unless time  
31 is extended by the Board. The chair shall have the authority to terminate the remarks of any individual  
32 who is disruptive or does not adhere to Board rules.<sup>1</sup>

33  
34 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
35 the office of the director of schools.

36  
37 \_\_\_\_\_  
Legal Reference:

38 1. TCA 39-17-306

39

40 \_\_\_\_\_  
Cross References:  
41 School Board Meetings 1.400  
42 Agendas 1.403  
Complaints About School Personnel 5.502

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.404**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X

Developed Sample

This is a revised sample policy.

District policy used

Customize as indicated

**MANDATED BY LAW**

**TCA 39-17-306. — Disrupting meeting or procession.**— (a) A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession or gathering, the person substantially obstructs or interferes with the meeting, procession or gathering by physical action or verbal utterance. (b) A violation of this section is a Class B misdemeanor.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Rules of Order</b>	Descriptor Code: <b>1.405</b>	Issued Date:
		Rescinds: <b>BCBF</b>	Issued: <b>09/08/1998</b>

1 The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the  
2 Board in all cases to which they are applicable, except as otherwise provided by any statutes<sup>1</sup> applicable  
3 to the Board, or by policies of this Board including the following exceptions:  
4

## 5 **VOTING METHOD**

6  
7 When a formal vote is taken on any question brought before the Board, the decision shall be made on  
8 the basis of a majority of the membership of the Board.<sup>2</sup>  
9

10 Roll call votes will be used at the discretion of the chair or upon the request of any board member.  
11 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's  
12 individual vote may be recorded in the minutes. No secret votes shall be used.<sup>3</sup>  
13

## 14 **CHAIRMAN'S PARTICIPATION**

15  
16 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as  
17 any other member without relinquishing the chair.<sup>4</sup>  
18

## 19 **SUSPENSION OF RULES**

20  
21 Rules of order may be suspended by a two-thirds vote at any regular or special meeting.  
22

## 23 **CHALLENGES**

24  
25 Procedural challenges to the rules of order must be made in a timely manner and not later than the next  
26 successive meeting.  
27  
28  
29  
30  
31  
32  
33  
34

### 35 Legal Reference:

- 36  
37 1. TCA 49-5-409(b)(1); TCA 49-6-3004(2)(f)  
38 2. TCA 49-2-202  
39 3. TCA 8-44-104(b)  
40 4. *Reeder v. Trotter*, 142 Tennessee 37 (1919)  
41  
42

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.405**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

This is an updated sample poliocy.

X	Developed Sample
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X	District policy used
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	Customize as indicated
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	<b>MANDATED BY LAW</b>
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**LEGAL REFERENCE:**

**TCA 49-5-409. Teachers — Continuing contract law — Termination of contracts.**—(b)(1) The notice shall contain a statement of prior authorization by a majority vote of the membership of the board with the name of the teacher being recorded in the minutes of the board.

**TCA 49-6-3004. School Term.**—(2)(f) The school year shall commence on the Tuesday following Labor Day unless either the school board in a local education agency votes by a majority of its membership to open schools on a different date or a private act establishes a different date for the opening of schools in that local education agency. A school board which votes to establish an alternative opening date may in a later year, vote by a majority vote to open on the Tuesday after Labor Day.

**TCA 49-2-202. Members and meetings.**— (g) A majority of all of the members constituting the board, and not merely a majority of the quorum, shall be required to transact all business coming before the board in regular or special meetings.

**TCA 8-44-104. Minutes recorded and open to public.**—(b) All votes of any governmental body shall be by public vote or public ballot or public roll call. No secret votes, or secret ballots, or secret roll calls shall be allowed. As used in this chapter, "public vote" means a vote in which the "aye" faction vocally expresses its will in unison and in which the "nay" faction, subsequently, vocally expresses its will in unison.

***Reeder v. Trotter, 142 Tenn. 37 (1919)***

[5] A good deal has been said about the right of a presiding officer to cast the deciding vote. The rule as to this is substantially as follows: Where the statute provides that the presiding officer shall cast the deciding vote, in case of a tie, and a member of the organization is chosen as presiding officer, as such member, he is entitled to a vote, and in case of an equality, he is entitled to a second vote. If, however, he is not a member of the organization, then he can only cast a vote, even in case of a tie, where he is expressly authorized so to do. . .

**AGO 82-48 (February 4, 1982)**

..

**QUESTION 1:** Whether the 1981 amendment to T.C.A. § 49-1306 creates an exception to the usual rule that a majority of the board creates a quorum and the existence of a quorum authorizes action by a majority vote of those actually present and voting; and, if so, whether an absent board member may communicate his vote on the reelection of teachers by proxy or by telephone without actually being present.

**OPINION 1:** T.C.A. § 49-1306 expressly requires that a decision not to re-employ a teacher be made by a majority of the membership of an entire local board; and the Open Meetings Act, T.C.A. § 5-5-101, et seq., would not prohibit properly conducted telephonic balloting but would prohibit voting by proxy.

**ANALYSIS 1:** T.C.A. § 49-1306, as amended in 1981, provides in pertinent part: "Teachers in service and under control of the public elementary and high schools of Tennessee shall continue in such service until they have received written notice, from their board of education, of their dismissal or failure of reelection. Said notice shall contain a statement of prior authorization by a majority vote of the membership of the board with the name of the teacher being recorded in the minutes of the board. Said notice must be received prior to April 15 to be applicable to the next succeeding school year; . . ." (Emphasis added). This statute clearly requires that a decision not to re-employ a teacher must be made by a majority of the entire membership of the board. A school board member may vote by telephone, there being no express prohibition to such a procedure. However, such telephonic balloting must conform to the requirements of the Open Meetings Act, T.C.A. §§ 5-5-101, et seq., 'All votes of any such governmental body shall be by public vote or public ballot allowed. As used in this chapter, 'public vote' shall mean a vote in which the 'aye' faction vocally expresses its will in unison and in which the 'nay' faction, subsequently, vocally expresses its will in unison.' To comply with this mandate any telephonic voting would have to be publicly conducted. For instance, a speaker phone could be utilized at the public meeting site where the other members are physically present. Proxy voting is not permissible, as it would, by definition, require a prior non-public meeting between two members for the purposes of communicating a vote. This arrangement would run afoul of T.C.A. § 8-44-102(d), [FN1] which restricts informal assemblages.

[FN1] 'No such chance meetings, informal assemblages, or electronic communication shall be used to decide to deliberate public business in circumvention of the spirit of requirements of this part'.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Minutes</b>	Descriptor Code: <b>1.406</b>	Issued Date:  
		Rescinds: <b>BCBH</b>	Issued: <b>06/06/1994</b>

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings  
2 of the Board.<sup>1</sup> The draft of the minutes of the previous meeting shall be sent to all board members  
3 with the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall  
4 be signed by the chair and director of schools.<sup>2</sup> The minutes shall become permanent records of the  
5 Board and shall be made available to interested citizens and the news media upon request.<sup>3,4</sup> A copy  
6 shall be mailed to all board members, the president of the local education association, and to each of  
7 the schools no more than thirty (30) days after approval by the Board.<sup>5</sup>

8  
9 The minutes shall include:

- 10  
11 1. The nature of the meeting (regular or special), time, place, date, board members present or absent,  
12 and the approval of the minutes of the preceding meeting;<sup>2,3</sup>
- 13  
14 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with  
15 the names of the members making and seconding the motions, and a record of the members  
16 voting “aye” and “nay” in the event of a roll call vote;<sup>2,3</sup>
- 17  
18 3. Reports, documents and objects relating to a formal motion may be omitted from the minutes,  
19 if they are referred to and identified by title and date;<sup>6</sup>
- 20  
21 4. Names of persons addressing the Board and the purpose of their remarks; and
- 22  
23 5. A brief account of those items discussed, and whether or not any motions were made regarding  
24 those items.

25  
26  
27  
28  
29  
30  
31  
32  
33 \_\_\_\_\_  
34 Legal References:

- 35 1. TCA 49-2-301(b)(C)(D)
  - 36 2. *Robert's Rules of Order*, Article VII, Paragraph 41
  - 37 3. TCA 8-44-104
  - 38 4. TCA 10-7-503
  - 39 5. TCA 49-2-203(a)(11)
  - 40 6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)
- 41  
42

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.406</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	Developed Sample								
X	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-301. Director of schools.**—(b)(1) It is the duty of the board of education to assign to its director of schools the duty to:

- (C) Keep in electronic disks and in well bound books, furnished by the board, a complete and accurate record of the proceedings of all meetings of the board and of the directors's official acts;
- (D) Keep on electronic disks or in well bound books, furnished by the board and arranged according to the regulations prescribed by the commissioner of education, a detailed and accurate account of all receipts and disbursements of the public school funds.

**Robert's Rules of Order Art. VII. The Officers and the Minutes [§§ 40,41.]**

**41. Clerk or Secretary and the Minutes.** The recording officer is usually called the "Clerk" or "Secretary," and the record of proceedings the "Minutes." His desk should be near that of the chairman (if there is not vice-president present), when the hour for opening the session arrives, it is his duty to call the meeting to order, and to preside until the election of a chairman pro tem, which should be done immediately. He should keep a record of the proceedings, commencing in a form similar to the following: "At a regular quarterly meeting of [state the name of the society], held on the 31st day of March, 1875, at [state the place of the meeting], the president in the chair, the minutes were read by the clerk and approved." If the regular clerk is absent, insert after the words "in the chair" the following: "The clerk being absent, Robert Smith was appointed clerk *pro tem*. The minutes were then read and approved." If the minutes were not read, say "The reading of the minutes was dispensed with." The above form will show the essentials which are as follows: (a) The kind of meeting, "regular" or [stated] or "special" or "adjourned regular" or "adjourned special;" (b) name of the assembly; (c) date and place of meeting (excepting when the place is always the same); (d) the fact to the presence of the regular chairman and clerk, or in their absence the names of their substitutes; (e) whether the minutes of the previous meeting were approved.

The minutes should be neatly written with ink in the record book, leaving a margin for corrections and taken to the meetings of the society so as to be read for corrections and approval. After approval, however, without a reconsideration, it is in order at any future time for the society to correct them, regardless of the time that has elapsed and the number of times they have already been amended.

The minutes should be signed by the person who acted as clerk for that meeting; in some societies the chairman must also sign them. When published, they should be signed by both officers.

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. Under no circumstances, however, should the clerk criticize in the minutes, either favorably or otherwise, anything said or done in the meeting. If they are to be published, it is often of far more interest to know what was said by the leading speakers than to know what routine business was done, and what resolutions adopted. In such cases the duties of the secretary are arduous, and he should have at least one assistant.

In ordinary society meetings and meetings of boards of managers and trustees, on the contrary, there is no object in reporting the debates; the duty of the clerk, in such cases, is mainly to record what is "done" by the assembly, not what is said by the members. Unless there is a rule to the contrary, he should enter every principal motion [§ 6] that is before the assembly, whether it is adopted or rejected; and where there is a division [see voting, §38], or where the vote is by ballot, he should enter the number of votes on each side; and when the voting is by yeas and nays [§ 38], he should enter a list of the names of those voting on each side. He should endorse on the reports of committees the date of their reception, and what further action was taken upon them, and preserve them among the records, for which he is responsible. He should, in the minutes, make a brief summary of a report that has been agreed to, except where it contains resolutions, in which case the resolutions will be entered in full as adopted by the assembly, and not as if it was of the whole [§ 32], or while acting informally [§ 33], should not be entered on the minutes. Before an adjournment without a date set for the next meeting, it is customary to read over the minutes for approval, if the next meeting of the board or society will not occur for a long period. Where the regular meetings are not separated by too great a time, the minutes are read at the next meeting, and after correction should be adopted. If after their adoption errors should be detected, they should be corrected regardless of the time elapsed and of the number of times the minutes have been previously corrected, and without a motion to reconsider, by a simple vote to amend the minutes.

The minutes, and all other official documents that have come before a deliberative assembly, are in the custody of the secretary. They are open to the inspection of every member, and the chairman can even direct that certain ones be turned over to a committee that needs them for the proper performance of its duties.

The clerk should, previous to each meeting, for the use of the chairman, make out an order of business [§ 44], showing in their exact order what is necessarily to come before the assembly. He should also have, at each meeting, a list of all standing committees, and such select committee as are in existence at the time. When a committee is appointed, he should hand the names of the committee, and all papers referred to it, to the chairman of the committee, or some other of its members.

**TCA 8-44-104. Minutes recorded and open to public.**—(a) The minutes of a meeting of any such governmental body shall be promptly and fully recorded, shall be open to public inspection, and shall include, but not be limited to, a record of all persons present, all motions, proposals and resolutions offered, the results of any vote taken, and a record of individual votes in the event of roll call.

**TCA 10-7-503. Records open to public inspection –Exceptions.** — (a) Except as provided in §10-7-504(f) all state, county and municipal records and all records maintained by the Tennessee performing arts center management corporation, except any public documents authorized to be destroyed by the county public records commission in accordance with 10-7-404, shall at all times, during business hours, be open for personal inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.

**TCA 49-2-203. Powers and duties.**—(a) It is the duty of the local board of education to:  
(11) Prepare, or have prepared, a copy of the minutes of each meeting of the board of education, and to mail a copy of such minutes, no more than thirty (30) days after the board meeting or at the time they are mailed to or otherwise provided to members of the board, if such is earlier, to the president of each local education association. Any subsequent corrections, modifications or changes shall be distributed in the same manner.

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Board Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>11/01/2008</b>
		Rescinds:	Issued:

1 The director of schools shall maintain all school system records required by law, regulation and board  
 2 policy. Any citizen of Tennessee, state official or other authorized person shall be permitted, upon writ-  
 3 ten request, at a reasonable time, to inspect all records maintained by the school district unless otherwise  
 4 prohibited by law, regulation or board policy. A person who has the right to inspect a record may request  
 5 and receive copies of the documents subject to the payment of reasonable cost, as determined pursuant  
 6 to the guidelines established by the Tennessee Office of Open Records Counsel.<sup>1,2,3,4,5,6</sup> The names of  
 7 persons inspecting records and the date of inspection shall be recorded.

8  
 9 No records pertaining to individual students will be released for inspection by the public or any unau-  
 10 thorized persons.

11  
 12 The director of schools and/or his designee(s) shall retain and dispose of school district records in ac-  
 13 cordance with the following guidelines:<sup>2,4</sup>

- 14  
15 1. The director of schools and/or his/her designee(s) will determine if a particular record is of  
16 permanent or temporary value in accordance with regulations promulgated by County Public  
17 Records Commission and the Tennessee Institute for Public Services records manual;<sup>7,8</sup>
- 18  
19 2. Temporary value records which have been kept beyond the required time may be recommended  
20 to the Public Records Commission for destruction;<sup>9,10</sup>
- 21  
22 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
23 transferred to the State Library and Archives. The temporary value records rejected by the State  
24 Library and Archives may be transferred to another institution or destroyed;<sup>9,10,11</sup>
- 25  
26 4. Permanent records will be kept in some usable form. If the director of schools desires to destroy  
27 the original permanent record, these records must be reproduced by microfilming or some other  
28 permanent reproduction method. Permission to destroy any original permanent record after mi-  
29 crofilming follows the same procedure noted above for temporary records;<sup>8,10</sup> and
- 30  
31 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,  
32 removal or loss of records.<sup>12</sup>

33 \_\_\_\_\_  
 34 Legal References:

- 35 1. TCA 49-2-301(b)(1)(CC)
- 36 2. TCA 10-7-503
- 37 3. TCA 10-7-506(a)
- 38 4. TCA 49-2-104
- 39 5. Tenn. Code Ann. § 8-4-604(a)(1)
- 40 6. Schedule of Reasonable Charges for Copies of Public Records
- 41 7. TCA 10-7-401
8. TCA 10-7-406
9. TCA 10-7-404
10. TCA 10-7-413

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- Cross References:
- Financial Reports and Records 2.701
  - Personnel Records 5.114
  - Student Records 6.600

11. TCA 10-7-414  
 12. TCA 39-16-504

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.407</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-301. Director of schools.**— (b)(1)(CC) Give any licensed and/or professional employee, on request and on payment of reasonable compensation, a copy of specified documents in such employee's personnel file.

**TCA 10-7-503. Records open to public inspection –Exceptions.** — (a) All state, county and municipal records and all records maintained by the Tennessee performing arts center management corporation, except any public documents authorized to be destroyed by the county public records commission in accordance with 10-7-404, shall at all times, during business hours, be open for personal inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.

**TCA 10-7-506. Public records having commercial value.**—(a) In all cases where any person has the right to inspect any such public records, such person shall have the right to take extracts or make copies thereof, and to make photographs or photostats of the same while such records are in the possession, custody and control of the lawful custodian thereof or such custodian's authorized deputy; provided, the lawful custodian of such records shall be the right to adopt and enforce reasonable rules governing the making of such extracts, copies, photographs or photostats.

**TCA 49-2-104. Inspection of local records.**—Supervisors, under the direction of the commissioner of education, shall have the authority to inspect the records of local boards of education, the school accounts of county trustees and the administration of public schools, to make recommendations covering all the foregoing, and to perform such other duties as may be assigned them.

**TCA 10-7-401. County public records commission created — Membership.**— In order to provide for the orderly disposition of public records created by agencies of county government, the county legislative body shall create within the county a county public records commission, composed of six (6) members. The county executive shall appoint three (3) members and the county legislative body shall confirm each appointee. Of the three (3) appointees, one (1) shall be a member of the county legislative body, one (1) shall be a judge of one of the courts of record which holds court in the county and one (1) shall be a genealogist. The county clerk, county register and the county historian shall be ex officio

Members of the commission. Each elected member of the commission shall hold office during the term for which the member was elected to office. If a vacancy occurs in one (1) of the appointed positions, the county executive shall appoint a person in the same manner as the original appointment.

**TCA 10-7-406. Original records photographed in duplicate before destruction.— Stored for safekeeping - Accessible to public.** — (a)(1) When the county public records commission, with the consent and concurrence of the officers and bodies, if any, as prescribed in 10-7-404 and 10-7-405, shall decide to destroy the originals of any records required by law to be permanently kept, the commission shall cause the records to be photographed, microphotographed, filmed or microfilmed in duplicate. This duplication process shall result in permanent records of a quality at least as good as is prescribed by the minimum standards of quality for permanent photographic records made and established by the bureau of standards of the United States government. If a marginal release or other information on an old record has failed or has been obliterated to a degree that it is impossible to photograph, the same may be verified on the margin by the register before microfilming. One (1) copy of such reproduction shall be stored for safekeeping in a place selected by the commission and concurred in by the county legislative body. .

**TCA 10-7-404. Destruction of public records authorized — Conditions prerequisite to destruction—Records manual.** — (a) The county public records commission has the right to authorize the destruction of any and all public records as defined in 10-7-403, which are required by law to be retained, when such records have been photocopied, photostated, filmed, microfilmed, or preserved by microphotographic process, as hereinafter provided; provided, that no record required by law to be permanently retained shall be destroyed without a majority vote of the commission. A county officer or judge of a court of record shall be entitled to prevent the destruction of documents, minutes, or records in the office or court, as appropriate. The requirement to photocopy, photostat, film, microfilm, or preserve by microphotographic process prior to destruction in accordance with this section shall not be required of "temporary records" and/or "working papers" as defined in 10-7-301 and 10-7-403. The commission does not have the authority to authorize the destruction of any financial or other record which is determined by the comptroller of the treasury to be required for audit purposes until the pertinent audit has been completed. After the audit, disposition will be determined pursuant to procedures developed by the comptroller; provided, that the commission shall not have the authority to authorize the destruction of any other record which is otherwise required by law to be retained.

**TCA 10-7-413. Preservation of records of permanent value.** — (a) Before any records other than "temporary records" and/or "working papers" as defined in 10-7-301 and 10-7-403 are destroyed, after being so authorized by the county public records commission, ninety (90) days' notice shall be given to the state librarian and archivist, whereupon the state archivist or the archivist's representative shall examine the records approved for disposal and shall take into the archivist's possession, for preservation in the state library and archives, and records the archivist believes to be of value for permanent preservation.

**TCA 10-7-414. Transfer of records to institutions or to state library and archives to be held for historical purposes — funds for transfer and maintenance of records.** — (a) The county public records commission, after authorizing destruction of any public records and after examination of these records by the state librarian and archivist or the state librarian and archivist's representative in accordance with 10-7-413, may authorize, by majority vote, to place any document or record which would otherwise be destroyed in the custody of a local or regional public library, a local, regional, or state college library, or the county or regional historical society, to be held for historical purposes.

**TCA 39-16-504. Destruction of and tampering with governmental records.** — (a) It is unlawful for any person to:

- (1) Knowingly make a false entry in, or false alternation of, a governmental record;
- (2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental records; or
- (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

(b) A violation of this section is a Class A misdemeanor.

(c)(1) Upon notification from any public official having custody of government records, including those created by municipal, county or state government agencies, that records have been unlawfully removed from a government records office, appropriate legal action may be taken by the city attorney, county attorney or attorney general, as the case may be, obtain a warrant for possession of any public records which have been unlawfully transferred or removed in violation of this section.

(2) Such records shall be returned to the office of origin immediately after safeguards are established to prevent further recurrence of unlawful transfer or removal.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board-Community Relations</b>	Descriptor Code: <b>1.500</b>	Issued Date:
		Rescinds:	Issued:

1 In order to promote school-community interaction relating to the policy and operation of the schools,  
2 the Board will:

- 3
- 4 1. Strive to keep citizens of the school system regularly informed about all policies, problems and  
5 planning through channels of communication, its own efforts, and the office of the director of  
6 schools;
  - 7
  - 8 2. Direct all school employees, including teachers, administrators and support service personnel to  
9 participate in good school-community interaction by:
    - 10 a. Transmitting pertinent and correct information to citizens upon request or upon initiative of  
11 school employees;
    - 12 b. Seeking ways to improve school-community relations; and
  - 13
  - 14
  - 15 3. Recognize the right of news media to inquire, research and report to the public information about  
16 local schools.
  - 17

18 The principal of each school shall be responsible for the development of a public relations program and  
19 shall promote programs which involve parents and the community with the school.

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21 The director of schools shall be responsible for leadership in school-community relations. Through the  
22 use of his staff, he/she will promote a program to best coordinate the involvement of the schools and  
23 community.

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Cross References:

- Visitors to the Schools 1.501
- Board Meeting News Coverage 1.502
- Advertising & Distribution of Materials in Schools 1.806
- Crisis Management 3.203
- Community Use of School Facilities 3.206
- Staff Community Relations 5.606

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.500**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

This is a new policy.

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>BBDA</b>	Issued: <b>06/06/1994</b>

1 Except on occasions, such as school programs, athletic events, open house and similar public events; all  
2 visitors will report to the school office when entering the school and will sign a log book. Authorization  
3 to visit elsewhere in the building or on the school campus will be determined by the principal or designee.  
4 Guest passes shall be issued for all persons other than students and employees of the school. <sup>1</sup>  
5

6 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter  
7 onto the grounds or into the school buildings during the hours of student instruction except students  
8 assigned to that school, the staff of the school, parents of students, and other persons with lawful and  
9 valid business on the school premises.  
10

11 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.  
12 Individuals who come onto school property or who contact employees on school or district business  
13 are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited  
14 to:  
15

- 16 1. Cursing and use of obscenities;
- 17 2. Disrupting or threatening to disrupt school or office operations;
- 18 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 19 4. Verbal or written statements or gestures indicating intent to harm an individual or  
20 property; and
- 21 5. Physical attacks intended to harm an individual or substantially damage property.  
22

23  
24 The principal or his/her designee has the authority to exclude from the school premises any persons  
25 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students  
26 on the premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>  
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28 The principal shall engage law enforcement officials when he/she believes the situation warrants such  
29 measures.  
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37 Legal Reference:

- 38 1. TCA 49-2-303(b)(4)
- 39 2. TCA 49-6-2008; TCA 39-14-406

36 \_\_\_\_\_  
37 Cross References:

- 38 Section 504 & ADA Grievance Procedures 1.802  
39 Vendor Relations 2.809  
40 Security 3.205  
41 Care of School Property 6.311

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.501</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample	X	District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	<p>This policy is a revised sample policy. The exhibit is procedural, and has been removed.</p>
X	Developed Sample								
X	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-303. School principals.** — (b)(4) Administer and implement the school behavior and discipline code and require guest passes for all persons other than enrolled students and employees of the school;

**TCA 49-6-2008. Persons improperly on school premises – Assault upon educational personnel.**—(a) In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter the grounds or into the buildings of any school except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises.

(b) Any person improperly on the premises of a school shall depart on the request of the school principal or other authorized person.

(c) A violation of subsection (a) is a Class A misdemeanor.

(d) In addition to any criminal penalty provided by law, there is created a civil cause of action for an intentional assault upon educational personnel by any person during school hours or during school functions, if the parties are on school grounds or in vehicles owned, leased, or under contract by the local education agency and used for transporting students or faculty. A person who commits such assault shall be liable to the victim for all damages resulting therefrom, including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three (3) times the amount of the actual damages and shall be entitled to reasonable attorney fees and costs.

**TCA 39-14-406. Aggravated criminal trespass.**—(a) A person commits aggravated criminal trespass who enters or remains on property when:

- (1) The person knows he does not have the property owner's effective consent to do so; and
- (2) The person intends, knows, or is reckless about whether his presence will cause fear for the safety of another.

(b) For purposes of this section, "enter" means intrusion of the entire body.

(c) Aggravated criminal trespass is a Class B misdemeanor unless it was committed in a habitation, in a building of any hospital, or on the campus, property, or facilities of any private or public school, in which event it is a Class A misdemeanor.

*Tennessee Code Annotated, Title 20 is amended by adding Sections 2 through 9 as a new part.*

**SECTION 2.** As used in this act, unless the context otherwise requires:

(1) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose including following or stalking and employee to or from the employee's place of work; entering the workplace of an employee; following an employee during hours of employment; telephone calls to an employee; and correspondence with an employee including, but not limited to, the use of the public or private mails, interoffice mail, facsimile, or computer e-mail.

(2) "Credible threat of violence" means a knowing and willful statement or course of conduct which would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury, and which is intended to, and which actually causes, a person to believe that he or she is under threat of death or serious bodily injury.

(3) "Employer" means any person or entity that employs one (1) or more employees and shall include the State of Tennessee and its political subdivisions and instrumentalities.

(4) "Unlawful violence" means assault, aggravated assault, or stalking, as prohibited by Tennessee Code Annotated, Sections 39-13-101, 39-13-102, and 39-17-315, but shall not include lawful acts of self-defense or defense of others.

(5) "Labor dispute" includes any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relationship of employer and employee.

**SECTION 3.** Any employer whose employee has suffered unlawful violence or a credible threat of violence from any individual, which can reasonably be construed to have been carried out at the employee's workplace, may seek a temporary restraining order and an injunction on behalf of the employer prohibiting further unlawful violence or threats of violence by that individual at the employee's workplace or while the employee is acting within the course and scope of employment with the employer. Nothing in this act shall be construed as authorizing a court to issue a temporary restraining order or injunction prohibiting speech or other activities that are protected by the Constitution of the United States.

**SECTION 4.** (a) Except for proceedings involving a nonresident respondent, the court of competent jurisdiction of the county where the unlawful violence or credible threat of violence occurred shall have jurisdiction over all proceedings under this act.

(b) For proceedings under this act involving a nonresident respondent, the court of competent jurisdiction where the petitioner's workplace is located shall have jurisdiction, where the act involving unlawful violence or a credible threat of unlawful violence meets the elements for personal jurisdiction provided for under §20-2-223(a)(3) or (4).

**SECTION 5.** Upon filing a petition with the court for an injunction pursuant to this act, the petitioner may obtain a temporary restraining order if the petitioner also files an affidavit which to the

satisfaction of the court, shows reasonable proof that an employee has suffered unlawful violence or a credible threat of violence by the respondent and that great or irreparable harm will result to an employee if such an injunction is not granted. The affidavit shall further show that the petitioner has conducted a reasonable investigation into the underlying facts which are subject to the petition. A temporary restraining order granted under this act shall remain in effect at the court's discretion, for a period not to exceed fifteen (15) days, unless otherwise modified or terminated by the court.

**SECTION 6.** Within ten (10) days of filing of the petition under this act or as soon as practical thereafter, but in no case later than thirty (30) days after the filing of the petition, a hearing shall be held on the petition for injunction. In the event a hearing cannot be scheduled within the county where the case is pending within the thirty (30) day period, it shall be scheduled and heard as soon as possible. The respondent may file a response which explains, excuses, justifies or denies the alleged unlawful violence or credible threat of violence or may file a cross-complaint under this act. At the hearing, the judge shall receive any testimony that is relevant and may make an independent inquiry. If the judge finds by clear and convincing evidence that the respondent engaged in unlawful violence or made a credible threat of violence, an injunction shall issue prohibiting further unlawful violence or threats of violence at the employee's workplace or while the employee is acting within the course and scope of employment with the employer. An injunction issued pursuant to this act shall have a duration of not more than three (3) years. At any time within the three (3) months before the expiration of the injunction, the petitioner may apply for a renewal of the injunction by filing a new petition for an injunction pursuant to this act.

**SECTION 7.** Upon the filing of a petition for an injunction under the provisions of this act, the respondent shall be personally served with a copy of the petition, temporary restraining order, if any, and notice of hearing on the petition.

**SECTION 8.** The court shall order the petitioner or the attorney for the petitioner to deliver a copy of each temporary restraining order or injunction, or modification of termination thereof, granted under this act, by the close of the business day on which the order granted to the law enforcement agencies within the court's discretion as are requested by the petitioner. Each appropriate law enforcement agency shall make available information as to the existence and current status of these orders to law enforcement officers responding to the scene of reported unlawful violence or a credible threat of violence.

**SECTION 9.** Nothing in this act shall be construed as expanding, diminishing, altering, or modifying the duty, if any, of an employer to provide a safe workplace for employees and other persons. Nothing in this act shall be construed to prohibit an employer or employee from pursuing any other civil or criminal remedy provided by law.

**SECTION 10.** Nothing in this act shall be construed to apply to a labor dispute or any activity associated with a labor dispute.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Meeting News Coverage</b>	Descriptor Code: <b>1.502</b>	Issued Date:
		Rescinds:	Issued:

1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who  
2 request it. Additionally, all reports approved by the Board shall be made available to the media.  
3  
4 The press will be provided with working copies of the agenda and agenda materials upon request.  
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6 The chairman of the Board and/or the director of schools will be available after each meeting to answer  
7 questions and to clarify points of discussion and action.  
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Cross References:

36 Board-Community Relations 1.500  
37 News Releases, Conferences and Interviews 1.503  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.502**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

This is a new policy.

<input checked="" type="checkbox"/>	Developed Sample
<input checked="" type="checkbox"/>	District policy used
<input type="checkbox"/>	Customize as indicated
<input type="checkbox"/>	MANDATED BY LAW

Johnson, 629 F.Supp. at 1565.

The United States Supreme Court has stated generally that under the First Amendment the right to speak and publish does not provide for the "unrestrained right to gather information." See *Zemel v. Rusk*, 85 S.Ct. 1271, 1281 (1965). In cases similar to Johnson, the courts have found no First Amendment right to televise a civil trial sufficient to override a rule of court prohibiting television cameras in courtrooms, *Westmoreland v. CBS, Inc.*, 752 F.2d 16 (2nd Cir. 1984), cert. denied, 105 S.Ct. 3478 (1985), and refused to enjoin a government agency from prohibiting television cameras from a non-adjudicatory public hearing, if pursuant to a rule precisely written and uniformly applied. *CBS, Inc. v. Lieberman*, 439 F.Supp. 862 (E.D. Ill. 1976). Accordingly, it is the opinion of this Office that a city ordinance may prohibit any camera, camcorder, or other photographic equipment from a city board meeting without violating the First Amendment.

Secondly, you have asked whether banning photographic equipment of any type from city board meetings violates the Tennessee Open Meetings Act, Tenn. Code Ann. Secs. 8-44-101, et seq.

Tenn. Code Ann. Sec. 8-44-102(a) provides that "[a]ll meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee." Tenn. Code Ann. Sec. 8-44-103 requires that adequate public notice of meetings be given, and Sec. 8-44-104 requires that accurate minutes of the meetings be kept and made available for public inspection. These statutes, as construed by our Supreme Court in *Dorrier v. Dark*, 537 S.W.2d 888 (Tenn. 1976), are clearly applicable to a City Board.

This Office has previously opined that members of the press may not be denied admission to public governmental meetings. See Op. Tenn. Atty. Gen. 77-251 (August 4, 1977). (FN2) We do not find any provisions in the Open Meetings Act, however, which would prevent a governing body from regulating the conduct of its meetings, provided that such regulation does not result in exclusion of members of the press and the public. It is the opinion of this Office, therefore, that a city ordinance banning all photographic equipment from city board meetings would not be in violation of the Open Meetings Act, provided that such meetings are otherwise open to the public and comply with all other requirements of the Open Meetings Act.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>News Releases, News Conferences and Interviews</b>	Descriptor Code: <b>1.503</b>	Issued Date:
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The release of official news from the system and schools shall be coordinated as follows:

1. The board chairman will be the official spokesman for the Board, except as this duty is delegated to others;
2. News releases which are of a systemwide nature or pertain to established system policy are the responsibility of the director of schools or a designated member of the administrative staff; and
3. News releases which are of concern to only one school or to an organization of one school are the responsibility of the principal of that particular school.

When individual board members or the director of schools express their views on any issue which is in opposition to a view expressed in board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school system.

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Cross References:  
  
Board-Community Relations 1.500  
Board Meeting News Coverage 1.502  
Crisis Management 3.203

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.503**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

This is a new policy.

X	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>	Issued Date: <b>10/03/1994</b>
		Rescinds: <b>BD</b>	Issued: <b>10/03/1994</b>

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A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal or return for study and/or further revision shall constitute the first reading.

The proposed policy or policy amendment shall be considered at the next board meeting with the final vote following the third reading. Adoption shall require an affirmative vote by a majority of the members of the Board and each vote will contain a future date for reporting the effectiveness of the policy.

Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided, and shall supersede any previous Board action on the subject.

### **POLICY MAINTENANCE**

The director of schools shall be responsible for drafting policy proposals, maintaining the Board Policy Manual and serving as liaison between the Board and the Tennessee School Boards Association. At least annually, the Board shall review its policy manual for the purpose of passing, revising or deleting policies mandated by changing conditions. <sup>1</sup> In order that the policy manual remain current, the Board may contract annually for TSBA's policy maintenance service.

Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the community.<sup>1</sup> All policy manuals shall remain the property of the Board and are subject to recall any time deemed necessary by the director of schools.

### **EMERGENCY PROCEDURE**

On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the Board may waive the second reading limitation and take immediate action to adopt new or revised policies.

### **SUSPENSION OF POLICIES**

Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members of the Board.

### **ADMINISTRATION IN POLICY ABSENCE**

In cases where the Board has provided no guidelines for administrative action, the director of schools shall have the power to act, but report to the Board at its next meeting.

Legal Reference:  
1. TCA 49-2-207

Cross References:  
Duties of the Board of Education 1.101  
Agendas 1.403

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.600**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

This is a revised sample policy.

X	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**LEGAL REFERENCE:**

**TCA 49-2-207. Policy Pamphlets.** — (a) The local board of education shall compile and publish an official operating policy pamphlet which shall contain, but not be limited to, such procedures as have been established by letter, directive, written or verbal memorandum, custom or tradition, and by which schools are managed, operated or controlled. Such policy pamphlet shall be updated every two (2) years.

(b) "Pamphlet" may mean a loose-leaf binder.

(c) A copy of the updated board of education operating policy pamphlet shall be distributed to each principal of each local school system to be kept on file and available in each school library during and immediately after normal school hours. Board of education operating policies kept in electronic format and available in each school library shall satisfy the requirements of this subsection.

(d) The local board of education shall file with the commissioner of education a copy of the updated board of education operating policy pamphlet.

(e) Added or amended policy and a notice of each deleted policy shall be kept on file and available in each school library, and a copy shall be filed with the commissioner.

(f) If a local board's operating policies are kept in electronic format, and if the board also maintains an Internet website, the board shall make its operating policies available and accessible on the website.

(g) The commissioner shall be authorized and directed to take appropriate action to enforce the provisions of this section.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Administrative Procedures</b>	Descriptor Code: <b>1.601</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools is responsible for implementing board policies and for interpreting them to staff,  
2 students and the public.<sup>1</sup>

3  
4 The director of schools, in consultation with principals, staff members, and other persons and groups as  
5 appropriate to the topic, will develop administrative procedures as necessary to implement board policies  
6 or for the items deemed necessary for the efficient operation of the schools.<sup>2</sup>

7  
8 Within the policies and regulations of the Board and the director of schools, the principals are authorized  
9 to establish rules and procedures for the staff and students of their schools.

## 10 11 **DISSEMINATION**

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13 The director of schools is directed to establish and maintain an orderly plan for preserving and making  
14 accessible to all employees the administrative procedures.

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Legal References:

- 35 1. TCA 49-2-301(b)(1)(A)
- 36 2. TCA 49-2-203 (a)(2)
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Cross Reference:

Qualifications/Duties of the Director of Schools 5.802

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.601**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**TCA 49-2-301. Director of schools.** — (b)(1) It is the duty of the board of education to assign its director of schools the duty to;

(A) Act for the board in seeing that the laws relating to the schools, and rules of the state and the local board of education are faithfully executed.

**TCA 49-2-203. Powers and duties.** — (a) It is the duty of the local board of education to:

(2) Manage and control all public schools established or that may be established under its jurisdiction.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Administrative Committees</b>	Descriptor Code: <b>1.602</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools may establish such committees as he/she finds necessary for proper administra-  
2 tion of board policies and for the improvement of the total educational program.

3  
4 All administrative committees created by the director of schools shall be for the purpose of obtaining  
5 the advice and counsel of administrative and supervisory personnel of the system and to aid in com-  
6 munication. Authority for establishing policy remains with the Board and authority for implementing  
7 policy remains with the director of schools.

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9 The membership, composition, and responsibilities of committees will be defined by the director of  
10 schools and may be changed at his/her discretion.

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Cross Reference:

Qualifications/Duties of the Director of Schools 5.802

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.602**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X

Developed Sample

District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Administrative Reports</b>	Descriptor Code: <b>1.603</b>	Issued Date:
		Rescinds:	Issued:

1 At each board meeting, the director of schools shall report the names of new personnel employed since  
2 the last meeting of the Board.

3  
4 The director of schools shall make annual reports concerning conditions of efficiency and needs of the  
5 school system. Included in this report shall be information regarding employment of instructional staff  
6 as follows:

- 7
- 8 1. Number of applicants interviewed and the number employed;
- 9
- 10 2. Procedures being used to ensure that the best applicants are being selected;
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- 12 3. Evidence that all non-tenured teachers were evaluated;
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- 14 4. Number of non-tenured teachers;
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- 16 5. Number of teachers non-renewed;
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- 18 6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
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- 20 7. Percent of tenured teachers who scored at each level on the evaluation scale;
- 21
- 22 8. Percent of principals who scored at each level on the evaluation scale;
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- 24 9. Evidence of high correlation between evaluation and productivity;
- 25
- 26 10. Percent of supervisory personnel (other than principals) who scored at each level on the evaluation  
27 scale; and
- 28
- 29 11. Summary and explanation of how the school system fared on the *Report Card* distributed by the  
30 State Department of Education.
- 31

32 Board members shall be made aware of all reports prepared by the director of schools' office for  
33 transmittal to the local legislative body, the State Department of Education, or any federal agency.

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37 Cross Reference:  
38 Qualifications/Duties of the Director of Schools 5.802  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.603**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X

Developed Sample

District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District Goals</b>	Descriptor Code: <b>1.700</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>ACA</b>	Issued: <b>06/06/1994</b>

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational  
2 goals of the school system. In discharging that responsibility, the Board has adopted the following goals  
3 in four primary areas: Instruction, personnel, students and operations.  
4

5 The Board shall develop policies to implement the goals within each area and shall annually review these  
6 goals and revise them as necessary so that each program will at all times support the stated goals.  
7

8 The director of schools is responsible for developing procedures and strategies to implement the goals  
9 of the Board.  
10

## 11 **INSTRUCTION**

- 13 1. To promote a plan for the organized improvement of school curriculum, including the articulation  
14 between elementary and secondary schools;
- 15 2. To provide offerings which explore a wide range of career and service opportunities;
- 16 3. To promote an integration of academic, physical, social and emotional growth experiences for  
17 each student; and
- 18 4. To promote the recognition of achievement in all endeavors (example, academic, athletic).  
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22

## 23 **STUDENTS**

- 25 1. To structure the overall instructional program to provide sufficient alternatives to meet a variety  
26 of individual needs and aspirations;
- 27 2. To ensure that each student's interests, capacities and objectives are considered in his/her learning  
28 program;
- 29 3. To develop a comprehensive program for disabled students providing the least restrictive pro-  
30 grams; and
- 31 4. To help students gain understanding of themselves, as well as skills and techniques in living and  
32 working with others and being responsible citizens.  
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**PERSONNEL**

- 1. To provide high quality performance by the staff, including both professional and support personnel;
- 2. To establish acceptable performance standards for all personnel;
- 3. To provide in-service training and professional growth experiences for teachers and administrators; and
- 4. To maintain an evaluation system for the improvement of the instructional system.

**OPERATIONS**

- 1. To make every effort to secure adequate funding for the educational program in support of the stated goals;
- 2. To maintain an adequate system of fiscal and business management;
- 3. To develop plans for the efficient use of school facilities; and
- 4. To ensure appropriate communication between the director of schools and the Board.

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Cross References:  
  
Fiscal Management Goals 2.100  
Business Management Goals 3.100  
Instructional Goals 4.100  
Personnel Goals 5.100  
Student Goals 6.100

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.700**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

The language corresponds to the current TSBA policy.

X

Developed Sample

District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date:
		Rescinds: <b>ACAA</b>	Issued: <b>06/06/1994</b>

1 The Board shall develop comprehensive, long-range plans based on the following:

- 2
- 3 1. Identifying and analyzing the major factors that affect what and how students learn;
  - 4
  - 5 2. Developing and implementing a written five-year plan to include a mission statement, goals,  
6 objectives and strategies;<sup>1</sup>
  - 7
  - 8 3. Establishing annual program improvement objectives, including major activities, expected out-  
9 comes, time-lines, responsible persons and required resources; and
  - 10
  - 11 4. Basing major budget decisions on long-range plans.
  - 12

13 The Board shall plan by means of an annual retreat with the director of schools and the staff. The purpose  
14 of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range  
15 plans, to determine which goals have been achieved, whether any new efforts are needed, and to review  
16 major issues that may affect the future. The Board shall also consider annual objectives and strategies  
17 proposed by the director of schools. An annual status report on these plans shall be submitted to the  
18 Commissioner of Education by September 1 of each year in the required format.<sup>1</sup>

19  
20 The director of schools shall develop necessary procedures, forms or other measures to implement the  
21 goals of this policy.

22  
23 A planning coordinator may be designated by the director of schools to help coordinate system-wide  
24 planning efforts, establish and coordinate an issues management process, aid district staff in developing  
25 specific plans, and monitor implementation schedules.

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32 \_\_\_\_\_  
33 Legal Reference:  
34 1. TRR/MS 0520-1-3-.03(16)

35 \_\_\_\_\_  
36 Cross References:  
37 Role of the Board of Education 1.101  
38 Qualifications/Duties of the Director of Schools 5.802

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.701**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

The district policy appears to be an outdated sample policy. The revised language corresponds to the current TSBA policy.

**LEGAL REFERENCE;**

**TRR/MS 0520-1-3-.03 (16) School Board Planning.**

- (a) Each local board of education shall develop, maintain, and implement a long-range strategic plan which addresses at least a five-year period of time. The plan shall be updated every two years and include a mission statement, goals, objectives and strategies, and address the State Board of Education master plan.
  
- (b) Each local board of education shall have each school under its jurisdiction, develop, maintain and implement a school improvement plan. The plan shall be updated every two years and include areas such as curriculum, instruction, professional development, and community partnerships and address the long range strategic plan of the local board of education.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Evaluation of School District</b>	Descriptor Code: <b>1.702</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>ACB</b>	Issued: <b>06/06/1994</b>

1 The basic features of the assessment of the school district shall be as follows:  
2

- 3 1. The form for self-assessment of each area of responsibility shall be designed to indicate strengths  
4 and weaknesses;
- 5
- 6 2. All resources, including personnel, shall be used in the process;  
7
- 8 3. Each evaluation shall be reported to the Board for its approval; and  
9
- 10 4. Board-approved reports shall become goals and objectives for each department for the forthcom-  
11 ing year.

12  
13 At least once each year, the Board shall assess the productivity within each area of responsibility and  
14 establish standards for each area.  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.702**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

This is TSBA's sample policy.

X

Developed Sample

District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Attendance Areas</b>	Descriptor Code: <b>1.703</b>	Issued Date:
		Rescinds:	Issued:

1 The Board shall establish school attendance areas and periodically review boundary adjustments. The  
2 director of schools shall enforce these areas as established by the Board.<sup>1</sup>

3  
4 The primary considerations governing the establishment of a school attendance area are:

- 5 1. The educational opportunity afforded students;
- 6 2. The capacity of each school; and
- 7 3. The geographic location of each school in relationship to the surrounding student population.

8  
9  
10 Students who use the school bus service must attend the school in the zone in which they reside. Stu-  
11 dents who use transportation other than the school bus service shall be permitted to attend any school  
12 which is appropriate for their level.  
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34 Legal Reference:

- 35 1. TCA 49-6-403(c)
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.703**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**49-6-403. Attendance and length of term. —**

(c) Local boards of education shall designate the schools which the pupils shall attend.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Charter Schools</b>	Descriptor Code: <b>1.704</b>	Issued Date: <b>03/03/2003</b>
		Rescinds: <b>AG</b>	Issued: <b>03/03/2003</b>

1     **SCOPE**

2  
3     This policy shall apply to Sponsors and potential Sponsors of newly created public charter schools. It  
4 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-  
5 13-106 (b) (2).

6  
7     **DEFINITION**

8  
9     A charter school shall be a public, nonsectarian, non-religious, non-homebased school which operates  
10 within a public school district. It shall be subject to all state and federal laws and constitutional provi-  
11 sions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin,  
12 religion, ancestry or need for special education services.<sup>1</sup>

13  
14     The purposes of charter schools are to:<sup>2</sup>

- 15  
16     (1) Improve learning for all students and close the achievement gap between high and low students;  
17  
18     (2) Provide options for parents to meet educational needs of students in high priority schools;  
19  
20     (3) Encourage the use of different and innovative teaching methods, and provide greater decision mak-  
21 ing authority to schools and teachers in exchange for greater responsibility for student performance;  
22  
23     (4) Measure performance of pupils and faculty, and ensure that children have the opportunity to reach  
24 proficiency on state academic assessments;  
25  
26     (5) Create new professional opportunities for teachers; and  
27  
28     (6) Afford parents substantial meaningful opportunities to participate in the education of their chil-  
29 dren.

30  
31     **APPLICATION PROCESS**<sup>3</sup>

32  
33     A sponsor seeking Board approval of an initial charter school application must complete the form provided  
34 by the Tennessee Department of Education as well as provide a list of requirements that the sponsor wants  
35 to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the  
36 purpose prescribed by law for the formation of a charter school and the proposed charter school will be  
37 able to implement a viable program of quality education for its students. In the case where a traditional  
38 public school is seeking to convert to a charter school, the application must include documents showing  
39 the necessary parental or teacher support.

40  
41     Applications must be submitted to Board on or before 4:30 p.m. on October 1 of the year preceding  
42

1 the year in which the proposed charter school plans to begin operation as a public charter school. Ap-  
2 plications will be accepted only between September 1 and October 1. If the 1st of October falls on a  
3 Saturday, Sunday or holiday on which the school district offices are closed, applications will be accepted  
4 on the previous business day on or before 4:30 p .m Late applications will not be accepted, without  
5 exception.

## 6 **REVIEW TEAM**

7  
8 The Board shall appoint a review team to assist in reviewing and evaluating charter school applications.  
9 The team shall be composed of: members of the administrative staff for the district; community members;  
10 and a member of the Board. At the last Board meeting in July each year, the Director of Schools shall  
11 make a recommendation to the Board of which members of his administrative staff should be appointed to  
12 the team. The Board shall name the members of the team at its first meeting in August of each year. The  
13 Board shall designate a chairman of the review team as the contact person for answering questions about  
14 the application process and receiving applications.

15  
16 The Board shall require a procedure of receiving, reviewing and ruling on applications for the establishment  
17 of charter schools. The procedure must include a timeline for the application and review process and the  
18 means for reviewing and evaluating each application, including the criteria on which the decision to grant  
19 or deny a charter will be based. A copy of the procedure, including the review criteria, shall be available  
20 to any interested party upon request.

21  
22 The review team shall:

- 23 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 24 2. Recommend one of the following options to the Board for each application: approve, reject, or reject  
25 with stipulations for reconsideration;
- 26 3. Monitor charter school progress; and
- 27 4. Make recommendations for revocation, renewal or non-renewal of charter contracts.

## 28 **APPROVAL, DENIAL OF APPLICATION** <sup>4</sup>

29  
30 The Board shall rule by resolution on the approval or denial of a charter application within sixty (60)  
31 days of receipt of the completed application.

### 32 **Approval**

33  
34 If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the Board,  
35 through its designee within the district administration. The Sponsor of a public charter school that is ap-  
36 proved by the Board shall enter into a written agreement with the Board, which shall be binding on the  
37 charter schools' governing body. This agreement, known as the charter agreement, shall be in writing  
38 and shall include all aspects of the Sponsor's approved application as well as any reporting requirements  
39 prescribed under state or federal laws.

40  
41 To warrant adoption, charter schools must promote and implement new and innovative practices and  
42 conditions in delivering public education not typically found in traditional public schools. All charter  
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1 schools that include high schools (grades 9-12) must be SACS accredited. It is expected that the candi-  
2 date school status for accreditation will be received during the first year of the charter school operation.

3 Charter schools approved by the Board of Education are expected to implement the application as sub-  
4 mitted and approved. Substantial deviations from the approved application may result in revocation of  
5 the Charter by the Board.

6  
7 Charter schools approved by the Board are expected to operate with knowledge of and compliance with  
8 all rules, regulations, statutes and policies relevant to that charter school's operations; including but not  
9 limited to instruction, human resources, communication, administration, business services, facilities and  
10 operations, transportation, food services, safety and student discipline. The Board should not be expect-  
11 ed to provide services to charter schools that are not requested during the application process except for  
12 those services that are required under state or federal laws. Services agreed to be provided to the charter  
13 schools by the Board shall be provided at Board actual cost.

14  
15 The Governing Body of an approved public charter school shall make a written report to the Board an-  
16 nually between August 1 and September 1. This reporting requirement shall begin in the year after the  
17 year in which the public charter school begins operation. This annual report shall include: a report on  
18 the progress of the school in achieving its goals, objectives, pupil performance standards, content stan-  
19 dards, and all other terms of the charter agreement; and a financial statement disclosing the financial  
20 health of the school including the costs of the administration, instruction and other spending categories  
21 of the school.

22  
23 New public charter schools, conversion schools, and all renewals of charter agreements are approved for  
24 ten year periods. However, following the fifth year of a charter school's initial period of operation or the  
25 fifth year of any renewal of a charter school agreement, the LEA must conduct an interim review of the  
26 charter school according to the guidelines developed by the Department of Education.

27  
28 Between October 15 and November 15 of the year prior to the year in which the charter agreement  
29 expires, the governing body of a public charter school shall submit a renewal application to the Board.  
30 The Board shall make its renewal decision based on the progress of the school towards its stated goals  
31 and on the financial status of the school.

32  
33 The Board may revoke or deny renewal of a public charter school agreement for any of the reasons enu-  
34 merated in TCA 49-13-122.

### 35 36 **Denial**

37  
38 Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to submit  
39 an amended application to correct the deficiencies. The Board shall have fifteen (15) days either to deny  
40 or to approve the amended application.

41  
42 A denial of an application for new schools formed to address low performers by the Board may be ap-  
43 pealed by the sponsor, within ten (10) days of the final decision to deny to the State Board of Education.

#### 44 45 Legal References:

- 46 1. TCA 49-13-105; TCA 49-13-111(1) - (4)(b)(c)
- 47 2. TCA 49-13-106(1)(2)
- 48 3. TCA 49-13-107
- 49 4. TCA 49-13-108; TRR/MS 0520-14-1-.01 &.02

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.704</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td></td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample		District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	<p>This is TSBA's sample policy. It appears that the previous policy was also based on the TSBA sample policy.</p>
X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-13-111. Compliance.**—(a) A public charter school shall:

- (1) Operate as a public, nonsectarian, non-religious public school, with control of instruction vested in the governing body of the school under the general supervision of the chartering authority and in compliance with the charter agreement and this chapter;
  - (2) Meet the same performance standards and requirements adopted by the state board of education for public schools;
  - (3) Receive state, federal, and local funds from the local board of education; and
  - (4) Provide special education services for students as provided in chapter 10 of this title.
- (b) A public charter school shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, national origin, religion, ancestry, or need for special education services. A public charter school may not violate or be used to subvert any state or federal court orders in place in the local school district.
- (c) A public charter school shall comply with all applicable health and safety standards, regulations and laws of the United States and the state of Tennessee.

**TCA 49-13-105. Statutes, rules and regulations.**—(a) Public charter schools shall be part of the state program of public education.

(b) Except where waivers are otherwise prohibited in this act, the sponsor of a proposed public charter school may apply to either the LEA or to the commissioner of education for a waiver of any state board rule or statute that inhibits or hinders the proposed charter school's ability to meet its goals or comply with its mission statement. Neither the LEA nor the commissioner shall waive regulatory or statutory requirements related to:

- (1) Federal and state civil rights;
- (2) Federal, state, and local health and safety;
- (3) Federal and state public records;
- (4) Immunizations;
- (5) Possession of weapons on school grounds;
- (6) Background checks and fingerprinting of personnel;

- (7) Federal and state special education services;
- (8) Student due process;
- (9) Parental rights;
- (10) Federal and state student assessment and accountability;
- (11) Open meetings; and
- (12) At least the same equivalent time of instruction as required in regular public schools.

**TCA 49-13-106. Creation or conversion of charter schools.**—(a) Public charter schools may be formed to:

- (1) Provide alternatives for students in schools failing to make adequate yearly progress, as defined by the state's accountability system; public charter schools created pursuant to Section 6(b)(2)(A) or (B) to address these needs are not subject to appeal to the state board of education.
- (2) Address the unique needs of students eligible for special education services as identified by federal guidelines or provide local school systems the option to work in concert with the state's public higher education teacher training institutions, not to exceed a combined total of nine (9) sites per year. At least seventy-five percent (75%) of the prospective student population, as specified in a proposed charter with a higher education teacher training institution, will be:
  - (A) Students who were previously enrolled in a school failing to make adequate yearly progress, as defined by the state's accountability system; or
  - (B) Students who are failing to make adequate yearly progress upon initial eligibility for enrollment in the charter school, as defined by the state's accountability system; or
  - (C) Students who are eligible for free or reduced price school lunch programs.
 Public charter school applications designed to address these needs must be based on an agreement with the LEA and are not subject to appeal to the state board of education.
- (b) A public charter school may be formed by creating a new school or converting an eligible public school to charter status pursuant to the provisions of this act.

**TCA 49-13-107. Application process.**— On or before November 15 of the year preceding the year in which the proposed public charter school plans to begin operation, the sponsor seeking to establish a public charter school shall prepare and file with the local board of education an application providing the following information and documents:

- (1) A statement defining the mission and goals of the proposed public charter school;
- (2) The proposed instructional goals and methods for the school, which, at a minimum, shall include teaching and classroom instruction methods that will be used to provide students with the knowledge, proficiency, and skills needed to reach the goals of the school;
- (3) A plan for evaluating student academic achievement at the proposed charter school and the procedures for remedial action that will be used by the school when the academic achievement of a student falls below acceptable standards;
- (4) An operating budget based on anticipated enrollment;
- (5) The method for conducting annual audits of the financial, administrative and program operations of the school;
- (6) A timetable for commencing operations as a public charter school which shall provide for a minimum number of academic instruction days, which shall not be fewer than those required by statute;
- (7) The proposed rules and policies for governance and operation of the school;

- (8) The names and addresses of the members of the governing body;
- (9) A description of the anticipated student enrollment and the nondiscriminatory admission policies;
- (10) The code of behavior and discipline of the proposed charter school;
- (11) The plan for compliance with the applicable health and safety laws and regulations of the federal government and the laws of the state of Tennessee;
- (12) The qualifications required of employees of the proposed charter school;
- (13) The identification of the individuals and entities sponsoring the proposed public charter school, including their names and addresses;
- (14) The procedures governing the deposit and investment of idle funds, purchasing procedures, and comprehensive travel regulations;
- (15) The plan for the management and administration of the school;
- (16) A copy of the proposed by-laws of the governing body of the charter school;
- (17) A statement of assurance of liability by the governing body of the charter school;
- (18) Types and amounts of insurance coverage to be held either by the charter school or approved by the local board of education, including provisions for assuring that the insurance provider will notify the department of education within ten (10) days of the cancellation of any insurance it carries on the charter school;
- (19) The plan for transportation for the pupils attending the charter school; and
- (20) Information regarding financing commitments from equity investors or debt sources for cash or similar liquid assets sufficient to demonstrate that the charter school will have liquid assets sufficiently available to operate the school on an ongoing and sound financial basis. In lieu of cash or similar liquid assets, an applicant may provide a financial bond issued by a company authorized to issue surety bonds in Tennessee.

**TCA 49-13-108. Approval, denial of application.**—The provisions of this section shall apply only to applications for new charter schools under § 49-13-106(b)(1)(C).

- (1) The local board of education shall have the authority to approve applications to establish public charter schools and renew public charter school agreements. The local board of education shall rule by resolution, at a regular or special called meeting, on the approval or denial of a charter application within sixty (60) days of receipt of the completed application. Should the local board of education fail to either approve or deny a charter application within the sixty (60) day time limit herein prescribed, such application shall be deemed approved.
- (2) The local board of education shall not deny an application on the basis of that approval of the application might exceed the maximum number of public charter schools provided for in Section 6 of this act. The grounds upon which the local board of education based a decision to deny a public charter school application must be stated in writing, specifying objective reasons for the denial. Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to submit an amended application to correct the deficiencies. The local board shall have fifteen (15) day either to deny or to approve the amended application.
- (3) A denial by the local board of education of an application to establish a public charter school may be appealed by the sponsor, within ten (10) days of the final decision to deny to the state board of education. The appeal and review process shall be in accordance with the provisions of the subsection. Within sixty (60) days after receipt of the notice of appeal or the making of a motion to review by the state board and after reasonable public notice, the state board, at a public hearing attended by the board or its designated representative and held in the school district in which the proposed charter school has applied for a charter, shall review the decision of the local board of education and make its findings. If the state board finds that the local board's decision was contrary to the best interests of the pupils, school

district or community, the state board shall remand the decision to the local board of education with written instructions for approval of the charter. The decision of the state board shall be final and not subject to appeal. The LEA, however, shall be the chartering authority.

#### **TRR/MS 0520-14-1-.01 APPROVAL OF A CHARTER SCHOOL**

- (1) The commissioner of education shall provide an application for sponsors to use in applying for a public school charter as authorized under Section 6(b)(1) or (2) of the Tennessee Public Charter Schools Act of 2002.
- (2) The commissioner of education shall provide to the chartering authority (local board of education) sample scoring criteria addressing the elements of the charter school application specified in the Tennessee Public Charter Schools Act of 2002.
- (3) The chartering authority shall forward a copy of each application for a charter school to the commissioner of education and shall notify the commissioner immediately upon official action approving or denying approval of an application for a charter school. The commissioner of education shall notify the executive director of the state board of education of applications approved and denied by the chartering authority.
- (4) In the event that a sponsor submits an amended application, the chartering authority shall notify the commissioner of education immediately upon official action approving or denying approval of an amended application for a charter school. The commissioner of education shall notify the executive director of the state board of education of amended applications denied by the chartering authority.

#### **TRR/MS 0520-14-1-.02 APPEALS**

- (1) The sponsor may appeal a decision by the chartering authority to deny an amended application for a newly created public school, created for the purpose of providing alternatives for students in schools failing to make adequate yearly progress, to the state board of education within 10 days. The sponsor shall forward the amended application to the executive director of the state board of education. The state board of education may request additional documentation from the sponsor and the chartering authority.
- (2) In reviewing the amended application, that state board of education shall use the sample scoring criteria provided by the commissioner of education to the local boards of education. In reviewing the amended application, that state board of education shall review the decision of the local board of education.
- (3) Within 60 days after receipt of the notice of appeal or the making of a motion to review by the state board and after reasonable public notice, the state board of education shall hold a public hearing, attended by the board or its designated representative, in the school district in which the proposed charter school has applied for a charter. Subsequently, but within the 60 days, the state board of education shall review the decision of the local board and shall forward its findings to the local board of education.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>AEA</b>	Issued: <b>06/06/1994</b>

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the direc-  
2 tor of schools, an official school calendar for the succeeding school year<sup>1</sup>. The calendar will identify  
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may  
4 be revised by the Board, upon recommendation of the director of schools, due to inclement weather or  
5 other factors.

6  
7 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- 8  
9 A minimum of 180 student attendance days;  
10 A minimum of five (5) days in-service education for all certificated personnel;  
11 One (1) day for parent-teacher conferences;  
12 Ten (10) days paid vacation for all certified personnel; and  
13 Four (4) discretionary days.

14  
15 Extended contracts shall include twenty (20) days for each additional month employed.

16  
17 The director of schools shall plan each year's program accounting for a 200-day year and shall recom-  
18 mend it to the Board for approval. The calendar shall be distributed to the school staff at the opening  
19 of the school term.

## 20 21 **STUDENT ATTENDANCE DAYS**

22  
23 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclem-  
24 ent weather, the time lost shall be made up to the required minimum unless otherwise approved by the  
25 State Department of Education.

## 26 27 **IN-SERVICE EDUCATION**

28  
29 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
30 (6) hours of planned activities.<sup>2</sup>

## 31 32 **DISCRETIONARY DAYS**

33  
34 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as  
35 student attendance days, in-service days or administrative days, which may be used by administrators,  
36 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,  
37 parent-teacher conferences and other classroom functions.<sup>1</sup>

38  
39 Legal References:

- 40 1. TCA 49-6-3004  
41 2. State Board of Education Guidelines for Planning  
Approvable In-Service Education Activities

Cross References:

- Compensation Guides and Contracts 5.110  
In-Service & Staff Development Opportunities 5.113  
Attendance 6.200

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.800**

*District Sources Consulted: Contract Article 30-31*

**Policy Recommendations:**

*Editor's Comments:*

This is the TSBA sample policy.

X	Developed Sample
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X	District policy used
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	Customize as indicated
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	<b>MANDATED BY LAW</b>
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**LEGAL REFERENCE:**

**TCA 49-6-3004. School term.**—(a) Each public school system shall maintain a term of not less than two hundred (200) days, divided as follows:

- (1) One hundred eighty (180) days for classroom instruction;
- (2) Ten (10) days for vacation with pay for a two hundred (200) day term, eleven (11) days for vacation with pay for a two hundred twenty (220) day term, and twelve (12) days for vacation with pay for a two hundred forty (240) day term;
- (3) Five (5) days for in-service education;
- (4) One (1) day for teacher-parent conferences; and
- (5) Four (4) other days as designated by the local board of education upon the recommendation of the director of schools.

**State Dept. of Education Guidelines for Planning Approvable In-service Education Activities, 1997.**

**System In-service Plans**

In-service education shall be consistent with the Professional Development Policy of Tennessee Schools.

The development of a comprehensive in-service plan is a significant educational endeavor for each local school system. A minimum of five (5) days of in-service education, each of which shall be equivalent to not less than six (6) hours of activities, shall be developed. All five (5) of these days shall be identified in the annual school calendar. In-service credit shall not be allowed for participation in activities which are scheduled during regular teaching days or at any time for which participants are being paid for other than In-service reasons.

A recommended sequence for developing system-wide in-service education programs is to (1) assess needs, (2) establish priorities, (3) develop objectives, (4) design in-service activities, and (5) evaluate. The system-side plan should reflect the assessed needs of all professional staff.

**Designing Approvable Activities**

Resources and appropriate instructional strategies needed to achieve specific objectives must be identified when designing approvable in-service activities. A variety of possible strategies and activities should be included.

**Local In-service Committee**

A committee composed of representatives from each of the following categories shall comprise the system-wide in-service planning committee membership: superintendent or designee; instructional supervisor; principal; and teacher. Adequate representation of teaching staff is critical to the successful implementation of the plan. If possible, a college or university consultant, parent or other appropriate representatives should be involved.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Day</b>	Descriptor Code: <b>1.801</b>	Issued Date:
		Rescinds:	Issued:

1 The minimum length of the school day shall be seven (7) hours total for all grades.<sup>1</sup>

2  
3 All teachers shall be on duty at least seven and one-half (7 1/2) hours and such additional time as the  
4 administrative organization requires.<sup>2</sup>

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32 \_\_\_\_\_  
33 Legal References:  
34 1. TRR/MS 0520-1-3-.02(1)(a)  
35 2. TRR/MS 0520-1-3-.03(1)

32 \_\_\_\_\_  
33 Cross References:  
34 Staff Time Schedules 5.602  
35 Staff Meetings 5.603

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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.801**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

- |   |                        |
|---|------------------------|
| X | Developed Sample       |
|   | District policy used   |
|   | Customize as indicated |
|   | <b>MANDATED BY LAW</b> |

**LEGAL REFERENCE:**

**TRR/MS 0520-1-3-.02 Organization of Schools**

(1) Length of School Day for Students.

(a). The minimum length of the school day for students shall be 6-1/2 hours.

**TRR/MS 0520-1-3-.03 Administration of Schools**

(1) Teacher Assignment. Teachers shall be on duty at least seven hours per day and such additional time as the administrative organization requires.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Emergency Closings</b>	Descriptor Code: <b>1.8011</b>	Issued Date:
		Rescinds: <b>AFC</b>	Issued: <b>04/03/2000</b>

1 The Board authorizes the director of schools to close schools in the event of hazardous weather or any  
2 other emergency which presents a threat to the safety of students, staff members or school property.<sup>1</sup>  
3

4 As soon as the decision to close schools is made, the director of schools will notify the public media  
5 and request that an announcement be made.  
6

7 If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities  
8 in which students are involved will be postponed or cancelled. Scheduled activities may take play with  
9 the knowledge and consent of both the director and (if applicable) the building principal. No employee  
10 or student shall be penalized for failure to participate in such an event.  
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37 Legal References:

38 1. TCA 49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)  
39  
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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.8011</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample	X	District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	<p>Additional language about activities was added from the district policy.</p>
X	Developed Sample								
X	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-6-3004. School term.** — (e)(1) . . . A local board of education or private or church related school which exceeds the full six and one-half (6 1/2) hour instructional time required by law by at least one-half (1/2) hour daily for the full academic year shall be credited with such additional instructional time. The excess instructional time shall be accumulated in amounts up to but not exceeding thirteen (13) instructional days each year and applied toward meeting instructional time requirements missed due to dangerous or extreme weather conditions. Upon approval by the Commissioner, the excess instructional time may be used in case of natural disaster, serious outbreaks of illness affecting or endangering students or staff, or dangerous structural or environmental conditions rendering a school unsafe for use. This excess accumulated instructional time may be used for early student dismissal for faculty professional development under rules promulgated by the board of education. Such time may be used in whole day six and one-half (6-1/2) hours increments and may be used for faculty professional development , M-Team meetings, S-team meetings, parent-teacher conferences, or other similar meetings. The board shall consult with the commissioner in developing the rules. All proposals for use of excess time for professional development shall be approved by the commissioner.

**TRR/MS 0520-1-3-.02(1)(b) Professional Development During the School Year.**

- (b) School systems may provide for professional development during the school day under one of the following options:
  - 1. School systems. School systems which elect to extend the school day to at least seven hours for the purpose of meeting instructional time requirements missed due to dangerous or extreme weather conditions, may allocate a portion of that extension for the purpose of early student dismissal for faculty professional development, as permitted in TCA 49-6-3004(3)(1), under the following conditions.
    - (i) Prior to the beginning of the school year, the school system shall designate how many days shall be allocated for dangerous or extreme weather conditions and how may shall be allocated for early student dismissals for faculty professional

development, M-team meetings, S-team meetings, parent/teacher conferences, or other similar meetings. The total number of days shall not exceed 13.

- (ii) Faculty professional development shall be consistent with standards and guidelines established by the State Board of Education.
- (iii) School systems shall submit their plans for the allocation of excess time for faculty professional development to the Commissioner of Education for approval.

2. Schools. School systems may adopt policies providing for individual schools to have school days of at least 7 hours in order to accumulate instructional time to be used for periodic early student dismissal for the purpose of faculty professional development. The following conditions shall apply to schools systems exercising this option:

- (i) Early dismissals shall not exceed the equivalent of 13 days and shall not exceed 3 1/2 hours in any week.
- (ii) Students shall attend schools 180 days.
- (iii) School systems shall submit their plans for the allocation of excess time for faculty professional development to the Commissioner of Education for approval.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Extended School Day/Year Programs and School Age Childcare</b>	Descriptor Code: <b>1.8012</b>	Issued Date:
		Rescinds:	Issued:

1 The Board authorizes the establishment and operation of Extended School Day/Year Programs in any  
2 of its schools to be conducted before and after the regular school day and during summer months and  
3 other times when school is not in session. Emphasis shall be placed upon extended education services  
4 for children even though fees are collected for school-age childcare. No Tennessee Foundation Pro-  
5 gram funds nor required TFP matching local funds may be used to support childcare provisions of the  
6 program.<sup>1</sup>

7  
8 The Board shall annually determine fees to be charged for attending the program, taking into consider-  
9 ation such factors as family income, number of children to participate in the program, and amount of  
10 service provided.

11  
12 If any school desires to operate such a program, the Board authorizes the use of student teachers<sup>2</sup> and  
13 Career Ladder II and III teachers as determined by the Board's extended contract plan.<sup>3</sup>

## 14 15 **OBJECTIVES**

### 16 17 *Program Objectives*

- 18
- 19 1. To provide an enriching and flexible curriculum.
- 20 2. To provide for the safety and health of children.
- 21 3. To effectively use school facilities.
- 22

### 23 24 *Educational Objectives*

- 25 1. More guidance and increased learning time.
- 26 2. Quality homework time.
- 27 3. Quantitative data information.
- 28

## 29 30 **ELIGIBILITY**

31 The only requirement for eligibility is that the student must be enrolled in the school system.

## 32 33 **OPERATION**

34  
35 The extended school day program shall operate on the regularly scheduled school days as follows:

36  
37 Before school - 6:00 a.m. - 7:45 a.m.

38 After school - 2:30 p.m. - 6:00 p.m.

39 Any full day session - 6:00 a.m. - 6:00 p.m.  
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Children may enroll in one or both of the sessions, depending on family needs. The program shall operate daily on a year-round basis, including snow days, teacher in-service days and during the summer. All centers will be closed for the following holidays:

Thanksgiving Day	Christmas Eve Day	New Year's Eve
	Christmas Day	New Year's Day

**USE OF FACILITIES**

Common areas in each school will be used by the program, including the gymnasium, cafeteria, library and hallways. The principal shall be responsible for assigning locations for use and alternate locations when designated areas are needed for regular school programs.

Instructional equipment shall be made available for the program with approval by the principal.

**PERSONNEL**

The Board shall establish a position of program director who shall be directly responsible to the director of schools. The Board shall determine responsibilities of the program director, one of which shall be to provide leadership in developing and maintaining the extended school day program.

Additional personnel may be employed as the Board deems necessary.

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Legal References:

1. TCA 49-2-203(b)(11)(A)
2. TCA 49-5-403(c)
3. TCA 49-5-5209

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.8012</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL BASIS:**

**TCA 49-2-203. Powers and duties.** — (b) The local board of education has the power to:  
 (11) Establish and operate before-and-after school care programs in connection with any schools, before and after the regular school day and while school is not in session. No Tennessee foundation program school funds or any required local matching funds shall be used in connection with the operation of these programs, but the board may charge a fee of any child attending a before-and-after school care program. In these programs, the board may use teachers on such extended program assignments as may be authorized by §49-5-5209 and policies established pursuant thereto;

**TCA 49-5-403. Teachers —Licenses required.**— (c) This section does not apply to a student teacher. As used in this section, "student teacher" means a student enrolled in an institution of higher learning approved by the state board of education for teacher training and who is jointly assigned by such institution of higher learning and the local board of education to perform practice teaching under the direction of a regularly employed and licensed teacher. A student teacher, while serving a non-salaried internship under the supervision of a licensed teacher, shall be accorded the same protection of the laws as that accorded a licensed teacher, and shall, while acting as such student teacher, comply with all rules and regulations of such board of education and observe all duties of teachers as set forth in §49-5-201. A student teacher who has been jointly assigned to a before-and-after school care program and who performs in a non-salaried internship under the direction of a regularly employed teacher shall, while serving in this position, be accorded the same protection of the laws as is accorded a licensed teacher, specifically including protections under title 29, chapter 20.

**TCA 49-5-5209. — Additional duties of career level teachers.**— (4) In addition to the foregoing, career level II and III teachers may perform other activities consistent with the plan called for in subsection (b), including, but not limited to, teaching in the adult education and literacy program and teaching in or administering before-and-after school care programs authorized by §49-2-203(b)(11).

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Section 504 and ADA Grievance Procedures</b>	Descriptor Code: <b>1.802</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>ABDD</b>	Issued: <b>06/06/1994</b>

1 The Board is committed to maintaining equitable employment/educational practices, services, programs  
2 and activities that are accessible and usable by qualified individuals with disabilities.

## 3 4 **DEFINITION**

5  
6 *Section 504 of the Rehabilitation Act of 1973* provides that : No otherwise qualified individual with  
7 handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation  
8 in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving  
9 federal financial assistance.<sup>1</sup>

10  
11 *Title II of the Americans with Disabilities Act, 1990* provides that : No otherwise qualified individual  
12 with a disability shall be discriminated against in regard to job application procedures, the hiring, ad-  
13 vancement, or discharge of employees, employee compensation, job training and other terms, conditions  
14 and privileges of employment.<sup>2</sup>

## 15 16 **COORDINATOR**<sup>3</sup>

17  
18 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out  
19 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any  
20 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that  
21 would be prohibited by the Acts.

## 22 23 **NOTICE**<sup>4</sup>

24  
25 The Board shall make available the name, office address and telephone number of the ADA/Section  
26 504 coordinator.

27  
28 Methods of initial and continuing notification may include the posting of notices, publication in news-  
29 papers and student and employee handbooks and distribution of memoranda or other written commu-  
30 nications.

## 31 32 **COMPLAINT PROCEDURE**<sup>5</sup>

33  
34 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted in writing to  
35 the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleg-  
36 ing any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all  
37 complaints within twenty (20) days with a written response as well as information on further grievance  
38 procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed  
39 resolution.

40  
41

**Section 504 Due Process Hearing Request**

At any time a complaining party may request a hearing before an impartial hearing officer designated by the LEA. The request for a hearing must be in writing and signed by the requesting party and sent to the the ADA/504 Coordinator. The LEA shall ensure that not later than forty-five (45) days after the receipt of a request for a hearing —

- a. a final decision is reached in the hearing; and
- b. a copy of the decision is mailed to each of the parties.

The hearing officer may grant specific extensions of the forty-five (45) day timeline at the request of either party.

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**Legal Reference:**

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170;172

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.802</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td style="text-align: center;">X</td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample	X	District policy used		Customize as indicated	X	<b>MANDATED BY LAW</b>	<p>This policy is a revision of the TSBA sample policy, and has been updated.</p>
X	Developed Sample								
X	District policy used								
	Customize as indicated								
X	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**34 CFR Section 504 of the Rehabilitation Act of 1973**

**§ 104.4 Discrimination prohibited.**

(a) General. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

**42 USCA Americans With Disabilities Act**

**§ 12112 Discrimination**

**(a) General rule**

No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

**28 CFR The Americans With Disabilities Act**

**§ 35.107 Designation of responsible employee and adoption of grievance procedures.**

(a) Designation of responsible employee. A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this

paragraph.

(b) Complaint procedure. A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

## **28 CFR The Americans With Disabilities Act**

### **§ 35.106 Notice**

A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.

## **34 CFR Section 504 of the Rehabilitation Act of 1973**

### **§ 104.8 Notice**

(a) A recipient that employs fifteen or more persons shall take appropriate initial and continuing steps to notify participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, and unions or professional organizations holding the collective bargaining or professional agreements with the recipient that it does not discriminate on the basis of handicap in violation of section 504 and this part. The notification shall state, where appropriate, that the recipient does not discriminate in admission or access to, or treatment or employment in, its programs and activities. The notification shall also include and identification of the responsible employee designated pursuant to

§104.7(a). A recipient shall make the initial notification required by this paragraph within 90 days of the effective date of this part. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and magazines, placement of notices in recipient's publication, and distribution of memoranda or other written communications.

(b) If a recipient publishes or uses recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants or employees, it shall include in these materials or publications a statement of the policy described in paragraph (a) of this section. A recipient may meet the requirement of this paragraph either by including appropriate inserts in existing materials and publications or by revising and reprinting the materials and publications.

**28 CFR The Americans With Disabilities Act****§ 35.170 Complaints**

(a) Who may file. An individual who believes that he or she or a specific class of individuals had been subjected to discrimination on the basis of disability by a public entity may, by himself or herself or by an authorized representative, file a complaint under this part.

(b) Time for filing. A complaint must be filed not later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the designated agency for good cause shown. A complaint is deemed to be filed under this section on the date it is first filed with any Federal agency.

(c) Where to file. An individual may file a complaint with any agency that he or she believes to be the appropriate agency designated under subpart G of this part, or with any agency that provides funding to the public entity that is the subject of the complaint or with the Department of Justice for referral as provided in § 35.171(a)(2).

**§ 35.172 Resolution of complaints**

(a) The designated agency shall investigate each complete complaint, attempt informal resolution, and if resolution is not achieved, issue to the complainant and the public entity a Letter of Findings, that shall include —

- (1) Findings of fact, and conclusions of law;
- (2) A description of a remedy for each violation found; and
- (3) Notice of the rights available under paragraph (b) of this section.

(b) If the designated agency finds noncompliance, the procedures used in §§ 35.173 and 35.174 shall be followed. At any time, the complainant may file a private suit pursuant to section 203 of the Act, whether or not the designated agency finds a violation.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Tobacco-Free Schools</b>	Descriptor Code: <b>1.803</b>	Issued Date:
		Rescinds: <b>BBDC</b>	Issued: <b>10/03/2007</b>

1 All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school  
2 district's buildings.<sup>1</sup> Smoking shall be prohibited in any public seating areas, including but not limited  
3 to, bleachers used for sporting events, or public restrooms.<sup>2</sup>

4  
5 The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles,  
6 owned, leased or operated by the district.

7  
8 District employees and students enrolled in the district's schools will not be permitted to use tobacco  
9 or tobacco products, including smokeless tobacco, while they are participants in any class or activity in  
10 which they represent the school district.

11  
12 Any student who possesses tobacco products shall be issued a citation by the school principal/resource  
13 officer.<sup>3</sup> The director of schools, in cooperation with the juvenile court and the local (police/sheriff's  
14 department), is responsible for developing procedures for issuance of the citations which shall include  
15 the form and content of citations and methods of handling completed citations.

16  
17 Parents and students shall be notified of this citation requirement at the beginning of each school year.

18  
19 Signs will be posted throughout the district's facilities to notify students, employees and all other persons  
20 visiting the school that the use of tobacco and tobacco products is forbidden.<sup>1</sup> The following notice  
21 shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting  
22 events: *Smoking is prohibited by law in seating areas and in restrooms.*<sup>2</sup>

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32 \_\_\_\_\_  
33 Legal Reference:

- 34 1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994  
35 2. TCA 39-17-1604(6)(10); TCA 39-17-1605; TCA 39-17-1606  
36 3. TCA 39-17-1505

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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.803</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">X</td> <td>Developed Sample</td> </tr> <tr> <td></td> <td>District policy used</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample		District policy used	X	Customize as indicated		<b>MANDATED BY LAW</b>	Statutory enforcement language has been removed, as has the curriculum requirements. These are treated in code elsewhere.
X	Developed Sample								
	District policy used								
X	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**SECTION 1042. Nonsmoking Policy for children's Services**

(a) PROHIBITION.—After the date of the enactment of this Act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary or secondary education or library services to children.

(c) FEDERAL AGENCIES.—

(1) KINDERGARTEN, ELEMENTARY, OR SECONDARY EDUCATION OR LIBRARY SERVICES.— After the date of this enactment of this Act, no Federal agency shall permit smoking within any indoor facility operated by such agency directly or by contract, to provide routine or regular kindergarten, elementary, or secondary education or library services to children.

(f) CIVIL PENALTIES.—

(1) IN GENERAL.—Any failure to comply with a prohibition in this section shall be a violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both, as determined by the Secretary. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred. For the purpose of the prohibition in subsection (c), the term "person" shall mean the head of the applicable Federal agency or the contractor of such agency providing the services to children.

**TCA 39-17-1604. Places where smoking is prohibited.**— Smoking shall not be permitted and no person shall smoke in the following places:

(6) all public and private kindergartens, elementary and secondary schools. Adult staff members may be permitted to smoke outdoors but not within fifty (50) feet of any entrance to any building. Adults may also smoke in any fully enclosed adult staff residential quarters, but not in the presence of children attending such school;

(10) school grounds, provided, however, that after regular school hours, adults shall be allowed to smoke on the property surrounding the institution, but not blocking any entrance to any build-

ing. Such property shall not include any public seating areas, including, but not limited to, bleachers used for sporting events, or public restrooms.

**TCA 39-17-1505. Prohibited purchases by minors—Penalties.**—(a) It is unlawful for a person who has not attained eighteen (18) years of age to possess a tobacco product, to purchase or accept receipt of a tobacco product, or to present or offer to any person purported proof of age which is false, fraudulent, or not actually that person's own for the purpose of purchasing or receiving any tobacco product.

(b) Any person who violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in the Juvenile Court for the county in which the violation is alleged to have occurred. At the time of issuance of the citation, the tobacco product shall be seized as contraband by the law enforcement officer or school principal.

(c) A violation of this section shall be a civil offense, the penalty for which is a civil penalty of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00). Upon its determination that the person has violated this section, the Juvenile Court shall determine the amount of the civil penalty and shall order the destruction of the tobacco product. The Juvenile Court may in its discretion also impose community service work not to exceed fifty (50) hours for a second or subsequent violation within a one (1) year period.

**TCA 39-17-1605. "No smoking" signs**—(a) "No Smoking" signs, or the international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it, shall be prominently posted and properly maintained on each main building entrance where smoking is regulated by this act. Such "No Smoking" signs or "No Smoking" symbols shall be prominently displayed throughout the building to ensure that the public is aware of the restriction.

(b) The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events:

**Smoking is prohibited by law in seating areas and in restrooms.**

**TCA 39-17-1606. Penalty—Enforcement.**—(a) An institution violating any provisions of this act or failing to take reasonable measures to enforce this part commits a Class B misdemeanor, punishable only by a fine not to exceed five hundred dollars (\$500).

(b) Any law enforcement officer may issue a citation regarding a violation of this part.

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	<b>Drug-Free Workplace</b>	Descriptor Code: <b>1.804</b>	Issued Date:  
		Rescinds: <b>GAN</b>	Issued: <b>12/04/1995</b>

1 No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace  
 2 alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other  
 3 controlled substance, as defined in federal law.<sup>1</sup> “Workplace” shall include any school building or any  
 4 school premise; any school-owned or any other school-approved vehicle used to transport students to  
 5 and from school or school activities; and off-school property during any school-sponsored or school-  
 6 approved activity, event or function.

7  
 8 Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal  
 9 and referral for prosecution. <sup>2</sup>

10  
 11 The director of schools shall be responsible for providing a copy of this policy to all school system  
 12 employees.<sup>2</sup>

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37 Legal Reference:  
 38 1. Subtitle D Drug Free Workplace Act of 1988  
 39 2. 34 CFR § 86.201

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37 Cross Reference:  
 38 Drug and Alcohol Testing, Employees 5.403  
 39 Drug-Free Schools 6.307

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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.804</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Developed Sample</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">District policy used</td> </tr> <tr> <td style="text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Customize as indicated</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample		District policy used	X	Customize as indicated		<b>MANDATED BY LAW</b>	Specific drug screening language will be moved to Policy 5.403. A copy of this policy may be provided prior to the delivery of section 5, on request.
X	Developed Sample								
	District policy used								
X	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**Subtitle D—Drug-Free Workplace Act of 1988**

- (a) Drug-Free Workplace Requirement.— . . . That it will provide a drug-free workplace by—
- (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - (B) establishing a drug-free awareness program to inform employees about—
    - (i) the dangers of drug abuse in the workplace;
    - (ii) the person's policy of maintaining a drug-free workplace;
    - (iii) any available drug counseling, rehabilitation, and employee assistance programs;
    - (iv) the penalties that may be imposed upon employees for drug abuse violations;
  - (C) making it a requirement that each employee to be engaged in the performance of such contract be given a copy of the statement required by subparagraph (A);
  - (D) notifying the employee in the statement required by subparagraph (A), that as a condition of employment on such contract, the employee will—
    - (i) abide by the terms of the statement; and
    - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

**34 CFR § 86.201 What must SEA's and LEA's drug prevention program for employees include?**

- The SEA's and LEA's program for all employees must, at a minimum, include the following:
- (a) Standards of conduct applicable to employees that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any of its activities.
  - (b) A clear statement that disciplinary sanctions (consistent with local, State, and Federal law) up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct required by paragraph (a) of this section and a description of those sanctions. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

- (c) Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees.
- (d) A requirement that employees be given a copy of the standards of conduct required by paragraph (b) of this section.
- (e) Notification to employees that compliance with the standards of conduct required by paragraph (a) of this section is mandatory.
- (f) A biennial review by the SEA and LEA of its program to —
  - (1) Determine its effectiveness and implement changes to the program if they are needed; and
  - (2) Ensure that the disciplinary sanctions described in paragraph (b) of this section are consistently enforced.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Use of Electronic Mail (e-mail)</b>	Descriptor Code: <b>1.805</b>	Issued Date:
		Rescinds: <b>BJ</b>	Issued: <b>08/07/2007</b>

1 Electronic mail capability among board members and district staff exists for the purpose of enhancing  
2 communication to better perform tasks associated with their positions and assignments. Therefore all staff  
3 and board members who have access to the district network shall adhere to the following guidelines when  
4 sending or receiving messages via systemwide-electronic mail (e-mail):  
5

- 6 1. Because all computer hardware and software belong to the Board, all data including e-mail  
7 communications stored or transmitted on school system computers shall be monitored.  
8 Employees/board members have no right to privacy with regard to such data. Confidentiality  
9 of e-mail communication cannot be assured. E-mail correspondence may be a public record  
10 under the public records law and may be subject to public inspection.<sup>1</sup>  
11
- 12 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent  
13 requirements of the Open Meetings Act.<sup>2</sup>  
14
- 15 3. Staff/board members will be asked to sign an application for terms and conditions for *Use*  
16 *of the Internet*. Staff/board members shall not reveal their passwords to others in the network  
17 or to anyone outside of it. If anyone has reason to believe that a password has been lost or  
18 stolen or that e-mail has been accessed by someone without authorization, s/he shall contact  
19 the technology coordinator immediately.  
20
- 21 4. It is the responsibility of the sender not to violate copyright laws.  
22
- 23 5. Messages shall not be sent that contain material that may be defined by a reasonable person as  
24 obscene or that are racist, sexist or promote illegal or unethical activity.  
25

26 Any usage contrary to the above shall be reported immediately to the director of schools and may result  
27 in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary  
28 action may be taken.  
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37 Legal Reference:

- 38 1. TCA 10-7-512
  - 39 2. TCA 8-44-102
- 40  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.805**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

Policy BJ is identical to the TSBA sample policy. Internet use policies will be moved to sections 5 (Employees) and 6 (Students), as applicable.

**LEGAL REFERENCE:**

**TCA 8-44-102. Open meetings.** — (a) All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the constitution of Tennessee.

(c) Nothing in this section shall be construed as to require a chance meeting of two (2) or more members of a public body to be considered a public meeting. No such chance meetings, informal assemblages, or electronic communication shall be used to decide or deliberate public business in circumvention of the spirit or requirements of this part.

**TCA 10-7-512. Electronic mail communications systems — Monitoring of electronic mail communications — Policy required.** —

(a) On or before July 1, 2000, the state or any agency, institution, or political subdivision thereof that operates or maintains an electronic mail communications system shall adopt a written policy on any monitoring of electronic mail communications and the circumstances under which it will be conducted.

(b) The policy shall include a statement that correspondence of the employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection under this part.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Advertising and Distribution of Materials in the Schools</b>	Descriptor Code: <b>1.806</b>	Issued Date:
		Rescinds:	Issued:

- 1 No part of the school system, including the facilities, the name, the staff, and the students, shall be used  
2 for advertising or promoting the interests of any commercial, political or other non-school agency or  
3 organization except that:  
4
- 5 1. The school may cooperate in furthering the work of any non-profit, community-wide social ser-  
6 vice agency, provided that such cooperation does not restrict or impair the educational programs  
7 of the schools;  
8
  - 9 2. The school may participate in radio or television programs under acceptable commercial sponsor-  
10 ship when such programs are educationally beneficial;  
11
  - 12 3. Community, educational, charitable, recreational and other similar civic groups may advertise  
13 event pertinent to students' interests or involvement. Such advertisement, including the distribu-  
14 tion of materials, shall be subject to any procedures related to time, place and manner established  
15 by the principal;  
16
  - 17 4. The principal shall screen all materials prior to distribution to ensure their appropriateness. The  
18 principal may prohibit materials that:  
19
    - 20 a. would likely to cause substantial disruption of the operation of the school;
    - 21 b. violate the rights of others;
    - 22 c. are obscene, lewd or sexually explicit; or
    - 23 d. students would reasonably believe to be sponsored or endorsed by the school.  
24
  - 25 5. The school may, upon approval of the director of schools, cooperate with any governmental agency  
26 in promoting activities which advance the education or other best interests of the students;  
27
  - 28 6. Political literature shall not be distributed through the school to students, nor sent home to par-  
29 ents, nor placed in teachers' mail boxes, lounges, or on school premises;  
30
  - 31 7. Political signs for people who are running for public office shall not be allowed on school prop-  
32 erty except those being held by poll workers on election day; and  
33
  - 34 8. School publications may accept and publish paid advertising under procedures established by the  
35 director of schools.

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Cross References:

Board-Community Relations 1.500  
Vendor Relations 2.809  
Staff-Community Relations 5.606  
Student Publications 6.704

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.806**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

Large empty rectangular area for additional information or comments.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Use of School Name</b>	Descriptor Code: <b>1.807</b>	Issued Date:
		Rescinds:	Issued:

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No school or community organization, employee, student or other person may use the school name in any promotional manner or for personal benefit without prior approval of the Board.

\_\_\_\_\_  
Cross Reference:

Board-Community Relations 1.500

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 1.807**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X

Developed Sample

District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Registered Sex Offenders</b>	Descriptor Code: <b>1.808</b>	Issued Date:
		Rescinds:	Issued:

1 Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of  
2 any school in this district, except for the limited circumstances stated in this policy.<sup>1</sup>

3  
4 **EMPLOYMENT**

5  
6 An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible  
7 for employment within the school district.

8  
9 **PRESENCE ON SCHOOL PROPERTY**

10  
11 No registered sex offender, other than a student enrolled in the school in question, shall come on, about,  
12 or within 1,000 feet of a local school's property line except as provided below.<sup>2</sup> If any employee of the  
13 school district becomes aware of any registered sex offender's presence on school property, he/she shall  
14 immediately inform the principal, who shall direct the individual to leave the premises immediately. The  
15 principal shall request assistance from local law enforcement authorities if offender resists the principal's  
16 directives. If the registered sex offender repeats this restriction of coming on to school property, the prin-  
17 cipal may confer with legal counsel to take appropriate legal action.

18  
19 Neither this policy nor state law impose any duty upon a principal or any other employee of the local school  
20 district to review the sex offender registry for individuals who may come upon the property.

21  
22 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

23  
24 A parent or legal guardian of a child who is enrolled in the school may attend a conference or other sched-  
25 uled event or activity with school officials provided that the parent or legal guardian is participating in the  
26 conference, event or activity.

27  
28 An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking  
29 up a child or children enrolled in the school.

30  
31 Principals shall speak with the parent upon learning of their status as a sex offender to communicate the  
32 restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reason-  
33 able. The principal shall take all appropriate measures to protect the privacy of the sex offender's child.

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Legal References:

- 37 1. TCA 40-39-201, *et seq.*  
38 2. TCA 40-39-211 (a)

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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 1.808</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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X	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**40-39-201. Short title - Legislative findings.**

(a) This part shall be known as and may be cited as the “Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004.”

(b) The general assembly finds and declares that:

(1) Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are violent sexual offenders who present an extreme threat to the public safety. Sexual offenders pose a high risk of engaging in further offenses after release from incarceration or commitment, and protection of the public from these offenders is of paramount public interest;

(2) It is a compelling and necessary public interest that the public have information concerning persons convicted of sexual offenses collected pursuant to this part, to allow members of the public to adequately protect themselves and their children from these persons;

(3) Persons convicted of these sexual offenses have a reduced expectation of privacy because of the public’s interest in public safety;

(4) In balancing the sexual offender’s and violent sexual offender’s due process and other rights against the interests of public security, the general assembly finds that releasing information about offenders under the circumstances specified in this part will further the primary governmental interest of protecting vulnerable populations from potential harm;

(5) The registration of offenders, utilizing complete and accurate information, along with the public release of specified information concerning offenders, will further the governmental interests of public safety and public scrutiny of the criminal and mental health systems that deal with these offenders;

(6) To protect the safety and general welfare of the people of this state, it is necessary to provide for continued registration of offenders and for the public release of specified information regarding offenders. This policy of authorizing the release of necessary and relevant information about offenders to members of the general public is a means of assuring public protection and shall not be construed as punitive;

(7) The offender is subject to specified terms and conditions that are implemented at sentencing, or, at the time of release from incarceration, that require that those who are financially able must pay specified administrative costs to the appropriate registering agency, which shall retain these costs for the administration of this part and shall be reserved for the purposes authorized by this part at the end of each fiscal year; and

(8) The general assembly also declares, however, that in making information about certain offenders available to the public, the general assembly does not intend that the information be used to inflict retribution or additional punishment on any such offenders.

**40-39-211. Residential and work restrictions.**

(a) While mandated to comply with the requirements of this chapter, no sexual offender, as defined in § 40-39-202(16), or violent sexual offender, as defined in § 40-39-202(24), whose victim was a minor, shall knowingly establish a primary or secondary residence or any other living accommodation, or knowingly accept employment, within one thousand feet (1,000') of the property line on which any public school, private or parochial school, licensed day care center, or any other child care facility is located.

# Morgan County Board of Education Directory

## 2 - FISCAL MANAGEMENT

<b>Descriptor Code</b>	<b>Policy Title</b>	<b>Issued Date</b>
2.100	Fiscal Management Goals	00/00/00
<b>Budget</b>		
2.200	Annual Operating Budget	00/00/00
2.201	Line Item Transfer Authority	00/00/00
2.300	State and Federal Aid Eligibility Determination	00/00/00
<b>Revenue</b>		
2.400	Revenues	00/00/00
2.401	Gifts and Bequests	00/00/00
2.402	Investment Earnings	00/00/00
2.403	Personal Property Sales	00/00/00
2.404	School Support Organizations	00/00/00
2.500	Deposit of Funds	00/00/00
2.600	Bonded Employees	00/00/00
<b>Accounting</b>		
2.700	Accounting System	00/00/00
2.701	Financial Reports and Records	00/00/00
2.702	Inventories	00/00/00
2.703	Audits	00/00/00
<b>Expenditures and Purchasing</b>		
2.800	Expenditure of Funds	00/00/00
2.801	Petty Cash Accounts	00/00/00
2.802	Payroll Procedures	00/00/00
2.803	Salary Deductions	00/00/00
2.804	Expenses and Reimbursements	00/00/00
2.805	Purchasing	00/00/00
	Purchasing Authority	
2.806	Bids and Quotations	00/00/00
2.807	Requisitions	00/00/00
2.808	Purchase Orders and Contracts	00/00/00
2.809	Vendor Relations	00/00/00
2.810	Payment Procedures	00/00/00
2.900	Student Activity Funds Management	00/00/00

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Fiscal Management Goals</b>	Descriptor Code: <b>2.100</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DA</b>	Issued: <b>08/02/1999</b>

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*General*

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

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

1. To engage in advance planning, with broad-based staff and community involvement;
2. To establish levels of funding which will provide quality education for the system's students;
3. To use the available techniques for budget development and management;
4. To provide timely and appropriate information to all staff with fiscal management responsibilities; and
5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Legal Reference:

1. TCA 49-3-314 (C)(1); *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.100</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
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<b>MANDATED BY LAW</b>	

**LEGAL REFERENCE:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 19: Property Acquisition - General Fund***

... student activity funds should be used to supplement and not replace money necessary to fulfill the local board's obligation to provide an instructional program, property, equipment and staff development. Therefore the purchase of property from the general fund is limited only in that all expenditures from the general fund must supplement, not replace the board's required contributions.

**TCA 49-3-314. Distribution of state fund.**— (c) In order for any LEA to receive state education finance funds as set forth in this part, such system shall meet the following conditions and requirements. In order to enforce those conditions and requirements, the commissioner may, in the commissioner's discretion, withhold a portion or all of the state education finance funds which the LEA is otherwise eligible to receive.

- (1) No LEA shall use state funds to supplant total and local current operating funds, excluding capital outlay and debt service. The provisions of the preceding sentence shall not apply to a newly created LEA in any county where the county and city schools are being combined for a period of three (3) years after the creation of such LEA.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Annual Operating Budget</b>	Descriptor Code: <b>2.200</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DC</b>	

1 *General*

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

5  
6 *Central Office*

7 **PREPARATION PROCEDURES**

8  
9 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections  
10 requiring additional staffing, curriculum modifications, and additional facilities.

11  
12 The budget proposal should be balanced, consistent with board policy and contract conditions, to include  
13 provisions for:

- 14 • Programs to meet the needs of the entire student body
- 15 • Staffing arrangements adequate for proposed programs
- 16 • Maintenance of the district's equipment and facilities
- 17 • Efficiency and economy <sup>1</sup>

18  
19 Budget preparation shall be the responsibility of the director of schools. The director of schools will  
20 establish procedures for the involvement of staff, including requests from department heads and princi-  
21 pals, all of whom shall seek advice and suggestions from other staff and faculty members.

22  
23 The director of schools and the chairman of the board shall develop a budget preparation calendar no  
24 later than January 1 of the current school year. The calendar shall be used as a guide for coordinating  
25 the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems,  
26 and making budget decisions.

27 **HEARING AND REVIEWS**

28  
29 The proposed budget will be available for inspection by various interested citizens or groups in the of-  
30 fice of the director of schools.

31 **FINAL ADOPTION PROCEDURE**

32  
33 The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45)  
34 days prior to the actual date the budget is to be adopted by the county commissioners.<sup>2</sup>

35  
36 The director of schools shall file with the Commissioner of Education a copy of the budget within ten  
37 (10) days after its adoption.<sup>3</sup>

38 Legal References:

- 39 1. *Tennessee Internal School Uniform*  
40 *Accounting Policy Manual*; Section 4-19  
41 2. TCA 6-36-110, TCA 49-2-203(a)(10)  
3. TCA 49-2-301(b)(Z); TRR/MS 0520-1-2-.13(2)(a)

Cross Reference:

Executive Committee 1.301

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.200</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
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**LEGAL REFERENCE:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 19: Property Acquisition - General Fund***

. . . student activity funds should be used to supplement and not replace money necessary to fulfill the local board's obligation to provide an instructional program, property, equipment and staff development. Therefore the purchase of property from the general fund is limited only in that all expenditures from the general fund must supplement, not replace the board's required contributions.

**TCA 6-36-110. Powers and duties of director of schools.** — (5) Prepare budgets for the city school system for approval by the board of education and submission to the city manager for final consideration by the city council;

**TCA 49-2-203. — Powers and duties.**—(a) It is the duty of the local board of education to:

(10)(A)(i) Require the director of schools and chair of the local board to prepare a budget on forms furnished by the commissioner of education, and when the budget has been approved by the local board, to submit it to the appropriate local legislative body.

(ii) It is the intent of this provision to allow local governments the option to appropriate and allocate funds to make up for state cuts without being subject to a continuation of funding effort requirement as to those funds for any year during which the state reinstates the funding (or restores the previous cuts), and during any subsequent year should the state fail to restore the funding cuts.

(C) The provisions of subdivision (a)(10)(A)(ii) shall not apply to a newly created LEA in any county where the county and city schools are being combined for a period of three (3) years after the creation of such LEA. The county board of education shall submit its budget to the county legislative body no later than forty-five (45) days prior to the July term or forty-five (45) days prior to the actual date the budget is to be adopted by the county legislative body if such adoption is scheduled prior to July 1;

**TCA 49-2-301. Director of schools.**— (b) It is the duty of the board of education to assign to its director of schools the duty to:

(Z) File with the commissioner of education a copy of the budget adopted by the county or other appropriate local legislative body within ten (10) days after its adoption;

**TRR/MS 0520-1-2-.13(2) Fiscal Accountability Standards.**

(a) Within thirty (30) days of the beginning of each school year, each school system shall submit to the Commissioner of Education, on a form provided by the Department of Education, a complete and certified copy of its entire school budget for the current year.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Line Item Transfer Authority</b>	Descriptor Code: <b>2.201</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DCI</b>	Issued: <b>08/02/1999</b>

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*Central Office*

Line-item transfers within major categories shall be made upon the recommendation of the director of schools and approval by the Board.

Transfer between major budget categories shall be made with the approval of the County Commission.<sup>1</sup>

Legal Reference:

1. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983); *Bandy v. State ex. rel. Sullivan County Board*; 186 TN 11, 207 S. W. 2d 1011 (1948)

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.201</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td>Developed Sample</td> </tr> <tr> <td style="text-align: center;">X</td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td><b>MANDATED BY LAW</b></td> </tr> </table>		Developed Sample	X	District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	
	Developed Sample								
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	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**AGO 83-464 (October 26, 1983)**

This office has on more than one occasion opined that a County Commission may not make line item or categorical alterations in budgets submitted by a County Board of Education and has based this opinion on statutes of general application and decisional authority interpreting those statutes. T.C.A. Sec. 49-201(2); T.C.A. Sec. 49-214(11); Bandy v. State ex rel. Board of Education of Sullivan County, 186 Tenn. 11, 207 S.W.2d 1011 (1947); State ex rel. Boles v. Grace, 152 Tenn. 566, 280 S.W. 27 (1925); Opinion of the Attorney General of July 19, 1976 to Hewitt P. Tomlin, Jr.; Opinion of August 21, 1975 to James W. Chamberlain. Specifically, this office has stated:

- QUESTIONS:**
1. Can the Rutherford County Commission or any of its committees establish the amount to be allocated to various categories within the Rutherford County School Board's budget?
  2. Can the Budget and Finance Committee of the Rutherford County Commission require the Rutherford County School Board to reduce its budget request prior to the presentation of the budget request to the Commission as a whole?
  3. Should the Rutherford County Commission fail to approve a budget as proposed by the schools and direct the School Board to reduce its request to a certain given total amount, can the Commission legally refuse to approve a budget which is subsequently submitted to it by the Board and adopt a school budget not approved by the Board?

**OPINIONS:** 1. Neither the Rutherford County Commission nor any committee thereof may exercise a categorical or line item veto with respect to the county school budget and to the extent Chapter 49 of the Private Acts of 1979 authorizes such a procedure it is violative of Article 11, Section 8, of the Tennessee Constitution.

2. The Budget and Finance Committee of the Rutherford County Commission is without authority to require the Rutherford County School Board to reduce its budget request and to the extent Chapter 49 of the Private Acts of 1979 authorizes such a procedure it is violative of Article 11, Section 8, of the Tennessee Constitution.

3. Any revision to the school budget must be made by the school board and there must be concurrence between the school board and the county commission before a school budget may be considered adopted. To the extent that Chapter 49 of the Private Acts of 1979 authorizes contrary a procedure it is violative of Article 11, Section 8, of the Tennessee Constitution.

**ANALYSIS:** 1. Chapter 49 of the Private Acts of 1979, known as the '1979 Accounting and Budgeting Procedures law', enacted a procedure and organization for fiscal matters for Rutherford County. (FN1) Section 3(c) of Chapter 49 creates a County Budget and Finance Committee. Section 4(a) of the act provides in pertinent part:

The County Board of Education shall, after preparing its annual budget as now provided by law, file such budget together with supporting documentation including projected revenues on or before the 15th day of May with the Director of Accounts and Budgets for inclusion in the complete budget document to be presented to the Budget Committee.

Section 4(b) of Chapter 49 provides in pertinent part:

On or before June 15th the Budget and Finance Committee shall review and propose the annual budget.

\*\*\*

In preparing the budget, the Budget and Finance Committee may revise as it deems necessary the total amount of each major category the estimated budget requests made by the various departments, officials, offices, institutions and agencies of the County. The line items in various account categories of the County Board of Education's Budget shall be left to the County Board of Education.

\*\*\*

The Board of Education shall on or before seven (7) days prior to the July term of the Legislative Body adjust the line item required by changes made by the Budget and Finance Committee and report back to the Budget Committee.

Assuming that a county court or county council has exercised reasonable discretion in reducing the total proposed school budget, the question then becomes which body has the duty of adjusting the budget categories or line items to comply with the reduced budget. It is the opinion of this office that this duty rests with the county board of education. Opinion of July 7, 1977, to C.T. Ziegler.

This office has further stated that just as the County Commission has no such authority, neither would a committee of the Commission has that power. Opinion of November 20, 1978, to Tom Gore, Jr. ; Opinion of July 19, 1976, to Hewitt P. Tomlin, Jr.

The general law and the private law are therefore in clear conflict to the extent that the private act purports to authorize the Rutherford County Budget and Finance Committee to revise the total amount of each major category of the school budget submitted by the County Board of Education. The question raised by this conflict is whether Chapter 49 is violative of Article 11, Section 8 of the Tennessee Constitution which prohibits the suspension of general laws. (FN2) In a 1976 opinion this office opined that a similar private act was violative of Article 11, Section 8 and Chapter 49 presents no facial reasons for a contrary result. Opinion of July 19, 1976, to Hewitt P. Tomlin, Jr. (FN3)

2. In the opinion of this Office rendered November 20, 1978, to Tom Gore, Jr., it was concluded that a county budget committee is not empowered to take any official action relative to a county school budget unless the county has elected to submit to the application of a general statute of local application. Specifically, this office opined that a county budget committee can take no official action relative to the school budget prior to its submission to the county legislative body. To the extent that Chapter 49 attempts to empower the Rutherford County Budget and Finance Committee to mandate changes in the school budget it is violative of Article 11, Section 8 for the same reasons previously addressed.

3. This office is informed that the Rutherford County Commission disapproved a budget submitted by the Rutherford County School Board. Eventually there being no agreement between the Board and Commission over the budget the County Commission proceeded to draw up and adopt a budget which has never been approved by the school board. For reasons addressed in Analysis 1, hereinabove, and more fully explored in the Opinion of this Office of July 7, 1977 to E.T. Ziegler, it is clear that it is the duty of the school board to make adjustments in the school budget. As noted in that opinion:

Until the county governing body and the local board of education concur on the entire school budget, there is no adopted school budget, and the 'continuing budget' provisions of T.C.A. Sec. 49-605(F) come into effect.

While Section 4(d) of Chapter 49 of the Private Acts of 1979 empowers the Rutherford County Commission to 'alter or revise the proposed budget' for all departments and boards of the county this provision is violative of Article 11, Section 8 of the Tennessee Constitution in that general law as interpreted above conflicts with this authority.

**Bandy et al.,v. State ex rel. Board of Education of Sullivan County et al. 22 Beeler 11, 186 Tenn. 11, 207 S.W.2d 1011 Supreme Court of Tennessee. (Jan. 16, 1948)**

The Board of Education of Sullivan County filed its original injunction bill in the chancery court to restrain the county court of said county, and also a committee appointed by the court, from 'locating, erecting, or contracting to locate, build or erect a schoolhouse' upon a named parcel of land in the 10th or 11th civil district; that the defendants be further enjoined from making any expenditure of funds arising from the sale of certain school bonds issued pursuant to Code, sections 2557-2569 of the 1932 Code of Tennessee. They demurred to the bill upon several grounds, the substance of which will be stated and discussed later.

[186 TENN 13] The original bill alleges that in 1941 the quarterly county court, deeming it important that an additional high school be erected in the 'lower part of the county,' adopted a resolution authorizing the issuance and sale of bonds for that purpose. Bonds were accordingly sold to the extent of \$185,000 and the proceeds thereof made available to complete the project. The money was lodged with the county trustee.

The resolution above referred to provided that the location of the school would be decided by the Board of Education. The bonds were issued under the provisions of sections 2557-2569 of the 1932 Code and hence became a binding obligation without a referendum to the qualified voters of the county.

The Board selected a site for the school known in the record as the 'Vermont' site. Not long after the selection of the 'Vermont' site the erection of the school building was suspended due to the prosecution of the war, and shortage of materials, and was not considered again until the spring of 1947. In April, 1947, the quarterly county court, realizing that the amount of money on deposit with the trustee (\$185,000) was insufficient to erect and equip a modern school building, proceeded under Code, sections 2557-2569 to issue bonds to the extent of \$500,000. The money derived from the sale of this bond issue was also lodged with the trustee, as required by law. The funds being thus made available to erect and equip the high school, the Board of Education decided upon another location for the school, to wit, the 'Lynn Garden' site, and in October, 1947, awarded a contract to the Armstrong Construction Company of Kingsport, Tennessee. The total amount of the contract was \$395,000. This action of the Board was challenged by certain citizens by a bill in the chancery court at Kingsport in [186 TENN 14] which an injunction was sought to restrain the erection of the school upon the 'Lynn Garden' site. The suit was dismissed and the decree of the lower court affirmed.

The quarterly county court was evidently displeased with the action of the Board of Education in changing the location of the school from the 'Vermont' site to the 'Lynn Garden' site. The county court, immediately upon the selection of the latter site, undertook by resolution to appropriate the net proceeds from the two bond issues to the erection of a high school at 'Vermont,' and also appointed a committee to let the contract and supervise the work.

The Board of Education thereupon brought the present suit, alleging the foregoing facts, and secured an injunction restraining the county judge, the quarterly county court and the committee from interfering with its plans for the erection of the high school at the 'Lynn Garden' site. The Board claimed that the defendants had no authority to act in the premises; that the quarterly county court's appropriation of funds out of the special school fund in the hands of the trustee was wholly void. The substance of the demurrer which challenged the authority of the Board of Education is as follows:

- (a) 'The bill seeks to compel the Court to surrender its powers of general County government to the Board of Education.'
- (b) 'The Board of Education is acting without the approval of the County Court and is acting illegally.'
- (c) The Board of Education 'does not have the exclusive power to establish and build schools, or to buy sites, but must always have the approval of the Quarterly County Court in such matters.'

The chancellor overruled the demurrer and granted an appeal. The assignments of error present the identical [186 TENN 15] questions made in the demurrer. We think they are without merit.

The entire argument of appellants' counsel is based upon their contention that the county court, being a constitutional court, is supreme in its authority to the extent that the Board of Education can do nothing without its express approval.

[1] We readily concede that it is a constitutional court. But it is limited in its jurisdiction to such power as is 'expressly or by necessary implication \* \* \* conferred upon it by the Constitution.' *Prescott v. Duncan*, 126 Tenn. 106, 148 S.W. 229, 234. In this case the Court holds that the legislature may take from the county court all power not thus conferred upon it.

In *State v. True*, 116 Tenn. 294, 296, 95 S.W. 1028, 1032, it was held: 'The county court, whether quorum or quarterly, has only such powers and jurisdiction as are vested in it by statute,' etc. To the same effect see *Shelby County v. Memphis Abstract Co.*, 140 Tenn. 74, 206 S.W. 339, L.R.A.1918E, 939; *Railway Co. v. Wilson County*, 89 Tenn. 597, 158 S.W. 446.

There can be no doubt but that the quarterly court is given authority over general funds in the county treasury, which it may appropriate for purposes authorized by law. But there is no statute authorizing it to select sites upon which to erect school buildings, erect and equip the same, or superintend the expenditure of funds derived solely from the issuance of bonds under Code sections 2557 to 2569. These sections authorize the county court to issue bonds for erection of schoolhouses, and for repairing, furnishing and equipping them, which shall be known as 'school bonds', Sec. 2558, and the money arising from the sale shall be kept separate and apart from other funds and apportioned between the county and city. See Secs. [186 TENN 16] 2563-2566. The latter section, 2566, reads as follows: 'The proceeds of said sale of said bonds shall constitute a special fund to be known as 'special school fund,' which shall be kept by the trustee of said county and the treasurer of said city schools separate and apart from all other funds and shall be applied exclusively to purchase property for school purposes, to purchase sites for school buildings, to erect or repair school buildings and to furnish and equip school buildings, and to be used for no other purposes by the county board of education of said county or by the city board of education, which said city board shall have a right to draw warrants on said funds for said purposes only.'

It thus clearly appears that only the county board of education and the city board of education, as the case may be, are authorized to draw warrants on said fund for the purchase of sites for school buildings, or to repair, furnish and equip them.

[2][3] When the county court has once directed the issuance and sale of bonds for school purposes and lodged the proceeds thereof with the trustee, its authority ends, except to audit the accounts of the school board to see that there is no waste of public funds. There is no provision in the constitution giving the quarterly court any authority over public schools and school property. Whatever power it may claim or seek to exercise is derived solely from the legislature. If a power is not given it is said that it does not exist.

In *Wright v. State*, 171 Tenn. 628, 106 S.W.2d 866, 869, it was held: '\* \* \* the powers intrusted to the county courts emanate from the Legislature alone; hence when a power claimed for them is not conferred it must be held not to exist.'

[186 TENN 17] In *State ex rel. v. Groce*, 152 Tenn. 566, 280 S.W. 27, 28, it is expressly pointed out by Mr. Justice McKinney that 'the supervision and control of the schools of the county, the employment of teachers, the fixing of salaries, erecting of buildings, etc., is entirely taken from the county court and vested in the county board of education.'

Now in the light of this holding of the Court, and the statutes above referred to, it cannot be said that the acts of the county school board must have the approval of the quarterly court to render such acts legal. The only case cited by counsel for the appellants is *State ex rel. v. Brown*, 159 Tenn. 591, 21 S.W.2d 721. This was a 'taxpayers' suit to restrain the unlawful expenditure of public funds by the county court. It is true that the selection of a site for a public school by the county court was involved. But a careful reading of the opinion reveals the fact that there was no conflict of authority between the court and the county board of education. They were acting cooperatively. The only effect of this decision is that a taxpayer has no standing in court to question the authority of the county court to erect a schoolhouse where it is done in cooperation with the school board. The holding of the court in this case should be confined to its own facts.

The legislature has delegated to quarterly county courts many duties and responsibilities pertaining to the successful operation of our public schools. Code, Secs. 2346, 2347, 2557 to 2569. But they are given no authority to direct a county school board where it may erect, furnish and equip a high school building; nor are they clothed with power to make an appropriation out of funds arising [186 TENN 18] from the sale of school bonds and lodged with the county trustee for 'special school purposes.' Counsel for appellants have confused the authority of the quarterly county court over school funds arising from taxation and its authority over funds arising from the sale of school bonds. The argument is made that since the county court must approve a budget, which is prepared and submitted to it by the county board of education, that there can be no expenditure of money arising from the sale of bonds without the court's approval, citing Code, Secs. 2324, 2325. These Code sections, and various subsections, relate to duty imposed upon the county superintendent of schools. He is required by subsection (21) 'to make a written report, quarterly, to the county court, for the county board of education, of all receipts and expenditures of the public school funds,' etc., 'which shall be audited by the county judge and the finance committee of the county court.' Subsection (14) of Sec. 2325 requires that 'the county superintendent and chairman of the county board \* \* \* prepare a budget on forms furnished by the commissioner of education, and, when said budget has been approved by the board, to submit the same to the quarterly county court at the April term.'

[4] It will be noted that the foregoing Code sections confer no authority upon the quarterly court to prepare a budget nor draw warrants upon the fund for the payment of general school expenses. The county school board and superintendent prepare the budget and it is then submitted to the county court evidently to determine if the amount of the budget exceeds the total amount of money that has been raised by taxation for general school purposes. The money arising from the sale of school [186 TENN 19] bonds and lodged with the county trustee as a 'special school fund' to erect, repair and equip schoolhouses becomes no part of any county school budget. The argument, therefore, of counsel that because the quarterly court audits the school budget and must approve it and that it must also approve the expenditure of money arising from the sale of school bonds, is wholly without merit.

The assignments of error are overruled and the chancellor's decree is affirmed.

All concur.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>State and Federal Aid Eligibility Determination</b>	Descriptor Code: <b>2.300</b>	Issued Date:
		Rescinds: <b>DD</b>	Issued: <b>06/06/1994</b>

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*General*

In order to ensure comparability of services<sup>1</sup> from local and state funds in all of its schools, the Board shall ensure that:

1. A systemwide salary schedule is adopted annually;
2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis according to grade levels and need; and
3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis according to grade levels and need.

\_\_\_\_\_  
Legal Reference:

1. TCA 49-3-353

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.300</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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**LEGAL REFERENCE:**

**TCA 49-3-353. Conditions for receiving basic education program funds.**— (a) - In order for any local public school system to receive Tennessee BEP funds, such system shall meet the conditions and requirements set out in this section. In order to enforce the same, the commissioner may in the commissioner's discretion withhold a portion of all of the Tennessee BEP funds that the system is otherwise eligible to receive.

(b) Every local public school system shall meet the requirements of state law as to the operation of such system and of the rules, regulations, and minimum standards of the state board of education for the operation of schools.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>08/02/1999</b>
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*General*

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

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

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

**FEES**

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

**EXTENDED SCHOOL PROGRAM**

Extended school funds shall be collected at the individual schools and receipted and deposited in the school bank account. The principal shall report the collections and pay the Board by school check.<sup>5</sup>

**FINES**

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

**TUITION INCOME**

Tuition collected from nonresident students shall be placed in the system-wide school fund.

**RENTAL INCOME**

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

**GRANTS**

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

Legal References:

- 1. TCA 49-2-110(a)
- 2. TCA 67-6-102
- 3. TCA 49-6-3001(a) ; TCA 49-2-110(b)
- 4. TCA 49-2-114
- 5. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32
- 6. TCA 37-10-101; 102
- 7. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31

Cross References:

- Student Activity Fund Management 2.900
- Nonresident Students 6.204
- Student Solicitations/Fund-Raising 6.701
- Student Fees and Fines 6.709

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.400</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
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	Developed Sample								
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	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-2-110. Student activity funds.** — (a) The several schools may, if authorized by the particular board of education having jurisdiction over such school or schools, receive funds for student activities as hereinafter provided, and for events held at or in connection with the school, including contracts with other schools for interschool events and funds derived from such sources, shall be the property of the respective schools; however, the board of education granting such authorization shall provide for its school system reasonable regulations, standards, procedures, and an accounting manual covering the various phases of student body activity funds and other internal school funds accounting, including, but not limited to:

- (1) The bonding of those who are responsible for handling the funds;
- (2) The proper handling of cash receipts, the making of deposits, the management of funds, the expenditures of funds and the accounting for funds;
- (3) The auditing of funds;
- (4) The making of financial reports;
- (5) The carrying of necessary insurance;
- (6) The use of proper business and accounting forms;
- (7) The collection of state and federal taxes;
- (8) The purchase of supplies and equipment;
- (9) The powers and responsibilities of the principal of the school in connection with the handling of student body activity funds and other internal school funds;
- (10) The preparation of a student body activity fund budget and the budgetary control of expenditures; and
- (11) Ways and means of evaluating and improving all phases of student body financial activities and the handling of other internal school funds in accordance with accounting practices and procedures as are generally recognized in public school systems.

**TCA 67-6-102. — Definitions**—(25)(H) Notwithstanding the exemptions provided by 67-6-322 and 67-6-329 for sales to schools, "retail sale" and "sale at retail" subject to tax include any sale of tangible personal property or taxable services to a public or private school, grades kindergarten through twelve (K-12), or schools support group, where such property or services are intended for resale by the school

or school support group. Resales of such tangible personal property or taxable services by such school or school support group shall not be subject to tax. If for any reason a vendor does not collect and remit tax to the department on the sale of these items to the school or school support group, then the school or school support group shall be liable for use tax based on the purchase price of the items. This subdivision (25)(H) does not apply to sales of school books and school lunches;

**TCA 49-6-3001. School age—Entrance—Attendance—Withdrawal.**— (a) The public schools shall be free to all persons above the age of five (5) years, or who will become five (5) years of age on or before September 30, residing within the state.

**TCA 49-2-110. Student activity funds.**— (c) The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the board of education, and no fees or tuitions shall be required of any student as a condition to attending the public school, or using its equipment while receiving educational training.

**TCA 49-2-114. Waiver of school fees.**— (a) Local education agencies shall establish, pursuant to rules promulgated by the state board of education, a process by which to waive all school fees for students who receive free or reduced price school lunches.

(b) "School fees" are defined as:

- (1) Fees for activities that occur during regular school hours;
- (2) Fees for activities and supplies required to participate in all courses offered for credit or grade;
- (3) Fees or tuition applicable to courses taken during the summer by a student; except that non resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and
- (4) fees required for graduation ceremonies.

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 32: Donations and Other Miscellaneous Revenues/Receipts - Extended School Program (ESP)***

**Extended School Program (ESP)**

When ESP money is collected at the individual schools, there are various methods of collecting and recording the money. One method is to receipt and deposit the money in a school bank account, just as other internal school money. The principal then reports these collections and pays ESP money to the board of education by school check. Since the school is acting only as a collection agency for the board of education, this activity will not affect any revenue or expenditure accounts. The bookkeeper should record these transactions in the general journal by making the appropriate debits and credits in the cash and liability accounts. These fund should be audited by the activity fund auditor for internal control and compliance requirements.

Another method is for the school to issue board of education receipts and deposit the money directly into a special board of education account set up for this purpose. The school is still acting as a collection agent for the board of education; however, with this method, the school would not record anything in the activity fund records. A drawback to this method is that the auditor for the board of education would have additional work in testing the internal control structure of each school who collects money for the board of education in this manner.

**TCA 37-10-101. Recovery for injury or damage by juvenile.**— (Any municipal corporation, county, township, village, school district or department of this state, or any person, or any religious organization, whether incorporated or unincorporated, shall be entitled to recover damages in an action in assumpsit in an amount not to exceed ten thousand dollars (\$10,000) in a court of competent jurisdiction from the parents or guardian of the person of any minor under eighteen (18) years of age, living with the parents or guardian of the person who shall maliciously or willfully cause personal injury to such person or destroy property, real, personal or mixed, belonging to such municipal corporation, county, township, village, school district or department of this state or persons or religious organizations.

**TCA 37-10-102. Limitation on amount of recovery.**— The recovery shall be limited to the actual damages in an amount not to exceed ten thousand dollars (\$10,000) in addition to taxable court costs.

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 31: Donations & Other Miscellaneous Revenues/Receipts - Grants***

**Grants**

The board of education must establish policies regarding direct application for grants by individual schools. Upon board authorization, individual principals may apply for grants. A separate restricted fund account must be established when grants are received directly by internal school funds. All related cash receipts and disbursements must be recorded in this account. In addition, a grant activity schedule as described in the accounting and reporting section of this manual must be prepared.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Gifts and Bequests</b>	Descriptor Code: <b>2.401</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>DFK</b>	Issued: <b>06/06/1994</b>

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*General*

The director of schools is authorized to accept gifts to the school system and may designate others to accept gifts for particular schools in behalf of the Board.<sup>1</sup> The Board will officially express appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

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

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

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall for all intents and purposes be a gift and shall become school system property subject to the same controls and regulations that govern the use of other school-owned property.
2. Contributions of equipment or services that may involve major costs for installation, maintenance, or initial or continuing financial commitments from school funds shall be presented by the director of schools' office for Board consideration and approval.
3. Individuals or organizations wanting to contribute supplies or equipment will consult with school officials about the feasibility of accepting such contributions prior to the solicitation of funds or the making of budgetary appropriations.
4. A list of supplies and equipment which have been contributed shall be reported to the Board by the director of schools' office annually.

Legal Reference:

1. TCA 49-6-2006(a)

Cross References:

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

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.401</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
<input type="checkbox"/> Developed Sample	
<input checked="" type="checkbox"/> District policy used	
<input type="checkbox"/> Customize as indicated	
<b>MANDATED BY LAW</b>	

**LEGAL REFERENCE:**

**TCA 49-6-2006. Powers of school board to buy, sell or acquire by gift.** — (a) The board of education is authorized to receive donations of money, property or securities from any source for the benefit of the public schools, which funds it shall, in good faith, disburse in accordance with the condition of such gifts.

- (b)(1) The board has the power to purchase land subject to the laws of this state, to erect buildings for public school purposes and to equip the same on such terms as it may deem advisable and advantageous, subject to the laws of this state, and to pay for the same out of funds appropriated or donated for the public schools.
- (2) The board shall be vested with the title to property so purchased or acquired.
- (3) The board has the power to dispose of any property the title to which is vested in the board.
- (c) The board of education may dispose of any property to which it has title and upon which it has constructed a building under its vocational education trades and industries program, such sale to be a public sale or a negotiated sale, notwithstanding the provisions of any public or private act of the general assembly. If, in the opinion of a majority of the board members, a negotiated sale will realize the best price obtainable for any property, the board shall advertise in a newspaper of general circulation in the county that the property is for sale and a negotiated sale shall not be completed until thirty (30) days after the publication of the legal notice. The board shall by a majority vote of the members at a regular meeting approve and record the price and name of the purchaser of any property so sold.
- (d) The board may also transfer surplus real or personal school property to the county or to any municipality within the county for public use, without the requirement of competitive bidding or sale.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Investment Earnings</b>	Descriptor Code: <b>2.402</b>	Issued Date:
		Rescinds: <b>DFL</b>	Issued: <b>06/06/1994</b>

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*Individual Schools*

The building principal, with consent of the director of schools, is authorized to invest excess funds of the school in savings accounts.<sup>1</sup> Interest earned on general fund accounts shall be credited to general fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted account.

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

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

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

Legal Reference:

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

Cross References:

- Deposit of Funds 2.500
- Food Service Management 3.500

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.402**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL REFERENCE:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 6, pg. 1: Bank Accounts and Investments - Investments***

Excess internal school money should be invested to maximize interest earnings. All investments of internal school funds should comply with state statutes. Investment options include savings accounts, certificates of deposit, etc.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date:
		Rescinds: <b>DO</b>	Issued: <b>06/06/1994</b>

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*General*

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

Legal References:

1. TCA49-6-2006; TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4)  
Education Department General Administration  
Regulations (EDGAR) 43 Subtitle A Part 80.32  
34 CFR 80.3-52

Cross References:

Inventories 2.702

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.403</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Developed Sample</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">District policy used</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Customize as indicated</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><b>MANDATED BY LAW</b></td> </tr> </table>	X	Developed Sample		District policy used		Customize as indicated		<b>MANDATED BY LAW</b>	<p>The system policy appears to be a TSBA sample, with procedural details. We generally do not recommend the combination of procedures and policy, especially in the case where the procedures mirror statutes, and as such recommend the removal the procedural details from this policy.</p>
X	Developed Sample								
	District policy used								
	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL REFERENCE:**

**TCA 49-6-2006. Powers of school board to buy, sell or acquire by gift.** — (a) The board of education is authorized to receive donations of money, property or securities from any source for the benefit of the public schools, which funds it shall, in good faith, disburse in accordance with the condition of such gifts.

- (b)(1) The board has the power to purchase land subject to the laws of this state, to erect buildings for public school purposes and to equip the same on such terms as it may deem advisable and advantageous, subject to the laws of this state, and to pay for the same out of funds appropriated or donated for the public schools.
- (2) The board shall be vested with the title to property so purchased or acquired.
- (3) The board has the power to dispose of any property the title to which is vested in the board.
- (c) The board of education may dispose of any property to which it has title and upon which it has constructed a building under its vocational education trades and industries program, such sale to be a public sale or a negotiated sale, notwithstanding the provisions of any public or private act of the general assembly. If, in the opinion of a majority of the board members, a negotiated sale will realize the best price obtainable for any property, the board shall advertise in a newspaper of general circulation in teh county that the property is for sale and a negotiated sale shall not be completed until thirty (30) days after the publication of the legal notice. The board shall by a majority vote of the members at a regular meeting approve and record the price and name of the purchaser of any property so sold. Such public sale may be a sale by Internet auction which may be through a Web site maintained by the LEA or the local government.
- (d) The board may also transfer surplus real or personal school property to the county or to any municipality within the county for public use, without the requirement of competitive bidding or sale.
- (2) For a sale by Internet auction, the board shall advertise the sale in a newspaper or general circulation, and include in such advertisement the Internet Web site address and other necessary information concerning the sale, and may advertise such sale and information on a Web site maintained by the LEA or local government.

**TCA 49-6-2007. Sale of surplus property.**— (a) It is the expressed legislative intent that surplus property in local school systems acquired by taxpayers' dollars, instead of being destroyed, should be

sold or transferred to a local government, as provided in Section 49-6-2006.

(b) All local school systems which receive any state funds shall sell all surplus property, within ninety (90) days of its being declared surplus, to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale. Such property may be sold by Internet auction which may be through a Web site maintained by the LEA or the local government. Advertisements for such sale shall be in accordance with § 49-6-2006(c)(2)

(c) As used in this section, "surplus property" is that personal property no longer having an intended use by the system and/or no longer capable of being used because of condition.

(d)(1) Surplus personal property in local school systems which has no value or has a value less than two hundred fifty dollars (\$250), may be disposed of without the necessity of bids as required by this section.

(2) In order for such disposal without bids, the principal of the school with the surplus personal property, the director of schools of the local system, and the chair of the local board of education, must all agree in written form that the property is of no value or is of a value less than two hundred fifty dollars (\$250).

**TCA 49-6-2208. Disposal of surplus textbooks.**— (a) When textbooks are replaced, or otherwise become unusable, they may be declared surplus property by the local board or director of schools, and may be disposed of by any of the methods provided by § 12-2-403(a)(1)-(4) or by other methods approved by the local board of education.

(b) The proceeds from such disposal shall be utilized to supplement textbook purchasing funds.

**TCA 12-2-403. Methods of Disposal.**— (a) No article or personal property may be disposed of as surplus except by one (1) of the following methods:

(1) Public action, publicly advertised and held;

(2) Sale under sealed bids, publicly advertised, opened and recorded;

(3) Sale by Internet auction;

(4) Negotiated contract for sale, at arms length; but only in those instances which availability of the property is recurring or repetitive in character, such as marketable waste products, for disposal of the property as it is generated in the most economically feasible, fiscally sound, and administratively practicable method for the state to utilize;

(5) Trade-in, where such is permitted due to the nature of the property or equipment and under the terms and conditions of the contract by which the state replaces the property and subject, further, to the provisions of this part and the regulations of the board promulgated to govern the disposal of property by trade-in;

(6) Sale under rules and regulations as provided in subsection (d).

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>School Support Organizations</b>	Descriptor Code: <b>2.404</b>	Issued Date:
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## INTRODUCTION

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value.<sup>1</sup>

A civic organization operating concessions or parking at school-sponsored events is not a school support organization subject to this policy.

## REPORTING AND RECORDS

The director or the director's designee shall annually post a list of organizations that are recognized as school support organizations on the school district's web site.

Any forms, annual reports, or financial statements submitted shall be open to public inspection as a public record.

## PROCEDURES

The director shall create procedures to oversee the relationship between the Board and any school support organization. These procedures shall include, at a minimum, the following:

1. Any agreement between the Board and a school support organization shall be in writing and signed by the director or the director's designee and an authorized agent of the school support organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:
  - a. An agreement to abide by any policies and procedures regarding school support organizations; and,
  - b. An agreement to indemnify the Board, the director and all other agents of the local education agency for the actions of the school support organization.
2. Prior to entering into any agreement, a school support organization shall submit the following to the director or the director's designee:
  - a. Documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
  - b. A written statement of the goals and objectives of the group or organization;

- c. The principal contact telephone and address, as well as the telephone number, address, and position of each officer of the group or organization; and,
    - d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.
  3. The director shall designate a date prior to the beginning of the regular school year for the school support organization to submit a form to the director or the director's designee which verifies the information previously provided by the school support organization is correct or, if the information is no longer correct, that date shall be the deadline for any corrections.
  4. The school support organization shall abide by all applicable Federal, State and local laws, ordinances and regulations in its activities.
  5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.
  6. The school support organization shall maintain financial records for a period of at least four (4) years.
  7. The school support organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
  8. The school support organization's officers shall ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.
  9. The school support organization shall obtain the approval of the director or the director's designee before undertaking any fundraising activity. The director or the director's designee shall consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:
    - a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within that district; and,
    - b. Whether the fundraising activity is consistent with the goals and mission of the school or school district.
  10. The school support organization shall provide access to all books, records, and bank account information for the school support organization to officials of the local school board, local school principal, or auditors of the office of the comptroller of the treasury upon request.
  11. A school representative cannot act as a treasurer or bookkeeper for a school support organization, or be a signatory on the checks for a school support organization. A majority of the voting members of any school support organization board should not be composed of school representatives.

1 The director may enact procedures to suspend or revoke the authorization of any school support organi-  
2 zation for a failure to abide by the policies and procedures regarding school support organizations.

#### 3 4 **OPERATION OF A SCHOOL BOOKSTORE**

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6 The principal of a school may enter into an agreement with a recognized school support organization  
7 for the operation of a bookstore located on school grounds, which makes direct sales to students and  
8 faculty, pursuant to procedures promulgated by the director. These procedures shall provide, at a mini-  
9 mum, the following:

- 10  
11 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support  
12 of the school; and
- 13  
14 2. The school support organization provides the school with the relevant collection documentation  
15 that would have been required pursuant to the provisions of the manual produced under § 49-2-  
16 110 for student activity funds.

17  
18 The director may provide such other procedures and forms as he or she deems necessary.

#### 19 20 **CONCESSIONS AND PARKING**

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22 The principal of a school may agree to allow an authorized school support organization to operate and  
23 collect money for a concession stand or parking at a related school academic, arts, athletic, or social event  
24 on school property without the prior approval of the director or director's designee. Any money payable  
25 to the school pursuant to the agreement with the principal will be considered school support group funds  
26 and not student activity funds if the school support organization provides the school with the relevant  
27 collection documentation required by the student activity funds manual produced by the State.

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44 Legal Reference:

- 45 1. Tenn. Code Ann. § 49-2-601, et seq.
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**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.404</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>  This is a new policy for Morgan County.
<input checked="" type="checkbox"/> Developed Sample	
<input type="checkbox"/> District policy used	
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**LEGAL REFERENCE:**

**Tenn. Code Ann. § 49-2-605. Posting or publication of recognized school support organizations - Public inspection of forms, reports or financial statements. [Effective July 1, 2008.]**

- (a) The director of schools or the director's designee shall annually post or publish a list of organizations that are recognized as school support organizations. This posting or publication may be made by written or electronic means. The school board shall determine the appropriate method of posting or publishing this information.
- (b) Any local board of education is authorized to develop a process to certify that an organization has been recognized as a school support organization.
- (c) Any forms, annual reports, or financial statements required to be submitted according to the policy adopted by the board pursuant to § 49-2-604(b) to the director of schools or the local school principal shall be open to public inspection.

**Tenn. Code Ann. § 49-2-606. Collection of money.**

- (a) Any individual who collects or receives any student activity or other internal school funds shall turn over to the properly designated school official or employee all student activity or other internal school funds. The funds shall be considered student activity or other internal school funds for the purpose of § 49-2-110. That a member of a school support organization or a person claiming to be a member of a school support organization collected the money is immaterial to the determination as to its status as student activity or other internal school funds.
- (b) A local board of education may grant the principal of a school the authority to enter into an agreement with a school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property where any money it collects or any portion designated by the agreement shall be considered as school support group funds and not as student activity funds; provided, that:

- (1) The board has adopted a policy concerning school support organizations pursuant to § 49-2-604(b); and
- (2) The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the provisions of the manual produced under § 49-2-110 for student activity funds.
- (c) Nothing in this section diminishes the authority of a local board of education to enter into an agreement with a civic organization for the operation of concessions or parking at school sponsored events. The civic organization shall not be subject to the provisions of this part.

**Tenn. Code Ann. § 49-2-607. Disbursement of donations.**

- (a) Donations to a board of education shall be received and disbursed in accordance with § 49-6-2006.
- (b) In addition to any requirements established by § 49-6-2006(a), the following specific conditions shall apply:
  - (1) Any donation made by a school support organization to a board of education or school shall be disbursed only in accordance with any written conditions that the school support organization may place upon the disbursement of the funds and shall be in accordance with the goals and objectives of the school support organization;
  - (2) School support organization funds that are donated to an individual school shall not be considered as student activity funds. These funds shall be considered instead as internal school funds from the point of their donation to the respective school; and
  - (3) Any disbursements of donated funds by a school official or employee shall be made in accordance with any relevant federal, state, or local government laws, including any relevant purchasing laws or requirements of the accounting policy manual produced according to § 49-2-110(e).

**Tenn. Code Ann. § 49-2-608. Prohibited actions.** A nongovernmental group or organization, including all school support organizations, may not:

- (1) Use the school's or school district's sales tax exemption to purchase items;
- (2) Represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon any school or school district;
- (3) Use school support organization funds for a purpose other than purposes related to the goals and objectives of the school support organization that relate to supporting a school district, school, school club or school academic, arts, athletic, or social activity; or
- (4) Maintain or operate a bank account that bears the employer identification number of a school board, school, or any other school related governmental entity. From July 1, 2007, any funds deposited into the bank account shall be presumed to be a donation to the entity whose employer identification number is used and shall be treated as student activity funds.

**Tenn. Code Ann. § 49-2-609. Audit.** A school support organization or any group or organization that collects and raises money, materials, property or securities while representing itself to be a school support organization shall be subject to audit by the office of the comptroller of the treasury.

**Tenn. Code Ann. § 49-2-610. Development of model financial policy.** The office of the comptroller of the treasury is authorized to adopt a model financial policy for school support organizations.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Deposit of Funds</b>	Descriptor Code: <b>2.500</b>	Issued Date:
		Rescinds: <b>DG</b>	Issued: <b>08/02/1999</b>

1 *Central Office*

2  
3 All income payable to the Board will be deposited with the county trustee, who will credit it to the ap-  
4 propriate account.

5  
6 *Individual Schools*

7  
8 All money collected at the building level must be cleared through the principal's office.  
9  
10 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.  
11 Deposit slips will be filed along with other permanent records. Each deposit slip must show the various  
12 receipt numbers. The total amount of deposit shall be shown on the last receipt deposited.<sup>1</sup>

13  
14 Monies collected at the building level must be deposited to no more than three bank accounts:

- 15  
16 1. General School Fund/Restricted Accounts;  
17  
18 2. School Food Service; and  
19  
20 3. Savings.

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36 Legal References:

- 37 1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1; Section 6-1  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.500**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**LEGAL REFERENCE:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 1: Internal School Funds***

Generally, each school has only three fund types: (1) general fund, (2) restricted fund, and (3) food service fund.

***Tennessee Internal School Uniform Accounting Policy Manual, Section 6, pg. 1: Bank Accounts and Investments - Bank Accounts***

A combined checking account should be established for the general fund and restricted accounts. The food service fund should have a separate checking account.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Bonded Employees</b>	Descriptor Code: <b>2.600</b>	Issued Date:
		Rescinds: <b>DH</b>	Issued: <b>08/02/1999</b>

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*General*

The director of schools and all other employees who handle school monies shall be bonded in order to indemnify the school system against the loss of any funds.<sup>1</sup>

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

Legal References:

1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-16

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.600**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL BASIS:**

**TCA 8-19-101. Execution of bonds**— (a) The official bonds of all state and county officers, now required by law to furnish official bonds, shall be executed by such officials as principal and may be executed by some surety company authorized to do business in the state of Tennessee, as surety.

**TCA 49-2-110. Student activity funds.** — (a) The several schools may, if authorized by the particular board of education having jurisdiction over such school or schools, receive funds for student activities as hereinafter provided, and for events held at or in connection with the school, including contracts with other schools for interschool events and funds derived from such sources, shall be the property of the respective schools; however, the board of education granting such authorization shall provide for its school system reasonable regulations, standards, procedures, and an accounting manual covering the various phases of student body activity funds and other internal school funds accounting, including, but not limited to:

- (1) The bonding of those who are responsible for handling the funds;

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 16: Insurance/Bonding of Employees***

Employees of the local board who handle money and accounting records of individual schools must be bonded in accordance with 49-2-110, TCA. A blanket corporate fidelity (or dishonesty) bond covering all applicable employees must be provided by the local board. Personal or signed fidelity (or dishonesty) bonds are not acceptable. The board of education shall determine the amount of the bond, giving consideration to the total amount of money and /or property that is handled in each school.

The board of education should determine and provide the type and amount of insurance coverage necessary to indemnify the school and board of education for loss of school cash, equipment, files and records, etc., due to theft, vandalism, fire, or other perils.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Accounting System</b>	Descriptor Code: <b>2.700</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DIA</b>	Issued: <b>08/02/1999</b>

1 *Central Office*

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

6  
7 *Individual Schools*

8  
9 The Board authorizes each respective school under its jurisdiction to receive activity and other internal  
10 funds, such as athletic ticket money, school lunch funds and school class funds.<sup>2</sup>

11  
12 The Board shall hold each principal responsible for the management of all internal accounts under his/her  
13 jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.<sup>3</sup>

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34 Legal References:

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

38 \_\_\_\_\_  
39 Cross References:  
40 Petty Cash 2.801  
41 Student Activity Funds Management 2.900

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.700**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL BASIS:**

**TCA 49-2-301. Director of schools**— (b)(1) It is the duty of the board of education to assign to its superintendent the duty to:

- (D) Keep in electronic disks and in well bound books, furnished by the board and arranged according to the regulations prescribed by the commissioner of education, a detailed and accurate account of all receipts and disbursement of the public school funds;

**TCA 49-3-316. Local fiscal accounting.**—(a)(1) The commissioner, in consultation with the Comptroller of the Treasury, shall develop, revise as necessary, and prescribe a standardized system of financial accounting and reporting for all local education agencies, including appropriate forms or other documentation. This system shall be designed to facilitate year-to-year and agency-to-agency comparison as well as adequately indicating the sources and uses of all funds received by each local education agency. The commissioner shall review the fiscal public school records in all LEAs to the end that the expenditure of funds, whether for current operation and maintenance purposes, capital outlay purposes, and other school purposes, shall be properly accounted for and safeguarded.

**TCA 49-2-110. Student activity funds.** — (a) The several schools may, if authorized by the particular board of education having jurisdiction over such school or schools, receive funds for student activities as hereinafter provided, and for events held at or in connection with the school, including contracts with other schools for interschool events and funds derived from such sources, shall be the property of the respective schools; however, the board of education granting such authorization shall provide for its school system reasonable regulations, standards, procedures, and an accounting manual covering the various phases of student body activity funds and other internal school funds accounting.

**TCA 49-2-110. Student activity funds.** — (d) The principal of each school shall have the duty of instituting and following the reasonable regulations, standards, procedures, and the accounting manual adopted by the board of education having jurisdiction over the school.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Financial Reports and Records</b>	Descriptor Code: <b>2.701</b>	Issued Date:
		Rescinds:	Issued:

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## FINANCIAL REPORTS

### *Central Office*

The Executive Committee shall submit to the Board at each regular board meeting a report of all business transacted since the last regular meeting.<sup>1</sup>

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

The director of schools shall submit monthly financial reports to the Board and to state and federal agencies as required.<sup>3</sup>

### *Individual Schools*

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

## FINANCIAL RECORDS

### *General*

The director of schools shall maintain all financial records as required by regulation and applicable state and federal law. The Board, from time to time, may determine to extend the retention time for certain records.<sup>4</sup>

Legal References:

- 1. TCA 49-2-206(5)
- 2. TCA 49-2-301(b)(11)(S)
- 3. TCA 49-2-301(b)(1)(Z)
- 4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-21

Cross Reference:

School Board Records 1.407

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.701**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

This is a new policy for Morgan County.

**LEGAL BASIS:**

**TCA 49-2-206. Executive committee—Powers and duties.**— (5) Submit at each regular meeting of the board for approval a full report of all business transacted since the last regular meeting, which report shall be recorded as a part of the minutes of the board of education;

**TCA 49-2-301. Director of schools.** — (b)(1)(5) Make a written report, quarterly, to the appropriate local legislative body, for the board of education, of all receipts and expenditures of the public school funds, which accounts shall contain full information concerning the conditions, progress, and needs of the schools of the school system and which shall be audited by the appropriate fiscal officer and local legislative body; . . .

**TCA 49-2-301. Director of schools.** — (b)(1)(V) Make reports to the commissioner of education when requested by the commissioner;

(Z) File with the commissioner of education a copy of the budget adopted by the county or other appropriate local legislative body within ten (10) days after its adoption;

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 21 & 22: Retention and Disposal of Records***

**Custodian of Records**

All student activity and other internal school fund accounting records are the property of the board of education and must be preserved in the applicable individual school, except as expressly authorized by the board.

**Payroll Records**

Payroll records (including, but not limited to, personnel files, time cards/reports, and employee vacation and sick leave records) shall be retained for 45 years or until the applicable employee retires, whichever is later.

**Accounting Records, Supporting Documents and Other Records**

The following original records (including data in the form of computer printouts) should be retained for a minimum of 5 years or until all applicable audit exceptions are resolved, whichever is later.

1. Pre-numbered cash receipts
2. Collection logs, ticket reconciliations, signed recorded counts, remittance advices, and other collection documentation
3. Ledgers
4. Journals
5. Audit reports
6. Fixed asset and inventory records (retain five (5) years after disposal of property)
7. Purchase orders
8. Vendor invoices
9. Fire prevention reports
10. Lunchroom reports (except payroll records)
11. Daily attendance records
12. Bids
13. Gross profit analysis documentation
14. Bank statements and canceled checks

**NOTE:** If imaged statements are issued, the school should require the bank to include both the back and front of each check and deposit slip, and require that the images be of such quality and size that they are clearly legible. If deposit slips are not returned with the bank statement, validated, duplicate deposit slips (or duplicate deposit slips with deposit receipt attached) must be retained.

15. Contracts, agreements, and other authorizations
16. Superseded individual school policies.

**Current Individual School Policy Manual**

The manual should be continually updated and include all required policies.

**Extension of Retention Period**

If desired, local boards have the authority to extend the retention time beyond that period stated in the Manual.

**Disposal of Records**

Records not listed above may be destroyed at the end of a period designated by the local board. However, no records should be destroyed for at least one year or until the audit related to those records is completed and all applicable audit findings and recommendations are resolved, whichever is later.

The disposal process should be supervised by the principal to ensure complete destruction. A detailed list of all records destroyed and the related destruction date should be prepared, signed by all persons participating in the destruction of records, and submitted to the director of schools.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Inventories</b>	Descriptor Code: <b>2.702</b>	Issued Date: <b>04/06/2009</b>
		Rescinds: <b>DIC</b>	Issued: <b>04/06/2009</b>

1 **Equipment** is defined as all items (machinery, implements, tools, furniture, livestock, vehicles, and other  
2 apparatus) with a unit cost of \$5,000 or more and a minimum useful life expectancy of three years.  
3 Freight charges and installation costs shall be included in the cost.\*  
4

## 5 *General*

6  
7 The director of schools shall establish an accurate inventory procedure for all school real and personal  
8 (e.g., material and equipment) property, and this system shall be implemented at each school facility.  
9 Administrative personnel shall ensure that a physical count of all such property is taken at the end of  
10 each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting  
11 purposes.<sup>1</sup>  
12

13 Each school shall maintain a complete inventory with a duplicate maintained in the central office.  
14

## 15 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS**

16  
17 For the purpose of Federal Programs, equipment is defined as an asset costing \$5,000 or more which are  
18 nonconsumable and have an expected useful life of greater than one year. The \$5,000 amount includes  
19 freight and any other costs required to make the asset operable.  
20

21 The director shall establish procedures for administrators to follow which meet all federal accountability  
22 guidelines, including guidelines for the purchasing, inventorying, security and disposition of all equipment  
23 purchased with federal funds.<sup>2</sup>  
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### 33 Legal Reference:

- 34  
35 1. Tennessee Internal School Uniform Accts Policy Manal; Sec 4-13  
36 2. EDGAR 43 Subtitle A Part 80.32  
37 34 CFR 80.3-52

38 \* As defined by Tennessee Department of General Services  
39  
40  
41

### Cross References:

Personal Property Sales 2.403  
Security 3.205  
Equipment & Supplies Management 3.300

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.702**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X	Developed Sample
	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

The Morgan County appears to be based on a previous TSBA sample policy. The new policy represents the current TSBA sample policy.

**LEGAL BASIS:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 13: Inventory Cycle***

Inventory recorded represents a complete listing of materials, supplies and items held for use in operation or for sale that are owned by the school, including donated materials and such assets are physically on hand at the balance sheet. . . . All inventory should be accurately and promptly recorded in the school's accounting records.

**34 CFR 80.32(d)**

(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

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

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Audits</b>	Descriptor Code: <b>2.703</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DID</b>	

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*General*

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

The director of schools shall furnish or make copies of the audit available to the proper authorities as prescribed by law.<sup>2</sup>

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

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

Legal References:

- 1. TCA 49-2-112(a)(1); TCA 49-2-110(a)
- 2. TCA 49-2-112(d)(2); TRR/MS 0520-1-.13(3)(d)

Cross References:

- Student Activity Funds Management 2.900
- Student Solicitations/Fund-Raising 6.701

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.703</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
<input type="checkbox"/> Developed Sample	
<input checked="" type="checkbox"/> District policy used	
<input type="checkbox"/> Customize as indicated	
<b>MANDATED BY LAW</b>	

**LEGAL BASIS:**

**TCA 49-2-112. School audits.**— (a)(1) The local board of education shall cause an annual audit to be made of the accounts and records of all schools under its jurisdiction which receive and disburse funds.

(2) The audit shall include, but not be limited to, the activity funds described in § 49-2-110.

(b)(1) The comptroller of the treasury, through the department of audit, shall be responsible for ensuring that the audits are prepared in accordance with generally accepted governmental auditing standards and determining if the audits meet minimum audit standards and regulations which shall be prescribed by the comptroller of the treasury.

(2) No audit may be accepted as meeting the requirements of this section until such audit has been approved by the comptroller of the treasury.

(c)(1) Such audits may be prepared by certified public accountants, public accountants or the department of audit.

(2) In the event the board of education fails or refuses to have an audit prepared, the comptroller of the treasury may appoint a certified public accountant or public accountant or direct the department of audit to prepare the audit. The cost of such audit to be paid by the board of education.

(d)(1) All such audits shall be completed as soon practicable after June 30 of each year.

(2) One (1) copy of each audit shall be furnished to the director of schools, each member of the board of education, and the comptroller of the treasury. Copies of each audit shall also be made available to the press.

(e) All audits performed by the internal audit staffs of any such schools shall be conducted in accordance with the standards established by the comptroller of the treasury pursuant to §4-3-304(9).

**TCA 49-2-110. Student activity funds.** — (a) The several schools may, if authorized by the particular board of education having jurisdiction over such school or schools, receive funds for student activities as hereinafter provided, and for events held at or in connection with the school, including contracts with other schools for interschool events and funds derived from such sources, shall be the property of the respective schools; however, the board of education granting such authorization shall provide for its school system reasonable regulations, standards, procedures, and an accounting manual covering the

various phases of student body activity funds and other internal school funds accounting, including, but not limited to:

- (1) The bonding of those who are responsible for handling the funds;
- (2) The proper handling of cash receipts, the making of deposits, the management of funds, the expenditures of funds and the accounting for funds;
- (3) The auditing of funds;
- (4) The making of financial reports;
- (5) The carrying of necessary insurance;
- (6) The use of proper business and accounting forms;
- (7) The collection of state and federal taxes;
- (8) The purchase of supplies and equipment;
- (9) The powers and responsibilities of the principal of the school in connection with the handling of student body activity funds and other internal school funds;
- (10) The preparation of a student body activity fund budget and the budgetary control of expenditures; and
- (11) Ways and means of evaluating and improving all phases of student body financial activities and the handling of other internal school funds in accordance with accounting practices and procedures as are generally recognized in public school systems.

**TRR/MS 0520-1-2-.13(3) Fiscal Accountability Standards**

- (d) Each school systems shall provide to the Commissioner of Education or a delegated representative copies of all school system related audit reports, including those made by governmental or independent public accountants.

# Morgan County Board of Education

Monitoring:  <b>Review: Annually in January</b>	Descriptor Term:  <b>Expenditure of Funds</b>	Descriptor Code: <b>2.800</b>	Issued Date:  
		Rescinds: DJ	Issued: 08/02/1999

1 *Central Office*

2  
3 All expenditures shall be approved by the Board or the director of schools when authorized. No  
4 expenditures shall be made except on an approved purchase order or contract. No expenditure may be  
5 authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended.  
6 Employees of this system will not create or authorize creation of a deficit in any fund. Expenditures or  
7 encumbrances will not be authorized, made or incurred in excess of any fund balance.

8  
9 *Individual Schools*

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

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

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Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-22
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-17

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.800**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL REFERENCE:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 5, pg. 22: Salary Supplements, Substitute Teachers and Contracted Services***

**Salary Supplements**

Any supplemental compensation owed to board of education employees for extracurricular activities must be processed through the director of school's office in the same manner as salary and other payroll payments. Board of education employees may not be compensated directly by individual schools from internal school funds.

Each school should submit to the board of education on a regular basis a payroll record for each individual who is to receive a salary supplement. The payroll record should be signed by the employee, and the principal should include the name of the employee, the date(s) and type of work performed, and the pay rate. The board of education will then calculate the amount of gross pay, employee withholdings (federal income tax, FICA, state retirement, insurance, etc.) and the employer's matching share and will share and will include the salary supplement in the employee's regular payroll check received or in a supplemental paycheck from the board of education.

The board of education will invoice the school for reimbursement of the total amount of the gross salary supplement and the employer's share of the related payroll withholdings.

**Substitute Teachers**

The board of education should establish policies regarding the reimbursement of substitute teachers' salaries related to restricted class and club accounts (i.e., substitute teacher is required when Beta sponsor attends Beta convention). The principal should ensure that all class/club sponsors are informed of applicable policies. If reimbursement from the school is required by the board, the sponsor should ensure that approval is obtained in advance from the membership of the class or club.

***Tennessee Internal School Uniform Accounting Policy Manual, Section 5, pg. 17: Purchasing - Expenditures Made by Pupils and Employees***

Students or school employees are not permitted to make purchases in the name of the school without proper written authorization. Schools are not liable to pay for any unauthorized purchases made by a student or school employee.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Petty Cash Accounts</b>	Descriptor Code: <b>2.801</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DJB</b>	Issued: <b>08/02/1999</b>

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*General*

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

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

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

Itemized expenditures from the individual school funds shall be maintained and kept on file at each school. Expenditures made from the central office fund shall be itemized and kept on file in the director of schools' office.

Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 5-18 &19

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.801</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>
<input type="checkbox"/> Developed Sample	
<input checked="" type="checkbox"/> District policy used	
<input type="checkbox"/> Customize as indicated	
<b>MANDATED BY LAW</b>	

**LEGAL REFERENCE:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 5, pg. 18 & 19: Petty Cash***

**Authorization**

School officials and employees are discouraged, but not prohibited, from making petty cash disbursements. However, the creation and use of a school petty cash account must be specifically authorized in writing by the board of education for a prescribed amount and for the maximum amount of a single petty cash transaction.

**Establishment of Account**

To establish authorized petty cash accounts, a check should be written to the designated individual in charge of the petty cash account (petty cash custodian). Petty cash accounts should be maintained on an imprest basis whereby a fixed sum of money is maintained at all times. The lowest amount of money possible should be maintained in the petty cash account.

**Petty Cash Vouchers/Invoices**

For each disbursement, a petty cash voucher should be completed in ink. The voucher should indicate the date, the items purchased, the payee and the disbursement amount. The person receiving the cash should sign the voucher. The petty cash custodian must ensure that all petty cash vouchers are supported by invoices, cash tickets or other adequate documentation.

**Replenishing Petty Cash and Recording Expenditures**

The amount of cash on hand and petty cash vouchers written must total to the original fixed amount of the petty cash account at any point in time. When cash has been reduced to the point that routine requirements cannot be met, a check should be issued to the petty cash custodian to replenish the exact amount of vouchers on file in the petty cash drawer. The paid vouchers with related supporting docu-

mentation will be used by the bookkeeper to charge expenditures to the appropriate account codes in the accounting records. The only entries to the petty cash account would be to establish the account originally, increase or decrease the account, or to close the account.

**Emphasized Internal Control Procedures**

1. The person responsible for handling petty cash should approve, date, initial, and mark each voucher "paid" to prevent reuse. Petty cash funds should be maintained in a secure location that restricts access to the authorized petty cash custodian only. Petty cash should never be used to cash personal checks for any individual or to issue refunds and should never be commingled with personal funds of any school employee.
2. The principal or principal's designee should periodically review petty cash disbursements and the supporting documentation to ensure that these purchases are appropriate.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Payroll Procedures</b>	Descriptor Code: <b>2.802</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DJC</b>	Issued: <b>08/02/1999</b>

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*Central Office*

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

Payroll procedures shall be as follows:

1. All certified personnel have the option of either ten (10), eleven (11), or twelve (12) month installments.
2. All support personnel shall be paid twice each calendar month for which they are employed.

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

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

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Cross References:  
Compensation Guides and Contracts 5.110  
Resignation 5.204  
Retirement 5.205

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.802**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Salary Deductions</b>	Descriptor Code: <b>2.803</b>	Issued Date:
		Rescinds: <b>DJCB</b>	Issued: <b>11/01/1999</b>

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*Central Office*

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

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

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Cross Reference:

Insurance Management 3.600

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.803**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

	Developed Sample
	District policy used
X	Customize as indicated
	<b>MANDATED BY LAW</b>

The sentence on the provision of health insurance has been removed. The policy language would be more appropriate in Section 5. However, the language is not necessary as benefits should be handled in the written contract with the employee.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DJD</b>	Issued: <b>08/02/1999</b>

1 *Central Office*

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

4  
5 **SCHOOL PERSONNEL**

6  
7 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon  
8 submission of an approved voucher and supporting receipts.

9  
10 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of  
11 schools. The director of schools may grant this authorization without prior board action when the travel  
12 expense has been anticipated and incorporated into the operational budget of the particular program  
13 involved.

14  
15 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds  
16 shall not be used for this purpose.<sup>1</sup>

17  
18 **BOARD MEMBERS**

19  
20 The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses  
21 when traveling on business for the Board. Salary and other benefits shall be determined by the local  
22 funding body.<sup>2</sup> Attendance at conventions or other educational meetings or travel for other school pur-  
23 poses shall be authorized in advance by the Board.<sup>3</sup>

24  
25 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of  
26 completion of such travel. The rate of payment shall be the same as the rate for members of the pro-  
27 fessional staff.

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34 Legal References:

- 35 1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20  
36 2. TCA 49-2-202(d)  
37 3. TCA 49-2-2001(c)

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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.804**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

	Developed Sample
X	District policy used
	Customize as indicated
	<b>MANDATED BY LAW</b>

**LEGAL BASIS:**

**TCA 49-2-202. Members and meetings.**—" (d) The compensation of members of the county board shall be fixed by the county legislative body for their services when attending regular and special meetings and discharging the duties imposed by this title; provided, that the county trustee shall pay no voucher issued to members unless the same shall have been approved by the county executive; and provided further, that no member of any board shall receive less than four dollars (\$4.00) per day for such member's services.

**TCA 49-2-2001. General provisions.** — (c) Membership dues and necessary traveling expenses of school board members and directors of schools incurred in attending meetings of the Tennessee School Boards Association may be paid as other expenses are paid by boards of education.

***Tennessee Internal School Uniform Accounting Policy Manual, Section 5, pg. 20: Refund and Travel - Travel and Conferences***

Student activity funds must not be used to pay for travel expenses for employee development, conferences seminars, registration fees, etc. of school personnel. Boards of education are responsible for establishing travel policies pertaining to school personnel and for reimbursing school personnel for travel directly related to education conferences, seminars, etc., and employee development or training costs. This limitation does not apply to employee travel expenses association with clubs or class activities, such as Beta Club, Senior Class, etc.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Purchasing</b>	Descriptor Code: <b>2.805</b>	Issued Date: <b>10/02/2006</b>
		Rescinds: <b>DJE</b>	

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*General*

The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve as purchasing agent for the system-wide purchasing.<sup>1</sup> Principals shall serve as purchasing agents for individual schools.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

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

The Board will purchase locally whenever other conditions are comparable.

*Individual Schools*

The director of schools must approve the following purchases:

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

*Central Office*

**ROUTINE PURCHASES**

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates becomes necessary.

**SPECIAL PURCHASES**

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

**EMERGENCY PURCHASES**

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the director of schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

**PURCHASING OF SURPLUS PROPERTY**

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

Further, the director of schools is authorized to purchase any needed items through suppliers approved on the state bid list.

**COOPERATIVE PURCHASING**

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

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Legal Reference:

1. TCA 49-2-206(3); TCA 6-36-115

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.805**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL BASIS:**

**TCA 49-2-206. Executive committee— Powers and duties.**— (3) Serve as the purchasing agent for the board, provided, that this shall not apply to counties having a purchasing board nor to counties having a purchasing agent created by a private or local act;

**TCA 6-36-115. Purchases and contracts.** — (a) All materials, supplies and equipment shall be purchased by the superintendent of schools in accordance with procedures approved by the board of education, except that centralized purchasing with the city administration may be utilized where it is mutually agreed upon by the council and board or their delegated representatives.

(b) The board of education or superintendent of schools, in making purchases and contracts, shall be subject to the provisions of this charter relating to purchases and contracts by the city council and city manager, with the board of education standing in the stead of the council and the superintendent of schools standing in the stead of the city manager.

(c) No purchase, expenditure or contract shall be made in excess of available school funds.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>08/07/1995</b>
		Rescinds: <b>DJED</b>	Issued: <b>08/07/1995</b>

1 *General*

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3 All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars  
4 (\$10,000), including those of individual schools, shall be based on competitive bids. These bids shall  
5 be solicited by advertisement in a newspaper of general circulation within the school system. However,  
6 said newspaper advertisement may be waived by the purchasing agent in an emergency. The purchasing  
7 agent shall advertise for bids and receive quotations.<sup>1</sup>

8  
9 All purchases of ten thousand dollars (\$10,000) or less, including those of individual schools, may be  
10 made in the open market without newspaper notice, but shall, whenever possible, be based on at least  
11 three (3) competitive bids.

12  
13 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
14 all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons  
15 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the  
16 opening of bids. Any bid received after the time and date specified shall not be considered.

17  
18 The bidder to whom the award is made may be required to enter into a written contract.

19  
20 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
21 or other purchasing procedures is prohibited.

22  
23 **EXEMPTIONS FROM COMPETITIVE BIDDING**

24  
25 Contracts for legal services, educational consultants, and similar services by professional persons or  
26 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the  
27 basis of recognized competence and integrity.<sup>2</sup>

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35 Legal References:

- 36 1. TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B);  
37 TCA 49-2-206(b)(2)  
38 2. TCA 12-4-106  
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.806**

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

District policy used

X Customize as indicated

**MANDATED BY LAW**

The purchase limit has been raised from \$5,000.00 to \$10,000.00 to conform with current law. The Board may choose a lower limit.

**LEGAL BASIS:**

**TCA 49-2-203. Powers and Duties.**— (a) It is the duty of the local board of education to:

(3) Purchase all supplies, furniture, fixtures and material of every kind through the executive committee;

(A) All expenditures for such purposes may follow the prescribed procedures of the LEA's respective local governing body, so long as that body, through its charter, private act or ordinance has established a procurement procedure that provides for advertisement and competitive bidding, except that, if a newspaper advertisement is required, it may be waived in case of emergency. If the LEA chooses not to follow the local governing body's purchasing procedures, all expenditures for such purposes estimated to exceed ten thousand dollars (\$10,000) or more shall be made on competitive bids, which shall be solicited by advertisement in a newspaper of general circulation in the county, except that the newspaper advertisement may be waived in the event of emergency. School districts that have a purchasing division may use a comprehensive vendor list for the purpose of soliciting competitive bids; provided, that the vendors on the list are given notice to bid; and provided, further, that the purchasing division shall periodically advertise in a newspaper of general circulation in the county for vendors and shall update the list of vendors following the advertisement;

(B) If the LEA chooses not to follow the local governing body's purchasing procedures, all purchases of less than ten thousand dollars (\$10,000) may be made in the open market without newspaper notice, but shall, whenever possible, be based upon at least three (3) competitive bids;

**TCA 49-2-206. Executive committee — Powers and duties.** — (b) The duties of the executive committee shall be to:

(2) Advertise for bids and let contracts authorized by the board of education;

**TCA 12-4-106. Contracts for professional services.**— (a) Contracts by counties, cities, metropolitan governments, towns, utility districts and other municipal and public corporations of the state, for legal services, fiscal agent, financial advisor or advisory services, educational consultant services, and similar services by professional persons or groups of high ethical standards, shall not be based upon competitive bids, but shall be awarded on the basis of recognized competence and integrity. The prohibition against competitive bidding in this section shall not prohibit any entity enumerated from interviewing eligible persons or groups to determine the capabilities of such persons or groups.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Requisitions</b>	Descriptor Code: <b>2.807</b>	Issued Date:  
		Rescinds: <b>DJEF</b>	Issued: <b>06/06/1994</b>

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*General*

The Board shall designate personnel to be responsible for making requisitions.

All approved requisitions will be submitted to the purchasing agent (director of schools or principal) on forms provided by the purchasing agent.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

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Cross Reference:

Purchase Orders 2.808

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.807**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Purchase Orders and Contracts</b>	Descriptor Code: <b>2.808</b>	Issued Date: <b>06/06/1994</b>
		Rescinds: <b>DJEG</b>	Issued: <b>06/06/1994</b>

1 *General*

2  
3 All purchases made by the school system shall be by purchase order or formal contract, and no purchase  
4 shall be made nor payment approved unless covered by an approved purchase order.  
5

6 Purchase orders will include the following essentials:

- 7
- 8 1. A specification which adequately describes to the supplier the characteristics and the quality  
9 standards of the item required;
  - 10 2. A firm, quoted, net delivered price, whenever possible; and
  - 11 3. Signature of purchasing agent.
- 12  
13  
14

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

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

- 38 1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-11; TCA 49-2-206(b)(2)
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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.808**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL BASIS:**

**TCA 49-2-203. Powers and duties.**— (a) It is the duty of the local board of education to:

- (3) Purchase all supplies, furniture, fixtures and material of every kind through the executive committee;

**TCA 49-2-206. Executive committee — Powers and duties.** — (b) The duties of the executive committee shall be to:

- (2) Advertise for bids and let contracts authorized by the board of education;

***Tennessee Internal School Uniform Accounting Policy Manual, Section 6, pg. 11: Purchasing - Purchasing Authorization.* -**

If student organizations (whose activities are accounted for in restricted accounts), excluding athletics, raise funds through non-instructional fees, membership dues, and fundraisers, then purchase by these organizations must be approved by the membership of the organization and documented in their minutes.

In addition, a student authorization form should be completed and given to the bookkeeper along with the purchase request. Permission for certain routine and recurring expenses, such as refreshments for meetings, may be documented once for the entire year.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Vendor Relations</b>	Descriptor Code: <b>2.809</b>	Issued Date: <b>08/02/1999</b>
		Rescinds: <b>DJEI</b>	Issued: <b>08/02/1999</b>

1 *General*

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

5  
6 No person officially connected with or employed by the school system will be an agent for, or have  
7 any financial compensation or reward of any kind from any vendor for the sale of supplies, materials,  
8 equipment or service.<sup>1</sup>

9  
10 *Individual Schools*

11  
12 Schools shall execute a written agreement with vendors for all fund-raisers The agreement shall include,  
13 but not be limited to, the following information:

- 14  
15           1. The division of profits that result from the activity;  
16           2. Payment of sales tax;  
17           3. Delivery date(s);  
18           4. Package prices or other charges; and  
19           5. Scheduled dates of service.

20  
21 Vendors visiting separate schools shall contact and secure the permission of the director of schools and  
22 principal's office prior to visiting the school. Vendors' visitations to schools shall not be permitted to  
23 interfere with the normal instructional and learning process.

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35 Legal Reference:

- 36 1. TCA 49-6-2003  
37 2. *Tennessee Internal School Uniform Accounting Policy Manual*;  
38 Section 4-27

34 \_\_\_\_\_  
35 Cross References:

- 36 Visitors to the Schools 1.501  
37 Advertising & Distribution of Materials in Schools 1.806  
38 Student Solicitations/Fund-Raising 6.701

**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.809**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

Developed Sample

X District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL BASIS:**

**TCA 49-6-2003. Conflicts of interest.**— (a) It is unlawful for any teacher, supervisor, commissioner, director of schools, member of a board of education, or other school officer in the public schools to have any pecuniary interest, directly or indirectly, in supplying books, maps, school furniture, and/or apparatus to the public schools of the state, or to act as agent for any author, publisher, bookseller or dealer in such school furniture or apparatus on promise of reward for his influence in recommending or procuring the use of any book, map, school apparatus or furniture of any kind, in any public school; provided, that nothing in this section shall be construed to include authors of books.

(b) Nothing in this section shall preclude a spouse or family member of a principal, teacher or other school administrative employee from participating in business transactions with the school system where a sealed competitive bid system is used, provided the principal, teacher or other school administrative employee does not have discretion in the selection of bids of specifications.

**Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 27: Records -Fund-raiser Not Involving Resale Activities** - If the fundraiser involves an outside vendor (such as school pictures), the school should obtain a written agreement. The agreement should set forth the division of profits that result from the activities, payment of sales tax, delivery date(s), package prices or other charges, scheduled date(s) of service, etc.

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Payment Procedures</b>	Descriptor Code: <b>2.810</b>	Issued Date:
		Rescinds:	Issued:

1 *Central Office*

2  
3 The director of schools shall approve all claims for payment prior to their submission to the Board.<sup>1</sup>

4  
5 As operating procedure, the director of schools shall present to the Board each month a list of bills for  
6 payment. The list will be supported by invoices and vouchers.

7  
8 *Individual Schools*

9  
10 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments  
11 are completed by June 30 of the current school year or a plan for future payments has been made by  
12 the principal and approved by the Board.

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35 Legal Reference:

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

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**Tennessee School Boards Association  
Policy Development Summary**

**Policy Code: 2.810**

*District Sources Consulted:*

**Policy Recommendations:**

*Editor's Comments:*

X

Developed Sample

This is a new policy for Morgan County.

District policy used

Customize as indicated

**MANDATED BY LAW**

**LEGAL BASIS:**

**TCA 49-2-206. Executive committee — Powers and duties.** — (b) The duties of the executive committee shall be to:

- (3) Serve as the purchasing agent for the board, provided, that this shall not apply to counties having a purchasing board nor to counties having a purchasing agent created by a private or local act;

# Morgan County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Student Activity Funds Management</b>	Descriptor Code: <b>2.900</b>	Issued Date:  Issued: <b>06/06/1994</b>
		Rescinds: <b>DK</b>	

1     *Individual Schools*

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

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

9  
10    Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be  
11    subject to disciplinary action.<sup>1</sup>

12  
13    Student activity funds shall be deposited in respective school activity accounts. Proper records of re-  
14    ceipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*  
15    *Accounting Policy Manual*.<sup>2</sup>

16  
17    Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in  
18    writing by both the activity group sponsor and the principal.<sup>3</sup>

19  
20    An annual audit of the account and records of all student activity funds shall be conducted as a part of  
21    the audit of all other district funds.<sup>4</sup>

22  
23    Any unencumbered class or activity funds automatically revert to the general activity fund of the school  
24    when a class graduates or an activity is discontinued.

25  
26    Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or  
27    other support organizations are not subject to this policy, unless such funds are in sole custody of the  
28    school.<sup>5</sup>

33     \_\_\_\_\_     Legal References:

- 34  
35     1. *Tennessee Internal School Uniform Accounting*  
36     *Policy Manual*; Section 4-26  
37     2. TCA 49-2-110(c)(d)  
38     3. *Tennessee Internal School Uniform Accounting*  
39     *Policy Manual*; Section 5-25  
40     4. TCA 49-2-112(a)  
41     5. TCA 49-2-110(e)

\_\_\_\_\_     Cross References:

Student Solicitations/Fund-Raising 6.701

**Tennessee School Boards Association  
Policy Development Summary**

<b>Policy Code: 2.900</b>	<i>District Sources Consulted:</i>
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<b>Policy Recommendations:</b>	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="padding: 5px;">Developed Sample</td> </tr> <tr> <td></td> <td style="padding: 5px;">District policy used</td> </tr> <tr> <td style="text-align: center; padding: 5px;">X</td> <td style="padding: 5px;">Customize as indicated</td> </tr> <tr> <td></td> <td style="padding: 5px;"><b>MANDATED BY LAW</b></td> </tr> </table>		Developed Sample		District policy used	X	Customize as indicated		<b>MANDATED BY LAW</b>	<p>This policy appears to be a previous TSBA sample. The policy has been updated to conform to the current policy by adding language on discipline for principals and sponsors.</p>
	Developed Sample								
	District policy used								
X	Customize as indicated								
	<b>MANDATED BY LAW</b>								

**LEGAL BASIS:**

***Tennessee Internal School Uniform Accounting Policy Manual, Section 4, pg. 26: Required Authorization***

**FUND-RAISING ACTIVITIES**

The school board shall adopt policies regarding fund-raising activities. Those policies must address: (1) the participation of the general student population and the use of school facilities and property in fund-raising efforts; (2) board limitations, if any, on the expenditure of money thus raised; (3) the participation of students and the use of school facilities in the fund-raising efforts of the PTO, band and/or athletic boosters, and other school support groups during the school day; (4) disciplinary action, such as personal financial sanctions and/or formal reprimands, applicable to principals and/or sponsors of student organizations who knowingly authorize/allow unapproved fund-raising activities. [Note: individual school policies may address disciplinary action applicable to sponsors of student organizations]; and (5) other requirements or limitations that the Board may choose to impose.

**TCA 49-2-110. Student activity funds.**—" (c) The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the board of education, and no fees or tuitions shall be required of any student as a condition to attending the public school, or using its equipment while receiving educational training.

(d) The principal of each school shall have the duty of instituting and following the reasonable regulations, standards, procedures, and the accounting manual adopted by the board of education having jurisdiction over the school.

**TCA 49-2-112. School audits** — (a)(1) The local board of education shall cause an annual audit to be made of the accounts and records of all schools under its jurisdiction which receive and disburse funds.

**TCA 49-2-110. Student activity funds**—" (e) The department of education shall prepare a uniform accounting policy manual for local school systems, subject to the approval of the comptroller of the treasury and the commissioner of finance and administration, and each local school system is required to adopt such manual when issued and maintain all activity fund books and records in accordance with the

requirements of such manual.

***Tennessee Internal School Uniform Accounting Policy Manual, Section 5, pg. 25: Club and Class Accounts***

**1. GENERAL**

Student classes and clubs are considered restricted fund accounts. Disbursements and transfers from these accounts must be approved in writing by the membership of the group.

**UNEXPENDED ACCOUNT BALANCES**

Accounts created for a class must be established on the basis of a graduation year so that account balances automatically follow the class until graduation. The graduating class should make provisions for the disposition of unexpended money prior to graduation, as such accounts must be closed at the end of the fiscal year. (For example, the class may choose to use any remaining money to open a savings account, independent of the schools bank accounts, to be used for subsequent class reunions.) Accordingly, if disposition of remaining balances has not been made prior to graduation, the balances will be transferred to the general fund. The graduating class will be considered to have forfeited its vested interest in such money after graduation.

The same guidelines apply to the remaining balance of any activity group account that has become inactive, after the activity group has had an opportunity to determine the disposition of the balance, but failed to do so.



## **2010 TSBA Community Relations Workshop**

**November 14, 2010**

**1:30 - 4:00 p.m.**

**Synopsis:** This year's Community Relations Workshop will provide school board members with strategies they can use to promote their districts and better inform the public about ongoing reform efforts in Tennessee public schools.

The first half of the session will explore options for creating the infrastructure that will support multiple avenues for effective two-way communication with stakeholders in a variety of situations, including explanation of the numerous changes happening as a result of education reform in Tennessee.

Part two of the workshop will feature a panel discussion and Q&A session focusing on interaction with the media. Panelists will include media members from both print and broadcasting.

### **WORKSHOP AGENDA**

<b>1:30 - 1:35 p.m.</b>	<b>Welcome and Introductions</b>
<b>1:35 - 2:45 p.m.</b>	<b>Expect More - Achieve More</b> <i>Building the infrastructure to promote your system and explain education reform in Tennessee</i>
<b>2:45 - 3:00 p.m.</b>	<b>Break</b>
<b>3:00 - 3:55 p.m.</b>	<b>The Other Perspective:</b> <b>Media/public relations panel discussion/Q&amp;A</b>
<b>3:55 - 4:00 p.m.</b>	<b>Wrap-Up and Evaluations</b>
<b>4:00 p.m.</b>	<b>Adjourn</b>

# Count Me In!

## 2010 TSBA Leadership Conference and Annual Convention Schedule Renaissance Hotel and Nashville Convention Center

### SATURDAY, NOVEMBER 13

11:00 a.m. Leadership Conference registration  
1:00-4:30 p.m. Leadership Conference  
**Speaker: Dave Weber**

### SUNDAY, NOVEMBER 14

7:00 a.m.-7:00 p.m. Convention Registration  
7:30-8:30 a.m. Leadership Conference Breakfast  
8:30-11:30 a.m. Leadership Conference  
Noon-2:30 p.m. Tailgate Party in the Exhibit Hall  
Noon-5:00 p.m. Exhibit Hall Open  
1:30-4:00 p.m. Community Relations Workshop  
1:30-5:00 p.m. Legal Workshop  
12:30-3:00 p.m. TSBA Board of Director's Meeting  
3:30-4:45 p.m. Past President's Reception  
5:15-6:45 p.m. Opening Session  
**Speaker: Mark Scharenbroich**

### MONDAY, NOVEMBER 15

7:30 a.m.-6:00 p.m. Convention Registration  
8:00-9:00 a.m. Clinic Session A  
9:00-10:30 a.m. TCSBA Meeting  
9:00 a.m.-2:30 p.m. Exhibits  
9:30-10:45 a.m. Second General Session-  
**Speaker: Cathleen Richardson**  
11:00 a.m.-1:00 p.m. Exhibit Hall Luncheon  
1:00-2:00 p.m. Clinic Session B  
2:30-3:30 p.m. Clinic Session C  
2:30-4:30 p.m. Delegate Assembly  
2:30-5:00 p.m. Board Secretaries Meeting (TABS)  
6:15-8:45 p.m. Awards Banquet  
**Speaker: Leanne Morgan**

### TUESDAY, NOVEMBER 16

7:30-11:00 a.m. Registration Desk Open  
7:30-8:00 a.m. Board of Director's Meeting  
8:00-10:15 a.m. Closing General Session/Breakfast  
10:15 a.m. Adjourn

# TSBA Leadership Conference Registration Form

November 13-14, 2010

Nashville Convention Center

School District: \_\_\_\_\_

Name and phone number of person completing form:

\_\_\_\_\_

Name	Position* (SU, BM, SEC, AP or O)	Optional Credit Eligibility** (Yes or No)	Registration Fee (\$135)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Amount Enclosed			

\*SU=Superintendent; BM=Board Member; SEC=Secretary; AP=Administrative Personnel; O=Other

\*\*School Board Academy Optional Credit is only awarded to those individuals who have satisfied their Basic Core Modules and Orientation as outlined in the School Board Academy Catalog, Attendance at both days of the conference is required to receive credit.

- Registration fee is \$135 per registrant and the deadline to register is October 22, 2010. Payment must be received at TSBA prior to event. Please make checks payable to TSBA.
- Requests for refunds will be honored only if made in writing by October 22, 2010. After October 22 you will be assessed the full conference fee.
- Mail a copy of this form with payment to: TSBA, ATTN: Registrar, PO Box 440011, Nashville, TN 37244-0011.



# Leadership Conference

November 13-14, 2010



Nashville Convention Center

Tennessee School Boards Association  
525 Brick Church Park Drive  
Nashville, TN 37207

Phone (800) 448-6465  
Fax (615) 815-3911  
www.tsba.net

# TSBA LEADERSHIP CONFERENCE

November 13-14, 2010  
Nashville Convention Center  
Ballroom 204

## AGENDA

### SATURDAY, NOVEMBER 13

- 11:00 a.m. Registration
- 1:00-1:05 p.m. Welcome and Introductions  
*Dan Schlafer, TSBA President, Cumberland County*
- 1:05-2:00 p.m. Sticks and Stones Exposed: The Truth Behind Words and Relationships  
*Dave Weber, Consultant*
- 2:00-2:15 p.m. Brief Overview of Breakout Sessions  
*Session Presenters*
- 2:15-2:45 p.m. BREAK
- 2:45-4:30 p.m. Concurrent Sessions (choose from four)
- 

### SUNDAY, NOVEMBER 14

- 7:30-8:30 a.m. Leadership Breakfast
- 8:30-8:32 a.m. Welcome  
*Dan Schlafer*
- 8:32-8:40 a.m. Inspirational Thought
- 8:45-10:30 a.m. Concurrent Sessions (choose from three)
- 10:40-11:30 a.m. Taking the Lead in Education Reform
- 11:30 a.m. Adjourn

## PRESENTER INFORMATION



Dave Weber's fun, high energy, and entertaining style have made him one of the country's most sought after speakers. Described as a "Chihuahua on caffeine", Dave is always a crowd favorite. As a captivating presenter and phenomenal story teller, Dave has discovered that laughter opens the head and the heart to consider internalizing new principles...and humor is a big part of all of his presentations.

In addition to presenting on the motivational speaking circuit, Dave is the author/creator of the LifeTime Organizer and the author of Sticks and Stones Exposed: The Power of Our Words. He is president and CEO of Weber Associates, Inc., a training and consulting firm in Atlanta, Georgia. He and his wife Tina are the proud parents of two great kids.

Sticks and Stones Exposed: The Truth Behind Words and Relationships is one of the most frequently requested training programs Dave conducts because of its impact on the culture and climate of a school and the resulting improvement in student achievement through the creation of a positive learning community.

As many education professionals strive to work as a strong team for the sake of children, the ability to work together has never been more critical to the success of a school. In fact, the Harvard Principals Center recently released the following statement: "The most powerful predictor of student achievement is the quality of relationships among the staff."

Some of the issues covered in this half-day program include: What kind of learning community/atmosphere are we creating? Are we building "bridges" of support or "barriers" of separateness? With the many changes taking place in education, how is the morale of the faculty and students as a whole? Are we creating an environment in which people want to collaborate and do their best or just "show up and go through the motions"? There are seven people within every person (be they faculty, student, parent, etc.) – do you know which one is the key? Have we formed some communication habits (ruts) that are subtly destroying the learning environment? Are we sabotaging the learning community by what we say and do (and don't even realize it)? Are the words we use building up or tearing down?

# **TSBA Legal Workshop 2010 Annual Convention**

**Sunday, November 14, 2010  
1:30 p.m. – 5:00 p.m.**

## **(LOCATION)**

- 1:30      **Whose Kids are These, Anyway?**  
Debra Owen – Jackson, Shields, Yeiser & Holt  
*This session will help school administrators and policy makers navigate the muddy waters of custody, residency, enrollment and attendance.*
- 2:30      **Break**
- 2:45      **Board Member Liability**  
D. Scott Bennett, Leitner, Williams, Dooley & Napolitan, PLLC  
*This session will provide legal professionals and school board members information as to the legal liabilities of board members, and how to avoid ending up in court!”*
- 3:45      **Break**
- 4:00      **How Sausage is Made..a/k/a The Making of Tennessee Education Law**  
Valerie Speakman, In-House Counsel, Shelby County Schools  
*This session will discuss how the General Assembly works and some of the more effective ways board members, school administrators and school lawyers can have a positive impact on the process.*
- 5:00      **Adjourn**