

School Board Meeting
November 9, 2023 5:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. October 2023 Bills
 - B. October 2023 Financial Report
 - C. October 19, 2023 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
 - A. School Compliance
 - B. December Board Meeting
 - C. Budget Amendments
 - D. Board Policy Updates - 1st Reading
 - 1. 1.105 School Board Legislative Involvement
 - 2. 1.701 School District Planning
 - 3. 2.400 Revenues
 - 4. 2.601 Fundraising Activities
 - 5. 2.8051 Debit Cards, Credit Cards, & Credit Lines
 - E. Superintendent's Report
- VI. Public Comment

"Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman. Each person speaking shall state his/her name, address (must be a resident of Humboldt, TN), and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board." **The School Board cannot take action on input/request(s), but the School Board may place an item on the agenda of a subsequent meeting for action by notifying School Board Chair, Ms. Valeria Smith-Wedley at vswedley@icloud.com.**

- VII. Adjournment

School Board Meeting

October 19, 2023 5:30 PM
HJSHS Library

Attendance Taken at 5:30 PM.

Rev. Mark Hodge: Present
Mr. Terry Johnson: Present
Mr. Wayne McLemore: Present
Mr. Leon McNeal: Present
Ms. Valeria Wedley: Present

Also present: Dr. Janice Epperson, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion passed: Motion to approve the Consent Agenda as presented passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

A. September 2023 Bills

B. September 2023 Financial Report

C. September 7, 2023 Regular Board Meeting

IV. Agenda Approval

Motion passed: Motion to approve the agenda passed with a motion by Mr. Wayne McLemore and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

V. Regular Agenda

A. Superintendent's Evaluation Report

Ms. Wedley, Board Chairman, reported that Dr. Epperson's evaluation score was above expectations.

B. ESSER 3.0 Plans

Motion passed: Motion to approve passed with a motion by Mr. Terry Johnson and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

C. TISA Accountability (template)

Motion passed: Motion to approve passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

D. Board Policy Updates - 2nd Reading

1. 4.700 Testing Programs

Motion passed: Motion to approve as amended passed with a motion by Rev. Mark Hodge and a second by Ms. Valeria Wedley.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

2. 6.402 Physical Examinations and Immunizations

Motion passed: Motion to approve as amended passed with a motion by Rev. Mark Hodge and a second by Ms. Valeria Wedley.

Rev. Mark Hodge: Nay
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 4, Nay: 1

E. Superintendent's Report

- Results-Based Monitoring
- Perfect Attendance Celebration
- September Attendance & Discipline Data
- Literacy Implementation Network Grant
- AIMSWEB Fall Benchmark 2023

- Math & English Interventions
- Science materials
- Focus group participation: TNSBOE District Improvement Hearing Design Team
- School Accountability Model
- Timeline of Portrait of a (VIKING) Graduate FY 2023-2024
- Summer Law Participation
- Stockpile Day requested for November 3, 2023

1. Personnel Report

The Board was updated as to the personnel changes that have taken place since the September Board Meeting.

F. Public Comment

"Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman. Each person speaking shall state his/her name, address (must be a resident of Humboldt, TN), and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board." The School Board cannot take action on input/request(s), but the School Board may place an item on the agenda of a subsequent meeting for action by notifying School Board Chair, Ms. Valeria Smith-Wedley at vswedley@icloud.com.

VI. Adjournment

Motion passed: Motion to adjourn passed with a motion by Rev. Mark Hodge and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
 Mr. Terry Johnson: Yea
 Mr. Wayne McLemore: Yea
 Mr. Leon McNeal: Yea
 Ms. Valeria Wedley: Yea
 Yea: 5, Nay: 0

Valeria Smith-Wedley, Chairman

Date

Dr. Janice Epperson, Superintendent

Date

2023 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2023**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA Name: Humboldt City Schools

Director of Schools/Superintendent Name: Dr. Janice Epperson

Director of Schools/Superintendent Signature:

School Board Chair Name:

School Board Chair Signature:

Date of School Board Approval:

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2023
(including the corresponding corrective action plan if applicable).
Upload instructions are accessible [here](#).



September 28, 2023

Stigall Primary is in compliance with all state and federal educational laws and the state board of education rules.

ALISHA BASKERVILLE

From: DEBBIE SHEEHAN
Sent: Thursday, September 28, 2023 10:51 AM
To: ALISHA BASKERVILLE
Subject: RE: LEA Compliance

I am in compliance with all state and federal educational laws and the state board of education rules.

**Debbie
Sheehan**
Principal

**East
Elementary**
1560 N 30th Ave.
Humboldt, Tn. 38343

📞 731-784-4171
✉️ debbie.sheehan@hcsvikings.org

From: ALISHA BASKERVILLE <ALISHA.BASKERVILLE@hcsvikings.org>
Sent: Thursday, September 28, 2023 10:30 AM
To: TIFFANY PURNELL <TIFFANY.BEAUREGARD@hcsvikings.org>; DEBBIE SHEEHAN <DEBBIE.SHEEHAN@hcsvikings.org>; GROVER HARWELL <GROVER.HARWELL@hcsvikings.org>
Cc: ALISHA BASKERVILLE <ALISHA.BASKERVILLE@hcsvikings.org>; Wayne Sheehan <wayne.sheehan@hcsvikings.org>; JENNIFER ROTEN <JENNIFER.ROTEN@hcsvikings.org>; JANICE EPPERSON <JANICE.EPPERSON@hcsvikings.org>
Subject: LEA Compliance
Importance: High

Good Morning,

I need a confirmation stating that you are in compliance with all state and federal educational laws and the state board of education rules. Please reply back by Friday, October 6 as to your compliance status.

★ 2023 LEA Compliance Report

Audience: Directors of Schools

Contact: LaQuisha.Oliver@tn.gov

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. The department is responsible for ensuring school laws and SBE rules are executed as

ALISHA BASKERVILLE

From: GROVER HARWELL
Sent: Sunday, October 01, 2023 7:20 PM
To: ALISHA BASKERVILLE; TIFFANY PURNELL; DEBBIE SHEEHAN
Cc: Wayne Sheehan; JENNIFER ROTEN; JANICE EPPERSON
Subject: RE: LEA Compliance

Good evening,
Humboldt Jr/Sr High is in compliance with all state and federal educational laws.

From: ALISHA BASKERVILLE <ALISHA.BASKERVILLE@hcsvikings.org>
Sent: Thursday, September 28, 2023 10:30 AM
To: TIFFANY PURNELL <TIFFANY.BEAUREGARD@hcsvikings.org>; DEBBIE SHEEHAN <DEBBIE.SHEEHAN@hcsvikings.org>; GROVER HARWELL <GROVER.HARWELL@hcsvikings.org>
Cc: ALISHA BASKERVILLE <ALISHA.BASKERVILLE@hcsvikings.org>; Wayne Sheehan <wayne.sheehan@hcsvikings.org>; JENNIFER ROTEN <JENNIFER.ROTEN@hcsvikings.org>; JANICE EPPERSON <JANICE.EPPERSON@hcsvikings.org>
Subject: LEA Compliance
Importance: High

Good Morning,

I need a confirmation stating that you are in compliance with all state and federal educational laws and the state board of education rules. Please reply back by Friday, October 6 as to your compliance status.

2023 LEA Compliance Report

Audience: Directors of Schools

Contact: LaQuisha.Oliver@tn.gov

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. The department is responsible for ensuring school laws and SBE rules are executed as well as taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

The LEA Compliance Report is a document used by the department in its annual process of ensuring compliance.

Thanks,

Mrs. Alisha Baskerville, MBA
Pupil Services/Attendance Coordinator
Humboldt City Schools
Phone: 731-784-2652
Fax: 731-784-2480

Absences Matter and You Can Help!!!

Humboldt City Schools
Pre-K Budget Amendment
2023-2024

Amendment #1

Account Number	Description	Budget
141-46515-ECE	Revenue	412,787.95
141-73400-105-ECE	Supervisor	3,000.00
141-73400-116-ECE	Teachers	186,908.00
141-73400-163-ECE	Educational Assistants	87,624.00
141-73400-189-ECE	Other Salaries and Wages	26,978.32
141-73400-198-ECE	Non-certified Substitutes	1,400.00
141-73400-201-ECE	Social Security	17,619.87
141-73400-204-ECE	State Retirement	21,907.99
141-73400-206-ECE	Life Insurance	1,010.98
141-73400-207-ECE	Medical Insurance	58,592.00
141-73400-208-ECE	Dental Insurance	1,240.00
141-73400-212-ECE	Medicare	4,420.48
141-73400-399-ECE	Other Contracted Services	<u>2,086.31</u>
		412,787.95

Humboldt City Schools
21st Century Budget Amendment
2023-2024

Amendment #2

Account Number	Description	Budget
141-47147-CCLC	Revenue	178,500.00
141-73300-105-CCL	Supervisor	23,625.00
141-73300-116-CCL	Teachers	114,380.00
141-73300-163-CCL	Educational Assistants	6,150.00
141-73300-201-CCL	Social Security	8,000.00
141-73300-204-CCL	State Retirement	9,000.00
141-73300-212-CCL	Medicare	1,500.00
141-73300-336-CCL	Maintenance and Repair-Equipment	200.00
141-73300-355-CCL	Travel	1,000.00
141-73300-399-CCL	Other Contracted Services	9,000.00
141-73300-429-CCL	Instructional Supplies	3,060.00
141-73300-524-CCL	Staff Development	2,000.00
141-73300-599-CCL	Other Charges	585.00
		<hr/>
		178,500.00

Humboldt City Schools
Public School Security Grant Budget Amendment
2023-2024

Amendment #3

Account Number	Description	Budget
141-46590	Revenue	42,130.59
141-72620-701-SSA	Equipment	17,130.59
141-72620-790-SSA	Other Equipment	<u>25,000.00</u>
		42,130.59

Humboldt City Schools
 Innovative School Models Amendment
 2023-2024

Amendment #4

Account Number	Description	Budget
141-46790-ISM	Revenue	960,854.85
141-71100-722-ISM	Regular Instruction Equipment	11,000.00
141-71300-189-ISM	Other Salaries and Wages	344,205.00
141-71300-201-ISM	Social Security	21,898.79
141-71300-204-ISM	State Retirement	22,926.31
141-71300-206-ISM	Life Insurance	978.61
141-71300-207-ISM	Medical Insurance	16,135.00
141-71300-208-ISM	Dental Insurance	775.00
141-71300-212-ISM	Employer Medicare	5,533.96
141-71300-429-ISM	Instructional Supplies and Material	66,004.66
141-71300-429C-ISM	Instructional Supplies and Material Consumables	12,327.29
141-71300-430-ISM	Textbooks-Electronic	10,000.00
141-71300-449-ISM	Textbooks-Bound	13,637.25
141-71300-471-ISM	Software	686.50
141-71300-730-ISM	Vocational Instruction Equipment	122,846.48
141-72210-524-ISM	In-Service/Staff Development	8,000.00
141-72230-399-ISM	Other Contracted Services	12,000.00
141-72230-524-ISM	In-Service/Staff Development	10,000.00
141-72250-330-ISM	Lease Payments	10,000.00
141-72250-790-ISM	Other Equipment	7,900.00
141-72710-425-ISM	Gasoline	4,500.00
141-72710-729-ISM	Transportation Equipment	50,500.00
141-76100-706-ISM	Regular Capital Outlay	200,000.00
141-76100-790-ISM	Other Equipment	9,000.00
		<hr/>
		960,854.85

Humboldt City Schools
TN Arts Commission Amendment
2023-2024

Amendment #5

Account Number	Description	Budget
141-46590-ACM	Revenue	10,900.00
141-72210-399-ACM	Contracted Services	8,240.00
141-72210-355-ACM	Travel	1,355.00
141-72210-599ACM	Other Charges	<u>1,305.00</u>
		10,900.00

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date:
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to improve public education in Tennessee.
2 Likewise, the Board shall work for the repeal or modification of existing laws and for the defeat of
3 proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns
6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and
8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative liaison;
- 10 4. The Board shall work with its legislative liaison, TSBA, and other concerned groups in
11 developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel
13 expenses, necessary to ensure active participation in the legislative process.

Cross References

Board Member Development Opportunities 1.204

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹ The Director of
5 Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

7 The Board shall develop annual plans with specific goals for improving student performance and that
8 operationalize the district's five (5) year strategic plan. This will be incorporated into the TISA
9 accountability report that must be approved by the Board and filed with the Department of Education
10 each November 1st.²

11 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
12 of the retreat shall be to:

- 13 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 14 2. Determine which goals have been achieved and whether any new efforts are needed;
- 15 3. Review major issues that may affect the school system in the future; and
- 16 4. Create an annual plan for district improvement.

17 **SCHOOL IMPROVEMENT PLAN¹**

18 The principal of each school shall work with the Director of Schools to develop and implement a
19 school improvement plan that is student focused and in support of the board improvement plan. The
20 plan shall be updated annually and address the long-range strategic plan of the school district.¹

21
22
23
24

Legal References

1. TCA 49-1-613; TRR/MS 0520-01-02-.31(8); State Board of Education Policy 2.101
2. TCA 49-3-112

Cross References

- Role of the Board of Education 1.101
In-Service and Professional Learning Opportunities 5.113
Qualifications and Duties of the Director of Schools 5.802

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

8 **FEES**

9 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
10 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
11 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
12 use its equipment.² School fees shall be waived for students who receive free or reduced-price lunches.³
13 No student will be penalized for nonpayment of any school fee.

14 **EXTENDED SCHOOL PROGRAM**

15 Extended school funds shall be collected at the individual schools and receipted and deposited in the
16 school bank account. The principal shall report the collections and pay the Board by school check.⁴

17 **FINES**

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages,⁵ including textbooks, library books, equipment, and buildings. All money collected as
20 fines shall be placed in the system-wide school fund.

21 **TUITION INCOME**

22 Tuition collected from nonresident students shall be placed in the system-wide school fund.

23 **RENTAL INCOME**

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

1 **GRANTS**

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

6 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶**

7 Approved district staff may utilize **GoFan** for electronic transactions. The Director of Schools/designee
 8 shall determine when this type of transaction may be utilized on a case-by-case basis. At the individual
 9 school level, the principal shall oversee the collection of funds and submit a plan that includes the
 10 following:

- 11 1. Adequate supporting documentation for the electronic collection method including a plan to
 12 provide a total daily receipt summary;
 13
 14 2. Methods of providing receipts to payers;
 15
 16 3. Information on maintaining and inspecting any voided receipts; and
 17
 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
 19 who will be assigned to complete this task.

20 Processing fees for these transactions **shall** be charged.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with
 22 the *Tennessee Internal School Funds Manual*.

Legal References

1. TCA 49-2-110(a); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

Cross References

Fundraising Activities 2.601
 Student Activity Funds Management 2.900
 Food Service Management 3.500
 Textbooks and Instructional Materials 4.400
 Compensation Guides & Contracts 5.110
 Attendance of Non-Resident Students 6.204
 Student Fees and Fines 6.709

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for replacing funds which are the
5 responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Director of Schools/designee for all
12 fundraising activities, including online fundraising activities, that involve the participation of the
13 general student population in the marketing process of the fundraising effort. All other
14 fundraising activities, including online fundraising activities, shall have written approval from
15 the principal and comply with all administrative procedures issued by the Director of Schools.
16 The authorization request shall contain the following information:²
 - 17 a. A list of the proposed fundraising activities;
 - 18 b. Purpose of the fundraising activity;
 - 19 c. Proposed uses of funds raised;
 - 20 d. Expected student involvement in fundraising activity (school-wide, individual class, or
21 club); and
 - 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Director of Schools shall determine whether or not the activity will benefit the school,
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
25 fulfill the Board's required contributions.
- 26 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
27 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
2 who do not participate in fundraising activities shall not be punished or discriminated against in
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational
5 materials even though the materials might include reference to a brand, a product, or a service.

6 **LOTTERIES**

7 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
8 among purchasers of chances by means of tickets through a random selection process.³

9 **ONLINE FUNDRAISING¹**

10 The school district is authorized to utilize online fundraising (e.g., crowdfunding). The Director of
11 Schools/designee shall ensure that adequate internal controls are established and will determine, on a
12 case-by-case basis, when using online fundraising is appropriate.

13 An employee shall not engage in online fundraising for educational purposes in his/her official
14 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or
15 otherwise, that would lead another to believe such activity is an approved school fundraiser. Online
16 fundraising shall not be used on behalf and for the benefit of an outside party.

17 *Individual Schools*

18 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all
19 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*
20 *Accounting Policy Manual*. The principal/designee of each school shall have access to the established
21 fundraising account to ensure all funds are properly accounted for, and the information is recorded in
22 the school's accounting records by the designated personnel.

23 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

24 On approval of the principal, an employee may be authorized to raise and use funds for the following
25 noneducational purposes:

- 26 1. Bereavement support;
- 27
- 28 2. Award recognition;
- 29
- 30 3. Employee morale;
- 31
- 32 4. Banquets; or
- 33
- 34 5. Other situations at the principal's discretion.

1 These funds shall be derived from vending machine revenues in teacher's lounge only, donations from
2 outside agencies or individuals, teacher canteen, teacher lunches, jean day, or staff t-shirt sales.

3 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
4 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
5 procedures are consistent with board policy and state law and disseminate them to all employees.

6 **RECORDKEEPING¹**

7 The Director of Schools/designee shall ensure that the appropriate records are maintained for each
8 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents
9 that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-28
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Debit Cards, Credit Cards, & Credit Lines	Descriptor Code: 2.8051	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 District debit and credit cards shall be maintained by the Director of Schools/designee through
3 procedures developed and maintained in the district office for the purchase of appropriate goods and
4 services for district or school related purposes only.¹ The debit and credit cards will be kept in a secure
5 location, and account numbers will remain confidential. Principals shall be the only employees
6 authorized to apply for a credit card on a school's behalf.

7 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
8 approved by the Director of Schools or the Director of Finance will be reimbursed to the district within
9 ten (10) days of notification.

10 **AUTHORIZED USE**

11 Debit card use shall be limited to small incidental purchases and may not be used for normal operating
12 expenditures.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either
14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
15 cards may also be used to facilitate out-of-town travel for official school business.

16 Card users shall be held accountable for appropriate use of debit and credit cards. Unauthorized use of
17 a debit card, credit card, or credit line shall be grounds for disciplinary action, including termination of
18 employment. Cash advances using district credit cards are prohibited.

19 Any school employee that purchases items with the debit card, credit card, or any approved credit line
20 shall follow the guidelines outlined below:

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
22 days of purchase;
- 23
- 24 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
25 be turned in;
- 26
- 27 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
28 that is purchased;
- 29

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the debit card, credit card, or credit line be used to make personal
- 7 purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808