



**Morgan County Schools Morgan County Board of Education Workshop
November 29, 2010 6:30 PM
Morgan County Career and Technical Center**

MEMBERS PRESENT:

1. **Prayer**
2. **Pledge**
3. **"Good News" - Mr. Mitchell Heidel, Director, MCCTC**
4. **Agenda**
5. **MCEA**
6. **Audience Participation**
7. **Consent Agenda**
 - A. Approval of Minutes-Regular Meeting November 1, 2010
 - B. Workshop - Thursday, December 16, 2010 6:30 p.m. @ Central Office
 - C. Regular Board Meeting-January 3, 2011, 6:30 p.m. @ Central Office
 - D. Coalfield Cheerleader Trip to Capitol One Bowl
 - E. International Trip-Sunbright Spanish Trip to Puerto Rico-Spring Break, 2012
 - F. Central Middle School trip to Biltmore Estate
 - G. Approval of Special Courses-Distance Learning
8. **Budget Amendments - Correction #13, (57-71)**
9. **Approval of Teachers Recommended for Tenure (Policy GBL)**
10. **Update on Proposed CTE Networking Program -(January, 2010)**
11. **Maintenance and Transportation Facility-Revision of Plan**
12. **Discussion and approval of 2011-12 Calendar**
13. **Approval Development of Grant Proposals**
 - A. Safety Grant-Signals at intersection Liberty Rd & Hwy 62
 - B. \$10,000 grant opportunity from General Mills "Champions for Healthy Kids"
14. **Evaluation and Decision-Bids for Exterminating Services**
15. **Price quote for Sunbright Awnings**
16. **Education Jobs Program (\$939,356)-Updates; Revised Plan for Expenditure of Funds (Budget Amendment #71)**
17. **Discussion and Approval of Job Classification and Compensation Study**
18. **Draft Bid Specifications for Mowing Contract(s)**
19. **Policy Revisions-Administrative Procedures**
 - A. Policy for Sick Leave Bank for Support Staff
 - B. TSBA Policy Packet-Section III-Support Services
 - C. District Organizational Chart-Draft 2
 - D. Positive Behavior Support-1st Reading
 - E. Policy 1.703 - School Attendance Areas (Discussion of Bus Routes-Petit Lane and Adjoining Roads)
 - F. Discussion of current administrative practices-Bonus for bus drivers, Longevity Pay
20. **Director's Performance Contract Report/Announcements**
 - A. Monthly Financial Report
 - B. First to the Top Report-Revised Plan (Budget Amendments)
 - C. Review of District Report Card (if available)
 - D. TSBA Day on the Hill
21. **Adjourn**
 - A. Thursday, Dec. 9, 2010 - 6:00pm - Facility Planning Committee (Maintenance & Transportation Bldg) 7:00pm -School Board Policy Workshop (Central Office)



**Morgan County Schools Morgan County Board of Education Workshop
November 29, 2010 6:30 PM
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- B. Workshop - Thursday, December 16, 2010, 6:30 p.m. @ Central Office
- C. Regular Board Meeting-January 3, 2011, 6:30 p.m. @ Central Office



Morgan County Career & Technical Center

132 Flat Fork Road.
Wartburg, TN. 37887
Phone: 423-346-6285
Fax: 423-346-5857



Mitchell Heidel
CTE Director

David Hennessee
Assistant Principal

To: Morgan County Board of Education
From: Mitchell Heidel, CTE Director
Re: Good News Board Report
Date: 11-29-10

Good News

1. We are excited that we have 42 enrolled in our Computer Repair /Networking class that we are hoping to have approved at the next regular board meeting. Students can earn two National certifications , A+ and Net+, once they pass the certification tests.
2. National Technical Honor Society- We had 18 inductees into the NTHS this year which is the largest group we have ever had. Ms. Taylor is the advisor. They assisted with the Veteran's Day Program this year as their community service project.
3. Spring Semester-Dual Enrollment Classes in Criminal Justice with RSCC, Dual enrollment class in EMS taught by paramedic Derek Hawn , a former Morgan County Career and Technical student, who is studying to become a doctor. We plan to have a teacher from TTC Harriman to teach a dual enrollment class in alternate energy at our school in the spring.
4. Independent Study Program has 15 students completing graduation requirements at this point, and we expect to have that many or more next semester. The JTG program is providing \$100 each month for each student that has 95% attendance and is completing all their assignments. The ETHRA grant for \$42,000, has provided a promethean board and 8 computers, curriculum, professional development and \$24,000 towards our teacher's salary for the Job for Tennessee Graduate Program.
5. Distance Chemistry-27, 18(Oakdale), 9(Sunbright), Distance Physics 8, 5(Coalfield), 2 (Sunbright), 1 Wartburg. Dr. Warren arranged for 4(½ day) labs for Chemistry busing them from the home schools and they have gone very well.
6. Mr. Tharp is using the distance lab to have math integration with Sunbright Geometry teacher Ms. England. Mr. Tharp also had a donation of table saws, sander and picture frames valued at \$33,000.
7. Solar and Wind Program- Mr. Trout and Mr. Tharp have been working very hard on a fourth windmill and Mr. Tharp has been constructing a building to house the data recorders and inverters. We will be constructing a solar panel for the roof of the building. We need to lay about 1,000 ft of electrical cable and then connect everything to the grid.
8. Robotics class for next semester is full. The students are building robots and programming them to do specific tasks. They are also programming an industrial type robotic arm to perform tasks that would be performed in an industry setting. We have the robots here tonight for each high school, thanks to a grant from Rosa Dotson.

Mission: Preparing today's students for tomorrow's opportunities

MORGAN COUNTY SCHOOLS
Wartburg, Tennessee
MORGAN COUNTY BOARD OF EDUCATION
REGULAR MEETING – November 1, 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. "Good News" - Dr. Elizabeth Boyd, Principal - Sunbright School. School-Wide Positive Behavior Support is being piloted this year at Petros Joyner and Central Middle Schools. Great year for high school football – 3 teams made the TSSAA playoffs.

4. Agenda

- Motion was made by Randy Harlan to approve the Agenda as presented. Seconded by Glen Moore.

Motion carried

5. MCEA

- Discussion: Margaret Morgan announced to the Board that survey results indicated a strong interest for a support sick leave bank. She recommended that a board policy be developed to implement the support sick leave bank. Also, a form will be needed to sign up those employees interested in joining.
- Motion was made by Randy Harlan to create a sick leave bank for support personnel along with policies and forms. Seconded by Richard Spurling.

Motion carried

6. Audience Participation

7. Consent Agenda

7.a. Approval of Minutes-Regular Meeting October 4, 2010

7.b. Workshop-Monday, November 29, 2010, 6:30 p.m. @ MC Career & Technical Center

7.c. Regular Board Meeting-December 6, 2010, 6:30 p.m. @ Central Office

7.d. Approval of Field Trip Request - Petros Joyner

7.e. Approval of Textbook Adoption Committees

7.f. Morgan County School System and Morgan County Head Start Memorandum of Understanding for 2010-2011.

- Motion was made by Randy Harlan to approve the consent agenda with the regular board meeting date changed to December 7, 2010. Seconded by Paul Hudson.

Motion carried

8. Budget Amendments - (#4,6,10,13 - Corrections) (#38-52) (#53-56 Added Today)

- Motion was made by Randy Harlan to approve all budget amendments as presented.
Seconded by Wendy Collins.

Roll Call

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

Motion carried

**Morgan County Board of Education
Save The Children
November 1, 2010
Budget Amendment #4**

Debit (Decrease)		
141-71100-212-0054	(Medicare)	\$32.00
141-73400-207-0054	(Medical Insurance)	\$6,035.00
141-73400-429-0054	(Instructional Supplies)	\$4,160.00
141-73400-499-0054	(Other Supplies & Materials)	<u>\$7,220.00</u>
	Total:	\$17,447.00
Credit (Increase)		
141-39000	(Undesignated Fund Balance)	\$7,051.00
141-46980	(Other State Grants)	\$1,304.00
141-71100-207-0054	(Medical Insurance)	\$6,035.00
141-71100-208-0054	(Dental Insurance)	\$50.00
141-73400-163-0054	(Educational Assistants)	<u>\$3,007.00</u>
	Total:	\$17,447.00

Explanation:

This amendment is necessary in order to implement the "Save The Children" Program.

**Morgan County Board of Education
General Purpose Fund - 141
Career In Mind Grant (TnACHE)
November 1, 2010
Budget Amendment #6**

Debit (Decrease)		
141-39000	(Undesignated Fund Balance)	\$10,304.00
141-73400-198-0042	(Assistants)	\$1,000.00
141-73400-201-0042	(Social Security)	\$50.00
141-73400-204-0042	(Retirement)	<u>\$298.00</u>
	Total:	\$11,652.00

Credit (Increase)		
141-73400-429-0042	(Instructional Supplies)	\$3,910.00
141-73400-355-0042	(Travel)	\$7,692.00
141-73400-212-0042	(Medicare)	<u>\$50.00</u>
	Total:	\$11,652.00

Explanation:

This amendment is necessary in order to implement the "Career In Mind-TnACHE" Program.

**Morgan County Board of Education
Federal Fund - 142
November 1, 2010
Budget Amendment #10**

Debit		
142-47590	(Other Federal through State)	\$20,000.00
Credit		
142-71100-599-21S	(Other Charges)	\$10,000.00
142-71100-722-21S	(Regular Instruction Equipment)	<u>\$10,000.00</u>
	Total:	\$20,000.00

Explanation:

This amendment is necessary in order to implement the "E4000TN Statewide Stimulus Strategy e-Learning" program.

**Morgan County Board of Education
General Purpose Fund - 141
21st CCLC
November 3, 2010
Budget Amendment #13 Corrected**

Debit		
141-39000	Fund Balance	\$30,019.63
Credit		
141-72210-163-7017	Educations Assistants	\$10,000.00
141-72210-355-7017	Travel	\$700.00
141-71100-429-7017	Instructional Supplies	\$6,439.00
141-71100-599-7017	Other Charges	\$6,440.00
141-72130-599-7017	Other Charges	\$6,440.63

Explanation:

This budget amendment will be necessary to implement the "21st Century" program.

**Morgan County Board of Education
G.P.
November 1, 2010
Budget Amendment #38**

Debit:	49700	(Insurance Recovery)	\$4,478.21
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Credit:
141-72710-453 (Vehicle Parts) \$4,478.21

Explanation:

To adjust budget with insurance recovery funds.

Morgan County Board of Education
G.P.
November 1, 2010
Budget Amendment #39

Debit:
141-71300-116 (Teachers) \$4,000.00

Credit:
141-71300-399 (Other Contracted Services) \$4,000.00

Explanation:

To adjust budget to allow payment for contracted services.

Morgan County Board of Education
G.P.
November 1, 2010
Budget Amendment #40

Debit:
49700 (Insurance Recovery) \$4,595.62

Credit:
141-72710-453 (Vehicle Parts) \$4,595.62

Explanation:

To adjust budget to include funds received for bus accident.

Morgan County Board of Education
G.P.
November 1, 2010
Budget Amendment #41

Debit:
141-39000 (Undesignated Fund Balance) \$8,371.13

Credit:
141-72310-399 (Other Contracted Services) \$8,371.13

Explanation:

To adjust budget to include funds designated for employee classification study.

**Morgan County Board of Education
G.P.
November 1, 2010
Budget Amendment #42**

Debit:
141-39000 (Undesignated Fund Balance) \$1,000.00

Credit:
141-72320-599 (Other Charges) \$1,000.00

Explanation:

To adjust budget with funds designated for AESOP.

**Morgan County Board of Education
Federal Title 1
November 1, 2010
Budget Amendment #43**

Debit:
Fund Balance 39000 \$1,289.00

Credit
142-71100-429-101-013 (Instructional Supplies) \$1,289.00

Explanation:

Check to Dell was lost in mail and was cancelled. Money was placed back into fund balance for a new check can be re-issued to Dell.

**Morgan County Board of Education
Federal Title 1
November 1, 2010
Budget Amendment #44**

Debit:
142-71100-599-101-650 (Other Charges) \$9,844.64

Credit
142-71100-499-101-650 (Other Supplies) \$9,844.64

Explanation:

This amendment was necessary to move money to correct line item.

**Morgan County Board of Education
Federal Title 1
November 1, 2010
Budget Amendment #45**

Debit:

142-71100-189-101-650	(Other Salaries)	\$130,787.00
142-71100-201-101-070	(Social Security)	\$2,479.01
142-71100-204-101-070	(Retirement)	\$3,618.55
142-71100-206-101-070	(Life Insurance)	\$30.00
142-71100-207-101-070	(Medical Insurance)	\$6,000.00
142-71100-208-101-070	(Dental Insurance)	\$230.00
142-71100-212-101-070	(Medicare)	\$579.77
142-71100-201-101-055	(Social Security)	\$2,637.36
142-71100-204-101-055	(Retirement)	\$3,849.69
142-71100-206-101-055	(Life Insurance)	\$30.00
142-71100-207-101-055	(Medical Insurance)	\$6,000.00
142-71100-208-101-055	(Dental Insurance)	\$230.00
142-71100-212-101-055	(Medical Insurance)	\$616.80
142-71100-201-101-010	(Social Security)	\$2,795.33
142-71100-204-101-010	(Retirement)	\$4,080.28
142-71100-206-101-010	(Life Insurance)	\$30.00
142-71100-207-101-010	(Medical Insurance)	\$6,000.00
142-71100-208-101-010	(Dental Insurance)	\$230.00
142-71100-212-101-010	(Medicare)	\$653.75

Credit:

142-72210-189-101-650	(Other Salaries)	\$130,787.00
142-72210-201-101-650	(Social Security)	\$7,911.00
142-72210-204-101-650	(Retirement)	\$11,548.52
142-72210-206-101-650	(Life Insurance)	\$90.00
142-72210-207-101-650	(Medical Insurance)	\$18,000.00
142-72210-208-101-650	(Dental Insurance)	\$690.00
142-72210-212-101-650	(Medicare)	\$1,850.32

Explanation:

This amendment was necessary to move curriculum coach salaries to correct line item as request of NCLB consultant.

**Morgan County Board of Education
Federal Title 1 Stimulus
November 1, 2010
Budget Amendment #46**

Debit:

142-71100-399-10S	(Contracted Services)	\$30,000.00
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Credit:

142-72210-399-10S	(Contracted Services)	\$30,000.00
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Explanation:

This amendment was necessary to move contracted pay to correct line item as request of NCLB consultant.

**Morgan County Board of Education
Title 1 Consolidated Admin.
November 1, 2010
Budget Amendment #47**

Debit:		
39000	Fund Balance	\$21,741.98
Credit:		
142-72210-207-011-650	(Medical Insurance)	\$2,000.00
142-72210-336-011-650	(Maintenance)	\$2,000.00
142-72210-340-011-650	(Postal)	\$2,000.00
142-72210-355-011-650	(Travel)	\$2,000.00
142-72210-499-011-650	(Other Supplies)	\$12,241.98
142-72210-524-011-650	(Staff Development)	\$500.00
142-72210-599-011-650	(Other Charges)	\$1,000.00
	Total:	\$21,741.98

Explanation:

Re-allocated money from last year's budget.

Morgan County Board of Education
Title IV
November 1, 2010
Budget Amendment #48

Debit:		
142-71100-429-601	(Instruction Supplies)	\$18,942.00
Credit:		
47148	Revenue	\$18,942.00

Explanation:

Decrease in the Title VI allotment.

Morgan County Board of Education
Title II
November 1, 2010
Budget Amendment #49

Debit:		
142-72210-599-201	(Other Charges)	\$3.97
Credit:		
47148	Revenue	\$3.97

Explanation:

Decrease in the Title II allotment.

Morgan County Board of Education
Title IID
November 1, 2010
Budget Amendment #50

Debit:		
142-72210-355-231	(Travel)	\$50.00

Credit:		
47596	Revenue	\$50.00

Explanation:

Decrease in the Title IID allotment.

Morgan County Board of Education
G. P.
November 1, 2010
Budget Amendment #51

Debit:		
44170	(Miscellaneous Refunds)	\$6,575.00

Credit:		
	141-72210-790 (Other Equipment)	\$6,575.00

Explanation:

These funds were the result of an ORAU Extreme Classroom Makeover. Adjusting the budget will allow purchasing of technology equipment for Central Middle School.

Morgan County Board of Education
Title II
November 1, 2010
Budget Amendment #52

Debit:		
142-72210-599-201	(Other Charges)	\$4,516.00

Credit:		
34440	Revenue	\$4,516.00

Explanation:

Decrease in the Title II allotment.

Morgan County Board of Education
IDEA Sub Fund 901
November 1, 2010
Budget Amendment #53

Debit:		
142-39000	Fund Balance	\$399.77

Debit:		
142-44170	Misc. Refunds	\$6,773.98

Debit:		
142-47143	Revenue	\$2.82

Credit:		
142-71200-399-901		\$7,176.57

Explanation:

Adjust Budget according to State Fiscal Consultant.

Morgan County Board of Education
IDEA ARRA Sub Fund 90S
November 1, 2010
Budget Amendment #54

Debit:			
142-39000	Fund Balance		\$3,096.16
Debit:			
142-44170	Misc. Refunds		\$191.52
Debit:			
142-47143	Revenue		\$30,462.61
Credit:			
142-71200-399-90S			\$33,750.29

Explanation:

Adjust Budget according to State Fiscal Consultant.

Morgan County Board of Education
IDEA Preschool Sub Fund 911
November 1, 2010
Budget Amendment #55

Debit:			
142-39000	Fund Balance		\$0.24
Credit:			
142-71200-399-911			\$0.24

Explanation:

Adjust Budget according to State Fiscal Consultant.

Morgan County Board of Education
IDEA Preschool ARRA Sub Fund 91S
November 1, 2010
Budget Amendment #56

Debit:			
142-47145	Revenue		\$2,697.38
Debit:			
142-44170	Misc Refunds		\$234.52
Credit:			
142-71200-399-91S			\$2,931.90

Explanation:

Adjust Budget according to State Fiscal Consultant.

9. Permission for Grant Proposal - "Eat Well, Play More - Tennessee"

- Motion was made by Randy Harlan to grant permission to apply for the "Eat Well, Play More-Tennessee" grant. Seconded by Glen Moore.

Motion carried

**10. Maintenance and Transportation Facility (Resolution Approved by County Commission)
Next Steps**

Discussion: Gary Howard, Finance Department, will be working with Citizens First Bank to complete the purchase.

11. Consider Advertising for Bids for Exterminating Services (Integrated Pest Management)

- Motion was made by Wendy Collins to approve bid requests for exterminating services for all schools buildings and cafeterias. Seconded by Paul Hudson.

Motion carried

Discussion: Director informed the board the school system had no complaints with Jerry's Exterminating, the current exterminating contractor. The bidding process was necessary so that Food Service could pay the exterminating costs for the school cafeterias.

12. Surplus Vehicles and Scrap Iron-(City of Wartburg, Sunbright, Oakdale Request for Surplus Vehicles)

- Motion was made by Randy Harlan to declare the two trucks and scrap iron as surplus property. Seconded by Paul Hudson.

Motion carried

Discussion: 1996 ChevS14, VIN 1GCCS14XXT8111827 will be donated.

13. Request From Sunbright Alumni Association - "Project Awning"

Discussion: Jim Aytes, Maintenance, will present the Board with price estimates for the installation of walkway awnings at the next scheduled workshop. The bidding process and funding will be discussed at a later date.

14. Education Jobs Program (\$939,356) - Approval of Plan for Expenditure of Funds

- Motion was made by Paul Hudson to approve expenditures of the Education Jobs Funds as presented with the deletion of one teaching position funding. These funds will cover the employer's cost of the bonus for all employees. Seconded by Randy Harlan.

Motion carried

Discussion: Randy Harlan requested distribution of the bonus checks in November.

Roll Call

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

15. Discuss Possibility of Snow Routes for Buses

- Motion was made by Paul Hudson to approve buses utilizing snow routes as needed. Seconded by Wendy Collins.

Motion carried

Discussion: The Director informed the Board that road superintendent Roy Smith has agreed to work with the school system to reduce the number of days out of school due to unsafe road conditions. These snow routes are recommended to give students more instructional time to meet new requirements.

16. Policy Revisions - Administrative Procedures

16.a. TSBA Policy Packet - Section III - Support Services – Refer back to workshop

16.b. Policy 1.703 - School Attendance Areas (Discussion of Bus Routes-Petit Lane and Adjoining Roads)

17. Director's Performance Contract Report/Announcements

17.a. Monthly Financial Report

17.b. Approval of Teachers Recommended for Tenure (Policy GBL)-December meeting

17.c. First to the Top Report-Role of Instructional, Academic Coaches (Wanda Lane)

17.d. District Organizational Chart - Revised

17.e. DHS TANF Grant for School Supplies (\$9,053.99)

17.f. Review of District Report Card (not yet available)

17.g. Safety Plan - Update of Emergency Contact Information

17.h. TSBA Annual Convention-Nov. 14-16 Nashville Renaissance and Convention Center

Discussion: Jim Aytes, Maintenance, was asked to present the Board with a sample bid request and bid specification for grass mowing at all schools, excluding athletic fields, at the next scheduled workshop.

18. Adjourn

- Motion was made by Randy Harlan to adjourn. Seconded by Glen Moore.

Motion carried.

18.a. Workshop-Monday, November 29, 2010, 6:30 p.m. @ MC Career & Tech Center

18.b. Regular Board Meeting - December 6, 2010, 6:30 p.m. @ Central Office

Chairperson

Superintendent

MORGAN COUNTY SCHOOLS

Request for Field Trip Approval

Karen Watson Name of Teacher Grade 9-12 Subject Area Mathematics

requests permission to take 14 students in her/his cheer squad homeroom,

who will have written permission from their parents to travel to
Orlando, Fla (Capital One Bowl)
(Name of place you intend to visit)

Proposed date of trip: 12-29-10 thru 1-3-11

Objectives of trip: (Should correlate with teaching objectives)
Pre-game performance of the
Capital One Bowl on 1-1-11.

How will cost of trip be financed? Fundraisers and
contributions from parents.

What arrangements will be made for substitute teacher for your students
who are left at school? during Christmas break,
no substitute needed

The means of transportation will be: Allegiant Airlines

Name or names of bus drivers: _____

Names of parent: who will help supervise students on this trip: _____
Judy Daugherty (Coach) and I will
supervise students.

Time of departure: about 1:30 pm 12-29-10

Time of arrival back: about 11:30 am 1-3-11

Signature of teachers requesting approval: _____
Karen E. Watson

Approval of Principal: [Signature] 11-18-10 Pending Board Approval

MORGAN COUNTY SCHOOLS

Request for Field Trip Approval

Beth Chandler Grade 11-12 Subject Area Spanish
(Name of teacher)

requests permission to take 10-30 students in her/his classroom. Who will have written permission from their parents to go to San Juan,

Puerto Rico during Spring Break
(Name of place you intend to visit)

Proposed date of trip: April 8, 2012 to April 14, 2012

Objectives of trip (should correlate with teaching objectives): 1.1-Engage in conversations, provide + obtain information, express feelings + emotions, + exchange opinions.
2.1-Demonstrate an understanding of the relationship,...

How will cost of trip be financed? Parents will pay for part.
Fundraising will pay for part.

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

The means of transportation will be: Parents to Atlanta, Airport

Name or names of bus drivers: N/A

Names of parents who will help supervise students on this trip: Angela Overton,
Ashley Ruppe, Angela Barnes, Donna Woody,
Malinda DeVaney,

Time of departure: 3:00 p.m. 4/8/12 Time of arrival back: ~12:00 p.m. 4/14/12

Signature of teachers requesting approval: Beth E. Chandler

Approval of Principal:

Erin Smith Boyd
11-10-10 Pending Board Approval
Jennifer Anne

2.1 (continued) between the practices and perspectives of the culture studied.

2.2 Demonstrate an understanding of the relationship between the products and the perspectives of the culture studied.

3.2 Acquire information and recognize the distinctive viewpoints that are only available through the foreign language and its cultures.

5.1 Use the language both within and beyond the school setting.

5.2 Show evidence of becoming lifelong learners by using the language for personal enjoyment and enrichment.

Wanda Lane

Morgan County Schools Request for Field Trip Approval

WCMS Beta Club 7/8 _____
(Name of Teacher) (Grade) (Subject Area)

requests permission to take 60 students in his/her homeroom, who will have written permission from their parents, to:

Biltmore Estate
(Name of place you intend to visit)

One Approach Road, Asheville, NC 28803
(Complete address)

866-851-4661 _____
(Phone number) (Name of a contact person)

Proposed date of trip: Monday, December 13, 2010

Objective(s) of trip: (Should correlate with teaching objectives)
Learning about the History & Culture of the Biltmore Estate

How will the trip be financed? Club/students

What arrangements will be made for your students who remain at school? N/A

The means of transportation will be Charter Bus

Time of Departure: 7:00 am Time of Return: 9:00 pm

Name(s) of bus driver(s): _____

Names of parents who will help supervise students on this trip: 15 adults

Signature of teacher(s) requesting approval: Carmen Dagkey, Kim Carroll
Erin Clabough

Principal's Signature of Approval: Ingsommer
11-29-10 Wanda Lane, Pending Board approval

Morgan County Schools 2010-11 Distance Learning

Fall

1 st Block	2 nd Block	3 rd Block	4 th Block
8:35 -9:20 Algebra I (8 th Grade) Students Enrolled (61)	9:50-11:35 Chemistry Students Enrolled (27)	12:15-1:59 Physics Students Enrolled (8)	
8:30-10:00 Spanish I Students Enrolled (130)			

Spring

1 st Block	2 nd Block	3 rd Block	4 th Block
8:35-9:20 Algebra I (8 th Grade)	9:50-11:35 Art	12:15-1:59 Physics	2:00-3:20 English
8:30-10:00 Spanish II	Chemistry		

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #57**

Debit:		
141-44170	(Revenue)	\$29,016.00
Credit:		
141-72210-790	(Equipment)	\$29,016.00

Explanation:

E-Rate reimbursement from Highland Telephone Company.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #58**

Debit:		
141-44170	(Revenue)	\$1,000.00
Credit:		
141-71300-116	(Teachers)	\$1,000.00

Explanation:

Funds received from ARC Grant. Adjusted budget will allow payment of classroom instruction in solar & wind alternative energy.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #59**

Debit:		
141-47143	(Revenue)	\$3,513.41

Credit:		
141-71200-399	(Other Contracted Services)	\$3,513.41

Explanation:

These additional state funds are reimbursement of high cost expenditures for Special Education students.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #60**

Debit:		
141-44170	(Miscellaneous Refunds)	\$159.50

Credit:		
141-72710-453	(Vehicle Parts)	\$159.50

Explanation:

These funds are a reimbursement from Blue Bird Company
for parts and labor.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

Morgan County Board of Education
General Purpose Fund – 141
21st CCLC
December 7, 2010
Budget Amendment #13 Corrected

Debit

141-39000	Fund Balance	\$30,019.63
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Credit

141-72210-163-7017	Educations Assistants	\$10,000.00
141-72210-355-7017	Travel	\$700.00
141-71100-429-7017	Instructional Supplies	\$6,439.00
141-71100-599-7017	Other Charges	\$6,440.00
141-72130-599-7017	Other Charges	\$6,440.63

Explanation:

This budget amendment will be necessary to implement the “21st Century” program.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #61**

Debit:		
141-44146	(E-Rate Funding)	\$5,428.80

Credit:		
141-72210-790	(Other Equipment)	\$5,428.80

Explanation:

E-rate reimbursement from AT&T.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #62**

Debit:		
141-44530	(Sale of Equipment)	\$1,750.00

Credit:		
141-72710-453	(Vehicle Parts)	\$1,750.00

Explanation:

Additional revenue from sale of tires.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
December 7, 2010
Budget Amendment #63**

Debit:

141-71100-116	(Teachers)	\$12,086.55
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Credit:

141-71100-188	(Bonus)	\$10,500.00
141-71100-201	(Social Security)	\$651.00
141-71100-204	(Retirement)	\$783.30
141-71100-212	(Medicare)	<u>\$152.25</u>
	Total:	\$12,086.55

Explanation:

Budget adjustment needed to allow Central Office employees to receive bonus.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #64**

Debit:

142-72210-308-581-650	Consultants	\$6,540.00
142-72210-599-581-650	Other Charges	\$460.00
142-72210-212-581-650	Employer Medicare	\$100.00
142-72210-189-581-650	Other Salaries	\$1,981.00

\$9,081.00

Credit:

142-71100-116-581-650	Teachers	\$9,081.00
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Correcting amount allotted for teacher salaries.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #65**

Debit :

142-72210-189-581-560	Other Salaries	\$563.00
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Credit:

142-71100-201-581-650	Social Security	\$563.00
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Correcting amount allotted for teacher benefits.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #66**

Debit:

142-72210-189-581-650	Other Salaries	\$822.00
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Credit:

142-71100-204-581-650	Retirement	\$822.00
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Correcting amount allotted for teacher benefits.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #67**

Debit:

142-72210-189-581-650	Other Salaries	\$131.00
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Credit:

142-71100-212-581-650	Employer Medicare	\$131.00
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Correcting amount allotted for teacher benefits.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #68**

Debit:

142-72210-201-581-650	Social Security	\$1,977.00
142-72210-195-581-650	Certified Sub	\$575.00
142-72210-189-581-650	Other Salaries	\$1,503.00

Credit:

142-72210-204-581-650	Retirement	\$4,055.00
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Correcting amount allotted for teacher benefits.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #69**

Debit:

142-72210-599-581-650	Other Charges	\$1,000.00
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Credit:

142-72210-524-581-650	In-service	\$1,000.00
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Increase amount to be used for staff development.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
First To The Top
December 7, 2010
Budget Amendment #70**

Debit:

142-72210-189-581-650	Other Salaries	\$5,000.00
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Credit:

142-72210-790-581-650	Other Equipment	\$5,000.00
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Increase amount to be used for equipment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
Federal – Education Jobs Program
December 7, 2010
Budget Amendment #71**

Debit:

142-47590-551	(Revenue)	\$939,356.00
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Credit:

142-71100-188-551	(Bonus)	\$236,000.00
142-71100-163-551	(Teacher Assistant)	\$87,000.00
142-71100-116-551	(Teachers)	\$381,803.00
142-71100-188-551-RET	(Retirement Incentive)	\$100,000.00
142-71100-201-551	(Social Security)	\$49,898.00
142-71100-204-551	(Retirement)	\$70,485.00
142-71100-210-551	(Unemployment Comp)	\$2,500.00
142-71100-212-551	(Medicare)	<u>\$11,670.00</u>
	Total:	\$939,356.00

Explanation:

To adjust budget to include the Education Jobs Program Funds.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

MORGAN COUNTY BOARD OF EDUCATION

Procedure for Granting Tenure	Descriptor Code: GBL	Issued Date: 06/07/2010
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1 The Board of Education will grant tenure only to those teachers who can present documentation of a
2 record of excellence as a teacher and who are determined by State guidelines to be considered a “highly
3 qualified” teacher or those making appropriate progress toward achieving that status. The director of
4 schools is responsible for documenting and presenting the recommendation for tenure to the Board of
5 Education.¹

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

- 7
- 8 1. Consistently high ratings on evaluations conducted by the principal and/or other evaluators
- 9 2. Specific evidence of effectiveness in teaching students (if appropriate):
 - 10 a) test scores, including, the annual estimate of teacher effect on student progress²
 - 11 b) narrative descriptions of specific examples of effectiveness with students
 - 12 c) letters from parents
- 13 3. Record of attendance for the last three years
- 14 4. Documentation of strongly favorable student response
- 15 5. Letter from the principal summarizing reasons for recommendation of tenure
- 16 6. Other indicators of effectiveness may be included
- 17

18 The following additional guidelines will apply:

- 19
- 20 1. The decision to grant tenure is solely within the discretion of the Board of Education.³
- 21 2. The director of schools will recommend persons eligible for tenure at a board meeting in ample
22 time for the director of schools to provide notice of non-renewal to each teacher not granted tenure
23 prior to April 15 of the year of eligibility.⁴
- 24 3. Only those teachers who receive a majority vote of the membership of the Board will be granted
25 tenure.
- 26 4. Teachers who earn tenure will be honored by the Board in a special ceremony, either at a board
27 meeting or in some other special public event.
- 28 5. A teacher who is eligible for tenure, but tenure is denied, shall not be rehired beyond the contract
29 year.
- 30 6. No person who has been denied tenure by the Board of Education shall be employed in the school
31 system in any position which requires a license.
- 32

33 **Teacher Returning to Employment**

34

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

40

41 Legal References:

- 42 1. Tenn. Code Ann. § 49-2-30 1 (b)(1)(J)
- 43 2. Tenn. Code Ann. § 49-6-606(a)
- 44 23, Tenn. Code Ann. § 49-2-203(1)
- 45 ~~34.~~ TCA 49-5-504

Morgan County Schools

Policy GBL Procedure for Granting Tenure Tenure Checklist

“Documentation of Record of Excellence in Teaching”

1. “Consistently high ratings on evaluations”

Copies of all summative evaluations including professional growth plans

2. “Specific evidence of effectiveness in teaching students”

- a) Test scores (summary reports of classroom performance if applicable) All student names will be removed.
- b) Narrative descriptions of specific examples of effectiveness with students (Develop by teacher and/or principal, supervisor, or colleague)
- c) Letters from parents

3. “Record of attendance for the last three years”

Attendance record documented through the Finance Office and/or Central Office. Any unusually high absence rate should be explained.

4. “Recommendation of strongly favorable student response”

Student surveys, letters, notes etc.

5. “Letter from the principal summarizing reasons for recommendation of tenure”

Recommendation from principal with specific details as to the positive performance of the teacher.

6. “Other indicators of effectiveness may be included.”

These materials will be compiled in a folder with eight (8) copies being submitted to the Central Office to the attention of the Director of Schools.

**COURSE SCHEDULE:
Information Technology**

Week/Date	Standard	Description	Text
Week 1 (Jan 03-07)	4	Safety in Information Technology	CompTIA's A+ Guide (Mike Myers)
Week 2 (Jan 10-14)	1, 2, 3	IT Career and Development	CompTIA's A+ Guide (Mike Myers) Ch. 1 – The Path of a PC Technician
Week (Jan 17-21)	5	Basic Electronic Theory	CompTIA's A+ Guide (Mike Myers) Ch. 8 – Power Supplies
Week 4 (Jan 24-28)	10	Basic Digital Theory	CompTIA's A+ Guide (Mike Myers) Ch. 2 – The Visible PC
Week 5 (Jan 31-Feb 04)	13	Electrical Connections	CompTIA's A+ Guide (Mike Myers) Ch. 3-7 – CPU, RAM, BIOS/CMOS, System Bus, Motherboards
Week 6 (Feb 07-11)	7	Evaluating Devices Attached to the CPU	CompTIA's A+ Guide (Mike Myers) Ch. 9-11, 16 – Hard Drives and Storage, Input/Output
Week 7 (Feb 14-18)	7	Evaluating Devices Attached to the CPU	CompTIA's A+ Guide (Mike Myers) Ch. 17-20 – Video, Sound, Portable Computing, Printers
Week 8 (Feb 21-25)	6, 7	Evaluating Devices Attached to the CPU (continued) Operating Systems (Windows)	CompTIA's A+ Guide (Mike Myers) Ch. 12-16 – Installing/Upgrading Windows, Understanding Windows, CMD Line Interface, Maintaining/Troubleshooting Windows
Week 9 (Feb 28-Mar 04)	8	Basic Networking	CompTIA's A+ Guide (Mike Myers) Ch. 21 – Local Area Networking
Week 10 (Mar 07-11)	9	Networking Elements	CompTIA's A+ Guide (Mike Myers) Ch. 21 – Local Area Networking
Week 11 (Mar 14-18)	9	Networking Protocols	CompTIA's A+ Guide (Mike Myers) Ch. 21 – Local Area Networking
Week 12 (Mar 21-25)	11	Networking and the OSI/RM	CompTIA's A+ Guide (Mike Myers) Ch. 21 – Local Area Networking
Week 13 (Mar 28-Apr 01)	12	Network Operating Systems and Security	CompTIA's A+ Guide (Mike Myers) Ch. 23 – Computer Security
Spring Break (Apr 04-08)	Spring Break	Spring Break	Spring Break
Week 14 (Apr 11-15)	14	The Internet	CIW Web Fundamentals Ch. 1 – Overview of the Internet CompTIA's A+ Guide (Mike Myers) Ch. 22 – The Internet
Week 15 (Apr 18-22)	15	Website Development	CIW Site Development Manual Ch. 1-6 – Overview, HTML Coding
Week 16 (Apr 25-29)	16	Website Development continued	CIW Site Development Manual Ch. 7-10
Week 17 (May 02-06)	A+ Prep	A+ Certification/Semester Exam Prep	CompTIA A+ Manuals
Week 18 (May 09-13)	A+ Prep	A+ Certification/Semester Exam Prep	CompTIA A+ Manuals
Week 19 (May 16-20)	A+ Prep	A+ Certification/Semester Exam Prep	CompTIA A+ Manuals
Week 20 (May 23-27)	A+ Prep	A+ Certification/Semester Exam Prep	CompTIA A+ Manuals

COURSE SYLLABUS

COURSE: Information Technology Foundations

TERM: Spring 2011

INSTRUCTOR: Rick Brown

PHONE: 423-346-6285

E-MAIL: brownr@mcsmail.net

COURSE DESCRIPTION:

An in-depth study of personal computer hardware and operating systems, this course prepares students for the CompTIA A+ Certification exams. Focus is on identification, installation, configuration, and troubleshooting of field replaceable components. Topics include microprocessors, memory, BIOS and CMOS, expansion bus, motherboards, power supplies, floppy drives, hard drives, removable media, video, sound, portable PCs, printers, networks, the Internet, computer security, and Windows operating systems.

COURSE OBJECTIVES:

Upon successful completion of readings, exercises, labs, and assignments, the student will be able to:

1. Explain the importance of CompTIA A+ Certification, describe the structure and contents of the CompTIA A+ Certification exams, and plan a strategy to pass the exams.
2. Describe how a PC works, identify the essential tools of the trade, avoid electrostatic discharge, identify the major internal and external components of a PC, and identify the different connectors on a typical PC system unit.
3. Identify core components of a CPU, describe the relationship of CPUs and RAM, explain the varieties of modern CPUs, identify specialty CPUs, and install and upgrade CPUs.
4. Identify the different types of RAM packaging, explain the varieties of DRAM, install RAM properly, and perform basic RAM troubleshooting.
5. Distinguish among various CMOS setup utility options, describe BIOS and device drivers, and troubleshoot the Power-On Self Test (POST).
6. Identify the structure and function of the expansion bus, explain classic system resources, identify modern expansion bus slots, install expansion cards properly, and troubleshoot expansion card problems.
7. Explain how motherboards work, identify the types of motherboards, explain chipset varieties, upgrade and install motherboards, and troubleshoot motherboard problems.
8. Explain the basics of electricity, describe the details about powering a PC, and install, maintain, and troubleshoot power supplies.
9. Explain how hard drives work, identify and explain the ATA hard drive interfaces, identify and explain the SCSI hard drive interfaces, describe how to protect data with RAID, explain how to install drives, and configure BIOS and install drivers.
10. Explain the partitions available in Windows, discuss the formatting options, partition and format hard drives, maintain and troubleshoot a hard drive.

11. Explain and install floppy disk drives, demonstrate the variations among flash drives and other tiny drives, and identify and install optical-media technology.
12. Identify and explain the basic functions and features of an operating system (OS), install and upgrade Windows 2000 and Windows XP, and troubleshoot installation problems.
13. Explain the Windows interface, identify the features and characteristics of Windows 2000 and Windows XP, and describe the current versions of Windows.
14. Explain the operation of the command-line interface, execute fundamental commands from the command line, and manipulate files and folders from the command line.
15. Maintain Windows 2000/XP, optimize Windows 2000/XP, and troubleshoot Windows 2000/XP.
16. Explain how to support common input/output ports, identify certain common input/output devices on a PC, and describe how certain specialty input/output devices work on a PC.
17. Explain how video displays work, select the proper video card, and install and configure video software.
18. Describe how sound works in a PC, select the appropriate sound card for a given scenario, install a sound card in a Windows system, and troubleshoot problems that might arise with sound cards and speakers.
19. Describe the many types of portable computing devices available, enhance and upgrade portable computers, manage and maintain portable computers, and troubleshoot portable computers.
20. Describe current printer technologies, explain the laser printing process, install a printer on a Windows PC, and recognize and fix basic printer problems.
21. Explain network technologies, explain network operating systems, understand how to install and configure wired networks, and understand how to install and configure wireless networks.
22. Explain how the Internet works, connect to the Internet, and use Internet software tools.
23. Explain the threats to computers and data, describe how to control the local computing environment, and explain how to protect computers from network threats.
24. Describe how computers work, explain the nuances of dealing with customers, and implement a troubleshooting methodology.

ATTENDANCE, EXAMS, AND ASSIGNMENTS:

Students are expected to attend all classes, participate in class discussions, and complete all labs/assignments/activities. All exams are to be taken on the assigned date and time. Assignments are due at the start of class on the assigned date and time. If you must miss a class for any reason, **you are responsible** for making up the work and collecting any notes/assignments that you missed. "Makeup" exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary situations. On the first day that you return to class, **it is your responsibility** to check with the instructor.

STATE STANDARDS

- 1.0 Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.

- 2.0 Students will evaluate career opportunities and career paths within the information technology industry.
- 3.0 Students will analyze the growth and development of the information technology industry to gain insight regarding past, current, and future trends of computer architecture, network architecture, and Web design.
- 4.0 Students will interpret and demonstrate the principles of industrial safety standards associated with the information technology industry.
- 5.0 Students will demonstrate an understanding of basic electronic theory, and measure input and output voltages.
- 6.0 Students will evaluate the general responsibilities of an operating system.
- 7.0 Students will evaluate peripheral devices that can be attached to the central processing unit.
- 8.0 Students will demonstrate an understanding of basic network structure, and will recognize and describe the characteristics of networking media and connectors.
- 9.0 Students will compare the basic attributes, purpose, and function of network elements and associate protocols with their appropriate functions.
- 10.0 Students will apply basic digital theory used in computer systems.
- 11.0 Students will analyze the open system interconnect (OSI) reference model.
- 12.0 Students will analyze major network operating systems, such as Microsoft Windows NT, Novell NetWare, and Unix.
- 13.0 Students will be able to make verify and troubleshoot electrical connections of computer hardware.
- 14.0 Students will demonstrate advanced knowledge of the Internet.
- 15.0 Students will develop proficiency with the features and utilities available with commercial off-the-shelf (COTS) Web building software.
- 16.0 Students will organize and connect multiple Web documents using frame pages.

WEB RESOURCES:

This is a list of some recommended websites. You should add other useful sites as you find them and share the information with your classmates.

McGraw-Hill website: <http://highered.mcgraw-hill.com/sites/0072263555>

CompTIA website: www.comptia.org

Total Seminars (Mike Meyers) website: www.totalsem.com

PC Guide website: www.pcguides.com

Computer dictionary: www.webopedia.com

Microsoft Technical support site: <http://technet.microsoft.com>

Major CPU manufacturers: www.intel.com, www.amd.com

PC Tech Guide website: www.pctechguide.com

Kingston Ultimate Memory Guide site: www.kingston.com/tools/umg

Major PC manufacturers' sites: www.dell.com, www.hp.com, www.gateway.com

Major BIOS manufacturers' sites: www.award-bios.com, www.megatrends.com

PC parts websites: www.pricewatch.com, www.newegg.com

Hardware sites, especially for new components: www.tomshardware.com, www.anandtech.com

Computer magazines sites: www.zdnet.com, www.pcmag.com, www.smartcomputing.com,

www.computerworld.com, www.informationweek.com, www.pctoday.com, www.infoworld.com

Star_Student

Class List / Roster

Date: Nov. 12, 2010 09:19 AM

Page: 1 of 4

Class	Name	Sec	Schl	Sub	Pd	Sm	Days	Room	Teacher Name	
005755	Info Tech	001	0015	001	02	S2	MTWRF			
Student Name			Student ID	Grd	Hmrm	Eth	Sex	Schl	Counselor	Special Meets
ADAMS, BRANDON T			1507583	10				0015	SAMANTHA T	
BEATTY, KAYE M			1507789	10				0015	SAMANTHA T	
BROWN, AARON J			1508523	12				0015	JAMES HAYN	
CAMPBELL, SAMUEL T			1510362	11				0015	TAMMY HOWA	
CLINE, KIMBERLIN R			1507743	11				0015	TAMMY HOWA	
CROSS, DWIGHT G			1507932	11				0015	JASON DUNC	
CROUCH, JUSTIN T			1507628	10				0015	JESSICA HE	
WATTS-DANIEL, JORDAN C			4196453	10				0015	DAVID STAT	
WELCH, AMBER N			1507843	12				0015	FORREST ST	
WILLIAMS, ETHAN A			1507753	11				0015	TERRY COKE	
WILSON, CORY A			1507750	11				0015	TERRY COKE	
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	
11	11	11	11	11	0	0	0	0	0	
Class Total:		11								

Star_Student

Class List / Roster

Date: Nov. 12, 2010 09:19 AM

Page: 2 of 4

Class	Name	Sec	Schl	Sub	Pd	Sm	Days	Room	Teacher Name	
005755	Info Tech	002	0015	001	03	S2	MTWRF			
Student Name			Student ID	Grd	Hmrm	Eth	Sex	Schl	Counselor	Special Meets
BURCHFIELD, JAMES A			1508130	11				0015	PAUL BROWN	
GOODMAN, ZEKE H			1507667	12	HAYNE			0015	JAMES HAYN	
GRIFFITH, KATIE E			1507557	10				0015	JESSICA HE	
HALL, JESSICA L			1507609	12	HAYNE			0015	JAMES HAYN	
HARRIS, JACOB A			1507554	12				0015	JOE MORETZ	
HENSLEY, AUSTIN A			1508122	12				0015	JAMES HAYN	
LLOYD, MICHAEL A			1507489	12				0015	GLENDA SCO	
OSBORNE, JACOB K			1507930	11				0015	MICHAEL KN	
PHILLIPS, RUSTY L			1507727	12				0015	GLENDA SCO	
SHOEMAKER, ANDREW M			1507745	10				0015	SARA GOSS	
SPENCE, ADAM A			1507634	12				0015	FORREST ST	
WAGNER, CHAD L			1507928	12				0015	FORREST ST	
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	
12	12	12	12	12	0	0	0	0	0	
Class Total: 12										

Star_Student

Class List / Roster

Date: Nov. 12, 2010 09:19 AM

Page: 3 of 4

Class	Name	Sec	Schl	Sub	Pd	Sm	Days	Room	Teacher Name	
005755	Info Tech	003	0015	001	04	S2	MTWRF			
Student Name			Student ID	Grd	Hmrm	Eth	Sex	Schl	Counselor	Special Meets
ADAMS, COURTNEY L			1507708	12	CROSS			0015	MEI LING H	
BEATTY, DARREN S			1507787	12	CROSS			0015	MEI LING H	
CROZIER, GARY N			1507823	11				0015	JASON DUNC	
HARLAN, DEREK R			1507495	11				0015	JASON DUNC	
HEIDEL, DUSTIN C			1507774	12				0015	JOE MORETZ	
LAMANCE, MATTHEW G			1507632	11				0015	BETH EAST	
LAYMANANCE, DONALD A			1508615	11				0015	PAUL BROWN	
MASSENGALE, VICTORIA L			1507611	11				0015	MICHAEL KN	
NANCE, STEPHEN H			1507601	11				0015	MICHAEL KN	
NELSON, HAYLEY A			1507924	11				0015	MICHAEL KN	
PARSONS, ERIKA N			1509134	11				0015	MICHAEL KN	
SIMPSON, DALTON B			1507876	12				0015	FORREST ST	
SMITH, DONALD W			1507809	11				0015	TERRY COKE	
SMITH, SHAUN M			4293960	11				0015	TERRY COKE	
YOKLEY, TYLER B			1247833	11				0015	TERRY COKE	
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	
15	15	15	15	15	0	0	0	0	0	
Class Total:		15								

Report Total: 38

Star_Student

Class List / Roster

Date: Nov. 12, 2010

Page: 4 of 4

Form: CLASSLST

Release #: 07201

Report Request From: Anita Daugherty
Processed From School: Central High School (0015) 2010-2011
Report Sequence: B.CLASS_CD, C.SECTION, D.SUB_SECTION
Report Break: NONE
Process All Classes: N 005755, %
Process All Departments: Y
Process All Semesters: N S2
Process All Periods: Y
Process All Teachers: Y
Denote Special Ed Students: N
Ethnic Code Printed: N
Address and Phone# Printed: N
Wheeled Courses Printed: N
Include Roster for Other Instructor: N
User Defined List: %
Privacy Indicator: N
Start Year: 10
Process All Schools: N 0015
Process All Types: Y
Process All School2s: Y
Process All Districts: Y
Active Codes: A, R, H
Process All Grades: Y
Process All Homerooms: Y
Process All Programs: Y
Process All Special Ed Codes: Y
Process All Clusters: Y
Process All Tracks: Y
Process All User Field1(s): Y
Process All User Field2(s): Y
Process All User Field3(s): Y
Process All User Field4(s): Y
Process All User Field5(s): Y

500 N. Main Street
Jamestown, TN 38556
www.psbgroup.com



931.752.2265 tel
931.752.BANK tel
931.752.6799 fax

Jamestown Wartburg Crossville Cookeville

November 9, 2010

Morgan County School Board
Wartburg, TN 37887

Dear Sirs

Thank you for the opportunity to price the loan on the commercial property being purchased for \$200,000.00 by MCSB located on Flat Fork Rd in Wartburg. We will finance the land and building at \$180,000.00 for 84 payments to be made semi annually at 5.75%. Progressive would hold a 1st mortgage interest in the property and financing would be contingent upon obtaining an appraisal and a clean title interest.

Respectfully

A handwritten signature in black ink that reads "John M. Davis II". The signature is fluid and includes a long horizontal flourish extending to the right.

John M. Davis II
Community President



TERM SHEET

This Summary of Terms and Conditions is for discussion purposes only and is not a commitment to lend by Regions Bank (“Bank”). Any commitment is subject to Bank due diligence and Bank management approval. The following is a basic outline of the terms and conditions which are generally available at this time. These terms and conditions are subject to change, in Bank’s sole and absolute discretion, at any time prior to the execution of a binding commitment or agreement, based on market, underwriting, collateral or other conditions.

Borrower:	Morgan County f/b/o “Maintenance Facility”
Amount:	\$180,000.00
Type:	OORE
Term:	84 Months
Purpose:	“Maintenance Facility”
Interest Rate:	6.65%
Rate Floor:	NA
Repayment:	Interest Monthly with Bi- Annual Principle Reduction
Fees:	TBD
Collateral:	A first priority lien on: TBD
Financial Covenants:	Financial covenants will be required which may include the following: TBD
Guarantor(s):	NA
Documentation:	This term sheet is only a limited summary of certain points of a possible transaction. If the credit is approved and agreed upon, the documentation will contain other of Bank’s customary provisions, including, but not limited to, representations and warranties, affirmative covenants, negative covenants, cross-collateralization and cross-default, all of which must be satisfactory to Bank in all respects. Certain due diligence items will also be required by Bank.



Closing Costs:

Bank will not incur any expenses whatsoever in connection with the application or the closing. Borrower will be required to pay all costs and expenses incurred in the preparation of the application and for the closing of the transaction, whether ultimately closed or not, including, without limitation, appraisal fees, inspection fees (including the fees of any independent inspector), surveys, legal fees (including the fees of Bank's counsel), intangible taxes, mortgage taxes, origination fees, recording costs, license and permit fees, and title insurance and other insurance premiums.

Confidentiality:

The Borrower agrees to keep this term sheet and all of its material terms confidential. The Borrower is not to disclose this term sheet or any of its material terms to anyone except as such disclosure is required by law or regulation or as a result of any legal or administrative procedure.

This term sheet is not to be construed as a commitment letter, but is for discussion purposes only. This term sheet and each of the terms contained herein may be rescinded or modified at any time by Bank in its sole and absolute discretion.

RESOLUTION

#2010-11

RESOLUTION OF THE GOVERNING BODY OF MORGAN COUNTY, TENNESSEE, AUTHORIZING THE ISSUANCE, SALE, AND PAYMENT OF CAPITAL OUTLAY NOTES NOT TO EXCEED \$180,000 PURSUANT TO THE INFORMAL BID PROCESS

WHEREAS, the Governing Body of Morgan County, Tennessee, (the "Local Government") has determined that it is necessary and desirable to issue capital outlay notes in order to provide funds for the following public works project (the "Project"): Purchase of land and building for a cost of \$200,000, estimated life of forty years; and

WHEREAS, the Governing Body has determined that the Project will promote or provide a traditional governmental activity or otherwise fulfill a public purpose; and

WHEREAS, under the provisions of Parts I, IV and VI of Title 9, Chapter 21, Tennessee Code Annotated (the "Act"), local governments in Tennessee are authorized to finance the cost of this Project through the issuance and sale of interest-bearing capital outlay notes upon the approval of the State Director of Local Finance; and

WHEREAS, the Governing Body finds that it is advantageous to the Local Government to authorize the issuance of capital outlay notes to finance the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body as follows:

Section 1. That, for the purpose of providing funds to finance the cost of the Project in and for the Local Government, the Chief Executive Officer of the Local Government is hereby authorized in accordance with the terms of this resolution, and upon approval of the State Director of Local Finance, to issue and sell interest-bearing capital outlay notes in a principal amount not to exceed One Hundred Eighty Thousand Dollars (\$180,000) (the "Notes") by an informal bid process pursuant to the terms, provisions, and conditions permitted by law. The Notes shall be designated "School Transportation and Maintenance Facility Seven Year Capital Outlay Notes, Series 2010"; shall be numbered serially from 1 upwards; shall be dated as of the date of issuance; shall be in denomination(s) as agreed upon with the purchaser; shall be sold at not less than 99% of par value and accrued interest; and shall bear interest at a rate or rates not to exceed Four and twenty-five hundredths per cent (4.25 %) per annum, and in no event shall the rate exceed the legal limit provided by law.

Section 2. That, the Notes shall mature not later than **seven (7)** years after the date of issuance and, unless otherwise approved by the State Director of Local Finance, the Notes shall be amortized in an amount reflecting at least level debt service on the Notes approximately according to the following schedule:

<u>FISCAL YEAR</u>	<u>PRINCIPAL AMOUNT</u>	<u>FISCAL YEAR</u>	<u>PRINCIPAL AMOUNT</u>
2010-2011	\$11,206.48	2014-2015	\$26,167.10
2011-2012	\$23,047.94	2015-2016	\$27,284.38
2012-2013	\$24,056.22	2016-2017	\$28,462.92
2013-2014	\$25,089.46	2017-2018	\$14,685.50

The final maturity of the Notes shall not exceed the reasonably expected economic life of the Project which is hereby estimated to be at least equal to or greater than the life of the notes.

Section 3. That, the Notes shall be subject to such early redemption provisions as are agreeable to the Local Government and in accordance with Title 9, Chapter 21, Tennessee Code Annotated.

Section 4. That, the Notes shall be direct general obligations of the Local Government, for which the punctual payment of the principal and interest on the notes, the full faith and credit of the Local Government is irrevocably pledged and the Local Government hereby pledges its taxing power as to all taxable property in the Local Government for the purpose of providing funds for the payment of principal of and interest on the Notes. The Governing Body of the Local Government hereby authorizes the levy and collection of a special tax on all taxable property of the Local Government over and above all other taxes authorized by the Local Government to create a sinking fund to retire the Notes with interest as they mature in an amount necessary for that purpose.

Section 5. That, the Notes shall be executed in the name of the Local Government; shall bear the manual signature of the chief executive officer of the Local Government and the manual signature of the county clerk, city recorder or other similar local government official as authorized by the governing body together with the Local Government seal affixed thereon; and shall be payable as to principal and interest at the office of the local government official as authorized by the Local Government or at the office of the paying agent duly appointed by the Local Government. Proceeds of the Notes shall be deposited with the county trustee, in the case of counties, or, in the case of municipalities or metropolitan governments, with the official designated by law as custodian of the funds. All proceeds shall be paid out for the purpose of financing the Project pursuant to this Resolution and as required by law.

Section 6. That, the Notes will be issued in fully registered form and that at all times during which any Note remains outstanding and unpaid, the Local Government or its agent shall keep or cause to be kept at its office a note register for the registration, exchange or transfer of the Notes. The note register, if held by an agent of the Local Government, shall at all times be open for inspection by the Local Government or any duly authorized officer of the Local Government. Each Note shall have the qualities and incidents of a negotiable instrument and shall be transferable only upon the note register kept by the Local Government or its agent, by the registered owner of the Note in person or by the registered owner's attorney duly authorized in writing, upon presentation and surrender to the Local Government or its agent together with a written instrument or transfer satisfactory to the Local Government duly executed by the registered owner or the registered owner's duly authorized attorney. Upon the transfer of any such Note, the Local Government shall issue in the name of the transferee a new registered note or notes of the same aggregate principal amount and maturity as the surrendered Notes. The Local Government shall not be obligated to make any such Note transfer during the fifteen (15) days next preceding an interest payment date on the Notes or, in the case of any redemption of the Notes, during the forty-five (45) days next preceding the date of redemption.

Section 7. That, the Notes shall be in substantially the form authorized by the State Director of Local Finance and shall recite that the Notes are issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated.

Section 8. That, prior to the sale of the Notes, the Local Government shall submit a copy of this resolution authorizing the Notes to the State Director of the Local Finance for approval and a copy of the proposed disclosure statement, if any, and a statement showing the estimated annual principal and interest requirements for the Notes and a detailed statement showing the estimated cost of issuance which shall include at least the following, if applicable: (1) fiscal agent and/or financial advisor fees; (2) bond counsel fees; (3) other legal charges if any; (4) credit enhancement fees; (5) trustee fees; (6) registration fees; (7) paying agent fees; (8) rating agency fees; (9) underwriters' discount or charges; (10) remarketing agent fees; (11) printing, advertising and other expenses; (12) the number of financial institutions contacted by telephone or by letter (which should be at least three if possible) for the purpose of obtaining interest rates, and if only one institution was contacted a statement as to why only one institution was contacted.

In its request for approval, the Local Government shall state and demonstrate that the proposed sale by the informal bid process is feasible, in the best interest of the Local Government, and that the Local Government should be able to amortize the proposed indebtedness together with all the obligations then outstanding.

Section 9. The Notes shall not be sold until receipt of the State Director of Local Finance's written approval for the sale of the Notes.

Section 10. That, if so determined by bond counsel, the Notes may be designated as qualified tax-exempt obligations for the purpose of Section 265(b) (3) of the Internal Revenue Code of 1986.

Section 11. That, after the sale of the Notes, and for each year that any of the notes are outstanding, the Local Government shall prepare an annual budget in a form consistent with accepted governmental standards and as approved by the State Director of Local Finance (the "Director".) The budget shall be kept balanced during the life of the notes. The annual budget shall be submitted to the Director immediately upon its adoption; however, it shall not become the official budget for the fiscal year until such budget is approved by the Director in accordance with Title 9, Chapter 21, Tennessee Code Annotated (the "Statutes".) If the Director determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Director.

Section 12. That, if any of the Notes shall remain unpaid at the end of [seven \(7 \)](#) years from the issue date, then the unpaid Notes shall be retired from the funds of the Local Government or be converted into bonds pursuant to Chapter 11 of Title 9 of the Tennessee Code Annotated, or any other law, or be otherwise liquidated as approval by the State Director of Local Finance.

Section 13. That, all orders or resolutions in conflict with this Resolution are hereby repealed insofar as such conflict exists; and this Resolution shall become effective immediately upon its passage.

Duly passed and approved this [13th](#) day of [December](#), 2010.

(Morgan County Executive)

ATTESTED:

(Morgan County Clerk)

INFORMAL BID ATTACHMENT FOR \$180,000
SCHOOL TRANSPORTATION & MAINTENANCE FACILITY
INFORMAL BID CAPITAL OUTLAY NOTES

As required by Title 9, Chapter 21, Part 609, Tennessee Code Annotated, this information is being submitted to the State Director of Local Finance to request approval to issue these notes by the informal bid process:

1. The informal bid process is feasible.
2. The informal bid process is in the best interest of the Local Government.
3. The Local Government will be able to amortize these notes together with all other outstanding obligations.
4. Interest rate proposals ___ have been/ X will be obtained by telephone or in writing from the following financial institutions (at least three should be contacted, if possible):
 - a. Citizens First Bank
 - b. Progressive Savings Bank
 - c. Regions Bank
 - d. _____
 - e. _____
 - f. _____

If only one financial institution is contacted for interest rates, a separate statement must be submitted explaining why. If “only one local bank” is the explanation, the informal bid process will not be approved.

5. X There are no issuance costs associated with the sale of these notes.
6. There are issuance costs, and they are itemized as follows:

Financial advisor fees:	_____
Legal counsel fees:	_____
Credit enhancement fees:	_____
Registration fees:	_____
Paying agent fees:	_____
Rating agency fees:	_____
Underwriter’s fees:	_____
Remarketing agent fees:	_____
Printing and advertising:	_____
Other expenses:	_____

Signed: _____

Title: _____

CAPITAL OUTLAY NOTE

Registered

MORGAN COUNTY LOCAL GOVERNMENT

Registered

Note #: _____

Of the
State of Tennessee

\$180,000

Capital Outlay Note, Series 2010-1

<u>DATED</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
<u>December 13, 2010</u>	<u>4.25%</u>	<u>December 1, 2017</u>

Registered Owner: _____
Principal Sum: \$ 180,000

The COUNTY COMMISSION (Governing Body) of MORGAN COUNTY, Tennessee (the Local Government) hereby acknowledges itself indebted, and for value received hereby promises to pay to the Registered Owner hereof (named above), or registered assigns, the Principal Sum specified above on the Maturity Date specified above or according to an amortization schedule attached hereto (unless this note shall have been duly called for prior redemption and payment of the redemption price shall have been duly made or provided for), upon presentation and surrender to the Local Government or its agent, and to pay interest on the Principal Sum on JUNE 1st, 2011 and thereafter on DECEMBER 1st and JUNE 1st of each year at the Interest Rate per annum specified above or according to an amortization schedule attached hereto, by check, draft, or warrant mailed to the Registered Owner at the address of the Registered Owner as it appears on the fifteenth (15th) calendar day of the month next preceding the applicable payment date in the note register maintained by or on behalf of the Local Government. Both principal of and interest on this note are payable at the office of the TRUSTEE of the Local Government or a paying agent duly appointed by the Local Government in lawful money of the United States of America.

This note is a direct obligation of the Local Government for the payment of which as to both principal and interest the full faith and credit of the Local Government is pledged.

This note is subject to redemption prior to its stated maturity in whole or in part at any time at the option of the Local Government upon payment of the principal amount of the note together with the interest accrued thereon to the date of redemption with a premium of 4.25 % of par value.

This note is issued under the authority of Parts I, IV, and VI of Title 9, Chapter 21, Tennessee Code Annotated, and a Resolution duly adopted by the Governing Body of the Local Government meeting in session on the 13th day of DECEMBER, 20 10 (the "Resolution") to provide funds to finance the cost of public works projects referenced in the Resolution.

This note shall have the qualities and incidents of a negotiable instrument and shall be transferable only upon the note register kept by the Local Government or its agent, by the Registered Owner of the note in person or by the Registered Owner's attorney duly authorized in writing, upon presentation and surrender to the Local Government or its agent of the note together with a written instrument of transfer satisfactory to the Local Government duly executed by the Registered Owner or the Registered Owner's duly authorized attorney but only in the manner as provided in the Resolution of the Local Government authorizing the issuance of this note and upon surrender hereof for cancellation. Upon the transfer of any such note, the Local Government or its agent shall issue in the name of the transferee a new registered note or notes of the same aggregate principal amount and maturity as the surrendered note. The Local Government shall not be obligated to make any such Note transfer during the fifteen (15) days next preceding an interest payment date on the Notes or, in the case of any redemption of the Notes, during the forty-five (45) days next preceding the date of redemption.

Title 9, Chapter 21, Section 117, Tennessee Code Annotated provides that this note and interest thereon are exempt from taxation by the State of Tennessee or by any county, municipality or taxing district of the State, except for inheritance, transfer and estate taxes and except as otherwise provided under the laws of the State of Tennessee.

IT IS HEREBY CERTIFIED, RECITED AND DECLARED that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this note exist, have happened and have been performed in due time, form and manner as required by the Constitution and laws of the State of Tennessee, and that the amount of this note, together with all other indebtedness of the Local Government, does not exceed any constitutional or statutory limitation thereon, and that this note is within every constitutional and statutory limitation.

IN WITNESS WHEREOF, the Governing Body of the Local Government has caused this note to be executed in the name of the Local Government by the manual signature of the MORGAN COUNTY EXECUTIVE, and countersigned and attested by the manual signature of the MORGAN COUNTY CLERK with the Seal of the Local Government affixed hereto or imprinted hereon, and this note to be dated as of the 13th day of DECEMBER 20 10.

_____(Morgan County Executive)

ATTESTED: _____(County Clerk)

ASSIGNMENT

Note No. R- _____.

Amount: \$ _____.

For value received, the undersigned hereby sells, assigns and transfers unto

(Name and address of assignee)

(Please indicate social security or other tax identifying number of assignee)

The within-mentioned note and hereby irrevocably constitutes and appoints _____, attorney-in-fact, to transfer the same on the note register in the office of the _____ or the agent of the Local Government with full power of substitution in the premises.

Date: _____

Assignor: _____

Address: _____

Signature Guaranteed by: _____

NOTE: The signature as to this assignment must correspond with the name as written on the face of the within note in every particular, without alteration, enlargement or any change whatsoever.

2011-2012 Calendar Morgan County Schools

1.	County Wide In-service	August 2 nd	9-3
2.	Administration Day	August 3 rd	9-3
3.	Back To School Day	August 4 th	11:30 – 7
	Student Day 11:30 – 3:30, Teachers meet Parents, 3:30 – 7:00, Schedules, Calendars, Expectations, School & Classroom Rules, Supply Lists, etc.		
4.	Staff Development	August 5 th	9-3
5.	Administration Day	August 8 th	9-3
6.	First Day of Class (Full Day)	August 9 th	
7.	Labor Day Holiday	September 5 th	
8.	Progress Reports	September 20 th	
9.	Parent Teacher Conference	September 22 nd	3:30 – 6:30
10.	End of Nine Weeks	October 7 th	
11.	Fall Break	October 10 – 14	
12.	Report Cards	October 20 th	
13.	Progress Reports	November 15 th	
14.	Thanksgiving Holiday	November 23 – 25	
15.	Christmas Break	December 19-30	
16.	Administrative Day	January 2 nd	9-3
17.	MLK Holiday	January 16 th	
18.	Progress Reports	February 14 th	
19.	Parent Teacher Conference	February 16 th	3:30-6:30
20.	Staff Development	February 17 th	9-3
21.	Presidents Day Holiday	February 20 th	
22.	End of Nine Weeks	March 9 th	
23.	Report Cards	March 15 th	
24.	Spring Break	April 8-13	
25.	Progress Reports	April 19 th	
26.	Administrative Day	May 22 nd	9-3
27.	Last Day of School (1/2 Day)	May 23 rd	

Morgan County Board of Education

Request for Proposal

Pest Control Services

The Morgan County Board of Education is requesting proposals on Pest Control Services. Sealed bids will be received until 9:00 a.m., Friday, December 3, 2010, at the Central Office location and will be opened publicly at that time. Sealed bids should be marked "Pest Control Services" on outside of envelope. For bid specifications, please call Morgan County Schools at 423-346-6214. The Morgan County Board of Education reserves the right to refuse any or all bids

Sealed bids should be sent to:

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

Pest Control Services

Specifications

1. Contractor must be licensed, bonded, and insured.
2. Pest Control shall include all types of roaches, ants, silverfish, spiders, mice and rats.
3. Bid price shall include containers for dispensing chemicals when needed.
4. Service will be as needed, but not less than once per month. An additional service is to be available at no additional charge if a pest problem develops.
5. Chemicals must be of the non-staining type.
6. Contractor is to supply all chemicals, equipment and labor.
7. All chemicals used must be in accordance with all Tennessee Department of Health codes. The chemicals used in the food service areas must be approved for use in food handling establishments and are effective in combating rodents and insects found in kitchens.
8. Payment of bid price will be made monthly upon completion and invoice of work completed, unless otherwise provided under terms of discounts.
9. Material Safety Data sheets must be provided for each chemical used prior to its use.
10. Areas to be served will include the entire building and gyms, including food service areas. This would include kitchen areas, dish rooms, rest room in kitchens, storerooms and dining areas.
11. Application of chemicals must be done after school hours. The food service areas are to be serviced after meal service is complete for the day.
12. Cost for service will be quoted separately for food services and other areas of the school building. The request for payment of service must be separated in like manner.

A & A GLASS AND FRAMES, INC.

171 Executive Park Drive

Clinton, TN 37716

Phone: (865) 494-6700

Fax: (865) 494-6707

Estimate

Proposal

To: Morgan Co. schools

Job: Sunbright School
Fx # 346-5602

Attn: Jim

DESCRIPTION

	Furnish & install New Alum.	
	Canopy at front entrance	
	<u>50'</u>	
		<u>6'</u>
		<u>36'</u>
<u>40'</u>		<u>11'</u>
	<u>77'</u>	
		<u>\$ 27,700.00</u>

Notes:

Price Valid for (60) days

Date: 11-15-2010

Signature: Jerry Archer

A & A GLASS AND FRAMES, INC.

171 Executive Park Drive
 Clinton, TN 37716
 Phone: (865) 494-6700
 Fax: (865) 494-6707

Estimate

Proposal

To: Morgan Co. Schools

Job: Sunbright
346-5602

Attn: Jim

DESCRIPTION

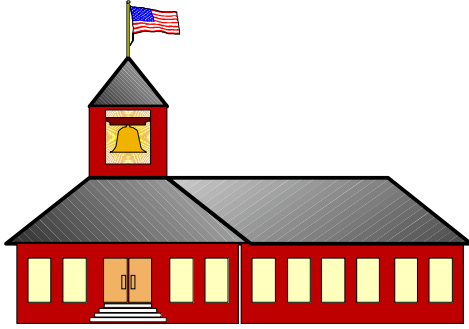
	Furnish & install New Alum. Canopy at side entrance	
	19' 2 1/2"	
43'		50'
	18'	
		8'
		\$ 17,300.00

Notes:

Price Valid for () days

Date: _____

Signature: _____



Morgan County Schools

136 Flat Fork Road

Wartburg, Tennessee 37887

Edd Diden - Director of Schools

Wanda Lane - Assistant Director of Schools

Central Office Phone: (423) 346-6214 FAX: (423) 346-6043

SRO Memorandum of Understanding Between Morgan County Schools and Morgan County Sheriffs Department

- A. The Morgan County Sheriffs Department shall furnish two law enforcement officers employed by the Sheriff's Department to serve as a school resource officer in Morgan County School System. For the remainder of the 2010/2011 school year and for the 2011/2012 school year, the Morgan County Sheriff's Department shall furnish an additional law enforcement officer to serve as an SRO.
- B. Morgan County Schools will continue to provide \$24,000 for the first SRO. Morgan County is paying for the second SRO. Morgan County Schools will provide \$43,000 for the year and a half for the third SRO.
- C. Qualifications:
1. Be a certified law enforcement officer by the State of Tennessee or become a certified law enforcement officer within their first year of employment.
 2. Have excellent communication skills.
 3. Be able to relate to children of all ages.
- D. Goals & Objectives
1. The goals of the School Resource Officer Program are to assist Morgan County Schools in providing a safe learning environment and to improve relationships between law enforcement officers and today's youth. The program will promote a better understanding of the law enforcement officer's role in society while educating students, parents and school personnel which will build a better community while also providing a role model in the educational system.
 2. The first priority of the school resource officer is the protection of students and staff from negative influences and to assist in the maintenance of order in the school.
 3. The second priority is to act as an advisor to the school staff in safety matters, violence reduction strategies and legal aspects regarding school matters.
 4. The third priority is to facilitate learning in citizenship and related law education. Specialized lectures will be prepared and presented. Students will be provided with information about their rights and responsibilities in the school and community.
 5. The fourth priority is to provide a positive role model to the students and to foster better understanding between the law enforcement community, students and staff.

6. The final priority is to assist student through advising them in law related problems and to assist them by mediating disputes. Attempts will be made to identify problems with students and guidance will be provided to them in addressing their problems in a non-violent manner.

D. Instructional Responsibility

The SRO will teach or arrange to be taught, law enforcement related topics at the request of the school administration.

1. Justification for rules of the law
2. Consequences of crime
3. Juvenile and adult criminal justice systems
4. Career opportunities in law enforcement
5. Substance abuse prevention
6. Violence and crime prevention

E. SRO Employer

The SRO shall be an employee of the Morgan County Sheriff's Department. The SRO shall abide by the policies of the school system when they are not in conflict with the policy and procedures of the Sheriff's Department.

F. Additional Duties and Responsibilities of the SRO

1. The SRO will as needed attend meetings of the schools parents and faculty groups to solicit their support and understanding of the SRO program and promote awareness of law enforcement functions.
2. The SRO will be available for conferences with students, parents, and faculty members to assist them with problems of a law enforcement or crime prevention nature.
3. The SRO will be armed at all times.
4. The SRO will coordinate all of their activities with the school administrator and will seek permission, advice and guidance prior to enacting any program.
5. The SRO will assist the principal in developing plans and strategies to prevent or minimize dangerous situations.
6. Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to school board policy, police policy, and legal requirements with regard to such interviews.
7. The SRO will investigate all violations or alleged violations of a criminal nature and make a report of threat investigation to the SRO's supervisor and to the school principal as soon as possible.
8. The SRO will take law enforcement action as required. As soon as practical, the SRO shall make the principal aware of such action.
9. At the request of the superintendent/principal, the SRO shall take appropriate law enforcement action against intruders and unwanted visitors who may appear at the school and related school functions.
10. The SRO will give assistance to other police officers in matters regarding their school assignment.
11. The SRO will maintain a detailed and accurate record of the operation of the SRO Program.
12. The SRO will be expected to participate in school functions such as athletic events, dances, PTA programs and other school sponsored events when the staff and the SRO agree their presence is advantageous.

G. Rules and Guidelines

1. The SRO shall adhere to all state and federal laws and policy/procedure manual of the Sheriff's Department.

2. The SRO shall keep documentation of all student advisory sessions.
3. The SRO shall keep a copy of reports regarding criminal incidents at the school.
4. The SRO will not take part in any school disciplinary actions; they will only accompany the interviewer if there is a threat of violence. If the incident is a violation of the law, the SRO will determine if law enforcement action is appropriate.
5. The SRO will not transport sick or injured children for medical assistance.
6. The SRO may assist the principal in escorting students who are violent or have threatened violence toward any one at the school.
7. The SRO will wear the appropriate uniform of the Sheriff's Department during their working hours unless otherwise approved by the Supervisor of the Sheriff's Department.
8. The SRO will be equipped with a radio that will enable them to have direct contact with the Sheriff's Department.
9. The SRO will be responsible for determining the need for additional police presence. If additional police are needed, the SRO will act as the primary unit and direct assisting units.
10. The SRO will be present at school during regular school hours each school day.
11. The Morgan County Sheriff's Department will be able to use the SRO as they see fit during non school days.

H. School Responsibilities

1. All criminal activity that comes to the attention of the principal or school staff will be reported immediately to the SRO when on duty. If an emergency situation exists and the SRO is not available, the principal shall notify the Department through the 911 Center.
2. Morgan County Schools will help support the position as they are able in regards to uniforms, training, etc.

It is the hope of Morgan County Schools and the Morgan County Sheriff's Department that the third SRO position will be so successful that both parties will find a way to fund and support this position after the one and one half years that the present funding is available.

Sheriff Glen Freytag

Director Edd Diden

Date

Date

MOWING BID NOTICE
2011-2012 SCHOOL YEAR
2012-2013 SCHOOL YEAR
Start Date – July 1, 2011

The Morgan County Board of Education is taking bids to mow and trim school yards at eight schools and the Central Office. Mowing and trimming must be done around all playground equipment and close to the buildings at all schools. Fields used for high school athletic programs will not be included. Mowing and trimming will be done outside these athletic fences but not inside. Only school property will be mowed. Tree limbs, trash, and other storm debris must be removed by contractor prior to mowing. Grass clippings will be blown off all sidewalks. For safety purposes, mowing must be done after regular school hours. Please bid to mow and trim twice a month and as much as three times a month if the Principal deems it necessary. Principals will communicate with the contractor in development of an appropriate schedule.

If a special event comes up that the grounds need mowing, the principal will notify the successful bidder in time to get the job completed before the event.

Mowing will begin July 1, 2011 for year one. In the spring of 2012, first mowing will be late March or early April as determined by Principal and/or Supervisor of Maintenance. The last mowing of the season will be late October or early November. The successful bidder must furnish their own mower and all equipment needed. The bidder will be responsible for any damage claims resulting from mowing or trimming. The bidder must carry at least \$1,000,000 in liability insurance and submit proof of insurance with their bid.

Bids will be submitted in the following categories:

- Oakdale School
- Coalfield and Petros Joyner Schools
- Sunbright
- Three Wartburg Schools (Central Elem., Central Middle, Central High), the Career and Technical Center, and the Central Office.

Prospective contractor may bid on one or any combination of the previously mentioned properties. Bids are due at the Central Office of Morgan County Schools 136 Flat Fork Road, Wartburg, TN 37887 by _____ . The Board reserves the right to accept or reject any or all bids. We are an Equal Opportunity Employer. Bills for payment of services must be submitted monthly.

Bids must be submitted on Bid Form provided by the Board. This is a 2-year contract subject to cancellation by either party with a thirty (30) day written notice.

DRAFT

BID FORM

(BID MUST BE SUBMITTED ON THIS FORM TO BE CONSIDERED)

The Morgan County Board of Education is taking bids to mow and trim school yards at eight schools and the Central Office.

Bids will be submitted in the following categories:

- Oakdale School
- Coalfield and Petros Joyner Schools
- Sunbright
- Three Wartburg Schools (Central Elem., Central Middle, Central High), the Career and Technical Center, and the Central Office.

Site	2 times per month	3 times per month
Oakdale School		
Coalfield & Petros Joyner		
Sunbright School		
Central Elem, Middle, and High Schools; Career Tech Center; and Central Office		

Liability insurance is carried by _____ (Co. name) and any claims resulting from mowing or trimming will be the sole responsibility of _____ (Contractor name). For bid to be given consideration, proof of liability insurance **must** be attached.

Signature

Date

Name of the Company

Address

Contact Telephone Numbers With Area Code

**MORGAN COUNTY SCHOOLS
ESP SICK LEAVE BANK DONATION**

Name _____
(First) (Middle) (Last)

Address _____
(Street) (City/State) (Zip)

Social Security Number _____ Home Phone _____

School _____ Department _____ Work Phone _____

DONATION

Donations shall be made during the months of August, September, or October.* The number of days to be donated shall be prescribed by the Committee of Trustees. Donations are non-refundable and non-transferable.

As a staff employee of the Morgan County Schools staff, I donate two of my Sick Leave days to the ESP Sick Leave Bank. I relieve the Morgan County Board of Education, Morgan County Education Association and the Board of Trustees, individually and collectively, from any liability as a result of action by the committee.

Signature of Employee Date

*Charter members will be accessed the 2 days in January 2011. Forms must be completed by December 19, 2010 to enroll this school year. In the future the window of August, September and October will be applicable.

Morgan County Schools Policy

Sick Leave Bank for Education Support Personnel

PURPOSE:

The purpose of the Sick Leave Bank is to provide sick leave to contributors to the bank who have suffered a personal illness, injury, disability, or quarantine and whose personal sick leave, or any other applicable paid leave, has been exhausted.

SICK LEAVE BANK COMMITTEE:

The ESP Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the provisions and procedures outlined below. The committee shall be composed of five (5) members: one (1) member appointed by the School Board from its membership; two (2) members appointed by the Association from its ESP membership; the President of MCEA or his/her designee; and the director of schools, or his designee, who shall chair the Committee. The Committee shall be appointed in compliance with the policies of the Morgan County School Board.

MEMBERSHIP:

Persons entitled to sick leave under Morgan County School Board policy can become members of the bank by donating two (2) days of accumulated sick leave.

RULES:

1. Any ESP employee shall be eligible to participate in the ESP Sick Leave Bank; however, a minimum participation of fifty (50) members shall be required to establish the Bank.
2. Any support personnel who elects to participate in the bank shall initially have two (2) days of sick leave deducted from his/her personal accumulation and deposited to the ESP Sick Leave Bank. Such employees electing to participate shall do so only during the months of August, September, or October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable unless the Bank is dissolved. New employees may contribute within the first thirty (30) days after their effective employment. Applications must be received by the business office of the Morgan County School System within fifteen (15) days of the end of the enrollment window.
3. If at any time the number of days in the Sick Leave Bank is less than fifty (50) or one (1) per member if there are more than fifty (50) members, or at any time deemed advisable, the committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.
4. By written notice to the Trustees, a member may withdraw from Bank participation effective June 30, next. Membership withdrawal shall result in forfeiture of all days contributed.
5. Members of the ESP Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after being a member of the Bank for thirty (30) calendar days.
6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated paid leave, including all paid Board extensions, and then only after satisfying a five (5) working day waiting period. (This would be five (5) days of work time without pay prior to receiving any days from the bank.)
7. Leave grants from the Bank, recommended by the Board of Trustees, shall be in units of no more than twenty (20) consecutive pay days for the individual applicant. Applicants may submit requests for extensions before or after their prior grants expire; the maximum number of days any participant may receive in any fiscal year is sixty (40). The maximum number of days any

Morgan County Schools Policy

Sick Leave Bank for Education Support Personnel

participant may receive as a result of any one or recurring diagnosed illness or accident is ninety (90) days. Days from the Bank may not be utilized for those days when an employee would not receive pay. The Trustees may establish regulations restricting the number of days which may be drawn from the Bank by one (1) member on account of one (1) illness, particularly any known illness existing at the time the employee elected to participate in the Bank.

8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.

9. Sick leave granted a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.

10. Grants of sick leave from the Bank shall not be made to any member on account of any elective surgery, or illness of any member of the participant's family, or for any period the member is receiving disability benefits from social security or the state or local retirement plan, or under the Workers' Compensation Law, or earned income from any other employer or contractor. Grants given in excess of allowable circumstances will be refunded by the bank member who received the excess benefits.

11. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:

- (a) resignation or termination of employment;
- (b) cancellation of participation which is effective on June 30, next;
- (c) being on approved leave of absence with the exception of personal illness or disability leave;
- (d) or retirement.

12. All actions of the Trustees shall require three (3) affirmative votes and shall be final and binding.

PROCEDURES:

1. Contributions to the Bank must be made on the form prescribed by the Committee of Trustees.

2. Each member must sign an enrollment card stating that he/she is aware of the provisions of the Bank and relieve the Board of Education and/or Morgan County Education Association from any liability as a result of action by the Committee.

3. All requests to draw from the Bank must be made on a Sick Leave Bank Request Form and submitted to the Committee of Trustees within thirty (30) days of the first dates bank usage is requested. In extreme and unusual cases, exceptions may be approved.

4. All requests to draw from the Bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee.

5. Notice will be made to the payroll department only of approved actions. Payroll will take no action in anticipation of the approval during the period of processing and payment will be started on the next regularly scheduled payroll for the individual.

6. The Committee shall maintain the record of all contributions, withdrawals, and the status of the Bank. Records of the Bank will be subject to annual audit as the school system is audited.

7. If a member does not use all days advanced from the Bank, the unused days will be returned to the Bank.

8. All days collectively contributed to the Bank and not used in any one fiscal year, shall be carried over to the next fiscal year.

9. Application forms for the Bank may be obtained through the Board at each work location.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave Bank for Education Support Personnel	Descriptor Code: 5.3022	Issued Date: 03/14/02
		Rescinds: 5.3022	Issued: 05/10/01

1 **PURPOSE:**

2

3 The purpose of the Sick Leave Bank is to provide sick leave to contributors to the bank who have suffered

4 a personal illness, injury, disability, or quarantine and whose personal sick leave, or any other applicable

5 paid leave, has been exhausted.

6

7 **SICK LEAVE BANK COMMITTEE:**

8

9 The ESP Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the

10 provisions and procedures outlined below. The committee shall be composed of seven (7) members: two

11 (2) members appointed by the School Board from its membership; three (3) members appointed by the

12 Association from its ESP membership; the President of JMCEA or his/her designee; and the director of

13 schools, or his designee, who shall chair the Committee. The Committee shall be appointed in compliance

14 with the policies of the Jackson-Madison County School Board.

15

16 **MEMBERSHIP:**

17

18 Persons entitled to sick leave under Jackson-Madison County School Board policy 5.302 can become a

19 member of the bank by donating two (2) days of accumulated sick leave.

20

21 **RULES:**

- 22
- 23 1. Any ESP employee shall be eligible to participate in the ESP Sick Leave Bank; however, a
 - 24 minimum participation of one hundred (100) members shall be required to establish the Bank.
 - 25 2. Any support personnel who elects to participate in the bank shall initially have two (2) days of sick
 - 26 leave deducted from his/her personal accumulation and deposited to the ESP Sick Leave Bank.
 - 27 Such employees electing to participate shall do so only during the months of August, September,
 - 28 or October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable
 - 29 unless the Bank is dissolved. New employees may contribute within the first thirty (30) days after
 - 30 their effective employment. Applications must be received by the business office of the Jackson-
 - 31 Madison County School System within fifteen (15) days of the end of the enrollment window.
 - 32
 - 33 3. If at any time the number of days in the Sick Leave Bank is less than one hundred (100) or one
 - 34 (1) per member if there are more than one hundred (100) members, or at any time deemed
 - 35 advisable, the committee shall assess each member one (1) or more days of accumulated sick leave.
 - 36 If a member has no accumulated sick leave at the time of assessment, the first earned days shall
 - 37 be donated as they are accrued by the employee.
 - 38
 - 39 4. By written notice to the Trustees, a member may withdraw from Bank participation effective June
 - 40 30, next. Membership withdrawal shall result in forfeiture of all days contributed.
 - 41

- 1 5. Members of the ESP Sick Leave Bank shall be eligible to make application to the Bank for sick
2 leave only after being a member of the Bank for thirty (30) calendar days.
3
- 4 6. A participant shall not receive any sick leave from the Bank until after having exhausted all
5 accumulated paid leave, including all paid Board extensions, and then only after satisfying a five
6 (5) working day waiting period. (This would be five (5) days of work time without pay prior
7 to receiving any days from the bank.)
8
- 9 7. Leave grants from the Bank, recommended by the Board of Trustees, shall be in units of no more
10 than twenty (20) consecutive pay days for the individual applicant. Applicants may submit
11 requests for extensions before or after their prior grants expire; the maximum number of days
12 any participant may receive in any fiscal year is sixty (60). The maximum number of days any
13 participant may receive as a result of any one or recurring diagnosed illness or accident is ninety
14 (90) days.

15 Days from the Bank may not be utilized for those days when an employee would not receive
16 pay. The Trustees may establish regulations restricting the number of days which may be drawn
17 from the Bank by one (1) member on account of one (1) illness, particularly any known illness
18 existing at the time the employee elected to participate in the Bank.
19

- 20
- 21 8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank
22 for use of sick leave days, a family member or agent may file the request.
23
- 24 9. Sick leave granted a member from the Bank need not be repaid by the individual except as all
25 members are uniformly assessed.
- 26 10. Grants of sick leave from the Bank shall not be made to any member on account of any elective
27 surgery, or illness of any member of the participant's family, or for any period the member is
28 receiving disability benefits from social security or the state or local retirement plan, or under
29 the Workers' Compensation Law, or earned income from any other employer or contractor.
30 Grants given in excess of allowable circumstances will be refunded by the bank member who
31 received the excess benefits.
32
- 33 11. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
34 (a) resignation or termination of employment;
35 (b) cancellation of participation which is effective on June 30, next;
36 (c) being on approved leave of absence with the exception of personal illness or disability leave;
37 (d) or retirement.
38
- 39 12. All actions of the Trustees shall require four (4) affirmative votes and shall be final and binding.

40 **PROCEDURES:**

- 41
- 42 1. Contributions to the Bank must be made on the form prescribed by the Committee of Trustees.
43
- 44 2. Each member must sign a three-part enrollment card stating that he/she is aware of the provisions
45 of the Bank and relieve the Board of Education and/or Jackson-Madison County Education
46 Association from any liability as a result of action by the Committee.
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3. All requests to draw from the Bank must be made on a Sick Leave Bank Request Form and submitted to the Committee of Trustees within thirty (30) days of the first dates bank usage is requested. In extreme and unusual cases, exceptions may be approved.
4. All requests to draw from the Bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee.
5. Notice will be made to the payroll department only of approved actions. Payroll will take no action in anticipation of the approval during the period of processing and payment will be started on the next regularly scheduled payroll for the individual.
6. The Committee shall maintain the record of all contributions, withdrawals, and the status of the Bank. Records of the Bank will be subject to annual audit as the school system is audited.
7. If a member does not use all days advanced from the Bank, the unused days will be returned to the Bank.
8. All days collectively contributed to the Bank and not used in any one fiscal year, shall be carried over to the next fiscal year.
9. Application forms for the Bank may be obtained through the Board at each work location.

3 - SUPPORT SERVICES

Descriptor Code	Policy Title	Issued Date
3.100	Business Management Goals	00/00/00
Facilities Management		
3.200	Buildings and Grounds Management	00/00/00
3.201	Safety	00/00/00
3.202	Emergency Preparedness Plan	00/00/00
3.203	Crisis Management	00/00/00
3.205	Security	00/00/00
3.206	Community Use of School Facilities	00/00/00
3.207	Facility Expansion	00/00/00
3.208	Facilities Planning	00/00/00
3.209	Estimating Facility Cost	00/00/00
3.210	Naming Schools and Facilities	00/00/00
3.211	Project Planning	00/00/00
3.212	Involvement of Architects	00/00/00
3.213	Educational Specifications	00/00/00
3.214	Project Financing	00/00/00
3.215	Board Inspection and Acceptance	00/00/00
3.216	Retirement of Facilities	00/00/00
Equipment and Supplies Management		
3.300	Equipment and Supplies Management	00/00/00
3.3001	Use of Cellular Phones	00/00/00
3.301	Leasing and Renting	00/00/00
Transportation Management		
3.400	Student Transportation Management	00/00/00
3.401	Scheduling and Routing	00/00/00
3.402	Special Use of School Vehicles	00/00/00
3.403	Traffic and Parking Controls	00/00/00
3.404	Private Vehicles	00/00/00

Food Service Management

3.500	Food Service Management	00/00/00
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Insurance Management

3.600	Insurance Management	00/00/00
3.601	Student Insurance Program	00/00/00
3.602	Workers' Compensation	00/00/00

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date:
		Rescinds:	Issued:

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

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

Cross Reference:
School District Goals 1.700

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.100

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

X

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

The developed sample provides a reference for the Board and for administrative staff.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Buildings and Grounds Management	Descriptor Code: 3.200	Issued Date:
		Rescinds:	Issued:

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as com-
2 fortable and convenient as the facilities will permit or the use requires.

3
4 The director of schools shall develop and implement a continuing program of maintenance of all
5 district-owned buildings and grounds which shall provide for the following:

- 6
7 1. Adequate custodial programs for all schools;
- 8
9 2. Improvement and maintenance of school buildings and grounds;
- 10
11 3. Repairs, including repairs of equipment, and painting; and
- 12
13 4. Determination of obsolete equipment.

14
15 The following are responsibilities of building principals:

- 16
17 1. To oversee the operation of the school plant and require that personnel assigned to the building
18 keep it in a clean, healthful, and pleasant condition;
 - 19
20 2. To make continuing checks for hazardous conditions, including safety and operation of equip-
21 ment, and prevention of hazardous situations caused by carelessness; and
 - 22
23 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate chan-
24 nels.
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.200

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

- | | |
|---|------------------------|
| X | Developed Sample |
| | District policy used |
| | Customize as indicated |
| | MANDATED BY LAW |

Large empty rectangular area for additional information or comments.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 06/06/1994
		Rescinds: EBB	Issued: 06/06/1994

1 Within board policy, the principal shall develop procedures for keeping school facilities safe and free
2 from hazards.

3
4 All staff members shall report current and potential hazards to their immediate supervisors.

5
6 Each principal is responsible for seeing that the practice of safety is a part of the instructional program
7 of the school and that it is appropriately geared to students at different grade levels.¹

8
9 The program shall include:

- 10
11 1. Fire prevention
12 2. Accident prevention
13 3. Warning systems
14 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
15 5. Emergency closings
16 6. Traffic safety
17 7. Traffic and parking controls
18 8. Safety inspections
19 9. First aid
20 10. A disaster preparedness plan for a nuclear or other major emergency.

21
22 Only students assigned to the school, the staff of the school, parents of students, and other persons with
23 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of
24 the schools during the hours of student instruction. All staff members shall report all persons appearing
25 to be improperly on school premises to the principal.²

26
27 The principal shall secure assistance from law enforcement officials when he deems it necessary in order
28 to maintain order or security during the school day or during extracurricular activities at school.

29
30
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33 _____
34 Legal References:

- 35 1. TCA 49-6-1003
36 2. TCA 49-6-2008

37 _____
38 Cross References:

- 39 Visitors to the School 1.501
40 Care of School Property 6.311
41

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.201	<i>District Sources Consulted:</i>
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Policy Recommendations:		<i>Editor's Comments:</i> The district policy is essentially identical to the TSBA sample.
	Developed Sample	
X	District policy used	
	Customize as indicated	
	MANDATED BY LAW	

LEGAL REFERENCE:

TCA 49-6-1003. Safety instruction—Bicycle safety curriculum. — (a) Whenever any state funds are used in any of the public schools of the state, it is the duty of the principal of the school or schools, including all subprincipals and teachers therein, to instruct pupils in the art of safety against injury on the public thoroughfares, highways and streets of the state, and other places where the students may come in contact with, or be in danger of bodily injury, for at least fifteen (15) minutes in each week during the time the school is in session.

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.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 04/02/2007
		Rescinds: EBBC	Issued: 04/02/2007

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval
2 of the district Emergency Preparedness Plan,¹ which shall include procedures for cases of nuclear or
3 bomb threat, civil disturbance, earthquake, fire, tornado or other severe weather, and medical emergen-
4 cies, such as pandemic flu outbreak.

5
6 Emergency preparedness drills will be developed and implemented by each principal, with approval of
7 the director of schools, and when appropriate, be held in conjunction with emergency response agencies.
8 These procedures shall be in written form and distributed to all staff, students and parents.

9
10 The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to
11 give instruction and practice in proper actions by staff and students. One fire drill requiring full evacu-
12 ation shall be given every month during the school year, with an additional fire drill to be conducted
13 within the first thirty (30) days of operation. Three (3) additional safety drills shall be given during the
14 school year. These drills may include inclement weather, earthquake, intruder or other emergency drills
15 that do not require full evacuation.²

16
17 In the event of any threats to safety, students will be retained at school when less than one hour of warn-
18 ing time is given, unless parents or persons authorized by the parents pick up their children.

19
20 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall
21 give all school personnel instructions in the proper use of them in their building.

22 **MEDICAL EMERGENCIES/PANDEMIC FLU**

23
24
25 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and
26 consult with the local and state health departments and other local emergency or healthcare providers in
27 protecting students and the community from further infection. The director of schools shall develop pro-
28 cedures for health emergencies using as reference the state's 2006 Pandemic Influenza Response Plan.³

33
34 _____
35 Legal Reference:

- 36 1. TRR/MS 0520-1-3-.03(17)
37 2. TCA 68-102-137 (b) (f)
38 3. Tennessee Department of Health Pandemic Influenza Response Plan
39 <http://www2.state.tn.us/health/CEDS/pandemic.htm>

33
34 _____
35 Cross Reference:

- 36 Emergency Closings 1.8011
37 Community Use of School Facilities 3.206

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.202

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

The district policy is essentially identical to the TSBA sample.

Developed Sample

X District policy used

Customize as indicated

MANDATED BY LAW

LEGAL REFERENCE:

TRR/MS 0520-1-3-.03(17) Emergency Preparedness Plans.

- (a) Each local school system shall have a disaster preparedness plan to include, but not be limited to, fire, tornado, earthquake, flood, bomb threat, and armed intrusion.
- (b) Each school shall practice emergency safety procedures.

TCA 68-102-137. Public and private schools — Institutions — Fire drills — Doors to be kept unlocked. — (b) Fire drills requiring full evacuation shall be held at least once a month during the school year, with an additional fire drill to be conducted within the first thirty (30) days of operation.
 (f) In addition to the fire drills required by this section in educational occupancies, safety drills not requiring full evacuation of all persons from the building shall be conducted at least three (3) times during the school year. A record of safety drills, including the time and date, shall be kept in the respective school offices, and shall be made available upon request to the State Fire Marshal, the State Fire Marshal's Deputies or Assistants for inspection and review.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date: 06/06/1994
		Rescinds: EBBCB	Issued: 06/06/1994

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

7 The principal of each building shall be responsible for the development of emergency procedures which
8 shall be distributed to building employees, parents, and members of the Crisis Team. Training for all
9 school employees in the crisis management procedures shall be conducted annually during in-service
10 sessions prior to the beginning of school.
11

12 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If
13 he determines it to be necessary, the principal shall contact the appropriate emergency services (police,
14 fire, ambulance, etc.).
15

16 All media attention shall be directed to the director of schools' office.
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33 _____
34 Cross Reference:

35 News Releases, News Conferences and Interviews 1.503
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.203

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

The district policy is essentially identical to the TSBA sample.

Developed Sample

X District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 06/06/1994
		Rescinds: EBC	Issued: 06/06/1994

1 The director of schools shall establish procedures as required to adequately protect school property which
2 shall include, but not be limited to:

- 3
- 4 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 5
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
- 7 facilities or equipment without appropriate faculty supervision;
- 8
- 9 3. Controlling the issuance of building keys and master keys; and
- 10
- 11 4. Developing programs which contribute to the proper care and use of school facilities and equip-
- 12 ment.
- 13
- 14 5. Equipment purchased with federal funds shall be managed as directed by federal and state
- 15 law.¹
- 16

17 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

18
19 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,
20 building damage and illegal entry.

21
22 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press
23 charges against perpetrators of vandalism against school property.

24 25 26 **SCHOOL POLICING**

27
28 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency
29 to provide school policing. Any memorandum of understanding shall address, at a minimum, the fol-
30 lowing issues:²

- 31
- 32 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with
- 33 all laws, regulations and rules of the Peace Officer Standards and Training Commission at the
- 34 time of assignment and remain compliant throughout the tenure of his or her assignment;
- 35
- 36 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
- 37 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
- 38 participate in a minimum of sixteen (16) hours of training specific to school policing. All train-
- 39 ing programs shall be approved by the Peace Officers Standards and Training Commission.
- 40
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3 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency,
4 subject to that agency's direction, control, supervision and discipline, though the Board may agree
5 to indemnify and reimburse the law enforcement agency for any part or all of the increased costs
6 incurred by the law enforcement agency as a result of the assignment of the SROs.
7
8 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
9 of the Director.
10
11 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency
12 shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties
13 of the senior SRO, however designated, shall include, but not be limited to, the following:
14
15 a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
16
17 b. To supervise the SROs in the performance of their duties;
18
19 c. To consult with the Director regarding the best use of the available resources for school
20 policing; and
21
22 d. To resolve disputes between the SROs and students or faculty members.
23
24 6. The memorandum may be effective for any length of time, including continuing until terminated
25 by the parties, and may contain any reasonable notice requirement for the termination of the
26 memorandum. However, the memorandum shall contain a provision allowing the Director to
27 suspend the active participation of the SROs in the event that the Director certifies that the health,
28 safety or well being of the students or faculty members require the immediate suspension.
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43 Legal References:

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45 1. EDGAR 43 subtitle A Part 80.32
46 2. Tenn. Code Ann. § 49-6-4217
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48
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Cross References:

- Visitors to the Schools 1.501
Care of School Property 6.311

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.205

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

X	Developed Sample
	District policy used
	Customize as indicated
	MANDATED BY LAW

The district policy is essentially identical to the TSBA sample without the section on school policing. This section has been added.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Computer Network Security	Descriptor Code: 3.2051	Issued Date: 08/07/2007
		Rescinds: EBCC	Issued: 08/07/2007

- 1 The superintendent shall establish procedures as required to adequately protect computer networks as well
2 as individual computers in the system by establishing procedures by which computer breaches, commonly
3 known as hacking, shall be avoided, or, if they occur, dealt with.
4
- 5 These procedures shall include:
- 6
- 7 1 All employees/students closing and securing their work areas when being left unattended or at the end of
8 the day. The individual assigned the computer/security account is accountable for any and all transactions
9 entered under that computer/security account login.
10
- 11 2. Employees/students keeping secure any passwords, access codes, or other means by which they enjoy
12 privileged access to computer programs or networks;
13
- 14 3. Denying students permission to use computers without faculty supervision;
15
- 16 4. Establishment of procedures at the building level by which teachers can check out computer equip-
17 ment;
18
- 19 5. Inclusion of a notice in all student handbooks that states:
20
- 21 “All users, including students, should understand that the use of electronic resources, including but not limited
22 to computers and internet access, may be monitored and recorded at the discretion of the school system.
23 There is no expectation of privacy when using school system resources. Computer usage by students is
24 for educational purposes, and student access to programs will be determined by school personnel. Student
25 work, such as essays, are accessible for inspection by school personnel, that student, and that student’s
26 guardians. Unauthorized access by students to other persons’ work and/or hacking unauthorized access to
27 programs and/or other data will be treated as illegal entry, theft, and/or vandalism, as is described in Board
28 Policies. Consequences include the possibility of law enforcement personnel involvement.”
29
- 30 A similar statement will be provided to all other users when that user is first given access to electronic
31 resources.
32
- 33 6. For the protection and security of the MCS data, all equipment attached to the MCS physical network
34 (equipment located at a MCS facility either wired or wireless) must be MCS property or have received
35 approval from the IT Department.
36
- 37 7. Use of software designed to gain passwords, bypassing internet filters or access beyond the rights as-
38 signed to a user or computer is strictly prohibited. Use of such programs risk the security of the network
39 and is considered “hacking”. The intent to control unauthorized access is a violation of State and Federal
40 law. Violators will be prosecuted. Employees who inadvertently discover passwords or any other method
41 used to control unauthorized access must report this to the IT Department.

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.2051

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

	Developed Sample
X	District policy used
	Customize as indicated
	MANDATED BY LAW

This policy is unique to Morgan County. Additional disclaimer language has been added to clarify that there is no expectation of privacy in the use of school system electronic resources.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: Issued: 08/02/1999
		Rescinds: EBH	

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

- 4
- 5 1. Requests for the use of school facilities shall be made at the office of the principal prior to the
- 6 date of use;
- 7 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with
- 8 the schools shall be permitted use of school facilities without charge;
- 9 3. School facilities may not be used for private profit, except that unused facilities may be leased for
- 10 private day-care centers which provide educational and child care services to the community;²
- 11 4. All activities must be under adult supervision and approved by the building principal. In all cases,
- 12 an assigned school employee will be present. The group using the facilities will be responsible
- 13 for any damage to the building or equipment;
- 14 5. Groups receiving permission for building use are restricted to the dates and hours approved and
- 15 to the building area and facilities specified, unless requested changes are approved by the princi-
- 16 pal;
- 17 6. Groups receiving permission for building use are responsible for the observance of all fire and
- 18 safety regulations at all times;
- 19 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is
- 20 not permitted in school buildings;
- 21 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and
- 22 Civil Defense, and will make suitable facilities available without charge during community
- 23 emergencies;
- 24 9. When school kitchens are used, at least one member of the cafeteria staff must be present to
- 25 supervise the use of the equipment;
- 26 10. The Board will approve and periodically review a fee schedule for the use of school facilities by
- 27 community or civic organizations and other non-profit, recreational, religious, political or
- 28 philosophical groups.
- 29 11. School facilities shall not be used for religious purposes on a permanent basis.
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34 _____
 35 Legal References:

- 36 1. Tenn. Code Ann. § 49-50-201
- 37 2. Tenn. Code Ann. § 49-2-203(b)(4)
- 38 3. *Lamb's Chapel v. Center Moriches Union Free School District*,
 39 113 S. Ct. 2141 (1993)
- 40
- 41

Cross References:

- Tobacco-Free Schools 1.803
 Care of School Property 6.311

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.206	<i>District Sources Consulted:</i>
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Policy Recommendations:	<i>Editor's Comments:</i>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="padding: 5px;">Developed Sample</td> </tr> <tr> <td style="text-align: center; padding: 5px;">X</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;">MANDATED BY LAW</td> </tr> </table>		Developed Sample	X	District policy used		Customize as indicated		MANDATED BY LAW	<p>The district policy is essentially identical to the TSBA sample. The district policy adds the prohibition against permanent use of facilities for religious purposes.</p>
	Developed Sample								
X	District policy used								
	Customize as indicated								
	MANDATED BY LAW								

LEGAL REFERENCE:

TCA 49-50-201. General provisions. — (a) In order to provide for increased involvement of citizens in their local schools through community schools advisory councils, to assure maximum use of public school facilities by the citizens of each community in this state, and to encourage community educational programs on a county-wide or multi-county wide basis to provide the best possible programs for the least cost without duplication of efforts, the state board of education may adopt appropriate rules and regulations for encouraging increased community involvement in public schools and the usage of the public school facilities as community educational centers. Such rules and regulations may consider and include, but not necessarily be limited to provisions for:

- (1) The use of public school facilities by governmental, charitable or civic organizations for activities within the community;
 - (2) The utilization of the talents and abilities of volunteers within the community for the enhancement of public school programs, including tutoring, counseling and cultural programs and projects; and
 - (3) Increased communications between the staff and faculty of the public schools, other community institutions and agencies, and citizens in the community.
- (b) The state board of education may further establish guidelines governing the submission and approval of community educational programs prepared by local boards for encouraging increased community involvement in the public schools and use of public school facilities.
- (c) Every local board of education may:
- (1) Develop programs and plans for increased community involvement and learning opportunities in the public schools based upon rules and guidelines adopted by the state board of education;
 - (2) Develop programs and plans for increased community use of public school facilities based upon rules and guidelines adopted by the state board of education; and
 - (3) Establish rules governing the implementation of such programs and plans in its public schools and submit these rules along with adopted programs and plans to the state board of education for approval.

TCA 49-2-203. Powers and duties. — (b) The local board of education has the power to:

- (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.

Lambs Chapel v. Center Moriches Union Free School District, 113 S. Ct. 2141 (1993).

The United Supreme Court ruled that a school district violated free speech rights of an evangelical church by refusing it permission to use school facilities to show a self-described "family-oriented movie-from the Christian perspective." The school board policy allowed use of school buildings outside of school hours for certain designated purposes but specifically excluded religious purposes. The Court ruled that the school engaged in "viewpoint" discrimination by allowing other groups to present their views on family values but denying petitioners the right to present the subject from a religious perspective.

Sherman v. Community Consolidated School District 21 of Wheeling Township, 1993 W.L. 57522 (N.D. Ill. 1993).

The federal district court addressed the issue of whether the practice of a public school that allowed the Boy Scouts to use its facilities was consistent with the Establishment Clause of the First Amendment, given the fact the Boy Scouts would allow in its membership only those individuals who recognized "a duty to God." Based on the finding that (1) the challenged practice was not overtly religious; (2) involvement of school officials was minimal; and (3) students were not directly or indirectly compelled to participate in any religious exercise, the court ruled that there was no unconstitutional endorsement of religion by the school district. The court reasoned:

The case does not present a situation in which a child is forced to choose between participating in a classroom religious activity or risk embarrassing himself in front of his peers by refusing to do so. Any student not wishing to join the Boy Scouts can simply not attend the Scout meetings, which are held in the evening long after the school day has ended.

The court also ruled that the display of Boy Scout posters at school entrances and the distribution of scout information in classrooms failed to rise to the level of an unconstitutional establishment of religion.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facility Expansion - Goals	Descriptor Code: 3.207	Issued Date:
		Rescinds:	Issued:

1 The Board shall authorize the construction of a sufficient number of school buildings to meet the demands
2 of present and future enrollments. Plans shall include simplicity of design; sound economics, including
3 low long-range maintenance costs and low insurance rates; high educational utility; and flexibility.

4
5 The Board establishes these broad goals for development of facilities:

- 6
7 1. To integrate facilities planning with other aspects of planning in a comprehensive program of edu-
8 cational problem solving;
- 9
10 2. To base educational specifications for facilities on identifiable learner needs;¹
- 11
12 3. To design facilities as economically as feasible, provided learner needs are effectively and adequately
13 met by the design;
- 14
15 4. To involve the community, school staff, and authorities on school construction and design and to
16 use the latest developments and research in building plans and specifications; and
- 17
18 5. To design school buildings for maximum potential community use.

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Legal Reference:

- 37 1. TRR/MS 0520-1-4-.01

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.207

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

X	Developed Sample
	District policy used
	Customize as indicated
	MANDATED BY LAW

LEGAL REFERENCE:

TRR/MS 0520-1-4-.01 School Facilities.

- (1) Each school shall comply with rules, regulations, and codes of the city, county, and state regarding planning of new buildings, alterations, and safety. Copies of state regulations may be obtained from the office of the State Architect.

- (2) Each school shall observe all fire safety regulations and procedures promulgated by the Tennessee Fire Marshall's Office.
 - (a) Each school shall have at least one fire safety inspection annually. The fire safety inspections will be based on the fire safety inspection checklist developed by the Tennessee Fire Marshal's office.
 - (b) Copies of inspection reports, including findings of non-compliance and actions taken to comply will be maintained in the office of the director of schools and be available for review.

- (3) Each school shall have classrooms, laboratories and libraries which are sufficient in number, adequate in space, and so constructed and arranged as to be conducive to carrying on the assigned activities. Playgrounds and physical education facilities shall be well maintained, free from hazards, and large enough to permit an adequate program of physical education.

- (4) Every school system that constructs, remodels, renovates, expands or modifies school buildings or other structures adjunct thereto for use by children with disabilities shall submit plans and specifications for review by the Commissioner of Education. Such plans and specifications shall meet federal requirements.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall present an annual facility needs assessment to the Board in October. The needs
2 assessment shall include a review of each school site. Each principal shall coordinate the needs assessment
3 for his/her school with input from staff, parents and community leaders. Appropriate system-wide staff
4 will be made available as needed.

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

- 7
- 8 1. building deficiencies
- 9 2. site deficiencies
- 10 3. utility deficiencies
- 11 4. maintenance deficiencies
- 12 5. curriculum and educational concerns including projected changes
- 13 6. number of oversized classrooms as well as projected class sizes
- 14 7. student "spot maps"
- 15 8. population and enrollment projections
- 16 9. community needs
- 17 10. cost projections
- 18 11. other information as directed

19
20 The system-wide needs assessment shall include the following information:

- 21
- 22 1. individual school assessments
- 23 2. system-wide curriculum needs
- 24 3. population growth projections
- 25 4. industrial and business forecasts
- 26 5. other information as deemed necessary
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.208

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Estimating Facility Costs	Descriptor Code: 3.209	Issued Date:
		Rescinds:	Issued:

1 When new construction, renovation and/or a building addition is proposed, the director of schools shall
2 secure cost estimates for each project and submit such estimates to the Board for approval.¹

3
4 Estimates are to include the following:

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

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

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

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Legal Reference:

1. TCA 49-2-203(a)(3)(c)

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.209

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Naming New Facilities	Descriptor Code: 3.210	Issued Date:
		Rescinds:	Issued:

- 1 Facilities of the school system shall be named through Board action, based upon the following criteria:
2
- 3 1. Schools shall not be named for living persons, except for those who have rendered exemplary service
4 to public education as recognized and attested by a vote of the Board.
 - 5 2. Two schools in the system shall not be given the same name and care should be taken to avoid
6 similar names.
 - 7 3. Schools shall be named for:
8 a. The area or community in which the school is located, or
9 b. The street on which the school is located, or a street bordering the school site, if that street is
10 well known in the community, or
11 c. Presidents, governors or recognized national, state and local leaders who have made an outstand-
12 ing contribution to the field of education.
 - 13 4. A single building on a campus with multiple buildings or a specific area on the campus may be named
14 for a living person, provided s/he has made an outstanding contribution to that school. The naming
15 of such building or specific area shall not supplant the facility's name.
 - 16 5. Facilities other than school shall be given names which describe the facility or the geographic loca-
17 tion in the city.
 - 18 6. If in the judgment of the Board an existing facility should be renamed, the criteria of this policy will
19 apply.
20

21 When a new school or facility is to be named, the director of schools will appoint a committee composed
22 of school personnel and patrons of the school. Names for consideration by the committee may be submitted
23 by any citizen, board member or school personnel.
24

25 The committee will submit its recommendations with supporting reasons to the director of schools.
26

27 The director of schools shall have the authority to recommend the naming of a portion of a facility, such as
28 a section of a building, a single building on a campus with multiple buildings or a specific area on campus
29 within a school.
30

31 The director of schools shall submit a recommendation to the Board in either situation for its consideration
32 and approval.
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.210

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date:
		Rescinds:	Issued:

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ARCHITECT SELECTION¹

1. Appointed by the Board for each specific project.
2. Service
 - a. Design and complete working drawings and provide as-was construction drawings.
 - b. Supervise construction as outlined in Standard A1A Contract.
3. Fees shall not exceed five percent (5%).
4. Contract as agreed to by the Board.

ENGINEER SELECTION¹

Engineer shall be selected by the architectural firm.

SITE SELECTION

1. As a result of consideration of population center, transportation routes, accessibility to utilities.
2. Land acquired not to be less than eighty percent (80%) usable.

EQUIPMENT AND FURNITURE SELECTION

1. By special committee.
2. Purchasing by bid letting.
3. Installation by the seller.

FINANCIAL METHODS

1. Bond indebtedness/limitations as established by the County Commission.
2. Issuance of Bonds
 - a. By county financial advisory when approved by initial resolution and bond resolution.
 - b. Length of term as established by County Commission.
 - c. Sale of bonds as advised by financial consultant.

- 1 3. Temporary investment shall be determined by the director of schools, chairman of board, and county
2 executive.
- 3
- 4 4. Short-term borrowing shall be provided by the County Commission with the county executive acting
5 as borrower.
- 6

7 **TAX LEVIES**

8
9 As determined by the County Commission.

10
11 **DETERMINATION OF COST**

- 12
- 13 1. Preliminary estimates.
- 14
- 15 2. Periodic computations during construction.
- 16
- 17 3. Final computation upon construction completion.
- 18

19 **PAYMENT TO CONTRACTOR**

- 20
- 21 1. Periodic, as recommended to the Board by the architect.
- 22
- 23 2. Adjustments and corrections, as recommended to the Board by the architect.
- 24
- 25 3. Final
- 26
 - 27 a. After completion of punch list.
 - 28 b. Copies of working drawings given to board members.
 - 29 c. Copies of hardware schedule given to board members.
- 30

31 **FUNDING**

- 32
- 33 1. Board will determine need.
- 34
- 35 2. Board will appear before Finance Committee of County Commission to discuss the need.
- 36
- 37 3. After the need is substantiated by the manager of finance, the Board shall proceed by selecting an ar-
38 chitect to plan the particular project and have bids opened as to the cost.
- 39
- 40 4. Following the opening of bids, the Board will then request this sum of money from the commission.
- 41

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44 Legal Reference:

- 45
- 46 1. TCA 62-2-107
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.211	<i>District Sources Consulted:</i>
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Policy Recommendations:	<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></td> <td style="padding: 5px;">Customize as indicated</td> </tr> <tr> <td></td> <td style="padding: 5px;">MANDATED BY LAW</td> </tr> </table>		Developed Sample		District policy used		Customize as indicated		MANDATED BY LAW	This is a new policy for the system.
	Developed Sample								
	District policy used								
	Customize as indicated								
	MANDATED BY LAW								

LEGAL REFERENCE:

TCA 62-2-107. Employment of licensees on public works — Excluded public works. — (a)

Neither the state, nor any county, city, town or village or other political subdivision of the state, shall engage in the construction or maintenance of any public work involving architecture, engineering or landscape architecture for which the plans, specifications and estimates have not been made by a registered architect, registered engineer or registered landscape architect.

(b) Nothing in this section shall be held to apply to such public work wherein the contemplated expenditure for the complete project does not exceed twenty-five thousand dollars (\$25,000), and such work does not alter the structural, mechanical or electrical system of the project.

(c) For the purposes of this chapter, "public work" does not include construction, reconstruction or renovations of all or any part of an electric distribution system owned or operated directly or through a board by a municipality, county, power district or other subdivision of the state of Tennessee, that is to be constructed, reconstructed or renovated according to specifications established in the American National Standard Electrical Safety Code, the National Electric Code, or other recognized specifications governing design and construction requirements for such facilities. Notwithstanding the foregoing, "electrical distribution system" does not include any office buildings, warehouses or other structures containing walls and a roof which are to be open to the general public.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning: Involvement of Architects	Descriptor Code: 3.212	Issued Date:
		Rescinds:	Issued:

1 Believing that several separate architects or architectural firms will produce a wider range of experience
2 and talent which should result in development of better or more efficient plans, the Board shall recommend
3 one or more qualified architects or firms to be assigned to buildings projects.
4

5 In recommending architects the following criteria will be considered:
6

- 7 1. Training and experience;
- 8
- 9 2. Planning ability;
- 10
- 11 3. Promptness;
- 12
- 13 4. Specification in writing, accuracy and sufficiency of detail;
- 14
- 15 5. Design, appearance and utility;
- 16
- 17 6. Ability to meet budget requirements;
- 18
- 19 7. Past performance;
- 20
- 21 8. Relation with contractors;
- 22
- 23 9. Location;
- 24
- 25 10. Work load;
- 26
- 27 11. Volume of work previously awarded by the school system with the objective of effecting an eq-
28 quitable distribution of contracts among qualified firms; and
- 29
- 30 12. Experience with government agencies.
- 31

32 When it becomes necessary to secure the services of an architect or firm, the Board shall request submission
33 of proposal(s) including qualifications and services from interested architectural firms. Public announce-
34 ments of the proposed projects shall be made.
35

36 After review of the proposal(s) submitted and interviews with selected firms under consideration by the direc-
37 tor of schools and based upon the director's recommendation(s), the Board shall make a recommendation(s)
38 to the City/County Commission.
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The Board may hire a construction manager. The selection process will be the same as used to select an architect. Only those firms with previous expertise in construction management will be considered.¹

Legal References:

1. TCA 62-2-107; TCA 49-2-203(4)(C)(3)(ii); TCA 62-6-102 &103

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.212

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

LEGAL REFERENCE:

TCA 62-2-107. Employment of licensees on public works — Excluded public works. — (a) Neither the state, nor any county, city, town or village or other political subdivision of the state, shall engage in the construction or maintenance of any public work involving architecture, engineering or landscape architecture for which the plans, specifications and estimates have not been made by a registered architect, registered engineer or registered landscape architect.

(b) Nothing in this section shall be held to apply to such public work wherein the contemplated expenditure for the complete project does not exceed twenty-five thousand dollars (\$25,000), and such work does not alter the structural, mechanical or electrical system of the project.

TCA 49-2-203. Powers and duties. — (3)(C)(ii) Construction management services which are provided for a fee and which involve supervision of the planning, design, bid and construction phases of the project, but not the performance of actual construction work, are deemed to be professional services and may be performed by a qualified person on the basis of recognized competence and integrity. Construction management services are to be procured through a request for proposals process. The request for proposals process will invite prospective proposers to participate and will indicate the service requirements and the factors used for evaluating the proposals. Such factors shall include construction manger's qualifications and experience on similar projects, qualifications of personnel to be assigned to the project, fees or any additional factor or factors deemed relevant by the procuring entity for procurement of the service; cost is not to be the sole criterion for evaluation. The contract for such services will be awarded to the best-evaluated and responsive proposer. A construction manager is prohibited from undertaking actual construction work on a project over which such construction manager coordinates or oversees the planning, design, bid or construction phases of the project, except in the instances where bids have been solicited twice and no bids have been submitted. If the construction manager can document that a good faith effort was made in each bid solicitation to obtain bids and no bids were received, then the construction manager can perform the construction work at a price agreed upon by the construction manager, the architect and the owner of the project. A school system, at its own discretion, may perform work on the project with its own employees and include the coordination and oversight of this work as part of the services of the construction manager;

(iii) A contract manager who provides construction management services must be a contractor licensed in Tennessee;

(iv) Construction work which is under the coordination and oversight of a construction manager shall be procured through competitive bids as provided in this subsection (a).

TCA 62-6-102. Chapter definitions.— As used in this chapter, unless the context otherwise requires:

(1) "Commercial building contractors" are those contractors authorized to bid on and contract for every phase of the construction, direction, alteration, repair or demolition of any building or structure for use and occupancy by the general public;

(2) "Contracting" means any person or entity who performs or causes to be performed any of the activities defined in subdivision (3)(A) or (6);

(3)(A) "Contractor" means any person or entity who undertakes to, attempts to, or submits a price or bid or offers to construct, supervise, superintend, oversee, schedule, direct, or in any manner assume charge of the construction, alteration, repair, improvement, movement, demolition, putting up, tearing down, or furnishing labor to install material or equipment for any building, highway, road, railroad, sewer, grading, excavation, pipeline, public utility structure, project development, housing, housing development, improvement or any other construction undertaking for which the total cost of the same is twenty-five (\$25,000) or more. "Contractor" includes, but is not limited to, a prime contractor, electrical contractor, electrical subcontractor, mechanical contractor, mechanical subcontractor, plumbing contractor and plumbing subcontractor. If the cost of a project exceeds twenty-five thousand dollars (\$25,000), "contractor" also includes a construction manager of any kind, including, but not limited to, a residential construction manager, construction consultant, architect and/or engineer who conducts or provides any activity or service described herein other than normal architectural or engineering services.

TCA 62-6-103. License requirement—Recovery of expenses by unlicensed contractor.— (a)(1) Any person, firm or corporation engaged in contracting in this state shall be required to submit evidence of qualification to engage in contracting, and shall be licensed as hereinafter provided. It is unlawful for any person, firm or corporation to engage in or offer to engage in contracting in the state, unless such person firm or corporation has been duly licensed under the provisions of this chapter, as hereafter provided. Any person, firm or corporation engaged in contracting including such person, firm or corporation, that engages in the construction of residences or dwellings constructed on private property for the purpose of resale, lease, rent or any other similar purpose, shall be required to submit evidence of qualification to engage in contracting, and shall be licensed. It is unlawful for any person, firm or corporation to engage in, or offer to engage in, contracting as hereinabove described, unless such person, firm or corporation has been duly licensed under the provisions of this chapter.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Educational Specifications	Descriptor Code: 3.213	Issued Date:
		Rescinds:	Issued:

1 The educational specifications of a proposed project will be developed prior to the time that the services
2 of an architectural firm are sought.¹
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36 _____
37 Legal Reference:
38 1. TRR/MS 0520-1-4-.01(4); TCA 49-6-403
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.213

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

LEGAL REFERENCE:

TRR/MS 0520-1-4-.01 (4) School Facilities

- (4) Every school system that constructs, remodels, renovates, expands or modifies school buildings or other structures adjunct thereto for use by children with disabilities shall submit plans and specifications for review by the Commissioner of Education. Such plans and specifications shall meet federal requirements.

TCA 49-6-403. Attendance and length of term.— (a) There shall be maintained in each county of the state one (1) senior high school, which shall give at least one (1) full course of study approved by the state board of education. Local boards of education may establish additional high schools.

(b)(1) No junior high school shall be established and maintained with fewer than one hundred (100) pupils in average daily attendance;

(2)(A) No senior high school shall be established and maintained with fewer than three hundred (300) pupils in average daily attendance;

(B) Any senior high school in a state of transition may be initially established with fewer than three hundred (300) pupils in average daily attendance; provided, that as soon as the period of transition has been completed, such senior high school shall not have fewer than three hundred (300) pupils in average daily attendance/

(C) Nothing in this part shall prohibit the consolidation of any two (2) or more high schools now established, into one (1) high school, even though the combined daily attendance of the pupils in such consolidated high school is less than that required in this part.

(D) Nothing in this part shall be construed as abolishing any high school now established.

(E) Local boards of education may, in unusual circumstances establish and maintain high schools with fewer pupils in average daily attendance than is prescribed herein; provided that prior approval for such is granted by the commissioner of education and the state board upon request of the respective local board of education.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Project Financing	Descriptor Code: 3.214	Issued Date:
		Rescinds:	Issued:

1 Construction of school facilities may be financed by state capital outlay funds, issuance of school bonds
2 and local tax revenue.¹
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35 _____
36 Legal Reference:

37 1. TCA 49-3-101; TCA 49-3-1004; TCA 49-3-311
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.214

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

LEGAL REFERENCE:

TCA 49-3-101. General provisions. — (a) The state school fund consists of all funds appropriated or allocated from the state treasury for the operation and maintenance of the public schools or that may derive from any state taxed proceeds of which are devoted to public school purposes.

(b) The state school fund shall be administered and distributed in accordance with the applicable provisions of this title, or, if not controlled therein, then in accordance with such provisions of such general appropriations act as may be applicable.

TCA 49-3-1004. Use of funds. — (a) The proceeds from the sale of school bonds issued under 49-3-1002 constitute a special fund to be known as the "special school fund" (except funds for aiding the state of Tennessee in construction of state education facilities or institutions as provided for in subsection (b)), which shall be kept by the trustees of such county and the treasurer of the 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, to furnish and equip school buildings and to refund, call or make principal and interest payment on bonds or other purposes by the county board of education, the city board of education, or the governing board of the city. The city board shall have a right to draw warrants on the funds only for the purposes mentioned in the preceding sentence.

TCA 49-3-311. Capital outlay. — (a)(1) There shall be included in the state education finance funds an amount to be used exclusively for the purpose of capital outlay, including the purchase and improvement of sites, the construction of buildings, the remodeling or renovation of buildings, the purchase of equipment for schools and school buildings, and the purchase of student transportation equipment for the public schools for this state.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Board Inspection and Acceptance of New Facilities	Descriptor Code: 3.215	Issued Date:
		Rescinds:	Issued:

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

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6 Acceptance of new construction will be withheld until all details are complete and the buildings are certi-
7 fied as complete by the director of schools.
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.215

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Retirement of Facilities	Descriptor Code: 3.216	Issued Date:
		Rescinds:	Issued:

1 The Board recognizes that school buildings may become inadequate by virtue of age, condition, size of
2 site, lack of need or other overriding limitations and cannot reasonably and economically be brought up to
3 the current educational standards. The director of schools shall be responsible for assessing the utilization
4 of school facilities and making recommendations to the Board for retirement of facilities. In determining
5 retirement of facilities, the Board will be guided by the following:

- 6
- 7 1. Ability of building to house a modern and flexible educational program;
- 8
- 9 2. Proximity to population served;
- 10
- 11 3. Enrollment capacity;
- 12
- 13 4. Cost of upkeep and maintenance;
- 14
- 15 5. Ability of building to meet safety standards established by the state; and
- 16
- 17 6. Ability of building to meet safety standards for public buildings, including state fire code.
- 18

19 The Board will seek professional advice and community input before making a final decision regarding
20 retirement of a school facility.

21

22 Buildings approved for closing will be considered for sale only after it has been determined that the sale
23 of the facility is more beneficial than converting it to some other use.

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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.216

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 12/07/1998
		Rescinds: EC	

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

5
6 The director of schools shall develop procedures promoting the useful life of equipment and supplies
7 by establishing a thorough, effective and economical operations and maintenance program and provid-
8 ing adequate insurance coverage. Equipment management shall be in accordance with federal and state
9 laws, regulations and guidelines.

10
11 Each employee of the system shall be responsible for the materials, equipment and supplies assigned
12 to him. In addition, he/she is responsible for the preservation and protection of materials, equipment
13 and supplies not under his/her direct control when such are endangered and when the system employee
14 having direct control is not present or is otherwise unable to act.

15
16 Principals shall give authorization to use school equipment or supplies, otherwise employees are the only
17 individuals authorized to use school equipment, materials, or supplies.

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Cross Reference:

Inventories 2.702

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.300

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

The district policy was used.

Developed Sample

X District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date:
		Rescinds: ECH	Issued: 11/04/1996

1 Cellular phones shall be provided to a limited number of employees when essential to the operation of
2 the school system. Whenever possible, other methods of more economical, immediate communication
3 shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be
4 approved by the director of schools/designee. The Board shall be financially responsible for the custom-
5 ary minimum monthly bills for pre-approved cellular phones.
6

7 Cellular phones provided to employees are for official school board business only and shall not be used
8 for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than the
9 customary minimum monthly bill, the excess portion shall become the responsibility of the employee to
10 whom the cellular phone has been issued. If the employee wishes to dispute the portion of the monthly
11 bill for which s/he is responsible, the employee may request and become financially responsible for
12 obtaining a listing for phone use during the disputed period of time.
13

14 The director of schools/designee shall develop procedures for assignment and use of phones, billing
15 disputes and lost or damaged cellular phones. These procedures shall be given to any employee request-
16 ing a cellular phone.
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.3001

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

The TSBA sample policy is recommended, as it provides greater flexibility than the district policy.

X	Developed Sample
	District policy used
	Customize as indicated
	MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Leasing and Renting	Descriptor Code: 3.301	Issued Date:
		Rescinds:	Issued:

1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

3
4 Staff members may borrow school equipment and materials at no cost when such use is related to their
5 employment.

6
7 Students may borrow school equipment and materials at no cost when used in connection with their
8 studies or extracurricular activities.

9
10 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems
11 when requested by responsible parties or organizations.

12
13 Staff members borrowing school equipment for personal use will be subject to the same regulations,
14 including fees, as for non-school usage.

15
16 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
17 tools), and cleaning and maintenance equipment are not for personal use by anyone.

18
19 The principal shall establish proper controls to assure the return of all borrowed and rented equip-
20 ment.

21
22 The Board will approve and periodically review a rental fee for the use of school equipment.

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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.301

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 06/06/1994
		Rescinds: ED	Issued: 06/06/1994

1 School buses shall be maintained and operated in accordance with state law and State Board Rules and
2 Regulations.¹

3
4 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall replace
5 a certain number of buses each year on a rotating basis.

6
7 The school transportation program shall be monitored daily by the principals and the supervisor of
8 transportation and subjected to periodic evaluations by them as necessary. An overall evaluation shall
9 be conducted by the supervisor of transportation on or before November 1 and June 15 of each school
10 year, and a summary report of same submitted to the director of schools and the Board.

11
12 All buses and other vehicles owned and operated by the Board shall be given safety inspections by the
13 assigned driver and the transportation supervisor on a regular basis. The transportation supervisor shall
14 develop and maintain a safety inspection record which shall be filled out and signed by the individual
15 who conducts the inspection. In addition, all buses shall be available for regular state inspections. Any
16 defects noted by either the regular local or state inspection shall be remedied immediately.

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18 All accidents, regardless of the damage involved, must be reported to the transportation supervisor, in-
19 cluding incidents in which any part of the bus rubs, scrapes or touches any other object or vehicle.

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Legal Reference:

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35 1. TCA 49-6-2101 through 2113; TRR/MS 0520-1-5-.01(4)

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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.400	<i>District Sources Consulted:</i>
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Policy Recommendations:	<i>Editor's Comments:</i>
<input type="checkbox"/> Developed Sample	
<input checked="" type="checkbox"/> District policy used	
<input type="checkbox"/> Customize as indicated	
MANDATED BY LAW	

LEGAL REFERENCE:

TCA 49-6-2109. Equipment—Commercial advertising — (a) Pupils shall be transported in safe equipment constructed of steel or materials providing similar safety, as determined by the state board of education, and other safety features shall be included according to specifications for school buses as adopted from time to time by the state board of education.

(b) The state board of education shall permit the use of conventional school buses for a period of twelve (12) years of service. The commissioner of education may grant waivers for an additional three (3) years on a year-to-year basis. The owner of the bus may apply for a waiver after twelve (12) years of service on a year-to-year basis upon the following conditions:

(1) Any bus with over twelve (12) years of use, but not more than fifteen (15) years of use, shall be inspected by the commissioner of education or the commissioner's designee at least twice annually.

(2) At such inspections, the inspector shall have the authority to require repairs or reconditioning to be made which the inspector considers necessary for the continued safe use and operation of the bus. If the local authority or owner refuses to take the required action or if the inspector considers continued use of the bus to be unsafe, the inspector shall order its removal from service.

(3) In addition to any other repairs, replacements or reconditioning required by the inspector, the steering, braking and exhaust systems of all conventional buses with over twelve (12) years of service shall be thoroughly reconditioned or replaced, as necessary, prior to any continued use.

(c)(1) School buses shall be of uniform approved color with the necessary marking easily to identify them in accordance with requirements of the state board of education. This requirement does not apply to a van-type vehicle used only to transport students to and from school-related activities.

(2) No other motor carrier, for hire or otherwise, shall bear the same color or markings as designated by the state board of education for school buses.

(3) A violation of this subsection is a Class A misdemeanor.

(d) The commissioner of education is directed to have made not less than one (1) inspection annually of each school bus which transports school children, in order to determine whether it can be used safely to protect properly the lives of school children.

(e) Nothing in this title shall prohibit a local school district from allotting space on the exterior or interior of a school bus for the purpose of commercial advertising. After consultation with the Department of Safety, the State Board of Education is directed to promulgate rules and regulations to effectuate the provisions of this subsection. Commercial advertising shall be permitted only on the rear quarter panels of the school bus of a size not to exceed sixteen (16") in height and sixty inches (60") in length, be composed of black lettering on a white background, and shall not advertise alcohol or tobacco products. Commercial advertising permitted by this act shall not include campaign advertising as prohibited in Tennessee Code Annotated, Section 2-19-144, and any such campaign advertising shall be expressly prohibited.

TRR/MS 0520-1-5-.01(4). Operation of School Buses

(4) Approved buses are identified as:

- (a) Conventional buses with 15 years or less of service. After 12 years of service, year to year approval is required from the Commissioner of Education.
- (b) Transit buses with 15 or less years of service.
- (c) Transit buses with 150,000 miles or less of recorded travel and a maximum of 17 years of service.
- (d) Van-type equipment with 10 or less years in service.
- (e) Conventional buses re-manufactured not later than the 10th nor earlier than the 7th year with 15 or less years of service.
- (f) Transit buses re-manufactured not later than the 15th nor earlier than the 12th year with 20 or less years of service.
- (g) Used out-of-state buses with a post April 1, 1977 date of manufacture.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date:
		Rescinds: EDD	Issued: 06/06/1994

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

3
4 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus transpor-
5 tation, including the determination of bus stops and the assignment of students. Deleting or establishing
6 new bus routes is the responsibility of the Board.¹

7
8 Appeals of transportation decisions shall be made to the director of schools.

9
10 Students shall not be in transit to and from school more than one and one-half hours each way.² Under no
11 circumstances shall students be transported past their assigned school.

12
13 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless
14 overlapping results from the necessity to travel the main highway to school centers. When more than one bus
15 travels a main highway and each bus picks up some students along such routes, each bus shall be assigned
16 a certain portion of the route and all students within this section shall ride the bus to which assigned.

17
18 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the
19 school year, at the time of hire, shall be informed of all the policies and procedures in place regarding the
20 transportation of students.

21
22 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses
23 are not to stop at stores (or make any other nondesignated stops except for emergencies) when transport-
24 ing students.

25
26 No student may exit the bus at a destination other than that students designated bus stop. The Director
27 may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus at
28 an alternative location. If the Director adopts procedures, such procedures shall include, at a minimum,
29 the following:³

- 30
- 31 1. No school bus driver shall require or permit a student to exit the bus in violation of the School
32 System's policies and procedures. The Director shall immediately review the fitness to drive of a
33 driver who permits or requires a student to exit a bus in violation of the School System's policies
34 and procedures.
 - 35
36 2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop un-
37 less the student provides the driver with a signed note from the parent or guardian informing the
38 driver of the change in the student's bus stop for the day. The driver shall turn the note over to the
39 principal as soon as practical after the completion of the route.
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- 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student’s designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip.
- 4. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver’s permission at a point other than the student’s destination for that trip.

Where practical, transfers may be made from one bus to another. Both buses shall be present while the transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place of business for transfer shall be permitted only after approval has been obtained from the principal.

Students who ride school buses shall attend the school designated unless the Board designates an alternate school. If a parent chooses to send his/her child to another school in the system, the parent must provide transportation to and from that school.

Legal References:

- 1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)
- 2. TCA 49-6-2105
- 3. P.C. 261 (2007)

Cross Reference:

Bus Conduct 6.308

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.401	<i>District Sources Consulted:</i>
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Policy Recommendations:	<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;">MANDATED BY LAW</td> </tr> </table>	X	Developed Sample		District policy used		Customize as indicated		MANDATED BY LAW	<p>The system policy appears to be an earlier version of the TSBA sample. The new policy is the current version.</p>
X	Developed Sample								
	District policy used								
	Customize as indicated								
	MANDATED BY LAW								

LEGAL REFERENCE:

TCA 49-6-2106. Approval of routes. — School bus routes shall be subject to the approval of the commissioner of education in order that the most efficient and economical services may be rendered. This section only applies where specific request for such approval is made by the county board of education where the school bus routes are located.

TCA 49-6-2105. Maximum time in transit. — No pupil shall be allowed to remain in transit to or from school on a school bus more than one and one-half (1 1/2) hours in the morning or one and one-half (1 1/2) hours in the afternoon.

TCA 49-6-2101.— Power of boards to provide transportation.—(a) Boards of education may provide school transportation facilities for children who live more than one and one-half (1 1/2) miles by the nearest accessible route from the school to which they are assigned by the board of education and in which they are enrolled.

(b) Boards of education may, in their discretion, provide school transportation facilities for children who live less than one and one-half (1 1/2) miles by the nearest accessible route from the school in which they are enrolled, but the county shall not be entitled to receive state transportation funds for any student other than children with physical disabilities, who live less than one and one-half (1 1/2) miles by the nearest accessible route from the school in which they are enrolled.

(c) Nothing in this part shall be construed to prevent a board of education from transporting children with physical disabilities, regardless of the distance they live from school, under rules and regulations adopted by the state board of education with the approval of the commissioner of education.

(d) Boards shall have power to purchase school transportation equipment, employ school transportation personnel, contract for transportation services with persons owning equipment, and pay for the same out of funds duly authorized in the budget approved by the county legislative body.

(e) Appointed directors of schools, in employing school transportation personnel, and boards of education, in contracting for transportation services with persons owning equipment, are hereby authorized to enter into contracts for such services for periods of time as long as, but not

exceeding, four (4) years from the date of making such contracts, it being the purpose of this section to permit a reasonable degree of employment security for such school transportation personnel.

(f)(1) No board of education shall use or authorize the use of any school transportation facilities for the purpose of achieving a racial balance or racial imbalance in any school by requiring the transportation of any student or pupil from one (1) school to another or from one (1) school district established for such student or pupil's neighborhood to another.

(2) If the local board of education adopts any transportation plan or directive for the purpose of achieving racial balance, the governor may order that any or all parts of the state transportation funds shall be withheld from the local school board.

(3) If the governor so orders, the commissioner and the state board of education shall withhold, or cause to be withheld, state transportation funds to local boards of education.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date:
		Rescinds: EDDA	Issued: 06/06/1994

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SCHOOL BUSES

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

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

The principal will make all transportation arrangements with the director of transportation.

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

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

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

BOARD-OWNED VEHICLES

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

Legal Reference:

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

Cross References:

- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.402	<i>District Sources Consulted:</i>
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Policy Recommendations:	<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;">MANDATED BY LAW</td> </tr> </table>	X	Developed Sample		District policy used		Customize as indicated		MANDATED BY LAW	<p>The system policy appears to be an earlier version of the TSBA sample policy. this has be updated to the current version.</p>
X	Developed Sample								
	District policy used								
	Customize as indicated								
	MANDATED BY LAW								

LEGAL REFERENCE:

Internal Revenue Code § 61 Gross income defined.

(a) General definition.

Except as otherwise provided in this subtitle, gross income means all income from whatever source derived, including (but not limited to) the following items;

- (1) Compensation for services, including fees, commissions, fringe benefits, and similar items;. . .

¶ H-2230. Methods for Valuing the Use of Employer-Provided Vehicles.

Special methods are available to determine the value of the availability of an employer-provided vehicle to arrive at the amount includible in the employee-recipient's income. The "annual lease valuation" method is based on a table that provides the value of leasing an automobile, based on the fair market value of the automobile. This valuation is made for a four-year period. An employer with a fleet of 20 or more automobiles may determine the annual lease value based on a fleet-average valuation. A vehicle may also be valued using the "cents-per-mile" method. Under this method, the number of miles the employer-provided vehicle is driven for personal purposes is multiplied by the optional standard mileage rate. Employees who use an employer-provided vehicle in the employer's trade or business and who are required to use the vehicle for commuting purposes for valid business reasons may the "commuting value" method. If the employee is not a control employee and, under the employer's written policy, the employee does not use the vehicle for other personal purposes, the value of the vehicle's use to the employee is \$1.50 per one-way commute.

Once the employer adopts the annual lease method or the cents-per-mile method to value the availability of an automobile, that method must be used for that vehicle for all following periods. However, the employer may use the commuting value method for any period for which use of the vehicle qualifies. An employee may use a special valuation method only if the employer also uses it. The employee may use the general valuation method even if the employer uses a special valuation method.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 06/06/1994
		Rescinds: EBBE	Issued: 06/06/1994

1 The principal of each school shall develop and implement a plan to ensure maximum vehicular and pe-
2 destrian safety for his/her campus and shall submit it to the director of schools for approval. The plan
3 shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading
4 and unloading; the location of any safety hazards as areas to be avoided by vehicles or students; and
5 dismissal times for car and bus students.
6

7 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in desig-
8 nated areas until the end of the school day, unless permission is obtained from the principal to use said
9 vehicle.
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11 Parking regulations for each school will be developed by the principal and published in the school
12 handbook.
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Cross References:

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

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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.403

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

The system policy appears to be an earlier version of the TSBA sample policy. this has be updated to the current version.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 09/05/1994
		Rescinds: EDAE	Issued: 09/05/1994

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

- 4 1. To use a private vehicle for school purposes, the employee must have the written permission of
5 the director of schools/ designee and proof of vehicle liability insurance coverage in the following
6 forms:
 - 7 a. A copy of the insurance certificate issued to the insured indicating liability limits of at least
8 \$300,000/700,000/100,000¹; and
9
 - 10 b. A specific permit for each trip involving students, including field trips.
11
- 12 2. The school system shall assume no responsibility for liability in case of accident, unless the
13 employee has the proper authorization described above.
14
- 15 3. The Board specifically forbids any employee to transport students for school purposes without
16 prior authorization by the director of schools or his/her designee.
17
- 18 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and
19 state Board Rules, Regulations, and Minimum Standards.²
20
- 21 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,
22 an employee, or the school system.
23
- 24 6. No employee may ask for or give permission to students to transport other students to and from
25 any school or school-related activity without written parental permission and proof of student
26 insurance.
27

28
29 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
30 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
31 liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits
32 of at least \$300,000/700,000/100,000.¹
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35 _____
Legal Reference:

- 36 1. TCA 29-20-403(b)(4); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
 - 37 2. TRR/MS 0520-1-5
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.404

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

The policy was amended to include the increased policy limits for actions arising after 2007 and to include language that would allow volunteer parent drivers.

Developed Sample

District policy used

X Customize as indicated

MANDATED BY LAW

TRR/MS 0520-1-5-.01 Operation of School Buses

(4) Approved buses are identified as:

(a) Type C conventional buses with 15 years or less of service. After 12 years of service, year to year approval is required from the Commissioner of Education.

(b) Type D transit buses with 15 or less years of service.

(c) Type D transit buses with 150,000 miles or less of recorded travel and a maximum of 17 years in service.

(d) Type A buses with single rear wheels and 10 years or less of service.

(e) Type A buses with dual rear wheels and 12 years or less of service.

(f) Type C conventional buses remanufactured not later than the 10th nor earlier than the 7th year with 15 or less years of service.

(g) Type D transit buses remanufactured not later than the 15th nor earlier than the 12th year with 20 or less years of service.

TRR/MS 0520-1-5-.01 Operation of School Buses

(5) School bus drivers shall meet the following requirements:

(a) School bus drivers shall have an appropriate commercial driver license issued by the State Department of Safety and shall meet all other rules and regulations of the State Department of Safety as set forth in Chapter 1340-3-3.

- (b) All school bus drivers shall be required to pass an annual physical and mental examination as prescribed by the State Board of Education
- (c) No person shall be issued a certificate by a local board of education until an investigation has been made to determine whether or not such person has been found guilty of any criminal offense and such criminal records, if any, made a part of his or her permanent file.

TCA 29-20-403. Liability Insurance. — (b) Every policy or contract of insurance purchased by a governmental entity as authorized by this chapter shall provide:

- (4) Minimum limits of not less than three hundred thousand dollars (\$300,000) for bodily injury or death of any one (1) person in any one (1) accident, occurrence or act, and not less than seven hundred thousand dollars (\$700,000) for bodily injury or death of all persons in any one (1) accident, occurrence or act, and one hundred thousand dollars (\$100,000) for injury or destruction of property of others in any one (1) accident, occurrence or act. The provisions of this subdivision (b) (4) shall apply to any action arising on or after July 1, 2007.

Tennessee Attorney General Opinion No. 04-136. Volunteer Parent-Drivers Transporting Students to School Sporting Events (August 24, 2004).

Question: Are parents who volunteer to transport student team members to school sporting events at other schools required to have the same insurance liability coverage as the school system does for transporting its students?

Opinion: We have found no statute that requires volunteer parent-drivers to carry the same amount of liability insurance coverage as the school system. Because the local school board, however, has responsibility and control over all schools in its system, we believe that it would be within the school board's discretion to establish a policy requiring volunteer parent-drivers to have a specific amount of liability insurance when, under the auspices of the school involved, they volunteer to transport students to "away" sporting or other similar events.

Analysis: These are the facts upon which we base this opinion. A public high school has a soccer team but does not provide transportation for team-member students to and from soccer matches with other schools. Parents provide transportation for team members on a voluntary basis. We further assume for purposes of this opinion that the parents who volunteer for this duty do so with the knowledge and encouragement of school officials and are transporting students other than their own children. The Tennessee Governmental Tort Liability Act (TGLA), Tenn. Code Ann. §§ 29-20-101, et seq., authorizes governmental entities, such as a public school system, to purchase insurance to cover their liability. Tenn. Code Ann. § 29-20-102(3) and § 29-20-403(a). After July 1, 2002, but before July 1, 2007, the TGLA sets minimum requirements on such policies as follows:

Minimum limits of not less than two hundred fifty thousand dollars (\$250,000) for bodily injury or death of any one (1) person in any one (1) accident, occurrence or act, and not less than six hundred thousand dollars (\$600,000) for bodily injury or death of all persons in any one (1) accident, occurrence or act, and eighty-five thousand dollars (\$85,000) for injury or destruction of property of others in any one (1) accident, occurrence or act. The provisions of this subdivision shall apply to any action arising on or after July 1, 2002, but before July 1, 2007.

Tenn. Code Ann. § 29-20-403(b)(3). Drivers of personal cars, e.g., volunteer parent-drivers, must carry liability insurance as follows:

If proof [of financial responsibility] is required after December 31, 1989, such proof means:

- (i) A written proof of liability insurance coverage provided by a single limit policy with a limit of not less than sixty thousand dollars (\$60,000) applicable to one (1) accident;
- (ii) A split-limit policy with a limit of not less than twenty-five thousand dollars (\$25,000) for bodily injury to or death of one (1) person, not less than fifty thousand dollars (\$50,000) for bodily injury to or death of two (2) or more persons in any one (1) accident, and not less than ten thousand dollars (\$10,000) for damage to property in any one (1) accident;
- (iii) A deposit of cash with the commissioner in the amount of sixty thousand (\$60,000);
or
- (iv) The execution and filing of a bond with the commissioner in the amount of sixty thousand dollars (\$60,000).

Tenn. Code Ann. § 55-12-102(12)(C). Thus, the statutory requirement of liability insurance for motor vehicle drivers generally is much lower than the amount of coverage a school system would carry under the TGLA.

Local school boards have broad authority over the administration of the schools in their systems and reasonable discretion in carrying out their duties. See Tenn. Code Ann. § 49-2-203(a)(2); State ex rel. Bobo v. County of Moore, 207 Tenn. 622, 341 S.W.2d 746 (1960). With the possible exception of students with disabilities¹, local school boards do not have to provide transportation for public school students. Tenn. Code Ann. § 49-6-2101(a)

If the local board does provide transportation, it must use reasonable and ordinary care under the circumstances. See Hawkins co. v. Davis, 216 Tenn. 262, 391 S.W.2d 658, 663 (1965). Also, if it does, it must adopt a policy to govern the overall operation of the pupil transportation program. Tenn. Admin. Rule, State Board of Education, 0520-1-5-.01(6). While the education statutes do not require local school boards to supervise volunteer transportation that is not state-funded, we believe that a school board has sufficient authority to adopt a policy governing liability insurance requirements for volunteer parent-drivers in the circumstances described above.

The request mentions 2004 Public Acts, ch. 299, and suggests that this statute has been interpreted to require that parent-drivers have the same liability insurance coverage as the school system itself does. We have reviewed this act and can find nothing in it that requires such coverage.

We conclude that state statutes do not place liability insurance requirements on volunteer parent-drivers different from those that apply to any other motor vehicle driver. A local school board, however, could exercise its discretion and adopt a policy to govern liability insurance requirements for volunteer parent-drivers in the circumstances described in this request. If the local school board's adoption of such a policy is challenged, the courts will be the final arbiters of whether the board exercised its discretion properly. *State ex rel. Bobo*, 341 S.W.2d at 632.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 05/06/2002
		Rescinds: EE	

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

5 The system's food service supervisor will oversee the program All products and services necessary for
6 the operation of the school nutrition department shall be procured using the Board-approved procurement
7 plan which must comply with federal and state purchasing procedures.
8

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

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

- 14 1. Meals/snacks must be made available to all students in attendance.
- 15 2. Free and reduced-price meals/snacks must be made available to students who are determined
16 eligible for these benefits.
17
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20 Students will be permitted to bring their lunches from home and to purchase allowable beverages and
21 a la carte items at school.
22

23 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
24 be as stringent as the current federal regulations concerning competitive foods.³
25

26 Procedures for implementing guidelines established by the State Department of Education, School Nutri-
27 tion Program are on file in the district food service procedures manual.
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36 Legal References:

- 37 1. TCA 49-6-2302; 2303
- 38 2. 7 CFR § 210.10 -13
- 39 3. 7 CFR § 210.11; OP Tenn. Atty. Gen. 92-54 (September 24, 1992)
- 40
- 41

- Cross References:
- Deposit of Funds 2.500
 - Financial Reports and Records 2.701

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.500	<i>District Sources Consulted:</i>
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Policy Recommendations:	<i>Editor's Comments:</i>								
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	Developed Sample								
	District policy used								
	Customize as indicated								
	MANDATED BY LAW								

LEGAL REFERENCE:

TCA 49-6-2302. Establishment of nutritional breakfast and lunch programs.— (a) Unless a waiver is granted pursuant to § 49-6-2303(10), and only to the extent federal funds are available for free or reduced price meals:

- (1) Each school board shall establish a school lunch program in every school under its jurisdiction in accordance with rules and regulations established under § 49-6-2303; and
- (2) Each school board shall establish a school breakfast program in the following schools based on the cumulative analysis of school lunch participation for the month of April of the preceding school year;
 - (A) Every school which contains kindergarten through grade eight (K-8) in which twenty-five percent (25%) or more of the students participated in the school lunch program at a free or reduced price; and
 - (B) In every school which does not contain a kindergarten through grade eight (K-8) in which forty percent (40%) or more of the students participated in the school lunch program at a free or reduced price.
- (b) Each LEA operating a school breakfast program pursuant to this part shall be reimbursed by the state for any additional expenses to that agency which are incurred as a result of implementation of this part.
- (c) The school breakfast program shall automatically terminate if federal funding for such program ceases.

TCA 49-6-2303. Rules and regulations.— The commissioner of education shall recommend and the state board of education shall adopt rules which shall:

- (1) Establish minimum nutrition requirements for school lunch and school breakfast programs;
- (2) Establish standards of income eligibility for free or reduced price meals;
- (3) Prescribe uniform methods for determining eligibility for free or reduced price meals;
- (4) Require that each school board establish a method to regularly notify students and parents of the availability of free or reduced price meals and to encourage participation in the breakfast program;
- (5) Establish a uniform reporting system for the collection and compilation of data on the administration of this part including a report on each individual school, regardless of its

participation;

- (6) Require each local school board to submit to the commissioner a plan for compliance with this part sixty (60) days prior to the beginning of the school year. For each subsequent school year, require each local school board to submit modifications to the plan sixty (60) days prior to the beginning of the school year;
- (7) Require each local school board to certify to the commissioner compliance with the plan as submitted or modified within thirty (30) days after the beginning of the school year;
- (8) Provide that compliance with the standards and requirements of the federal National School Lunch Act (42 U.S.C. §§ 1751-1769), as amended, and the federal Child Nutrition Act of 1966 (42 U.S.C. §§ 1771-1789), as amended, shall be deemed compliance with these requirements;
- (9) Permit, in accordance with federal requirements, reimbursement for supervision of student's participating in a meals program required by this part;
- (10) Allow the local school board to waive the requirements of § 49-6-2302(a)(2) for any individual school for each year that the board determines at a public meeting of the board with notice and right to be heard to any person who has, in writing, requested to be notified of the consideration of such waivers;
 - (A) That the implementation of a school breakfast program would cause an unavoidable and unreasonable disruption of schedule which would substantially impair the ability of the school to maintain a proper educational program;
 - (B) The cumulative annualized participation in the school breakfast program is less than fifty (50) students and the school has complied with § 49-6-2302(a)(2); or
 - (C) That the implementation of the program would cause the expenditure of state or local education funds for which reimbursement under the federal Child Nutrition Act of 1966, as amended, is unavailable or inadequate;
- (11) Not permit the limitation of the full six and one-half (6 1/2) hours instructional school time required by statute; and
- (12) Provide that the established work day of licensed personnel shall not, without compensation, be lengthened as a result of this part and that the principal not be in charge of the lunch program in any county where a system-wide school food service manager is available, unless the local board of education specifically provides for a principal to be in charge of the lunch program.

7 CFR 210.10 —What are the nutrition standards and menu planning approaches for lunches and the requirements for afterschool snacks?

(a) What are the general requirements?

- (1) General nutrition requirements. Schools must provide nutritious and well-balanced meals to all the children they serve.
 - (i) Requirements for lunch. For children age 2 or older, schools must offer lunches that meet, at a minimum, the nutrition standards in paragraph (b) of this section. Compliance with the nutrition standards and the appropriate nutrient and calorie levels is determined by averaging lunches planned to be offered over a school week. Under any menu planning approach, schools must plan and produce at least enough food to meet the appropriate calorie and nutrient levels for the ages/grades of the children in the school (see paragraphs (c), (d), (i)(1) or (l) of this section, depending on the menu planning approach used). Also, if schools use one of the food-based menu planning approaches, they must plan and produce at least enough food to offer each child the minimum quantities under the meal pattern (see paragraph (k) of this section). Schools offering lunches to infants must meet the meal pattern requirements

in paragraph (o) of this section

(ii) Requirements for afterschool snacks. Schools offering afterschool snacks in afterschool care programs must meet the meal pattern requirements in paragraph (n) of this section. Schools must plan and produce enough food to offer each child the minimum quantities under the meal pattern in paragraph (n) of this section. The component requirements for meal supplements served under the Child and Adult Care Food Program authorized under part 226 of this chapter also apply to afterschool snacks served in accordance with paragraph (n) of this section.

(2) Unit pricing. Schools must price each meal as a unit. Schools need to consider participation trends in an effort to provide one reimbursable lunch and, if applicable, one reimbursable afterschool snack for each child every day. If there are leftover meals, schools may offer them to the students but cannot get reimbursement for them.

(3) Production and menu records. Schools must keep production and menu records for the meals they produce. These records must show how the meals contribute to the required food components, food items or menu items every day. In addition, for lunches, these records must show how the lunches contribute to the nutrition standards in paragraph (b) of this section and the appropriate calorie and nutrient levels for the ages/grades of the children in the school (see paragraphs (c), (d), or (i)(1) or (l) of this section, depending on the menu planning approach used) over the school week. If applicable, schools or school food authorities must maintain nutritional analysis records to demonstrate that lunches meet, when averaged over each school week:

(i) The nutrition standards provided in paragraph (b) of this section; and

(ii) The nutrient and calorie levels for children for each age or grade group in accordance with paragraphs (c) or (i)(1) of this section or developed under paragraph (l) of this section.

(b) What are the specific nutrition standards for lunches? Children age 2 and above must be offered lunches that meet the following nutrition standards for their age/grade group:

(1) Provision of one-third of the Recommended Dietary Allowances (RDAs) for protein, calcium, iron, vitamin A and vitamin C in the appropriate levels for the ages/grades (see paragraphs (c), (d), (i)(1) or (l) of this section, depending on the menu planning approach used);

(2) Provision of the lunchtime energy allowances (calories) in the appropriate levels (see paragraphs (c), (d),(i)(1) or (l) of this section, depending on the menu planning approach used);

(3) These applicable recommendations from the 1995 Dietary Guidelines for Americans:

(i) Eat a variety of foods;

(ii) Limit total fat to 30 percent of total calories;

(iii) Limit saturated fat to less than 10 percent of total calories;

(iv) Choose a diet low in cholesterol;

(v) Choose a diet with plenty of grain products, vegetables, and fruits; and

(vi) Choose a diet moderate in salt and sodium.

(4) These measures of compliance with the applicable recommendations of the 1995 Dietary Guidelines for Americans:

(i) Limit the percent of calories from total fat to 30 percent of the actual number of calories offered;

(ii) Limit the percent of calories from saturated fat to less than 10 percent of the actual number of calories offered;

(iii) Reduce sodium and cholesterol levels; and

(iv) Increase the level of dietary fiber.

(5) School food authorities have several ways to plan menus. The minimum levels of nutrients and calories that lunches must offer depends on the menu planning approach used and the ages/grades served. The menu planning approaches are:

- (i) Nutrient standard menu planning (see paragraphs (c) and (i) of this section);
- (ii) Assisted nutrient standard menu planning (see paragraphs (c) and (j) of this section);
- (iii) Traditional food-based menu planning (see paragraphs (d)(1) and (k) of this section);
- (iv) Enhanced food-based menu planning (see paragraphs (d)(2) and (k) of this section); or
- (v) Alternate menu planning (see paragraph (l) of this section).

(e) Must schools offer choices at lunch? FNS encourages schools to offer children a selection of foods and menu items at lunch. Choices provide variety and encourage consumption. Schools may offer choices of reimbursable lunches or foods within a reimbursable lunch. Children who are eligible for free or reduced price lunches must be allowed to take any reimbursable lunch or any choices offered as part of a reimbursable lunch. Schools may establish different unit prices for each lunch offered provided that the benefits made available to children eligible for free or reduced price lunches are not affected.

(f) What are the requirements for lunch periods?

- (1) Timing. Schools must offer lunches meeting the requirements of this section during the period the school has designated as the lunch period. Schools must offer lunches between 10:00 a.m. and 2:00 p.m. Schools may request an exemption from these times only from FNS.
- (2) Lunch periods for young children. With State agency approval, schools are encouraged to serve children ages one through five over two service periods. Schools may divide the quantities and/or the menu items, foods, or food items offered each time any way they wish.
- (3) Adequate lunch periods. FNS encourages schools to provide sufficient lunch periods that are long enough to give all students enough time to be served and to eat their lunches.

(g) What exceptions and variations are allowed in meals?

- (1) Exceptions for medical or special dietary needs. Schools must make substitutions in lunches and afterschool snacks for students who are considered to have a disability under 7 CFR part 15b and whose disability restricts their diet. Schools may also make substitutions for students who do not have a disability but who cannot consume the regular lunch or afterschool snack because of medical or other special dietary needs. Substitutions must be made on a case by case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must, in the case of a student with a disability, be signed by a physician or, in the case of a student who is not disabled, by a recognized medical authority.
- (2) Variations for ethnic, religious, or economic reasons. Schools should consider ethnic and religious preferences when planning and preparing meals. Variations on an experimental or continuing basis in the food components for the food-based menu planning approaches in paragraphs (k) or (n) of this section may be allowed by FNS. Any variations must be nutritionally sound and needed to meet ethnic, religious, or economic needs.
- (3) Exceptions for natural disasters. If there is a natural disaster or other catastrophe, FNS may temporarily allow schools to serve meals for reimbursement that do not meet the requirements in this section.

(h) What must schools do about nutrition disclosure? To the extent that school food authorities identify foods in a menu, or on the serving line or through other available means of communicating with program participants, school food authorities must identify products or

dishes containing more than 30 parts fully hydrated alternate protein products (as specified in appendix A of this part) to less than 70 parts beef, pork, poultry or seafood on an uncooked basis, in a manner which does not characterize the product or dish solely as beef, pork, poultry or seafood. Additionally, FNS encourages schools to inform the students, parents, and the public about efforts they are making to meet the nutrition standards (see paragraph (b) of this section) for school lunches.

(i) What are the requirements for lunches under the nutrient standard menu planning approach?

(1) Nutrient levels.

(i) Adjusting nutrient levels for young children. Schools with children who are age 2 must at least meet the nutrition standards in paragraph (b) of this section and the preschool nutrient and calorie levels in paragraph (c)(1) of this section over a school week. Schools may also use the preschool nutrient and calorie levels in paragraph (c)(2) of this section or may calculate nutrient and calorie levels for two year olds. FNS has a method for calculating these levels in guidance materials for menu planning.

(ii) Minimum levels for nutrients. Lunches must at least offer the nutrient and calorie levels for the required grade groups in the table in paragraph (c)(1) of this section. Schools may also offer lunches meeting the nutrient and calorie levels for the age groups in paragraph (c)(2) of this section. If only one grade or age group is outside either of these established levels, schools may follow the levels for the majority of the children. Schools may also customize the nutrient and calorie levels for the children they serve. FNS has a method for calculating these levels in guidance materials for menu planning.

(2) Reimbursable lunches.

(i) Contents of a reimbursable lunch. A reimbursable lunch must include at least three menu items. One of those menu items must be an entree, and one must be fluid milk as a beverage. An entree is a combination of foods or is a single food item offered as the maincourse. All menu items or foods offered in a reimbursable lunch contribute to the nutrition standards in paragraph (b) of this section and to the levels of nutrients and calories that must be met in paragraphs (c) or (i)(1) of this section. Unless offered as part of a menu item in a reimbursable lunch, foods of minimal nutritional value (see appendix B to part 210) are not included in the nutrient analysis. Reimbursable lunches planned under the nutrient standard menu planning approach must meet the nutrition standards in paragraph (b) of this section and the appropriate nutrient and calorie levels in either paragraph (c) or paragraph (i)(1) of this section.

(ii) Offer versus serve. Schools must offer at least three menu items for lunches. Senior high (as defined by the State educational agency) school students must select at least two menu items and allowed to decline a maximum of two menu items. The student must always take the entree. The price of a reimbursable lunch does not change if the student does not take a menu item or requests smaller portions. At the discretion of the school food authority, students below the senior high level may also participate in offer versus serve.

(3) Doing the analysis. Schools using nutrient standard menu planning must conduct the analysis on all menu items and foods offered in a reimbursable lunch. The analysis is conducted over a school week. Unless offered as part of a menu item in a reimbursable lunch, foods of minimal nutritional value (see appendix B to part 210) are not included in the nutrient analysis.

(4) Software elements.

(i) The Child Nutrition Database. The nutrient analysis is based on the Child Nutrition Database.

This database is part of the software used to do a nutrient analysis. Software companies or others developing systems for schools may contact FNS for more information about the database.

(ii) Software evaluation. FNS or an FNS designee evaluates any nutrient analysis software before it may be used in schools. FNS or its designee determines if the software, as submitted, meets the minimum requirements. The approval of software does not mean that FNS or USDA endorses it. The software must be able to do all functions after the basic data is entered.

The required functions include weighted averages and the optional combined analysis of the lunch and breakfast programs.

(5) Nutrient analysis procedures.

(i) Weighted averages. Schools must include all menu items and foods offered in reimbursable lunches in the nutrient analysis. Menu items and foods are included based on the portion sizes and projected serving amounts. They are also weighted based on their proportionate contribution to the lunches offered. This means that menu items or foods more frequently offered are weighted more heavily than those not offered as frequently. Schools calculate weighting as indicated by FNS guidance and by the guidance provided by the software. Through September 30, 2003, schools are not required to conduct a weighted analysis.

(ii) Analyzed nutrients. The analysis includes all menu items and foods offered over a school week. The analysis must determine the levels of: Calories, protein, vitamin A, vitamin C, iron, calcium, total fat, saturated fat, sodium, cholesterol and dietary fiber.

(iii) Combining the analysis of the lunch and breakfast programs. At their option, schools may combine the analysis of lunches offered under this part and breakfasts offered under part 220 of this Chapter. The analysis is done proportionately to the levels of participation in each program based on FNS guidance.

(6) Comparing the results of the nutrient analysis. Once the procedures in paragraph (i)(5) of this section are completed, schools must compare the results of the analysis to the appropriate nutrient and calorie levels, by age/grade groups, in paragraph (c) of this section or those developed under paragraph (i)(1) of this section. This comparison determines the school week's average. Schools must also make comparisons to the nutrition standards in paragraph (b) of this section to determine how well they are meeting the nutrition standards over the school week.

(7) Adjustments to the menus. Once schools know the results of the nutrient analysis based on the procedures in paragraphs (i)(5) and (i)(6) of this section, they must adjust future menu cycles to reflect production and how often the menu items and foods are offered. Schools may need to reanalyze menus when the students' selections change and, consequently, production levels change. Schools may need to change the menu items and foods offered given the students' selections and may need to modify the recipes and other specifications to make sure that the nutrition standards in paragraph (b) and either paragraphs (c) or (i)(1) of this section are met.

(8) Standardized recipes. If a school follows the nutrient standard menu planning approach, it must develop and follow standardized recipes. A standardized recipe is a recipe that was tested to provide an established yield and quantity using the same ingredients for both measurement and preparation methods. Any standardized recipes developed by USDA/FNS are in the Child Nutrition Database. If a school has its own recipes, they must be standardized and analyzed to determine the levels of calories, nutrients, and dietary components listed in paragraph (i)(5)(ii) of this section. Schools must add any local recipes to their

local database as outlined in FNS guidance.

(9) Processed foods. The Child Nutrition Database includes a number of processed foods. Schools may use purchased processed foods and menu items that are not in the Child Nutrition Database. Schools or the State agency must add any locally purchased processed foods and menu items to their local database as outlined in FNS guidance. Schools or the State agency must obtain the levels of calories, nutrients, and dietary components listed in paragraph (i)(5)(ii) of this section.

(10) Menu substitutions. Schools may need to substitute foods or menu items in a menu that was already analyzed. If the substitution(s) occurs more than two weeks before the planned menu is served, the school must reanalyze the revised menu. If the substitution(s) occurs two weeks or less before the planned menu is served, the school does not need to do a reanalysis. However, schools should always try to substitute similar foods.

(11) Meeting the nutrition standards. The school's analysis shows whether their menus are meeting the nutrition standards in paragraph (b) of this section and the appropriate levels of nutrients and calories in paragraph (c) of this section or customized levels developed under paragraph (i)(1) of this section. If the analysis shows that the menu(s) are not meeting these standards, the school needs to take action to make sure that the lunches meet the nutrition standards and the calorie, nutrient, and dietary component levels. Actions may include technical assistance and training and may be taken by the State agency, the school food authority or by the school as needed.

(12) Other Child Nutrition Programs and nutrient standard menu planning. School food authorities that operate the Summer Food Service Program (part 225 of this chapter) and/or the Child and Adult Care Food Program (part 226 of this chapter) may, with State agency approval, prepare lunches for these programs using the nutrient standard menu planning approach for children age two and over. FNS has guidance on the levels of nutrients and calories for adult lunches under the Child and Adult Care Food Program. However, afterschool snacks continue to use the appropriate program's meal pattern.

(j) What are the requirements for lunches under the assisted nutrient standard menu planning approach?

(1) Definition of assisted nutrient standard menu planning. Some school food authorities may not be able to do all of the procedures necessary for nutrient standard menu planning. The assisted nutrient standard menu planning approach provides schools with menu cycles developed and analyzed by other sources. These sources include the State agency, other school food authorities, consultants, or food service management companies.

(2) Elements of assisted nutrient standard menu planning. School food authorities using menu cycles developed under assisted nutrient standard menu planning must follow the procedures in paragraphs (i)(1) through (i)(10) of this section. The menu cycles must also incorporate local food preferences and accommodate local food service operations. The menu cycles must meet the nutrition standards in paragraph (b) of this section and meet the nutrient and calorie levels for nutrient standard menu planning in paragraph (c) or paragraph (i)(1) of this section. The supplier of the assisted nutrient standard menu planning approach must also develop and provide recipes, food product specifications, and preparation techniques. All of these components support the nutrient analysis results of the menu cycles used by the receiving school food authorities.

(3) State agency approval. Prior to its use, the State agency must approve the initial menu cycle, recipes and other specifications of the assisted nutrient standard menu planning approach. The State agency needs to ensure that all the steps required for nutrient analysis were followed. School food authorities may also ask the State agency for assistance with implementation of their assisted nutrient standard menu planning approach.

(4) Required adjustments. After the initial service of the menu cycle developed under the assisted nutrient standard menu planning approach, the nutrient analysis must be reassessed and appropriate adjustments made as discussed in paragraph (i)(7) of this section.

(5) Final responsibility for meeting the nutrition standards. The school food authority using the assisted nutrient standard menu planning approach retains responsibility for meeting the nutrition standards in paragraph (b) of this section and the calorie and nutrient levels in paragraph (c) or paragraph (i)(1) of this section.

(6) Adjustments to the menus. If the nutrient analysis shows that the lunches offered are not meeting the nutrition standards in paragraph (b) of this section and the calorie and nutrient levels in paragraph (c) or paragraph (i)(1) of this section, the State agency, school food authority or school must take action to make sure the lunches offered meet these requirements. Actions needed include technical assistance and training.

(7) Other Child Nutrition Programs and assisted nutrient standard menu planning. School food authorities that operate the Summer Food Service Program (part 225 of this chapter) and/or the Child and AdultCare Food Program (part 226 of this chapter) may, with State agency approval, prepare lunches for these programs using the assisted nutrient standard menu planning approach for children age two and over. FNS has guidance on the levels of nutrients and calories for adult lunches under the Child and Adult Care Food Program. However, afterschool snacks continue to use the appropriate program's meal pattern.

(k) What are the requirements for lunches under the food-based menu planning approaches? There are two menu planning approaches based on meal patterns, not nutrient analysis. These approaches are the traditional food-based menu planning approach and the enhanced food-based menu planning approach. Schools using one of these approaches offer food components in at least the minimum quantities required for the various grade groups.

(1) Quantities for the traditional food-based menu planning approach--(i) Minimum quantities. At a minimum, schools must offer five food items in the quantities required.

(ii) Use of Group IV quantities. Schools that are able to provide quantities of food to children solely on the basis of their ages or grade level should do so. Schools that cannot serve children on the basis of age or grade level must provide all school age children Group IV portions as specified in the table in paragraph (k)(1)(i) of this section. Schools serving children on the basis of age or grade level must plan and produce sufficient quantities of food to provide Groups I-IV no less than the amounts specified for those children in the table in paragraph (k)(1)(i) of this section, and sufficient quantities of food to provide Group V no less than the specified amounts for Group IV. FNS recommends that schools plan and produce sufficient quantities of food to provide Group V children the larger amounts specified in the table in paragraph (k)(1)(i) of this section. Schools that provide increased portion sizes for Group V may comply with children's requests for smaller portion sizes of the food items; however, schools must plan and produce sufficient quantities of food to at least provide the serving sizes required for Group IV. Schools must ensure that lunches are served with the objective of providing the per lunch minimums for each age and grade level as specified in the table in paragraph (k)(1)(i) of this section.

(2) Quantities for the enhanced food-based menu planning approach. Schools must at least offer

five food items in the quantities in the following table:

(3) Requirements for the meat/meat alternate component. The quantity of the meat/meat alternate component must be the edible portion as served. If the portion size of a food item for this component is excessive, the school must reduce that portion and supplement it with another meat/meat alternate to meet the full requirement. This component must be served in a main dish or in a main dish and only one other food item. Schools without daily choices in this component should not serve any one meat alternate or form of meat (for example, ground, diced, pieces) more than three times in the same week.

(i) Enriched macaroni. Enriched macaroni with fortified protein as defined in appendix A to this part may be used to meet part of the meat/meat alternate requirement when used as specified in appendix A to this part. An enriched macaroni product with fortified protein as defined in appendix A to this part may be used to meet part of the meat/meat alternate component or the grains/breads component but not as both food components in the same lunch.

(ii) Nuts and seeds. Nuts and seeds and their butters are allowed as meat alternates in accordance with program guidance. Acorns, chestnuts, and coconuts must not be used because of their low protein and iron content. Nut and seed meals or flours may be used only as allowed under appendix A to this part. Nuts or seeds may be used to meet no more than one-half of the meat/meat alternate component with another meat/meat alternate to meet the full requirement.

(iii) Yogurt. Yogurt may be used to meet all or part of the meat/meat alternate requirement. Yogurt may be either plain or flavored, unsweetened or sweetened. Noncommercial and/or nonstandardized yogurt products, such as frozen yogurt, homemade yogurt, yogurt flavored products, yogurt bars, yogurt covered fruit and/or nuts or similar products are not creditable. Four ounces (weight) or $\frac{1}{2}$ cup (volume) of yogurt equals one ounce of the meat/meat alternate requirement.

(4) Requirements for the vegetable/fruit component.

(i) General. Full strength vegetable or fruit juice may be used to meet no more than one-half of the vegetable/fruit requirement. Cooked dry beans or peas may be counted as either a vegetable or as a meat alternate but not as both in the same meal.

(ii) Minimum quantities for the enhanced food-based menu planning. Under the enhanced food-based menu planning approach, children in kindergarten through grade six are offered vegetables/fruits in minimum daily servings plus an additional one-half cup in any combination over a five day period.

(5) Requirements for the grains/breads component.

(i) Enriched or whole grains. All grains/breads must be enriched or whole grain or made with enriched or whole grain meal or flour.

(ii) Daily and weekly servings. The requirement for the grain/bread component is based on minimum daily servings plus total servings over a five day period. Schools serving lunch 6 or 7 days per week should increase the weekly quantity by approximately 20 percent ($\frac{1}{5}$ th) for each additional day. When schools operate less than 5 days per week, they may decrease the weekly quantity by approximately 20 percent ($\frac{1}{5}$ th) for each day less than five. The servings for biscuits, rolls, muffins, and other grain/bread varieties are specified in the Food Buying Guide for Child Nutrition Programs (PA 1331), an FNS publication.

(iii) Minimums under the traditional food-based menu planning approach. Schools must offer at least one-half serving of the grain/bread component to children in Group I and at least one serving to children in Groups II-V daily. Schools which serve lunch at least 5 days a week shall serve a total of at least five servings of grains/breads to children in Group I

and eight servings per week to children in Groups II-V.

(iv) Desserts under the enhanced food-based menu planning approach. Under the enhanced food-based menu planning approach, schools may count up to one grain-based dessert per day for children in grades K-12 towards meeting the grains/breads component.

7 CFR 210.11—Competitive food services.

(a) Definitions. For the purpose of this section:

(1) Competitive foods means any foods sold in competition with the Program to children in food service areas during the lunch periods.

(2) Food of minimal nutritional value means: (i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are--protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron. All categories of food of minimal nutritional value and petitioning requirements for changing the categories are listed in appendix B of this part.

(b) General. State agencies and school food authorities shall establish such rules or regulations as are necessary to control the sale of foods in competition with lunches served under the Program. Such rules or regulations shall prohibit the sale of foods of minimal nutritional value, as listed in appendix B of this part, in the food service areas during the lunch periods. The sale of other competitive foods may, at the discretion of the State agency and school food authority, be allowed in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service or the school or student organizations approved by the school. State agencies and school food authorities may impose additional restrictions on the sale of and income from all foods sold at any time throughout schools participating in the Program.

7 CFR 210.12— Student, parent and community involvement.

(a) General. School food authorities shall promote activities to involve students and parents in the Program. Such activities may include menu planning, enhancement of the eating environment, Program promotion, and related student-community support activities. School food authorities are encouraged to use the school food service program to teach students about good nutrition practices and to involve the school faculty and the general community in activities to enhance the Program.

(b) Food service management companies. School food authorities contracting with a food service management company shall comply with the provisions of Sec. 210.16(a) regarding the establishment of an advisory board of parents, teachers and students.

(c) Residential child care institutions. Residential child care institutions shall comply with the provisions of this section, to the extent possible.

7 CFR 210.13— Facilities management.

(a) Health standards. The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.

(b) Food safety inspections. - - (1) In general. Except as provided in paragraph (b)(2) of this section, schools shall at least once during each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections.

(2) Exception. Paragraph (b)(1) of this section shall not apply to a school if a food safety inspection of the school is required by a State or local governmental agency responsible for food safety inspections.

(c) Storage. The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.

AGO. 92-54 (Sept. 24, 1992) Vending Machine Proceeds In Schools

QUESTION: Are proceeds from vending machines which have been placed in individual schools properly maintained in the individual school's account?

ANALYSIS: In Op. Tenn. Atty. Gen. U89-134 (Nov. 28, 1989) this Office opined that, in the absence of a specific statutory or charter provision explicitly providing for the status and disposition of vending machine proceeds, revenues derived from such operations are public funds and revenues of the local governmental entity which owns and operates the building in which the operations are conducted. We stated that "[s]uch revenues should be handled in the same manner as other revenues of the local governmental entity." Id., p. 1. We also noted, however, that local government entities are governed by a wide variety of different statutes and that a final answer with regard to a particular entity could only be made after an examination of the relevant statutes which govern the particular governmental entity.

In the situation under consideration, a specific statute governs funds received for student activities. T.C.A. Sec. 49-2-110(a) provides:

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; ...

In 1976, T.C.A. Sec. 49-2-110 was amended to provide that the State Department of Education shall prepare a uniform accounting policy manual for local school systems. The amendment further provided that each local school system is required to adopt the manual and issue and maintain all activity fund books and records in accordance with the requirements of the manual. Tenn.Pub.Acts, ch. 709 (1976).

A review of the Tennessee Internal School Financial Management Manual, the manual prepared by the Department of Education as required by T.C.A. Sec. 49-2-110(e), reveals that Section 5, Title 2, concerning operating procedures and receiving funds provides that "[f]unds within an individual school may be derived from many sources including athletics, concessions, paid entertainment, publications, stores, gifts, vending machines, and the like." (Emphasis added) This provision of the Internal School Financial Management Manual amounts to an administrative interpretation of TCA Sec. 49-2-110. Such an interpretation is entitled to considerable weight in determining the meaning of the statute. *Nashville Mobilephone Co., Inc. v. Atkins*, 536 S.W.2d 335, 340 (Tenn.1976).

The interpretation of the State Department of Education is that vending machine proceeds from machines located in individual schools are to be maintained in their individual school's accounts as student activity funds. It is the opinion of this office that this interpretation is correct and that such proceeds are properly maintained as student activity funds pursuant to T.C.A. Sec. 49-2-110.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date:
		Rescinds:	Issued:

1 The insurance program will provide coverages in a minimum of the following broad categories:

- 2
- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mis-
4 chief, boiler and machinery explosion; and vehicles;
 - 5
 - 6 2. Liability: Board members, director of schools and employees resulting from discharging their
7 duties;
 - 8
 - 9 3. Worker's compensation; and
 - 10
 - 11 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.
 - 12

13 The director of schools will continually review the insurance program to ensure that adequate protection
14 is being provided at a reasonable price.

15 **GROUP HEALTH**

16 The Board shall provide group health insurance for all full-time employees.¹

17
18 Board approval of group insurance for which the Board makes partial payment shall be given on recom-
19 mendation of a committee comprised of at least one (1) Board-appointed representative and one certified
20 and one non-certified representative.

21
22 The Board shall select the carrier of any insurance for which the Board makes full payment.

23 **ANNUITIES²**

24 Board-approved companies for tax-sheltered annuities shall include all companies presently having
25 contracts with employees.

- 26
27
- 28 1. The addition of a company to the list of Board-approved companies shall be considered on writ-
29 ten request of agents of the company; and
 - 30
 - 31 2. Written request for a change in annuity deductions shall be reported to the payroll office on or
32 before the first day of the month in which such change is to be effective.
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RETIREES³

Payment of individual hospitalization insurance coverage shall be available for any retiring employee at the same cost as for other employees until the employee reaches age sixty-five (65), provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Retirement System; and
2. The employee was enrolled in the Board-sponsored insurance plan for one (1) full year prior to retirement.

Retired employees will be permitted to pay the difference in an individual plan and a family plan on a monthly basis and continue coverage if they so desire.

Legal References:

1. TCA 49-2-209
2. TCA 49-2-208
3. TCA 49-5-906

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.600	<i>District Sources Consulted:</i>
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Policy Recommendations:	<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></td> <td>District policy used</td> </tr> <tr> <td></td> <td>Customize as indicated</td> </tr> <tr> <td></td> <td>MANDATED BY LAW</td> </tr> </table>		Developed Sample		District policy used		Customize as indicated		MANDATED BY LAW	This is a new policy for the system.
	Developed Sample								
	District policy used								
	Customize as indicated								
	MANDATED BY LAW								

LEGAL REFERENCE:

TCA 49-2-209. Insurance. —(a) Notwithstanding any other provision to the contrary, local boards of education are authorized to provide group life, hospitalization, disability or medical insurance for teachers, principals and other employees.

- (b) For the purposed of financing such insurance programs, the employees who choose to participate may be required to bear a percentage of the expense of such coverages by having deducted such amounts from their salary.
- (c) The budget of the local board of education shall include an amount sufficient to pay the board's portion of such insurance premium.
- (d) The funds provided by the board of education and the amounts, if any, deducted from the employees' salaries shall be accounted for by creating a special account within the regular school fund.
- (e) The director of schools or a delegated committee of the board may prepare and present to the board for approval a contract or contracts with one (1) or more insurance companies or other cooperation which may exist under the provisions of title 56, chapters 27-29, authorized to do business in this state or to one (1) or more insurance trusts which have contracted with an insurance company or companies or corporations as set out above authorized to do business in this state for a policy or policies of group life, hospitalization, disability or medical expenses for designated school board employees.
- (f) Such approval shall be by majority vote of the board of education and shall be executed in the name of the board of education.
- (g) Such contracts may from time to time be amended, modified or changed by majority vote of the board.
- (h) The policy or policies shall conform to the standard provisions of group insurance policies as set forth in this code.

TCA 49-2-208. Tax-sheltered annuities. —(a) A local board of education is authorized to enter into written agreements with any of its employees to pay, at the request of its employees, a part of the incomes of such employees for the purchase of annuity or other contracts which meet the requirements of the Internal Revenue Code, § 403(b). The amount of the reduction may not exceed the amount excludable from income under §403(b), 415, or 402(g) of the Internal Revenue Code and shall be

considered a part of the employee's salary for all purposes other than federal income tax. Such annuity or other contracts shall only be purchased from:

- (1) An insurance or annuity company authorized to do business in this state; or
- (2) Any broker dealer licensed to sell shares of regulated investment companies to be held in custodial accounts as authorized by the Internal Revenue Code, § 403(b)(7).

(b) A local board of education which elects to provide a 403(b) plan pursuant to the provisions of this section must extend membership eligibility in the plan to all of its teachers, or to all of its full-time non-teachers or both. If the board extends membership eligibility in the plan to any teacher, then all of its teachers must be given the option of participating in the plan under the same terms and conditions. The board may further extend membership eligibility in the plan to its part-time non-teachers, provided that all of its part-time non-teachers are given the option of participating under the same terms and conditions. For purposes of this subsection, "teacher" means those persons included within the definition in § 8-34-101(46) and who are participating members of the Tennessee consolidated retirement system. In addition, "same terms and conditions" includes but is not limited to, any employer matching contributions made by the local board of education pursuant to subdivision (f)(1).

(c) Any agreement entered into between a local board of education and an employee pursuant to this section shall specify the amount and the effective date of the reduction, be legally binding and irrevocable with respect to the amounts earned while the agreement is in effect, and state that the agreement shall impose no liability nor responsibility whatsoever on the board except to show that payments have been remitted for the purposes for which deducted.

(d) Upon entering into such agreement, the board shall thereafter pay the deductions while such annuity or other investment contract is in force and while the employee is actively employed by the board. Upon advance written notice duly given to the board by the employee, the board shall make any changes in the manner or amount of deductions required under the terms of the agreement and shall stop such deductions when so notified in advance by the employee.

(e) Notwithstanding any other provision of law to the contrary, any compensation deferred under this section shall be considered part of an employee's compensation for purposes of any other employee retirement, pension or benefit program. No deferral of income under this section shall effect a reduction of any retirement, pension, or other benefit program provided by law.

(f)(1) Each local board of education that administers the purchase of annuity or other contracts under this section may elect to provide for employer matching of contributions made by employees hereunder; provided that such employer matching is included in the board's budget and is ratified by the local board of education and appropriate legislative body. Before making such contributions, the board shall select, through competitive bidding and contracts, one (1) or more insurance companies or mutual fund managers from which contracts are to be purchased for the purpose of depositing and investing employer contributions. In evaluating such bids, the board shall consider:

- (A) The financial condition and operating performance of the entity;
- (B) The long term performance of the investment products offered by the entity; and
- (C) The fund expense ratios, administrative fees, and any other charges or penalties affecting investment return.

(2) Any entity selected to receive and administer employer contributions must meet the following minimum qualifications and standards:

- (A) The entity must offer a range of investment choices, including, at a minimum, a money market fund, a bond fund and a stock fund;
- (B) The entity shall not apply sales loads, deferred sales charges, surrender fees or early withdrawal penalties. Further, the combined total of any mortality and expense

risk fees and separate account charges imposed by the entity prior to annuitization of the account balance shall not exceed one percent (1%) of assets on an annualized basis;

(C) The entity shall not impose minimum contribution requirements on employees or the board; and

(D) The entity must have been in business for at least five (5) years and have a minimum of one billion dollars (\$1,000,000,000) in assets. If the entity is an insurance company, the entity must also be rated by two (2) or more nationally recognized rating services as being within the three (3) highest rating categories for financial condition and operating performance.

(3) Employer contributions made under this subsection shall not be considered part of an employee's compensation for purposes of any other employee retirement, pension, or benefit program.

(g) Any annuity or other contract entered into under the authority of this section shall conform to all applicable laws, rules and regulations of the internal revenue service which will qualify such contracts for income tax benefits provided for under the Internal Revenue Code of 1986, § 403(b), or any subsequent corresponding Internal Revenue Code of the United States, as from time to time amended.

TCA 49-5-906. Eligibility for benefits. — Every teacher who has annually contributed to the fund, in accordance with the provisions of this part, for at least five (5) years, and has taught in the public schools not less than twenty-five (25) years, fifteen (15) years of which have been in the public schools of a city, town, county or district, may be retired by the board of education, and shall have the right to voluntarily retire from such service and become the beneficiary of this part. Every such teacher so retiring or retired shall be entitled to an annuity for the remainder of such teacher's life, to be paid out of such fund, an amount as provided by § 49-5-904.

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date:
		Rescinds:	Issued:

1 Student accident insurance will be made available for purchase on an optional basis. The policy shall be
2 reviewed annually and approved by the Board upon recommendation of the director of schools. Applica-
3 tions and information brochures will be sent home with the students during the first week of school.
4

5 Files will be maintained in the principal's office listing students subscribing to the plan.
6

7 The principal shall ensure that each student, before participating in interscholastic athletics, either
8 purchases the insurance policy offered or presents a statement signed by the parent(s) which assures
9 the school that the parent(s) has personal insurance or is willing to accept all financial responsibilities
10 related to participation and travel. Forms for such permission and agreements will be furnished by the
11 principal and will be kept on file in the principal's office.
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31 _____
32 Cross References:

33 Interscholastic Athletics 4.301
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**Blount County Board of Education
Policy Development Summary**

Policy Code: 3.601

District Sources Consulted: 6.712

Policy Recommendations:

Editor's Comments:

This is a new policy for the system.

Developed Sample

District policy used

Customize as indicated

MANDATED BY LAW

Morgan County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 06/06/1994
		Rescinds: EGAA	Issued: 06/06/1994

1 The Board shall maintain adequate workers' compensation coverage according to state statutes and shall
2 post and maintain in a conspicuous place on the business premises a printed notice regarding worker's
3 compensation as prescribed by the commissioner of labor and workforce development.¹
4

5 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians or
6 surgeons, not associated together in practice, if available.
7

8 The names of the physicians or surgeons shall be posted in conspicuous places throughout the mainte-
9 nance, transportation, clerical, and professional areas of participating schools. Any claimant may select an
10 operating surgeon or attending physician listed on the medical panel for treatment of on-the-job injuries.
11 Any specialized treatment of injuries must be administered by practitioners or specialists upon referral by
12 the medical panel.¹
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30 Legal References:

- 31 1. TCA 50-6-407
- 32 2. TCA 50-6-204(4)(A)(B)

33 _____
34 Cross References:

- 35 Risk Management 3.204
- 36 Sick Leave 5.302
- 37 Physical Assault Leave 5.307

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 3.602

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

Please note that school systems are not required to carry workers' compensation insurance.

X	Developed Sample
	District policy used
	Customize as indicated
	MANDATED BY LAW

LEGAL REFERENCE:

TCA 50-6-108. Right to compensation exclusive. — (a) The rights and remedies herein granted to an employee subject to the Workers' Compensation Law on account of personal injury or death by accident, including a minor whether lawfully or unlawfully employed, shall exclude all other rights and remedies of such employee, such employee's personal representative, dependents or next of kin, at common law or otherwise, on account of such injury or death.

(b) This section shall not be construed to preclude third party indemnity actions against an employer who has expressly contracted to indemnify such third party.

TCA 50-6-204. Medical attendance and hospitalization—Reports—Physical examinations. — (4) (A) The injured employee shall accept the medical benefits afforded hereunder; provided, that except as provided in subdivision (B), the employer shall designate a group of three (3) or more reputable physicians or surgeons not associated together in practice, if available in that community, from which the injured employee shall have the privilege of selecting the operating surgeon or the attending physician; and provided further, that the liability of the employer for such services rendered the employee shall be limited to such charges as prevail for similar treatment in the community where the injured employee resides.

TCA 50-6-407. Certificate of compliance with insurance provisions. — Every individual, firm, association, or corporation using the services of one (1) or more persons for pay shall post and maintain in a conspicuous place on the business premises a printed notice regarding workers' compensation as prescribed by the commissioner of labor and workforce development. The notice shall include, at a minimum, a general description of the duties and obligations of both the employer and the employee under such law; the name, address and telephone number of the individual to notify in the event of a work-related injury; a toll-free number and address for the Department of Labor and Workforce Development at which employers or employees may obtain additional information; and the name, address, and telephone number of a representative of the employer who can confirm whether such individual, firm, association, or corporation is subject to the Tennessee Workers' Compensation Law; and such other information as may be required through rules promulgated by the commissioner of labor and workforce development.

October 21, 2010

Dear Dr. Diden:

Attached is Section 3 of the manual. The revision adds a number of policies to the section on facilities management. A number of policies have been moved to other sections, namely EBHA (which was moved to section 4) and EBHAC (Which was added to section 2). Policies EH and EHE were removed as redundant because the TLN representative is now covered in Section 1 under the election of officers. Finally, I recommend that Policies EBHAB and EI be removed from the policy manual. These policies should be handled as administrative procedures instead. If you have any questions, please do not hesitate to contact me.

Very truly yours,

Joel H. Moseley, Jr.
Director of Policy & Staff Attorney

Tennessee School Boards Association
Phone: (800) 448-6465 Ext. 3906
Facsimile: (615) 815-3911

MORGAN COUNTY BOARD OF EDUCATION

Positive Behavior Support	Descriptor Code:	Issued Date:
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The Board is committed to the task of providing a positive climate that is conducive to learning for all students and maximizes school safety. The Board recognizes the role of Positive Behavior Support as an important approach in its mission to create positive learning environments for all students, staff members and visitors. Through the District-Wide Positive Behavior Support Leadership Team guidance will be provided to support the following goals:

- Improve the behavioral competence of children in Morgan County Schools
- Improve the academic competence of children in Morgan County Schools
- Improve the safety for all within Morgan County Schools

School-Wide Positive Behavior Support will be utilized in each of Morgan County’s schools guided by the following principles:

1. Social and behavioral competence and character are learned in the home, school and community.
2. Prevention is more effective than reaction.
3. Investment in building a culture of social responsibility and competence supports safe schools and learning environments.
4. Teaching positive behavior is more effective than punishing negative behavior.
5. Effective instruction incorporates research-validated methods that are designed with a high degree of fidelity over time and across settings.
6. Systemic change produces long-term sustainability and is best undertaken at the local level by members of the school and community.

Morgan County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	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.¹
3

4 The primary considerations governing the establishment of a school attendance area are:
5

- 6 1. The educational opportunity afforded students;
- 7
- 8 2. The capacity of each school; and
- 9
- 10 3. The geographic location of each school in relationship to the surrounding student population.
11

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

- 34 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
	MANDATED BY LAW

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

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

MORGAN COUNTY SCHOOLS

EXPENDITURE REPORT

For Month Ended November 30, 2010

	MONTH OF NOVEMBER			NOVEMBER YEAR-TO-DATE		
	Activity	Bdgt (1/12th)	Prct	Activity	Budget	Prct
141 - G.P. SCHOOLS						
71100 - REGULAR INSTRUCTION	915,922	889,575	103%	3,119,878	10,674,897	29%
71100 - REGULAR INSTR (MOE)	0	0		0	0	
71100 - REGULAR INSTR (ARRA)	0	0		0	0	
71200 - SPECIAL EDUC PROG	133,748	126,805	105%	488,951	1,521,663	32%
71300 - VOCATIONAL EDUC PROG	84,734	80,136	106%	289,516	961,627	30%
72110 - ATTENDANCE	7,401	14,218	52%	113,078	170,616	66%
72120 - HEALTH SERVICES	20,014	22,282	90%	75,310	267,378	28%
72310 - OTHER STUDENT SUPP	38,776	44,428	87%	141,608	533,139	27%
72210 - REGULAR INSTR PROG	72,148	78,233	92%	319,741	938,799	34%
72220 - SPECIAL EDUC PROG	15,067	12,872	117%	59,438	154,462	38%
72230 - VOCATIONAL EDUC PROG	6,619	6,698	99%	32,271	80,380	40%
72310 - BOARD OF EDUCATION	11,350	46,771	24%	315,561	561,248	56%
72320 - OFFICE SUPERINTENDENT	23,476	23,888	98%	125,640	286,651	44%
72410 - OFFICE OF PRINCIPAL	111,371	104,826	106%	492,049	1,257,909	39%
72610 - OPERATION OF PLANT	173,717	133,494	130%	653,197	1,601,930	41%
72620 - MAINT. OF PLANT	43,501	49,769	87%	182,484	597,225	31%
72710 - TRANSPORTATION	110,656	80,807	137%	394,413	969,688	41%
73100 - FOOD SERVICE	0	2,583	0%	0	31,000	0%
73400 - EARLY CHILDHOOD EDUC	0	0		0	0	
76100 - CAPITAL OUTLAY	0	5,417	0%	6,300	65,000	10%
82000 - DEBT SERVICE	0	64,902	0%	75,986	778,823	10%
99100 - OTHER USES	0	0		0	0	
Grants						
0004 - CO-ORDINATED SCH HLTH	11,338	10,167	112%	49,478	122,000	41%
0042 - CAREER IN MIND (TnACHE)	0	1,238	0%	0	14,852	0%
0054 - SAVE-THE-CHILDREN	9,686	10,417	93%	28,267	125,000	23%
0061 - E4TN PROGRAM	0	0		500	0	
0320 - FAMILY RESOURCE	1,718	4,950	35%	3,764	59,400	6%
0502 - DISTANCE LEARNING	0	372	0%	0	4,459	0%
7010 - PRE K	41,279	70,951	58%	134,616	851,410	16%
7017 - 21st CENTURY LEARNING	16	7,662	0%	3,103	91,946	3%
ETH- JOBS FOR TENNESSEE	4,119	3,500	118%	11,688	42,000	28%
SNAP- ECON. DISADV. CHILDREN	0	755	0%	9,054	9,055	100%
SPED - SPECIAL ED	1,060	4,070	26%	6,443	48,839	13%
HSW - HIGH SCHOOL WORK	149	500	30%	5,129	6,000	85%
TOTAL G.P. Schools:	1,837,865	1,902,283	97%	7,137,463	22,827,396	31%
142 - FEDERAL SCHOOLS						
011 - TITLE I & II ADMIN	11,668	13,642	86%	53,731	163,702	33%
101 - TITLE I	73,123	84,366	87%	382,596	1,012,395	38%
10S - TITLE I ARRA	20,083	25,692	78%	132,623	308,302	43%
201 - TITLE 2A	9,440	23,426	40%	121,061	281,108	43%
231 - TITLE 2D	0	254	0%	0	3,043	0%
23S - TITLE 2D ARRA	0	0		0	0	
401 - TITLE 4	0	0		0	0	
581 - RACE TO THE TOP	15,906	17,908	89%	43,347	214,893	20%
601 - TITLE 6	9,905	7,009	141%	15,456	84,102	18%
801 - CARL PERKINS	6,133	4,831	127%	24,143	57,972	42%
901 - IDEA	96,485	59,710	162%	322,678	716,521	45%
911 - IDEA PreSCHOOL	3,269	2,654	123%	13,481	31,851	42%
90S - IDEA ARRA	4,254	2,813	151%	5,354	33,750	16%
91S - IDEA PreSCH ARRA	0	244	0%	0	2,932	0%
TOTAL Federal School Project:	250,265	242,548	103%	1,114,469	2,910,571	38%
143 - CENTRAL CAFETERIA						
73100 - FOOD SERVICE	160,232	146,198	110%	593,732	1,754,372	34%
73300 - COMMUNITY SERVICES	0	7,592	0%	37,467	91,100	41%
TOTAL Cafeteria:	160,232	153,789	104%	631,199	1,845,472	34%

MORGAN COUNTY SCHOOLS

EXPENDITURE REPORT

For Month Ended November 30, 2010

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Y-T-D TOTAL	BUDGET	PRCT
141 - G.P. SCHOOLS															
71100 - REGULAR INSTRUCTION	29,476	415,567	926,302	832,610	915,922								3,119,878	10,674,897	29.2%
71100 - REGULAR INSTR (MOE)	0	0	0	0	0								0	0	
71100 - REGULAR INSTR (ARRA)	0	0	0	0	0								0	0	
71200 - SPECIAL EDUC PROG	27,660	68,936	136,457	122,150	133,748								488,951	1,521,663	32.1%
71300 - VOCATIONAL EDUC PROG	10,339	42,880	75,597	75,966	84,734								289,516	961,627	30.1%
72110 - ATTENDANCE	14,485	76,805	16,689	-2,303	7,401								113,078	170,616	66.3%
72120 - HEALTH SERVICES	93	11,060	20,704	23,439	20,014								75,310	267,378	28.2%
72310 - OTHER STUDENT SUPP	0	27,975	36,208	38,649	38,776								141,608	533,139	26.6%
72210 - REGULAR INSTR PROG	39,358	58,521	70,060	79,653	72,148								319,741	938,799	34.1%
72220 - SPECIAL EDUC PROG	6,672	12,108	13,088	12,502	15,067								59,438	154,462	38.5%
72230 - VOCATIONAL EDUC PROG	6,069	6,344	6,619	6,619	6,619								32,271	80,380	40.1%
72310 - BOARD OF EDUCATION	273,442	9,656	12,398	8,715	11,350								315,561	561,248	56.2%
72320 - OFFICE SUPERINTENDENT	22,281	22,505	25,373	32,006	23,476								125,640	286,651	43.8%
72410 - OFFICE OF PRINCIPAL	93,112	72,006	115,064	100,497	111,371								492,049	1,257,909	39.1%
72610 - OPERATION OF PLANT	104,616	119,155	96,676	159,032	173,717								653,197	1,601,930	40.8%
72620 - MAINT. OF PLANT	30,601	31,116	37,867	39,399	43,501								182,484	597,225	30.6%
72710 - TRANSPORTATION	9,471	101,884	82,419	89,983	110,656								394,413	969,688	40.7%
73100 - FOOD SERVICE	0	0	0	0	0								0	31,000	0.0%
73400 - EARLY CHILDHOOD EDUC	0	0	0	0	0								0	0	
76100 - CAPITAL OUTLAY	0	0	0	6,300	0								6,300	65,000	9.7%
82000 - DEBT SERVICE	75,986	0	0	0	0								75,986	778,823	9.8%
99100 - OTHER USES	0	0	0	0	0								0	0	
Grants															
0004 - CO-ORDINATED SCH HLTH	8,325	9,473	11,266	9,077	11,338								49,478	122,000	40.6%
0042 - CAREER IN MIND (TnACHE)	0	0	0	0	0								0	14,852	0.0%
0054 - SAVE-THE-CHILDREN	0	2,976	5,678	9,927	9,686								28,267	125,000	22.6%
0061 - E4TN PROGRAM	500	0	0	0	0								500	0	
0320 - FAMILY RESOURCE	65	1,600	299	81	1,718								3,764	59,400	6.3%
0502 - DISTANCE LEARNING	0	0	0	0	0								0	4,459	0.0%
7010 - PRE K	398	17,584	39,454	35,900	41,279								134,616	851,410	15.8%
7017 - 21st CENTURY LEARNING	2,215	125	654	93	16								3,103	91,946	3.4%
ETH- JOBS FOR TENNESSEE	0	0	1,425	6,144	4,119								11,688		
SNAP- ECON. DISADV. CHILDREN	0	0	0	9,054	0								9,054		
SPED - SPECIAL ED	0	1,146	2,118	2,119	1,060								6,443	48,839	13.2%
HSW - HIGH SCHOOL WORK	0	2,370	2,610	0	149								5,129	6,000	85.5%
TOTAL G.P.Schools:	755,165	1,111,793	1,735,027	1,697,614	1,837,865								7,137,463	22,776,341	
	3.3%	4.9%	7.6%	7.5%	8.1%								31.3%		
142 - FEDERAL SCHOOLS															
011 - TITLE I & II ADMIN	12,571	9,333	9,509	10,651	11,668								53,731	163,702	32.8%
101 - TITLE I	13,241	45,274	178,752	72,207	73,123								382,596	1,012,395	37.8%
10S - TITLE I ARRA	26,228	24,858	29,507	31,948	20,083								132,623	308,302	43.0%
201 - TITLE 2A	32,951	23,606	49,854	5,210	9,440								121,061	281,108	43.1%
231 - TITLE 2D	0	0	0	0	0								0	3,043	0.0%
23S - TITLE 2D ARRA	0	0	0	0	0								0	0	
401 - TITLE 4	0	0	0	0	0								0	0	
581 - RACE TO THE TOP	0	7,507	10,097	9,836	15,906								43,347	214,893	20.2%
601 - TITLE 6	0	3,551	2,000	0	9,905								15,456	84,102	18.4%
801 - CARL PERKINS	1,875	6,006	2,351	7,778	6,133								24,143	57,972	41.6%
901 - IDEA	0	34,166	77,397	114,630	96,485								322,678	716,521	45.0%
911 - IDEA PreSCHOOL	0	1,140	5,830	3,243	3,269								13,481	31,851	42.3%
90S - IDEA ARRA	1,030	70	0	0	4,254								5,354	33,750	15.9%
91S - IDEA PreSCH ARRA	0	0	0	0	0								0	2,932	0.0%
TOTAL Federal School Project:	87,896	155,509	365,296	255,502	250,265								1,114,469	2,910,571	
	3.0%	5.3%	12.6%	8.8%	8.6%								38.3%		
143 - CENTRAL CAFETERIA															
73100 - FOOD SERVICE	13,334	34,368	176,850	208,948	160,232								593,732	1,754,372	33.8%
73300 - COMMUNITY SERVICES	25,221	12,247	0	0	0								37,467	91,100	41.1%
TOTAL Cafeteria:	38,554	46,614	176,850	208,948	160,232								631,199	1,845,472	
	2.1%	2.5%	9.6%	11.3%	8.7%								34.2%		

Tennessee First to the Top
Local System Scope of Work
Instructions

The Scope of Work provides the plan for use of money designated for a local school system from the Race to the Top grant. The funds are for a four-year period and the Scope of Work should specify use for each year. General guidelines are as follows:

1. Total planned expenditures over four years must match the total amount designated for the local system.
 - o Budgeted amounts for individual years may vary, but the minimum appropriation for year 1 should be no less than 25% of the total LEA award. LEAs may request all of the money in year 1 if justifiable to accomplish bold and innovative reform.
 - o Actual expenditures may fall within 90% - 110% of budgeted amount without submission of a budget amendment.
 - o Money not spent during a designated year may be rolled to the ensuing year.
 - o In general, there are few restrictions on the use of RTTT funds except that they must be related to the state proposal and not supplant existing expenditures. The purpose of the grant is to provide bold and innovative reform that supports the State's approved Race to the Top application. They must also
 - Payment of maintenance costs
 - Stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public
 - Purchase or upgrade of vehicles
 - Improvements of stand-alone facilities whose purpose is not the education of children, including central office administration or operations or logistical support facilities
 - School modernization, renovation, or repair that is inconsistent with State law
2. Planned activities **must** relate to and support the state application. Allowable uses of RTTT funds are outlined on a separate page and must be coded in the Scope of Work.
3. Planned activities that create recurring costs for the local system beyond the four-year scope of the grant must be noted. The local funding body must attest that they are aware of the recurring costs and that they acknowledge that these costs will become the responsibility of the local funding body.
4. The Scope of Work may be submitted by a local system or by a consortium of systems. If submitted by a consortium, all of the above stipulations apply to each participating system. A lead system must be identified that will receive, disburse, and account for all funds. Separate cost centers must be maintained by the lead system to account for all RTTT funds.

Instructions:

1. Each year of expenditures should be detailed on a separate sheet. Complete the system (or consortium)
2. Complete the Scope of Work for each year. A sample sheet is included.
 - o Activity – Describe the activity planned for supporting the state RTTT application.
 - o Correlation to state plan – Code the activity to the appropriate aspect of the state grant application using coding in chart on separate page.
 - o Correlation to TCSPP – Provide a brief explanation of how this activity supports the system TCSPP.
 - o Plan for Implementation – Outline the system plan for implementing this activity. Designate planned purchases, contracted services, personnel expenses, etc.
 - o Key personnel - list the system employees who will be responsible for overseeing this activity.
 - o Provide an overview for how this activity will be evaluated for implementation and effectiveness.
 - o Budget – Provide amount designated for the activity.

- o Recurring expense – Indicate if this use of funds will create recurring expenses for the local system beyond the four-year scope of the funding. If a system indicates that any recurring costs will be incurred in any planned area, the local funding agency must sign the attestation on the signature page.

**State Department of Education
Tennessee Race to the Top
Timeline**

Date	Action
March 29, 2010	Announcement of RTTT award
April 19, 2010	Letter of announcement to local systems
April 21, 2010	Jackson (West Tennessee Grand Division) explanation of <i>Scope of Work</i>
April 22, 2010	Nashville (Middle Tennessee Grand Division) explanation of <i>Scope of Work</i>
April 23, 2010	Knoxville (East Tennessee Grand Division) explanation of <i>Scope of Work</i>
May 14, 2010	<i>Scope of Work</i> due to Field Service Center
May 17-18, 2010	Field Service Center review of <i>Scope of Work</i>
May 19-20, 2010	Findings presented to DOE review team
May 21, 2010	Systems notified of disposition of <i>Scope of Work</i>
May 27, 2010	Resubmission of <i>Scopes of Work</i> not meeting requirements
May 28, 2010	Final review of <i>Scope of Work</i>
June 1, 2010	Submission to USDOE of all <i>Scopes of Work</i>

Elements of the State Reform Plan

- B. Standards and Assessments (State Application pages 53-62)
 - (3) Supporting the transition to enhanced standards and high-quality assessments

- C. Data Systems to Support Instruction (State Application pages 63-74)
 - (3) Using data to improve instruction:
 - (i) Use of local instructional improvement systems
 - (ii) Professional development on use of data
 - (iii) Availability and accessibility of data to researchers

- D. Great Teachers and Leaders (State Application pages 75-118)
 - (2) Improving teacher and principal effectiveness based on performance: (pages 80-96)
 - (i) Measure student growth
 - (ii) Design and implement evaluation systems
 - (iii) Conduct annual evaluations
 - (iv)
 - (a) Use evaluations to inform professional development
 - (b) Use evaluations to inform compensation, promotion, and retention
 - (c) Use evaluations to inform tenure and/or full certification
 - (d) Use evaluations to inform removal
 - (3) Ensuring equitable distribution of effective teachers and principals: (pages 97-111)
 - (i) High-poverty and/or high-minority schools
 - (ii) Hard-to-staff subjects and specialty areas
 - (5) Providing effective support to teachers and principals: (pages 112-118)
 - (i) Quality professional development
 - (ii) Measure effectiveness of professional development

- E. Turning Around the Lowest-Achieving Schools State Application pages 119-130)
 - (2) Turning around the lowest-achieving schools

**Tennessee First to the Top
Local System Scope of Work**

System: Example School System

* If consortium, list all participating systems with lead system first

Director of Schools: Horace Mann

* If consortium, list Director of lead system

Total amount of award (over four years): \$800,000

System Contact Person: _____

Year 1 (2010-11)

Phone Number: _____

Activity	Correlation to state plan	Correlation to TCSP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N
Revise current local curriculum and pacing guides to reflect new standards	B(3)	Goal 1	Pay stipend to (\$500) to thirty teachers (selected from core subjects across all grades) for three days prior to start of school year to revise guides. Print and distribute guides.	Curriculum Supervisor	Curriculum and pacing guides in place by July 1, 2011	25,000	N
Extend current local formative assessment measurements from current grades 3 through 5 to include grade 6	B(3)	Goal 1	Pay stipend to (\$500) to twelve teachers (selected from core subjects) for three days prior to start of school year to develop test bank items. Incorporate new tests into existing system.	Testing Coordinator	Grade six assessment in place by December, 2010	12,500	N
Provide two-day institute for all teachers on use of data (TVAAS, TCAP, formative) for guiding instructional decisions	C(3)(iii) D(5)(ii)	Goal 1	Schedule as part of pre-school inservice. Contract with vendor to schedule presenters and sessions.	Elementary and Secondary Supervisors	95% attendance of all teachers	50,000	N
Provide gap elimination remediation between American Diploma Project and Common Core standards before and after school (including Saturdays) to identified at-risk students.	E(2)	Goal 1	Contract with community groups to provide personnel, supervision, and materials for identified students.	Federal Programs Supervisor	10% improvement in TCAP scores for students served	75,000	N
Provide training for prospective administrators	D(2) D(5)	Goal 3	Develop and implement a prospective administrators institute utilizing local personnel. Pay stipends to participating trainers.	Assistant Supt	Ten prospective administrators enrolled	10,000	N
Provide hiring bonus for new or transferring teachers into schools or subject areas certified as hard-to-staff	D(3)(i)(ii)	Goal 4	Pay \$2,000 one-time bonus to teachers hired or transferred into schools or subject areas certified by the school board as hard-to-staff.	Human Resources Director	25% reduction in waivers and alternative licenses	40,000	N

Total budget 2010-11

\$212,500

Total budget 2010-11

\$214,893

Total budget 2011-12

\$214,893

**Tennessee First to the Top
Local System Scope of Work**

System: Morgan 650

* If consortium, list all participating systems with lead system first

Director of Schools: Dr. Edd Diden

* If consortium, list Director of lead system

Total amount of award (over four years): \$214,893

System Contact Person: Wanda Lane

Year 3 (2012-13)

Phone Number: 423-346-6214

Activity	Correlation to state plan	Correlation to TCSP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N
Instructional Technology Coach- Coordinate technology skills development of all educators for the appropriate integration into the instructional process	D 5i	Goal 1	Technology Educator will access and plan technology for integration of the curriculum (11 month contract). Pre-assessment survey will be developed to determine skills most needed by teachers and offer training in those areas. (new position)	Instructional Supervisor Tech. Coord.	10% of all teachers completing performance standards/ 20% increase in TCAP and EOC.	67,826	N
Elementary and Secondary academic coaches will provide support and assistance with demonstration of best teaching practices including induction of new teachers. This may also include observation and feedback for all teachers. Also assist with classroom management.	D 5	Goal 1,3	Contract with 2 retired teachers 120 day contract \$250.00 a day. Induction and assistance for new or struggling teachers. (new positions)	Elementary Secondary Supervisor	Retention for new teachers will be 60% and at least 60% of new teachers will rank at least "effective" on new evaluation system	65,000 (includes training and travel)	N
Leadership Training - Developing the next generation of outstanding school principals (Collaboration with University of Tennessee-Knoxville Center for Educational Leadership).	D 5	Goal 1.2	Implement an intensive cohort to prepare talented aspiring principals for school leadership as well as professional development for current principals. Incorporate software program PD 360 in development of leadership capacity	Director of Schools	At least 3 graduates from the program rank "highly effective" and the other 7 rank at least "effective" as rated through performance contract.	17,797	N
Data coaches will be selected at the building level from full-time teachers and paid stipends to assist both teachers and administrators at individual schools to interpret and analyze student data and progress.	B 3 c3ii	Goal 1,2	This will be developed and implemented through the use of formative and summative assessments to guide instructional decisions.	Federal Programs Sp.Ed. Curriculum Supervisor	5% increase in 3rd grade reading based on benchmark scores from TCAP; 5% increase in 7th grade math based on TCAP and .5% increase in graduation rate.	64,270	N

Total budget 2012-13

\$214,893

**Tennessee First to the Top
Local System Scope of Work**

System: Morgan 650

* If consortium, list all participating systems with lead system first

Director of Schools: Dr. Edd Diden

* If consortium, list Director of lead system

Total amount of award (over four years): \$214,893

System Contact Person: Wanda Lane

Year 4 (2013-14)

Phone Number: 423-346-6214

Activity	Correlation to state plan	Correlation to TCSP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N
Instructional Technology Coach- Coordinate technology skills development of all educators for the appropriate integration into the instructional process	D 5i	Goal 1	Technology Educator will access and plan technology for integration of the curriculum (11 month contract). Pre-assessment survey will be developed to determine skills most needed by teachers and offer training in those areas. (new position)	Instructional Supervisor Tech. Coord.	10% of all teachers completing performance standards/ 25% increase in TCAP and EOC.	67,826	N
Elementary and Secondary academic coaches will provide support and assistance with demonstration of best teaching practices including induction of new teachers. This may also include observation and feedback for all teachers. Also assist with classroom management	D 5	Goal 1,3	Contract with 2 retired teachers 120 day contract \$250 a day. Induction and assistance for new or struggling teachers. (new positions)	Elementary Secondary Supervisor	Retention for new teachers will be 80% and at least 80% of new teachers will rank at least "effective" on new evaluation system	65,000 (includes training and travel)	N
Leadership Training - Developing the next generation of outstanding school principals (Collaboration with University of Tennessee-Knoxville Center for Educational Leadership)	D 5	Goal 1,2	Implement an intensive cohort to prepare talented aspiring principals for school leadership as well as professional development for current principals. Incorporate software program PD 360 in development of leadership capacityl	Director of Schools	At least 4 graduates from the program rank "highly effective" and the other 6 rank at least "effective" as rated through performance contract	17,797	N
Data coaches will be selected at the building level from full-time teachers and paid stipends to assist both teachers and administrators at individual schools to interpret and analyze student data and progress.	B 3 c3ii	Goal 1,2	This will be developed and implemented through the use of formative and summative assessments to guide instructional decisions.	Federal Programs Sp.Ed. Curriculum Supervisor	5% increase in 3rd grade reading based on benchmark scores from TCAP; 7% increase in 7th grade math based on TCAP and .5% increase in graduation rate.	64,270	N

Total budget 2013-14

\$214,893

Tennessee First to the Top
Local System Scope of Work

System: Morgan 650

* If consortium, list all participating systems with lead system first

Director of Schools: Dr. Edd Diden

* If consortium, list Director of lead system

Total amount of award (over four years): \$859,572

Summary of Four-Year Scope of Work

Year	Budget	Recurring Expense Y / N
2010-11	214,893	N
2011-12	214,893	N
2012-13	214,893	N
2013-14	214,893	N
Total Four-Year Budget	\$859,572.00	*If any recurring expenses have been incurred over the four-year period, attestation below must be signed.

Total four-year budget must match amount of award

Required System Signatures

I have approved the "Scope of Work" for use of funds generated by the "Race to the Top" grant, am fully committed to it, and will support its implementation. I understand that recurring costs that can be paid from current level LEA funding do not require a funding agency sign off.

Director of Schools _____

On behalf of the Board of Education, I affirm that the Board has approved the "Scope of Work" for use of funds generated by the "Race to the Top" grant and that the Board is fully committed to it and will support its implementation.

Chair, Board of Education _____

TEA Representative _____ (Optional)

* On behalf of the funding agency for the Board of Education, I affirm that the funding agency is aware that "Scope of Work" for use of funds generated by the "Race to the Top" grant creates recurring costs beyond the four-year scope of the grant and that they acknowledge that these costs will become the responsibility of the local funding body.

Chair, Local Funding Agency _____