

**MINUTES OF THE BUSINESS MEETING  
COLLIERVILLE SCHOOLS BOARD OF EDUCATION**

December 9, 2014

**MR. MARK HANSEN, CHAIRMAN**  
**MR. KEVIN VAUGHAN, VICE-CHAIRMAN**  
**MS. WANDA CHISM**  
**MR. WRIGHT COX**  
**MRS. CATHY MESSERLY**

- I. **CALL TO ORDER:** The Collierville Schools Board meeting was called to order by Chairman Mark Hansen at 6:02 p.m.
- II. **ROLL CALL:** Roll call was taken by Chairman Mark Hansen and four of the five of the school board members were present, representing a quorum. Mr. Wright Cox was absent.
- III. **MOMENT OF SILENCE:** A moment of silence was observed. Cathy Messerly asked that we take a moment to remembered Carl Sweargener.
- IV. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Board Member Kevin Vaughan.
- V. **PUBLIC COMMENTS:**  
There were no public comments.
- VI. **RECOGNITIONS:**

Mr. John Aitken introduced Ms. Angie Knight, Chorus Director from Sycamore Elementary. The 4<sup>th</sup> and 5<sup>th</sup> grade chorus performed the following songs for the board: December Nights, December Lights; Light the Candles for Eight Nights with soloist Pavani Epparla; LaFiesta de la Posade and Light the Kinara for Kwanzaa. The chorus is an Audition Phase Group and have performed at Community Day Events such as the Collierville Christmas Tree Lighting and Day on the Square. They have performed at the Red Birds Game singing the National Anthem and they will perform at the Memphis Grizzlies Game Tuesday night.

Chairman Hansen also recognized Scout Troup 58 for attending the Board Meeting. Attendance to this meeting helps the scouts in earning one of their merit badges.

Kevin Vaughan also recognized George Chism, County Commissioner for attending the meeting.

**VII. APPROVAL OF AGENDA:**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the agenda for the December 9, 2014 Business Meeting.

Cathy Messerly made motion to approve the December 9, 2014 agenda. The motion was seconded by Wanda Chism and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**VIII. BUSINESS AFFAIRS**

• **APPROVAL OF THE MINUTES OF THE November 10, 2014 BUSINESS MEETING**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve minutes of the November 10, 2014.

Kevin Vaughan made motion to approve the minutes as presented. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

• **APPROVAL OF THE OCTOBER 2014 FINANCIAL STATEMENTS**

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the October 2014 Financial Statements.

Kevin Vaughan made motion to approve the October 2014 Financial Statements. The motion was seconded by Cathy Messerly and unanimously approved by the board.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**IX. REPORTS:**

**Chairman's Report**

Chairman Hansen noted that Wanda Chism and Cathy Messerly were sworn in at the ceremony last week. He stated that it has been a very hectic and busy year, but overall everything is going very good. The board members are out in the schools quite a bit and the reaction of the parents, students and teachers is very gratifying.

Chairman Hansen wanted to address some issues on his mind as we go forward. Not only do we do an evaluation on the Superintendent, but we also have a Self-Evaluation of the Board which is being conducted by TSBA. He noted three issues that the Board could improve on:

• **Fiscal Health of the School District Finance**

Our money is tight but our staff and board have been good stewards of our taxpayer's money and we are trying to create a rainy day fund. We need to continue to think about and concentrate on the fiscal health and terms of the finances.

• **Long Range Planning**

The Board has been discussing the need for a new school, primarily high school. The present high school building was built for 2000 students and we have approximately 2200 students and anticipate some growth next year. We are studying about how to deal with the overcrowded situation including and up to building a new school. Board Member Vaughan, Mr. Simpson, Mr. Aitken, Mr. Hudspeth and Ms. Frasier have been working on a special committee to look at these options and they are doing a great job. Long Range Planning is something you can do after all the doors are open. We need to start looking at 5 years and even longer to make the school system better for the long term. We will have some discussion tonight creating some Strategic Planning Committees. He is thrilled that we are moving toward a model about long range planning.

- Communication

Chairman Hansen would like to discuss the overall issue of communication. Collierville Schools is on face book, twitter and we have various means of disseminating information. We need to continue to think of ways we can communicate our thoughts to the citizens and students of Collierville. Collierville Schools Board needs to have the ability to receive input not only from students, but from the administrators, teachers, citizens, and parents. We need to continue to think about ways the citizens can communicate freely and openly with the School Board Members and as well as the staff. Please let us know if you have ways to enhance that ability of communication.

The Board was originally sworn in 1 year and 1 week ago today. We have hit the ground running and we have had a very busy year. But now as we move forward into our second year, we can start thinking about the things that we want to do and accomplish in our school system. It's going to depend on the ideas and support of everyone in town. Chairman Hansen stated that he would like the public to contact the Board if you have ways of how we can communicate more effectively with the public and the direction of how you want our school system to move forward.

Mr. Vaughan stated that one thing that will be a challenge as we move forward is with our Long Range Planning and Capital needs aspect. We have a choice as a community and as a body that is rather to choose to have a long range plan outlook of a time frame of 5 years or if we project that out to 50 years and how we are going to shape our town through this organization through that period of time. We do not need to shirk that responsibility and we look forward to being challenged.

### Superintendent's Report

Mr. Aitken wanted to thank all of our schools for their generous donation to the Angel Tree programs here in Collierville. It is heartwarming to see the compassion and generosity shown, especially by our kids.

Our regular work session for Tuesday, December 16, 2014 has been cancelled. He noted we will resume those sessions in January as we begin the budget process and planning meetings.

Mr. Aitken noted that we have been busy since our last meeting with the finalization of our 5 Year Capital Plan. The final piece of that will be presented to you in January once we have our enrollment projections. In the meantime, we have been exploring actual sites as we explore the planning for a new facility. Our CIP committee identified several sites with sufficient acreage to accommodate a new facility. We have begun the process of walking those sites and talking to the land owners. We will soon employ architects(s) to render facility plans/drawings on a couple of those sites once we finish our walk-throughs. Part of our process will also be the evaluation of the existing high school and middle school facilities and sites to determine the feasibility of any expansions on those sites as well. Our enrollment data shows that our 2 middle schools and our high school are currently at or above capacity, so we are evaluating all options moving forward in regards to facility usage.

Collierville Schools has posted a survey on the district and school web sites to gather feedback on both the school calendar and school start times. The system is organizing a calendar committee to discuss several options. The committee will meet as soon as we return from Christmas break. We will plan to have a recommendation before you are asked to consider either option at the last January meeting or the first February meeting. They are again attempting to coordinate as closely as possible with the proposed calendars of the other districts as well as that of Shelby County Schools. They are also exploring the calendar for 2016-17 and based on feedback from our survey, they may bring both calendars to approve at the same time.

Each of the Board members should have a sheet in your packet outlining your assignment to one of the Strategic Planning Committees. Board members will be receiving information detailing meeting times and responsibilities.

Congratulations to Mrs. Chism and Mrs. Messerly for your election to another term on the School Board. Mr. Aitken looks forward to working with each of the board over the next 4 years.

**X. BUSINESS ITEMS:**

**Recommendation:** It is recommended that the Collierville Schools Board of Education elect the Officers of the Collierville School Board.

• **Election of the Chairman**

Kevin Vaughan made the nomination for Mark Hansen as Chairman of the Collierville School Board. The motion was seconded by Cathy Messerly. No other nominations were made. Kevin Vaughan made motion to close the floor for nomination and the motion was seconded by Wanda Chism and approved unanimously by the board. The ayes have the motion and nominations were closed. A roll call vote was taken.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**Recommendation:** It is recommended that the Collierville Schools Board of Education elect the Vice-Chairman of the Collierville School Board.

• **Election of the Vice-Chairman**

Mark Hansen made the nomination for Kevin Vaughan as Vice-Chairman of the Collierville School Board. The motion was seconded by Wanda Chism. No other nominations were made. Cathy Messerly made motion to close the floor for further nominations and the motion was seconded by Wanda Chism and approved unanimously by the board. The ayes have the motion and nominations were closed. A roll call vote was taken.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**Recommendation:** It is recommended that the Collierville Schools Board of Education elect the TLN Representative of the Collierville School Board.

• **Election of the TLN Representative**

Kevin Vaughan made the nomination for Mark Hansen as the TLN Representative. The motion was seconded by Cathy Messerly. No other nominations were made. Cathy Messerly made motion to close the floor for further nominations and the motion was seconded by Wanda Chism. The board unanimously voted aye in favor of this nomination. The ayes have the motion and nominations were closed. A roll call vote was taken.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the following Adoption of the Textbook Committee.

• **Adoption of Textbook Committee**

Kevin Vaughan made motion to approve the Adoption of the Textbook Committee as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve the Amended Budget Resolution as presented by the Superintendent.

- **Amended Budget Resolution**

Cathy Messerly made motion to approve the Amended Budget Resolution as presented by the Superintendent. The motion was seconded by Wanda Chism and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**Recommendation:** It is recommended that the Collierville Schools Board of Education approve a Student Advisory Board which will consist of 2 students from the high school and 1 student from each middle school for a total of 4 members as presented by the Superintendent.

- **Student Advisory Board**

Wanda Chism made motion to approve a Student Advisory Board as presented by the Superintendent. The motion was seconded by Cathy Messerly and approved unanimously by the board.

Wanda Chism	Aye
Wright Cox	Absent
Mark Hansen	Aye
Cathy Messerly	Aye
Kevin Vaughan	Aye

**XII. ADJOURNMENT**

With no further comments or objections, the meeting was adjourned at 7:22 p.m.

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J. Mark Hansen, *Chairman*

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John S. Aitken, *Superintendent*

# MONTHLY FINANCIAL REPORT



# COLLIERVILLE SCHOOLS

SCHOLARSHIP • INTEGRITY • SERVICE

NOVEMBER  
2014-2015

GENERAL FUND  
SCHOOL NUTRITION  
FEDERAL PROGRAMS  
DISCRETIONARY GRANTS  
C.I.P.

**GENERAL FUND**

**REVENUE**

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 367209

FOR NOVEMBER, 2014

FUNCTION 1ST 2: 40 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
40110	Current Property Tax	18,706,172.00	18,706,172.00	347,210.08	1,591,785.45	0.00	17,114,386.55	9
40120	Trustee's Collection - Prior Years	0.00	0.00	31,089.11	212,558.12	0.00	-212,558.12	0
40130	Clerk & Master/Circuit Court - Prior Years	0.00	0.00	12,352.94	84,305.18	0.00	-84,305.18	0
40150	Pickup Taxes	0.00	0.00	2,243.88	38,028.24	0.00	-38,028.24	0
40163	Payments in Lieu of Taxes - Other	0.00	0.00	564.18	19,173.50	0.00	-19,173.50	0
40210	Local Option Sales Taxes	7,014,851.00	7,014,851.00	615,230.89	1,812,453.83	0.00	5,202,397.17	26
40270	Business Tax	2,596.00	2,596.00	255.72	960.62	0.00	1,635.38	37
40390	Municipal Tax	2,170,335.00	2,170,335.00	0.00	0.00	0.00	2,170,335.00	0
<b>TOTALS:</b>	<b>Function: 40 -</b>	<b>27,893,954.00</b>	<b>27,893,954.00</b>	<b>1,008,946.80</b>	<b>3,759,264.94</b>	<b>0.00</b>	<b>24,134,689.06</b>	<b>13</b>



# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 367209

FOR NOVEMBER, 2014

Report Code: BAT\_GL\_TEMPLATE

### FUNCTION 1ST 2: 43 - CHARGES FOR CURRENT SERVICES

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
43513	Tuition - Summer School	57,494.00	57,494.00	0.00	0.00	0.00	57,494.00	0
43515	Tuition - Other State Systems	266,400.00	266,400.00	0.00	129,500.00	0.00	136,900.00	49
43990	Other Charges for Services	0.00	0.00	89,770.12	92,490.44	0.00	-92,490.44	0
43991	Other Charges for Svcs - Shared Svcs	994,118.00	994,118.00	-76,706.15	267,321.74	0.00	726,796.26	27
<b>TOTALS:</b>	<b>Function: 43 - Charges for Current Services</b>	<b>1,318,012.00</b>	<b>1,318,012.00</b>	<b>13,063.97</b>	<b>489,312.18</b>	<b>0.00</b>	<b>828,699.82</b>	<b>37</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 367209

FOR NOVEMBER, 2014

FUNCTION 1ST 2: 44 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
44120	Lease/Rentals	49,460.00	49,460.00	0.00	0.00	0.00	49,460.00	0
44130	Sales of Materials & Supplies	0.00	0.00	60.00	14,030.00	0.00	-14,030.00	0
44170	Miscellaneous Refunds	266,884.00	266,884.00	12,569.76	40,534.50	0.00	226,349.50	15
44990	Other Local Revenue	25,271.00	25,271.00	0.00	0.00	0.00	25,271.00	0
<b>TOTALS:</b>	<b>Function: 44 -</b>	<b>341,615.00</b>	<b>341,615.00</b>	<b>12,629.76</b>	<b>54,564.50</b>	<b>0.00</b>	<b>287,050.50</b>	<b>16</b>

# COLLIERVILLE SCHOOLS

REVENUE BY FUNC  
 BATCH QUEUE ID 367209  
 FOR NOVEMBER, 2014  
 FUNCTION 1ST 2: 46 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
46511	Basic Education Program	31,570,000.00	31,570,000.00	2,878,900.00	12,595,600.00	0.00	18,974,400.00	40
46610	Career Ladder Program	248,924.00	248,924.00	0.00	0.00	0.00	248,924.00	0
46612	Extended Contracts	111,172.00	111,172.00	0.00	0.00	0.00	111,172.00	0
46850	Mixed Drink Tax	165,558.00	165,558.00	26,487.68	39,838.56	0.00	125,719.44	24
<b>TOTALS:</b>	<b>Function: 46 -</b>	<b>32,095,654.00</b>	<b>32,095,654.00</b>	<b>2,905,387.68</b>	<b>12,635,438.56</b>	<b>0.00</b>	<b>19,460,215.44</b>	<b>39</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 367209  
 FOR NOVEMBER, 2014  
 FUNCTION 1ST 2: 47 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	0
47590	Other Federal Thru State	33,442.00	33,442.00	0.00	0.00	0.00	33,442.00	0
<b>TOTALS:</b>	<b>Function: 47 -</b>	<b>143,442.00</b>	<b>143,442.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>143,442.00</b>	<b>0</b>

# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

BATCH QUEUE ID 367209  
 FOR NOVEMBER, 2014  
 FUNCTION 1ST 2: 49 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
49800	Transfers In	46,148.00	46,148.00	0.00	9,269.11	0.00	36,878.89	20
49810	City General Fund Transfers	0.00	0.00	0.00	7,238,625.00	0.00	-7,238,625.00	0
<b>TOTALS:</b>	<b>Function: 49 -</b>	<b>46,148.00</b>	<b>46,148.00</b>	<b>0.00</b>	<b>7,247,894.11</b>	<b>0.00</b>	<b>-7,201,746.11</b>	<b>15,706</b>

# COLLIERVILLE SCHOOLS

REVENUE BY FUNC

BATCH QUEUE ID 367209

Report Code: BAT\_GL\_TEMPLATE

BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
61,838,825.00	61,838,825.00	3,940,028.21	24,186,474.29	0.00	37,652,350.71	39
<b>GRAND TOTAL:</b>						

**GENERAL FUND**

**EXPENDITURES**

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 71100 - REGULAR INSTRUCTION PROGRAM

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11600	Teachers	23,285,707.00	23,285,707.00	1,944,034.94	7,705,071.91	0.00	15,580,635.09	33
11700	Career Ladder	111,000.00	98,000.00	0.00	0.00	0.00	98,000.00	0
12700	Career Ladder Extended Contracts	32,992.00	32,992.00	0.00	0.00	0.00	32,992.00	0
16300	Educational Assistants	716,440.00	716,440.00	55,989.30	213,876.70	0.00	502,563.30	30
20100	Social Security	1,497,061.00	1,497,061.00	120,218.54	461,105.94	0.00	1,035,955.06	31
20400	State Retirement	2,184,459.00	2,184,459.00	180,505.53	714,963.56	0.00	1,469,495.44	33
20600	Life Insurance	111,250.00	111,250.00	9,500.46	33,223.93	0.00	78,026.07	30
20700	Medical Insurance	2,887,456.00	2,872,456.00	213,974.42	756,843.37	0.00	2,115,612.63	26
21200	Employer Medicare	350,118.00	350,118.00	26,164.78	105,878.74	0.00	244,239.26	30
33600	Maint & Repair-Equipment	8,716.00	8,716.00	625.00	625.00	0.00	8,091.00	7
39900	Other Contracted Services	420,148.00	420,148.00	30,712.00	115,829.50	0.00	304,318.50	28
39901	Other Contr Svcs - Brunswick Day School	0.00	15,000.00	0.00	1,804.00	0.00	13,196.00	12
42900	Instructional Supplies & Materials	463,211.00	463,211.00	201,996.48	354,923.21	756.75	107,531.04	77
44900	Textbooks	100,000.00	100,000.00	1,487.46	72,151.70	0.00	27,848.30	72
49900	Other Supplies & Materials	38,759.00	38,759.00	0.00	0.00	0.00	38,759.00	0
59900	Other Charges	8,699.00	8,699.00	0.00	0.00	0.00	8,699.00	0
59902	Other Charges - Summer School	25,839.00	25,839.00	0.00	0.00	0.00	25,839.00	0
72200	Reg Inst Equipment	375,201.00	292,749.00	0.00	243,666.56	900.00	48,182.44	84
72217	Reg Inst Equipment (Reimbursed)	50,000.00	132,452.00	297.00	91,787.62	27,146.48	13,517.90	90
<b>TOTALS:</b>	<b>Function: 71100 - Regular Instruction Program</b>	<b>32,667,056.00</b>	<b>32,654,056.00</b>	<b>2,785,505.91</b>	<b>10,871,751.74</b>	<b>29,803.23</b>	<b>21,753,501.03</b>	<b>33</b>



**COLLIERVILLE SCHOOLS**  
**EXPENSES BY FUNCTION**

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 71150 - ALTERNATIVE INSTRUCTION PROGRAM

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
12800	Homebound Teachers	36,471.00	36,471.00	0.00	0.00	0.00	36,471.00	0
20100	Social Security	2,261.00	2,261.00	0.00	0.00	0.00	2,261.00	0
21200	Employer Medicare	529.00	529.00	0.00	0.00	0.00	529.00	0
31200	Contracts w Private Agencies	252,000.00	252,000.00	0.00	84,000.00	0.00	168,000.00	33
42900	Instructional Supplies & Materials	200.00	200.00	0.00	0.00	0.00	200.00	0
59900	Other Charges	500.00	500.00	0.00	0.00	0.00	500.00	0
<b>TOTALS:</b>	<b>Function: 71150 - Alternative Instruction Program</b>	<b>291,961.00</b>	<b>291,961.00</b>	<b>0.00</b>	<b>84,000.00</b>	<b>0.00</b>	<b>207,961.00</b>	<b>29</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 71200 - SPECIAL EDUCATION PROGRAM

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11600	Teachers	2,048,835.00	2,048,835.00	168,388.15	686,853.36	0.00	1,361,981.64	34
11700	Career Ladder	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0
12700	Career Ladder Extended Contracts	5,903.00	5,903.00	0.00	0.00	0.00	5,903.00	0
16300	Educational Assistants	644,217.00	644,217.00	55,815.16	207,086.46	0.00	437,130.54	32
17100	Speech Pathologist	495,913.00	495,913.00	34,438.33	125,275.46	0.00	370,637.54	25
20100	Social Security	198,950.00	198,950.00	14,672.55	58,766.47	0.00	140,183.53	30
20400	State Retirement	291,563.00	291,563.00	23,506.39	92,611.13	0.00	198,951.87	32
20600	Life Insurance	17,750.00	17,750.00	1,211.84	4,224.23	0.00	13,525.77	24
20700	Medical Insurance	463,488.00	463,488.00	28,576.16	95,698.18	0.00	367,789.82	21
21200	Employer Medicare	46,529.00	46,529.00	3,431.42	13,743.64	0.00	32,785.36	30
31100	Contracts w Otr School Systems	43,546.00	43,546.00	0.00	0.00	0.00	43,546.00	0
31200	Contracts w Private Agencies	110,000.00	110,000.00	5,278.38	5,278.38	0.00	104,721.62	5
33600	Maint & Repair-Equipment	4,909.00	4,909.00	80.10	640.80	0.00	4,268.20	13
39900	Other Contracted Services	25,500.00	25,500.00	4,114.58	14,597.78	0.00	10,902.22	57
42900	Instructional Supplies & Materials	34,800.00	34,800.00	344.22	5,487.86	0.00	29,312.14	16
44900	Textbooks	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
49900	Other Supplies & Materials	10,000.00	10,000.00	0.00	5,823.35	0.00	4,176.65	58
72500	Special Education Equipment	7,000.00	7,000.00	0.00	1,544.36	0.00	5,455.64	22
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>4,477,903.00</b>	<b>4,477,903.00</b>	<b>339,857.28</b>	<b>1,317,631.46</b>	<b>0.00</b>	<b>3,160,271.54</b>	<b>29</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 71300 - VOCATIONAL EDUCATION PROGRAM

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
11600	Teachers	677,483.00	677,483.00	59,211.80	227,727.20	0.00	448,755.80	34
11700	Career Ladder	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0
12700	Career Ladder Extended Contracts	964.00	964.00	0.00	0.00	0.00	964.00	0
20100	Social Security	42,126.00	42,126.00	3,337.26	12,993.18	0.00	29,132.82	31
20400	State Retirement	61,422.00	61,422.00	5,352.75	20,586.59	0.00	40,835.41	34
20600	Life Insurance	3,000.00	3,000.00	274.60	961.10	0.00	2,038.90	32
20700	Medical Insurance	78,336.00	78,336.00	6,773.32	23,706.62	0.00	54,629.38	30
21200	Employer Medicare	9,852.00	9,852.00	780.50	3,038.77	0.00	6,813.23	31
33600	Maint & Repair-Equipment	4,307.00	4,307.00	0.00	0.00	0.00	4,307.00	0
39900	Other Contracted Services	11,489.00	11,489.00	0.00	0.00	0.00	11,489.00	0
42900	Instructional Supplies & Materials	11,882.00	11,882.00	0.00	0.00	0.00	11,882.00	0
44900	Textbooks	4,307.00	4,307.00	0.00	0.00	0.00	4,307.00	0
49900	Other Supplies & Materials	2,584.00	2,584.00	0.00	0.00	0.00	2,584.00	0
73000	Vocational Equipment	10,336.00	10,336.00	0.00	0.00	0.00	10,336.00	0
<b>TOTALS:</b>	<b>Function: 71300 - Vocational Education Program</b>	<b>919,088.00</b>	<b>919,088.00</b>	<b>75,730.23</b>	<b>289,013.46</b>	<b>0.00</b>	<b>630,074.54</b>	<b>31</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION: 72110 - ATTENDANCE

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBR
10500	Supervisor/Director	286,978.00	286,978.00	24,177.41	120,887.13	0.00	166,090.87	42
16100	Secretary(s)	47,189.00	47,189.00	3,932.42	19,662.10	0.00	27,526.90	42
16200	Clerical Personnel	39,672.00	39,672.00	3,236.40	16,182.00	0.00	23,490.00	41
18900	Other Salaries & Wages	156,489.00	156,489.00	13,040.75	65,203.79	0.00	91,285.21	42
20100	Social Security	32,880.00	32,880.00	2,537.95	13,030.98	0.00	19,849.02	40
20400	State Retirement	44,127.00	44,127.00	4,029.10	20,145.50	0.00	23,981.50	46
20600	Life Insurance	1,750.00	1,750.00	216.60	758.10	0.00	991.90	43
20700	Medical Insurance	45,696.00	45,696.00	4,218.16	16,059.17	0.00	29,636.83	35
21200	Employer Medicare	7,006.00	7,006.00	593.56	3,047.54	0.00	3,958.46	43
35500	Travel	1,964.00	1,964.00	17.19	97.39	0.00	1,866.61	5
39900	Other Contracted Services	34,196.00	33,666.00	0.00	7,830.99	0.00	25,835.01	23
49900	Other Supplies & Materials	861.00	861.00	55.18	198.69	103.17	559.14	35
52400	In-Service/Staff Development	2,067.00	2,067.00	0.00	867.55	0.00	1,199.45	42
59900	Other Charges	345.00	345.00	224.00	224.00	0.00	121.00	65
70400	Attendance Equipment	1,206.00	1,736.00	425.92	1,410.88	285.00	40.12	98
<b>TOTALS:</b>	<b>Function: 72110 - Attendance</b>	<b>702,426.00</b>	<b>702,426.00</b>	<b>56,704.64</b>	<b>285,605.81</b>	<b>388.17</b>	<b>416,432.02</b>	<b>41</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72120 - HEALTH SERVICES

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
13100	Medical Personnel	372,000.00	372,000.00	35,811.20	132,550.06	0.00	239,449.94	36
18900	Other Salaries & Wages	202,240.00	202,240.00	19,824.00	78,304.80	0.00	123,935.20	39
20100	Social Security	35,600.00	35,600.00	3,045.58	11,693.45	0.00	23,906.55	33
20400	State Retirement	52,378.00	52,378.00	5,157.34	19,546.13	0.00	32,831.87	37
20600	Life Insurance	4,000.00	4,000.00	218.32	738.37	0.00	3,261.63	18
20700	Medical Insurance	104,448.00	104,448.00	8,950.10	30,903.11	0.00	73,544.89	30
21200	Employer Medicare	8,328.00	8,328.00	712.28	2,734.75	0.00	5,593.25	33
35500	Travel	687.00	687.00	12.95	12.95	0.00	674.05	2
39900	Other Contracted Services	1,292.00	1,292.00	0.00	0.00	0.00	1,292.00	0
49900	Other Supplies & Materials	13,436.00	13,436.00	0.00	0.00	270.00	13,166.00	2
52400	In-Service/Staff Development	2,894.00	2,894.00	0.00	0.00	0.00	2,894.00	0
59900	Other Charges	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0
73500	Health Equipment	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0
<b>TOTALS:</b>	<b>Function: 72120 - Health Services</b>	<b>812,303.00</b>	<b>812,303.00</b>	<b>73,731.77</b>	<b>276,483.62</b>	<b>270.00</b>	<b>535,549.38</b>	<b>34</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72130 - OTHER STUDENT SUPPORT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
11700	Career Ladder	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0
12300	Guidance Personnel	1,076,745.00	1,076,745.00	91,895.23	376,506.73	0.00	700,238.27	35
12700	Career Ladder Extended Contracts	5,415.00	5,415.00	0.00	0.00	0.00	5,415.00	0
18900	Other Salaries & Wages	30,606.00	30,606.00	1,699.63	16,245.01	0.00	14,360.99	53
20100	Social Security	69,177.00	69,177.00	5,313.18	22,822.52	0.00	46,354.48	33
20400	State Retirement	100,865.00	100,865.00	8,457.57	35,494.72	0.00	65,370.28	35
20600	Life Insurance	4,500.00	4,500.00	446.78	1,551.53	0.00	2,948.47	34
20700	Medical Insurance	117,504.00	117,504.00	8,677.68	29,532.80	0.00	87,971.20	25
21200	Employer Medicare	16,179.00	16,179.00	1,242.59	5,337.46	0.00	10,841.54	33
32200	Evaluation & Testing	109,279.00	109,279.00	0.00	0.00	0.00	109,279.00	0
49900	Other Supplies & Materials	750.00	750.00	0.00	0.00	0.00	750.00	0
59900	Other Charges	66,769.00	66,769.00	0.00	0.00	0.00	66,769.00	0
<b>TOTALS:</b>	<b>Function: 72130 - Other Student Support</b>	<b>1,600,789.00</b>	<b>1,600,789.00</b>	<b>117,732.66</b>	<b>487,490.77</b>	<b>0.00</b>	<b>1,113,298.23</b>	<b>30</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72210 - REGULAR INSTRUCTION PROGRAM SUPPORT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	291,130.00	291,130.00	24,227.00	121,135.04	0.00	169,994.96	42
11700	Career Ladder	4,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0
12900	Librarian(s)	595,550.00	595,550.00	50,029.79	200,119.16	0.00	395,430.84	34
13600	Audiovisual Personnel	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0
13700	Education Media Personnel	53,392.00	53,392.00	-6,890.00	19,415.20	0.00	33,976.80	36
13800	Instru Computer Personnel	250,510.00	250,510.00	20,875.82	83,503.28	0.00	167,006.72	33
16100	Secretary(s)	47,189.00	47,189.00	3,932.42	19,662.10	0.00	27,526.90	42
16200	Clerical Personnel	39,248.00	39,248.00	0.00	0.00	0.00	39,248.00	0
18900	Other Salaries & Wages	12,500.00	12,500.00	1,250.00	3,750.00	0.00	8,750.00	30
19600	In-Service Training	21,454.00	21,454.00	0.00	0.00	0.00	21,454.00	0
20100	Social Security	81,529.00	81,529.00	-2,449.72	18,660.52	0.00	62,868.48	23
20400	State Retirement	119,195.00	119,195.00	8,454.68	40,506.00	0.00	78,689.00	34
20600	Life Insurance	4,750.00	4,750.00	457.97	1,769.67	0.00	2,980.33	37
20700	Medical Insurance	124,032.00	124,032.00	4,533.39	19,584.39	0.00	104,447.61	16
21200	Employer Medicare	19,066.00	19,066.00	1,378.00	6,315.05	0.00	12,750.95	33
30700	Communication	800.00	800.00	0.00	190.38	0.00	609.62	24
33600	Maint & Repair-Equipment	1,750.00	1,750.00	0.00	0.00	0.00	1,750.00	0
35500	Travel	0.00	500.00	64.23	64.23	0.00	435.77	13
42900	Instructional Supplies & Materials	600.00	600.00	0.00	0.00	0.00	600.00	0
43200	Library Books/Media	30,000.00	31,078.00	31,076.43	31,076.43	0.00	1.57	100
49900	Other Supplies & Materials	5,000.00	4,500.00	0.00	0.00	0.00	4,500.00	0
52400	In-Service/Staff Development	28,300.00	27,222.00	2,674.73	13,883.15	0.00	13,338.85	51
59900	Other Charges	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0
79000	Other Equipment	1,723.00	1,723.00	0.00	0.00	1,182.00	541.00	69
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>1,734,718.00</b>	<b>1,741,718.00</b>	<b>139,614.74</b>	<b>579,634.60</b>	<b>1,182.00</b>	<b>1,160,901.40</b>	<b>33</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72220 - SPECIAL EDUCATION PROGRAM SUPPORT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
10500	Supervisor/Director	163,596.00	163,596.00	13,599.66	67,998.38	0.00	95,597.62	42
11700	Career Ladder	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
12400	Psychological Personnel	228,309.00	228,309.00	20,127.17	79,090.81	0.00	149,218.19	35
16200	Clerical Personnel	264,560.00	264,560.00	26,724.40	114,831.60	0.00	149,728.40	43
20100	Social Security	40,702.00	40,702.00	3,388.28	14,988.34	0.00	25,713.66	37
20400	State Retirement	59,950.00	59,950.00	5,526.22	23,964.27	0.00	35,985.73	40
20600	Life Insurance	3,500.00	3,500.00	278.10	968.67	0.00	2,531.33	28
20700	Medical Insurance	91,392.00	91,392.00	5,325.74	19,935.70	0.00	71,456.30	22
21200	Employer Medicare	9,521.00	9,521.00	792.44	3,505.39	0.00	6,015.61	37
30800	Consultants	1,723.00	1,723.00	0.00	0.00	0.00	1,723.00	0
35500	Travel	1,000.00	1,000.00	84.39	475.14	0.00	524.86	48
39900	Other Contracted Services	316,568.00	316,568.00	14,580.00	90,645.00	0.00	225,923.00	29
49900	Other Supplies & Materials	15,413.00	15,413.00	1,121.64	14,270.23	0.00	1,142.77	93
52400	In-Service/Staff Development	5,000.00	5,000.00	1,274.09	3,769.97	210.00	1,020.03	80
59900	Other Charges	345.00	345.00	0.00	0.00	0.00	345.00	0
<b>TOTALS:</b>	<b>Function: 72220 - Special Education Program Support</b>	<b>1,201,579.00</b>	<b>1,207,579.00</b>	<b>92,822.13</b>	<b>434,443.50</b>	<b>210.00</b>	<b>772,925.50</b>	<b>36</b>



# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72230 - VOCATIONAL EDUCATION PROGRAM SUPPORT

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
39900	Other Contracted Services	30,751.00	30,751.00	2,702.33	10,809.32	0.00	19,941.68	35
<b>TOTALS:</b>	Function: 72230 - Vocational Education Program Support	30,751.00	30,751.00	2,702.33	10,809.32	0.00	19,941.68	35

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72310 - BOARD OF EDUCATION

Report Code: BAT\_GL\_TEMPLATE

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
18900	Other Salaries & Wages	12,000.00	12,000.00	1,000.00	5,000.00	0.00	7,000.00	42
20100	Social Security	744.00	744.00	62.00	310.00	0.00	434.00	42
20600	Life Insurance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0
20700	Medical Insurance	70,073.00	70,073.00	0.00	0.00	0.00	70,073.00	0
21200	Employer Medicare	174.00	174.00	14.50	72.50	0.00	101.50	42
30500	Audit Services	26,500.00	26,500.00	6,026.25	6,026.25	0.00	20,473.75	23
32000	Dues & Memberships	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0
33100	Legal Services	104,277.00	104,277.00	0.00	65,542.50	0.00	38,734.50	63
35500	Travel	409.00	409.00	0.00	0.00	0.00	409.00	0
49900	Other Supplies & Materials	172.00	172.00	0.00	0.00	0.00	172.00	0
50500	Judgments	86,131.00	81,963.00	0.00	0.00	0.00	81,963.00	0
50600	Liability Insurance	104,421.00	104,421.00	0.00	97,833.00	0.00	6,588.00	94
51300	On the Job Injuries	168,543.00	168,543.00	0.00	129,521.44	0.00	39,021.56	77
52400	In-Service/Staff Development	3,204.00	7,372.00	0.00	2,165.37	0.00	5,206.63	29
59900	Other Charges	560,254.00	560,254.00	2,000.00	512,924.99	0.00	47,329.01	92
<b>TOTALS:</b>	<b>Function: 72310 - Board of Education</b>	<b>1,144,402.00</b>	<b>1,144,402.00</b>	<b>9,102.75</b>	<b>819,396.05</b>	<b>0.00</b>	<b>325,005.95</b>	<b>72</b>

# COLLIERVILLE SCHOOLS

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72320 - DIRECTOR OF SCHOOLS

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
10100	County Official/Administrative Officer	190,400.00	190,400.00	15,866.67	79,333.31	0.00	111,066.69	42
16100	Secretary(s)	55,963.00	55,963.00	4,663.58	23,317.90	0.00	32,645.10	42
18900	Other Salaries & Wages	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
20100	Social Security	16,205.00	16,205.00	1,254.36	6,308.88	0.00	9,896.12	39
20400	State Retirement	23,756.00	23,756.00	1,866.66	9,333.30	0.00	14,422.70	39
20600	Life Insurance	500.00	500.00	83.56	292.46	0.00	207.54	58
20700	Medical Insurance	12,056.00	12,056.00	2,243.82	10,883.76	0.00	1,172.24	90
20800	Dental Insurance - Supt	1,000.00	1,000.00	130.30	673.22	0.00	326.78	67
21200	Employer Medicare	3,790.00	3,790.00	293.36	1,475.45	0.00	2,314.55	39
29900	Other Fringe Benefits	5,550.00	5,550.00	0.00	0.00	0.00	5,550.00	0
32000	Dues & Memberships	6,214.00	9,214.00	40.00	8,761.00	0.00	453.00	95
34800	Postal Charges	21,681.00	18,681.00	0.00	2,713.09	0.00	15,967.91	15
35500	Travel	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00	0
39900	Other Contracted Services	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0
43500	Office Supplies	517.00	1,517.00	0.00	494.81	0.00	1,022.19	33
52400	In-Service/Staff Development	4,307.00	4,307.00	1,955.64	3,082.32	0.00	1,224.68	72
59900	Other Charges	5,000.00	4,000.00	0.00	237.50	0.00	3,762.50	6
70100	Administration Equipment	7,838.00	7,838.00	0.00	0.00	0.00	7,838.00	0
<b>TOTALS:</b>	<b>Function: 72320 - Director of Schools</b>	<b>374,877.00</b>	<b>374,877.00</b>	<b>28,397.95</b>	<b>146,907.00</b>	<b>0.00</b>	<b>227,970.00</b>	<b>39</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72410 - OFFICE OF THE PRINCIPAL

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBERD
10400	Principal(s)	2,440,525.00	2,440,525.00	206,076.95	962,924.75	0.00	1,477,600.25	39
11700	Career Ladder	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0
12700	Career Ladder Extended Contracts	4,423.00	4,423.00	0.00	0.00	0.00	4,423.00	0
16100	Secretary(s)	249,312.00	249,312.00	29,456.00	121,461.60	0.00	127,850.40	49
16200	Clerical Personnel	584,173.00	584,173.00	55,483.80	224,731.90	0.00	359,441.10	38
18900	Other Salaries & Wages	21,197.00	21,197.00	1,800.00	6,360.00	0.00	14,837.00	30
20100	Social Security	205,073.00	205,073.00	16,482.51	76,162.65	0.00	128,910.35	37
20400	State Retirement	299,420.00	299,420.00	26,503.23	119,140.71	0.00	180,279.29	40
20600	Life Insurance	14,250.00	14,250.00	1,354.54	4,727.09	0.00	9,522.91	33
20700	Medical Insurance	372,096.00	372,096.00	31,223.82	107,630.27	0.00	264,465.73	29
21200	Employer Medicare	47,961.00	47,961.00	3,854.78	17,749.23	0.00	30,211.77	37
32000	Dues & Memberships	5,319.00	5,319.00	0.00	0.00	0.00	5,319.00	0
35500	Travel	5,390.00	5,390.00	0.00	0.00	0.00	5,390.00	0
52400	In-Service/Staff Development	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0
<b>TOTALS:</b>	<b>Function: 72410 - Office of the Principal</b>	<b>4,260,139.00</b>	<b>4,260,139.00</b>	<b>372,235.73</b>	<b>1,640,888.20</b>	<b>0.00</b>	<b>2,619,250.80</b>	<b>39</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72510 - FISCAL SERVICES

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	108,729.00	108,729.00	9,060.75	45,303.75	0.00	63,425.25	42
11900	Accountants/Bookkeepers	112,896.00	112,896.00	9,348.42	46,742.10	0.00	66,153.90	41
16100	Secretary(s)	47,189.00	47,189.00	4,002.00	20,010.00	0.00	27,179.00	42
16200	Clerical Personnel	39,672.00	39,672.00	3,344.00	13,376.00	0.00	26,296.00	34
20100	Social Security	19,126.00	19,126.00	1,434.46	7,070.08	0.00	12,055.92	37
20400	State Retirement	28,597.00	28,597.00	2,387.50	11,627.52	0.00	16,969.48	41
20600	Life Insurance	1,250.00	1,250.00	126.16	441.56	0.00	808.44	35
20700	Medical Insurance	32,640.00	32,640.00	3,831.60	16,701.75	0.00	15,938.25	51
21200	Employer Medicare	4,473.00	4,473.00	335.49	1,653.53	0.00	2,819.47	37
32000	Dues & Memberships	2,007.00	2,007.00	0.00	909.92	0.00	1,097.08	45
35500	Travel	0.00	400.00	0.00	244.61	0.00	155.39	61
39900	Other Contracted Services	196,385.00	195,885.00	55.92	47,613.96	0.00	148,271.04	24
43500	Office Supplies	1,550.00	2,550.00	293.42	2,470.35	0.00	79.65	97
49900	Other Supplies & Materials	1,463.00	1,463.00	197.36	1,130.77	0.00	332.23	77
52400	In-Services/Staff Development	6,332.00	5,432.00	1,815.57	4,244.15	0.00	1,187.85	78
70100	Administration Equipment	2,049.00	2,049.00	0.00	0.00	616.00	1,433.00	30
<b>TOTALS:</b>	<b>Function: 72510 - Fiscal Services</b>	<b>604,358.00</b>	<b>604,358.00</b>	<b>36,232.65</b>	<b>219,540.05</b>	<b>616.00</b>	<b>384,201.95</b>	<b>36</b>

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72520 - HUMAN RESOURCES/PERSONNEL

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	84,849.00	84,849.00	7,333.33	36,666.69	0.00	48,182.31	43
16100	Secretary(s)	47,189.00	47,189.00	4,002.00	20,010.00	0.00	27,179.00	42
16200	Clerical Personnel	39,672.00	39,672.00	3,306.00	16,530.00	0.00	23,142.00	42
20100	Social Security	10,646.00	10,646.00	833.66	4,173.58	0.00	6,472.42	39
20400	State Retirement	15,722.00	15,722.00	1,340.38	6,701.90	0.00	9,020.10	43
20600	Life Insurance	750.00	750.00	71.60	250.60	0.00	499.40	33
20700	Medical Insurance	19,584.00	19,584.00	1,489.26	7,694.52	0.00	11,889.48	39
21000	Unemployment Compensation	51,679.00	51,679.00	0.00	0.00	0.00	51,679.00	0
21200	Employer Medicare	2,490.00	2,490.00	194.98	976.13	0.00	1,513.87	39
29900	Other Fringe Benefits	16,152.00	16,152.00	607.75	2,431.00	0.00	13,721.00	15
32000	Dues & Memberships	1,000.00	1,000.00	0.00	195.00	0.00	805.00	20
35500	Travel	737.00	737.00	0.00	56.11	0.00	680.89	8
39900	Other Contracted Services	9,012.00	9,012.00	0.00	0.00	0.00	9,012.00	0
41100	Data Processing Supplies	2,000.00	2,000.00	0.00	969.11	0.00	1,030.89	48
43500	Office Supplies	1,378.00	1,378.00	146.02	721.12	100.40	556.48	60
52400	In-Service/Staff Development	7,215.00	7,215.00	4,343.71	6,027.04	0.00	1,187.96	84
70100	Administration Equipment	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	0
<b>TOTALS:</b>	<b>Function: 72520 - Human Resources/Personnel</b>	<b>313,275.00</b>	<b>313,275.00</b>	<b>23,668.69</b>	<b>103,402.80</b>	<b>100.40</b>	<b>209,771.80</b>	<b>33</b>

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72610 - OPERATION OF PLANT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
16600	Custodial Personnel	415,332.00	415,332.00	34,068.84	169,854.16	0.00	245,477.84	41
20100	Social Security	25,748.00	25,748.00	1,970.70	10,050.71	0.00	15,697.29	39
20400	State Retirement	38,501.00	38,501.00	3,158.21	15,745.60	0.00	22,755.40	41
20600	Life Insurance	2,250.00	2,250.00	164.72	576.52	0.00	1,673.48	26
20700	Medical Insurance	58,752.00	58,752.00	3,963.44	13,872.04	0.00	44,879.96	24
21200	Employer Medicare	6,025.00	6,025.00	460.89	2,350.59	0.00	3,674.41	39
32800	Janitorial Services	963,127.00	963,127.00	85,758.75	491,212.50	0.00	471,914.50	51
39900	Other Contracted Services	67,884.00	67,884.00	0.00	25,818.02	0.00	42,065.98	38
41000	Custodial Supplies	9,000.00	9,449.80	0.00	0.00	0.00	9,449.80	0
41500	Electricity	1,560,957.00	1,560,507.20	26,463.79	464,325.22	0.00	1,096,181.98	30
49900	Other Supplies & Materials	6,000.00	6,000.00	321.20	321.20	0.00	5,678.80	5
50200	Building & Content Insurance	155,603.00	155,603.00	0.00	155,603.00	0.00	0.00	100
52400	In-Service/Staff Development	258.00	258.00	0.00	80.91	0.00	177.09	31
59900	Other Charges	12,920.00	12,920.00	456.00	3,858.00	224.00	8,838.00	32
72000	Plant Operation Equipment	8,975.00	8,975.00	0.00	0.00	0.00	8,975.00	0
<b>TOTALS:</b>	<b>Function: 72610 - Operation of Plant</b>	<b>3,331,332.00</b>	<b>3,331,332.00</b>	<b>156,786.54</b>	<b>1,353,668.47</b>	<b>224.00</b>	<b>1,977,439.53</b>	<b>41</b>

# COLLIERVILLE SCHOOLS

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72620 - MAINTENANCE OF PLANT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	84,849.00	84,849.00	5,656.96	49,498.40	0.00	35,350.60	58
16100	Secretary(s)	47,826.00	47,826.00	3,932.42	18,667.70	0.00	29,158.30	39
20100	Social Security	8,226.00	8,226.00	594.88	4,227.46	0.00	3,998.54	51
20400	State Retirement	12,103.00	12,103.00	364.54	1,730.52	0.00	10,372.48	14
20600	Life Insurance	500.00	500.00	19.26	67.41	0.00	432.59	13
20700	Medical Insurance	13,056.00	13,056.00	0.00	0.00	0.00	13,056.00	0
21200	Employer Medicare	1,924.00	1,924.00	139.12	988.68	0.00	935.32	51
33500	Maint & Repair-Building	50,000.00	50,000.00	5,274.80	6,825.03	3,850.00	39,324.97	21
33600	Maint & Repair-Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0
39900	Other Contracted Services	1,062,514.00	1,062,514.00	74,923.23	458,268.67	0.00	604,245.33	43
49900	Other Supplies & Materials	1,000.00	1,000.00	229.99	452.77	0.00	547.23	45
52400	In-Service/Staff Development	1,157.00	1,157.00	0.00	0.00	0.00	1,157.00	0
59900	Other Charges	5,000.00	5,000.00	524.00	799.00	0.00	4,201.00	16
70100	Administration Equipment	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0
<b>TOTALS:</b>	<b>Function: 72620 - Maintenance of Plant</b>	<b>1,294,355.00</b>	<b>1,294,355.00</b>	<b>91,659.20</b>	<b>541,525.64</b>	<b>3,850.00</b>	<b>748,979.36</b>	<b>42</b>



# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72710 - TRANSPORTATION

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / UNENCUMBERED ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBR
10500	Supervisor/Director	68,670.00	68,670.00	6,008.52	39,198.44	0.00	29,471.56	57
16200	Clerical Personnel	40,000.00	40,000.00	3,333.33	16,666.69	0.00	23,333.31	42
18900	Other Salaries & Wages	170,000.00	170,000.00	12,866.46	67,354.30	0.00	102,645.70	40
20100	Social Security	17,278.00	17,278.00	1,344.43	7,511.87	0.00	9,766.13	43
20400	State Retirement	12,978.00	12,978.00	1,081.50	5,407.42	0.00	7,570.58	42
20600	Life Insurance	750.00	750.00	56.78	198.73	0.00	551.27	26
20700	Medical Insurance	19,584.00	19,584.00	424.86	1,487.01	0.00	18,096.99	8
21200	Employer Medicare	4,041.00	4,041.00	314.42	1,756.78	0.00	2,284.22	43
31200	Contracts w Private Agencies	2,485,217.00	2,485,217.00	0.00	0.00	0.00	2,485,217.00	0
35500	Travel	2,128.00	2,128.00	73.36	589.68	0.00	1,538.32	28
39900	Other Contracted Services	192,516.00	192,516.00	0.00	33,387.13	350.00	158,778.87	18
41200	Diesel Fuel	464,764.00	463,264.00	18,934.83	107,383.52	0.00	355,880.48	23
42500	Gasoline	0.00	1,500.00	68.07	783.52	0.00	716.48	52
49900	Other Supplies & Materials	1,000.00	1,000.00	108.23	501.02	0.00	498.98	50
52400	In-Service/Staff Development	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0
59900	Other Charges	400.00	400.00	0.00	0.00	0.00	400.00	0
70100	Administration Equipment	1,500.00	1,500.00	0.00	536.79	0.00	963.21	36
<b>TOTALS:</b>	<b>Function: 72710 - Transportation</b>	<b>3,482,426.00</b>	<b>3,482,426.00</b>	<b>44,614.79</b>	<b>282,762.90</b>	<b>350.00</b>	<b>3,199,313.10</b>	<b>8</b>

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## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 72810 - CENTRAL AND OTHER

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBERD
10500	Supervisor/Director	444,891.00	444,891.00	37,074.24	185,371.28	0.00	259,519.72	42
16200	Clerical Personnel	41,674.00	41,674.00	3,236.40	14,694.00	0.00	26,980.00	35
18900	Other Salaries & Wages	231,000.00	231,000.00	19,250.01	96,249.93	0.00	134,750.07	42
20100	Social Security	44,489.00	44,489.00	3,484.71	17,423.13	0.00	27,065.87	39
20400	State Retirement	65,495.00	65,495.00	5,450.38	27,099.58	0.00	38,395.42	41
20600	Life Insurance	2,500.00	2,500.00	290.02	1,015.07	0.00	1,484.93	41
20700	Medical Insurance	65,280.00	65,280.00	4,744.64	21,814.69	0.00	43,465.31	33
21200	Employer Medicare	10,405.00	10,405.00	814.97	4,074.77	0.00	6,330.23	39
30700	Communication	360,147.00	360,147.00	13,049.17	94,570.33	24,340.95	241,235.72	33
30800	Consultants	10,000.00	10,000.00	4,700.00	4,700.00	0.00	5,300.00	47
33600	Maint & Repair-Equipment	44,960.00	44,960.00	80.00	80.00	928.00	43,952.00	2
35500	Travel	2,955.00	3,955.00	164.73	582.19	0.00	3,372.81	15
39900	Other Contracted Services	251,663.00	251,663.00	6,480.68	38,159.78	116.67	213,386.55	15
41100	Data Processing Supplies	1,860.00	1,860.00	0.00	0.00	0.00	1,860.00	0
43500	Office Supplies	33,751.00	33,751.00	1,873.50	20,020.21	849.04	12,881.75	62
49900	Other Supplies & Materials	22,912.00	22,912.00	7,576.76	20,769.72	4,290.00	-2,147.72	109
52400	In-Service/Staff Development	31,979.00	31,979.00	417.57	3,972.51	701.40	27,305.09	15
59900	Other Charges	333,881.00	332,881.00	32,279.30	233,483.33	0.00	99,397.67	70
70100	Administration Equipment	93,508.00	93,508.00	4,816.19	14,091.78	95.00	79,321.22	15
79000	Other Equipment	17,037.00	17,037.00	0.00	6,640.00	0.00	10,397.00	39
<b>TOTALS:</b>	<b>Function: 72810 - Central and Other</b>	<b>2,110,387.00</b>	<b>2,110,387.00</b>	<b>145,783.26</b>	<b>804,812.30</b>	<b>31,321.06</b>	<b>1,274,253.64</b>	<b>40</b>

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BATCH QUEUE ID 367210

FOR NOVEMBER, 2014

FUNCTION : 76100 - REGULAR CAPITAL OUTLAY

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBERD
30400	Architects	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0
30800	Consultants	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
32100	Engineering Services	30,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0
39900	Other Contracted Services	0.00	10,000.00	0.00	9,950.00	0.00	50.00	100
70700	Building Improvements	150,000.00	150,000.00	0.00	0.00	12,703.00	137,297.00	8
72400	Site Development	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0
79900	Other Capital Outlay	189,700.00	189,700.00	269.88	139,074.69	0.00	50,625.31	73
<b>TOTALS:</b>	<b>Function: 76100 - Regular Capital Outlay</b>	<b>484,700.00</b>	<b>484,700.00</b>	<b>269.88</b>	<b>149,024.69</b>	<b>12,703.00</b>	<b>322,972.31</b>	<b>33</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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GRAND TOTAL:	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
	61,838,825.00	61,838,825.00	4,593,153.13	20,698,792.38	80,017.86	41,060,014.76	34

# SCHOOL NUTRITION

# COLLIERVILLE SCHOOLS

REVENUE BY FUNC  
BATCH QUEUE ID 367202  
FOR NOVEMBER, 2014  
FUNCTION 1ST: 4 -

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
43521	Lunch Payments Children	528,000.00	528,000.00	51,849.60	209,309.60	0.00	318,690.40	40
43522	Lunch Payments Adults	98,000.00	98,000.00	4,591.00	20,795.25	0.00	77,204.75	21
43523	Income from Breakfast	242,000.00	242,000.00	3,681.30	15,610.15	0.00	226,389.85	6
43525	Ala Carte Sales	609,818.00	609,818.00	32,791.45	130,843.30	0.00	478,974.70	21
44990	Other Local Revenue	80,000.00	80,000.00	67,326.73	67,326.73	0.00	12,673.27	84
46520	School Food Service	6,520.00	6,520.00	0.00	0.00	0.00	6,520.00	0
47111	USDA School Lunch Program	453,000.00	453,000.00	39,809.88	160,314.54	0.00	292,685.46	35
47113	Breakfast	249,000.00	249,000.00	6,799.96	27,943.68	0.00	221,056.32	11
<b>TOTALS:</b>	<b>Function: 4 -</b>	<b>2,266,338.00</b>	<b>2,266,338.00</b>	<b>206,849.92</b>	<b>632,143.25</b>	<b>0.00</b>	<b>1,634,194.75</b>	<b>28</b>

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REVENUE BY FUNC  
 BATCH QUEUE ID 367202

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BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
2,266,338.00	2,266,338.00	206,849.92	632,143.25	0.00	1,634,194.75	28
<b>GRAND TOTAL:</b>						

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID: 367203

FOR NOVEMBER, 2014

FUNCTION : 73100 - FOOD SERVICE

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OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
10500	Supervisor/Director	173,000.00	173,000.00	14,416.67	72,083.31	0.00	100,916.69	42
16200	Clerical Personnel	40,000.00	40,000.00	3,333.33	17,020.96	0.00	22,979.04	43
16501	Cafeteria Managers	266,704.00	266,704.00	25,344.00	105,257.40	0.00	161,446.60	39
16502	School Nutrition Technicians	405,043.00	405,043.00	39,433.60	153,417.60	0.00	251,625.40	38
16506	Substitute Helpers	5,960.00	5,960.00	0.00	0.00	0.00	5,960.00	0
20100	Social Security	55,225.00	55,225.00	4,677.04	19,907.94	0.00	35,317.06	36
20400	State Retirement	82,172.00	82,172.00	5,975.94	25,599.92	0.00	56,572.08	31
20600	Life Insurance	5,750.00	5,750.00	280.14	980.49	0.00	4,769.51	17
20700	Medical Insurance	150,144.00	150,144.00	10,753.44	40,340.67	0.00	109,803.33	27
21200	Employer Medicare	12,916.00	12,916.00	1,093.74	4,655.64	0.00	8,260.36	36
30500	Audit Services	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0
33600	Maint & Repair-Equipment	20,000.00	20,000.00	6,568.42	6,568.42	0.00	13,431.58	33
35400	Transportation - Food	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0
35500	Travel	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0
39900	Other Contracted Services	33,000.00	113,000.00	5,343.33	88,887.36	1,797.00	22,315.64	80
42200	Food Supplies	883,000.00	770,800.00	75,416.33	262,596.85	59,795.04	448,408.11	42
43500	Office Supplies	3,000.00	3,000.00	0.00	2,307.95	0.00	692.05	77
49900	Other Supplies & Materials	92,000.00	101,000.00	5,840.00	31,979.25	2,197.90	66,822.85	34
52400	In-Service/Staff Development	4,000.00	4,000.00	0.00	1,017.85	0.00	2,982.15	25
59900	Other Charges	7,904.00	7,904.00	112.50	2,434.44	0.00	5,469.56	31
71000	Food Service Equipment	15,520.00	38,720.00	2,765.00	26,012.69	500.00	12,207.31	68
<b>TOTALS:</b>	<b>Function: 73100 - Food Service</b>	<b>2,266,338.00</b>	<b>2,266,338.00</b>	<b>201,353.48</b>	<b>861,068.74</b>	<b>64,289.94</b>	<b>1,340,979.32</b>	<b>41</b>



# COLLIERVILLE SCHOOLS

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## EXPENSES BY FUNCTION

BATCH QUEUE ID 367203

Report Code: BAT\_GL\_TEMPLATE

BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
2,266,338.00	2,266,338.00	201,353.48	861,068.74	64,289.94	1,340,979.32	41
<b>GRAND TOTAL:</b>						

# FEDERAL PROGRAMS

# COLLIERVILLE SCHOOLS

REVENUE BY FUNC  
 BATCH QUEUE ID: 367201  
 FOR NOVEMBER, 2014

Report Code: BAT\_GL\_TEMPLATE

PROJECT : 0105 - CONSOLIDATED ADMINISTRATION

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
47590	Other Federal Thru State	173,255.86	173,255.86	0.00	37,777.00	0.00	135,478.86	22
<b>TOTALS:</b>	<b>Project: 0105 - Consolidated Administration</b>	<b>173,255.86</b>	<b>173,255.86</b>	<b>0.00</b>	<b>37,777.00</b>	<b>0.00</b>	<b>135,478.86</b>	<b>22</b>

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC

BATCH QUEUE ID: 367201

FOR NOVEMBER, 2014

PROJECT : 1005 - TITLE I, PART A, IMPROVING ACADEMIC ACHIEVEMENT

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47141	Title I - Grants to Local Education Agencies	433,162.00	433,162.00	0.00	51,329.81	0.00	381,832.19	12
TOTALS:	Project: 1005 - Title I, Part A, Improving Academic Achievement	433,162.00	433,162.00	0.00	51,329.81	0.00	381,832.19	12

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC  
 BATCH QUEUE ID 367201  
 FOR NOVEMBER, 2014

PROJECT : 2005 - TITLE II, PART A, TRAINING & RECRUITING

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47189	Title II - Professional Development	288,154.00	288,154.00	0.00	38,333.09	0.00	249,820.91	13
<b>TOTALS:</b>	<b>Project: 2005 - Title II, Part A, Training &amp; Recruiting</b>	<b>288,154.00</b>	<b>288,154.00</b>	<b>0.00</b>	<b>38,333.09</b>	<b>0.00</b>	<b>249,820.91</b>	<b>13</b>

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC  
 BATCH QUEUE ID 367201  
 FOR NOVEMBER, 2014

PROJECT : 3005 - TITLE III, PART A, ENGLISH LANGUAGE ACQUISITION

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBR
47146	English Language Acquisition Grants	25,330.14	25,330.14	0.00	848.60	0.00	24,481.54	3
TOTALS:	Project: 3005 - Title III, Part A, English Language Acquisition	25,330.14	25,330.14	0.00	848.60	0.00	24,481.54	3

# COLLIERVILLE SCHOOLS

REVENUE BY FUNC  
 BATCH QUEUE ID 367201  
 FOR NOVEMBER, 2014  
 PROJECT : 9005 - IDEA, PART B

Report Code: BAT\_GL\_TEMPLATE

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
47143	Special Education - Grants to States	1,371,023.00	1,371,023.00	0.00	200,951.60	0.00	1,170,071.40	15
<b>TOTALS:</b>	<b>Project: 9005 - IDEA, Part B</b>	<b>1,371,023.00</b>	<b>1,371,023.00</b>	<b>0.00</b>	<b>200,951.60</b>	<b>0.00</b>	<b>1,170,071.40</b>	<b>15</b>

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC  
 BATCH QUEUE ID: 367201  
 FOR NOVEMBER, 2014

PROJECT : 9105 - IDEA, PRESCHOOL

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
47145	Special Education Preschool Grants	16,554.00	16,554.00	0.00	0.00	0.00	16,554.00	0
<b>TOTALS:</b>	<b>Project: 9105 - IDEA, Preschool</b>	<b>16,554.00</b>	<b>16,554.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,554.00</b>	<b>0</b>



# COLLIERVILLE SCHOOLS

## REVENUE BY FUNC

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367201

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BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
2,307,479.00	2,307,479.00	0.00	329,240.10	0.00	1,978,238.90	14
<b>GRAND TOTAL:</b>						

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID: 367197

FOR NOVEMBER, 2014

PROJECT : 0105 - CONSOLIDATED ADMINISTRATION

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>								
10500	Supervisor/Director	84,849.00	84,849.00	7,070.75	35,353.75	0.00	49,495.25	42
16200	Clerical Personnel	38,837.00	38,837.00	3,186.80	15,487.60	0.00	23,349.40	40
20100	Social Security	7,669.00	7,669.00	595.74	3,011.35	0.00	4,657.65	39
20400	State Retirement	11,271.00	11,271.00	934.62	4,631.72	0.00	6,639.28	41
20600	Life Insurance	900.00	900.00	50.30	176.05	0.00	723.95	20
20700	Medical Insurance	15,681.00	15,681.00	1,084.42	3,795.47	0.00	11,885.53	24
21200	Employer Medicare	1,793.00	1,793.00	139.32	704.23	0.00	1,088.77	39
52400	In-Service/Staff Development	3,956.73	3,956.73	0.00	0.00	0.00	3,956.73	0
79000	Other Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>169,956.73</b>	<b>169,956.73</b>	<b>13,061.95</b>	<b>63,160.17</b>	<b>0.00</b>	<b>106,796.56</b>	<b>37</b>
<b>Function : 99100 - Transfers Out</b>								
50400	Indirect Cost	3,299.13	3,299.13	0.00	1,001.96	0.00	2,297.17	30
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>3,299.13</b>	<b>3,299.13</b>	<b>0.00</b>	<b>1,001.96</b>	<b>0.00</b>	<b>2,297.17</b>	<b>30</b>
<b>TOTALS:</b>	<b>Project: 0105 - Consolidated Administration</b>	<b>173,255.86</b>	<b>173,255.86</b>	<b>13,061.95</b>	<b>64,162.13</b>	<b>0.00</b>	<b>109,093.73</b>	<b>37</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367197

FOR NOVEMBER, 2014

PROJECT : 1005 - TITLE I, PART A, IMPROVING ACADEMIC ACHIEVEMENT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBR
<b>Function : 71100 - Regular Instruction Program</b>								
11600	Teachers	154,629.00	154,629.00	14,859.99	57,755.97	0.00	96,873.03	37
16300	Educational Assistants	52,296.00	52,296.00	3,459.60	12,923.90	0.00	39,372.10	25
20100	Social Security	12,829.00	12,828.00	1,123.37	4,338.41	0.00	8,490.59	34
20400	State Retirement	18,826.00	18,826.00	1,664.03	6,419.17	0.00	12,406.83	34
20600	Life Insurance	1,850.00	1,850.00	86.60	298.00	0.00	1,552.00	16
20700	Medical Insurance	38,100.00	38,100.00	0.00	0.00	0.00	38,100.00	0
21200	Employer Medicare	3,000.00	3,000.00	262.74	1,014.64	0.00	1,985.36	34
<b>TOTALS:</b>	<b>Function: 71100 - Regular Instruction Program</b>	<b>281,530.00</b>	<b>281,530.00</b>	<b>21,456.33</b>	<b>82,750.09</b>	<b>0.00</b>	<b>198,779.91</b>	<b>29</b>
<b>Function : 72210 - Regular Instruction Program Support</b>								
49900	Other Supplies & Materials	81,020.98	81,020.98	299.57	299.57	212.37	80,509.04	1
52400	In-Service/Staff Development	18,000.00	18,000.00	0.00	503.38	0.00	17,496.62	3
79000	Other Equipment	45,000.00	45,000.00	0.00	44,549.85	0.00	450.15	99
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>144,020.98</b>	<b>144,020.98</b>	<b>299.57</b>	<b>45,352.80</b>	<b>212.37</b>	<b>98,455.81</b>	<b>32</b>
<b>Function : 99100 - Transfers Out</b>								
50400	Indirect Cost	7,611.02	7,611.02	0.00	1,235.94	0.00	6,375.08	16
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>7,611.02</b>	<b>7,611.02</b>	<b>0.00</b>	<b>1,235.94</b>	<b>0.00</b>	<b>6,375.08</b>	<b>16</b>
<b>TOTALS:</b>	<b>Project: 1005 - Title I, Part A, Improving Academic Achievement</b>	<b>433,162.00</b>	<b>433,162.00</b>	<b>21,755.90</b>	<b>129,338.83</b>	<b>212.37</b>	<b>303,610.80</b>	<b>30</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367197

FOR NOVEMBER, 2014

PROJECT : 2005 - TITLE II, PART A, TRAINING & RECRUITING

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBERD
<b>Function : 72210 - Regular Instruction Program Support</b>								
10500	Supervisor/Director	84,849.00	84,849.00	7,070.75	35,353.75	0.00	49,495.25	42
19600	In-Service Training	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00	0
20100	Social Security	10,220.65	10,220.65	402.96	2,114.43	0.00	8,106.22	21
20400	State Retirement	22,318.35	22,318.35	639.20	3,196.00	0.00	19,122.35	14
20600	Life Insurance	900.00	900.00	34.48	120.68	0.00	779.32	13
20700	Medical Insurance	16,600.00	16,600.00	0.00	0.00	0.00	16,600.00	0
21200	Employer Medicare	2,390.31	2,390.31	94.24	494.51	0.00	1,895.80	21
39900	Other Contracted Services	468.00	468.00	0.00	0.00	0.00	468.00	0
52400	In-Service/Staff Development	26,391.07	26,391.07	0.00	4,403.00	0.00	21,988.07	17
52401	In Service/Staff Dev - Non Public	6,531.78	6,531.78	0.00	0.00	0.00	6,531.78	0
59900	Other Charges	31,834.76	31,834.76	0.00	8,550.00	0.00	23,284.76	27
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>282,503.92</b>	<b>282,503.92</b>	<b>8,241.63</b>	<b>54,232.37</b>	<b>0.00</b>	<b>228,271.55</b>	<b>19</b>
<b>Function : 99100 - Transfers Out</b>								
50400	Indirect Cost	5,650.08	5,650.08	0.00	919.81	0.00	4,730.27	16
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>5,650.08</b>	<b>5,650.08</b>	<b>0.00</b>	<b>919.81</b>	<b>0.00</b>	<b>4,730.27</b>	<b>16</b>
<b>TOTALS:</b>	<b>Project: 2005 - Title II, Part A, Training &amp; Recruiting</b>	<b>288,154.00</b>	<b>288,154.00</b>	<b>8,241.63</b>	<b>55,152.18</b>	<b>0.00</b>	<b>233,001.82</b>	<b>19</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID: 367197

FOR NOVEMBER, 2014

PROJECT : 3005 - TITLE III, PART A, ENGLISH LANGUAGE ACQUISITION

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
Function : 72210 - Regular Instruction Program Support								
49900	Other Supplies & Materials	13,833.47	13,833.47	0.00	831.96	0.00	13,001.51	6
52400	In-Service/Staff Development	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>24,833.47</b>	<b>24,833.47</b>	<b>0.00</b>	<b>831.96</b>	<b>0.00</b>	<b>24,001.51</b>	<b>3</b>
Function : 99100 - Transfers Out								
50400	Indirect Cost	496.67	496.67	0.00	16.64	0.00	480.03	3
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>496.67</b>	<b>496.67</b>	<b>0.00</b>	<b>16.64</b>	<b>0.00</b>	<b>480.03</b>	<b>3</b>
<b>TOTALS:</b>	<b>Project: 3005 - Title III, Part A, English Language Acquisition</b>	<b>25,330.14</b>	<b>25,330.14</b>	<b>0.00</b>	<b>848.60</b>	<b>0.00</b>	<b>24,481.54</b>	<b>3</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

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Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367197  
 FOR NOVEMBER, 2014  
 PROJECT : 9005 - IDEA, PART B

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
<b>Function : 71200 - Special Education Program</b>								
11600	Teachers	270,449.00	270,449.00	23,085.49	92,341.96	0.00	178,107.04	34
16300	Educational Assistants	535,601.00	535,601.00	51,433.20	192,309.00	0.00	343,292.00	36
18900	Other Salaries & Wages	132,348.00	132,348.00	11,414.40	45,164.90	0.00	87,183.10	34
20100	Social Security	58,183.00	58,183.00	4,973.35	19,300.42	0.00	38,882.58	33
20400	State Retirement	86,368.00	86,368.00	7,885.51	30,255.34	0.00	56,112.66	35
20600	Life Insurance	13,500.00	13,500.00	378.28	1,305.24	0.00	12,194.76	10
20700	Medical Insurance	198,000.00	198,000.00	8,302.68	28,214.90	0.00	169,785.10	14
21200	Employer Medicare	13,607.00	13,607.00	1,163.11	4,482.15	0.00	9,124.85	33
39900	Other Contracted Services	36,084.00	36,084.00	0.00	0.00	0.00	36,084.00	0
<b>TOTALS:</b>	<b>Function: 71200 - Special Education Program</b>	<b>1,344,140.00</b>	<b>1,344,140.00</b>	<b>108,636.02</b>	<b>413,373.91</b>	<b>0.00</b>	<b>930,766.09</b>	<b>31</b>
<b>Function : 99100 - Transfers Out</b>								
50400	Indirect Cost	26,883.00	26,883.00	0.00	6,094.76	0.00	20,788.24	23
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>26,883.00</b>	<b>26,883.00</b>	<b>0.00</b>	<b>6,094.76</b>	<b>0.00</b>	<b>20,788.24</b>	<b>23</b>
<b>TOTALS:</b>	<b>Project: 9005 - IDEA, Part B</b>	<b>1,371,023.00</b>	<b>1,371,023.00</b>	<b>108,636.02</b>	<b>419,468.67</b>	<b>0.00</b>	<b>951,554.33</b>	<b>31</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367197

FOR NOVEMBER, 2014

PROJECT : 9105 - IDEA, PRESCHOOL

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
<b>Function : 72220 - Special Education Program Support</b>								
49900	Other Supplies & Materials	10,808.00	10,808.00	2,242.74	2,242.74	0.00	8,565.26	21
52400	In-Service/Staff Development	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0
79000	Other Equipment	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0
<b>TOTALS:</b>	<b>Function: 72220 - Special Education Program Support</b>	<b>16,308.00</b>	<b>16,308.00</b>	<b>2,242.74</b>	<b>2,242.74</b>	<b>0.00</b>	<b>14,065.26</b>	<b>14</b>
<b>Function : 99100 - Transfers Out</b>								
50400	Indirect Cost	246.00	246.00	0.00	0.00	0.00	246.00	0
<b>TOTALS:</b>	<b>Function: 99100 - Transfers Out</b>	<b>246.00</b>	<b>246.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>246.00</b>	<b>0</b>
<b>TOTALS:</b>	<b>Project: 9105 - IDEA, Preschool</b>	<b>16,554.00</b>	<b>16,554.00</b>	<b>2,242.74</b>	<b>2,242.74</b>	<b>0.00</b>	<b>14,311.26</b>	<b>14</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367197

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01/09/2015

8:29:04 AM

BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
2,307,479.00	2,307,479.00	153,938.24	671,213.15	212.37	1,636,053.48	29
<b>GRAND TOTAL:</b>						



# DISCRETIONARY GRANTS

# COLLIERVILLE SCHOOLS

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 8:35:57 AM

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC

BATCH QUEUE ID 367200

FOR NOVEMBER, 2014

PROJECT : 8025 - COORDINATED SCHOOL HEALTH

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBR
46591	Coordinated School Health	90,000.00	90,000.00	0.00	0.00	0.00	90,000.00	0
<b>TOTALS:</b>	<b>Project 8025 - Coordinated School Health</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>0</b>

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC

BATCH QUEUE ID 367200

FOR NOVEMBER, 2014

PROJECT : 8030 - SAFE SCHOOLS GRANT

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
46590	Other State Education Funds	36,940.00	36,940.00	0.00	0.00	0.00	36,940.00	0
TOTALS:	Project: 8030 - Safe Schools Grant	36,940.00	36,940.00	0.00	0.00	0.00	36,940.00	0

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNC

BATCH QUEUE ID 367200

FOR NOVEMBER, 2014

PROJECT : 8035 - TEACHER LEADER COUNCIL GRANT

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION/ ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBERD
46590	Other State Education Funds	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0
TOTALS:	Project: 8035 - Teacher Leader Council Grant	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0

# COLLIERVILLE SCHOOLS

Report Code: BAT\_GL\_TEMPLATE

REVENUE BY FUNG

BATCH QUEUE ID 367200

BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
132,940.00	132,940.00	0.00	0.00	0.00	132,940.00	0
<b>GRAND TOTAL:</b>						

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367198

FOR NOVEMBER, 2014

PROJECT : 8025 - COORDINATED SCHOOL HEALTH

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCBRD
Function : 72120 - Health Services								
18900	Other Salaries & Wages	12,829.00	12,829.00	0.00	0.00	0.00	12,829.00	0
20100	Social Security	795.00	795.00	0.00	0.00	0.00	795.00	0
20400	State Retirement	1,190.00	1,190.00	0.00	0.00	0.00	1,190.00	0
21200	Employer Medicare	186.00	186.00	0.00	0.00	0.00	186.00	0
39900	Other Contracted Services	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0
49900	Other Supplies & Materials	29,000.00	28,000.00	4,324.66	8,205.05	0.00	19,794.95	29
52400	In-Services/Staff Development	10,000.00	10,000.00	1,488.75	2,016.23	0.00	7,983.77	20
59900	Other Charges	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0
73500	Health Equipment	17,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0
<b>TOTALS:</b>	<b>Function: 72120 - Health Services</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>5,813.41</b>	<b>10,221.28</b>	<b>0.00</b>	<b>79,778.72</b>	<b>11</b>
<b>TOTALS:</b>	<b>Project: 8025 - Coordinated School Health</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>5,813.41</b>	<b>10,221.28</b>	<b>0.00</b>	<b>79,778.72</b>	<b>11</b>

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID: 367198

FOR NOVEMBER, 2014

PROJECT : 8030 - SAFE SCHOOLS GRANT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
Function : 72130 - Other Student Support								
30900	Contracts w Govt Agencies	36,940.00	36,940.00	0.00	0.00	0.00	36,940.00	0
<b>TOTALS:</b>	<b>Function: 72130 - Other Student Support</b>	<b>36,940.00</b>	<b>36,940.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,940.00</b>	<b>0</b>
<b>TOTALS:</b>	<b>Project: 8030 - Safe Schools Grant</b>	<b>36,940.00</b>	<b>36,940.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,940.00</b>	<b>0</b>

**COLLIERVILLE SCHOOLS**  
**EXPENSES BY FUNCTION**

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367198

FOR NOVEMBER, 2014

PROJECT : 8035 - TEACHER LEADER COUNCIL GRANT

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
<b>Function : 72210 - Regular Instruction Program Support</b>								
39900	Other Contracted Services	1,638.00	1,638.00	0.00	0.00	0.00	1,638.00	0
49900	Other Supplies & Materials	769.00	769.00	0.00	0.00	0.00	769.00	0
52400	In-Service/Staff Development	3,242.00	3,242.00	0.00	0.00	0.00	3,242.00	0
59900	Other Charges	351.00	351.00	0.00	0.00	0.00	351.00	0
<b>TOTALS:</b>	<b>Function: 72210 - Regular Instruction Program Support</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0</b>
<b>TOTALS:</b>	<b>Project: 8035 - Teacher Leader Council Grant</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0</b>



# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367198

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BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
132,940.00	132,940.00	5,813.41	10,221.28	0.00	122,718.72	8
<b>GRAND TOTAL:</b>						

C.I.P.

# COLLIERVILLE SCHOOLS

Report Code: BAI\_GL\_TEMPLATE

REVENUE BY FUNC

BATCH QUEUE ID 367204

FOR NOVEMBER, 2014

PROJECT : 0000 - PROJECT NOT REQUIRED

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
49100	Bonds Issued	1,092,340.00	1,092,340.00	0.00	92,340.00	0.00	1,000,000.00	8
TOTALS:	Project: 0000 - Project Not Required	1,092,340.00	1,092,340.00	0.00	92,340.00	0.00	1,000,000.00	8

# COLLIERVILLE SCHOOLS

REVENUE BY FUNC

BATCH QUEUE ID 367204

Report Code: BAT\_GL\_TEMPLATE

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BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
1,092,340.00	1,092,340.00	0.00	92,340.00	0.00	1,000,000.00	8
<b>GRAND TOTAL:</b>						

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367199

FOR NOVEMBER, 2014

FUNCTION : 91300 - EDUCATION CAPITAL PROJECTS

OBJECT	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCMBRD
70700	Building Improvements	1,092,340.00	1,092,340.00	0.00	0.00	0.00	1,092,340.00	0
TOTALS:	Function: 91300 - Education Capital Projects	1,092,340.00	1,092,340.00	0.00	0.00	0.00	1,092,340.00	0

# COLLIERVILLE SCHOOLS

## EXPENSES BY FUNCTION

Report Code: BAT\_GL\_TEMPLATE

BATCH QUEUE ID 367199

Page: 2 of 3

01/09/2015

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BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	REQUISITION / ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT ENCUMBRD
1,092,340.00	1,092,340.00	0.00	0.00	0.00	1,092,340.00	0
<b>GRAND TOTAL:</b>						

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/07/14</b>
		Rescinds: <b>6.200</b>	Issued: <b>05/13/14</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each  
2 day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance  
6 requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying for new or  
9 reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
11 withdraws from school.<sup>2</sup>

12 Student attendance records shall be given the same level of confidentiality as other student records. Only  
13 authorized school officials with legitimate educational purposes may have access to student information  
14 without the consent of the student or parent/guardian.<sup>3</sup>

15 Absences shall be classified as either excused or unexcused as determined by the principal or his/her  
16 designee. Excused absences shall include:

- 17 1. Personal illness;
- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;<sup>4</sup>
- 22 6. College visits;
- 23 7. Pregnancy;
- 24 8. School sponsored or school endorsed activities<sup>7</sup>
- 25 9. Legal court summons not as a result of the student's misconduct;
- 26 10. Circumstances which in the judgment of the principal create emergencies over which the student  
27 has no control.

28  
29 The principal shall be responsible for ensuring that: <sup>5</sup>

- 30
- 31 1. Attendance is checked and reported daily for each class;
- 32 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for  
33 the majority of the day;
- 34 3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

#### **TRUANCY**

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence.<sup>5</sup> The director of schools shall also comply with state law regarding the reporting of truant students to the proper authorities.<sup>5</sup> If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>6</sup>

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.<sup>7</sup>

#### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during the these absences.<sup>8</sup>

#### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.<sup>10</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

#### **DRIVER'S LICENSE REVOCATION <sup>2</sup>**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.



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**Legal References**

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(16); TCA 49-6-2904
5. TCA 49-6-3007
6. TCA 49-6-3021(c)
7. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
8. TCA 49-6-3019
9. TRR/MS 0520-1-3-.06(1)(d)(2)
10. TCA 49-2-203(b)(7)

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**Cross References**

Extracurricular Activities 4.300  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs 4.803  
Student Records 6.600

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date:
		Rescinds: <b>6.203</b>	Issued: <b>03/04/14</b>

1 Any student entering school for the first time must present:

- 2
- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
- 4 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of
- 5 every student entering school for the first time; and
- 6 3. Evidence of state-required immunization.<sup>3</sup>

7 The name used on the records of a student entering school must be the same as that shown on the birth certificate  
8 unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the  
9 parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be  
10 the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

11 A child whose care, custody and support have been assigned to a resident of the district by a power of attorney or  
12 order of the court shall be enrolled in school provided appropriate documentation has been filed with the district  
13 office.<sup>4</sup>

14  
15 A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian  
16 moves his/her residence into the school system.

17  
18 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b), the  
19 parents/guardians and a school administrator of any school having previously received similar notice from the  
20 juvenile court or another source, shall provide to the school principal/designee, the abstract provided under TCA  
21 37-1-153 or TCA 37-1-154 or other similar written information when any such student:

- 22
- 23 (1) Initially enrolls in an LEA;
- 24 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 25 (3) Changes schools within this state.

26 This information shall be shared only with school employees who have responsibility for classroom instruction of  
27 the student and the school counselor, social worker or psychologist who is developing a plan for the child while  
28 in the school, and the school resource officer. Such information is otherwise confidential and shall not be released  
29 to others, and the written notification shall not become a part of the student's record.<sup>5</sup>

## 30 **PROOF OF RESIDENCY**

31 Unless otherwise prohibited by law, parents/legal guardians/custodians having lawful control of students (proof  
32 of legal custody shall be required) must provide the following proof of residence in order to enroll a child in the  
33 Collierville School System.

## 34 **GENERAL PROOF OF RESIDENCY**

35  
36 The parents/ legal guardians/custodians having lawful control of the student must provide two (2) of the following  
37 items listed below:

1. Most recent MLGW or municipal water bill of the owner, renter or lessee of the home in which the student will reside during the current school year;
2. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
3. Lease of the lessee of the home in which the student will reside during the current school year;
4. Rental Agreement of the renter of the home in which the student will reside during the current school year;
5. Real Estate tax receipt;
6. Public assistance/government benefits check, card, or papers;
7. In the event that two (2) of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency.

### 13 SHARED RESIDENCY REQUIREMENTS

14 Unless otherwise prohibited by law, in the case in which a student resides with his/her parents/legal guardians/custodians having lawful control of the student in the home of someone else, the following proof of shared residency must be provided in order to enroll a child in the Collierville School System:

- 15 A. Unless otherwise approved by the department responsible for verifying residency, the homeowner of the home in which the student resides must accompany the parents/legal guardians/custodians to registration and provide two (2) of the items listed in the General Proof of Residency Section above; and
- 16 B. The parents/legal guardians/custodians having lawful control of the student claiming shared residency must provide two (2) of the following items listed below:
  - 17 1. Car registration of the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year;
  - 18 2. Voter registrations of the a parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year;
  - 19 3. Payroll stub of the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year;
  - 20 4. Three (3) significant pieces of mail with a forwarding sticker bearing the address at which the student will be residing during the current school year;
  - 21 5. Government Assistance Communication directed to the parent/legal/guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year.
  - 22 6. In the event that two (2) of the items listed directly above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency. The parents/legal guardians/custodians of homeless students shall not be subject to the provisions outlined in the Shared Residency Requirements section above.
- 23 C. Any parent, guardian or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled.<sup>6</sup>

1

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a);
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051
6. TCA 49-6-3004(c)

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually in April</b>	Descriptor Term:  <h2 style="text-align: center;">Transfers Within the System</h2>	Descriptor Code: <h3 style="text-align: center;">6.206</h3>	Issued Date:  
		Rescinds: <h3 style="text-align: center;">6.206</h3>	Issued: <h3 style="text-align: center;">03/04/14</h3>

1 A parent/guardian may request that his/her child attend a school within the system other than the one to  
 2 which the child is zoned.\*\* Resident students must apply during Collierville Schools' open enrollment  
 3 period in the spring of each year. The superintendent or his/her designee shall review such requests and,  
 4 if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests  
 5 of the child or the school system. If granted, the student must provide his/her own transportation to and  
 6 from the school.<sup>1</sup>

7 Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment  
 8 of a student to Collierville Schools,<sup>2</sup> after a student has enrolled in one (1) school within the system,  
 9 he/she shall not be permitted to transfer to another unless there is a change in residence of the student's  
 10 parents or guardian outside the area in which the student enrolled. Any exception to this policy must be  
 11 brought before the superintendent for evaluation and decision.

12 Students whose families transfer their residence to another school within Collierville Schools after the  
 13 first month of school may complete the school year at their former school. Students who present evidence  
 14 that they will move during the school year and who desire to enroll in a new school in the new area may  
 15 do so with prior written request for a change of school area. The superintendent or his/her designee may  
 16 grant other exceptions to this policy for good and sufficient reasons.

17 Principals shall allow credit for work transferred from other schools only when substantiated by official  
 18 transcripts or successful completion of comprehensive written examinations approved, administered and  
 19 graded by the principal or his/her designated representative.<sup>3</sup>

20 **Eligible Circumstance Request for Transfer:**

21 A request for transfer may be made at any time throughout the school year for only the following eligible  
 22 circumstances: death of parent/guardian/custodian, divorce of parent/guardian/custodian, change of  
 23 residence within the Collierville Schools zone, Collierville Schools employee, and/or victim of a violent  
 24 crime on campus.

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**Legal References**

- 1. TCA 49-2-128
  - 2. TCA 49-6-3201
  - 3. TRR/MS 0520-1-3-.03 (11)(a-e)
- \*\*Not effective in event of federally-mandated desegregation order.

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**Cross References**

Student Assignments 6.205

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Homebound Instruction</b>	Descriptor Code: <b>6.711</b>	Issued Date:
		Rescinds:	Issued:

1 It is the policy of the Collierville Schools Board of Education to provide homebound instruction as a service  
2 available to all K-12 students who are unable to attend school for a physical and/or mental health condition for at  
3 least a minimum of ten (10) consecutive school days or longer as diagnosed by a licensed doctor of medicine,  
4 such as a physician or a psychiatrist.

## 5 **ELIGIBILITY:**

- 6 • The student must be enrolled in the Collierville Municipal School District.
- 7 • The student must have a health impairment of sufficient seriousness as certified by a licensed doctor of  
8 medicine, such as a physician or a psychiatrist.
- 9 • The licensed doctor of medicine, such as a physician or a psychiatrist, must complete documentation  
10 stating the health impairment or seriousness for the homebound services.
- 11 • The student can receive instruction in a homebound placement without endangering the health of  
12 personnel providing it.

13  
14 All homebound placements shall be temporary. Homebound placements shall not exceed thirty (30) school days  
15 duration, unless there is a substantive medical necessity that requires such extension of services. In that case, a  
16 homebound placement shall be reviewed prior to the end of the thirty (30) school days to ensure the  
17 appropriateness of continuation of services and the homebound placement.

18 Inquiry may be conducted to verify the seriousness and authenticity of requests. Modifications or accommodations  
19 may be used in lieu of homebound services.

## 20 **STUDENTS UNDER IDEA:**

21 If a student has a disability pursuant to IDEA and state regulations, instruction will be provided by qualified  
22 personnel, as based on these regulations.

23 An IEP containing a homebound placement shall be reviewed at intervals of thirty (30) school days by the child's  
24 IEP team to ensure appropriateness of the provision of instruction and appropriateness of continuing the  
25 homebound placement.

26 The frequency and duration of instruction necessary to provide a free appropriate public education (FAPE) during  
27 a homebound placement will be determined by the IEP team. <sup>1</sup>

## 28 **HOMEBOUND SERVICES PROVIDED FOR STUDENTS POST-PREGNANCY:**

29 The homebound instruction program for post-pregnancy student shall consist of three (3) hours of instruction per  
30 week for a period of six (6) weeks.

31

1 The student’s physician shall state, in writing, the student’s condition for eligibility for homebound instruction  
2 with an estimated date for delivery.

3 A homebound instruction program for longer than the six (6) week period shall only be provided to a student who  
4 is certified in writing by her physician as having health complications arising from the pregnancy that prevent her  
5 from returning to regular classes.<sup>2,3</sup>

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9 **Legal References**

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- 10 1. TRR/MS 0520-01-09-.07
- 11 2. TCA 49-10-1102
- 12 3. TRR/MS 0520-1-2-.10

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# Collierville Schools Board of Education

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b>Section 504 Student Grievance and Due Process Procedures</b>	Descriptor Code: <b>6.712</b>	Issued Date:
		Rescinds:	Issued:

1    **PURPOSE**

2    To provide a grievance procedure to challenge the District's actions regarding a student's identification,  
 3    evaluation, or educational placement in compliance with Section 504 of the Rehabilitation Act of  
 4    1973.<sup>1</sup>

5    **SCOPE**

6    This policy applies to the students and parents/guardians of the Collierville Municipal School District.

7    **DEFINITIONS**

8    *The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute*  
 9    *enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure*  
 10    *that disabled students have educational opportunities and benefits equal to those provided to*  
 11    *nondisabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of*  
 12    *having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major*  
 13    *life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and*  
 14    *performing manual tasks.*

15    *Section 504 of Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a*  
 16    *parent wishes to contest any action of the school system with regard to a child's identification,*  
 17    *evaluation, and placement under Section 504. If a parent/guardian requests a Section 504 hearing, the*  
 18    *parent/guardian has the right to personally participate and to be represented at the hearing by an*  
 19    *attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a*  
 20    *Section 504 hearing should involve identification, evaluation, or placement issues involving a child who*  
 21    *has or is believed to have a disability.*

22    **Section 504 Committee** - a group of individuals who make placement decisions pursuant to Section 504  
 23    of The Rehabilitation Act of 1973. The individuals include persons knowledgeable about a student, the  
 24    meaning of the student's evaluation data, placement options, and the legal requirements for the least  
 25    restrictive environment and comparable facilities.<sup>2</sup>

26    **Grievance** - a claim by parents or students that the District has not complied with the provisions of  
 27    Section 504 of the Rehabilitation Act of 1973 or has engaged in actions prohibited by the Act.

28



1 **POLICY STATEMENT**

2 The Rehabilitation Act of 1973 (Act), commonly referred to as Section 504, is a nondiscrimination  
3 statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and  
4 to assure that disabled students have educational opportunities and benefits equal to those provided to  
5 nondisabled students.

6 Notice of Parents and Student Rights under the Act, as required by law, shall be provided in the Student  
7 Handbook located on the District's website at [www.colliervilleschools.org](http://www.colliervilleschools.org) or at a school with the 504  
8 coordinator.

9 Parents shall have a right to challenge the actions of the Section 504 Committee with regard to their  
10 child's identification, evaluation, or educational placement through any **one (1) or all** of the following  
11 in accordance with this policy:

- 12 1. Informal Grievance Procedures;
- 13 2. Formal Grievance Procedures; and/or
- 14 3. Impartial Due Process Hearing

15  
16 **A. Grievance Procedures**

17 A parent/guardian's decision to participate in the informal and/or formal grievance process does not  
18 prevent them from requesting an impartial due process hearing at any time. Parents/guardians may  
19 register a formal grievance or request an impartial due process hearing either orally or in writing. If the  
20 request is initially made orally, it shall be put in writing. The parent/guardian's may be provided a form  
21 for this purpose.

22 **1. Informal Grievance**

23 If parents have a grievance, they may request an informal conference with a school level administrator.  
24 A conference will be scheduled after the principal receives notice of the grievance.

25 If the grievance is not resolved following the informal conference or if parents elect not to participate  
26 in an informal conference with school level administrators, a formal grievance and/or a request for a  
27 due process hearing may be filed.

28 **2. Formal Grievance**

29 Parents may lodge a formal grievance by filing a written Notice of Appeal with the District's Section  
30 504 Coordinator within five (5) work days from the time they receive written notice of the Section 504  
31 Committee's action(s).

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1 The Section 504 Coordinator may be reached at:

2 Collierville Schools  
3 146 College Street  
4 Collierville, TN 38017  
5 Phone (901) 286-6396  
6 Fax (901) 861-1447  
7 Attention: Section 504 Coordinator  
8

9 The Superintendent (or designee) shall conduct an investigation and a written decision shall be  
10 rendered within a reasonable time.

11 If the grievance is not resolved after the Superintendent's (or designee's) written decision, the  
12 parent/guardian's may appeal to the Collierville School Board of Education. The Board shall meet and  
13 review the formal grievance and decide (1) that no hearing before the Board is warranted or (2) notify  
14 the grievant of the scheduled hearing.

15 If the grievance is not resolved following the formal grievance or the parents elect not to participate in a  
16 formal grievance process, an informal grievance and/or a request for a due process hearing may be filed.

17 **3. Impartial Due Process Hearing**

18 Section 504 requires that the District maintain a procedure for conducting impartial hearings with an  
19 opportunity for participation by the student's parent/guardian's and representation by counsel.<sup>3</sup> The  
20 following provides the due process hearing procedures:

21 Parents requesting a hearing should submit a written request to the Section 504 Coordinator at the  
22 following:

23 Attention: Section 504 Coordinator  
24 Collierville Schools  
25 146 College Street  
26 Collierville, TN 38017  
27 Phone (901) 286-6396  
28 Fax (901) 861-1447  
29

30 The written request shall include the following information:

- 31 1. The reason for the request
  - 32 a. Denied identification, evaluation or educational placement of persons who,
  - 33 because of disability need or are believed to need special instruction or related
  - 34 services
  - 35 b. Placed in a setting which is not the least restrictive environment
  - 36 c. Denied appropriate services due to inaccessibility of programs
  - 37 d. Denied accommodations and/or modification to regular education program
  - 38 because of identified disability
  - 39 e. Denied participation in extracurricular or nonacademic activities because of a
  - 40 disability

- 2. A suitable time for the hearing: morning, afternoon, evening
- 3. Two (2) possible dates for the hearing
- 4. A statement as to whether you prefer the hearing to be closed or open

Upon receipt of the Due Process Request, the Section 504 Coordinator will forward it to one of the impartial Hearing Officers on the approved Hearing Officer List. The impartial Hearing Officer will then advise both parties of the date, time and location of the hearing.

The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time the request for the hearing is submitted, unless the parent/guardian agrees otherwise, or the Hearing Officer grants a continuance at the request of one of the parties.

**School System’s Responsibilities**

- The school will provide a location for the hearing.
- The cost of the impartial Hearing Officer and court reporter will be paid by the school system. The school system will provide the parents with a copy of the hearing transcript at no cost to the parent.
- The school system will allow the child to remain in his/her present placement until after the hearing; unless the parents agree that a change in placement would be best for the child.
- The school system must inform the parent of any free or low cost legal services or other relevant services available in the area.
- If a parent/guardian is represented by a licensed attorney at the due process hearing, she/he must inform the District's Section 504 Coordinator and the appointed Hearing Officer of that fact, in writing, at least (7) days prior to the hearing date.

**Before the Hearing**

- All exhibits to be presented at the hearing shall be exchanged between the school system and the parents at least five (5) days prior to the hearing.
- The school system must allow the parent to examine the child's records and make copies if requested.

**During the Hearing**

- The parent(s) and the school system may be represented by legal counsel.
- The parent(s) may present and cross-examine witnesses who know about the child's disability.
- The child may be present at the hearing.
- After the impartial Hearing Officer has heard the case, he/she will give a written decision.
- The impartial Hearing Officer understands what the law requires for children with special needs.

1 **After the Hearing**

- 2 • The parent/guardian’s will receive a written record or tape recording of all that was said at the
- 3 hearing.
- 4 • A copy of the impartial Hearing Officer's decision will be given to both the school systems and
- 5 parents. The Hearing Officer must render a decision within forty-five (45) days after the 504
- 6 Coordinator's receipt of the request for a hearing, unless the parent/guardian’s agree otherwise or
- 7 the Hearing Officer has granted a continuance at the request of one of the parties.
- 8 • The decision made by the Hearing Officer is final unless parents or the school system appeals
- 9 the decision to the appropriate state or federal court.
- 10 • A parent/guardian may file a complaint with the Office for Civil Rights (OCR) if she/he believes
- 11 that the District has violated any provision or regulation of Section 504. OCR addresses Section
- 12 504 complaints separately and independently of the local hearing process, in accordance with the
- 13 guidelines set forth in OCR's Case Processing Manual. A parent/guardian should contact OCR
- 14 concerning timeframes for filing OCR complaints.

15  
16 The OCR office for Tennessee is:

The OCR regional office is:

17  
18 Nashville Office  
19 Office for Civil Rights  
20 Tennessee Department of Education  
21 710 James Robertson Parkway  
22 Nashville, TN 37243

Atlanta Office  
Office of Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927

23  
24 Telephone: (615) 253-1550  
25 FAX: (615) 532-2599

Telephone: (404)974-9406  
FAX: (404)974-9471;  
TDD: (877)521-2172  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

33  
34 **Legal References:**

- 35 1. Section 504 of the Rehabilitation
- 36 Act of 1973; 29 U.S.C. § 794; 34
- 37 C.F.R. Part 104
- 38 2. 34 C.F.R. 104.35
- 39 3. 34 C.F.R. 104.36
- 40 4. 34 C.F.R. 104.36

**Cross References:**