CLINTON CITY SCHOOL DISTRICT

Agenda

Meeting Type: Reorganizational Meeting & Regular School Board Meeting

Location: Clinton Municipal Building

Date: 8/9/2018 5:30:00 PM

CLINTON CITY SCHOOL SYSTEM

"A Tradition of Excellence"

Election of Officers

I. Call to Order by Board Chairman

II. Election of Officers

A. Chairman

B. Vice Chairman

III. Elect TLN Representative

IV. Adjournment of Meeting

Clinton City Board of Education Regular Meeting Agenda

Clinton Municipal Building

V. Call to Order by Board Chairman

VI. Approval of Agenda and /or Additions to the Agenda

VII. Public Forum

Clinton City Schools Progressive Truancy Intervention Plan

VIII. Recognitions:

Recognition of Otho Brown Scholarship Recipients –Abbey Kidwell, Erin Collier, and Tammy Winstead

Recognition of New Staff Members for 2018 - 2019 School Year:

- Alyssa Bowlin — Instructional Assistant, Clinton Elementary
- Brandi Boshears — 4th Grade Teacher, South Clinton Elementary
- Natalie Bunch — Instructional Assistant, Pre-K, North Clinton Elementary

- Abby Douglas — 2nd Grade Teacher, Clinton Elementary
- Shana Gallegos — 2nd Grade Teacher, North Clinton Elementary
- Larry Gray — Custodlian, Clinton Elementary
- Mackenzie Hutchison — 4th Grade Teacher, Clinton Elementary
- Amanda May — Nurse, North Clinton Elementary
- Amanda McAmis — Kindergarten Teacher, Clinton Elementary
- Steve Miller — Custodian, South Clinton Elementary
- Megan Mohney — ELL Teacher, Clinton Elementary
- Taylor Powers — 3rd Grade Teacher, Clinton Elementary
- Virginia Irwin — Secretary, South Clinton Elementary
- Kristin Pendley — Special Education Teacher, South Clinton Elementary
- ET Stamey — Well Rounded Coordinator
- Sonya Walden — Instructional Assistant, South Clinton Elementary
- Leah Wallace — Nurse, Clinton Elementary
- Chad Weatherford — Custodian, North Clinton Elementary
- Christin Webb — 5th Grade, Clinton Elementary
- Tammy Winstead — Interventionist, North Clinton Elementary
- Donnie Woods — 4th Grade, Clinton Elementary

IX. Consent Agenda

A. Approve Board of Education Minutes – 6/5/18 (Appendix A)

B. Approve Executive Committee Report – (Appendix B)

C. Approve School Support Organization - (Appendix B.1)

- PTO - South Clinton Elementary School

D. Approve PTCC (Parent Teacher Community Connection)Appendix B.2

- Clinton Elementary School
- North Clinton Elementary School

X. Financial Report

A Approve June Financial/End of the Year Report (Appendix C)

B. Approve July Financial Report (Appendix D) will be given out the night of the meeting if available

XI. New Business Requiring Action by the Board

A. Approve School Board Policies on First and Second Reading (Appendix E)

2.800	Expenditure of Funds	Revised
2.805	Purchasing	Revised
2.808	Purchase Orders and Contracts	Revised
3.600	Insurance Management	Revised
4.608	Transcript Alterations	New
4.700	Testing Programs	Revised
5.106	Application and Employment	Revised
5.203	Recommendations and File Transfers	Revised
5.305	Family and Medical Leave	Revised
6.300	Code of Conduct	Revised

6.309	Zero Tolerance Offenses	Revised
6.409	Child Abuse and Neglect	Revised

B. Approve Contract with Anderson County Chamber of Commerce in the amount of $5,000

C. Approve Contract with Renaissance for myOn Reader and News-O-Matic in the amount of $7,450

D. Approve Substitute Teacher Salary for 2017-2018 and 2018-2019 in the amount of $60.00 per day (Appendix F)

XII. Reports/Information

- Reports from Principals
- September 13, 2018, next School Board Meeting (Clinton Municipal Building)
- TSBA Fall District Meeting, Tuesday, September 25, 2018, at 4:30 p.m. – 7:45 p.m. in Sevier County

XIII.Director Report (Appendix G)

XIV. Adjournment of Meeting

♦ Clinton Elementary ♦ North Clinton Elementary ♦ South Clinton Elementary

Clinton City Board of Education Regular Meeting
Clinton Elementary School Library
Thursday, June 5, 2018
5:30 p.m.

The Clinton City Board of Education met on June 5, 2018, in the Clinton Elementary School Library. Board of Education members present were: Tim Bible, Merle Pryse, Joey Smith, Curtis Isabell, and David Queener. Board of Education members not present: Kimberly Webster. Others attending were: Kelly Johnson, Jamie Jordan, Danny Goins, Gwen Payne and Kim Martin.

I. Call to Order by Board Chair

Chairman Bible called the meeting to order at 5:28 p.m.

II. Approval of Agenda and/or Additions to the Agenda

Chairman Bible asked for approval of the Agenda. A motion was made by David Queener to approve the agenda as presented, with a second by Curtis Isabell. The motion carried 5-0.

III. Approval of Consent Agenda

A. Approve Regular Meeting Minutes - May
B. Approve 2018-2019 Contracts

A motion was made to approve the Consent Agenda as presented by Curtis Isabell, with a second by Merle Pryse. The motion carried 5-0.

IV. Financial Report:

A. Approve Budget Amendment Six: Kelly Johnson, Director of Schools, recommended to the School Board for approval the appropriations listed below for the 2017-2018 school year:

General Purpose School Fund:
The recommended Budget Amendment in General Purpose School Fund increases appropriations by $95,350 (net); which is funded by an increase in revenues of $67,580 and a decrease in anticipated 2017-2018 surplus of $27,770. The 2017-2018, year-end estimated surplus is $238,964.26 at 5/31/18.

Federal Projects Fund:
The recommended Budget Amendment in Federal Purpose School Fund increases appropriations by $142.00 (net); which is funded by an increase in grant allocation. The Federal Projects budget is aligned with grant requirements at this time.

Cafeteria Fund:
The recommended Budget Amendment in Cafeteria Fund increases appropriations by $70,000 (net); which is funded by an increase in revenues.

A motion was made by David Queener to approve Budget Amendment Six, with a second by Joey Smith. The motion carried 5-0 (roll call vote).

B. Approval of Restricted Fund Balance in General Purpose Fund: The following fund balance restrictions will be reflected in the 2017-2018 basic financial statements of Clinton City Schools. Student Body Education: Blaze-well rounded activities $30,000.

A motion was made by Joey Smith to approve the Restricted Fund Balance, with a second by Merle Pryse. The motion carried 5-0 (roll call vote).

V. New Business Requiring Action by the Board

A. Approve Extension of Financial Obligation: Chairman Bible stated that this was a requirement every year that will allow Ms. Kelly Johnson to complete the financial obligations of the current school year after July 1st.

A motion was made by David Queener to approve the Extension of Financial Obligations, with a second by Curtis Isabell. The motion carried 5-0 (roll call vote).

B. Approve School Board Meeting Schedule: Chairman Bible asked for approval of the School Board meeting schedule for the 2018-2019 school year.

A motion was made by Merle Pryse to approve the School Board Meeting Schedule for the 2018-2019 School year, with a second by David Queener. The motion carried 5-0.

C. Approve participation in the Anderson County Health Department, Dental Program and Lions Club Vision Program:

A motion was made by David Queener to approve Anderson County Health Department, Dental Program and Lions Club Vision Program, with a second by Curtis Isabell. The motion carried 5-0.

D. Approve Contract with Wright Contracting at a cost of $3,900:

A motion was made by David Queener to approve contract with Wright Contracting at a cost of $3,900, with a second by Merle Pryse. The motion carried 5-0.

E. Approve Directors Evaluation and Contract:

Chairman Bible shared with the School Board a summary of the survey that was conducted by Mollie Scarbrough in regards to Kelly Johnson's annual evaluation. In the summary, Ms. Scarbrough noted that the comments about Ms. Johnson were "positive" and that 100% of the answers reflected scores that "Consistently Meets or Exceeds Expectations." The School Board congratulated Ms. Johnson on a great job.

A motion was made by David Queener to approve Kelly Johnson's evaluation, with a second by Joey Smith. The motion carried 5:0.

A motion was made by David Queener to extend Ms. Johnsons contract for two additional years, bringing her contract to four years, with a second by Curtis Isabell. The motion carried 5-0.

VI. Reports/Information

- **Reports from Supervisors –** Jamie Jordan shared with School Board members i-Ready student growth relative to end-of-year Growth Targets
- **Clinton City Schools Recipients: Ruth Foster Wright Scholarship – Kinsley Williams**
- **No School Board Meeting in July. The Next School Board Meeting - August 9, 2018 - Clinton Municipal Building (5:30 p.m.)**
- **TSBA Summer Law Institute, Park Vista - Gatlinburg, July 20-21, 2018**

- **Tennessee School Board Association (TSBA) Fall District Meeting, September 25, 2018, at 4:30 p.m. - 7:45 p.m.**

VII. Director Report: Kelly Johnson shared several highlights and activities with the School Board regarding the school system.

VIII. Adjournment of Meeting

Chairman Bible adjourned the meeting at 6:19 p.m.

_____

Dr. Tim Bible, Chairman

_____

Kelly Johnson, Director of Schools

Appendix B

Clinton City School Board
Executive Committee Report

The Executive committee of the Clinton City School Board met on June 29, 2018, for the purpose of approving the items listed below:

- Approve purchase of 224 Marshall Street in the amount of $80,000 (see attachment)
- FY19 Consolidated Application Approval for IDEA/ESEA (see attachment)
- Approve Contract for Amplified IT for Google (G-Suite) Support in the amount of $750 Annually
- Approve Extension of Aramark Contract for 2018-2019 School Year
- Budget Amendment Eight - 2017-2018 School Year (see attachment)
- Approve Medical Leave for Shelia Parks beginning July 9, 2018 through September 1, 2018
- Approve FMLA for Katie Beal Beginning July 30, 2018 through October 26, 2018

CLINTON CITY SCHOOL SYSTEM

212 N. Hicks Street Clinton, Tennessee 37716
Telephone (865) 457-0159 Fax (865) 463-0668
www.clintonschools.org

Clinton City SCHOOLS
TRADITION OF EXCELLENCE

June 20, 2018

Dear Mayor Burton and Roger Houck,

Clinton City Schools has identified Clinton Elementary School parking space as a top need within our district. Thus far we have purchased 2 lots on Marshall Street (204 and 208 Marshall Street). We have approval to purchase adjacent lot 212 Marshall Street and anticipate closing within 90 days.

The owner of 224 Marshal Street (adjacent to 212 Marshall Street) has verbally agreed to sell the property to the City for $80,000 plus closing costs (tax appraisal 2017 is $77,900).

We are requesting that the City of Clinton purchase 224 Marshall Street property on our behalf, with an understanding that Clinton City Schools will reimburse the City of Clinton. I am requesting that this item be placed on the June, 2018 City Council agenda for approval.

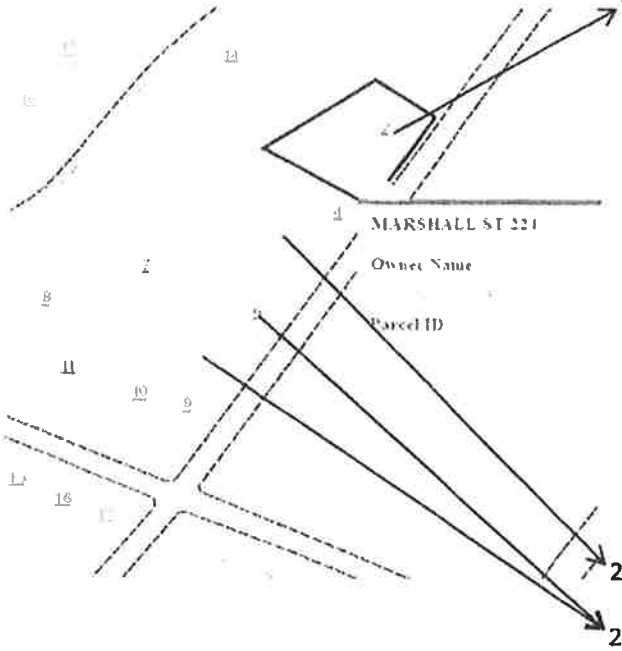
The lot diagrams are located on the attached sheet. Please let me know if you need any further information.

Sincerely,

Kelly D. Johnson

Kelly D. Johnson
Director of Schools

224 Marshal Street purchase request.



212 Marshall Street approved purchase anticipate closing within 90 days

204 and 208 Marshall purchased in January, 2018

FY19 Consolidated Application Approval for IDEA/ESEA
School Year 2018-19

LEA #	LEA Name (Legal Name of Agency):
011	Clinton City Schools

LEA Legal Mailing Address

Street Address 212 N. Hicks St.

City Clinton State TN Zip 37716

Consolidated Project begins July 1, 2018 and ends June 30, 2019

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.
The Board of Education has reviewed and approved this project year application for filing.
This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

6/18/18
Board Meeting Date

Director of Schools (Signature)

Kelly Johnson
Director of Schools (Print Name)

6/18/18
Date Signed

Board of Education Official (Signature)

Dr. Timothy A. Bible
Board of Education Official (Print Name)

6/18/18
Date Signed

CLINTON CITY SCHOOL SYSTEM

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Clinton City SCHOOLS
TRADITION OF EXCELLENCE

To: Clinton City School Board of Education

From: Scott B. Rhea, Accounting and Facilities
Kelly Johnson, Director of Schools

Date: June 29, 2018

Re: **Budget Amendment Number 8** (2017-2018 School Year)

CAFE FUND:

The recommended Budget Amendment in Café Fund increases appropriations by $30,500; which is funded by an increase in revenues.

- Increase in Commodities by $7,500 to adjust budget to actual USDA commodities received as reported by Aramark.
- Increase in Food Supplies of $20,000 to adjust budgeted expense for year-end inventory adjustment.
- Increase in Equipment expense by $3,000 for year-end expenses in May and June.

Budget Amendment (Number 8)

June 29,

Cafeteria Fund (143)		
Appropriation		
INCREASE APPROPRIATION CODE		
143-73100-469	Commodities	$7,500.00
143-73100-422	Food Supplies	$20,000.00
143-73100-710	Food Service Equipment	$3,000.00
	Total Appropriations	**$30,500.00**
INCRREASE REVENUES		
143-43521	Lunch Payments- Children	$3,000.00
143-47112	Commodities	$7,500.00
143-47113	USDA Breakfast	$20,000.00
	Total Revenues	**$30,500.00**

Clinton City Schools
Summary of Budget and Amendments
2017-2018

	General Purpose School Fund 141	Federal Project Fund 142	Cafeteria Fund 143	TOTAL
Original Budget	**$8,192,339.00**	**$495,188.00**	**$425,250.00**	**$9,112,777.00**
Budget Amendment #1	$250,000.00			**$250,000.00**
Amended September Budget	**$8,442,339.00**	**$495,188.00**	**$425,250.00**	**$9,362,777.00**
Budget Amendment #2	$46,691.32	$107,746.20		**$154,437.52**
Amended November Budget	**$8,489,030.32**	**$602,934.20**	**$425,250.00**	**$9,517,214.52**
Budget Amendment #3	$84,000.00			**$84,000.00**
Amended February Budget	**$8,573,030.32**	**$602,934.20**	**$425,250.00**	**$9,601,214.52**
Budget Amendment #4	$64,854.04		$73,354.04	$138,208.08
Amended March Budget	**$8,637,884.36**	**$602,934.20**	**$498,604.04**	**$9,739,422.60**
Budget Amendment #5	$110,911.70		$14,250.00	$125,161.70
Amended May Budget	**$8,748,796.06**	**$602,934.20**	**$512,854.04**	**$9,864,584.30**
Budget Amendment #6	$95,350.00	$142.00	$70,000.00	$165,492.00
Amended June Budget	**$8,844,146.06**	**$603,076.20**	**$582,854.04**	**$10,030,076.30**
Budget Amendment #7		3,242.58		
Amended June Budget	**$8,844,146.06**	**$606,318.78**	**$582,854.04**	**$10,033,318.88**
Budget Amendment #8	-	-	30,500.00	-
Amended June Budget	**$8,844,146.06**	**$606,318.78**	**$613,354.04**	**$10,063,818.88**

CLINTON CITY SCHOOL SYSTEM

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Clinton City SCHOOLS
TRADITION OF EXCELLENCE

To Whom It May Concern:

For the 2018-2019 school year, the South Clinton Elementary school support organization will be our PTO (parent teacher organization).

Please feel free to contact me should you have any questions.

Sincerely,

LeighAnn Bonesteel

LeighAnn Bonesteel
Principal
South Clinton Elementary
457-2684
bonesteell@clintonschools.org

CLINTON ELEMENTARY SCHOOL
210 NORTH HICKS STREET, CLINTON TN 37716 · (865) 457-0616 FAX · (865) 457-1024

July 30, 2018

Clinton City Schools:

Clinton Elementary plans to use a Parent Teacher Community Connection (PTCC) in lieu of a support organization for the 2018-2019 school year. This will be managed by the school principal.

Sincerely,

Jenna Sharp

Jenna Sharp
Principal
Clinton Elementary School

North Clinton
ELEMENTARY SCHOOL
TRADITION OF EXCELLENCE
305 Beets Street, Clinton, Tennessee 37716
(865) 457-2784 Fax (865) 457-1193

Clinton City Schools:

North Clinton Elementary plans to use a Parent Teacher Community Connection (PTCC) in lieu of a support organization for the 2018-2019 school year. This will be managed by the school principal.

Sincerely,

Monica Rael
Principal
North Clinton Elementary School

Summary Financial Statement
JUNE 30, 2018

Fiscal Year Time Lapse: 100.00

141 GENERAL PURPOSE SCHOOL

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	JUNE Estimate Avg/Mth	JUNE Actual	JUNE Percent Of Avg
	REVENUES						
40110	CURRENT PROPERTY TAX	2,060,000.00	2,000,279.81-	97.1	171,666.67	1,227.96	0.7
40120	TRUSTEE'S COLLECTIONS - PRIOR YEAR	75,000.00	75,410.50-	100.5	6,250.00	6.77	0.1
40125	TRUSTEE'S COLLECTIONS - BANKRUPTCY	1,000.00	293.30-	29.3	83.33	52.85-	63.4
40130	CIR CLK/CLK & MASTER COLLECTIONS-PR YR	25,000.00	40,206.98-	160.8	2,083.33	14,631.48-	702.3
40140	INTEREST AND PENALTY	12,000.00	13,432.89-	111.9	1,000.00	802.68-	80.3
40210	LOCAL OPTION SALES TAX	1,220,000.00	1,278,852.35-	104.8	101,666.67	440,024.14-	432.8
40340	COAL SEVERANCE TAX	0.00	10.12-	0.0	0.00	0.00	0.0
40350	INTERSTATE TELECOMMUNICATIONS TAX	400.00	0.71-	0.2	33.33	0.00	0.0
40390	OTHER STATUTORY LOCAL TAXES	100.00	0.00	0.0	8.33	0.00	0.0
41110	MARRIAGE LICENSES	400.00	411.75-	102.9	33.33	82.36-	247.1
43511	TUITION - REGULAR DAY STUDENTS	1,750.00	2,000.00-	114.3	145.83	50.00-	34.3
44170	MISCELLANEOUS REFUNDS	0.00	2,222.46-	0.0	0.00	0.00	0.0
44530	SALE OF EQUIPMENT	1,500.00	1,500.00-	100.0	125.00	0.00	0.0
44570	CONTRIBUTIONS & GIFTS	48,466.32	43,857.06-	90.5	4,038.85	0.00	0.0
44990	OTHER LOCAL REVENUES	38,625.00	8,282.12-	21.4	3,218.75	0.00	0.0
46511	BASIC EDUCATION PROGRAM	4,726,000.00	4,764,000.00-	100.8	393,833.33	586,600.00-	148.9
46515	EARLY CHILDHOOD EDUCATION	93,596.00	93,739.00-	100.2	7,799.67	21,384.29-	274.2
46520	SCHOOL FOOD SERVICE	0.00	3,970.72-	0.0	0.00	0.00	0.0
46590	OTHER STATE EDUCATION FUNDS	85,600.00	92,614.82-	108.2	7,133.33	38,415.57-	538.5
46610	CAREER LADDER PROGRAM	20,000.00	8,678.80-	43.4	1,666.67	1,167.30-	70.0
46611	CAREER LADDER EVALUATORS & SPEC CONTRACT	0.00	4,669.20-	0.0	0.00	4,669.20-	0.0
46850	MIXED DRINK TAX	5,000.00	4,185.25-	83.7	416.67	480.65-	115.4
46981	SAFE SCHOOLS - ARRA	3,673.00	9,170.00-	249.7	306.08	4,570.00-	1493.1
47630	IMPACT AID	10,000.00	10,165.77-	101.7	833.33	0.00	0.0
49700	INSURANCE RECOVERY	0.00	510.51-	0.0	0.00	0.00	0.0
49800	TRANSFERS IN	50,000.00	47,968.00-	95.9	4,166.67	0.00	0.0
49810	CITY GENERAL FUND TRANSFER	605,000.00	605,000.00-	100.0	50,416.67	50,416.63-	100.0
	Total REVENUES	9,083,110.32	9,111,432.12-	100.3	756,925.84	1,162,112.42-	153.5
	EXPENDITURES						
71100	REGULAR INSTRUCTION PROGRAM	4,542,473.56-	4,422,993.24	97.4	378,539.47-	641,248.13	169.4
71200	SPECIAL EDUCATION PROGRAM	639,710.00-	619,956.79	96.9	53,309.17-	103,152.79	193.5
71400	STUDENT BODY EDUCATION PROGRAM	28,700.00-	26,972.75	94.0	2,391.66-	2,306.72	96.4
72110	ATTENDANCE	47,990.00-	43,666.22	91.0	3,999.17-	3,928.70	98.2
72120	HEALTH SERVICES	195,685.32-	189,361.73	96.8	16,307.11-	27,813.45	170.6
72130	OTHER STUDENT SUPPORT	63,500.00-	60,761.07	95.7	5,291.67-	10,028.03	189.5
72210	REGULAR INSTRUCTION PROGRAM	490,421.44-	470,279.17	95.9	40,868.47-	64,834.48	158.6
72220	SPECIAL EDUCATION PROGRAM	171,540.00-	163,371.07	95.2	14,295.00-	16,185.75	113.2
72250	EDUCATIONAL TECHNOLOGY	333,700.00-	323,157.59	96.8	27,808.34-	24,323.71	87.5
72310	BOARD OF EDUCATION	148,900.00-	127,102.04	85.4	12,408.34-	26,853.64	216.4
72320	OFFICE OF THE SUPERINTENDENT	141,440.00-	135,279.77	95.6	11,786.67-	10,759.40	91.3
72410	OFFICE OF THE PRINCIPAL	390,300.00-	375,792.05	96.3	32,525.02-	60,686.20	186.6
72510	FISCAL SERVICES	143,505.00-	136,654.54	95.2	11,958.77-	11,162.56	93.3
72610	OPERATION OF PLANT	579,350.00-	534,706.03	92.3	48,279.18-	57,387.84	118.9

Summary Financial Statement
JUNE 30, 2018

Fiscal Year Time Lapse: 100.00

141 GENERAL PURPOSE SCHOOL

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	JUNE Estimate Avg/Mth	JUNE Actual	JUNE Percent Of Avg
	EXPENDITURES						
72620	MAINTENANCE OF PLANT	277,450.00-	271,191.25	97.7	23,120.83-	36,040.98	155.9
72710	TRANSPORTATION	13,400.00-	9,164.84	68.4	1,116.68-	442.93	39.7
72810	CENTRAL AND OTHER	147,100.00-	129,896.91	88.3	12,258.35-	10,347.28	84.4
73100	FOOD SERVICE	113,854.04-	110,534.86	97.1	9,487.85-	76,067.19	801.7
73400	EARLY CHILDHOOD EDUCATION	103,215.00-	100,462.72	97.3	8,601.24-	16,528.68	192.2
82330	EDUCATION	34,200.00-	32,176.00	94.1	2,850.00-	0.00	0.0
99100	TRANSFERS OUT	237,711.70-	237,222.26	99.8	19,809.31-	0.00	0.0
	Total EXPENDITURES	8,844,146.06-	8,520,702.90	96.3	737,012.30-	1,200,098.46	162.8
	Total GENERAL PURPOSE SCHOOL	238,964.26	590,729.22-	247.2	19,913.54	37,986.04	190.8

Summary Financial Statement
JUNE 30, 2018

Fiscal Year Time Lapse: 100.00

142 SCHOOL FEDERAL PROJECTS

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	JUNE Estimate Avg/Mth	JUNE Actual	JUNE Percent Of Avg
	REVENUES						
47141	ESEA TITLE I	257,742.48	213,980.69-	83.0	21,478.54	57,192.55-	266.3
47143	EDUCATION OF THE HANDICAPPED ACT	265,336.00	238,515.06-	89.9	22,111.34	60,628.40-	274.2
47145	SPECIAL EDUCATION PRESCHOOL GRANTS	25,719.82	11,689.46-	45.4	2,143.32	4,393.53-	205.0
47189	TITLE II	57,520.48	20,059.84-	34.9	4,793.37	2,386.75-	49.8
	Total REVENUES	606,318.78	484,245.05-	79.9	50,526.57	124,601.23-	246.6
	EXPENDITURES						
71100	REGULAR INSTRUCTION PROGRAM	160,036.48-	124,448.52	77.8	13,336.36-	16,855.61	126.4
71200	SPECIAL EDUCATION PROGRAM	257,821.24-	220,492.20	85.5	21,485.12-	33,153.23	154.3
72130	OTHER STUDENT SUPPORT	2,000.00-	1,711.28	85.6	166.67-	0.00	0.0
72210	REGULAR INSTRUCTION PROGRAM	153,226.48-	107,880.73	70.4	12,768.88-	13,645.85	106.9
72220	SPECIAL EDUCATION PROGRAM	31,234.58-	28,758.35	92.1	2,602.89-	5,334.40	204.9
72710	TRANSPORTATION	2,000.00-	953.97	47.7	166.67-	0.00	0.0
	Total EXPENDITURES	606,318.78-	484,245.05	79.9	50,526.59-	68,989.09	136.5
	Total SCHOOL FEDERAL PROJECTS	0.00	0.00	0.0	0.02-	55,612.14-	700.0

Summary Financial Statement
JUNE 30, 2018

Fiscal Year Time Lapse: 100.00

143 CENTRAL CAFETERIA

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	JUNE Estimate Avg/Mth	JUNE Actual	JUNE Percent Of Avg
	REVENUES						
43521	LUNCH PAYMENTS - CHILDREN	68,000.00	68,645.48-	100.9	5,666.67	51.00-	0.9
43522	LUNCH PAYMENTS - ADULTS	14,000.00	10,759.55-	76.9	1,166.67	259.00-	22.2
43523	INCOME FROM BREAKFAST	250.00	114.00-	45.6	20.83	0.00	0.0
43524	SPECIAL MILK SALES	1,000.00	707.50-	70.8	83.33	0.00	0.0
43525	A LA CARTE SALES	26,250.00	23,321.00-	88.8	2,187.50	0.00	0.0
47111	SECTION 4 - LUNCH	245,000.00	242,171.07-	98.8	20,416.67	50,923.56-	249.4
47112	USDA - COMMODITIES	42,500.00	42,869.23-	100.9	3,541.67	42,869.23-	1210.4
47113	BREAKFAST	120,000.00	121,774.71-	101.5	10,000.00	22,449.45-	224.5
47114	USDA - OTHER	23,000.00	3,997.12-	17.4	1,916.67	168.08-	8.8
49800	TRANSFERS IN	73,354.04	73,354.04-	100.0	6,112.84	73,354.04-	1200.0
	Total REVENUES	613,354.04	587,713.70-	95.8	51,112.85	190,074.36-	371.9
	EXPENDITURES						
73100	FOOD SERVICE	613,354.04-	600,649.90	97.9	51,112.83-	143,240.32	280.2
	Total EXPENDITURES	613,354.04-	600,649.90	97.9	51,112.83-	143,240.32	280.2
	Total CENTRAL CAFETERIA	0.00	12,936.20	0.0	0.02	46,834.04-	200.0

G/L Month: 06 JUNE
Beginning Fund: 141 Beginning Function:
Ending Fund: 143 Ending Function: ZZZZZ

* End of Report: CLINTON CITY SCHOOLS *

School Board Policies

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually in January	**Expenditure of Funds**	**2.800**	**11/14/13**
		Rescinds:	Issued:

Central Office

All expenditures shall be approved by the Board or the director of schools, ~~when authorized. No expenditures shall be made except on an approved purchase order or contract.~~ Employees of this system shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized or made which exceeds the appropriation of any fund of the budget as adopted or amended, and expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

Individual Schools

Internal activity funds shall not be expended without written approval by the membership of the group. All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No compensation checks shall be written to employees from the internal school activity fund account. Any supplemental compensation owed to the Board for extracurricular activities must be processed through the director of schools' office in the same manner as salary and other payroll payments. The Board shall invoice the school for reimbursement. Substitute teachers' salaries related to restricted class and club accounts shall be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.[1]

Employees who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Purchasing**	**2.805**	**11/14/13**
		Rescinds:	Issued:

General

The school system will purchase competively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve as purchasing agent for system-wide purchasing.[1] Principals shall serve as purchasing agents for individual schools.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any materials, supplies, or services purchased by unauthorized individuals or in an unprescribed manner.

No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

Prior approval is required for purchases made by Building level administrators totaling more than $500.
Prior approval is required for purchases made by C.O. admin totaling more than $1,000
The Board shall purchase locally whenever the conditions are comparable or when it is most practical under the circumstances.

Individual Schools

The director of schools must approve the following purchases:

1. a single piece of equipment costing more than five thousand dollars ($ 5,000.00);
2. one that is to be attached to or one that requires alteration of the building; or
3. one that will become a permanent fixture.

Central Office

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools or his/her designee shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes necessary.

SPECIAL PURCHASES

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior Board approval on an item-by-item basis. In its approval, the Board may place constraints on the director of schools requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the director of schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

PURCHASING OF SURPLUS PROPERTY

The director of schools and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the director of schools is authorized to purchase any needed items through suppliers approved on the state bid list.

COOPERATIVE PURCHASING

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

ONLINE PURCHASING[2]

The Board recognizes that online purhchasing may provide opporunities for savings, but extra precaution should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted with the following requirements:

1. Online purchases must be for school purposes. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.[3]

2. The availability of money for the fund/account in question should be determined before Purchase Orders are approved.

3. Price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

Legal Reference:

1. TCA 49-2-206(3); TCA 6-36-115
2. Tennessee Internal School Uniform Accounting Procedure Manual; Section 4-9; 4-12
3. TCA 49-2-608(1)

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Purchase Orders and Contracts**	**2.808**	**11/14/13**
		Rescinds:	Issued:

All purchases made by the school system shall be by purchase order, ~~or~~ formal contract, or other prescribed format as approved by the director of schools. No purchase shall be made nor payment approved unless covered by an approved purchase ~~order~~ method. Exceptions are noted in *Purchasing 2.805*.

Purchase orders and other prescribed forms will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required;

2. A firm, quoted, net delivered price, whenever possible; and

3. Signature of purchasing agent.

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;

2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;

3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

4. All contracts, including those of individual schools, will meet all requirements of state and federal laws, rules, and regulations.[1]

Legal References:

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 5-10 through 5-15; TCA 49-2-206(b)(2)

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Insurance Management**	**3.600**	**08/09/18**
		Rescinds: **3.600**	Issued: **11/14/13**

General

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

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;

2. Liability: Board members, Director of Schools, and employees resulting from discharging their duties, and students participating in work-based learning;[1]

3. Workers' compensation; and

4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

The Director of Schools shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board may provide group health insurance for all full-time employees.[2] The Director of Schools, after consultation with personnel, shall recommend carriers of insurance for programs in which the Board makes partial or full payments. The Board shall approve all insurance carriers.

The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected information.[3]

ANNUITIES[4]

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

The addition of a company to the list of Board-approved companies shall be considered on written request of agents of the company.

Written request for a change in annuity deductions shall be reported to the payroll office on or before the first day of the month in which such change is to be effective.

Legal References

1. Public Acts of 2018, Chapter No. 991
2. TCA 49-2-209
3. 45 CFR § 164.306, 164.316
4. TCA 49-2-208

Cross References

Payroll Procedures 2.802
Work-Based Learning 4.211

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Transcript Alterations**	**4.608**	**08/09/18**
		Rescinds: **4.608**	Issued:

Any student transcript alteration shall be supported by documentation.[1] This documentation shall include the reason for the transcript alteration and evidence that the student earned the grade reflected in the altered transcript.

Clinton City Schools shall not retaliate against an employee who brings unauthorized transcript alterations to the attention of school officials.[1]

The Director of Schools shall develop procedures to implement this policy.

Legal References

1. Public Acts of 2018, Chapter No. 557

Cross References

Grading System 4.600

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Testing Programs**	**4.700**	**08/09/18**
		Rescinds: **4.700**	Issued: **10/19/17**

General

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;[1]
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.[2]

The Director of Schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.[3]

WEIGHTING TCAP SCORES

TNReady[4] and EOC[5] scores shall be included in students' final grades as follows:

a) Grades 3-5 - 0%
b) Grades 6-8 - 10%

The cubed root methodology will be used to determine quick scores).

The Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course.[4,5]

TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parent(s)/guardian(s).[2]

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.[6]

No later than July 31st of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:[7]

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(8); TRR/MS 0520-01-03-.06(1)(c)
4. TCA 49-1-617; Public Acts of 2018, Chapter No. 817
5. TRR/MS 0520-01-03-.06(1)(c)(2); State Board of Education Policy 2.103; Public Acts of 2018, Chapter No. 817
6. TCA 10-7-504
7. TCA 49-6-6007; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Application and Employment**	**5.106**	**08/09/18**
		Rescinds: **5.106**	Issued: **05/10/18**

APPLICATION

An individual desiring a position shall make application to the Director of Schools on forms developed by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.[1] If applying for a teaching position, the Director of Schools shall also check the applicant's license status in the State Board of Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.[2]

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.[3]

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if a position is offered and accepted.[4]

Professional Employees

The application shall include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system.[5] If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education;[6]
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children;[7]
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;[7]
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;[8]
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;[9]
6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or

7. Who does not receive a satisfactory background check.[10]

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;[8]
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children;[7]
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;[7]
4. Who has not complied with the Immigration Reform and Control Act of 1986;[11]
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.[10]

EMPLOYMENT

Professional Employees

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment

Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment.[1] From the date of the written acceptance, such person is considered to be under employment with the system and is subject to all rights, privileges, and duties.

Support Employees

After checking references and receiving written recommendations from principals and/or supervisors, the Director of Schools shall hire and assign qualified applicants.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. Public Acts of 2018, Chapter No. 1006
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Qualifications and Duties of the Director of Schools 5.802

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Recommendations and File Transfers**	**5.203**	**08/09/18**
		Rescinds: **5.203**	Issued: **08/10/17**

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.[1]

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and

2. The matter has been officially closed in one of the following ways:

    a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;

    b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or

    c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

Neither the district nor the Board shall enter into, or require a current or former employee to enter into, a non-disclosure agreement during a settlement for any act of sexual misconduct.[1]

The Director of Schools shall develop administrative procedures to enforce this policy and comply with federal and state law.

Legal References

1. 20 USCA § 7926; Public Acts of 2018, Chapter No. 938

Cross References

Application and Employment 5.106
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201
Separation Practices for Non-Certified Employees 5.202
Child Abuse and Neglect 6.409

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Family and Medical Leave**	**5.305**	**08/09/18**
		Rescinds: **5.305**	Issued: **01/12/17**

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility[1]) during the previous twelve-month period shall be eligible to use FMLA leave.[2]

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;

2. The placement of a child with the employee for adoption or foster care;

3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;

4. The care of a spouse, child, parent, or next of kin of the employee who has a serious health condition; and

5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.[3]

2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.[4]

   Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.[5]

LEAVE FOR A SERIOUS HEALTH CONDITION[6]

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*[7] - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:

   a. Issues arising from the service member's short notice deployment;
   b. Military events and related activities (e.g. official ceremonies, support programs);
   c. Making or updating financial and legal arrangements;
   d. Attending counseling;
   e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
   f. Attending post-deployment activities.

2. *Military Caregiver Leave*[8]- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single twelve (12) month period" for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE[9]

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

    a. *Employee Notice*[10]- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

    b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.[11] The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.[12]

2. Certification Requirement[13]

a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:

   i. The date on which the serious health condition commenced;
   ii. The probable duration of the condition;
   iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
   iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)[14]

   a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

   b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD[15]

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:

   a. The employee fails to return from leave after the period of leave has expired; and
   b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); Public Acts of 2018, Chapter No. 907
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v, Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Code of Conduct**	**6.300**	**08/09/18**
		Rescinds: **6.300**	Issued: **11/14/13**

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.[1]

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.[2] These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment[3]
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures

- Staff member intervenes immediately.
- Staff member determines what offense was committed and its severity.
- Staff member determines who committed the offense and if he/she understands the nature of the offense.
- Staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I behaviors
- School or class tardiness
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the accusation made by the teacher and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the teacher of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension

- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Out-of-school suspension (not to exceed ten (10) days)

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II behaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol
- Stealing
- Threats to others
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer incident to the Director of Schools and make recommendations for consequences.
- If the student's program is to be changed, adequate notice shall be given to the student and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a hearing, and his/her right to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes

- Transfer
- Expulsion

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)*
- Use/transfer of unauthorized substances
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- Electronic threat to cause bodily injury or death to another student or school employee*

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- The student is given a hearing before the disciplinary hearing authority.

Disciplinary Options

- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement

* Zero tolerance offenses

Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Zero Tolerance Offenses**	**6.309**	**08/09/18**
		Rescinds: **6.309**	Issued: **11/14/13**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.[1]

Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.[2]

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms[3]

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[4]

DRUGS

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[4]

ASSAULT

In accordance with state law, any student who commits aggravated assault[5] or commits assault that results in bodily injury[6] upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[4]

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.[4]

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.[7]

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921; 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

Cross References

Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension/Expulsion/Remand 6.316

Clinton City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Child Abuse and Neglect**	**6.409**	**08/09/18**
		Rescinds: **J 25**	Issued: **10/06/16**

REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.[1] If personnel know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately. Reports shall be made to the judge having juvenile jurisdiction, to the county office of the Department of Children's Services (DCS), to the sheriff of the county where the child resides, or to the office of the chief law-enforcement official where the child resides.[2]

The report shall include, to the extent known by the reporter:[3]

1. The name, address, telephone number, and age of the child;

2. The name, telephone number, and address of the parents or persons having custody of the child;

3. The nature and extent of the abuse or neglect; and

4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.[4]

Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for abuse.[5]

The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.[6]

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations[7] including permitting child abuse review teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.[8]

Legal References

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
2. TCA 37-1-403(a)(2)
3. TCA 37-1-403(b); TCA 49-6-1601(b)
4. TCA 37-1-409(a)(1)
5. TCA 37-1-605(d); TCA 49-6-1601
6. TRR/MS 0520-01-03-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

CLINTON CITY SCHOOL SYSTEM

212 N. Hicks Street Clinton, Tennessee 37716
Telephone (865) 457-0159 Fax (865) 463-0668
www.clintonschools.org

Clinton City SCHOOLS
TRADITION OF EXCELLENCE

To: Clinton City School Board of Education

From: Scott B. Rhea, Accounting and Facilities SBR
Kelly Johnson, Director of Schools

Date: August 9, 2018

Re: **Substitute Teacher Salary 2017-18 & 2018-19**

The following Substitute Teacher salary schedule will be added to the schedules of salaries previously approved by the Board:

Substitute Teacher	$60.00 per day

Director Report
August 9, 2018

- The school year is off to a great start! We implemented a "Meet the Teacher" night this year prior to the school year beginning. Parents and students were able to find classrooms, drop off school supplies, pick up beginning of the year paperwork, and meet the teachers. It was a great success and aided in a smooth first day of school!

- We are still in the process of finalizing actual student enrollment numbers. Some systems did not start until this week, so we are still in the process of enrolling students and receiving record's requests from other districts.

- Our annual IDEA Review went well. Clinton City Schools was found to be in compliance in all areas. Congrats to Suzanne and her special education team!

- I would like congratulate Kimberly O'Dell and Jason Glashauser for serving as TDOE state trainers this summer in science and music respectively. They represented Clinton City Schools well!

- I would also like to thank the following teachers for serving as Science and Social Studies Lead Teachers this year. This year, they will be leading training, creating pacing/resources, and facilitating collaborative conversations with teachers as we learn and implement new standards.

Science LEADS

Suzie Boyd and Lori Collins: Facilitators
Kindergarten: Katie Beal/Christy Adkins
First: Lorrie Irwin
Second: Lauren Neal
Third: Kara Green
Fourth: Vicki Bible
Fifth: Megan Amos
Sixth: Kimberly O'Dell

Social Studies LEADS

Suzie Boyd and Lori Collins: Facilitators
K-2: Implementing Through Literacy in PLCs
Third: Jyl Smithson
Fourth: Brandi Boshears
Fifth: Rebecca Sharp
Sixth: Whitney Hawkins

- We are pleased to announce that TN Ready results are starting to roll our way! In 3-5th grade we are in the top 15% of school districts across the state in terms of achievement for both Reading and Math (15th in Reading, 21st in Math). In 6th grade, our district ranked 3rd in Math and 2nd in ELA in the state. We are very proud of the accomplishments of our students and teachers! Value-Added scores will be made public in the next few weeks.

- We implemented Portfolios for Pre-K, K and 1st grade this year as part of the teacher evaluation process. We are proud to announce that our average across the system with this new process as a 4.75 out of 5!!! Our teachers did GREAT!

- Our Read 20 program this summer was a huge success! I would like to congratulate Wesley Gomez, Bryson Breeden, and Blake Leverknight for winning a HD Kindle Fire from MyOn for reading the most minutes in each school! Great job!

- We served approximately 3,000 meals at NCES this summer as part of our Summer Lunch Program. The numbers were significantly higher in June than in July. Overall, this program was a huge success!

- As we begin this year, our focus will remain on using collective efficacy to sustain our Tradition of Excellence. We will continue to hold high expectations with an abundance of support through the philosophy of growth mindset and resilience. We will incorporate restorative circles as a way to build strong relationships with students and meet emotional needs to support learning and behavior. We look forward to a GREAT year!