DEPARTMENT OF FINANCE

Reference Guide

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Office of Finance

Contact Information

Chief Financial Officer, Pam Anstey
Coe, Room 226 – 416-5461

160 S. Hollywood Street
Francis E. Coe Administration Building or 'Coe" Building
Memphis, TN 38112

- ➢ **Accounting and Financial Reporting**, Coe, Room 226 - 416-5461

- ➢ **Accounts Payable**, Coe, Room 250 - 416-5407

- ➢ **Budget & Fiscal Planning**, Coe , Room 250- 416-5620

- ➢ **Contracts**, Coe, Room 206 - 416-1143

- ➢ **Payroll**, Coe, Room 130 - 416-5402

Finance Department

The Finance Department is responsible for managing the overall budget development, accounting, treasury, payroll, contract administration, financial reporting and financial services operations of the District.

These responsibilities include:

➢ Managing internal controls to mitigate risk
➢ Creating and presenting financial status and financial condition reports to internal and external parties, ensuring that the official accounting records of the District are up-to-date and accurate
➢ Safe-guarding the assets of the District to minimize risk of financial loss
➢ Creating tools to provide high-quality financial information that supports the District's strategic management initiatives
➢ Ensuring that accounts payable, budget, contract administration and payroll transactions are handled in an accurate and efficient manner
➢ Maintaining position control for the District
➢ Calculating the staffing allocation for school teachers and calculating site-based school budgets based on projected enrollment figures and/or Shelby County Schools policy

Accounting and Financial Reporting

The Accounting and Financial Reporting Department is responsible for presenting monthly and annual financial conditions of the school District along with other information necessary for understanding the District's financial affairs.

These responsibilities include:

➢ Administration of the accounting and financial reporting, including preparation of the annual Comprehensive Annual Financial Report and Annual State Reports
➢ Assist external auditors with the Annual Audit
➢ Fixed asset reporting
➢ Cash Management
➢ Processing and compliance review of in-town travel mileage reimbursements and out-of-town travel requests
➢ Revenue and expenditure monitoring as well as the preparation of periodic forecasts and reports

MILEAGE REIMBURSEMENT SCHEDULE 2013-2014

Monthly mileage reports are to be submitted using the Shelby County Schools Employee Portal. Attached is a copy of the Mileage Reimbursement Schedule and instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate. The mileage reimbursement rate will be 56.5 cents per mile.

Do not accumulate and submit mileage for several months at a time. Only mileage incurred during the month's reporting period will be reimbursed. Please remember mileage reimbursement does not include driving from your residence to your normal work location, as well as the distance from your work location back to your residence.

If you have any questions, please contact Finance, (901) 416-5461. Thank you for your cooperation in this matter.
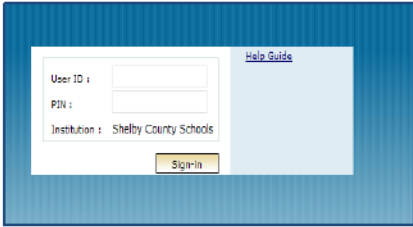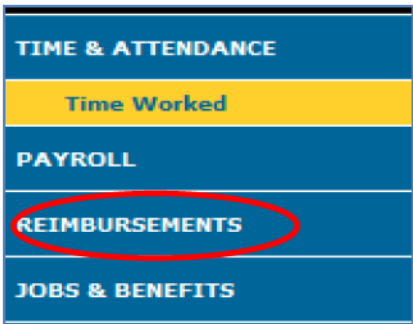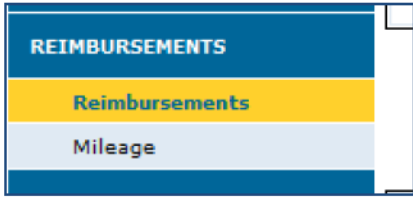
MILEAGE REIMBURSEMENT SCHEDULE
2013-2014

For Month of:	Due in By 12:00 NOON On date listed below:
July 1-31, 2013	08/08/13
August 1-31, 2013	09/09/13
September 1-30, 2013	10/07/13
October 1-31, 2013	11/07/13
November 1-30, 2013	12/09/13
December 1-31, 2013	01/07/14
January 1-31, 2014	02/07/14
February 1-29, 2014	03/07/14
March 1-31, 2014	04/07/14
April 1-30, 2014	05/07/14
May 1-31, 2014	06/06/14
June 1-30, 2014	**06/15/14*** (*Year End Closeout)

- **REPORT MILES DRIVEN MONTHLY.**
- MONTHLY MILEAGE EXPENSE REPORTS ARE DUE ON OR BEFORE THE DUE DATE.
- MILEAGE WILL BE APPROVED BY DESIGNATED PRINCIPALS, MANAGERS AND OR SUPERVISORS.
- IF YOU HAVE A NAME, ADDRESS, AND/OR WORK LOCATION CHANGE, PLEASE CONTACT HUMAN RESOURCES @ 416-5304.

OFFICE OF FINANCE; 07/15/2013

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

1. **Access Shelby County Schools Website**: www.scsk12.org 2. **Click Employees:** Scroll down to Employee Portal	
3. **Log In: User ID and PIN** ***User ID and PIN is your active directory log in***	
4. **Click Reimbursements**	
5. **Click Mileage**	
6. **Click "Enter New Claim"**	

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

7. **Complete Date Field**

8. **Select From and To Locations, a drop down of locations will occur as you type**

9. **Select Round Trip (Yes or No)**

10. **Miles will populate and total miles times mileage reimbursement rate will calculate. If miles _do not_ populate automatically please add the appropriate mileage.**

11. **Add additional From and To Locations if required**

12. **PLEASE SUBMIT ONE REQUEST FOR MILEAGE PER MONTH, ADD ADDITIONAL TO AND FROM LOCATIONS AS NEEDED ON THE SAME REQUEST. DO NOT SUBMIT MULTIPLE FORMS IN THE SAME MONTH**

13. **If you are not finished and would like to come back later click**
    Save, I'm not finished

14. **If you have finished your entries FOR THE MONTH click**
    Submit

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

PAYMENT PROCESS

The mileage reimbursement request is electronically submitted to the Shelby County Schools Accounts Payable Department. <u>Your **_first reimbursement check_** will be mailed directly to you by "SunGard" a division of Regions Bank to the address on file with Human Resources.</u> Also with the check in the mail will be instructions and available options to receive future reimbursements through direct deposit. Please follow the instructions provided and make your preferred choices.

<u>FOR ASSISTANCE PLEASE CALL THE SHELBY COUNTY SCHOOLS OFFICE OF FINANCE:</u>

<u>Cheryl Cummings, (901) 416-5461</u>

SHELBY COUNTY SCHOOLS
TRAVEL AUTHORIZATION AND EXPENSE REPORT
(SEE NEXT PAGE FOR REGULATIONS)

This form must be approved by the Authorized Official(s) and a Trip I.D. # assigned by FINANCE prior to making any travel arrangements.　　[Allow 30 Calendar Days to Process Travel Request.]

Travel Agency: Wright Travel (901) 767-2080 or Bartlett Travel (901) 373-5400

Trip I. D. # _____

*** MUST BE COMPLETED ***

Vendor # _____　　Name _____　　Social Security # _____

Fund _____　　Position _____　　Dept./Div./School _____

Function _____

Object _____　　Destination _____　　Purpose for Trip _____

Department _____

Location _____　　Departure Date _____　　Time _____　　Number of Reimbursable

Project _____　　Return Date _____　　Time _____　　Days _____

Phone No. _____　　Fax No. _____

Email form to: _____

(Registration itinerary and receipts must be attached)

	TRIP EXPENSES			
	ESTIMATED EXPENSES	PRE-PAID NO REIMBURSEMENT	REIMBURSE TRAVELER	REIMBURSE SCHOOL
I. TRANSPORTATION Travel Agency: Wright Travel ~ (901) 767-2080 or Bartlett Travel ~ (901) 373-5400				
(A) Airline (name) _____	$	$	$	$
(B) Parking (receipts required) _____				
Taxi, Shuttle, etc. (see regulations) _____				
(C) ☐ Board Car ☐ Personal Car _____ MILES @.561/2c				
II. FOOD				
(A) Breakfast(s) # _____ @ $10.00 Maximum Each				
(B) Lunch(s) # _____ @ $10.00 Maximum Each				
(C) Dinner(s) # _____ @ $25.00 Maximum Each				
III. LODGING Hotel (name) _____				
Exception Justification: _____				
IV. MISCELLANEOUS				
Business Phone Calls, Faxes _____				
Registration Fees (Itinerary must be attached)				
Other: (Explain)				
V. REIMBURSEMENT BY AN OUTSIDE AGENCY Agency _____ Amount $ _____				
TOTAL PER COLUMN	$	$ (B)	$ (C)	$ (D)

TOTAL COST OF TRIP　　(B+C+D)　　　　(B+C+D) → $ _____

ADVANCE DRAW {$100 Minimum Request} (A) ($ _____)

AMOUNT YOU OWE　　(IF A IS MORE THAN C)　　$ _____

REFUND DUE TO YOU　　(IF C IS MORE THAN A)　　$ _____

REFUND DUE TO SCHOOL　　(D)　　$ _____

*** FOR OFFICIAL USE ONLY ***

ADVANCE CK# _____

EXPENSE CK #

Trip Canceled
Check Returned

I certify that the foregoing report is correct and is in compliance with SCS travel regulations.

Travel Authorization	Expense Report
Traveler's Signature	Traveler's Signature
Date	Date

Travel Authorization Approval	Expense Approval
Authorized Official's Signature / Date	Authorized Official's Signature / Date
Principal's Signature / Date	Principal's Signature / Date

Traveler's Home Address (Include Zip Code)

Signature / Date (If Required)

(See back for Regulations)

OUT OF TOWN TRAVEL REGULATIONS FOR SHELBY COUNTY SCHOOLS

Travel authorization must be approved by authorized official(s) ; and a Trip I.D. number assigned by the Department of Accounting and Reporting prior to making any travel arrangements. Registration itinerary **MUST** be attached. Allow 30 calendar days to process travel requests.

The Department of Accounting and Reporting will provide you with a copy of the approval form with the Trip I.D. number. This number must be given to the travel agency before charges can be made to the Shelby County Schools account. Retain duplicate to submit with your expense report.

Travel costs include out-of-town expenses for transportation, lodging, meals and incidental costs incurred while on official business for Shelby County Schools for which proper approval has been obtained. Discretion and regulations should be followed when incurring travel expenses. Supporting documentation must be maintained and attached to the Travel Expense Report form, which must be filed in the Department of Accounting and Reporting within five (5) to seven (7) calendar days after returning from the trip. **If the trip is cancelled, the Department of Accounting and Reporting should be notified and advance draw checks returned immediately**.

1. **TRANSPORTATION**

   (A)   Travel by scheduled airline will be at tourist class fare. If transportation costs are not prepaid by the school system, ticket stubs must be attached as supporting evidence. **Air travel insurance is not reimbursable**. Travel arrangements are to be made through the school system's authorized travel agencies.

   (B)   All parking receipts must be attached as supporting evidence (regardless of the total cost of "B"). If the total cost of transportation item "B" (parking, limo, taxi, and/or shuttle service) is $30.00 or more, each expense must be supported with a receipt to be reimbursed.

2. **FOOD**

   No receipts are expected to be maintained for meals; however, the meals should be itemized. Tips are included in this rate. Breakfast may be included **only when the trip begins before 8:00 a.m.** Dinner may be included **if the trip is concluded after 6:00 p.m.** Meals are not reimbursable if they are included in conference registration fees and cannot be claimed on your travel expense form.

   Meals will be reimbursed as follows:

   (A) Breakfast-$10.00   (B) Lunch-$10.00   (C) Dinner-$25.00

3. **LODGING**

   Receipts are required for lodging. Lodging reimbursement is not to exceed the U. S. General Service Administration's domestic per diem rate (GSA) {www.gsa.gov}. Exceptions to these allowances must have prior approval (by the authorizing official and justification on travel form). Laundry is not reimbursable. When a room is shared, each person should ask for a copy of the bill for his/her share of the room cost.

4. **MISCELLANEOUS**

   Telephone charges (long distance and local) incurred while in travel status is acceptable, if necessary in conducting school system business, and should be separately itemized under miscellaneous cost as indicated on the hotel bill. Registration fees are reimbursable under miscellaneous and require receipts as supporting evidence. Other business expenses, within reason, that are properly supported should also be claimed under this section. A maximum of $4.00 is allowed for baggage gratuities.

   If you have any questions, please contact the Shelby County Schools; Department of Accounting and Reporting (901) 416-5461

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

1. Access APECS through this website: **https://apecs.scsk12.org/biz/** **2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.**	
3. Click the menu pane on the left of the screen. **-Select Finance** **-Select GL** **-Select Journal Entry** **-Select Entry**	

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

4. Select the appropriate task from the pull-down menu. **FP = Federal Programs** **NS= Nutrition Services** **PS= Printshop** **WH= Warehouse**	
5. Enter a description of the journal entry in the description box. This will be repeated on each line of the journal entry unless you override it with a different description by line. This entry is required.	
6. For additional clarification, you may include comments in the NOTES box. This is not a required field.	

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

7. Enter the account number with the appropriate debt amount and the account number with the corresponding credit amount.	
8. Click on the paperclip icon under the MENU to add documentation to the journal entry. The paperclip will turn green if you have successfully attached a file.	
9. You may attach a scanned document (.pdf), an Excel file or a Word document as backup documentation to the journal entry. This is REQUIRED. Your entry will be returned to you unapproved if this step is omitted.	

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

10. Click on "Save and Continue" if your entry is incomplete and you need to return to it later to complete OR click on "Save and Post" to begin the approval process.

MONEY DUE BOARD ACCOUNT

Money Due Board is used as a line of credit to the schools. The schools reimburse Shelby County Schools with money received from fundraisers and/or donations for supplies, equipment, and after-school expenses.

Money Due Board and Reimbursements from the schools are one in the same. To inquire about when a reimbursement is appropriate, please contact Internal Audit for further clarification. Contact Felicia Niter in Accounting and Reporting if you have questions regarding the Money Due Board process.

Single item purchases $500.00 and over should be paid for using a district purchase order. Occasionally, ***circumstances*** exist where the school may need to order an item using a district purchase order and reimburse the District from its School Activity Funds. The district will seek reimbursement from the school.

Examples of such circumstances are:

1. Salary expenditures the schools wants to pay with Student Activity Funds must be processed through the District's regular payroll process subject to proper payroll withholdings and reporting. The school can request payment through the district using the money due board account and reimburse the District from School Activity Funds.

2. Purchased equipment and furniture must be inventoried by the district as fixed assets (e.g. computers and accessories, printers, tablets, desks, tables chairs, etc....), these purchases should be made using a district purchase order in order to be automatically recorded as fixed assets. Funding for such purchases may be the result of fund raisers, alumni donations, parent organization donation, etc. The school should use the district purchase order system for single purchases $500 and over using the money due board account and reimburse the district with the collected funds.

3. The school has received a grant award directly and the dollars are to be spent for a specific purpose. Single item purchases $500 and over should be made through procurement by using a district purchase order. In order to start the process the school may begin purchasing using the money due board account and reimburse the District using Student Activity Funds.

4. Contact the Department of Accounting and Financial Reporting for money due board account numbers for your location.

Contact: Shelby County Schools
            Office of Finance
            Department of Accounting and Financial Reporting
            160 S. Hollywood, Room 226
            Memphis, TN 38112
            Felicia Niter, Accounting Associate
            (901) 416 – 5461

Accounting and Reporting

Contact Information

Teresa K. Winter, Director
Coe, Room 226 - 416-5440

➤	Angela Carr, Manager	416-6482
➤	Carla Smith, Manager	416-5587
➤	Mildred Davis, Senior Accountant	416-9973
➤	Judy Floyd, Senior Accountant	416-5796
➤	Mike Maclin, Senior Accountant	416-5702
➤	Teresa Todd, Senior Accountant	416-1131
➤	Main Line	416-5461

Finance and Business Systems

Contact Information

Beverly Mitchell, Manager
Coe, Room 226 - 416-5618

➢ Cheryl Cummings, Accounting Associate   416-5461

➢ Sam McEwen, Accounting Associate   416-5701

➢ Felicia Niter, Accounting Associate   416-5599

➢ Main Line   416-5461

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Accounts Payable

The Accounts Payable Department seeks to ensure the timely disbursement of payments to vendors, contractors and others in compliance with established and legal contractual terms.

These responsibilities include:

➢ Processing all check requests and contract payment requests initiated by District personnel, ensuring that all supporting documentation and approvals for payment are in compliance with established procedures
➢ Generates and mails checks
➢ Processes travel advances and expense reports and issues 1099-MISC forms to applicable providers of services as required by Internal Revenue Services' regulations

ACCOUNTS PAYABLE PROCESSING INFORMATION

Requisitions are created in APECS by the requisitioner (employee initiating requisition). The requisition goes through approval and routing. Once approved, the system electronically forwards to the Procurement Department where PO's are generated.

Receipts information is entered immediately into the APECS by the Requistioner upon receipt of goods and services when delivered and verified for as part of the three-way matched process for payment. An Accounts Payable staff member will enter the receipt when provided with proof of delivery for issued purchase orders. AP will only receipt for blanket PO's or 90+ days overdue invoices.

Invoices are mailed directly to Accounts Payable, RM C-250, and then entered into the APECS system by AP Staff. Invoices within tolerance limits are expensed upon authorization. However, if the receipt has not been entered, the system places the invoice on hold. Once the receipt is entered, the system removes the hold and the payment is released based upon the due date on the invoice.

Invoice amounts greater than tolerance limits are returned to Procurement for investigation resulting in either a request for credit or a supplement (change) to the purchase order.

Authorized Invoices and support documentation are scanned and attached to the appropriate payable invoice file in APECS by vendor number and invoice number. The attachments are used for verification of support documentation.

Payment Requests with Invoices flow from schools to Accounts Payable. Payment Requests are verified for signature approvals, appropriate support documentation, and District authorized dollar amounts. (Schools are not allowed to purchase items that require board approval or require bidding procedures through Procurement). Invoices with proper signature approval and School PO's within limits are processed as a direct expense in Accounts Payable.

Invoices received by Accounts Payable that are supported by a School Purchase Order Number will be returned for the school to process the payment by completing a Payment Request. The school should not pay for anything that is site-based. If a School purchases an item with a school PO and the purchase is less than $500.00, then the school will have to send it to AP for payment. All purchases over $500.00 must be on a purchase order.

Reimbursement Requests with a copy of documentation are used to make vendor payment; copy of the check and credit card receipt along with the invoice or vendor receipt are attached to the Reimbursement Request from schools or requestor to Accounts Payable. AP verifies that the amount requested matches the invoice amount (excluding tax) with the check amount and requested reimbursement. Appropriate signatures are also checked. If the reimbursement resulted from a purchase made by a school using a School PO within the dollar amount guidelines, then the Reimbursement is processed in Accounts Payable. *Reimbursement will not include any taxes. Accounts Payable will automatically reduce the reimbursement payment by the tax charged. The Reimbursement cannot exceed $500.00 per purchase. PLEASE DO NOT SPLIT VENDOR'S INVOICES INTO MULTIPLE PAYMENTS; this is a violation of District policies and accounting procedures.*

Maintenance Warehouse Emergency Repair Purchases are initiated by a Work Order System. Craftsmen are sent to investigate needs. Supplies not available from the warehouse are purchased from local suppliers. Craftsmen call the Maintenance Division for verbal approval to make the purchase from the supply store. The Maintenance Division records the PO numbers and basic information. The craftsman provides the PO number to the vendor. Invoices are mailed to Accounts Payable, RM C250, with a copy of the MW attached. Requisitions using the MW PO number are generated by Maintenance creating a purchase order in APECS. Invoices are not entered on Maintenance Warehouse Emergency Repair Purchases until the PO received is created in APECS.

Travel is handled using Travel Advance and Expense Reimbursement forms which are received and recorded in Fiscal Services. Each Travel Advance and Reimbursement is assigned a trip ID number by Fiscal Services (see travel procedures). These forms serve as the invoice and are entered as a direct expense by Accounts Payable only after a trip ID has been assigned.

Copiers' Lease and Maintenance agreements must be approved and signed by Contract Services prior to acquiring a copier. An annual blanket purchase order must be created in APECS on July 1st of each year to cover the current year charges for the lease and estimated maintenance by vendor regardless of the number of pre-existing copiers on a blanket purchase order; please record the make, model and serial number for each copier in the note section when creating the purchase order.

If the company that provides the lease of the copier is different from the company providing copier maintenance, a separate purchase order must be created to cover the expense for school fiscal year. Usually the number of copies that run through the copier during the month will determine the price of maintenance. Each location must establish a person and time monthly to read and call in the copier's meter reading to the vendor. The vendor will submit their invoice to Accounts Payable, where the meter reading will be notated as the invoices are entered for payment.

The financial secretary is responsible for contacting the lease company in writing of their intent to terminate the copier lease agreement. Failure to do so can obligate the school, department or District to another year's lease. Constance Bolton can assist you with any details regarding copiers.

Cellular Phones are authorized by Information Technology (IT), ordered by Procurement and paid through Accounts Payable in order to secure E-Rate reimbursement for school related cellular services. Only authorized personnel may order cell phones and the request must be submitted on a Cell Phone Approval Form and sent to Procurement or IT, not AP.

Checks are processed for payment every Monday, Wednesday and Friday and will be mailed directly to the vendors by "SunGard," a division of Regions Bank to the address on file in APECS.

INSTRUCTIONS FOR ENTERING RECEIPTS INTO APECS

1. Access APECS through this website: hhtps://apecs.scsk12.org.biz/
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" and you not have to re-enter your user name the next time you log in.

3. Click the menu>Finance>PO>PO receiving
4. Enter the PO number. Search.
5. Click on the PO green actions icon in the first box.
6. Go to Post Receiving Detail
7. Receipt each item that you have received under "Qty Recv"
8. Save

INSTRUCTIONS FOR ENTERING RECEIPTS INTO APECS

Shelby County Schools

REIMBURSEMENT REQUEST

Memphis, Tennessee

School/Dept./Div. _____

Location Code _____   Telephone _____

<table>
<tr><td colspan="2">Check No. or Reimbursement No.</td></tr>
<tr><td colspan="2">_____
Please Print</td></tr>
<tr><td colspan="2">Reimbursement for school checks must be submitted separately. School Check Number must be used for If your reimbursement does not involve a school check, you may create your own reimbursement number using alpha-numeric 10 digit maximum.</td></tr>
</table>

Requisitioner _____

Pay to: _____

Pay to Address: _____

Vendor Number _____ (required) or secure Bid Request Application from the Procurement Web Page; have vendor complete and return to you for submitting with your Payment Request. If business is registered in Shelby Co. - Business License Number _____

Fund	Function	Object	Department	Location	Project	Invoice Number or Description of Payment *Attach original invoice, registration form, subscription renewal form, contract, etc.*	Total
						Reimbursement- Check Deposited should have gone to John Leatherwood	
							$ - **Payment Total**

Justification: _____

_____

A Superintendent _____ Date _____

P Director _____ Date _____

P Principal _____ Date _____

R

O Department Head _____ Date _____

V

E Manager _____ Date _____

D Other (Title) _____ Date _____

Maintain copy of this form for your records. For questions call Accounts Payable @ 416-5407.

8/15/2013

Memphis City Schools   **PAYMENT REQUEST**   Memphis, Tennessee

School/Dept./Div. _____

Location Code _____   Telephone _____

Requisitioner _____

<table>
<tr><td>Payment
Request No. _____</td></tr>
<tr><td>Please Print</td></tr>
<tr><td>*This is your reference number
Alpha-numeric 10 digit maximum*</td></tr>
</table>

Pay to: _____

Pay to Address: _____

Vendor Number _____ (required) or secure Bid Request Application from the Procurement Web Page; have vendor complete and return to you for submitting with your Payment Request. If business is registered in Shelby Co. - Business License Number _____ .

Date	Fund	Project	Function	Object	Loc. Code	**Invoice Number or Description of Payment** *Attach original invoice, registration form, subscription renewal form,*	Total
							$ -
							Payment Total

If this Pay Request totals more than $5,000 please provide Board approval date _____

If this has not been before the board, secure the Payment Justification form from the Procurement Web Page, complete and attach.

Justification _____

A Superintendent _____ Date _____

P Deputy Superintendent _____ Date _____

P Associate Superintendent _____ Date _____

R

O Executive Director/Director _____ Date _____

V

E Principal or Supervisor _____ Date _____

D Other (Title) _____ Date _____

Maintain copy of this form for your records. For questions call Accounts Payable @ 416-5407.

/lm   Shared\Forms\12 Reimbursement Request form
Sheet1

Accounts Payable

Contact Information

Shirley Page, Manager
Coe, Room 250 - 416-5795

> Jami Bodkin, Accounts Payable Associate   416-5348

> Constance Bolton, Accounts Payable Associate   416-5350

> Shelia Gaston, Accounts Payable Associate   416-5374

> Nancy Hill, Accounts Payable Associate   416-5381

> Jennifer Lawson, Accounts Payable Associate   416-5372

> David Lowe, Accounts Payable Associate   416-5375

> Danita Williams, Accounts Payable Associate   416-5407

> Main Line   416-5407

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Budget and Fiscal Planning

The Budget and Fiscal Planning Department's primary objective to provide financial planning management services to schools, departments, the Superintendent, the Board of Education and community stakeholders to ensure financial integrity and effective use of resources. In addition, Budget and Fiscal Planning maximizes the District's resources by identifying cost-saving measures, monitoring fiscal trends, assisting other divisions in developing their budgets, evaluating performance indicators and making improvements to the budget process.

These responsibilities include:

➢ Preparation of the Annual Operating Budget
➢ Preparation and submission of the annual budget to the State Department of Education
➢ Processing of year-round budget transfers and revisions
➢ Provision of year-round technical assistance to all Divisions, schools, etc.
➢ Provision of fiscal and forecasting analyses on a monthly, annual and ad hoc basis
➢ Calculation of staffing allocation which determines number of general education teachers per school based on student population
➢ Calculation of site-based budget allocations of each regular instruction school location

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

1. **Access APECS through this website:** **https://apecs.scsk12.org/biz/** 2. **Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.**	

3. **Click the menu pane on the left of the screen**
    -Select Finance
    -Select Budget Transfer/Revision
    -Select Transfer	
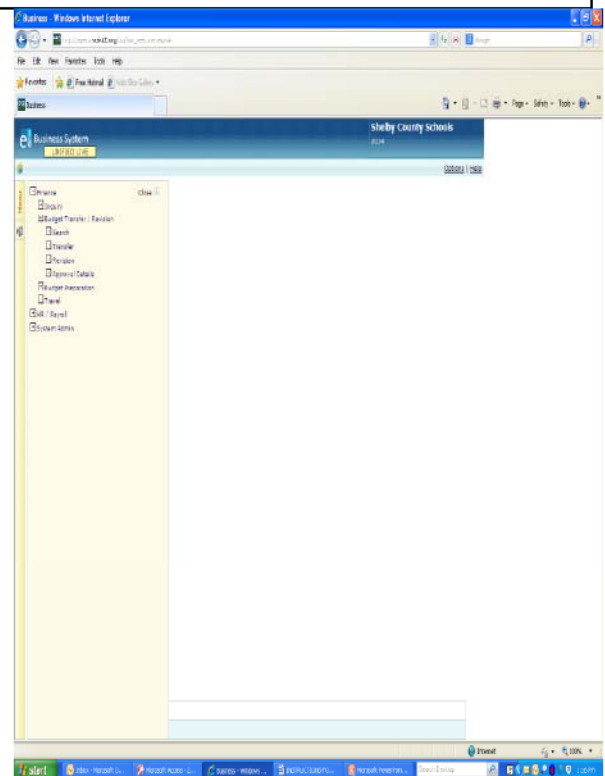
INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

4. **This is the budget grid used to enter the budget transfer. In the "Description" field, type in wording to describe this new budget transfer. This information is mandatory. In the middle of the page, there is the budget transfer grid. Go to the first line of the grid and in the "Account No." row, click on**

"Searchlight/Flashlight"

If you have support documents for the budget transfer you can attach it by clicking on the paper clip.

It is located on the left under the word "menu".

For non-school APECS users, complete The "Justification of Budget Transfer" Form and attach with paper clip function.

There is a section provided where notes can be added. This section enables you to enter a more thorough/detailed description of the budget transfer.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

5. **Key in account information in the account number grid at the top of the search box. Note: A full chart of accounts has been provided for your use in determining your new account numbers. You can search on components of the account number such as the fund and department or any combination of the following: Fund, function, object, department, location or project.**

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

6. Once you have entered the portion of the account you desire to search on, click the Search button. All of the account(s) meeting the criteria you entered will be displayed in the grid below with the name of the account displayed beside it.	
7. To select a specific account to adjust, select it by clicking on the underlined account number. The account will populate the "Budget Transfer Screen".	

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

8. In the column titled amount, enter a positive number to increase the budget or enter a negative number to decrease the budget of a specific account number. Type in a brief description of the transfer in space provided adjacent to the account number. For the next line of the budget transfer, click on the "Searchlight/Flashlight" on the next line. The account you searched in step #6 will still show in the search box, if the account you want is in the search results, click on it, if not, repeat step #6 to search for new account numbers. Repeat above steps for as many account numbers you want to adjust in your budget transfer. Remember that the total of all amounts must equal zero.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

9. **After you have finished the budget transfer, it is time to save it. You have two options:**

   -If you haven't finished working on the transfer, you can click the "Save and Continue" button. This will allow you to go back and make changes and update it at a later time and then forward it for approval. Note a budget transfer number is assigned to the transfer once you click save and continue.

   -If the budget is ready for approval, click on the "Save and Post" button. This will send it immediately to the first person in the approval queue.

   If you are a Financial Secretary, then your Principal will need to approve your transfer. If you work in another area, then your Budget Center Manager or Department Head will approve your transfer. After your transfer has been approved it will be routed to Budget Services for approval and posting.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

10. To access an incomplete budget transfer, log onto APECS, as in step #2 above.

    Click the menu pane on the left of the screen
    -Select Finance
    -Select Search
     The grid on the right will be displayed.
    -Click on the drop down box next to "Status".
    -Select Incomplete
    -All incomplete budget transfers you have not submitted for approval will populate in the lower grid.
    -Click on the budget transfer you wish to complete.

JUSTIFICATION OF BUDGET TRANSFER:

    Nature:

    Rational/Computation:

    The Need:

    Impact If Not Funded:

    Strategic Goal:

    What are the mandatory/unforeseen expenditures?

    How/when did the expenditures arise?

    Why are services needed now?

    What is the estimate for the entire length of time the district will use the services?

    What will happen to those expenditures?
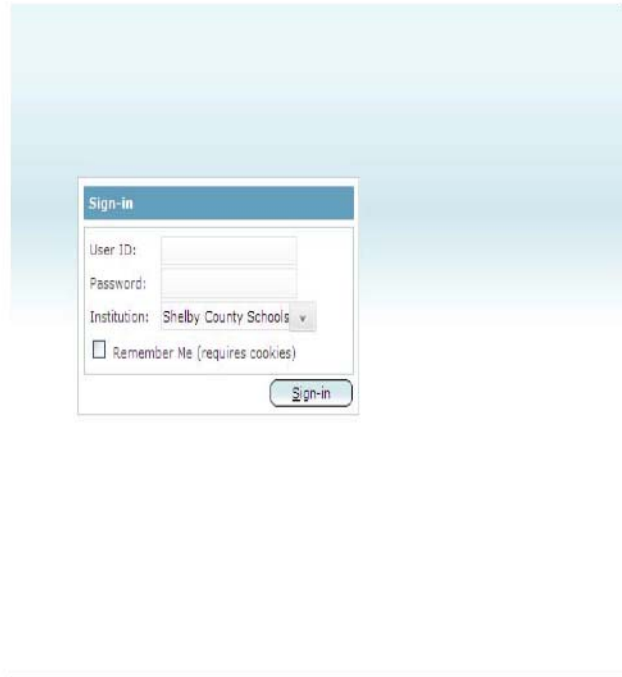
    How will they be addressed?

    Were justified funds not needed in the beginning?

    Should the budget be re-aligned?

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

1. **Access APECS through this website:** https://apecs.scsk12.org/biz/ 2. **Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.**	

3. **Click the menu pane on the left of the screen.**
    -Select Finance
    -Select Inquiry
    -Select Accounts
    -Select Search	
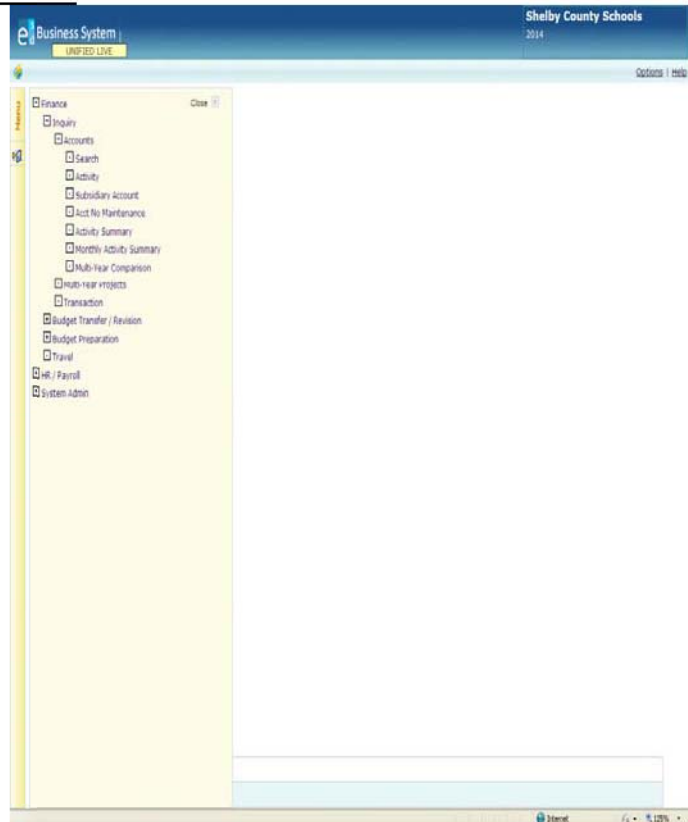
INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

4. In the search box enter the full account number or part of the account number such as the fund, function, object, department, location or project. Click the search button. All of the accounts matching the search criteria you entered will be displayed.

For each account displayed you will see the beginning budget, adjusted budget, YTD activity, encumbrances, and current balance.

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

5. **To view detailed activity for a particular account, click on the arrow to the left of the account and choose the option "account activity'. The detailed transactions for the 'YTD Activity" amount will be displayed on the next screen.**

   If there is further drill-down or detail information for the transaction, a green arrow will be next to the transaction. Click on the arrow and select an option that is available for that expenditure.

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

6. You can click on the various tabs (next to the menu bar) such as, 'Activity', 'Activity Summary', 'Monthly Activity Summary' and 'Multi-Year Comparison" to see different views of the account.

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

7. You can also search for transactions. To access this feature, log onto APECS, Click the menu pane on the left of the screen.

   -Select Finance
   -Select Inquiry
   -Select Transaction

When the screen opens up, click on the "Advanced search' tab at the top of the screen. When the grid opens up at the bottom, key in the account number you wish to search on or a portion of the account number such as the fund, function, object, department, location or project. Click the search button.

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

8.	All of the transactions meeting the criteria of the account combination you entered will be displayed on the screen.

POSITION CONTROL

An integral part of the District's adopted budget is Position Control which defines the approved budgeted positions. The purpose of Position Control is to ensure that the District's staffing does not exceed its authorized positions. The Position control budget is maintained by the Budget Services Division.

Each school and department is allocated a certain number of General Fund positions which are tied to budgetary coding and assigned position control numbers. For example, Arlington Elementary School is assigned the following allocation for General Instruction:

Position Type	FTE
Principal-Elementary	1
Assistant Principal-Elementary	2
Classroom Teacher K-5	42
Classroom Teacher ESL	1
Classroom Teacher Special Educ.	4
Classroom Teacher Special Skills	6
Clerical Assistant	3
Educational Assistant	4
Librarian	1
Special Education Clerical	1
Professional Counselor	1
Total General Fund Positions	66

EMPLOYEE MOVEMENT

If for any reason a Principal or any other employee moves to another location, Budget Services cannot simply change the cost center of the employee because, as stated above, the position is tied to the budgetary coding. Employment Services will need to physically move the Principal/employee to the correct position at his or her new location; thus creating a Principal/position vacancy at the previous location. The school or department will need to work with Employment Services and complete the necessary forms to facilitate movement of employees.

BUDGETED SALARY

In addition, the salary of any employee cannot exceed the budgeted position salary. Any salary increase that is requested for an employee by a department administrator for purposes of reclassification, equity or other circumstances must first be approved by Employment Services or Compensation, and the Superintendent makes the final approval. The department administrator must identify funding for the increase as the department or division's budget must remain budget neutral. Savings realized through vacancies cannot be used to fund salary increase requests.

SHELBY COUNTY SCHOOLS
SITE-BASED ALLOCATION AND TEACHER SUPPLIES CALCULATION
FISCAL YEAR 2013-14

Department	Object	Elementary Schools	Middle Schools	High Schools
Admin Property Maintenance	106061, 106062, 106063 or 106064	33600	$ 0.69	$ 0.69	$ 0.69
School Printing and Postage	190001, 190002, 190003 or 190004	34800	0.36	0.36	0.36
Admin Printing and Postage	106061, 106062, 106063 or 106064	34800	0.45	0.45	0.45
School Supplies and Materials	190001, 190002, 190003 or 190004	42900	8.00	8.00	8.00
Admin Supplies and Materials	106061, 106062, 106063 or 106064	49900	3.37	3.37	3.37
Guidance Supplies and Materials	203041, 203042, 203043 or 203044	49900	0.19	0.49	0.49
Library Services Supplies and Materials	102501, 102502, 102503 or 102504	49900	5.10	5.10	5.10
School Furniture and Equipment	190001, 190002, 190003 or 190004	72200	4.25	4.25	6.50
Admin Furniture and Equipment	106061, 106062, 106063 or 106064	70100	5.00	5.00	5.00
Total amount per pupil			$ 27.41	$ 27.71	$ 29.96
Principal Travel (Out of Town and Local)	106061, 106062, 106063 or 106064	35501 or 35502	$ 1,336.00	$ 1,494.00	$ 1,494.00
Assistant Principal Travel (Out of Town and Local) - Allocation times number of VP and APs	106061, 106062, 106063 or 106064	35501 or 35502	$ 17.00	$ 70.00	$ 70.00
Allocation per Teacher			$ 200.00	$ 200.00	$ 200.00
Number of General Education Teachers			3,028	1,349	1,562

SHELBY COUNTY SCHOOLS
DEPARTMENT LISTING AND BUDGET SUPPORT
BY EXECUTIVE STAFF

Fiscal Year 2013-2014

GENERAL FUND

Executive Staff	Department	Description	Budget Center Manager	BCM Support	Budget Support
Billy Orgel	010000	BOARD OF EDUCATION	David Stephens	Bethany McConville	Alicia Lindsey
Dorsey Hopson	020000	SUPERINTENDENT	Dorsey Hopson	Kimberly Harris	Alicia Lindsey
	030000	GENERAL COUNSEL	Dorsey Hopson	Kimberly Harris	Alicia Lindsey
	030100	LABOR RELATIONS	Chantay Branch	Priscilla Roberts	Rosa Gilmore
	030200	POLICY	Natalie McKinney	Shauntiska Franklin	Rosa Gilmore
Reginald Porter, Jr.	020100	CHIEF OF STAFF	Reginald Porter, Jr.	Tiffany Crutchfield	Rosa Gilmore
Pamela Anstey	320000	FINANCE	Pamela Anstey	Beverly Mitchell	Waltina Pearson
	321000	ACCOUNTING AND REPORTING	Teresa Winter	Beverly Mitchell	Waltina Pearson
	322000	BUDGET AND FISCAL PLANNING	Alicia Lindsey	Waltina Pearson	Waltina Pearson
	323000	PAYROLL	Teresa Winter	Camille Noah-Hubbard	Waltina Pearson
	324000	CONTRACTS	Sybille Noble	Belinda Hardrick	Waltina Pearson
	324010	ACCOUNTS PAYABLE	Teresa Winter	Shirley Page	Waltina Pearson
	400000	DEBT SERVICE	Teresa Winter	Alicia Lindsey	Rosa Gilmore
	560000	OTHER POTENTIAL USES	Teresa Winter	Alicia Lindsey	Rosa Gilmore
	600000	REGULAR CAPITAL OUTLAY	Teresa Winter	Alicia Lindsey	Rosa Gilmore
	211000	CHARTER SCHOOLS	Brad Leon	Margaret Featherston	Alicia Lindsey
Melvin Burgess	040000	INTERNAL AUDIT	Melvin Burgess	Darlene Lesuer	Rosa Gilmore
Herchel Burton	200000	STUDENT SERVICES	Herchel Burton	Ellander Jones	Rosa Gilmore
	201000	ATTENDANCE & DISCIPLINE	Angela Hargrove	Ellander Jones	Rosa Gilmore
	203000	STUDENT SUPPORT	Wayne Booker	Sandra Clark	Rosa Gilmore
	203001	STUDENT SUPPORT-ELEMENTARY	Wayne Booker	Sandra Clark	Taurus Currie
	203002	STUDENT SUPPORT-MIDDLE	Wayne Booker	Sandra Clark	Taurus Currie
	203003	STUDENT SUPPORT-K8	Wayne Booker	Sandra Clark	Taurus Currie
	203004	STUDENT SUPPORT-HIGH	Wayne Booker	Sandra Clark	Taurus Currie
	203010	ATHLETICS	Wayne Booker	Sandra Clark	Waltina Pearson
	203020	JROTC	Wayne Booker	Sandra Clark	Waltina Pearson
	203030	DRIVERS ED	Wayne Booker	Sandra Clark	Waltina Pearson
	203040	GUIDANCE COUNSELING	Wayne Booker	Sandra Clark	Taurus Currie
	203041	GUIDANCE COUNSELING-ELEMENTARY	Wayne Booker	Sandra Clark	Taurus Currie
	203042	GUIDANCE COUNSELING-MIDDLE	Wayne Booker	Sandra Clark	Taurus Currie
	203043	GUIDANCE COUNSELING-K8	Wayne Booker	Sandra Clark	Taurus Currie
	203044	GUIDANCE COUNSELING-HIGH	Wayne Booker	Sandra Clark	Taurus Currie
	203100	MONEY DUE BOARD(SCHOOL REIMBURSEMENT)	Wayne Booker	Sandra Clark	Rosa Gilmore
	204000	COORDINATED SCHOOL HEALTH	Shunji Brown Woods	Marsha White	Rosa Gilmore
Gerald Darling	202000	SAFETY & SECURITY	Carolyn Jackson	Larry Hill	Rosa Gilmore
Hitesh Haria	330000	RISK MANAGEMENT	Denise Sharpe	Laterica Rose	Rosa Gilmore
	331000	BUSINESS OPERATIONS ADMIN	Hitesh Haria	Trinette Small	Rosa Gilmore
	332000	TRANSPORTATION	Hitesh Haria	Karen Moxley	Rosa Gilmore
	332010	SPECIAL EDUCATION TRANSPORTATION	Hitesh Haria	Karen Moxley	Rosa Gilmore
	333000	PROCUREMENT	Jackie Saunders	Wendy Partee	Rosa Gilmore
	334000	FACILITIES	Brian Shipp	Jada Kirk	Aetna Smith
	335000	FACILITIES PLANNING AND PROPERTY	Denise Sharpe	Jada Kirk	Aetna Smith
	336000	NUTRITION SERVICES	Anthony Geraci	Frank Cook	Aetna Smith
	337000	WAREHOUSING	Brian Shipp	Jada Kirk	Aetna Smith
Brad Leon	210000	INNOVATION OFFICE	Brad Leon	Margaret Featherston	Aetna Smith
	212000	DISTRICT INNOVATIONS	Brad Leon	Margaret Featherston	Aetna Smith
	212010	PERFORMANCE MANAGEMENT PLANNING	Brad Leon	Margaret Featherston	Aetna Smith
	212020	VIRTUAL SCHOOLS	Brad Leon	Margaret Featherston	Aetna Smith
	213000	ASD RELATIONS	Brad Leon	Margaret Featherston	Rosa Gilmore
Laura Link	310000	TALENT MANAGEMENT	Laura Link	Jeannette Lucas	Rosa Gilmore
	311000	PERFORMANCE MANAGEMENT	Eric Linsy	Jeannette Lucas	Rosa Gilmore
	312000	DEVELOPMENT & SUPPORT	Melissa McConnell	Jeannette Lucas	Rosa Gilmore

SHELBY COUNTY SCHOOLS
DEPARTMENT LISTING AND BUDGET SUPPORT
BY EXECUTIVE STAFF

Fiscal Year 2013-2014

GENERAL FUND

Executive Staff	Department	Description	Budget Center Manager	BCM Support	Budget Support
Roderick Richmond	100000	ACADEMIC OFFICE	Roderick Richmond	Lynda Black	Alicia Lindsey
	102000	CURRICULUM	Linda Kennard	Sandra Stremming	Alicia Lindsey
	102010	ENGLISH SECOND LANGUAGE	Margaret Montgomery	JoAnn Armstrong	Alicia Lindsey
	102011	ENGLISH SECOND LANGUAGE ELEMENTARY	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102012	ENGLISH SECOND LANGUAGE MIDDLE	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102013	ENGLISH SECOND LANGUAGE K8	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102014	ENGLISH SECOND LANGUAGE HIGH	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102020	STEM	Dedric McGhee	Yvonne (Renay) Dowell	Alicia Lindsey
	102030	LITERACY	Todd Goforth	Jennifer Davis	Alicia Lindsey
	102040	MATHEMATICS	Dedric McGhee	Yvonne (Renay) Dowell	Alicia Lindsey
	102050	SCIENCE	Dedric McGhee	Yvonne (Renay) Dowell	Alicia Lindsey
	102060	SOCIAL STUDIES	Todd Goforth	Jennifer Davis	Alicia Lindsey
	102071	ELEMENTARY MUSIC AND ART	Todd Goforth	Jennifer Davis	Taurus Currie
	102081	SUMMER SCHOOL	Linda Kennard	Denise Swan	Waltina Pearson
	102090	PRE-K	Deanna McClendon	Sherri Walker	Waltina Pearson
	102091	ELEMENTARY PHYSICAL EDUCATION	Dedric McGhee	Yvonne (Renay) Dowell	Taurus Currie
	102100	TEXTBOOKS	Margaret Montgomery	JoAnn Armstrong	Alicia Lindsey
	102200	WORLD LANGUAGES	Todd Goforth	Jennifer Davis	Taurus Currie
	102300	BAND AND STRINGS	Linda Kennard	Jennifer Davis	Taurus Currie
	102310	BAND INSTRUMENT REPAIR	Brian Shipp	Jada Kirk	Aetna Smith
	102500	LIBRARIANS	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102501	LIBRARIANS-ELEMENTARY	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102502	LIBRARIANS-MIDDLE	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102503	LIBRARIANS-K8	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102504	LIBRARIANS-HIGH	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
	102600	EDUCATIONAL SUPPORT	Margaret Montgomery	JoAnn Armstrong	Alicia Lindsey
	102700	DISTRICT INITIATIVES	Roderick Richmond	Lynda Black	Alicia Lindsey
	103000	CAREER AND TECHNICAL EDUCATION	Clark Knight	Chrystal Robinson	Taurus Currie
	103010	ADULT EDUCATION	Clark Knight	Chrystal Robinson	Taurus Currie
	104000	EXCEPTIONAL CHILDREN	Patricia Toarmina	Tony Bell	Taurus Currie
	104001	EXCEPTIONAL CHILDREN-ELEMENTARY	Patricia Toarmina	Tony Bell	Taurus Currie
	104002	EXCEPTIONAL CHILDREN-MIDDLE	Patricia Toarmina	Tony Bell	Taurus Currie
	104003	EXCEPTIONAL CHILDREN-K8	Patricia Toarmina	Tony Bell	Taurus Currie
	104004	EXCEPTIONAL CHILDREN-HIGH	Patricia Toarmina	Tony Bell	Taurus Currie
	104010	EXCEPTIONAL CHILDREN-HOMEBOUND & HOSPITAL	Patricia Toarmina	Tony Bell	Taurus Currie
	104020	EXCEPTIONAL CHILDREN-GIFTED	Patricia Toarmina	Tony Bell	Taurus Currie
	104030	EXCEPTIONAL CHILDREN SCHOOLS ADMIN	Patricia Toarmina	Tony Bell	Taurus Currie
	104040	EXCEPTIONAL CHILDREN ADMINISTRATION	Patricia Toarmina	Tony Bell	Taurus Currie
	105000	FEDERAL PROGRAMS	Marjorie Douglas	Derrick Morris	Taurus Currie
	106000	REGIONAL SUPERINTENDENTS	Roderick Richmond	Lynda Black	Rosa Gilmore
	106010	NORTHWEST REGION	Catherine Battle	Dorothy Boyd	Rosa Gilmore
	106020	NORTHEAST REGION	Kevin McCarthy	Sherry Ray	Rosa Gilmore
	106030	SOUTHWEST REGION	Willie Rhodes	Adrienne Brown	Rosa Gilmore
	106040	SOUTHEAST REGION	Michael Lowe	Patrece Williams	Rosa Gilmore
	106050	SHELBY REGION	Lee-Ann Kight	Vicki McDaniel	Rosa Gilmore
	106060	SCHOOL LEADERSHIP	Roderick Richmond	Lynda Black	Taurus Currie
	106061	SCHOOL LEADERSHIP-ELEMENTARY	Roderick Richmond	Lynda Black	Taurus Currie
	106062	SCHOOL LEADERSHIP-MIDDLE	Roderick Richmond	Lynda Black	Taurus Currie
	106063	SCHOOL LEADERSHIP-K8	Roderick Richmond	Lynda Black	Taurus Currie
	106064	SCHOOL LEADERSHIP-HIGH	Roderick Richmond	Lynda Black	Taurus Currie
	107000	OPTIONAL SCHOOLS	Linda Sklar	Barbara Michalchuk	Erica Smith
	108000	ALTERNATIVE SCHOOLS	Joris Ray	Diane Brooks	Waltina Pearson
	108010	ADOLESCENT PARENTING	Joris Ray	Diane Brooks	Waltina Pearson
	108020	MCS PREP NORTHWEST	Joris Ray	Chemella Branch	Waltina Pearson
	108030	MCS PREP NORTHEAST	Joris Ray	Melita Jordan-Thomas	Waltina Pearson
	108040	MCS PREP SOUTHWEST	Joris Ray	Billy Walker	Waltina Pearson
	108050	MCS PREP SOUTHEAST	Joris Ray	Roger Jones	Waltina Pearson
	108060	IDA B WELLS ACADEMY	Joris Ray	Sandra Johnson	Waltina Pearson
	109000	SCHOOL OPERATIONS	Roderick Richmond	Lynda Black	Taurus Currie
	190000	SCHOOLS	Alicia Lindsey	Taurus Currie	Taurus Currie
	190001	GENERAL EDUCATION - ELEMENTARY	Alicia Lindsey	Taurus Currie	Taurus Currie
	190002	GENERAL EDUCATION - MIDDLE	Alicia Lindsey	Taurus Currie	Taurus Currie
	190003	GENERAL EDUCATION - K8	Alicia Lindsey	Taurus Currie	Taurus Currie
	190004	GENERAL EDUCATION - HIGH	Alicia Lindsey	Taurus Currie	Taurus Currie
	190100	HOLLIS F PRICE	Catherine Battle	Sandra Barnes	Aetna Smith
	190200	MIDDLE COLLEGE	Catherine Battle	Docia Generette	Aetna Smith
	190300	CAREER LADDER	Wayne Booker	Denise Swan	Rosa Gilmore
	190400	EXTENDED CONTRACT	Marjorie Douglas	Denise Swan	Rosa Gilmore
	190500	GENERAL EDUCATION - OTHER	Alicia Lindsey		Taurus Currie

SHELBY COUNTY SCHOOLS
DEPARTMENT LISTING AND BUDGET SUPPORT
BY EXECUTIVE STAFF

Fiscal Year 2013-2014

GENERAL FUND

Executive Staff	Department	Description	Budget Center Manager	BCM Support	Budget Support
David Stephens	102400	SUBSTITUTES	Cerita Butler	Jeannette Lucas	Waltina Pearson
	300000	DEPUTY SUPERINTENDENT	David Stephens	Jeannette Lucas	Waltina Pearson
	301000	COMMUNICATIONS		Jeannette Lucas	Waltina Pearson
	301010	INSTRUCTIONAL TELEVISION	Ted Horrell	Jeannette Lucas	Waltina Pearson
	302000	COMMUNITY OUTREACH AND PARENTAL ENGAGEMENT		Jeannette Lucas	Waltina Pearson
	313000	RECRUITMENT AND STAFFING	Jeff Mayo	Jeannette Lucas	Rosa Gilmore
	315000	COMPENSATION	Laura Link	Jeannette Lucas	Rosa Gilmore
	314000	EMPLOYEE SERVICES	Cerita Butler	Jeannette Lucas	Rosa Gilmore
	325000	BENEFITS	Cerita Butler	Jeannette Lucas	Rosa Gilmore
	325010	BENEFITS - RETIREES	Cerita Butler	Jeannette Lucas	Rosa Gilmore
	350000	DEPUTY SUPERINTENDENT	David Stephens	Margaret Featherston	Rosa Gilmore
Rich Valerga	340000	INFORMATION TECHNOLOGY	Dorren Ball	Renee Walker	Aetna Smith
	341000	RELATIONSHIPS AND CUSTOMER SERVICE	Dorren Ball	Renee Walker	Aetna Smith
	342000	EDUCATION TECHNOLOGY	Lisa Higgins	Renee Walker	Aetna Smith
	343000	TECHNICAL SERVICES	Eric Saunders	Renee Walker	Aetna Smith
William White	220000	PLANNING AND ACCOUNTABILITY	William White	Linda M. Johnson	Aetna Smith
	221000	STUDENT INFO MANAGEMENT	Victor Carr	Robin Dean	Aetna Smith
	222000	ASSESSMENT AND ACCOUNTABILITY	Detrailyn Douglas	Jennifer Trotter	Aetna Smith
	223000	RESEARCH PLANNING AND IMPROVEMENT	Jeffrey Shive	Linda M. Johnson	Aetna Smith

OTHER FUNDS

Fund	Description	Budget Center Manager	BCM Support	Budget Support
07	Capital Improvement Outlay	Brian Shipp	Jada Kirk	Aetna Smith
08	Non-Federal Special Revenue Fund	Teresa Todd		Waltina Pearson
10	Nutrition Services	Frank Cook	Kerry Watkins	Aetna Smith
12	Federal Programs Fund	Marjorie Douglas	Derrick Morris	Taurus Currie

SHELBY COUNTY SCHOOLS
DEPARTMENT LISTING AND BUDGET SUPPORT
BY DEPARTMENT DESCRIPTION

Fiscal Year 2013-2014

GENERAL FUND

Executive Staff	Department	Description	Budget Center Manager	BCM Support	Budget Support
Roderick Richmond	100000	ACADEMIC OFFICE	Roderick Richmond	Lynda Black	Alicia Lindsey
Pamela Anstey	321000	ACCOUNTING AND REPORTING	Teresa Winter	Beverly Mitchell	Waltina Pearson
Pamela Anstey	324010	ACCOUNTS PAYABLE	Teresa Winter	Shirley Page	Waltina Pearson
Roderick Richmond	108010	ADOLESCENT PARENTING	Joris Ray	Diane Brooks	Waltina Pearson
Roderick Richmond	103010	ADULT EDUCATION	Clark Knight	Chrystal Robinson	Taurus Currie
Roderick Richmond	108000	ALTERNATIVE SCHOOLS	Joris Ray	Diane Brooks	Waltina Pearson
Brad Leon	213000	ASD RELATIONS	Brad Leon	Margaret Featherston	Rosa Gilmore
William White	222000	ASSESSMENT AND ACCOUNTABILITY	Detrailyn Douglas	Jennifer Trotter	Aetna Smith
Herchel Burton	203010	ATHLETICS	Wayne Booker	Sandra Clark	Waltina Pearson
Herchel Burton	201000	ATTENDANCE & DISCIPLINE	Angela Hargrove	Ellander Jones	Rosa Gilmore
Roderick Richmond	102300	BAND AND STRINGS	Linda Kennard	Jennifer Davis	Taurus Currie
Roderick Richmond	102310	BAND INSTRUMENT REPAIR	Brian Shipp	Jada Kirk	Aetna Smith
David Stephens	325000	BENEFITS	Cerita Butler	Jeannette Lucas	Rosa Gilmore
David Stephens	325010	BENEFITS - RETIREES	Cerita Butler	Jeannette Lucas	Rosa Gilmore
Billy Orgel	010000	BOARD OF EDUCATION	David Stephens	Bethany McConville	Alicia Lindsey
Pamela Anstey	322000	BUDGET AND FISCAL PLANNING	Alicia Lindsey	Waltina Pearson	Waltina Pearson
Hitesh Haria	331000	BUSINESS OPERATIONS ADMIN	Hitesh Haria	Trinette Small	Rosa Gilmore
Roderick Richmond	103000	CAREER AND TECHNICAL EDUCATION	Clark Knight	Chrystal Robinson	Taurus Currie
Roderick Richmond	190300	CAREER LADDER	Wayne Booker	Denise Swan	Rosa Gilmore
Pamela Anstey	211000	CHARTER SCHOOLS	Brad Leon	Margaret Featherston	Alicia Lindsey
Reginald Porter, Jr.	020100	CHIEF OF STAFF	Reginald Porter, Jr.	Tiffany Crutchfield	Rosa Gilmore
David Stephens	301000	COMMUNICATIONS		Jeannette Lucas	Waltina Pearson
David Stephens	302000	COMMUNITY OUTREACH AND PARENTAL ENGAGEMENT		Jeannette Lucas	Waltina Pearson
David Stephens	315000	COMPENSATION	Laura Link	Jeannette Lucas	Rosa Gilmore
Pamela Anstey	324000	CONTRACTS	Sybille Noble	Belinda Hardrick	Waltina Pearson
Herchel Burton	204000	COORDINATED SCHOOL HEALTH	Shunji Brown Woods	Marsha White	Rosa Gilmore
Roderick Richmond	102000	CURRICULUM	Linda Kennard	Sandra Stremming	Alicia Lindsey
Pamela Anstey	400000	DEBT SERVICE	Teresa Winter	Alicia Lindsey	Rosa Gilmore
David Stephens	300000	DEPUTY SUPERINTENDENT	David Stephens	Jeannette Lucas	Waltina Pearson
David Stephens	350000	DEPUTY SUPERINTENDENT	David Stephens	Margaret Featherston	Rosa Gilmore
Laura Link	312000	DEVELOPMENT & SUPPORT	Melissa McConnell	Jeannette Lucas	Rosa Gilmore
Roderick Richmond	102700	DISTRICT INITIATIVES	Roderick Richmond	Lynda Black	Alicia Lindsey
Brad Leon	212000	DISTRICT INNOVATIONS	Brad Leon	Margaret Featherston	Aetna Smith
Herchel Burton	203030	DRIVERS ED	Wayne Booker	Sandra Clark	Waltina Pearson
Dorren Ball	342000	EDUCATION TECHNOLOGY	Lisa Higgins	Renee Walker	Aetna Smith
Roderick Richmond	102600	EDUCATIONAL SUPPORT	Margaret Montgomery	JoAnn Armstrong	Alicia Lindsey
Roderick Richmond	102071	ELEMENTARY MUSIC AND ART	Todd Goforth	Jennifer Davis	Taurus Currie
Roderick Richmond	102091	ELEMENTARY PHYSICAL EDUCATION	Dedric McGhee	Yvonne (Renay) Dowell	Taurus Currie
David Stephens	314000	EMPLOYEE SERVICES	Cerita Butler	Jeannette Lucas	Rosa Gilmore
Roderick Richmond	102010	ENGLISH SECOND LANGUAGE	Margaret Montgomery	JoAnn Armstrong	Alicia Lindsey
Roderick Richmond	102011	ENGLISH SECOND LANGUAGE ELEMENTARY	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102014	ENGLISH SECOND LANGUAGE HIGH	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102013	ENGLISH SECOND LANGUAGE K8	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102012	ENGLISH SECOND LANGUAGE MIDDLE	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	104000	EXCEPTIONAL CHILDREN	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104040	EXCEPTIONAL CHILDREN ADMINISTRATION	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104030	EXCEPTIONAL CHILDREN SCHOOLS ADMIN	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104001	EXCEPTIONAL CHILDREN-ELEMENTARY	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104020	EXCEPTIONAL CHILDREN-GIFTED	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104004	EXCEPTIONAL CHILDREN-HIGH	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104010	EXCEPTIONAL CHILDREN-HOMEBOUND & HOSPITAL	Patricia Toarmina	Tony Bell	Taurus Currie

SHELBY COUNTY SCHOOLS
DEPARTMENT LISTING AND BUDGET SUPPORT
BY DEPARTMENT DESCRIPTION

Fiscal Year 2013-2014

GENERAL FUND

Executive Staff	Department	Description	Budget Center Manager	BCM Support	Budget Support
Roderick Richmond	104003	EXCEPTIONAL CHILDREN-K8	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	104002	EXCEPTIONAL CHILDREN-MIDDLE	Patricia Toarmina	Tony Bell	Taurus Currie
Roderick Richmond	190400	EXTENDED CONTRACT	Marjorie Douglas	Denise Swan	Rosa Gilmore
Hitesh Haria	334000	FACILITIES	Brian Shipp	Jada Kirk	Aetna Smith
Hitesh Haria	335000	FACILITIES PLANNING AND PROPERTY	Denise Sharpe	Jada Kirk	Aetna Smith
Roderick Richmond	105000	FEDERAL PROGRAMS	Marjorie Douglas	Derrick Morris	Taurus Currie
Pamela Anstey	320000	FINANCE	Pamela Anstey	Beverly Mitchell	Waltina Pearson
Dorsey Hopson	030000	GENERAL COUNSEL	Dorsey Hopson	Kimberly Harris	Alicia Lindsey
Roderick Richmond	190001	GENERAL EDUCATION - ELEMENTARY	Alicia Lindsey	Taurus Currie	Taurus Currie
Roderick Richmond	190004	GENERAL EDUCATION - HIGH	Alicia Lindsey	Taurus Currie	Taurus Currie
Roderick Richmond	190003	GENERAL EDUCATION - K8	Alicia Lindsey	Taurus Currie	Taurus Currie
Roderick Richmond	190002	GENERAL EDUCATION - MIDDLE	Alicia Lindsey	Taurus Currie	Taurus Currie
Roderick Richmond	190500	GENERAL EDUCATION - OTHER	Alicia Lindsey		Taurus Currie
Herchel Burton	203040	GUIDANCE COUNSELING	Wayne Booker	Sandra Clark	Taurus Currie
Herchel Burton	203041	GUIDANCE COUNSELING-ELEMENTARY	Wayne Booker	Sandra Clark	Taurus Currie
Herchel Burton	203044	GUIDANCE COUNSELING-HIGH	Wayne Booker	Sandra Clark	Taurus Currie
Herchel Burton	203043	GUIDANCE COUNSELING-K8	Wayne Booker	Sandra Clark	Taurus Currie
Herchel Burton	203042	GUIDANCE COUNSELING-MIDDLE	Wayne Booker	Sandra Clark	Taurus Currie
Roderick Richmond	190100	HOLLIS F PRICE	Catherine Battle	Sandra Barnes	Aetna Smith
Roderick Richmond	108060	IDA B WELLS ACADEMY	Joris Ray	Sandra Johnson	Waltina Pearson
Dorren Ball	340000	INFORMATION TECHNOLOGY	Dorren Ball	Renee Walker	Aetna Smith
Brad Leon	210000	INNOVATION OFFICE	Brad Leon	Margaret Featherston	Aetna Smith
David Stephens	301010	INSTRUCTIONAL TELEVISION	Ted Horrell	Jeannette Lucas	Waltina Pearson
Melvin Burgess	040000	INTERNAL AUDIT	Melvin Burgess	Darlene Lesuer	Rosa Gilmore
Herchel Burton	203020	JROTC	Wayne Booker	Sandra Clark	Waltina Pearson
Dorsey Hopson	030100	LABOR RELATIONS	Chantay Branch	Priscilla Roberts	Rosa Gilmore
Roderick Richmond	102500	LIBRARIANS	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102501	LIBRARIANS-ELEMENTARY	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102504	LIBRARIANS-HIGH	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102503	LIBRARIANS-K8	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102502	LIBRARIANS-MIDDLE	Margaret Montgomery	JoAnn Armstrong	Taurus Currie
Roderick Richmond	102030	LITERACY	Todd Goforth	Jennifer Davis	Alicia Lindsey
Roderick Richmond	102040	MATHEMATICS	Dedric McGhee	Yvonne (Renay) Dowell	Alicia Lindsey
Roderick Richmond	108030	MCS PREP NORTHEAST	Joris Ray	Melita Jordan-Thomas	Waltina Pearson
Roderick Richmond	108020	MCS PREP NORTHWEST	Joris Ray	Chemella Branch	Waltina Pearson
Roderick Richmond	108050	MCS PREP SOUTHEAST	Joris Ray	Roger Jones	Waltina Pearson
Roderick Richmond	108040	MCS PREP SOUTHWEST	Joris Ray	Billy Walker	Waltina Pearson
Roderick Richmond	190200	MIDDLE COLLEGE	Catherine Battle	Docia Generette	Aetna Smith
Herchel Burton	203100	MONEY DUE BOARD(SCHOOL REIMBURSEMENT)	Wayne Booker	Sandra Clark	Rosa Gilmore
Roderick Richmond	106020	NORTHEAST REGION	Kevin McCarthy	Sherry Ray	Rosa Gilmore
Roderick Richmond	106010	NORTHWEST REGION	Catherine Battle	Dorothy Boyd	Rosa Gilmore
Hitesh Haria	336000	NUTRITION SERVICES	Anthony Geraci	Frank Cook	Aetna Smith
Roderick Richmond	107000	OPTIONAL SCHOOLS	Linda Sklar	Barbara Michalchuk	Erica Smith
Pamela Anstey	560000	OTHER POTENTIAL USES	Teresa Winter	Alicia Lindsey	Rosa Gilmore
Pamela Anstey	323000	PAYROLL	Teresa Winter	Camille Noah-Hubbard	Waltina Pearson
Laura Link	311000	PERFORMANCE MANAGEMENT	Eric Linsy	Jeannette Lucas	Rosa Gilmore
Brad Leon	212010	PERFORMANCE MANAGEMENT PLANNING	Brad Leon	Margaret Featherston	Aetna Smith
William White	220000	PLANNING AND ACCOUNTABILITY	William White	Linda M. Johnson	Aetna Smith
Dorsey Hopson	030200	POLICY	Natalie McKinney	Shauntiska Franklin	Rosa Gilmore
Roderick Richmond	102090	PRE-K	Deanna McClendon	Sherri Walker	Waltina Pearson
Hitesh Haria	333000	PROCUREMENT	Jackie Saunders	Wendy Partee	Rosa Gilmore
David Stephens	313000	RECRUITMENT AND STAFFING	Jeff Mayo	Jeannette Lucas	Rosa Gilmore
Roderick Richmond	106000	REGIONAL SUPERINTENDENTS	Roderick Richmond	Lynda Black	Rosa Gilmore
Pamela Anstey	600000	REGULAR CAPITAL OUTLAY	Teresa Winter	Alicia Lindsey	Rosa Gilmore
Dorren Ball	341000	RELATIONSHIPS AND CUSTOMER SERVICE	Dorren Ball	Renee Walker	Aetna Smith
William White	223000	RESEARCH PLANNING AND IMPROVEMENT	Jeffrey Shive	Linda M. Johnson	Aetna Smith
Hitesh Haria	330000	RISK MANAGEMENT	Denise Sharpe	Laterica Rose	Rosa Gilmore
Gerald Darling	202000	SAFETY & SECURITY	Carolyn Jackson	Larry Hill	Rosa Gilmore
Roderick Richmond	106060	SCHOOL LEADERSHIP	Roderick Richmond	Lynda Black	Taurus Currie
Roderick Richmond	106061	SCHOOL LEADERSHIP-ELEMENTARY	Roderick Richmond	Lynda Black	Taurus Currie
Roderick Richmond	106064	SCHOOL LEADERSHIP-HIGH	Roderick Richmond	Lynda Black	Taurus Currie
Roderick Richmond	106063	SCHOOL LEADERSHIP-K8	Roderick Richmond	Lynda Black	Taurus Currie
Roderick Richmond	106062	SCHOOL LEADERSHIP-MIDDLE	Roderick Richmond	Lynda Black	Taurus Currie
Roderick Richmond	109000	SCHOOL OPERATIONS	Roderick Richmond	Lynda Black	Taurus Currie
Roderick Richmond	190000	SCHOOLS	Alicia Lindsey	Taurus Currie	Taurus Currie
Roderick Richmond	102050	SCIENCE	Dedric McGhee	Yvonne (Renay) Dowell	Alicia Lindsey
Roderick Richmond	106050	SHELBY REGION	Lee-Ann Kight	Vicki McDaniel	Rosa Gilmore
Roderick Richmond	102060	SOCIAL STUDIES	Todd Goforth	Jennifer Davis	Alicia Lindsey
Roderick Richmond	106040	SOUTHEAST REGION	Michael Lowe	Patrece Williams	Rosa Gilmore

SHELBY COUNTY SCHOOLS
DEPARTMENT LISTING AND BUDGET SUPPORT
BY DEPARTMENT DESCRIPTION

Fiscal Year 2013-2014

GENERAL FUND

Executive Staff	Department	Description	Budget Center Manager	BCM Support	Budget Support
Roderick Richmond	106030	SOUTHWEST REGION	Willie Rhodes	Adrienne Brown	Rosa Gilmore
Hitesh Haria	332010	SPECIAL EDUCATION TRANSPORTATION	Hitesh Haria	Karen Moxley	Rosa Gilmore
Roderick Richmond	102020	STEM	Dedric McGhee	Yvonne (Renay) Dowell	Alicia Lindsey
Herchel Burton	203001	STUDENT SUPPORT-ELEMENTARY	Wayne Booker	Sandra Clark	Taurus Currie
William White	221000	STUDENT INFO MANAGEMENT	Victor Carr	Robin Dean	Aetna Smith
Herchel Burton	200000	STUDENT SERVICES	Herchel Burton	Ellander Jones	Rosa Gilmore
Herchel Burton	203000	STUDENT SUPPORT	Wayne Booker	Sandra Clark	Rosa Gilmore
Herchel Burton	203004	STUDENT SUPPORT-HIGH	Wayne Booker	Sandra Clark	Taurus Currie
Herchel Burton	203003	STUDENT SUPPORT-K8	Wayne Booker	Sandra Clark	Taurus Currie
Herchel Burton	203002	STUDENT SUPPORT-MIDDLE	Wayne Booker	Sandra Clark	Taurus Currie
David Stephens	102400	SUBSTITUTES	Cerita Butler	Jeannette Lucas	Waltina Pearson
Roderick Richmond	102081	SUMMER SCHOOL	Linda Kennard	Denise Swan	Waltina Pearson
Dorsey Hopson	020000	SUPERINTENDENT	Dorsey Hopson	Kimberly Harris	Alicia Lindsey
Laura Link	310000	TALENT MANAGEMENT	Laura Link	Jeannette Lucas	Rosa Gilmore
Dorren Ball	343000	TECHNICAL SERVICES	Eric Saunders	Renee Walker	Aetna Smith
Roderick Richmond	102100	TEXTBOOKS	Margaret Montgomery	JoAnn Armstrong	Alicia Lindsey
Hitesh Haria	332000	TRANSPORTATION	Hitesh Haria	Karen Moxley	Rosa Gilmore
Brad Leon	212020	VIRTUAL SCHOOLS	Brad Leon	Margaret Featherston	Aetna Smith
Hitesh Haria	337000	WAREHOUSING	Brian Shipp	Jada Kirk	Aetna Smith
Roderick Richmond	102200	WORLD LANGUAGES	Todd Goforth	Jennifer Davis	Taurus Currie

Shelby County Schools
Special Revenue Project Assignment FY 2013-2014

PROJECT	DESCRIPTION	EXECUTIVE STAFF	PROGRAM/BUDGET CENTER MANAGER	SUPPORT STAFF	Budget Support
8045	Farm to School Planning	Anthony Geraci	Kerry Watkins	Liz Purnell	Waltina Pearson
8046	Energy Efficient Schools Initiative	Brian Shipp	Anthony Wright	Jada Kirk	Waltina Pearson
8040	Facility Rental	Brian Shipp	Brian Shipp	Jada Kirk	Waltina Pearson
8036	TVA Enernoc Demand Response Program	Brian Shipp	Anthony Wright	Jada Kirk	Waltina Pearson
8020	Adopt-A-School	David Stephens	Mary Earheart-Brown	Sonja Chambers	Waltina Pearson
8048	Telecommunication Center Ubs	David Stephens	Craten Armmer Sr.	Evelyn McGuire	Waltina Pearson
8028	Security-Ancillary Services	Gerald Darling	Carolyn Jackson	Larry Hill	Waltina Pearson
8032	TEI Grant-Gates Foundation	Laura Link	Jessica Lotz	Jaeanette Lucas	Waltina Pearson
8023	Arts in Education: Artsfest	Linda Kennard	Patrick Davidson	Jennifer Davis	Waltina Pearson
8004	Voluntary Pre-K	Linda Kennard	Deanna McClendon	Sherry Walker	Waltina Pearson
8035	Homeless Children & Youth	Marjorie Douglas	Teresa Utley	Kevin Potts-Calerence Bayes	Waltina Pearson
8044	Coalition of Large Schools Systems	Pamela Anstey	Beverly Mitchell	Teresa Todd	Waltina Pearson
8052	Shelby County Schools Transition	Pamela Anstey	Beverly Mitchell	Teresa Todd	Waltina Pearson
8043	Very Special Arts Festival	Patricia Toarmina	Patricia Toarmina	Tony Bell	Waltina Pearson
8049	Connect Mentoring Program	Reginald Porter	Mary Earheart-Brown	Nellie Powell/Sonja Chambers	Waltina Pearson
8373	Memphis Youth Works	Ronald Pope	Anthony Hicks	Lashonta Wilkerson	Waltina Pearson
9300	Head Start Observation Program	Shunji Brown-Woods	Anita Shelton-Quinn	Gwen Jackson	Waltina Pearson
8026	Mental Health Records	Shunji Brown-Woods	Anita Shelton-Quinn	Cynthia Harshaw	Waltina Pearson
8042	After-School Childcare	Wayne Booker	Christie Johnson	Loretta Webster	Waltina Pearson
8041	After-School Snacks	Wayne Booker	Christie Johnson	Loretta Webster	Waltina Pearson
8050	LEAP Program	Wayne Booker	Christie Johnson	Loretta Webster	Waltina Pearson
8034	MIAA Dues & Fines	Wayne Booker	J L Perry	Tongela Taylor	Waltina Pearson
8024	School Age Childcare	Wayne Booker	Christie Johnson	Loretta Webster	Waltina Pearson
8474	Shelby Metro Basketball	Wayne Booker	Donald Holmes	Gwen Powell/ Cleodis Weaver	Waltina Pearson
8021	Research and Evaluation	William White	Jeff Shive	Rorie Harris	Waltina Pearson
8393	The Healthy Whole-Child		Tawanda Hill	Shonta Dodson	Waltina Pearson

Budget and Fiscal Planning

Contact Information

Alicia Lindsey, Director
Coe, Room 250 - 416-5619

- ➤ Taurus Currie, Budget Manager   416-5696
- ➤ Rosa Gilmore, Budget Manager   416-5445
- ➤ Tina Pearson, Senior Accountant   416-1209
- ➤ Aetna Smith, Senior Accountant   416-0214
- ➤ Erica Smith, Budget Associate   416-5597
- ➤ Main Line   416-5620
- ➤ Main Fax Number   416-0039

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Contract Management

Contract responsibilities are being centralized in the Office of Contract Services to improve internal controls and establish organizational custody of the District's contract records. The Director of Contracts will be responsible for providing the administrative support, review, preparation, negotiation, and approval and centralized retention of all District contracts. Each agreement will require an approval signature by the Superintendent for non-board level contracts, unless otherwise designated in the Signatory Policy. The signatures of the Superintendent and the Board President are required for all board-level contracts, as well as approval by the Board's General Counsel.

Contract Review Procedures

Purpose

Contract responsibilities are being centralized in the Office of Contract Services to improve internal controls and establish organizational custody of the District's contract records. The Director of Contracts will be responsible for providing the administrative support, review, preparation, negotiation, and approval and centralized retention of all District contracts. Each agreement will require an approval signature by the Superintendent for non-board level contracts, unless otherwise designated in the Signatory Policy. The signatures of the Superintendent and the Board President are required for all board-level contracts, as well as approval by the Board's General Counsel.

Scope

This procedure applies to all proposed agreements that are requested for SCS. The Director of Contracts will be responsible for all contract administration requirements.

General

Whenever possible, District staff should use standardized forms prepared and approved for use by the Director of Contracts, which will minimize the time for staff review. All vendor-supplied forms are subject to negotiation by the Director of Contracts, or his or her staff.

Bid-Related Contracts

Contracts establishing the prices for district-wide purchasing, following competitive bidding, will be prepared by the Director of Contracts and submitted to the Director of Purchasing for processing.

Contract Types

Contracts will be required for the purchase of the following equipment, materials, supplies and services:

Construction	All
Software (excluding retail, off-the-shelf)	All
Equipment Purchase or Lease	Greater than $50K
Master Contracts	All
Consulting or Professional Services	Greater than $5,000
Services	Greater than $5,000
Real Estate Sales, Leases or other Transactions	All
Termination Agreements	All
Insurance	All
Revenue	All
Contracted Services	Greater than $5,000
Sponsorships, Grants and Donations	All
Advertising	All

Contract Review Procedures

Approval

The Superintendent, or authorized designees, shall sign all contracts (refer to Signatory Policy). In no event shall separate schools or departments enter into agreements with contractors for work to be done or goods to be purchased without the required approvals. Agreements outside the prescribed SCS procedures entered into by separate schools or departments will be deemed private agreements between the site principal or department head and the contractor, and District funds may not be expended or authorized for the goods or services.

Contract Term

Continuing contracts for work to be done, services to be performed or for equipment to be furnished, sold, built, installed or repaired, or for materials or supplies to be furnished or sold to SCS shall not exceed three (3) years.

Contract Procedures

Each new contract will require completion of a "Contract Request Form." All information on this form must be completed to avoid a delay in processing this request. If District funds are to be expended, the originator must also attach a completed requisition. Contracts Administration will submit the requisition to Procurement Services to establish the budget availability, encumber the funds, and assign a vendor number, if necessary. No contract will be approved for execution until the funds have been encumbered.

The following information must be provided in order to process any contract request:

1. The date of the request, the originator's name, school site location or department, and name and phone number for contact purposes.
2. The type of contract requested.
3. The funding source, including the appropriate budget account information. (A contract will not be approved for execution until after the budget check verifies that sufficient funding is available, and that amount has been encumbered via a requisition).
4. The scope of services to be performed.
5. The vendor's name, address, city, state and zip code, and contact name, phone number and email address.
6. The nature of any services involving contact with students.

If the vendor has supplied its own form of contract for review, that form should be attached to the Contract Request Form.

The following information will be verified for each proposed contract request:

1. Current evidence of insurance, endorsements and policies, as required.
2. A vendor number established on the District's financial system. Procurement Services may require the vendor to submit a Form 1099 or W-9, or other evidence of business operations.

Contract Review Procedures

The contract documents will be reviewed, prepared and approved, and an authorized SCS Contract Number will be assigned. If Board approval is not required, Contracts Administration will forward four (4) originals of the approved contract to the Superintendent, or his or her designee, for execution (refer to Signatory Policy). The contract originator will be responsible for obtaining the vendor's signature and returning all fully executed originals to Contracts Administration.

When Board approval is required, Contracts Administration will obtain the Superintendent's, and the Board's General Counsel's review and approval, and submit the contracts to the appropriate Board Committee for review. All contracts approved in committee will be placed by Contracts Administration on the next available Board Meeting Agenda. Upon Board approval, the contracts will be submitted to the Board President for execution.

Upon receipt of the fully executed originals, Contracts Administration will authorize Procurement Services to approve the Purchase Order for the contract. The SCS Contract Number will be referenced on the purchase order. The Purchase Order is the authorization to the vendor to proceed. No services should be performed or goods ordered until a Purchase Order has been issued.

An executed original of the contract will be sent to the vendor, the contract originator, Procurement Services, and one will be retained in the files of the Office of Contract Services.

Contract Amendments

A contract can be amended to extend the period of performance, increase the fee to obtain additional services, allow for a minor change in the current contract scope of services, or any combination of the above. A Contract Request Form shall be used to request a contract amendment. A requisition will also be required if the proposed amendment increases the fee.

A contract cannot be amended if there is a significant change in the contract scope of services, or if the contract value increases to greater than 50% of the original contract amount. Under limited circumstances, the Chief Contracting Officer or designee may waive the 50% Rule if it is in the best interest of the District. Adequate justification must be submitted and approved prior to continuation of the service.
Additionally a contract cannot be amended if the contract period ended prior to the date of the amendment request. In such cases, the contract sponsor will need to initiate a new contract instead.

After-the-Fact Contracts

SCS prohibits a school or office from allowing a contractor to start providing services prior to contract execution. Exceptions will only be granted if the contract originator can demonstrate an urgent need based on an urgent and compelling circumstance. Only the Chief Contracting Officer or his/her designee may approve an after-the-fact contract.

Contract Review Procedures

<u>Examples of Urgent and Compelling Necessity</u>

<u>Delayed receipt of grant funds or grant award letter</u>. This may occur when a school or office is awarded a grant, but the contractor's services are needed prior to receipt of grant funds or grant funding will be lost if services do not begin by a certain date.

<u>Protection of health and welfare</u>. In order to avoid any interruption in the care provided through any health or welfare programs while funding is secured, requests for extensions or renewals of those contracts after the fact may be considered under the designation of urgent and compelling necessity.

<u>Discovery of unanticipated issues</u>. Occasionally, the unanticipated passage of legislation or other government actions affect the District's ability to enter into a contract before the contractor starts services. An example would be where the District historically received essential services that are paid for by an outside agency, but new legislation requires that the District pay for the services directly. In this case, the District would be required to contract with the service provider in order to pay him/her directly. To avoid an interruption in service, the District may allow the contractor to continue providing services during the contract approval process, thereby creating an after-the-fact situation.

<u>Emergency Situation</u>. In the event of an emergency when repairs, alterations, work or improvements are necessary for the continuation of existing school classes or to avoid danger to life or property, a contractor may be permitted to begin services prior to final contract approval.

Contract Requirements

<u>Insurance</u>

The District requires that all vendors, contractors, and professional service providers comply with contractual insurance requirements and provide evidence of insurance. The Office of Contract Services will request a Certificate of Insurance from the contractor prior to contract execution. A contract cannot be executed, and the vendor cannot receive payment, unless required evidence of insurance is provided.

<u>Fingerprinting</u>

Tennessee Code Annotated Section 49-5-413 requires that all contractors and their employees who may come into contact with pupils submit to fingerprinting and a background check. When services will be provided on a District campus, Contracts Administration shall include this code requirement in the contract terms. The contract sponsor must arrange for evidence of compliance prior to authorizing services on a school campus.

Contract Review Procedures

Terminating A Contract

All contracts for the provision of services must have a definite start date (the date when the contractor begins the services) and end date (the latest date by which the contactor is expected to successfully complete the services). Occasionally, the contract sponsor may need to terminate the contract prior to the contract end date.

Reasons for Early Contract Termination. Reasons for early contract termination may include but are not limited to, the following situations:

a. Lack of funding, including implementation of a District-wide freeze on expenditures for contract services.
b. Contractor completes services earlier and at a lower cost than originally contemplated.
c. Contractor performance is unsatisfactory.

Importance of Written Documentation. In each of the above circumstances, the contract sponsor shall document any conversations he or she has with the contractor to notify the contractor why early termination may be required. Such documentation is especially important when the contractor's performance is unsatisfactory.

Authority to Terminate a Contract. While a contract sponsor may suspend a contract's performance, only authorized personnel in Contracts Administration may officially terminate a contract.

Procedure. To terminate a contract, contact the Director of Contracts and submit copies of any correspondence sent to contractor and a chronology of events leading up to the request for termination, if applicable. Contracts Administration will work with the contract sponsor to either assist the contractor in improving his performance or terminate the contract in conformance with the contract terms.

Initiating A Contract For Professional Services When Funds Are Pending

Often schools and offices receive grant award notification and are required to begin service prior to receipt of funds by the District. In such cases, the contract sponsor is still required to submit the necessary forms to Contracts Administration to initiate the contract. In addition, the sponsor shall provide a copy of the grant award notification letter as evidence of funds availability.

It is strongly recommended that grant recipients contact Fiscal Services to ensure funds are placed in an appropriate account as soon as grant award notification is received. Fiscal Services can work with the grant recipient to establish a budget line, if necessary, to allow funds to be encumbered for expenditure of grant-funded contract services as soon as possible.

Contract Review Procedures

Using A Requisition To Order Services Under Master Purchases Agreements

Schools and offices may process orders for goods or services under a Master Purchase Agreement (MPA) initiated by Procurement using a requisition, regardless of the dollar amount of the order, as long as the order does not exceed the sponsor's budget. The usual administrator approvals based on dollar amount will apply. Procurement Services will distribute and maintain a list of all Master Purchase Agreements available for use by departments and school sites.

Please use the link below to request a contract. Your username and password are the same as what you will use to logon to your computer.

http://155casadap/casadap/req/

Should you need help, please contact our office.

Timeline For Processing Contract Requests

The timeline for processing a contract is dependent on three factors: the dollar value of the services, whether or not a competitive process is used, and/or the complexity of the contract terms.

In general, a school or office must complete a requisition, and complete and submit a Contract Request Form to Contracts Administration for processing as soon as the need for services is determined. Contracts Administration will engage in the appropriate action to procure the requested goods or services. However, Contracts Administration cannot review any contract requiring a competitive process until after the RFP or bidding process is complete (see Procurement Policy and Procedures).

Competitive Process, i.e., Request for Proposal (RFP) – At Least Ninety (90) Calendar Days

Because of the complexity of the formal RFP and bid processes, the contract sponsor should submit contract request documents to Contracts Administration <u>at least three months (90 calendar days) prior to the date when goods or services are needed</u>.

In a formal RFP or bid process, the contract sponsor, in concert with Procurement Services, uses the contract sponsor's scope of work or product specifications and evaluation criteria to solicit bids or proposals from contractors capable of providing the goods or services. This process requires a significant amount of time in order to refine the scope of work and evaluation criteria, advertise the need for goods or services, review and evaluate proposals, select the prospective contractor, negotiate contract terms, and obtain Superintendent or Board approval.

Request for Quotes Process – At Least Fourteen (14) Calendar Days

Contract Review Procedures

In an informal request for quotes process, it is not necessary to advertise the bid or RFP nor have formal evaluation and negotiation teams (see Procurement Policy and Procedures). However, the contract sponsor must perform some evaluation of the quotes received. Once the contract sponsor completes the process, he or she should submit the necessary contract request documents, including the scope of work and the selected contractor's proposal, to Contracts Administration at least fourteen (14) calendar days prior to the date when services are needed. Procurement Services will provide guidance to the sponsor on conducting the request for quotes process.

Non-competitive Process - At Least Seven (7) Calendar Days

The deadline for Contracts Administration Branch to receive all contract request documents for goods and services that do not require a competitive process prior to purchase is seven (7) days prior to the date goods are to be delivered or services are expected to begin.

Revenue Contracts

Occasionally the District enters into professional services contracts with other entities where the District receives payment for services it renders to the outside entity. Contracts covering such relationships are called "Revenue Contracts."

Examples of Revenue Contracts include:

- Reimbursements Agreements where District staff provide services to other school districts or non-profit entities and will receive reimbursements.
- District as sub-grantee, where a grant recipient contracts with the District for professional services.
- Agreements to provide business services to other school districts or entities.

To initiate a Revenue Contract, the contract sponsor should complete as much of the Contract Request Form as possible and submit it with the scope of work and payment schedule to Contracts Administration. It is not necessary to complete a Requisition.

No-Cost Contracts

Contracts where a contractor provides goods or services to the District at no charge also require processing through Contract Administration, since the provision of services or acceptance of goods may expose the District to potential liability. For No-Cost contracts, the originator should complete and submit a Contract Request Form to Contracts Administration. It is not necessary to complete a requisition.

Contract Review Procedures

School Activity Accounts

All contracts meeting the guidelines under this policy for review must be submitted to Contracts Administration. However, if payment is to be made from a site's School Activity Account, it is not necessary to complete a requisition. Indicate the School Activity Account as the funding source on the Contract Request Form.

Contract Records

All original district contracts will be centrally filed in the Office of Contract Services. A database of all contracts will be maintained to include the following information:

1. Company Name;
2. Contract Number;
3. Contract Term;
4. Brief description of services;
5. Name of originating department or school site.

Contract file records and supporting documentation will be subject to audit.

INSTRUCTIONS FOR CONTRACT REVIEW

Refer to the Contracts Policy for a list of services that require written contracts prior to the services being performed.

If a contract is required, enter a requisition for the contract services into APECS.

Go to the Contract Request Portal at http://155casadap/casadap/req. You must use Internet Explorer as the browser. Other browsers (Chrome, Mozilla) will not work. Save in Favorites as Contract Request Portal.

Use your computer logon (username and password) to enter the portal.

You will be asked for the vendor name, description of the services, cost, and other details to assist us in preparing the contract. You may also upload vendor quotes, proposals, etc.

You will also be required to enter your requisition number, which you would have obtained from APECS.

You will receive an email informing you that your request has been accepted and the name of the contract specialist handling your contract.

Within 5 – 7 days, either a contract will have been prepared and ready for execution, or negotiations with the vendor will have begun.

After execution of the contract, this office will notify Procurement Services to release the purchase order to the vendor.

The Superintendent is authorized by the Board to sign contracts for the district. He has delegated authority for signing contracts up to $5,000.00 to Directors and above and to Principals. All other contracts must be signed by the Superintendent and, where Board approval is required, by the Chairperson of the Board.

Whenever Board approval is required for a contract ($100,000.00 and above), this office will place the contract item on the next available Board agenda following contract negotiation. We will notify you, as the department head needs to attend the Board meeting to address any issues regarding the contract.

We will also notify you when the request for services requires a competitive bid in accordance with the Purchasing Authority policy.

In some cases, we have negotiated Master Agreements that will allow you to purchase with a purchase order only. As we finalize those Master Agreements for the unified district, we will post them on this website.

INSTRUCTIONS FOR CONTRACT REVIEW

Applicable Policies

Contract Requirements, Approval and Signatory Authority

Purchasing Authority

Professional Services Contracts

2012
Issued Date: 03/26/13
Revised: 06/25/13

CONTRACT REQUIREMENTS, APPROVAL AND SIGNATORY AUTHORITY

I. PURPOSE

To identify when written contracts are required and the person(s) authorized to approve and sign contracts and other documents legally obligating the Shelby County Board of Education (SCBE).

II. SCOPE

This policy applies to all written contracts or any other written documents, excluding purchase orders, which legally obligate the SCBE, including its schools or employees acting on behalf of the District, to perform any service, pay any monies or participate in any venture or endeavor.

The purchase of goods and services by contract is also subject to the policy on bids and purchases (see Policy 2006 Purchasing Authority).

III. DEFINITIONS

A. Charter Schools – "[A] public school in the state of Tennessee that is established and operating under the terms of a charter agreement in accordance with the Tennessee Public Charter Schools Act of 2002" (T.C.A. 49-13-104).

B. Contract – a written document legally binding a party or parties to provide a specific product or products and/or perform a specific service or services at a time, in a manner and for an amount mutually agreed upon by all parties involved, including any extension thereof, and any amendment that changes the terms, conditions or obligations of an existing contract.

C. Contract/Waiver Schools – Nontraditional schools created and operated in accordance with TCA §49-1-207, Innovative Educational Programs, and approved by the Commissioner of Education.

D. Executive Committee–The Chair of the Board of Education and Director of Schools (Superintendent) constitute the Executive Committee of the Shelby County Schools Board of Education.

E. Master Contract – An agreement setting the price at which various departments in the District may order goods or services authorized in a purchase order.

F. No Cost Contract – a contract that requires no payment of money or monetary equivalent from SCBE.

G. Non-professional Services – Services of a general nature based on skill that is repetitive in nature, for which there is adequate competition in the marketplace to set a market price (e.g., painting, roofing, cleaning).

H. Professional Services – Services provided by an individual or group of individuals with a professed knowledge based on prolonged and specialized intellectual training which enables a particular service to be rendered. The term implies professional attainment in specialized knowledge as distinguished from mere skill. Professional services include, but are not limited to, insurance, auditing, accounting and financial services; professional development, business consulting services; educational consulting services; research services; seminar leaders; surveys and studies; legal services; medical services; technical services (e.g., technology); and software development.

I. Revenue Generating Contracts – A contract entered into for the primary purpose of generating revenue to the District or individual school.

J. Settlement – an agreement ending a dispute, claim, demand or lawsuit against the District.

K. Signature Authority – Authorization to sign a contract or other document legally binding the District.

IV.   POLICY STATEMENT

The SCBE is responsible for governing Shelby County Schools as it deems necessary in compliance with state and federal mandates. A primary governance function of the Board is the provision of financial resources through adoption of a budget and approval of expenditures. The SCBE is, therefore, required to be fiscally responsible while governing with business efficiency. In order to govern with business efficiency while maintaining the fiscal integrity of the District, the SCBE recognizes and acknowledges that:

    1.   The District requires the allocation and expenditure of funds through an appropriate contract approval process.

    2.   In many instances the authority to sign   contracts that are properly approved by the Board or the Administration must be delegated as a matter of business necessity.

    3.   Its vendors must be able to determine whether a contract with the Board has been properly executed and is, therefore, binding on the parties.

This policy shall govern who is authorized to: (i) approve; and (ii) sign a contract. In no event shall individual schools or departments enter into agreements with contractors, vendors or others without the required approvals and signatures. Agreements outside the prescribed SCS procedures entered into by individual schools or departments shall be deemed voidable. Further, the SCBE shall not be bound by any written contract or other written document that is not executed in conformity with this policy.

Violations of this policy may result in disciplinary action, up to and including termination.

Authorized Designees

In accordance with applicable state law[1,2], and Board policy, all written contracts equal to or greater than one hundred thousand dollars ($100,000) shall require Board approval and Executive Committee signatures. Additionally, Board-initiated contracts and all contracts which require Board approval pursuant to the law and/or Board policy or resolution, once appropriately approved, shall require the Board Chair or Executive Committee signatures.

All written contracts less than or equal to nine hundred ninety-nine thousand nine hundred ninety-nine dollars ($99,999) shall be approved and signed by the Superintendent and/or designee, unless exemptions apply. The Board shall be provided with a list of written contracts with a value of between twenty-five thousand dollars ($25,000) and nine hundred ninety-nine thousand nine hundred ninety-nine dollars ($99,999) and of all commodities contracts equal to or in excess of one hundred thousand dollars ($100,000).

Contract Categories/Types Requiring Written Contracts

Written contracts are required for:
1. The sale, exchange, transfer, lease/rent, or purchase of real property (see also policy 7002 Real Estate)
2. No-Cost contracts where liability is involved
3. Construction, renovations, repairs, and maintenance of facilities
4. Charter School and Contract/Waiver School agreements
5. The use of SCS facilities
6. Equipment leases (excluding short-term daily or weekly rentals) (see also policy 2006 Purchasing Authority)
7. Non-professional services performed on SCS property (see also policy 2006 Purchasing Authority)
8. Professional services (see also policy 0000 Professional Services Contracts)
9. Sponsorships, grants or donations with specific terms and conditions
10. Revenue generating contracts
11. Master Contracts
12. Software contracts for the purchase, license, maintenance, and development of software, but excluding retail off-the-shelf software
13. Equipment purchases requiring vendor installation on district facilities
14. Settlements
15. Intergovernmental Agreements
16. Memorandums of Understanding
17. Memorandums of Agreement

Exemptions

Contracts Over One Year
All contracts extending beyond one (1) year require Board approval regardless of the category/type or dollar amount, as well as Board Chair or Executive Committee signatures.

Blanket Exemptions

The following contracts and agreements shall require Board approval and Board Chair or Executive Committee signatures in order to enter into and execute for any dollar amount:

1. Real Property Contracts – lease/rental, sale, exchange, transfer, or purchase of real property (7002 Real Estate)

2. Exclusive Contracts and Naming Rights Agreements

3. Construction Contracts– New Buildings

4. Contract/Waiver/Charter Schools Contracts

5. Intergovernmental Contracts (excluding state grant contracts)

6. Settlement Agreements of fifty thousand dollars ($50,000) and above and/or requiring specific performance by the District

7. Collaborative Conferencing Memorandums of Understanding and any and all subsequent addendums

V.   RESPONSIBILITY

A.   The Board is responsible for designating the person(s) authorized to approve and sign contracts as provided by this policy.

B.   The Superintendent is responsible for ensuring this policy is adhered to; administrative rules and regulations are developed to implement this policy; and that said rules and regulations are posted on the District website.

C.   The General Counsel (or designee) shall be responsible for negotiating, drafting and/or reviewing written contracts or other required documents.

D.   The Office of General Counsel shall be responsible for the final review and approval for legal sufficiency of contracts or other written documents legally obligating the District.

E.   Principals and/or department administrators seeking to enter into an agreement with vendors for work to be done; or with entities for generation of revenue; or no-cost contracts shall be responsible for submitting the contract and required documents to the department/employee designated by the Superintendent for review and processing.

Legal References:
1. TCA 49-2-203
2. TCA 49-2-206

Cross References:
1. 2006 Purchasing Authority
2. 2013 Professional Services Contracts
3. 7002 Real Estate

PURCHASING AUTHORITY

I. PURPOSE

To ensure Shelby County Schools are provided with goods and services at a fair and equitable cost and provide the guidelines for interested parties to submit bids or Requests for Proposals (RFPs) for such goods and services.

Note: The manual for purchasing procedures is located on the District website.

II. SCOPE

This policy applies to the bid and purchase of goods such as supplies, furniture, fixtures, equipment, and material of every kind (including such purchases made by schools using site-based funding). It also applies to the purchase of services (see also, policy 2013 Professional Services), the lease of equipment and contracts for more than one year (including such purchases made by schools using site-based funding). In addition to the purchasing requirements set out in this policy, some purchases may also require a written contract. (See policy 2012 Contract Requirements, Approval, and Signatory Authority for contract requirements related to the purchase of goods and services.)

III. DEFINITIONS

A. Non-Professional Service - Services of a general nature based on skill that is repetitive in nature, for which there is adequate competition in the marketplace to set a market price (e.g., painting, roofing, cleaning, etc.)
B. Sole Source Provider – A supplier of goods and services exempt from the bid process based on the unavailability of any supplier capable of performing the function of the sole source product or service.
C. Single Source Provider – A single supplier of goods and services among others in a competitive marketplace which for a justifiable reason has predominant qualifications and unique attributes only possessed by that source. Factors that determine single source include availability of product, compatibility of product with existing District products, programs or resources, standardization of product with existing District products, programs or resources, and grant or contract requirements.
D. Emergency Purchases - Emergency purchases are purchases made because of the existence of an emergency condition. An emergency condition is an unforeseen danger to life, health, safety, or property. The existence of such a condition creates an

immediate and serious need for goods, services, or construction that cannot be met through normal procurement methods.

E. Professional Services – Services provided by an individual or group of individuals with a professed knowledge based on prolonged and specialized intellectual training which enables a particular service to be rendered. The term implies professional attainment in specialized knowledge as distinguished from mere skill. Professional services include, but are not limited to, insurance, auditing, accounting and financial services; professional development, business consulting services; educational consulting services; research services; seminar leaders; surveys and studies; legal services; medical services; technical services (e.g. technology); and software development.

IV. POLICY STATEMENT

All purchases of supplies, furniture, fixtures and material of every kind that are subject to the competitive bid requirements shall be purchased through the Board's Executive Committee (Chairperson and Superintendent). All single contracts for any of the aforementioned purchases exceeding one hundred thousand dollars ($100,000) must be approved by the Board, except commodity products. Commodity products are defined as items normally used in the routine operation of the District. The Superintendent shall furnish the Board with a monthly report which includes commodity purchases and awards made pursuant to this policy that are equal to or in excess of one hundred thousand dollars ($100,000).

Specifically, competitive bid requirements apply to the purchase of equipment, supplies, materials and non-professional services according to the following guidelines:

Equipment, Supplies, and Materials – All purchases of supplies, furniture, fixtures, equipment, and material of every kind in excess of ten thousand dollars ($10,000),[1] including those of individual schools, shall be based on competitive bids.

Non-Professional Services – All contracts for non-professional services that exceed ten thousand dollars ($10,000) shall be based on competitive bids.

For all items subject to competitive bid, the requirements of the bid, the final award and, after the bid has been awarded, the amount of the bid award and name of bidder must be posted on the District website.

For all items subject to competitive bid which exceed one hundred thousand dollars ($100,000) the following information must additionally be provided on the District website, if applicable and/or obtainable:

a. Total cost of purchase;
b. Funding source;
c. Sustainability of funding source;
d. Number of students served;
e. Cost per student served and cost per total students in the school district;
f. Cost for the previous three (3) years;
g. Other options for addressing the need for the purchase;

h. National annual cost trends for the past five (5) years;
i. Measurable outcomes expected;
j. Explanations for any assumptions (i.e., inflation rate) and any indices used (i.e., FCI);
k. If the purchase relates to a "program", the number of years the program will be needed.

A comprehensive vendor list for the purpose of soliciting competitive bids may be used; provided, that the vendors on the list are given notice to bid; and provided further, that the Purchasing Department shall at least annually advertise in a newspaper of general circulation in Shelby County for vendors and shall update the list of vendors following the advertisement. At anytime, however, a vendor may become a registered vendor by completing the application process through the District website. If a comprehensive vendor list is not used, bids shall be solicited by advertisement in a newspaper of general circulation in Shelby County, except that the newspaper advertisement may be waived in the event of emergency.

The bid process shall be provided in the SCS Purchasing Manual in accordance with state law and Board policy. Unless governed by the policy on Local Preference Purchasing (#2011), the best and lowest bid shall be accepted, provided that the District reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase.

The bidder to whom the award is made may be required to enter into a written contract governed by the Contract Requirements, Approval, and Signatory Authority policy (#2012).

Splitting an order in order to avoid the use of bidding or other purchasing procedures is prohibited. Employees found in violation of this provision may be subject to discipline up to and including dismissal from employment.

Exceptions To Competitive Bidding

The following are exceptions to the competitive bidding requirement:
1. Professional service contracts such as contracts for legal services and educational consultants shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.[3] This may be facilitated through a request for qualifications (RFQ) or request for proposals (RFP) process;

2. Liability Insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties;[4]

3. Purchases of goods or contracts for services from sole source and single source providers;

4. Purchases of equipment under the same terms of a legal bid initiated by any other Local Education Agency (LEA) in Tennessee.[5] The District shall provide a rationale documenting a justifiable benefit to the District; or

5. Purchases of supplies, equipment, and services under a competitive bid issued by any municipality, county, utility district, or other local governmental unit of the state for the District (the "procuring entity"), such as applicable purchasing co-operatives, subject to the following requirements:

a. The purchases shall be made on the same terms and under the same rules and regulations as regular purchases of the procuring entity.

b. Where the District would otherwise be required to advertise and receive bids, it shall be sufficient for these purposes that the procuring entity has complied only with its own purchasing requirements.[5]

c. The District shall provide a rationale documenting a justifiable benefit to the District.

Purchasing Process

All purchases of less than ten thousand dollars ($10,000) may be made in the open market without newspaper notice, but shall, whenever possible, be based upon at least three (3) competitive bids. Such purchases are subject to the provisions outlined below.

Invoice Purchasing (Items up to $500)

Individual purchases of five hundred dollars ($500) or less in the aggregate do not require a purchase order prior to purchase and invoices for such purchases should be sent directly to the Shelby County Schools Accounts Payable Office. **Exception:** The administrator responsible for federal programs has internal control over developing and approving non-purchase order expenditures, including equipment purchases. For all non-purchase order expenditures, the budget center manager and the management level above the budget center manager must approve invoices for payment, as provided in the Purchasing Manual.

Purchase Orders (Items over $500)

All purchases over five hundred dollars ($500) shall be by purchase order, and no purchase over five hundred dollars ($500) shall be made nor payment approved unless covered by an approved purchase order, except for (i) emergency purchases as defined in this policy and approved by the Director of Purchasing or Superintendent's designee or (ii) financial transactions exempted from the purchase order process in accordance with this policy.

Emergency Purchases

Emergency purchases approved by the Director of Purchasing or Superintendent's designee may be made without a purchase order; however, these purchases shall be documented in accordance with procedures established by the Purchasing Department and approved by the Superintendent. If these purchases fall within the amounts that require Board approval, they shall be presented to the Board at the next regular meeting.

Financial Transactions Exempted From the Purchase Order Process

Certain financial transactions are exempted from the purchase order process and do not require a purchase order. Financial transactions exempted from the purchase order process include but are not limited to: payment of (i) athletic official fees and school reimbursements for sports; (ii) telephone service; (iii) utilities; (iv) service utilities; and (v) expense reimbursements to

individuals. These and other such financial transactions shall be identified in the "Purchase Order Exemption List" approved by the Superintendent and located in the purchasing department. Expenditures and/or purchases made using the "Purchase Order Exemption List" shall be documented in accordance with procedures established by and approved by the Superintendent and/or his/her designee. Any other transactions not identified in the "Purchase Order Exemption List" must be processed using an invoice, a purchase order, procurement card, or as an emergency purchase, as defined by this policy.

Information Technology Acquisitions - Approval Required

All acquisitions of information technology (equipment, software, etc.) not on the SCS approved standards list, through purchase, donation, or otherwise, must be approved in advance by the Purchasing Department.

Review of Internal Controls and Non-Purchase Order Expenditures

The Superintendent shall appoint an internal review committee, which shall include but not be limited to a representative from the department responsible for internal auditing and/or the Superintendent and/or his/her designee, to review the purchasing processes and procedures contained in the manual and recommend changes, if necessary. This committee shall also monitor internal controls related to the different types of purchases.

Purchases Requiring Board of Education Approval

Board of Education approval shall be required for all service contracts, including Professional Service Contracts, equal to or exceeding one hundred thousand ($100,000); and contracts for purchases of supplies, furniture, fixtures, equipment, and material of every kind or service contracts, including Professional Service Contracts, extending beyond one year. Purchases shall not be broken down into individual components nor shall service contracts, including Professional Service Contracts, be divided for the purpose of falling outside these limits.

Purchases Not Requiring Board of Education Approval

Board of Education approval is not required for fund transfers, non-expenditure transactions, recurrent expenditures such as debt service, utilities and telephones, or master purchase orders where such expenditures have previously been approved and/or budgeted. Approval is not required for budgeted purchases of textbooks purchased through the State Depository or budgeted purchases of standardized testing materials. The Director of Purchasing or Superintendent's designee is authorized to issue purchase orders and/or authorize payments for expenditures not requiring Board of Education approval.

Disclaimer
Purchases made that are not in compliance with this policy may become the personal responsibility of the person making the purchase. The Board will not, under any circumstances, be responsible for payment for any services, equipment, furniture, fixtures, materials or supplies purchased by unauthorized individuals or in an unprescribed manner. Employees who authorize or contract for any obligation in violation of this policy or any other Board policy may

be required to assume personal responsibility for the payment of the obligation and may be subject to discipline, up to and including dismissal from employment.

V. RESPONSIBILITY

A. The "users" of services are responsible for furnishing an objective evaluation of their needs and for identifying the specifications of the services to be delivered.

B. The Purchasing Department/Superintendent (or designee) is responsible for developing final specifications and obtaining all bids, request for proposals (RFP), and requests for qualifications (RFQ) for goods and services.

C. The Purchasing Department/Superintendent (or designee) is responsible for issuing purchase orders for all approved purchases requiring a purchase order under this policy and for ensuring appropriate board approval procedures are followed in accordance with this policy.

D. The Superintendent's designee and General Counsel are responsible for ensuring that procedures for reviewing contracts are developed.

E. The Superintendent's designee and/or General Counsel are responsible for drafting, reviewing and, when necessary, revising the terms and conditions of the purchase order and bidding standards. This shall occur annually, periodically, or upon request of the Board, Superintendent, or the General Counsel; or upon the recommendation of the Purchasing Department.

F. The Superintendent is responsible for making recommendations to the Board to approve the purchase of goods and the acquisition of all services meeting the requirements for Board approval.

G. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

1. TCA 49-2-203(a)(3)(A)
2. TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B); TCA 49-2-206
3. TCA 12-4-106
4. TCA 29-20-407
5. TCA 12-3-1004

Cross References:

1. 2012 Contract Requirements, Approval, and Signatory Authority
2. 2013 Professional Services Contracts
3. 2011 Local Preference Purchasing

PROFESSIONAL SERVICES CONTRACTS

I. PURPOSE

To secure quality professional services for Shelby County Schools.

II. SCOPE

This policy applies to all contracts for professional services that are equal to or exceed five thousand dollars ($5,000) and are not covered by any other established purchasing procedures.

III. DEFINITION

Professional Services – Services provided by an individual or group of individuals with a professed knowledge based on prolonged and specialized intellectual training which enables a particular service to be rendered. The term implies professional attainment in specialized knowledge as distinguished from mere skill. Professional services include, but are not limited to, insurance, auditing, accounting and financial services; professional development, business consulting services; educational consulting services; research services; seminar leaders; surveys and studies; legal services; medical services; technical services (e.g. technology); and software development.

IV. POLICY STATEMENT

The Shelby County Board of Eduation recognizes that individuals or organizations that provide professional services to Shelby County Schools (SCS) must be highly competent and possess the highest ethical standards, based on the judgment of the "users" of the service. The Board also recognizes that there may be several organizations or individuals who meet the highest standards. In order to select the best qualified individuals or organizations to perform professional services for SCS, all contracts for professional services that are equal to or exceed five thousand dollars ($5,000) per contract must go through a review and approval process. Competence, integrity and cost shall be the major factors in selecting the best qualified service provider. Contracts for professional services "shall not be based upon competitive bids" (TCA 12-4-106).

The Superintendent shall have the sole discretion to enter into contracts for professional services up to $99,999.

This policy shall not apply to sole source contracts or to contracts that must be performed on an emergency basis.

During each quarter, the Superintendent shall provide the Board with a list of all professional service contracts between $25,000 and $99,999 that have been negotiated by administrative personnel during that quarter.

Employees who authorize or contract for any obligation in violation of this policy may be required to assume personal responsibility for the payment of the obligation and may be subject to dismissal from employment.

V.   RESPONSIBILITY

A. The "users" of professional services are responsible for furnishing an objective assessment of their needs and for judging the competence and integrity of proposals submitted to meet those needs.

B. The Superintendent (or designee) is responsible for monitoring professional service contracts for compliance with this policy.

C. The Superintendent is responsible for submitting quarterly reports required by this policy.

D. The Superintendent is responsible for ensuring that this policy is adhered to; administrative rules and regulations are developed to implement this policy; and said rules and regulations shall be posted on the District website.

Legal References:	Cross References
1. TCA 12-4-106 - Public Contracts	1. 2012 Contract Requirements, Approval and Signatory Authority

1. Contracts for professional services shall be based on the following guidelines.

   A. Contracts up to $4,999: An administrator with budgetary authority has the sole discretion to select the professional service provider.

   B. Contracts between $5,000 and $24,999: An administrator with budgetary authority has the discretion to select the professional service provider, but the selection must be reviewed and approved by a higher-level administrator.

   C. Contracts between $25,000 and $99,999: An administrator with budgetary authority must solicit proposals from at least three (3) service providers. The provider selected must be reviewed and approved by the Superintendent. During each quarter, the Superintendent shall provide the Board with a list of all professional service contracts between $25,000 and $99,999 that have been negotiated by administrative personnel during that quarter.

   D. Contracts that are equal to or exceed $100,000: The Purchasing Department must issue a Request for Proposals. The final selection must be approved by the Board. A summary of the rationale for selecting the service provider must accompany the request for Board Approval.

   E. The Superintendent shall have the sole discretion to enter into professional service contracts for amounts up to $99,999.

   F. For Superintendent-initiated professional service contracts between $50,000 and $99,999, the Superintendent must solicit proposals from at least three (3) service providers.

   G. For Superintendent-initiated professional service contracts of $100,000 or more, the Purchasing Department must issue a Request for Proposals. The final selection must be approved by the Board. A summary of the rationale for selecting the service provider must accompany the request for Board Approval.

2. The Superintendent (or designee)/Purchasing Department shall coordinate enforcement of this policy. Coordination shall include assisting "users" in soliciting proposals and developing procedures and guidelines for preparing Requests for Proposals and for securing sole-source contracts or contracts in emergency situations.

Contract Management

Contact Information

Sybille S. Noble, Director
Coe, Room 206 - 416-5664

- ➤ Andrea Hood Carr, Contract Administrator, Room C115 416-5761

- ➤ Belinda Hardrick, Data Assistant, Room C114 416-6671

- ➤ Lillian Freeney, Data Assistant, Room C206 416-5783

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Payroll Department

The Payroll Department is responsible for payroll functions as well as time and attendance reporting of the school system.

These responsibilities include:

- ➢ Processing pay checks and direct deposit advices
- ➢ Monthly reporting of retirement information to the Tennessee Consolidated Retirement System
- ➢ Processing year-end W-2s and 1099Rs

PAYROLL REPORTING INFORMATION

TIME REPORTING

Please find attached instructions on completing your time reports beginning 7/1/13. You will now enter your time online into APECS. The time sheet information is now available for each location.

If the employees on your time reports are incorrect, please contact the Payroll Office immediately at 416-5402. Time reports are due into Payroll by noon on 7/11/13.

Training videos have now been completed and available for your review. Please review them prior to the submission of your time sheets. Please access the training videos on the SCS webpage by clicking on Employees, APECS and Timesheet Preparation WebEx Training.

If you have any questions or need assistance in completing the submission of your time sheets, please contact the Payroll Office immediately at 416-5402, 416-5418, 416-5419 or 416-5427.

PAY SCHEDULES

The 2013-14 Pay Schedules are available on the website. Please note that some of the classifications and work years have changed. Please review each of them for the new changes. For example, the financial secretaries have now changed from 12 Month Salaried (MCS-Legacy) and 10 Month Hourly (SCS-Legacy) to 11 Monthly Hourly.

All questions related to salary amounts should be directed to the Division of Human Resources .

SALARIED EMPLOYEES

All salaried employees will receive $1/26^{th}$ or $1/27^{th}$ of their annual salary each pay period as noted on the pay schedules.

MCS- Legacy
10 Month Teachers will now be paid their annual salary over 26 pay periods instead of 24 pay periods as in the past.

All salaried employees will be paid on a bi-weekly pay cycle or every other week.

MCS- Legacy
10 Month Teachers will now be paid over 26 pay periods instead of 24 pay periods as in the past.

All salaried employees will be paid on a bi-weekly pay cycle or every other week.

HOURLY EMPLOYEES

Hourly employees will be paid the hours as noted on the pay schedules each pay period. Hourly employees will receive 8 days on the 7/19/13 pay check (only) in order to harmonize the payrolls for the unified district. Subsequent hours paid are reflected on the appropriate pay schedules.

All hourly employees will be paid on a bi-weekly pay cycle.

SUMMER REPORTING – MCS LEGACY (ONLY)

Please continue to report the Summer School information (only) on the JO6H time reports through 7/24/13. DO NOT REPORT ANY OTHER EMPLOYEES ON THIS TIME REPORT.

Reporting Period*	Days Worked	Pay Date
7/1/13-7/10/13	8	7/19/13
7/11/13-7/24/13	10	8/02/13

*Submit Time Reports to Payroll on the period ending dates. All employees work in the summer program will be paid on the above dates for the period indicated.

STIPENDS

We will be providing instructions later next week on how to report your stipends.

TIME REPORT PREPARERS/FINANCIAL SECRETARIES

Only one preparer and a backup are designated to enter time sheet information for each location. Therefore, Nutrition Supervisors (formerly cafeteria managers at MCS-Legacy) in the schools will now submit their time sheet information to the financial secretary to be entered into APECS.

FINANCIAL SECRETARIES/PAYROLL PREPARERS AND APPROVERS (INSTRUCTIONS)

Please review the Time Sheet Preparation WebEx Training Videos now available on line prior to submission of your time reports.

Log in to the APECS browser :https://apecs.scsk12.org/biz

- Overview of Timesheet processing:

- A timesheet will be available for every job each employee performs in Shelby County Schools in order for the employee to be paid. Some employees may have more than one timesheet because they may work in more than one job position within the district.

- **Types of timesheets:**
  - A certified timesheet is used for salaried employees (exempt) who need to report only absences such as sick leave or vacation. All entry fields will remain blank if no absences need to be entered; however the timesheet still needs to be saved and posted.
  - A classified timesheet is used for employees that need to report the actual number of hours worked. Employees will be paid based upon the number of hours they are scheduled to work.
  - A substitute timesheet is used to enter work hours for substitute employees.
  - A temporary timesheet is used to enter work hours for employees whose work assignment is not permanent.

- **How to sign on to APECS- Use your WINDOWS User ID AND PASSWORD**
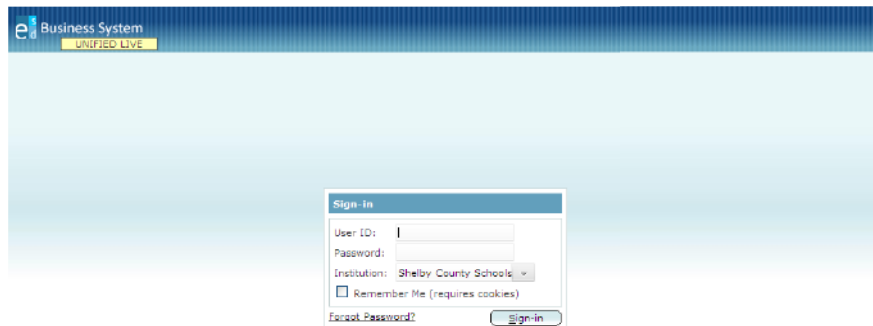
ESO, Inc.

- **How to navigate through APECS**

Menu – click on to access timesheets
Printer Icon – click on to print
Reports Icon – click on to run various reports
Job Queue icon – click on to access reports that have been run
Log Out icon – click on to log out

- **How to access timesheets for your location**
  - Click on Menu icon – >click on + timesheets >click on Mass Timesheet Approval

  - You should now see the following screen:

The approver box should default to the employee's name that signs on to APECS.
The cost center box defaults to your location.
The period box should be the current payroll period.

- o Click on Search
- o If individual employees can't be seen, click on Expand.

- **How to enter attendance on timesheets for Certified (Salaried) and Classified (Hourly) employees**

  - o Click on green arrow next to the employee's name and pull down to Details to display an individual timesheet.
  - o Enter the reported number of hours absent for each category (Sick Leave Used, Personal Leave Used, and Vacation Used) on the appropriate row for each date.
  - o To report another type of absence (such as family sick or jury duty), click the drop-down arrow in the **other reason column** then type the number of hours absent in the Units field. The Units field is adjacent to the drop-down box.

  - o **Click on Save and Post button**.
Below is an example of a Certified Timesheet with attendance entered.

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Below is an example of a Classified (Non –Exempt) Timesheet with attendance entered.

Note: *If the employee reported no absences during this pay period, do not enter anything. You do not have to access their timesheet at all.*

PRINCIPAL/APPROVER OF TIME REPORTS

- **How to approve timesheets**
    - On the Mass Timesheet Approval Screen Click on the very top paint bucket and pull down to approve option.
    - The status of all timesheets will change to APPROVED.
    - Click on the SAVE button at the bottom. **Warning – the timesheets will not be approved unless you click on SAVE.**

Note: Principals/Approver will not have any timesheets to approve unless the financial secretary/approver approves them first.

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
12 MONTH SALARIED (Scheduled Work Year 07/01/13 - 06/30/14)

Central Office, Principals, Vice Principals, Social Workers, School Psychologists, CNC Managerial & Prof. Staff (admin assistants & clerical), Drug & Alcohol Counselors, Raineswood Residential Training Center Teachers

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
1	07/01/13	07/10/13	7	1	8	07/11/13	07/19/13	**
2	07/11/13	07/24/13	10		10	07/25/13	08/02/13	
3	07/25/13	08/07/13	10		10	08/08/13	08/16/13	
4	08/08/13	08/21/13	10		10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9	1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	10		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	10		10	10/03/13	10/11/13	**
8	10/03/13	10/16/13	10		10	10/17/13	10/25/13	
9	10/17/13	10/30/13	10		10	10/31/13	11/08/13	
10	10/31/13	11/13/13	10		10	11/14/13	11/22/13	
11	11/14/13	11/27/13	8	2	10	11/25/13	12/06/13	
12	11/28/13	12/11/13	10		10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	8	2	10	12/19/13	01/03/14	**
14	12/26/13	01/08/14	5	5	10	01/09/14	01/17/14	
15	01/09/14	01/22/14	9	1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10		10	02/06/14	02/14/14	
17	02/06/14	02/19/14	10		10	02/20/14	02/28/14	
18	02/20/14	03/05/14	10		10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	8	2	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10		10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10		10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9	1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10		10	05/15/14	05/23/14	
24	05/15/14	05/28/14	9	1	10	05/29/14	06/06/14	**
25	05/29/14	06/11/14	10		10	06/12/14	06/20/14	**
26	06/12/14	06/25/14	10		10	06/26/14	07/03/14	**
			242	16	258			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

Independence Day		07/04/13	1
Labor Day		09/02/13	1
Thanksgiving	11/28/13 -	11/29/13	2
Winter Break	12/24/13 -	01/01/14	7
Martin Luther King Day		01/20/14	1
Spring Break	03/13/14 -	03/14/14	2
Good Friday		04/18/14	1
Memorial Day		05/26/14	1

Calendar is not inclusive of all work title classifications

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
12 MONTH HOURLY (Scheduled Work Year 07/01/13 - 06/30/14)

Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
1	07/01/13	07/10/13	7	1	8	07/11/13	07/19/13	**
2	07/11/13	07/24/13	10		10	07/25/13	08/02/13	
3	07/25/13	08/07/13	10		10	08/08/13	08/16/13	
4	08/08/13	08/21/13	10		10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9	1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	10		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	10		10	10/03/13	10/11/13	**
8	10/03/13	10/16/13	10		10	10/17/13	10/25/13	
9	10/17/13	10/30/13	10		10	10/31/13	11/08/13	
10	10/31/13	11/13/13	10		10	11/14/13	11/22/13	
11	11/14/13	11/27/13	8	2	10	11/25/13	12/06/13	
12	11/28/13	12/11/13	10		10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	8	2	10	12/19/13	01/03/14	
14	12/26/13	01/08/14	5	5	10	01/09/14	01/17/14	
15	01/09/14	01/22/14	9	1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10		10	02/06/14	02/14/14	
17	02/06/14	02/19/14	10		10	02/20/14	02/28/14	
18	02/20/14	03/05/14	10		10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	8	2	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10		10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10		10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9	1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10		10	05/15/14	05/23/14	
24	05/15/14	05/28/14	9	1	10	05/29/14	06/06/14	**
25	05/29/14	06/11/14	10		10	06/12/14	06/20/14	**
26	06/12/14	06/25/14	10		10	06/26/14	07/03/14	**
			242	16	258			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.			
Independence Day		07/04/13	1
Labor Day		09/02/13	1
Thanksgiving	11/28/13 -	11/29/13	2
Winter Break	12/24/13 -	01/01/14	7
Martin Luther King Day		01/20/14	1
Spring Break	03/13/13 -	03/14/13	2
Good Friday		04/18/14	1
Memorial Day		05/26/14	1

Calendar is not inclusive of all work title classifications

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NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	TEACHER/ ADMN. DAY	IN-SVC DAYS	VACATION DAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
3	07/29/13	08/07/13	5	3		8	08/08/13	08/16/13	
4	08/08/13	08/21/13	10			10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9		1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	10			10	09/19/13	09/27/13	
7	09/19/13	10/02/13	9.5	1		10.5	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5			5	10/17/13	10/25/13	
9	10/17/13	10/30/13	10			10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9			9	11/14/13	11/22/13	
11	11/14/13	11/27/13	9			9	11/25/13	12/06/13	
12	11/28/13	12/11/13	8		2	10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	7		2	9	12/19/13	01/03/14	
14	12/26/13	01/08/14	3.5	0.5	2	6	01/09/14	01/17/14	
15	01/09/14	01/22/14	9		1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10			10	02/06/14	02/14/14	
17	02/06/14	02/19/14	9	0.5		9.5	02/20/14	02/28/14	
18	02/20/14	03/05/14	10			10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5		1	6	03/20/14	03/28/14	
20	03/20/14	04/02/14	10			10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10			10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9		1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10			10	05/15/14	05/23/14	
24	05/15/14	05/23/14	8			8	05/29/14	06/06/14	**
25	School Year 13/14 Balance							06/20/14	**
26	School Year 13/14 Balance							07/03/14	**
1	School Year 13/14 Balance							07/18/14	**
2	School Year 13/14 Balance							08/01/14	**
			185	5	10	200			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.
** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

IN-SERVICE DAYS		ADMINISTRATIVE DAYS	
July 29, July 31, August 1 & 2, 2013	3	July 29, July 30, July 31, 2013	2
September 20, 2012	1	September 19, 2013	.5
January 6, 2014	.5	December 20, 2013	.5
February 14, 2014	.5	January 6, 2014	.5
VACATION DAYS		February 13, 2014	.5
Labor Day, September 2, 2013	1	May 23, 2014	.5
Thanksgiving, Nov. 28 - 29, 2013	2	Week of May 19 - 23, 2014 (Flex)	.5
Winter Break, Dec. 24 - 26, 2013	3	**NON-SCHEDULED WORK DAYS (UNPAID DAYS)**	
Winter Break, December 31, 2013	1	Fall Break, October 7-11, 2013	5
MLK Day, January 20, 2014	1	Veterans Day, November 11, 2013	1
Spring Break, March 14, 2014	1	Thanksgiving, November 27, 2013	1
Good Friday, April 18, 2014	1	Winter Break, Dec. 23, 27, 30, 2013	3
		Winter Break, January 1-3, 2014	3
		Presidents Day, February 17, 2014	1
		Spring Break, March 10 - 13, 2014	4

Calendar is not inclusive of all work title classifications

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
10 Month Certificated Salaried Legacy- SCS
(Scheduled Work Year 07/29/13 - 05/23/14)

Teachers, PLC Coaches, Elem./Middle Counselors, PIT Crew, Speech Language Therapists, Title 1 Facilitators, School Social Workers, School Psychologists, OT/PTs, Drug & Alcohol Counselors

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	TEACHER/ ADMN. DAYS	IN-SVC DAYS	VACATION DAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
2	07/15/13	07/24/13				0	07/25/13	08/02/13	
3	07/29/13	08/07/13	5	3		8	08/08/13	08/16/13	
4	08/08/13	08/21/13	10			10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9		1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	10			10	09/19/13	09/27/13	
7	09/19/13	10/02/13	9.5	1		10.5	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5			5	10/17/13	10/25/13	
9	10/17/13	10/30/13	10			10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9			9	11/14/13	11/22/13	
11	11/14/13	11/27/13	9			9	11/25/13	12/06/13	
12	11/28/13	12/11/13	8		2	10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	7		2	9	12/19/13	01/03/14	
14	12/26/13	01/08/14	3.5	0.5	2	6	01/09/14	01/17/14	
15	01/09/14	01/22/14	9		1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10			10	02/06/14	02/14/14	
17	02/06/14	02/19/14	9	0.5		9.5	02/20/14	02/28/14	
18	02/20/14	03/05/14	10			10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5		1	6	03/20/14	03/28/14	
20	03/20/14	04/02/14	10			10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10			10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9		1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10			10	05/15/14	05/23/14	
24	05/15/14	05/23/14	8			8	05/29/14	06/06/14	**
25	School Year 13/14 Balance							06/20/14	**
26	School Year 13/14 Balance							07/03/14	**
27	School Year 13/14 Balance							07/18/14	**
1	School Year 13/14 Balance							08/01/14	**
			185	5	10	200			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

IN-SERVICE DAYS
July 29, July 31, August 1 & 2, 2013	3
September 20, 2012	1
January 6, 2014	.5
February 14, 2014	.5

VACATION DAYS
Labor Day, September 2, 2013	1
Thanksgiving, Nov. 28 - 29, 2013	2
Winter Break, Dec. 24 - 26, 2013	3
Winter Break, December 31, 2013	1
MLK Day, January 20, 2014	1
Spring Break, March 14, 2014	1
Good Friday, April 18, 2014	1

ADMINISTRATIVE DAYS
July 29, July 30, July 31, 2013	2
September 19, 2013	.5
December 20, 2013	.5
January 6, 2014	.5
February 13, 2014	.5
May 23, 2014	.5
Week of May 19 - 23, 2014 (Flex)	.5

NON-SCHEDULED WORK DAYS (UNPAID DAYS)
Fall Break, October 7-11, 2013	5
Veterans Day, November 11, 2013	1
Thanksgiving, November 27, 2013	1
Winter Break, Dec. 23, 27, 30, 2013	3
Winter Break, January 1-3, 2014	3
Presidents Day, February 17, 2014	1
Spring Break, March 10 - 13, 2014	4

Calendar is not inclusive of all work title classifications

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
11 MONTH SALARIED (Scheduled Work Year 07/15/13 - 06/09/14)
District Nurses, High School Counselors, Social Workers, School Psychologists, Clinical Lead Nurses, Behavior Analysts

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	WORK/ ADMN. DAYS	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
2	07/15/13	07/24/13	8			8	07/25/13	08/02/13	
3	07/25/13	08/07/13	7	3		10	08/08/13	08/16/13	
4	08/08/13	08/21/13	10			10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9		1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	9	1		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	10.5			10.5	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5		5	10	10/17/13	10/25/13	
9	10/17/13	10/30/13	10			10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9		1	10	11/14/13	11/22/13	
11	11/14/13	11/27/13	7		3	10	[11/25/13]	12/06/13	
12	11/28/13	12/11/13	10			10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	5		5	10	[12/19/13]	01/03/14	
14	12/26/13	01/08/14	4.5	0.50	5	10	01/09/14	01/17/14	
15	01/09/14	01/22/14	9		1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10			10	02/06/14	02/14/14	
17	02/06/14	02/19/14	9	0.50	1	10.5	02/20/14	02/28/14	
18	02/20/14	03/05/14	10			10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5		5	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10			10	04/03/14	04/11/14	
21	04/03/14	04/16/14	9		1	10	04/17/14	04/25/14	
22	04/17/14	04/30/14	10			10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10			10	05/15/14	05/23/14	
24	05/15/14	05/28/14	9		1	10	05/29/14	06/06/14	**
25	05/29/14	06/09/14	8			8	06/12/14	06/20/14	**
26	School Year 13/14 Balance							07/03/14	**
1	School Year 13/14 Balance							07/18/14	**
			203	5	29	237			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.
** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

IN-SERVICE DAYS		ADMINISTRATIVE DAYS	
July 29, July 31, August 1 & 2, 2013	3	July 29, July 30, July 31, 2013	2
September 20, 2012	1	September 19, 2013	.5
January 6, 2014	.5	December 20, 2013	.5
February 14, 2014	.5	January 6, 2014	.5
HOLIDAYS		February 13, 2014	.5
Labor Day, September 2, 2013	1	May 23, 2014	.5
Fall Break, October 7-11, 2013	5	Week of May 19 - 23, 2014 (Flex)	.5
Veterans Day, November 11, 2013	1		
Thanksgiving, November 27 - 29, 2013	3		
Winter Break, Dec. 23 - 31, 2013	7		
Winter Break, January 1 - 3, 2014	3		
MLK Day, January 20, 2014	1		
Presidents Day, February 17, 2014	1		
Spring Break, March 10 - 13, 2014	5		
Good Friday, April 18, 2014	1		
Memorial Day, May 26, 2014	1		

Calendar is not inclusive of all work title classifications

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
10.5 MONTH SALARIED LEGACY SCS (Scheduled Work Year 07/22/13 - 06/02/14)
All Assistant Principals

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	WORK/ ADMN. DAYS	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
2	07/22/13	07/24/13	3			3	07/25/13	08/02/13	
3	07/25/13	08/07/13	7	3		10	08/08/13	08/16/13	
4	08/08/13	08/21/13	10			10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9		1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	9	1		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	10.5			10.5	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5		5	10	10/17/13	10/25/13	
9	10/17/13	10/30/13	10			10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9		1	10	11/14/13	11/22/13	
11	11/14/13	11/27/13	7		3	10	11/25/13	12/06/13	
12	11/28/13	12/11/13	10			10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	5		5	10	12/19/13	01/03/14	
14	12/26/13	01/08/14	4.5	0.50	5	10	01/09/14	01/17/14	
15	01/09/14	01/22/14	9		1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10			10	02/06/14	02/14/14	
17	02/06/14	02/19/14	9	0.50	1	10.5	02/20/14	02/28/14	
18	02/20/14	03/05/14	10			10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5		5	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10			10	04/03/14	04/11/14	
21	04/03/14	04/16/14	9		1	10	04/17/14	04/25/14	
22	04/17/14	04/30/14	10			10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10			10	05/15/14	05/23/14	
24	05/15/14	05/28/14	9		1	10	05/29/14	06/06/14	**
25	05/29/14	06/02/14	3			3	06/12/14	06/20/14	**
26	School Year 13/14 Balance							07/03/14	**
1	School Year 13/14 Balance							07/18/14	**
			193	5	29	227			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

> **Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.**

IN-SERVICE DAYS	
July 29, July 31, August 1 & 2, 2013	3
September 20, 2012	1
January 6, 2014	.5
February 14, 2014	.5

HOLIDAYS	
Labor Day, September 2, 2013	1
Fall Break, October 7-11, 2013	5
Veterans Day, November 11, 2013	1
Thanksgiving, November 27 - 29, 2013	3
Winter Break, Dec. 23 - 31, 2013	7
Winter Break, January 1 - 3, 2014	3
MLK Day, January 20, 2014	1
Presidents Day, February 17, 2014	1
Spring Break, March 10 - 13, 2014	5
Good Friday, April 18, 2014	1
Memorial Day, May 26, 2014	1

ADMINISTRATIVE DAYS	
July 29, July 30, July 31, 2013	2
September 19, 2013	.5
December 20, 2013	.5
January 6, 2014	.5
February 13, 2014	.5
May 23, 2014	.5
Week of May 19 - 23, 2014 (Flex)	.5

Calendar is not inclusive of all work title classifications

	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK/	IN-SVC	PAID		APPROVAL		
NO.	BEGINNING	ENDING	ADMN. DAYS	DAYS	HOLIDAYS	TOTAL	DEADLINE *	PAY DAY	
1	07/01/13	07/10/13	0			0	07/11/13	07/19/13	
2	07/22/13	07/24/13	3			3	07/25/13	08/02/13	
3	07/25/13	08/07/13	7	3		10	08/08/13	08/16/13	
4	08/08/13	08/21/13	10			10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9		1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	9	1		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	10.5			10.5	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5		5	10	10/17/13	10/25/13	
9	10/17/13	10/30/13	10			10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9		1	10	11/14/13	11/22/13	
11	11/14/13	11/27/13	7		3	10	11/25/13	12/06/13	
12	11/28/13	12/11/13	10			10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	5		5	10	12/19/13	01/03/14	
14	12/26/13	01/08/14	4.5	0.50	5	10	01/09/14	01/17/14	
15	01/09/14	01/22/14	9		1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10			10	02/06/14	02/14/14	
17	02/06/14	02/19/14	9	0.50	1	10.5	02/20/14	02/28/14	
18	02/20/14	03/05/14	10			10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5		5	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10			10	04/03/14	04/11/14	
21	04/03/14	04/16/14	9		1	10	04/17/14	04/25/14	
22	04/17/14	04/30/14	10			10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10			10	05/15/14	05/23/14	
24	05/15/14	05/28/14	9		1	10	05/29/14	06/06/14	**
25	05/29/14	06/02/14	3			3	06/12/14	06/20/14	**
26	School Year 13/14 Balance							07/03/14	**
1	School Year 13/14 Balance							07/18/14	**
			193	5	29	227			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

IN-SERVICE DAYS

July 29, July 31, August 1 & 2, 2013	3
September 20, 2012	1
January 6, 2014	.5
February 14, 2014	.5

HOLIDAYS

Labor Day, September 2, 2013	1
Fall Break, October 7-11, 2013	5
Veterans Day, November 11, 2013	1
Thanksgiving, November 27 - 29, 2013	3
Winter Break, Dec. 23 - 31, 2013	7
Winter Break, January 1 - 3, 2014	3
MLK Day, January 20, 2014	1
Presidents Day, February 17, 2014	1
Spring Break, March 10 - 13, 2014	5
Good Friday, April 18, 2014	1
Memorial Day, May 26, 2014	1

ADMINISTRATIVE DAYS

July 29, July 30, July 31, 2013	2
September 19, 2013	.5
December 20, 2013	.5
January 6, 2014	.5
February 13, 2014	.5
May 23, 2014	.5
Week of May 19 - 23, 2014 (Flex)	.5

Calendar is not inclusive of all work title classifications

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
10 MONTH SALARIED-CLASSIFIED (Scheduled Work Year 07/29/13 - 05/23/14)
Nutrition Supervisors and Trainees

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
3	07/29/13	08/07/13	8		8	08/08/13	08/16/13	
4	08/08/13	08/21/13	10		10	08/22/13	08/30/13	
5	08/22/13	09/04/13	10		10	09/05/13	09/13/13	
6	09/05/13	09/18/13	9	1	10	09/19/13	09/27/13	
7	09/19/13	10/02/13	10		10	10/03/13	10/11/13	**
8	10/03/13	10/16/13	10		10	10/17/13	10/25/13	
9	10/17/13	10/30/13	5	5	10	10/31/13	11/08/13	
10	10/31/13	11/13/13	10		10	11/14/13	11/22/13	
11	11/14/13	11/27/13	9	1	10	11/25/13	12/06/13	
12	11/28/13	12/11/13	7	3	10	12/12/13	12/20/13	**
13	12/12/13	12/25/13	10		10	12/19/13	01/03/14	
14	12/26/13	01/08/14	5	5	10	01/09/14	01/17/14	
15	01/09/14	01/22/14	5	5	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	9	1	10	02/06/14	02/14/14	
17	02/06/14	02/19/14	10		10	02/20/14	02/28/14	
18	02/20/14	03/05/14	9	1	10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	10		10	03/20/14	03/28/14	
20	03/20/14	04/02/14	5	5	10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10		10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9	1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10		10	05/15/14	05/23/14	
24	05/15/14	05/23/14	10		10	05/29/14	06/06/14	**
25	School Year 13/14 Balance						06/20/14	**
26	School Year 13/14 Balance						07/03/14	**
1	School Year 13/14 Balance						07/18/14	**
2	School Year 13/14 Balance						08/01/14	**
			190	28	218			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.
** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

Labor Day, September 2, 2013	1
Fall Break, October 7-11, 2013	5
Veterans Day, November 11, 2013	1
Thanksgiving, November 27 - 29, 201:	3
Winter Break, Dec. 23 - 31, 2013	7
Winter Break, January 1 - 3, 2014	3
MLK Day, January 20, 2014	1
Presidents Day, February 17, 2014	1
Spring Break, March 10 - 13, 2014	5
Good Friday, April 18, 2014	1

Calendar is not inclusive of all work title classifications
95

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2013-14
10 MONTH HOURLY (Scheduled Work Year 07/29/13 - 05/23/14)

Bus Assistants, Bus Drivers, Bus Lot Managers, Assistant Bus Lot Managers, Bus Driver Subs, Educational Assistants, ISS/Study Hall Monitors, School Clerical, School Nurses, School Nutrition Technicians (full & part time), School-based Catering Assistants, Lunchroom Monitors (part-time)

NO.	TIMESHEET & PAYROLL PERIODS BEGINNING	ATTENDANCE PERIODS ENDING	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
3	07/29/13	08/07/13	8		8	08/08/13	08/16/13	
4	08/08/13	08/21/13	10		10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9	1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	10		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	9		9	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5	3	8	10/17/13	10/25/13	
9	10/17/13	10/30/13	10		10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9	1	10	11/14/13	11/22/13	
11	11/14/13	11/27/13	10		10	11/25/13	12/06/13	
12	11/28/13	12/11/13	7	2	9	12/12/13	12/20/13	**
13	12/12/13	12/25/13	7	2	9	12/19/13	01/03/14	
14	12/26/13	01/08/14	3	3	6	01/09/14	01/17/14	
15	01/09/14	01/22/14	9	1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10		10	02/06/14	02/14/14	
17	02/06/14	02/19/14	8	1	9	02/20/14	02/28/14	
18	02/20/14	03/05/14	10		10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5	5	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10		10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10		10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9	1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10		10	05/15/14	05/23/14	
24	05/15/14	05/23/14	7		7	05/29/14	06/06/14	**
			185	20	205			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Pay Dates for days not shown on the calendar, such as training and inservice, will be determined by the date the pay information is submitted to the Payroll Department.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

Labor Day		09/02/13	1
Fall Break	10/07/13-	10/09/13	3
Veterans Day		11/11/13	1
Thanksgiving	11/28/13 -	11/29/13	2
Winter Break	12/24/13 -	12/26/13	3
	12/31/13 -	01/01/14	2
MLK, Jr. Day		01/20/14	1
Presidents Day		02/17/13	1
Spring Break	03/10/14-	03/14/14	5
Good Friday		04/18/14	1

Calendar is not inclusive of all work title classifications

NO.	PAYROLL BEGINNING	PERIODS ENDING	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
2	07/15/13	07/24/13	8		8	07/25/13	08/02/13	
3	07/25/13	08/07/13	10		10	08/08/13	08/16/13	
4	08/08/13	08/21/13	10		10	08/22/13	08/30/13	
5	08/22/13	09/04/13	9	1	10	09/05/13	09/13/13	
6	09/05/13	09/18/13	10		10	09/19/13	09/27/13	
7	09/19/13	10/02/13	9		9	10/03/13	10/11/13	**
8	10/03/13	10/16/13	5	3	8	10/17/13	10/25/13	
9	10/17/13	10/30/13	10		10	10/31/13	11/08/13	
10	10/31/13	11/13/13	9	1	10	11/14/13	11/22/13	
11	11/14/13	11/27/13	10		10	11/25/13	12/06/13	
12	11/28/13	12/11/13	7	2	9	12/12/13	12/20/13	**
13	12/12/13	12/25/13	7	2	9	12/19/13	01/03/14	
14	12/26/13	01/08/14	3	3	6	01/09/14	01/17/14	
15	01/09/14	01/22/14	9	1	10	01/23/14	01/31/14	
16	01/23/14	02/05/14	10		10	02/06/14	02/14/14	
17	02/06/14	02/19/14	8	1	9	02/20/14	02/28/14	
18	02/20/14	03/05/14	10		10	03/06/14	03/14/14	**
19	03/06/14	03/19/14	5	5	10	03/20/14	03/28/14	
20	03/20/14	04/02/14	10		10	04/03/14	04/11/14	
21	04/03/14	04/16/14	10		10	04/17/14	04/25/14	
22	04/17/14	04/30/14	9	1	10	05/01/14	05/09/14	
23	05/01/14	05/14/14	10		10	05/15/14	05/23/14	
24	05/15/14	05/28/14	9	1	10	05/29/14	06/06/14	**
25	05/29/14	06/09/14	8		8	06/12/14	06/20/14	**
			205	21	226			

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Pay Dates for days not shown on the calendar, such as training and inservice, will be determined by the date the pay information is submitted to the Payroll Department.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.			
Labor Day		09/02/13	1
Fall Break	10/07/13-	10/09/13	3
Veterans Day		11/11/13	1
Thanksgiving	11/28/13 -	11/29/13	2
Winter Break	12/24/13 -	12/26/13	3
	12/31/13 -	01/01/14	2
MLK, Jr. Day		01/20/14	1
Presidents Day		02/17/13	1
Spring Break	03/10/14-	03/14/14	5
Good Friday		04/18/14	1
Memorial Day		05/26/14	1

Calendar is not inclusive of all work title classifications

Shelby County Schools Pay Schedule 2013-14
10.5 Month Salaried -Legacy SCS (Scheduled Work Year 7/22/13 -6/2/14)
Psychologists

NO.	TIMESHEET & PAYROLL BEGINNING	ATTENDANCE PERIODS ENDING	WORK/ ADMN. DAYS	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY
2	07/22/13	07/24/13	3			3	07/25/13	08/02/13
3	07/25/13	08/07/13	7	3		10	08/08/13	08/16/13
4	08/08/13	08/21/13	10			10	08/22/13	08/30/13
5	08/22/13	09/04/13	9		1	10	09/05/13	09/13/13
6	09/05/13	09/18/13	9	1		10	09/19/13	09/27/13
7	09/19/13	10/02/13	10.5			10.5	10/03/13	10/11/13
8	10/03/13	10/16/13	5		5	10	10/17/13	10/25/13
9	10/17/13	10/30/13	10			10	10/31/13	11/08/13
10	10/31/13	11/13/13	9		1	10	11/14/13	11/22/13
11	11/14/13	11/27/13	7		3	10	11/25/13	12/06/13
12	11/28/13	12/11/13	10			10	12/12/13	12/20/13
13	12/12/13	12/25/13	5		5	10	12/19/13	01/03/14
14	12/26/13	01/08/14	4.5	0.50	5	10	01/09/14	01/17/14
15	01/09/14	01/22/14	9		1	10	01/23/14	01/31/14
16	01/23/14	02/05/14	10			10	02/06/14	02/14/14
17	02/06/14	02/19/14	9	0.50	1	10.5	02/20/14	02/28/14
18	02/20/14	03/05/14	10			10	03/06/14	03/14/14
19	03/06/14	03/19/14	5		5	10	03/20/14	03/28/14
20	03/20/14	04/02/14	10			10	04/03/14	04/11/14
21	04/03/14	04/16/14	9		1	10	04/17/14	04/25/14
22	04/17/14	04/30/14	10			10	05/01/14	05/09/14
23	05/01/14	05/14/14	10			10	05/15/14	05/23/14
24	05/15/14	05/28/14	9		1	10	05/29/14	06/06/14
25	05/29/14	06/02/14	3			3	06/12/14	06/20/14
26	School Year 13/14 Balance							07/03/14
1	School Year 13/14 Balance							07/18/14
			193	5	29	227		

* Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

** Checks are mailed to the home address.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay.

IN-SERVICE DAYS

July 29, July 31, August 1 & 2, 2013	3
September 20, 2012	1
January 6, 2014	.5
February 14, 2014	.5

HOLIDAYS

Labor Day, September 2, 2013	1
Fall Break, October 7-11, 2013	5
Veterans Day, November 11, 2013	1
Thanksgiving, November 27 - 29, 2013	3
Winter Break, Dec. 23 - 31, 2013	7
Winter Break, January 1 - 3, 2014	3
MLK Day, January 20, 2014	1
Presidents Day, February 17, 2014	1
Spring Break, March 10 - 13, 2014	5
Good Friday, April 18, 2014	1
Memorial Day, May 26, 2014	1

ADMINISTRATIVE DAYS

July 29, July 30, July 31, 2013	2
September 19, 2013	.5
December 20, 2013	.5
January 6, 2014	.5
February 13, 2014	.5
May 23, 2014	.5
Week of May 19 - 23, 2014 (Flex)	.5

Calendar is not inclusive of all work title classifications

PAYROLL ADDITIONAL INFORMATION

<u>WIN SCHOOL - $2,500 Allotment</u>
Budgetary Coding – Elementary -01-72410-18904-106061-location-0000
Budgetary Coding – Middle/High – 01-72410-18904-106062-location-0000

For those schools receiving the $2,500, please report the hours on the APECS time sheet including any overtime hours, if applicable.   Please indicate the budgetary coding using your location code in APECS as listed above. Overtime hours also require an explanation on the system.

<u>SCHOOL ACTIVITY REPORT</u>
Budgetary Coding – 01-72210-20400-102502-location-0000

This report is used to report approved expenditures that are paid by the district and charged back to the school. These expenditures are billed to the school and reimbursable. Please use the same report as you have in the past for MCS legacy only.

<u>ADMINISTRATIVE SUPPORT SUPPLEMENT</u>

For Schools that receive this allotment (MCS Legacy) only, please use the budgetary coding 01-72410-18900-106062-location-0000. Please use the same form as you have in the past for now.

<u>STIPEND FORM</u>

The stipend form is only to be used for programs approved by the Department Head. The form is normally used mostly for Federal or Grant Type Program payments that require Department Head Approvals. If you have not used the Stipend Form previously, it will not be applicable to your location. Please see this Stipend Form attached in following pages. It must be sent to Payroll in Excel format.

<u>CAMPUS MONITORS, H02D (MCS LEGACY ONLY)</u>

Please be sure to use the correct budgetary coding for 2013-14. The budgetary coding for campus Monitors is 01-72110-18900-203000-8353-0000.

<u>SUBSTITUTE TEACHERS</u>

Please report Substitute Teachers in days and not hours. Please obtain any budgetary coding information, if applicable, from Human Resources. On the following pages, please see "Instructions for Reporting Substitute Teachers in APECs."

<u>ALTERNATIVE SCHOOLS (MCS LEGACY ONLY)</u>

Please report extra hours for Teachers on the J06h Time Report.

<u>10 MONTH TEACHERS</u>

Teachers work 7.50 hours per day. Please report time in hours only.

<u>EXCESSED/SURPLUS TEACHERS</u>

If you have Excessed/Surplus teachers that are in your building, please do not report them on the time sheet at your location. The reporting is being handled by the Human Resources Division.

INSTRUCTIONS FOR REPORTING A SUB TEACHER

Go to the timesheet search screen.

    Type the employee name/id #…

    Cost Center should be blank…

    Current pay period must be in the box by **Period**

    click **Search**

Click on the green arrow for details. Click details and it will take you to the screen shown below

Your Cost Center should appear in the location, if not, put your cost center in.

INSTRUCTIONS FOR REPORTING A SUB TEACHER

Timesheet will then be available to report days subbed

Place cursor in the "Subbed For" column next to the date the sub was used

Begin typing the teacher name they subbed for.

Name should appear, click on name so it goes into the box under "Subbed For" column

INSTRUCTIONS FOR REPORTING A SUB TEACHER

Put 1 day or .50 day under "Units Worked" column
Save and Post

INSTRUCTIONS FOR REPORTING A SUB TEACHER

SHELBY COUNTY SCHOOLS
BIWEEKLY STIPENDS 2013/14

School: _____

Payroll Ending Date: _____

Project Name: _____

Social Security #	Name	Title	Date(s) Worked	Hours Worked	Amount	Budgetary Coding/Account Number						
						Fund	Func	Obj	Dept	Loc	Proj	Type

APPROVED: _____   _____
                Signature   Date

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SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS - PAYROLL
BY COST CENTER DESCRIPTION

Fiscal Year 2013-2014

Cost Center	Description	Payroll Associate	Backup Associate	E-mail of Associate	E-mail of Back-up
2005	A B Hill Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2740	A. Maceo Walker Middle School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1134	Accountability	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
32401	Accounts Payable	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8550	Administration (Not In Crosswalk)	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8439	Adolescent Parenting Center (Not In Crosswalk)	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
10301	Adult Education	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2494	Adult Education (Messick Career & Tech Center)	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8199	Adult Education? (Not In Crosswalk)	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2010	Airways Middle School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8172	Alcohol & Drug Abuse (Not In Crosswalk)	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2015	Alcy Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1128	Alternative School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2020	Alton Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0003	Altruria Elem	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2023	American Way Middle	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0007	Appling Md	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0005	Arlington Elem	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0001	Arlington High	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0006	Arlington Md	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1112	As Specified	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
20301	Athletics	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8720	Athletics (Not In Crosswalk)	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8256	Aurora Collegiate Academy	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2025	Avon Lenox School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2030	B T Washington High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0008	Bailey Station Elem	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2610	Balmoral Ridgeway Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
10231	Band Instrument Repair	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0010	Barrets Elem	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0020	Bartlett Elem	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0025	Bartlett High	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1087	Bartlett High Bus Lot	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
10900	Belle Forest	Latonia Teague		TEAGUEL@scsk12.org	
8365	Belle Forest Community School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
3650	Belle Forest Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2040	Bellevue Middle School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2500	Benjamin L. Hooks Job Corps Academy	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2045	Berclair Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2050	Bethel Grove Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
7201	Bluebird Learning Center	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
01000	Board Of Education	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0035	Bolton High	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0030	Bon Lin Elem	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0033	Bon Lin Md	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8805	Bond Building (Not In Crosswalk)	Pam Mottley		MOTTLEYPL@scsk12.org	
2053	Brewster Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8625	Brinkley Heights Urban Academy	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2055	Brookmeade Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2057	Brownsville Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2060	Bruce Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
9020	Brunswick Day School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1090	Build/Management	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1107	Business Information Systems-Grays Creek	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2067	Caldwell-Guthrie Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
7210	Campus Kids Corner	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2070	Campus School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2075	Carnes Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2085	Carver High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2090	Central High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1000	Central Office	Doll Lewis		LEWISDE1@scsk12.org	
1009	Central Office East	Doll Lewis		LEWISDE1@scsk12.org	
1130	Central Office Grays Creek	Doll Lewis		LEWISDE1@scsk12.org	
2095	Charjean Elementary	Laverne Hines		HINESL@scsk12.org	
2100	Cherokee Elementary	Laverne Hines		HINESL@scsk12.org	
2108	Chickasaw Middle School	Laverne Hines		HINESL@scsk12.org	
31500	Chief Human Capital Officer	Laverne Hines		HINESL@scsk12.org	
2049	Chimneyrock Elementary School	Laverne Hines		HINESL@scsk12.org	
8236	City University Boys Preparatory	Laverne Hines		HINESL@scsk12.org	
8204	City University School Of Liberal Arts	Laverne Hines		HINESL@scsk12.org	
8462	Cnc Bakery	Laverne Hines		HINESL@scsk12.org	
8464	Cnc Cold Assembly	Laverne Hines		HINESL@scsk12.org	
8463	Cnc Cook Chill	Laverne Hines		HINESL@scsk12.org	
2109	Coleman Elementary	Laverne Hines		HINESL@scsk12.org	
1088	Coll High Bus Lot	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0055	Collierville Elem	Laverne Hines		HINESL@scsk12.org	
0060	Collierville High	Laverne Hines		HINESL@scsk12.org	
0063	Collierville Md	Laverne Hines		HINESL@scsk12.org	
1063	Collierville Middle School New Location	Laverne Hines		HINESL@scsk12.org	
8012	Colonial Hearing Center (Not In Crosswalk)	Laverne Hines		HINESL@scsk12.org	
2115	Colonial Middle School	Laverne Hines		HINESL@scsk12.org	
8193	Colonial Visually Limited (Not In Crosswalk)	Laverne Hines		HINESL@scsk12.org	
1113	Compass Intervention Center	Laverne Hines		HINESL@scsk12.org	
9025	Compass Intervention Center	Laverne Hines		HINESL@scsk12.org	
32400	Contracts	Doll Lewis		LEWISDE1@scsk12.org	
2117	Cordova Elementary	Laverne Hines		HINESL@scsk12.org	
2119	Cordova High School	Laverne Hines		HINESL@scsk12.org	
2118	Cordova Middle School	Laverne Hines		HINESL@scsk12.org	
2120	Corning Elementary	Laverne Hines		HINESL@scsk12.org	

Cost Center	Description	Payroll Associate	Backup Associate	E-mail of Associate	E-mail of Back-up
2122	Coro Lake Elementary	Laverne Hines		HINESL@scsk12.org	
2125	Corry Middle School	Laverne Hines		HINESL@scsk12.org	
2126	Craigmont High School	Laverne Hines		HINESL@scsk12.org	
2128	Craigmont Middle School	Laverne Hines		HINESL@scsk12.org	
8420	Creative Life Prepatorial	Laverne Hines		HINESL@scsk12.org	
2130	Cromwell Elementary	Laverne Hines		HINESL@scsk12.org	
8580	Cromwell Elementary (Not In Crosswalk)	Laverne Hines		HINESL@scsk12.org	
0065	Crosswind Elem	Laverne Hines		HINESL@scsk12.org	
2133	Crump Elementary	Laverne Hines		HINESL@scsk12.org	
2135	Cummings School	Laverne Hines		HINESL@scsk12.org	
2140	Cypress Middle School	Laverne Hines		HINESL@scsk12.org	
40000	Debt Services	Doll Lewis		LEWISDE1@scsk12.org	
2145	Delano Elementary	Laverne Hines		HINESL@scsk12.org	
8426	Delasalle Elementary	Laverne Hines		HINESL@scsk12.org	
2150	Denver Elementary	Laverne Hines		HINESL@scsk12.org	
1145	Department Of Exceptonal Children	Doll Lewis		LEWISDE1@scsk12.org	
0067	Dexter Elem	Laverne Hines		HINESL@scsk12.org	
0068	Dexter Md	Laverne Hines		HINESL@scsk12.org	
32100	Director Of Accounting & Reporting	Doll Lewis		LEWISDE1@scsk12.org	
10800	Director Of Alternative Schools	Doll Lewis		LEWISDE1@scsk12.org	
22200	Director Of Assessment & Accountability	Doll Lewis		LEWISDE1@scsk12.org	
20100	Director Of Attendance & Discipline	Doll Lewis		LEWISDE1@scsk12.org	
32200	Director Of Budget & Fiscal Planning	Doll Lewis		LEWISDE1@scsk12.org	
10300	Director Of Career & Technical Education	Doll Lewis		LEWISDE1@scsk12.org	
21100	Director Of Charter Schools	Doll Lewis		LEWISDE1@scsk12.org	
20400	Director Of Coordinated Schools Health	Doll Lewis		LEWISDE1@scsk12.org	
10200	Director Of Curriculum & Instruction	Doll Lewis		LEWISDE1@scsk12.org	
31400	Director Of Employee Services	Doll Lewis		LEWISDE1@scsk12.org	
10404	Director Of Exceptional Children	Pam Mottley		MOTTLEYPL@scsk12.org	
33500	Director Of Facility Planning	Doll Lewis		LEWISDE1@scsk12.org	
10500	Director Of Federal Programs	Doll Lewis		LEWISDE1@scsk12.org	
33400	Director of Maintenance	Denise McNeal		MCNEALDR@scsk12.org	
33600	Director Of Nutrition Support	Doll Lewis		LEWISDE1@scsk12.org	
10700	Director Of Optional Schools	Doll Lewis		LEWISDE1@scsk12.org	
32300	Director Of Payroll	Doll Lewis		LEWISDE1@scsk12.org	
31100	Director Of Performance Management	Doll Lewis		LEWISDE1@scsk12.org	
03020	Director Of Policy	Doll Lewis		LEWISDE1@scsk12.org	
33300	Director Of Procurement	Doll Lewis		LEWISDE1@scsk12.org	
31200	Director Of Professional Development & Support	Doll Lewis		LEWISDE1@scsk12.org	
22300	Director Of Research, Planning & Improvement	Doll Lewis		LEWISDE1@scsk12.org	
22100	Director Of Student Information Management	Doll Lewis		LEWISDE1@scsk12.org	
20300	Director Of Student Support	Doll Lewis		LEWISDE1@scsk12.org	
33200	Director Of Transportation	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
8533	Division Of Student Support (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
0070	Dogwood Elem	Laverne Hines		HINESL@scsk12.org	
0195	Donelson Elem	Laverne Hines		HINESL@scsk12.org	
2153	Double Tree Elementary	Laverne Hines		HINESL@scsk12.org	
2155	Douglass Elementary/Middle	Laverne Hines		HINESL@scsk12.org	
2160	Douglass High School	Laverne Hines		HINESL@scsk12.org	
2162	Downtown Elementary	Laverne Hines		HINESL@scsk12.org	
20303	Drivers Ed	Pam Mottley		MOTTLEYPL@scsk12.org	
8159	Drivers Education (Not In Crosswalk)	Pam Mottley		MOTTLEYPL@scsk12.org	
2165	Dunbar Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
7211	Early Childhood Education	Pam Mottley		MOTTLEYPL@scsk12.org	
7213	Early Childhood Program Partnering Centers	Pam Mottley		MOTTLEYPL@scsk12.org	
2181	East Career Technology Center	Pam Mottley		MOTTLEYPL@scsk12.org	
2180	East High School	Pam Mottley		MOTTLEYPL@scsk12.org	
10260	Educational Support	Pam Mottley		MOTTLEYPL@scsk12.org	
34200	Educational Technology Manager	Pam Mottley		MOTTLEYPL@scsk12.org	
2183	Egypt Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
0090	Ellendale Elem	Pam Mottley		MOTTLEYPL@scsk12.org	
8364	Elliston Baptist Academy	Pam Mottley		MOTTLEYPL@scsk12.org	
0095	Elmore Park Md	Pam Mottley		MOTTLEYPL@scsk12.org	
10201	English Second Language	Pam Mottley		MOTTLEYPL@scsk12.org	
7202	Ernestine Rivers Child Care Center	Pam Mottley		MOTTLEYPL@scsk12.org	
2185	Evans Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
10400	Exceptional Children	Pam Mottley		MOTTLEYPL@scsk12.org	
20000	Executive Assistant - Burton	Pam Mottley		MOTTLEYPL@scsk12.org	
20200	Executive Director Of Safety & Security	Pam Mottley		MOTTLEYPL@scsk12.org	
2190	Fairley Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2195	Fairley High School	Pam Mottley		MOTTLEYPL@scsk12.org	
2200	Fairview Middle School	Pam Mottley		MOTTLEYPL@scsk12.org	
0100	Farmington Elem	Pam Mottley		MOTTLEYPL@scsk12.org	
8539	Florida Kansas Annex (Not In Crosswalk)	Pam Mottley		MOTTLEYPL@scsk12.org	
2208	Florida-Kansas Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2210	Ford Road Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2215	Fox Meadows Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2220	Frayser Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2225	Frayser High School	Pam Mottley		MOTTLEYPL@scsk12.org	
	Frayser Success Academy	Kim Welsh		WELSHKA@scsk12.org	
8234	Freedom Preparatory Academy	Pam Mottley		MOTTLEYPL@scsk12.org	
2230	Gardenview Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2240	Geeter Middle School	Pam Mottley		MOTTLEYPL@scsk12.org	
8022	Georgia Avenue Elem.	Pam Mottley		MOTTLEYPL@scsk12.org	
2250	Georgian Hills Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2255	Georgian Hills Middle School	Pam Mottley		MOTTLEYPL@scsk12.org	
2258	Germanshire Elementary School	Pam Mottley		MOTTLEYPL@scsk12.org	
0105	Germantown Elem	Pam Mottley		MOTTLEYPL@scsk12.org	
0110	Germantown High	Pam Mottley		MOTTLEYPL@scsk12.org	

Cost Center	Description	Payroll Associate	Backup Associate	E-mail of Associate	E-mail of Back-up
0107	Germantown Md	Pam Mottley		MOTTLEYPL@scsk12.org	
2259	Getwell Elementary School	Pam Mottley		MOTTLEYPL@scsk12.org	
2260	Goodlett Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
8636	Goodwill Homes Community Services	Pam Mottley		MOTTLEYPL@scsk12.org	
2265	Gordon Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2285	Grahamwood Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2835	Grandview Heights Middle	Pam Mottley		MOTTLEYPL@scsk12.org	
2300	Graves Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
8662	Greater Praise Academy - Mcs Title I Tutoring	Pam Mottley		MOTTLEYPL@scsk12.org	
20304	Guidance Counseling	Pam Mottley		MOTTLEYPL@scsk12.org	
20341	Guidance Counseling-Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
20342	Guidance Counseling-Middle	Pam Mottley		MOTTLEYPL@scsk12.org	
8901	Hamilton Alternative Center (Not In Crosswalk)	Pam Mottley		MOTTLEYPL@scsk12.org	
2310	Hamilton Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
2317	Hamilton High School	Pam Mottley		MOTTLEYPL@scsk12.org	
2315	Hamilton Middle School	Pam Mottley		MOTTLEYPL@scsk12.org	
2320	Hanley Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
8320	Harding Academy Secondary (Not In Crosswalk)	Pam Mottley		MOTTLEYPL@scsk12.org	
0078	Harrold Elem	Pam Mottley		MOTTLEYPL@scsk12.org	
2325	Havenview Middle School	Pam Mottley		MOTTLEYPL@scsk12.org	
2330	Hawkins Mill Elementary	Pam Mottley		MOTTLEYPL@scsk12.org	
1136	Health Services	Denise McNeal		MCNEALDR@scsk12.org	
2331	Hickory Ridge Elementary School	Denise McNeal		MCNEALDR@scsk12.org	
2333	Hickory Ridge Middle School	Denise McNeal		MCNEALDR@scsk12.org	
0108	Highland Oaks Elem	Denise McNeal		MCNEALDR@scsk12.org	
0200	Highland Oaks Md	Denise McNeal		MCNEALDR@scsk12.org	
22000	Highly Specialized Advisor For Planning & Accounta	Denise McNeal		MCNEALDR@scsk12.org	
33100	Highly Specialized Business Operations Analyst	Denise McNeal		MCNEALDR@scsk12.org	
31000	Highly Specialized Human Capital Advisor	Denise McNeal		MCNEALDR@scsk12.org	
21000	Highly Specialized Shared Services Advisor	Denise McNeal		MCNEALDR@scsk12.org	
2335	Hillcrest High School	Denise McNeal		MCNEALDR@scsk12.org	
2338	Hollis F. Price Middle College High School	Denise McNeal		MCNEALDR@scsk12.org	
8916	Hollywood Success Academy (Not In Crosswalk)	Denise McNeal		MCNEALDR@scsk12.org	
2343	Holmes Road Elementary School	Denise McNeal		MCNEALDR@scsk12.org	
8340	Holy Cross (Not In Crosswalk)	Denise McNeal		MCNEALDR@scsk12.org	
8601	Holy Names School	Denise McNeal		MCNEALDR@scsk12.org	
7203	Hooks Dimmick Child Care Center	Denise McNeal		MCNEALDR@scsk12.org	
8920	Hope Academy (Not In Crosswal)	Denise McNeal		MCNEALDR@scsk12.org	
7204	Horn Lake Road Learning Center	Denise McNeal		MCNEALDR@scsk12.org	
1091	Hospital/Homebound	Denise McNeal		MCNEALDR@scsk12.org	
0111	Houston High	Denise McNeal		MCNEALDR@scsk12.org	
0109	Houston Md	Denise McNeal		MCNEALDR@scsk12.org	
8918	Humes Alternative School (Not In Crosswalk)	Denise McNeal		MCNEALDR@scsk12.org	
2345	Humes Middle School	Denise McNeal		MCNEALDR@scsk12.org	
1096	Hwy 64 Facility	Denise McNeal		MCNEALDR@scsk12.org	
2353	Ida B Wells Academy	Denise McNeal		MCNEALDR@scsk12.org	
2355	Idlewild Elementary	Denise McNeal		MCNEALDR@scsk12.org	
8311	Immaculate Conception Elementary	Denise McNeal		MCNEALDR@scsk12.org	
8324	Immaculate Conception High School	Denise McNeal		MCNEALDR@scsk12.org	
1108	Information Technology	Denise McNeal		MCNEALDR@scsk12.org	
04000	Internal Audit Manager	Denise McNeal		MCNEALDR@scsk12.org	
30100	Internal Communications Manager	Denise McNeal		MCNEALDR@scsk12.org	
1143	Intervention/Alternative Services	Denise McNeal		MCNEALDR@scsk12.org	
8223	Inventory Control Warehouse (Not In Crosswalk)	Denise McNeal		MCNEALDR@scsk12.org	
2360	Jackson Elementary	Denise McNeal		MCNEALDR@scsk12.org	
7205	Jessie Mahan Day Care Center	Denise McNeal		MCNEALDR@scsk12.org	
0080	Jeter Elem	Denise McNeal		MCNEALDR@scsk12.org	
8537	Jiff	Denise McNeal		MCNEALDR@scsk12.org	
2362	John P. Freeman Optional School	Denise McNeal		MCNEALDR@scsk12.org	
2367	Kansas Career And Technical Center	Denise McNeal		MCNEALDR@scsk12.org	
2116	Kate Bond Elementary School	Denise McNeal		MCNEALDR@scsk12.org	
2007	Kate Bond Middle	Denise McNeal		MCNEALDR@scsk12.org	
2368	Keystone Elementary	Denise McNeal		MCNEALDR@scsk12.org	
7206	Kids School Early Childhood Development Center	Denise McNeal		MCNEALDR@scsk12.org	
2370	Kingsbury Elementary	Denise McNeal		MCNEALDR@scsk12.org	
2375	Kingsbury High School	Denise McNeal		MCNEALDR@scsk12.org	
2373	Kingsbury Middle School	Denise McNeal		MCNEALDR@scsk12.org	
2377	Kingsbury Vocational School	Denise McNeal		MCNEALDR@scsk12.org	
8262	Kipp Memphis Collegiate Elementary	Denise McNeal		MCNEALDR@scsk12.org	
8202	Kipp Memphis Collegiate High School	Denise McNeal		MCNEALDR@scsk12.org	
8238	Kipp Memphis Collegiate Middle	Denise McNeal		MCNEALDR@scsk12.org	
8258	Kipp Memphis Middle Academy	Denise McNeal		MCNEALDR@scsk12.org	
2379	Kirby High School	Denise McNeal		MCNEALDR@scsk12.org	
2378	Kirby Middle School	Denise McNeal		MCNEALDR@scsk12.org	
2380	Klondike Elementary	Denise McNeal		MCNEALDR@scsk12.org	
2385	Knight Road Elementary	Denise McNeal		MCNEALDR@scsk12.org	
0116	Lakeland Elem	Denise McNeal		MCNEALDR@scsk12.org	
1117	Lakeside	Denise McNeal		MCNEALDR@scsk12.org	
8166	Lakeview Elem.	Denise McNeal		MCNEALDR@scsk12.org	
2393	Lanier Middle School	Denise McNeal		MCNEALDR@scsk12.org	
2395	Larose Elementary	Denise McNeal		MCNEALDR@scsk12.org	
2425	Lester Elementary/Middle	Denise McNeal		MCNEALDR@scsk12.org	
2435	Levi Elementary	Denise McNeal		MCNEALDR@scsk12.org	
10251	Librarians-Elementary	Denise McNeal		MCNEALDR@scsk12.org	
2440	Lincoln Elementary	Denise McNeal		MCNEALDR@scsk12.org	
10203	Literacy	Denise McNeal		MCNEALDR@scsk12.org	
0205	Lowrance Elem	Denise McNeal		MCNEALDR@scsk12.org	
2463	Lucie E. Campbell Elementary	Denise McNeal		MCNEALDR@scsk12.org	
0115	Lucy Elem	Kim Welsh		WELSHKA@scsk12.org	

Cost Center	Description	Payroll Associate	Backup Associate	E-mail of Associate	E-mail of Back-up
0118	Macon-Hall Elem	Kim Welsh		WELSHKA@scsk12.org	
2470	Magnolia Elementary	Kim Welsh		WELSHKA@scsk12.org	
8220	Maintenance Warehouse	Denise McNeal		MCNEALDR@scsk12.org	
1105	Maintenance Warehouse-Dock 4	Denise McNeal		MCNEALDR@scsk12.org	
8153	Mallory Warehouse (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
32000	Manager Of Financial & Business Systems	Kim Welsh		WELSHKA@scsk12.org	
03010	Manager Of Labor Relations	Kim Welsh		WELSHKA@scsk12.org	
30200	Manager Of Parent & Community Engagement	Kim Welsh		WELSHKA@scsk12.org	
2480	Manassas High School	Kim Welsh		WELSHKA@scsk12.org	
2483	Manor Lake Elementary	Kim Welsh		WELSHKA@scsk12.org	
2830	Martin Luther King Transition Center	Kim Welsh		WELSHKA@scsk12.org	
10204	Mathematics	Kim Welsh		WELSHKA@scsk12.org	
2824	Mcs Prep Northwest	Kim Welsh		WELSHKA@scsk12.org	
2822	Mcs Prep School - Northeast	Kim Welsh		WELSHKA@scsk12.org	
2826	Mcs Prep School - Southeast	Kim Welsh		WELSHKA@scsk12.org	
2828	Mcs Prep School - Southwest	Kim Welsh		WELSHKA@scsk12.org	
8650	Mcs Telecom Ctr (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
8198	Mea (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
2493	Melrose High School	Kim Welsh		WELSHKA@scsk12.org	
8210	Memphis Academy Of Health Sciences	Kim Welsh		WELSHKA@scsk12.org	
8205	Memphis Academy Of Science Engineering Middle/Hig	Kim Welsh		WELSHKA@scsk12.org	
8207	Memphis Business Academy Elementary School	Kim Welsh		WELSHKA@scsk12.org	
8479	Memphis Business Academy High School	Kim Welsh		WELSHKA@scsk12.org	
8215	Memphis Business Academy Middle	Kim Welsh		WELSHKA@scsk12.org	
8326	Memphis Catholic Hs	Kim Welsh		WELSHKA@scsk12.org	
8240	Memphis College Preparatory	Kim Welsh		WELSHKA@scsk12.org	
8498	Memphis Grizzlies Preparatory Charter School	Kim Welsh		WELSHKA@scsk12.org	
2699	Memphis Health Careers Academy	Kim Welsh		WELSHKA@scsk12.org	
8627	Memphis Heritage	Kim Welsh		WELSHKA@scsk12.org	
8410	Memphis Jr. Academy (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
7207	Memphis Learning Academy	Kim Welsh		WELSHKA@scsk12.org	
8456	Memphis Recovery Center	Kim Welsh		WELSHKA@scsk12.org	
8252	Memphis School Of Excellence	Kim Welsh		WELSHKA@scsk12.org	
2832	Memphis Virtual School	Kim Welsh		WELSHKA@scsk12.org	
2515	Middle College High School	Kim Welsh		WELSHKA@scsk12.org	
1085	Mill High Bus Lot	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0123	Millington Elem	Kim Welsh		WELSHKA@scsk12.org	
0130	Millington High	Kim Welsh		WELSHKA@scsk12.org	
0133	Millington Md	Kim Welsh		WELSHKA@scsk12.org	
1119	Millington Sub-Station	Kim Welsh		WELSHKA@scsk12.org	
2520	Mitchell High School	Kim Welsh		WELSHKA@scsk12.org	
8260	Mt. Pisgah (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
0140	Mt. Pisgah Md	Kim Welsh		WELSHKA@scsk12.org	
7208	Nat Burning Orange Mound Day Nursery Learning, Inc	Kim Welsh		WELSHKA@scsk12.org	
9010	Natchez Trace Youth Academy	Kim Welsh		WELSHKA@scsk12.org	
4000	New Consortium Business	Kim Welsh		WELSHKA@scsk12.org	
8002	New Consortium Of Law And Business	Kim Welsh		WELSHKA@scsk12.org	
8248	New Consortium Of Law And Business	Kim Welsh		WELSHKA@scsk12.org	
8608	New Hope Academy	Kim Welsh		WELSHKA@scsk12.org	
8429	New Hope Christian Academy-Frayser	Kim Welsh		WELSHKA@scsk12.org	
2525	Newberry Elementary	Kim Welsh		WELSHKA@scsk12.org	
2530	Norris Elementary	Kim Welsh		WELSHKA@scsk12.org	
8216	North Elementary District (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
0145	Northaven Elem	Kim Welsh		WELSHKA@scsk12.org	
8731	Northeast Area Office (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
8904	Northside Alternative Center (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
2535	Northside High School	Kim Welsh		WELSHKA@scsk12.org	
8732	Northwest Area Office (Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
8407	Nutrition Service Center(Not In Crosswalk)	Kim Welsh		WELSHKA@scsk12.org	
0150	Oak Elem	Kim Welsh		WELSHKA@scsk12.org	
2692	Oak Forest	Kim Welsh		WELSHKA@scsk12.org	
2540	Oakhaven Elementary	Kim Welsh		WELSHKA@scsk12.org	
2545	Oakhaven High School	Kim Welsh		WELSHKA@scsk12.org	
2543	Oakhaven Middle School	Kim Welsh		WELSHKA@scsk12.org	
2550	Oakshire Elementary	Kim Welsh		WELSHKA@scsk12.org	
8907	Off Of Alternative School Program (Not In Crosswal	Kim Welsh		WELSHKA@scsk12.org	
1133	Office Of Business Services	Latonia Teague		TEAGUEL@scsk12.org	
1142	Office Of Curriculum & Instruction	Latonia Teague		TEAGUEL@scsk12.org	
1138	Office Of Human Resources	Latonia Teague		TEAGUEL@scsk12.org	
1079	Office Of Operations	Latonia Teague		TEAGUEL@scsk12.org	
1097	Office Of Operations	Latonia Teague		TEAGUEL@scsk12.org	
1185	Office Of Planning, Research And Transition	Latonia Teague		TEAGUEL@scsk12.org	
1139	Office Of Special Services	Latonia Teague		TEAGUEL@scsk12.org	
1140	Office Of Student Services	Latonia Teague		TEAGUEL@scsk12.org	
1141	Office Of Superintendent	Latonia Teague		TEAGUEL@scsk12.org	
8242	Omni Prep Academy - North Point Lower School	Latonia Teague		TEAGUEL@scsk12.org	
8244	Omni Prep Academy - North Pointe Middle School	Latonia Teague		TEAGUEL@scsk12.org	
8437	Operation Support	Latonia Teague		TEAGUEL@scsk12.org	
2560	Orleans Elementary	Latonia Teague		TEAGUEL@scsk12.org	
0000	Other	Latonia Teague		TEAGUEL@scsk12.org	
2565	Overton High School	Latonia Teague		TEAGUEL@scsk12.org	
2570	Peabody Elementary	Latonia Teague		TEAGUEL@scsk12.org	
34100	Pmo Manager	Latonia Teague		TEAGUEL@scsk12.org	
8206	Power Center Academy High School	Latonia Teague		TEAGUEL@scsk12.org	
8480	Power Center Academy Middle	Latonia Teague		TEAGUEL@scsk12.org	
10209	Pre-K	Latonia Teague		TEAGUEL@scsk12.org	
7209	Primary Prepatory	Latonia Teague		TEAGUEL@scsk12.org	
8225	Promise Academy	Latonia Teague		TEAGUEL@scsk12.org	
8224	Pupil Services Center (Not In Crosswalk)	Latonia Teague		TEAGUEL@scsk12.org	

Cost Center	Description	Payroll Associate	Backup Associate	E-mail of Associate	E-mail of Back-up
1106	Purchasing Dept-Grays Creek	Latonia Teague		TEAGUEL@scsk12.org	
1100	Purchasing Warehouse-Dock 2 Or 3	Latonia Teague		TEAGUEL@scsk12.org	
2595	Raineshaven Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2597	Raleigh- Bartlett Meadows School	Latonia Teague		TEAGUEL@scsk12.org	
2598	Raleigh Egypt High School	Latonia Teague		TEAGUEL@scsk12.org	
2596	Raleigh Egypt Middle School	Latonia Teague		TEAGUEL@scsk12.org	
1121	Ra-Mill Property	Latonia Teague		TEAGUEL@scsk12.org	
31300	Recruitment And Staffing	Latonia Teague		TEAGUEL@scsk12.org	
10602	Regional Superintendent - East Region	Latonia Teague		TEAGUEL@scsk12.org	
10604	Regional Superintendent - East Region	Latonia Teague		TEAGUEL@scsk12.org	
10605	Regional Superintendent - East Region	Latonia Teague		TEAGUEL@scsk12.org	
10600	Regional Superintendent - I Zone	Latonia Teague		TEAGUEL@scsk12.org	
10601	Regional Superintendent - West Region	Latonia Teague		TEAGUEL@scsk12.org	
10603	Regional Superintendent - West Region	Latonia Teague		TEAGUEL@scsk12.org	
60000	Regular Capital Outlay	Latonia Teague		TEAGUEL@scsk12.org	
1131	Regular Education Instruction	Latonia Teague		TEAGUEL@scsk12.org	
1102	Renaissance Academy Lakeside	Latonia Teague		TEAGUEL@scsk12.org	
1103	Renaissance Academy North	Latonia Teague		TEAGUEL@scsk12.org	
8192	Residential Training Center (Not In Crosswalk)	Latonia Teague		TEAGUEL@scsk12.org	
8626	Resurrection Catholic	Latonia Teague		TEAGUEL@scsk12.org	
8154	Retired Personnel - Insurance Only	Latonia Teague		TEAGUEL@scsk12.org	
2600	Richland Elementary	Latonia Teague		TEAGUEL@scsk12.org	
7214	Ridgeway Early Learning Center	Latonia Teague		TEAGUEL@scsk12.org	
2615	Ridgeway High School	Latonia Teague		TEAGUEL@scsk12.org	
2612	Ridgeway Middle School	Latonia Teague		TEAGUEL@scsk12.org	
33000	Risk Manager	Latonia Teague		TEAGUEL@scsk12.org	
0155	Rivercrest Elem	Latonia Teague		TEAGUEL@scsk12.org	
0160	Riverdale Elem	Latonia Teague		TEAGUEL@scsk12.org	
2620	Riverview Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2625	Riverview Middle School	Latonia Teague		TEAGUEL@scsk12.org	
2717	Riverwood Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2626	Robert R. Church Elementary School	Latonia Teague		TEAGUEL@scsk12.org	
2627	Ross Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2630	Rozelle Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2633	Scenic Hills Elementary	Latonia Teague		TEAGUEL@scsk12.org	
0168	Schilling Farms Md	Latonia Teague		TEAGUEL@scsk12.org	
10661	School Leadership-Elementary	Latonia Teague		TEAGUEL@scsk12.org	
10000	School Operations Academic Manager	Latonia Teague		TEAGUEL@scsk12.org	
19000	Schools	Latonia Teague		TEAGUEL@scsk12.org	
10205	Science	Latonia Teague		TEAGUEL@scsk12.org	
1109	Scs Security	Latonia Teague		TEAGUEL@scsk12.org	
2637	Sea Isle Elementary	Latonia Teague		TEAGUEL@scsk12.org	
34300	Service Desk Manager	Kim Welsh		WELSHKA@scsk12.org	
0170	Shadowlawn Md	Latonia Teague		TEAGUEL@scsk12.org	
2640	Shady Grove Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2645	Shannon Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2650	Sharpe Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2663	Sheffield Career And Technical Center	Latonia Teague		TEAGUEL@scsk12.org	
2655	Sheffield Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2660	Sheffield High School	Latonia Teague		TEAGUEL@scsk12.org	
2680	Shelby Oaks Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2665	Sherwood Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2670	Sherwood Middle School	Latonia Teague		TEAGUEL@scsk12.org	
1089	Shop--Bus Lot	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2675	Shrine School	Latonia Teague		TEAGUEL@scsk12.org	
2690	Snowden School	Latonia Teague		TEAGUEL@scsk12.org	
34000	Software Developer Manager	Kim Welsh		WELSHKA@scsk12.org	
8232	Soulsville Charter School	Latonia Teague		TEAGUEL@scsk12.org	
2695	South Park Elementary	Latonia Teague		TEAGUEL@scsk12.org	
2696	South Side Middle	Latonia Teague		TEAGUEL@scsk12.org	
8733	Southeast Area Office (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
8903	Southeast Success Academy (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
8228	Southern Avenue Charter School Of Academic Excelle	Doll Lewis		LEWISDE1@scsk12.org	
8246	Southern Avenue Middle	Doll Lewis		LEWISDE1@scsk12.org	
8734	Southwest Area Office (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
2703	Southwest Career And Technical School	Doll Lewis		LEWISDE1@scsk12.org	
0175	Southwind Elem	Doll Lewis		LEWISDE1@scsk12.org	
0178	Southwind High	Doll Lewis		LEWISDE1@scsk12.org	
1104	Special Ed	Doll Lewis		LEWISDE1@scsk12.org	
33201	Special Ed Transportation	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2707	Spring Hill Elementary	Doll Lewis		LEWISDE1@scsk12.org	
2705	Springdale Elementary	Doll Lewis		LEWISDE1@scsk12.org	
03000	Sr. Associate Counsel	Doll Lewis		LEWISDE1@scsk12.org	
8425	St. Augustine	Doll Lewis		LEWISDE1@scsk12.org	
8413	St. John Elementary School	Doll Lewis		LEWISDE1@scsk12.org	
8336	St. Joseph Catholic School	Doll Lewis		LEWISDE1@scsk12.org	
8304	St. Michael School	Doll Lewis		LEWISDE1@scsk12.org	
8610	St. Patrick	Doll Lewis		LEWISDE1@scsk12.org	
8230	Star Academy	Doll Lewis		LEWISDE1@scsk12.org	
10202	Stem	Doll Lewis		LEWISDE1@scsk12.org	
30000	Strategic Planning Analyst	Doll Lewis		LEWISDE1@scsk12.org	
8909	Student Engagement (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
1135	Student Services	Doll Lewis		LEWISDE1@scsk12.org	
8919	Student Transition Center (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
02000	Superintendent	Doll Lewis		LEWISDE1@scsk12.org	
0183	Sycamore Elem	Doll Lewis		LEWISDE1@scsk12.org	
0190	Tara Oaks Elem	Doll Lewis		LEWISDE1@scsk12.org	
8217	Teaching Learning Academy (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
1137	Teaching, Learning & Professional Development	Doll Lewis		LEWISDE1@scsk12.org	

Cost Center	Description	Payroll Associate	Backup Associate	E-mail of Associate	E-mail of Back-up
8653	Techonology Training Center (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
10210	Textbooks	Doll Lewis		LEWISDE1@scsk12.org	
8604	The Neighborhood School	Doll Lewis		LEWISDE1@scsk12.org	
8163	Title I Center For Parental Involvement (Not In Cr	Doll Lewis		LEWISDE1@scsk12.org	
8097	Title One Services (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
8664	Transportation (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
2715	Treadwell Elementary	Doll Lewis		LEWISDE1@scsk12.org	
8104	Treadwell High	Doll Lewis		LEWISDE1@scsk12.org	
2723	Treadwell Middle School	Doll Lewis		LEWISDE1@scsk12.org	
8297	Trezevant Career Academy	Doll Lewis		LEWISDE1@scsk12.org	
2727	Trezevant Career And Technical School	Doll Lewis		LEWISDE1@scsk12.org	
2725	Trezevant High School	Doll Lewis		LEWISDE1@scsk12.org	
2728	Vance Middle School	Doll Lewis		LEWISDE1@scsk12.org	
1122	Varangon Academy	Doll Lewis		LEWISDE1@scsk12.org	
9350	Varangon Academy	Doll Lewis		LEWISDE1@scsk12.org	
1001	Various	Doll Lewis		LEWISDE1@scsk12.org	
8254	Veritas College Preparatory	Doll Lewis		LEWISDE1@scsk12.org	
2730	Vollentine Elementary	Doll Lewis		LEWISDE1@scsk12.org	
1144	Warehousing	Doll Lewis		LEWISDE1@scsk12.org	
33700	Warehousing	Doll Lewis		LEWISDE1@scsk12.org	
2745	Wells Station Elementary	Doll Lewis		LEWISDE1@scsk12.org	
2760	Westhaven Elementary	Doll Lewis		LEWISDE1@scsk12.org	
8917	Westhaven Success Academy (Not In Crosswalk)	Doll Lewis		LEWISDE1@scsk12.org	
2750	Westside Elementary	Doll Lewis		LEWISDE1@scsk12.org	
2754	Westside Middle	Doll Lewis		LEWISDE1@scsk12.org	
2765	Westwood Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2770	Westwood High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2777	White Station Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2780	White Station High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2783	White Station Middle School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2785	Whitehaven Elementary Stem School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2790	Whitehaven High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2793	Whites Chapel Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2795	Whitney Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1101	Will Call	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2800	Willow Oaks Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2805	Winchester Elementary	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2810	Winridge Elementary School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2815	Wooddale High School	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
2820	Wooddale Middle	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
0185	Woodstock Md	Marie Patterson	Erica Jones	PATTERSONM1@scsk12.org	JONESEL3@scsk12.org
1111	Youth Villages	Doll Lewis		LEWISDE1@scsk12.org	
9230	Youth Villages - Morris Wilson Campus	Doll Lewis		LEWISDE1@scsk12.org	
1110	Youth Villages/Dogwood Campus	Doll Lewis		LEWISDE1@scsk12.org	

Payroll Department

Contact Information

Camille Noah-Hubbard, Director
Coe, Room 130 - 416-7617

➢	Cheryl Delotta	416-5429
➢	Doll Lewis	416-5419
➢	Denise McNeal	416-5437
➢	Pamela Mottley	416-4744
➢	Marie Patterson	416-5583
➢	Latonia Teague	416-5418
➢	Kim Welsh	416-4744
➢	Main Line	416-5402

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Project
2	5	5	6	4	4
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Total Account Length = 26

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Fund Chart Field:

The fund is a two (2) digit code used to define the funding source.

Fund No.	Fund Description
01	General
08	Discretionary Grants
12	Federal

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Function Chart Field:
Function Code is a five (5) digit code used to describe areas of programs and activities. The five digits will use the State of Tennessee function element chart of accounts.

Function	Function Description
71100	Regular Instruction Program
71150	Alternative Instruction Program
72130	Other Student Support
72210	Regular Instruction Support

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Object Chart Field:

Object Code Chart Field is a five (5) digit number used to describe the type of expenditure; salaries, benefits, supplies, etc.....

Object No.	Object Description
11600	Teachers
12300	Guidance Personnel
12800	Homebound Teachers
12900	Librarian(s)

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Department Chart Field:

Department Chart Field is a six (6) digit code used to describe a sub function.

Department Code	Department Description
101000	K-16 School Initiatives
102000	Curriculum & Instruction
102010	ELL
102011	ELL Elementary
102012	ELL Middle
102013	ELL K8
102014	ELL High
102020	STEM
102030	Pre-K
102040	Math
102050	Science
102060	Social Studies
102071	ES Music
102081	ES Art

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Location Chart Field:

Location Code Chart Field is a four (4) digit code state code used to define your school or office

Location No.	Location Description
0001	Arlington High School
0003	Altruria Elementary
0005	Arlington Elementary
2310	Hamilton Elementary
2315	Hamilton Middle School
2317	Hamilton High School

Shelby County Schools
Chart of Accounts
Account Code Structure

Fund	Function	Object	Department	Location	Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Project Chart Field:

The Project Chart Field is a four (4) digit code used the describe the type of grant Federal and Local.

Project No.	Project Description
0100	Title I, Part A, Improving Academic Achievement
0150	Title I, Part D, Subpart 1, Neglected/Delinquent
0900	IDEA, Part B
0910	IDEA, Preschool
8001	Art Educators Grant
8014	Project Class
8018	STEM

Shelby County Schools
Chart of Accounts
Account Code Structure

Sample Account String

Fund	Function	Object	Department	Location	Project
01	72130	12300	203041	0005	0000
General Fund	Support Services Other Student Support (Guidance Counselor)	Guidance Personnel	Guidance Counseling (Elementary)	Arlington Elementary	Zero Project
12	72210	12900	102502	0006	0100
Federal	Support Services Regular Instruction (Librarians)	Librarians	Librarians (Middle)	Arlington Middle	Title 1 Part A
08	71100	11600	190004	0001	8001
Discretionary Grants	Instruction Regular Education	Teachers	General Education (High)	Arlington High	Art Educators Grant

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE
Fiscal Year 2013-2014

FUND ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>
01	General Fund
07	Capital Improvement Fund
08	Discretionary Grants
10	Nutrition
12	Federal Projects
20	Fixed Assets
30	Trust Fund
50	Achievement School District
55	Printing
60	Student Activity Fund
80	Warehouse
81	Unemployment
82	Insurance

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE
Fiscal Year 2013-2014

FUNCTION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
11120	Cash on Hand	34570	Restricted for Operation of Non Instructional Serv
11130	Cash in Bank	34575	Restricted for Capital Outlay
11140	Cash w Trustee	34580	Restricted for Debt Service
11180	Cash with Clerks, Register and Sheriff	34585	Restricted for Capital Projects
11200	Inventories	34590	Restricted for Other Purposes
11300	Investments	34655	Committed for Education
11301	Investments-Unemployment	34660	Committed for Instruction
11410	Accounts Receivable	34665	Committed for Support Services
11430	Due From Other Governments	34670	Committed for Operation of Non-Instructional Servi
11440	Due from Other Government Funds	34675	Committed for Capital Outlay
11450	Bond Proceeds Receivable	34680	Committed for Debt Service
11500	Interfund	34685	Committed for Capital Projects
11800	Notes Receivable - Current	34690	Committed for Other Purposes
11890	Other Current Assets	34755	Assigned for Education
13200	Land	34760	Assigned for Instruction
13300	Buildings and Improvements	34765	Assigned for Support Services
13310	Accumulated Depreciation - Buildings & Improvement	34770	Assigned for Operation of Non Instructional Servic
13500	Furniture and Fixtures	34775	Assigned for Capital Outlay
13510	Accumulated Depreciaiton - Furniture & Fixtures	34780	Assigned for Debt Service
13700	Machinery and Equipment	34785	Assigned for Capital Projects
13710	Accumulated Depreciation - Machinery & Equipment	34790	Assigned for Other Purposes
13800	Construction in Progress	39000	Unassigned Fund Balance
13900	Other Capital Assets	39101	Net Position
13910	Accumulated Depreciation - Other Capital Assets	39110	Invested in Capital Assets, Net of Related Debt
14800	Amt to be Provided for Retirement of Long Term Deb	40000	Local Taxes
21100	Accounts Payable	40100	County Property Taxes
21101	Insurance Claims - Payable	40110	Current Property Tax
21102	Gross Insurance - Payable	40120	Trustee's Collection - Prior Years
21200	Accrued Payroll	40130	Clerk & Master/Circuit Court - Prior Years
21310	Income Tax Withheld and Unpaid	40140	Interest & Penalty
21320	Social Security Tax	40150	Pickup Taxes
21325	EMPLOYEE MEDICARE DEDUCTION	40161	Payments in Lieu of Taxes - T.V.A.
21330	Retirement Contributions	40162	Payments in Lieu of Taxes - Local Utilities
21340	Employee Insurance Deductions	40163	Payments in Lieu of Taxes - Other
21390	Other Payroll Deductions	40200	County Local Option Taxes
21410	Contracts Payable	40210	Local Option Sales Taxes
21430	Claims & Judgments Payable	40240	Wheel Tax
21500	Due to Other Government Funds	40270	Business Tax
21510	Due to Primary Government	40300	Statutory Local Taxes
22200	Other Deferred Revenue	40600	City/School District Property Taxes
31500	Assigned Restricted Encumbrances	40700	City Local Option Taxes
34110	Encumbrances - Current Year	41000	Licenses and Permits
34210	Endowments	42000	Charges for Current Services
34220	Nonexpendable Inventory	42513	Tuition - Summer School
34230	Long-Term Notes Receivable	42517	Tuition - Other
34240	PrePaid Expenses	42570	Receipts from Individual Schools
34555	Restricted for Education	42990	Other Charges for Services
34560	Restricted for Instruction (Career Ladder)	43000	Recurring Local Revenue
34565	Restricted for Support Services	43110	Investment Income

FUNCTION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
43120	Lease/Rentals	45512	Basic Education Program - ARRA
43130	Sales of Materials & Supplies	45530	Energy Efficient School Initiative
43170	Miscellaneous Refunds	45590	Other State Education Funds
43511	TUITION-REGULAR DAY STUDENTS	45592	Internet Connectivity - ARRA
43512	Tuition - Adult Education	45610	Career Ladder Program
43513	Tuition - Summer School	45612	Extended Contracts
43515	Tuition - Other State Systems	45615	Career Ladder - Extended Contracts - ARRA
43516	Tuition - Out of State Systems	46000	Other State Revenue
43517	Tuition - Other	46511	Basic Education Program
43521	Lunch Payments - Children	46512	Basic Education Program - ARRA
43522	Lunch Payments - Adults	46515	Early Childhood Education
43523	Income from Breakfast	46520	School Food Service
43524	Special Milk Sales	46530	Energy Efficient School Initiative
43525	A la Carte Sales	46550	Driver Education
43531	Transportation - Other State Systems	46590	Other State Education Funds
43532	Transportation - Out-of-State Systems	46591	Coordinated School Health - ARRA
43541	Contract for Administrative Service w Other LEAs	46592	Internet Connectivity - ARRA
43542	Contract for Instructional Services w Other LEAs	46594	Family Resource Centers - ARRA
43543	Contract for Student Support Services w Other LEAs	46610	Career Ladder Program
43544	Contract for Instructional Staff Suppor w Other LE	46612	Extended Contracts
43545	Contract for Operation and Maintenance Services w	46615	Career Ladder - Extended Contracts - ARRA
43546	Contract for Food Services w Other LEAs	46790	Other Vocational
43547	Contract for Non-Instructional Services w Other LE	46850	Mixed Drink Tax
43570	Receipts from Individual Schools	46980	Other State Grants
43581	Community Service Fees - Children	46981	Safe Schools - ARRA
43582	Community Service Fees - Adults	46990	Other State Revenues
43583	TBI Criminal Background Fees	47000	Federal Funds Received Through State of TN
43990	Other Charges for Services	47100	Federal Through State
44000	Nonrecurring Local Revenue	47111	USDA School Lunch Program
44110	Investment Income	47112	USDA Commodities
44111	Investments-Unemployment	47113	Breakfast
44120	Lease/Rentals	47114	USDA - Other
44122	Lease/rentals - TV Foundation	47115	USDA Food Service Equipment Grant - ARRA
44130	Sales of Materials & Supplies	47120	Adult Education State Grant Program
44146	E-Rate Funding	47131	Vocational Education - Basic Grants to State
44160	Retirees Insurance Payments	47139	Other Vocational
44161	Cobra Insurance Payments	47141	Title I - Grants to Local Education Agencies
44170	Miscellaneous Refunds	47142	Innovative Education Program Strategies
44500	Nonrecurring Items	47143	Special Education - Grants to States
44510	Accrued Interest on Debt Issues	47145	Special Education Preschool Grants
44520	Insurance Recovery	47146	English Language Acquisition Grants
44530	Sale of Equipment	47147	Safe and Drug-Free Schools - State Grants
44540	Sale of Property	47149	Education for Homeless Children & Youth
44550	Resale of Materials - T&I House	47189	Eisenhower Professional Development State Grants
44560	Damages Recovered from Individuals	47311	Race to the Top - ARRA
44570	Contributions & Gifts	47590	Other Federal Thru State
44990	Other Local Revenue	47600	Direct Federal Funds
45000	State Education Fund	47630	Public Law 874 - Maintenance & Operation
45511	Basic Education Program	47640	ROTC Reimbursement

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE
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FUNCTION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
47990	Other Direct Federal Revenue		
48000	Direct Federal Revenue		
48630	Public Law 874 - Maintenance & Operation		
48640	ROTC Reimbursement		
48990	Other Direct Federal Revenue		
49000	Other Sources		
49100	Bonds Issued		
49700	Insurance Recovery		
49800	Transfers In		
71100	Regular Instruction Program		
71110	NEW CODE		
71150	Alternative Instruction Program		
71200	Special Education Program		
71300	Vocational Education Program		
71400	Student Body Education Program		
71600	Adult Programs		
71900	Other		
72110	Attendance		
72120	Health Services		
72130	Other Student Support		
72210	Regular Instruction Program Support		
72215	Alternative Instruction Program Support		
72220	Special Education Program Support		
72230	Vocational Education Program Support		
72260	Adult Programs Support		
72310	Board of Education		
72320	Director of Schools		
72410	Office of the Principal		
72510	Fiscal Services		
72520	Human Services/Personnel		
72610	Operation of Plant		
72620	Maintenance of Plant		
72710	Transportation		
72810	Central and Other		
73100	Food Service		
73300	Community Services		
73400	Early Childhood Education		
76100	Regular Capital Outlay		
81300	Education Debt Service		
91300	Education Capital Projects		
99000	Other Uses		
99100	Transfers Out		

OBJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
11900	Accountants/Bookkeepers	72201	Calculators
06511	Active Emplooyees-Life Insurance Prem and Claims	70199	Cap Admin Equipment
39915	Active Employees Administrative Charges	70499	Cap Attendance Equip
39911	Active Employees Health Ins Premium/Claims	70699	Cap Building Construction
39913	Active Employees Life Ins Premium/Claims	70799	Cap Building Improvments
06514	Active Employees-Administrative Charges	73299	Cap Building Purchase
06510	Active Employees-Health Insurance Prem and Claims	70899	Cap Communication Equip
70100	Administration Equipment	70999	Cap Data Proc Equip
42944	Agriculture	71099	Cap Food Serv Equip
42945	Air Cooled Engines	71199	Cap Furniture & Fix
42917	AP Materials & Supplies	73599	Cap Health Equip
42953	Applied Communications	71299	Cap Heating & Air Equip
30400	Architects	71799	Cap Maint Equip
30401	Architects	71899	Cap Motor Vehicles
72202	Art Equipment	71999	Cap Office Equip
42922	Art Equipment & Software	79999	Cap Other Capital Outlay
79901	Asbestos Sampling	79199	Cap Other Construction
13500	Assessment Personnel	79099	Cap Other Equipment
13900	Assistant Principal(s)	72099	Cap Plant Operation Equip
10300	Assistant(s)	72299	Cap Reg Inst Equip
70400	Attendance Equipment	72499	Cap Site Development
16400	Attendants	72599	Cap Spec Ed Equip
13600	Audiovisual Personnel	72999	Cap Transportation Equip
30500	Audit Services	73099	Cap Voc Inst Equip
42943	Automotive Service	11700	Career Ladder
72211	AV Equipment	12700	Career Ladder Extended Contracts
42925	AYB/NCLB Supplies	42940	Carpentry/Cabinetmaking
42923	Band Instruments	42920	Chinese Materials
42914	Base Allocations	72205	Circulation Equipment
20000	Benefits	16200	Clerical Personnel
19100	Board and Committee Members Fees	42946	Collision Repair
50100	Boiler Insurance	30700	Communication
18800	Bonus Payments	12000	Computer Programmer
50200	Building & Content Insurance	30800	Consultants
70600	Building Construction	30811	Consultants
70601	Building Construction	30810	Consultants-
70700	Building Improvements	30805	Consultants-College Board Ap
35101	Building Rentals	30808	Consultants-Discovery Ed
18901	Bus Assistants (SPED)	30809	Consultants-District Learning Day
14600	Bus Drivers	30806	Consultants-Facing History
42950	Business & Information Tech	30804	Consultants-Ibo Examiner
16500	Cafeteria Personnel	30803	Consultants-Math (Rti)
16501	Cafeteria Personnel Subsidiary	30807	Consultants-Memphis Symphony
16502	Cafeteria Personnel Subsidiary	30801	Consultants-Sacs
16503	Cafeteria Personnel Subsidiary	30802	Consultants-Sssi
16504	Cafeteria Personnel Subsidiary	42961	Contest & Awards
16505	Cafeteria Personnel Subsidiary	30000	Contracted Services
16506	Cafeteria Personnel Subsidiary	30900	Contracts W Govt Agencies
42903	Calculators	31000	Contracts W Otr Public Agencies

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OBJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
31100	Contracts W Otr School Systems	73588	Exp Health Equip
31101	Contracts W Otr School Systems Subsidiary	71288	Exp Heating & Air Equip
31300	Contracts W Parents	71788	Exp Maint Equip
31200	Contracts W Private Agencies	71988	Exp Office Equip
31400	Contracts W Public Carriers	79988	Exp Other Capital Outlay
42947	Cosmetology	79088	Exp Other Equipment
99900	Cost Mgmt Enrollment Shifts & Declines	72088	Exp Plant Operation Equip
10100	County Official/Administrative Officer	72288	Exp Reg Inst Equip
42915	Cpo Supplies & Materials	72588	Exp Spec Ed Equip
42911	Cpr Training	72988	Exp Transportation Equip
53300	Criminal Investigation Of Applicants	73088	Exp Voc Inst Equip
42939	Criminal Justice	42956	Facs Culinary Arts
16600	Custodial Personnel	42955	Facs Early Childhood Edu
41000	Custodial Supplies	42942	Facs Foods/Textiles
41001	Custodial Supplies	42954	Family & Consumer Sciences
70900	Data Processing Equipment	39918	Family Care Clinic
12100	Data Processing Personnel	53500	Fee Waivers
31700	Data Processing Services	42907	Film/Periodical/Newspaper
41100	Data Processing Supplies	42905	Fine Arts Shelby Summer Institute
51400	Depreciation	32500	Fiscal Agent Charges
41200	Diesel Fuel	42100	Food Preparation Supplies
35900	Disposal Fees	71000	Food Service Equipment
42951	Drafting	71001	Food Service Equipment Subsidiary
42934	Driver'S Ed	71002	Food Service Equipment Subsidiary
41300	Drugs & Medical Supplies	71003	Food Service Equipment Subsidiary
32000	Dues & Memberships	71004	Food Service Equipment Subsidiary
13700	Education Media Personnel	71005	Food Service Equipment Subsidiary
16300	Educational Assistants	42200	Food Supplies
99800	Efficiencies	42201	Food Supplies
41500	Electricity	42202	Food Supplies
72219	Elementary Art	42300	Fuel Oil
39917	Employee Assistance	71100	Furniture & Fixtures
6516	Employee Assistance Program	71101	Furniture & Fixtures
21200	Employer Medicare	72210	Furniture Replacement
21201	Employer Medicare Subsidiary	42400	Garage Supplies
32100	Engineering Services	42500	Gasoline
70000	Equipment	32801	Gca Contract Payments
41800	Equipment & Machinery Parts	42600	General Construction Materials
72213	Equipment New Labs	42949	Graphic Communications
35102	Equipment Rentals	12300	Guidance Personnel
72223	Esl Equipment	73500	Health Equipment
42919	Esl Supplies	42941	Health Science Education
32200	Evaluation & Testing	72220	Health, Pe, Wellness
70188	Exp Admin Equip	12800	Homebound Teachers
70488	Exp Attendance Equip	72206	Hs Computer Labs
70888	Exp Comm Equipment	42935	Hs Dual Enrollment
70988	Exp Data Proc Equip	72209	Ibo Program
71088	Exp Food Serv Equip	50400	Indirect Cost
71188	Exp Furniture & Fix	19600	In-Service Training

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE
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OBJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
52403	In-Service/Ap Institute	11300	Internal Audit Personnel
52408	In-Service/At Risk	42928	Intervention Programs
52407	In-Service/Ayp & Nclb	72218	Inventory Adj-Instru Equip
19614	In-Service/Common Core Initiative	42932	Inventory Adj-Regular Instruction
19616	In-Service/Discovery Ed	42921	I-Station
19613	In-Service/Dual Enrollment	42938	IT Infrastructure
52413	In-Service/Dues	32800	Janitorial Services
19619	In-Service/Elementary Art	50500	Judgments
52419	In-Service/Elementary Art	71500	Land
52422	In-Service/Esl Travel	71599	Land-Capitalize
19620	In-Service/Health,Pe,Wellness	72208	Laptops, Stolen/Damaged
52420	In-Service/Health,Pe,Wellness	72203	Laptop-Tech Specialist
19605	In-Service/Hs Summer School Reporting	32900	Laundry Service
19603	In-Service/Ibo Stipends	72204	Lcd Projectors
52409	In-Service/Ibo Travel	33100	Legal Services
52402	In-Service/Library	33101	Legal Settlements
19621	In-Service/Math Improvement Proj	50600	Liability Insurance
19604	In-Service/Nclb	12900	Librarian(S)
19612	In-Service/New Teacher Induction	43200	Library Books/Media
19617	In-Service/Placement Test Proctor	43201	Library Books/Media Subsidiary
52401	In-Service/Praxis	43202	Library Books/Media Subsidiary
19607	In-Service/Praxis Tutoring	43203	Library Books/Media Subsidiary
52418	In-Service/Sacs Staff Dev	43204	Library Books/Media Subsidiary
52416	In-Service/Sacs Team Travel	43205	Library Books/Media Subsidiary
52421	In-Service/Social Studies	20600	Life Insurance
52410	In-Service/Specialists Travel	20601	Life Insurance Subsidiary
19606	In-Service/Sssi Fine Arts	29902	Local Retiree Payments
52414	In-Service/Sssi Pd Conferences	21100	Local Retirement
19610	In-Service/Sssi Stem	43300	Lubricants
52411	In-Service/Staff Conferences	33602	Maint & Repair-Band Instruments
52400	In-Service/Staff Development	33500	Maint & Repair-Building
52412	In-Service/Staff Development	33607	Maint & Repair-Drivers Ed
52415	In-Service/Stem Training	33606	Maint & Repair-Electronic Equip
19608	In-Service/Summer Stand Training	33600	Maint & Repair-Equipment
19611	In-Service/System Wide Address	33604	Maint & Repair-Kiln
19601	In-Service/Teacher Leader Cohort	33605	Maint & Repair-Microscope
52417	In-Service/Teacher Training	33603	Maint & Repair-String
52404	In-Service/Testing & Reading	33601	Maint & Repair-Tv
19615	In-Service/Tif	33800	Maint & Repair-Vehicles
19609	In-Service/Translators	36700	Maintenance & Repair Serv Records
52406	In-Service/U Of M Fellows	71700	Maintenance Equipment
52405	In-Service/U Of M Scholars	16700	Maintenance Personnel
19618	In-Service/World Language	42908	Maps & Globes
19602	In-Service/Writing Stipends	42957	Marketing Education
13800	Instru Computer Personnel	13200	Material Supervisor(S)
72217	Instru Equipment (Reimbursed)	72221	Math Improvement Proj
42900	Instructional Supplies & Materials	42924	Math Supplies
42901	Instructional Supplies & Materials	14200	Mechanic(S)
42906	Instructional Supplies & Materials	42937	Media Technology

OBJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
20700	Medical Insurance	18908	Other Salaries & Wages-Subsidiary
20701	Medical Insurance Subsidiary	18909	Other Salaries & Wages-Subsidiary
13100	Medical Personnel	49900	Other Supplies & Materials
18903	Medical Personnel (Sped)	49901	Other Supplies & Materials
42948	Metal Technology	49902	Other Supplies & Materials
42926	Music Supplies (Choir/String/Music)	49903	Other Supplies & Materials
43400	Natural Gas	16900	Part-Time Salaries
13400	New Code	72216	PE Equipment
22200	New Code	42918	PE Supplies
23000	New Code	43700	Periodicals
23100	New Code	42910	Physics
42902	New School Start-Up Supplies	72000	Plant Operation Equipment
00000	No Object Code Required	34800	Postal Charges
42930	Novel Sets	42931	Praxis Supplies
18902	Occupation/Physical Therapist (Sped)	50800	Premium On Corporarte Surety Bonds
43500	Office Supplies	10400	Principal(S)
43501	Office Supplies	10401	Principal(S) Subsidiary
33000	Operating Lease Payments	10402	Principal(S) Subsidiary
79900	Other Capital Outlay	72207	Printers, Lan, Wireless
79902	Other Capital Outlay Subsidiary	59903	Printing And Binding
79903	Other Capital Outlay Subsidiary	42933	Project Based Learning
79904	Other Capital Outlay Subsidiary	12400	Psychological Personnel
79905	Other Capital Outlay Subsidiary	12200	Purchasing Personnel
50000	Other Charges	34200	Pymt To Schools-Breakfast
59900	Other Charges	34300	Pymt To Schools-Lunch
59901	Other Charges	34400	Pymt To Schools-Other
60000	Other Charges	34500	Pymt To Schools-Other Usda
69900	Other Charges	50900	Refunds
59904	Other Charges Subsidiary	72200	Reg Inst Equipment
59905	Other Charges Subsidiary	42958	Regular Supplies
39908	Other Contracted Serv-Advertising	35100	Rentals
39901	Other Contracted Serv-Chater School	39916	Retirees Administrative Charges
39907	Other Contracted Serv-Contributions	39912	Retirees Health Ins Premium/Claims
39906	Other Contracted Serv-Equip Rental	39914	Retirees Life Ins Premium/Claims
39900	Other Contracted Services	6515	Retirees-Administrative Charges
39910	Other Contracted Services-Ins Co Pay Ppo	6512	Retirees-Health Insurance Premium And Claims
33915	Other Contracted Services-Life Ins Prem	6513	Retirees-Life Insurance Premium And Claims
39905	Other Contracted Serv-Math Improv Proj	10000	Salaries
39903	Other Contracted Serv-N&D	99700	School Closures
39909	Other Contracted Serv-Programming Fees	17000	School Resource Officers
39902	Other Contracted Serv-Public Chap 426	42916	Science Allocation
39904	Other Contracted Serv-World Languages	72222	Science Improvement Proj
79000	Other Equipment	11800	Secretary To Board
79001	Other Equipment	16100	Secretary(S)
29900	Other Fringe Benefits	42960	Sets & Props
18900	Other Salaries & Wages	42904	Shelby Scholars
18905	Other Salaries & Wages Subsidiary	72400	Site Development
18906	Other Salaries & Wages-Subsidiary	20100	Social Security
18907	Other Salaries & Wages-Subsidiary	20102	Social Security - Non Certificated

OBJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
20101	Social Security Subsidiary	45300	Vehicle Parts
13000	Social Workers	42959	Video Tape Stock
13001	Social Workers	73000	Vocational Equipment
42913	Spanish	45400	Water & Sewer
72500	Special Education Equipment	18904	Win School
17100	Speech Pathologist	29903	Workmens Compensation
20400	State Retirement	51300	Workmen'S Compensation Insurance
20401	State Retirement Subsidiary		
42929	Stem		
72212	Strings Program		
19500	Sub Teachers-Certified		
19800	Sub Teachers-Non-Certified		
59902	Summer School		
42927	Summer School Supplies		
10500	Supervisor/Director		
40000	Supplies And Materials		
44800	T & I Construction Materials		
42909	Teacher Center Supplies		
11600	Teachers		
11601	Teachers		
42936	Tech Edu Ms		
42952	Technology Education		
44900	Textbooks		
44901	Textbooks		
72214	Theatre Equipment		
45000	Tires & Tubes		
59000	Transfers To Other Funds		
59001	Transfers To Other Funds Subsidiary		
59002	Transfers To Other Funds Subsidiary		
59003	Transfers To Other Funds Subsidiary		
59004	Transfers To Other Funds Subsidiary		
59005	Transfers To Other Funds Subsidiary		
72900	Transportation Equipment		
35400	Transportation Other Than Students		
35500	Travel		
35503	Travel Subsidiary		
35504	Travel Subsidiary		
35505	Travel Subsidiary		
35501	Travel-Local Travel		
35502	Travel-Out Of Town Travel		
51000	Trustee Commissions		
35600	Tuition		
72215	TV Equipment		
42912	TV Programs		
21000	Unemployment Compensation		
45100	Uniforms		
46900	Usda Commodities		
45200	Utilities		
51100	Vehicle And Equip Insurance		

SHELBY COUNTY SCHOOLS
FISCAL YEAR 2013-14
EXPENDITURE OBJECT CODES BY CATEGORY

SALARIES

10100 County Official/ Superintendent
10300 Assistants
10400 Principals
10500 Supervisor / Director
11300 Internal Audit Personnel
11600 Teachers
11601 ROTC Teachers
11700 Career Ladder Program
11900 Accoutants/Bookkeepers
12000 Computer Programmers
12100 Data Processing Personnel
12200 Purchasing Personnel
12300 Guidance Personnel
12400 Psychological Personnel
12700 Extended Contracts
12800 Homebound Teachers
12900 Librarians
13000 Social Workers
13100 Medical Personnel
13900 Assistant Principals
14200 Mechanics
14600 Bus Drivers
16100 Secretary(s)
16200 Clerical Personnel
16300 Educational Assistants
16500 Cafeteria Personnel
16600 Custodial Personnel
16700 Maintenance Personnel
16900 Part-Time Personnel
18800 Bonus Payments
18900 Other Salaries & Wages
19500 Certified Subs
19600 In-Service Training
19618 In-Service World Language
19619 In-Service/Elementary Art
19620 In-Service/Health,PE,Wellness
19621 In-Service/Math Improvement Proj
19800 Non-Certified Subs

EMPLOYEE BENEFITS

20100 Social Security
20400 State Retirement
20600 Life Insurance
20700 Medical Insurance
21000 Unemployment Compensation
21200 Employer Medicare

CONTRACTED SERVICES

30500 Audit Services
30700 Communication
30800 Consultants
31100 Contracts w/Otr School Sys
31200 Contracts w/ Private Agencies
31300 Contracts w/ Parents
31400 Contracts w/ Public Carriers
32000 Dues & Memberships
33100 Legal Services
33600 Maint & Repair-Equip
33602 Maint & Repair-Band Instruments
33606 Maint & Repair-Electronic Equip
33607 Maint & Repair-Driver's Ed
33800 Maint & Repair-Vehicles
34800 Postal Charges
35100 Rentals
35500 Travel
35501 Travel-Local Travel
35502 Travel-Out of Town Travel
35900 Disposal Fees
36700 Maint & Repair-Records
39900 Other Contracted Services
39904 Otr Contracted Serv/World Languages
39905 Otr Contracted Serv/Math Improvement Proj

SUPPLIES AND MATERIALS

41200 Disel Fuel
41500 Electricity
41800 Equip & Machinery Parts
42200 Food Supplies
42300 Fuel Oil
42500 Gasoline
42900 Instructional Supplies & Materials
42901 Tech Edu Middle School
42902 Media Technology
42906 Health Science Edu
42907 Film/Periodical/Newspaper
42908 Automotive Service
42909 Agriculture
42915 Business & Information Tech
42916 Science Allocation
42918 PE Supplies
42919 Family & Consumer Science
42922 Marketing Education
42923 Band Instruments
42924 Math Supplies
42926 Music Supplies
43200 Library Books
43500 Office Supplies
44900 Textbooks
45200 Utilities
49900 Other Supplies & Materials

OTHER CHARGES

50200 Building & Content Insurance
50400 Indirect Cost
50500 Judgments
50600 Liability Insurance
50800 Premiums on Corporate Surety Bonds
51000 Trustee's Commission
51100 Vehicle & Equipment Insurance
52400 In Service/Staff Development
52419 Staff Dev/Elementary Art
52420 Staff Dev/Health,PE,Wellness
52421 Staff Dev/Social Studies
52422 Staff Dev/ESL
59000 Transfers to Other Funds
59900 Other Charges

CAPITAL OUTLAY

70100 Admin Equip
70400 Attendance Equip
70700 Building Improvements
73100 Food Services Equip
71700 Maint Equip
72000 Plant Operation Equip
72200 Reg Inst Equip
72212 Strings Equip
72219 Art Equip
72220 Health,PE,Wellness Equip
72221 Math Improvement Proj Equip
72222 Science Improvement Proj Equip
72223 ESL Equip
72400 Site Development
72500 SPED Equip
72900 Transportation Equip
73000 Voc Inst Equip
79000 Other Equip
79900 Other Capital Outlay

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE
Fiscal Year 2013-2014

DEPARTMENT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
000000	ZERO DEPARTMENT	108010	ADOLESCENT PARENTING
010000	BOARD OF EDUCATION	108020	MCS PREP NORTHWEST
020000	SUPERINTENDENT	108030	MCS PREP NORTHEAST
020100	DEPUTY SUPERINTENDENT	108040	MCS PREP SOUTHWEST
030000	GENERAL COUNSEL	108050	MCS PREP SOUTHEAST
030100	LABOR RELATIONS	108060	IDA B WELLS ACADEMY
030200	POLICY	108070	MEMPHIS JOB CORP ACADEMY
040000	INTERNAL AUDIT	109000	SCHOOL OPERATIONS
100000	ACADEMIC OFFICE	190000	SCHOOLS
101000	K-16 SCHOOL INITIATIVES	190001	GENERAL EDUCATION - ELEMENTARY
102000	CURRICULUM	190002	GENERAL EDUCATION - MIDDLE
102010	ENGLISH SECOND LANGUAGE	190003	GENERAL EDUCATION - K8
102011	ENGLISH SECOND LANGUAGE ELEMENTARY	190004	GENERAL EDUCATION - HIGH
102012	ENGLISH SECOND LANGUAGE MIDDLE	190100	HOLLIS F PRICE
102013	ENGLISH SECOND LANGUAGE K8	190200	MIDDLE COLLEGE
102014	ENGLISH SECOND LANGUAGE HIGH	190300	CAREER LADDER
102020	STEM	190400	EXTENDED CONTRACT
102030	LITERACY	190500	GENERAL EDUCATION - OTHER
102040	MATHEMATICS	200000	Student Services Administration
102050	SCIENCE	201000	ATTENDANCE & DISCIPLINE
102060	SOCIAL STUDIES	202000	SAFETY & SECURITY
102071	ELEMENTARY MUSIC AND ART	203000	STUDENT SUPPORT
102081	SUMMER SCHOOL	203001	STUDENT SUPPORT-ELEMENTARY
102090	PRE-K	203002	STUDENT SUPPORT-MIDDLE
102091	ELEMENTARY PHYSICAL EDUCATION	203003	STUDENT SUPPORT-K8
102100	TEXTBOOKS	203004	STUDENT SUPPORT-HIGH
102200	WORLD LANGUAGES	203010	ATHLETICS
102300	BAND AND STRINGS	203020	ROTC
102310	BAND INSTRUMENT REPAIR	203030	DRIVERS ED
102400	SUBSTITUTES	203040	GUIDANCE COUNSELING
102500	LIBRARIANS	203041	GUIDANCE COUNSELING-ELEMENTARY
102501	LIBRARIANS-ELEMENTARY	203042	GUIDANCE COUNSELING-MIDDLE
102502	LIBRARIANS-MIDDLE	203043	GUIDANCE COUNSELING-K8
102503	LIBRARIANS-K8	203044	GUIDANCE COUNSELING-HIGH
102504	LIBRARIANS-HIGH	203100	MONEY DUE BOARD(SCHOOL REIMBURSEMENT)
102600	EDUCATIONAL SUPPORT	204000	HEALTH SERVICES
102700	DISTRICT INITIATIVES	210000	INNOVATION OFFICE
103000	CAREER AND TECHNICAL EDUCATION	211000	CHARTER SCHOOLS
103010	ADULT EDUCATION	212000	DISTRICT INNOVATIONS
104000	EXCEPTIONAL CHILDREN	212010	VIRTUAL SCHOOL
104001	EXCEPTIONAL CHILDREN-ELEMENTARY	212020	K-16 INNOVATIONS
104002	EXCEPTIONAL CHILDREN-MIDDLE	213000	ASD RELATIONS
104003	EXCEPTIONAL CHILDREN-K8	220000	PLANNING AND ACCOUNTABILITY
104004	EXCEPTIONAL CHILDREN-HIGH	221000	STUDENT INFO MANAGEMENT
104010	EXCEPTIONAL CHILDREN-HOMEBOUND & HOSPITAL	222000	ASSESSMENT AND ACCOUNTABILITY
104020	EXCEPTIONAL CHILDREN-GIFTED	223000	RESEARCH PLANNING AND IMPROVEMENT
104030	EXCEPTIONAL CHILDREN SCHOOLS ADMIN	300000	DEPUTY SUPERINTENDENT
104040	EXCEPTIONAL CHILDREN ADMINISTRATION	301000	COMMUNICATIONS
105000	FEDERAL PROGRAMS	301010	INSTRUCTIONAL TELEVISION
106000	Director of Schools	302000	COMMUNITY OUTREACH AND PARENTAL ENGAGEMENT
106010	NORTHWEST REGION	310000	TALENT MANAGEMENT
106020	NORTHEAST REGION	311000	PERFORMANCE MANAGEMENT
106030	SOUTHWEST REGION	312000	PROFESSIONAL DEVELOPMENT
106040	SOUTHEAST REGION	313000	RECRUITMENT AND STAFFING
106050	SHELBY REGION	314000	EMPLOYEE SERVICES
106060	PRINCIPALS	315000	HUMAN RESOURCES
106061	SCHOOL LEADERSHIP-ELEMENTARY	316000	TEACHER EFFECTIVENESS INITIATIVE
106062	SCHOOL LEADERSHIP-MIDDLE	316001	STRATEGY 1-DEFINE AND MEASURE EFFECTIVE TEACHING
106063	SCHOOL LEADERSHIP-K8	316002	STRATEGY 2-MAKE SMARTER DESCISIONS WHO TEACHES
106064	SCHOOL LEADERSHIP-HIGH	316003	STRATEGY 3-SUPPORT UTILIZE COMPENSATE TEACHERS
107000	OPTIONAL SCHOOLS	316004	STRATEGY 4-IMPROVE CONTEXT FOSTER EFFECT TEACHING
108000	ALTERNATIVE SCHOOLS	320000	FINANCE
		321000	ACCOUNTING

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE
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DEPARTMENT ELEMENTS

CODE	DESCRIPTION
322000	BUDGET AND FISCAL PLANNING
323000	PAYROLL
324000	CONTRACTS
324010	ACCOUNTS PAYABLE
325000	BENEFITS
325010	BENEFITS - RETIREES
330000	Operations Administration
331000	BUSINESS OPERATIONS ADMIN
332000	TRANSPORTATION
332010	SPECIAL EDUCATION TRANSPORTATION
333000	PROCUREMENT
334000	FACILITY SUPPORT/MAILROOM
334100	CUSTODIAL AND GROUNDS
334200	UTILITIES
334300	GENERAL SERVICES
334400	ZONE 4 MAINTENANCE
334500	ZONE 2 MAINTENANCE
334600	ZONE 1 MAINTENANCE
334700	ZONE 3 MAINTENANCE
335000	FACILITIES PLANNING AND PROPERTY
336000	NUTRITION SERVICES
336050	Nutrition Service-Central Distribution Allocation
337000	WAREHOUSING
340000	INFORMATION TECHNOLOGY
341000	RELATIONSHIPS AND CUSTOMER SERVICE
342000	Education Technology
343000	TECHNICAL SERVICES
350000	DEPUTY SUPERINTENDENT
400000	DEBT SERVICE
560000	OTHER POTENTIAL USES
600000	Regular Capital Outlay

LOCATION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
0000	Other	0183	Sycamore Elem
0001	Arlington High	0185	Woodstock Md
0003	Altruria Elem	0190	Tara Oaks Elem
0005	Arlington Elem	0195	Donelson Elem
0006	Arlington Md	0200	Highland Oaks Md
0007	Appling Md	0205	Lowrance Elem
0008	Bailey Station Elem	0365	New Southeast Region Elem
0010	Barrets Elem	1000	Central Office
0020	Bartlett Elem	1001	Various
0025	Bartlett High	1002	Grays Creek Office
0030	Bon Lin Elem	1003	Southwind Md
0033	Bon Lin Md	1007	Chimneyrock Elem
0035	Bolton High	1009	Central Office East
0055	Collierville Elem	1084	Cordova Bus Lot
0060	Collierville High	1085	Mill High Bus Lot
0063	Collierville Md	1086	Transportation Department
0065	Crosswind Elem	1087	Bartlett High Bus Lot
0067	Dexter Elem	1088	Coll High Bus Lot
0068	Dexter Md	1089	Shop--Bus Lot
0070	Dogwood Elem	1090	Build/Management
0078	Harrold Elem	1091	Hospital/Homebound
0080	Jeter Elem	1093	Cafeteria Substitues
0090	Ellendale Elem	1096	Hwy 64 Facility
0095	Elmore Park Md	1098	Substitutes
0100	Farmington Elem	1099	Warehouse
0105	Germantown Elem	1100	Purchasing Warehouse-Dock 2 Or 3
0107	Germantown Md	1101	Will Call
0108	Highland Oaks Elem	1102	Renaissance Academy Lakeside
0109	Houston Md	1103	Renaissance Academy North
0110	Germantown High	1104	Special Ed
0111	Houston High	1105	Maintenance Warehouse-Dock 4
0115	Lucy Elem	1106	Purchasing Dept-Grays Creek
0116	Lakeland Elem	1107	Business Information Systems-Grays Creek
0118	Macon-Hall Elem	1108	Information Technology
0123	Millington Elem	1109	Scs Security
0130	Millington High	1110	Youth Villages/Dogwood Campus
0133	Millington Md	1111	Youth Villages
0135	Southside High(not in crosswalk)	1112	As Specified
0140	Mt. Pisgah Md	1114	Eads Elementary
0145	Northaven Elem	1116	Highland Oaks Primary School
0146	Pyramid Academy	1117	Lakeside
0150	Oak Elem	1118	Millington East
0154	Retired Personnel	1119	Millington Sub-Station
0155	Rivercrest Elem	1120	Millington South
0160	Riverdale Elem	1121	Ra-Mill Property
0168	Schilling Farms Md	1123	Cordova High
0170	Shadowlawn Md	1128	Alternative School
0175	Southwind Elem	1397	Kirby High Stadium
0178	Southwind High	2005	A B Hill Elementary

SHELBY COUNTY SCHOOLS
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LOCATION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
2007	Kate Bond Middle	2185	Evans Elementary
2010	Airways Middle School	2190	Fairley Elementary
2015	Alcy Elementary	2195	Fairley High School
2020	Alton Elementary	2200	Fairview Middle School
2023	American Way Middle	2208	Florida-Kansas Elementary
2025	Avon Lenox School	2210	Ford Road Elementary
2030	B T Washington High School	2215	Fox Meadows Elementary
2040	Bellevue Middle School	2220	Frayser Elementary
2045	Berclair Elementary	2225	Frayser High School
2049	Chimneyrock Elementary School	2230	Gardenview Elementary
2050	Bethel Grove Elementary	2240	Geeter Middle School
2053	Brewster Elementary	2245	Georgia Avenue Elem.
2055	Brookmeade Elementary	2250	Georgian Hills Elementary
2057	Brownsville Elementary	2255	Georgian Hills Middle School
2060	Bruce Elementary	2258	Germanshire Elementary School
2067	Caldwell-Guthrie Elementary	2259	Getwell Elementary School
2070	Campus School	2260	Goodlett Elementary
2075	Carnes Elementary	2265	Gordon Elementary
2085	Carver High School	2270	Graceland Elem.
2090	Central High School	2285	Grahamwood Elementary
2095	Charjean Elementary	2300	Graves Elementary
2100	Cherokee Elementary	2310	Hamilton Elementary
2108	Chickasaw Middle School	2315	Hamilton Middle School
2109	Coleman Elementary	2317	Hamilton High School
2115	Colonial Middle School	2320	Hanley Elementary
2116	Kate Bond Elementary School	2325	Havenview Middle School
2117	Cordova Elementary	2330	Hawkins Mill Elementary
2118	Cordova Middle School	2331	Hickory Ridge Elementary School
2119	Cordova High School	2333	Hickory Ridge Middle School
2120	Corning Elementary	2335	Hillcrest High School
2122	Coro Lake Elementary	2338	Hollis F. Price Middle College High School
2125	Corry Middle School	2343	Holmes Road Elementary School
2126	Craigmont High School	2345	Humes Middle School
2128	Craigmont Middle School	2353	Ida B Wells Academy
2130	Cromwell Elementary	2355	Idlewild Elementary
2133	Crump Elementary	2360	Jackson Elementary
2135	Cummings School	2362	John P. Freeman Optional School
2140	Cypress Middle School	2367	Kansas Career And Technical Center
2145	Delano Elementary	2368	Keystone Elementary
2150	Denver Elementary	2370	Kingsbury Elementary
2153	Double Tree Elementary	2373	Kingsbury Middle School
2155	Douglass Elementary/Middle	2375	Kingsbury High School
2160	Douglass High School	2377	Kingsbury Vocational School
2162	Downtown Elementary	2378	Kirby Middle School
2165	Dunbar Elementary	2379	Kirby High School
2179	Raleigh Egypt Stadium	2380	Klondike Elementary
2180	East High School	2385	Knight Road Elementary
2181	East Career Technology Center	2390	Lakeview Elem.
2183	Egypt Elementary	2393	Lanier Middle School

SHELBY COUNTY SCHOOLS
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LOCATION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
2395	Larose Elementary	2660	Sheffield High School
2397	Kirby High Stadium	2663	Sheffield Career And Technical Center
2425	Lester Elementary/Middle	2665	Sherwood Elementary
2435	Levi Elementary	2670	Sherwood Middle School
2440	Lincoln Elementary	2675	Shrine School
2463	Lucie E. Campbell Elementary	2680	Shelby Oaks Elementary
2470	Magnolia Elementary	2690	Snowden School
2480	Manassas High School	2692	Oak Forest
2483	Manor Lake Elementary	2695	South Park Elementary
2493	Melrose High School	2696	South Side Middle
2494	Adult Education (Messick Career & Tech Center)	2699	Memphis Health Careers Academy
2500	Benjamin L. Hooks Job Corps Academy	2703	Southwest Career And Technical School
2515	Middle College High School	2705	Springdale Elementary
2520	Mitchell High School	2707	Spring Hill Elementary
2525	Newberry Elementary	2715	Treadwell Elementary
2530	Norris Elementary	2717	Riverwood Elementary
2535	Northside High School	2720	Treadwell High
2540	Oakhaven Elementary	2723	Treadwell Middle School
2543	Oakhaven Middle School	2725	Trezevant High School
2545	Oakhaven High School	2727	Trezevant Career And Technical School
2550	Oakshire Elementary	2728	Vance Middle School
2560	Orleans Elementary	2730	Vollentine Elementary
2565	Overton High School	2740	A. Maceo Walker Middle School
2570	Peabody Elementary	2745	Wells Station Elementary
2595	Raineshaven Elementary	2750	Westside Elementary
2596	Raleigh Egypt Middle School	2754	Westside Middle
2597	Raleigh- Bartlett Meadows School	2760	Westhaven Elementary
2598	Raleigh Egypt High School	2765	Westwood Elementary
2600	Richland Elementary	2770	Westwood High School
2606	Cordova High Stadium	2777	White Station Elementary
2610	Balmoral Ridgeway Elementary	2780	White Station High School
2612	Ridgeway Middle School	2783	White Station Middle School
2615	Ridgeway High School	2785	Whitehaven Elementary Stem School
2620	Riverview Elementary	2790	Whitehaven High School
2621	St. Benedict	2793	Whites Chapel Elementary
2625	Riverview Middle School	2795	Whitney Elementary
2626	Robert R. Church Elementary School	2800	Willow Oaks Elementary
2627	Ross Elementary	2805	Winchester Elementary
2630	Rozelle Elementary	2810	Winridge Elementary School
2632	Cottonwood Headstart	2815	Wooddale High School
2633	Scenic Hills Elementary	2820	Wooddale Middle
2634	Earnestine Rivers Childcare Center	2822	MCS Prep School - Northeast
2637	Sea Isle Elementary	2824	MCS Prep Northwest
2640	Shady Grove Elementary	2826	MCS Prep School - Southeast
2644	Red Robins Academy Of Learning	2828	MCS Prep School - Southwest
2645	Shannon Elementary	2830	Martin Luther King Transition Center
2648	Swtcc Campus Kids Corner	2832	Memphis Virtual School
2650	Sharpe Elementary	2835	Grandview Heights Middle
2655	Sheffield Elementary	3650	Belle Forest Elementary

LOCATION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
7201	Bluebird Learning Center	8244	Omni Prep Academy - North Pointe Middle School
7202	Ernestine Rivers Child Care Center	8246	Southern Avenue Middle
7203	Hooks Dimmick Child Care Center	8248	New Consortium Of Law And Business
7204	Horn Lake Road Learning Center	8252	Memphis School Of Excellence
7205	Jessie Mahan Day Care Center	8254	Veritas College Preparatory
7206	Kids School Early Childhood Development Center	8256	Aurora Collegiate Academy
7207	Memphis Learning Academy	8258	Kipp Memphis Middle Academy
7208	Nat Burning Orange Mound Day Nursery Learning, Inc	8260	Mt. Pisgah
7209	Primary Prepatory	8262	Kipp Memphis Collegiate Elementary
7210	Campus Kids Corner	8297	Trezevant Career Academy
7211	Early Childhood Education	8304	St. Michael School
7213	Early Childhood Program Partnering Centers	8314	Our Lady Of Sorrows
7214	Ridgeway Early Learning Center	8320	Harding Academy Secondary
8001	Circles Of Success Learning Academy	8324	Immaculate Conception High School
8002	New Consortium Of Law And Business	8326	Memphis Catholic Hs
8012	Colonial Hearing Center	8340	Holy Cross (Not In Crosswalk)
8097	Title One Services	8364	Elliston Baptist Academy
8116	Martin Luther King Adult Ed	8365	Belle Forest Community School
8152	Administrative Cafeteria	8401	Nutrition Service -Summer Lunch
8153	Mallory Warehouse	8402	Nutrition Service - Summer Meal
8154	Retired Personnel - Insurance Only	8403	Nutrition Service - Central Kitchen
8159	Drivers Education	8404	Nutrition Service - Catering
8163	Title I Center For Parental Involvement (Not In Cr	8405	Nutrition Service - Operation Support
8172	Alcohol & Drug Abuse	8407	Nutrition Service Center
8192	Residential Training Center	8408	Cnc Distribution Center Warehouse
8193	Colonial Visually Limited	8409	Gray Creek Warehouse
8198	MEA	8410	Memphis Jr. Academy
8199	Adult Education	8413	St. John Elementary School
8202	Kipp Memphis Collegiate High School	8414	Childrens Bureau Dba Porter Leath
8204	City University School Of Liberal Arts	8420	Creative Life Prepatorial
8205	Memphis Academy Of Science Engineering Middle/Hig	8425	St. Augustine
8206	Power Center Academy High School	8426	Delasalle Elementary
8207	Memphis Business Academy Elementary School	8429	New Hope Christian Academy-Frayser
8210	Memphis Academy Of Health Sciences	8437	Operation Support
8215	Memphis Business Academy Middle	8439	Adolescent Parenting Center
8216	North Elementary District	8456	Memphis Recovery Center
8217	Teaching Learning Academy	8462	CNC Bakery
8220	Maintenance Warehouse	8463	CNC Cook Chill
8223	Inventory Control Warehouse	8464	CNC Cold Assembly
8224	Pupil Services Center	8479	Memphis Business Academy High School
8225	Promise Academy	8480	Power Center Academy Middle
8228	Southern Avenue Charter School Of Academic Excelle	8498	Memphis Grizzlies Preparatory Charter School
8230	Star Academy	8533	Division Of Student Support
8232	Soulsville Charter School	8537	JIFF
8234	Freedom Preparatory Academy	8539	Florida Kansas Annex
8236	City University Boys Preparatory	8550	Administration
8238	Kipp Memphis Collegiate Middle	8580	Cromwell Elementary
8240	Memphis College Preparatory	8601	Holy Names School
8242	Omni Prep Academy - North Point Lower School	8604	The Neighborhood School

SHELBY COUNTY SCHOOLS
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LOCATION ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
8608	New Hope Academy	9650	Lords Tabernacle Christian Academy
8625	Brinkley Heights Urban Academy	9970	Shelby County- Elementary
8626	Resurrection Catholic	9980	Shelby County-Middle
8627	Memphis Heritage	9990	Shelby County - High
8636	Goodwill Homes Community Services	9998	Control Account
8650	MCS Telecom Ctr3	9999	Control Account Budget
8653	Techonology Training Center		
8662	Greater Praise Academy - Mcs Title I Tutoring		
8664	Transportation		
8720	Athletics		
8731	Northeast Area Office		
8732	Northwest Area Office		
8733	Southeast Area Office		
8734	Southwest Area Office		
8735	To Be Determined		
8805	Bond Building		
8901	Hamilton Alternative Center		
8903	Southeast Success Academy		
8904	Frayser Success Academy		
8907	Off Of Alternative School Program (Not In Crosswal		
8909	Student Engagement		
8916	Hollywood Success Academy		
8917	Westhaven Success Academy		
8918	Humes Alternative School		
8919	Student Transition Center (Not In Crosswalk		
8920	Hope Academy (Not In Crosswal)		
8930	Juvenile Intervention Faith		
8940	Catholic High		
9010	Natchez Trace Youth Academy		
9015	Holy Names Catholic School		
9020	Brunswick Day School		
9025	Compass Intervention Center		
9033	De La Salle At Blessed Sacrament School		
9054	Immaculate Conception Elementary		
9056	Immaculate Conception		
9061	Little Flower Primary School		
9065	Elllison Baptist		
9071	New Hope Academy		
9080	Resurrection Catholic School		
9084	St. Joseph Catholic School		
9086	St. Augustine Catholic School		
9198	St Paul School		
9199	St. Patrick Catholic School		
9230	Youth Villages - Morris Wilson Campus		
9277	Greater Praise Academy		
9285	Our Lady Of Sorrows School		
9330	St. John Catholic School		
9350	Varangon Academy		
9600	Youth Dimensions		

SHELBY COUNTY SCHOOLS
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PROJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
0000	Zero Project	3627	Race to the Top
0005	Coordinated School Health	3632	Title 1-School Improvement Grant 1
0010	Consolidated Administration	3633	Title I - School Improvement Grant II
0031	Instructional Television	3639	Early Childhood Education Pilot/State
0040	BEP Instruction	3651	Preschool Incentive Program
0100	Title I, Part A, Improving Academic Achievement	3654	IDEA Part B-Summary 13.01
0110	Title I,Part A, School Improvement	3659	School Leadership Initiative
011S	Title I, Part A, School Improvement, ARRA	3665	Foreign Language Assistance Program FLAP
0120	Title 1 School Improvement II	3666	Foreign Languages Assistance Program FLAP
0140	Title 1 School Improvement III	3672	Tennessee First to the Top - Renewal School
0150	Title I, Part D, Subpart 1, Neglected/Delinquent	3676	Tennessee First to the Top - Teacher Residency
0160	Title I, Part D, Subpart 2, Local Delinquent	3680	Tennessee First to the Top - Principal Residency
0200	Title II, Part A, Training & Recruiting	3686	Title III, Part A-English Language
0220	Title II, Part D, Sustainability/Launch II	3695	Workforce Investment Network in School
0300	Title III, Part A, English Language Acquisition	3698	Workforce Investment Act in School
0310	Title III, Part A, ELA, Discretionary	3704	Garrett A Morgan Tech-Transp Educ Program
0420	Title IV, Part A, Violence & Drug Use Prevention	3717	Workforce Investment Network Out of School
0430	Title IV, Part B, 21st Century (Project Lead)	3729	Vocational Program Improvement Carl Perkins
0470	First to the Top Reward Schools	3732	Title X, Memphis City/Shelby Co Homeless
0480	First to the Top Discretionary	3738	English Literacy and Civics Education
0530	First to the Top Renewal	3744	Teacher Incentive Fund
0550	Education Jobs Fund Program	3754	Adult Basic Education
0580	Race to the Top, Local Flow Through	3773	Exceptional Children Discretionary Funds
0590	Race to the Top, State Competitive	3780	HRSA School Clinic Equipment
0600	Teacher Incentive Fund MCS	3783	Teen Pregnancy and Parenting Success
0610	Teacher Incentive Fund SCS	3790	Learn and Serve
0700	Title X Homeless	3793	Minority HIV 11.01
070S	Title X, Part C, Homeless, ARRA	3797	Gear Up at the River
0800	Carl Perkins	3836	Energy Efficient Schools Initiative
0810	Win-Grassy	3839	The Healthy School-Whole Child Program
0820	Workforce Investment Network In School	3842	ASD Contracted Services
0830	Workforce Investment Network Out Of School	3855	School Age Child Care
0890	Exceptional Children Wocational Rehabilitation Job	3873	MCS Mental Health Records
0900	IDEA, Part B	3876	Microsoft Class Action Settlement
090S	IDEA, Part B, ARRA	3884	Telecommunications Center Underwriting Broad
0910	IDEA, Preschool	3901	Security-Ancillary Services
0960	School Leadership Initiative	3910	Toyota Family Literacy Program
1004	Title I, Part A, Improving Academic Achievement	3911	Connect TN
3155	Race to the Top	3916	Microsoft Settlement 2008-09
3519	Individuals with Disabilities in Education Act	3931	Leap-Lottery for Education After School Program
3572	Vocational Program Improvement Carl Perkins	3932	Shelby County Head Start Program
3576	Carl Perkins	3935	Teacher Effectiveness Initiative
3580	Vocational Program Improvement Carl Perkins	3942	Head Start Observation
3601	Consolidated Administration 12.01	3947	Audio/visual Duplication Services
3603	Title 1 Part A-Improving Basic Probrams	3974	Pace Outreach
3612	21st Century Community Learning Centers	3975	TVA Enernoc Demand Response Program
3617	Tennessee First to the Top TCASN Hamilton	3979	Adult Education
3620	Title II, Part A-Teacher & Principal Training	3984	E-Rate USAC
3622	Youth Empowerment Initiative	3987	Facility Rental
3626	Race to the Top	3989	After School Childcare

PROJECT ELEMENTS

CODE	DESCRIPTION	CODE	DESCRIPTION
3998	Very Special Arts Festival	8031	National Science Foundation - UOM Grant
6101	Bell Forest Community School Start Up	8032	Teacher Effectiveness Initiative
6102	Millington High Phase II	8033	Head Start Observation
6103	New Southeast Shelby County Elementary School	8034	MIAA Dues & Fines
6104	School Demolitions	8035	Homeless Children & Youth Program
6105	ERP	8036	TVA ENERNOC Demand Response Program
6201	Germantown High Auditorium & Alarm System	8037	Broad Residency Grant
6301	Northeast Region Classroom Additions	8038	Adult Education
6400	Facility Improvement	8039	E-Rate USAC
6401	Mechanical Boilers & Air Conditioning	8040	Facility Rental
6500	Comprehensive Planning	8041	After-School Snacks
6501	Roofing	8042	After-School Childcare
6600	ADA Improvements	8043	Very Special Arts Festival
6601	Painting	8044	Coalition of Large School Systems
6700	Window Replacements	8045	Farm to School Planning
6901	General Deferred Maintenance	8046	Energy Efficient Schools Initiative
6902	Life Safety-Fire Alarms(Multiple Sites)	8048	Telecommunications Center UbS
6903	Playgrounds & Stadiums	8049	MCS Connect Mentoring Program
6904	Unforeseen Emergencies	8050	LEAP Program
6905	Synthetic Athletic Fields	8051	Shelby County Headstart
8001	Art Educators Grant	8052	Transition
8002	Coordinated School Health	8373	Memphis Youth Works
8003	Family Resource Center	8393	Healthy School Whole Child Program
8004	Pre-K	8474	Shelby Metro Basketball
8005	Fresh Fruits & Vegtables	8650	Preschool Incentive Program
8006	Fuel Up to Play	8666	Foreign Languages Assistance Program FLAP
8007	Evaluation Testing	8667	TCASN-Hamilton High
8008	SCS Foundation	8724	Tennessee Dept. of Human Services Student
8009	Business Partnerships	8763	English Literacy and Civics Education
8010	Pollution Control Grant	8777	Improving Health Education & Well Being of Youth
8011	Youth Risk Behavior Survey	8783	Teen Pregnancy and Parenting Success
8012	Fresh Fruits & Vegtables (Lucy Elem)	8797	Gear Up at the River
8013	Student Ticket Subsidy	9000	Achievement School District
8014	Project Class	9100	Printing
8015	State of TN EESI	9200	Warehouse
8016	Sprite Parks Project	9300	Headstart
8017	English Language Arts (ELA) Writing Grant		
8018	STEM		
8019	TSBA Healthier Schools Challenge		
8020	Adopt a School Seminar		
8021	Research & Evaluation		
8022	School Services		
8023	Arts in Education: Artfest		
8024	School Age Childcare		
8025	School Health Clinic		
8026	Mental Health Records		
8027	Microsoft Class Action Settlement		
8028	Security-Ancillary Services		
8029	Urban Education Center		
8030	MET Research Study - BMGF		

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FREQUENTLY ASKED QUESTIONS

Accounting and Reporting

1. **Question: What is Money Due Board? How is it related to Reimbursements? When are Reimbursements appropriate?**

   Answer: Money Due Board is used as a line of credit to the schools. The schools reimburse Shelby County Schools with money received from fundraisers and/or donations for supplies, equipment, and after-school expenses.

   As far as when the reimbursements are appropriate, please contact Internal Audit for further clarification. Contact Felicia Niter in Accounting and Reporting for questions regarding Money Due Board.

2. **Question: How was the account code structure decided upon for the Unified District?**

   Answer: The Account Code Structure was designed for State of Tennessee compliance reporting as well as to provide information to users of District financial information. To see the State of Tennessee Department of Education Accounting Manual with a listing and description of state account codes, please go to the following link:

   http://www.tennessee.gov/education/support/doc/schacctman.pdf

   Department structure is based upon the District's Organization. For example, for the Department 100000 Academic Office – all General Education Staffing for Schools and School Leadership falls under this Cabinet Head, such as 1025XX for Librarians, 106XXX for School Leadership and 19XXXX for General Education. For the Departments of Information Technology, all Departmental codes are within the 34XXXX scheme. For example, Information Technology's departmental code is 340000; Relationships and Customer Service is 341000; Educational Technology is 342000 and Technical Services is 343000. In addition, all of these IT departments are under the leadership of the Cabinet Head, which in this case is the Chief Information Officer.

   Also, please note that while searching for account code transactions in APECS, you will not be able to see all the account code data in the District. You will only see the account code information for your school, administrative department(s) or office(s).

FREQUENTLY ASKED QUESTIONS

Accounts Payable

3. **We have old bills that need to be paid. How do we get these bills paid?**

   Answer: The answer depends on whether invoices are related to FY 2013 or FY 2014. For FY 2013 invoices, were the goods and services received prior to June 30, 2013? If so, please contact Accounts Payable on how to handle these types of transactions. For FY 2014 old invoices that have not been paid, they must be sent to AP for payment on a Payment Request form. The Payment Request must include the vendor number, budgetary coding, proper approval signature and the invoice must be attached. All unpaid invoices over $500.00 that are not covered by a purchase order are in violation of District Policy and require approval of the Director of Procurement Services before the invoice can be paid.

Budget and Fiscal Planning

4. **Question: For school-based users, what are the restrictions for the various accounts such as: Office of the Principal, Instruction/Supplies, etc.?**

   Answer: Instructional Supplies and Equipment should be used to purchase items that can be used in the classroom for teachers and students. Admin Supplies and Equipment should be used to purchase used in the Office of the Principal, Asst. Principal and Clerical. The only restriction we have is that schools are not allowed to transfer budget from Instructional/School expenditure accounts into Administrative/School leadership expenditure accounts or vice versa.

FREQUENTLY ASKED QUESTIONS

5. **Question: School-based users can see the budget in APECS, but they do not know how it should be used. What is the best way to figure this out?**

   Answer: First, please refer to the listing of departments and expenditure objects within this manual. In addition, please see the following listing of all school-based Departments and then, all school-based Expenditure Objects for spending:

Department	Description
102501, 502, 503, 504	Librarians-Elementary, Middle, K-8, High
106061, 062, 063, 064	School Leadership-Elem., Mid, K-8, High
190001, 002, 003, 004	General Education-Elem., Mid, K-8, High
203041, 042, 043, 044	Guidance Counseling-Elem., Mid, K-8, High

Object	Description
33600	Administrative Property Maintenance
34800	School Printing and Postage
34800	Administrative Printing and Postage
42900	School Supplies and Materials
49900	Administrative Supplies and Materials
49900	Guidance Supplies and Materials
49900	Library Services Supplies and Materials
72200	School Furniture and Equipment
70100	Administrative Furniture and Equipment
35501, 35502	Principal Travel (Out of Town and Local)
35501, 35502	Assist. Principal Travel (Out of Town; Local)

6. **Question: When will school-based users see the SPED and CTC budgets hit the accounts?**

   Answer: Special Education Administration and Technology and Careers Administration are responsible for handling and entering budget dollars into APECS as they relate to SPED and CTC programs, respectively. If there are specific questions about these budgets, please contact those offices directly.

7. **Question: Will school-based users see the fee waiver money in APECS?**

   Answer: The fee waiver funds will be available after we receive the count for children on Free and Reduced lunch. We normally receive those numbers from Nutrition Services after the 20-day attendance period. The account number is 01-71100-59900-190000-loc.-0000.

8. **Question: Is postage a school line item?**

   Answer: School Postage is budgeted in the expenditure object of 34800. Keep in mind that the appropriate Administrative department is 106061, 106062, 106063 or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8 or High School. The appropriate Instructional department is 190001, 190002, 190003 or 1900004 depending on whether it is an Elementary, Middle, K-8 or High School.

FREQUENTLY ASKED QUESTIONS

9. **Question: Should school-based users assume the school will pay for any copiers through their site-based budget and that they have been allocated money in their budgets for this equipment?**

   Answer: School copiers are budgeted in the expenditure object of 42900. Keep in mind that the appropriate department is 106061, 106062, 106063 or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8 or High School. The appropriate Instructional department is 190001, 190002, 190003 or 1900004 depending on whether it is an Elementary, Middle, K-8 or High School.

10. **Question: For all users, what codes do we use to order furniture?**

    Answer: Instructional Furniture/Equipment is account code 01-71100-72200-190001-loc.-0000. Admin Furniture/Equipment is account code 01-72410-70100-106061-loc.-0000 for school locations. For schools, keep in mind the Department Code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the Object Code of 70100.

11. **Question: What codes to do we use to order technology items?**

    Answer: Instructional equipment is account code 01-71100-72200-190001-loc.-0000. Administrative equipment is account code 01-72410-70100-106061-loc-0000 for school locations. For schools, keep in mind the Department Code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the Object Code of 70100.

12. **Question: We have different codes for supplies and materials, so which codes do we use to order supplies and materials?**

    Answer: Teachers Instructional Supplies are coded to 01-71100-42900-190001-loc-0000; Guidance Supplies are coded to 01-72130-49900-203041-loc-0000; Library Supplies are coded to 01-72210-49900-102500-loc-0000; Office Supplies at school locations are coded to 01-72410-49900-106061-loc.-0000. Keep in mind, the Department Code will vary depending on if the school is an Elementary, Middle, K-8 or High School. For Central Office or non-school administrative offices, use your full account code string and refer to the Object Code expenditure listing in this manual for assistance.

FREQUENTLY ASKED QUESTIONS

13. **Question: There are numerous account codes for teacher salaries. Which codes go with which grade level?**

   Answer: See table below.

SHELBY COUNTY SCHOOLS
DEPARTMENT CODES FOR SCHOOL LOCATIONS
FISCAL YEAR 2013-14

Department	Description	Grade	Position Types
102011	ENGLISH SECOND LANGUAGE ELEMENTARY	K-5	Primarily Teachers
102012	ENGLISH SECOND LANGUAGE MIDDLE	6-8	Primarily Teachers
102013	ENGLISH SECOND LANGUAGE K8	K-8 Schools	Primarily Teachers
102014	ENGLISH SECOND LANGUAGE HIGH	9-12	Primarily Teachers
102071	ELEMENTARY MUSIC AND ART		
102091	ELEMENTARY PHYSICAL EDUCATION		
102501	LIBRARIANS-ELEMENTARY	K-5	Librarians Only
102502	LIBRARIANS-MIDDLE	6-8	Librarians Only
102503	LIBRARIANS-K8	K-8 Schools	Librarians Only
102504	LIBRARIANS-HIGH	9-12	Librarians Only
104001	EXCEPTIONAL CHILDREN-ELEMENTARY	K-5	Primarily Exceptional Children Teachers and Educational Assistants
104002	EXCEPTIONAL CHILDREN-MIDDLE	6-8	Primarily Exceptional Children Teachers and Educational Assistants
104003	EXCEPTIONAL CHILDREN-K8	K-8 Schools	Primarily Exceptional Children Teachers and Educational Assistants
104004	EXCEPTIONAL CHILDREN-HIGH	9-12	Primarily Exceptional Children Teachers and Educational Assistants
104010	EXCEPTIONAL CHILDREN-HOMEBOUND & HOSPITAL		
104020	EXCEPTIONAL CHILDREN-GIFTED		
104030	EXCEPTIONAL CHILDREN SCHOOLS ADMIN		
104040	EXCEPTIONAL CHILDREN ADMINISTRATION		
106061	SCHOOL LEADERSHIP-ELEMENTARY	K-5	Primarily Principals, Assistant Principals, Clerical Support
106062	SCHOOL LEADERSHIP-MIDDLE	6-8	Primarily Principals, Assistant Principals, Clerical Support
106063	SCHOOL LEADERSHIP-K8	K-8 Schools	Primarily Principals, Assistant Principals, Clerical Support
106064	SCHOOL LEADERSHIP-HIGH	9-12	Primarily Principals, Assistant Principals, Clerical Support
107000	OPTIONAL SCHOOLS		
108000	ALTERNATIVE SCHOOLS		
108010	ADOLESCENT PARENTING		
108020	MCS PREP NORTHWEST		
108030	MCS PREP NORTHEAST		
108040	MCS PREP SOUTHWEST		
108050	MCS PREP SOUTHEAST		
108060	IDA B WELLS ACADEMY		
190001	GENERAL EDUCATION - ELEMENTARY	K-5	General Education/Instruction Teachers / Educational Assistants
190002	GENERAL EDUCATION - MIDDLE	6-8	General Education/Instruction Teachers
190003	GENERAL EDUCATION - K8	K-8 Schools	General Education/Instruction Teachers
190004	GENERAL EDUCATION - HIGH	9-12	General Education/Instruction Teachers
190100	HOLLIS F PRICE		
190200	MIDDLE COLLEGE		
203001	STUDENT SUPPORT-ELEMENTARY	K-5	
203002	STUDENT SUPPORT-MIDDLE	6-8	
203003	STUDENT SUPPORT-K8	K-8 Schools	
203004	STUDENT SUPPORT-HIGH	9-12	
203020	ROTC	9-12	JROTC Teachers
203030	DRIVERS ED	9-12	Driver Education Teachers
203041	GUIDANCE COUNSELING-ELEMENTARY	K-5	Guidance Counselors Only
203042	GUIDANCE COUNSELING-MIDDLE	6-8	Guidance Counselors Only
203043	GUIDANCE COUNSELING-K8	K-8 Schools	Guidance Counselors Only
203044	GUIDANCE COUNSELING-HIGH	9-12	Guidance Counselors Only

FREQUENTLY ASKED QUESTIONS

14. Question: Is it possible for us to get a printout that breaks down the different codes for our locations?

> **Answer:** This manual includes a list of all four-digit location codes. In addition, you may export whatever APECS accounting data is requested into Excel and then print. Customized reports for users are forthcoming.

15. Question: Is Title I budget included with the budget amounts we see in APECS?

> **Answer:** The Title I accounts begin with 12, as in Fund 12. The project number for Title 1 accounts are 0100, as in Project 0100. This Project number may soon be converted to 1004.

16. Question: How were the site-based budgets allocated?

> **Answer:** There are four parts of the calculation: (1) an allocation amount per student; (2) principal travel; (3) assistant principal travel based on the number of assistant principals at a school; and (4) a teacher allocation for supplies based on the number of teachers at each school. (1) Apply the school enrollment number x the allotment-per-pupil amount. (2) Each principal has a travel allotment. (3) Each assistant or vice-principal at each school has a travel allotment. (4) Lastly, each teacher has the supplies allocation of $200. So each teacher x $200 is figured into each site-based budget. For more detail, see the calculation below:

SHELBY COUNTY SCHOOLS
SITE-BASED ALLOCATION AND TEACHER SUPPLIES CALCULATION
FISCAL YEAR 2013-14

	Department	Object	Elementary Schools	Middle Schools	High Schools
Admin Property Maintenance	106061, 106062, 106063 or 106064	33600	$ 0.69	$ 0.69	$ 0.69
School Printing and Postage	190001, 190002, 190003 or 190004	34800	0.36	0.36	0.36
Admin Printing and Postage	106061, 106062, 106063 or 106064	34800	0.45	0.45	0.45
School Supplies and Materials	190001, 190002, 190003 or 190004	42900	8.00	8.00	8.00
Admin Supplies and Materials	106061, 106062, 106063 or 106064	49900	3.37	3.37	3.37
Guidance Supplies and Materials	203041, 203042, 203043 or 203044	49900	0.19	0.49	0.49
Library Services Supplies and Materials	102501, 102502, 102503 or 102504	49900	5.10	5.10	5.10
School Furniture and Equipment	190001, 190002, 190003 or 190004	72200	4.25	4.25	6.50
Admin Furniture and Equipment	106061, 106062, 106063 or 106064	70100	5.00	5.00	5.00
Total amount per pupil			$ 27.41	$ 27.71	$ 29.96
Principal Travel (Out of Town and Local)	106061, 106062, 106063 or 106064 35501 or 35502		$ 1,336.00	$1,494.00	$1,494.00
Assistant Principal Travel (Out of Town and Local) - Allocation times number of VP and APs	106061, 106062, 106063 or 106064 35501 or 35502		$ 17.00	$ 70.00	$ 70.00
Allocation per Teacher			$ 200.00	$ 200.00	$ 200.00
Number of General Education Teachers			3,028	1,349	1,562

FREQUENTLY ASKED QUESTIONS

17. **Question: What is the staffing formula and how does it affect the number of teachers allocated to each regular instruction school?**

   Answer: The Board approved classroom teacher staffing formula dictates the number of regular instruction teachers allocated to each regular instruction school. The FY 2013-14 Shelby County Schools staffing formula is as follows:
   (1) For Grades K-3, one teacher per every 20.4 students is allocated.
   (2) For Grades 4-5, one teacher per every 24.5 students is allocated.
   (3) For Grades 6-8, one teacher per every 23.9 students is allocated for enrollment less than 600; one teacher per every 21.5 students is allocated for enrollment greater than 600.
   (4) For Grades 9-12, one teacher per every 24.1 students is allocated for enrollment less than 1,200; one teacher per every 22.5 students is allocated for enrollment greater than 1,200.

   Budget Services performs two tests. The first test uses the average class size formulas above. The second test ensures that each class size does not exceed the state maximum class size per T. C. A. § 49-1-104 which is as follows:

Grade Level	Maximum Class Size
K-3	25
4-6	30
7-12	35

   For every High School, once the above calculations have been performed, the following adjustments are applied:

   - One teacher per High School is backed out. This position is replaced by a Study Hall Monitor to cover Study Hall Activities.
   - If a High School has a JROTC program at the school, then one teacher per program is added to the teacher staffing.
   - The total number of Career and Technology Education Teachers (CTE) are also backed out for High Schools that offer a CTE program.
   - For every four CTE teachers a school has, one General Education Teacher will be added to the school. In this scenario, a school is only allocated one teacher for every four CTE teachers. If a school has three CTE teachers, then the school will not receive an additional allocation of one General Education Teacher.

   The staffing formula for other support roles is included on the following page.

18. **For school-based APECS users, what is WIN-SCHOOL?**

   Answer: It is an amount added to each regular-instruction school's budget to pay for overtime for only Clerical staff to enter data into SMS (WIN-SCHOOL is known as SMS Power School in legacy SCS). The account code where school-based users can see this budget is 01-72410-18904-106061-school location code-0000. As noted previously, the department will depend on whether the school is an Elementary, Middle, K-8 or High School.

2013-14
Shelby County Schools Staffing Formula

Assistant Principals

High School Enrollment		Staff		Middle School Enrollment		Staff		Elementary Enrollment		Staff
1	650	1		1	650	1		1	500	0
651	1200	2		651	1200	2		501	650	1
1201	1600	3		1201	1600	3		651	1,200	2
>1,601		5		>1,601		5		>1,201		3
*Includes one Vice-Principal										

Guidance Counselors

High School Enrollment		Staff		Middle School Enrollment		Staff		Elementary Enrollment		Staff
1	749	1		1	749	1		1	249	0.5
750	999	2		750	999	2		250	1,000	1
1000	1,499	3		1,000	1,499	3		>1001		2
1500	1,600	4		1,500	1,600	4				
>1601		5		>1601		3				

Librarians

High School Enrollment		Staff		Middle School Enrollment		Staff		Elementary Enrollment		Staff
1	1,500	1		1	Per School	1		1	Per School	1
>1,501		2								

Clerical

High School Enrollment		Staff		Middle School Enrollment		Staff		Elementary Enrollment		Staff
1	500	2		1	500	2		1	500	2
501	1,000	3		501	1,000	3		501	1,000	3
1,001	1,500	4		1001	1,500	4		1001	1,500	4
1,501	2,000	6		1501	2,000	6		1501	2,000	6
>2,001		7		>2,001		7		>2,001		7

Elementary Physical Education, Music & Art Teachers

Physical Education Homeroom Teachers		Staff		Art and Music Homeroom Teachers		Staff
1	20	1		1	15	0.6
21	22	1.2		16	20	0.8
23		1.4		21	25	1
24	25	1.6		26	30	1.4
26		1.8		31	35	1.6
27	45	2		36	40	1.8
27	45	2		36	40	1.8
46	47	2.2		41	45	2
48	49	2.4		46	50	2.2
50	51	2.6		51	55	2.4
52	53	2.8		56	60	2.6
54	55	3		61	65	2.8
56	57	3.2				
58	60	3.4				

Elementary Educational Assistants

Enrollment		Staff
1	449	1
450	649	2
650	850	3
>851		4

High School Study Hall
1 per school

High School In School Suspension
1 per school

Middle School In School Suspension
1 per school