# DEPARTMENT OF FINANCE

**Reference Guide**

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# Office of Finance

## Contact Information

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-A – 416-5407

- ➢ **Budget & Fiscal Planning**,  Coe , Room 226 – 416-5461

- ➢ **Payroll**,  Coe, Room 250-B – 416-5402

# Finance Department

**The Finance Department is responsible for managing the overall budget development, accounting, treasury, financial reporting, financial services operation and position control for 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, Student-Based Budgeting (SBB), 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
- ➢ Coordination of 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

160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5300 • www.scsk12.org

**Reply to:**

Lin Johnson III
Chief Financial Officer
Office of Finance
Room 226

PHONE (901) 416-5461
FAX (901) 416-5598

June 1, 2018

TO:        All Personnel Receiving Monthly Mileage 2018-2019

FROM:      Lin Johnson, Chief Financial Officer

SUBJECT:   MILEAGE REIMBURSEMENT SCHEDULE 2018-2019

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 current mileage reimbursement rate will be 54.5 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.

According to **Administrative Rules and Regulations 2000R:**
Failure to complete and submit the mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim. Also, 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 Jo Johnson in Finance, (901) 416-5597. Thank you for your cooperation in this matter.

Attachment(s)

# MILEAGE REIMBURSEMENT SCHEDULE
## 2018-2019

| For Month of: | Mileage Claims must be **submitted and approved** by the date listed below: |
|---|---|
| July 1-31, 2018 | 08/07/18 |
| August 1-31, 2018 | 09/07/18 |
| September 1-30, 2018 | 10/07/18 |
| October 1-31, 2018 | 11/07/18 |
| November 1-30, 2018 | 12/07/18 |
| December 1-31, 2018 | 01/07/19 |
| January 1-31, 2019 | 02/07/19 |
| February 1-28, 2019 | 03/07/19 |
| March 1-31, 2019 | 04/07/19 |
| April 1-30, 2019 | 05/07/19 |
| May 1-31, 2019 | 06/07/19 |
| June 1-30, 2019 | **07/07/19\*** (*Year End Closeout) |

- ❖ **REPORT MILES DRIVEN MONTHLY. DO NOT COMBINE MONTHS.**
- ❖ MONTHLY MILEAGE REIMBURSEMENT CLAIMS ARE DUE ON OR BEFORE THE DUE DATE. **NO EXCEPTIONS.**
- ❖ MILEAGE MUST BE APPROVED BY DESIGNATED PRINCIPALS, MANAGERS AND OR SUPERVISORS.
- ❖ IF YOU HAVE A NAME, ADDRESS, AND/OR WORK LOCATION CHANGE, PLEASE CONTACT HR @ 416-5304.
- ❖ FOR STATUS OF REIMBURSEMENT PAYMENTS, CHECK THE EMPLOYEE PORTAL.
  - ❖ NEW=WAITING FOR MANAGEMENT APPROVAL
  - ❖ PENDING=WAITING FOR FINANCE APPROVAL
  - ❖ APPROVED=SUBMITTED FOR PAYMENT; YOU WILL RECEIVE AN EMAIL.
  - ❖ THERE IS A 2 WEEK PROCESSING TIME FROM DATE OF APPROVAL. MILEAGE NOT APPROVED BY THE 14TH WILL BE HELD TILL NEXT MONTH.
- ❖ FOR DIRECT DEPOSIT, CONTACT SUNGARD @ 877-330-4950 AND GIVE EMPLOYEE ID.
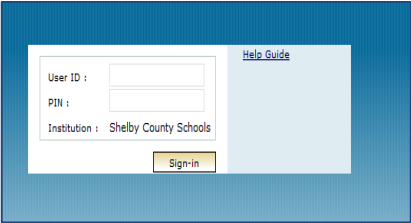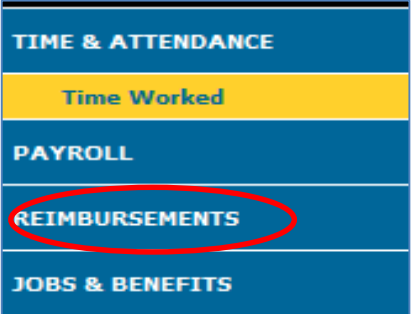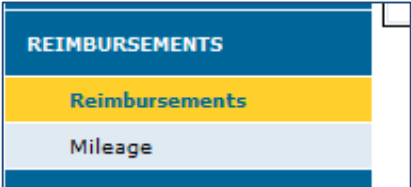
# INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

Monthly mileage reports should be submitted using the Shelby County Schools Employee Portal. Attached are instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate.

**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 Jo Johnson in Finance, (901) 416-5597.

| | |
|---|---|
| 1. **Access Shelby County Schools Website**: www.scsk12.org<br><br>2. **Click Employee:** Go to Employee Portal. |  |
| 3. **Log In: User ID and PIN**<br><br>*\*\*User ID and PIN is your active directory log in\*\** |  |
| 4. **Click Reimbursements** |  |
| 5. **Click Mileage** |  |

# INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS
## USING THE EMPLOYEE PORTAL

| 6. **Click "Enter New Claim"** | Enter New Claim |
|---|---|

| Reference No.: **NEW ENTRY** | | | | | | Claim Date: | 05/18/2018 | |
|---|---|---|---|---|---|---|---|---|
| **DELETE** | **DATE** | **LOCATION** | | | **ROUND TRIP** **COMMENTS** | **MILES** | **RATE** | **REIMBURSEMENT** **OTHER CHARGES** |
| ✖ | 05/17/2018 | From | Berclair Elementary | | ○ Yes ● No | 18.00 | 0.545 | 9.81 |
| | | To | Chickasaw Middle School | | | | ⌃⌄ | |
| ✖ | 05/18/2018 | From | Berclair Elementary | | ○ Yes ● No | 14.00 | 0.545 | 7.63 |
| | | To | Jones PreSchool-1313 Simms, Memphis, TN 38112 | | | | ⌃⌄ | |
| | | From | | | ○ Yes ● No | | | |
| | | To | | | | | ⌃⌄ | |
| | | | | | **Total:** | **32.00** | | **$ 17.44** |

7. **Complete Date Field (Enter mileage in date order)**

8. **Select From and To Locations. As your begin typing a SCS location name, a drop down of locations will appear. Choose the location from the dropdown to auto calculate mileage. If no drop down box appears for SCS locations, type the location name. For non-SCS locations, type the From and To locations with complete address per example above.**

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

10. **Miles will auto populate if selected from the dropdown menu. For SCS and non-SCS locations where miles _do not_ auto populate, you will need to enter the accurate mileage. Total miles times the current rate will auto calculate.**

11. **Use the comment box to put the reason for mileage. You must give a reason for mileage or your claim will be returned.**

12. **If you are not finished and would like to come back later click**

   Save, I'm not finished

13. **If you have finished your entries for the month click**

   Submit

# 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 <u>MUST</u> be attached. Allow 30 calendar days to process travel requests. If using federal funds, please allow 60 days for processing.**

The Department of Accounting and Reporting will provide you with a copy of the approved 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 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.
   (C)   When mileage is used in lieu of airfare, the mileage rate should not exceed the cost of tourist class airfare in effect thirty (30) days prior to travel. Mileage will be reimbursed at the district's current rate. The mileage rate reimbursed should be limited to the shortest route to and from the place of meeting.

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-$12.00          (B) Lunch-$12.00          (C) Dinner-$27.00

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**

Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.

Shelby County Schools

# Travel Standard Operating Procedures

DEPARTMENT OF FINANCE

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**Travel Regulations for Shelby County Schools**

Prior to reviewing and approving travel expense reports, please familiarize yourself with the Shelby County Schools Travel Regulations provided below:

**"TRAVEL REGULATIONS FOR SHELBY COUNTY SCHOOLS"**

Travel authorization must be approved by the authorized official(s), the Chief of Staff; **and a Purchase Order (PO) # will be generated by APECS/the system** assigned by the Office of Finance prior to making any travel arrangements. Registration itinerary MUST be attached. (Allow 30 calendar days to process travel requests. **\*\*\*NOTE:** if using Federal Funds allow 60 days**\*\*\*.**)

Finance will provide you with a copy of the approved form with the PO Number. **You will get an email when your travel has been approved with PO number.** This number must be given to the travel agency before charges can be made to the Board of Education 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 of the Board of Education 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 Office of Finance within five to seven business days after returning from the trip. If the trip is cancelled, login to APECS to **"VOID"** the trip immediately and the Office of Finance should be notified.

I.   TRANSPORTATION      Travel Agencies: Safe Harbor Travel  ~  (901) 767-2080

- ➢ Tourist accommodations should be used in air travel unless this would create unnecessary expense or problems. If transportation costs are not prepaid by the Board, ticket stubs must be attached as supporting evidence. Air travel insurance is not reimbursable. Travel arrangements should be made through the Board's authorized travel agencies.

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

- ➢ When mileage is used in lieu of airfare, the mileage rate should not exceed the cost of tourist class airfare in effect thirty (30) days prior to travel. Mileage will be

reimbursed at the district's current rate.  The mileage rate reimbursed should be limited to the shortest route to and from the place of meeting.

II.  FOOD

Meals will be reimbursed for actual costs incurred or the following schedule, whichever is less:

- ➢ Breakfast - $12.00
- ➢ Lunch - $12.00
- ➢ Dinner - $27.00

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.

III.  LODGING

Shelby County Schools is allowed **"Tax Exempt"** status with most vendors, as such always request "Tax Exemption" when making arrangements (EIN 62-600834). 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.

IV.  MISCELLANEOUS

Telephone charges (long distance and local) incurred while in travel status is acceptable, if necessary in conducting Board 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.

## APECS Travel Module Instructions
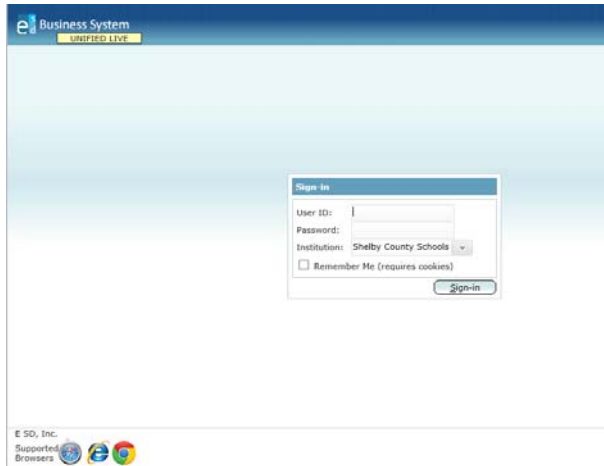


### Getting Started!

Log into APECS
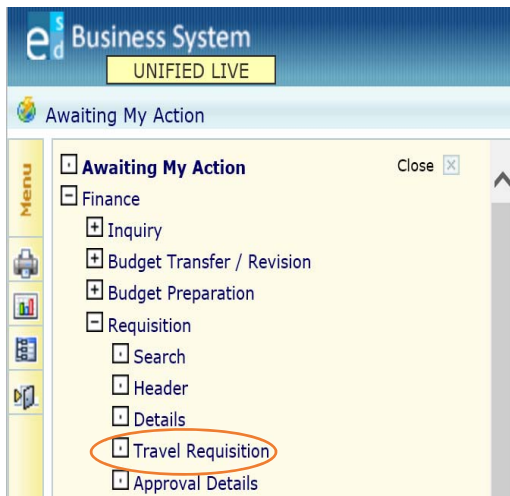


### Step 1:

Navigate to Finance/Requisitions/Travel Requisition
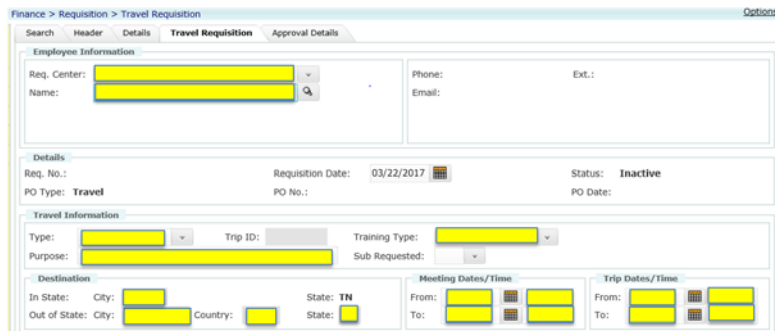


### Step 2:

Complete highlighted areas by typing or selecting from dropdown menu if available.

## Step 2 (cont'd):

Complete cost estimates or check "No Cost" if applicable. The "Direct Pay" box should be checked to pay vendors directly (vendor must be on file). The "P-Card" box should be checked for airfare only (vendor used American Express).

## Step 2 (cont'd):

If cost estimates are paid by you (the employee), enter the amount in the "Pay" box for the employee to be reimbursed directly. Do not check the "P-Card" box.

## Step 2 (concl'd):

**Click paperclip to attach** all documentation for travel {Note: the paperclip will turn **"GREEN"** when documents are attached properly.

## Step 2 (concl'd):

Enter budgetary account number and total amount for travel expenditures, then click **"Save and Post"**.

## Step 3:

Travel requisition will route for approval. APECS will generate a travel PO after all approvals.
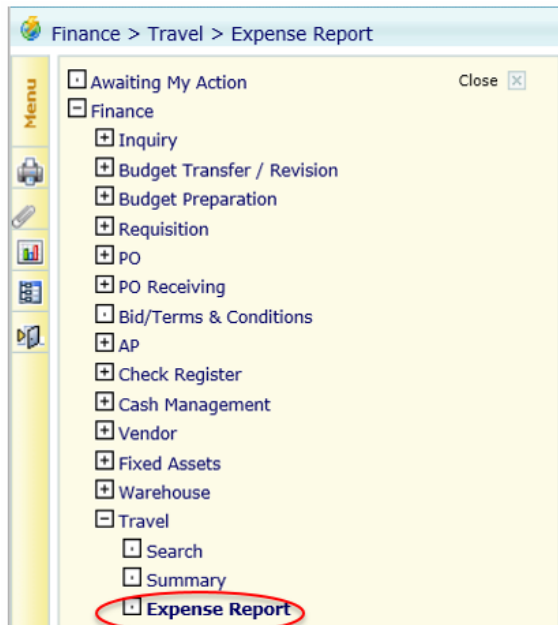


## Step 4:

To pay expenditures directly (hotel, registration, etc.) navigate to the Finance/Travel/Expense Report.



## Step 4 (cont'd):

After PO# is assigned, navigate to the Finance/Travel/Expense Report check the box "Pay" to process direct payment. Using the paperclip, attach invoices, hotel, registration. The request will route for approvals.
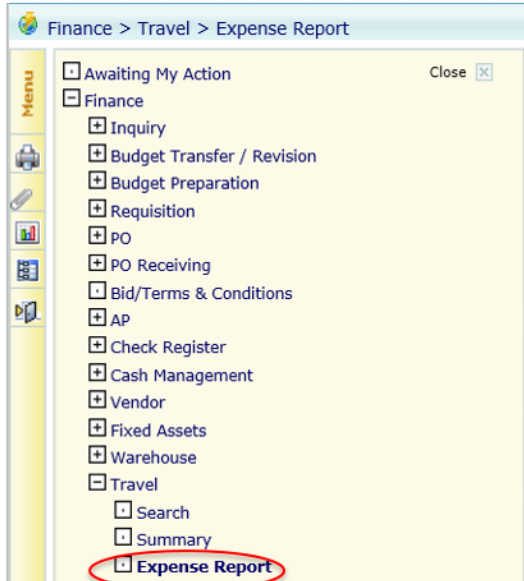
**Step 5:**

To reimburse employee, navigate to the Finance/Travel/Expense Report



**Step 5 (cont'd):**

Enter final expenditure amounts, attach receipts, and check the "Pay" box. The final expense report will route for approvals.

# Online **"TRAVEL REQUISITION"** (Form)



1. Registration – Enter your registration fees here; remember only "Direct Pay" or reimbursement is allowed for this expense.
2. Lodging – Enter hotel information; "Direct Pay" or reimbursement is allowed for this expense.
3. Airfare is always "P-Card" and vendor "American Express Co." unless you personally book flight and seek reimbursement.
4. Car rental information is entered here and is reimbursed to traveler.
5. Other – Enter anything else that wasn't addressed within the online travel form with description and expense amount.

**Travel Procedures for Finance Reviewer – Travel Authorization**

1. Date stamp travel authorization or travel expense form for confirmation of the date the report was received.

2. Confirm that the employee ID number (EMPID) and budgetary coding are in the upper left corner of the form.  Please highlight the requested advance amount.

3. The employee should have all estimated expenses in the "Estimated Expenses" column.  Documentation is required for registrations, hotel accommodations, car rentals, and airfare.

4. Enter the PO number (using red ink) in the upper right corner of the form.  The PO number has the format of T140901N10 where T is for Travel, 14 is the two-digit year, 0901 are next sequential numbers on travel log, N for non-rental car (C is used if a rental car is requested), and the last two numbers are the department number (see #5).  The approvals required are listed below.  The PO number is assigned **after** all required approvals.

    a. Fund 1 Approvals – Principal, Director of Department, ILD Director, Academic Director, CFO
    b. Fund 8 Approvals – Principal, Director of Department, Finance Senior Accountant, CFO
    c. Fund 12 Approvals – Principal, Director of Department, ILD Director, Academic Director, CFO
    d. Other Funds Approvals – Department Director, CFO

5. The PO number department numbers are below.

| **Department** | | **Department** | |
|---|---|---|---|
| **Code** | **Description** | **Code** | **Description** |
| 1 | Superintendent | 14 | Facilities |
| 2 | Communications | 15 | Academics |
| 3 | Internal Audits | 16 | Chief of Staff |
| 4 | Curriculum & Instruction | 17 | Exceptional Children |
| 5 | Planning & Accountability | 18 | Career & Technical Education |
| 6 | Business Operations | 19 | Parental Involvement |
| 7 | Human Resources | 20 | Optional Schools |
| 8 | Labor Relations | 21 | Student Info Management |
| 9 | Information Technology | 22 | Student Services |
| 10 | Finance | 23 | Federal |
| 11 | Procurement Services | 24 | Board of Education |
| 12 | Nutrition Services | 25 | General Counsel |
| 13 | Security Operation | | |

6. After the PO number is entered on the form, please fax or email a copy to the employee.  The employee should not proceed with any travel accommodations, registrations, etc. until he/she receives a PO number.

**Travel Procedures for Finance Reviewer – Travel Expense**

1. Confirm the employee signed the expense report section and the approver's signature is in the expense approval section.

2. The trip expense columns should be completed for all actual expenditures.  If some of the expenditures were paid by Shelby County Schools, the amounts should be entered in the "Pre-paid No Reimbursement" column.  The traveler expenses that were not prepaid should be entered in the "Reimburse Traveler" column.  If the amount prepaid by the Board exceeds the actual expenditures, the amount should be entered in the "Reimburse School" column.

3. Please confirm all receipts for the actual expenditures are attached to the report and the total of the receipt agrees with the total expenses reported by the employee.

4. If the total confirmed expenditures exceed the advance amount (if applicable), highlight the amount due to employee, initial request, and submit the request to Accounts Payable.

5. If the Board is due reimbursement, a personal check or money order should be attached to the expense report.

6. Note:  If the employee owes the District, the expense report is filed in Accounting and Reporting.  If an amount is owed to the employee, the expense report is sent to Accounts Payable.

## Travel Excel Log Procedures

1.  The travel excel log procedures are located on the data shared drive in the travel folder.  The 17TRVLFD1 file is used to track all travel expenditures for the general fund.  The travel expenditures for the other funds are tracked in the17TRVLOTHFDs file.

    ▸ Computer  ▸ Data (\\155fiscal01512) (G:)  ▸ SHARED  ▸ Travel  ▸
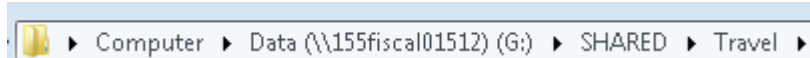
2.  Enter the PO number in the PO number column.

3.  Enter the budgetary coding as provided on the trip authorization form.

4.  Enter the employee name, trip location, and trip purpose.

5.  Enter the departure and return dates.
6.  Enter the estimated expenses (i.e. airline costs, hotel, etc.) if applicable.

7.  After receipt of actual expenses, enter the actual costs and the voucher or receipt for over/under payment of trip expenses.

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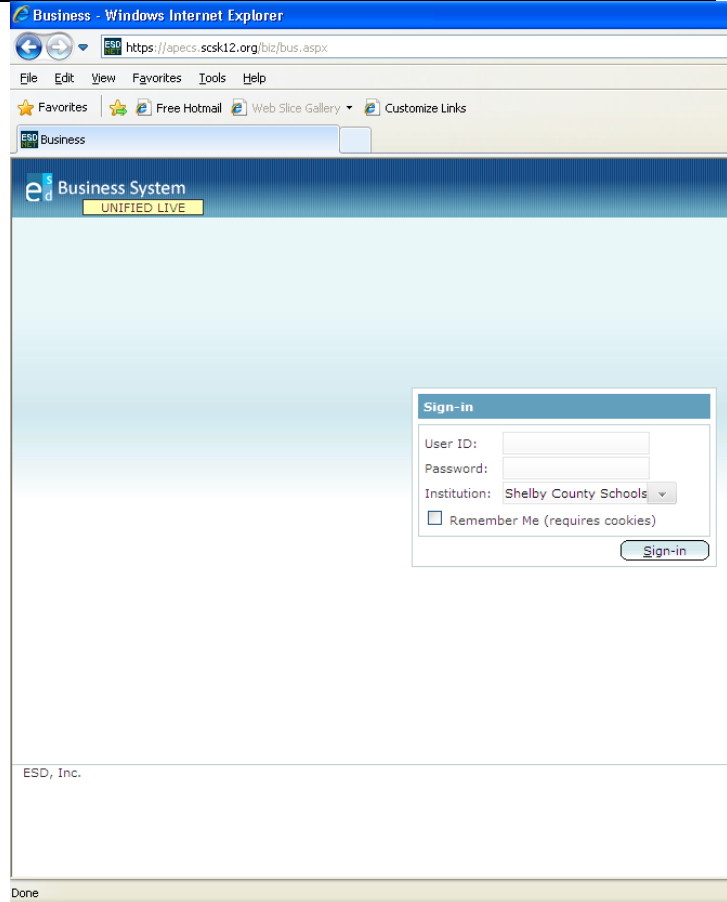
| | |
|---|---|
| **1. Access APECS through this website:**<br>**https://apecs.scsk12.org/biz/**<br>**2. Enter your user ID and password**<br>**which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not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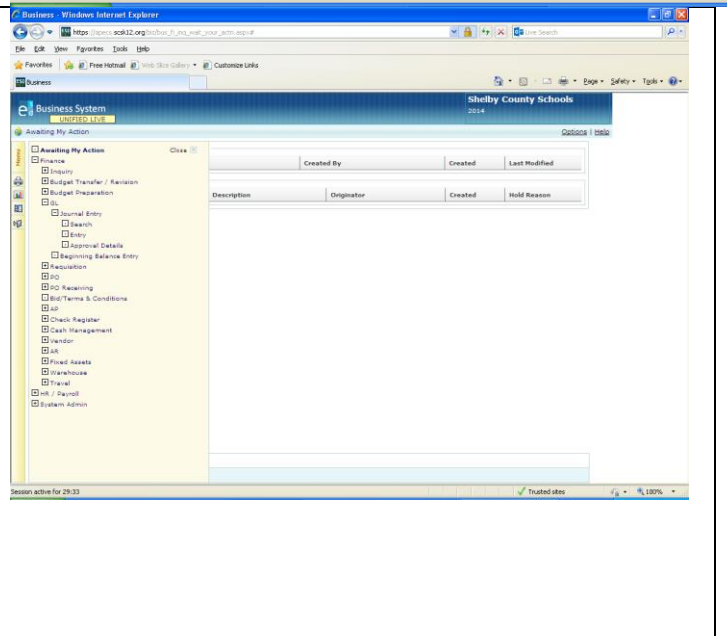
# INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

| | |
|---|---|
| **4. Select the appropriate task from the pull-down menu.**<br><br>**FP = Federal Programs**<br>**NS= Nutrition Services**<br>**PS= Printshop**<br>**WH=Warehouse**<br>**JE = Other Journal Entries** |  |
| **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. The description is required.** |  |
| **6. For additional clarification, you may include comments in the NOTES box. This is not a required field.** |  |

| | |
|---|---|
| **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.** |  |
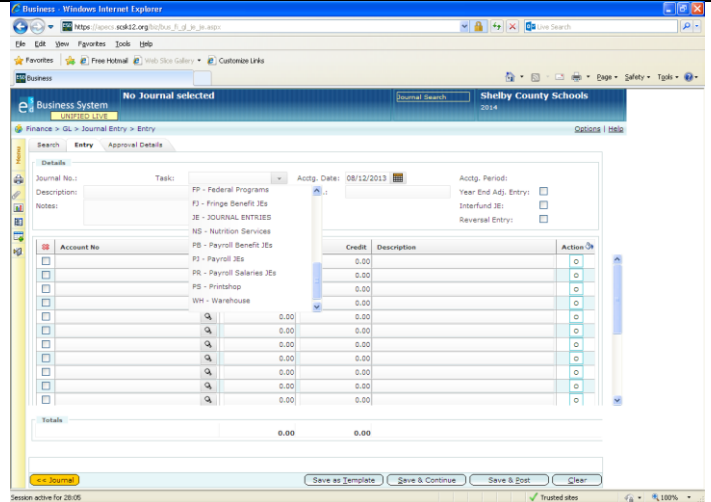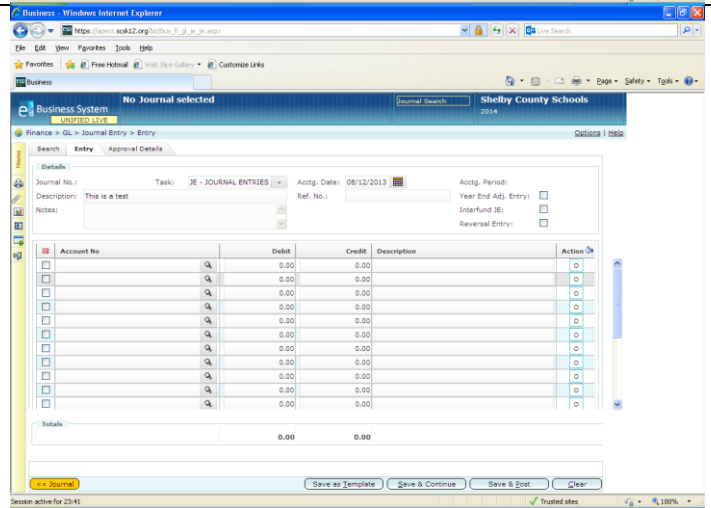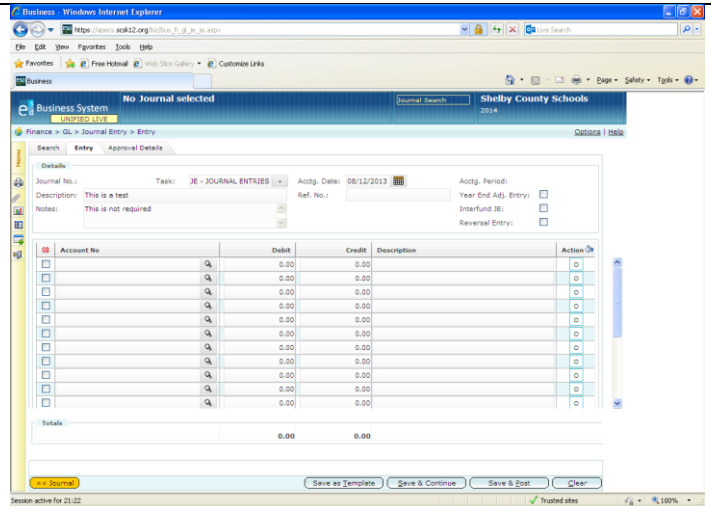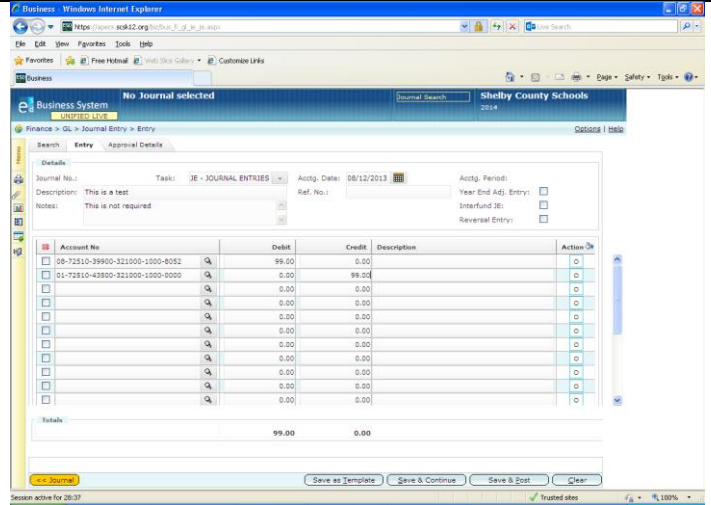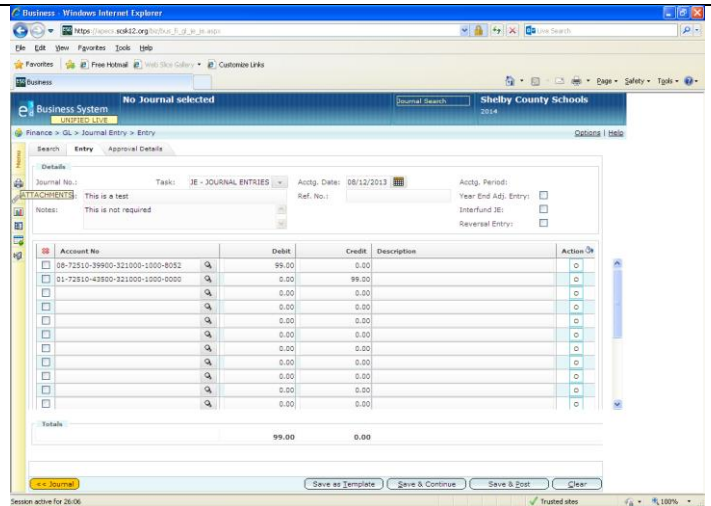
**10. Click on "Save and Continue" if your entry is incomplete and you need to return to it later to complete OR click on "Save and Post" to begin the approval process.**
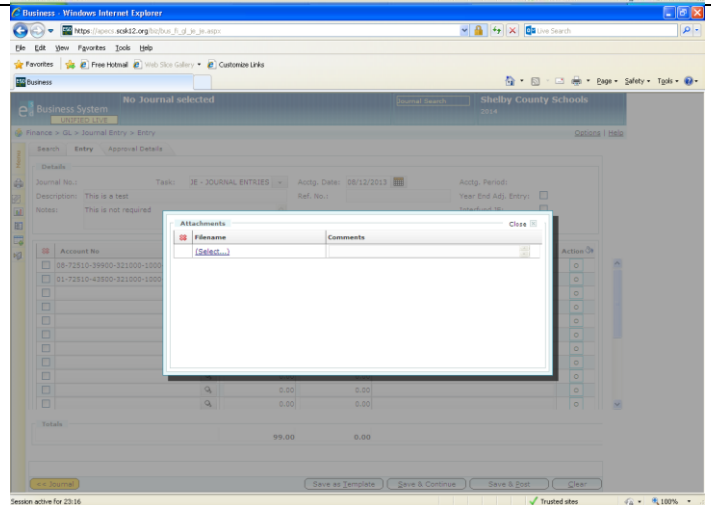
# MONEY DUE BOARD ACCOUNT

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 Academic Operations & School Support for further clarification. Contact Felicia Calhoun 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 Internal School Funds. The district will seek reimbursement from the school.

Examples of such circumstances are:

1. Salary expenditures the schools want to pay with Internal School 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 Internal School Funds.

2. Purchased equipment and furniture must be inventoried by the district as fixed assets (e.g. computers and accessories, printers, tablets, 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. 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 Calhoun, Accountant
               (901) 416 – 5461

# Accounting and Reporting

## Contact Information

Leslie Knighten, Director
Coe, Room 226 - 416-5106
knightenl@scsk12.org

| Name/Position | Phone # | Primary Area of Responsibility |
|---|---|---|
| Stacey Jones/Manager<br>joness13@scsk12.org | 901-416-1207 | General Fund, Achievement School District, Charter Schools, External Audit, CAFR |
| Tanika Jennings/Manager<br>jenningsst@scsk12.org | 901-416-5039 | Capital Improvement Project (CIP), Fiduciary Fund, Cash Management, Travel, Money Due Board, External Audit, CAFR |
| Vacant/Senior Accountant | | General Fund |
| Vacant/Senior Accountant | | CIP Fund, Fixed Assets - Capital |
| Vacant/Senior Accountant | | Discretionary & State Grants |
| Vacant/Senior Accountant | | Achievement School District, Reconciliations |
| Daschia Rand/Accountant<br>randd@scsk12.org | 901-416-1131 | Internal Service Fund, Achievement School District, Warehousing, |
| Felecia Alexander/Accountant<br>alexanderf@scsk12.org | 901-416-5701 | Cash Accountant, Fiduciary Funds |
| Felicia Calhoun/Accountant<br>niterfj@scsk12.org | 901-416-5599 | Out-of-Town Travel Requests/Money Due Board |
| Vacant/Accountant (Charter Schools) | | Charter Schools |
| Vacant/Accounting Associate | 901-416-5597 | Cashier, Local Travel |

# Accounts Payable

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

These responsibilities include:

- ➢ Processing check requests and contract payment requests initiated by District personnel, and ensuring that all supporting documentation and approvals for payments are in compliance with established procedures.
- ➢ Generating and processing checks
- ➢ Processing travel advances and expense reports
- ➢ Providing services as required by Internal Revenue Service's regulations

**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 in APECS by the Requistioner upon receipt of goods and services when delivered and is verified 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+ day's 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 voucher in APECS. The attachments are used for verification of expenditure payments.

Any invoice for contract services expenditures over $100,000.00 must be approved by the Board of Commissioners before the invoice can be paid.

**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, unless the taxes are for re-sales.  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 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 requisitions in APECs which are received and reviewed in Accounting and Reporting.  Once the travel requisition is approved by Accounting and Reporting, a purchase order number is assigned which is used to book airfare and serve as final approval to incur travel expenditures.  The APECs travel expense is used to process the travel expenditures, including registration, hotels, food, mileage, etc.  The appropriate documentation should be attached to the travel expense reports.  Accounts Payable is the final reviewer and approval for travel expenditures.

**Copiers' Lease and Maintenance agreements** must be approved and signed by Contract Services prior to acquiring a new copier lease.  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 to read and call in the copier's meter reading to the vendor on a

monthly basis.  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.  The vendor may request direct payment through SunGard's Virtual Card Remittance or ACH by contacting Sungard: Tel 877-330-4950 or email agp.jax.vendorenrollment@sungard.com

## 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

Shelby County Schools   **REIMBURSEMENT REQUEST**   Memphis, Tennessee

School/Dept./Div. _____

Location Code _____   Telephone _____

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 |  |
|      |          |        |            |          |         |  |  |
|      |          |        |            |          |         |  |  |
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|      |          |        |            |          |         |  |  |
|      |          |        |            |          |         |  |  |

**$          -**
**Payment Total**

Justification: _____
_____

| | | | |
|---|---|---|---|
| **A** Superintendent | _____ | Date | _____ |
| **P P** Director | _____ | Date | _____ |
| **P R** Principal | _____ | Date | _____ |
| **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.**

Shelby County Schools **PAYMENT REQUEST** Memphis, Tennessee

School/Dept./Div. _____

Location Code _____ Telephone _____

Requisitioner _____

| Payment Request No. _____ |
| --- |
| Please Print |
| *This is your reference number* |
| *Alpha-numeric 10 digit maximum* |

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 |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**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.**

**$          -**
**Payment Total**

Justification _____

| | | | Date | |
| --- | --- | --- | --- | --- |
| **A** | Superintendent | _____ | Date | _____ |
| **P** **P** | Deputy Superintendent | _____ | Date | _____ |
| **R** | Associate Superintendent | _____ | Date | _____ |
| **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.**

# Accounts Payable

## Contact Information

Sheila Gatson, Director
Coe, Room 250 - 416-5374

| | | |
|---|---|---|
| Corey Cunningham<br>Accounts Payable<br>Associate | Accounts A-C | 416-5350 |
| DaNita Williams Hunt<br>Accounts Payable<br>Associate | Accounts H-M | 416-0030 |
| Vernatalie Beale<br>Accounts Payable<br>Associate | Accounts N-Z<br>Copier Lease & maintenance Payments<br>Pre-K Payments and Reimbursements<br>Capital Improvement-Contract PO Payments | 416-5795 |
| David Lowe<br>Accounts Payable<br>Associate | Accounts E-F, R-T, V-Y<br>United Elevators<br>Unistar Sparco<br>Utility Bills | 416-5375 |
| Jami Bodkin<br>Accounts Payable<br>Specialist | Account G, Q, U<br>Payment Requests/Reimbursement Requests<br>Travel Expense Reports<br>Athletic Expenses | 416-5348 |
| Tina Knox<br>Accounts Payable<br>Associate | Accounts D, O-P<br>Premier Group Payments<br>Telecommunication Payments | 416-5372 |
| Main AP Line | | 416-5407 |

# Budget and Fiscal Planning

**The Budget & Fiscal Planning Department provides financial planning management services that include: identifying cost-saving measures, monitoring fiscal trends, assisting divisions in developing their budgets, evaluating performance indicators and making improvements to the year-round budget development and management process.**

General responsibilities include:

➤ Preparation of the Annual Operating Budget for Shelby County Board of
➤ Preparation of the school district's budget;
➤ The review and processing of all budget transfers and amendments;
➤ The coordination of the development and filing of budget with local and State agencies;
➤ Compliance with all Federal, State, and local budget reporting requirements where applicable;
➤ Calculation of staffing allocations to determine the number of general education teachers per school based on student population; and
➤ Calculation of student-based budget allocations

The Budget & Fiscal Planning Department helps the District comply with State of Tennessee Code Annotated 49-3-316, 49-2-4101, 49-2-301, and 10-7-512. It is responsible for implementing SCS Board Policy 2001. The department is also guided by Federal and State regulations, Generally Accepted Accounting Principles (GAAP), and the Government Accounting Standards Board (GASB) pronouncements. The Budget department evaluates and assists the District in meeting the recommendations of the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA).

## BUDGET TRANSFERS

- A budget transfer is used to move expenditure (or revenue) budget between account line items or categories within a function or location. For example, a school needs additional budget for equipment repair and has more budget than needed for supplies.  So, the school's staff person uses a budget transfer to move funds from the supplies account to the equipment repair account.

- Transfers are entered into APECS (the SCS business transaction software) by school or Central Office staff, reviewed by the Budget Manager, and are approved by the Budget Director, usually within 24 to 48 hours.

- Access Login to APECS and from the left hand side of the screen, select Menu→Finance→Budget Transfer/Revision.

- Enter account information and the ***change*** in dollars for each account affected.

- With a budget transfer, the change amounts – all increases and decreases – must net to zero. For instance, if supplies are increased by $2,000, then another account or a series of accounts such as an equipment account and a travel account must be reduced by $2,000 in total. Again, the net change is zero.

- Include an explanation of changes such as "due to unexpected repairs on copy machine" in the Description box. This is a mandatory field.

- Include notes in the Note box for additional information. While this is an optional field, it is especially helpful when researching completed transfers several weeks or months after approval.

- If applicable, attach any documentation such as e-mails or letters that support the movement of expenditure and/or revenue budgets. This is especially important in making transfers in grant funds as most grants require approval by the grantor before making changes to the grant budget.

- Please note that budget is typically not moved to or from salary and benefit accounts, except as approved by the Board of Education per State law. Please contact your Budget Center Manager in the Central Office or a member of the Budget & Fiscal Planning Department to discuss specifics.

See page 40 for detailed instructions for entering a budget transfer request.

# BUDGET AMENDMENTS AND/OR REVISIONS INCLUDING GRANTS

- <u>What is a Budget Amendment?</u> A budget amendment is a resolution brought before the governing body, specifically the SCS Board of Education to update the annual budget as adopted per State law and Board Policy 2001. It is used to: recognize new revenues; reduce revenues based on new information; increase authorized expenditures related to new revenues; move funds between state function categories or funds; and to increase the number and types of positions authorized through the budget. An amendment that moves expenditures between major state function categories or increases any fund or function must also be approved by the Shelby County Commission per Tennessee Code 49-2-301 prior to implementation.

- <u>Major State Function Categories include:</u> Instruction, Instructional Support, Student Support, Office of Principal, General Administration, Fiscal Services, Other Support Services, Student Transportation, Plant Services, Community Service, Charter Schools, Retiree Benefits, Debt Service, Capital Outlay and Trustee Commission. State function categories are included in each account string within APECS. They are also defined in the Financial Section of annual budgets available at the Department of Finance page of the District's website: http://www.scsk12.org/finance/reports?PID=604 .

- <u>What's the difference between an amendment and a transfer?</u> A budget amendment is a change to the authorizing legislation or budget that the SCS Board of Education adopts for each fiscal year. A budget transfer moves funds between authorized line items within a state function to reflect the most current information available about where expenses and revenues are actually going to be recorded. For example, a movement between Contracted Services and Supplies within the Instruction State function would be a budget transfer. While in another example, changing the budget to add a new grant or to increase an existing grant would involve a budget amendment. Additionally, a budget amendment is needed to create or add positions.

- Once a department or program has determined that a budget action increasing a fund or moving between functions is necessary, a resolution must be completed. This is necessary so that the change can be approved by the Board and the County Commission. To submit an item for the amendment process:

- ☐ Provide a brief description, no more than 3 sentences, of the program being supported by the grant and the source of the grant, amounts of revenues and

expenditures and any district match or contribution expected, and the District's 80/90/100% Strategic Priorities supported by this program.

☐ Before being submitted to the Board for consideration, all resolution items must be approved by the Chief Financial Officer and the Superintendent. Once approved at those levels, the resolution must be submitted to the Board Office to be included on the Board's agenda.  The Board Office publishes a schedule of Board meetings usually the third and fourth Tuesdays of each month. Therefore, budget resolution information must be received by the Budget & Fiscal Planning Department three weeks prior to the Board's Working Session in order to compile all submissions and have them reviewed. **If applicable, Budget & Fiscal Planning will submit any amendments that need to be approved by the Shelby County Commission for their next available meeting.**

☐ Once the Board (and the County Commission if necessary) has approved the resolution, Budget & Fiscal Planning will input the adjustments into the APECS General Ledger system (and if applicable, into the APECS Position Control system), no later than by the end of the week that the final approval was given.

**\*Please note that the more communication and the earlier the communication about any prospective grant or new program, the smoother the process will be to implement. With early notice, both Compensation within Human Resources and Budget/Fiscal Planning can help to make sure details are covered and the grant or other funding can be available for spending as soon as possible. <span style="color:red">Expenditure spending for a resolution prior to SCS Board and/or Shelby County Commission approvals is unlikely.</span>**

# INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

| | |
|---|---|
| 1. **Access APECS through this website:** https://apecs.scsk12.org/biz/ <br><br> 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.** | **Sign-in**<br><br>User ID:<br>Password:<br>Institution: Shelby County Schools<br>☐ Remember Me (requires cookies)<br>Sign-in |
| 3. **Click the menu pane on the left of the screen** <br>  **-Select Finance** <br>  **-Select Budget Transfer/Revision** <br>  **-Select Transfer** | |
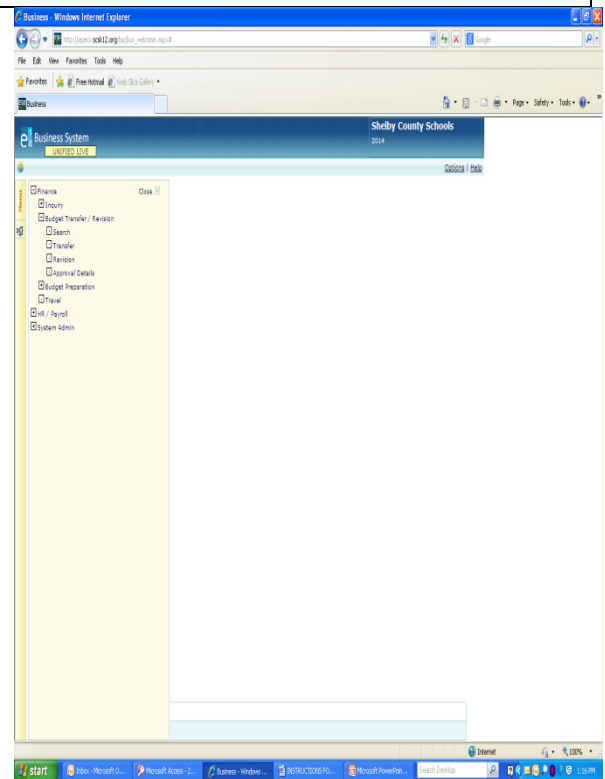
# INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

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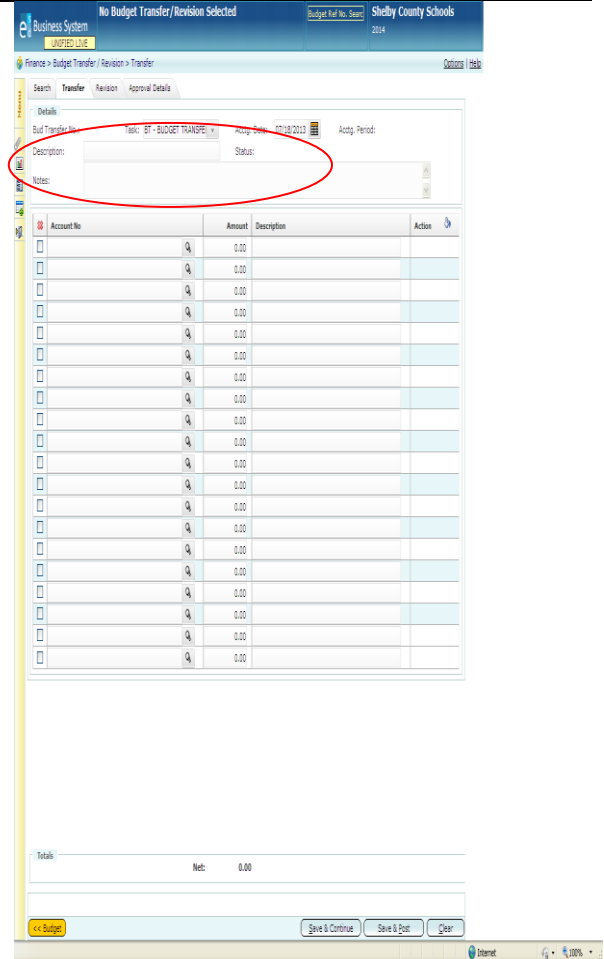
    **If you have support documents for the budget transfer you can attach it by clicking on the paper clip.**

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

    **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.**

5. **Key in account information in the account number grid at the top of the search box. N*ote:  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".** | |
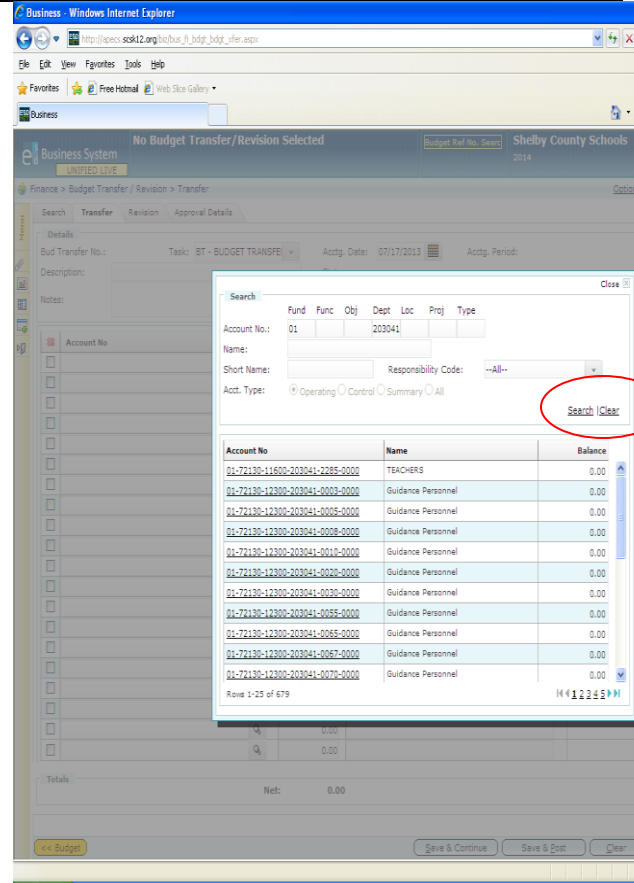
8. In the column titled amount, enter a positive number to increase the budget or enter a negative number to decrease the budget of a specific account number. Type in a brief description of the transfer in space provided adjacent to the account number. For the next line of the budget transfer, click 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.
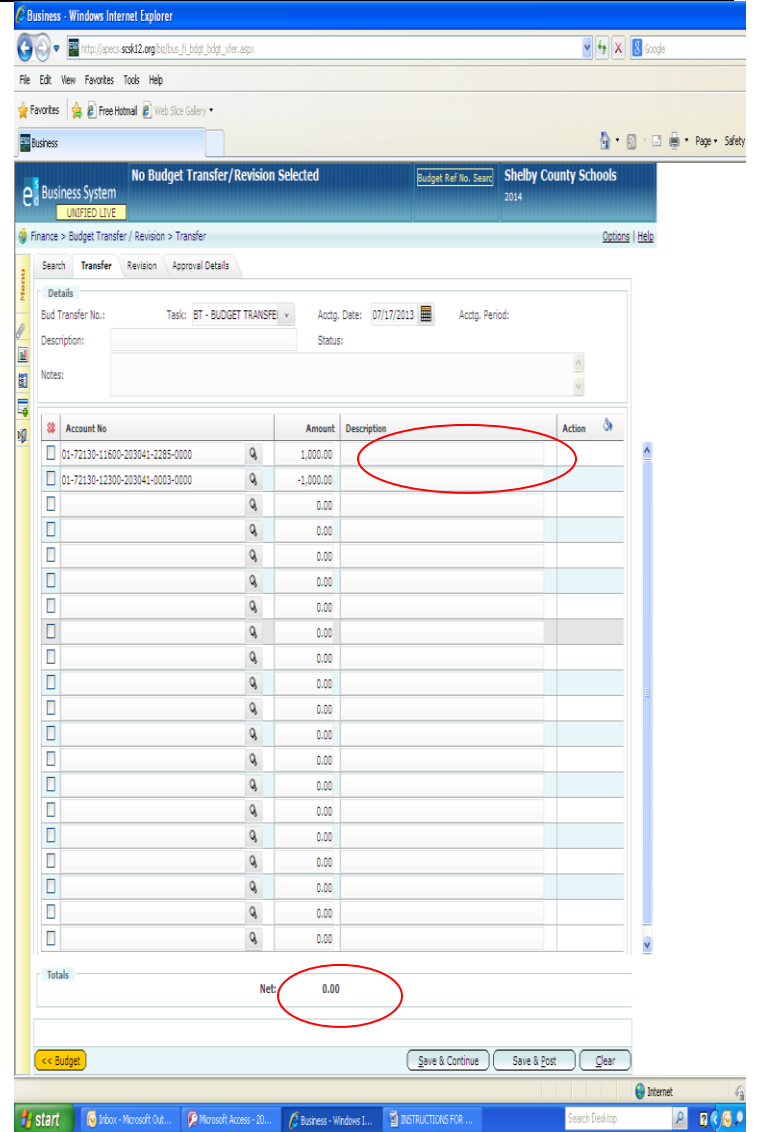
**INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS**

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.
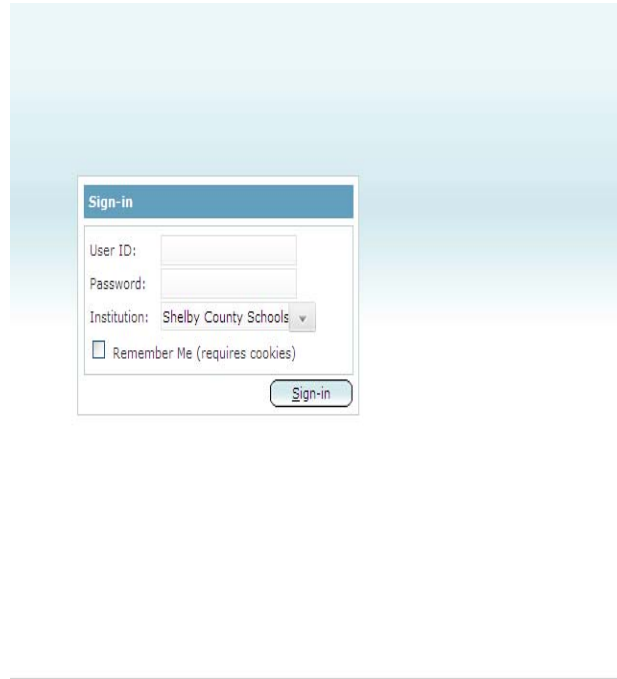


46
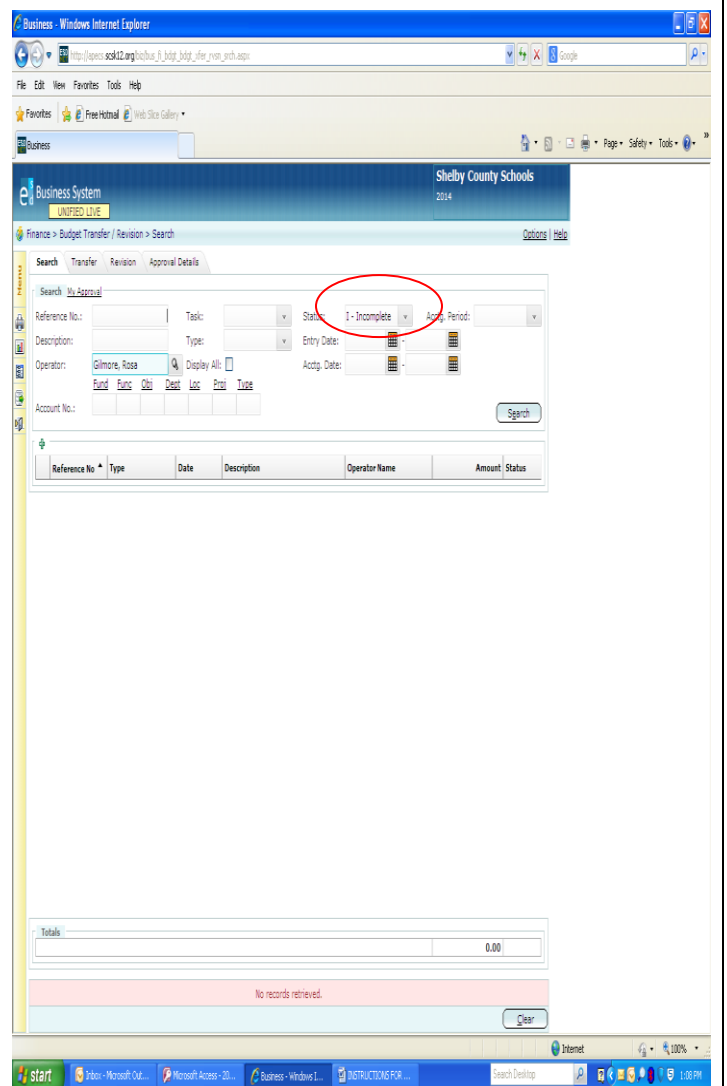
# INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

| | |
|---|---|
| 1. **Access APECS through this website:** [https://apecs.scsk12.org/biz/](https://apecs.scsk12.org/biz/)<br><br>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.**<br> **-Select Finance**<br> **-Select Inquiry**<br> **-Select Accounts**<br> **-Select Search** |  |
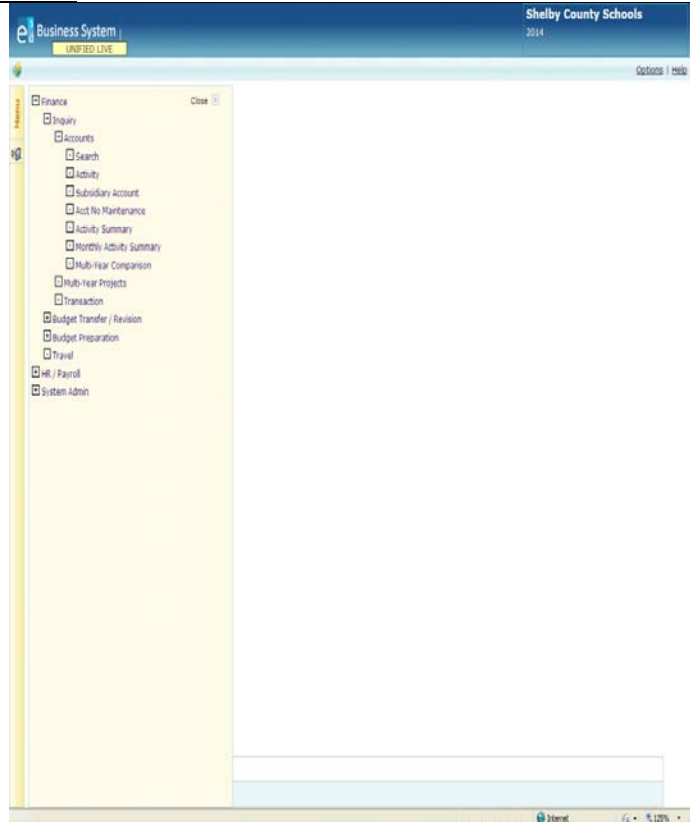
# INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

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.**



Shelby Cou
2014

ed Business System
UNIFIED LIVE

Finance > Inquiry > Accounts > Search

| Search | Activity | Subsidiary Account | Acct No Maintenance | Activity Summary | Monthly Activity Summary | Multi-Year Comparison |

Search

Fund Func Obj Dept Loc Proj Type
Account No.: 01 337000

Short Name: ____ Name: ____
Resp. Group: ____ v Acctg. Period: ____ v Acct. Type: Operating v
Activity Totals: ☐ Show Accts. w/o Actv.: ☐ Exclude Closing Period: ☐

| Account No | Name | Beg/Orig Bal | Adjusted Bdgt | YTD Activity | Encumb | Reqn Rsrv |
|---|---|---|---|---|---|---|
| 01-72810-10500-337000-8223-0000 | SUPERVISOR/DIRECTOR | 53,834.00 | 53,834.00 | 1,701.76 | 0.00 | 0.00 |
| 01-72810-18900-337000-8153-0000 | OTHER SALARIES & WA... | 65,996.00 | 65,996.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-18900-337000-8220-0000 | Other Salaries & Wages | 0.00 | 0.00 | 3,741.38 | 0.00 | 0.00 |
| 01-72810-18900-337000-8223-0000 | OTHER SALARIES & WA... | 67,974.00 | 67,974.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-20100-337000-8153-0000 | SOCIAL SECURITY | 5,049.00 | 5,049.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-20100-337000-8220-0000 | CENTRAL AND OTHER | 0.00 | 0.00 | 231.96 | 0.00 | 0.00 |
| 01-72810-20100-337000-8223-0000 | SOCIAL SECURITY | 9,318.00 | 9,318.00 | 105.51 | 0.00 | 0.00 |
| 01-72810-20400-337000-8153-0000 | STATE RETIREMENT | 6,164.00 | 6,164.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-20400-337000-8220-0000 | CENTRAL AND OTHER | 0.00 | 0.00 | 335.23 | 0.00 | 0.00 |
| 01-72810-20400-337000-8223-0000 | STATE RETIREMENT | 11,376.00 | 11,376.00 | 152.48 | 0.00 | 0.00 |
| 01-72810-20700-337000-8153-0000 | MEDICAL INSURANCE | 3,208.00 | 3,208.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-20700-337000-8220-0000 | CENTRAL AND OTHER | 0.00 | 0.00 | 54.25 | 0.00 | 0.00 |
| 01-72810-20700-337000-8223-0000 | MEDICAL INSURANCE | 16,264.00 | 16,264.00 | 24.68 | 0.00 | 0.00 |
| 01-72810-21000-337000-8153-0000 | UNEMPLOYMENT COMPE... | 302.00 | 302.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-21000-337000-8223-0000 | UNEMPLOYMENT COMPE... | 906.00 | 906.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-39900-337000-1090-0000 | Central and Other | 17,170.00 | 17,170.00 | 0.00 | 0.00 | 0.00 |
| 01-72810-40900-337000-1090-0000 | OTHER SUPPLIES & MA... | 10,000.00 | 10,000.00 | 1,386.11 | 8,053.00 | 0.00 |

Totals

| | | 282,861.00 | | 7,733.36 | | 0.00 |
| | | | 282,861.00 | | 8,053.00 | |

Rows 1-19 of 19

🌐 Internet

# 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.



01-72810-49900-337000-1090-0000
OTHER SUPPLIES & MATERIALS | Active

Shelby County Schools
2014

e5 Business System | UNIFIED LIVE

Finance > Inquiry > Accounts > Monthly Activity Summary

Options | Help

Search | Activity | Subsidiary Account | Acct No Maintenance | Activity Summary | **Monthly Activity Summary** | Multi-Year Comparison

**Activity Summary**

| | | | | | |
|---|---|---|---|---|---|
| Budget Amount: | 10,000.00 | Requisition Reserve: | 0.00 | YTD Activity: | 1,386.11 |
| Prev Yr. Rollover Budget: | 0.00 | Outstanding Encumbrance: | 8,053.00 | Year Ending Adjustments: | 0.00 |
| Budget Transfer: | 0.00 | Payroll Encumbrance: | 0.00 | Remaining Budget: | 560.89 |
| Budget Revision: | 0.00 | | | | |
| Adjusted Budget: | 10,000.00 | | | | |

| Fiscal Period | Bdgt Adj | Requisition Reserve | | Encumbrances | | | Monthly Activity | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | In | Out | In | Out | Py. Encum | Debit | Credit | Net | Cumulative Actv |
| Beginning Bal... | | | | | | | | | | |
| July, 2013 | | 9,439.11 | 9,439.11 | 8,053.00 | | | 1,386.11 | | 1,386.11 | 1,386.11 |
| August, 2013 | | | | | | | | | | 1,386.11 |
| September, 2... | | | | | | | | | | 1,386.11 |
| October, 2013 | | | | | | | | | | 1,386.11 |
| November, 2... | | | | | | | | | | 1,386.11 |
| December, 2... | | | | | | | | | | 1,386.11 |
| January, 2014 | | | | | | | | | | 1,386.11 |
| February, 2014 | | | | | | | | | | 1,386.11 |
| March, 2014 | | | | | | | | | | 1,386.11 |
| April, 2014 | | | | | | | | | | 1,386.11 |
| May, 2014 | | | | | | | | | | 1,386.11 |
| June, 2014 | | | | | | | | | | 1,386.11 |
| Year End Adj... | | | | | | | | | | 1,386.11 |
| Closing Entrie... | | | | | | | | | | 1,386.11 |

**Totals**

| | | | | | | |
|---|---|---|---|---|---|---|
| 0.00 | 9,439.11 | 0.00 | 1,386.11 | 1,386.11 | |
| 9,439.11 | 8,053.00 | 0.00 | 0.00 | 1,386.11 | |

Internet    125%

# 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.

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



e$_d^s$ Business System

UNIFIED LIVE

Finance > Inquiry > Transaction

| Multi-Year Projects | **Transaction** |

Search  Advance Search

| Doc. Type: | | Doc. No.: | | Task: |
| PO No.: | | Invoice No.: | | Trans. Desc.: |
| Acctg. Date: | - | Entry Date: | - |
| Trans. Amt Range: | - | Fin. Inst. Acct.: |

| | Fund | Func | Obj | Dept | Loc | Proj | Type |
| Account No: | 01 | | | 337000 | | | |
| Short Name: | | | Name: | | | |
| Doc. Date: | - | Check Date: | - |
| Payee: | | Payee ID: | | Payer: |

| Acctg Date | Type | Doc No | Ref/Invoice/Req No | | |
|---|---|---|---|---|---|
| Doc Date | PO Vchr ID | Line - Seq | Task | Payee/Payer ID | |
| Account No | | | | | |
| 07/10/2013 | Encumbrance | 1400081 | 400069 | | |
| 07/10/2013 | 1400081 | 1 - 0 | PO | 380428 | |
| 01-72810-49900-337000-1090-0000 | | | | | |
| 07/15/2013 | Encumbrance | 1400232 | 400103 | | |
| 07/15/2013 | 1400232 | 1 - 0 | PO | 6607 | |
| 01-72810-49900-337000-1090-0000 | | | | | |
| 07/15/2013 | Encumbrance | 1400263 | 400328 | | |
| 07/15/2013 | 1400263 | 1 - 0 | PO | 53315 | |
| 01-72810-49900-337000-1090-0000 | | | | | |
| 07/17/2013 | Encumbrance | 1400310 | 400455 | | |
| 07/17/2013 | 1400310 | 1 - 0 | PO | 5262 | |
| 01-72810-49900-337000-1090-0000 | | | | | |

Rows 1-17 of 17

## POSITION CONTROL

**An integral part of the Shelby County School 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 and that positions have sufficient and appropriate funding.**

## POSITION CHANGES

- Each school, Central Office department or grant project is allocated a certain number of General Fund, Special Revenue or Internal Service Fund positions which are tied to budgetary coding and assigned position control numbers.

  - ☐ In some cases, a Principal or Central Office Staff may determine they need to move a school-based employee to another position within the same school – but to work within another funding source. For example, a Principal determines that a Head Start teacher funded through the Fund 12 Head Start Program would better serve students as a General Fund Classroom Teacher. The Principal should contact the appropriate Academic Office leaders and the Pre-K/Head Start/Federal Funding leadership at Central Office with a specific request for this change. Next, the Principal should wait to get confirmation from Central that a vacant General Fund Classroom position is available. After the approvals and confirmations are made at the Central Office level, the Principal should contact SCS Employee Services to move the employee record from the Head Start Fund 12 position to the General Fund position. This will now create a vacancy in the Head Start grant, which can then be posted as a vacancy by Pre-K/Head Start/Federal Programs staff at Central Office. The Principal or his/her designee will need to work with Employee Services and complete the necessary forms to facilitate movement of employees.

  - ☐ If for any reason a Principal or Central Office staff determines that an employee should move to another location, the Principal or Central Office staff member will need to work with Employee Services and Central Office Leadership for formal approvals from Central Office and will need to complete the necessary forms to facilitate movement of employees. Then, SCS Employee Services will move the employee's record from one position at his or her old location to a new position at his or her new location; thus creating a position vacancy at the previous location.

  - ☐ The formal approval process of moving employees between funding sources allows SCS to remain in compliance with Federal, state and local grant agency

requirements. If it is determined by an audit that employees were working as General Fund employees while a Federal or non-Federal Special Revenue fund was charged for these salaries, the District may be liable for the repayment of this funding, penalties and potential loss of funding in the future. There are also potential fiscal and financial reporting problems for the District if an employee is coded to a specific Non-Federal or Federal Special Revenue Fund Project while working full time in the capacity of General Fund duties.

***Please note that movement of employees without changing records appropriately can jeopardize current and future funding as well as individuals' employment.***

## POSITION CONTROL ADJUSTMENTS: RECLASSIFICATIONS AND NEW POSITIONS

Possible reasons for adjustments to position control include:
- SCS Board/Superintendent approved investment for additional position(s)-

  ☐ Submit electronic request form to post for appropriate routing.

  ☐ Request will be routed to: Chief→Compensation→Budget→HR for approval, budget verification and posting to the Searchsoft job board.

- Employee resign/retirement/termination from the District-

  ☐ Submit the vacancy request via the Zoho/E-Vacancy system.

  ☐ Request will be routed to BCM or HR depending on the funding source/department.

  ☐ Separation confirmed by HR.

  ☐ PCN assigned/verified by Budget & Fiscal Planning. *If there are any issues with the assigning of the PCN, the request will be returned to the requestor with available options noted.

  ☐ Approved vacancy will be posted to Searchsoft job board for applicants.

- New grant funding that includes positions-

  ☐ Submit electronic request form to post for appropriate routing.

☐ Request will be routed to Compensation for preliminary analysis of the cost associated with the new position (based on job duties).

☐ Compensation will route request to Budget with appropriate cost for position(s). *The Budget Amendment process will be initiated, if applicable.

☐ CFO/Superintendent will determine if position can be posted before budget amendment goes before the Board. *If the request is denied for posting prior to being presented to the Board, the request will be on-hold until after the Board has approved.

☐ Approved request is routed back to Compensation for appropriate job title, pay code, salary range, etc. to create Job Description (JD).

☐ Approved vacancy will be posted to Searchsoft job board for applicants.

- Funding change/Position Reclassification-

☐ If this is a new job title/position to be created for the District, the BCM of the Department making the request must submit request to Compensation for a job description (JD) and appropriate salary range to be determined and approved by the Chief of that department.  For example, if Career and Technical Education (CTE) is making request, Chief of Academics will need to approve the JD before request is submitted to Budget & Fiscal Planning.

☐ If the request is to reclassify a current incumbent/position to a job title that currently exists in the District (i.e. upgrading an Administrative Assistant to an Executive Assistant) appropriate request form(s) should be submitted to Compensation to determine the appropriate salary grade and salary before request is submitted to Budget & Fiscal Planning.

☐ Upon Compensation receiving approval from the Chief of the requesting department:

  o The new title JD template will need to be added to Searchsoft (if this is a new title to the District), or
  o Submit the approved reclassification form to Budget & Fiscal Planning.


The process for all new positions including reclassifications includes the following steps:
1. Submit electronic request form to post for appropriate routing.

2. Request will be routed to Compensation for preliminary analysis of the cost associated with the new position (based on job duties).

3. Compensation will route request to Budget with appropriate cost for position(s). *The Budget Amendment process will be initiated, if applicable.

4. Budget will review request for approval or rejection based on available budget in the department indicated in the account number provided on the request to ensure that funds are available to process the request. * If the request cannot be processed due to insufficient funds, the BCM/Chief will be contacted to provide an alternative action or request will be rejected and returned to Compensation due to insufficient funds to support request.
   - Some alternative actions include:
     o Provide alternative account code where funds may be available to support request.
     o Eliminate one or more current vacant position and replace with new position/title/reclassification. (Please note – for this option the budgeted dollars for the current vacant position must be sufficient to support the new position/title/reclassification requested salary.)
     o Request a budget transfer to move funds from discretionary funds within the requesting department. (Please note – for this option additional discretionary funds will not be added back in the next fiscal year budget process. If the **additional funds are needed, they must be requested as an "Investment" request and approved by the Superintendent and SCS Board.**)

5. Upon approval of request from the fiscal and classification perspective by Budget & Fiscal Planning and Compensation respectively, the request will be routed to HR/staffing for appropriate paperwork and submit to the Enterprise team for processing.
   - Budget will create new position/title in APECS for PCN to be assigned. *The PCN will be provided to the Compensation manager that initiated request and all parties that need to be notified (i.e. BCM, Chief, HR, etc.).
     o Please note – for reclassification requests a new PCN will also be provided for the incumbent to be moved and the newly vacated position will be closed upon final payroll processing for the incumbent in the old position.

   NOTE – When submitting position control requests:
   o The completed and approved new job description/reclassification request must include the complete 26-digit account code (see below) to be reviewed and processed by Budget & Fiscal Planning.

This section includes the following information:

I.    Summary
II.   Student Based Budgeting (SBB)
III.  SBB Flexibility
IV.   Guide on Understanding School Level Financial Information
V.    School Level Financial Information

## I. SUMMARY

Conventional practices tend to be focused on the district, compliance, and program fidelity. Conversely, strategic budgeting practices link resources to academic goals, ensure resources are used to improve student learning, and meet students' needs. Strategic budgeting practices track whether and how resources are used to improve academic achievement. Shelby County Schools is providing school leaders with strategic budgeting practices and tools to improve student learning and meet students' needs. These practices are critical to achieving the District's Destination 2025 goals and strategic priorities. These practices will equip school leaders with the decision-making guidance to achieve high academic achievement with greater school decision flexibility and will enable school leaders to produce high-quality options throughout the District. SCS Vision serves as our north star. Destination 2025 Strategic Goals and Priorities outline what is needed to realize our vision. Our Theory of Action (Managed Performance Empowerment) establishes a method to fulfill our Destination 2025 strategic goals and priorities.

As an enabler of our Theory of Action, SCS is launching Student Based Budgeting (SBB) to provide funding equity to students regardless of their ZIP codes, provide proven school leaders with greater flexibility for their academic goals, and foster high levels of innovation and success across the District in school year 2018-19. To learn more about SBB, you can access the SBB Principal Handbook on the website back2students.com.

## II. STUDENT BASED BUDGETING (SBB)

In the school year 2018-19, SCS implemented two initiatives – Strategic School Design and Student Based Budgeting (SBB).  Both initiatives will serve as a mechanism to create more equity, transparency and flexibility.  Student Based Budgeting and school redesign are major levers to transform the District into a nationally recognized model for educational innovation and effectiveness.  Student Based Budgeting provides the equitable distribution of funds based upon student enrollment and need.

SBB is a funding model that allocates dollars (instead of staff) to schools based on the number of students enrolled. The model is weighted using objective, measurable facts about each individual student that drives education costs. In simpler terms, with SBB, dollars follow the student and are based on each student's needs.  Furthermore, schools may be able to earn more flexibility in deciding what to do with those funds once they reach the school.  We believe that schools, alongside their Instructional Leadership Directors (ILDs), will work from similar starting points to build increasingly diverse and customized plans.  The purpose of a school's budget, then, is to support and reflect its academic plan.

*SBB Methodology & Policies*
In one sense, Student Based Budgeting is very simple: the money follows the student, period. But while this basic principle drives almost every aspect of our new school funding system, there are a handful of other details needed to fully understand how SBB works. In this section, a complete explanation of how Student Based Budgeting works in Shelby County Schools will be provided.

*SBB Pool vs. Non-SBB Pool (a.k.a. Locked and Special Fund Allocations)*
SBB is the District's primary mechanism for allocating resources to schools, but it is not the only method. Each school will receive most of its dollars through Student Based Budgeting; empowered schools will have discretion to spend those dollars within a set of boundaries and non-empowered schools will use those dollars to purchase their staffing allocations dictated by district staffing ratios. In addition, as in the past, each school will also receive an additional set of staff FTEs and supplies according to the District's objectives (a.k.a. Locked Allocations) and may receive certain grant dollars (e.g. Title I, SIG Grant) according to the terms of the grant (a.k.a. Special Fund Allocations).

SBB Pool: The total dollar sum that goes directly through Student-Based Budgeting is known as the **SBB Pool**. How big is the pool? It's the sum total of all the resources that schools are responsible for budgeting.

> *For example, if schools were only responsible for budgeting for teachers, secretaries, and pencils, and the total cost of teacher compensation was $150M, secretaries $15M, and pencils $100K, the size of the SBB Pool would be $150M + $15M + $100K = $161.1M.*

Based on the set of resources that schools will budget in school year 2019-20, the size of the pool is $377 million. Later in this section, more details on which resources are allocated and managed by schools and what makes up the SBB will be shared.

Special Fund Allocations: As in previous years, schools will continue to receive some dollars from state and federal grants (e.g. Title I Allocations, SIG Grants, etc.). These dollars are considered "outside of the pool" and do not "follow the student," but schools often do have control over spending them, depending on the terms of the grant. Schools have the flexibility to seek additional grants.

Locked Allocations:  As in previous years, schools will receive certain staff FTEs, equipment, and materials according to the District's support plan (e.g. social workers, custodians, special education staff, etc.). Those staff, equipment, and materials that schools are not responsible for budgeting will be allocated to buildings according to the decisions made by their department.

| Type of Resource | In the SBB Pool? | Follows the student? | Empowered schools choose how to spend? |
| --- | --- | --- | --- |
| SBB Pool Dollars | Yes | Yes | Yes |
| Special Fund Allocations | No | Depends on the grant terms | Sometimes |
| Locked Allocations | No | No | No |

*Weight Characteristics and Amounts*
The dollars in the SBB Pool "follow the student." At its most basic level, this would mean taking the $405 million in the SBB Pool, dividing by 85,297 students, and sending $4,748 to each school for every single student on its roster. But a key piece of our strategy is the belief that it costs a different amount of money to provide an appropriate education for different types of students. Accordingly, the same $4,748 is not allocated for every student; instead, objective measurable criteria is used to target more resources for certain students who may need more help to learn, and therefore to schools with the neediest populations. These dollars are assigned as *categorical weights.*

The money a school receives on behalf of each student is the sum of the "base weight"—an amount that each student receives—plus special categorical weights for which each student qualifies. In the example below, both students receive the base weight, and each receives a different set of need weights according to their respective attributes.

| Mark | Maria |
|---|---|
| 1.4 = $4,942 | 1.1 = $3,883 |

**Additional money is given to reflect the increased cost to meet certain student needs**

Grade 2
0.3 = $1,059

Non-Proficient
0.1 = $353

High Mobility
0.1 = $353

**Schools receive a base amount of money for each student served**

Base Weight
1.0 = $3,530

Base Weight
1.0 = $3,530
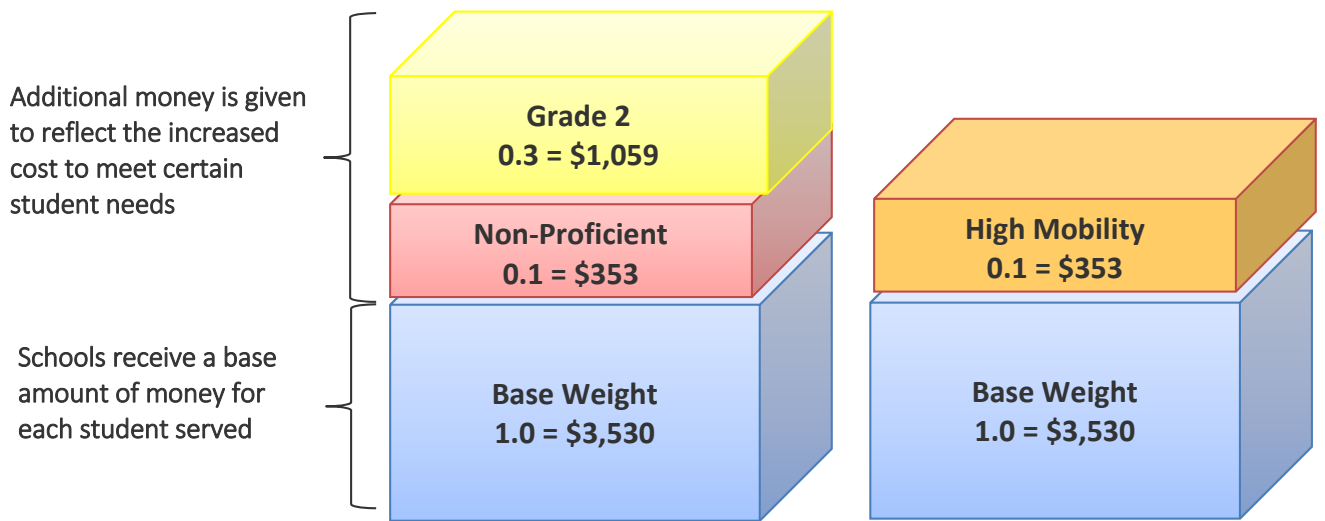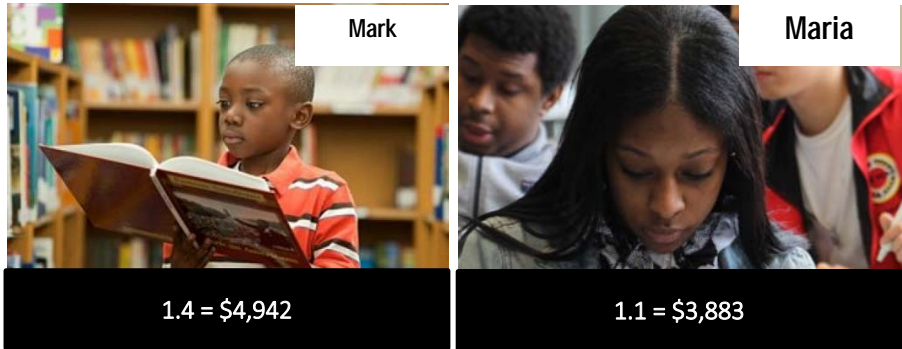
A set of student characteristics are recommended that the District should prioritize in directing extra resources to the highest need schools. SCS looked for characteristics that were:

- **Relevant**: The characteristic must represent a real student need that demands more resources to educate.
- **Measurable**: The characteristic must be indisputably and objectively measurable, so we can all agree on which students qualify for it.
- **Student-Based**: The characteristic must be linked to an individual student, not a school's decisions, such that any student will trigger the same funding level regardless of which school he or she attends. For this reason, the District chose "incoming" student characteristics *(e.g. 8th grade performance for HS students)* when possible.

Here are the characteristics chosen for the District's SBB formula in 2019-20:

| Student Need | Rationale |
|---|---|
| Base Weight | • Base Weight-- $3,530 for all K12 General Education Setting Students<br><br>• Students with Disabilities (SWD) Increment-- $825 or 0.24 for all SWD self-contained students -- These students do not receive the full base weight because their instructional resources are locked. This means that schools will continue to receive Special Ed teachers/TAs from the Special Ed department, and these students only need an "incremental" amount to cover their share of the school's administrative, operational, and other schoolwide services. |
| Grade Weight:<br><br>K-5 with emphasis on K-2 | • Grade Level-- $1,059 or 0.3 for K-2, $706 or 0.2 for 3-5<br><br>• Based on the resources that have been unlocked to schools, ES need a slightly higher weight to cover their lower class size requirements. Additionally, many of the locked resources (i.e., athletics, CTE, security, custodial, etc.) are places where SS are likely to get a higher share than ES.<br><br>• K-2 is weighted more because literacy is critical district focus area and highly predictive of future outcomes.<br><br>• DATA USED: 19-20 Projected enrollments by grade |
| *Incoming* Student Performance (High and Low) | • *Incoming* student performance (high and low) – $353 or 0.1<br><br>• Student performance is one of the most important indicators of student need at a school.<br><br>• Note that this will be calculated as incoming student performance (i.e., in MS/HS, we will look at the TNReady performance of its incoming 6th graders and 9th graders when they were 5th graders and 8th graders respectively, and use those %s to determine need)<br><br>DATA USED:<br><br>ES/K-8 – Because incoming performance data is not available,<br><br>• Low Performance: 17-18 TNReady Below/Approaching Proficient % of 4th graders in 18-19 enrollment year<br><br>• High Performance: 17-18 TNReady Advanced % of 4th graders in 18-19 enrollment year<br><br>MS/HS/6-12<br><br>• Low Performance: 17-18 TNReady Below/Approaching Proficient % of Incoming 6th/9th graders in 18-19 enrollment year<br><br>• High Performance: 17-18 TNReady Advanced % of Incoming 6th/9th graders in 18-19 enrollment year |
| Mobility | • Mobility – $1,412 or 0.4<br><br>• Schools with highly mobile populations have greater levels of need. We will weight mobility instead of poverty because mobility is highly correlated to poverty but provides a more nuanced look at need.<br><br>• DATA USED: Mobility rate (defined by # of students who transferred into the school after 20th day divided by # of students who ever attended the school, excluding students who attended for less than 1 week) calculated using year-end SY17-18 data. |

Schools

| Poverty | • ELL - $88 or .03 (please note that you will continue to receive ELL resources (e.g. ESL Teachers) outside of SBB. This small weight is meant to alleviate imperfections in the measurement of poverty for the poverty weight). |
|---|---|
| | • Direct Certified - $353 or .10 |
| | • <u>DATA USED:</u> The number of students eligible for the Poverty weight is calculated using the 2018-19 Direct Certified % |

*Enrollment Projections and Fall Adjustments*

Since school-by-school enrollment cannot be measured until the beginning of the school year but budget planning must begin the previous winter, we rely on *projected* enrollment figures to apply the aforementioned student weights and generate school budgets. The District puts a high premium on accurate projection numbers in order to give schools accurate preliminary budgets and enable targeted planning. But since it is nearly impossible to project school enrollments perfectly many months in advance, the District has also developed a policy for adjusting school budgets in a similar manner to how adjustments currently occur in the fall.

*Baseline Services and Baseline Supplement*

Pursuant to the resource flexibility guidelines listed in this document, empowered schools have significant flexibility over what resources they choose to purchase. Outside of the guidelines outlined in the resource flexibility section, the District will not instruct empowered schools what to buy. Nonetheless, the District is committed to ensuring that, *should they choose*, schools have enough money to purchase a standard set of resources that has traditionally been present in most SCS schools. We refer to that standard set of resources as "baseline services." It is the minimum set of services that the SBB allocation will provide for all schools, regardless of their size and student characteristics. If a school's initial SBB allocation (i.e. student enrollment multiplied by student weights) is not sufficient to pay for these services, the District will add money to the school's allocation, bringing it up to the baseline. The Finance Department will hold a reserve from the SBB Pool sufficient to cover this "baseline supplement." Very small schools are those most likely to fall short of being able to afford "baseline services" on their own, so the resources listed below should be considered appropriate in the context of a small school (<300 students). Resources that schools are not responsible for paying for are not included in "baseline services;" see resource flexibility section for more detail on which resources schools are responsible to pay for.

| Position / Service | Grades K-8 | Grades 9-12 | Source |
|---|---|---|---|
| General Education Teachers | K-3rd: 20:1<br>4th-6th: 25:1<br>7th-8th: 30:1 | 30:1 | TN Class Size Requirement |
| Physical Ed. Teachers | K-4th: 350:1<br>5th-6th: 265:1<br>7th-8th: N/A | N/A | TN Basic Education Program (BEP) funding formula |
| Art & Music Teachers | K-6th: 525:1<br>7th-8th: N/A | N/A | TN BEP |

*Schools*

| Assistant Principals | 1 FTE: 550 to 1099<br>1.5 FTE: 1100 to 1319<br>2 FTE: 1320+ | 1 FTE: 1 to 649<br>2 FTE: 650 to 1249<br>3 FTE: 1250 to 1499<br>4 FTE: 1500 to 1749<br>5 FTE: 1750+ | K-8th: BEP + SCS Hybrid*<br>9th-12th: SCS Staffing Formula** |
|---|---|---|---|
| Librarians | 0.5 FTE: 1 to 264<br>1 FTE: 265+ | 0.5 FTE: 1 to 299<br>1 FTE: 300 to 999<br>2 FTE: 1000 to 2249<br>3 FTE: 2250 to 3000 | TN BEP |
| Clerical Assistants | 0.5 FTE: 1 to 224<br>1 FTE: 225 to 374<br>+ 1 FTE: for every add'l 375 students | | TN BEP |
| Financial Secretaries | 1 per school | | District Requirement |
| Substitute Teachers | $45.78 pp | | FY19 Short-term sub budget pp |
| Instructional Supplies | $200 per teacher | | District Requirement |
| **Guidance Counselor** | K-5th: 1:500<br>6th-12th: 1:350 | | TN SBOE Requirement |

*SCS Staffing Supplement*
To ease the transition to Student Based Budgeting, in the first year of implementation (School Year or SY2018-19, SCS will ensure that all schools will receive the amount of funds equivalent to what they would have received under SY18-19 Staffing Ratios. If a school's initial SBB allocation AND baseline supplement is not sufficient to pay for these services, the District will add additional money to the school's allocation, bringing it up to the amount required to repurchase SCS SY17-18 staffing allocations associated with the SBB Pool. The Finance department will hold a reserve from the SBB Pool sufficient to cover this "SCS Staffing Supplement." Again, outside of the guidelines outlined in the resource flexibility section, the District will not instruct empowered schools on what to buy.

*Transition Hold Harmless Policy*
Student Based Budgeting is a very different method of allocating resources than the staffing allocation-based method that SCS used in prior years. Prior to SBB, there was significant unplanned variation among different schools' per-pupil levels of funding. Small schools tended to receive more (per-pupil) than large schools; underutilized schools tended to receive more than those filled to capacity; and some schools simply received more because of years-old staffing decisions. Excluding temporary SIG grants, schools with higher student need did not necessarily receive more. Under SBB, a more equitable distribution of resources will see all schools funded at a more similar level to one another (on a per-pupil basis), with remaining differences directly tied to differences in student need.

This equitable distribution means, of course, that some schools will receive more than they did in prior years, while others will receive less. In the long term, the District is confident that this new method of apportioning resources will be effective and fair. In the short term, the District will take caution to ensure that schools don't experience swings in funding so dramatic as to disrupt the learning environments that teachers and staff build upon each year. To this end, the first few years of SCS's transition into SBB will include a **soft-landing** policy by which no school can

gain more than 9% or lose more than 3% or the $ equivalent of 2 Teacher FTEs of its SY18-9 per-pupil funding level each year. **The transition policy will not apply indefinitely and the District will revisit this policy next year**.

For example, a school may receive a "transition subsidy" to ease the transition to SBB. Alternatively, a school may be charged a "transition tax" levied so that the District may temporarily subsidize schools losing funds under SBB.

Example of transition hold-harmless policy on two schools:



| Loss based on formula | Actual loss |
| Transition Subsidy |

| Gain based on formula | Transition Tax |
| Actual gain |

| SY18-19 Pre-SBB $pp | SY19-20 SBB $pp *before transition* | SY19-20 SBB $pp *after transition* |

| SY18-19 Pre-SBB $pp | SY19-20 SBB $pp *before transition* | SY19-20 SBB $pp *after transition* |
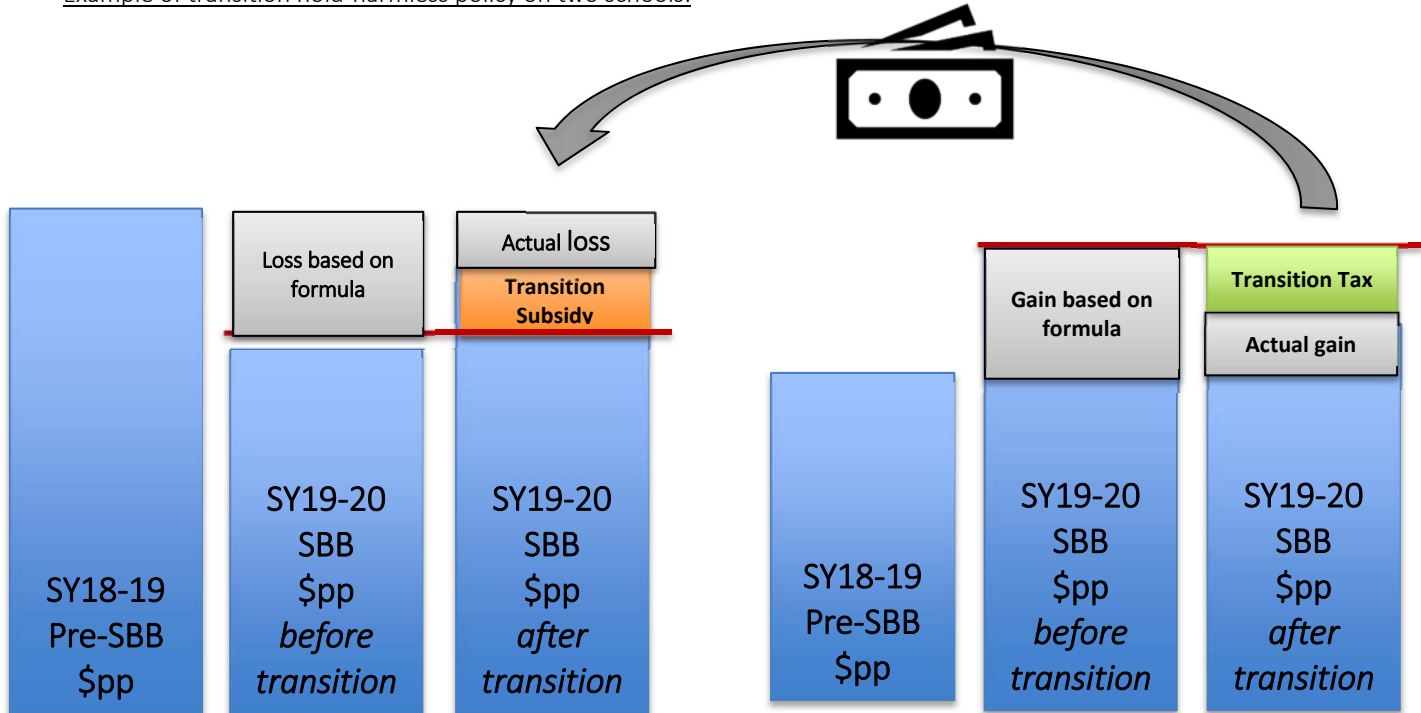
**School A** was overfunded relative to its enrollment/student need profile, so it will lose money in shift to SBB.

In SY19-20, it will receive a "transition subsidy" to limit its loss at lesser of 3% or 2 Teacher FTEs.

**School B** was underfunded relative to its enrollment/student need profile, so it will gain money in shift to SBB.

In SY19-20, it will only experience a gain of 6.0% because it will need to pay a "transition tax" to allow the District to subsidize all the "transition awards" at losing schools.

Note: The transition hold-harmless policy applies to losses due to the SBB formula ONLY and does not apply to loss in funds due to declining enrollment.

Q&A: Enrollment and Transition Policy under SBB

**How does enrollment impact my budget?**
SCS is anticipating declining enrollment next year. Because overall enrollment is declining, the District's overall funding is decreasing and as a result, schools with declining enrollment will see a decrease in their funding. **This has nothing to do with the transition to SBB.** Even if the District were not moving to SBB, schools with declining enrollment would also be seeing a decrease in their funding.

KEY TAKEAWAY: Schools with declining enrollment will see a decrease in their funding that has nothing to do with the transition to SBB. They are losing this money due to enrollment changes NOT due to SBB funding changes.

**But what about the Transition Policy? Isn't there a loss limit or gain limit?**

Yes, but SCS is only capping the losses and gains that come from the <u>transition to SBB</u>. SCS is not capping gains and losses due to <u>changes in a school's enrollment</u>. The -3%/+9.0% caps are calculated on a dollar per pupil ($pp basis) and not on a total $ basis, to isolate the change due to transition to SBB.

| SBB Transition Gain Cap | +9.0% on a $pp basis |
|---|---|
| SBB Transition Loss Cap | Lesser of -3% or 2 Teacher FTEs on a $pp basis |

So, for example, in School A who is losing money under the new SBB formula:

| Total Enrollment | 500 |
|---|---|
| SY17-18 Unlocked Comparison $pp | $5,000pp |
| SY18-19 SBB Allocations $pp | $4,500pp |
| If no loss limit existed, School A would experience a loss due to the transition to SBB of …. | -$500pp or -10% loss on $pp basis |
| But with the SCS transition policy, School A's loss is limited to 2.5% …. | School A will receive a "transition subsidy" of $175,000 to limits its losses to just -$150pp or -3% loss on $pp basis |

In School B who is gaining money under the new SBB formula:

| Total Enrollment | 500 |
|---|---|
| SY17-18 Unlocked Comparison $pp | $5,000pp |
| SY18-19 SBB Allocations $pp | $5,500pp |
| If no gain limit existed, School A would experience a gain due to the transition to SBB of …. | +$500pp or +10% gain on $pp basis |
| But with the SCS transition policy, School A's gain is capped at 7.0% … | School B will pay a "transition tax" of $150,000 to cap its gains at +$450pp or +9.0% gain on $pp basis. |

There are two exceptions to the gain limit cap:

- Cohort schools are exempt. If they are slated to gain money in the transition to SBB, they will be exempt from the gain limit and be allowed to experience their full gain in Year 1.
- Six traditional schools are exempt in Year 1 because if the gain limit is imposed, they will be unable to meet the staffing formula requirements that is being applied to all traditional schools this year. This is a temporary exemption that will be revisited in Year 2.

**Why am I paying a "transition tax" or receiving a "transition subsidy"?**

The transition policy is another policy to ensure stability in the transition to SBB. Under the transition policy, schools will not gain or lose more than a certain % on a $pp basis in Y1. This is to ensure that no school will experience a dramatic swing in funding that would compromise its ability to support its students.

<u>If you are receiving a transition subsidy</u>, this means that your school is supposed to lose more under the SBB formula, but your loss is being capped at lesser of 3% or 2 FTE on a $pp basis. This subsidy is being paid by the transition tax on gaining schools.

<u>If you are paying a transition tax</u>, this means that your school is supposed to gain more under SBB but your gain is being capped at 9.0% on a $pp basis. Funds are being withheld from you to subsidize other schools to limit their losses.

### How does this all come together?

There are a few potential scenarios that your school could fall into:

School A: Increasing enrollment + gaining under SBB

| | | School A's enrollment is increasing and its funding is increasing under SBB because it has higher levels of student need relative to other schools in the District. This means School A will experience an increase in overall school funding. |
|---|---|---|
| 1. Change due to Enrollment | +5% | |
| 2. Change due to SBB Transition | +5% | |
| = Total Change to Budget | +10% | |

School B: Increasing enrollment + losing under SBB

| | | School B's enrollment is increasing but its funding is decreasing under SBB because it has lower levels of student need relative to other schools in the District. |
|---|---|---|
| 1. Change due to Enrollment | +5% | |
| 2. Change due to SBB Transition | -3% | |
| = Total Change to Budget | +2% | The overall school funding will depend on the relative size of the two factors. In School B, the impact of the change due to Enrollment is greater than the change due to SBB transition, so it will experience a net increase overall. |

School C: decreasing enrollment + gaining under SBB

| | | School C's enrollment is decreasing but its funding is increasing under SBB because it has higher levels of student need relative to other schools in the District. |
|---|---|---|
| 1. Change due to Enrollment | -10% | |
| 2. Change due to SBB Transition | +5% | |
| = Total Change to Budget | -5% | The overall school funding will depend on the relative size of the two factors. School C is losing significant enrollment, so although it does gain under SBB, it's not enough to offset the impact of the budget change due to enrollment. |

School D: decreasing enrollment + losing under SBB

| | | School D's enrollment is decreasing and its funding is decreasing under SBB because it has lower levels of student need relative to other schools in the District. This means School D will experience a decrease in overall school funding. |
|---|---|---|
| 1. Change due to Enrollment | -5% | |
| 2. Change due to SBB Transition | -2.5% | |
| = Total Change to Budget | -7.5% | |

School E: no enrollment change + losing under SBB

| | | School E's enrollment is not changing and its funding is decreasing under SBB because it has lower levels of student need relative to other schools in the District. This means School E will experience a decrease in overall school funding that is entirely due to the SBB formula. |
|---|---|---|
| 1. Change due to Enrollment | 0% | |
| 2. Change due to SBB Transition | -2.5% | |
| = Total Change to Budget | -2.5% | |

*Average Salary & Benefits – SBB Pool Only*

Salaries and benefits are calculated based on a District-wide average by position type. Salaries and benefits are not adjusted based on the actual person occupying the position. Therefore, schools are not penalized for higher salaries and schools cannot recoup funds for employees with a salary that's lower than the average salary. Similarly, schools will not recoup any portion of a position's benefits including employees not receiving benefits.

| Position Title (SBB Pool Only) | Avg. Compensation used for Budgeting* |
|---|---|
| Classroom Teacher (General Ed) | $73,190 |
| Assistant Principal | $104,996 |
| Librarian | $80,980 |
| Educational Assistant (General Ed) | $26,590 |
| Financial Secretary | $53,407 |
| Clerical Assistant | $37,469 |
| In-School Suspension Assistant /Study Hall Monitor | $26,680 |
| Interventionist | $72,778 |
| Instructional Facilitator | $82,441 |
| Graduation Coach | $81,630 |
| Study Hall Monitor | $30,266 |

*Note: The District will continue to budget Title I allocations with actual salaries and benefits.

## III. SBB FLEXIBILITY

During school year 2019-20, SCS will institute school-based flexibility.  All schools will begin making decisions around their Strategic School Design Plans to meet the needs of their students.  SCS will phase-in flexibility for school leaders.  Schools have been categorized into three groups:  Cohorts, Early Adopters, and Traditional Schools.  The level of flexibility school leaders receive will depend upon their group.  Cohorts and Early Adopters will receive enhanced autonomy.  Traditional schools will receive limited or restricted autonomy.

Guardrails (or Basic Expectations)
Regardless of the level of flexibility received, all schools first must demonstrate evidence that they are implementing the curriculum with 100% fidelity.  School plans should firstly be based on resource decisions aligned with building an ILT whose members have proven expertise in the content area they support and ensuring that teachers have sufficient time for shared content and grade teams to learn and collaborate.  Principals must utilize the ILT to develop effective collaborative lesson plans and to participate in the development of Cycles of Professional Learning.  In addition, principals should utilize Instructional Practice Guides during informal observations to provide richer feedback and plan development for teachers.

In addition to these baseline guardrails, Early adopters and Cohort principals with their ILDs are expected to focus on securing expert support for Cycles of Professional Learning and Cycles of Observation and Coaching.  They are also expected to ensure sufficient time exists for collaborative planning in PLCs (90 minutes per grade or content area weekly).

Traditional School Flexibility
Traditional schools will have baseline flexibilities within the goal of implementing the curriculum with full fidelity.  Traditional schools may make cost neutral trades in positions (e.g.  an extra teacher in lieu of a librarian).  These changes should be proposed during their Strategic Budget Session and discussed and approved by the Budget Manager and their respective Instructional Leadership Director (ILD).  If extra funds remain above the school's staffing plan, principals must provide justifications and alignment to their 60-day plan in order to apply their resources to the following list.

| Level I | Traditional Schools in Good Standing | Priority Schools / Critical Focus Schools |
|---|---|---|
| Trade-Offs | • Part-Time staff<br>• Teachers<br>• Librarians<br>• Study Hall Monitors<br>• In-School Suspension (ISS)<br>• Educational Assistants | • Part-Time staff<br>• Teachers<br>• Librarians<br>• Study Hall Monitors<br>• In-School Suspension (ISS)<br>• Educational Assistants |
| Other Budgets | • Substitute Budget<br>• Technology (with CIO approval) | • Substitute Budget<br>• Technology (with CIO approval) |
| Special Fund Allocations | • Title I (for eligible schools) | • Title I (for eligible schools) |
| Supports | • Support for Intervention – Tier II and Tier III students (Teacher Assistants)<br>• Support for Before and After School Tutoring (Tutoring (with additional small group supports for accountability subgroups - ELL, SWD)<br>• Part-time Clerical Assistant for attendance only to address COOS | • Support – Teacher on<br>• Assignment to support the process<br>• End of Course Support – Teacher Assistant<br>• Parental engagement<br>• Staffing bonuses<br>• ACT Prep teacher allocated to address Ready Graduate Indicator<br>• Full-time Family Specialist to address COOS. The rates at many of these schools are significantly above the district average<br>• WIDA prep materials/ tutoring hours for ELL students<br>• Teacher- on-Assignment to assist with culture/climate issues |
| Extra Funds Available | • Teachers<br>• Teacher Assistants<br>• Assistant Principals<br>• Study Hall Monitor<br>• ISS Assistant<br>• Behavioral Specialist<br>• Part-time Teachers | • Teachers<br>• Teacher Assistants<br>• Assistant Principals<br>• Study Hall Monitor<br>• ISS Assistant<br>• Behavioral Specialist<br>• Part-time Teachers |

Traditional schools must also meet baseline guardrail guidelines to implement the curriculum with 100% fidelity. School plans must show evidence to support a strong ILT, how ILT develop effective collaborative lesson plans and how ILT participate in the development of Cycles of Professional Learning. Principals should utilize Instructional Practice Guides during informal observations to provide richer feedback and plan development for teachers.

Early Adopter & Cohort Flexibility

Early Adopter and Cohort schools must use their flexibilities to improve expert support and to expand collaborative planning time to 90 minutes per grade or content area weekly.  Since Early Adopter and Cohort principals and ILDs have participated in almost a year of Strategic School Design (SSD) professional learning, they have full discretion to use their flexibility to align with their SSD plans as previously developed with their school teams.

In keeping with the strategic focus of the District and expressed in the design sessions, schools can use their flexibility to improve expert support and to expand collaborative planning time to 90 minutes per grade or content area weekly.  In the next chart are examples of the flexibility available to the principal of Early Adopter and Cohort schools if additional resources are available.

| Level 2 | Cohorts | Early Adopters |
|---|---|---|
| Trade-Offs | <ul><li>Teachers</li><li>Librarians</li><li>Study Hall Monitors</li><li>In-School Suspension</li><li>Educational Assistants</li></ul> | <ul><li>Teachers</li><li>Librarians</li><li>Study Hall Monitors</li><li>In-School Suspension</li><li>Educational Assistants</li></ul> |
| Supports | <ul><li>Support to improve GOOD FIRST TEACHING</li><li>Support for Tier II and Tier III students (Teachers, TAs)</li><li>Wrap---Around Services for High</li><li>Schools (ACT Tutoring –1/2 credit)</li><li>Support for Collaborative Planning</li><li>Support for Parent Engagement (Parent</li><li>Liaison, Parent Specialist, etc.)</li><li>Stipends for additional support to support academics</li><li>Administrative support</li><li>EOC support</li><li>Funds to support Speakers, field trips to improve Social Emotional Learning</li></ul> | <ul><li>Support to improve GOOD FIRST TEACHING</li><li>Support for Tier II and Tier III students (Teachers, TAs)</li><li>Wrap---Around Services for High</li><li>Schools (ACT Tutoring –1/2 credit)</li><li>Support for Collaborative Planning</li><li>Support for Parent Engagement (Parent</li><li>Liaison, Parent Specialist, etc.)</li><li>Stipends for additional support to support academics</li><li>Administrative support</li><li>EOC support</li><li>Funds to support Speakers, field trips to improve Social Emotional Learning</li></ul> |
| Other Budgets | <ul><li>Substitute Budget</li></ul> | <ul><li>Substitute Budget</li></ul> |
| Special Fund Allocations | <ul><li>Title I (for eligible schools)</li></ul> | <ul><li>Title I (for eligible schools)</li></ul> |
| Level 2 | Cohorts | Early Adopters |
| Personnel | <ul><li>Create new positions</li></ul> | <ul><li>None</li></ul> |
| Curriculum | <ul><li>Criteria for selecting:  Retention of teachers, ILT rating, 2-year trend of TVASS  4 or 5, 3.5 or higher on TEAM</li></ul> | <ul><li>Criteria for selecting:  Retention of teachers, ILT rating, 2-year trend of TVASS  4 or 5, 3.5 or higher on TEAM</li></ul> |
| Supplemental Materials | <ul><li>Criteria for selecting:  Retention of teachers, ILT rating, 2---year trend of TVASS  4 or 5, 3.5 or higher on TEAM, or Assistant Superintendent's recommendations</li></ul> | <ul><li>Criteria for selecting:  Retention of teachers, ILT rating, 2---year trend of TVASS  4 or 5, 3.5 or higher on TEAM, or Assistant Superintendent's recommendations</li></ul> |

Cohort and Early Adopters must also meet baseline guardrail guidelines and must show evidence of securing expert support for Cycles of PLC of Observation and Coaching and ensuring sufficient time for collaborative planning in PLCs.

Examples of resource options that support expert support and collaborative planning time are as follows:

Expert support
- School purchases a literacy specialist position to coach teachers and facilitate ELA PLCs (the ILT previously had an AP with science experience and a PLC coach with math experience; there were no other coaches)
- School exchanges current Assistant Principal position for an instructional leadership position that is targeted to address ELA or math needs.
- School purchases an additional math teaching position to provide two math lead teachers release time to coach teachers, model lessons, and support PLC meeting, planning and facilitation.

Collaborative planning time
- School purchases additional instructional aide positions to cover lunch so that recess time can be added adjacent to weekly collaborative planning time.  Additionally, instructional aides can be used to provide support at other times during day, provided that instructional time is preserved, to free teachers for planning.
- School purchases additional support position(s) to double supports one day per week for all or targeted grades or content areas so that teachers have a double planning block.
- School purchases time for substitutes to cover classes for two grades or content areas on Fridays every three weeks for 160 consecutive minutes.   This time, which teams receive on a rotating basis, added to the 45 minutes per week of regular collaborative planning time equals an average of 90 minutes per week for deep collaborative planning time.
- One of the PLC coaches, Assistant Principals, or other full-time non-teaching position is transformed to a half-time teaching position, thereby enabling changes to the schedule.


## IV. GUIDE TO UNDERSTANDING SCHOOL LEVEL FINANCIAL INFORMATION

In an effort to provide greater transparency of school level spending, the District is providing detailed information of how funds are allocated to individual schools.  The District has expanded the level of detailed information provided for school level budgets.   This is a continuation of the process started in the previous fiscal year.  The following pages contain school level information for each school such as academic progress measures, facility details, socio-economic indicators of our students, budgeted school-based position allocations, and general fund and federal grant allocations.

The school-level information provided is intended to provide an overview of the trajectory of individual schools over the past three years and also provide details for projected budgets for the coming year.
When reviewing school level details, it is important to note that the information provided includes actual results and data from school years 2015-2016 and 2016-2017, budget data from school year 2017-2018, as well as the proposed budgets for the upcoming 2018-2019 school year.  Actual staffing, enrollment and spending at the school level for the current 2018-19 school year may vary from the budget based upon demographics, enrollment, and staffing changes. The variance between school years 2017-2018 and 2018-2019 is not the actual year-over-year impact of financials or staffing by school.  In future years, the District will continue to provide actual data for the current school year.

Below are definitions and details for school level data.

Staffing Laws

*Teachers -* TN State Board of Education has established rules related to class size for K-12 grades in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (0520-01-03-.03 Administration of Schools, Requirement B (3)). According to these rules, local boards of education shall have policies providing for class sizes in grades kindergarten through twelve (K-12) as follows:

| Grade Level | Average | Maximum |
|---|---|---|
| Grades K-3 | 20 | 25 |
| Grades 4-6 | 25 | 30 |
| Grades 7-12 | 30 | 35 |
| Career and Technical Education | 20 | 25 |

The average class size for a grade-level unit (e.g. K-3) shall not exceed the stated average, although individual classes within that grade-level unit may exceed the average. No class shall exceed the prescribed maximum size. Class size limits may be exceeded in such areas as typewriting, instrumental, and vocal music classes, provided that the effectiveness of the instructional program in these areas is not impaired.

H.B. 1569 enables any local education agency in the state to use the career academy or smaller learning community model to extend CTE class sizes in grades 9-12 through a waiver from the commissioner of education. Even with the waiver, CTE class sizes will not exceed the maximum class size set for general education classes in grades 7-12.

*Librarians* – the TN State Board of Education has established rules about Library Information Center personnel in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (0520-01-03-.07 Library Information Center, Requirement E (2)). According to the rules, schools including grades kindergarten through eight (K-8) or any combination thereof shall provide library information personnel as follows:

| Enrollment | Librarian Allocation |
|---|---|
| < 400 | None, faculty member shall serve as a library information coordinator. |
| 0 – 549 | 0.5 |
| = or > 500 | 1 |

For high schools, the following library information personnel shall be provided as follows:

| Enrollment | Clerical Staff Allocation |
|---|---|
| < 300 | 0.5 |
| 300 – 1,500 | 1 |
| = or > 1,500 | 2 |

*Guidance Counselors* – for school year 2019-20, the TN State Board of Education's School Counseling Model & Standards Policy (5.103) will be effective.  TN State Board of Education has recommended current student-to-counselor ratios as calculated in the Basic Education Program (BEP) formula as follows:

- Elementary (grades K – 5):  500:1
- Secondary (grades 6 – 12):  350:1

Recognizing the need for school counseling support, SCS will use these ratios for guidance counselors.

SCS Staffing Formulas

Below are the District's school staffing formulas for school year 2019-20. These staffing formulas are adhered to closely with the exception of smaller schools that may need additional staffing for scheduling and otherwise as deemed necessary for academic progress.

### *Classroom Teacher Allocations*

| Grade Level | Teacher to Student Ratio |
|---|---|
| K - 3 | 1:20 |
| 4 – 5 | 1:24.75 |
| 6 – 8 | 1:24.95 (student enrollment 600 or fewer) <br> 1:23.75 (student enrollment greater than 600) |
| 9 – 12 | 1:26.05 (student enrollment 1,200 or fewer) <br> 1:24.5 (student enrollment greater than 1,200) |

Career and Technical staffing assignments are determined by the Career and Technical Education department. Generally, a high school receives one additional general classroom teacher for every four CTE teachers at their school location.

### *Assistant Principal Allocations*

*Elementary*

| Enrollment | Assistant Principal Allocation |
|---|---|
| 1 – 549 | 0 |
| 550 – 1,099 | 1 |
| = or > 1,110 | 2 |

*Middle and High Schools*

| Enrollment | Assistant Principal Allocation |
|---|---|
| 1 – 650 | 1 |
| 651 – 1,249 | 2 |
| 1,250 – 1,499 | 3 |
| 1,500 – 1,750 | 4 |
| = or > 1,751 | 5 |

## Librarian Allocations

TN State Board of Education has established rules about Library Information Center personnel in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (*0520-01-03-.07 Library Information Center, Requirement E (2)*).  According to the rules, schools including grades kindergarten through eight (K-8) or any combination thereof shall provide library information personnel as indicated below:

*Elementary & K-8 Schools*

| Enrollment | Librarian Allocation |
|------------|---------------------|
| < 400 | None faculty member shall serve as a library information coordinator. |
| 400-549 | 0.5 |
| = or > 500 | 1 |

*High Schools*

| Enrollment | Librarian Allocation |
|------------|---------------------|
| < 300 | 0.5 |
| 300 – 1,500 | 1 |
| = or > 1,500 | 2 |

## Clerical Staff Allocations

*Elementary Schools*

| Enrollment | Clerical Staff Allocation |
|------------|--------------------------|
| 1 – 749 | 2 |
| 750 – 1,099 | 3 |
| = or > 1,100 | 4 |

*Middle and High Schools*

| Enrollment | Clerical Staff Allocation |
|------------|--------------------------|
| 1 – 499 | 2 |
| 500 – 749 | 3 |
| 750 – 1,099 | 4 |
| 1,100 – 1,649 | 5 |
| 1,650 – 2,049 | 6 |
| = or > 2,050 | 7 |

## School Information

**Grade Level** – indicates the grade specific published objectives for learning skill proficiency. Grade-level proficiency refers to reading, writing, math, oral communication, and group-process skills.  The grade levels presented are for FY2017-18.  There are no new grade configurations anticipated for FY2018-19.

**School Type** – specifies the school type such as Alternative, CTE, Traditional, Early Adopter, Cohort, iZone, Optional and Empowerment.

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<u>Facility Measures</u>

***Facility Condition Index (FCI)*** – a measure of a building's condition.  A higher index indicates worsening conditions of a building.  This calculation is equal to *"Total Dollars of Building Repair + Upgrades + Renewal Needs / Current Replacement of the Facility".*  A FCI of 0 - 5% indicates a building in excellent condition; a 6-10% FCI indicates a building in very good condition; an 11-15% FCI indicates a building in good condition; a 16-20% FCI indicates a building in fair condition; and a FCI percentage greater than 20% indicates a building that is in poor condition. The following firms were used to determine FCI for all buildings: OT Marshall Architects, Fleming & Associates Architects, Self-Tucker Architects and AllWorld Project Management.

| Excellent | Very Good | Good | Fair | Poor |
|:---:|:---:|:---:|:---:|:---:|
| 0-5% | 6-10% | 11-15% | 16-20% | >20% |
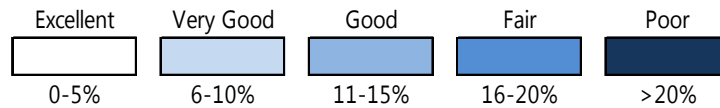
***FY2017-18 Utilization –*** rate calculated by dividing the Baseline Enrollment by the Programmatic Capacity. Baseline enrollment includes Pre-K.  The capacity utilization rate is a metric used to measure the rate at which potential output levels are being met or used.  Displayed as a percentage, the capacity utilization level provides insight into the overall slack that exist in schools at a given point in time.  If a school is operating at a 70% capacity utilization rate, it has room to increase production up to a 100% utilization rate without incurring the expensive costs of building a new plant or facility.

***Square Footage*** – a measure of the length and width of the building only, including the boiler room and other usable space.  This does not include portables and outside lands.

***Student Capacity –*** refers to programmatic capacity, which is a measure of how many general education K-12 students will fit in a building. It includes all space utilized as SPED classrooms, Pre-K classrooms, art rooms, music rooms, PE rooms, computer labs, administrative uses, health professional uses, optional program uses, etc. If a building has a design capacity of 1,000, the assumption is that 1,000 students can fit into that building. However, this is not the case. There are various uses that take up classroom space that cannot be used by general K-12 enrollment (baseline enrollment). This measures how many general-education students can fit into a school comfortably with all academic programs operating at their best.  CDC and Pre-K are included in the capacity formula due to differing class sizes, funding, and enrollment reporting methods.  CDC and Pre-K are zoned in sections, not by address.

<u>Student Demographics</u>

***Economically Disadvantaged Students –*** for Tennessee school districts participating in Community Eligibility Provision, an alternate definition of "Economically Disadvantaged" (ED) was needed; only students who are direct certified are counted.    Based on USDA guidelines, students are considered direct certified through any of the following measures: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), Homeless, Migrants, Runaways, certified foster children and students enrolled in Head Start or Even Start programs (those operated by the school system).

Using the state 2017-18 Accountability and BEP Funding definition, 58.6% of the District's student population are considered as Economically Disadvantaged.

***Students with Disabilities –*** students who have, have had or are currently regarded as having a physical or mental impairment which substantially impacts one or more major life activities including walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, or performing manual tasks.

***English Language Learners –*** Tennessee students speak more than 140 languages. For most of these students, English is not the first language they learned to speak, but it is the first language in which they have learned to read

and write. ESL classes vary from district to district and from school to school, and are designed to address such challenges.

Achievement & Proficiency

***ACT 21%*** - percentage of students scoring 21 or above on the ACT test.

***Attendance Rate*** – student attendance is measured and reported by the department as a rate and is based on a comparison of the number of school days attended to the total possible days attended.

***Average ACT Composite Score*** – the ACT composite score or overall ACT score is the average of scores for each test (English, mathematics, reading and science) rounded to the nearest whole number.  It ranges from 1 (low) to 36 (high).

***Graduation Rate*** – percentage of students who graduated from high school within four years, including a summer for those students who entered the ninth grade four years earlier.  The District's graduation rate was 79.1% in school year 2017-18

***TEM (Teacher Effective Measure)*** – teacher evaluation system implemented in the District during the 2015-16 school year.  The purpose of the TEM evaluation system is to ensure that all educators receive honest feedback about their practice that will enable them to continue to improve their practice and ultimately better serve our students.

- TEM 1: Significantly Below Expectations
- TEM 2: Below Expectations
- TEM 3: Meeting Expectations
- TEM 4: Above Expectations
- TEM 5: Significantly Above Expectations

***TNReady*** – state student achievement assessment for reading, writing, and math in grades 3 – 11 designed to assess what is being taught in Tennessee's classrooms.  TNReady was developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem solving skills – in other words, all of the things a student will need to succeed following high school.

***TVAAS (Tennessee Value-Added Assessment System)*** – measures the impact schools and teachers have on their students' academic progress.  For the 2017-18 school year, TVAAS components do **NOT** include grades 4-8 due to the suspension of testing in grades 3-8.

- TVAAS 1 (least effective) – schools whose students are making substantially less progress than the standard for academic growth (the school's index is less than -2).
- TVAAS 2 (approaching average effectiveness) – schools whose students are making less progress than the standard for academic growth (the school's index is equal to or greater than -2 but less than -1).
- TVAAS 3 (average effectiveness) – schools whose students are making the same amount of progress as the standard for academic growth (the school's index is equal to or greater than -1 but less than 1)
- TVAAS 4 (above average effectiveness) – schools whose students are making more progress than the standard for academic growth (the school's index is equal to or greater than 1 but less than 2)
- TVAAS 5 (most effective) – schools whose students are making substantially more progress than the standard for academic growth (the school's index is 2 or greater)

Enrollment Data

*Enrollment* – the number of students enrolled at a school based on the 20th day attendance period.

*Pre-Kindergarten enrollment* – the number of pre-kindergarten students enrolled at a school based on the 20th day attendance period.

*K-12 enrollment* – the number of K-12 students enrolled at a school based on the 20th day attendance period.

School Staff Position Allocations

*Assistant/Vice Principals* – responsible for the supervision, discipline, and monitoring of students. Under the direction of the Principal, the assistant/vice principal is responsible for executing and enforcing school board policies, administrative rules and regulations. There is no distinct difference between an assistant principal and a vice principal; the title is based upon the position HR has assigned to each school in the past.

*Classroom Teachers* – the role of the classroom teacher is to manage the classroom in a manner that meets the individual needs of each student in the class. This includes promoting learning and supplementing activities, coordinating and collaborating with support staff, using a variety of teaching approaches, and adapting instruction to include all students. The classroom teacher is responsible for each student's overall academic program. Additionally, ESL, CTE and ROTC teachers are included as classroom teachers.  The only teachers not included are those teachers not assigned to a classroom.

*Counselors* – renders services to individuals or groups of students by applying the principles, techniques, methods or procedures of the counseling profession, including appraisal activities (as defined by law), counseling, consulting and referral activities.

*Education Assistants* – provides additional instructional support in the classroom for teachers.

**Instructional Facilitators** – performs as an instructional specialist in selected schools to increase the effectiveness of onsite programs and to improve utilization of instructional materials.  Additionally, the instructional facilitator promotes development, implementation and coordination of the school's instructional goals.

**Librarians** – works professionally in the school's library to provide access to information.  Also provides social or technical programming and instruction for information literacy.  Librarians are allocated based upon rules established by the TN State Board of Education for Library Information Center personnel in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (*0520-01-03-.07 Library Information Center, Requirement E (2)*).

**Nutrition** – includes cafeteria nutrition technicians and managers that work in the school cafeteria.

*Other* – clerical and other student support personnel such as In-School Suspension and Study Hall Monitors.

*Principal* – each school has one principal position.  Principals are responsible for implementing and enforcing school board policies and administrative rules.

*Special Skills* – teachers for Optional Schools; World Languages; Elementary Music, Art and Physical Education (MAPS); and Band & Strings.

*Student/Teacher Ratio* – the number of students assigned to a school divided by the number of teachers assigned to the school regardless of the funding source.

<u>Financial Information</u>

*General Fund Expenditures* – the primary expenditure fund of the district which reflects discretionary salaries and other expenses.

*IDEA, Part B Federal Allocation* – Since the enactment of the original legislation – Individuals with Disabilities Education Act (http://idea.ed.gov/) in 1975, children and youth (ages 3-22) receive special education and related services under Part B of IDEA.  Part B is so named because it is the second part of the law itself.  Part B is Assistance for Education of All Children with Disabilities.  http://www.parentcenterhub.org/repository/partb/

*Other Special Revenue & Federal Funds* – Other local and federal grants (Pre-K, Leap Program, Title III, etc.)

*Title I Allocation* – Federal Funds that supplement state and local funding for low-achieving children, especially in high-poverty schools. The program finances the additional academic support and learning opportunities that are often required to help disadvantaged students progress along with their classmates.

*Additional Considerations in Analyzing the Data*

Again, there are several considerations in reviewing the data, which are as follows:

- District budgets are prepared using actual salaries and benefits. Therefore, there may be significant variances in dollar amounts with little or no changes in positions.

- Not all IDEA and Pre-K federal funds are allocated to schools due to centralized programmatic decisions.  Some funds are retained centrally to be used for all students across the District.

- Federal grants (e.g., Title I and IDEA Part B) allocation amounts reflect the amount in fiscal year 2017-18.  The grant amounts for fiscal year 2018-19 are pending the final grant awards, which is determined in the early summer.

- Some schools such as E.E. Jeter receive additional teachers and school staffing to provide a full academic schedule.  Some position decreases may not be directly linked to enrollment; they may be due to programs moved from one school to another school.

# Budget Department

## Contact Information

Vincent Eason, Director
Coe, Room 226 - 416-865
easonv@scsk12.org

| Name | Position | Email | Phone Number |
|---|---|---|---|
| Taurus Currie | Budget Manager, Schools | currietb@scsk12.org | 901-416-5696 |
| Aetna Smith | Budget Manager, Admin | smitha16@scsk12.org | 901-416-0214 |
| Mark Davis | Senior Budget Analyst | davism11@scsk12.org | 901-416-5710 |
| Dorothea Payton | Senior Budget Analyst | paytond1@scsk12.org | 901-416-9973 |
| Martina Stanley | Senior Budget Analyst | stanleym1@scsk12.org | 901-416-5445 |
| Selena Holly | Budget Analyst | hollys@scsk12.org | 901-416-7458 |
| Shantina Oliver | Budget Analyst | oliversd@scsk12.org | 901-416-0269 |
| Linda Miller | Budget Analyst(PT) | millerl@scsk12.org | 901-416-1209 |
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| Main Line | | | 901-416-5461 |
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**SHELBY COUNTY SCHOOLS**
**DEPARTMENT LISTING AND BUDGET SUPPORT**
**BY EXECUTIVE STAFF**

| Department | Overall Department Roll Up | Description | BCM Support | Budget Support | Executive Staff |
|---|---|---|---|---|---|
| 100001 | Chief of Schools | RTTT - HIGH SCHOOL INITIATIVES ACTIVITY | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100002 | Chief of Schools | RTTT - PLUS TEACHERS ACTIVITY | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100003 | Chief of Schools | RTTT - EXPANDED ROBOTICS | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100004 | Chief of Schools | RTTT - KAPLAN'S ACT TEST PREP | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100005 | Chief of Schools | RTTT - LOW PERFORMING SCHOOLS FACULTY | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100200 | Chief of Schools | DEPARTMENT OF SCHOOLS & LEADERSHIP | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100210 | Chief of Schools | INSTRUCTIONAL LEADERSHIP DIRECTORS | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100230 | Chief of Schools | LEADERSHIP DEV. & CAPACITY BUILDING | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 101000 | Chief of Schools | K-16 SCHOOL INITIATIVES | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 101100 | Chief of Schools | EAST HIGH SCHOOL REDESIGN | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 102083 | Chief of Schools | HEAD START- IN-KIND/MATCH PARTNER | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 102085 | Chief of Schools | HEAD START-PROGRAM DESIGN | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 102086 | Chief of Schools | HEAD START-CHILD HEALTH | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 102087 | Chief of Schools | HEAD START-FAMILY COMMUNITY | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 102088 | Chief of Schools | HEAD START-OTHER/FACILITIES | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 102089 | Chief of Schools | HEAD START-TRAINING & TECHNICAL ASSISTANCE | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104000 | Chief of Schools | EXCEPTIONAL CHILDREN | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104001 | Chief of Schools | EXCEPTIONAL CHILDREN-ELEMENTARY | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104002 | Chief of Schools | EXCEPTIONAL CHILDREN-MIDDLE | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104003 | Chief of Schools | EXCEPTIONAL CHILDREN-K8 | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104004 | Chief of Schools | EXCEPTIONAL CHILDREN-HIGH | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104010 | Chief of Schools | EXCEPTIONAL CHILDREN-HOMEBOUND | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104020 | Chief of Schools | EXCEPTIONAL CHILDREN-GIFTED | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 104040 | Chief of Schools | EXCEPTIONAL CHILDREN ADMINISTRATION | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 106010 | Chief of Schools | INSTRUCTIONAL & DIRECTORS | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 106060 | Chief of Schools | SCHOOL LEADERSHIP | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 109000 | Chief of Schools | SCHOOL OPERATIONS | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 204100 | Chief of Schools | FAMILY RESOURCE CENTER | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 215500 | Chief of Schools | CHIEF OF SCHOOLS | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 215501 | Chief of Schools | SCHOOL ACCOUNTABILITY & IMPROVEMENT | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 302000 | Chief of Schools | COMMUNITY OUTREACH AND PARENTAL ENGAGEMEN | Linda White/Rita Smith/Crystal Neal | Taurus Currie/Vincent Eason | Angela Whitelaw |
| 100000 | Academic Office | ACADEMIC OFFICE | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 100100 | Academic Office | ASSISTANT SUPERINTENDENT OF ACADEMICS | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102000 | Academic Office | CURRICULUM | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102002 | Academic Office | RESPONSE TO INTERVENTION (RTI) | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102020 | Academic Office | STEM | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102030 | Academic Office | LITERACY | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102040 | Academic Office | MATHEMATICS | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102050 | Academic Office | SCIENCE | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102060 | Academic Office | SOCIAL STUDIES | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102084 | Academic Office | HEAD START- IN-KIND/MATCH DISTRICT | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102090 | Academic Office | PRE-K | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102091 | Acad. School-based Formula | ELEMENTARY PHYSICAL EDUCATION | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102100 | Academic Office | TEXTBOOKS | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102200 | Academic Office | WORLD LANGUAGES | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102300 | Academic Office | BAND AND STRINGS | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102500 | Academic Office | LIBRARIANS | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 102600 | Academic Office | EDUCATIONAL SUPPORT | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 215000 | Academic Office | IZONE | Gail Lynn/Linda White | Taurus Currie | Antonio Burt |
| 312000 | Academic Office | PROFESSIONAL DEVELOPMENT | Gail Lynn/Linda White | Taurus Currie/Vincent Eason | Antonio Burt |
| 331000 | Operations | BUSINESS OPERATIONS ADMIN | Lawanda Dean | Aetna Smith | Beth Phalen |
| 332000 | Operations | TRANSPORTATION | Lawanda Dean | Taurus Currie | Beth Phalen |
| 332010 | Operations | SPECIAL EDUCATION TRANSPORTATION | Lawanda Dean | Taurus Currie | Beth Phalen |

**SHELBY COUNTY SCHOOLS**
**DEPARTMENT LISTING AND BUDGET SUPPORT**
**BY EXECUTIVE STAFF**

| Department | Overall Department Roll Up | Description | BCM Support | Budget Support | Executive Staff |
|---|---|---|---|---|---|
| 333000 | Operations | PROCUREMENT | Lawanda Dean | Aetna Smith | Beth Phalen |
| 333100 | Operations | ASSET MANAGEMENT | Lawanda Dean | Aetna Smith | Beth Phalen |
| 334000 | Operations | FACILITIES | Valerie Kidwell | Aetna Smith | Beth Phalen |
| 334100 | Operations | CUSTODIAL AND GROUNDS | Valerie Kidwell | Aetna Smith | Beth Phalen |
| 334200 | Operations | UTILITIES | Valerie Kidwell | Aetna Smith | Beth Phalen |
| 334300 | Operations | GENERAL SERVICES | Lawanda Dean | Aetna Smith | Beth Phalen |
| 334400 | Operations | ZONE 4 MAINTENANCE | Lawanda Dean | Aetna Smith | Beth Phalen |
| 334500 | Operations | ZONE 2 MAINTENANCE | Lawanda Dean | Aetna Smith | Beth Phalen |
| 334600 | Operations | ZONE 1 MAINTENANCE | Lawanda Dean | Aetna Smith | Beth Phalen |
| 334700 | Operations | ZONE 3 MAINTENANCE | Lawanda Dean | Aetna Smith | Beth Phalen |
| 335000 | Operations | FACILITIES PLANNING AND PROPERTY | Valerie Kidwell | Aetna Smith | Beth Phalen |
| 336000 | Operations | Nutrition Services | Michelle Brown | Aetna Smith | Beth Phalen |
| 336050 | Operations | Nutrition Service-Central Distribution Allocation | Michelle Brown | Aetna Smith | Beth Phalen |
| 336110 | Operations | School Operations Central | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336120 | Operations | Central Kitchen | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336130 | Operations | Menu Planning | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336140 | Operations | Equipment Operations | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336210 | Operations | Distribution | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336220 | Operations | Supply Chain Management | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336230 | Operations | Logistics | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336310 | Operations | Training | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336320 | Operations | Quality Assurance | Lawanda Dean | Aetna Smith | Beth Phalen |
| 336410 | Operations | Nutrition Services Finance | Michelle Brown | Aetna Smith | Beth Phalen |
| 336420 | Operations | Nutrition Services Human Resources | Michelle Brown | Aetna Smith | Beth Phalen |
| 336430 | Operations | Nutrition Services Information Technology | Michelle Brown | Aetna Smith | Beth Phalen |
| 337000 | Operations | WAREHOUSING | Lawanda Dean | Aetna Smith | Beth Phalen |
| 210000 | Strategy & Perform. Management | STRATEGY AND PERFORMANCE MANAGEMENT | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 211100 | Strategy & Perform. Management | CHARTER SCHOOL ADMIN | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 220000 | Strategy & Perform. Management | PLANNING AND ACCOUNTABILITY | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 221000 | Strategy & Perform. Management | STUDENT INFO MANAGEMENT | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 222000 | Strategy & Perform. Management | ASSESSMENT AND ACCOUNTABILITY | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 223000 | Strategy & Perform. Management | RESEARCH PLANNING AND IMPROVEMENT | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 311000 | Strategy & Perform. Management | PERFORMANCE MANAGEMENT | Gwendolyn Williams/Quantina White | Taurus Currie | Brad Leon |
| 010000 | Chief of Staff | BOARD OF EDUCATION | Jake Allen/Tiffany Crutchfield | Selena Holly | Brian Stockton |
| 020100 | Chief of Staff | CHIEF OF STAFF | Jake Allen/Tiffany Crutchfield | Selena Holly | Brian Stockton |
| 020200 | Chief of Staff | MWBE DEPARTMENT | Jake Allen/Tiffany Crutchfield | Selena Holly | Brian Stockton |
| 301010 | Chief of Staff | INSTRUCTIONAL TELEVISION (GHS TV) | Jake Allen/Tiffany Crutchfield | Aetna Smith | Brian Stockton |
| 202000 | Safety and Security | SAFETY & SECURITY | Carolyn Jackson/Shanddeikka Akibulan | Taurus Currie | Gerald Darling |
| 202100 | Safety and Security | SAFE SCHOOLS | Carolyn Jackson/Shanddeikka Akibulan | Taurus Currie | Gerald Darling |
| 202200 | Safety and Security | SAFE SCHOOLS NON-RECURRING | Carolyn Jackson/Shanddeikka Akibulan | Taurus Currie | Gerald Darling |
| 030200 | General Counsel | POLICY | Kenneth Walker | Selena Holly | Jennifer Ervin |
| 030000 | General Counsel | GENERAL COUNSEL | Kenneth Walker | Selena Holly | Jennifer Ervin |
| 330000 | General Counsel | RISK MANAGEMENT | Kenneth Walker | Selena Holly | Jennifer Ervin |
| 340000 | Information Technology | INFORMATION TECHNOLOGY | Shawandra Ford | Selena Holly | John Williams |
| 341000 | Information Technology | USER SUPPORT SERVICES | Shawandra Ford | Selena Holly | John Williams |
| 342000 | Information Technology | BUSINESS APPLICATION SERVICES | Shawandra Ford | Selena Holly | John Williams |
| 343000 | Information Technology | INFRASTRUCTURE AND SYSTEMS SUPPORT SERVICES | Shawandra Ford | Selena Holly | John Williams |
| 344000 | Information Technology | PROJECT MANAGEMENT OFFICE | Shawandra Ford | Selena Holly | John Williams |
| 345000 | Information Technology | ERP | Shawandra Ford | Selena Holly | John Williams |
| 346000 | Information Technology | ENTERPRISE RESOURCE PLANNING | Shawandra Ford | Selena Holly | John Williams |
| 020000 | Superintendent | SUPERINTENDENT | Diane Brooks | Vincent Eason/Taurus Currie | Joris Ray |
| 100300 | AOSS | ASSISTANT SUPERINTENDENT OF OPERATIONS | Diane Brooks | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 100400 | AOSS | SCHOOL CULTURE & CLIMATE | Linda Miller | Taurus Currie/Vincent Eason | Joris Ray/TBD |

| Department | Overall Department Roll Up | Description | BCM Support | Budget Support | Executive Staff |
|---|---|---|---|---|---|
| 102001 | AOSS | NEW COMERS PROGRAM | Diane Brooks | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 102010 | AOSS | ENGLISH SECOND LANGUAGE | Tonya Montgomery | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 102011 | AOSS | ENGLISH SECOND LANGUAGE ELEMENTARY | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 102012 | AOSS | ENGLISH SECOND LANGUAGE MIDDLE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 102013 | AOSS | ENGLISH SECOND LANGUAGE K8 | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 102014 | AOSS | ENGLISH SECOND LANGUAGE HIGH | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 102081 | AOSS | SUMMER SCHOOL | Denise Swan | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 103000 | AOSS | CAREER AND TECHNICAL EDUCATION | Tuwana Freeman | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 103010 | AOSS | ADULT EDUCATION | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 108000 | AOSS | ALTERNATIVE SCHOOLS | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 108010 | AOSS | ADOLESCENT PARENTING | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 108020 | AOSS | MCS PREP NORTHWEST | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 108030 | AOSS | MCS PREP NORTHEAST | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 108040 | AOSS | MCS PREP SOUTHWEST | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 108060 | AOSS | IDA B WELLS ACADEMY | Valerie Matthews | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 200000 | AOSS | STUDENT SERVICES ADMINISTRATION | Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 200100 | AOSS | SCHOOL AND STUDENT SUPPORT | Rod Richmond/Tami Edwards | Taurus Currie | Joris Ray/TBD |
| 201000 | AOSS | ATTENDANCE & DISCIPLINE | Angela Hargrave | Taurus Currie | Joris Ray/TBD |
| 203000 | AOSS | STUDENT SUPPORT | Rod Richmond/Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 203001 | AOSS | STUDENT  SUPPORT-ELEMENTARY | Rod Richmond/Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 203002 | AOSS | STUDENT SUPPORT-MIDDLE | Rod Richmond/Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 203003 | AOSS | STUDENT SUPPORT-K8 | Rod Richmond/Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 203004 | AOSS | STUDENT SUPPORT-HIGH | Rod Richmond/Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 203010 | AOSS | ATHLETICS | Rod Richmond/Sandra Clark | Taurus Currie | Joris Ray/TBD |
| 203041 | AOSS | GUIDANCE COUNSELING-ELEMENTARY | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 203042 | AOSS | GUIDANCE COUNSELING-MIDDLE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 203043 | AOSS | GUIDANCE COUNSELING-K8 | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 203044 | AOSS | GUIDANCE COUNSELING-HIGH | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 204200 | AOSS | BEHAVIOR & MENTAL HEALTH SERVICES | Taurus Currie | Taurus Currie | Joris Ray/TBD |
| 212010 | AOSS | VIRTUAL SCHOOLS | Diane Brooks | Taurus Currie | Joris Ray/TBD |
| 302100 | AOSS | FAMILY AND COMMUNITY ENGAGEMENT | Diane Brooks | Taurus Currie | Joris Ray/TBD |
| 204000 | AOSS | COORDINATED SCHOOL HEALTH | Diane Brooks | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 203020 | AOSS | JROTC | Diane Brooks | Taurus Currie/Vincent Eason | Joris Ray/TBD |
| 040000 | Internal Audit | INTERNAL AUDIT | Darlene Lesuer/Veda Bankhead | Selena Holly | Leon Pattman |
| 000000 | Finance | ZERO DEPARTMENT | Angela Carr/Vincent Eason/Lin Johnson | Taurus Currie | Lin Johnson |
| 105000 | Finance | FEDERAL PROGRAMS | Derrick Morris/Derrick Sanders | Taurus Currie | Lin Johnson |
| 320000 | Finance | FINANCE | Angela Carr/Vincent Eason/Lin Johnson | Selena Holly | Lin Johnson |
| 321000 | Finance | ACCOUNTING AND REPORTING | Angela Carr/Vincent Eason/Lin Johnson | Selena Holly | Lin Johnson |
| 322000 | Finance | BUDGET AND FISCAL PLANNING | Angela Carr/Vincent Eason/Lin Johnson | Selena Holly | Lin Johnson |
| 323000 | Finance | PAYROLL | Angela Carr/Vincent Eason/Lin Johnson | Selena Holly | Lin Johnson |
| 324010 | Finance | ACCOUNTS PAYABLE | Sheila Gatson | Selena Holly | Lin Johnson |
| 400000 | Other Uses | DEBT SERVICE | SCS Budget Staff | SCS Budget Staff | Lin Johnson |
| 560000 | Other Uses | OTHER POTENTIAL USES | SCS Budget Staff | SCS Budget Staff | Lin Johnson |
| 560001 | Other Uses | ACADEMICS INVESTMENT | Antonio Burt | SCS Budget Staff | Lin Johnson |
| 560002 | Other Uses | COMMUNICATIONS INVESTMENT | Natalia Powers | SCS Budget Staff | Lin Johnson |
| 560003 | Other Uses | CHIEF OF SCHOOLS INVESTMENT | Angela Whitelaw | SCS Budget Staff | Lin Johnson |
| 560004 | Other Uses | CHIEF OF STAFF INVESTMENT | Brian Stockton | SCS Budget Staff | Lin Johnson |
| 560005 | Other Uses | FINANCE INVESTMENT | Lin Johnson | SCS Budget Staff | Lin Johnson |
| 560006 | Other Uses | HR INVESTMENT | Trinette Small | SCS Budget Staff | Lin Johnson |
| 560007 | Other Uses | IT INVESTMENT | John Williams | SCS Budget Staff | Lin Johnson |
| 560008 | Other Uses | STRATEGY INVESTMENT | Brad Leon | SCS Budget Staff | Lin Johnson |
| 560009 | Other Uses | OPERATIONS INVESTMENT | Beth Phalen | SCS Budget Staff | Lin Johnson |
| 560010 | Other Uses | STUDENT SERVICES INVESTMENT | Gerald Darling | SCS Budget Staff | Lin Johnson |

| Department | Overall Department Roll Up | Description | BCM Support | Budget Support | Executive Staff |
|---|---|---|---|---|---|
| 560011 | Other Uses | SUPERINTENDENT INVESTMENT | Joris Ray | SCS Budget Staff | Lin Johnson |
| 560012 | Other Uses | INTERNAL AUDIT INVESTMENT | Leon Pattman | SCS Budget Staff | Lin Johnson |
| 560013 | Other Uses | SAFETY & SECURITY INVESTMENT | Gerald Darling | SCS Budget Staff | Lin Johnson |
| 560014 | Other Uses | GENERAL COUNSEL INVESTMENT | Jennifer Ervin | SCS Budget Staff | Lin Johnson |
| 560015 | Other Uses | DEPUTY SUPERINTENDENT INVESTMENT | Lin Johnson | SCS Budget Staff | Lin Johnson |
| 203100 | Other Uses | MONEY DUE BOARD (SCHOOL REIMBURSEMENT) | SCS Budget Staff | Selena Holly | Lin Johnson |
| 203101 | Other Uses | MONEY DUE BOARD REV (SCHOOL REIMBURSEMENT) | SCS Budget Staff | Selena Holly | Lin Johnson |
| 211000 | Other Uses | CHARTER SCHOOLS | SCS Budget Staff | Taurus Currie | Lin Johnson |
| 301000 | Chief of Communications | COMMUNICATIONS | Melanie Berkley/Shawn Pachucki | Aetna Smith | Natalia Powers |
| 303000 | Chief of Communications | VOICE OF SCS | John Best/Andrea Tucker | Aetna Smith | Natalia Powers |
| 102071 | Acad. School-based Formula | ELEMENTARY MUSIC AND ART | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 102501 | Acad. School-based Formula | LIBRARIANS-ELEMENTARY | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 102502 | Acad. School-based Formula | LIBRARIANS-MIDDLE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 102503 | Acad. School-based Formula | LIBRARIANS-K8 | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 102504 | Acad. School-based Formula | LIBRARIANS-HIGH | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 104030 | Acad. School-based Formula | EXCEPTIONAL CHILDREN SCHOOLS ADMIN | Tony Bell, Tonya Carter | Taurus Currie/Vincent Eason | Site Based |
| 106061 | Acad. School-based Formula | SCHOOL LEADERSHIP-ELEMENTARY | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 106062 | Acad. School-based Formula | SCHOOL LEADERSHIP-MIDDLE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 106063 | Acad. School-based Formula | SCHOOL LEADERSHIP-K8 | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 106064 | Acad. School-based Formula | SCHOOL LEADERSHIP-HIGH | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 107000 | Acad. School-based Formula | OPTIONAL SCHOOLS | Barbara Michaels | Taurus Currie/Vincent Eason | Site Based |
| 190000 | Acad. School-based Formula | SCHOOLS | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190001 | Acad. School-based Formula | GENERAL EDUCATION - ELEMENTARY | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190002 | Acad. School-based Formula | GENERAL EDUCATION - MIDDLE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190003 | Acad. School-based Formula | GENERAL EDUCATION - K8 | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190004 | Acad. School-based Formula | GENERAL EDUCATION - HIGH | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190100 | Acad. School-based Formula | HOLLIS F PRICE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190200 | Acad. School-based Formula | MIDDLE COLLEGE | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 190500 | Acad. School-based Formula | GENERAL EDUCATION - OTHER | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 203011 | Acad. School-based Formula | STUDENT SUPPORT SBB | Taurus Currie | Taurus Currie | Site Based |
| 203040 | Acad. School-based Formula | GUIDANCE COUNSELING | Taurus Currie/Vincent Eason | Taurus Currie/Vincent Eason | Site Based |
| 215502 | Acad. School-based Formula | CRITICAL FOCUS SCHOOLS | Taurus Currie | Taurus Currie | Site Based |
| 325010 | Human Capital/Tal. Management | BENEFITS - RETIREES | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 030100 | Human Capital/Tal. Management | LABOR RELATIONS | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 100220 | Human Capital/Tal. Management | TEACHER  LEADER EFFECTIVENESS & EVALUATION | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 102400 | Human Capital/Tal. Management | SUBSTITUTES | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 190300 | Human Capital/Tal. Management | CAREER LADDER | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 310000 | Human Capital/Tal. Management | TALENT MANAGEMENT | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 313000 | Human Capital/Tal. Management | RECRUITMENT AND STAFFING | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 314000 | Human Capital/Tal. Management | EMPLOYEE SERVICES | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 315000 | Human Capital/Tal. Management | COMPENSATION | Jenikka Oglesby | Aetna Smith | Trinette Small |
| 325000 | Human Capital/Tal. Management | BENEFITS | Jenikka Oglesby | Aetna Smith | Trinette Small |

8

# 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 of payroll and the disbursement of pay
- ➢ Creation of temporary time sheets
- ➢ Quarterly filing of the 941 tax return
- ➢ Processing and disbursement of annual earnings statements (W2)
- ➢ Submission of retirement file to the Tennessee Consolidated Retirement System

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2018-19**
**12 MONTH SALARIED (Scheduled Work Year 07/01/18 - 06/30/19)**

**Central Office, Principals, Vice Principals, Social Workers, School Psychologists, CNC Managerial & Prof. Staff**
**Drug & Alcohol Counselors ,12 Month Teachers Exceptional Children**

**12 MS**
**Paid over 26 Even**
**Pay Periods**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL — ATTENDANCE PERIODS — Calendar Days in Pay Period | | Work Days | HOLIDAYS | PAID Total Days Paid | APPROVAL DEADLINE * | PAY DAY | Ck # |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 4.00 | 1.00 | 5.00 | 07/06/18 | 07/13/18 | 1 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 10.00 | | 10.00 | 07/20/18 | 07/27/18 | 2 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 10.00 | | 10.00 | 08/03/18 | 08/10/18 | 3 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | 08/17/18 | 08/24/18 | 4 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | 08/31/18 | 09/07/18 | 5 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | 09/14/18 | 09/21/18 | 6 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | 09/28/18 | 10/05/18 | 7 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 10.00 | | 10.00 | 10/12/18 | 10/19/18 | 8 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | 10/26/18 | 11/02/18 | 9 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | 11/09/18 | 11/16/18 | 10 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 9.00 | 3.00 | 12.00 | 11/23/18 | 11/30/18 | 11 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | 12/07/18 | 12/14/18 | 12 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 10.00 | | 10.00 | 12/21/18 | 12/28/18 | 13 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | 7.00 | 10.00 | 01/04/19 | 01/11/19 | 14 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | 01/18/19 | 01/25/19 | 15 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | 02/01/19 | 02/08/19 | 16 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | 02/15/19 | 02/22/19 | 17 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | 03/01/19 | 03/08/19 | 18 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 8.00 | 2.00 | 10.00 | 03/15/19 | 03/22/19 | 19 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | 03/29/19 | 04/05/19 | 20 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | 04/12/19 | 04/19/19 | 21 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | 04/26/19 | 05/03/19 | 22 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | 05/10/19 | 05/17/19 | 23 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | 05/24/19 | 05/31/19 | 24 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 9.00 | 1.00 | 10.00 | 06/07/19 | 06/14/19 | 25 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 10.00 | | 10.00 | 06/21/19 | 06/28/19 | 26 |
| Part of 1st ck in FY 19-20 | | 6/22/2019 | 6/30/2019 | 7.00 | | 7.00 | 07/05/19 | 07/12/19 | Paid in |
| | | | Total | 247.00 | 17.00 | | | | |

*Employees are paid for the number of days worked in the pay period*

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

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.**

## HOLIDAYS / VACATION

| | | |
|---|---|---|
| Independence Day | July 4, 2018 | 1.00 |
| Labor Day | September 3, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 |
| Winter Break- Paid Days | Dec 24- Jan 1, 2019 | 7.00 |
| Martin Luther King, Jr Day | January 2, 2019 | 1.00 |
| Spring Break | March 14-15, 2019 | 2.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Memorial Day | May 25, 2019 | 1.00 |
| Total Holidays | | 17.00 |

Calendar is not inclusive of all work title classifications

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

**For APECS use only**

**12 MS
Paid over 26 Even
Pay Periods**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | Work Days | PAID HOLIDAYS | Total Days Paid | APPROVAL DEADLINE * | PAY DAY | Ck # |
|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 4.00 | 1.00 | 5.00 | 07/06/18 | 07/13/18 | 1 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 10.00 | | 10.00 | 07/20/18 | 07/27/18 | 2 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 10.00 | | 10.00 | 08/03/18 | 08/10/18 | 3 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | 08/17/18 | 08/24/18 | 4 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | 08/31/18 | 09/07/18 | 5 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | 09/14/18 | 09/21/18 | 6 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | 09/28/18 | 10/05/18 | 7 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 10.00 | | 10.00 | 10/12/18 | 10/19/18 | 8 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | 10/26/18 | 11/02/18 | 9 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | 11/09/18 | 11/16/18 | 10 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 7.00 | 3.00 | 10.00 | 11/23/18 | 11/30/18 | 11 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | 12/07/18 | 12/14/18 | 12 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 10.00 | | 10.00 | 12/21/18 | 12/28/18 | 13 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | 7.00 | 10.00 | 01/04/19 | 01/11/19 | 14 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | 01/18/19 | 01/25/19 | 15 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | 02/01/19 | 02/08/19 | 16 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | 02/15/19 | 02/22/19 | 17 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | 03/01/19 | 03/08/19 | 18 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 8.00 | 2.00 | 10.00 | 03/15/19 | 03/22/19 | 19 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | 03/29/19 | 04/05/19 | 20 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | 04/12/19 | 04/19/19 | 21 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | 04/26/19 | 05/03/19 | 22 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | 05/10/19 | 05/17/19 | 23 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | 05/24/19 | 05/31/19 | 24 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 9.00 | 1.00 | 10.00 | 06/07/19 | 06/14/19 | 25 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 10.00 | | 10.00 | 06/21/19 | 06/28/19 | 26 |
| Part of 1st ck in FY 19-20 | | 6/22/2019 | 6/30/2019 | 7.00 | | 7.00 | 07/05/19 | 07/12/19 | Paid in |
| | | | Total | 245.00 | 17.00 | 262.00 | | | |

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

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class)
in order to receive holiday pay.**

**HOLIDAYS  / VACATION**

| | | |
|---|---|---|
| Independence Day | July 4, 2018 | 1.00 |
| Labor Day | September 3, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 |
| Winter Break- Paid Days | Dec 24- Jan 1,  2019 | 7.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 14-15, 2019 | 2.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Memorial Day | May 27, 2019 | 1.00 |
| Total Holidays | | 17.00 |

Calendar is not inclusive of all work title classifications

**CNC -Warehouse Workers 2nd Shift**
(Sunday through Thursday)

**12 MS**
**Paid over 26 Even**
**Pay Periods**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTALPAID DAYS | APPROVAL DEADLINE * | PAY DAY | Ck # |
|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 4.00 | 1.00 | 5.00 | 07/06/18 | 07/13/18 | 1 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 10.00 | | 10.00 | 07/20/18 | 07/27/18 | 2 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 10.00 | | 10.00 | 08/03/18 | 08/10/18 | 3 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | 08/17/18 | 08/24/18 | 4 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | 08/31/18 | 09/07/18 | 5 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | 09/14/18 | 09/21/18 | 6 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | 09/28/18 | 10/05/18 | 7 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 10.00 | | 10.00 | 10/12/18 | 10/19/18 | 8 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | 10/26/18 | 11/02/18 | 9 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | 11/09/18 | 11/16/18 | 10 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 7.00 | 3.00 | 10.00 | 11/23/18 | 11/30/18 | 11 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | 12/07/18 | 12/14/18 | 12 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 10.00 | | 10.00 | 12/21/18 | 12/28/18 | 13 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | 7.00 | 10.00 | 01/04/19 | 01/11/19 | 14 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | 01/18/19 | 01/25/19 | 15 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | 02/01/19 | 02/08/19 | 16 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | 02/15/19 | 02/22/19 | 17 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | 03/01/19 | 03/08/19 | 18 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 8.00 | 2.00 | 10.00 | 03/15/19 | 03/22/19 | 19 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | 03/29/19 | 04/05/19 | 20 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | 04/12/19 | 04/19/19 | 21 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | 04/26/19 | 05/03/19 | 22 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | 05/10/19 | 05/17/19 | 23 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | 05/24/19 | 05/31/19 | 24 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 9.00 | 1.00 | 10.00 | 06/07/19 | 06/14/19 | 25 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 10.00 | | 10.00 | 06/21/19 | 06/28/19 | 26 |
| Part of 1st ck in FY 19-20 | | 6/22/2019 | 6/30/2019 | 5.00 | | 5.00 | 07/05/19 | 07/12/19 | Paid in |
| | | | Total | 243.00 | 17.00 | 260.00 | | | |

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

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class)**
**in order to receive holiday pay.**

**HOLIDAYS  / VACATION**

| | | |
|---|---|---|
| Independence Day | July 4, 2018 | 1.00 |
| Labor Day | September 3, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 |
| Winter Break- Paid Days | Dec 24- Jan 1,  2019 | 7.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 14-15, 2019 | 2.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Memorial Day | May 27, 2019 | 1.00 |
| Total Holidays | | 17.00 |

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2018-19**
**11 MONTH SALARIED (Scheduled Work Year 07/09/18 - 05/31/19)**

**Instructional Coaches (PD)**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK/ADMIN DAYS | INSERVICE DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE * | PAY DAY | Total all days | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | | | | | 5.00 | 07/06/18 | 07/13/18 | 5.00 | |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 10.00 | | 0.00 | 10.00 | | 07/20/18 | 07/27/18 | 10.00 | 26 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 7.00 | 3.00 | 0.00 | 10.00 | | 08/03/18 | 08/10/18 | 10.00 | 25 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 | 24 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 | 23 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 8.50 | 0.50 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 | 22 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 | 21 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 | 20 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 | 19 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 | 18 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 4.00 | 10.00 | | 11/23/18 | 11/30/18 | 10.00 | 17 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 | 16 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 | 15 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | | 5.00 | 8.00 | 2.00 | 01/04/19 | 01/11/19 | 10.00 | 14 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 8.00 | 2.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 | 13 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 | 12 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 9.50 | 0.50 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 | 11 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 | 10 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 | 9 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 | 8 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 | 7 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 | 6 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 | 5 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 | 4 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 4.00 | | | 4.00 | 6.00 | 06/07/19 | 06/14/19 | 10.00 | 3 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 | 2 |
| | | 6/22/2019 | 6/30/2019 | 0.00 | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 | 1 |
| | | | | 202.00 | 6.00 | 12.00 | 220.00 | 40.00 | | | 260.00 | |

*Start date is 7/9/2018 and end date is 5/31/2019*

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

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.**

| In-Service Days | | Admin Days | | Non-work/Non Paid | |
|---|---|---|---|---|---|
| July 30, 2018 | 0.50 | July 30, 2018 | 0.50 | Fall Break Oct. 8-12, 2018 | 5.00 |
| August 1, 2018 | 1.00 | July 31, 2018 | 1.00 | Winter Break-Dec. 20,21,27,28, 2018 | 4.00 |
| August 2, 2018 | 1.00 | August 3, 2018 | 0.50 | Spring Break- March, 11-15, 2019 | 5.00 |
| August 3, 2018 | 0.50 | Janaury 4, 2019 | 1.00 | Memorial Day, May 27, 2019 | 1.00 |
| September 13, 2018 | 0.50 | May 24, 2019 | 1.00 | Total | 15.00 |
| January 2, 2019 | 1.00 | Total | 4.00 | | |
| January 3, 2019 | 1.00 | | | | |
| February 7, 2019 | 0.50 | | | | |
| Total | 6.00 | | | | |

**HOLIDAYS / VACATION**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 21-23, 2018 | 3.00 |
| Winter Break- Paid Days | Dec 24-26, 31- Jan 1, 2019 | 5.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Total Holidays | | 12.00 |

**District Nurses, High School Counselors, CSH Social Workers, Clinical Lead Nurse and Behavioral Analysts**

<span style="color:red">**For APECS use only
11MS
Paid over 26
Even Pay
Periods**</span>

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK/ADMIN DAYS | INSERVICE DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE * | PAY DAY | Total all Days | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | | | | | 5.00 | 07/06/18 | 07/13/18 | 5.00 | |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 5.00 | | 0.00 | 5.00 | 5.00 | 07/20/18 | 07/27/18 | 10.00 | 26 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 7.00 | 3.00 | 0.00 | 10.00 | | 08/03/18 | 08/10/18 | 10.00 | 25 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 | 24 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 | 23 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 8.50 | 0.50 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 | 22 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 | 21 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 | 20 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 | 19 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 | 18 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 4.00 | 10.00 | | 11/23/18 | 11/30/18 | 10.00 | 17 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 | 16 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 | 15 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | | 5.00 | 8.00 | 2.00 | 01/04/19 | 01/11/19 | 10.00 | 14 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 8.00 | 2.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 | 13 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 | 12 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 9.50 | 0.50 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 | 11 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 | 10 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 | 9 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 | 8 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 | 7 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 | 6 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 | 5 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 | 4 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 9.00 | | | 9.00 | 1.00 | 06/07/19 | 06/14/19 | 10.00 | 3 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 | 2 |
| | | 6/22/2019 | 6/30/2019 | | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 | 1 |
| | | | | 202.00 | 6.00 | 12.00 | 220.00 | 40.00 | | | 260.00 | |

*Start date is 7/16/2018 and end date is 6/7/2019*

<span style="color:red">**Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.**</span>

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.**

| In-Service Days | | Admin Days | | Non-work/Non Paid | |
|---|---|---|---|---|---|
| July 30, 2018 | 0.50 | July 30, 2018 | 0.50 | Fall Break Oct. 8-12, 2018 | 5.00 |
| August 1, 2018 | 1.00 | July 31, 2018 | 1.00 | Winter Break-Dec. 20,21,27,28, 2018 | 4.00 |
| August 2, 2018 | 1.00 | August 3, 2018 | 0.50 | Spring Break- March, 11-15, 2019 | 5.00 |
| August 3, 2018 | 0.50 | Janaury 4, 2019 | 1.00 | Memorial Day, May 27, 2019 | 1.00 |
| September 13, 2018 | 0.50 | May 24, 2019 | 1.00 | Total | 15.00 |
| January 2, 2019 | 1.00 | Total | 4.00 | | |
| January 3, 2019 | 1.00 | | | | |
| February 7, 2019 | 0.50 | | | | |
| Total | 6.00 | | | | |

**HOLIDAYS  / VACATION**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 21-23, 2018 | 3.00 |
| Winter Break- Paid Days | Dec 24-26, 31- Jan 1,  2019 | 5.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Total Holidays | | 12.00 |

**CSH-Family Resource Associates**

For APECS use only

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Days |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 5.00 | | 5.00 | 5.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 10.00 | | 10.00 | | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | 6.00 | 9.00 | 1.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 9.00 | | 9.00 | 1.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 208.00 | 20.00 | 228.00 | 32.00 | | | 260.00 |

**Start date is 7/16/2018 and end date is 6/7/2019**

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

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.

| **HOLIDAYS / VACATION** | | | | **Non-work/Non Paid** | |
|---|---|---|---|---|---|
| Labor Day | September 3, 2018 | 1.00 | | Fall Break Oct. 11-12, 2018 | 2.00 |
| Fall Break - | Oct. 8-10, 2018 | 3.00 | | Thanksgiving Nov. 21, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 | | Winter Break-Dec. 20,21,28, 2018 | 3.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 | | Memorial Day, May 27, 2019 | 1.00 |
| Winter Break- Paid Days | Dec 24-27, 31, Jan 1,  2019 | 6.00 | | Total | 7.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 | | | |
| Spring Break | March 11-15, 2019 | 5.00 | | | |
| Good Friday | April 19, 2019 | 1.00 | | | |
| | | | | | |
| Total Holidays | | 20.00 | | | |

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2018-19**
**10.5 MONTH SALARIED (Scheduled Work Year 07/23/18 - 05/31/19)**

**Assistant Principals, School Psychologist & Exceptional Children Social Workers**

**For APECS use only**
**10.5MS**
**Paid over 26**
**Even Pay**
**Periods**

| Timesheet | Calendar | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK/ADMIN | INSERVICE | PAID | TOTAL | NON PAID | APPROVAL | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Pay Period | Pay Period | Calendar Days in Pay Period | | DAYS | DAYS | HOLIDAYS | PAID DAYS | DAYS | DEADLINE * | PAY DAY | Cks Remaining |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 0.00 | 10.00 | 07/20/18 | 07/27/18 | |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 7.00 | 3.00 | 0.00 | 10.00 | | 08/03/18 | 08/10/18 | 26 1st paycheck of 2018-19 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | | 10.00 | | 08/17/18 | 08/24/18 | 25 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | | 10.00 | | 08/31/18 | 09/07/18 | 24 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 23 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | | 10.00 | | 09/28/18 | 10/05/18 | 22 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 21 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | | 10.00 | | 10/26/18 | 11/02/18 | 20 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | | 10.00 | | 11/09/18 | 11/16/18 | 19 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 4.00 | 10.00 | | 11/23/18 | 11/30/18 | 18 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | | 10.00 | | 12/07/18 | 12/14/18 | 17 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 16 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | | 5.00 | 8.00 | 2.00 | 01/04/19 | 01/11/19 | 15 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 8.00 | 2.00 | | 10.00 | | 01/18/19 | 01/25/19 | 14 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 13 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | | 10.00 | | 02/15/19 | 02/22/19 | 12 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | | 10.00 | | 03/01/19 | 03/08/19 | 11 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | | 10.00 | | 03/29/19 | 04/05/19 | 9 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | | 10.00 | | 04/12/19 | 04/19/19 | 8 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 7 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | | 10.00 | | 05/10/19 | 05/17/19 | 6 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | | 10.00 | | 05/24/19 | 05/31/19 | 5 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 4.00 | | | 4.00 | 6.00 | 06/07/19 | 06/14/19 | 4 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 3 |
| | | 6/22/2019 | 6/30/2019 | 0.00 | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 2 |
| | | | | | | | | | | 07/26/19 | 1 |
| | | | | 193.00 | 5.00 | 12.00 | 210.00 | 50.00 | | | |

*Start date is 7/23/2018 and end date is 5/31/2019*

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

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.**

| In-Service Days | | | Admin Days | | | Non-work/Non Paid | | |
|---|---|---|---|---|---|---|---|---|
| July 30, 2018 | | 0.50 | July 30, 2018 | | 0.50 | Fall Break Oct. 8-12, 2018 | | 5.00 |
| August 1, 2018 | | 1.00 | July 31, 2018 | | 1.00 | Winter Break-Dec. 20,21,27,28, 2018 | | 4.00 |
| August 2, 2018 | | 1.00 | August 3, 2018 | | 0.50 | Spring Break- March, 11-15, 2019 | | 5.00 |
| August 3, 2018 | | 0.50 | Janaury 4, 2019 | | 1.00 | Memorial Day, May 27, 2019 | | 1.00 |
| September 13, 2018 | | 0.50 | May 24, 2019 | | 1.00 | Total | | 15.00 |
| January 2, 2019 | | 1.00 | Total | | 4.00 | | | |
| January 3, 2019 | | 1.00 | | | | | | |
| February 7, 2019 | | 0.50 | | | | | | |
| Total | | 6.00 | | | | | | |

**HOLIDAYS / VACATION**

| Labor Day | September 3, 2018 | 1.00 |
|---|---|---|
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 21-23, 2018 | 3.00 |
| Winter Break- Paid Days | Dec 24-26, 31- Jan 1, 2019 | 5.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Total Holidays | | 12.00 |

**GENERAL OFFICE SECRETARIES (GOS)**

<span style="color:red">**10.5 GOS**</span>

<span style="color:red">For APECS use only</span>

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL<br>Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Days |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 10.00 | | 10.00 | | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | 6.00 | 9.00 | 1.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 4.00 | | 4.00 | 6.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 198.00 | 20.00 | 218.00 | 42.00 | | | 260.00 |

**Start date is 7/23/2018 and end date is 5/31/2019**

<span style="color:red">Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.</span>

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.

**HOLIDAYS  / VACATION**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Fall Break - | Oct. 8-10, 2018 | 3.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 |
| Winter Break- Paid Days | Dec 24-27, 31, Jan 1,  2019 | 6.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 11-15, 2019 | 5.00 |
| Good Friday | April 19, 2019 | 1.00 |
| | | |
| Total Holidays | | 20.00 |

**Non-work/Non Paid**

| | | |
|---|---|---|
| Fall Break Oct. 11-12, 2018 | | 2.00 |
| Thanksgiving Nov. 21, 2018 | | 1.00 |
| Winter Break-Dec. 20,21,28, 2018 | | 3.00 |
| Memorial Day, May 27, 2019 | | 1.00 |
| Total | | 7.00 |

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2018-19**
**10 MONTH SALARIED (Scheduled Work Year 07/30/18 - 05/24/19)**

**Teachers, PLC Coaches, Elem/Mid School Counselors, Librarians, PIT Crew, Speech Language Therapists,**
**Title 1 Facilitators, OT/PTs and Drug & Alcohol Counselors**

<span style="color:red">**For APECS use only**</span>

<span style="color:red">**10MS**
**Paid over 26**
**Even Pay Periods**</span>

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | STUDENT DAYS | WORK/ADMIN | INSERVICE DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE * | PAY DAY | Total All Days | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 | |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | | 0.00 | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 | |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 0.00 | 2.00 | 3.00 | 0.00 | 5.00 | 5.00 | 08/03/18 | 08/10/18 | 10.00 | 26 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 | 25 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 | 24 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 0.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 | 23 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 | 22 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 | 21 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 | 20 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 | 19 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 | 18 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 | 17 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 | 16 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 0.00 | 1.00 | 2.00 | 5.00 | 8.00 | 2.00 | 01/04/19 | 01/11/19 | 10.00 | 15 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 | 14 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 | 13 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 | 12 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 | 11 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 | 10 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 | 9 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 | 8 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 | 7 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 | 6 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 9.00 | 1.00 | | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 | 5 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 | 4 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 | 3 |
| | | 6/22/2019 | 6/30/2019 | 0.00 | | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 | 2 |
| | | | | | | | | | | | 07/26/19 | | 1 |
| | | | | 180.00 | 4.00 | 5.00 | 11.00 | 200.00 | 60.00 | | | 260.00 | |

*Start date is 7/30/2018 and end date is 5/24/2019*

<span style="color:red">**Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.**</span>

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class)**
**in order to receive holiday pay.**

| In-Service Days | | Admin Days | | Non-work/Non Paid | |
|---|---|---|---|---|---|
| July 30, 2018 | 0.50 | July 30, 2018 | 0.50 | Fall Break Oct. 8-12, 2018 | 5.00 |
| August 1, 2018 | 1.00 | July 31, 2018 | 1.00 | Thanksgiving Nov, 21, 2018 | 1.00 |
| August 2, 2018 | 1.00 | August 3, 2018 | 0.50 | Winter Break-Dec. 20,21,27,28, 2018 | 4.00 |
| August 3, 2018 | 0.50 | Janaury 4, 2019 | 1.00 | Spring Break- March, 11-15, 2019 | 5.00 |
| January 2, 2019 | 1.00 | May 24, 2019 | 1.00 | | |
| January 3, 2019 | 1.00 | Total | 4.00 | Total | 15.00 |
| Total | 5.00 | | | | |

**HOLIDAYS  / VACATION**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 |
| Winter Break- Paid Days | Dec 24-26, 31- Jan 1,  2019 | 5.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Total Holidays | | 11.00 |

**Family Engagement Specialist**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | STUDENT DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE * | PAY DAY | Total All Days | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 | |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | 0.00 | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 | |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 5.00 | 0.00 | 5.00 | 5.00 | 08/03/18 | 08/10/18 | 10.00 | 26 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 | 25 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 | 24 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 | 23 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 | 22 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 | 21 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 | 20 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 | 19 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 | 18 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 | 17 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 | 16 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 3.00 | 5.00 | 8.00 | 2.00 | 01/04/19 | 01/11/19 | 10.00 | 15 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 | 14 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 | 13 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 | 12 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 | 11 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 | 10 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 | 9 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 | 8 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 | 7 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 | 6 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 | 5 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 | 4 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 | 3 |
| | | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 | 2 |
| | | | | | | | | | 07/26/19 | | 1 |
| | | | | 189.00 | 11.00 | 200.00 | 60.00 | | | 260.00 | |

*Start date is 7/30/2018 and end date is 5/24/2019*

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

**Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.**

| HOLIDAYS / VACATION | | | Non-work/Non Paid | |
|---|---|---|---|---|
| Labor Day | September 3, 2018 | 1.00 | Fall Break Oct. 8-12, 2018 | 5.00 |
| Veterans Day | November 12, 2018 | 1.00 | Thanksgiving Nov, 21, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 | Winter Break-Dec. 20,21,27,28, 2018 | 4.00 |
| Winter Break- Paid Days | Dec 24-26, 31- Jan 1, 2019 | 5.00 | Spring Break- March, 11-15, 2019 | 5.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 | | |
| Good Friday | April 19, 2019 | 1.00 | Total | 15.00 |
| Total Holidays | | 11.00 | | |

**ISS/Study Hall Monitors**                                                                 **10-ISH**

For APECS use only

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL PERIODS Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Days |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 0.00 | | 0.00 | 10.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | 0.00 | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | 0.00 | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 1.00 | 6.00 | 7.00 | 3.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 182.00 | 20.00 | 202.00 | 58.00 | | | 260.00 |

**Start date is 8/6/2018 and end date is 5/24/2019**

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

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

**HOLIDAYS / VACATION**                                                          **Non-work/Non Paid**

| | | | | | |
|---|---|---|---|---|---|
| Labor Day | September 3, 2018 | 1.00 | Fall Break Oct. 11-12, 2018 | | 2.00 |
| Fall Break - | Oct. 8-10, 2018 | 3.00 | Thanksgiving Nov. 21, 2018 | | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 | Winter Break-Dec. 20,21,28, 2018 | | 3.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 | Winter Break- Jan. 2-3 | | 2.00 |
| Winter Break- Paid Days | Dec 24-27, 31, Jan 1, 2019 | 6.00 | Total | | 8.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 | | | |
| Spring Break | March 11-15, 2019 | 5.00 | | | |
| Good Friday | April 19, 2019 | 1.00 | | | |
| | | | | | |
| Total Holidays | | 20.00 | | | |

**Educational Assistants &**
**School Clerical 1, ELOP-FT, Bilingual Mentors**

**10-MH**

For APECS use only

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Days |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 5.00 | | 5.00 | 5.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 1.00 | 6.00 | 7.00 | 3.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 187.00 | 20.00 | 207.00 | 53.00 | | | 260.00 |

*Start date is 7/30/2018 and end date is 5/24/2019*

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

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.

| **HOLIDAYS  / VACATION** | | | | **Non-work/Non Paid** | |
|---|---|---|---|---|---|
| Labor Day | September 3, 2018 | 1.00 | | Fall Break Oct. 11-12, 2018 | 2.00 |
| Fall Break - | Oct. 8-10, 2018 | 3.00 | | Thanksgiving Nov. 21, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 | | Winter Break-Dec. 20,21,28, 2018 | 3.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 | | Winter Break- Jan. 2-3 | 2.00 |
| Winter Break- Paid Days | Dec 24-27, 31, Jan 1, 2019 | 6.00 | | Total | 8.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 | | | |
| Spring Break | March 11-15, 2019 | 5.00 | | | |
| Good Friday | April 19, 2019 | 1.00 | | | |
| Total Holidays | | 20.00 | | | |

**School Nurses**                                                                                    **10-MNS**

For APECS use only

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Day |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 5.00 | | 5.00 | 5.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 1.00 | 6.00 | 7.00 | 3.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 187.00 | 20.00 | 207.00 | 53.00 | | | 260.00 |

*Start date is 7/30/2018 and end date is 5/24/2019*

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

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.

**HOLIDAYS  / VACATION**

| | | | |
|---|---|---|---|
| Labor Day | September 3, 2018 | 1.00 | |
| Fall Break - | Oct. 8-10, 2018 | 3.00 | |
| Veterans Day | November 12, 2018 | 1.00 | |
| Thanksgiving | November 22-23, 2018 | 2.00 | |
| Winter Break- Paid Days | Dec 24-27, 31, Jan 1,  2019 | 6.00 | |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 | |
| Spring Break | March 11-15, 2019 | 5.00 | |
| Good Friday | April 19, 2019 | 1.00 | |
| Total Holidays | | 20.00 | |

**Non-work/Non Paid**

| | | |
|---|---|---|
| Fall Break Oct. 11-12, 2018 | | 2.00 |
| Thanksgiving Nov. 21, 2018 | | 1.00 |
| Winter Break-Dec. 20,21,28, 2018 | | 3.00 |
| Winter Break- Jan. 2-3 | | 2.00 |
| Total | | 8.00 |

**Educational Assistants, ISS/Study Hall Monitors, Campus Monitors, ELOP**

For APECS use only

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Days |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 0.00 | | 0.00 | 10.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 9.00 | 1.00 | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 6.00 | 4.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 0.00 | | 0.00 | 10.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 9.00 | 1.00 | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 9.00 | 1.00 | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 9.00 | | 9.00 | 1.00 | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 180.00 | 0.00 | 180.00 | 80.00 | | | 260.00 |

***Start date is 8/6/2018 and end date is 5/24/2019***

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

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.

**Non-work/Non Paid**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Fall Break - | Oct. 8-12, 2018 | 5.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 21-23, 2018 | 3.00 |
| Winter Break | Dec 20-21, 2018 | 2.00 |
| Winter Break | Dec 24-28, 2018 | 5.00 |
| Winter Break | Dec. 31, 2018 | 1.00 |
| New Years | Jan. 1, 2019 | 1.00 |
| Winter Break | Jan. 2-4, 2019 | 3.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 11-15, 2019 | 5.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Last Day of School | May 24, 2019 | 1.00 |
| Total non-paid days | | 30.00 |

**School Nutrition Supervisors and School Nutrition Supervisor Trainees**

<span style="color:red">**10-MON**</span>

<span style="color:red">For APECS use only</span>

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK DAYS | INSERVICE DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Day |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Calendar Days in Pay Period | | | | | | | | | |
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 8.00 | | | 8.00 | 2.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 0.00 | 1.00 | 6.00 | 7.00 | 3.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 9.00 | 1.00 | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 188.00 | 2.00 | 20.00 | 210.00 | 50.00 | | | 260.00 |

**Start date is 7/25/2018 and end date is 5/24/2019**

<span style="color:red">Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.</span>

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class)
in order to receive holiday pay.

| **HOLIDAYS  / VACATION** | | | | **Non-work/Non Paid** | |
|---|---|---|---|---|---|
| Labor Day | September 3, 2018 | 1.00 | | Fall Break Oct. 11-12, 2018 | 2.00 |
| Fall Break - | Oct. 8-10, 2018 | 3.00 | | Thanksgiving Nov. 21, 2018 | 1.00 |
| Veterans Day | November 12, 2018 | 1.00 | | Winter Break-Dec. 20,21,28, 2018 | 3.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 | | Winter Break- Jan. 2-3 | 2.00 |
| Winter Break- Paid Days | Dec 24-27, 31, Jan 1,  2019 | 6.00 | | Total | 8.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 | | | |
| Spring Break | March 11-15, 2019 | 5.00 | | | |
| Good Friday | April 19, 2019 | 1.00 | | | |
| Total Holidays | | 20.00 | | | |

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2018-19**
**10.5**
**MONTH HOURLY (Scheduled Work Year 07/31/18 - 05/24/19)**

**School Nutrition Technicians (Full time) and School-based Catering Assistants (Full Time**

**10 MNS**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | INSERVICE DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Day |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 4.00 | | | 4.00 | 6.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 1.00 | 10.00 | | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | 3.00 | 8.00 | 2.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 3.00 | 9.00 | 1.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 0.00 | | 6.00 | 6.00 | 4.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 1.00 | 10.00 | | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | 5.00 | 10.00 | | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 1.00 | 10.00 | | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 10.00 | | | 10.00 | | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 185.00 | 0.00 | 20.00 | 205.00 | 55.00 | | | 260.00 |

*Start date is 7/25/2018 and end date is 5/24/2019*

*Employees will attend one (1) inservice day between 7/25-8/3, 2018*

in order to receive holiday pay.

**HOLIDAYS / VACATION**

| | | |
|---|---|---|
| Labor Day | September 3,2018 | 1.00 |
| Fall Break - | Oct. 8-10, 2018 | 3.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 22-23, 2018 | 2.00 |
| Winter Break- Paid Days | Dec 24-27; 31, Jan 1, 2019 | 6.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 11-15, 2019 | 5.00 |
| Good Friday | April 19, 2019 | 1.00 |
| | | |
| Total Holidays | | 20.00 |

**Non-work/Non Paid**

| | |
|---|---|
| Fall Break Oct. 11-12, 2018 | 2.00 |
| Thanksgiving Nov. 21, 2018 | 1.00 |
| Winter Break-Dec. 20,21,28, 2018 | 3.00 |
| Winter Break- Jan. 2-3 | 2.00 |
| Total | 8.00 |

**School Nutrition Technicians (Part-time) School-based Catering Assistants(Part-time)**

<span style="color:red">For APECS use only</span>

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Day |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 0.00 | | 0.00 | 10.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 9.00 | 1.00 | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 6.00 | 4.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 0.00 | | 0.00 | 10.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 9.00 | 1.00 | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 9.00 | 1.00 | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 9.00 | | 9.00 | 1.00 | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 180.00 | 0.00 | 180.00 | 80.00 | | | 260.00 |

*Start date is 8/6/2018 and end date is 5/24/2019*

<span style="color:red">Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.</span>

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class)
in order to receive holiday pay.

**Non-work/Non Paid**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Fall Break - | Oct. 8-12, 2018 | 5.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 21-23, 2018 | 3.00 |
| Winter Break | Dec 20-21, 2018 | 2.00 |
| Winter Break | Dec 24-28, 2018 | 5.00 |
| Winter Break | Dec. 31, 2018 | 1.00 |
| New Years | Jan. 1, 2019 | 1.00 |
| Winter Break | Jan. 2-4, 2019 | 3.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 11-15, 2019 | 5.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Last Day of School | May 24, 2019 | 1.00 |
| Total non-paid days | | 30.00 |

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2018-19**
**10 MONTH HOURLY (Scheduled Work Year 08/6/18 - 05/24/19)**

**Lunch Room Monitors**

| Timesheet Pay Period | Calendar Pay Period | TIMESHEET & PAYROLL Calendar Days in Pay Period | ATTENDANCE PERIODS | WORK DAYS | PAID HOLIDAYS | TOTAL PAID DAYS | NON PAID DAYS | APPROVAL DEADLINE | PAY DAY | Total all Days |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 7/1/2018 | 7/6/2018 | 0.00 | | 0.00 | 5.00 | 07/06/18 | 07/13/18 | 5.00 |
| 2 | 2 | 7/7/2018 | 7/20/2018 | 0.00 | | 0.00 | 10.00 | 07/20/18 | 07/27/18 | 10.00 |
| 3 | 3 | 7/21/2018 | 8/3/2018 | 0.00 | | 0.00 | 10.00 | 08/03/18 | 08/10/18 | 10.00 |
| 4 | 4 | 8/4/2018 | 8/17/2018 | 10.00 | | 10.00 | | 08/17/18 | 08/24/18 | 10.00 |
| 5 | 5 | 8/18/2018 | 8/31/2018 | 10.00 | | 10.00 | | 08/31/18 | 09/07/18 | 10.00 |
| 6 | 6 | 9/1/2018 | 9/14/2018 | 9.00 | | 9.00 | 1.00 | 09/14/18 | 09/21/18 | 10.00 |
| 7 | 7 | 9/15/2018 | 9/28/2018 | 10.00 | | 10.00 | | 09/28/18 | 10/05/18 | 10.00 |
| 8 | 8 | 9/29/2018 | 10/12/2018 | 5.00 | | 5.00 | 5.00 | 10/12/18 | 10/19/18 | 10.00 |
| 9 | 9 | 10/13/2018 | 10/26/2018 | 10.00 | | 10.00 | | 10/26/18 | 11/02/18 | 10.00 |
| 10 | 10 | 10/27/2018 | 11/9/2018 | 10.00 | | 10.00 | | 11/09/18 | 11/16/18 | 10.00 |
| 11 | 11 | 11/10/2018 | 11/23/2018 | 6.00 | | 6.00 | 4.00 | 11/23/18 | 11/30/18 | 10.00 |
| 12 | 12 | 11/24/2018 | 12/7/2018 | 10.00 | | 10.00 | | 12/07/18 | 12/14/18 | 10.00 |
| 13 | 13 | 12/8/2018 | 12/21/2018 | 8.00 | | 8.00 | 2.00 | 12/21/18 | 12/28/18 | 10.00 |
| 14 | 14 | 12/22/2018 | 1/4/2019 | 0.00 | | 0.00 | 10.00 | 01/04/19 | 01/11/19 | 10.00 |
| 15 | 15 | 1/5/2019 | 1/18/2019 | 10.00 | | 10.00 | | 01/18/19 | 01/25/19 | 10.00 |
| 16 | 16 | 1/19/2019 | 2/1/2019 | 9.00 | | 9.00 | 1.00 | 02/01/19 | 02/08/19 | 10.00 |
| 17 | 17 | 2/2/2019 | 2/15/2019 | 10.00 | | 10.00 | | 02/15/19 | 02/22/19 | 10.00 |
| 18 | 18 | 2/16/2019 | 3/1/2019 | 10.00 | | 10.00 | | 03/01/19 | 03/08/19 | 10.00 |
| 19 | 19 | 3/2/2019 | 3/15/2019 | 5.00 | | 5.00 | 5.00 | 03/15/19 | 03/22/19 | 10.00 |
| 20 | 20 | 3/16/2019 | 3/29/2019 | 10.00 | | 10.00 | | 03/29/19 | 04/05/19 | 10.00 |
| 21 | 21 | 3/30/2019 | 4/12/2019 | 10.00 | | 10.00 | | 04/12/19 | 04/19/19 | 10.00 |
| 22 | 22 | 4/13/2019 | 4/26/2019 | 9.00 | | 9.00 | 1.00 | 04/26/19 | 05/03/19 | 10.00 |
| 23 | 23 | 4/27/2019 | 5/10/2019 | 10.00 | | 10.00 | | 05/10/19 | 05/17/19 | 10.00 |
| 24 | 24 | 5/11/2019 | 5/24/2019 | 9.00 | | 9.00 | 1.00 | 05/24/19 | 05/31/19 | 10.00 |
| 25 | 25 | 5/25/2019 | 6/7/2019 | 0.00 | | 0.00 | 10.00 | 06/07/19 | 06/14/19 | 10.00 |
| 26 | 26 | 6/8/2019 | 6/21/2019 | 0.00 | | 0.00 | 10.00 | 06/21/19 | 06/28/19 | 10.00 |
| 27 | 27 | 6/22/2019 | 6/30/2019 | 0.00 | | 0.00 | 5.00 | 07/05/19 | 07/12/19 | 5.00 |
| | | | | 180.00 | 0.00 | 180.00 | 80.00 | | | 260.00 |

*Start date is 8/6/2018 and end date is 5/24/2019*

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

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday  (per Board policy and your job class) in order to receive holiday pay.

**Non-work/Non Paid**

| | | |
|---|---|---|
| Labor Day | September 3, 2018 | 1.00 |
| Fall Break - | Oct. 8-12, 2018 | 5.00 |
| Veterans Day | November 12, 2018 | 1.00 |
| Thanksgiving | November 21-23, 2018 | 3.00 |
| Winter Break | Dec 20-21, 2018 | 2.00 |
| Winter Break | Dec 24-28, 2018 | 5.00 |
| Winter Break | Dec. 31, 2018 | 1.00 |
| New Years | Jan. 1, 2019 | 1.00 |
| Winter Break | Jan. 2-4, 2019 | 3.00 |
| Martin Luther King, Jr Day | January 21, 2019 | 1.00 |
| Spring Break | March 11-15, 2019 | 5.00 |
| Good Friday | April 19, 2019 | 1.00 |
| Last Day of School | May 24, 2019 | 1.00 |
| Total non-paid days | | 30.00 |

Calendar is not inclusive of all work title classifications

| Cost Center | Description | Assigned Payroll Staff | E-mail |
|---|---|---|---|
| 2095 | Charjean Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2100 | Cherokee Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2108 | Chickasaw Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2049 | Chimneyrock Elementary School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 8012 | Colonial Hearing Center | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2115 | Colonial Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 8193 | Colonial Visually Limited | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2117 | Cordova Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2119 | Cordova High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2118 | Cordova Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2126 | Craigmont High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2128 | Craigmont Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2130 | Cromwell Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2133 | Crump Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2135 | Cummings School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2145 | Delano Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2150 | Denver Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 0067 | Dexter Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 0068 | Dexter Middle | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2153 | Double Tree Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2155 | Douglass Elementary/Middle | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2160 | Douglass High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2162 | Downtown Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2165 | Dunbar Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2331 | Hickory Ridge Elementary School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2333 | Hickory Ridge Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 0108 | Highland Oaks Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 0200 | Highland Oaks Middle | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2338 | Hollis F. Price Middle College High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 20302 | JROTC | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2370 | Kingsbury Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2375 | Kingsbury High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2373 | Kingsbury Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2377 | Kingsbury Vocational School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 8905 | Maxine Smith STEAM Academy | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2493 | Melrose High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2515 | Middle College High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2520 | Mitchell High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 0140 | Mt. Pisgah Middle | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2525 | Newberry Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 0145 | Northaven Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2822 | Northeast-SCS Prep School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2824 | Northwest-SCS Prep School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2692 | Oak Forest | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2540 | Oakhaven Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2545 | Oakhaven High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2543 | Oakhaven Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2550 | Oakshire Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2565 | Overton High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |

| Cost Center | Description | Assigned Payroll Staff | E-mail |
|---|---|---|---|
| 2570 | Peabody Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2625 | Riverview Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2627 | Ross Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2630 | Rozelle Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2675 | Shrine School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2690 | Snowden School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2695 | South Park Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2723 | Treadwell Middle School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2725 | Trezevant High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 21201 | Virtual School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2750 | Westside Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2765 | Westwood Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2770 | Westwood High School | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2800 | Willow Oaks Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 2805 | Winchester Elementary | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 8066 | G.W. Carver College & Career | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 10000 | Academic Office | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 32100 | Accounting | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 32401 | Accounts Payable | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10801 | Adolescent Parenting | OWENS, ANDREA | CONKLINA@scsk12.org |
| 10800 | Alternative Schools | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 22200 | Assessment & Accountability | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 33310 | Asset Management | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10010 | Assistant Superintendent of Academics | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10030 | Assistant Superintendent of Operations | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10020 | Assistant Superintendent of Schools | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 20100 | Attendance & Discipline | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 32200 | Budget & Fiscal Planning | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 34200 | Business Application Services | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 33100 | Business Operations Admin | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10300 | Career & Technical Education | OWENS, ANDREA | CONKLINA@scsk12.org |
| 02010 | Chief of Staff | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 30100 | Communications | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 30200 | Community Outreach & Parental Engagement | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10200 | Curriculum | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10800 | Department of Alternative Schools | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 8533 | Division of Student Support | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10260 | Educational Support | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 31400 | Employee Services | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10404 | Exceptional Children Administration | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10402 | Exceptional Children Administration & Gifted | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 33500 | Facilities Planning & Property | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10500 | Federal Programs | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 32000 | Finance | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 03000 | General Counsel | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 20400 | Health Services | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 8920 | Hope Academy | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 1091 | Hospital/Homebound | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 33400 | Maintenance | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 34000 | Information Technology | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 34300 | Infrastructure & System Support Services | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 34100 | User Support Services | SCOTT, DELAWN | SCOTTD3@scsk12.org |

| Cost Center | Description | Assigned Payroll Staff | E-mail |
|---|---|---|---|
| 04000 | Internal Audit | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 21000 | Innovation Office | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 02000 | Superintendent | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 32300 | Payroll | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 21500 | Izone | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 03010 | Labor Relations | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10023 | Leadership Development | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10211 | New Comers Programs | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 33600 | Nutrition Services | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 97020 | Novatime | COLLIER, LAVERNE | COLLIERL@scsk12.org |
| 21550 | Office of Schools | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10700 | Optional Schools | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 30210 | Parental Engagement | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 31100 | Performance Management | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 22000 | Planning & Accountability | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 03020 | Policy | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10209 | Pre-K | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 33300 | Procurement | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 31200 | Professional Development | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10301 | Project Graduation | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 31300 | Recruitment & Staffing | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 22300 | Research Planning & Improvement | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 8192 | Residential Training Center | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 33000 | Risk Management | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 20010 | School and Student Support | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10205 | Science | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10202 | STEM | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 22100 | Student Info Management | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 8650 | Telecom CTR-SCS | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 10210 | Textbooks | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 33700 | Warehousing | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 34400 | Project management | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 33410 | Custodial Grounds | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2005 | A B Hill Elementary | OWENS, ANDREA | CONKLINA@scsk12.org |
| 2740 | A. Maceo Walker Middle School | OWENS, ANDREA | CONKLINA@scsk12.org |
| 2020 | Alton Elementary | OWENS, ANDREA | CONKLINA@scsk12.org |
| 2023 | American Way Middle | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 20301 | Athletics | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2025 | Avon Lenox School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2030 | B T Washington High School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2610 | Balmoral Ridgeway Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 0010 | Barrets Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 8365 | Belle Forest Community School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 3650 | Belle Forest Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2040 | Bellevue Middle School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2045 | Berclair Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2050 | Bethel Grove Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 0035 | Bolton High | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2053 | Brewster Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2057 | Brownsville Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2060 | Bruce Elementary | OWENS, ANDREA | CONKLINA@scsk12.org |
| 2070 | Campus School | SCOTT, DELAWN | SCOTTD3@scsk12.org |

| Cost Center | Description | Assigned Payroll Staff | E-mail |
|---|---|---|---|
| 10300 | Career & Technical Education | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2085 | Carver High School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2090 | Central High School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10201 | English Second Language | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10400 | Exceptional Children | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2315 | Hamilton Middle | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2343 | Holmes Road Elementary School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2353 | Ida B Wells Academy | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2360 | Jackson Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 0080 | Jeter Elementary | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2362 | John P. Freeman Optional School | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 2116 | Kate Bond Elementary School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2007 | Kate Bond Middle | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2368 | Keystone Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2379 | Kirby High School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2385 | Knight Road Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2395 | Larose Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2435 | Levi Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 0205 | Lowrance Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2463 | Lucie E. Campbell Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 0115 | Lucy Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 0118 | Macon-Hall Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2470 | Magnolia Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2480 | Manassas High School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2640 | Shady Grove Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2645 | Shannon Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2650 | Sharpe Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2655 | Sheffield Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2660 | Sheffield High School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2680 | Shelby Oaks Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2705 | Springdale Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 20300 | Student Services | SCOTT, DELAWN | SCOTTD3@scsk12.org |
| 10208 | Summer School Department | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2810 | Winridge Elementary School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2815 | Wooddale High School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2820 | Wooddale Middle | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 0185 | Woodstock Middle | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2777 | White Station Elementary | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2780 | White Station High School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2783 | White Station Middle School | HAYSLETT, LASHEKA | HAYSLETTL@scsk12.org |
| 2181 | East Career Technology Center | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2180 | East High School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2183 | Egypt Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2185 | Evans Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2210 | Ford Road Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2215 | Fox Meadows Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2230 | Gardenview Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2240 | Geeter Middle School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2255 | Georgian Hills Middle School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2258 | Germanshire Elementary School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 0105 | Germantown Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 0110 | Germantown High | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |

| Cost Center | Description | Assigned Payroll Staff | E-mail |
|---|---|---|---|
| 0107 | Germantown Middle | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2259 | Getwell Elementary School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2260 | Goodlett Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2269 | Gordon Success Academy | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2285 | Grahamwood Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2835 | Grandview Heights Middle | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 20341 | Guidance Counseling - Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 20342 | Guidance Counseling - Middle | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2310 | Hamilton Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2317 | Hamilton High School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2325 | Havenview Middle School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2330 | Hawkins Mill Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2355 | Idlewild Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2597 | Raleigh- Bartlett Meadows School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2598 | Raleigh Egypt High School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2596 | Raleigh Egypt Middle School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2600 | Richland Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 7214 | Ridgeway Early Learning Center | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2615 | Ridgeway High School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2612 | Ridgeway Middle School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2717 | Riverwood Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2626 | Robert R. Church Elementary School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 20200 | Safety & Security | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2633 | Scenic Hills Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2637 | Sea Isle Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2663 | Sheffield Career And Technical Center | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2665 | Sherwood Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2670 | Sherwood Middle School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2703 | Southwest Career And Technical School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 0175 | Southwind Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 0178 | Southwind High | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 33200 | Transportation | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2715 | Treadwell Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2727 | Trezevant Career And Technical School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2730 | Vollentine Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2745 | Wells Station Elementary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2760 | Westhaven Elememeantary | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2785 | Whitehaven Elementary STEM School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |
| 2790 | Whitehaven High School | MOTTLEY, PAMELA | MOTTLEYPL@scsk12.org |

# Payroll Department

## Contact Information

Jason Mayse, Director
Coe, Room 252 - 416-7617
maysej@scsk12.org

| Name | Position | Email | Phone Number |
|---|---|---|---|
| Latonia Teague | Payroll Manager | teaguel@scsk12.org | 901-416-5418 |
| DeVita Pryor | Payroll Manager | pryord@scsk12.org | 901-416-5618 |
| Jean Cooper | Payroll Accountant | cooperj@scsk12.org | 901-416-1081 |
| Laverne Collier | Payroll Associate | collierl@scsk12.org | 901-416-5412 |
| Pamela Mottley | Payroll Associate | mottleyp@scsk12.org | 901-416-4744 |
| Delawn Scott | Payroll Associate | scottd@scsk12.org | 901-416-5434 |
| Lasheka Hayslett | Payroll Associate | haysletl@scsk12.org | 901-416-5410 |
| LaSeyvion McAfee | Payroll Associate | mcafeel@scsk12.org | 901-416-5429 |
| Andrea Owens | Fiscal Assistant | conklina@scsk12.org | 901-416-5402 |
|  |  |  |  |
| Main Payroll Line |  |  | 901-416-5402 |
|  |  |  |  |
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|  |  |  |  |

# 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 ChartField 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 ChartField 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 ChartField is a four (4) digit code state code used to define your school or office**

| Location No. | Location Description |
|--------------|----------------------|
| 2015 | Alcy Elementary |
| 2020 | Alton Elementary |
| 2023 | American Way Middle |
| 2045 | Berclair Elementary |
| 2055 | Brookmeade Elementary |
| 2075 | Carnes Elementary |

# Shelby County Schools
## Chart of Accounts
## Account Code Structure

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

## Project ChartField:

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

| Project No. | Project Description |
|-------------|---------------------|
| D225 | After School Childcare |
| 9305 | Head Start |
| 9006 | IDEA, Part B |
| D025 | School Age Childcare |
| 1006 | Title I, Part A Improving Academic Achievement |
| D945 | Voluntary Pre-K |

# Shelby County Schools
# Chart of Accounts
# Account Code Structure

## Sample Account String

| Fund | Function | Object | Department | Location | Project |
|------|----------|--------|------------|----------|---------|
| 01 | 72130 | 12300 | 203041 | 2215 | 0000 |
| General Fund | Support Services Other Student Support (Guidance Counselor) | Guidance Personnel | Guidance Counseling (Elementary) | Fox Meadows Elementary | Zero Project |
| 12 | 72210 | 12900 | 102502 | 2215 | 1006 |
| Federal | Support Services Regular Instruction (Librarians) | Librarians | Librarians (Middle) | Fox Meadows Elementary | Title 1 Part A |
| 08 | 73300 | 16900 | 203000 | 2215 | D225 |
| Discretionary Grants | Community Services | Part-Time Salaries | Student Support | Fox Meadows Elementary | After School Childcare |

# SHELBY COUNTY SCHOOLS
# ACCOUNT CODE STRUCTURE

## FUND ELEMENTS

| CODE | DESCRIPTION |
|------|-------------|
| 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 |
| 83 | Other Post Employment Benefits |
| 84 | Connect Your Care |

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### FUNCTION ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|-------------|------|-------------|
| 71100 | Regular Instruction Program | 81300 | Education Debt Service |
| 71150 | Alternative Instruction Program | 82130 | Education Debt Service |
| 71200 | Special Education Program | 91300 | Education Capital Projects |
| 71300 | Vocational Education Program | 99000 | Other Uses |
| 71400 | Student Body Education Program | 99100 | Transfers Out |
| 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 | | |
| 72250 | Education Technolgy | | |
| 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 | | |

# SHELBY COUNTY SCHOOLS
## EXPENDITURE OBJECT CODES BY CATEGORY

### Salaries

10100 County Official/Administrative Officer
10300 Assistant(s)
10400 Principal(s)
10401 Principal(s) Subsidiary
10402 Principal(s) Subsidiary
10500 Supervisor/Director
11300 Internal Audit Personnel
11600 Teachers
11601 Teachers
11700 Career Ladder
11800 Secretary to Board
11900 Accountants/Bookkeepers
12000 Computer Programmer
12100 Data Processing Personnel
12200 Purchasing Personnel
12300 Guidance Personnel
12400 Psychological Personnel
12700 Career Ladder Extended Contracts
12800 Homebound Teachers
12900 Librarian(s)
13000 Social Workers
13001 Social Workers
13100 Medical Personnel
13200 Material Supervisor(s)
13400 New Code
13500 Assessment Personnel
13600 Audiovisual Personnel
13700 Education Media Personnel
13800 Instru Computer Personnel
13900 Assistant Principal(s)
14200 Mechanic(s)
14600 Bus Drivers
16100 Secretary(s)
16200 Clerical Personnel
16300 Educational Assistants
16400 Attendants
16500 Cafeteria Personnel
16501 Cafeteria Personnel Subsidiary
16502 Cafeteria Personnel Subsidiary
16503 Cafeteria Personnel Subsidiary
16504 Cafeteria Personnel Subsidiary
16505 Cafeteria Personnel Subsidiary
16506 Cafeteria Personnel Subsidiary
16600 Custodial Personnel
16700 Maintenance Personnel
16900 Part-time Salaries
17000 School Resource Officers

### Salaries (continued)

17100 Speech Pathologist
18800 Bonus Payments
18900 Other Salaries & Wages
18901 Bus Assistants (SPED)
18902 Occupation/Physical Therapist (SPED)
18903 Medical Personnel (SPED)
18904 Win School
18905 Student Internship Program
18906 Other Salaries & Wages-Subsidiary
18907 Other Salaries & Wages-Subsidiary
18908 Other Salaries & Wages-Subsidiary
18909 Other Salaries & Wages-Subsidiary
18910 Temporary Employees
18911 Other salaries
19100 Board and Committee Members Fees
19500 Sub Teachers-Certified
19600 In-Service Training
19601 In-Service/Teacher Leader Cohort
19602 In-Service/Writing Stipends
19603 In-Service/IBO Stipends
19604 In-Service/NCLB
19605 In-Service/HS Summer School Reporting
19606 In-Service/SSSI Fine Arts
19607 In-Service/Praxis Tutoring
19608 In-Service/Summer Stand Training
19609 In-Service/Translators
19610 In-Service/SSSI STEM
19611 In-Service/System Wide Address
19612 In-Service/New Teacher Induction
19613 In-Service/Dual Enrollment
19614 In-Service/Common Core Initiative
19615 In-Service/TIF
19616 In-Service/Discovery Ed
19617 In-Service/Placement Test Proctor
19618 In-Service/World Language
19619 In-Service/Elementary Art
19620 In-Service/Health,PE,Wellness
19621 In-Service/Math Improvement Proj
19800 Sub Teachers-Non-Certified
19801 Sub Teachers-Learning Coaches
19802 Sub Teachers-Master Teachers
19803 Sub Teachers-PLC Lead Teachers- Non-Title 1
19804 Sub Teachers-New Teacher Sub Teacher Release
19805 Other-Teacher PD
19806 Lead Teachers Regional SCS ECET2
19807 Sub-Teachers for Pre-Svcs Mentor Teachers
19808 Sub Teachers-Struggling Teachers
19809 Sub Teachers for NTSG Teachers

### Benefits

20100 Social Security
20101 Social Security Subsidiary
20102 Social Security - Non Certificated
20400 State Retirement
20401 State Retirement Subsidiary
20410 TCRS Great West Retirement- Hybrid Flat
20411 TCRS Great West Retirement- Hybrid %
20412 TCRS Great West Retirement- Hybrid Roth F
20413 TCRS Great West Retirement- Hybrid Roth C
20600 Life Insurance
20601 Life Insurance Subsidiary
20700 Medical Insurance
20701 Medical Insurance Subsidiary
21000 Unemployment Compensation
21100 Local Retirement
21200 Employer Medicare
21201 Employer Medicare Subsidiary
22200 New Code
23000 New Code
23100 New Code
29900 Other Fringe Benefits
29902 Local Retiree Payments
29903 Workmens Compensation

### Contracted Services

30400 Architects
30401 Architects
30900 Contracts w Govt Agencies
31000 Contracts w Otr Public Agencies
31100 Contracts w Otr School Systems
31101 Contracts w Otr School Systems Subsidiary
31200 Contracts w Private Agencies
31300 Contracts w Parents
31400 Contracts w Public Carriers
31401 Contracts with Public Carriers-SPED
32500 Fiscal Agent Charges
32800 Janitorial Services
32801 GCA Contract Payments
32900 Laundry Service
33000 Operating Lease Payments
33101 Legal Settlements
33915 Other Contracted Services- Life Ins Prem
34200 Pymt to Schools-Breakfast
34300 Pymt to Schools-Lunch
34400 Pymt to Schools-Other
34500 Pymt to Schools-Other USDA

# SHELBY COUNTY SCHOOLS
## EXPENDITURE OBJECT CODES BY CATEGORY

### Contracted Services (continued)
34800 Postal Charges
35100 Rentals
35101 Building Rentals
35102 Equipment Rentals
35400 Transportation Other Than Students
35600 Tuition
35900 Disposal Fees
36700 Maintenance & Repair Serv Records
39900 Other Contracted Services
39902 Public Chap 426
39903 N&D
39904 World Languages
39905 Math Improv Proj
39906 Equip Rental
39907 Contributions
39908 Advertising
39909 Programming Fees
39910 Ins Co Pay PPO
39911 Active Employees Health Ins Premium/Claims
39912 Retirees Health Ins Premium/Claims
39913 Active Employees Life Ins Premium/Claims
39914 Retirees Life Ins Premium/Claims
39915 Active Employees Administrative Charges
39916 Retirees Administrative Charges
39917 Employee Assistance
39918 FAMILY CARE CLINIC
33100 Legal Services

### Professional Services
30500 Audit Services
30700 Communication
30800 Consultants
30801 Consultants-SACS
30802 Consultants-SSSI
30803 Consultants-Math (RTI)
30804 Consultants-IBO Examiner
30805 Consultants-College Board AP
30806 Consultants-Facing History
30807 Consultants-Memphis Symphony
30808 Consultants-Discovery Ed
30809 Consultants-District Learning Day
30810 Consultants-
30811 Consultants
31700 Data Processing Services
32000 Dues & Memberships

### Property Maintenance Services
32100 Engineering Services
32200 Evaluation & Testing
33500 Maint & Repair-Building
33600 Maint & Repair-Equipment
33601 Maint & Repair-TV
33602 Maint & Repair-Band Instruments
33603 Maint & Repair-String
33604 Maint & Repair-Kiln
33605 Maint & Repair-Microscope
33606 Maint & Repair-Electronic Equip
33607 Maint & Repair-Drivers Ed
33800 Maint & Repair-Vehicles

### Travel
35501 Travel-Local Travel
35502 Travel-Out of Town Travel
35503 Travel Subsidiary
35504 Travel Subsidiary
35505 Travel Subsidiary

### Supplies and Materials
41000 Custodial Supplies
41001 Custodial Supplies
41100 Data Processing Supplies
41200 Diesel Fuel
41300 Drugs & Medical Supplies
41500 Electricity
41800 Equipment & Machinery Parts
42100 Food Preparation Supplies
42200 Food Supplies
42201 Food Supplies
42202 Food Supplies
42300 Fuel Oil
42400 Garage Supplies
42500 Gasoline
42600 General Construction Materials
42900 Instructional Supplies & Materials
42901 Instructional Supplies & Materials
42902 New School Start-Up Supplies
42903 Calculators
42904 Shelby Scholars
42905 Fine Arts Shelby Summer Institute
42906 Instructional Supplies & Materials
42907 Film/Periodical/Newspaper
42908 Maps & Globes
42909 Teacher Center Supplies
42910 Physics
42911 CPR Training
42912 TV Programs
42913 Spanish
42914 Base Allocations
42915 CPO Supplies & Materials
42916 Science Allocation
42917 AP Materials & Supplies
42918 PE Supplies
42919 ESL Supplies
42920 Chinese Materials
42921 I-Station
42922 Art Equipment & Software
42923 Band Instruments
42924 Math Supplies
42925 AYB/NCLB Supplies
42926 Music Supplies (Choir/String/Music)
42927 Summer School Supplies
42928 Intervention Programs
42929 STEM
42930 Novel Sets
42931 Praxis Supplies
42932 Inventory Adj-Regular Instruction
42933 Project Based Learning
42934 Driver's Ed
42935 HS Dual Enrollment

### Supplies and Materials (continued)
42936 Tech Edu MS
42937 Media Technology
42938 IT Infrastructure
42939 Criminal Justice
42940 Carpentry/Cabinetmaking
42941 Health Science Education
42942 FACS Foods/Textiles
42943 Automotive Service
42944 Agriculture
42945 Air Cooled Engines
42946 Collision Repair
42947 Cosmetology
42948 Metal Technology
42949 Graphic Communications
42950 Business & Information Tech
42951 Drafting
42952 Technology Education
42953 Applied Communications
42954 Family & Consumer Sciences
42955 FACS Early Childhood Edu
42956 FACS Culinary Arts
42957 Marketing Education
42958 Regular Supplies
42959 Video Tape Stock
42960 Sets & Props
42961 Contest & Awards
43200 Library Books/Media
43201 Library Books/Media Subsidiary
43202 Library Books/Media Subsidiary
43203 Library Books/Media Subsidiary
43204 Library Books/Media Subsidiary
43205 Library Books/Media Subsidiary
43300 Lubricants
43400 Natural Gas
43500 Office Supplies
43501 Office Supplies
43700 Periodicals
44800 T & I Construction Materials
44900 Textbooks
44901 Textbooks
45000 Tires & Tubes
45100 Uniforms
45200 Utilities
45300 Vehicle Parts
45400 Water & Sewer
46900 USDA Commodities
49900 Other Supplies & Materials
49901 Other Supplies & Materials
49902 Other Supplies & Materials
49903 Other Supplies & Materials

# SHELBY COUNTY SCHOOLS
## EXPENDITURE OBJECT CODES BY CATEGORY

### Other Charges

50100 Boiler Insurance
50200 Building & Content Insurance
50400 Indirect Cost
50500 Judgments
50600 Liability Insurance
50800 Premium on Corporarte Surety Bonds
50900 Refunds
51000 Trustee Commissions
51100 Vehicle and Equip Insurance
51300 Workmen's Compensation Insurance
51400 Depreciation
52400 In-Service/Staff Development
52401 In-Service/PRAXIS
52402 In-Service/Library
52403 In-Service/AP Institute
52404 In-Service/Testing & Reading
52405 In-Service/U of M Scholars
52406 In-Service/U of M Fellows
52407 In-Service/AYP & NCLB
52408 In-Service/At Risk
52409 In-Service/IBO Travel
52410 In-Service/Specialists Travel
52411 In-Service/Staff Conferences
52412 In-Service/Staff Development
52413 In-Service/Dues
52414 In-Service/SSSI PD Conferences
52415 In-Service/STEM Training
52416 In-Service/SACS Team Travel
52417 In-Service/Teacher Training
52418 In-Service/SACS Staff Dev
52419 In-Service/Elementary Art
52420 In-Service/Health,PE,Wellness
52421 In-Service/Social Studies
52422 In-Service/ESL Travel
53300 Criminal Investigation of Applicants
53500 Fee Waivers
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
59900 Other Charges
59901 Other Charges
59902 Summer School
59903 Printing and Binding
59904 Other Charges Subsidiary
59905 Other Charges Subsidiary

### Debt Service

60000 Other Charges
60100 Principal On Bonds
69900 Other Charges

### Capital Outlay

70000 Equipment
70100 Administration Equipment
70188 Exp Admin Equipment
70199 Cap Admin Equipment
70400 Attendance Equipment
70488 Exp Attendance Equipment
70499 Cap Attendance Equipment
70600 Building Construction
70601 Building Construction
70699 Cap Building Construction
70700 Building Improvements
70799 Cap Building Improvements
70888 Exp Building Improvements
70899 Cap Communications Equipment
70900 Data Processing Equipment
70988 Exp Data Processing Equipment
70999 Cap Data Procession Equipment
71000 Food Service Equipment
71001 Food Service Equipment Subsidiary
71002 Food Service Equipment Subsidiary
71003 Food Service Equipment Subsidiary
71004 Food Service Equipment Subsidiary
71005 Food Service Equipment Subsidiary
71088 Exp Food Service Equipment
71099 Cap Food Service Equipment
71100 Furniture & Fixtures
71101 Furniture & Fixtures
71188 Exp Furniture & Fixtures
71199 Cap Furniture & Fixtures
71288 Exp Heating & Air Equipment
71299 Cap Heating & Air Equipment
71500 Land
71599 Land- Capitalize
71700 Maintenance Equipment
71788 Exp Maint Equipment
71799 Cap Maint Equipment
71899 Cap Motor Vehicles
71988 Exp Office Equip
71999 Cap Office Equip
72000 Plant Operation Equipment
72088 Exp Plant Operation Equipment
72099 Cap Plan Operation Equipment
72200 Reg Inst Equipment
72201 Calculators
72202 Art Equipment
72203 Laptop-Tech Specialist
72204 LCD Projectors
72205 Circulation Equipment
72206 HS Computer Labs
72207 Printers, LAN, Wireless
72208 Laptops, Stolen/Damaged
72209 IBO Program
72210 Furniture Replacement

### Capital Outlay (continued)

72211 AV Equipment
72212 Strings Program
72213 Equipment New Labs
72214 Theatre Equipment
72215 TV Equipment
72216 PE Equipment
72217 Instru Equipment (Reimbursed)
72218 Inventory Adj-Instru Equip
72219 Elementary Art
72220 Health, PE, Wellness
72221 Math Improvement Proj
72222 Science Improvement Proj
72223 ESL Equipment
72288 Exp Reg Inst Equipment
72299 Cap Reg Inst Equipment
72400 Site Development
72499 Cap Site Development
72500 Special Education Equipment
72588 Exp Spec Educ Equipment
72599 Cap Spec Educ Equipment
72900 Transportation Equipment
72988 Exp Transportation Equip
72999 Cap Transportation Equip
73000 Vocational Equipment
73088 Exp Voc Inst Equip
73099 Cap Voc Inst Equipment
73299 Cap Building Purchase
73500 Health Equipment
73588 Exp Health Equipment
73599 Cap Health Equipment
79000 Other Equipment
79001 Other Equipment
79088 Exp Other Equipment
79099 Cap Other Equipment
79199 Cap Other Construction
79900 Other Capital Outlay
79901 Asbestos Sampling
79902 Other Capital Outlay Subsidiary
79903 Other Capital Outlay Subsidiary
79904 Other Capital Outlay Subsidiary
79905 Other Capital Outlay Subsidiary
79988 Exp Other Capital Outlay
79999 Cap Other Capital Outlay

### Charter Schools

39901 Charter School

### Transfers In

99700 School Closures
99800 Efficiencies
99900 Cost Mgmt Enrollment Shifts & Declines

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### DEPARTMENT ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|---|---|---|---|
| 010000 | Board of Education | 190000 | Schools |
| 020000 | Superintendent | 190001 | General Education - Elementary |
| 020100 | Chief of Staff | 190002 | General Education - Middle |
| 030000 | General Counsel | 190003 | General Education - K-8 |
| 030100 | Labor Relations | 190004 | General Education - High |
| 030200 | Policy | 190100 | Hollis F Price |
| 040000 | Internal Audit | 190200 | Middle College |
| 100000 | Academic Office | 190300 | Career Ladder |
| 101000 | K-16 School Initiatives | 190400 | Extended Contract |
| 100001 | RTTT-High School Initiatives Activity | 190500 | General Education - Other |
| 100002 | RTTT-Plus Teachers Activity | 200000 | Student Services Administration |
| 100003 | RTTT-Expanded Robotics | 200100 | School And Student Support |
| 100004 | RTTT-Kaplan's Act Test Prep | 201000 | Attendance & Discipline |
| 100005 | RTTT-Low Performing Schools Faculty | 202000 | Safety & Security |
| 100100 | Assistant Superintendent of Academics | 202100 | Safe Schools |
| 100200 | Assistant Superintendent of Schools | 203000 | Student Support |
| 100210 | Instructional Leadership Directors | 203001 | Student Support-Elementary |
| 100220 | Teacher & Leadership Effectiveness & Evaluation | 203010 | Athletics |
| 100230 | Leadership Developmen and Capacity Building | 203020 | ROTC |
| 101000 | K-16 School Initiatives | 203030 | Drivers Ed |
| 102000 | Curriculum | 203040 | Guidance Counseling |
| 102010 | English Second Language | 203041 | Guidance Counseling - Elementary |
| 102011 | English Second Language Elementary | 203042 | Guidance Counseling - Middle |
| 102012 | English Second Language Middle | 203043 | Guidcance Counseling - K-8 |
| 102013 | English Second Language K8 | 203044 | Guidance Counseling - High |
| 102014 | English Second Language High | 203100 | Money Due Board (School Reimbursement) |
| 102020 | STEM | 204000 | Health Services |
| 102030 | Literacy | 204100 | Family Resource Center Health |
| 102040 | Mathematics | 210000 | Innovation Office |
| 102050 | Science | 211000 | Charter Schools |
| 102060 | Social Studies | 212000 | District Innovations |
| 102071 | Elementary Music and Art | 212010 | Virtual School |
| 102081 | Summer School | 212020 | K-16 Innovations |
| 102090 | Pre-K | 220000 | Planning and Accountability |
| 102091 | Elementary Physical Education | 221000 | Student Info Management |
| 102100 | Textbooks | 222000 | Assessment and Accountability |
| 102200 | World Languages | 223000 | Research Planning and Improvement |
| 102300 | Band and Strings | 300000 | Deputy Superintendent |
| 102310 | Band Instrument Repair | 301000 | Communications |
| 102400 | Substitutes | 301010 | Instructional Television |
| 102500 | Librarians | 302000 | Community Outreach and Parental Engagement |
| 102501 | Librarians-Elementary | 310000 | Talent Management |
| 102502 | Librarians-Middle | 311000 | Performance Management |
| 102503 | Librarians - K-8 | 312000 | Professional Development |
| 102504 | Librarians - High | 313000 | Recruitment and Staffing |
| 102600 | Educational Support | 314000 | Employee Services |
| 102700 | District Initiatives | 315000 | Human Resources |
| 103000 | Career and Technical Education | 320000 | Finance |
| 103010 | Adult Education | 321000 | Accounting |
| 104000 | Exceptional Children | 322000 | Budget and Fiscal Planning |
| 104001 | Exceptional Children - Elementary | 323000 | Payroll |
| 104002 | Exceptional Children - Middle | 324000 | Contracts |
| 104003 | Exceptional Children - K-8 | 324010 | Accounts Payable |
| 104004 | Exceptional Children - High | 325000 | Benefits |
| 104010 | Exceptional Children - Homebound & Hospital | 325010 | Benefits  - Retirees |
| 104020 | Exceptional Children - Gifted | 330000 | Operations Administration |
| 104030 | Exceptional Children Schools Admin | 331000 | Business Operations Admin |
| 104040 | Exceptional Children Administration | 332000 | Transportation |
| 105000 | Federal Programs | 332010 | Special Education Transportation |
| 106000 | Director of Schools | 333000 | Procurement |
| 106010 | Northwest Region | 334000 | Facility Support - Mailroom |
| 106020 | Northeast Region | 334100 | Custodial and Grounds |
| 106030 | Southwest Region | 334200 | Utilities |
| 106040 | Southeast Region | 334300 | General Services |
| 106050 | Shelby Region | 334400 | Zone 4 Maintenance |
| 106060 | Principals | 334500 | Zone 2 Maintenance |
| 106061 | School Leadership - Elementary | 334600 | Zone 1 Maintenance |
| 106062 | School Leadership - Middle | 334700 | Zone 3 Maintenance |
| 106063 | School Leadership - K-8 | 335000 | Facilities Planning and Property |
| 106064 | School Leadership - High | 336000 | Nutrition Services |
| 107000 | Optional Schools | 337000 | Warehousing |
| 108000 | Alternative Schools | 340000 | Information Technology |
| 108010 | Adolescent Parenting | 341000 | User Support Services |
| 108020 | SCS Prep Northwest | 342000 | Business Applications Services |
| 108030 | SCS Prep Northeast | 343000 | Infrastructure and Systems Support Services |
| 108040 | SCS Prep Southwest | 344000 | Project Management Office |
| 108050 | SCS Prep Southeast | 350000 | Deputy Superintendent |
| 108060 | Ida B Wells Academy | 400000 | Debt Service |
| 109000 | School Operations | 560000 | Other Potential Uses |
|  |  | 600000 | Regular Capital Outlay |

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### LOCATION ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|-------------|------|-------------|
| 2015 | Alcy Elementary | 2150 | Denver Elementary |
| 1128 | Alternative School | 0067 | Dexter Elementary School |
| 2020 | Alton Elementary | 0068 | Dexter Middle School |
| 2023 | American Way Middle | 8533 | Division of Student Support |
| 8720 | Athletics | 2153 | Double Tree Elementary |
| 8256 | Aurora Collegiate Academy | 2155 | Douglass Elementary/Middle |
| 2025 | Avon Lenox School | 2160 | Douglass High School |
| 2030 | B T Washington High School | 2162 | Downtown Elementary |
| 2610 | Balmoral Ridgeway Elementary | 2165 | Dunbar Elementary |
| 0010 | Barrets Elementary School | 0080 | E. E. Jeter Elementary |
| 2040 | Bellevue Middle School | 7211 | Early Childhood Education |
| 2045 | Berclair Elementary | 2181 | East Career Technology Center |
| 2050 | Bethel Grove Elementary | 2180 | East High School |
| 0035 | Bolton High School | 2183 | Egypt Elementary |
| 8805 | Bond Building | 2185 | Evans Elementary |
| 2053 | Brewster Elementary | 2190 | Fairley Elementary |
| 2055 | Brookmeade Elementary | 2195 | Fairley High School |
| 2057 | Brownsville Elementary | 2200 | Fairview Middle School |
| 2060 | Bruce Elementary | 8539 | Florida Kansas Annex |
| 9020 | Brunswick Day-Lakeside | 2208 | Florida-Kansas Elementary |
| 2067 | Caldwell-Guthrie Elementary | 2210 | Ford Road Elementary |
| 2070 | Campus School | 2215 | Fox Meadows Elementary |
| 2075 | Carnes Elementary | 2220 | Frayser Elementary |
| 2085 | Carver High School | 2225 | Frayser High School |
| 2090 | Central High School | 8234 | Freedom Preparatory Academy |
| 1000 | Central Office | 2230 | Gardenview Elementary |
| 2095 | Charjean Elementary | 2240 | Geeter Middle School |
| 2100 | Cherokee Elementary | 2250 | Georgian Hills Elementary |
| 2108 | Chickasaw Middle School | 2255 | Georgian Hills Middle School |
| 2049 | Chimneyrock Elementary School | 2258 | Germanshire Elementary School |
| NULL | Circles Of Success Learning Academy | 0105 | Germantown Elementary |
| 8236 | City University Boys Preparatory | 0110 | Germantown High School |
| 8204 | City University School Of Liberal Arts | 0107 | Germantown Middle School |
| 2109 | Coleman Elementary | 2259 | Getwell Elementary School |
| 8012 | Colonial Hearing Center | 2260 | Goodlett Elementary |
| 2115 | Colonial Middle School | 2285 | Grahamwood Elementary |
| 8193 | Colonial Visually Limited | 2835 | Grandview Heights Middle |
| 9025 | Compass Learning Academy | 8901 | Hamilton Alternative Center |
| 2117 | Cordova Elementary | 2310 | Hamilton Elementary |
| 2119 | Cordova High School | 2317 | Hamilton High School |
| 2118 | Cordova Middle School | 2315 | Hamilton Middle School |
| 2120 | Corning Elementary | 2320 | Hanley Elementary |
| 2122 | Coro Lake Elementary | 2325 | Havenview Middle School |
| 2126 | Craigmont High School | 2330 | Hawkins Mill Elementary |
| 2128 | Craigmont Middle School | 2331 | Hickory Ridge Elementary School |
| 2130 | Cromwell Elementary | 2333 | Hickory Ridge Middle School |
| 2133 | Crump Elementary | 0108 | Highland Oaks Elementary |
| 2135 | Cummings School | 0200 | Highland Oaks Middle |
| 2145 | Delano Elementary | 2335 | Hillcrest High School |

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### LOCATION ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|-------------|------|-------------|
| 2338 | Hollis F. Price Middle College High School | 8215 | Memphis Business Academy Middle |
| 8916 | Hollywood Success Academy | 8240 | Memphis College Preparatory |
| 2343 | Holmes Road Elementary School | 8498 | Memphis Grizzlies Preparatory Charter School |
| 1091 | Homebound & Hospital | 2699 | Memphis Health Careers Academy |
| 8920 | Hope Academy | 8252 | Memphis School of Excellence |
| 1091 | Hospital/Homebound | 2515 | Middle College High School |
| 8918 | Humes Alternative School | 2520 | Mitchell High School |
| 2345 | Humes Middle School | 0140 | Mt Pisgah Middle School |
| 2353 | Ida B Wells Academy | 8002 | New Consortium of Law and Business |
| 2355 | Idlewild Elementary | 2525 | Newberry Elementary |
| 8223 | Inventory Control Warehouse | 2530 | Norris Elementary |
| 2360 | Jackson Elementary | 0145 | Northaven Elementary School |
| 2362 | John P. Freeman Optional School | 8731 | Northeast Area Office |
| 2367 | Kansas Career And Technical Center | 8904 | Northside Alternative Center |
| 2116 | Kate Bond Elementary School | 2535 | Northside High School |
| 2007 | Kate Bond Middle | 8732 | Northwest Area Office |
| 2368 | Keystone Elementary | 8407 | Nutrition Service Center |
| 2370 | Kingsbury Elementary | 2692 | Oak Forest Elementary |
| 2375 | Kingsbury High School | 2540 | Oakhaven Elementary |
| 2373 | Kingsbury Middle School | 2545 | Oakhaven High School |
| 2377 | Kingsbury Vocational School | 2543 | Oakhaven Middle School |
| 8262 | KIPP Memphis Collegiate Elementary | 2550 | Oakshire Elementary |
| 8202 | KIPP Memphis Collegiate High School | 8907 | Off of Alternative School Program |
| 8238 | KIPP Memphis Collegiate Middle | 8242 | Omni Prep Academy - North Point Lower School |
| 8258 | KIPP Memphis Middle Academy | 8244 | Omni Prep Academy - North Pointe Middle School |
| 2379 | Kirby High School | 2560 | Orleans Elementary |
| 2378 | Kirby Middle School | 2565 | Overton High School |
| 2385 | Knight Road Elementary | 2570 | Peabody Elementary |
| 2395 | Larose Elementary | 8206 | Power Center Academy High School |
| 2425 | Lester Elementary/Middle | 8480 | Power Center Academy Middle |
| 2435 | Levi Elementary | 8225 | Promise Academy |
| 0205 | Lowrance Elementary School | 8224 | Pupil Services Center |
| 2463 | Lucie E. Campbell Elementary | 2595 | Raineshaven Elementary |
| 0115 | Lucy Elementary | 2597 | Raleigh- Bartlett Meadows School |
| 0118 | Macon-Hall Elementary | 2598 | Raleigh Egypt High School |
| 2470 | Magnolia Elementary | 2596 | Raleigh Egypt Middle School |
| 8220 | Maintenance Warehouse | 1102 | Renaissance Academy Lakeside |
| 8153 | Mallory Warehouse | 1103 | Renaissance Academy North |
| 2480 | Manassas High School | 8192 | Residential Training Center |
| 2483 | Manor Lake Elementary | 2600 | Richland Elementary |
| 2830 | Martin Luther King Transition Center | 7214 | Ridgeway Early Learning Center |
| 2493 | Melrose High School | 2615 | Ridgeway High School |
| 8210 | Memphis Academy Of Health Sciences | 2612 | Ridgeway Middle School |
| 8205 | Memphis Academy Of Science  Engineering | 2625 | Riverview Middle School |
| 8207 | Memphis Business Academy Elementary Scl | 2717 | Riverwood Elementary |
| 8479 | Memphis Business Academy High School | 2626 | Robert R. Church Elementary School |
| | | 2627 | Ross Elementary |

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### LOCATION ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|-------------|------|-------------|
| 2630 | Rozelle Elementary | 8917 | Westhaven Success Academy |
| 2633 | Scenic Hills Elementary | 2750 | Westside Elementary |
| 2822 | SCS Prep School - Northeast | 2754 | Westside Middle |
| 2824 | SCS Prep School - Northwest | 2765 | Westwood Elementary |
| 2828 | SCS Prep School - Southwest | 2770 | Westwood High School |
| 8650 | SCS Telecom CTR | 2777 | White Station Elementary |
| 2637 | Sea Isle Elementary | 2780 | White Station High School |
| 2640 | Shady Grove Elementary | 2783 | White Station Middle School |
| 2650 | Sharpe Elementary | 2785 | Whitehaven Elementary STEM School |
| 2663 | Sheffield Career And Technical Center | 2790 | Whitehaven High School |
| 2655 | Sheffield Elementary | 2793 | Whites Chapel Elementary |
| 2660 | Sheffield High School | 2795 | Whitney Elementary |
| 2680 | Shelby Oaks Elementary | 2800 | Willow Oaks Elementary |
| 2665 | Sherwood Elementary | 2805 | Winchester Elementary |
| 2670 | Sherwood Middle School | 2810 | Winridge Elementary School |
| 2675 | Shrine School | 2815 | Wooddale High School |
| 2690 | Snowden School | 2820 | Wooddale Middle |
| 8232 | Soulsville Charter School | 0185 | Woodstock Middle School |
| 2695 | South Park Elementary | 9230 | Youth Villages - Morris Wilson Campus |
| 8733 | Southeast Area Office | | |
| 8903 | Southeast Success Academy | | |
| 8228 | Southern Avenue Elementary | | |
| 8246 | Southern Avenue Middle | | |
| 8734 | Southwest Area Office | | |
| 2703 | Southwest Career And Technical School | | |
| 0175 | Southwind Elementary | | |
| 0178 | Southwind High School | | |
| 2707 | Spring Hill Elementary | | |
| 2705 | Springdale Elementary | | |
| 8230 | Star Academy | | |
| 8909 | Student Engagement | | |
| 8919 | Student Transition Center | | |
| 8217 | Teaching Learning Academy | | |
| 8653 | Techonology Training Center | | |
| 8163 | Title I Center for Parental Involvement | | |
| 8097 | Title One Services | | |
| 8664 | Transportation | | |
| 2715 | Treadwell Elementary | | |
| 2723 | Treadwell Middle School | | |
| 2727 | Trezevant Career And Technical School | | |
| 2725 | Trezevant High School | | |
| 9350 | Varangon Academy | | |
| 8254 | Veritas College Preparatory | | |
| 2730 | Vollentine Elementary | | |
| 2745 | Wells Station Elementary | | |

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### PROJECT ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|---|---|---|---|
| 0010 | Consolidated Administration | 3603 | Title 1 Part A-Improving Basic Probrams |
| 0015 | Consolidated Administration | 3606 | Title 1, Part D-Neglected,Delinquent,At-Risk |
| 0100 | Title I, Part A, Improving Academic Achievement | 3612 | 21st Century Community Learning Centers |
| 0110 | Title 1, Part A, School Improvement | 3617 | Tennessee First to the Top TCASN Hamilton |
| 011S | Title 1, 1003 g School Improvement Grant, ARRA | 3620 | Title II, Part A-Teacher & Principal Training |
| 0120 | Title 1, 1003 g School Improvement Grant | 3622 | Youth Empowerment Initiative |
| 0140 | Title 1 School Improvement III | 3624 | Tennessee First to the Top-TCASN-Kingsbury HS |
| 0150 | Title 1, Part D, Subpart 1, Neglected/Delinquent | 3626 | Race to the Top |
| 0200 | Title II, Part A, Training & Recruiting | 3627 | Race to the Top |
| 0220 | Title II, Part D, Sustainability/Launch II | 3632 | Title 1-School Improvement Grant 1 |
| 0300 | Title III, Part A, English Language Acquisition | 3633 | Title I - School Improvement Grant II |
| 0310 | Title III, Part A, ELA, Discretionary | 3639 | Early Childhood Education Pilot/State |
| 0315 | Instructional Television | 3651 | Preschool Incentive Program |
| 0430 | Title IV, Part B, 21st Century (Project Lead) | 3654 | IDEA Part B-Summary 13.01 |
| 0431 | Title IV Part B CCLC Project 21 | 3659 | School Leadership Initiative |
| 0432 | Title IV Part B CCLC Primetime 7 | 3665 | Foreign Language Assistance Program FLAP |
| 0470 | First to the Top, Reward Schools | 3666 | Foreign Languages Assistance Program FLAP |
| 0490 | Stem 2014 | 3672 | Tennessee First to the Top - Renewal School |
| 0520 | First to the Top-Principal Residency | 3676 | Tennessee First to the Top - Teacher Residency |
| 0521 | First to the Top-Teacher Residency | 3680 | Tennessee First to the Top - Principal Residency |
| 0530 | First to the Top Renewal | 3686 | Title III, Part A-English Language |
| 0550 | Education Jobs Fund Program | 3695 | Workforce Investment Network in School |
| 0580 | Race to the Top, Local Flow Through | 3698 | Workforce Investment Act in School |
| 0590 | Race to the Top, State Competitive | 3704 | Garrett A Morgan Tech-Transp Educ Program |
| 0600 | Teacher Incentive Fund MCS | 3711 | Win Grassy |
| 0610 | Teacher Incentive Fund SCS | 3717 | Workforce Investment Network Out of School |
| 0700 | Title X Homeless | 3729 | Vocational Program Improvement Carl Perkins |
| 070S | Title X, Part C, Homeless, ARRA | 3732 | Title X, Memphis City/Shelby Co Homeless |
| 0800 | Carl Perkins | 3738 | English Literacy and Civics Education |
| 0810 | Win-Grassy | 3744 | Teacher Incentive Fund |
| 0820 | Workforce Investment Network In School | 3754 | Adult Basic Education |
| 0830 | Workforce Investment Network Out Of School | 3773 | Exceptional Children Discretionary Funds |
| 0890 | Exceptional Children Vocational Rehabilitation Job | 3780 | HRSA School Clinic Equipment |
| 0900 | IDEA, Part B | 3782 | StarTalk |
| 090S | IDEA, Part B, ARRA | 3783 | Teen Pregnancy and Parenting Success |
| 0910 | IDEA, Preschool | 3790 | Learn and Serve |
| 0960 | School Leadership Initiative | 3793 | Minority HIV 11.01 |
| 1004 | Title I, Part A, Improving Academic Achievement | 3797 | Gear Up at the River |
| 1005 | Title I, Part A, Improving Academic Achievement | 4305 | Title IV, Part B, 21st Century (Project Lead) |
| 1105 | Title I,Part A, School Improvement | 4315 | Title IV, Part B, CCLC Project 21 |
| 11S5 | Title I, Part A, School Improvement, ARRA | 4325 | Title IV, Part B, CCLC Primetime 7 |
| 1205 | Title 1 School Improvement II | 4335 | Title IV, Part B, CCLC Primetime 6 |
| 1405 | Title 1 School Improvement III | 5404 | Memphis Virtual Stem Academy-East High |
| 1505 | Title I, Part D, Subpart 1, Neglected/Delinquent | 5805 | Race to the Top, Local Flow Through |
| 1704 | Title 1, Part G School Improv Reading Initiative | 6005 | Teacher Incentive Fund MCS |
| 1804 | Tennessee Math and Science Partnership | 6105 | ERP |
| 2005 | Title II, Part A, Training & Recruiting | 6115 | Teacher Incentive Fund SCS |
| 3005 | Title III, Part A, English Language Acquisition | 7005 | Title X Homeless |
| 3155 | Race to the Top | 8001 | Art Educators Grant |
| 3519 | Individuals with Disabilities in Education Act | 8002 | Coordinated School Health |
| 3572 | Vocational Program Improvement Carl Perkins | 8004 | Pre-K |
| 3576 | Carl Perkins | 8005 | Fresh Fruits & Vegetables |
| 3580 | Vocational Program Improvement Carl Perkins | 8018 | STEM |
| 3601 | Consolidated Administration 12.01 | 8105 | Win-Grassy |

# SHELBY COUNTY SCHOOLS
## ACCOUNT CODE STRUCTURE

### PROJECT ELEMENTS

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|-------------|------|-------------|
| 8205 | Workforce Investment Network in School | C475 | JP Freeman Roof-Single Ply |
| 8305 | Workforce Investment Network Out of School | C485 | Highland Oaks Roof-Single Ply |
| 8650 | Preschool Incentive Program | C495 | Millington HS Roof-Single Ply |
| 8666 | Foreign Languages Assistance Progrom FLAP | C505 | Rivercrest Elem Reroof |
| 8667 | TCASN-Hamilton High | C515 | Arlington Elem Reroof |
| 8724 | Tennessee Dept. of Human Services Student | C525 | Arlington HS Reroof |
| 8763 | English Literacy and Civics Education | C535 | Collierville HS Reroof |
| 8777 | Improving Health Education & Well Being of Youth | C545 | Lakeland Elem Reroof |
| 8783 | Teen Pregnancy and Parenting Success | C555 | Chiller Replacement-Administration Building |
| 8797 | Gear Up at the River | C565 | Oak Forest Elem-SCUV/RTU |
| 9005 | IDEA, Part B | C575 | Arlington Elem-HVAC Controls |
| 9105 | IDEA, Preschool | C585 | Lakeland Elem-Replace 83 HVAC units |
| 9115 | Title I-LOCAL Eucation Agencies | C605 | Arlington HS-Painting |
| 9205 | Project Aware | C615 | Chiller Replacement-Keystone |
| 9215 | Memphis Virtual STEM Academy - East High | C625 | Chiller Replacement-Cordova Middle School |
| 9404 | Head Start-DHHS 2014 | 9305 | Headstart |
| 9405 | Head Start-DHHS 2015 | D025 | School Age Childcare |
| 9505 | Adult Education State Farm Program | D045 | Security-Ancillary Services |
| 9605 | School Leadership Initiative | D055 | Teacher Effectiveness Initiative |
| 9704 | CDCP HIV/STD Prevention | D065 | TVA ENERNOC Demand Response Program |
| 9805 | Project Prevent | D075 | Facility Rental |
| 9905 | DOJ Safe Communities Subcontract | D085 | After-School Childcare |
| 9915 | TCCY | D095 | Very Special Arts Festival |
| D395 | Gear Up at the River | D125 | Telecommunications Center UbS |
| D775 | Innovative Educator Network | D205 | Adopt a School Seminar |
| D905 | IDEA, Part B-Discretionary | D225 | After-School Snacks |
| S010 | Consolidated Admin SCS FY13 Carryover | D245 | Arts in Education:  Artfest |
| S100 | Title 1, Improv Acad Achieve SCS FY13 Carryover | D294 | Energy Efficient Schools Initiative |
| S150 | Title 1 Part D SCS FY13 Carryover | D295 | Energy Efficient Schools Initiative |
| S200 | Title II A | D415 | Homeless Children & Youth Program |
| S221 | Teacher Incentive-SCS FY13 Carryover | D435 | Leap Program |
| S300 | Title III, Part A, English Acq SCS FY13 Carryover | D445 | SCS Connect Mentoring Program |
| S580 | First to the Top-Scope of Work FY13 SCS Carrytover | D465 | Mental Health Records |
| S800 | Carl Perkins-SCS FY13 Carryover | D474 | Met Research Study |
| 3842 | ASD Contracted Services | D485 | SCIAA Dues & Fines |
| 8028 | Security-Ancillary Services | D505 | National Science Foundation-UOM Grant |
| 9100 | Printing | D525 | Pre-K |
| 9200 | Warehouse | D555 | Research & Evaluation |
| C135 | School Demolitions | D605 | Shelby Metro Basketball |
| C185 | Mechanical Boilers & Air Conditioning | D644 | Student Ticket Subsidy |
| C205 | Roofing | D645 | Student Ticket Subsidy |
| C215 | ADA Improvements | D685 | Transition |
| C275 | Unforeseen Emergencies | D700 | Aetna School Gardens Grant |
| C285 | Synthetic Athletic Fields | D724 | Wellness Initiative Plough Foundation |
| C295 | Life Safety | D734 | Toyota Family Literacy Program |
| C305 | Berclair 20 Classroom Addition | D744 | Bond Building Lighting Upgrade |
| C315 | Wells Station 20 Classroom Addition | D755 | College Bound Summer Melt Pilot Project |
| C325 | Chimneyrock Elem 20 Classroom Addition | D765 | Shelby County Government Pre-K |
| C335 | Cordova Elem 20 Classroom Addition | D785 | Orion Donation |
| C345 | Germantown HS Classroom Additions & ADA | D795 | SPED Medicaid Reimbursement |
| C355 | Westhaven ES New School | D815 | SCS/CNC/Donations |
| C365 | Woodstock MS Grade Reconfiguration | D925 | Hyde, Poplar and Pyramid Peak Foundations Hamilton |
| C375 | Barrett's Elem Grade Reconfiguration | D935 | SCS Youth Literacy Program |
| C385 | Jeter Elem Grade Reconfiguration | D945 | Voluntary PerK Expansion Grant |
| C395 | Oakhaven HS Exterior Window Replacement | D955 | SIMS High School Robotics Program |
| C405 | Whitehaven Elem Exterior Window replacement | | |
| C425 | Farmington Elem Window replacement | | |
| C435 | Kingsbury HS Roof-Single Ply/Comp Shingles | | |
| C455 | Denver Elem Roof-Single Ply | | |
| C465 | Delano elem Roof Replacement | | |

# FREQUENTLY ASKED QUESTIONS

<u>**Accounting and Reporting**</u>

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.

   Money Due Board and Reimbursements from the schools to the District are one in the same.  As far as when the reimbursements are appropriate, please contact Academic Operations & School Support for further clarification. Contact Felicia Calhoun in Accounting and Reporting for questions regarding Money Due Board.

2. **Question: How was the account code structure determined?**

   **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:

   [Uniform Chart of Accounts](#)

   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 the prior or current fiscal year. For prior year invoices, were the goods and services received prior to June 30th? If so, please contact Accounts Payable on how to handle these types of transactions. For current year 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 direct certified students. 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 2014-15**

| 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.

16. **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 Power School. The account code where school-based users can see this budget is 01-72410-18908-106061(106062,106063,106064)-school location code-0000. As noted previously, the department will depend on whether the school is an Elementary, Middle, K-8 or High School.

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