

**Board of Education Regular Meeting**

November 10, 2020 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item	Mrs. Lisa Trail
A. Presentation of the Board of Distinction Plaque by Mid-Cumberland District Director and Clarksville-Montgomery County Board Member, Mr. Jimmie Garland Procedural Item	Chair Butch Campbell
<b>IV. CONSENT ITEMS</b> Consent Agenda	Chair Butch Campbell
A. Approval of 10-13-20 Board Minutes Consent Item	
B. Approval of 10-23-20 Board Retreat Minutes Consent Item	
C. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 3.600 Insurance Management on Second Reading Action Item	
ii. Approval of Board Policy 5.5001 Prevention of Abusive Workplace Conduct on Second Reading Action Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of Board Policy 6.409 Child Abuse and Neglect on Second Reading Action Item	Ms. Elizabeth Taylor
B. First Reading of Board Policy for November Action Item	Mr. Ralph Ringstaff
i. Approval of Board Policy 4.302 Field Trips/Excursions/Competitions Action Item	Mr. Ralph Ringstaff
C. Approval of 2020 LEA Compliance Report Action Item	Mr. Ralph Ringstaff
D. Approval of Asynchronous Learning Days Action Item	Mr. Ralph Ringstaff
E. Budget Transfers and Amendments Action Item	Mr. Michael Smith
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Mr. Ralph Ringstaff
B. Enrollment (PTR) Report	Mr. Joe Marlin

Information Item	
C. Revenue and Expenditure Report for September Information Item	Mr. Michael Smith
D. Budget Timeline Information Item	Mr. Michael Smith
E. Nurses' Presentation Information Item	Mr. Ralph Ringstaff
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item	Chair Butch Campbell

**MINUTES**

**Board of Education Regular Meeting**

October 13, 2020 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item In Attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Becky Goff, Roseann Barton, Amanda Moore, and Jimmy Richardson III.</p> <p>Staff: Interim Director Ralph Ringstaff, Joe Marlin, Michael Smith, Angela Fairchild, Sheri Arnette, Greg Lyles, Lisa Trail, Sandy Scheele, Emily Spencer, and Maria Johnson</p> <p>Assistant City Attorney Elizabeth Taylor was absent. City Liaison Bill Shacklett was in attendance. City Attorney, Adam Tucker, attended in Ms. Taylor's absence.</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Angela Fairchild, Supervisor of Special Education</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p><b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item</p>	Mr. Ralph Ringstaff
<p>A. Presentation of the George "Kip" Reel Award to the Gilbert Family in Memory of Dr. Linda Gilbert Procedural Item Dr. Dale Lynch, Executive Director of TOSS, presented the Gilbert family with the George "Kip" Reel Award. There were several legislators present to honor the Gilbert family. Rep Mike Sparks, Rep Tim Rudd, and city council member Ronnie Martin. Each one spoke of their special memory of Dr. Linda Gilbert and her determination to make a difference in the lives of children.</p>	TOSS Exec Dir Dale Lynch
<p>B. Presentation of Legislative Proclamation to the Gilbert Family Procedural Item Tennessee Commissioner of Education Dr. Penny Schwinn told of her special memories of Dr. Linda Gilbert and read the proclamation and presented a framed copy to the Gilbert family.</p>	Commissioner of Education Penny Schwinn
<p>C. Presentation of Resolution to the Gilbert Family Procedural Item State Representative Charlie Baum read and presented the resolution to the Gilbert family.</p>	Rep. Charlie Baum
<p><b>IV. CONSENT ITEMS</b> Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Amanda Moore and seconded by Jimmy Richardson III, passed. (7-0)</p>	Chair Butch Campbell
<p>A. Approval of 9-22-20 Board Minutes Consent Item</p>	
<p>B. Minor Change to Board Policies</p>	

Consent Item	
i. Approval of Minor Change to Board Policy 3.500 Food Service Management Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Mr. Ralph Ringstaff
B. Board Approval of Board Policy 3.600 Insurance Management on First Reading Action Item Motion to approve Board Policy 3.600 Insurance Management on First Reading. This motion, made by Mr. David Settles and seconded by Ms. Becky Goff, passed. (7-0)	Mr. Ralph Ringstaff
C. Board Approval of Board Policy 5.5001 Prevention of Abusive Workplace Conduct on First Reading Action Item Motion to approve Board Policy 5.5001 Prevention of Abusive Workplace Conduct on First Reading. This motion, made by Ms. Roseann Barton and seconded by Jimmy Richardson III, passed. (7-0)	Mr. Ralph Ringstaff
D. Board Approval of Board Policy 6.409 Child Abuse and Neglect on First Reading Action Item There was much discussion among the Board regarding this policy.  There were concerns about investigators speaking with children without notifying the parents. The Board asked for clarification of lines 38-40.  Mr. Settles asked if this policy would be included in the student handbook to notify parents.  Mr. Richardson wanted the definition of child abuse/neglect. He also asked for the qualifications of a child abuse coordinator. Motion to approve Board Policy 6.409 Child Abuse and Neglect on First Reading. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. (6-1) Mr. Jimmy Richardson opposed.	Mr. Ralph Ringstaff
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Farm to School Presentation Information Item In honor of Farm 2 School month, Supervisor of Nutrition Sandy Scheele introduced the farmers and master gardeners, Cari Chestnut, Gabby Jones, and Molly Royer to the Board. These ladies explained how the children are taught to grow vegetables and get to eat them in their school cafeteria in hopes of developing healthy eating habits.	Mrs. Lisa Trail
B. Update on Next Phase Opening Information Item Mr. Ringstaff told the Board that the next phase of reopening schools which was to allow all students back into the classroom with parent's choice of opting out was going pretty smoothly. He explained that we've had a few quarantined classes, but not as many as originally thought. Children were happy to be back and teachers were happy to have their students back as well. David Settles, Roseann Barton, and Jimmy Richardson thanked Mr. Ringstaff and his staff for a tremendous job during this pandemic.  Mr. Richardson asked for a percentage of hybrid classrooms. Mr. Ringstaff told Mr.	Mr. Ralph Ringstaff

Richardson that he would get that information and send it via email to the entire Board on October 14.	
<b>VII. OTHER BUSINESS</b> Information Item Mr. Ringstaff introduced the new Finance Director, Mr. Michael Smith, to the Board.  Mr. Settles thanked Mrs. Goff for organizing all of the presentations in honor of Dr. Gilbert. The Board agreed.	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item The meeting adjourned at 7:18 p.m. Motion to adjourn. This motion, made by Jimmy Richardson III, passed.	Chair Butch Campbell

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Interim Director of Schools

## MINUTES

### Board of Education Board Retreat

October 23, 2020 10:00 AM

MCS Administrative Offices

<b>I. CALL TO ORDER</b> Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Roseann Barton, Amanda Moore, Becky Goff, Jimmy Richardson. Wes Ballard was absent.  Staff: Ralph Ringstaff, Joe Marlin, Greg Lyles, Lisa Trail, Sheri Arnette, and Angela Fairchild.  Assistant City Attorney Elizabeth Taylor. City Liaison Bill Shacklett was absent.	Chair Butch Campbell
<b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Ms. Amanda Moore and seconded by Ms. Becky Goff, passed. (6-0)	Chair Butch Campbell
<b>III. ACTION ITEMS</b> Action Item	Chair Butch Campbell
<b>A. Discussion of Director's Search with Dr. Tammy Grissom</b> Action Item There was much discussion regarding the direction the Board should take with the Director's search. Dr. Grissom stated that she was here to do whatever the Board decided to do.  After much discussion, the Board set a start date for the new Director. They also decided that Dr. Grissom could advertise the position once again. Motion for new Director to begin the position on April 5. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (5-1) Amanda Moore objected. Motion for TSBA to start advertising the position as soon as practical and run for two weeks. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (6-0) Motion for TSBA to present five finalists on Friday, November 13, at 11:00 a.m. in a special called meeting. This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, withdrawn. Motion for TSBA to present five finalists on December 8 at a regular scheduled Board meeting. This motion, made by Ms. Roseann Barton and seconded by Ms. Amanda Moore, passed. (6-0) Motion to interview the five finalists the week of January 11-15. Times of interviews to be set later. This motion, made by Ms. Roseann Barton and seconded by Jimmy Richardson III, passed. (6-0)	Chair Butch Campbell
<b>IV. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
<b>A. Goals of Instruction, Technology, and SPED Departments</b> Information Item	Sheri Arnette and Angela Fairchild
<b>B. School Plans</b> Information Item	Mr. Joe Marlin
<b>V. ADJOURNMENT</b> Action Item The meeting adjourned at 1:30 p.m.	Chair Butch Campbell

Minutes  
Page 1 of 2  
October 23, 2020  
Recorded by L. VanCleave

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Interim Director of Schools

Minutes  
Page 2 of 2  
October 23, 2020  
*Recorded by L. VanCleave*

*MISSION STATEMENT: To assure academic and personal success for each child.*

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Insurance Management</b>	Descriptor Code: <b>3.600</b>	Issued Date: <b>10/23/18</b>
		Rescinds: <b>PER 2</b>	Issued:

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

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

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

## 10 GROUP HEALTH

11 The Board shall provide group health insurance for all full-time employees.<sup>1</sup> The Director of Schools,  
12 after consultation with personnel, shall recommend carriers of insurance for programs in which the  
13 Board makes partial or full payments. The Board shall approve all insurance carriers.

14 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected information.<sup>2</sup>

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#### Legal References

1. TCA 49-2-209
2. [45 CFR § 164.306, 164.316](#)

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#### Cross References

Payroll Procedures 2.802

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Prevention of Abusive Workplace Conduct</b>	Descriptor Code: <b>5.5001</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 All employees within the school district shall treat all other employees with respect and shall not engage  
3 in threatening, violent, intimidating or other abusive conduct or behaviors.<sup>1</sup>

4 All complaints of inappropriate workplace behaviors shall be taken seriously and followed through to  
5 resolution. There shall be no retaliation against employees who report others for inappropriate behavior.

6 If a finding of unacceptable behavior at work is made, all employees shall cooperate with any  
7 disciplinary actions taken as a result of this policy.

## 8 **ABUSIVE CONDUCT**

9 Abusive conduct in the workplace includes, but is not limited to, the following:

- 10 1. Repeated verbal abuse;
- 11
- 12 2. Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature; or
- 13
- 14 3. The sabotage or undermining of an employee's performance.

15 This type of conduct applies to written or electronic communications by employees. A single act shall  
16 not constitute abusive behavior unless such conduct is determined to be severe and egregious.

## 17 **COMPLAINT PROCESS**

18 Employees may report abusive workplace conduct to their immediate supervisor or Assistant  
19 Superintendent of Human Resources or designee. Complaints may be provided orally or in writing. If  
20 provided orally, the complaint shall be documented in writing by the individual receiving the complaint.

## 21 **CORRECTIVE ACTION**

22 In the event of a finding of abusive conduct, the school district will take immediate and appropriate  
23 corrective action.

24 The Assistant Superintendent of Human Resources or designee shall be responsible for developing a  
25 corrective action plan for any employee found to have engaged in abusive conduct.

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Legal References

1. TCA 50-1-501 *et. seq.*

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>10/13/20</b>
		Rescinds: <b>STU 18</b>	Issued: <b>06/12, 04/19; 04/20</b>

1

## 2General

3The Director of Schools shall:<sup>1</sup>

4

- 5 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 6 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;
- 8 3. Supply the Coordinator with all necessary resources;
- 9 4. Ensure that all school personnel annually complete the child abuse training program required
- 10 by state law.<sup>2</sup>

11

12The Coordinator shall assist any employee with appropriately reporting and responding to instances  
13of child abuse or child sexual abuse.

## 14REPORTING

15All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
16know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
17immediately with the Coordinator, the Department of Children's Services (DCS), and law  
18enforcement.<sup>4</sup>

19The report shall include, to the extent known by the reporter:<sup>5</sup>

- 20 1. The name, address, telephone number, and age of the child;
- 21 2. The name, telephone number, and address of the parents or persons having custody of the
- 22 child;
- 23 3. The nature and extent of the abuse or neglect; and
- 24 4. Any evidence to the cause or any other information that may relate to the cause or extent of
- 25 the abuse or neglect.

26The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
27abuse and neglect, and shall disseminate the procedures to all school personnel.

28

## 29 CONFIDENTIALITY

30 District employees shall keep all information regarding any child abuse confidential in accordance  
31 with state law.

32  
33 School child abuse coordinators, school teachers, school officials, and other school personnel shall  
34 not provide any information relevant to the suspected child abuse or child sexual abuse to the  
35 child's parent or guardian, and must refer any questions from the child's parent or guardian to the  
36 investigating law enforcement agency and the department.<sup>6</sup>

## 37 INVESTIGATIONS

38 School administrators and employees have a duty to cooperate, provide assistance, and information  
39 in child abuse investigations<sup>6</sup> including permitting DCS teams to conduct interviews while the  
40 child is at school. The principal may control the time, place, and circumstances of the interview  
41 but may not insist that a school employee be present even if the suspected abuser is a school  
42 employee or another student. ~~The principal is not in violation of any laws by failing to inform~~  
43 ~~parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a~~  
44 ~~member of the child's household.~~<sup>7</sup>

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### Legal References

1. ~~H.B. 2461, 111<sup>th</sup> Tenn. Gen. Assembly~~  
~~(2020)~~TCA 49-6-1601(c)
2. TCA 37-1-408
3. TCA 37-1-401(b)(1); TCA 37-1-  
403(a)(1); TCA 37-1-412; TCA 37-1-  
602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); ~~H.B. 2461, 111<sup>th</sup>~~  
~~Tenn. Gen. Assembly (2020)~~TCA 49-6-  
1601 (a)
5. TCA 37-1-403(b)
6. TCA 49-6-1601(d)(5)
- 6.7. TCA 37-1-611(b)  
~~Tenn. Op. Atty. Gen. No. 87-101 (June 9,~~  
~~1987)~~

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041

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# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips/Excursions/Competitions</b>	Descriptor Code: <b>4.302</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The Board encourages field trips, excursions, and competitions when the experiences are an integral part  
3 of the school curriculum and contribute to the Board's desired educational goals.

4 The Director of Schools shall develop procedures for submitting, reviewing, and approving requests for  
5 field trips, excursions, and competitions. Any request that requires students to travel out of state or stay  
6 overnight requires prior Board approval.

## 7 **INDEPENDENTLY PLANNED TRIPS**

8 Trips privately planned by school district employees, acting outside the scope of their employment, are  
9 not authorized by the school district.

10 These trips are not approved by the Board and are not considered a part of the curriculum. Total  
11 responsibility for privately planned trips rests with the chaperone(s) as well as with the  
12 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 13 1. Board funds or resources shall not be used;
- 14
- 15 2. School district materials shall not be used;
- 16
- 17 3. The Board shall not assume any liability;
- 18
- 19 4. Employees are not authorized to act on behalf of the school district;
- 20
- 21 5. Recruitment efforts made by an employee shall not occur during the instructional school  
22 day; and
- 23
- 24 6. Absences caused by participation in privately planned trips shall be considered unexcused.

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### Cross References

Advertising and Distribution of Materials in the Schools 1.806  
Special Use of School Vehicles 3.402  
Extracurricular Activities 4.300  
Attendance 6.200

## 2020 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

LEAs must complete this report and, if applicable, the corrective action form, and submit it to the department by **November 30, 2020**. During completion, each LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System, internal program managers), and will consider those sources when making final decisions regarding an LEA's compliance status. Beginning school year 2020-21, the department is formally reinstating LEA approval classifications as outlined in SBE Rule [0520-01-02-.01](#). Annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the attached corrective action plan, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA Name:** Murfreesboro City Schools

**Director of Schools/Superintendent Name:** Ralph Ringstaff, Interim

**Director of Schools/Superintendent Signature:**

**School Board Chair Name:** Butch Campbell

**School Board Chair Signature:**

**Date of School Board Approval:**

**UPLOAD COMPLETED REPORT TO ePlan BY **NOVEMBER 30, 2020****  
**(including the corresponding corrective action plan if applicable)**  
Upload instructions are accessible [here](#).

**MURFREESBORO CITY SCHOOLS**  
**UPDATED 2020-2021 ACADEMIC CALENDAR**  
**Reopening Plan**  
**Updated 11-11-20**

**AUGUST 2020**

\*\*Monday, August 3: District In-service  
\*Tuesday, August 4: School-Based Work Day  
\*Wednesday, August 5: School-Based Work Day  
\*\*Thursday, August 6: School-Based In-service  
\*\*Friday, August 7: School-Based In-service  
Monday, August 10: Grades 1-6 Students, First Half Day for Students  
Tuesday, August 11: Grades 1-6 Students, Second Half Day; Kindergarten, Half-Day for A-L  
Wednesday, August 12: Grades 1-6 Students, Third Half Day; Kindergarten, Half Day for M-Z  
Thursday, August 13: Grades K-6 Students, First Full Day for All Students

**SEPTEMBER 2020**

Monday, September 7: Labor Day (Day Out for All)

**OCTOBER 2020**

Monday, October 5-Friday, October 9: Fall Break (Days Out for School-Based Personnel)  
\*Friday, October 30- Student Half-Day-Parent/Teacher Conferences

**NOVEMBER 2020**

Tuesday, November 3: Election Day (Day Out for School-Based Personnel)  
Tuesday, November 24: **Asynchronous Learning Day**  
Wednesday, November 25: Thanksgiving Break (Day Out for School-Based Personnel)  
Thursday, November 26-Friday, November 27: Thanksgiving Break (Days Out for All)

**DECEMBER 2020**

Friday, December 18: Half-Day for Students  
Monday, December 21-Friday, January 1: Winter Break (Days Out for School-Based Personnel)

**JANUARY 2021**

\*Monday, January 4: Teachers Return; In-service (Day Out for Students)  
Tuesday, January 5: Students Return  
Monday, January 18: Martin Luther King, Jr. Day (Day Out for All)

**FEBRUARY 2021**

Friday, February 5: **Asynchronous Learning Day**  
Monday, February 15: Presidents' Day (Day Out for All)

**MARCH 2021**

\*Thursday, March 11: Parent/Teacher Conferences (1/2 Day for Students)  
Friday, March 19: **Asynchronous Learning Day**  
Monday, March 29-Friday, April 2: Spring Break (Days Out for School-Based Personnel)

**MAY 2021**

Wednesday, May 26: Last Half Day for Teachers and Students

The first nine days out for inclement weather will be made up according to state law through a seven-hour school day by stockpiling time. Four of the thirteen stockpiled days are used for staff professional development.

\*Board Assigned Administrative Days

\*\*In-service days: the fourth and fifth in-service days are earned through twelve (12) approved points.

<u>Attendance Periods</u>	<u>End of Report Card Periods</u>	<u>Report Card Day</u>
August 10-September 4	October 19	October 30 P/T Conf.
September 5-October 12	January 11	January 19
October 13-November 10	March 17	March 24
November 11-December 11	May 26	May 26
December 12-January 26		
January 27 – February 24		
February 25 – March 24		
March 25 – April 28		
April 29 – May 26		

**Progress Report Dates**

- September 17
- November 19
- February 11
- April 22

180 Student Days (4 of these days will be used as stockpiled in-service days)

5 Board Assigned Administrative Days\*

5 In-Service Days\*\*

10 Vacation Days

200

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST


Budget Fiscal Year 2021

Account	Description	Increase	Decrease
141 E 72220 399	SPED SUPPORT-OTHER CONTRACTED SERVICES		40,000.00
141 E 72220 312	SPED SUPPORT-CONTRACTS WITH PRIVATE AGENCIES	40,000.00	
<b>Total</b>		<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>

Explanation: State has requested the budgeted amount for Public Consulting Group to be coded under  
Contracts with Private Agencies, instead of Other Contracted Services.

  
 Reviewed by Finance Director/Finance Manager

11-3-2020  
 Date

Approved	<input checked="" type="checkbox"/>	 Director of Schools	<u>11/3/2020</u> Date
Declined	<input type="checkbox"/>		

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2021


Account	Description	Increase	Decrease
141 E 72120 499	Health-Other Supplies & Materials		500.00
141 E 72120 790	Health-Equipment	500.00	

**Total** \$ 500.00 \$ 500.00

Explanation: Transfer of \$500.00 to cover overage in equipment line.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

  
 \_\_\_\_\_  
 Reviewed by Finance Director/Finance Manager

11-3-2020  
 \_\_\_\_\_  
 Date

Approved	<input checked="" type="checkbox"/>	 _____ Director of Schools	<u>11/3/2020</u> _____ Date
Declined	<input type="checkbox"/>		

Murfreesboro City Schools Budget Amendment

Department	Account	BUDGET AS PASSED OR PREVIOUS AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>General Purpose School Fund</u>				
<u>Revenues</u>				
	<u>Revenues</u>			
	Contributions and Gifts	\$ 142,000.00	\$ 196,441.00	\$ 54,441.00
	Safe Schools	-	\$ 262,503.00	\$ 262,503.00
				<u>\$ 316,944.00</u>
<u>Expenditures</u>				
	<u>Expenditures</u>			
	Regular Instruction - Equipment	\$ 10,000.00	\$ 64,441.00	\$ 54,441.00
	Other Salaries and Wages	-	\$ 122,852.00	\$ 122,852.00
	Social Security	-	\$ 6,309.00	\$ 6,309.00
	Medicare	-	\$ 1,527.00	\$ 1,527.00
	Other Contracted Services	-	\$ 5,950.00	\$ 5,950.00
	Other Supplies and Materials	-	\$ 6,500.00	\$ 6,500.00
	In-Service/Staff Development	-	\$ 41,950.00	\$ 41,950.00
	Administration Equipment	-	\$ 77,415.00	\$ 77,415.00
				<u>\$ 316,944.00</u>
		\$ 3,052,544.00	\$ 3,052,544.00	-
<u>CHANGE IN FUND BALANCE (CASH) CHANGE IN FUND BALANCE (CASH)</u>				
<u>Federal Projects Fund</u>				
<u>Revenues</u>				
	<u>Revenues</u>			
	State Grants (Covid-19 for Technology)	\$ -	\$ 196,020.00	\$ 196,020.00
				<u>\$ 196,020.00</u>
<u>Expenditures</u>				
	<u>Expenditures</u>			
	Regular Instruction Equipment	\$ -	\$ 196,020.00	\$ 196,020.00
				<u>\$ 196,020.00</u>
		\$ -	\$ -	-
<u>CHANGE IN FUND BALANCE (CASH) CHANGE IN FUND BALANCE (CASH)</u>				

Extended School Program  
Revenues

Revenues  
TN Department of Human Services Grant (COVID-19 Grant) \$ - \$ 169,136.00 \$ 169,136.00  
\$ 169,136.00

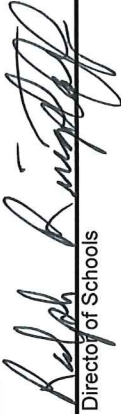
Expenditures

Expenditures  
Unemployment Compensation \$ 13,500.00 \$ 59,000.00 \$ 45,500.00  
\$ -  
\$ -  
\$ 45,500.00

CHANGE IN FUND BALANCE (CASH) CHANGE IN FUND BALANCE (CASH) \$ 77,619.00 \$ 201,255.00 123,636.00

  
Reviewed by Finance Director/Finance Manager

11/4/2020  
Date

Approved <input checked="" type="checkbox"/>	 Director of Schools	<u>11/5/20</u> Date
Declined <input type="checkbox"/>		

## Human Resources Personnel Report 09/17/2020 - 10/19/2020

### Certified Hires

Last Name	First Name	Start Date	Location	Position
Hawkins	Colleen	10/29/2020	NF	Resource Teacher

### Certified Interim Hires

Last Name	First Name	Interim Dates	Location	Position	Interim For	Notes
Johnson	Diane	10/12/20-EOY	MNE	3rd Grade Teacher	S. Rawls	Sub to Interim
Thomas	Emily	10/12/20-EOY	ES	Speech Language Pathologist	R. Tompkins	
Burton	Ellinois	10/19/20-2/4/21	SC	Kindergarten Teacher	J. Berry	Sub to Interim

### Certified Resignations/Retirements/Terminations

Last Name	First Name	Last Day	Location	Position	Tenure Y/N
There have been no certified resignations/terminations/retirements since 9/17/2020 report					

### Classified New Hires

Last Name	First Name	Start Date	Location	Position	Notes
Merk	Laura	9/22/2020	JP	Interim CDC EA	9/23/20-10/13/20
Presley	Chelsea	9/25/2020	CLA	CDC EA	rehire
Crabtree	Richard	9/28/2020	SHOP	Maintenance Technician	rehire
Smith	Michael	10/12/2020	CO	Fincance Director	
Hitchcock	Samuel	10/12/2020	CO	Technician	
Tuck	Marc	10/12/2020	CO	Technician	
Hathaway	Sarah	10/19/2020	CLA	Lead Custodian	pt to ft
Schmidt	Vincent	10/19/2020	HG	Custodian	pt to ft
Hernandez	Juan	10/19/2020	BR	Custodian	pt to ft
Acrosta	Kathleen	10/19/2020	ES	Custodian	pt to ft
Spann	Kimma'Leesa	10/19/2020	ES	Custodian	pt to ft
Cannon	Charles	10/20/2020	JP	Custodian	pt to ft
Brinkley	Barbara	10/23/2020	OC	Custodian	pt to ft
Adams	Darryl	10/23/2020	NF	Custodian	pt to ft
Bates	Dionne	10/23/2020	MNP	Custodian	pt to ft
King	David	10/23/2020	MNP	Custodian	pt to ft
Dorr	Susan	10/26/2020	DS	Custodian	pt to ft
Kukkonen	Ashley	10/27/2020	SHOP	Bus Assistant	
Schmidt	Tyler	10/27/2020	SA	Custodian	pt to ft
Neal	Deanna	10/28/2020	SA	Custodian	pt to ft
Esparza	Yadira	10/29/2020	BF	Custodian	pt to ft
Vasquez	Anny	10/29/2020	BF	Custodian	pt to ft
Torrez	Ofelia	10/29/2020	ES	Custodian	pt to ft
Chapman	Thad	11/2/2020	NF	Custodian	pt to ft

### Classified Resignations/Retirements/Terminations

Last Name	First Name	Last Day	Location	Position
Ludin	Chad	9/24/2020	SHOP	Maintenance Tech
Lattimore	Deidre	9/25/2020	BR	ESP Site Director
Bush	Timothy	9/30/2020	SHOP	Filter Technician
Lewis	Ashley	10/9/2020	JP	CDC EA
Barrett	Tyler	10/9/2020	CLA	Custodian
Simmons	Travis	10/28/2020	CO	Technician

**PTR FOR 2020-2021 (End of Second Enrollment Period) 201012**

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total Pupils	Total Teachers	K-3 PTR Ratio	4th Grade			5th Grade			6th Grade			Total Pupils	Total Teachers	4-6 PTR Ratio	Total Students			
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Total w/o Pre-K
DISCOVERY				60	3	20.00	60	3	20.00	62	3	20.67	59	3	19.67	241	12	20.08	63	3	21.00	63	3	21.00	23	1	23.00	149	7	21.29	390	390		
BLACK FOX	6	PK Peers		110	6	18.33	112	6	18.67	113	6	18.83	99	5	19.80	434	23	18.87	97	5	19.40	115	6	19.17	96	4	24.00	308	15	20.53	742	838		
	28	2	14																									35	4	8.75	35			
	27	2	13.5																															
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC									
BRADLEY				50	3	16.67	60	4	15.00	61	3	20.33	54	3	18.00	225	13	17.31	52	3	17.33	58	3	19.33	49	2	24.50	159	8	19.88	384	384		
	1	Off-Site																																
	8	PK Peers																																
CASON LANE	40	2	20	102	6	17.00	93	5	18.60	98	5	19.60	102	5	20.40	395	21	18.81	92	5	18.40	91	5	18.20	35	2	17.50	218	12	18.17	613	696		
	16	2	8																									19	3	6.33	19			
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC									
ERMA SIEGEL	10	PK Peers		88	5	17.60	100	6	16.67	102	5	20.40	102	6	17.00	392	22	17.82	119	6	19.83	130	6	21.67	15	1	15.00	264	13	20.31	656	706		
	21	2	10.5													4	1	4.00										15	2	7.50	19			
	CDC			CDC			CDC			CDC			Deaf Ed			CDC			CDC			CDC			CDC									
HOBGOOD	40	3	13.33	106	6	17.67	71	4	17.75	90	5	18.00	79	5	15.80	346	20	17.30	86	5	17.20	82	4	20.50	72	4	18.00	240	13	18.46	586	626		
MITCHELL-NEILSON	34	2	17	86	5	17.20	95	5	19.00	95	5	19.00	96	5	19.20	372	20	18.60	89	4	22.25	78	4	19.50	52	3	17.33	219	11	19.91	591	647		
	15	PK Peers														8	1	8.00										14	3	4.67	22			
	CDC			CDC			CDC			Best			Best			Best			Best			Best			Best									
NORTHFIELD	33	2	16.5	84	5	16.80	101	5	20.20	91	5	18.20	77	5	15.40	353	20	17.65	76	5	15.20	96	5	19.20	36	2	18.00	208	12	17.33	561	648		
	16	3	5.333																									23	4	5.75	23			
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC									
OVERALL				140	7	20.00	141	8	17.63	148	9	16.44	150	9	16.67	579	33	17.55	144	7	20.57	144	7	20.57	50	2	25.00	338	16	21.13	917	917		
REEVES-ROGERS				74	4	18.50	62	4	15.50	76	4	19.00	55	3	18.33	267	15	17.80	55	3	18.33	54	3	18.00	22	1	22.00	131	7	18.71	398	398		
PITTARD	29	2	14.5	108	6	18.00	108	6	18.00	128	7	18.29	110	6	18.33	454	25	18.16	113	6	18.83	85	5	17.00	61	3	20.33	259	14	18.50	713	769		
																												27	4	6.75	27			
SCALES	10	PK Peers		117	7	16.71	139	8	17.38	133	7	19.00	134	7	19.14	523	29	18.03	123	6	20.50	132	6	22.00	90	4	22.50	345	16	21.56	868	921		
	13	2	6.5																									30	3	10.00	30			
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC									
SALEM				164	8	20.50	178	10	17.80	137	7	19.57	150	8	18.75	629	33	19.06	131	6	21.83	90	4	22.50	42	2	21.00	263	12	21.92	892	906		
OFF SITE PRE-K				KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC									
Mercury Court	35	2	17.5	1289	71	18.15	1320	74	17.84	1334	71	18.79	1267	70	18.10	1240	64	19.38	1218	61	19.97	643	31	20.74	REGULAR ED SUB TOTAL		8311							
TOTAL OFF SITE	35	2	17.5																						SPED K-6 CDC, BEST, DEAF		189							
PRE-K SUBTOTALS				AVERAGE ATTENDANCE PERCENTAGE 95 %			REGULAR EDUCATION PTR			Students	Teachers	PTR	GROWTH OVER LAST YEAR			End of 2019-2020		9258	TOTAL BEP FUNDED		8500													
Pre-K Peer Models	49						Kindergarten thru Third Grade			5210	286	18.22	End of 2019-2020			9258	TOTAL ALL OTHER PRE-K		288															
Pre-K Regular Ed	239	15	15.9				Fourth Grade thru Sixth Grade			3101	156	19.88	Growth from 19-20 to 20-21			-377	DISTRICT TOTAL STUDENTS		8881															
Pre-K Special Ed	93	11	8.45				District Totals			8311	442	18.80																						
PRE-K TOTALS	381	26	14.7																															

**YEAR-TO-DATE REVENUE COMPARISON**

SEPTEMBER 2020

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	BUDGET CLASS.	2019-20 BUDGET	2019-20 YTD REV.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	2020-21 BUDGET	2020-21 YTD REV.	2020-21 OVR/(UNDR) BUDGET	2020-21 %
1	40110-Current Prop. Tax	14,308,810	2,247	(14,306,563)	0.0%	15,312,150	9,617	(15,302,533)	0.1%
2	40210-Local Option Sales Tax	11,843,830	1,995,420	(9,848,410)	16.8%	12,330,550	1,116,906	(11,213,644)	9.1%
3	40000-41110-Other County Rev	1,830,000	336,034	(1,493,966)	18.4%	1,850,000	445,163	(1,404,837)	24.1%
4	43300-44000-Other Local Revenue	594,500	71,852	(522,648)	12.1%	634,500	98,916	(535,584)	15.6%
5	46511-Basic Educ. Program	46,301,465	9,019,600	(37,281,865)	19.5%	48,350,000	9,359,000	(38,991,000)	19.4%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46800-46990-Other State Revenue	370,600	-	(370,600)	0.0%	217,600	34,654	(182,946)	15.9%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	1,109,977	-	(1,109,977)	0.0%	1,122,125	-	(1,122,125)	0.0%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	7,885,103	1,971,276	(5,913,827)	25.0%	7,885,103	1,971,276	(5,913,827)	25.0%
16	49820-Operating Transfers	1,300,000	-	(1,300,000)	N/A	-	-	-	N/A
	<b>TOTALS</b>	<b>\$ 85,544,285</b>	<b>\$13,396,429</b>	<b>\$ (72,147,856)</b>	<b>15.7%</b>	<b>\$87,702,028.00</b>	<b>\$ 13,035,532</b>	<b>\$ (74,666,496)</b>	<b>14.9%</b>

YEAR-TO-DATE EXPENDITURE COMPARISON

SEPTEMBER 2020

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	BUDGET CLASS.	2019-20 BUDGET	2019-20 YTD EXP.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	2020-21 BUDGET	2020-21 YTD EXP.	2020-21 OVR/(UNDR) BUDGET	2020-21 %
1	71100-Reg. Instruction	46,539,548	8,552,149	(37,987,399)	18.4%	48,863,591	8,294,472	(40,569,119)	17.0%
2	71200-Sp. Ed. Instruction	9,147,978	1,521,397	(7,626,581)	16.6%	9,646,900	1,539,629	(8,107,271)	16.0%
3	71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4	72110-Attendance	167,489	43,555	(123,934)	26.0%	157,489	37,308	(120,181)	23.7%
5	72120-Health Services	951,390	179,973	(771,417)	18.9%	948,039	193,919	(754,120)	20.5%
6	72130-Guidance	2,667,036	566,040	(2,100,996)	21.2%	2,601,101	522,653	(2,078,448)	20.1%
7	72210-Reg. Instr. Support	2,130,181	490,075	(1,640,106)	23.0%	2,225,349	526,086	(1,699,263)	23.6%
8	72220-Sp. Ed. Support	1,793,880	344,534	(1,449,346)	19.2%	1,841,650	317,110	(1,524,540)	17.2%
9	72250-Technology	1,793,131	566,839	(1,226,292)	31.6%	1,938,863	597,825	(1,341,038)	30.8%
10	72310-Bd. Of Education	1,525,937	644,071	(881,866)	42.2%	1,492,877	644,392	(848,485)	43.2%
11	72320-Office of Supt.	381,240	106,900	(274,340)	28.0%	388,039	55,897	(332,142)	14.4%
12	72410-Office of Principal	4,663,756	962,774	(3,700,982)	20.6%	4,717,965	971,652	(3,746,313)	20.6%
13	72510-Fiscal Services	579,593	178,238	(401,355)	30.8%	470,480	157,642	(312,838)	33.5%
14	72520-Personnel Services	428,543	115,752	(312,791)	27.0%	587,033	166,577	(420,456)	28.4%
15	72610-Oper. Of Plant	6,051,082	1,139,910	(4,911,172)	18.8%	6,304,017	1,106,955	(5,197,062)	17.6%
16	72620-Maint. Of Plant	2,724,053	460,462	(2,263,591)	16.9%	2,732,833	436,510	(2,296,323)	16.0%
17	72710-Pupil Transp.	3,230,544	790,837	(2,439,707)	24.5%	3,578,755	671,013	(2,907,742)	18.7%
18	73300-Community Service	540,533	114,735	(425,798)	21.2%	557,708	104,329	(453,379)	18.7%
19	73400-Early Childhood Educ.	1,251,966	195,106	(1,056,860)	15.6%	1,162,684	185,344	(977,340)	15.9%
20	76100-Reg. Cap. Outlay	1,505,500	23,860	(1,481,640)	1.6%	130,000	23,915	(106,085)	18.4%
21	82130-Education Debt Serv.		-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	413,105	95,940	(317,165)	23.2%	409,200	95,940	(313,260)	23.4%
	<b>TOTALS</b>	<b>88,486,485</b>	<b>17,093,147</b>	<b>\$ (71,393,338)</b>	<b>19.3%</b>	<b>90,754,573</b>	<b>16,649,168</b>	<b>\$ (74,105,405)</b>	<b>18.3%</b>

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2020 Through September 30, 2020**

<b>TOTAL INCOME</b>	<b>7/1/20 - 9/30/20</b>	<b>\$</b>	<b>13,035,532</b>
<b>TOTAL EXPENSES</b>	<b>7/1/20 - 9/30/20</b>		<b><u>16,649,168</u></b>
<b>NET INCOME</b>	<b>9/30/20</b>	<b>\$</b>	<b><u><u>(3,613,636)</u></u></b>

## BUDGET DEVELOPMENT TIMELINE FOR 2021 - 2022

MONTH	DAY	FUNCTION/ACTIVITY	RESPONSIBILITY
November	30	Distribute Facility Needs Assessment & Budget Request Forms to Principals, CO and SHOP Distribute Budget Forms to School Board Members	Principals, CO, Maintenance and School Board
December	18	Completed <b>Facility Needs &amp; Budget Forms</b> to be returned to Finance Dept	Principals, CO, Maintenance and School Board
January	6	<b>Facility Needs Assessments</b> forwarded on to Maintenance for Funding Needs	Finance Department
	25	<b>Facility Needs Assessment</b> Funding Needs Returned to Finance Department	Maintenance
	25	Generate 2021-2022 <b>Budget Template</b>	Finance Department
	29	<b>Enrollment Projections</b> (First Estimate)	Attendance
February	1	Begin <b>Individual School and Department Supervisors Presentation</b> to Budget Review Team	Budget Review Team
	19	End of <b>Individual School and Department Supervisors Presentations</b>	Budget Review Team
	26	<b>Position Control Chart</b> Developed based on Budget Guidelines	Human Resources
March	1	<b>Final Draft</b> of 2021-2022 Individual Fund Budgets (ESP, Nutrition, Federal Projects, etc..)	Budget Review Team
	5	<b>First Draft 2021-2022 Operating &amp; Capital Budget</b> Review & Revisions	Budget Review Team
	24	<b>Final Draft of 2021-2022 Operating Budget</b>	Budget Review Team
	26	Distribution of <b>Proposed 2021-2022 Budget</b> to School Board	DOS, Finance Department
April	4/5-4/16	Board <b>Work Session(s)</b> to be completed by April 16th (Spring Break 3/29-4/2, Good Friday 4/2)	School Board
	26	<b>Final Draft</b> of Proposed Budget Distributed to School Board	DOS, Finance Department
	27	Board to <b>Approve General Purpose, CIP, ESP, Food Service Budget</b> (Board Meeting)	School Board
	30	<b>Submit Budget</b> to City Council	Director of Schools
May/June		City Council Review and Budget Approval	Mayor and City Council



**Murfreesboro**  
City Schools

*Department of Health Services*

## OUR SCHOOL NURSES

- We have 16 full time nurses, 1 part time nurse, 1 health room aid, and multiple substitute nurses.
- We have 1 FT time nurse for every building.
- 1 full time float nurse stationed at a high acuity school
- 1 district support nurse
- 1 tech savvy nurse
- Combined total of 241 years of nursing experience

# NURSING RESPONSIBILITIES DURING COVID

- Taking positive COVID reports from students and staff
- Contact tracing for their buildings for all positive cases
- Daily absentee investigation
- COVID education on isolation and quarantine for staff and parents
- Monitoring mask and social distancing compliance
- Staying abreast of all COVID related guidance from CDC and state guidelines



## EMPLOYEE COVID TRACKING

- Any employee with a COVID related issue (sick, quarantine, child quarantine, etc.) fills out a form that goes to a spreadsheet
- We make the determination of what will happen with the individual situation.
- Frequent communication between employee, nursing and Human Resources departments.
- Frequent communication with the RCHD

# NURSING RESPONSIBILITIES

- Typically our main goal is to keep kids in the classroom! Unfortunately this year is a little different.
- Last year visit numbers (August to Mid March)
- Sick and Injury Visits 2019-2020 school year – 19,075
- Med and Procedure Visits -13,331
- Total – 32,406
- Back to class – 29,435
- 17 diabetics, tube feeds, catheters
- Immunization compliance
- Screenings with Coordinated School Health
- Certifying staff in CPR
- Teaching hands only CPR to all 5<sup>th</sup> grade students
- Constant communication with local pediatricians for student medication orders and individual health plans
- 504's and IEP's

THANK YOU!

I just want to say THANK YOU to all of our  
school nurses at MCS!

They have all gone above and beyond the  
call of their duty every single day!

QUESTIONS?????