

**Board of Education Regular Meeting**

December 8, 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 Top Candidates for Director of Schools- Dr. Tammy Grissom Information Item	Chair Butch Campbell
<b>IV. CONSENT ITEMS</b> Consent Agenda	Chair Butch Campbell
A. Approval of 11-10-20 Board Minutes Consent Item	
B. Minor Change to Board Policy Consent Item	
i. Approval of Board Policy 1.106 Code of Ethics Action Item	
ii. Approval of Board Policy 1.901 Charter School Applications Action Item	
iii. Approval of Board Policy 4.701 Maintaining Test and Data Security Action Item	
C. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 4.302 Field Trips/Excursions/Competitions on Second Reading Action Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of Board Policy 4.400 Instructional Materials on First Reading Action Item	Ms. Elizabeth Taylor
B. Approval of Board Policy 6.303 Interrogations and Searches on First Reading Action Item	Ms. Elizabeth Taylor
C. Approval of Board Policy 6.405 Medicines on First Reading Action Item	Ms. Elizabeth Taylor
D. Approval of Surety Bond for Finance Director, Mr. Michael Smith Action Item	Mr. Ralph Ringstaff
E. Approval of Additional Asynchronous Days Action Item	Mr. Ralph Ringstaff
F. Approval of Critical Infrastructure Designation Action Item	Mr. Ralph Ringstaff
G. Approval of Budget Amendments/Transfers Action Item	Mr. Michael Smith

H. Approval of Finalsite Proposal and Budget Transfer Action Item	Mr. Michael Smith
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Enrollment (PTR) Report Information Item	Mr. Joe Marlin
B. Revenue and Expenditure Report for October Information Item	Mr. Michael Smith
C. Personnel Report Information Item	Mr. Ralph Ringstaff
D. School Closure Criteria 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**

November 10, 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, Roseann Barton, Amanda Moore, Becky Goff, and Jimmy Richardson</p> <p>Staff: Ralph Ringstaff, Angela Fairchild, Sheri Arnette, Joe Marlin, Greg Lyles, Kristina Maddux, Robin Newell, Lisa Trail, Sara Walker, and Ashlie Archer</p> <p>Assistant City Attorney Elizabeth Taylor was absent. City Liaison Bill Shacklett was present.</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by our newest Board member, Mr. Jimmy Richardson III.</p>	
<p>B. Moment of Silence Procedural Item Chair Campbell asked that during the moment of silence, the Board and audience remember Assistant City Attorney, who was absent that night due to sickness. Also Ms. Lisa Lowe, an EA at Black Fox, whose father had passed.</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. Wesley Ballard, passed. (7-0)</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item Murfreesboro City Schools (Community Outreach) would like to thank United Way of Rutherford and Cannon Counties for coordinating a gift card donation from Publix Supermarket and Publix Supermarket Charities in the amount of \$4,940. There were 247 gift cards, of \$20 each, distributed among all of our schools.</p> <p>Murfreesboro City Schools (Community Outreach) would like to thank General Mills Foundation Hometown Grant-making Program for \$10,000 for the Backpack Food Program. This grant will allow us to enhance the weekend food bags we sent out across the district to over 300 students each week.</p>	Mrs. Lisa Trail
<p>A. Presentation of the Board of Distinction Plaque by Mid-Cumberland District Director and Clarksville-Montgomery County Board Member, Mr. Jimmie Garland Procedural Item</p>	Chair Butch Campbell
<p><b>IV. CONSENT ITEMS</b> Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Becky Goff and seconded by Jimmy Richardson III, passed. (7-0)</p>	Chair Butch Campbell
<p>A. Approval of 10-13-20 Board Minutes Consent Item</p>	

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 Motion to approve Board Policy 6.409 Child Abuse and Neglect on second reading. This motion, made by Ms. Roseann Barton and seconded by Mr. David Settles, passed. (7-0)	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 Motion to approve Board Policy 4.302 Field Trips/Excursions/Competitions. This motion, made by Ms. Becky Goff and seconded by Mr. Wesley Ballard, passed. (7-0)	Mr. Ralph Ringstaff
C. Approval of 2020 LEA Compliance Report Action Item Motion to approve the 2020 LEA Compliance Report. This motion, made by Mr. David Settles and seconded by Ms. Becky Goff, passed. (7-0)	Mr. Ralph Ringstaff
D. Approval of Asynchronous Learning Days Action Item Mr. Ringstaff explained the addition of the asynchronous learning days. He stated that the days would be November 24, February 5, and March 19. These days are for teachers and EA's to plan. All support areas will report to work as usual. Students will not report to school on those days, but will do school work provided by the district at home. ESP will be open from 6:00 a.m.-6:00 p.m. at all sites and will be available to help students with school assignments. Nutrition will send home a breakfast and lunch with all students the day before the asynchronous day.  Roseann Barton asked that if at all possible, that no other meetings be held on those days for teachers. She asked that the days strictly be for planning. Mr. Ringstaff said that there would have to be one exception on November 24. The state has a mandated zoom meeting for all kindergarten teachers for one hour to complete a training on portfolios.  Mr. Richardson asked if these days line up with the county calendar. Mr. Ringstaff said that they do not, but in the past we have had other PD days that did not line up with the county.  Mr. Richardson also asked if there would be a need for additional asynchronous days to be added to the calendar. Mr. Ringstaff said that if that is the case, he would come back before the Board for approval.  Motion to approve three Asynchronous Learning Days added to the 2020 School Calendar. This motion, made by Ms. Roseann Barton and seconded by Mr. David Settles, passed.	Mr. Ralph Ringstaff

(7-0)	
E. Budget Transfers and Amendments Action Item Motion to approve the budget transfers and amendments. This motion, made by Ms. Amanda Moore and seconded by Mr. David Settles, passed. (7-0)	Mr. Michael Smith
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Personnel Report Information Item Motion to approve the informational personnel report. This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, passed. (7-0)	Mr. Ralph Ringstaff
B. Enrollment (PTR) Report Information Item Mr. Marlin explained the Enrollment Report to the Board in detail. He asked the Board their thoughts on receiving this report a little less often than once a month. A majority of the Board would like to continue receiving the report once a month.  There was also discussion regarding tracking homeschool students. Mr. Lyles came forward to explain the homeschool process. Motion to approve the informational Enrollment Report. This motion, made by Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. (7-0)	Mr. Joe Marlin
C. Revenue and Expenditure Report for September Information Item Mr. Smith explained that he would probably be adding a coversheet to this report that would explain the items in detail. Mrs. Moore stated that would be very helpful as she is preparing for the meeting.  Mr. Ballard mentioned that he would like to see the impact of monies spent and received because of the COVID pandemic. Mr. Smith will be working to make the reports a little more detailed.	Mr. Michael Smith
D. Budget Timeline Information Item	Mr. Michael Smith
E. Nurses' Presentation Information Item Sara Walker and Ashlie Archer presented a power point to the Board explaining how they are handling the pandemic as well as day to day activities at each school.  There was much discussion regarding LPN's working overtime during the pandemic. Mr. Ringstaff will compile a report to get that information to the Board. The Board mentioned possibly trying to add raises for the nursing staff during budget talks.  The entire Board expressed their extreme appreciation to the nurses of MCS for all of their hard work during this time.	Mr. Ralph Ringstaff
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item The meeting adjourned at 7:12 p.m. Motion to adjourn. This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, passed. (7-0)	Chair Butch Campbell

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Interim Director of Schools

Minutes  
Page 4 of 4  
November 10, 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 September</b>	Descriptor Term: <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date: <b>05/10/16</b>
		Rescinds: <b>BO40</b>	Issued: REVIEWED 12/20 <b>03/01/11</b>

## 1 Section 1. Definitions

2 (1) "School district" means Murfreesboro City School District, which includes all boards, committees,  
3 commissions, authorities, corporations or other instrumentalities appointed or created by the school  
4 district or an official of the school district.

5 (2) "Officials and employees" means and includes any official, whether elected or appointed, officer,  
6 employee or servant, or any member of any board, agency, commission, authority or corporation  
7 (whether compensated or not), or any officer, employee or servant thereof, of the school district.

8 (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with  
9 this Code of Ethics, a financial interest of the official or employee, or a financial interest of the  
10 official's or employee's spouse or child living in the same household, in the matter to be voted upon,  
11 regulated, supervised, or otherwise acted upon in an official capacity. A financial interest which  
12 benefits or which may benefit the official or employee or their family members, by one thousand  
13 dollars (\$1,000.00) or more a year is a "personal interest" requiring disclosure under these standards.

## 14 Section 2. Disclosure of personal interest in voting matters

15 An official or employee with the responsibility to vote on a measure shall disclose during the meeting  
16 at which the vote takes place, before the vote and to be included in the minutes, any personal interest  
17 that affects, or that would lead a reasonable person to infer that it affects, the official's or employee's  
18 vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse  
19 himself or herself from voting on the measure.

## 20 Section 3. Disclosure of personal interest in non-voting matters

21 An official or employee who must exercise discretion relative to any matter other than casting a vote  
22 and who has a personal interest in the matter that affects or that would lead a reasonable person to infer  
23 that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when  
24 possible, the interest on the attached disclosure form and file the disclosure form with the  
25 Murfreesboro City School District's Human Resources Director. In addition, the official or employee  
26 may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the  
27 matter.

## 28 Section 4. Acceptance of gifts and other things of value

29 An official or employee, or an official's or employee's spouse or child living in the same household,  
30 may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any

31 kind from anyone other than the school district, that a reasonable person would understand was  
32 intended to influence the vote, official action or judgment of the official or employee in executing  
33 decision-making authority affecting the school district.

34 It shall not be considered a violation of this policy for an official or employee to receive entertainment,  
35 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in  
36 connection with a conference sponsored by an established or recognized statewide association of  
37 school board officials or by an umbrella or affiliate organization of such statewide association of  
38 school board officials.

### 39 **Section 5. Ethics Complaints**

40 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law  
41 governing ethical conduct should be directed to the chair of the Murfreesboro City School Board.  
42 Complaints shall be in writing and signed by the person making the complaint, and shall set forth in  
43 reasonable detail the facts upon which the complaint is based. If the chair of the School Board is the  
44 subject of the complaint, the complaint should be made to the Board Attorney.

45 The Murfreesboro City School Board may investigate any credible complaint against an official or  
46 employee charging any violation of this Code of Ethics, or may undertake an investigation on its own  
47 initiative when it acquires information indicating a possible violation, and make recommendations for  
48 action to end or seek retribution for any activity that, in the Board's judgment, constitutes a violation  
49 of this Code of Ethics. If a member of the Board is the subject of a complaint, such member shall  
50 recuse himself or herself from all proceedings involving such complaint.

51 The Board may:

- 52 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- 53 (2) in the case of an official, the Board may consider possible public censure if the Board body  
54 finds such action warranted;
- 55 (3) in the case of an employee, refer the matter to the official responsible for supervision of the  
56 employee for possible disciplinary action if the official finds discipline warranted;
- 57 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney  
58 for possible ouster or criminal prosecution;

59 The interpretation that a reasonable person in the circumstances would apply shall be used in  
60 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes  
61 a violation of a personnel policy, the violation shall be dealt with as a violation of the personnel  
62 provisions rather than as a violation of this Code of Ethics.

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**MURFREESBORO CITY SCHOOL DISTRICT CODE OF ETHICS  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

- 1. Date of disclosure: \_\_\_\_\_
- 2. Name of official or employee: \_\_\_\_\_
- 3. Office and position: \_\_\_\_\_
- 4. Description of personal interest (describe below in detail):

\_\_\_\_\_  
Signature of official or employee

\_\_\_\_\_  
Witness Signature

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <b>09/24/19</b>
		Rescinds: <b>1.704</b>	Issued:

## 1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to  
3 charter schools converting from existing public schools. Proposals from existing charter school  
4 operators or replicators and applicants proposing to contract with educational service providers shall  
5 include the information required by state law.<sup>1</sup>

## 6 **APPLICATION PROCESS<sup>2</sup>**

7 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)  
8 days prior to February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to  
9 begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms  
11 provided by the Department of Education. The application shall provide all the information required by  
12 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by  
13 law for the formation of a charter school, and the proposed charter school will be able to implement a  
14 viable program of quality education for its students.<sup>3</sup>

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on  
16 February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to begin  
17 operation as a charter school. If the 1<sup>st</sup> of February falls on a Saturday, Sunday, or holiday on which  
18 the school district offices are closed, applications will be accepted on the next business day on or  
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an  
20 application fee of \$2,500.00.<sup>2</sup>

## 21 **REVIEW TEAM<sup>1</sup>**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school  
23 applications. The team shall be composed of members of the administrative staff for the district,  
24 community members, and a member of the Board with relevant educational, organizational, financial,  
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall  
26 make a recommendation to the Board on which members of his/her administrative staff should be  
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each  
28 year. The Board shall designate a Chair of the review team as the contact person for answering  
29 questions about the application process and receiving applications. The Director of Schools shall  
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of  
31 real or perceived conflicts of interest.

32 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and  
33 ruling on applications for the establishment of charter schools by the review team. The procedure shall  
34 include a timeline for the application and review process. A copy of the procedure, including the  
35 review criteria, shall be available to any interested party upon request.

36 The review team shall:

- 37 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 38
- 39 2. Recommend one of the following options to the Board for each application: approve, reject, or  
40 reject with stipulations for reconsideration; and
- 41
- 42 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

#### 43 **APPROVAL/DENIAL OF APPLICATION**<sup>4</sup>

44 The Board shall rule by resolution on the approval or denial of a charter school application within  
45 ninety (90) days of receipt of the completed application, or the application shall be deemed approved  
46 by law. The Director of Schools shall report the action taken by the Board to the Department of  
47 Education.

##### 48 *Approval*

49 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with  
50 the Board which shall be binding on the charter school's governing body. The charter school agreement  
51 shall be in writing and signed by the sponsor and the Board.

52 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state  
53 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.<sup>5</sup>

54 Charter schools approved by the Board are expected to implement the application as submitted and  
55 approved. Material variations in operations from the approved application require amendment pursuant  
56 to statute and the charter school agreement.

57 The Board shall not provide services to charter schools that are not requested during the application  
58 process except for those services that are required under state or federal laws. Services agreed to be  
59 provided to the charter school by the Board shall be provided at board actual cost. The Board and  
60 charter school shall execute a service contract for any additional services.

61 New charter school agreements are approved for a ten (10) year period.<sup>6</sup> The Board may revoke or  
62 deny renewal of a charter school agreement for any of the reasons enumerated in state law.<sup>7</sup>

##### 63 *Denial*

64 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to  
65 submit an amended application to correct the deficiencies. The Board shall have sixty (60) days either  
66 to deny or to approve the amended application, or the application shall be deemed approved by law.<sup>4</sup>

- 67 Within ten (10) days of final denial, an appeal may be filed with the Tennessee Charter School Commission.~~State Board of Education.~~

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Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Maintaining Test and Data Security</b>	Descriptor Code: <b>4.701</b>	Issued Date: <b>11/27/18</b>
		Rescinds: <b>IS 20</b>	Issued: <b>4/01; 4/12; 4/93</b>

1 *General*

2 Security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup>

3 **TESTING SECURITY**

4 The Director of Schools shall designate a system testing coordinator who shall be responsible for  
5 administering, monitoring, and maintaining security of all tests to be administered within the school  
6 district. The principal of each school shall serve as or designate a building testing coordinator who  
7 shall be responsible for the administrating, monitoring, and maintaining security of all tests given in  
8 the school.

9 Any employee found to have not followed security guidelines shall be placed on immediate  
10 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for  
11 revocation of state license.<sup>2</sup> The Director of Schools shall report a breach of security to the State  
12 Department of Education's Office of Accountability and any testing irregularity to the Division of State  
13 Testing within twenty-four (24) hours of such events. In any class, grade, and/or school where a  
14 security breach is strongly suspected or verified, central office staff shall be present during subsequent  
15 tests for a period of two (2) years.

16 **DATA SECURITY**

17 Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in  
18 procedure. Personnel shall not share embargoed data with external parties.<sup>3</sup>

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Legal References

1. TRR/MS 0520-01-03-.03(~~711~~)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600

<Policy Title>

<Descriptor Code>

# 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

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Instructional Materials</b>	Descriptor Code: <b>4.400</b>	Issued Date: <b>08/27/19</b>
		Rescinds: <b>STU 41, IS 5</b>	Issued:

## 1 *General*

2 All classrooms and learning centers shall be equipped with the instructional materials needed to provide  
3 quality learning experiences for students.

4 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,  
5 generate critical thinking, and support the educational programs.

6 The Director of Schools shall develop procedures to review and reconsider instructional materials that  
7 are allegedly inappropriate.

8

## 9 **SELECTION<sup>1</sup>**

10 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook  
Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of  
textbooks and instructional materials not on the list approved by the State Textbook Commission is  
permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

11 The Director of Schools shall establish a procedure for providing citizens of the community with an  
opportunity to examine proposed textbooks and instructional materials prior to their final adoption,<sup>2</sup>  
including public notice of the time and location at which textbooks and instructional materials may be  
examined. Once approved by the Board, the Director of Schools shall post the list of all approved  
textbooks and instructional materials on the school district's website and send a copy of the list to the  
Commissioner of Education.<sup>1</sup>

## 12 **DISTRIBUTION**

13 The Director of Schools shall designate an employee to be responsible for the purchase and distribution of  
textbooks and instructional materials in each school. Students shall receive these items at no cost.

## 14 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS<sup>3</sup>**

15 Textbooks and instructional materials are property of the Board and shall be returned at the end of the  
school year, upon completion of the course, or upon withdrawal from a course or school.  
Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and  
instructional materials received and used by their children. The Director of Schools shall be responsible for  
developing an administrative procedure regarding the replacement of lost or damaged textbooks and  
instructional materials.

## 16 **REVIEW OF MATERIALS**

17 A list of instructional materials shall be revised annually by building administrators under the direction  
18 of the Director of Schools.

19 Upon request, parent(s)/guardian(s) shall have the ability to inspect the following items:

20 1. Instructional materials;

- 13  
14 2. Teaching materials/ aids;  
15  
16 3. Handouts; and  
17  
18 4. Tests that are developed by and graded by their child’s teacher.

**19 PROCEDURE FOR FILING AND PROCESSING THE FORM “CITIZENS REQUEST FOR  
20 RECONSIDERATION OF INSTRUCTIONAL MATERIALS”**

- 21 1. The complainant will file the complaint form with the office of the Director of Schools  
22 2. The materials in question will be reviewed by a media review committee appointed by the  
23 Director of Schools composed of the following:  
24 • Director of Curriculum and Instruction, Chair (responsible for record-keeping)  
25 • Principal of school involved  
26 • School library media specialist  
27 • Teacher representing school and subject area involved  
28 • Lay person (example: PTO officer from school where complaint originated)
- 29 3. The Committee will consider the material with specific objections in mind and a report will be  
30 filed with the Director of Schools describing the review process and stating the  
31 recommendations of the committee.  
32 4. If the matter was not resolved through the review committee process, the Director of Schools  
33 will submit the report to the Board of Education for final action.

34 The Board of Education will report its decision to the complainant and to each school in the system.

35 Any material that has been through the review process within the past three (3) years will not be  
36 reconsidered. The earlier committee action will stand.

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Legal References

1. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);  
TRR/MS 0520-01-18-.02
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

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Cross References

- Surplus Property Sales 2.403  
Student Fees and Fines 6.709

# Murfreesboro City School Board

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>4/28/20 08/27/19</b>
		Rescinds: <b>STU 21; STU 28</b>	Issued: <b>06/01/12</b>

## 1 INTERROGATIONS BY SCHOOL PERSONNEL

- 2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively, or refusing to answer a question may be subject to disciplinary action, including suspension.
- 3 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

## 4 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

- 5 If the principal has requested assistance by law enforcement to investigate a crime involving the school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without the attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation. The use of policewomen or female staff members is desirable in the interrogation of female students.

## 11 POLICE-INITIATED INTERROGATIONS

- 12 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform the principal of the probable cause to investigate. "In the exercise of the duty to supervise the operation of the school, a principal has discretion in deciding whether to allow the interrogation on school property, unless immediate police access to the student is required by law, court order, warrant, or an exigent circumstance justifying dispensation with the requirement to obtain a warrant."<sup>1</sup> The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The questioning may proceed without attendance of the parent(s)/guardian(s) or legal custodians if permission to do so has been given by the parent(s)/guardian(s) or legal custodians of the student; however, the principal or his/her designee shall be present during the interrogation.

- 23 The use of police women or female staff members is desirable in the interrogation of female students.

## 24 SEARCHES BY SCHOOL PERSONNEL

25 Any principal or principal's designee, having reasonable suspicion may search any student, place, or  
26 thing on school property or in the actual or constructive possession of any student during any organized  
27 school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in  
28 the school parking lot that vehicles parked on school property by students or visitors are subject to search  
29 for drugs, drug paraphernalia, or dangerous weapons), and containers or packages if the principal  
30 receives information which would cause a reasonable belief that the search will lead to the discovery of:

- 31 1. Evidence of any violation of the law;
- 32 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty  
33 conduct;
- 34 3. Any object or substance which, because of its presence, presents an immediate danger or harm  
35 or illness to any person.

36 The search must be authorized by the principal, and that authority may not be delegated to a school  
employee.<sup>2</sup>

36—A student using a locker that is the property of the school system have a very low expectation of privacy in  
their assigned school lockers and does not have the right of privacy in

37 ~~that locker or~~ its contents.<sup>1</sup> All lockers or other storage areas provided for student use on school premises  
38 remain the property of the school system and are provided for the use of students subject to inspection,  
39 access for maintenance, and search. Notice shall be posted in each school that lockers and other storage  
40 areas are school property and are subject to search.

41 A student may be subject to physical search or a student's pocket, purse, or other container may be  
42 required to be emptied because of the results of a locker search or because of information received from  
43 a teacher, staff member, or other student if such action is reasonable to the principal. All of the following  
44 standards of reasonableness shall be met:

- 45 1. A particular student is reasonably believed to have violated policy;
- 46 2. The search could be expected to yield evidence of the violation of school policy or disclosure of  
47 a dangerous weapon or drug;
- 48 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,  
49 safety, supervision, and education of students;
- 50 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
- 51 5. The search shall be reasonable, related to the objectives of the search, and not excessively  
52 intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged  
53 to have been committed.

54 School officials may conduct hand-held or walk-through metal detector checks of a student's person or  
55 personal effects.

56 Anything found in the course of the search conducted in accordance with this policy which is evidence  
57 of a violation of the law or a violation of student conduct standards may be:

- 58 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It  
59 should be tagged for identification at the time it is seized and kept in a secure place by the

60 principal or the principal's designee until it is presented at the hearing. At the discretion of the  
 61 principal, the items seized may be returned to the parent or guardian of a student or, if it has -no  
 62 significant value, the item may be destroyed but only with the express written permission of the  
 63 Director of Schools.

64 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or  
 65 drug as defined in TCA 49-6-4202 shall immediately be turned over to an appropriate law  
 enforcement official.<sup>3</sup>  
 66 ~~after completion of an administrative proceeding at which its presence is reasonably required.~~

~~6765~~ If the principal has received reliable information which the principal believes to be true that evidence of  
 6866 a crime or of stolen goods, not involving school property of members of the school staff or student body,  
 6967 is located on school property and that any search for such evidence or goods would be unrelated to school  
 7068 discipline or to the health and safety of a student or the student body, the principal or designee shall  
 7169 request police assistance.

~~7270~~ Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or designee  
 7371 may request the assistance of a law enforcement officer.

~~7472~~ In order to ensure a safe and secure learning environment, the Director of Schools shall develop  
 7573 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent  
 with state law and regulations. The Director shall develop additional procedures to ensure compliance  
 with all of the provisions of the School Security Act of 1981.<sup>24</sup>

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 Legal References

1. Tenn. Op. Att'y Gen. No. 14-21 \_\_\_\_\_
2. TCA 49-6- 4204(a)
3. TCA49-6-4210, 39-17- 418, 39-17-1309
4. TCA 49-6-4201 to 4218

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 Cross References

- Procedural Due Process 6.302  
 Child Abuse and Neglect 6.409

# Murfreesboro City School Board

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>4/28/20</b>  <b>03/12/19</b> <b>01/29/19</b>
		Rescinds: <b>STU 11</b>	Issued: <b>07/01/10</b>

1 If under exceptional circumstances a child is required to take non-prescription or prescription medication  
 2 during school hours and the parent cannot be at school to administer the medication, only the principal  
 3 or the principal’s designee will assist in self-administration of the medication if the student is competent  
 4 to self-administer medicine with assistance in compliance with the following regulations:<sup>1</sup>

5 Prescription medication must be brought to school in the original, pharmacy labeled container that  
 6 displays:

- 7 1. The child’s name;
- 8 2. The prescription number;
- 9 3. Medication name and dosage;
- 10 4. Administration route or other directions;
- 11 5. Date;
- 12 6. Licensed prescriber’s name; and
- 13 7. Pharmacy name, address, and phone number.

14  
 15 All non-prescription drugs given in school shall be brought to school with the original label listing the  
 16 ingredients, dose schedule, and child’s name affixed to the container; and be accompanied by written  
 instruction, signed by the parent, and will include:

- 17 1. Child’s name;
- 18 2. Name, address, and phone number of the parent or legal guardian;
- 19 3. Name of medication;
- 20 4. Name of physician;
- 21 5. Time to be self-administered;
- 22 6. Dosage and directions for self-administration;
- 23 7. Possible side effects, if known;
- 24 8. Reason medication is needed; and,
- 25 9. Termination date for self-administration of the medication.

26 The medication must be delivered to the nurse’s clinic or front office in person by the parent or guardian  
 27 of the student. Emergency medication may be kept with the student (i.e. students with asthma), provided  
 28 a doctor’s note indicates the need for the student’s immediate access to the medication.

29  
 30 **Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever  
 inhalers if the additional information is provided by a parent/guardian:**

- 31 1. **Written statement from the prescribing health care practitioner that the student suffers from  
 asthma and has been instructed in self-administration; and**

## 2. Purpose of the medication.

32

33 Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to  
34 a student based on that student's Individual Health Plan (IHP). However, if a public-school nurse is  
35 available and on site, the nurse shall provide this service to the student.

36 The administrator/designee will:

- 37 1. Inform appropriate school personnel of the medication to be self-administered;
- 38 2. Keep written instructions from parent in student's record;
- 39 3. Keep an accurate record of the self-administration of the medication;
- 40 4. Keep all medication in a secure, separate, locked cabinet except emergency medication and  
41 medication retained by a student per physician's order.
- 42 5. Keep all emergency medication in an unlocked secure location near the student and readily  
43 available for timely, emergency use;
- 44 6. Return unused medication to the parent, guardian and/or parent or guardian's adult designee only.  
45 If the medication is not retrieved by the end of the school year, the school nurse will dispose of  
46 it. Emergency medication may be sent home with student upon the request of the parent or  
47 guardian; and
- 48 7. Ensure that all guidelines developed by the Department of Health and the Department of  
49 Education are followed.

50 The parent or guardian is responsible for informing the designated official of any change in the student's  
51 health or change in medication.

52 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term  
53 administration of medication.

50

### 51 **BLOOD GLUCOSE SELF-CHECKS**

52

53 Upon written request of a parent or guardian, and if included in the student's medical management plan  
54 and in the IHP, a student with diabetes shall be permitted to perform blood glucose checks or administer  
55 insulin, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the  
56 student's diabetes in any area of the school or school grounds and at any school-related activity, and  
57 shall be permitted to possess on the student's person at all times all necessary diabetes monitoring and  
58 treatment supplies.

59

60 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
61 such sharps is appropriate.

62

63 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee

64 Occupational Safety and Health Administration (TOSHA).<sup>2</sup>

65

66

67 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>3</sup>**

68

69 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage  
70 their prescribed medication in a manner directed by a licensed healthcare provider without additional  
71 assistance or direction. The Director of Schools shall develop procedures for the development of both  
72 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law  
73 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

74

75

76 **STUDENTS WITH ADRENAL INSUFFICIENCY<sup>4</sup>**

77

78 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of  
79 the student's diagnosis. Once notified, the district shall observe the following procedure:

80

81 1. The district shall train school personnel who will be responsible for administering the  
82 medication for the treatment of adrenal insufficiency and any who volunteer to administer the  
83 medication.

84

85 2. The district shall maintain a record of all school personnel who have completed this training.

86

87 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care  
88 professional may administer the prescribed medication to the student. If a school nurse or other  
89 licensed health care professional is not immediately available, trained school personnel may  
90 administer the prescribed medication.

91

92 The Director of Schools shall develop procedures on the administration of medications that treat  
93 adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

94

95

96 **STOCKED EPINEPHRINE AUTO-INJECTORS**

97

98 Murfreesboro City Schools will provide at least two (2) doses of auto-injectable epinephrine (also  
99 called stock epinephrine) in each school building, to be administered by a school nurse or designated  
100 employee of the school who is authorized and trained in the administration of epinephrine to any  
101 student believed to be having an anaphylactic reaction on school premises, during the academic day.

102 MCS will obtain a standing order from a licensed physician. Standing orders must be renewed  
103 annually and with any change in prescriber.

1. TCA 49-50-162
2. TCA 49-5-415(d)(7), Public Acts 2006,  
Chapter No. 54
3. Public Acts of 2015, Chapter No. 321
4. TRR/MS 0520-01-12; State Board of Education  
Policy 4.205

STATE OF TENNESSEE  
Murfreesboro City Sc SCHOOL DISTRICT  
OFFICIAL STATUTORY BOND  
TREASURER OR FISCAL AGENT FOR  
LOCAL EDUCATION AGENCY

OFFICE OF Murfreesboro City Schools, Kim Fischer

KNOW ALL MEN BY THESE PRESENTS:

That Michael H Smith of Murfreesboro City Schools  
(Special/City School District), of MURFREESBORO Tennessee, as Principal, and  
The Cincinnati Insurance Company as Surety, are held and firmly bound unto **THE STATE OF**  
**TENNESSEE** in the full amount of One Million Dollars  
( \$1,508,900.00 ) lawful money of the United States of America for the full and prompt payment whereof we bind  
ourselves, our representatives, successors and assigns, each jointly and severally, firmly and unequivocally by these presents.

WHEREAS, The said Principal was duly appointed to the office of Finance Director of and for  
Murfreesboro City Sc School District for the 1.00 year term beginning on the 2nd day of November, 20 20 and  
ending on the 2nd day of November, 20 21.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH:

- That if the said Michael H Smith, Principal, shall:
1. Faithfully perform the duties of the office of Finance Director of Murfreesboro City Sc  
School District during his term of office or his continuance therein; and,
  2. Pay over to the persons authorized by law to receive them, all monies, properties, or things of value that may come into his hands during  
his term of office or his continuance therein without fraud or delay, and shall faithfully and safely keep all records required of him in his  
official capacity, and at the expiration of this term, or in case of his resignation or removal from office, shall turn over to his successor all  
records and property which have come into his hands, then this obligation shall be null and void; otherwise to remain in full force and  
effect.

WITNESS our hands and seals this 5th day of November, 20 20.

WITNESS - ATTEST:

PRINCIPAL:

COUNTERSIGNED BY:

Kelly Smotherman  
Kelly Smotherman  
Tennessee Resident Agent

SURETY: The Cincinnati Insurance Company

By: James W Miley  
James W Miley

Attorney-in-fact:  
P.O. Box 7001  
Murfreesboro, TN 37133

(attach evidence of authority to execute bond)

ACKNOWLEDGEMENT OF PRINCIPAL

STATE OF TENNESSEE

COUNTY OF Rutherford

Before me, a Notary Public, of the State and County aforesaid, personally appeared Michael H Smith  
with whom I am personally acquainted and who, upon oath, acknowledged himself to be the individual who executed the foregoing bond,  
and he acknowledged to me that he executed the same.

Witness my hand and seal this 8th day of December, 2 020.

My Commission Expires: 12-21-22, 2 \_\_\_\_\_.

Jim Vance  
Notary Public

(over)



ACKNOWLEDGEMENT OF SURETY

STATE OF TN  
COUNTY OF Rutherford

Before me, a Notary Public, of the State and County aforesaid, personally appeared James W Miley with whom I am personally acquainted and, who, upon oath, acknowledged himself to be the individual who executed the foregoing bond on behalf of The Cincinnati Insurance Company, the within named Surety, a corporation duly licensed to do business in the State of Tennessee, and that he as such individual being authorized so to do, executed the foregoing bond, by signing the name of the corporation by himself as such individual.

Witness my hand and seal this 6th day of November, 2020.

My Commission Expires: September 16, 2023.

Shirley A. Vanzant  
Notary Public



APPROVAL AND CERTIFICATION

SECTION I. (Applicable to Treasurer and Fiscal Agents of Local Education Agencies)

Bond and Sureties approved by Butch Campbell, Chairman of Murfreesboro City School District, on this 8th day of December, 2020.

Signed: Butch Campbell  
Chairman Board of Education

CERTIFICATION:

I, Ralph Kingstaff, Secretary of Murfreesboro City School District, hereby certify that the foregoing bond was approved by the Board of Education, in open session on the 8th day of December, 2020, and entered upon the minutes thereof.

Signed: Ralph Kingstaff  
Secretary

SECTION II.

FOR USE BY REGISTER OF DEEDS

SECTION III.

ENDORSEMENT:

Filed with the Comptroller of the Treasury, State of Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Comptroller of the Treasury

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

6795934

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

James W Miley

of Murfreesboro, TN its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows: Any such obligations in the United States,

Ten Million and No/100 Dollars (\$10,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 1st day of April, 2007.



STATE OF OHIO ) ss: COUNTY OF BUTLER

THE CINCINNATI INSURANCE COMPANY

Thomas H. Kelly

Vice President

On this 1st day of April, 2007, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Mark J. Huller

MARK J. HULLER, Attorney at Law NOTARY PUBLIC - STATE OF OHIO My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio. this 2nd day of November 2020

Beggy J. Schlemmer

Secretary



**MURFREESBORO CITY SCHOOLS**  
**UPDATED 2020-2021 ACADEMIC CALENDAR**  
**Reopening Plan w/Asynchronous Days**  
Updated 12-9-20

**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: **Asynchronous Learning Day** 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)  
Wednesday, January 27: **Asynchronous Learning day**

**FEBRUARY 2021**

Friday, February 5: **Asynchronous Learning Day**  
Monday, February 15: Presidents' Day (Day Out for All)  
Wednesday, February 24: **Asynchronous Learning Day**

**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)  
Board Approved 11-10-20

**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



August 18, 2020

**RE: Critical Infrastructure Designation by School Districts**

Dear Superintendent:

We are aware that some districts throughout the state are considering designating certain school staff as "critical infrastructure workers" under federal Cybersecurity and Infrastructure Security Agency Guidance. To be clear, any critical infrastructure designation by a school district is not being adopted pursuant to any State-endorsed framework or authority, and the State makes no representation as to the legality or permissibility of such self-designation.

As a reminder, anyone who has tested positive for COVID-19 must isolate for ten (10) days and may not return to work until the end of the isolation period and feeling well/symptom free for at least 24 hours.

While isolation and quarantine due to COVID-19 will have a disruptive effect on school operations, such protocols are advised by state and federal public health officials in order to protect the community and mitigate further virus transmission.

Thus, self-designation as critical infrastructure by a school district should be considered in consultation with legal counsel and, if pursued, implemented with adequate caution. Because a critical infrastructure designation may present a greater opportunity for COVID-19 transmission within schools, there are certain minimum precautions necessary for the Tennessee Department of Health to acknowledge a self-designation made by a school district. These minimum precautions, attached as Attachment A, are intended to mitigate COVID-19 risk in districts electing to operate under a critical infrastructure approach.

**To notify the Department of Health (TDH) and Department of Education of an intention to self-designate certain personnel in your district as critical infrastructure workers, please provide a copy of the minutes from a meeting of the district's governing body approving such self-designation and adopting the provisions of Attachment A to TDH by emailing [COVID.education@tn.gov](mailto:COVID.education@tn.gov).** The minutes, and any district policy or plan adopted pursuant to such self-designation by a governing body to implement Attachment A (which should also be provided to TDH, if applicable), should describe which employees or contractors are to be deemed critical infrastructure workers. Any modifications to Attachment A must receive prior approval. If a self-designation is deemed deficient, TDH may request appropriate revisions. Failure to either adopt or enforce adequate precautions will result in the TDH not recognizing the designation in subsequent quarantine actions relevant to that district.

Thank you for your attention to these important matters. We appreciate the dedication and work of educators throughout the state, particularly during this unprecedented time.

Sincerely,

Handwritten signature of Lisa Piercey in black ink.

Lisa Piercey, MD, MBA, FAAP  
Commissioner

Handwritten signature of Penny Schwinn in black ink.

Penny Schwinn, PhD, MAT  
Commissioner

## Attachment A

The Tennessee Department of Health (TDH) has developed requirements for schools modeled on Centers for Disease Control and Prevention (CDC) guidance involving isolation and quarantine of staff and students to reduce risks from COVID-19, [https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/School\\_Recommendations.pdf](https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/School_Recommendations.pdf).

### General Requirements

**Anyone who has tested positive for COVID-19 must isolate for ten (10) days and may not return to work until the end of the isolation period and feeling well/symptom free for at least 24 hours (without fever-reducing medication).**

**In all schools** in which a COVID-19 case is identified:

- The local health department will conduct a thorough investigation, per TDH guidelines.
- All positive COVID-19 cases among staff and students must isolate for a minimum of 10 days, per TDH/CDC guidelines.
- All persons who are identified as close contacts (using standard criteria identified below) will be notified and a 14-day quarantine will be required, per TDH/CDC guidelines.
- All close contacts will be monitored for 14 days by the health department.

In accordance with CDC guidance, all close contacts (defined as being within 6 feet for 10 or more minutes) of individuals diagnosed with COVID-19 should self-quarantine for 14-days from the last exposure to that individual.

### Critical Infrastructure

It is imperative that any school district that decides to use a "Critical Infrastructure" (CI) approach for the management of COVID-19 implement appropriate precautions. Under this approach, districts may adopt policies and choose to exempt certain staff as designated by the district who are close contacts to COVID-19 cases (i.e., no COVID positive or symptomatic persons) from TDH quarantine requirements and instead strictly follow the CDC's modified protocol for CI workers. Districts that opt to implement the CI approach for staff must implement additional measures to mitigate COVID-19 risk, as described below, and notify TDH and the Tennessee Department of Education of such CI designation.

**School districts implementing a CI approach must demonstrate adherence to mandatory, school-wide preventive measures, including:**

- Require all staff, visitors, and students third grade and above to wear cloth face covering (masks) per CDC guidance, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>, subject to appropriate accommodations and exemptions for medical and health conditions.
- Require students, staff, and visitors to maintain 3-6 feet between themselves and others while on school grounds or at a school sponsored event, including within classrooms, during extracurricular activities other than sports, and during any transportation queuing or before a school period.
- Prohibit staff, students, visitors from congregating in lounge areas, hallways, or other common spaces where social distancing cannot be maintained.
- Prohibit school-sponsored mass gatherings (e.g., assemblies and pep rallies), other than athletic competition conducted in accordance with TSSAA Regulations.
- If appropriate physical distancing cannot be achieved within the lunch area, stagger usage or structure lunchtime to allow students to eat lunch in their classrooms or outdoor spaces, continuing to be spaced 3-6 feet apart.

**Staff who are formally identified by the health department to be close contacts (e.g., exposed to positive COVID-19 case, but are not symptomatic or positive) in schools within a district following a CI approach who continue working in-person during their 14-day quarantine period must adhere to the following measures:**

- Staff who are close contacts must continuously wear a face covering while on-site, with no exemptions.
- Staff who are close contacts must remain at least 6 feet from other persons at all times. In particular, eating and drinking within 6 feet of others is prohibited, as a face covering may be removed during that time only.

- Staff who are close contacts must be monitored for COVID-19 symptoms daily and may not work in-person if symptoms develop.
- Staff who are close contacts must self-quarantine when not at school in accordance with TDH/CDC requirements, and they should not attend athletic or extracurricular activities.
- Staff who are close contacts must be tested for COVID-19. Antibody tests are not acceptable.
  - o Staff member should be tested on or by day 4 (or as soon as possible) after they were last in close contact to a COVID-19 case.
    - If positive, staff member must be isolated and close contacts identified.
    - If negative, staff member should retest 3 days later.
  - o Testing may be done at any medical institution, or by going to the local health department (preferred) during standard testing times.
- **Staff with ongoing COVID-19 exposures (e.g., household with a positive COVID-19 case and cannot avoid continued close contact, as opposed to a nonrecurring close contact) are at high risk and must quarantine according to TDH requirements regardless of district's CI designation.**
- **All students must adhere to TDH isolation and quarantine requirements without exception regardless of district's CI designation.**
- Staff and students who have previously been diagnosed with COVID-19 are exempted from quarantine and re-testing for a three month time period. They should continue to wear cloth face coverings and maintain social distancing.

Districts, particularly those that self-designate workers as critical infrastructure, should also examine their leave policies in consideration of employee isolation or quarantine necessitated by COVID-19.

Please provide a copy of the minutes from a meeting of the district's governing body approving a self-designation and adopting the provisions of this Attachment A (and any district policy or plan adopted pursuant to such self-designation by a governing body to implement Attachment A, if applicable) to TDH at [COVID.education@tn.gov](mailto:COVID.education@tn.gov).

Failure to either adopt or enforce adequate precautions will result in the TDH not recognizing the critical infrastructure self-designation in subsequent quarantine actions applicable to that district.

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2021

Account	Description	Increase	Decrease
141 E 71100 399	REGULAR INSTRUCTION-OTHER CONTRACTED SER	85,000	
141 E 71100 722	REGULAR INSTRUCTION-EQUIPMENT	15,000	
141 E 71100 449	REGULAR INSTRUCTION-TEXTBOOKS		100,000
<b>Total</b>		<b>100,000</b>	<b>100,000</b>

Explanation: Transfer request is to cover the data plan for Hotspot Kajeets, webcams, and speakers for distance learning. We were able to request reimbursements for textbooks under the Cares Act Grant.

*Michael Smith*  
 Reviewed by Finance Director/Finance Manager

12/1/2020  
 Date

Approved	<input checked="" type="checkbox"/>	<u><i>Ralph Briggstaff</i></u> Director of Schools	<u>12/1/20</u> Date
Declined	<input type="checkbox"/>		

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

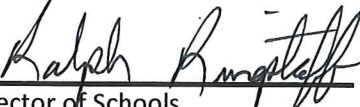
Budget Fiscal Year 2021

Account	Description	Increase	Decrease
141 E 72250 470	TECHNOLOGY-CABLING	5,000	
141 E 72250 709	TECHNOLOGY-EQUIPMENT		5,000
<b>Total</b>		<u>5,000</u>	<u>5,000</u>

Explanation: This transfer request is for an increase in cabling for new access points and time clocks.  
   
   
 

  
 Reviewed by Finance Director/Finance Manager

12/1/2020  
 Date

Approved	<input checked="" type="checkbox"/>	<u></u> Director of Schools	<u>12/1/20</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 72250 470	TRANSPORTATION-OTHER CONTRACTED SERVICES	20,000	
141 E 72710 425	TRANSPORTATION-GASOLINE		20,000
<b>Total</b>		<b>20,000</b>	<b>20,000</b>

Explanation: This transfer request is due to necessary upgrades purchased for the Edulog program for bus routing. We expect savings in the Gasoline line due to the reduction of field trips.

  
 Reviewed by Finance Director/Finance Manager

12/1/2020  
 Date

Approved	<input checked="" type="checkbox"/>	 Director of Schools	<u>12/1/20</u> Date
Declined	<input type="checkbox"/>		

Murfreesboro City Schools Budget Amendment

Department Account

BUDGET AS PASSED OR PREVIOUS AMENDED BUDGET AMENDED BUDGET AMENDMENT INCREASE (DECREASE)

General Purpose School Fund

Revenues  
 Donations and Gifts (44570) \$ 196,441.00 \$ 206,441.00 \$ 10,000.00

\$ 10,000.00

Expenditures

Expenditures  
 Regular Instruction Equipment (71100-722) \$ 64,441.00 \$ 74,441.00 \$ 10,000.00

\$ 10,000.00

CHANGE IN FUND BALANCE (CASH) \$ 3,052,544.00 \$ 3,052,544.00

-

Federal Projects Fund

Revenues

Revenues  
 Other Federal Thorough State (Con Admin.) \$ 68,499.00 \$ 68,726.00 \$ 227.00  
 Title I Grants to LEA (Title I) \$ 1,769,790.00 \$ 1,825,217.44 \$ 55,427.44  
 Professional Development State Grant (Title IIA) \$ 350,716.00 \$ 493,219.03 \$ 142,503.03  
 English Language Acquisition Grants (Title III) \$ 135,187.58 \$ 148,916.19 \$ 13,728.61  
 Special Education-Grants to States (IDEA Part B) \$ 1,596,416.00 \$ 1,942,003.39 \$ 345,587.39  
 Special Education Preschool Grants (IDEA PreK) \$ 41,513.00 \$ 59,154.95 \$ 17,641.95  
 Safe and Drug-free Schools-State Grant (21st CCLC) \$ 476,808.00 \$ 618,270.52 \$ 141,462.52  
 Other Federal Through State (Student Support) \$ - \$ 3,727.04 \$ 3,727.04  
 Special Education-Grants to States (IDEA Innovation) \$ - \$ 19,954.00 \$ 19,954.00  
 Special Education-Grants to States (IDEA Sustainability) \$ - \$ 37,394.00 \$ 37,394.00  
 Special Education Preschool Grants (IDEA Sustain) \$ - \$ 65,678.00 \$ 65,678.00  
 Special Education Preschool Grants (IDEA PreK) \$ - \$ 7,371.85 \$ 7,371.85  
 Special Education-Grants to States (IDEA SPDG) \$ - \$ 13,209.73 \$ 13,209.73  
 Special Education-Grants to States (IDEA Technology) \$ - \$ 1,302.00 \$ 1,302.00

\$ 865,214.56

Expenditures

Expenditures

Support Regular Instruction Social Security (Con Admin)	\$ 3,400.00	\$ 3,435.00	\$ 35.00
Support Regular Instruction Retirement (Con Admin)	\$ 5,451.00	\$ 5,565.00	\$ 114.00
Support Regular Instruction Medical (Con Admin)	\$ 3,548.00	\$ 3,450.00	\$ (98.00)
Support Regular Instruction Dental (Con Admin)	\$ 62.00	\$ 145.00	\$ 83.00
Support Regular Instruction Medicare (Con Admin)	\$ 800.00	\$ 805.00	\$ 5.00
Support Regular Instruction Communication (Can Admin)	\$ 132.00	\$ 220.00	\$ 88.00
Regular Instruction Teachers (Title I)	\$ 715,204.00	\$ 718,639.00	\$ 3,435.00
Regular Instruction Educational Assistant (Title I)	\$ 121,995.00	\$ 118,532.00	\$ (3,463.00)
Regular Instruction Social Security (Title I)	\$ 51,909.00	\$ 51,907.00	\$ (2.00)
Regular Instruction Retirement (Title I)	\$ 88,612.00	\$ 88,544.00	\$ (68.00)
Regular Instruction Medical (Title I)	\$ 101,193.00	\$ 120,891.00	\$ 19,698.00
Regular Instruction Medicare (Title I)	\$ 12,141.00	\$ 12,140.00	\$ (1.00)
Regular Instruction Fringe Benefits (Title I)	\$ 9,000.00	\$ 6,000.00	\$ (3,000.00)
Regular Instruction Instructional Supplies (Title I)	\$ 444,307.10	\$ 433,395.75	\$ (10,911.35)
Other Student Support Other Supplies & Materials (Title I)	\$ 18,378.90	\$ 69,400.68	\$ 51,021.78
Support Regular Instruction Other Salaries (Title I)	\$ 120,781.00	\$ 125,518.00	\$ 4,737.00
Support Regular Instruction Social Security (Title I)	\$ 7,448.00	\$ 7,742.00	\$ 294.00
Support Regular Instruction Retirement (Title I)	\$ 10,771.00	\$ 11,250.00	\$ 479.00
Support Regular Instruction Life Insurance (Title I)	\$ 341.00	\$ 357.00	\$ 16.00
Support Regular Instruction Travel (Title I)	\$ 200.00	\$ -	\$ (200.00)
Support Regular Instruction Other Contracted Services (Title I)	\$ -	\$ 7,919.01	\$ 7,919.01
Support Regular Instruction Staff Development (Title I)	\$ 16,000.00	\$ 800.00	\$ (15,200.00)
Transfers Out Indirect Cost (Title I)	\$ 23,145.00	\$ 23,818.00	\$ 673.00
Support Regular Instruction Other Salaries (Title IIA)	\$ 197,406.00	\$ 200,000.00	\$ 2,594.00
Support Regular Instruction Social Security (Title IIA)	\$ 12,800.00	\$ 15,000.00	\$ 2,200.00
Support Regular Instruction Retirement (Title IIA)	\$ 20,350.00	\$ 25,000.00	\$ 4,650.00
Support Regular Instruction Life Insurance (Title IIA)	\$ 650.00	\$ 1,000.00	\$ 350.00
Support Regular Instruction Medical (Title IIA)	\$ 22,412.00	\$ 25,000.00	\$ 2,588.00
Support Regular Instruction Dental (Title IIA)	\$ 650.00	\$ 1,000.00	\$ 350.00
Support Regular Instruction Medicare (Title IIA)	\$ 2,862.00	\$ 5,000.00	\$ 2,138.00
Support Regular Instruction Contracted Services (Title IIA)	\$ 20,000.00	\$ 40,000.00	\$ 20,000.00
Support Regular Instruction Travel (Title IIA)	\$ 1,200.00	\$ 2,000.00	\$ 800.00
Support Regular Instruction Staff Development (Title IIA)	\$ 63,386.00	\$ 170,219.03	\$ 106,833.03
Support Regular Instruction Other Salaries (Title II)	\$ 98,469.00	\$ 95,500.00	\$ (2,969.00)
Support Regular Instruction Social Security (Title II)	\$ 6,105.00	\$ 6,100.00	\$ (5.00)
Support Regular Instruction Retirement (Title II)	\$ 11,984.00	\$ 11,700.00	\$ (284.00)
Support Regular Instruction Life Insurance (Title II)	\$ 331.00	\$ 350.00	\$ 19.00
Support Regular Instruction Medical (Title II)	\$ 7,097.00	\$ 9,000.00	\$ 1,903.00
Support Regular Instruction Dental (Title II)	\$ 283.00	\$ 300.00	\$ 17.00
Support Regular Instruction Medicare (Title II)	\$ 1,428.00	\$ 1,425.00	\$ (3.00)
Support Regular Instruction Travel (Title II)	\$ 1,500.00	\$ 2,000.00	\$ 500.00
Support Regular Instruction Other Contracted Services (Title II)	\$ 1,000.00	\$ 4,500.00	\$ 3,500.00
Support Regular Instruction Other Supplies (Title II)	\$ 1,775.00	\$ 2,500.00	\$ 725.00
Support Regular Instruction Staff Development (Title II)	\$ 2,215.58	\$ 12,541.19	\$ 10,325.61
Special Education Teachers (IDEA Part B)	\$ 155,346.00	\$ 135,000.00	\$ (20,346.00)
Special Education Educational Assistants (IDEA Part B)	\$ 291,865.00	\$ 305,000.00	\$ 13,135.00
Special Education Speech Pathologist (IDEA Part B)	\$ 91,077.00	\$ 130,000.00	\$ 38,923.00
Special Education Other Salaries (IDEA Part B)	\$ 31,209.00	\$ 65,386.36	\$ 34,178.36
Special Education Social Security (IDEA Part B)	\$ 36,565.00	\$ 36,500.00	\$ (65.00)
Special Education Retirement (IDEA Part B)	\$ 67,034.00	\$ 67,000.00	\$ (34.00)
Special Education Medical (IDEA Part B)	\$ 100,842.00	\$ 90,000.00	\$ (10,842.00)
Special Education Dental (IDEA Part B)	\$ 3,822.00	\$ 3,600.00	\$ (222.00)



Federal Projects Fund

Revenues

Revenues

LEA Reopening and Programmatic Supports Grant (Covid-19)

\$ - \$ 125,000.00 \$ 125,000.00

\$ 125,000.00

Expenditures

Expenditures

Technology Internet Connectivity  
Technology Other Equipment

\$ - \$ 36,800.00 \$ 36,800.00  
\$ - \$ 88,200.00 \$ 88,200.00

\$ 125,000.00

CHANGE IN FUND BALANCE (CASH)

CHANGE IN FUND BALANCE (CASH)

\$ - \$ -

Reviewed by Finance Director/Finance Manager

12/2/2020  
Date

Approved	<input checked="" type="checkbox"/>	<u>Rachel Ruppel</u>	Director of Schools	<u>12/2/2020</u>
Declined	<input type="checkbox"/>			

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST


Budget Fiscal Year 2021

Account	Description	Increase	Decrease
141 E 73300 399	COMMUNITY SERVICES-OTHER CONTRACTED SER	12,000	
141 E 73300 599	COMMUNITY SERVICES-OTHER CHARGES		12,000
<b>Total</b>		<u>12,000</u>	<u>12,000</u>

Explanation: This budget transfer is for the design, implementation and annual software subscription purchase for new school website vendor. This budget transfer accompanies a five-year contract with Finalsite.

  
 Reviewed by Finance Director/Finance Manager

12/4/2020  
 Date

Approved	<input checked="" type="checkbox"/>	 Director of Schools	<u>12/4/20</u> Date
Declined	<input type="checkbox"/>		





Customer: Murfreesboro City School District  
 Created By: Nathan Buhl  
 New Contract  
 12/3/2020  
 Proposal Valid for 30 days

## FINALSITE ORDER

This Finalsite Order (the "Order") is entered into by and between Active Internet Technologies, dba Finalsite ("Finalsite") and Murfreesboro City School District ("Customer") and sets forth the terms of Customer's use of the products and services set forth below ("Pricing Summary"). This Order, together with the Master Terms and Conditions for Services (the "Master Terms") located at <http://www.finalsite.com/agreements> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The "Effective Date" of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### A. Pricing Summary

#### Creative and Deployment Services Package

Public School Theme  
 The Statement of Work ('SOW') for this Creative Services Package can be reviewed here <https://www.finalsite.com/sowpt>

#### Composer CMS Platform

Communications Core Platform - Districts  
 View a detailed description of what's included in your software package here <http://www.finalsite.com/dcc>

#### Products Included in Core Communications

Finalsite Composer Content Management System	Unlimited Published Pages
Live Webinar Training	WYSIWYG Content Editor & Drag-and-Drop Page Designer
Blog, News and Subscriptions with Finalsite Posts	Digital Asset Management & Document Library with Resources
Faculty/Staff Directory & Role	Granular permissions
HTTPS Implementation	LDAP/Google Authentication
Searchable Knowledge Base and Video Access	Tiered Permissions and User Management
Mobile-Friendly, Responsive Layouts	Unlimited Calendars (Incl. Integration)
Drag-and-drop form builder using Forms Manager	Page-Based Notifications (Page Pops)
Website cloud storage (160 GB)	Bandwidth (16 GB)
Admins with ticketing rights (16)	Site Editors (48)
Page Layouts - Base 4	Basic Support with integrated ticketing
Boards for Finalsite Posts (64 pooled)	Forms Manager (80 pooled)
FERPA-compliant Hosting, Security and Integrated CDN	Social Media Feeds (16)
Basic Site Search	District Site and 13 Additional Sites
Data Imports through Finalsite Support (4/year)	Finalsite Payments by BlueSnap



Customer: Murfreesboro City School District  
Created By: Nathan Buhl  
New Contract  
12/3/2020  
Proposal Valid for 30 days

**Additional Products or Services Purchased:**

<b>Creative and Deployment Services</b>	
Content Migration	

<b>Training &amp; Support</b>	
Support Plan - Standard	



Customer: Murfreesboro City School District  
 Created By: Nathan Buhl  
 New Contract  
 12/3/2020  
 Proposal Valid for 30 days

**Special Provisions:**

- 1) Up to 400 pages of content migration are included in this agreement.
- 2) Agreement includes 13 school sites, 1 after school program site, and 1 instructional department site for a total of 15 sites.
- 3) Agreement is contingent upon a signed contract on or before December 18, 2020.

**Services: Initial Term and Fees:**

The initial term of this Order is for the (5) year period beginning from the Effective Date, unless otherwise outlined in the schedule below (the "Initial Term").

Fees for the Initial Term for the Services specified in the table above are set forth below:

<b>Total Setup Cost (USD)</b>
\$6,000

Schedule	Amount
Period 1 - Dec 18 2020	\$ 6,000
Period 2 - Dec 18 2021	\$ 12,000
Period 3 - Dec 18 2022	\$ 12,000
Period 4 - Dec 18 2023	\$ 12,000
Period 5 - Dec 18 2024	\$ 12,000



Customer: Murfreesboro City School District  
Created By: Nathan Buhl  
New Contract  
12/3/2020  
Proposal Valid for 30 days

**B. Payment Terms**

1. All fees for the initial year of this Order shall be due as follows: (i) Set Up fees shall be invoiced on the Effective Date of this Order and shall be due and payable upon receipt of invoice; (ii) fees for Year 1 (described in the fee table above) shall be invoiced on the Effective Date of this Order or the first day of Year 1, whichever is later, and shall be due and payable upon receipt of invoice; (iii) fees for each subsequent Year of the Initial Term, and for each Renewal Term, shall be invoiced on the commencement of such Year or Renewal Term (as applicable) and shall be due and payable upon receipt of invoice. Fees for any other Services, and for reimbursable expenses, shall be invoiced in accordance with the Master Terms or this Order and shall be due and payable upon receipt of invoice.
2. Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (0) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Client provides AIT, or AIT provides Client, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Unless otherwise specified, all dollars (\$) are United States currency.
4. Sales/VAT Tax: If applicable, a copy of Customer's Sales/VAT Tax Direct Pay Certificate or its Sales/VAT Tax Exemption Certificate must be returned with this Order Form. Otherwise, Finalsite will invoice Customer for applicable sales, use and other transactional taxes due in connection with the Services or the fees due therefor.
5. Except as otherwise specified in this Order, fees are subject to increase in accordance with the applicable provisions of the Master Terms.

By signing below, Finalsite and Customer each agree to the terms and conditions of this Order and the Master Terms.

Client Murfreesboro City School District
Signature
Name (printed)
Title (printed)
Date

Active Internet Technologies ("AIT")
Signature
Name (printed)
Title (printed)
Date

As the Customer Contact, by initialing in this box, I agree on behalf of Customer that I have read the Statement of Work ('SOW') and understand the expected deliverables for Finalsite as well as for Customer's project team. I understand that the project timeline is a good faith estimate which is dependent on, among other factors, Customer's ability to meet respective Customer tasks and deadlines.



Customer: Murfreesboro City School District  
Created By: Nathan Buhl  
New Contract  
12/3/2020  
Proposal Valid for 30 days

**C. Client Contact Information**

Please fill out the following information, which will be used by our deployment & accounting teams.

<b>Billing Contact</b>
<b>Title</b>
<b>Address</b> 2552 S Church St Ste 100
<b>City, State Zip</b> Murfreesboro, TN 37127
<b>Phone</b>
<b>Email</b>

<b>Project Contact</b>
<b>Title</b>
<b>Phone</b>
<b>Email</b>

<b>*Executive Sponsor (Head of School, Business Manager/CFO, etc.)</b>
<b>Title</b>
<b>Email</b>

\* The Executive Sponsor should be separate from the client contact and is typically the Head of School, Business Manager/CFO, etc.





Let's create your web  
solution together.

*Proposal for:*  
Murfreesboro City School District

Nathan Buhl, Ed. D

*Date: 12/4/2020*

*Schools choose Finalsite for its industry-standard marketing and communications platform, award-winning design, and secure data integration with third-party systems. With offices in Glastonbury, CT and London, Finalsite is the leading provider for over 2,200 international and independent schools, districts and colleges in more than 80 countries with a team of professionals who care deeply about their work and who value a lasting partnership.*

Dear Kevin,

Thank you for your interest in Finalsite's software and services. We look forward to collaborating with your team on this important project, and appreciate the opportunity to present this proposal.

Finalsite has worked with schools like Murfreesboro City School District to help them make the most of their web presence since its founding in 1998, and has a strong track record you can count on that includes our web software, award-winning design, time-saving integrations and expert consulting services. We've developed a successful method for helping you to launch a site on time and on budget, and have a foundation that's built on partnering with you to exceed your goals.

We look forward to sharing ideas around how we can address key opportunities for Murfreesboro City School District to shine using our software, hosting, support and design. The enclosed lays out our plan to create a web solution for you, including a proposed timeline and cost, as well as further detail about our support, training, and hosting.

Please contact me with any additional questions or clarifications. I can be reached at +1 7706336176 and [nathan.buhl@finalsite.com](mailto:nathan.buhl@finalsite.com). We look forward to partnering with you and your team on this project!

Sincerely,

Nathan Buhl, Ed. D.



# Murfreesboro City School District Web Solution Project

## Why Finalsite?

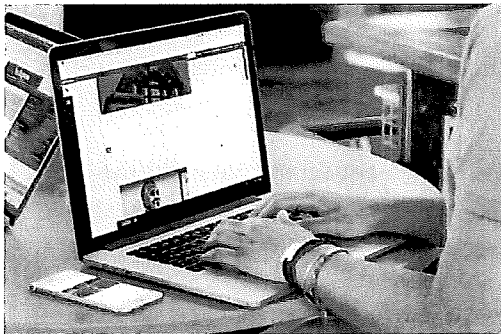
With all the choices you have in website and software providers, why should you choose Finalsite?

### THE LEADING MARKETING AND COMMUNICATIONS PLATFORM

Connecting to your community at the right stage in their journey with a message that engages them is the key to your success. That's why we provide you with all the tools you need to share your story, measure your efforts, and truly engage current and prospective families, board members, alumni, faculty, staff and community partners. Our modules for site personalization, drip campaigns, A/B testing and content marketing are designed *just* for schools, not for business, and are easy to use with minimal training.

### AWARD-WINNING DESIGNS

You may have heard that you have just seven seconds to make an impression on a website visitor, and at Finalsite, we're proud of our ability to build sites that creatively and uniquely tell schools' stories online. Our designers aren't just creative, they're pragmatic: we've won more than 80 prestigious design awards for our work, and our sites stand out for their amazing user experiences and beautiful layouts that reflect our schools on the screen.



### A MODERN, ROBUST PLATFORM

Built using Ruby on Rails programming language, our software platform is designed for the mobile present, and reflects our knowledge of how your community uses your website. Every site we build is automatically responsive to provide an awesome experience on every device, and our new CMS brings tools like drag-and-drop placement and WYSIWYG editing to a system that anyone can use to maintain and update your new site.

### WORLD-CLASS TRAINING AND SUPPORT THAT'S WORLDWIDE, TOO

One of our largest investment areas is support, and our nearly-perfect rating for support tickets in the last 12 months shows that our clients are thrilled with how we help them succeed. With central offices in the US and the UK, we offer phone support in nearly every time zone. We never, we never outsource our support, so you can always be sure you're talking to someone who knows your school.

### EXTENSIVE EXPERIENCE AND STRATEGIC SERVICES TO HELP YOU SUCCEED

Finalsite serves more than 2200 schools in 70 countries, and we've gained experience from our almost twenty years of partnering with schools like yours. Our staff is made up of people like you who have faced your challenges in the classroom and in a variety of roles in admissions, advancement, athletics and school leadership. Having "school people" on our team means we understand your goals and needs, and collaborate with you effectively.



**2,200 SCHOOLS  
WORLDWIDE**



**80+ DESIGN  
AWARDS**



**95% AVERAGE CLIENT  
RETENTION RATE  
SINCE 1998**

## Project Management

Your Project Manager is there for you from the moment you sign with Finalsity until the proud moment when you launch your new site. With deep experience working with schools like yours, our team knows all the tricks to make the site design and launch process work to effectively tell your story online and empower you to communicate more effectively. You might even have fun while you're at it!

### THE PROJECT MANAGEMENT TIMELINE

Theme Sites allow your district to launch a new, responsive website in under two months, and our Project Managers hit the ground running to keep you on track. You'll begin with a one-hour design consultation that will allow you to select from our pre-designed themes, while allowing you to adjust colors, images, and site configuration to ensure your new site reflects your school's uniqueness.

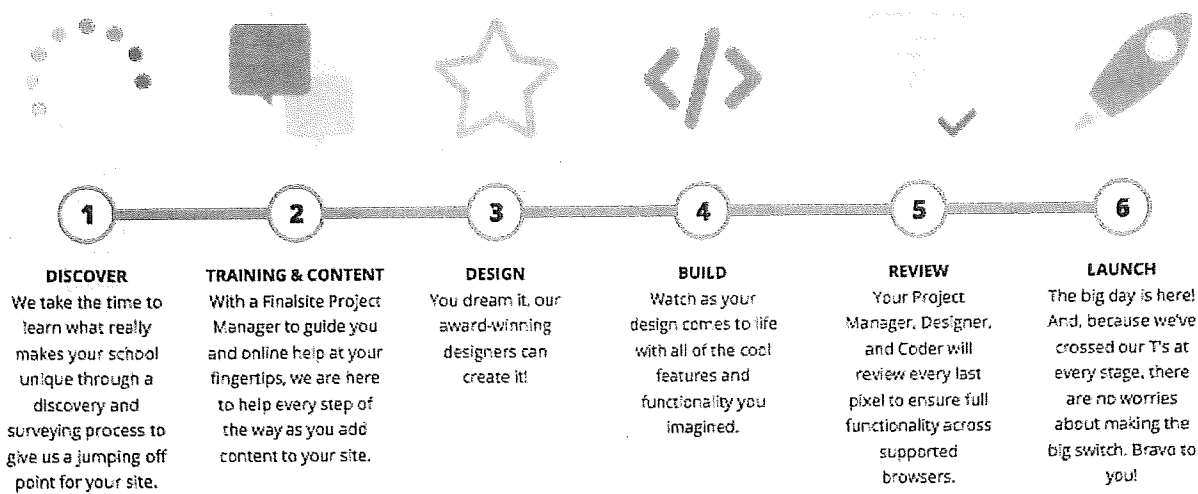
Over the next two months, our team will work to migrate up to fifteen pages of your content and will bring your school's story to life online.

During the production phase, we will also work with your team on implementing the data and the integration solutions to make sure the various systems are handled properly. Training for Murfreesboro City School District's team begins early and is a continuous process.

Furthermore, launching a new site is an accomplishment, and we're your partner to make sure the process goes smoothly.



## THE PROJECT MANAGEMENT PROCESS



## Training and Support

Our training resources ensure that you will be able to hit the ground running after launch, with access to both online training—like webinars, downloadable content, and our Virtual Bootcamp—and in-person events and workshops, including our annual user conference, FinalsiteU.

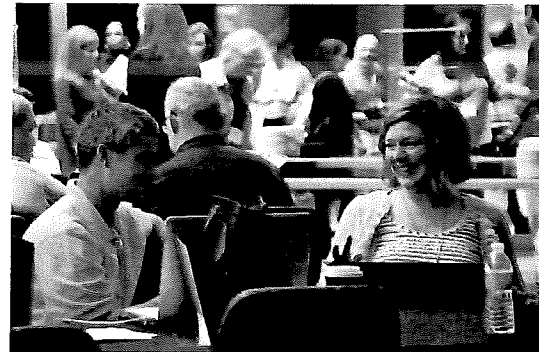
Prefer on-site training? Finalsite’s trainers can come to you, in person or virtually, to host specific sessions just for your school’s needs.

We’ve partnered with Educational Collaborators to provide schools around the world with the opportunity to receive on-site training from skilled experts. With experience in strategic planning, technology integration and professional development, Educational Collaborators is highly sought-after as a trusted partner for more than 600 schools around the world.

Additional resources for your training and support include:

### **YOUR CLIENT SUCCESS MANAGER**

Every school is assigned a dedicated Client Success Manager, whose job it is to help your team realize your institutional goals through your work on the Finalsite platform. You'll hear frequently from your Client Success Manager on best practices and opportunities for training and professional development. You can expect to speak with your Client Success Manager by phone or in person every few months at a minimum, or as frequently as you need to feel confident using the Finalsite tools. Consider your Client Success Manager a strategic partner who's always in your corner!



### **PHONE ASSISTANCE**

Emergency support is available by phone 24 hours a day, on-demand phone support is available 8am-8pm ET.

### **ONLINE SUPPORT**

**OUR** ticketing system allows you to make non-emergency requests and questions, with tracking and archiving. Resolving your request may involve assistance via email, video chat, or telephone.

#### Online Knowledge Base

An extensive searchable database of how-to and help topics lets you quickly find answers for all aspects of the platform.

### **VIDEO HELP**

Online training sessions of essential website management tasks means you can get up-to-speed at your convenience.

### **PRINTABLE PDF TRAINING GUIDES**

Printable training guides help you to facilitate group training sessions for your team.

### **SOFTWARE UPDATE BLOG**

A bi-weekly blog with the latest updates and tips from the Support and Product teams.

### **COMMUNITY VOICE**

A private, online place to share and connect with Finalsite and other schools from around the world.

### **UNLIMITED ONLINE TRAINING WEBINARS**

Access to weekly live webinars on all parts of the platform, as well as regular sessions on high-level strategy, ensures you'll get up to speed on new features and use your Finalsite solution to the fullest.

### **REGULARLY SCHEDULED UPDATES**

Product enhancements happen year-round, and you'll be notified as they are released.

## **FINALSITE UNIVERSITY**

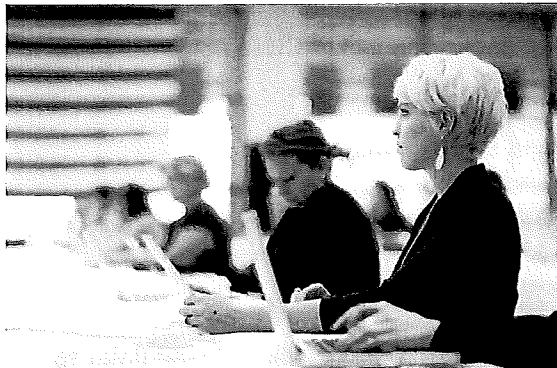
Join us in June at our annual user conference to attend sessions on industry best practices and the Finalsite platform, network with your peers from schools around the world, socialize and strategize.

## **Making the Most Out of Your Website**

Your site is not an island. In fact, it interacts with and depends on many parts of the digital world. While positioning your site to do this in an optimal way is important, we understand that many clients don't have the time or resources to tackle this work. Here's how Finalsite helps you make sure your site has the visibility that leads to more of the best kinds of visits.

### **ORGANIC SEARCH**

Our Composer CMS has SEO best-practice features built in, from easily-managed alt tags to per-page control of your robots.txt and XML sitemap files. In addition, Finalsite's site deployment process includes the configuration of custom Google Analytics tracking to enable enhanced reporting not only on how people find your site, but also on how they use it. Finalsite's internet marketing team includes SEO specialists, allowing you to add hands-on SEO services to your contract.



### **DIGITAL ADVERTISING**

We design interior page layouts so that you can easily build pay-per-click advertising (PPC) landing pages with all the features that enable you to keep the momentum that an ad-clicker carries into their website visit. In addition, Composer sites are compatible with remarketing technologies that allow you to serve targeted campaigns to site visitors with certain behaviors, allowing you to keep yourself in their research process. Finalsite's internet marketing team includes Google

AdWords Certified PPC experts, allowing you to add hands-on PPC services to your contract.

### **SOCIAL MEDIA**

Composer's Social Sharing buttons let your visitors share your site content on their own social media accounts, all without leaving your website. Activate Social Sharing buttons for Facebook, Twitter, Google+, LinkedIn and Pinterest, as well as Email sharing and Printing, and share away!

Finalsite Feeds allows you to curate a variety of posts coming from multiple platforms for display throughout your website. Social posts automatically update from the sources included in your package – such as hashtags and social media accounts including Facebook, Twitter, and more. With Feeds, users will see the social media posts you want them to see in a layout you choose.

Finalsite's internet marketing team includes social media wizards, enabling you to add hands-on social advertising and social account management services to your contract. Ask about our in-depth social media audit for teams looking to refine their social media practices.

### **FINALSITE ADVANTAGE**



Helping you develop and accomplish marketing strategies that get results, Finalsite Advantage arms school marketing, communications, admissions and development professionals with the strategic support they need to make the most of their time, budget, and skills in an ever-changing school landscape.

Finalsite Advantage is based on an ongoing partnership with a dedicated consultant. They will spend time getting to know you and your school to provide you with the best ongoing strategic support for the life of your Advantage relationship.

## Finalsite Security and Hosting

Finalsite works to ensure that our clients - and the students, parents, faculty and others they represent - are protected by reliable, effective security measures. Our protocols are continually assessed and updated, and our certified information security team stays on top of the latest tools and best practices to keep your data safe.

### **SECURITY PROTOCOLS**

All access to production data is carefully controlled and limited, and physical access to laptops and servers is monitored and controlled.

Passwords are held to a high standard of security, and are stored as secure, salted hashes that cannot be decrypted by users for retrieval or by Finalsite staff; this type of encryption makes these passwords very resilient to any attacks.

All devices that access our systems are scanned for malware and centrally-managed

All users undergo a required security training on an annual basis

Our Security Incident Response Team is kept on 24/7 standby and meets weekly to review our security posture

We remain vigilant for new security threats and monitor major reported breaches and vulnerabilities to understand their potential impact on our operations.

### **UPTIME PROTOCOLS (99.9% UPTIME)**

Our quality infrastructure means superior performance, stability and reliability. Our servers are constantly monitored, 24 hours a day, year-round.

### **NIGHTLY BACKUP**

Files are stored at Finalsite's off-site data center.

### **ACCOUNTABLE PROFESSIONALS**

We do not outsource support. In an emergency or during routine support questions, you will be in direct contact with the professionals responsible for your data.

### **HUGE BANDWIDTH AND STORAGE**



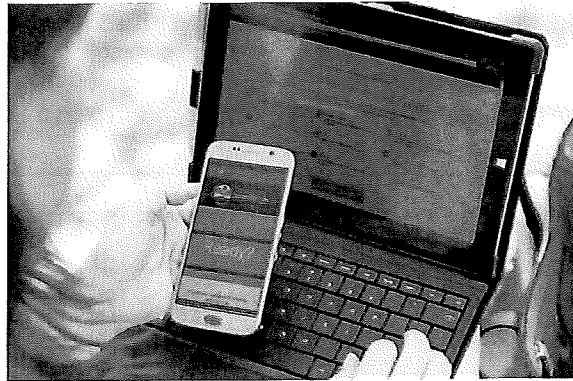
Our data center serves over 1.2 million daily page views with capacity to ramp up bandwidth at any time. Expandable disk space allows for growing demands.

### **FASTER BROWSING**

We've partnered with Akamai to serve selected content via their global content delivery network (CDN). This means that your geographically dispersed audience will be accessing large videos, slideshows and other critical content faster from data centers located closer to them.

### **HIGH PERFORMANCE**

With CPU utilization averaging just under 20%, Finalsite has plenty of power for demanding web applications.



### **DATA INTEGRATION & SINGLE SIGN-ON (SSO)**

Finalsite has partnered with the most popular systems in the education market to ensure that you can get the most out of your existing IT investments. We are always working on new partnerships and can often figure out a way to help tie systems to your Finalsite solution. A list of our partners can be found on our website <http://www.finalsite.com/add-ons>.



## Fees & Scope of Web Software & Services

<b>CREATIVE AND DEPLOYMENT SERVICES PACKAGE</b>
Public School Theme The Statement of Work ("SOW") for this Creative Services Package can be reviewed here <a href="https://www.finalsite.com/sowpt">https://www.finalsite.com/sowpt</a>

<b>COMPOSER CMS PLATFORM</b>
Communications Core Platform - Districts View a detailed description of what's included in your software package here <a href="http://www.finalsite.com/dcc">http://www.finalsite.com/dcc</a>

<b>PRODUCTS INCLUDED IN CORE COMMUNICATIONS</b>	
Finalsite Composer Content Management System	Unlimited Published Pages
Live Webinar Training	WYSIWYG Content Editor & Drag-and-Drop Page Designer
Blog, News and Subscriptions with Finalsite Posts	Digital Asset Management & Document Library with Resources
Faculty/Staff Directory & Role	Granular permissions
HTTPS Implementation	LDAP/Google Authentication
Searchable Knowledge Base and Video Access	Tiered Permissions and User Management
Mobile-Friendly, Responsive Layouts	Unlimited Calendars (Incl. Integration)
Drag-and-drop form builder using Forms Manager	Page-Based Notifications (Page Pops)
Website cloud storage (160 GB)	Bandwidth (16 GB)
Admins with ticketing rights (16)	Site Editors (48)
Page Layouts - Base 4	Basic Support with integrated ticketing
Boards for Finalsite Posts (64)	Forms Manager (80 pooled)
FERPA-compliant Hosting, Security and Integrated CDN	Social Media Feeds (16)
Basic Site Search	District Site and 15 Additional Sites
Data Imports through Finalsite Support (4/year)	Finalsite Payments by BlueSnap



**Additional Products or Services Purchased:**

<b>TRAINING &amp; SUPPORT</b>	
Support Plan - Standard	Content Migration (400 pages)



## Finalsite Support Plan

### STANDARD

- Standard Ticket Routing for all non-critical tickets
- 24/7 support for critical issues via ticketing system, email ticket, or voicemail ticket
- Phone support availability by scheduled callback request only (24 calls per year)
- Unlimited access to Knowledgebase articles, help videos, and self-guided training materials
- CommunityVoice user community access

## Design, Implementation and Annual Software Subscriptions Costs

Total Cost/Year during the Initial Term of this Order, subject to adjustment for any renewal term as provided below.

<b>TOTAL SETUP COST (USD)</b>
\$ <del>8,000</del> reduced to \$6,000

SCHEDULE	AMOUNT
December 18, 2020	\$ <del>12,000</del> \$6,000
December 18, 2021	\$ 12,000
December 18, 2022	\$ 12,000
December 18, 2023	\$ 12,000
December 18, 2024	\$ 12,000

### ***Finalsite Winter Promotion***

This proposal includes the following discounts and **is contingent upon a signed order agreement on or before December 15, 2020.**

- 25% discount on Theme Design Package: \$~~8,000~~ reduced to \$6,000.
- 50% discount on 1<sup>st</sup> year software subscription: \$~~12,000~~ reduced to \$6,000
- 400 pages of content migration services: \$~~4,000~~ no additional cost/fee waived

PTR for 2020-2021 (END OF THIRD ENROLLMENT PERIOD) 10/13/20 to 11/10/20

	Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total K-6
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	
Black Fox	107	6	17.83	111	6	18.50	114	6	19.00	100	5	20.00	432	23	18.78	97	5	19.40	113	6	18.83	94	4	23.50	304	15	20.27	736
Bradley	53	3	17.67	59	4	14.75	59	3	19.67	56	3	18.67	227	13	17.46	51	3	17.00	58	3	19.33	48	2	24.00	157	8	19.63	384
Cason Lane	103	6	17.17	93	5	18.60	95	5	19.00	101	5	20.20	392	21	18.67	95	5	19.00	95	5	19.00	35	2	17.50	225	12	18.75	617
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
Erma Siegel	91	5	18.20	100	6	16.67	102	5	20.40	106	6	17.67	399	22	18.14	120	6	20.00	131	6	21.83	15	1	15.00	266	13	20.46	665
Hobgood	103	6	17.17	73	4	18.25	87	5	17.40	80	5	16.00	343	20	17.15	87	5	17.40	82	4	20.50	70	4	17.50	239	13	18.38	582
John Pittard	115	6	19.17	108	6	18.00	129	7	18.43	112	6	18.67	464	25	18.56	111	6	18.50	85	5	17.00	60	3	20.00	256	14	18.29	720
Mitchell-Neilson	85	5	17.00	92	5	18.40	95	5	19.00	95	5	19.00	367	20	18.35	83	4	20.75	79	4	19.75	50	3	16.67	212	11	19.27	579
Northfield	85	5	17.00	101	5	20.20	93	5	18.60	78	5	15.60	357	20	17.85	78	5	15.60	97	5	19.40	37	2	18.50	212	12	17.67	569
Overall Creek	142	7	20.29	142	8	17.75	148	9	16.44	152	9	16.89	584	33	17.70	145	7	20.71	145	7	20.71	52	2	26.00	342	16	21.38	926
Reeves-Rogers	73	4	18.25	66	4	16.50	80	4	20.00	56	3	18.67	275	15	18.33	53	3	17.67	56	3	18.67	23	1	23.00	132	7	18.86	407
Salem	164	8	20.50	180	10	18.00	137	7	19.57	156	8	19.50	637	33	19.30	133	6	22.17	92	4	23.00	43	2	21.50	268	12	22.33	905
Scales	124	7	17.71	140	8	17.50	131	7	18.71	135	7	19.29	530	29	18.28	125	6	20.83	135	6	22.50	91	4	22.75	351	16	21.94	881
Totals by Grade	Kindergarten			1st Grade			2nd Grade			3rd Grade			4th Grade			5th Grade			6th Grade									
	1305	71	18.38	1325	74	17.91	1332	71	18.76	1286	70	18.37	1241	64	19.39	1231	61	20.18	641	31	20.68							8361
																												Total K-6

Regular Education PTR			
	Pupils	Teachers	PTR
Kindergarten thru Third Grade -----	5248	286	18.35
Fourth Grade thru Sixth Grade -----	3113	156	19.96
District Totals	8361	442	18.92

**Enrollment (End of 3rd Enrollment Period)**

	K-6 Gen Ed Totals	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	TOTALS
Black Fox	736	31	28	6	34			835
Bradley	384							384
Cason Lane	617	39	16	8	21			701
Discovery	390							390
Erma Siegel	665		24	10	16		4	719
Hobgood	582	44						626
John Pittard	720	31			27			778
Mitchell-Neilson	579	32				21		632
Northfield	569	34	16	15	23			657
Overall Creek	926							926
Reeves-Rogers	407							407
Salem	905				14			919
Scales	881		15	10	30			936
Mercury Ct		37						
<b>Totals</b>	<b>8361</b>	<b>248</b>	<b>99</b>	<b>49</b>	<b>165</b>	<b>21</b>	<b>4</b>	<b>8947</b>

K-6 Gen Ed Total      PS VPK      PS SpEd      PS Peers      CDC      BEST      Deaf Ed

BEP Funded	8361				165	21	4		8551
Non-BEP Funded		248	99	49					396

Growth Over Last Year	
End of 2019-2020 -----	<b>9258</b>
Growth from 19-20 to 20-21 ---	<b>-311</b>

Average Attendance Percentage
94.6%

# Murfreesboro *City Schools*

## October 2020 Financial Highlights

### Revenues

- Local Option Sales tax is showing a difference from prior year due full accrual accounting
- Business Tax has increased due to the filing deadline extension due to COVID
- Mixed Drink Tax revenue had decreased a small amount due to COVID
- Marriage Licenses revenue has decreased due to COVID
- Pre K tuition has decreased a small amount due to COVID
- Interest rates lower which has reduced our interest income
- Donations have increased allowing us to purchase more chrome books

### Expenses

- Pupil Transportation is down from prior due to no field trips and lower fuel costs
- Director's line is less than prior year due to having an interim director of schools
- Small increase in health related costs due to COVID (example: increase in PPE)

**YEAR-TO-DATE REVENUE COMPARISON**

October 2020

PAGE 1

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	23,612	(14,285,198)	0.2%	15,312,150	27,536	(15,284,614)	0.2%
2 40210-Local Option Sales Tax	11,843,830	2,951,022	(8,892,808)	24.9%	12,330,550	2,173,165	(10,157,385)	17.6%
3 40000-41110-Other County Rev	1,830,000	478,596	(1,351,404)	26.2%	1,850,000	581,055	(1,268,945)	31.4%
4 44000-Other Local Revenue	594,500	125,148	(469,352)	21.1%	634,500	134,882	(499,618)	21.3%
5 46511-Basic Educ. Program	46,301,465	13,529,400	(32,772,065)	29.2%	48,350,000	14,038,500	(34,311,500)	29.0%
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 46990-Other State Funds	370,600	250	(370,350)	0.1%	217,600	46,206	(171,394)	21.2%
10 46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11 46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12 46595-SSIMS ARRA	-	-	-	N/A	-	-	-	N/A
13 47000- Federal Funds	1,109,977	-	(1,109,977)	0.0%	1,122,125	7,459	(1,114,666)	0.7%
14 49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15 49810-Approp./City Gen. Fund	7,885,103	2,628,368	(5,256,735)	33.3%	7,885,103	2,628,368	(5,256,735)	33.3%
16 49820-Operating Transfers	1,300,000	-	(1,300,000)	N/A	-	-	-	N/A
<b>TOTALS</b>	<b>\$ 85,544,285</b>	<b>\$19,736,396</b>	<b>\$ (65,807,889)</b>	<b>23.1%</b>	<b>\$87,702,028.00</b>	<b>\$ 19,637,171</b>	<b>\$ (68,064,857)</b>	<b>22.4%</b>

**YEAR-TO-DATE EXPENDITURE COMPARISON**

October 2020

PAGE 1

	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	12,324,506	(34,215,042)	26.5%	48,863,591	12,580,627	(36,282,964)	25.7%
2	71200-Sp. Ed. Instruction	9,147,978	2,264,589	(6,883,389)	24.8%	9,646,900	2,301,250	(7,345,650)	23.9%
3	71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4	72110-Attendance	167,489	55,410	(112,079)	33.1%	157,489	41,541	(115,949)	26.4%
5	72120-Health Services	951,390	252,524	(698,866)	26.5%	948,039	270,250	(677,789)	28.5%
6	72130-Guidance	2,667,036	801,351	(1,865,685)	30.0%	2,601,101	732,992	(1,868,109)	28.2%
7	72210-Reg. Instr. Support	2,130,181	673,505	(1,456,676)	31.6%	2,225,349	729,135	(1,496,214)	32.8%
8	72220-Sp. Ed. Support	1,793,880	478,708	(1,315,172)	26.7%	1,841,650	448,009	(1,393,581)	24.3%
9	72250-Technology	1,793,131	666,800	(1,126,331)	37.2%	1,938,863	776,146	(1,162,717)	40.0%
10	72310-Bd. Of Education	1,525,937	666,607	(859,330)	43.7%	1,492,877	649,291	(843,586)	43.5%
11	72320-Office of Supt.	381,240	136,579	(244,661)	35.8%	388,039	72,439	(315,600)	18.7%
12	72410-Office of Principal	4,663,756	1,349,851	(3,313,905)	28.9%	4,717,965	1,357,759	(3,360,206)	28.8%
13	72510-Fiscal Services	579,593	228,419	(351,174)	39.4%	470,480	204,394	(266,086)	43.4%
14	72520-Personnel Services	428,543	140,012	(288,531)	32.7%	587,033	204,401	(382,632)	34.8%
15	72610-Oper. Of Plant	6,051,082	1,591,642	(4,459,440)	26.3%	6,304,017	1,557,508	(4,746,509)	24.7%
16	72620-Maint. Of Plant	2,724,053	634,816	(2,089,237)	23.3%	2,732,833	610,812	(2,122,021)	22.4%
17	72710-Pupil Transp.	3,230,544	1,026,146	(2,204,398)	31.8%	3,578,755	921,221	(2,657,534)	25.7%
18	73300-Community Service	540,533	146,320	(394,213)	27.1%	557,708	135,156	(422,552)	24.2%
19	73400-Early Childhood Educ.	1,251,966	292,705	(959,261)	23.4%	1,162,684	293,768	(868,916)	25.3%
20	76100-Reg. Cap. Outlay	1,505,500	28,986	(1,476,514)	1.9%	130,000	23,915	(106,085)	18.4%
21	82130-Education Debt Serv.	-	-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	413,105	127,920	(285,185)	31.0%	409,200	127,920	(281,280)	31.3%
	<b>TOTALS</b>	<b>88,486,485</b>	<b>23,887,396</b>	<b>(64,599,089)</b>	<b>27.0%</b>	<b>90,754,573</b>	<b>24,038,594</b>	<b>(66,715,979)</b>	<b>26.5%</b>

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2020 Through October 31, 2020**

TOTAL INCOME	7/1/20 - 9/30/20	\$	19,637,171
TOTAL EXPENSES	7/1/20 - 9/30/20		<u>24,038,594</u>
NET INCOME	9/30/20	\$	<u>(4,401,423)</u>

## Human Resources Personnel Report 11/3/2020 - 11/30/2020

### Certified Hires

Last Name	First Name	Start Date	Location	Position
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There have been no certified new hires since 11/2/2020 report

### Certified Interim Hires

Last Name	First Name	Interim Dates	Location	Position	Interim For	Notes
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There have been no certified interim hires since 11/2/2020 report

### Certified Resignations/Retirements/Terminations

Last Name	First Name	Last Day	Location	Position	Tenure Y/N
Pharis	Janice	11/5/2020	NF	SPED Teacher	Y
Henderson	Michelle	11/16/2020	HG	Teacher	N
Bolin	Lacey	11/27/2020	OC	Teacher	N

### Classified New Hires

Last Name	First Name	Start Date	Location	Position	Notes
Tittle	Robin	11/9/2020	JP	ft Custodian	
Frenzl	Keaton	11/10/2020	SHOP	Groundskeeper	
Frazier	Jesse	11/10/2020	DS	ft Custodian	pt to ft
Dibartolo	Jesse	11/13/2020	SHOP	Filter Technician	
McGhee	Kaslan	11/13/2020	SHOP	Bus Assistant	
Lemmer	Tymora	11/16/2020	BF	EA	
Simmons	Travis	11/16/2020	CO	Network Engineer	rehire
Godwin	Andrew	11/17/2020	CLA	ft Custodian	
Wade	Robert	11/18/2020	HG	ft Custodian	
Dunston	Joseph	11/18/2020	JP	ft Custodian	
Goins	Robert	11/18/2020	CLA	ft Custodian	pt to ft
Cox	Ayarri	11/30/2020	LS	Sprout EA	pt to ft
Lindsey	Zavien	11/30/2020	SA	ft Custodian	pt to ft

### Classified Resignations/Retirements/Terminations

Last Name	First Name	Last Day	Location	Position
Sewell	Wayne	11/9/2020	OC	Lead Custodian
Carley	Craig	11/11/2020	SHOP	Bus Driver
Mosley	Brittnie	11/12/2020	JP	Lead Custodian
Hathaway	Sarah	11/17/2020	CLA	Lead Custodian
Gandy	Emily	11/24/2020	LS	Sprouts EA
Roden	Katherine	11/27/2020	JP	Tier 5 EA