

Board of Education Regular Meeting

February 23, 2021 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 2-9 Board Minutes Consent Item	
B. Approval of School Fees Consent Item	
C. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 5.200 Separation Practices for Tenured Teachers on Second Reading Consent Item	
ii. Approval of Board Policy 5.201 Separation Practices for Non-Tenured Teachers on Second Reading Consent Item	
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. Change in Asynchronous Days Action Item	Mr. Ralph Ringstaff
B. Approval of a One-Time Stipend Action Item	Mr. Ralph Ringstaff
V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Enrollment (PTR) Report Information Item	Mr. Joe Marlin
B. Revenue and Expenditure Report for January Information Item	Ms. Beth Prater
C. Personnel Report Information Item	Mr. Ralph Ringstaff
D. Administering the Vaccine in MCS Information Item	Sara Walker and Darla Samp
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

February 9, 2021 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER 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: Interim Director Ralph Ringstaff, Greg Lyles, Joe Marlin, Trey Duke, Emily Spencer, Robin Newell, Sandy Scheele, Lisa Trail, Amy Baltimore, Marian Evilsizer, Gena Surgener, Mark Hale, and Tiara Vance.</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Board Member Becky Goff.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>II. APPROVAL OF AGENDA 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>III. COMMUNICATIONS Information Item Murfreesboro City Schools would like to thank the City of Murfreesboro employees for sponsoring the Pack The Packs Initiative which resulted in the donation of over 1,900 food items to the Backpack Food Program in recognition of the 2021 MLK Day of Service.</p> <p>Congratulations to the MCS District Teachers of the Year! Tiara Vance teaches kindergarten at Discovery School and Mark Hale teaches music at Erma Siegel Elementary. The TOY Celebration will be held outdoors in late March/early April. Details will follow in a few weeks.</p>	Mrs. Lisa Trail
<p>IV. CONSENT ITEMS Consent Agenda Motion to approve consent agenda. This motion, made by Ms. Becky Goff and seconded by Mr. Wesley Ballard, passed. (7-0)</p>	Chair Butch Campbell
<p>A. Approval of 1-19-21 Board Minutes Consent Item</p>	
<p>B. Minor Change to Board Policy Consent Item</p>	
<p>i. Approval of Board Policy 5.105 Recruitment of Employees Consent Item</p>	
<p>ii. Approval of Board Policy 5.301 Emergency and Legal Leave Consent Item</p>	
<p>iii. Approval of Board Policy 5.307 Physical Assault Leave Consent Item</p>	
<p>iv. Approval of Board Policy 5.701 Substitute Teachers</p>	

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February 9, 2021
Recorded by L. VanCleave

Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of the 2021-2022 School Calendar, Second Reading Action Item Motion to approve the 2021-2022 School Calendar on second reading. This motion, made by Jimmy Richardson III and seconded by Ms. Roseann Barton, passed. (7-0)	Mr. Ralph Ringstaff
B. Approval of Board Policy 5. 200 Separation Practices or Tenured Teachers on First Reading Action Item Motion to approve Board Policy 5.200 Separation Practices for Tenured Teachers on first reading. This motion, made by Mr. Wesley Ballard and seconded by Ms. Amanda Moore, passed. (7-0)	Mr. Ralph Ringstaff
C. Approval of Board Policy 5.201 Separation Practices for Non-Tenured Teachers on First Reading Action Item Motion to approve Board Policy 5.201 Separation Practices for Non-Tenured Teachers on first reading. This motion, made by Ms. Roseann Barton and seconded by Mr. Wesley Ballard, passed. (7-0)	Mr. Ralph Ringstaff
D. Director's Contract Action Item Motion to approve the Director's Contract. This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, passed. (7-0)	Chair Butch Campbell
E. Approval of Open/Closed Zone Schools for 2021-2022 Action Item Motion to approve the open/closed zone schools for 2021-2022. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)	Mr. Ralph Ringstaff
F. Substitute Teacher Pay Action Item Motion to approve the substitute teacher pay proposal for the second half of 2020-2021. This motion, made by Ms. Roseann Barton and seconded by Ms. Amanda Moore, passed. (7-0)	Mr. Ralph Ringstaff
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Recognition of School Counselor Week February 1-5 Information Item The Board thanked the school counselors for their hard work, dedication, and the adjustments they had to make during this pandemic year.	Mr. Joe Marlin
VII. OTHER BUSINESS Information Item Mr. Settles, along with the entire Board, thanked everyone for all of the gifts of appreciation during School Board Appreciation Week. Mr. Campbell informed the Board that he and Mr. Duke would be on the Truman Radio Show on Thursday, February 11, at 9:00 a.m.	Chair Butch Campbell
VIII. ADJOURNMENT Action Item The meeting adjourned at 6:37 p.m. Motion to adjourn. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)	Chair Butch Campbell

Interim Director of Schools

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February 9, 2021
Recorded by L. VanCleave

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

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: REVIEWED 2/20 02/26/19
		Rescinds: PER 39	Issued: 05/01/12

1 REPORTING OF CRIMINAL ARRESTS

2 All employees shall report being arrested to their immediate supervisor within two (2) days of the arrest. The
 3 supervisor must report the offense to the Director of Schools immediately, and the Director of Schools must report
 the arrest to the Board Chair as soon as practical.

4 SUSPENSION PENDING AN INVESTIGATION ¹

5 The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation or
 6 final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an
 7 ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for
 8 dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. The
 9 Director of Schools may suspend a teacher with or without pay. If the suspension is without pay and the teacher
 10 is vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

11 SUSPENSION OF THREE DAYS OR LESS ^{2,3,4}

12 A -Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
 13 unprofessional conduct and insubordination. Before an employee is suspended they shall be: (1) provided with
 14 written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an
 15 opportunity to respond to the Director/designee at a conference, if requested within five (5) days; and (3) given a
 16 written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the
 17 conference, which shall be recorded.

18 The Director of Schools may suspend a tenured teacher with or without pay. If the suspension is without pay and
 19 the teacher is reinstated, the tenured teacher shall be paid full salary for the period of suspension, unless suspension
 20 without pay is deemed to be an appropriate penalty.

21 DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS ⁵

22 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing
 23 officers, as defined under Tennessee law.

24 When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal
 25 or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses
 26 which are charged and shall be signed by the party or parties making the charges.

27 If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than
 28 three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy
 29 of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the
 30 teacher of his/her legal duties, rights and recourse.

31 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt
32 of notice give written notice to the Director of Schools of his/her request for a hearing.

33 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list
34 maintained by the Board.

35 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or
36 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the
37 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial
38 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be
39 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and
40 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of
41 the proceedings.

42 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within ten
43 (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The
44 Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary
45 or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal.

46 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The
47 appealing party may appear before the Board to argue why the adverse ruling should be over- turned. In no event
48 should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time.
49 At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the Hearing officer,
50 send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render
51 its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the
52 Board is appealed to the Chancery court, the Board shall transmit the entire record prepared by the Director and
53 reviewed by the Board to the Chancery court for its review.

54 RESIGNATION

55 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date
56 of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances,
57 shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher
58 to resign in good standing.

59 The conditions under which it is permissible to break a contract with the Board are as follows:

60 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
61 of a physician approved by the Board;

62 2. The drafting of the teacher into military service by a selective service board; or

6263 3. The release by the Board of the teacher from the contract which the teacher has entered into with the
6364 Board.⁶

6465 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
date of return if the teacher does not intend to return to the position from which he/she has taken leave.
Failure to render such notice may be considered a breach of contract.⁷

6566 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
the Commissioner State Board of Education and request the suspension of a teacher's certificate. After the
Commissioner State Board of Education has provided the teacher an opportunity for defense during a
hearing, the State Board of Education Commissioner may suspend the certificate for no less than thirty (30)

and no more than three hundred sixty-five (365) days.⁸

6667 RETIREMENT

6768 Retirement shall mean a termination of services under conditions which will allow the employee to draw

6869 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect **6970** to retire at any age according to the provisions of the retirement system.

7071 Central Office personnel shall assist employees in securing retirement benefits; however, it shall be the **7172** responsibility of the retiring employee to provide verification of eligibility in writing from the Tennessee **7273** Consolidated Retirement System (TCRS) to the Central Office. It shall be the responsibility of the retiring **7374** employee to file for benefits.

7475 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss **7576** of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies **7677** in writing to the Board that no other qualified personnel are available to substitute teach.⁹

7778 The Director of Schools may employ teachers retired for at least one year for full-time employment as a **7879** kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or **7980** suspended under certain conditions, which include but are not limited to the following:¹⁰

- 8081** 1. The Director of Schools of the employing system must certify in writing that no other qualified individuals **8182** are available to fill the position;
- 8283** 2. The Commissioner of Education must certify that the employing school system serves an area that lacks **8384** qualified teachers to serve in the position to be filled;
- 8485** 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 8586** 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive **8687** medical insurance coverage; and
- 8788** 5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board **8889** for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the **8990** rate of compensation set by Board for teachers with comparable training and years of experience filling **9091** similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-512, 513
6. TCA 49-5-508
7. TCA 49-5-706
8. TCA 49-5-411
9. TCA 8-36-805
10. TCA 8-36-821

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: REVIEWED 2/20 02/26/19
		Rescinds: PER 41	Issued: 04/01/12

1 REPORTING OF CRIMINAL ARRESTS

2 All employees shall report being arrested to their immediate supervisor within two (2) days of the arrest. The
3 supervisor must report the offense to the Director of Schools immediately, and the Director of Schools must report
4 the arrest to the Board Chair as soon as practical.

5 SUSPENSION PENDING AN INVESTIGATION¹

6 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
7 investigation or final disposition of a case before the Board or an appeal. If the matter under investigation
8 is not the subject of an ongoing criminal investigation or a Department of Children's Services
9 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
10 not exceed ninety (90) days in duration. The Director of Schools may suspend a non-tenured teacher
11 with or without pay. If the suspension is without pay and the teacher is vindicated or reinstated, the non-
12 tenured teacher shall be paid full salary for the period of suspension.

13 SUSPENSION OF THREE DAYS OR LESS²

14 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
15 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
16 provided with written notice, including the reasons for the suspension along with an explanation of the
17 evidence; (2) given an opportunity to respond to the Director/designee at a recorded conference, if
18 requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
19 Both parties may be represented by counsel at the conference, which shall be recorded.

20 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS

21 The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher
22 **during the contract year** for incompetence, inefficiency, insubordination, improper conduct or neglect
23 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

24 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
25 before an impartial hearing officer.²

26 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
27 hear the case and the employee shall have the right to:

- 28 1. be represented by counsel;
- 29 2. call and subpoena witnesses;

- 30 3. examine all witnesses; and
- 31 4. require that all testimony be given under oath.

32 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
33 affected employee within ten (10) working days following the close of the hearing. The employee may
34 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written
35 decision to the employee. Written notice of appeal to the Board shall be given to the Director of Schools.
36 Within twenty (20) days of receipt of notice, the Director shall prepare a copy of the proceedings,
37 transcript, documentary and other evidence presented and provide the Board a copy of the same.

38 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
39 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
40 In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to
41 extend additional time. The Board shall take one of the following actions:

- 42 1. sustain the decision;
- 43 2. send the record back if additional evidence is necessary;
- 44 3. revise the penalty; or
- 45 4. reverse the decision.

46 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
47 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
48 after the conclusion of the hearing.

49 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
50 same manner as the non-tenured teacher.

51 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
52 the Rutherford County Chancery Court. The Board shall provide the entire record of the hearing to the
53 court.

54 **NONRENEWAL**

55 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
56 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
57 or tenure protections.

58 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
59 tenured teacher and providing assistance for overcoming these deficiencies.

60 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
61 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,¹
62 the following action shall be taken:

- 63 1. The Board shall be notified at the next regular Board meeting; and
- 64 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail
65 so that it will be received by the employee within five (5) business days following the last
66 instructional day for the school year.³

67 RESIGNATION

68 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
69 effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and
70 permit a teacher to resign in good standing.

71 The conditions under which it is permissible to break a contract with the Board are as follows:

72 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
73 statement of a physician approved by the Board;

74

2. The drafting of the teacher into military service by a selective service board; or

75

7576 3. The release by the Board of the teacher from the contract which the teacher has entered into with
the Board.

7677 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
7778 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
7879 Failure to render such notice may be considered a breach of contract.⁵

7980 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
8081 the Commissioner State Board of Education and request the suspension of a teacher's certificate. After
the Commissioner State Board of Education has provided the teacher an opportunity for defense during
a hearing, the Commissioner State Board of Education may suspend the certificate for no less than
thirty (30) and no more than three hundred sixty-five (365) days.⁶

8182 RETIREMENT

8283 Retirement shall mean a termination of services under conditions which will allow the employee to draw
8384 benefits from retirement plans and/or social security benefits.

8485 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
8586 the retirement system. Central Office personnel shall assist employees in securing retirement benefits;
8687 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
8788 writing from the Tennessee Consolidated Retirement System (TCRS) to the Central Office. It shall be
8889 the responsibility of the retiring employee to file for benefits.

8990 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
9091 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the
9192 Director of Schools certifies in writing to the Board that no other qualified personnel are available to
9293 substitute teach.⁷

9394 The Director of Schools may employ teachers retired for at least one year for full-time employment as a
9495 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
9596 or suspended under certain conditions, which include but are not limited to the following:⁸

9697 1. The Director of Schools of the employing system must certify in writing that no other qualified
9798 individuals are available to fill the position;

9899 2. The Commissioner of Education must certify that the employing school system serves an area
99100 that lacks qualified teachers to serve in the position to be filled;

- ~~100~~101 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- ~~101~~102 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or
~~102~~103 receive medical insurance coverage; and
- ~~103~~104 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
~~104~~105 Board for teachers with no experience filling similar positions, nor more than eighty-five percent
~~105~~106 (85%) of the rate of compensation set by Board for teachers with comparable training and years
~~106~~107 of experience filling similar positions.

~~107~~108 (Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and
~~108~~109 does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of
~~109~~110 non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy).
~~110~~111

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(~~GGE~~); TCA 49-5-512(d)
3. TCA 49-5-409; Public Acts of 2015, Chapter No. 232
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411
7. TCA 8-36-805
8. TCA 8-36-821

February 23, 2021

Memorandum

To: Murfreesboro City School Board Members

From: Ralph Ringstaff

Moving Asynchronous Days

We have an asynchronous day scheduled for Wednesday, February 24. We are now requesting your permission to move that asynchronous day to Friday, February 26. This will allow us to administer the first dose of the COVID vaccine to our employees who have signed up to receive it.

In order to have the required time between doses, we are asking your permission to move the asynchronous day scheduled for Friday, March 19, to Friday March 26.

If we do not receive the vaccine by noon on Thursday, February 25, we are asking your permission to make Friday, February 26 a regular school day for students and staff.

MURFREESBORO CITY SCHOOLS
UPDATED 2020-2021 ACADEMIC CALENDAR
Reopening Plan w/Asynchronous Days
Updated 2-23-21

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

Monday, December 14-Friday, December 18: **Asynchronous Learning Days**
Monday, December 21-Friday, January 1: Winter Break (Days Out for School-Based Personnel)

JANUARY 2021

*Monday, January 4: Teachers Return; In-service (Day Out for Students)
Tuesday, January 5: Students Return
Monday, January 18: Martin Luther King, Jr. Day (Day Out for All)
Wednesday, January 27: **Asynchronous Learning day**

FEBRUARY 2021

Friday, February 5: **Asynchronous Learning Day**
Monday, February 15: Presidents' Day (Day Out for All)
Friday, February 26: **Asynchronous Learning Day**

MARCH 2021

*Thursday, March 11: Parent/Teacher Conferences (1/2 Day for Students)
Friday, March 26: **Asynchronous Learning Day**
For Board Approval on 2-23-21

Monday, March 29-Friday, April 2: Spring Break (Days Out for School-Based Personnel)

MAY 2021

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

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

*Board Assigned Administrative Days

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

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

Progress Report Dates

September 17
November 19
February 11
April 22

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

5 Board Assigned Administrative Days*

5 In-Service Days**

10 Vacation Days

200

For Board Approval on 2-23-21

Murfreesboro City Schools Plan to Distribute 2021 Six Month Wage Increase

In January 2021, the Tennessee General Assembly passed legislation to provide a one-time, non-recurring 2% payment for BEP-funded instructional positions and some other certified positions for the January 1 through June 30, 2021 time period. The General Assembly gave local school districts discretion on how to distribute these funds.

Below are details on how the Murfreesboro City School district plans to use these funds:

Murfreesboro City Schools values all of the employees who directly or indirectly work for our students. Therefore, we feel that all employees deserve added compensation for this time and payments will be distributed as follows:

- Individuals who began work on or before March 1, 2021, will be eligible for the added compensation.
- Individuals must be actively employed on May 15, 2021, to be eligible for the added compensation. Actively employed include individuals who are on paid or unpaid approved FMLA leave, COVID leave, military leave or workers compensation leave.
- Individuals who are employed in a position which requires a teaching license will receive a one-time 2% increase of their salary for the six months stated above on their regular paycheck on May 15, 2021.
- Individuals who are considered full time classified employees will receive a flat \$250 one-time additional pay on their regular paycheck on May 15, 2021 or May 19, 2021, whichever is applicable.
- Individuals who are considered part time classified employees with the exception of substitute teachers will get a flat \$100 one-time additional pay included on their regular paycheck on May 19, 2021.
- Applicable taxes will be deducted from these one-time payments.

If you have any questions about your eligibility or other details, please reach out to the HR Department.

PTR for 2020-2021 (END OF FIFTH ENROLLMENT PERIOD) 12/12/20 to 01/26/21

	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	108	6	18.00	109	6	18.17	114	6	19.00	102	5	20.40	433	23	18.83	98	5	19.60	117	6	19.50	98	4	24.50	313	15	20.87	746
Bradley	50	3	16.67	58	4	14.50	59	3	19.67	57	3	19.00	224	13	17.23	53	3	17.67	58	3	19.33	47	2	23.50	158	8	19.75	382
Cason Lane	102	6	17.00	97	5	19.40	97	5	19.40	99	5	19.80	395	21	18.81	100	5	20.00	95	5	19.00	36	2	18.00	231	12	19.25	626
Discovery	60	3	20.00	60	3	20.00	62	3	20.67	58	3	19.33	240	12	20.00	63	3	21.00	62	3	20.67	22	1	22.00	147	7	21.00	387
Erma Siegel	92	5	18.40	102	6	17.00	104	5	20.80	104	6	17.33	402	22	18.27	119	6	19.83	133	6	22.17	15	1	15.00	267	13	20.54	669
Hobgood	104	6	17.33	72	4	18.00	87	5	17.40	79	5	15.80	342	20	17.10	85	5	17.00	83	4	20.75	68	4	17.00	236	13	18.15	578
John Pittard	108	6	18.00	109	6	18.17	127	7	18.14	109	6	18.17	453	25	18.12	110	6	18.33	81	5	16.20	52	3	17.33	243	14	17.36	696
Mitchell-Neilson	88	5	17.60	88	5	17.60	93	5	18.60	99	5	19.80	368	20	18.40	82	4	20.50	78	4	19.50	50	3	16.67	210	11	19.09	578
Northfield	85	5	17.00	100	5	20.00	94	5	18.80	79	5	15.80	358	20	17.90	80	5	16.00	97	5	19.40	37	2	18.50	214	12	17.83	572
Overall Creek	142	7	20.29	142	8	17.75	146	9	16.22	148	9	16.44	578	33	17.52	145	7	20.71	147	7	21.00	49	2	24.50	341	16	21.31	919
Reeves-Rogers	75	4	18.75	70	4	17.50	80	4	20.00	58	3	19.33	283	15	18.87	50	3	16.67	56	3	18.67	23	1	23.00	129	7	18.43	412
Salem	166	8	20.75	178	10	17.80	138	7	19.71	162	8	20.25	644	33	19.52	133	6	22.17	96	4	24.00	40	2	20.00	269	12	22.42	913
Scales	129	7	18.43	137	8	17.13	132	7	18.86	141	7	20.14	539	29	18.59	130	6	21.67	136	6	22.67	89	4	22.25	355	16	22.19	894
Totals by Grade	Kindergarten			1st Grade			2nd Grade			3rd Grade			4th Grade			5th Grade			6th Grade			8372						
	1309	71	18.44	1322	74	17.86	1333	71	18.77	1295	70	18.50	1248	64	19.50	1239	61	20.31	626	31	20.19							

Regular Education PTR			Pupils	Teachers	PTR
Kindergarten thru Third Grade	-----		5259	286	18.39
Fourth Grade thru Sixth Grade	-----		3113	156	19.96
District Totals			8372	442	18.94

Enrollment (End of 5th Enrollment Period)

	K-6 Gen Ed Totals	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	TOTALS
Black Fox	746	35	30	7	36			854
Bradley	382							382
Cason Lane	626	38	16	8	19			707
Discovery	387							387
Erma Siegel	669		27	10	15		4	725
Hobgood	578	50						628
John Pittard	696	31			26			753
Mitchell-Neilson	578	30				19		627
Northfield	572	36	17	15	26			666
Overall Creek	919							919
Reeves-Rogers	412							412
Salem	913				14			927
Scales	894		17	10	30			951
Mercury Ct		36						
Totals	8372	256	107	50	166	19	4	8974
	K-6 Gen Ed Total	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	
BEP Funded	8372				166	19	4	8561
Non-BEP Funded		256	107	50				413

Growth Over Last Year

End of 2019-2020 -----	9258
Growth from 19-20 to 20-21 ---	-284

Average Attendance Percentage

95.7%

TRUANCY 10+ Days - Unexcused Absences										
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	TOTAL
Black Fox	5	11	22	33	57					
Bradley	3	7	7	11	15					
Cason Lane	3	8	13	26	39					
Discovery	0	0	0	0	0					
Erma Siegel	0	5	8	12	12					
Hobgood	2	10	18	35	48					
John Pittard	0	8	15	29	42					
Mitchell-Neilson	2	16	21	32	61					
Northfield	0	4	5	5	5					
Overall Creek	0	1	3	3	5					
Reeves-Rogers	0	1	5	7	10					
Salem	0	3	7	9	17					
Scales	0	0	2	4	10					
TOTALS	15	74	126	206	321	0	0	0	0	0

Chronic Absenteeism = missing 10% or more									
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
	2+ days	4+ days	6+ days	8+ days	10+ days	12+ days	14+ days	16+ days	18+ days
Black Fox	166	150	174	190	188				
Bradley	102	115	152	180	189				
Cason Lane	115	122	136	140	112				
Discovery	31	16	10	7	5				
Erma Siegel	101	58	58	44	27				
Hobgood	161	165	157	146	120				
John Pittard	127	144	153	160	141				
Mitchell-Neilson	170	165	199	261	223				
Northfield	73	78	68	66	45				
Overall Creek	90	73	55	61	44				
Reeves-Rogers	50	58	63	55	43				
Salem	102	91	105	107	86				
Scales	109	87	74	77	80				

1,397 1,322 1,404 1,494 1,303

Murfreesboro City Schools

January 2021 Financial Highlights

REVENUES

- A 4% increase in sales tax revenue based off this time last year.
- We do not anticipate receiving any PILOT money from local utilities. We budgeted \$175,000 for the current fiscal year FY21. (This is due to the sale of the Murfreesboro Electric Department to MTEM.)
- Business tax revenues continue to come in above budgeted amounts.
- Mixed Drink tax revenues continue to come in under budgeted amounts.
- Interest rates continue to be lower which results in lower interest revenue.
- Miscellaneous revenues have increased due to the TN Risk Management Trust conducting an audit which resulted in a \$63,376 refund.
- As mentioned in prior months', donations have increased which resulted in additional Chromebook purchases.
- We anticipate receiving reduced revenue for the Education of the Handicapped.

EXPENDITURES

- We continue to have reduced expenditures in the Attendance line due to personnel and staff changes.
- We continue to have reduced expenditures in the Director of Schools line due to having an Interim Director of Schools.
- The Transportation line is showing a reduction in expenditures mainly due to the absence of field trips and savings in the purchase of gasoline.
- The Community Services line is showing a reduction in expenditures because we were unable to have a basketball season and basketball coaches are normally paid from this line.
- The Capital Outlay line item shows a difference from prior year due to funds provided by the City to purchase Chromebooks.

COMPARISON OF BUDGET TOTALS
July 1, 2020 Through January 31, 2021

TOTAL INCOME	7/1/20 - 1/31/21	\$	48,544,347
TOTAL EXPENSES	7/1/20 - 1/31/21		<u>45,493,302</u>
NET INCOME	1/31/21	\$	<u><u>3,051,044</u></u>

YEAR-TO-DATE REVENUE COMPARISON

JANUARY 2021

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	4,480,060	(9,828,750)	31.3%	15,312,150	8,336,194	(6,975,956)	54.4%
2	40210-Local Option Sales Tax	11,843,830	4,849,096	(6,994,734)	40.9%	12,330,550	5,550,261	(6,780,289)	45.0%
3	40000-41110-Other County Rev	1,830,000	843,245	(986,755)	46.1%	1,850,000	922,688	(927,312)	49.9%
4	43300-44000-Other Local Revenue	594,500	215,721	(378,779)	36.3%	698,941	348,433	(350,508)	49.9%
5	46511-Basic Educ. Program	46,301,465	27,058,800	(19,242,665)	58.4%	48,350,000	28,105,800	(20,244,200)	58.1%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46800-46990-Other State Revenue	370,600	145,977	(224,623)	39.4%	480,103	218,656	(261,447)	45.5%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	1,109,977	601,390	(508,587)	54.2%	1,122,125	462,671	(659,454)	41.2%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	7,885,103	4,599,643	(3,285,460)	58.3%	7,885,103	4,599,643	(3,285,460)	58.3%
16	49820-Operating Transfers	1,300,000	-	(1,300,000)	N/A	-	-	-	N/A
	TOTALS	\$ 85,544,285	\$42,793,932	\$ (42,750,353)	50.0%	\$88,028,972.00	\$ 48,544,347	\$ (39,484,625)	55.1%

YEAR-TO-DATE EXPENDITURE COMPARISON

JANUARY 2021

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	23,764,980	(22,774,568)	51.1%	48,928,032	24,391,171	(24,536,861)	49.9%
2	71200-Sp. Ed. Instruction	9,147,978	4,546,581	(4,601,397)	49.7%	9,646,900	4,639,561	(5,007,339)	48.1%
3	71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4	72110-Attendance	167,489	102,385	(65,104)	61.1%	157,489	62,967	(94,522)	40.0%
5	72120-Health Services	951,390	477,028	(474,362)	50.1%	948,039	511,814	(436,225)	54.0%
6	72130-Guidance	2,667,036	1,426,544	(1,240,492)	53.5%	2,743,401	1,390,399	(1,353,002)	50.7%
7	72210-Reg. Instr. Support	2,130,181	1,171,892	(958,289)	55.0%	2,268,137	1,248,525	(1,019,612)	55.0%
8	72220-Sp. Ed. Support	1,793,880	912,173	(881,707)	50.8%	1,841,650	860,253	(981,397)	46.7%
9	72250-Technology	1,793,131	1,034,723	(758,408)	57.7%	1,938,863	1,197,862	(741,001)	61.8%
10	72310-Bd. Of Education	1,525,937	877,323	(648,614)	57.5%	1,492,877	952,630	(540,247)	63.8%
11	72320-Office of Supt.	381,240	223,879	(157,361)	58.7%	388,039	121,674	(266,365)	31.4%
12	72410-Office of Principal	4,663,756	2,499,421	(2,164,335)	53.6%	4,717,965	2,508,910	(2,209,055)	53.2%
13	72510-Fiscal Services	579,593	353,083	(226,510)	60.9%	470,480	292,228	(178,252)	62.1%
14	72520-Personnel Services	428,543	207,049	(221,494)	48.3%	587,033	321,940	(265,093)	54.8%
15	72610-Oper. Of Plant	6,051,082	2,974,021	(3,077,061)	49.1%	6,304,017	2,957,088	(3,346,929)	46.9%
16	72620-Maint. Of Plant	2,724,053	1,286,546	(1,437,507)	47.2%	2,810,248	1,169,514	(1,640,734)	41.6%
17	72710-Pupil Transp.	3,230,544	1,883,543	(1,347,001)	58.3%	3,578,755	1,754,920	(1,823,835)	49.0%
18	73300-Community Service	540,533	299,819	(240,714)	55.5%	557,708	245,204	(312,504)	44.0%
19	73400-Early Childhood Educ.	1,251,966	595,800	(656,166)	47.6%	1,162,684	588,923	(573,761)	50.7%
20	76100-Reg. Cap. Outlay	1,505,500	70,198	(1,435,302)	4.7%	130,000	53,857	(76,143)	41.4%
21	82130-Education Debt Serv.		-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	413,105	223,860	(189,245)	54.2%	409,200	223,860	(185,340)	54.7%
	TOTALS	88,486,485	44,930,847	\$ (43,555,638)	50.8%	91,081,517	45,493,302	\$ (45,588,215)	49.9%

Human Resources Personnel Report 01/15/2021 - 02/22/2021

Certified Hires

none to report

Certified Interim Hires

<u>Last Name</u>	<u>First Name</u>	<u>Interim Dates</u>	<u>Location</u>	<u>Position</u>	<u>Interim For</u>
Porterfield	Wendell	02/15/2021 - EOY	BF	Music Teacher	Swanson
Harrison	Amy	01/25/2021 - EOY	JP	5th Grade Teacher	Knox/Follis

Certified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>	<u>Tenure Y/N</u>
Womack	Stephen	1/22/2021	SC	4th Grade Teacher	Y
Follis	Leah	1/29/2021	JP	2nd Grade Teacher	Y
Gonyea	Mark	2/5/2021	NF	Principal	N

Classified New Hires

<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>Location</u>	<u>Position</u>	<u>Notes</u>
Oakley	Andrea	1/25/2021	CO	HR Admin. Asst.	
Phipps	Devin	1/25/2021	JP	SPED EA	Sub to EA
Lawless	Wendy	1/27/2021	HG	EA	Sub to EA
Richardson	Taylor	2/4/2021	CO	Social Worker	
Underwood	Robyn	2/5/2021	OCE	EA	Sub to EA
McDonald	Alice	2/8/2021	SA	Custodian	
McKinnie	DeAndre	2/8/2021	JP	EA	
Nelson	Maurie	2/8/2021	MNS	ESP Site Director	rehire
Geroy	William	2/12/2021	OCE	Custodian	

Classified Resignations/Retirements/Terminations

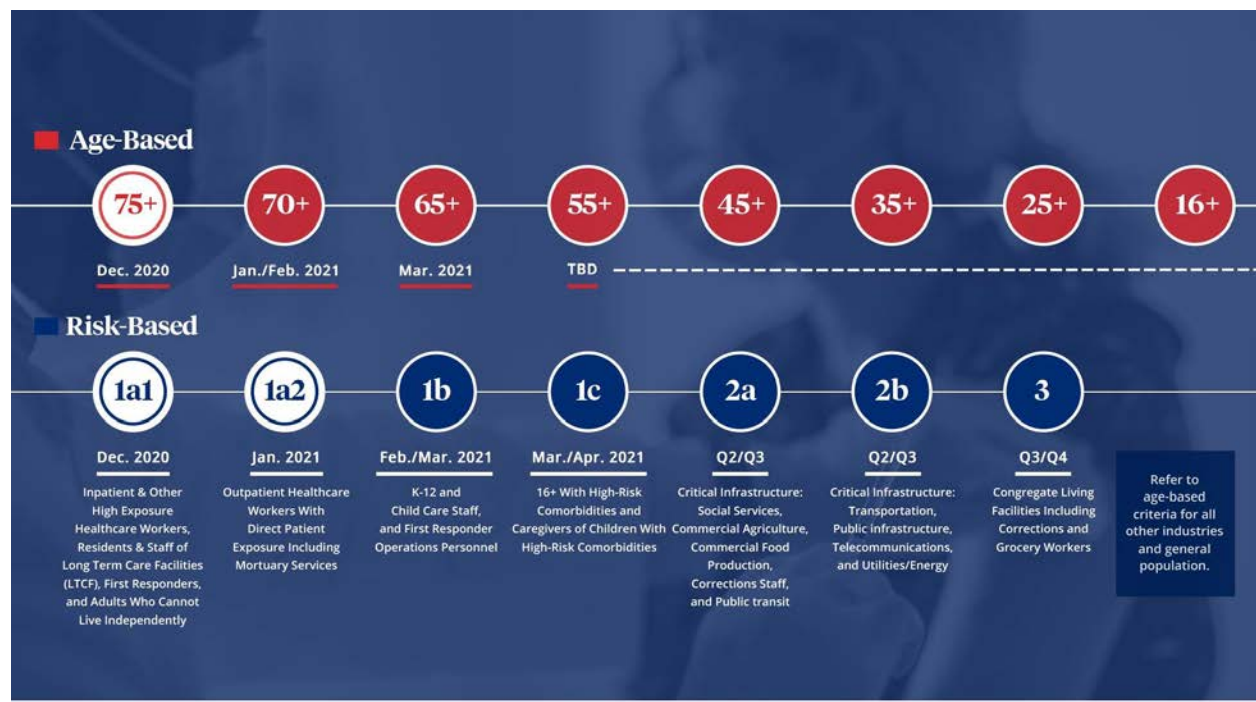
<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>
Zuck	Adam	1/22/2021	OCE	SPED EA
Smith	Michael	1/22/2021	CO	Finance Director
Edwards Jr.	Darren	1/28/2021	SHOP	Bus Asst.
Hunsicker	Braden	2/5/2021	OCE	EA



Murfreesboro City Schools
Indoor Point of Distribution
(POD) at Salem Elementary
COVID19 Vaccination Plan
February 2021

POD Description

MCS will operate an indoor Point of Distribution (POD) as needed and directed from the State’s COVID-19 Vaccination Plan. The POD objective is to provide free COVID-19 vaccine based on the phased approach outlined in the TN COVID-19 vaccination plan. As initial vaccine may be limited, this population will be sub-prioritized with individuals ages 65 years and older and those with diabetes, current cancer treatment, history of solid organ transplant, Chronic Obstructive Pulmonary Disease (COPD), Obesity with BMI >30, serious cardiac disease (excluding hypertension), and sickle cell disease (excluding trait) and chronic kidney disease given priority. Staff who work with special education students will be sub-prioritized after age and other health criteria. Phase 1 includes subsets of 1a1, 1a2 and 1b. Teachers and school staff meet 1b criteria. MCS employees will self-determine eligibility and complete a survey or notify their supervisor. Supervisors and Principals will need to check sign-ups to verify individuals registered are employees. Collected information will be sent to central office and scheduling will be decided based on need then by schools. Staff are not required to receive COVID-19 vaccine. No declination form is required.



POD Location

Salem Elementary School
3400 Saint Bernard Way
Murfreesboro, TN 37128

POD HOURS:

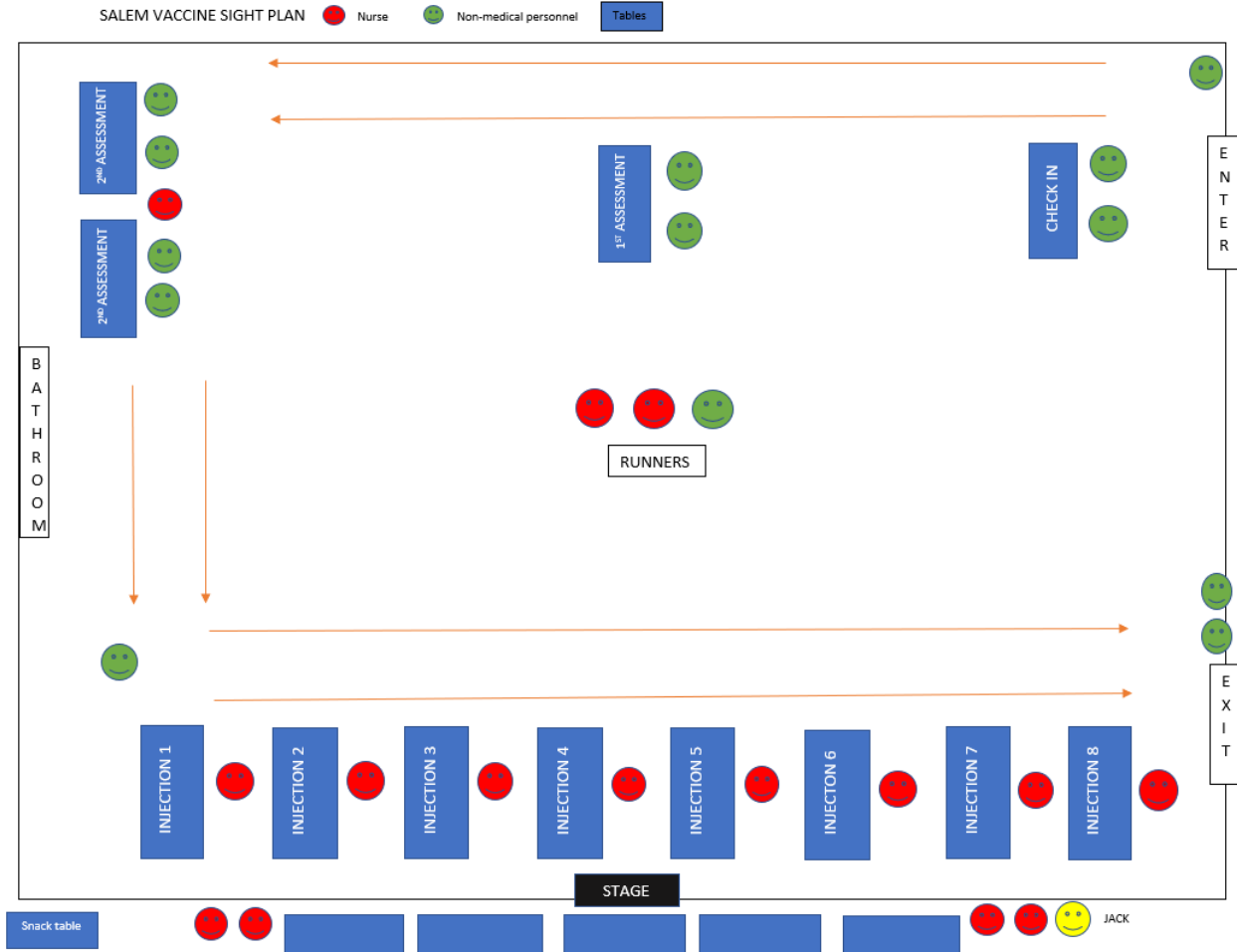
7:30AM to 4:00PM

Outside Flow Layout



Inside Flow Layout

MCS will operate a POD inside the gym of Salem Elementary as shown below. Employees will need to bring identification and their work ID badge. We are only vaccinating staff (not family or friends).



Salem (host site)

- 18 tables
 - 2 for prep
 - 1 for check-in
 - 3 for assessment
 - 8 for shots
 - 2 for data entry
 - 1 snacks
 - 1 extra supplies
- 26 chairs
- Traffic Cones
- 8 trash cans and bags
- Walkie talkies

CSH

- Snacks and drinks
- Lunches
- Printed forms and documents
- Sani-wipes
- Signs
- Extension cords
- Power strip
- Tape
- Staffing needs (non-medical)
- Scheduling
- Appointment Cards
- Stickers
- T-shirts

Safety

- 2-5 SROs
- 1 EMS

Health Services

- Coolers for transport and onsite storage
- Emergency kits
- PPE
- Gloves
- Band-aids
- Cotton balls
- Alcohol prep pads
- Sharps containers
- Red Bags
- Immunization cards
- Paperwork holder
- Clipboards
- Hand sanitizer
- 5 laptops with power cords
- Pens
- Pen cup holders (clean & dirty)
- Ancillary kits

For Moderna:

Ancillary Kit:

For all COVID-19 vaccines (except for the Pfizer COVID-19 vaccine), the ancillary kits will be built to support 100 doses. We refer to these as “standard kits”.

The composition of a standard kit*, designed for use in adults, is as follows:

Kit Description, Dimensions, and Weight	Product	Product Description	QTY/EA
Ancillary Adult	Needles	22-25G /1"	85
14 in x 13 in x 9 in	Needles	22-25G /1.5"	20
3.5 lbs	Syringes	1ml or 3 ml	105
	Alcohol Pads	Sterile, Individual	210
	Vaccination Card		100
	Needle Card		1
	Face Shield		2
	Face Mask		4

*Note - We have included a 5% safety level of needles, syringes & alcohol prep pads.

For Pfizer:

The composition of a standard kit, designed for use in adults, is as follows:

11111-0006-02

Adult Ancillary & Diluent Convenience Kit

ITEM# 1178636

CONTENTS	QTY	CONTENTS	QTY
• 22G - 25G, 1 in Needles.....	829	• Needle Information Card	10
• 22G - 25G, 1.5 in Needles.....	200	• Vaccination Cards	1000
• 1mL Syringes	1024	• Disposable Face Shields	20
• 21G - 25G, 1.5 in Needles.....	205	• Surgical Masks	40
• 3mL or 5mL Syringes.....	205	• 2mL Diluent.....	200
• Sterile Alcohol Prep Pads	2458		

Kit contents product of China, Singapore, Spain, or, USA.

Assembled by McKesson Medical-Surgical Richmond, VA, USA



(01)10612479259512
(17)YYMMDD
(10)123456

LOT XXXXXX
EXP YYYY-MM-DD

Alcohol Prep Pads NDC# 68599-5804-1
2mL Diluent NDC# 63323-186-02

Please note there will be multiple configurations used as Operation Warp Speed continues to procure products to support the assembly of these and other ancillary supply kits. Regardless of configuration, the kit contents will meet the minimum quantities listed on the kit content labels and will support the same total number of doses.

We hope this communication helps your teams as they review the content in the kits to ensure their readiness for administration when you receive the vaccine doses.

Personnel Needs

15 Nurses (1 at 2nd assessment, 2 runners, 2 preparing vaccine, 8 shots, 2 data entry)

2- Police Officers

- 1 outside at entry checking MCS ID
- 1 outside at exit

1-Entry

2-Check-in

2-1st assessment (verbal ask)

4-2nd assessment (paperwork)

2-Exit

2-Runners

1-Medical Director

1-EMS

Set-up

Tear-down

Vaccine Storage and Handling

Subject to change as official approval or information is received.

Different COVID-19 vaccines have different recommended temperature ranges.

- Refrigerated vaccines should be stored in refrigerators maintained at temperatures between 2°C and 8°C.
- Frozen vaccines should be stored in freezers maintained at temperatures between -25°C and -15°C.
- Ultra cold vaccines should be stored in freezers or dry ice shipping container in which product is received between -80°C and -60°C.

Moderna Vaccine Storage

- Frozen at -20°C or up to 30 days in the refrigerator;
- Transport refrigerated vaccine in standard vaccine coolers
- Thaw under refrigerated conditions between 2°C to 8°C for 2 hours. Let vial stand at room temperature for 15 minutes before administering.
- Alternatively, thaw at room temperature between 20°C to 25°C for 1 hour.
- After thawing, do not return vial to freezer.
- Moderna vaccine is viable up to 30 days in the refrigerator.
- Once a vial is “entered” it cannot be restored in the refrigerator, please use all doses of the vial even if the person is not in phase and do not waste vaccine.
- Time viable at room temperature:
 - 12 hours for a non-punctured vial
 - 6 hours for a punctured vial or drawn up vaccine

TennIS Reporting

Vaccines administered must be entered in TennIS database within 24 hours of giving the shot.