

Board of Education Regular Meeting

September 24, 2019 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, Amanda Moore, Roseann Barton, David LaRoche, and Becky Goff</p> <p>Staff: Dr. Linda Gilbert, Gary Anderson, Tamara Cosby, Angela Fairchild, Arnette, Greg Lyles, Quinena Bell, Don Bartch, Lisa Trail, Caresa Dodson, Joe Marshall, Robin Newell, Maria Johnson, Lea Bartch, Ralph Ringstaff, Cindy Cliche, Trey Duke, Victor Einecker, Darla Sampson, and Kimberly Osborne.</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	<p>Chair Butch Campbell</p>
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Ah'Mari Lawrence, a 6th grade student at Hobgood Elementary and Keala Lemoine, a 6th grade student at Salem Elementary.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>C. Election of Board Chair and Vice Chair Action Item Vice Chair David Settles nominated Mr. Butch Campbell as Chair for the 2019-2020 school year. Wes Ballard seconded the nomination. A roll call vote was taken: Ballard-aye Barton-aye Goff-aye LaRoche-aye Moore-aye Settles-aye Campbell-aye</p> <p>The nomination passed with seven ayes for Butch Campbell to serve as Board Chairman for the 2019-2020 school year.</p> <p>David LaRoche nominated David Settles as Vice Chair for the 2019-2020 school year. Amanda Moore seconded the nomination. A roll call vote was taken: Ballard-aye Barton-aye Goff-aye LaRoche-aye Moore-aye Settles-aye</p>	<p>Ms. Elizabeth Taylor</p>

<p>Campbell-aye</p> <p>The nomination passed with seven ayes for David Settles to serve as Vice C the 2019-2020 school year.</p>	
<p>II. APPROVAL OF AGENDA Action Item</p>	<p>Chair Butch Campbell</p>
<p>III. COMMUNICATIONS Information Item Recognition of Jim Pettit-Architect with Johnson and Bailey</p> <p>MCS would like to recognize our nurses and thank them for their hard work. They recently trained 167 people in CPR classes. We have several nurses here tonight.</p> <ul style="list-style-type: none"> • Amy Lee-John Pittard Elementary • Jennifer Darling-Overall Creek Elementary • April Voss-Hobgood Elementary • Meagan Morgan-Mitchell Neilson Elementary • Leann Story-Black Fox Elementary • Holly Estes-Black Fox Elementary • Tonya Bragg-Cason Lane Academy • Lori Lemonds-Northfield Elementary • Ashlie Archer-District Support Nurse • Leslie Lickey-Reeves Rogers • Sara Walker-Nurse Supervisor <p>Congratulations to Reeves Rogers, Overall Creek, Cason Lane, Erma Siegel, and Discovery School for placing in the TN State Fair Vegetable Garden Competition.</p> <p>Bell Peppers-Reeves Rogers received First Place, Erma Siegel received Second Place, and Discovery School received Third Place.</p> <p>Banana Peppers-Overall Creek received First Place and Erma Siegel received Second Place.</p> <p>Eggplant-Cason Lane Academy received First Place and Reeves Rogers received Second Place.</p> <p>Tomatoes-Cason Lane Academy received Second Place and Reeves Rogers received Third Place.</p> <p>Sandy Scheele, Supervisor of Nutrition, recently presented at the Conditions for Learning Conference. The title of her session was Feed to Achieve: Why School Breakfast Matters for All Schools. She and Lisa Trail presented at the Farm to School Grantee Conference in Gatlinburg last week. Their session was Planning Grants Breakout: Developing Your Required Action Plan. Heather Anderson, MCS School Social Worker also presented at this conference on the social work panel. Good job ladies! Thanks for representing MCS so well!</p> <p>Murfreesboro City Schools is proud to announce that Marybeth Arnett, a teacher at Black Fox Elementary and currently Miss Middle Tennessee USA 2020 will be competing in October for the title of Miss Tennessee USA 2020, which leads to Miss USA! We are so proud to have Miss Arnett representing MCS and Middle Tennessee. Good luck Marybeth!</p> <p>Congratulations to Board Member Becky Goff for completing Level 1 of Boardmanship status.</p> <p>It is once again time for Ready! for Kindergarten to begin at Hobgood</p>	<p>Mrs. Lisa Trail</p>

Elementary. Meetings will be in October, January, and March. Thank you to the Outreach Department, Instruction Department, and Read to Succeed Organization for their hard work in organizing and planning this very beneficial reading program.	
IV. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Approval of 8-27 Board Minutes Consent Item	
B. Approval of School Fees Action Item	
C. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 6.313 Code of Conduct Consent Item	
ii. Approval of Board Policy 6.413 Prevention and Treatment of Sports-Related Concussions-rescinds Board Policy STU 63 Head Injuries Consent Item	
D. Minor Changes to Board Policies-Annual Review for September Consent Item	
i. Approval of Board Policy 1.100 School District-Board Legal Status and Aut Consent Item	
ii. Approval of Board Policy 1.101 Role of the Board of Education Consent Item	
iii. Approval of Board Policy 1.102 Board Members Legal Status Consent Item	
iv. Approval to Delete Board Policy 1.103 Board Self-Evaluation (included in Board Policy 1.202 Duties of Board Members) Consent Item	
v. Approval of Board Policy 1.200 Method of Election of Officers Consent Item	
vi. Approval of Board Policy 1.201 Duties of Officers Consent Item	
vii. Approval of Board Policy 1.202 Duties of Board Members Consent Item	
viii. Approval of Board Policy 1.204 Board Member Development Opportunities Consent Item	
ix. Approval of Board Policy 1.205 Board-Director Relations Consent Item	
x. Approval of Board Policy 1.300 Board Committees Consent Item	
xi. Approval of Board Policy 1.303 Consultants Consent Item	
xii. Approval of Board Policy 1.400 School Board Meetings Consent Item	
xiii. Approval of Board Policy 1.405 Rules of Order Consent Item	
xiv. Approval of Board Policy 1.501 Visitors Consent Item	

xv. Approval of Board Policy 1.701 School District Planning Consent Item	
xvi. Approval to Delete Board Policy 1.704 Charter Schools Consent Item	
xvii. Approval of Board Policy 1.801 School Day Consent Item	
xviii. Approval of Board Policy 1.808 Registered Sex Offenders Consent Item	
xix. Approval of Board Policy 1.901 Charter School Applications (rescinds Board Policy 1.704 Charter Schools) Consent Item	
xx. Approval of Board Policy 2.400 Revenues Action Item	
xxi. Approval of Board Policy 2.500 Deposit of Funds Action Item	
xxii. Approval of Board Policy 2.600 Bonded Employees Action Item	
xxiii. Approval of Board Policy 6.205 Assignment of Students to Schools and Classes Action Item	
E. Changes to Board Policies Due to Changes in Law Consent Item	
i. Approval of Board Policy 6.203 Admissions Consent Item	
ii. Approval of Board Policy 6.308 Bus Safety and Conduct Consent Item	
iii. Approval of Board Policy 6.702 Fundraising Activities Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Extension of Director's Contract Action Item	Chair Butch Campbell
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Mr. Ralph Ringstaff
B. August Revenue and Expenditure Report Information Item	Mr. Gary Anderson
C. Director's State of the Schools Report Information Item	Dr. Linda Gilbert
VII. OTHER BUSINESS Information Item David Settles asked for an update regarding the Mid-Cumberland Head Star program. Dr. Gilbert explained that a new contract would be presented to the Board for approval at the October 22nd meeting. She said that it will be a district organization that will be in charge of the program. Mr. Campbell informed the Board that the October 8th meeting would be cancelled. Roseann Barton asked for an update on the district's technology needs. Dr. Gilbert explained that the technology piece of the budget is in the Capital Improvement Plan for the city and we are waiting on approval from the city council.	Chair Butch Campbell

Mr. Shacklett reminded everyone of the 25 year Celebration and Parade at C Lane on September 25 at 9:00 a.m.	
VIII. ADJOURNMENT Action Item The meeting was adjourned at 7:44 p.m.	Chair Butch Campbell

Board of Education Regular Meeting

August 27, 2019 6:00 PM

City Hall Council Chambers

In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, David LaRoche, Roseann Barton, Amanda Moore, Becky Goff

Staff: Dr. Linda Gilbert, Ralph Ringstaff, Greg Lyles, Lisa Trail, Angela Fairchild, Sheri Arnette, Ava Jordan, Teresa Crouch, Emily Spencer, Joe Marlin, Tammy Garrett, and Cindy Cliche

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
A. The Pledge of Allegiance was led by Caroline Bowman, a first grade student at Mitchell Neilson Elementary. Procedural Item	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Mr. David LaRoche and seconded by Ms. Becky Goff, passed.	Chair Butch Campbell
III. COMMUNICATIONS Information Item Recognition of BOB the Book Bus Driver, Ms. Teresa Crouch Mitchell Neilson would like to thank the following: <ul style="list-style-type: none">• Members of Pursuit Church for their generous donation of 400 uniform shirts.• The Family Worship Center for providing lunch from Champy's to all MNS faculty and staff.• Parks Realty for their annual tradition of fulfilling teacher wish lists. They fill a bag full of back-to-school goodies for every single teacher at both campuses. Congratulations to Kristina Maddux and Charlotte Young at Discovery School for being accepted into the 2019-2020 TN Innovative Leaders Institute through the Tennessee STEM Innovation Network. Congratulations to Hobgood, who was selected by Amazon to receive \$15,000 at a surprise assembly last Friday morning. Those funds will be used to advance STEAM at the school through the purchase of a 3D printer, Spheros, and Ozobots. Thank you Amazon! Erma Siegel would like to thank Murph's Fun Run for the \$ 500 donation for having the highest number of participates at the run. Erma Siegel would also like to thank community partner First United Methodist Church for hours of service cleaning up our campus and pond.	Mrs. Lisa Trail
IV. CONSENT ITEMS Consent Agenda Motion to approve consent agenda. This motion, made by Ms. Amanda Moore and seconded by Mr. Wesley Ballard, passed.	Chair Butch Campbell
A. Approval of 8-13-19 Board Minutes Consent Item	

B. Approval of School Fees Consent Item	
C. Approval to Delete Board Policy STU 28 Relations With Courts and Legal Authorities-Covered by Board Policy 6.303 Interrogations and Searches Consent Item	
D. Approval to Delete Board Policy STU 29-Reporting Student Offenses to Law Enforcement-Incorporated into Board Policy 6.313 Consent Item	
E. Approval to Delete Board Policy STU 37 Internet Access by Students-covered by Board Policy 4.406 Use of the Internet Consent Item	
F. Approval to Delete Board Policy STU 39-Disposal of Contraband-No TSBA Policy for this-To Be Included in an AD. Consent Item	
G. Approval to Delete Board Policy STU 42 Discrimination/ Harassment of Students-covered by Board Policy 6.304 Anti-Harassment, Intimidation, Bullying, and Cyber-bullying of the Student Consent Item	
H. Approval to Delete Board Policy STU 61 Anti-Hazing Covered by 6.304 Anti-Harassment, Intimidation, Bullying, and Cyber-bullying of the Student. Consent Item	
I. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 1.2021 Boardsmanship Code of Conduct replaces Board Policy 1.1061 Consent Item	
ii. Approval of Board Policy 2.403 Surplus Property Sales Consent Item	
iii. Approval of Board Policy 4.400 Instructional Materials rescinds Board Policy IS 5 and Board Policy STU 41 Consent Item	
iv. Approval of Board Policy 6.303 Interrogations and Searches replaces Board Policy STU 21 Consent Item	
v. Approval of Board Policy 6.312 Use of Personal Communication Devices in School rescinds Board Policy STU 43 Consent Item	
vi. Approval of Board Policy 6.3131 Discipline Foundation Policy School-Wide Positive Behavior of Intervention and Support-replaces Board Policy STU 22 Consent Item	
vii. Board Approval of Board Policy 6.3132 Intervention Supports and Alternatives to Suspension replaces Board Policy STU 23 Consent Item	
viii. Board Approval of Board Policy 6.709 Student Fees and Fines Action Item	
ix. Board Approval of Board Policy 6.710 Gifts-replaces Board Policy STU 19 Consent Item	
V. ACTION ITEMS	Chair Butch Campbell

Action Item	
A. Extension of Director's Contract Action Item Motion to begin the process to discuss extension of the Director's contract. This motion, made by Mr. David Settles and seconded by Ms. Becky Goff, passed. Elizabeth Taylor told the Board that she could meet with them to discuss and explain the contract either individually or as a group in an executive session. Ms. Taylor explained that any conversation regarding the contract must be done through her, including the Board Chair, and she would then inform the rest of the Board. She and Mr. Campbell will set a date to meet.	Chair Butch Campbell
B. Approval of the 2019-2020 Murfreesboro City Schools Pre-K Advisory Council Action Item Motion to approve the 2019-2020 MCS PreK Advisory Council. This motion, made by Mr. David LaRoche and seconded by Ms. Becky Goff, passed.	Dr. Linda Gilbert
C. Approval of 2019-2020 ESP Parent Advisory Board Action Item Motion to approve the 2019-2020 MCS ESP Parent Advisory Board. This motion, made by Ms. Becky Goff and seconded by Mr. David Settles, passed.	Mr. Ralph Ringstaff
D. First Reading of Board Policies Action Item	Chair Butch Campbell
i. Approval of Board Policy 5.403 Drug Free Workplace replaces PER 32 and 1.804 Action Item Motion to postpone vote to approve Board Policy 5.403 Drug Free Workplace until we get a statement from the vendor. This motion, made by Mr. David LaRoche and seconded by Ms. Becky Goff, passed. There was much discussion regarding this policy.	Dr. Linda Gilbert
ii. Approval of Board Policy 6.313 Code of Conduct Action Item Motion to approve Board Policy 6.3131 Code of Conduct on first reading. This motion, made by Mr. Wesley Ballard and seconded by Mr. David LaRoche, passed.	Dr. Linda Gilbert
iii. Approval of Board Policy 6.413 Prevention and Treatment of Sports Related Concussions-rescinds Board Policy STU 63 Head Injuries Action Item Motion to approve Board Policy 6.413 Prevention and Treatment of Sports-Related Concussions on first reading. This motion, made by Mr. Wesley Ballard and seconded by Mr. David Settles, passed.	Dr. Linda Gilbert
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Dr. Linda Gilbert
B. June Revenue and Expenditure Report Information Item	Mr. Gary Anderson
C. July Revenue and Expenditure Report Information Item	Mr. Gary Anderson
D. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
VII. OTHER BUSINESS Procedural Item Roseann Barton would like to see the AMO's for math and language arts. Mr. Campbell told the Board that the September 10th Board Meeting would be canceled. Mr. Campbell reminded the Board about the Fall District Meeting on September 19.	Chair Butch Campbell

VIII. ADJOURNMENT

Action Item

Motion to adjourn. This motion, made by Mr. David Settles and seconded by Ms. Becky Goff, passed. Meeting adjourned at 7:23 p.m.

Chair Butch Campbell

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Code of Behavior and Discipline</h2>	Descriptor Code: <h3 style="text-align: center;">6.313</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">STU 23</h3>	Issued:

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
 2 behavior and discipline which are appropriate for each level of school. The development of each code
 3 shall involve principals and faculty members of each level and shall be consistent with the relevant
 4 policies as adopted by the Board.¹

5 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 6 maintain a safe learning environment where orderly learning is possible and encouraged.² These
 7 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 8 school sponsored outings.

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 10 **Misbehavior: Level One**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled, by an individual staff member, with Tier One supports and interventions (Board Policy 6.3132).		
Examples (not an exclusive listing): <ul style="list-style-type: none"> • Demonstrated lack of respect for school staff or any authorized individual • Demonstrated lack of respect for fellow students • Classroom disturbances • Classroom tardiness • Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.³ • Cheating and lying • Abusive language • Non-defiant failure to do assignments or carry out directions • Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing) • Any of the above listed behaviors committed on a school bus 	Disciplinary Procedures: <ul style="list-style-type: none"> • Immediate intervention by a staff member • Determine what offense was committed and the severity • Determine offender and that offender understands the nature of the offense • Employ disciplinary options • Maintain a written record of the offense and disciplinary action 	Disciplinary Options: <ul style="list-style-type: none"> • Re-teach and reinforce school-wide and classroom expectations and procedures • Review classroom behavior system and adjust as needed • Parent/student conference • Social skills instruction • Written reflection activity • Counseling • Verbal reprimand • In-school suspension

11 **Misbehavior: Level Two**

<p>Misbehavior whose frequency or seriousness tends to disrupt the learning environment of the school and/or behaviors that have not responded to consistent implementation of Tier One interventions. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require action on the part of administrative personnel.</p>		
<p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1 behaviors • School or classroom truancy • School or classroom tardiness • Use of tobacco • Use of forged notes or excuses • Disruptive classroom behavior • Harassment in violation of Board Policy • Defiant failure to do assignments of carry out directions • Bullying • Unauthorized use of personal electronic devices • Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing) • Creation, transmission, or carrying of material that may be considered obscene on school grounds, as defined by T.C.A. §39-17-1901 • Any of the above listed behaviors committed on a school bus 	<p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> • Student is referred to principal for appropriate disciplinary action • Principal meets with student and teacher • Principal hears accusation made by accusing party and permits student the opportunity of explaining the student’s conduct, denying it, or explaining any mitigating circumstances • Principal takes appropriate disciplinary action and notifies teacher of action • Depending on severity, notify parents • Principal shall maintain a written record of the offense and disciplinary action • Referral to behavior support team 	<p>Disciplinary Options:</p> <ul style="list-style-type: none"> • Confirm that Tier I Interventions are implemented and monitored consistently • Tier Two Interventions (Board Policy 6.3132) • Parent/student conference • Written reflection activity • Teacher/schedule change • Peer mediation • Conflict resolution • Social skills instruction • Small group counseling • In-school suspension • Referral to appropriate community resources • Out-of-school suspension (not to exceed ten (10) days)

13 **Misbehavior: Level Three**

Acts directly against persons or property, but the consequences do not seriously endanger the health or safety of others in the school.		
Examples (not an exclusive listing): <ul style="list-style-type: none">• Continuation of unmodified Level 1 or Level 2 behaviors• Fighting (simple)• Hazing, Bullying, Cyber-bullying• Vandalism (minor)• Stealing• Threats to others• Harassment in violation of Board Policy• Look-alike drugs• Look-alike weapons• Any of the above listed behaviors committed on a school bus	Disciplinary Procedures: <ul style="list-style-type: none">• Student is referred to principal for appropriate action• Principal meets with student and teacher• Principal hears accusation made by accusing party and permits student the opportunity of explaining the student’s conduct, denying it, or explaining any mitigating circumstances• Principal takes appropriate disciplinary action and notifies teacher of action• Principal may refer incident to Director of Schools and make recommendations for consequences.• Notify parents• If student’s school assignment is to be changed, adequate notice shall be given to the student and the student’s parents of the charges against the student, the student’s right to appear at a hearing, and to be represented by person of the student’s choosing	Disciplinary Options <ul style="list-style-type: none">• Confirm that Tier I and Tier II Interventions have been implemented and monitored consistently• Tier III Interventions• Parent/student conference• Written reflection activity• Teacher/schedule change• Peer mediation• Conflict resolution• Small group counseling• Social skills instruction• Restitution for loss, damage, or stolen property• In-school suspension• Out-of-school suspension not to exceed ten (10) days• Individual counseling• Referral to appropriate community resources

	<ul style="list-style-type: none"> • A student may appeal a change in school assignment to the Board • Director/Principal shall maintain a written record of the offense and disciplinary action • Referral to behavior support team (Tier Two/Tier Three) 	
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15 **Misbehavior: Level Four**

<p>Acts which result in violence to another’s person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of Education.</p>		
<p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1, Level 2, or Level 3 behaviors • Death threat (hit list) • Extortion • Bomb threat • Possession/transfer of firearm* (See Board Policy – Zero Tolerance) • Possession/use/transfer of dangerous weapons • Assault • Battery of a student • Battery of a teacher, principal, administrator, or any other school staff members* • Hazing • Vandalism • Theft/possession/sale of stolen property • Arson • Possession of unauthorized substances* (See Board Policy STU 38 – Zero Tolerance) 	<p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> • Principal confers with appropriate staff member(s) and with the student • Principal hears accusation by accusing party and permits the student the opportunity of explaining conduct • Parents are notified • Law enforcement officials are contacted when appropriate or when a delinquent act has been committed • Incident is reported and recommendations are made to the Director of Schools • Complete and accurate reports are submitted 	<p>Disciplinary Options:</p> <ul style="list-style-type: none"> • Confirm that all Tier Two Interventions are implemented and monitored consistently • Parent/student conference • Individual counseling • Referral to appropriate community resources • Restitution for loss, damage, or stolen property • Out-of-school suspension • Expulsion • Other hearing authority or Board

<ul style="list-style-type: none"> • Use/transfer of unauthorized substances • Possession/use/sale/transfer of alcoholic beverages • Possession/distribution of any drug paraphernalia • Harassment in violation of Board Policy • Bullying • Any of the above listed behaviors committed on a school bus 	<p>to the Director of Schools</p> <ul style="list-style-type: none"> • Student is given right to request a hearing before the Disciplinary Hearing Authority • Referral to behavior support team 	<p>action which results in appropriate placement</p>
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16 *Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the
 17 Director of Schools on a case-by-case basis.

18 ADDITIONAL GUIDELINES:

- 19 1. A student shall not be suspended solely because charges are pending against the student in juvenile
 20 court or another court.
- 21 2. A principal shall not impose multiple consecutive short-term suspensions that cumulatively exceed
 22 ten (10) days for the same offense.
- 23 3. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade
 24 because of discipline problems except in the conduct grade.

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Legal References

¹ TCA 49-6-4005; Public Acts of 2018, Chapter No. 958

² TCA 49-6-4002 to 4005; 20 USCA 7114, 7118

³ TCA 49-6-4009

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Prevention and Treatment of Sports- Related Concussions	Descriptor Code: 6.413	Issued Date:
		Rescinds: <u>STU 63</u>	Issued:

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order
2 to ensure the safety of students that participate in interscholastic athletics, it is imperative that student
3 athletes, coaches, and parent(s)/guardian(s) are educated about the nature and treatment of sports related
4 concussions. The Board recognizes that concussions can be a serious health issue and should be treated
5 as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee
7 Department of Health to inform and educate coaches, school administrators, student athletes, and
8 parent(s)/guardian(s) of the nature, risk, and symptoms of concussions and head injuries. These
9 guidelines and materials may be viewed on the Department of Health's website and shall be made
10 available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute
12 an organized athletic game or competition against another team or in practice or preparation for an
13 organized game or competition. It does not govern those activities or individuals involved in those
14 activities which are entered into for instructional purposes only or those that are incidental to a
15 nonathletic program or lesson.

16 **REQUIRED TRAINING¹**

17 The Director of Schools shall ensure that each school's athletic director and coaches, employed or
18 volunteer, annually complete the *Concussion in Sports* —~~What You Need to Know~~ online course. This
19 course may be accessed online at www.nfhslearn.com.

20 Prior to the annual initiation of practice or competition, the following persons must review and sign a
21 concussion and head injury information sheet approved by the Tennessee Department of Health: ~~the~~The
22 Director of Schools, licensed healthcare professionals (if appointed), each school athletic director, and
23 each coach, employed or volunteer.

24 In addition, prior to the annual initiation of practice or competition, all student athletes and their
25 parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the
26 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
27 student athlete, if the athlete is eighteen (18) years of age or older, or by the student athlete's
28 parent(s)/guardian(s), if the athlete is younger than eighteen (18) years of age.

29 All documentation of the completion of a concussion recognition and head injury safety education course
30 program and signed concussion and head injury information sheets shall be maintained by the Director
31 of Schools/designee for a period of three (3) years.

1 **Removal from Athletics**¹

2 Any student athlete who shows signs, symptoms, and/or behaviors consistent with a concussion during
3 an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare
4 professional, if available, and if not, by the coach or other designated individuals.

5 No student athlete who has been removed from an athletic activity or competition due to a concussion
6 or suspected concussion shall be allowed to return to any supervised team activities involving physical
7 exertion, including games, competitions, or practices, until the student athlete has been evaluated by and
8 received written clearance on forms approved by the Department of Health from a licensed health care
9 provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor
10 (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, or a
11 physician's assistant (P.A.) with concussion training who is a member of a health care team supervised
12 by a Tennessee licensed medical doctor or osteopathic physician.²

13 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
14 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
15 observed.

16 The Director of Schools/designee shall ensure that all protocols approved by the Tennessee
17 Department of Health or required by law relative to the provisions of this policy are followed and
18 implemented within each school.

Legal References

1. TCA 68-55-502(b)(1)(F)
2. TCA 68-55-501

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date: 05/10/16
		Rescinds: BO 1	Issued: 02/01/11

- 1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts. Members of the Board representing local citizens in the management of the
3 public schools.¹
- 4 The governing body shall be the Board of Education, serving residents within the boundaries of the
5 school system and non-residents under conditions specified by state law and the Board.²
- 6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official meeting of the Board.
- 8 In other instances, an individual board member, including the chairman, shall have power only when
9 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102 (c); TCA 49-1-103
2. TCA 49-6-3104

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Role of the Board of Education</h2>	Descriptor Code: <h3 style="text-align: center;">1.101</h3>	Issued Date: <h3 style="text-align: center;">05/10/16</h3>
		Rescinds:	Issued:

1 The Board will be guided by the general mandatory powers and duties of the Board as defined through
 2 statute¹ which state or imply that a local Board of Education has full power to operate the local public
 3 schools as it deems fit in compliance with state and federal mandates. The Board functions only when
 4 in session.

5 The Board sees these as its required functions:

6 1. **Director of Schools:** The Board shall hire, employ, and evaluate the Director of Schools who
 7 shall carry out the Board’s policies through the development and implementation of
 8 administrative procedures.¹

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 10 2. **Policy Oversight:**^{1,2} The Board shall develop a policy manual and shall regularly evaluate the
 11 effectiveness of its policies and their implementation.

12 3. **Educational Planning:**³ The Board shall require reliable information from responsible sources
 13 which enable it and the staff to work toward the continuous improvement of the educational program.

14 4. **Fiscal Planning:**^{4,3} The Board shall adopt a budget to provide the necessary funding in terms of
 15 buildings, staff, materials and equipment to enable the school system to carry out its functions.

16 5. **Promotion:** The Board shall keep the local community informed about the school system, its
 17 accomplishments, and its actions and build public support for the schools by involving the public in the
 18 planning process.

19 The Board shall strive to provide the best educational opportunities possible for all children.

20 The Board shall exercise its powers through the enactment of policies for the organization and
 21 operation of the school system. The Board shall delegate the administration of the schools to the
 22 director of schools.

Legal References

- 1. TCA 49-2-203
- 2. TCA 49-2-207
- ~~3. TCA 49-1-302(a)(1-3); TRR/MS 0520-2-1-.01~~
- ~~4-3.~~ TCA 49-2-203(a)(10)(A)(i)

Cross References

- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- Annual Operating Budget 2.200
- Evaluation 5.109/BO 17
- Evaluation of Director of Schools 5.803/BO 20

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 05/10/16
		Rescinds:	Issued:

1 The legal status of board members shall be as follows:⁴

2 **NUMBER**

3 The Board is composed of seven (7) members.¹

4 **QUALIFICATIONS**

5 Members of the Board ~~shall be residents of~~ shall have been residents in the City for at least one year
 6 ~~prior to election and shall be at least 25 years of age at the time of such election.~~² ~~and Members shall~~
 7 ~~be~~ elected on a non-partisan basis, and shall be citizens of recognized integrity, intelligence, and ability
 8 to administer the duties of the office.^{1,2} To qualify as a candidate, an individual must show proof of
 9 graduation from high school or receipt of a G.E.D.³

10 **TERMS OF OFFICE**

11 Members of the Board shall serve four (4)-year terms.¹

12 **VACANCIES**

13 Vacancies shall be declared to exist on account of death, resignation, removal from the city or school
 14 district,^{5,4} or through due process proceedings ~~based on allegations of misconduct.~~^{4,5}

15 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
 16 local legislative body.^{5,6} This appointment shall be an interim appointment, valid only until the next
 17 primary or general election or referendum that is ~~help held~~ after the vacancy occurs.^{6,7}

 Legal References

 Cross References

- 1. TCA 49-2-201(a)(1)
- 2. ~~Murfreesboro City Code § 25-2~~
- 3. TCA 49-2-202(a)(4)
- 2,4. TCA 49-2-202(ae)(2)(4); TCA 49-2-202(a)(4)
- 3,5. ~~TCA 49-2-202(a)(2); TCA 49-2-202(a)(4)~~ TCA 8-
47-101
- 6. ~~TCA 8-47-101; TCA 49-1-611~~ TCA 49-2-202(e)(1)
- 4. _____
- 5. ~~TCA 49-2-202(e)~~
- 6,7. TCA 6-53-106

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Self-Evaluation	Descriptor Code: 1.103	Issued Date: 05/10/16
		Rescinds:	Issued:

- 1 ~~To ensure the continued effectiveness of school board leadership, the Board will conduct an annual~~
- 2 ~~evaluation of its operational procedures during a Board retreat.~~

Legal References

- 1.

Cross References

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 05/10/16
		Rescinds: BO3	Issued: 4/69; 9/93; 2/01; 10/10/2/11

- 1 The Murfreesboro City Board of Education is composed of seven (7) members.
- 2 At the first regular meeting in ~~(month)~~September each year, the Board shall organize by electing a
- 3 chairman¹ and a vice chairman to serve one (1) -year terms or until a successor is named. In the event
- 4 that an officer's seat on the board is vacated, the Board shall elect a successor to serve the remainder of
- 5 the officer's term. Each board officer shall be eligible for re-election.
- 6 If no officer of the Board is serving at the time of the organizational meeting, any member shall call
- 7 the meeting to order and preside until a Chair is elected as the first order of business.
- 8 If the office of chairman is vacated prior to the expiration of the annual term, the Vice Chair shall
- 9 assume all responsibilities of the Chair until a new Chair is elected.
- 10 The Director of Schools shall act as secretary and keep a record of all proceedings of the Board.²

Legal References

1. TCA 49-2-202(c)(2)
2. MCC 25-6

Cross References

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 05/10/16
		Rescinds:	Issued:

1 CHAIR

2 The Chair of the Board shall have the following duties:

- 3 1. To assist the Director of Schools in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;¹
- 5 3. To appoint committees authorized by the Board;¹
- 6 4. To function as chair of the executive committee;¹
- 7 5. To countersign all warrants authorized by the Board and issued by the Director of Schools for
- 8 all expenditures of the school system;¹
- 9 6. To conduct Board hearings;²
- 10 7. To prepare the school budget with the Director of Schools;^{3,2}
- 11 8. To authorize the use of mechanical checkwriting equipment;^{4,3}
- 12 9. To certify the value of surplus property valued less than ~~\$250,500~~^{5,4} and
- 13 10. To carry out other such duties as may be assigned by the Board.

14 VICE CHAIR

15 The Vice Chair shall assume the duties of the Chair in the Chair's absence or function as the Chair
16 until a new Chair can be elected in the event the Chair is incapacitated or the office becomes vacant.

17 SECRETARY

18 The Director of Schools, as the executive officer of the Board, shall serve as secretary to the Board.
19 The Director shall conduct all correspondence of the Board, keep and preserve all of its records,
20 receive all reports acquired by the Board, and see that such reports are in proper form.^{6,5} The Director
21 has the right to advise on any question under consideration but has no vote.

22 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with
23 the Director of Schools.

24 CHAIR PRO TEM

25 A Chair Pro Tem shall be elected to preside during a meeting when neither the Chair nor the Vice
26 Chair is present.

Legal References

1. TCA 49-2-205
- ~~2. TCA 49-5-512(e)(1)(2)(3)~~
- ~~3.2.~~ TCA 49-2-203(a)(10)(A)(i)
- ~~4.3.~~ TCA 49-2-113
- ~~5.4.~~ TCA 49-6-2007(d)(2)
- ~~6.5.~~ TCA 49-2-301(b)(1)(C)

Cross References

- Role of the Board 1.101
- Duties of Board Members 1.202

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: <h3 style="text-align: center;">1.202</h3>	Issued Date: <h3 style="text-align: center;">05/10/16</h3>
		Rescinds:	Issued:

1 The duties of an individual board member shall be as follows:

- 2 1. To become familiar with education laws, rules and regulations of the State Board of Education
- 3 and the State Department of Education, and school board policies;
- 4 2. To participate in State-mandated board training;¹
- 5 3. To have a general knowledge of the educational aims and objectives of the system;
- 6 4. To work harmoniously with other board members without trying either to dominate the Board
- 7 or neglect his/her share of the work;
- 8 5. To vote and act impartially for the good of the school system;
- 9 6. To accept the will of the majority vote in all cases and give support to the resulting action;
- 10 7. To represent the Board and the school system to the public in such a way as to promote both
- 11 interest and support; and
- 12 8. To refer complaints to the Director of Schools and to abstain from individual counsel and
- 13 action in regard to staff members.

14 To ensure the continued effectiveness of school board leadership, the Board will conduct an annual
 15 evaluation of its operational procedures during a Board retreat.

Legal References

1. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11

Cross References

- Role of the Board 1.101
 Ethics 1.106

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date: 05/10/16
		Rescinds:	Issued:

1 The Board shall participate in activities designed to assist board members in improving their skills as
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board
4 establishes these principles and procedures for its guidance:

- 5 1. An annual calendar of school board conferences, conventions and workshops shall be
6 maintained by the board secretary and provided to each board member in order to ensure
7 compliance with the requirements for professional development.¹ The Board shall identify
8 which meetings should be attended and the benefits thereof.
- 9 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Finance
10 Director as a whole shall retain the authority to approve or disapprove the participation of
11 members in planned activities;
- 12 3. Reimbursement to board members for their travel expenses shall be in accord with the travel
13 expense policy for staff members;²
- 14 4. When a conference, convention or workshop is not attended by the full Board, those
15 participating will be requested to share information, recommendations and materials acquired at
16 the meeting; and
- 17 5. The public shall be kept informed ~~through the news media~~ about the Board's continuing in-
18 service education and about the programs anticipated for short- and long-range benefits to the
19 schools.

20 The Board regards the following as the kinds of activities and services appropriate under this policy:

- 21 1. Participation in school board conferences, workshops and conventions held by the State and
22 National School Boards Associations;
- 23 2. Local and district-sponsored training sessions for board members; and
- 24 3. Subscriptions to publications addressing the concerns of board members.

Legal References

1. TCA 49-2-202(a)(6)
2. TCA 49-2-2001(c)

Cross References

- Board Self-Evaluation 1.103
- Memberships 1.104
- School Board Legislative Involvement 1.105
- School District Goals 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date: 05/10/16
		Rescinds: BO 4	Issued: 02/01/11

- 1 The Board shall be responsible for specifying its requirements and expectations of the Director of
- 2 Schools and then holding the Director accountable by evaluating how well those requirements and
- 3 expectations have been met. In turn, the Director shall be responsible for specifying requirements and
- 4 expectations for all administrators who report to the Director and then holding each accountable by
- 5 evaluating how well requirements and expectations have been met.

- 6 The Board shall approve an annual budget with major categories and line items as well as develop a
- 7 policy manual for the operations of schools. The Director of Schools shall develop forms and procedures
- 8 to comply with the approved budget and implement Board policies. The Director of Schools will notify
- 9 the Board members as promptly as possible of any happenings of an emergency nature.

Legal References

T.C.A. § 49-2-301(f)
[T.C.A. § 49-2-203](#)

Cross References

Role of the Board 1.101
 Evaluation of the Director of Schools 5.803

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 05/10/16
		Rescinds: BO 49	Issued: 03/25/14

1 The Chair of the Board shall be responsible for appointment of Board members to various
 2 committees established by the Murfreesboro City School District with input from the Director
 3 of Schools, but the final decision being that of the Board Chair. The Chair shall report any
 4 such appointment to the Board at the next scheduled Board meeting.

Legal References

[T.C.A. § 49-2-205\(2\)](#)

Cross References

School Board Meetings 1.400
 Public Hearings 1.401

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Consultants</h2>	Descriptor Code: 1.303	Issued Date: 05/24/16
		Rescinds: SS 1	Issued: 09/01/12

1 The Director of Schools may occasionally engage the services of qualified professional consultants.

2 Before engaging any consultant, the Director of Schools will require submission of a written proposal
 3 which can be incorporated into a contract or purchase order. The proposal will detail:

- 4 1. The specific objectives to be accomplished by the consultant;
- 5 2. The specific tasks to be performed;
- 6 3. The procedures to be used in carrying out the tasks;
- 7 4. The target dates for the completion of tasks; and
- 8 5. The method to be used to report results and/or to deliver any “product” to the school district.

9 The Director of Schools will establish procedures necessary to develop an efficient working
 10 relationship between the consultant and all parties involved.

11 Board approval shall be received prior to entering into any consulting contracts that exceed \$10,000
 12 annually or \$3,000 for a short-term agreement of one month or less.

[Legal References](#)

Cross References

Bids and Quotations 2.806
 Purchase Orders and Contracts 2.808

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 05/24/16
		Rescinds: BO 5	Issued: 4/79; 7/98;2/01;7/08;2/11;1/13

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
4 citizens.³²

5 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.⁴³

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the second and fourth Tuesdays of each month at 6:00
10 p.m.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by
12 the Chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools
16 require it, or when requested to do so by a majority of the Board.²⁴

17 Only business related to the call of the meeting, and details related to agenda items shall be discussed or
18 transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE**⁵

20 Absent Board members may attend a regular or special meeting by electronic means if the member is
21 absent because of work, a family emergency, or the member's military service. If a board member is
22 absent due to military service, the board member may participate electronically as often as board member
23 is able to do so. However, a board member may not participate electronically more than two (2) times
24 per year for absences due to work and/or family emergencies.

25 *General Requirements*

26 The following requirements apply to all electronic attendance, regardless of the reason for the member's
27 absence:

- 28 1. A quorum of the Board must be physically present at the meeting in order for any member to
- 29 attend electronically.
- 30 2. Any member wishing to participate electronically must do so using technology which allows the
- 31 Chair to visually identify the member.
- 32 3. The responsibility for the connection lies with the member wishing to participate electronically.
- 33 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
- 34 additional attempts.
- 35 4. If a member is participating via electronic means, there must be a roll call vote.

36 *Work Related Absence*

37 The following requirements apply to electronic attendance due to a work related absence:

- 38 1. The Board member must be absent from the county due to work.
- 39 2. The member wishing to participate must give the Chair and Director at least five (5) ~~days~~
- 40 ~~noticedays'~~ notice prior to the meeting of the member's desire to participate electronically.

41 *Family Emergency*

42 The following requirement applies to electronic attendance due to a family emergency:

43 The member must be absent due to the hospitalization of the member or the death or

44 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-

45 law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law,

46 sister-in-law, or grandparents.

Legal References

- 1. TCA 8-44-102(a); TCA 49-6-804(b); [Smith County Education Association v. Anderson, 676 SW29 328, 332-33 \(Tenn. 1984\)](#)
- ~~2.~~ [28 CFR § 36.201\(a\); 36.202](#)
- ~~3.~~ [OP Tenn. Atty. Gen. 95-126](#)
- ~~2-4.~~ TCA 49-2-202(c)(1)
- ~~3.~~ [28 CFR § 36.201\(a\); 36.202](#)
- ~~4.~~ [OP Tenn. Atty. Gen. 95-126](#)
- 5. TCA 49-2-203(c); [TCA 8-44-108](#)

Cross References

School Board Legal Status and Authority 1.100
 Section 504 & ADA Grievance Procedures 1.802

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date:
		Rescinds: BO 2	Issued: 02/01/11

1 I. MOTIONS

- 2
- 3 a. A motion must be made and seconded by different members of the Murfreesboro City
- 4 School Board before the Chair puts the question to a vote. A motion is adopted if at least
- 5 four members vote in favor of the motion.
- 6
- 7 b. The Chair shall state or re-state the motion immediately preceding a vote so that the
- 8 Board clearly understands the motion before them and the record clearly reflects the
- 9 motion at issue.
- 10
- 11 c. The Murfreesboro City School Board may discuss agenda items prior to a motion on such
- 12 item being made.
- 13
- 14 d. The Chair, Vice Chair, and/or Chair Pro Tem may make, second, and discuss motions.
- 15
- 16 e. If a motion is adopted which incorporates staff recommendations by reference, the staff
- 17 recommendations adopted should be described in detail in the minutes of the meeting or
- 18 attached to the minutes.
- 19
- 20 f. The maker of the main motion may amend the main motion following debate and the
- 21 second must agree with such amendment or withdraw their second and a new second
- 22 must be obtained before the amended motion may be put to a vote.
- 23
- 24 g. A motion to reconsider action already taken on an item on the agenda may be made at the
- 25 same meeting by any member of the Murfreesboro City School Board.
- 26
- 27 h. A motion to reconsider action taken at prior meeting may be made by any member of the
- 28 Board.
- 29
- 30 i. A motion to defer indefinitely or to a date certain is allowable but to motion to table
- 31 (permanently barring discussion on the topic) is not permitted.
- 32
- 33
- 34
- 35

36 II. VOTING METHOD

- 37
- 38 a. Pursuant to T.C.A. § 49-2-202, a majority of all of the members constituting the Board
- 39 (meaning four (4) members), and not merely a majority of the quorum, shall be required
- 40 to transact all business coming before the Board in regular or special meetings. If all
- 41 seven (7) members of the Murfreesboro City School Board are not present at a meeting,
- 42 and the Murfreesboro City School Board is unable to adopt a motion to approve an action
- 43 item, or to deny it, the item shall be deferred until the next meeting of the Murfreesboro
- 44 City School Board. If all seven (7) members of the Murfreesboro City School Board are
- 45 present and are unable to adopt a motion on an item, it shall be deemed denied.
- 46
- 47 b. Any member who does not intend to vote affirmatively or negatively shall announce that
- 48 the member is or has abstained from the vote. If a member is present but does not vote
- 49 affirmatively or negatively (“abstention”) for reasons including but not limited to a
- 50 conflict of interest, that member shall not be considered in determining the number of
- 51 members voting. A motion which receives an equal number of affirmative and negative
- 52 votes fails.
- 53
- 54 c. Roll call votes will be used at the discretion of the Chair or upon the request of any Board
- 55 member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon
- 56 request, any member's individual vote may be recorded in the minutes. No secret votes
- 57 shall be used.
- 58
- 59 d. Board members shall ask to be recognized by the Chair prior to speaking, either by voice
- 60 or show of hand, to keep members from interrupting one another.
- 61
- 62 e. The Council Liaison may be recognized to speak regarding an issue in the same manner
- 63 as a Board member, but cannot make a motion, second a motion or vote on an issue.
- 64

65 III. CONFLICTS OF INTEREST

- 66
- 67 a. Murfreesboro City School Board members shall announce direct and indirect conflicts of
- 68 interest as required by state law, local ordinance or Board policy. A member with an
- 69 indirect conflict of interest may participate in the discussion and may vote or abstain.
- 70

71 IV. CHAIR'S PARTICIPATION

- 72
- 73 a. The person chairing a meeting may participate in discussion, make motions, and vote on
- 74 all issues as any other member without relinquishing the chair.
- 75

76 V. QUESTIONS OF PROCEDURE

- 77
- 78 a. To the extent questions of procedure arise, the ruling of the Chair shall be controlling,
- 79 unless the Board votes to the contrary. Robert's Rules of Order Newly Revised may be
- 80 used as a reference in making procedural determinations.
- 81

82

83 Legal References:

84

85 T.C.A. §49-2-202(g)

86 T.C.A. §8-44-104(b)(2)

87

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 06/28/16
		Rescinds: BO 29	Issued:

1 A “visitor” is defined as anyone other than the enrolled students in the school and school employees or officials.
2 Except on occasions, such as school programs, athletic events, open houses and similar public events; all visitors
3 ~~will~~shall report to the school office when entering the school and ~~will~~shall sign a log book. In addition, the
4 principal or principal’s designee shall have the discretion to require an adult visitor to present photo identification
5 at the time of registration. Authorization to visit elsewhere in the building or on the school campus will be
6 determined by the principal or designee. Guest passes shall be issued for all persons other than students and
7 employees of the school system.⁴ Visitors shall return to the school’s office before leaving the building, and record
8 their time of departure in the school’s visitor log

9 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the
10 grounds or into the school buildings during the hours of student instruction except students assigned to that school,
11 the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

12 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
13 Individuals who come onto school property or who contact employees on school or district business are expected
14 to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

- 15 • Cursing and use of obscenities;
- 16 • Disrupting or threatening to disrupt school or office operations;
- 17 • Acting in an unsafe manner that could threaten the health or safety of others;
- 18 • Verbal or written statements or gestures indicating intent to harm an individual or property;
- 19 • Physical attacks intended to harm an individual or substantially damage property; and
- 20 • Violation of any Murfreesboro City School rules or violation of any federal, state, or city laws,
21 regulations or rules.

22 The principal or designee has the authority to exclude from the school premises any persons disrupting the
23 educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on
24 the premises for the purpose of committing an illegal act.²¹

25 The principal shall contact law enforcement officials when the principal believes the situation warrants such
26 measures.

CENTRAL OFFICE AND ALL OTHER NON-SCHOOL FACILITIES

29 Except on occasions such as special programs, public meetings, open houses, and similar public events, all
30 visitors shall use the appropriate entrance and report to the reception desk or designated area when entering the
31 facility and must sign the visitors’ log during normal office hours. Guest passes shall be issued for all visitors.

1 Authorization to visit elsewhere in the facility shall be determined by the Director of Schools or the Director's
2 designee.

3
4 The Director of Schools, supervisors, and their designees shall have the authority to exclude from the premises
5 any persons disrupting the work environment at a facility, disturbing the employees in the facility, or
6 committing an illegal act in the facility. The Director of Schools, supervisors, or designees shall contact law
7 enforcement officials when the situation warrants such measures.

Legal References

~~1.~~ ~~TCA § 49-2-203(b)(4)~~
2.1. TCA § 49-6-2008; TCA § 39-14-406

Cross References

Section 504 & ADA Grievance Procedures 1.802
Vendor Relations 2.809
Security 3.205
Care of School Property 6.311

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">School District Planning</h2>	Descriptor Code: 1.701	Issued Date: 01/24/17
		Rescinds: BO 37	Issued: 01/05; 03/11

- 1 The Board shall develop comprehensive, long-range plans as required by Chapter 0520-~~01-03~~-03(~~4714~~)
- 2 of the rules of the ~~Tennessee Department of Education~~State Board of Education.

Legal References

1. TRR/MS 0520-01-03-.03(~~4714~~)

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Charter Schools	Descriptor Code: 1.704	Issued Date: —1/24/17
		Rescinds: —BO 46	Issued: 11/01/12

1 **SCOPE**

2
3 ~~This policy shall apply to Sponsors and potential Sponsors of newly created public charter~~
4 ~~schools. It shall not apply to public charter schools converted from existing public schools~~
5 ~~pursuant to T.C.A. §49-13-106(b)(2).~~

6
7 **DEFINITION**

8
9 ~~A charter school shall be a public, nonsectarian, non-religious, non-homebased school which~~
10 ~~operates within a public school district. It shall be subject to all state and federal laws and~~
11 ~~constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color,~~
12 ~~gender, national origin, religion, ancestry or need for special education services.¹~~

13
14 ~~The purposes of charter schools are to:²~~

15
16 ~~(1) Improve learning for all students and close the achievement gap between high and low~~
17 ~~—students;~~

18
19 ~~(2) Provide options for parents to meet educational needs of students in high priority schools;~~

20
21 ~~(3) Encourage the use of different and innovative teaching methods, and provide greater decision~~
22 ~~—making authority to schools and teachers in exchange for greater responsibility for student~~
23 ~~—performance;~~

24
25 ~~(4) Measure performance of pupils and faculty, and ensure that children have the opportunity to~~
26 ~~—reach proficiency on state academic assessments;~~

27
28 ~~(5) Create new professional opportunities for teachers; and~~

29
30 ~~(6) Afford parents substantial meaningful opportunities to participate in the education of their~~
31 ~~—children.~~

32
33 **APPLICATION PROCESS³**

34
35 ~~A prospective charter school sponsor shall send the director notice of its intent sixty (60) days~~
36 ~~prior to April 1 of the year preceding the year in which the proposed charter school plans to~~
37 ~~begin operation as a public charter school.~~

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~~A sponsor seeking Board approval of an initial charter school application must complete the form provided by the Tennessee Department of Education as well as provide a list of requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be able to implement a viable program of quality education for its students. In the case where a traditional public school is seeking to convert to a charter school, the application must include documents showing the necessary parental or teacher support.~~

~~Applications must be submitted to the Board on or before 4:30 p.m. on April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school. Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday, Sunday or holiday on which the school district offices are closed, applications will be accepted on the previous business day on or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$500.00.~~

~~REVIEW TEAM~~

~~If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be composed of: members of the administrative staff for the district; community members; and, a member of the Board. At the Board meeting in February each year, the Director of Schools shall make a recommendation to the Board of which members of the Director's administrative staff should be appointed to the team. The Board shall name the members of the team at its first meeting in March of each year. The Board shall designate a chairperson of the review team as the contact person for answering questions about the application process and receiving applications.~~

~~The Board shall require a procedure of receiving, reviewing and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the procedure, including the review criteria, shall be available to any interested party upon request.~~

~~The review team shall:~~

- ~~1. Evaluate all charter school applications based on the review criteria adopted by the Board;~~
- ~~2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration;~~
- ~~3. Monitor charter school progress; and~~
- ~~4. Make recommendations for revocation, renewal or non-renewal of charter contracts.~~

~~APPROVAL, DENIAL OF APPLICATION⁴~~

~~The Board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of the completed application or the application shall be deemed approved by law.⁵~~

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Approval

~~If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the Board through its designee within the district administration. The Sponsor of a public charter school that is approved by the Board shall enter into a written agreement with the Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing and shall include all aspects of the Sponsor's approved application as well as any reporting requirements prescribed by law.~~

~~To warrant adoption, charter schools must promote and implement new and innovative practices and conditions in delivering public education not typically found in traditional public schools. It is expected that the candidate school status for accreditation will be received during the first year of the charter school operation.~~

~~Charter schools approved by the Board of Education are expected to implement the application as submitted and approved. Substantial deviations from the approved application may result in revocation of the Charter by the Board.~~

~~Charter schools approved by the Board are expected to operate with knowledge of and compliance with all rules, regulations, statutes and policies relevant to that charter school's operations; including but not limited to instruction, human resources, communication, administration, business services, facilities and operations, transportation, food services, safety and student discipline. The Board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the Board shall be provided at Board actual cost.~~

~~The Governing Body of an approved public charter school shall make a written report to the Board annually between August 1 and September 1. This reporting requirement shall begin in the year after the public charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, pupil performance standards, content standards, and all other terms of the charter agreement; and a financial statement disclosing the financial health of the school including the costs of the administration, instruction and other spending categories of the school~~

~~New public charter schools, conversion schools, and all renewals of charter agreements are approved for ten year periods. However, following the fifth year of a charter school's initial period of operation or the fifth year of any renewal of a charter school agreement, MCS must conduct an interim review of the charter school according to the guidelines developed by the Department of Education.~~

~~No later than October 1 of the year prior to the year in which the charter agreement expires, the governing body of a public charter school shall submit a renewal application to the Board. The Board shall make its renewal decision based on the progress of the school towards its stated goals and on the financial status of the school.⁶~~

~~The Board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in T.C.A. §49-13-122.~~

Denial

142 ~~Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to~~
143 ~~submit an amended application to correct the deficiencies. The Board shall have thirty (30) days~~
144 ~~either to deny or to approve the amended application or the application shall be deemed~~
145 ~~approved by law.⁵~~

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147 ~~A denial of an application by the Board may be appealed by the sponsor within ten (10) days of~~
148 ~~the final denial decision to the State Board of Education.~~

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Legal References:

1. ~~T.C.A. §49-13-105; TCA §49-13-111~~
2. ~~T.C.A. §49-13-106(1)(2)~~
3. ~~T.C.A. §49-13-107~~
4. ~~T.C.A. §49-13-108; TRR/MS 0520-14-1-.01 & .02~~
5. ~~T.C.A. §49-13-108(a)~~
6. ~~T.C.A. §49-13-121(b)~~

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date: 01/24/17
		Rescinds: STU 6	Issued: 05/13/14

- 1 The minimum length of the school day shall be four hundred twenty (420) minutes/seven (7) hours
- 2 total for all grades.¹

- 3 All teachers shall be on duty at least four hundred fifty (450) minutes/ seven-and-a-half (7.5) hours and
- 4 such additional time as the administrative organization requires.²

Legal References

1. TRR/MS 0520-~~01-03~~-02(1)~~(a)~~
2. TRR/MS 0520-~~01-03~~-03~~(a)~~

Cross References

- Staff Time Schedules 5.602
 Staff Meetings 5.603

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Registered Sex Offenders	Descriptor Code: 1.808	Issued Date: 1/24/17
		Rescinds: BO 41	Issued: 12/01/09

1 **I. PURPOSE**

2 Individuals registered as sex offenders in Tennessee or another state are prohibited from the
3 premises of any school in this district, except for the limited circumstances stated in this policy.

4 **II. EMPLOYMENT**

5 An individual listed by the State of Tennessee or any other state as a registered sex offender is
6 ineligible for employment within the school district.¹

7 **III. PRESENCE ON SCHOOL PROPERTY²**

8 A. No registered sex offender, whose victim is a minor, shall come on, about, or within
9 1,000 feet of a local school's property line except as provided below².

10 B. No sexual offender or violent sexual offender shall knowingly:

11 1. Be upon or remain on the premises of any building or grounds of any public
12 school when the offender has reason to believe children under eighteen (18) years
13 of age are present;

14 2. Stand, sit idly, whether or not the offender is in a vehicle, or remain within 1,000
15 feet of the property line of, or any building owned or operated by, a public school,
16 when children under eighteen (18) years of age are present, while not having a
17 reason or relationship involving custody of or responsibility for a child or any
18 other specific or legitimate reason for being there; or

19 3. Be in any conveyance owned, leased or contracted by a school or any related
20 activity thereof when children under eighteen (18) years of age are present in the
21 conveyance³.

22 C. If any employee of the school district becomes aware of any registered sex offender's
23 presence on school property, the employee shall immediately inform the principal,
24 who shall direct the individual to leave the premises immediately. The principal
25 shall request assistance from local law enforcement authorities if offender resists the
26 principal's directives. If the registered sex offender repeats this restriction of coming
27 onto school property, the principal may confer with legal counsel to take appropriate
28 legal action.

29 D. Neither this policy nor state law impose any duty upon a principal or any other
30 employee of the local school district to review the sex offender registry for
31 individuals who may come upon the property.

32 **IV. PARENTS WHO ARE REGISTERED SEX OFFENDERS³**

33 A. A parent or legal guardian of a child who is enrolled in the school may attend a
34 conference with school officials as a parent or legal guardian of a child who is
35 enrolled in the school and has received written permission or a request from the
36 school's principal provided that the parent or legal guardian is participating in the
37 conference. The parent, however, may come to the school for the stated business
38 only. Further, when coming in the building, the parent must come to the front office
39 only. Once the parent enters the front office, a school official will greet the parent
40 and escort them to the appropriate area for the conference.

41 B. A parent or legal guardian of a child who is enrolled in the school may come within
42 the 1,000 feet limit provided that the individual is dropping off or picking up their
43 child or children enrolled in the school and the parent or legal guardian has provided
44 written notice of the parent's offender status to the school's principal upon
45 enrollment.

46 C. The principal shall speak with the parent upon learning of their status as a sex
47 offender to communicate the restrictions of this policy and to establish open dialogue
48 with the parent, as much as is possible or reasonable. The principal shall take all
49 appropriate measures to protect the privacy of the sex offender's child.

50
51 E.D. The exemptions provided in paragraphs A and B shall not apply if the victim of
52 the offender's sexual offense or violent sexual offense was a minor at the time of the
53 offense and the victim is enrolled in the school that is participating in the conference
54 or other scheduled event.⁴

Legal References:

1. T.C.A. §40-39-201, et.seq.

21. T.C.A. §40-39-211(a)

32. T.C.A. §40-39-211(d)(1)

~~4. 2010 Public Chapter N.750~~

~~3. T.C.A. § 40-39-211(d)(2)~~

~~4. T.C.A. § 40-39-211(d)(3)~~

Murfreesboro City School Board

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date:
		Rescinds: 1.704	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.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
8 days prior to February 1st 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.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st 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 \$2,500.00.²

21 **REVIEW TEAM¹**

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 APPLICATION⁴**

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.⁵

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.⁶ The Board may revoke or
62 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁷

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.⁴

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

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: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 10/24/17
		Rescinds: FM 3	Issued:

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and
6 all fund raising activities. Each principal shall determine the reconciliation method to be used for all
7 events which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
9 on the purchase price to the vendor providing the service or item.² Resale items not intended to generate
10 a profit shall be determined by the principal.²

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
13 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
14 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
15 use its equipment.³ School fees shall be waived for students who receive free or reduced-price lunches.⁴
16 No student will be penalized for nonpayment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM (ESP)**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 ESP bank account.

20 **FINES**

21 A student's parent or guardian will be held responsible for any materials or property which the student
22 loses or damages,⁵ including textbooks, library books, equipment and buildings. A determination as to
23 value and method of replacement or repair will be made by the Director of Schools in consultation with
24 the principal. All money collected as fines shall be placed in the system-wide school fund.

25 **TUITION INCOME**

26 Tuition collected from nonresident students shall be placed in the system-wide school fund.

27 **RENTAL INCOME**

28 The principal will collect and remit to the central office all money received for use of a particular school
29 facility or other school property.

30 **STATE AND FEDERAL AID ELIGIBILITY DETERMINATION**

31 The Board is to be kept informed of all possible sources of state, federal, and other funds for the support
32 of the schools and/or for the enhancement of educational opportunities in the Murfreesboro City Schools.
33 The Director of Schools is to timely apprise the Board of its eligibility for general or program funds and
34 to make recommendations for Board action.

35 **GRANTS**

36 Grants for educational purposes made available by the state and/or federal government may be sought
37 by the school system but only when the conditions of their availability are in harmony with the
38 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
39 receive grants, but funds must be recorded in a separate restricted fund account.⁶
40

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (~~77~~-(79)-(75))
3. TCA 49-6-3001(a) ; TCA 49-2-110(c)
4. TCA 49-2-114
5. TCA 37-10-101, 102
6. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-31

Cross References

- Student Activity Fund Management 2.900
Nonresident Students 6.204
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Deposit of Funds	Descriptor Code: 2.500	Issued Date: 11/28/17
		Rescinds:	Issued:

1 *Central Office*

2 All income payable to the school district will be deposited with the county trustee, who will credit it to
3 the appropriate account.

4 *Individual Schools*

5 All money collected at the building level must be cleared through the principal's office.

6 *Deposits*¹

7 The principal shall deposit funds daily if possible, but no later than three (3) days after being received.¹
8 Deposit slips must be completed in duplicate. All checks should be listed individually on the deposit slip
9 or an attached list, itemizing the name of the payer and the amount. The receipt numbers comprising the
10 deposit should be written on the deposit slip. The validated duplicate deposit slip or the duplicate deposit
11 slip with deposit receipt attached should be given to the bookkeeper.

12 Monies collected at the building level must be deposited to one of three bank accounts:²

- 13 1. General School Fund/Restricted Accounts;
- 14 2. School Food Service; and
- 15 3. Savings.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-~~224~~, 6-2
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section ~~4-2~~, 6-1

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Bonded Employees	Descriptor Code: 2.600	Issued Date: 11/28/17
		Rescinds: FM 4	Issued: 11/01/11

1 *General*

2 The Director of Schools and all other employees who handle school monies shall be bonded in order to
3 indemnify the school system against the loss of any funds.¹

4 The Board shall determine the amount of the bond, giving consideration to the total amount of money
5 and/or property that is handled in each school.²

Legal References

1. TCA 8-19-101-~~through 103~~, TCA 49-2-110(a)(1)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-~~321~~

Murfreesboro City School Board			
Monitoring: Review: Annually, in September	Descriptor Term: Assignment of Students to Schools and Classes	Descriptor Code: 6.205	Issued Date: 06/28/16
		Rescinds: STU 5	Issued: 4/79; 7/01;5/12;4/14 REVIEWED 9/18

1 **SCHOOL ASSIGNMENT**

2
3 Pupils entering the Murfreesboro City School System will be assigned to the school which services their
4 respective school zone unless the student has been accepted for attendance at a “controlled choice”
5 school.¹ The boundaries of these zones may be adjusted from year to year. An exception made to the
6 above is: Students living outside the city limits may be assigned to schools where space is available
7 pursuant to Board Policy 6.203.

8
9 “Controlled choice” school includes a school with a designated zone but other students may attend if
10 space is deemed available.

11
12 **APPEALS**

13 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
14 assignment make application to the Board for a hearing requesting a transfer to another school.² Any
15 appeal for exception to this policy or determination of the proper application of the policy shall be
16 reviewed by a special committee, including at least one (1) Board member, appointed by the Board. The
17 committee shall consider appeals based on a student’s specific curricular and/or documented needs.
18 Principals shall review all specific curricular exceptions annually; when the conditions upon which the
19 exception was granted are not adhered to, the out-of-zone approval shall be revoked. The decision of the
20 special committee regarding appeals is final.

21
22 **ZONE WAIVERS**

23
24 Applications for waivers on school zone requirements must be submitted in writing to the Director of
25 Schools or designee. The Director of Schools or designee may, in hardship cases, grant waivers on school
26 zone requirements. Students on zone waivers cannot be sent back to their zoned school without approval
27 of the Director of Schools or the Director’s designee.

28
29 **OPEN ZONING**

30
31 Upon recommendation of the Director, each year the Board will approve which schools will be available
32 for open zoning.³ That decision will be based on current and future available space for students, principal
33 recommendation, and any other appropriate consideration needed at that time. If the transfer is granted,
34 the parents or guardians are responsible for transportation of the student to the new school. The student
35 shall maintain satisfactory attendance, behavior and effort to remain in the new school. All out-of-zone
36 transfer requests must be submitted for approval by May 15th.

37

38

CLASSROOM ASSIGNMENT

39

40 Principals have the authority and responsibility for assigning students to the individual classrooms within
41 the school.

42

43 Students who enter the system from another school system are to be placed by the principal in the grade
44 and/or level as indicated by records from the former school. If the student's placement is inappropriate in
45 the grade or level assigned, the student may be reassigned by the principal to another grade level. Parents
46 shall be kept advised.

47

48 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
49 abuse allegedly occurred while the child was under the supervision or care of the school.⁴ If available and
50 appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the
51 perpetrator has been (1) substantiated by the department of children's services; (2) adjudicated by a
52 juvenile court to have committed the child sexual abuse; or (3) criminally charged.⁵⁴

Legal References:

1. T.C.A. ~~§§ 49-6-3102 through~~ 3103
2. T.C.A. §49-6-3201
3. T.C.A. §49-2-128
4. T.C.A. §49-6-3102(h)
5. T.C.A. §49-6-3102(i)

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date:
		Rescinds: STU 3, STU 17	Issued: 07/01/11

1 All children residing inside the corporate city limits of Murfreesboro with parent(s) or legal
2 guardian(s) and who meet the age requirements designated in Board Policy 6.201 shall be admitted to
3 the Murfreesboro City Schools.

4

5 Any student entering school for the first time must present:

6 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹

7 2. Evidence of a current medical examination.² There shall be a complete medical examination of
8 every student entering school for the first time;

9 3. Proof of address of parent or legal guardian upon initial enrollment; however, proof of residency or
10 guardianship may be requested at any time.

11 3. Evidence of state-required immunization.³

12 A child whose care, custody and support have been assigned to a resident of the district by a power of
13 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
14 filed with the district office.⁴

15 A student may transfer into the school system at any time during the year if the parent(s) or legal
16 guardian moves their residence into the school system.

17 **Immunizations**

18 Any required immunization shall not be required if a qualified physician shall certify that
19 administration of such immunization would be in any manner harmful to the child involved.

20 In the absence of an epidemic or immediate threat thereof, immunization shall not be required of any
21 child whose parent or guardian shall object thereto in writing on grounds that such immunization and
22 other preventive measures conflict with the religious tenants and practices of a well-organized
23 religious denomination whose teaching include reliance on prayer or spiritual means alone or healing
24 of which he parent or guardian is an adherent or member.

25 Immunizations required of all students are required for ESL students. If there is a child without
26 documentation (green card) or is homeless, they will be admitted to school in accordance with federal
27 law. A reasonable length of time will be given for the parent(s) or guardian(s) to obtain
28 documentation. The Board believes the main goal is to have children in school.

29 Name on Pupil Records

30 The name used on the records of a student entering the Murfreesboro City School System must be that
31 shown on the birth certificate unless evidence is presented that such name has been legally changed as
32 prescribed by law. If the parent insists on using a name other than that shown on the birth certificate,
33 both names shall be placed on the cumulative record.

34 If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of
35 such student will be as shown on documents which are acceptable to the system as proof of date of
36 birth.

37 The name used on the records of a pupil entering the Murfreesboro City Schools from another school
38 system must be the name shown on the records of that school unless the name has been legally
39 changed.⁵

40 Digital Photographic Record of Adult Enrolling Students

41 At the time a child is initially enrolled in school, the principal or principal's designee shall inform the
42 adult individual(s) enrolling the child that school officials confirm the identity of the person removing
43 a child from school during school hours, either by that person's presentation of an acceptable form of
44 identification or by a digital photograph of the adult individual(s) enrolling the child taken by a school
45 official at the time of the child's enrollment. Any adult individual enrolling a student in school shall
46 have the option of having their photograph taken by a school official and having that photograph
47 retained by the school as part of that student's permanent record. The parent(s) or legal guardian(s)
48 would be required to return within a reasonable length of time to provide an official government-issued
49 photo I.D.

50 Parent or Legal Guardian Notice to School of Student Adjudication

51 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),
52 the parents/guardians and a school administrator of any school having previously received similar
53 notice from the juvenile court or another source, shall provide to the school principal/designee, the
54 abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when
55 any such student:

56 (1) Initially enrolls in an LEA;

57 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

58 (3) Changes schools within this state.

59 This information shall be shared only with school employees who have responsibility for classroom
60 instruction of the student and the school counselor, social worker or psychologist who is developing a
61 plan for the child while in the school, and the school resource officer. Such information is otherwise
62 confidential and shall not be released to others, and the written notification shall not become a part of
63 the student's record.⁶

64 Students Out of City Within Rutherford County

65 Students residing with parent(s) or legal guardian(s) and living outside the city limits but within
66 Rutherford County may be assigned to a Murfreesboro City school contingent upon available space.
67 The Board has the authority to limit, adjust, or modify the enrollment as it deems necessary. Once an
68 out-of-city student has been admitted to a Murfreesboro City school under this provision, the student
69 shall be allowed to continue to attend a Murfreesboro City school for the remainder of their elementary
70 school years, provided the student and parents comply with all Murfreesboro City Schools' policies,
71 rules, and regulations, and administrative directives.

72 **Out-of-County Students**

73 At the discretion of the Director of Schools or designee, out-of-county students may be assigned to a
74 City school. Students assigned will be assessed an annual fee as determined by the Board. An out-of-
75 county student residing with a parent or legal guardian who is a full-time or part-time employee of
76 Murfreesboro City Schools shall not be required to pay the out-of-county tuition. Once an out-of-
77 county student has been admitted to a Murfreesboro City school under this provision, the student shall
78 be allowed to continue to attend a Murfreesboro City school for the remainder of their elementary
79 school years, provided that the student and parents pay the relevant tuition and comply with all
80 Murfreesboro City Schools' policies, rules and regulations, and administrative directives.

81 **Students from Military Families**⁷

82 The Superintendent of Schools shall develop the necessary administrative procedures to ensure that students with
83 parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided
84 for these students.

85 A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent
86 child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment,
87 the student will need to provide documentation that he/she will be a resident of the school district on relocation.
88 Within thirty (30) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency
89 within the school district.

Legal References

1. TCA 49-6-3008(b)
 2. TRR/MS 0520-01-03-.08(2)(a);
 3. TCA 49-6-5001(c)
 4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
 5. TCA 49-6-5106
 6. TCA 49-6-3051
 7. State Board of Education Policy 2.103; TCA 49-6-301
- ~~6.~~

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 02/27/18
		Rescinds: SS 8	Issued: 09/01/12

1 In order to maintain conditions and atmosphere suitable for safety and learning, no person shall enter
2 onto a school bus except students assigned to that bus or other persons with lawful and valid business on
3 the bus.¹

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus
5 in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver, bus assistant, and teacher while on the
7 bus, and all reasonable directions given by bus driver, bus assistant, and teacher shall be followed.

8 The principal of the student transported shall be informed by the bus driver of any serious discipline
9 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
10 the bus if the principal determines that the student's behavior is such as to cause disruption on the bus,
11 or if he/she disobeys state or local rules and regulations pertaining to student transportation.

12 The suspension of a student from riding the bus shall follow the same procedures as for any other school
13 suspension.

14 Any student requesting to exit the bus at any point between school and the normal drop-off point must
15 have written parental permission and the approval of the principal or principal designee. The principal
16 or principal designee will provide written approval to the bus driver before the student is allowed to
17 proceed.

18 Any student wishing to ride a bus other than the student's designated bus must have written parental
19 permission and the approval of the principal or the principal designee. The principal or principal
20 designee will provide written approval to the bus driver before the student is allowed to proceed.

21 Students who transfer from bus to bus while en route to and from school shall be expected to abide by
22 the discipline policies adopted by the Board and rules adopted by the staff of the assigned school.

23 The Director of Schools shall develop the district's "Rules for Bus Conduct" and have them placed in
24 the student handbook and/or distributed to all students.

25 **USE OF VIDEO CAMERAS**

26 Video cameras may be used to monitor student behavior on school vehicles transporting students to and
27 from school or extracurricular activities.

28 Video surveillance shall be used to promote the order, safety and security of students, staff and property.

29 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
30 established board policy governing student conduct and discipline.

31 The district shall comply with all applicable state and federal laws related to photographs and video
32 footage.³ These materials shall be maintained for seven (7) days. Parent(s)/guardian(s) may submit
33 requests to view photographs and video footage to the Superintendent of School/designee. The
34 Superintendent of Schools/designee shall be present if parent(s)/guardian(s) are provided the opportunity
35 to review photographs and video footage.⁴

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118
3. [TCA 10-7-504; 20 USCA §1232g](#)
- ~~2-4.~~ [Public Acts of 2019, Chapter No. 256](#)

Cross References

Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316
Student Records 6.600-604

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Fundraising Activities	Descriptor Code: 6.702	Issued Date: 04/23/19
		Rescinds: BO 31	Issued: 04/79; 07/01;09/07; 06/11

1 Fundraising shall be kept at an absolute minimum and shall serve only to provide for goods and/or
2 services that will enhance the educational objectives of the school as determined by the principal.

3 A copy of this policy regarding fundraising activities shall be included in the parent handbook issued to
4 parents at the beginning of each school year.

5 **DEFINITIONS**

6 Fundraiser – For the purposes of this policy, a fundraiser is any activity conducted by the school that is
7 intended or designed to generate a profit and provide supplemental revenue for the general fund or an
8 individual club or class account. Fundraising activities may include vending operations, bookstores,
9 pictures, concessions, carnivals, book sales, or similar activities. Fundraising activities do not include
10 membership dues, fines, and similar fees.

11 In Murfreesboro City Schools, each fundraiser will be designated either as an ACTIVE fundraiser or a
12 PASSIVE fundraiser at the time the event is planned.

13 ACTIVE Fundraiser – An Active Fundraiser involves the children during instructional time in the school
14 day.

15 PASSIVE Fundraiser – A Passive Fundraiser does not involve the children during the instructional time
16 during the school day but is held during a non-instructional period of the day, such as, lunch, recess,
17 class changing time, or outside of school hours.

18 **DESIGNATION OF A FUNDRAISER**

19 How a school structures the fundraiser determines whether it is designated as Active or Passive. The
20 principal and the PTO/Booster club shall work together jointly to set-up the fundraiser. (i.e., to determine
21 whether to have an assembly to use part of the instructional day, or structure the fundraising event so
22 that it compliments or encompasses a curricular objective, etc.) For example, if an assembly is planned
23 to introduce or conclude the fundraiser (i.e., a party), even for only a 20-minute period during
24 instructional time, the fundraiser becomes an ACTIVE fundraiser, even if the majority of the fundraiser
25 is done during non-instructional time.

26 Examples of current fundraisers are:

- 27 1. ACTIVE – School pictures (fall and spring pictures will count as one fundraiser), some “fun-
28 runs”, book fairs (maximum of two which will count as one fundraiser), “read-a-thons” and
29 “sausage and cheese sales” if an assembly or celebration party during instructional time is used

- 30 as an incentive, assemblies where children pay to admission to attend (teacher/student basketball
31 games, etc.)
- 32 2. PASSIVE – Restaurant sponsored days, Kroger Cares, vending machines, bookstores, yearbook
33 sales, etc.

34 **GENERAL GUIDELINES**

35 The following general guidelines shall be followed:

- 36 1. Fundraising companies and other salespersons shall obtain permission in writing from the
37 Director of Schools or designee in order to visit the schools.
- 38 2. Any commission payable by companies shall be paid in the form of reduced prices to the students
39 or paid into the activity fund of the school for use by the school. No school employee shall
40 personally benefit from any fundraising activity.
- 41 3. All fundraising activities, including online fundraising activities must have written approval from
42 the principal and Director of Schools (or designee). A fundraiser form will be available in the
43 office and must be completed. The authorization request shall contain the following
44 information:¹
- 45 a. A list of the proposed fundraising activities,
- 46 b. Purpose of the fundraising activity,
- 47 c. Proposed uses of funds raised,
- 48 d. Expected student involvement in fundraising activity (school-wide or individual class or
49 club), and
- 50 e. Margin of profit and how it is to be paid to the school.
- 51 4. Students shall not be excused from a regular class to participate in a fundraising activity unless
52 it is an Active fundraiser approved by the Director of Schools.
- 53 5. No grade in a subject or course shall be affected by a student's participation in a fundraising
54 activity. No points shall be added to or removed from grades because of, or to encourage,
55 fundraising participation.
- 56 6. Children will not be dismissed from school as a reward for fundraising.
- 57 7. Door to door sales are strongly discouraged and not endorsed by the school system.
- 58 8. The awarding of a grand prize to individual students based on a total dollar amount collected is
59 prohibited. However, it is permissible to award prizes when students reach certain levels. Off-
60 campus activities, such as pizza parties shall not be used as rewards to children. If end-of-
61 fundraising celebrations are used to encourage participation, no child shall be excluded from the

- 62 celebration based on the child's fundraising input. For example, if a DJ party or pizza party is
63 planned for the class, all children in the class will be invited to attend.
64
- 65 9. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
66 who do not participate in fundraising activities shall not be punished or discriminated against in
67 any way.
- 68 10. Each school is limited to four (4) ACTIVE fundraisers per school year, inclusive of PTA/PTO
69 fundraisers.
- 70 11. Funds derived from fundraising events to be deposited in the General Fund or the individual
71 school's activity funds can be spent for the following purposes including, but not limited to:
- 72 a. materials, supplies, and equipment that enhance the instructional programs provided by the
73 Board through its operational budget.
- 74 12. Funds derived from fundraising events may not be used for:
- 75 a. Memberships of any kind,
76 b. Staff gifts and meals.
77 c. Staff training and travel that benefits the student body.
- 78 13. Funds derived from fundraising events to be deposited into a restricted account of the individual
79 school's activity funds must be spent for the purposes approved. The purpose shall be reduced
80 to written form and on file at each school for audit purposes.
- 81 14. Fundraising events conducted by a school support organization, such as a PTA, PTO, or Booster
82 Club, shall be governed by the same conditions that apply to the school and comply with Board
83 Policy ~~BO-392.404~~, School Support Organizations.

84 This policy shall not be construed as preventing a teacher from using instructional or informational
85 materials even though the materials might include reference to a brand, a product, or a service.

86 **LOTTERIES**

87 No fundraising activity shall be conducted that distributes prizes or makes awards to winners based upon
88 the purchase of chances and who are chosen through a random selection process.²

89 **ONLINE FUNDRAISING**

90 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
91 fundraising requirements established by the Board and the *Internal School Uniform Accounting Policy*
92 *Manual*. The principal or designee of each school shall have access to the established fundraising account
93 to ensure that all funds are properly accounted for, and that the information is recorded in the school's
94 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for
95 the benefit of an outside party.

96 Employees shall not engage in online fundraising for personal gain in their official capacity as district
97 employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would
98 lead another to believe such activity is an approved school fundraiser.

99 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES³**

100 On approval of the principal, an employee may be authorized to raise and use funds for the following
101 noneducational purposes:

- 102 1. Bereavement support;
103 2. Award recognition;
104 3. Employee morale;
105 4. Banquets;
106 5. Other situations at the principal's discretion.

107 These funds shall be derived from vending machine revenue from machines designated for teacher use
108 only or donations.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
- 2-3. Public Act of 2019, Chapter No. 134

Cross References

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Human Resources Personnel Report for 09/24/2019

Certified Hires 08/21/2019 - 09/19/2019

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Location</u>	<u>Position</u>
BREWER	MARILU	08/26/2019	PITTARD	GRADE 6 TEACHER

Certified Resignations/ Terminations/ Retirements as of 09/19/2019

<u>Last Name</u>	<u>First Name</u>	<u>End Date</u>	<u>Location</u>	<u>Position</u>	<u>Tenure Y/N</u>
SCHROER	CAROL	08/14/2019	ERMA SIEGEL	GRADE 2 TEACHER	Y
MELTON	PEGGY	09/11/2019	SALEM	GRADE 2 TEACHER	N

Certified Interim Teachers So Far This School Year

<u>Last Name</u>	<u>First Name</u>	<u>Interim Dates</u>	<u>Location</u>	<u>Position</u>	<u>Interim For...</u>
JOHNSON	DIANE	07/26 - 08/30	BLACK FOX	GRADE 6 TEACHER	VACANCY
WINDROW	FAITH	07/26 - 09/06	SCALES	GRADE 1 TEACHER	AMBER KELLY
OUELLETTE	AMY	07/26 - 09/08	BLACK FOX	KINDERGARTEN TEACHER	SHAWNA GARRETT
SPARKS	DAWN	07/26 - UNDECIDED	BRADLEY	KINDERGARTEN TEACHER	JESSICA WRIGHT
ALLEN	LETTIE	08/12 - 12/19	CASON LANE	GRADE 1 TEACHER	LAURA GAVIN
RING	AMANDA	08/15 - 11/29	SCALES	KINDERGARTEN TEACHER	JULIE BERRY
TACKETT	LINDA	08/16 - 10/15	ERMA SIEGEL	GRADE 4 TEACHER	MORGAN JONES
EDWARDS	KATHRYN	08/19 - 11/25	SCALES	SPECIAL EDUCATION TEACHER	DIMESA LESNAK
WINDROW	FAITH	09/09 - 12/19	REEVES-ROGERS	KINDERGARTEN TEACHER	BRANDI CARTER
JACKSON	PEGGY	09/09 - 09/27	SALEM	GRADE 2 TEACHER	VACANCY
BURTON	ELLINOIS	09/12 - 11/15	MITCHELL-NEILSON	GRADE 2 TEACHER	TERRILYN NOBLIN

Classified Hires 08/21/2019 - 09/19/2019

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Location</u>	<u>Position</u>	<u>Other Info</u>
PETOSKEY	CATHLEEN	08/21/2019	MAINTENANCE SHOP	BUS AIDE	
LEWIS	RACHEL	08/21/2019	CASON LANE	SPED EDUCATIONAL ASSISTANT	
HARRISON	AMY M	08/21/2019	MITCHELL-NEILSON	SPED EDUCATIONAL ASSISTANT	PT to FT
DAVIE	ARIEL	08/22/2019	PITTARD	SPED EDUCATIONAL ASSISTANT	PT to FT
WRIGHT	CASANDRA	08/26/2019	MAINTENANCE SHOP	BUS AIDE	
PALADINO	SHELLY	08/26/2019	CENTRAL OFFICE	OCCUPATIONAL THERAPIST	
PRESLEY	DENNIS	08/26/2019	PITTARD	CUSTODIAN - FT	PT to FT
SHIPLEY	LINDSEY	08/27/2019	SALEM	MDA	
PRESTON	VICKI	08/28/2019	REEVES ROGERS	MDA	
ARNOLD	CLARK	09/06/2019	MAINTENANCE SHOP	MAINTENANCE GENERAL	
FLETCHER	AMANDA	09/06/2019	OVERALL CREEK	MDA	
SMOTHERMAN	SHARDA	09/06/2019	SALEM	SPED EDUCATIONAL ASSISTANT	PT to FT
CARTER	CHASE	09/09/2019	MAINTENANCE SHOP	BUS DRIVER - FT	PT to FT
EDWARDS	CALVIN	09/12/2019	MAINTENANCE SHOP	BUS AIDE	
HUNT	KRISTINA	09/12/2019	SALEM	SPED EDUCATIONAL ASSISTANT	PT to FT
QUALLS	JOYCE	09/18/2019	MAINTENANCE SHOP	BUS DRIVER	

Classified Resignations/Terminations/Retirements as of 09/19/2019

<u>Last Name</u>	<u>First Name</u>	<u>End Date</u>	<u>Location</u>	<u>Position</u>
MERRILL	CHANTILLY	08/09/2019	MAINTENANCE SHOP	BUS AIDE
SMITH	ANDREANNA	08/16/2019	MAINTENANCE SHOP	BUS AIDE
SMITH	BILLY	08/16/2019	MAINTENANCE SHOP	GROUNDSKEEPER
LINDSEY	JALEN	08/23/2019	MAINTENANCE SHOP	GROUNDSKEEPER
BARNES	ANGIE	09/03/2019	MAINTENANCE SHOP	BUS AIDE
MOSLEY	BRITTNIE	09/03/2019	BLACK FOX	CUSTODIAN-FT
QUALLS	LINDSEY	09/04/2019	PITTARD	SPECIAL EDUCATION ASSISTANT

YEAR-TO-DATE EXPENDITURE COMPARISON

August 2019

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	2018-19 BUDGET	2018-19 YTD EXP.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD EXP.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	
1	71100-Reg. Instruction	43,503,848	\$ 3,829,657.00	(39,674,191)	8.8%	46,318,758	4,220,537	\$ (42,098,221)	9.1%
2	71200-Sp. Ed. Instruction	8,401,413	\$633,012.00	(7,768,401)	7.5%	9,174,203	742,278	(8,431,925)	8.1%
3	71400-Student Body Ed.	45,000	\$5,689.00	(39,311)	12.6%	-	-	-	N/A
4	72110-Attendance	152,854	\$30,625.00	(122,229)	20.0%	167,489	31,797	(135,692)	19.0%
5	72120-Health Services	779,372	\$84,297.00	(695,075)	10.8%	951,390	103,403	(847,987)	10.9%
6	72130-Guidance	2,433,099	\$226,111.00	(2,206,988)	9.3%	2,728,311	362,987	(2,365,324)	13.3%
7	72210-Reg. Instr. Support	2,097,264	\$246,751.00	(1,850,513)	11.8%	2,188,721	270,028	(1,918,693)	12.3%
8	72220-Sp. Ed. Support	1,566,956	\$169,668.00	(1,397,288)	10.8%	1,834,730	192,642	(1,642,088)	10.5%
9	72250-Technology	1,652,406	\$428,525.00	(1,223,881)	25.9%	1,793,131	434,073	(1,359,058)	24.2%
10	72310-Bd. Of Education	1,737,593	\$22,332.00	(1,715,261)	1.3%	1,485,229	616,171	(869,058)	41.5%
11	72320-Office of Supt.	370,119	\$59,005.00	(311,114)	15.9%	381,240	75,902	(305,338)	19.9%
12	72410-Office of Principal	4,329,922	\$520,623.00	(3,809,299)	12.0%	4,726,631	581,682	(4,144,949)	12.3%
13	72510-Fiscal Services	560,918	\$128,196.00	(432,722)	22.9%	579,593	130,397	(449,196)	22.5%
14	72520-Personnel Services	425,023	\$86,984.00	(338,039)	20.5%	428,543	95,939	(332,604)	22.4%
15	72610-Oper. Of Plant	5,908,626	\$623,775.00	(5,284,851)	10.6%	6,385,980	664,391	(5,721,589)	10.4%
16	72620-Maint. Of Plant	2,728,945	\$213,363.00	(2,515,582)	7.8%	2,724,053	288,512	(2,435,541)	10.6%
17	72710-Pupil Transp.	2,899,934	\$212,422.00	(2,687,512)	7.3%	2,972,379	549,860	(2,422,519)	18.5%
18	73300-Community Service	518,682	\$73,618.00	(445,064)	14.2%	540,533	74,540	(465,993)	13.8%
19	73400-Early Childhood Educ.	16,500	\$245.00	(16,255)	1.5%	1,251,966	97,470	(1,154,496)	7.8%
20	76100-Reg. Cap. Outlay	631,559	\$178,046.00	(453,513)	28.2%	140,500	18,899	(121,601)	13.5%
21	82130-Education Debt Serv.		\$0.00	-	NA	-	-	-	N/A
22	99100-Operating Transfers	860,431	\$63,960.00	(796,471)	7.4%	413,105	63,960	(349,145)	15.5%
	TOTALS	81,620,464	7,836,904	\$ (73,783,560)	9.6%	87,186,485	9,615,468	\$ (77,571,017)	11.0%

COMPARISON OF BUDGET TOTALS
July 1, 2019 Through August 31, 2019

TOTAL INCOME	7/1/19 - 8/31/19	\$	7,090,374
TOTAL EXPENSES	7/1/19 - 8/31/19		9,615,468
			<hr/>
NET INCOME	8/31/19	\$	(2,525,094)
			<hr/> <hr/>

YEAR-TO-DATE REVENUE COMPARISON

AUGUST 2019

PAGE 1

	BUDGET CLASS.	2018-19 BUDGET	2018-19 YTD REV.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD REV.	2019-20 OVR/(UNDR) BUDGET	2019-20 %
1	40110-Current Prop. Tax	\$13,972,500.00	385.00	(13,972,115)	0.0%	\$14,308,810.00	2,247	\$ (14,306,563)	0.0%
2	40210-Local Option Sales Tax	10,980,000	966,466	(10,013,534)	8.8%	11,843,830	1,018,618	(10,825,212)	8.6%
3	40000-41110-Other County Rev	1,736,000	149,799	(1,586,201)	8.6%	1,830,000	193,670	(1,636,330)	10.6%
4	44000-Other Local Revenue	582,750	126,344	(456,406)	21.7%	594,500	51,855	(542,645)	8.7%
5	46511-Basic Educ. Program	44,430,513	4,341,900	(40,088,613)	9.8%	46,301,465	4,509,800	(41,791,665)	9.7%
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	650,190	2,052	(648,138)	0.3%	370,600	-	(370,600)	0.0%
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	24,325	-	(24,325)	0.0%	1,109,977	-	(1,109,977)	0.0%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	6,585,103	1,097,517	(5,487,586)	16.7%	7,885,103	1,314,184	(6,570,919)	16.7%
16	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	TOTALS	\$ 78,961,381	\$6,684,463	\$ (72,276,918)	8.5%	\$84,244,285.00	\$ 7,090,374	\$ (77,153,911)	8.4%