

**Board of Education Regular Meeting**

June 22, 2021 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item	Mrs. Lisa Trail
A. Public Comment Information Item	Dr. Trey Duke
B. Spotlight on Education-Summer Learning Information Item	Dr. Trey Duke
<b>IV. CONSENT ITEMS</b> Consent Agenda	Chair Butch Campbell
A. Approval of 5-25 Board Minutes Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.407 Public Records Action Item	Dr. Trey Duke
B. Approval of Board Policy 5.201 Separation Practices for Non-Tenured Teachers Action Item	Dr. Trey Duke
C. Approval of Board Policy 6.3131 Discipline Foundation Policy School-wide Positive Behavior of Intervention and Support Action Item	Dr. Trey Duke
D. Differentiated Pay Plan 2021-2022 Action Item	Mr. Ralph Ringstaff
E. COVID Protocols for the 2021-2022 School Year Action Item	Dr. Trey Duke
F. Approval of FY21 Literacy Training Stipend Grant Action Item	Dr. Trey Duke
G. Approval of FY22 ELC Grant Action Item	Dr. Trey Duke
H. Approval of FY22 21st Century Schools Grant Action Item	Dr. Trey Duke
I. Approval of Budget Amendments/Transfers Action Item	Ms. Kim Williams
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. May Revenue and Expenditure Report Information Item	Ms. Kim Williams
B. Personnel Report Information Item	Mr. Ralph Ringstaff
C. Director's Update Information Item	Dr. Trey Duke

<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item	Chair Butch Campbell

**MINUTES**

**Board of Education Regular Meeting**

May 25, 2021 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, Amanda Moore, Becky Goff, and Jimmy Richardson</p> <p>Staff: Director Trey Duke, Ralph Ringstaff, Joe Marlin, Sheri Arnette, Angela Fairchild, Lisa Trail, Greg Lyles, Emily Spencer, Maria Johnson, Dr. Caitlin Bullard, Sonya Cox, Ynetia Avant, Dr. Victoria Shields, Natalie Hardiman, Sia Phillips, Ashley Archer, Kim Williams, Beth Prater, Kristy Timberlake, Rachel Matthews, Lacy Moore, and Tabitha Rodriquez</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p><b>A. Pledge of Allegiance</b> Procedural Item The Pledge of Allegiance was led by Mrs. Maria Johnson, principal at Scales Elementary and Mrs. Emily Spencer, principal at Erma Siegel Elementary.</p>	
<p><b>B. Moment of Silence</b> Procedural Item</p>	
<p><b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. (7-0)</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item</p>	Mrs. Lisa Trail
<p><b>A. Introduction of New MCS Principals</b> Information Item Dr. Duke introduced the four new principals, Sia Phillips at Salem Elementary, Ynetia Avant Campbell at Northfield Elementary, Dr. Victoria Shields at Mitchell Neilson Elementary, and Natalie Hardiman at Reeves Rogers Elementary.</p> <p>Roseann Barton commended Dr. Duke on the process for choosing principals. She said that it was the best process that has been implemented in years.</p>	Dr. Trey Duke
<p><b>B. Spotlight on Education-Cason Lane STEM Designation</b> Action Item Join me in congratulating Cason Lane Academy on being named a TN STEM Designated School today! Their commitment to ensuring our students have access to STEM programming even during this challenging year is truly something to be applauded.</p> <p>Cason Lane becomes one of 61 schools across the state to earn this distinction. It is very exciting that they become the 5 school in our district joining Overall, Discovery, Erma Siegel, and Bradley.</p> <p>Congrats to the Chargers!</p>	Dr. Trey Duke

<p>Dr. Bullard introduced her leadership team to the Board. Sonya Cox, Kristy Timberlake, Rachel Matthews, Lacy Moore, and Tabitha Rodriguez. Ms. Timberlake and Ms. Matthews spoke to the Board about the designation process.</p> <p>Chair Campbell congratulated the school for the STEM Designation. He added that it puts that school in the top 3% of schools in the state of Tennessee.</p>	
<p><b>IV. CONSENT ITEMS</b>  Consent Agenda  Motion to approve consent agenda.. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)</p>	Chair Butch Campbell
<p>A. Approval of 5-11 Board Minutes  Consent Item</p>	
<p>B. Approval of the Purchase of a 90-passenger Transit Bus  Consent Item</p>	
<p>C. Second Reading of Board Policies  Consent Item</p>	
<p>i. Approval of Board Policy 6.702 Fundraising Activities on Second Reading  Consent Item</p>	
<p>D. Approval of School Fees  Consent Item</p>	
<p><b>V. ACTION ITEMS</b>  Action Item</p>	Chair Butch Campbell
<p>A. Summer School COVID Protocols  Action Item  Dr. Duke went through a power point explaining the COVID protocols for summer school. He also told the Board that Nurse Archer was in attendance to answer any questions that they may have.</p> <p>Option 1:  Masks required inside the school and when riding the bus when 6’ distance cannot be safely maintained.  Masks will be optional when students are outside or when inside and socially distanced.</p> <p>Option 2:  Masks will be required when riding the bus.  Students are encouraged to wear a mask inside the school building if social distancing cannot be maintained. However, wearing masks is not required.</p> <p>Mr. Settles asked if social distancing is still considered 6 ft or 4 ft. Nurse Archer said that the school system still uses the 6 ft rule.</p> <p>There was much discussion regarding student’s ability to socially distance in the classroom. Dr. Duke explained that the summer school curriculum was a little different than what is used during the year. He said that it is more game based and group based. He added that the population for summer school will also be much smaller than the regular school year, and the student/teacher ratio would be no larger than 1 to 13.</p>	Dr. Trey Duke

<p>Jimmy Richardson asked if schools have enough masks for students and Dr. Duke said that each school is very adequately supplied with masks.</p> <p>David Settles reiterated and clarified with Dr. Duke that summer school is optional, parents are not required to send their child, and that no teacher was forced to work. Dr. Duke said that was correct.</p> <p>Roseann Barton said that she didn't feel that there was enough difference between Option 1 and Option 2 to go with Option 1.</p> <p>Chair Campbell added that he wanted to do what he could to make sure that everyone was protected and if that required wearing masks, then that is what would happen.</p> <p>Amanda Moore stated that she feels very strongly about mask wearing because students are not vaccinated at this point.</p> <p>Wes Ballard added that he felt that wearing masks would cause long-term effects on our students; therefore, he disagreed with masks being required. He would like to see the words "parent's choice" added. During Mr. Ballard stating his concerns regarding the effects on students, Mr. Settles called for the question.</p> <p>Motion to approve Option 1 Summer School Protocols. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. (5-2)</p> <p>A roll call vote was taken. Wes Ballard-No Roseann Barton-Yes Butch Campbell-Yes Becky Goff-No Amanda Moore-Yes Jimmy Richardson-Yes David Settles-Yes</p>	
<p>B. Approval of the Cooperative Purchasing Resolution Action Item Motion to approve the Cooperative Purchasing Resolution. This motion, made by Ms. Becky Goff and seconded by Jimmy Richardson III, passed. (7-0)</p>	Dr. Trey Duke
<p>C. Approval of the Purchase of a Special Ed Bus Action Item Motion to approve the purchase of a Special Ed bus. This motion, made by Ms. Roseann Barton and seconded by Mr. Wesley Ballard, passed. (7-0)</p>	Dr. Trey Duke
<p>D. Budget Amendments/Transfers Action Item Motion to approve the budget amendments/transfers. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)</p>	Ms. Kim Williams
<p><b>VI. REPORTS AND INFORMATION</b> Information Item</p>	Chair Butch Campbell
<p>A. Principals' Pay Scale for 2021-2022 Information Item</p>	Dr. Trey Duke
<p>B. Personnel Report Information Item</p>	Mr. Ralph Ringstaff
<p>C. Enrollment (PTR) Report Information Item</p>	Mr. Joe Marlin
<p>D. April Revenue and Expenditure Report Information Item Jimmy Richardson thanked the city council for their support of the Discovery School track.</p>	Ms. Kim Williams
<p>E. Director's Update</p>	Dr. Trey Duke

<p><b>Information Item</b>  Dr. Duke informed the Board that today was the final full day of school and tomorrow is the final half day of school for the year. He added that summer school will begin on June 2. Dr. Duke said that Mrs. Sheri Arnette and her team loaded cars of summer school teachers with curriculum and materials all afternoon.</p> <p>He stated that summer school feeding will be taking place at all summer school sites. In addition, there will be on bus that will travel to seven locations on Tuesdays with food for the week, along with a stop at McFadden and Patterson Park.</p>	
<p><b>VII. OTHER BUSINESS</b>  Information Item</p>	<p>Chair Butch Campbell</p>
<p><b>VIII. ADJOURNMENT</b>  Action Item  The meeting adjourned at 7:08 p.m.  Motion to adjourn. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)</p>	<p>Chair Butch Campbell</p>

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Director of Schools

<b>Murfreesboro City School Board</b>			
Monitoring: <b>Review: Annually, in June</b>	Descriptor Term:  <b>PUBLIC RECORDS POLICY FOR THE MURFREESBORO CITY SCHOOLS</b>	Descriptor Code: 1.407	Issued Date: 06/13/17; 06-25-19; Reviewed 6-9-20
		Rescinds:	Issued:

1 General

2 The Director of Schools shall maintain all school district records required by law, regulation, and  
3 board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public  
4 records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee  
5 may request in writing and receive copies of open public records subject to the payment of reasonable  
6 cost.<sup>1,2,3,4</sup>

7 No records pertaining to individual students will be released for inspection by the public or any  
8 unauthorized persons. In addition, information, records, and plans related to security and safety will  
9 not be released for public inspection.<sup>5</sup>

10 All requests to inspect or receive copies of records shall be submitted to district's Public Records  
11 Request Coordinator. The Public Records Request Coordinator shall forward requests for inspection or  
12 copies of records to the appropriate records custodian.<sup>6</sup>

13 Prior to producing any record, the records custodian shall ensure confidential information is redacted.  
14 Original documents remain intact, and confidential information in copies produced for a requestor shall  
15 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

16 **REQUESTS FOR INSPECTION**<sup>2</sup>

17 Citizens requesting to inspect public records shall submit their request and a government issued photo  
18 identification card with the citizen's address to the district's public records request coordinator during  
19 normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The  
20 coordinator shall submit the information to the appropriate records custodian. The public records  
21 request coordinator will contact the citizen and indicate when the records will be available to inspect.

22 If the records cannot be made available within seven (7) business days, the public records request  
23 coordinator shall provide a records production letter indicating the time needed to complete the  
24 request.

25 If the request to inspect is denied, the public records request coordinator shall provide the citizen with  
26 a records request denial letter indicating the basis for the denial.

27 **REQUESTS FOR COPIES**<sup>2</sup>

1 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
2 a government issued photo identification card with the citizen's address to the district's public records  
3 request coordinator during normal business hours. The coordinator shall submit the Records Request  
4 Form to the appropriate records custodian.

5 The public records request coordinator shall provide an estimate of the reasonable costs to produce the  
6 requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel  
7 Schedule of Reasonable Charges shall be used to determine the reasonable cost. The records custodian  
8 will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated  
9 reasonable costs by cash or check prior to the district producing the copies.

10 If the records cannot be made available within seven (7) business days, the public records request  
11 coordinator shall provide a records production letter indicating the time needed to complete the  
12 request.

13 If the request for copies is denied, the public records request coordinator shall provide the citizen with  
14 a records request denial letter detailing the basis for the denial.

#### 15 **FREQUENT AND MULTIPLE REQUESTS**

16 When the total number of requests for copies made by a requestor within a calendar month exceeds  
17 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to  
18 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be  
19 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors  
20 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
21 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons  
22 inspecting records and the date of inspection shall be recorded.

#### 23 **DENYING REQUESTS FOR NONCOMPLIANCE<sup>7</sup>**

##### 24 *Requests to Inspect a Public Record*

25 The district shall deny a request to inspect a public record from any citizen that has:

26 a. Made two (2) or more requests to view a public record within a six-month period; and

27  
28 b. For each request failed to view the record within fifteen (15) business days of receiving  
29 notification that the record was available.

30 Requests from this citizen shall be denied for up to six (6) months from the date of the second records  
31 request. The district's public records request coordinator may waive this denial if he/she determines  
32 that failure to view the record was for good cause.

##### 33 *Requests for Copies of Public Records*

34 The district shall deny a request for copies of a public record from any citizen that has:

35 a. Been provided with an estimate of the reasonable cost to produce the requested records;

36 b. Agrees to pay such estimated reasonable cost prior to production of the records; and

37 c. Fails to pay the actual cost after the records have been produced.

1 Additional requests from this citizen shall be denied until the original cost is paid.

2 **RECORDS RETENTION**

3 The Director of Schools and/or designee(s) shall retain and dispose of school district records in  
4 accordance with the following guidelines:<sup>2,4</sup>

5 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent  
6 or temporary value in accordance with Municipal Technical Advisory Service records retention  
7 manual;<sup>8</sup>

8 2. The Director of Schools shall establish procedures to safeguard against the unlawful  
9 destruction, removal, or loss of records.<sup>9</sup>

10 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>10</sup>**

11 **Elizabeth Taylor**  
12 **Assistant City Attorney – Murfreesboro City Schools**  
13 **2552 South Church Street**  
14 **Murfreesboro, TN 37127**  
15 **Phone: 615-893-2313**  
16 **Fax: 615-893-2352**  
17 **Email: Elizabeth.Taylor@cityschools.net**

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Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. Policy Related to Reasonable Charges a Records  
Custodian May Charge for Frequent and Multiple  
Requests for Public Records, Tennessee Comptroller of  
the Treasury, available at  
[https://www.comptroller.tn.gov/content/dam/cot/orc/doc](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)  
[uments/oorc/policies-and-](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)  
[guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf); TCA 10-  
[7-503\(a\)\(1\)\(B\),\(C\)](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-702
9. TCA 39-16-504
10. TCA 10-7-503(g)(1)(D)

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Cross References

- Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

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## ~~2~~ **Policy Statement**

~~3~~ The public records of the Murfreesboro City School District (MCS) are open for inspection  
~~4~~ by any citizen of Tennessee unless otherwise provided by law.

~~5~~ Personnel of MCS shall timely and efficiently provide access and assistance to persons  
~~6~~ requesting to view or receive copies of public records to the degree required by applicable law.  
~~7~~ No provisions of this policy shall be used to hinder access to open public records. This Policy shall  
~~8~~ be applied consistently throughout the various offices, departments, and/or divisions of MCS.  
~~9~~ Questions about this Policy should be addressed to the Public Records Request Coordinator for  
~~10~~ MCS.

~~11~~ **1. Public Records.** For purposes of this policy, public records are deemed to be all  
~~12~~ documents, papers, letters, maps, books, photographs, microfilms, electronic data  
~~13~~ processing files and output, films, sound recordings, or other material, regardless of  
~~14~~ physical form or characteristics, made or received pursuant to law or ordinance or in  
~~15~~ connection with the transaction of official business by MCS.

~~16~~ **2. Definitions.**

~~17~~ a. "Records Custodian" means the office, official or employee lawfully responsible  
~~18~~ for the direct custody and care of a public record. The records custodian is not  
~~19~~ necessarily the original preparer or receiver of the record.

~~20~~ b. "Public Records Request Coordinator" means the individual responsible for  
~~21~~ routing the records request to the appropriate records custodian. The Public  
~~22~~ Records Request Coordinator may also be a records custodian.

~~23~~ c. "Requestor" means a person seeking access to a public record, whether it is for  
~~24~~ inspection or duplication.

~~25~~ **3. Public Record Request Coordinator.**

~~26~~ a. The MCS's designated Public Record Request Coordinator is:  
~~27~~ Assistant Superintendent of Instruction or designee.

~~28~~ b. The Public Records Request Coordinator's contact information is:  
~~29~~ Public Records Request Coordinator  
~~30~~ Murfreesboro City Schools  
~~31~~ 2552 South Church Street  
~~32~~ Murfreesboro, TN 37127

~~33~~ c. The Public Records Request Coordinator is responsible for:

~~34~~ (1) Determining whether the requestor has provided proof of Tennessee  
~~35~~ citizenship;

~~36~~ (2) Determining if the request has been made on the proper form;

~~37~~ (3) Determining if the request describes records with sufficient specificity to  
~~38~~ identify the requested records.

~~39~~ (4) Acknowledging receipt of a public records request within seven (7) days  
~~40~~ of the proper receipt of the request;

- ~~41 (5) Advising the requestor of the fees and labor threshold and waivers, if  
42 applicable, that are associated with fulfilling the request;  
43 (6) Aggregating multiple or frequent requests;  
44 (7) If deemed appropriate, contact the requestor to see if the request can be  
45 narrowed;  
46 (8) Appropriately denying a request in writing and providing the grounds for  
47 such denial; and  
48 (9) Forwarding the records request to the appropriate records custodian at  
49 MCS.~~

~~50 4. Requesting Access to Public Records~~

- ~~51 a. All record requests will be made to the Public Records Request Coordinator, or  
52 designee, to ensure public record requests are routed to the appropriate records  
53 custodian and fulfilled in a timely manner.  
54 b. Any record request received by an MCS employee other than the Public Records  
55 Request Coordinator will be sent to the Public Records Request Coordinator.  
56 c. The requestor's mailing or email address may be requested by MCS at the time of  
57 the records request for the purposes of providing any written communication  
58 required under the Act.  
59 d. Requests for inspection may be made by in person or by telephone, fax, mail, or  
60 by email using the contact information provided on MCS's webpage or may be  
61 made in writing and mailing or delivering the request to the Public Records  
62 Request Coordinator's address provided herein. Requests not presented in writing  
63 may be reduced to writing by the Public Records Request Coordinator and  
64 acknowledged by the requestor to assure clarity of the request.  
65 e. Requests for copies, or requests for inspection and copies, must be made in writing  
66 using the designed form, which is attached hereto and may be modified as  
67 necessary to assure efficient responses to requests consistent with the Act.  
68 f. Proof of Tennessee citizenship is required to inspect or receive copies of public  
69 records. A valid Tennessee driver's license or acceptable alternative form of ID is  
70 required.~~

~~71 5. Records Custodian~~

- ~~72 a. Upon receiving a records request, a records custodian will promptly make  
73 available requested public records not protected from disclosure by law.  
74 b. Records custodians may consult with the Public Records Request Coordinator or  
75 MCS's Legal Department regarding fulfilling the request.  
76 c. If not practicable to promptly provide requested records because time is required  
77 to determine whether the requested records exist; to search for, retrieve, or  
78 otherwise gain access to records; to determine whether the records are available  
79 for public disclosure; to redact records; or for other similar reasons, then the  
80 records custodian will notify the Public Records Request Coordinator who will  
81 communicate with the requestor as required by the Act. Such communication must  
82 take place within 7 days of receipt of the request.  
83 d. If a records custodian is unable to fulfill the request, the records custodian will  
84 notify the Public Records Request Coordinator who will communicate the denial  
85 to the requestor.~~

~~86 e. — If a records custodian determines production of records must reasonably be~~  
~~87 segmented because of the volume of requested records or the time required to~~  
~~88 fulfill the request, the records custodian will notify the Public Records Request~~  
~~89 Coordinator who will communicate with the requestor that production of the~~  
~~90 records will be in segments and that a records production schedule will be~~  
~~91 provided as expeditiously as practicable. The Public Records Request Coordinator~~  
~~92 may contact the requestor to see if the request can be narrowed.~~

~~93 f. — If a records custodian discovers records responsive to a records request were~~  
~~94 omitted, the records custodian will inform the Public Records Request~~  
~~95 Coordinator who will communicate with the requestor concerning the omission~~  
~~96 and produce the records as quickly as practicable.~~

~~97 6. — Redaction~~

~~98 a. — If a record contains confidential information or information that is not subject to~~  
~~99 disclosure, the Public Records Request Coordinator will work with the records~~  
~~100 custodian to prepare a redacted copy prior to providing access to the record. If~~  
~~101 questions arise concerning redaction, the records custodian should coordinate with~~  
~~102 the Legal Department regarding review and redaction of records.~~

~~103 b. — Whenever a redacted record is provided, the Public Records Request Coordinator~~  
~~104 will provide the requestor with the basis for redaction that is general in nature and~~  
~~105 does not reveal or disclose confidential information.~~

~~106 7. — Inspection of Records~~

~~107 a. — There is no charge for inspection of open public records unless such a charge is~~  
~~108 allowed by law.~~

~~109 b. — Records may be inspected at the location designated by the Public Records~~  
~~110 Request Coordinator.~~

~~111 c. — The nature of the records or the location of inspection may require that the~~  
~~112 inspection be conducted at a time and during periods set by the Public Records~~  
~~113 Request Coordinator such that a reasonable inspection can be efficiently~~  
~~114 accomplished.~~

~~115 8. — Copies of Records~~

~~116 a. — A Records Custodian will promptly inform the Public Records Request~~  
~~117 Coordinator of the most economic and efficient manner practicable to respond to~~  
~~118 the request.~~

~~119 b. — Copies will be available for pickup at a location specified by the Public Records~~  
~~120 Request Coordinator.~~

~~121 c. — Upon payment for all fees, including postage or shipping costs, copies will be~~  
~~122 delivered to an address designated by the requestor using the US Postal Service~~  
~~123 unless the requestor desires another delivery method.~~

~~124 d. — For efficiency, documents may be provided in electronic format.~~

~~125 9. — Fees and Charges and Procedures for Billing and Payment~~

~~126 a. — Fees and charges for copies of public records are not used to hinder access to~~  
~~127 public records.~~

~~128 b. — The Public Records Request Coordinator will provide the requestor with estimate~~

~~129 of charges and an itemization of the final charges prior to producing copies of  
130 records and may require prepayment of all charges before producing requested  
131 records.~~

~~132 c. Fees and charges for copies will be assessed in accordance with Schedule of  
133 Reasonable Fees & Charges adopted by MCS. Fees and charges for copies are as  
134 follows:~~

~~135 (1) \$0.15 per page for letter and legal size black and white copies.~~

~~136 (2) \$0.50 per page for letter and legal size color copies.~~

~~137 (3) Other \$1.00 for CD~~

~~138 (4) Labor when time exceeds one hour~~

~~139 (5) If an outside vendor is used, the actual costs assessed by the vendor.~~

~~140 d. Payment must be made in accordance with MCS's policy and practice on receipt  
141 of fees and costs.~~

~~142 e. Payment in advance is required unless other arrangements are made with Public  
143 Records Request Coordinator.~~

~~144 f. When fees for copies and labor do not exceed \$10, the fees may be waived by the  
145 Public Records Request Coordinator upon finding good cause to do so.~~

~~146 g. Parents/Guardians shall be provided access to their child's educational records in  
147 accordance with the Family Educational Rights and Privacy Act (FERPA) and the  
148 applicable Board Policy. A maximum of three (3) copies of a student's transcript  
149 will be provided free of charge to the student's parent/guardian or eligible student.  
150 If the fee represents an unusual hardship, it may be waived in part or entirely by  
151 the records custodian.~~

~~152 **10. Aggregation of Frequent and Multiple Requests.** MCS may aggregate record requests in  
153 accordance with the Frequent and Multiple Request Policy promulgated by the Tennessee  
154 Office of Open Records Counsel (OORC) when more than four requests are received  
155 within a calendar month either from a single individual or a group of individuals deemed  
156 working in concert. The Public Records Request Coordinator is responsible for making  
157 the determination that a group of individuals are working in concert. The Public Records  
158 Request Coordinator will inform the individuals that they have been deemed to be  
159 working in concert and that they have the right to appeal the decision to the OORC.~~

Legal References

1. TCA § 10-7-501, et seq.

Cross References

1. STU 15 Student Records Inspection & Correction Procedure

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>REVIEWED 2/20; 2/21</b>
		Rescinds: <b>PER 41</b>	Issued: <b>04/01/12</b>

## 1 **REPORTING OF CRIMINAL ARRESTS**

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

## 5 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

## 12 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

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

## 18 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**

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

22 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing  
23 before an impartial hearing officer.<sup>2</sup>

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

- 26 1. be represented by counsel;
- 27 2. call and subpoena witnesses;

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

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

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

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

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

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

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

## 52 **NONRENEWAL**

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

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

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

- 61 1. The Board shall be notified at the next regular Board meeting; and  
62 ~~2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or  
by email within five (5) business days following the last instructional day for the school year.<sup>32-</sup>  
Written notice of non-renewal shall be hand-delivered or sent to the employee by registered mail  
63 so that it will be received by the employee within five (5) business days following the last~~

~~6462~~ instructional day for the school year.<sup>3</sup>

### ~~6563~~ RESIGNATION

~~6664~~ A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the ~~6765~~ effective date of the resignation.<sup>4</sup> The Board may waive the thirty (30) days-notice requirement and ~~6866~~ permit a teacher to resign in good standing.

~~6967~~ The conditions under which it is permissible to break a contract with the Board are as follows:

~~7068~~ 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified ~~7169~~ statement of a physician approved by the Board;

70

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

71

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

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

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

### 78 RETIREMENT

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

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

86 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year  
87 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the  
88 Director of Schools certifies in writing to the Board that no other qualified personnel are available to  
89 substitute teach.<sup>7</sup>

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

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

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

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

104 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*

105 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*

106 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy).*

107

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Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512(d)
3. TCA 49-5-409; Public Acts of ~~2015~~2021, ChapterNo. ~~232~~378
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411
7. TCA 8-36-805
8. TCA 8-36-821

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Discipline Foundation Policy School-wide Positive Behavior of Intervention and Support</b>	Descriptor Code: <b>6.3131</b>	Issued Date: <b>4/28/20 08/27/19</b>
		Rescinds: <b>STU 22</b>	Issued: <b>04//79</b>

1 The mission of the Murfreesboro City School System is to assure academic and personal success for  
2 each child.

3 The purpose of the Discipline Foundation Policy of the Murfreesboro City School District is to support  
4 that mission by maintaining safe classrooms and healthy environments conducive to learning and free  
5 from disruption for all students.

## 6 **ADMINISTRATION, IMPLEMENTATION, AND POSTING OF THE POLICY**

7 The Director of Schools shall be responsible for the overall implementation and supervision of the  
8 Board's Discipline Foundation Policy and shall ensure that students at all schools are subject to a  
9 uniform and fair application of the policy.

10 The principal of each school shall be responsible for implementation and administration in their school  
11 and shall apply the policy uniformly and fairly to each student in the school without partiality or  
12 discrimination. This authority shall extend to all activities of the school, including all games and  
13 public performances of athletic or extracurricular teams, trips, excursions, transportation to and from  
14 school, and other school activities and groups.

15 In accordance with T.C.A. §49-6-4007, a copy of the Discipline Foundation Policy shall be posted at  
16 each school, and school counselors shall be supplied copies for discussion with students. The  
17 Discipline Foundation Policy shall be referenced in all school handbooks. All teachers, administrative  
18 staff, and parents shall be provided copies annually.

## 19 **A CULTURE OF DISCIPLINE**

20 All stakeholders (students, parents, teachers, and school staff) share responsibility for creating a culture  
21 of discipline. All students, parents, and staff are expected to model appropriate behaviors necessary  
22 for creating and maintaining a positive school climate. Creating a school-wide positive behavior  
23 intervention and support system provides the foundation to prevent inappropriate behavior from  
24 occurring. It is only through cooperation from students, parents, teachers, and school staff that  
25 learning environments can be created that lead to optimum academic achievement for all students.

26 This policy provides guidelines and procedures for a consistent framework for developing,  
27 implementing, and maintaining a culture of discipline built on positive behavior support and  
28 interventions. Positive behavior support is a systems approach for establishing the social culture and

29 individualized behavioral supports needed for schools to achieve both social and academic success for  
30 all. It is based on research that indicates the most effective discipline systems use proactive strategies  
31 designed to prevent discipline problems. Before consequences are given, students must first be  
32 supported in learning the skills necessary to enhance a positive school climate and avoid inappropriate  
33 behavior.

34 In the event of misconduct, there are appropriate consequences. Ongoing monitoring shall be used to  
35 ensure that equitable schools-based practices are implemented in a fair, not-discriminatory, and  
36 culturally responsive manner.

**37 RESPONSIBILITIES**

**38 It shall be the responsibility of all Murfreesboro City Schools to:**

- 39 • Maintain a safe environment for all children and staff;
- 40 • Establish, post, and actively teach clear and positively stated behavioral/social school-wide  
41 expectations to all students;
- 42 • Establish and implement a clear system to recognize students for meeting these expectations;
- 43 • Establish and implement a clear system to correct student misconduct;
- 44 • Provide additional behavioral/social support and intervention to students who demonstrate and/or  
45 are at risk of developing a pattern of inappropriate behavioral/social development;
- 46 • Communicate with parents concerning the child’s conduct and progress; and
- 47 • Inform students, parents, and staff of the Murfreesboro Discipline Foundation Policy.

**48 It shall be the responsibility of all Murfreesboro City School teachers to:**

- 49 • Know and adhere to reasonable rules and regulations established by the Board and administrators;
- 50 • Demonstrate respect for all adults and students on school premises;
- 51 • Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 52 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the  
53 educational process;
- 54 • Maintain an orderly, planned, and varied instructional climate that includes materials and activities  
55 of interest to students;
- 56 • Establish, post, and actively teach clear and positively stated class rules that are consistent with the  
57 school-wide behavioral/social expectations;
- 58 • Establish and implement a clear system to recognize students for complying with class rules and  
59 procedures;
- 60 • Establish and implement a clear system to correct student misconduct;
- 61 • Maintain open communication with parents; and
- 62 • Assist the principal in maintaining school-wide discipline.

**63 It shall be the responsibility of all Murfreesboro City School students to:**

- 64 • Learn and follow school-wide expectations and classroom rules;
- 65 • Demonstrate respect for all adults and students on school premises;

- 66 • Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 67 • Maintain the school environment, preserve school and private property, and exercise care while
- 68 using school facilities;
- 69 • Refrain from behavior which would lead to physical or emotional harm or disrupt the educational
- 70 process;
- 71 • Respect the authority of school administrators, teachers, and other authorized personnel in
- 72 maintaining discipline in the school and at school-sponsored activities;
- 73 • Learn and comply with rules regarding ~~the Olweus~~ Bullying pPrevention Program; i.e.,
- 74     o We will not bully others
- 75     o We will try to help students who are bullied
- 76     o We will try to include students who are left out
- 77     o If we know that somebody is being bullied, we will tell an adult at school and an adult at
- 78 home;
- 79 • Attend school on time, have necessary materials, and be ready to learn;
- 80 • Possess on school grounds only those materials which are acceptable under the law; and
- 81 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
- 82 educational process.

**83 It shall be the responsibility of all Murfreesboro City School parents to:**

- 84 • Know and adhere to reasonable rules and regulations established by the Board and school officials;
- 85 • Demonstrate respect for all adults and students on school premises;
- 86 • Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 87 • Maintain the school environment, preserve school and private property, and exercise care while
- 88 using school facilities;
- 89 • Refrain from behavior which would lead to physical or emotional harm or disrupt the educational
- 90 process;
- 91 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
- 92 educational process;
- 93 • Obey the law and school rules as to the possession or use of alcohol, illegal drugs, and other
- 94 unauthorized materials;
- 95 • Respect the authority of school administrators, teachers, and other authorized personnel in
- 96 maintaining discipline in the school and at school-sponsored activities;
- 97 • Ensure their child attends school every day, on time, and is ready to learn;
- 98 • Encourage their child to comply with all school-wide and classroom behavioral/social expectations
- 99 and rules;
- 100 • Monitor and guide their child’s academic progress by supervising homework, conferencing with
- 101 teachers, and advocating for their child’s education and the school’s well-being.

June 22, 2021

**Memorandum**

To: Murfreesboro City School Board Members

From: Ralph Ringstaff

**2021-2022 Murfreesboro City Schools Differentiated Pay Plan**

One of the ways to comply with the Tennessee Differentiated Pay Plan requirement is to pay a signing bonus to attract teachers in areas where a shortage of qualified teachers exists, such as ESL, Behavior Modification or Comprehensive Development (not an inclusive list). Each year there will be a determination of the areas which will receive the signing bonus.

For the 2020-2021 school year, Murfreesboro City Schools paid a \$2,000 signing bonus for new 6<sup>th</sup> grade teachers. For the 2021-2022 school year, the area identified as the one with the greatest shortage and the highest need of qualified teachers is again 6<sup>th</sup> grade teachers. We propose that new 6<sup>th</sup> grade teachers hired to the school system and teachers who transfer to the position of 6<sup>th</sup> grade teachers receive the \$2,000 signing bonus. We anticipate hiring or transferring between six to eight (6-8) 6<sup>th</sup> grade teachers for the 2021-2022 school year.

JUNE 22, 2021



THIS DOCUMENT IS A WORKING DOCUMENT  
AND MAY BE UPDATED DURING THE SCHOOL  
YEAR.

## 2021-22 SCHOOL YEAR

### GUIDELINES AND EXPECTATIONS

The policies, procedures, rules, and regulations contained in this guide may be amended as needed to protect the health, safety, and welfare of students. Procedural changes may be announced on any/all of the following: Murfreesboro City Schools website, the [SCHOOL] webpage, [SCHOOL] Twitter account, teacher electronic communications, district alerts/communications, automated phone calls, or notices sent home with your child.

MURFREESBORO CITY SCHOOLS

# Health Services

## Glossary:

Home Isolation – separates sick people with a contagious disease from people who are not sick

Quarantine – separates and restricts the movement of people who were exposed to a contagious disease to see if they will become sick.

Close Contact – contact with someone less than 6ft for greater than 15 minutes.

## Employee Overview

Any employee who feels sick or experiencing signs and symptoms of COVID-19 should stay home even if the individual is considered fully vaccinated. Any employee who has tested positive, had close contact with a person who has tested positive (except for those individuals who are considered fully vaccinated) or has been instructed by a physician or the Department of Health to self-isolate should stay home.

All employees should report any of the above to their supervisor and:

School based employees should report to building nurse.

District wide should report to nursing supervisor.

Nursing staff in conjunction with Department of Health will trace all contacts and advise as needed.

For additional guidance, please reference the algorithm at the end of this document or visit the Tennessee Department of Health website.

## Quarantine:

- You are within 6ft of someone that has COVID-19 for at least 15 minutes unless the employee is considered fully vaccinated.
- You have provided care to someone that has COVID-19 and individuals is not considered fully vaccinated.
- You have been advised by your physician or the Department of Health to quarantine.
- If an employee has been tested for COVID-19, employee shall self-quarantine while awaiting COVID-19 test results.
- Employees should quarantine if someone in the household is being tested for COVID-19 unless the employee is considered fully vaccinated. If the household contact is negative, the employee may return to work. If the household contact is positive, please refer to quarantine guidelines for amount of time to quarantine.
- Employees do not have to quarantine after exposure if you are fully vaccinated.
  - People are considered fully vaccinated:
    - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or

- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

#### Home Isolation:

Persons with Positive COVID-19 who have symptoms may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms first appeared.
- And at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);

OR

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens)\*.

Persons with Positive COVID-19 who have NO symptoms may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
- OR
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

## Nursing Services

Nurses utilize the MCS Return after Illness Chart and the Tennessee Department of Health algorithm in carefully promoting the safety, health, and welfare of our community.

## MCS RETURN AFTER ILLNESS CHART

SITUATION	RETURN TO SCHOOL	REQUIRED DOCUMENTATION
Positive COVID-19 Test	After 10-day isolation <b>AND</b> 24 hours without fever (without fever reducing medication) <b>AND</b> improvement of symptoms	Highly recommend documentation of results
COVID-19 symptoms with confirmed alternate diagnosis (non-respiratory)	Per medical provider guidance <b>AND</b> 24 hours without fever (without fever reducing medication) <b>AND</b> improvement of symptoms	Written documentation from a licensed medical provider that symptoms were caused by a condition other than COVID-19.
COVID-19 symptoms with confirmed alternate diagnosis (respiratory)	Per medical provider guidance <b>AND</b> 24 hours without fever (without fever reducing medication) <b>AND</b> improvement of symptoms <b>AND</b> a negative Covid-19 Test	Written documentation from a licensed medical provider that symptoms were caused by a condition other than COVID-19 <b>AND</b> a Negative COVID-19 test result
COVID-19 symptoms <b>AND</b> a negative COVID-19 test	After 24 hours without fever (without fever reducing medication) <b>AND</b> improvement of symptoms <b>AND</b> a negative Covid-19 Test *You do not need an alternate diagnosis with a negative COVID test*	Documentation of a negative COVID-19 test obtained <b>AFTER</b> onset of symptoms
COVID-19 Symptoms <b>And</b> NO testing	After 10-day isolation <b>AND</b> 24 hours without fever (without fever reducing medication) <b>AND</b> improvement of symptoms	<b>None</b>
Close contact (closer than 6ft for >10minutes) with an individual with suspected or confirmed COVID -19	After 10-day quarantine <b>AND</b> no symptoms have developed <b>AND</b> no contact with positive individual	<b>None</b>
Close contact (closer than 6ft for >10minutes) with an individual with suspected or confirmed COVID -19 that can not be isolated	After 10-day quarantine that starts after positive contact has finished home isolation of 10 days <b>AND</b> no symptoms have developed <b>AND</b> no contact with positive individual <b>AND</b> no positive COVID-19 test *A negative test does not override the 10 day quarantine*	<b>None</b>
Close contact (closer than 6ft for >10minutes) with an individual with suspected <b>OR</b> confirmed COVID -19 or with an individual with suspected <b>OR</b> confirmed COVID -19 that can not be isolated <b>AND</b> has documentation of a positive COVID-19 test within 90 days of the last contact with the case	<b>Does not need to quarantine</b>	<b>Documentation of a positive COVID-19 in the past 90 days</b>

## COMMUNICABLE DISEASE MONITORING AND SURVEILLANCE

- Nursing services will continue to collaborate with attendance secretaries to monitor and record symptoms when students are absent due to illness.
- RN supervisor will work closely with Rutherford County Health Department to monitor up-to-date communications from the CDC, Office of the Governor, and TN Board of Education.

## Face Mask Guidelines – Option 1

Masks will be required when riding the bus since social distancing cannot be maintained.

Students are encouraged to wear a mask at any time; if that best meets the needs of their individual situation.

Adults should adhere to the CDC guidelines based on their specific health situation. When in the presence of students, MCS staff members are strongly encouraged to follow student protocols.

## Face Mask Guidelines – Option 2

Masks will be required when riding the bus since social distancing cannot be maintained.

Non-vaccinated persons are required to wear a face mask when inside the school and 6' distance cannot be safely maintained.

Students are encouraged to wear a mask at any time; if that best meets the needs of their individual situation.

Adults should adhere to the CDC guidelines based on their specific health situation. When in the presence of students, MCS staff members are strongly encouraged to follow student protocols.

## Student-Specific Exemptions

Student-specific face mask exemptions will be granted on a case-by-case basis with proper documentation. When determining whether to grant an exemption, the students physical or mental health condition, including but not limited to the following factors shall be considered:

- Student is unable to remove a cloth face covering without assistance as observed by school staff;
- Student has trouble breathing;
- Student is deaf or hard of hearing—or those who care for or interact with a student who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate;
  - In this situation, consider using a clear face covering. If a clear face covering isn't available, consider whether you can use written communication, use closed captioning,

or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.

- Student continuously plays with, sucks on, or chews their face covering as observed by school staff; and
- Recommendation of the student’s primary care or treating physician. (Please provide documentation from physician stating that student should not wear a mask.)

## General exemptions

1. Students shall not wear masks if sleeping, eating, or drinking;

# Bus Transportation

Parents are encouraged to provide transportation when possible.

## Boarding the bus in the morning-

Masks or Face Covering will follow the MCS Masks guidelines for students when boarding the bus. The maximum number of students per seat will be dependent on the current public health status. Windows will be open for fresh air circulation when weather conditions allow.

## Boarding the bus to leave school -

Seats will be assigned based on distance from school and bus routes.

## Cleaning and Sanitizing the Bus -

Before students board the bus in the morning, every bus will have been thoroughly cleaned and sanitized with EPA approved products.

# School Day Overview

## School Day Visitors:

Limited number of visitors will be allowed based on school and classroom capabilities.  
No visitors will be allowed during school lunch breaks.  
All visitors will be pre-scheduled and pre-approved with administration discretion.  
Adults will follow MCS guidelines for masks or face coverings.

## Assemblies:

Grade level assemblies with no more than 50% gym capacity will be allowed during the school day.

## Field Trips:

Virtual Field Trips are Encouraged. No off-campus field trips will be allowed prior to Fall Break.

#### Nutrition:

Breakfast will be served in the classroom.

Cafeterias will be utilized for school lunches at a maximum 50% capacity.

Students, not eating in cafeteria, will eat in classroom.

## After-School Day Overview

#### After School Activities:

Social distancing and room capacity will be considered for all non-mandatory events.

## Extended School Program

#### Arriving to ESP

ESP Curbside Drop Off - Each family will be provided a QR code for dropping off students.

Parents/guardians should remain in their vehicle.

#### While at ESP

Staff and students will be required to follow the MCS masks guidelines.

Groups will remain separated throughout the day and group sizes will remain as low as possible.

#### Visitors to ESP

Only ESP Staff and students will be allowed inside the buildings unless pre-scheduled and pre-approved by the site director or designee. If a parent/guardian needs to drop off an item, such as a forgotten lunchbox, please call the site so that someone can meet you outside.

#### After leaving ESP

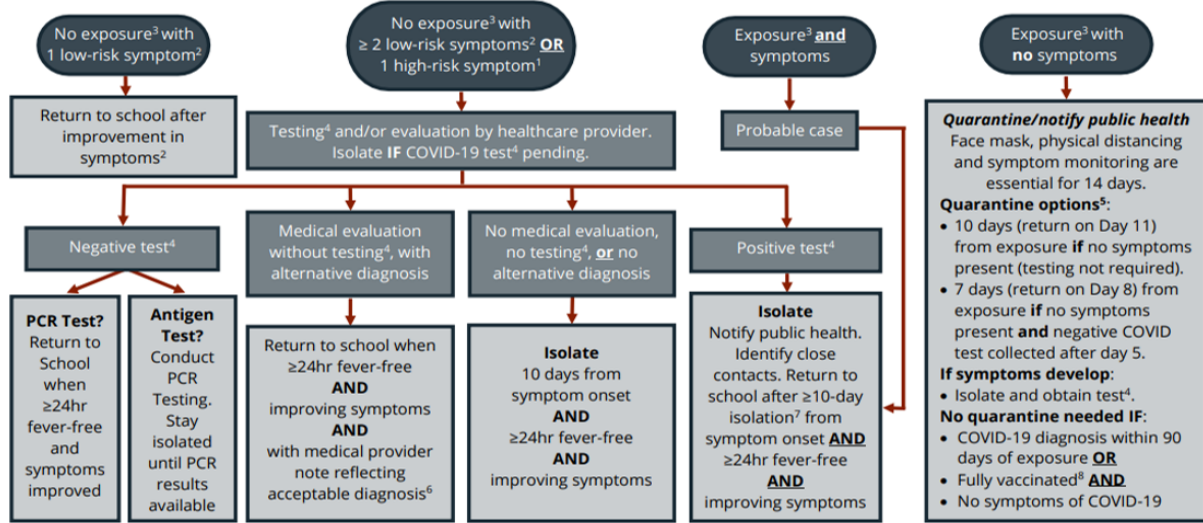
Facilities and equipment will be sanitized, disinfected, and secured for the next day's use. Staff and students should follow all precautionary measures and guidelines before returning to ESP.

# Return to School Decision Support Algorithm



## Public Health COVID-19 Return to School Decision Support Algorithm

Symptoms of COVID-19 may include: **new cough, difficulty breathing, loss of taste or smell, fever (>100.4 F)<sup>1</sup>, chills, congestion/runny nose, sore throat, headache, nausea/vomiting, diarrhea, muscle pain, fatigue<sup>2</sup>**



**<sup>1</sup> High risk symptoms**

**<sup>2</sup> Low risk symptoms** not due to chronic conditions such as allergies, migraines, etc.

<sup>3</sup> Exposure defined as within 6 feet of a case for cumulative total of ≥15 minutes over 24-hr period.

<sup>4</sup> **Test** refers to SARS-CoV-2 PCR or antigen test. Antibody tests are not approved for return to school.

<sup>5</sup> A small risk of transmission still exists until 14 days past exposure. Mask use, physical distancing and symptom monitoring is important through day 14.

<sup>6</sup> Examples of acceptable diagnoses would include urinary tract infection, strep throat confirmed by positive strep test, rash from poison ivy, etc. Diagnoses of respiratory and viral conditions such as upper respiratory tract infection (URI), pneumonia, pharyngitis without positive strep test, viral illness, etc. **DO NOT** exclude the diagnosis of COVID-19 and **DO NOT JUSTIFY RETURN TO SCHOOL.**

<sup>7</sup> Consult CDC guidance if severely ill or immunocompromised.

<sup>8</sup> Someone is considered fully vaccinated if they are ≥2 weeks following receipt of the second dose in a 2-dose series or ≥2 weeks following receipt of one dose of a single-dose vaccine.

Adapted from Washington University 8/18/20

# 2021-22 ADDENDUM TO THE CODE OF CONDUCT

## Addendum to Code of Conduct (if Option 2 is approved)

The Coronavirus Pandemic has caused unprecedented challenges and changes to the way Murfreesboro City Schools operates. This Addendum to the Murfreesboro City Schools 2021-2022 Code of Conduct details the expectations of students considering these changes, as well as how the student code of conduct applies to students in the various learning models.

### Application of Code of Conduct under Traditional (In-Person) School Model

Within the traditional school model, the 2021-2022 Code of Conduct shall apply to all students as issued. Due to the pandemic and related concerns, Murfreesboro City Schools expands the Code of Conduct definitions for the following:

- Threatening to spread an infectious disease, specifically COVID-19, through verbal or physical acts to other students or District staff will not be tolerated and students who do so will be disciplined. Acts of this nature shall be categorized as a “Level 3: Threat to Others.” Students will be subject to the disciplinary consequences under Level 3.
- Refusal to wear a mask will be considered a dress code violation that could be subject to disciplinary consequences under Level 1. Face coverings must abide by the student dress code and cannot feature images that may be disruptive to the learning environment.
- Face coverings will be required for students using District-provided transportation, including school buses. Face coverings must be provided by the parent/guardian. Refusal to wear a face covering while using District-provided transportation will be considered a Level 1 offense and could result in the student’s suspension from the school bus. Continued refusal may result in the student’s removal from transportation.

Fiscal Year 2020-21		BUDGET	AMENDED	AMENDMENT
Department	Account	AS PASSED OR PREV AMENDED	BUDGET	INCREASE (DECREASE)
<b>Schools Federal Projects Fund</b>				
<u>Revenues</u>		<u>Revenues</u>		
142 R 47309	Federal - Teacher Stipend Grant	\$ -	\$ 100,000.00	100,000.00
	Increase in Revenues			<u>\$ 100,000.00</u>
<u>Expenditures</u>		<u>Expenditures</u>		
142 E 71100 189	Regular Education - Other Salaries	\$ 25,000.00	\$ 125,000.00	100,000
	Increase in Expenditures	\$ -	\$ -	<u>\$ 100,000.00</u>
	CHANGE IN FUND BALANCE (CASH)	\$ 4,761,644	\$ 4,761,644	-

To budget the FY21 Literacy Training Teacher Stipend Grant

Kim Sullivan  
Reviewed by Finance Director/Finance Manager

6-17-21  
Date

Approved	<input checked="" type="checkbox"/>	<u>Bobby Duke III</u> Director of Schools	<u>6/17/21</u> Date
Declined	<input type="checkbox"/>		

**Murfreesboro City Schools Budget Amendment  
Fiscal Year 2021-2022**

GL Code	Department	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
School Federal Projects Fund				
142 R 47590	Other Federal through State	\$ -	2,394,596.88	2,394,596.88
	Increase in Revenues			<u>\$ 2,394,596.88</u>
<u>Expenditures</u>				
72120 E 131	Health Services - Nurses Salary	\$ -	644,050.00	644,050.00
72120 E 188	Health Services - Nurses Bonus		51,000.00	51,000.00
72120 E 201	Health Services - Employer Social Security	\$ -	48,000.00	48,000.00
72120 E 204	Health Services - State Retirement	\$ -	90,000.00	90,000.00
72120 E 206	Health Services - Life Insurance	\$ -	4,250.00	4,250.00
72120 E 207	Health Services - Medical Insurance	\$ -	78,000.00	78,000.00
72120 E 208	Health Services - Dental Insurance	\$ -	3,000.00	3,000.00
72120 E 210	Health Services - Unemployment	\$ -	5,000.00	5,000.00
72120 E 212	Health Services - Employer Medicare	\$ -	15,000.00	15,000.00
72120 E 299	Health Services - Fringe Benefits	\$ -	15,000.00	15,000.00
72120 E 307	Health Services - Communications	\$ -	600.00	600.00
72120 E 348	Health Services - Postage	\$ -	5,000.00	5,000.00
72120 E 399	Health Services - Other Contracted Services	\$ -	10,000.00	10,000.00
72120 E 413	Health Services - Nursing Drugs/Supplies	\$ -	612,500.00	612,500.00
72120 E 735	Health Services - Other Equipment	\$ -	75,000.00	75,000.00
	Sub-Total Health Services	\$ -	\$ 1,656,400.00	\$ 1,656,400.00
72130 E 123	Other Student Support - Guidance Personnel	\$ -	217,786.00	217,786.00
72130 E 189	Other Student Support - Other Salaries Wages	\$ -	81,273.00	81,273.00
72130 E 201	Other Student Support - Social Security	\$ -	18,542.00	18,542.00
72130 E 204	Other Student Support - State Retirement	\$ -	32,332.00	32,332.00
72130 E 207	Other Student Support - Medical Insurance	\$ -	40,729.00	40,729.00
72130 E 208	Other Student Support - Dental Insurance	\$ -	1,557.00	1,557.00
72130 E 212	Other Student Support - Employer Medicare	\$ -	4,378.00	4,378.00
72130 E 299	Other Student Support - Other Fringe Benefits	\$ -	2,310.00	2,310.00
72130 E 499	Other Student Support - Other Supplies/Materials	\$ -	64,289.88	64,289.88
	Sub-Total Other Student Support	\$ -	\$ 463,196.88	\$ 463,196.88
76100 E 707	Regular Capital Outlay	\$ -	275,000.00	275,000.00
	Sub-Total Regular Capital Outlay	\$ -	\$ 275,000.00	\$ 275,000.00
	Total Increase in Expenditures	\$ -	\$ 2,394,596.88	\$ 2,394,596.88

CHANGE IN FUND BALANCE (CASH)

*Kim Anderson*

6-17-21

Reviewed by Finance Director/Finance Manager

Date

Approved

*Bobby Duke III*  
Director of Schools

6/17/21  
Date

Declined

**Schools Federal Project Fund  
Fiscal Year 2021-2022**

Department	Account	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<b>Schools Federal Projects</b>				
<u>Revenues</u>	<u>Revenues</u>			
142 R 47147	21st CCLC Grant - Title IV	\$ -	\$ 476,808	\$ 476,808
	Increase in Revenues	\$ -	\$ 476,808	\$ 476,808
<u>Expenditures</u>	<u>Expenditures</u>			
142 E 73300-105	Community Services - Director	\$ -	\$ 54,589	\$ 54,589
142 E 73300-116	Community Services - Teachers	\$ -	\$ 174,482	\$ 174,482
142 E 73300-162	Community Services - Clerical Data Entry	\$ -	\$ 21,630	\$ 21,630
142 E 73300-163	Community Services - Educational Assistants	\$ -	\$ 128,148	\$ 128,148
142 E 73300-189	Community Services - Other Salaries (bus drivers)	\$ -	\$ 38,860	\$ 38,860
142 E 73300-201	Community Services - Social Security	\$ -	\$ 25,898	\$ 25,898
142 E 73300-204	Community Services - State Retirement	\$ -	\$ 5,623	\$ 5,623
142 E 73300-206	Community Services - Life Insurance	\$ -	\$ 200	\$ 200
142 E 73300-207	Community Services - Medical Insurance	\$ -	\$ -	\$ -
142 E 73300-208	Community Services - Dental Insurance	\$ -	\$ 260	\$ 260
142 E 73300-212	Community Services - Medicare	\$ -	\$ 6,057	\$ 6,057
142 E 73300-299	Community Services - Fringe Benefits	\$ -	\$ 700	\$ 700
142 E 73300-355	Community Services - Travel	\$ -	\$ 500	\$ 500
142 E 73300-499	Community Services - Other Materials & Supplies	\$ -	\$ 11,500	\$ 11,500
142 E 73300-524	Community Services - Professional Development	\$ -	\$ 2,000	\$ 2,000
142 E 73300-599	Community Services - Other Charges	\$ -	\$ 6,361	\$ 6,361
	Increase in Expenditures	\$ -	\$ 476,808	\$ 476,808
	CHANGE IN FUND BALANCE (CASH)	\$ -	\$ -	\$ -

To budget the FY22 21st Century Community Learning Grant in the Schools Federal Projects Fund.

*Kim Pucunas*  
Reviewed by Finance Director/Finance Manager

6.17.21  
Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby D. Pickett</i></u> Director of Schools	<u>6/17/21</u> Date
Declined	<input type="checkbox"/>		

Fiscal Year 2020-2021		BUDGET	AMENDED	AMENDMENT
Department	Account	AS PASSED OR PREV AMENDED	BUDGET	INCREASE (DECREASE)
<b>General Purpose Schools</b>				
<u>Revenues</u>				
141 R 49800	Transfer from City Debt Fund	-	3,244,831	3,244,831
	Increase in Revenues	-	3,244,831	3,244,831
<u>Expenditures</u>				
141 E 82130-601	Education Debt Service - Loan Principal	-	3,244,831	3,244,831
	Increase in Expenditures	-	3,244,831	3,244,831
CHANGE IN FUND BALANCE (CASH)		\$ 4,761,644	\$ 4,761,644	-

To increase budget for the payoff of 2012 loan with 2020 refunding bond.

*[Signature]*  
 Reviewed by Finance Director/Finance Manager

6-17-21  
 Date

Approved	<input checked="" type="checkbox"/>	<u><i>[Signature]</i></u> Director of Schools	<u>6/17/21</u> Date
Declined	<input type="checkbox"/>		

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2020-2021 General Purpose Fund - Final Clean up amendment

6/21/2021

Account	Description	Increase	Decrease
141 E 71100 116	TEACHERS	150,000	
141 E 71100 163	EDUCATIONAL ASSISTANTS	45,000	
141 E 71100 189	SCHOOL CROSSING GUARDS	2,616	
141 E 71100 195	SUBSTITUTE TEACHERS	140,000	
141 E 71100 201	SOCIAL SECURITY	13,162	
141 E 71100 204	STATE RETIREMENT		30,000
141 E 71100 206	LIFE INSURANCE		5,000
141 E 71100 207	MEDICAL INSURANCE	40,000	
141 E 71100 208	DENTAL INSURANCE	12,000	
141 E 71100 212	MEDICARE	38	
141 E 71100 217	RETIREMENT-HYBRID STABILIZATIO	20,000	
141 E 71100 299	OTHER FRINGE BENEFITS	12,000	
141 E 71100 399	OTHER CONTRACTED SERVICES		13,975
141 E 71100 429	INSTR SUPPLIES AND MATERIALS		163,841
141 E 71100 449	TEXTBOOKS		165,000
141 E 71100 499	OTHER SUPPLIES & MATERIALS		10,000
141 E 71100 599	OTHER CHARGES		35,000
141 E 71100 722	REGULAR INSTRUCTION EQUIPMENT		12,000
	<b>TOTAL REGULAR INSTRUCTION</b>	<b>434,816</b>	<b>434,816</b>
<b>SPECIAL EDUCATION</b>			
141 E 71200 116	TEACHERS	50,000	
141 E 71200 163	EDUCATIONAL ASSISTANTS	20,000	
141 E 71200 171	SPEECH THERAPIST(S)	5,000	
141 E 71200 195	SUBSTITUTE TEACHERS	19,450	
141 E 71200 204	STATE RETIREMENT		2,000
141 E 71200 217	RETIREMENT-HYBRID STABILIZATIO	1,000	
141 E 71200 299	OTHER FRINGE BENEFITS	1,000	
141 E 71200 311	CONTRACTS W/OTHER SCHOOL SYSTEMS	5,550	
141 E 71200 312	CONTRACTS W/PRIVATE AGENCIES		42,000
141 E 71200 399	OTHER CONTRACTED SERVICES		53,000
141 E 71200 725	SPECIAL EDUCATION EQUIPMENT		5,000
	<b>TOTAL SPECIAL EDUCATION</b>	<b>102,000</b>	<b>102,000</b>
<b>HEALTH SERVICES</b>			
141 E 72120 131	MEDICAL PERSONNEL	1,000	
141 E 72120 189	OTHER SALARIES & WAGES	5,000	
141 E 72120 201	SOCIAL SECURITY	150	
141 E 72120 204	STATE RETIREMENT		9,400
141 E 72120 207	MEDICAL INSURANCE	1,800	

Account	Description	Increase	Decrease
141 E 72120 212	MEDICARE	35	
141 E 72120 217	RETIREMENT-HYBRID STABILIZATIO	415	
141 E 72120 299	OTHER FRINGE BENEFITS	1,000	
	TOTAL HEALTH SERVICES	9,400	9,400
OTHER STUDENT SUPPORT			
141 E 72130 105	SUPERVISOR/DIRECTOR		100
141 E 72130 117	CAREER LADDER	100	
141 E 72130 217	RETIREMENT-HYBRID STABILIZATION	975	
141 E 72130 204	STATE RETIREMENT		975
	TOTAL OTHER STUDENT SUPPORT	1,075	1,075
REGULAR EDUCATION SUPPORT			
141 E 72210 207	MEDICAL INSURANCE	15,300	
141 E 72210 208	DENTAL INSURANCE	100	
141 E 72210 163	EDUCATIONAL ASSISTANTS		15,400
141 E 72210 299	OTHER FRINGE BENEFITS		
141 E 72210 399	OTHER CONTRACT SERVICES	100	
141 E 72210 432	LIBRARY BOOKS		100
141 E 72210 499	OTHER SUPPLIES & MATERIALS		
141 E 72210 790	OTHER EQUIPMENT		
	TOTAL REGULAR EDUCATION SUPPORT	15,500	15,500
SPECIAL EDUCATION SUPPORT			
141 E 72220 299	OTHER FRINGE BENEFITS	250	
141 E 72220 499	OTHER SUPPLIES & MATERIALS		250
	TOTAL SPECIAL ED SUPPORT	250	250
EDUCATION TECHNOLOGY			
141 E 72250 121	DATA PROCESSING PERSONNEL	24,000	
141 E 72250 105	SUPERVISOR/DIRECTOR		24,000
	TOTAL EDUCATION TECHNOLOGY	24,000	24,000
BOARD OF EDUCATION			
141 E 72310 204	RETIREMENT	5	
141 E 72310 331	LEGAL SERVICES	1,000	
141 E 72310 399	OTHER CONTRACTED SERVICES		1,005
	TOTAL BOARD OF EDUCATION	1,005	1,005
DIRECTOR OF SCHOOLS			
141 E 72320 162	CLERICAL PERSONNEL	4,100	
141 E 72320 189	OTHER SALARIES & WAGES	3,000	
141 E 72320 355	TRAVEL	500	
141 E 72320 101	DIRECTOR		7,100
141 E 72320 599	OTHER CHARGES		500
	TOTAL DIRECTOR OF SCHOOLS	7,600	7,600
OFFICE OF PRINCIPAL			
141 E 72410 299	OTHER FRINGE BENEFITS	875	
141 E 72410 355	TRAVEL		875
	TOTAL OFFICE OF PRINCIPAL	875	875

Account	Description	Increase	Decrease
<b>FINANCE</b>			
141 E 72510 701	EQUIPMENT	1,000	
141 E 72510 411	DATA PROCESSING SUPPLIES		1,000
	TOTAL FINANCE	1,000	1,000
<b>OPERATION OF PLANT</b>			
141 E 72610 141	FOREMAN	1,000	
141 E 72610 166	CUSTODIAL PERSONNEL	60,000	
141 E 72610 206	LIFE INSURANCE	350	
141 E 72610 207	MEDICAL INSURANCE	5,700	
141 E 72610 212	MEDICARE	200	
141 E 72610 410	CUSTODIAL SUPPLIES		30,000
141 E 72610 415	ELECTRICITY		37,250
	TOTAL OPERATION OF PLANT	67,250	67,250
<b>MAINTENANCE</b>			
141 E 72620 206	LIFE INSURANCE	75	
141 E 72620 208	DENTAL INSURANCE	150	
141 E 72620 335	MAINTENANCE & REPAIR OF BUILDING		225
	TOTAL MAINTENANCE	225	225
<b>TRANSPORTATION</b>			
141 E 72710 162	CLERICAL	4,500	
141 E 72710 453	VEHICLE PARTS	-	4,500
	TOTAL TRANSPORTATION	4,500	4,500
<b>COMMUNITY SERVICES</b>			
141 E 73300 105	SUPERVISOR/DIRECTOR	250	-
141 E 73300 161	SECRETARY	250	-
141 E 73300 599	OTHER CHARGES	-	500
	TOTAL COMMUNITY SERVICES	500	500
<b>EARLY CHILDHOOD EDUCATION</b>			
141 E 73400 163	EDUCATIONAL ASSISTANTS	3,740	-
141 E 73400 429	INSTRUCTIONAL SUPPLIES	-	600
141 E 73400 499	OTHER SUPPLIES & MATERIALS	-	500
141 E 73400 524	IN-SERVICE/STAFF DEVELOPMENT	-	1,875
141 E 73400 790	EQUIPMENT	-	765
	TOTAL EARLY CHILDHOOD EDUCATION	3,740	3,740
	TOTAL BUDGET AMENDMENT	\$ 673,736	\$ 673,736 \$ -


6/21/2021  
 Reviewed by Finance Director/Finance Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved 
6/21/21  
 Director of Schools \_\_\_\_\_ Date \_\_\_\_\_

# Murfreesboro City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY21 Consolidated Funding Application Revision 2

Account	Description	Increase	Decrease
142 E 71100 163	Title IA Educational Assistants		750.00
142 E 71100 201	Title IA Social Security		647.00
142 E 71100 207	Title IA Medical Insurance		294.00
142 E 71100 208	Title IA Dental Insurance	263.00	
142 E 71100 299	Title IA Fringe Benefits	1,000.00	
142 E 71100 429	Title IA Instructional Supplies		2,252.00
142 E 72210 189	Title IA Support Services/Other Salaries		148.00
142 E 72210 201	Title IA Support Services/Social Security	129.00	
142 E 72210 204	Title IA Support Services/Retirement	854.00	
142 E 72210 207	Title IA Support Services/Medical Insurance		199.00
142 E 72210 208	Title IA Support Services/Dental Insurance		33.00
142 E 72210 212	Title IA Support Services/Medicare	68.00	
142 E 72210 524	Title IA Support Services/Staff Development	2,009.00	
142 E 72210 189	Title IIA Support Services/Other Salaries	51,783.00	
142 E 72210 524	Title IIA Support Services/Staff Development		51,783.00
142 E 72210 207	Title III Medical Insurance	14,646.00	
142 E 72210 208	Title III Dental Insurance	155.00	
142 E 72210 299	Title III Fringe Benefits		1,750.00
142 E 72210 355	Title III Travel		1,723.00
142 E 72210 524	Title III Staff Development		11,328.00
142 E 71200 206	IDEA Part B Life Insurance	400.00	
142 E 71200 207	IDEA Part B Medical Insurance		1,650.00
142 E 71200 299	IDEA Part B Fringe Benefits	1,250.00	
142 E 72220 207	IDEA Part B Medical Insurance	8,710.00	
142 E 72220 299	IDEA Part B Fringe Benefits		2,000.00
142 E 72220 312	IDEA Part B Contract		6,710.00
<b>Total</b>		<b>81,267.00</b>	<b>81,267.00</b>

Explanation:

This transfer request is to transfer funds for Dental, Other Fringe Benefits, Retirement, Medical, Life, Staff Development and Other Salaries in Title I, II, III and IDEA Part B from expected savings in like line items in other categories to cover remainder of the year.  
There was no increase in personnel.

*Jan Lucciano*  
Reviewed by Finance Director/Finance Manager

6/15/21 .100 - .900  
Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby Duke III</i></u> Director of Schools	<u>6/17/21</u> Date
Declined	<input type="checkbox"/>		

# Murfreesboro City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY21 ESSER 1.0 Revision 3

Account	Description	Increase	Decrease
142 E 71100 399	Other Contracted Services	18,300.00	
142 E 71100 429	Instructional Supplies and Materials		200.00
142 E 71100 449	Textbooks		17,106.65
142 E 71100 499	Other Supplies and Materials	1,104.00	
142 E 71100 722	Regular Instruction Equipment		1,896.23
142 E 71200 399	Other Contracted Services	2,800.00	
142 E 71200 725	Special Education Equipment		4,933.20
142 E 72120 307	Communication		578.32
142 E 72120 499	Other Supplies and Materials		27,137.11
142 E 72120 790	Other Equipment		118.73
142 E 72130 599	Other Charges		28,046.37
142 E 72210 348	Postal Charges		100.00
142 E 99100 504	Indirect Cost	57,912.61	
<b>Total</b>		<b>80,116.61</b>	<b>80,116.61</b>

Explanation:

This budget revision transfers funds among various accounts to cover approved reimbursements from ESSER 1.0 (CARES Act) to the General Purpose fund for the loss of revenue due to COVID related expenditures.

Kim Williams  
Reviewed by Finance Director/Finance Manager

6/15/21 .931  
Date

Approved	<input checked="" type="checkbox"/>	<u>Bobby W. Dinkley III</u> Director of Schools	<u>6/17/2021</u> Date
Declined	<input type="checkbox"/>		

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY21 ESSER 2.0 Revision 2

Account	Description	Increase	Decrease
142 E 71100 195	Regular Instruction Substitutes		6,000
142 E 71100 201	Social Security		372
142 E 71100 212	Medicare		87
142 E 71200 195	Special Education Substitutes	6,000	
142 E 71200 201	Social Security	372	
142 E 71200 212	Medicare	87	
<b>Total</b>		<b>\$ 6,459</b>	<b>\$ 6,459</b>

Explanation: This budget revision transfers funds between Regular Ed substitutes and Special Ed substitutes for both the labor and related benefits accounts to properly code these eligible COVID related expenditures.

*Kim P... ..*  
 Reviewed by Finance Director/Finance Manager

6/17/2021 .935  
 Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby D... ..</i></u> Director of Schools	<u>6/17/21</u> Date
Declined	<input type="checkbox"/>		

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2020-2021 21st CCLC Revision 2

Account	Description	Increase	Decrease
142 E 73300 207	21st CCLC Medical Insurance		683.00
142 E 73300 299	21st CCLC Fringe Benefit	683.00	
<b>Total</b>		<u>683.00</u>	<u>683.00</u>

Explanation: To transfer funds from the Medical Insurance line-item to increase Fringe Benefits for an employee who opted out of medical insurance.

*fin manager*  
 Reviewed by Finance Director/Finance Manager

6/15/21 431  
 Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby D. Kelly III</i></u> Director of Schools	<u>6/17/21</u> Date
Declined	<input type="checkbox"/>		

Fiscal Year 2020-2021		BUDGET		AMENDMENT
Department	Account	AS PASSED OR	AMENDED	INCREASE
		PREV AMENDED	BUDGET	(DECREASE)
<b>General Purpose School Fund</b>				
<u>Revenues</u>		<u>Revenues</u>		
141 R 49800	Operating Transfer In - Indirect Costs	\$ -	\$ 57,913.00	57,913.00
	Increase in Revenues			<u>\$ 57,913.00</u>
<u>Expenditures</u>		<u>Expenditures</u>		
141 E 71100 195	Regular Education - Substitutes	\$ 33,713,848.00	\$ 33,735,751.00	21,903
141 E 72210 117	Regular Instruction Program - Career Ladder	\$ 7,000.00	\$ 7,500.00	500.00
141 E 72210 129	Regular Instruction Program - Media Specialists	\$ 886,365.00	\$ 916,365.00	30,000.00
141 E 72210 201	Regular Instruction Program - Social Security	\$ 98,113.00	\$ 100,113.00	2,000.00
141 E 72210 204	Regular Instruction Program - Retirement	\$ 156,455.00	\$ 159,530.00	3,075.00
141 E 72210 212	Regular Instruction Program - Medicare	\$ 22,997.00	\$ 23,432.00	435.00
	Increase in Expenditures	\$ 1,170,930.00	\$ 1,206,940.00	<u>\$ 57,913.00</u>
	CHANGE IN FUND BALANCE (CASH)	\$ 4,761,644	\$ 4,761,644	-

To budget Indirect Costs from ESSER 1.0 CARES Act to cover additional substitute teachers, an interim Media Specialist position and Career Career Ladder overage

*Kim Pucianos*

Reviewed by Finance Director/Finance Manager

*6.17.21*

Date

Approved

*Bobby Duff III*  
Director of Schools

Date

*6/17/21*

Declined

# Murfreesboro City Schools

## May 2021 Financial Highlights

### REVENUES

- We do not anticipate receiving any PILOT money from local utilities. We budgeted \$175,000 for the current fiscal year FY21. (This is due to the sale of the Murfreesboro Electric Department to MTEMCO.)
- Interest rates continue to be lower which results in lower interest revenue.
- Miscellaneous revenues have increased due to the TN Risk Management Trust conducting an audit, which resulted in a \$63,376 refund.
- Sale of Equipment (Other Local Revenue) is showing an increase due to the sale of two lawn mowers and five school buses.
- As mentioned in prior months', donations have increased which resulted in additional Chromebook purchases.
- We anticipate receiving reduced revenue for the Education of the Handicapped.
- Basic Education Program (46511) revenues also includes additional salary funds in the amount of \$409,500 for the one-time 2% payment for BEP-funded instructional and some additional certified positions.
- Operating transfers in the amount of \$20,500 is from the City of Murfreesboro, which was transferred to the Discovery School for the walking track.
- The ratio of MCS students to RCS students decreased from 15.08% in FY20 to 14.60% in FY21. The percentage is calculated annually by the TNDOE and is based on student attendance during the first 60-days of school. The slight decrease in percentage resulted in a proportionate loss of the County shared revenues (property taxes and local option sales tax) estimated at \$1 million. Finance continues to work with the County Trustee's office to calculate adjusted revenues and determine the impact to MCS local revenues and fund balance.

### EXPENDITURES

- The Director of Schools line is showing a reduction in expenditures due to having an Interim Director of Schools for eight months of this fiscal year.
- The Transportation line is showing a reduction in expenditures mainly due to the absence of field trips and savings in the purchase of gasoline.
- The Community Services line is showing a reduction in expenditures because we were unable to have a basketball season and basketball coaches are normally paid from this line.

- The Capital Outlay line item shows a difference from prior year due to funds provided by the City to purchase Chromebooks.

**YEAR-TO-DATE REVENUE COMPARISON**

MAY 2021

PAGE 1

	<b>2019-20 BUDGET</b>	<b>2019-20 YTD REV.</b>	<b>2019-20 OVR/(UNDR) BUDGET</b>	<b>2019-20 %</b>	<b>2020-21 BUDGET</b>	<b>2020-21 YTD REV.</b>	<b>2020-21 OVR/(UNDR) BUDGET</b>	<b>2020-21 %</b>	
1	40110-Current Prop. Tax	14,308,810	15,069,419	760,609	105.3%	15,312,150	15,651,252	339,102	102.2%
2	40210-Local Option Sales Tax	11,843,830	9,089,852	(2,753,978)	76.7%	12,330,550	9,209,109	(3,121,441)	74.7%
3	40000-41110-Other County Rev	1,830,000	1,402,398	(427,602)	76.6%	1,850,000	1,488,687	(361,313)	80.5%
4	43300-44000-Other Local Revenue	594,500	355,966	(238,534)	59.9%	698,941	605,601	(93,340)	86.6%
5	46511-Basic Educ. Program	46,301,465	40,971,700	(5,329,765)	88.5%	48,350,000	42,486,300	(5,863,700)	87.9%
6	46515-Early Childhood Ed.	-	-	-	N/A	1,072,125	900,393	(171,732)	84.0%
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46590-Other State Education	279,600	303,839	24,239	108.7%	1,671,323	60,886	(1,610,437)	3.6%
9	46610-Career Ladder Program	91,000	72,402	(18,598)	79.6%	88,000	108,474	20,474	123.3%
10	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
11	46591-Coordinated School Health	-	-	-	N/A	100,000	94,216	(5,784)	94.2%
12	46595-Family Resource	-	-	-	N/A	29,600	27,144	(2,456)	91.7%
13	46800-46990-Other State Revenue	-	250	250	N/A	262,503	169,278	(93,225)	64.5%
14	47000- Federal Funds	1,109,977	878,302	(231,675)	79.1%	588,489	7,459	(581,030)	1.3%
15	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
16	49810-Approp./City Gen. Fund	7,885,103	7,228,011	(657,092)	91.7%	7,885,103	7,228,011	(657,092)	91.7%
17	49820-Operating Transfers	1,300,000	1,299,800	(200)	100.0%	20,500	20,500	-	100.0%
	<b>TOTALS</b>	<b>\$ 85,544,285</b>	<b>\$76,671,939</b>	<b>\$ (8,872,346)</b>	<b>89.6%</b>	<b>\$90,259,284.00</b>	<b>\$ 78,057,310</b>	<b>\$ (12,201,974)</b>	<b>86.5%</b>

**YEAR-TO-DATE EXPENDITURE COMPARISON**

MAY 2021

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	<b>BUDGET CLASS.</b>	<b>2019-20 BUDGET</b>	<b>2019-20 YTD EXP.</b>	<b>2019-20 OVR/(UNDR) BUDGET</b>	<b>2019-20 %</b>	<b>2020-21 BUDGET</b>	<b>2020-21 OVR/(UNDR) BUDGET</b>	<b>2020-21 %</b>
1	<b>71100-Reg. Instruction</b>	46,539,548	38,893,589	(7,645,959)	83.6%	50,546,275	(9,866,878)	80.5%
2	<b>71200-Sp. Ed. Instruction</b>	9,147,978	7,551,211	(1,596,767)	82.5%	9,646,900	(1,799,259)	81.3%
3	<b>71400-Student Body Ed.</b>	-	-	-	N/A	-	-	N/A
4	<b>72110-Attendance</b>	167,489	149,745	(17,744)	89.4%	157,489	(22,122)	86.0%
5	<b>72120-Health Services</b>	951,390	752,547	(198,843)	79.1%	948,039	(110,566)	88.3%
6	<b>72130-Guidance</b>	2,667,036	2,233,546	(433,490)	83.7%	2,743,401	(644,094)	76.5%
7	<b>72210-Reg. Instr. Support</b>	2,130,181	1,833,836	(296,345)	86.1%	2,279,351	(325,358)	85.7%
8	<b>72220-Sp. Ed. Support</b>	1,793,880	1,487,536	(306,344)	82.9%	1,841,650	(418,409)	77.3%
9	<b>72250-Technology</b>	1,793,131	1,440,785	(352,346)	80.4%	1,954,363	(330,809)	83.1%
10	<b>72310-Bd. Of Education</b>	1,525,937	1,158,903	(367,034)	75.9%	1,646,370	(256,479)	84.4%
11	<b>72320-Office of Supt.</b>	381,240	337,099	(44,141)	88.4%	388,039	(152,359)	60.7%
12	<b>72410-Office of Principal</b>	4,663,756	4,044,946	(618,810)	86.7%	4,739,039	(696,430)	85.3%
13	<b>72510-Fiscal Services</b>	579,593	535,082	(44,511)	92.3%	470,480	(49,719)	89.4%
14	<b>72520-Personnel Services</b>	428,543	297,724	(130,819)	69.5%	587,033	(118,109)	79.9%
15	<b>72610-Oper. Of Plant</b>	6,051,082	4,627,947	(1,423,135)	76.5%	6,304,017	(1,553,127)	75.4%
16	<b>72620-Maint. Of Plant</b>	2,724,053	1,978,339	(745,714)	72.6%	2,809,034	(933,796)	66.8%
17	<b>72710-Pupil Transp.</b>	3,230,544	2,915,521	(315,023)	90.2%	3,883,591	(1,081,386)	72.2%
18	<b>73300-Community Service</b>	540,533	434,270	(106,263)	80.3%	557,708	(172,924)	69.0%
19	<b>73400-Early Childhood Educ.</b>	1,251,966	990,572	(261,394)	79.1%	1,249,350	(266,376)	78.7%
20	<b>76100-Reg. Cap. Outlay</b>	1,505,500	1,435,587	(69,913)	95.4%	150,500	(49,148)	67.3%
21	<b>82130-Education Debt Serv.</b>	-	-	-	N/A	-	-	N/A
22	<b>99100-Operating Transfers</b>	413,105	377,210	(35,896)	91.3%	409,200	(31,981)	92.2%
	<b>TOTALS</b>	<b>88,486,485</b>	<b>73,475,994</b>	<b>\$ (15,010,491)</b>	<b>83.0%</b>	<b>93,311,829</b>	<b>\$ (18,879,329)</b>	<b>79.8%</b>

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2020 Through May 31, 2021**

<b>TOTAL INCOME</b>	<b>7/1/20 - 5/31/21</b>	<b>\$</b>	<b>78,057,310</b>
<b>TOTAL EXPENSES</b>	<b>7/1/20 - 5/31/21</b>		<b>74,432,500</b>
			<hr/>
<b>NET INCOME</b>	<b>5/31/21</b>	<b>\$</b>	<b>3,624,810</b>
			<hr/>

## Human Resources Personnel Report- EOY Resignations/Retirements/Terminations

as of 06/17/2021

### **Certified Resignations/Retirements/Terminations**

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>	<u>Tenure Y/N</u>
Appleton	Martha	5/26/2021	Black Fox	4th Grade Teacher	Y
Benedict	Grace	5/26/2021	Scales	School Psychologist	Y
Buchholz	Anna	5/26/2021	Cason Lane	1st Grade Teacher	Y
Burton	Rachel	5/26/2021	Erma Siegel	SPED Teacher	N
Calvin	Carla	5/26/2021	John Pittard	4th Grade Teacher	Y
Canada	Martha	5/26/2021	Cason Lane	Academic Interventionist	Y
Counts	Amanda	5/26/2021	Hobgood	Media Specialist	N
Crabtree	Carrie	5/26/2021	Salem	6th Grade Teacher	N
Davis	Rachael	5/26/2021	Discovery	1st Grade Teacher	N
de Billot	Rosemarie	5/26/2021	Mitchell Neilson	Art Teacher	N
Dillard	Kelli Lee	5/26/2021	John Pittard	1st Grade Teacher	Y
Eaton	Michelle	5/26/2021	Erma Siegel	Media Specialist	Y
Ellenburg	Blair	5/26/2021	Bradley	4th Grade Teacher	N
Ferguson	Cindy	5/26/2021	Mitchell Neilson	SLP	Y
Garrett	Shawna	5/26/2021	Black Fox	Kindergarten Teacher	N
Genet	Mindy	5/26/2021	Bradley	6th Grade Teacher	N
Goodrick	Katie	5/26/2021	Salem	1st Grade Teacher	N
Hines	Caitlin	5/26/2021	Salem	SPED Teacher	N
Holloway	Amanda	5/26/2021	Northfield	1st Grade Teacher	Y
Howell	Gabrielle	5/26/2021	Reeves Rogers	3rd Grade Teacher	N
Inchiosa	Joann	5/26/2021	Cason Lane	3rd Grade Teacher	N
Johnson	Danielle	5/26/2021	Reeves Rogers	6th Grade Teacher	N
Johnson	Kinsey	5/26/2021	Salem	Kindergarten Teacher	Y
Jubenville	Kathleen	5/26/2021	Mitchell Neilson	3rd Grade Teacher	N
Juneau	Alex	5/26/2021	John Pittard	3rd Grade Teacher	Y
Kellum	Diana	5/26/2021	Black Fox	SPED Teacher	Y
Knox	Emily	5/26/2021	John Pittard	5th Grade Teacher	N
Lesnak	Dimesa	5/26/2021	Scales	SPED Teacher	Y
Lesnak	Nathan	5/26/2021	Scales	SPED Teacher	N
Love	Greg	5/26/2021	Mitchell Neilson	SPED Teacher	N
Loyd	Karen	5/26/2021	Black Fox	Academic Interventionist	Y
McGee	Karen	5/26/2021	Central Office	Special Education Services	Y
Mitchell	Kati	5/26/2021	Black Fox	3rd Grade Teacher	N
Mushamba	Ashley	5/26/2021	Hobgood	6th Grade Teacher	N
Northcross	Ebony	5/26/2021	Bradley	Kindergarten Teacher	N
Purdue	Rebecca	5/26/2021	Bradley	Music Teacher	Y
Rains	Katinna	5/26/2021	Salem	School Psychologist	N
Robertson	Cherrye	6/2/2021	Reeves Rogers	Principal	N
Rodden	Kachina	5/26/2021	Overall Creek	3rd Grade Teacher	N
Scott	Jenifer	5/26/2021	Erma Siegel	1st Grade Teacher	Y
Sego	Jennifer	5/26/2021	Mitchell Neilson	Kindergarten Teacher	N
Slaughter	Elizabeth	5/26/2021	Overall Creek	2nd Grade Teacher	N
Strickland	Jimmie	5/26/2021	Black Fox	School Counselor	N
Stuible	Christina	5/26/2021	Salem	Music Teacher	N
Stutz	Emily	5/26/2021	Salem	Kindergarten Teacher	N
Walker	Robin	5/26/2021	Scales	4th Grade Teacher	N
West	Kara	5/26/2021	Overall Creek	2nd Grade Teacher	N
Wynkoop	Taylor	5/26/2021	Bradley	5th Grade Teacher	N
Yates	Rachel	5/26/2021	Reeves Rogers	3rd Grade Teacher	N
York	Corynn	5/26/2021	Hobgood	Music Teacher	N
York	Colin	5/26/2021	Cason Lane	Music Teacher	Y
Zimmerman	Chelsea	5/26/2021	John Pittard	2nd Grade Teacher	N

## Classified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>
Hinton	Amy	5/26/2021	Shop	Bus Assistant
Latimer	Dave	6/4/2021	Central Office	Courier
Hall	Cynthia	5/26/2021	John Pittard	EA
Wiswell	Julie	5/26/2021	Overall Creek	EA
Oliver	Claudia	5/26/2021	Overall Creek	EA
Underwood	Robyn	5/26/2021	Overall Creek	EA
Phillips	Laura	5/26/2021	Scales	EA
McKnight	Helen	5/26/2021	Black Fox	EA
Ewing	Jennifer	5/26/2021	Scales	EA
McGowan	Jacqueline	5/26/2021	Cason Lane	EA
Murillo	Caleb	6/18/2021	Scales	FT Custodian
Mears	James	6/11/2021	John Pittard	Lead Custodian
Cox	Ayarri	5/26/2021	Mitchell Neilson	Little Sprouts Asst
Massengill	Haylee	5/26/2021	Bradley	Office EA
Roberts	Christie	6/25/2021	District Wide	Outreach
Lewis	Rachel	5/26/2021	Cason Lane	SPED EA
Robbins	Wanda	5/26/2021	Black Fox	SPED EA
Sibert	Carolyn	5/26/2021	Scales	SPED EA
Phipps	Devin	5/26/2021	John Pittard	SPED EA