

Board of Education Regular Meeting

October 22, 2019 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, Becky Goff, David LaRoche, and Amanda Moore</p> <p>Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Joe Marlin, Julia Williams, Tiffany Strevel, Lisa Trail, Sheri Arnette, Heather Knox, Tamara Cosby, Noelle Koenig, Eric Matthews, Karen Cook, Amberly Sandburg, Stephanie West, Laura Mann, Amy Baltimore, Leadership Rutherford, Tammy Pirtle, Kristina Maddux, Angela Bunyi, Miranda Good, Ali Stovall, Katie Vehr</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	<p>Chair Butch Campbell</p>
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Charlie Pirtle, a 4th grader at Black Fox, along with his sister, Sara Pirtle, a 2nd grader at Black Fox. Also, joining them will be Laura Jo Kraner, a 5th grader at Northfield.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>II. APPROVAL OF AGENDA Action Item</p>	<p>Chair Butch Campbell</p>
<p>III. COMMUNICATIONS Information Item Recognition of Laura Jo Kraner, a student at Northfield Elementary who recently received the Leading Age National Volunteer Award.</p> <p>MTSU will be partnering with Murfreesboro City Schools for books, training, and family literacy nights at Bradley, Hobgood, Mitchell-Nielson, Reeves-Rogers, and Pittard. These will be enabled by a grant partnership between MTSU, Lipscomb, Read To Succeed, and Murfreesboro City Schools. Our thanks to Dr. Katie Schrodtt of MTSU and Dr. Suzy Gilbert at Lipcomb for involving us in the grant application.</p> <p>Mitchell Neilson Schools would like to thank the congregation of Family Worship Center for their generous donation to purchase a structure to provide shade on the playground.</p> <p>Murfreesboro City Schools would like to thank Shawn and Jennifer Kaplan, Legacy Mutual Mortgage and the Coffee Drop Project, for their donation of \$23,000.00 to Second Harvest Food to fund the MCS Backpack Food Program for the 2019-2020 school year.</p> <p>Foundation update regarding teacher grants</p>	<p>Mrs. Lisa Trail</p>

We received a very nice note from the Tennessee Department of Education recognizing the performance of Steel de Boro at the September 16th Foundations for Learning Forum. Special thanks go to Tony Hartman who leads the group and also to the students of Scales who performed.

Scales' principal, Maria Johnson, shared how her school and Murfreesboro City Schools are addressing Adverse Childhood Experiences (ACEs) with Tennessee superintendents at the October 2nd TOSS training event concerning how to better address safety, ACES, and trauma in the schools.

Congratulations to Overall Creek Elementary School. Overall has been asked by the Tennessee STEM Innovation Network to be part of the Tennessee STEM Designation Mentorship Model and mentor other schools in the state that are interested in applying for Tennessee STEM School Designation.

Also, on October 15, Overall Creek's Don Bartch was invited to be part of the Tennessee STEM Center panel titled, "Making STEM Learning Meaningful and Authentic for All Students: A Teacher Event" hosted by MTSU.

Finally, we wish great luck to Mr. Bartch, who will be participating in Read To Succeed's Celebrity Spelling Bee that will be held the evening of Thursday, November 7.

Congratulations to Reeves-Rogers teachers Linell Linell and Tena Bailey who will be traveling to China the third week of November to be sharing about a summer school program they have developed in partnership with the Confucius Institute for Chinese middle school students and to share the ideas of teaching ESL in America, and specifically in Murfreesboro City Schools.

Gary Anderson has been asked to present at the Georgia Association of School Facility Administrators Conference which will occur October 27-30 in Savannah. His topic will be "Tracking Energy in Schools" and he will be sharing the website he uses that tracks energy usage in schools as well as the other cost-saving measures practiced by Murfreesboro City Schools.

Kristy Mall, of Discovery School, was recently chosen as a speaker for the Vanderbilt Program's for Talented Youth/Tennessee Association for the Gifted Conference on October 24-25. We are so proud to have Kristy representing Murfreesboro City Schools.

Congratulations to Heather Knox, Gifted Specialist, who was recently selected to receive a Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST).

Taste of Latin America and the Murfreesboro Symphony Performance

<p>is Saturday, October 26, from 10:00 a.m. to 2:00 p.m. at Patterson Park.</p> <p>Farm Saturday at Black Fox has been postponed from October 26 to next Saturday, November 2.</p> <p>Mr. Ballard thanked the City Schools Foundation for their hard work and dedication to Murfreesboro City Schools. The City Schools Foundation Gala is coming up on January 24 and will be highlighting Discovery School and honoring Collier Smith.</p>	
<p>IV. CONSENT ITEMS Consent Agenda</p>	Chair Butch Campbell
<p>A. Approval of the September 24, 2019 Board Minutes Consent Item</p>	
<p>B. 2019 LEA Compliance Report Consent Item The Compliance Report is one mechanism the Tennessee Department of Education employs to ensure that school districts carry out the laws and rules of the state. This is a self-assessment that covers such stipulations as planning time, class size for K-12, graduation requirements, district improvement planning, etc. This is an annual report, and Murfreesboro City Schools is in compliance.</p>	
<p>C. Pre-K Partnership Agreement between MCS and Community Development Institute Head Start Consent Item</p>	
<p>D. Approval of Board Policies With Minor Changes for October Consent Item</p>	
<p>i. Approval of Board Policy 3.100 Business Management Goals Consent Item</p>	
<p>ii. Approval of Board Policy 3.201 Safety Consent Item</p>	
<p>iii. Approval of Board Policy 3.202 Emergency Preparedness Consent Item</p>	
<p>iv. Approval of Board Policy 3.212 District Water Testing Consent Item</p>	
<p>v. Approval of Board Policy 3.218 Service Animals in District Facilities Consent Item</p>	
<p>vi. Approval of Board Policy 3.400 Student Transportation Management Consent Item</p>	
<p>vii. Approval of Board Policy 3.401 Scheduling and Routing Consent Item</p>	
<p>viii. Approval of Board Policy 3.404 Private Vehicles Consent Item</p>	
<p>E. Approval of School Fees Consent Item</p>	
<p>V. ACTION ITEMS Action Item</p>	Chair Butch Campbell

A. Tenured Teachers Action Item	Mr. Ralph Ringstaff
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Update on Discovery School, State STEM Designated School Information Item Kristina Maddux, Karen Cook, Angela Bunyi, and Eric Matthews gave an update on Discovery School and the things that they are doing as a STEM school.	Ms. Kristina Maddux
B. Report on <u>Charting A Course For Success: America's Strategy for STEM Education</u> Information Item	Ms. Heather Knox
C. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
D. September Revenue and Expenditure Report Information Item	Mr. Gary Anderson
E. Personnel Report Information Item	Mr. Ralph Ringstaff
VII. OTHER BUSINESS Procedural Item Roseann Barton wanted to mention that Murfreesboro City TV was recently recognized nationally with five awards. She thanked them for all the work they do for us. David Settles attended the STEM Festival at Hobgood and said that he was very impressed with the students and their knowledge of STEM. Amanda Moore reiterated that. She visited schools during the STEAM Walks and was also very impressed. Dr. Gilbert and Chairman Campbell acknowledged Mr. Smotherman from City Council attending the meeting.	Chair Butch Campbell
VIII. ADJOURNMENT Action Item The meeting adjourned at 7:10 p.m.	Chair Butch Campbell

It is a pleasure to announce that The City Schools Foundation voted yesterday to fund over \$73,000 in teacher grants this year. Congratulations to the winners of the 2019 grant cycle! We look forward to seeing your great ideas come to fruition.

LET US RISE: Elevating Student Opportunities	Kristen Goodman & Tony Hartman
Robotics for Inquisitive Minds	Tammy Pirtle, Hope Padgett
Zoologists Needed...Storm Ahead!	Rachel Matthews, Betsy Lynch, Denise Crumbaugh
Walk This Way! STEAM Walk, Listen, Do, Learn	Angela Bunyi
Dell Computers: Completing the "T" in STEAM	Gretchen Campbell
EVOS (Oxobots) for primary grades (k-1)	Elizabeth Hurst
"Clearing" the way for STEAM	Emily Clark, Gretchen Campbell
On a Rollercoaster with Isaac Newton	Mareen Pfeiffer-Hoens, Breanna McClain, Jennifer Stanley
Stellar STEM Studio	Stephanie West, Gina Graham, Suzanne St. John
Creating Global Thinkers by Engineering Global Ideas	Kristy Mall
The Artists of 2050	Evelyn Reed Burnette
Take a Walk on the Calm Side	Angela Huff
Technology for a SMART Future	Laureen Hunley
LittleBits: Electronic Programming and Design	Angela Bunyi
Catch Box: Student Engagement is Critical	Justin Lattimore
An Apple a Day	Sarah Chumney
We Will Rock You	Richard Wood, Lance Percy
STEAMING Through the Day!!!	Bippy Tidwell
Clear Touch	Tracy Earnheart
STEAMING Through the Day!!!	Elizabeth Owens
Never Fear: We've Got Makergear	Angela Pope
"Share the Music"	Luke Hill
Full STEAM Ahead!3D Printers for All	Jennifer Segó
"Chick This Out"	Beth Wood, Kathy Latondress
Cubelets for Primary Grade Coding	Kimberly Kahle

MINUTES

Board of Education Regular Meeting

September 24, 2019 6:00 PM

City Hall Council Chambers

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

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

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

Consent Item	
xiv. Approval of Board Policy 1.501 Visitors Consent Item	
xv. Approval of Board Policy 1.701 School District Planning Consent Item	
xvi. Approval to Delete Board Policy 1.704 Charter Schools Consent Item	
xvii. Approval of Board Policy 1.801 School Day Consent Item	
xviii. Approval of Board Policy 1.808 Registered Sex Offenders Consent Item	
xix. Approval of Board Policy 1.901 Charter School Applications (rescinds Board Policy 1.704 Charter Schools) Consent Item	
xx. Approval of Board Policy 2.400 Revenues Action Item	
xxi. Approval of Board Policy 2.500 Deposit of Funds Action Item	
xxii. Approval of Board Policy 2.600 Bonded Employees Action Item	
xxiii. Approval of Board Policy 6.205 Assignment of Students to Schools and Classes Action Item	
E. Changes to Board Policies Due to Changes in Law Consent Item	
i. Approval of Board Policy 6.203 Admissions Consent Item	
ii. Approval of Board Policy 6.308 Bus Safety and Conduct Consent Item	
iii. Approval of Board Policy 6.702 Fundraising Activities Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Extension of Director's Contract Action Item Motion to amend item 11-Loyalty, on the current Director's Contract. The amendment will now state the following: Prior to accepting secondary or outside employment with compensation as a consultant or in a teaching position at university or college, the Director shall seek approval of the Board to determine if position would prohibit the effective performance of the Director's duties to the district or create an actual or potential conflict of interest. A roll call vote was taken: Ballard-aye Barton-nay Goff-aye LaRoche-aye Moore-aye Settles-aye Campbell-aye. This motion, made by Mr. Wesley Ballard and seconded by Mr. David Settles, passed. Motion to extend the Director's contract for two years beginning January 1, 2020 and ending December 31, 2023. A roll call vote was taken: Ballard-aye Barton-nay Goff-aye LaRoche-aye Moore-aye Settles-aye Campbell-aye. This motion, made by Mr. Butch Campbell and seconded by Mr. David Settles, passed.	Chair Butch Campbell
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Mr. Ralph Ringstaff

B. August Revenue and Expenditure Report Information Item	Mr. Gary Anderson
C. Director's State of the Schools Report Information Item	Dr. Linda Gilbert
VII. OTHER BUSINESS Information Item David Settles asked for an update regarding the Mid-Cumberland Head Start program. Dr. Gilbert explained that a new contract would be presented to the Board for approval at the October 22nd meeting. She said that it will be a different organization that will be in charge of the program. Mr. Campbell informed the Board that the October 8th meeting would be cancelled. Roseann Barton asked for an update on the district's technology needs. Dr. Gilbert explained that the technology piece of the budget is in the Capital Improvement Plan for the city and we are waiting on approval from the city council. Mr. Shacklett reminded everyone of the 25 year Celebration and Parade at Cason Lane on September 25 at 9:00 a.m.	Chair Butch Campbell
VIII. ADJOURNMENT Action Item Motion to adjourn.. This motion, made by Mr. Wesley Ballard and seconded by Mr. David LaRoche, passed. The meeting was adjourned at 7:44 p.m.	Chair Butch Campbell

Director of Schools

**Pre-K Partnership Agreement Between
Community Development Institute and
Murfreesboro City Schools**

THIS AGREEMENT is made as of November 1, 2019, between Community Development Institute Head Start (CDI HS) and Murfreesboro City Schools to outline the scope of services and terms for a partnership serving four-year-old children enrolled in Voluntary PreK and income-eligible for Head Start.

In the event of a conflict in the provisions of any attachments hereto and the provisions set forth in this Agreement, the provisions of such attachments shall govern. This partnership agreement is dependent upon receipt of federal grant funding and may be terminated for cause and convenience at any time with 30-day written notice.

The services are listed in the Scope of Services and executed by Murfreesboro City Schools and CDI HS. Such services are hereinafter referred to as "Services."

Murfreesboro City Schools agrees to provide (for):

- Participation in ongoing communication & will attend meetings as needed with Head Start Management to ensure the effectiveness of the partnership and implementation of education services with Head Start children and families according to the Head Start Performance Standards (45 CFR 1304).
- Participation by a decision-making representative on the Head Start School Readiness Advisory Team.
- Documentation on shared Head Start children selected by the approved criteria to include child application, birth certificate, immunization record, proof of income and physical.
- Classroom space in school system's facilities and will provide all maintenance and upkeep necessary to ensure safe and accessible environments appropriate for pre-school age children.
- Classroom and all maintenance and upkeep necessary to ensure safe and handicapped accessible environments appropriate for pre-school age children with appropriate child-sized furniture and equipment;
- Equipment and maintenance for playgrounds with appropriate safety barriers and resilient surfaces.
- Maintenance of facilities and playgrounds to meet the Department of Education's equivalent of Day Care Licensing regulations and compliance with all federal, state and local safety, health, fire regulations and the requirements of the Head Start Performance Standards and, upon request, provide verification documents to CDI HS.
- Maintain classroom quality at required levels as measured by the Classroom Assessment Scoring System (minimum average score of 4 in Emotional Support, 3 in Classroom Organization, and 2 in Instructional Support)

- Provide developmentally appropriate early childhood education services to be implemented by state certified ECE teachers and Assistant Teachers who meet the minimum requirements of a CDA or equivalent or show progress towards working on this credential.
- Implement a research-based early childhood curriculum that promotes young children's school readiness in the areas of language and cognitive development, early reading and mathematics skills, social-emotional development, physical development, and approaches to learning; is based on scientifically valid research and has standardized training procedures and curriculum materials to support implementation; is comprehensive and linking to ongoing assessment, with developmental and learning goals and measurable objectives; is focused on improving the learning environment, teaching practices, family involvement, and child outcomes across all areas of development; and is aligned with the Head Start Child Development and Early Learning Framework and TN-ELDS.
- Use research-based assessment tools, including a Teaching Strategy Gold Assessment Checklist provided by Head Start or a comparable valid and reliable tool, in order to support the educational instruction and school readiness of children in the program. Information from these assessment tools should be collected at three different intervals throughout the program year (baseline, mid-point, and end). There should be documentation of providing individualized education services to children based on information gathered from this assessment.
- Provide breakfast and lunch at no charge to all participating Head Start eligible children served through the partnership in accordance with the CACFP age-appropriate standards for meals and meet the Head Start Performance Standards guidelines for Nutrition services, which includes family-style dining. Ensure oral health practices, including daily tooth brushing, are taking place.
- Will strive to reach least 10% of children with disabilities.
- Provide copies of documentation of children's developmental screenings, assessment reports completed at three intervals, two parent/teacher conferences and two education home visits completed by teaching staff; Individual Education Plans for any Head Start child; and classroom attendance rosters for shared Head Start/PreK children. Assessment results on all children will be aggregated to measure progress towards school readiness goals as defined by the Office of Head Start.
- Murfreesboro City Schools agree to use positive guidance techniques in working with the Head Start children. Positive guidance techniques include problem-solving, redirection, offering choices, refocusing, engaging in play, using positive statements, and active listening.
- Murfreesboro City Schools agrees they will prohibit or severely limit the use of suspension due to a child's behavior (45 CFR 1302.17(a)(1) – (4)(iv)). Such suspensions may only be temporary in nature.
- Murfreesboro City Schools agrees they will only move to expel or unenroll a child from Head Start because of a child's behavior after following the steps required by

the Head Start performance standards CFR 1302.17(b)(2) and (3). CDI HS will be included in the decision-making process in any cases involving shared children.

- Inform CDI HS leadership immediately or as soon as reasonably possible when any allegations of child abuse or neglect occur involving children served through this partnership. Inform CDI HS leadership immediately or as soon as reasonably possible of instances of child abuse/corporal punishment used by teachers/staff who have access to the children served through this partnership.
- Provide CDI HS leadership with copies of incidents reports and abuse reports, including access to video recordings if applicable, of any incidents involving children served through this partnership.
- A workspace for CDI HS employees and space for parent trainings/resources (CDI HS to assist with shared costs of utilities).

Murfreesboro City Schools shall acquire, read, understand and comply with all laws, rules and regulations (federal, state or local), as amended from time to time, governing the provision of the Services.

Murfreesboro City Schools agrees that CDI HS or any of its duly authorized representatives, including CDI HS monitors, shall have ready access to the School District staff, classrooms, students, and any books, documents and records that are specific to the partnership in order to perform and monitor the required services provided for in this contract.

Murfreesboro City Schools agrees to provide CDI HS with copies the following personnel documents for any Murfreesboro classroom staff in classrooms or staff who have unsupervised access or direct contact with Head Start children, which include:

- Proof of education qualifications (copy of teaching license and/or transcript) that show that they meet educational requirements in 45 CFR 1302.91.
- Fingerprint/Background Check through the Tennessee Bureau of Investigation and other State and Federal Bureau of Investigation, or a signed verification that TBI background clearance has been received and is on file with Murfreesboro City Schools and accessible for federal, state or local authorities as required.
- Clearance and/or confirmation that the individual is not on the sexual offender registry and not on the child abuse and neglect registry (if available).
- Initial health exam (with proof of TB, re-exam documentation (if applicable))
- Standards of Conduct as outlined 45 CFR 1302.90(c).

In addition, as required by Head Start's funding source, Murfreesboro City Schools agrees that CDI HS will have access to the following personnel documents for any classroom staff in classrooms with Head Start children, which include: employment application; letters of reference & verification; verified work history of previous five years; job description; proof of pre-employment orientation; initial and ongoing training (evidence of at least 15 hours of classroom focused professional development each year); corporal & child abuse & neglect training; evaluations which should be completed annually.

All personnel information will be kept in confidential locked files and will be reviewed by federal, state or local authorities as required.

The services shall be performed by Murfreesboro City Schools and their staff. CDI HS shall not be required to hire, supervise or pay any additional staff or assistants to perform the education services described in this agreement.

Murfreesboro City Schools:

- Will comply with Executive Order 11246, "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- Will comply with all Federal statues relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.O. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Acts of 1973, which prohibits discrimination on the basis of disability; (d) the 42 U.S.C. 6101-6107, which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (i) the requirements on any other non-discrimination Statue(s) which may apply to the application.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.
- Agrees that by signing this agreement, it agrees to comply with the regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F.

CDI Head Start agrees to provide (for):

- Participation in ongoing communication and attendance at monthly meetings or as often as deemed necessary with a School Representative to ensure effectiveness of partnership and implementation of services with the Head Start children and families according to the Federal Performance Standards.
- Health Screenings for all Head Start children enrolled in the system. CDI HS will provide staff to assist with maintaining the following Head Start records:
 1. Physical and Dental Screening
 2. Dental Services (including cleaning and fluoride for children who are Head Start eligible)

3. Height and Weight with BMI
4. Hearing screen
5. Vision screen
6. Blood Pressure
7. Speech Screening (Joint responsibility)

Non- Head Start children identified with a failed screening will be referred to the designated school system staff member for follow-up action.

A Family Service Advocate will be assigned to assist in meeting these objectives.

- Family partnership services for the Head Start families, including the following: goal setting, referrals, family partnership home visits, parent trainings, and leadership opportunities such as serving on the Head Start Policy Council and parent committees (three full-time family service coordinators will be assigned to assist with these objectives).
- Staff development services provided by a Staff Development Coordinator, including the following: classroom observations and feedback, positive behavior support, training and technical assistance to include CDA trainings/webinars.
- Financial costs associated with Educational Assistants obtaining their CDA and costs associated with CDA recertification, up to \$7,000 per program year in total, subject to CDI approval. Any costs that may exceed this cap are subject to a further review by CDI.
- Mental health services, including the following: access to a Mental Health Coordinator and Mental Health Consultant, classroom observations, and individualized support for children with challenging behavior.
- CDI HS will provide a Family Service Advocate who will assist with record keeping and documentation of other Head Start Services and provide transportation of Head Start children to and from medical/dental appointments if necessary.

Any Head Start staff working in the school will be under the authority of the school's principal while in the school facility and will follow all rules and guidelines established by said principal, if said rules and guidelines do not conflict with CDI HS policy. Any issues that arise will be resolved between the appropriate Murfreesboro City Schools central office staff and the CDI HS leadership staff.

When parent complaints occur, CDI HS staff will direct the parent to the lowest level for resolution (teacher and/or principal) before taking the complaint.

Rate of Payment for Services

Monetary reimbursement for education services will be provided for up to **160** Head Start eligible children. CDI HS agrees to pay the Murfreesboro City Schools at a prorated rate of \$111.11 per child per period. This contract represents payment of service for 7 of 9 periods. Two payments were made by the prior grantee for services beginning in August 2019 through October 31, 2019. Payments will be paid by the 28th of each month as outlined below when the invoice is submitted timely.

Period #	Service Month	Submit Bill By	Maximum Amount
1	November Service	12/8/19	\$17,777.78
2	December Service	1/08/20	\$17,777.78
3	January Service	2/8/20	\$17,777.78
4	February Service	3/8/20	\$17,777.78
5	March Service	4/8/20	\$17,777.78
6	April Service	5/8/20	\$17,778.78
7	May Service	6/8/20	\$17,777.78

Invoicing

Prior to the 1st of each month, the Head Start Center Supervisor will submit to the Finance Department of Murfreesboro City Schools a copy of the current attendance roster for each eligible child by classroom and a current classroom staff roster (any changes in classroom staff will require personnel documents). These will accompany the request for payment that will be submitted by Murfreesboro City Schools by the specified dates. Payment will be issued by the 28th of each month when the invoice is submitted timely.

Confidentiality

Both parties, Murfreesboro City Schools and CDI HS, acknowledge that during the performance of this partnership agreement, they may learn or receive confidential client information and agree all such information relating to both parties clients will be kept confidential, and only revealed on a need to know basis to the extent that such information is required by law, by either funding source, or by staff or associates to enable the performance of the contract obligation. The parties further agree to adhere to the Head Start Program Performance Standards, 45 CFR 1303.20 rules regarding disclosure and maintenance of Personally Identifiable Information.

Training

Both parties will share training resources and opportunities for all staff across programs.

Operating Period

The operating period will coincide with the Murfreesboro City School’s operational calendar.

Liability

- a. CDI Head Start will provide Certificate of Child accident insurance for each of the eligible children enrolled under this agreement if requested.
- b. Murfreesboro City School will provide CDI HS with certification of insurance - a certificate of workers compensation coverage for the annual contract audit if requested by insurer or auditor.

Duration

Either party may cancel this contract for cause and convenience with 30 days written notice.

Notices

(i). Notices to CDI HS may be mailed or e-mailed as follows:

**Community Development Institute Head Start
10065 E. Harvard Ave Suite 700
Denver, Colorado 80231
Attn: Paul Valdez**

(ii). Notices to Murfreesboro City Schools should be sent to:

Murfreesboro City Schools

Address: _____

Attention: _____

Name, Title

Execution

School System Official Signature

CDI Head Start Official Signature

School System Official - Title

CDI Head Start Official Title

Date

Date

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date:
		Rescinds:	Issued:

- 1 The Board establishes these general goals for the conduct of its management program:
- 2 1. To develop a plan for the management of buildings and grounds ~~which~~that provides a safe,
3 secure, comfortable, and clean environment for instruction and administration;
 - 4 2. To provide a building maintenance program ~~which~~that protects the taxpayer's investment in
5 facilities and ensures their continued use;
 - 6 3. To provide sufficient supplies and equipment for effective teaching and learning;
 - 7 4. To provide a student transportation system ~~which~~that meets or exceeds state requirements;
 - 8 5. To design and implement a program of food services ~~which~~that emphasizes nutritional needs of
9 children as the basis of growth and development of bodies and minds;
 - 10 6. To collect and maintain data pertinent to educational planning; ~~and~~
 - 11 7. To provide a sound program of insurance protection for system employees, students, and
12 property; ~~and~~;
 - 13 8. To use local vendors whenever feasible.

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Safety</h2>	Descriptor Code: 3.201	Issued Date: 01/23/18
		Rescinds: SS 5	Issued: 09/01/12

- 1 In accordance with board policy, the principal of each school shall develop procedures for keeping school facilities
- 2 safe and free from hazards.

- 3 All staff members shall report current and potential hazards to their immediate supervisor(s).

- 4 Each principal is responsible for including safety as part of the instructional program of the school as required by
- 5 law.¹

- 6 The safety program shall include:
 - 7 Fire prevention
 - 8 Accident prevention
 - 9 Warning systems
 - 10 Emergency drills
 - 11 Traffic safety
 - 12 Safety inspections
 - 13 First aid
 - 14 Disaster preparation

- 15
- 16 Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful
- 17 and valid business shall enter onto the grounds or into the buildings of a school during the hours of student
- 18 instruction. All staff members shall report all persons appearing to be improperly on school premises to the
- 19 principal/designee.²

- 20 The principal shall secure assistance from law enforcement officials when the principal deems it necessary in
- 21 order to maintain order or security. In addition, the Director of Schools or designee shall provide the local law
- 22 enforcement agency with all safety and security plans.³

Legal References

- ~~1.~~ [TCA 49-6-1003](#)
- ~~2.~~1. [TCA 49-6-2008 \(a\)-\(b\)](#)
- ~~3.~~2. [TCA 49-6-804\(c\)](#)

Cross References

- Visitors to the School 1.501
- Care of School Property 6.31

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date:
		Rescinds: BO 24	Issued: 02/01/11, 01/23/18

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring Board approval
2 of the district ~~Emergency Preparedness~~Multi-Hazard Operations Plan,¹ which shall include, but not be
3 limited to, procedures for nuclear or bomb threats, civil disturbances, armed intruders, earthquakes, fires,
4 tornadoes or other severe weather, and medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall be
6 approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students, and parents.

9 FIRE AND SAFETY DRILLS

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.² These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.²

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall
19 give all school personnel instructions on how to properly use fire extinguishers.

20 ARMED INTRUDER DRILLS

21 The Director of Schools or designee shall ensure that each school safety team conducts at least one (1)
22 armed intruder drill within the first thirty (30) days of school in coordination with local law
23 enforcement.³

24 AED DRILLS

25 Any school with an AED shall conduct a CPR and AED drill for school personnel to practice the use of
26 these life saving devices and to evaluate the school's preparedness in the event of a medical emergency.
27 The principal shall be responsible for ensuring the drill occurs.⁵

28 Any school with an AED shall schedule annual AED training for all school personnel. The AED training
29 shall:

- 30 • Teach the use of AEDs;
- 31 • Inform school personnel of the location of AEDs;
- 32 • Inform school personnel of the school's response plan; and
- 33 • Inform school personnel of the members of the school response team.⁴

34 **MEDICAL EMERGENCIES/PANDEMIC FLU**

35 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
36 and consult with the local and state health departments and other local emergency or healthcare providers
37 in protecting students and the community from further infection. The Director of Schools shall develop
38 procedures for health emergencies in accordance with state law and regulations.⁵

Legal References

1. TRR/MS 0520-01-03-.03(~~1815~~)
2. TCA. § 68-102-137 (b), (f)
3. TCA § 49-6-807
4. TCA §§ 49-2-122(b). 68-140-404 Tennessee Department of Health Pandemic Influenza Response Plan, http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

Cross References

Emergency Closings 1.8011
Community Use of School Facilities 3.206

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date: 10/23/18
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
 3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
 5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
 8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
 9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
 11 immediately remove the drinking water source from service. The drinking water source shall not be
 12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
 13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) calendar days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
 15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).
 16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. ~~TCA 49-2-133~~ Public Acts of 2018, Chapter No. 977

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.218	Issued Date: 04/10/18
		Rescinds: SS 13	Issued: 09/01/11

1 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
2 miniature horses^{1,2} (hereinafter referred to as service animals) are permitted for use by individuals with
3 disabilities on district property and in district facilities provided the individuals and their animals meet
4 the requirements and responsibilities covered in this policy.

5 When an individual with a disability seeks to bring a service animal into a district facility, the district is
6 entitled to ask the individual if the animal is required because of a disability and what work or task the
7 animal has been trained to perform.² The district is not entitled to ask for documentation that the animal
8 has been properly trained, but the individual bringing the animal into a district facility will be held
9 accountable for the animal's behavior.²

10 Any service animal brought into a district facility by an individual with a disability must have been
11 trained to do work or perform tasks for the individual. The work or tasks performed by the service animal
12 must be directly related to the handler's disability. Examples of work or tasks include, but are not limited
13 to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting
14 individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent
15 protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the
16 presence of allergens, retrieving items such as medicine, providing physical support and assistance with
17 balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and
18 neurological disabilities by preventing or interrupting impulsive or destructive behaviors.¹

19 The crime deterrent effects of an animal's presence and the provision of emotional support, well-being,
20 comfort, or companionship do not constitute work or tasks for the purposes of this policy.¹

21 Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of
22 a public entity's facilities where members of the public, participants in services, programs or activities,
23 or invitees, as relevant, can go.²

24 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
25 or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other
26 tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe,
27 effective performance of work or tasks, in which case the service animal must be otherwise under the
28 handler's control by means of voice control, signals, or other effective means.²

29 District staff may ask an individual with a disability to remove a service animal from the premises if:²

30 (1) The animal is out of control and the animal's handler does not take effective action to control it; or

31 (2) The animal is not housebroken.

32 (3) The animal's presence would fundamentally alter the nature of the service, program or activity.³

33 If the district excludes a service animal due to the reasons listed above, the district shall give the
34 individual with a disability the opportunity to participate in the service, program, or activity without
35 having the service animal on the premises.²

36 The District and its staff are not responsible for the care or supervision of a service animal brought onto
37 district property or into district facilities by an individual with a disability.²

38 The District shall not ask or require an individual with a disability to pay a surcharge, even if people
39 accompanied by pets are required to pay fees, or to comply with other requirements generally not
40 applicable to people without pets.²

Legal References

- 1. 28 CFR § 35.104
- 2. 28 CFR § 35.136
- 3. 28 CFR § 35.130

~~Cross References~~

~~1. AD~~

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date:
		Rescinds: SS 7	Issued: 10/01/12

1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to
2 transportation. School buses shall be maintained and operated in accordance with state law and State
3 Board Rules and Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor,
9 including, but not limited to, incidents in which any part of the bus contacts any other object or vehicle.
10 The Transportation Supervisor shall be responsible for submitting all records and required reports to the
11 ~~City of Murfreesboro Risk Management Office~~ Tennessee Risk Management Trust and state and local
12 agencies.

13 The Director of Schools shall develop procedures to ensure compliance with the statutory and
14 regulatory requirements for the transportation program.

15 **TRANSPORTATION SUPERVISOR³**

16 The Director of Schools shall appoint a Transportation Supervisor for the district. The Supervisor shall
17 be responsible for monitoring and oversight of transportation services for the district.

18 The Transportation Supervisor shall complete a student transportation management training program
19 upon appointment. The Transportation Supervisor shall complete a minimum of four (4) hours of
20 training annually.

21 The Director of Schools shall ensure that training is completed and shall provide the State Department
22 of Education with appropriate documentation.

23 **COMPLAINT PROCESS⁴**

24 The following procedure will govern how students, teachers, staff, and community members shall
25 submit bus safety complaints:

- 26 1. All complaints shall be submitted to the Transportation Supervisor on forms designated by the
27 district.
- 28 2. Forms may be submitted in person, via mail or email. The forms designated by the district will
29 be located on the district website.

- 30 3. The Transportation Supervisor shall begin an investigation of all safety complaints within
- 31 twenty-four (24) hours of receipt.
- 32 4. Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor
- 33 shall submit a preliminary report to the Director of Schools. This report shall include:
- 34 a. The time and date the complaint was received;
- 35 b. The name of the bus driver;
- 36 c. A copy or summary of the complaint; and
- 37 d. Any prior complaints or disciplinary actions taken against the driver.

38 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall
 39 submit a final written report to the Director of Schools that details the investigation’s findings as well
 40 as the action taken in response to the complaint.

41 An annual notice of this complaint process shall be provided to parents and students. This information
 42 shall be made available in the student handbook.

43 **RECORDKEEPING⁵**

44 The Transportation Supervisor shall be responsible for the collection and maintenance of the following
 45 records:

- 46 1. Bus maintenance and inspection forms;
- 47 2. Bus driver credentials, including required background checks, health records, and performance
- 48 reviews;
- 49 3. Driver training records; and
- 50 4. Complaints received and any records related to the investigation and complaints.

51 **FIELD TRIPS**

52 School buses are available for use when the trip is directly related to the planned instructional program.
 53 However, use of the bus during the school day must not interfere with the regular transportation
 54 program.

55 Annually, the Transportation Supervisor will provide information related to costs, procedures in
 56 arranging for use of buses, and other pertinent information.

Legal References

- 1. TCA 49-6-2109; TRR/MS 0520-01-05
- 2. ~~Public Acts of 2017, Chapter No. 289 (1)~~TCA 49-6-2116 (d)(3)
- 3. ~~TCA 49-6-2116 Public Acts of 2017, Chapter No. 289 (1)~~(a)-(c)
- 4. ~~TCA 49-6-2116 Public Acts of 2017, Chapter No. 289 (1)~~(d)(1)-(2)
- 5. ~~TCA 49-6-2116 Public Acts of 2017, Chapter No. 289 (1)~~(d)(5)

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 04/24/18
		Rescinds:	Issued:

- 1 The Transportation Supervisor shall be responsible for surveying all bus routes and scheduling bus transportation,
2 including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes
3 is the responsibility of the Transportation Department.¹
- 4 Appeals of transportation decisions shall be made to the Director of Schools.
- 5 Students shall not be in transit to and from school more than one and one-half hours each way.²¹
- 6 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given a copy of
7 the policies and procedures relative to the transportation program.³²
- 8 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not
9 to make any non-designated stops, except for emergencies, when transporting students.
- 10 No student may exit the bus at a destination other than that student's designated bus stop. The Director of Schools
11 shall develop procedures that would allow a student to exit the school bus at an alternative location. Those
12 procedures shall include, at a minimum, the following.⁴³
- 13 1. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the
14 student provides the principal with a signed note from the parent or guardian informing the school of the
15 change in the student's bus stop for the day. The principal shall inform Transportation of the note. The
16 note shall be maintained by the principal.
 - 17 2. In the event that the driver finds it necessary, in order to preserve the safety of other student passengers
18 or the driver, for a student to exit the bus at a stop other than the student's designated stop the driver may
19 remove the offending student from the bus provided that the driver secures the safety of the student for
20 the uncompleted trip.
 - 21 3. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any
22 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than
23 the student's destination for that trip.⁵⁴
- 24 Students who ride school buses shall attend the school designated unless the Board designates an alternate
25 school. If a parent chooses to send his/her child to another school in the system, the parent must provide
26 transportation to and from that school.

Legal References

- ~~1. TCA 49-6-2106; TCA 49-6-2132(a)-(c)~~
~~21.~~ TCA 49-6-2105
~~32.~~ TCA 49-6-2118(b)
~~43.~~ TCA 49-6-2118(a)

~~54.~~ TCA 49-6-2118(c), (d)

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 04/24/18
		Rescinds:	Issued:

1 The Board recognizes that certain employees may need to use their private vehicles for school purposes.
2 With the use of private vehicles, the following policy shall be observed:

- 3 1. To use a private vehicle for school purposes, the employee must have the written permission of the
4 Director of Schools/ designee and proof of vehicle liability insurance coverage in a sufficient amount,
5 as determined by the Director of Schools, as well as a special permit for each trip involving students,
6 including field trips.
- 7 2. The school system shall assume no responsibility for liability in case of accident, unless the employee
8 has the proper authorization described above.
- 9 3. The Board specifically forbids any employee to transport students for school purposes without prior
10 authorization by the Director of Schools or designee.
- 11 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and -state
12 Board Rules, Regulations, and Minimum Standards.²¹
- 13 5. School employees who provide transportation for students to and from school must have written
14 permission from the student's parent. The permission should be maintained in the student's school
15 record for each school year.

16 The Board recognizes that volunteer parent drivers may be needed to use their private vehicles for
17 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
18 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as
19 determined by the Director of Schools.¹²
20

Legal References

~~1.~~ ~~1.~~ TRR/MS 0520-01-05

~~1.2.~~ TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136
(August 24, 2004)

October 22nd, 2019

The following employees, who are in a position for which a teaching license is required, have met all of the requirements to attain tenure under TCA 49-5-503 and board policy 5.117. These employees have completed the necessary years of service with Murfreesboro City Schools and have obtained an overall performance effectiveness level of “above expectations” or “significantly above expectations” for the last two consecutive years.

Christie Overall	BLACK FOX
Melina Cawthon-Phillips	BLACK FOX
Sandy McDonald	BLACK FOX
Nicollette Sanders	CASON LANE
Tamara Cosby	DISTRICT WIDE
Meredith Prater	HOBGOOD
Olivia Outland	HOBGOOD
Miranda Good	MNE
Christy Moore	MNS
Jared Shelton	NORTHFIELD
Lynna Hood	NORTHFIELD
Rachel Bjork	NORTHFIELD
Theresa Witsman	OVERALL CREEK
Erin Lebo	PITTARD
Laura Mann	PITTARD
Noelle Koenig	PITTARD
Sasha Burnette	PITTARD
Shannon Pennington	PITTARD
Stephanie West	PITTARD
Tara Bowker	REEVES ROGERS
Amy Baltimore	SALEM
Allison Stovall	SCALES
Ashley Mangold	SCALES
Grace Benedict	SCALES
Kathryn Vehr	SCALES
Marie Barker	SCALES
Trista Gibson	SCALES

PTR Worksheet 2019-2020 191001 End of Second Period

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students			
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total		
DISCOVERY				60	3	20.00	62	3	20.67	60	3	20.00	60	3	20.00	242	12	20.17		66	3	22.00	65	3	21.67	23	1	23.00	154	7	22.00	396	396	
BLACK FOX	9	40	2	20	112	6	18.67	116	6	19.33	101	5	20.20	102	5	20.40	431	22	19.59		120	6	20.00	120	5	24.00	95	5	19.00	335	16	20.94	766	878
	28	2	14																							35	4	8.75	35					
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC						
BRADLEY				63	3	21.00	55	3	18.33	60	3	20.00	54	3	18.00	232	12	19.33		66	3	22.00	65	3	21.67	38	2	19.00	169	8	21.13	401	401	
CASON LANE	10	40	2	20	85	4	21.25	84	4	21.00	101	6	16.83	88	4	22.00	358	18	19.89		92	5	18.40	108	6	18.00	45	3	15.00	245	14	17.50	603	700
	19	2	9.5																							28	3	9.33	28					
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC						
ERMA SIEGEL	10	40	2		104	5	20.80	93	5	18.60	106	5	21.20	115	6	19.17	418	21	19.90		131	6	21.83	126	6	21.00	20	1	20.00	277	13	21.31	695	739
	17	2	8.5													4	1	4.00								13	2	6.50	17					
	CDC			CDC			CDC			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed			CDC						
HOBGOOD	60	3	20	84	5	16.80	106	6	17.67	91	6	15.17	92	5	18.40	373	22	16.95		77	4	19.25	97	5	19.40	69	4	17.25	243	13	18.69	616	676	
MITCHELL-NEILSON	40	2	20	102	5	20.40	102	6	17.00	105	5	21.00	92	5	18.40	401	21	19.10		86	4	21.50	77	4	19.25	55	3	18.33	218	11	19.82	619	681	
	15															8	1	8.00								14	3	4.67	22					
	Best			Best			Best			Best			Best			Best			Best			Best			Best			Best						
NORTHFIELD	40	2	20	94	5	18.80	103	5	20.60	81	4	20.25	92	5	18.40	370	19	19.47		95	4	23.75	97	4	24.25	52	2	26.00	244	10	24.40	614	717	
	19	3	6.333																							29	4	7.25	29					
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC						
OVERALL				133	7	19.00	159	8	19.88	160	8	20.00	151	8	18.88	603	31	19.45		154	7	22.00	166	7	23.71	28	2	14.00	348	16	21.75	951	951	
REEVES-ROGERS				76	4	19.00	69	4	17.25	58	3	19.33	65	4	16.25	268	15	17.87		60	3	20.00	47	3	15.67	25	2	12.50	132	8	16.50	400	400	
PITTARD	40	2	20	104	6	17.33	127	6	21.17	118	6	19.67	111	5	22.20	460	23	20.00		95	5	19.00	110	6	18.33	88	4	22.00	293	15	19.53	753	827	
																										34	4	8.50	34					
SCALES	10	40	2	20	144	7	20.57	137	7	19.57	136	7	19.43	114	6	19.00	531	27	19.67		136	6	22.67	134	6	22.33	76	4	19.00	346	16	21.63	877	931
	14	2	7																							30	3	10.00	30					
SALEM				182	10	18.20	133	6	22.17	145	7	20.71	122	6	20.33	582	29	20.07		92	4	23.00	84	4	21.00	19	1	19.00	195	9	21.67	777	791	
																										14	2	7.00	14					
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC									
Oakland Court	0	0		1343	70	19.19	1346	69	19.51	1322	68	19.44	1258	65	19.35	1270	60	21.17	1296	62	20.90	633	34	18.62	REGULAR ED SUB TOTAL			8468						
Mercury Court	40	2	20																						SPED K-6 CDC, BEST, DEAF			209						
TOTAL OFF SITE	40	2	20																						SPECIAL ED PRE-K			97						
PRE-K SUBTOTALS				AVERAGE ATTENDANCE PERCENTAGE 96%			REGULAR EDUCATION PTR			Students	Teachers	PTR	GROWTH OVER LAST YEAR						TOTAL BEP FUNDED			8677												
Pre-K Peer Models	54						Kindergarten thru Third Grade			5269	272	19.37	End of 2018-2019			8955			TOTAL ALL OTHER PRE-K			354												
Pre-K Regular Ed	300	15	20				Fourth Grade thru Sixth Grade			3199	156	20.51	Growth from 18-19 to 19-20			173			DISTRICT TOTAL STUDENTS			9128												
Pre-K Special Ed	97	11	8.82				District Totals			8468	428	19.79							Budgeted Estimate of K-6 Reg Ed			8485												
PRE-K TOTALS	451	26	17.3																															

YEAR-TO-DATE EXPENDITURE COMPARISON

SEPTEMBER 2019

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	2018-19 BUDGET	2018-19 YTD EXP.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD EXP.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	
1	71100-Reg. Instruction	43,503,848	7,661,952	(35,841,896)	17.6%	46,318,758	8,552,581	(37,766,177)	18.5%
2	71200-Sp. Ed. Instruction	8,401,413	1,291,068	(7,110,345)	15.4%	9,174,203	1,521,397	(7,652,806)	16.6%
3	71400-Student Body Ed.	45,000	7,689	(37,311)	17.1%	-	-	-	N/A
4	72110-Attendance	152,854	42,346	(110,508)	27.7%	167,489	43,555	(123,934)	26.0%
5	72120-Health Services	779,372	146,138	(633,234)	18.8%	951,390	179,541	(771,849)	18.9%
6	72130-Guidance	2,433,099	469,665	(1,963,434)	19.3%	2,728,311	566,040	(2,162,271)	20.7%
7	72210-Reg. Instr. Support	2,097,264	428,906	(1,668,358)	20.5%	2,188,721	490,075	(1,698,646)	22.4%
8	72220-Sp. Ed. Support	1,566,956	295,151	(1,271,805)	18.8%	1,834,730	344,534	(1,490,196)	18.8%
9	72250-Technology	1,652,406	503,476	(1,148,930)	30.5%	1,793,131	566,839	(1,226,292)	31.6%
10	72310-Bd. Of Education	1,737,593	553,132	(1,184,461)	31.8%	1,485,229	644,071	(841,158)	43.4%
11	72320-Office of Supt.	370,119	85,467	(284,652)	23.1%	381,240	106,900	(274,340)	28.0%
12	72410-Office of Principal	4,329,922	866,798	(3,463,124)	20.0%	4,726,631	962,774	(3,763,857)	20.4%
13	72510-Fiscal Services	560,918	175,623	(385,295)	31.3%	579,593	178,238	(401,355)	30.8%
14	72520-Personnel Services	425,023	113,587	(311,436)	26.7%	428,543	115,752	(312,791)	27.0%
15	72610-Oper. Of Plant	5,908,626	1,044,631	(4,863,995)	17.7%	6,385,980	1,139,910	(5,246,070)	17.9%
16	72620-Maint. Of Plant	2,728,945	422,605	(2,306,340)	15.5%	2,724,053	460,462	(2,263,591)	16.9%
17	72710-Pupil Transp.	2,899,934	453,069	(2,446,865)	15.6%	2,972,379	790,837	(2,181,542)	26.6%
18	73300-Community Service	518,682	104,694	(413,988)	20.2%	540,533	114,735	(425,798)	21.2%
19	73400-Early Childhood Educ.	16,500	245	(16,255)	1.5%	1,251,966	195,106	(1,056,860)	15.6%
20	76100-Reg. Cap. Outlay	631,559	227,128	(404,431)	36.0%	140,500	23,860	(116,640)	17.0%
21	82130-Education Debt Serv.		-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	860,431	95,940	(764,491)	11.2%	413,105	95,940	(317,165)	23.2%
	TOTALS	81,620,464	14,989,310	\$ (66,631,154)	18.4%	87,186,485	17,093,147	\$ (70,093,338)	19.6%

COMPARISON OF BUDGET TOTALS
July 1, 2019 Through September 30, 2019

TOTAL INCOME	7/1/19 - 9/30/19	\$	13,396,429
TOTAL EXPENSES	7/1/19 - 9/30/19		17,093,147
			<hr/>
NET INCOME	9/30/19	\$	(3,696,718)
			<hr/> <hr/>

YEAR-TO-DATE REVENUE COMPARISON

SEPTEMBER 2019

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	BUDGET CLASS.	2018-19 BUDGET	2018-19 YTD REV.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD REV.	2019-20 OVR/(UNDR) BUDGET	2019-20 %
1	40110-Current Prop. Tax	13,972,500	385	(13,972,115)	0.0%	14,308,810	2,247	(14,306,563)	0.0%
2	40210-Local Option Sales Tax	10,980,000	1,888,039	(9,091,961)	17.2%	11,843,830	1,995,420	(9,848,410)	16.8%
3	40000-41110-Other County Rev	1,736,000	287,166	(1,448,834)	16.5%	1,830,000	336,034	(1,493,966)	18.4%
4	44000-Other Local Revenue	582,750	160,301	(422,449)	27.5%	594,500	71,852	(522,648)	12.1%
5	46511-Basic Educ. Program	44,430,513	8,683,800	(35,746,713)	19.5%	46,301,465	9,019,600	(37,281,865)	19.5%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	650,190	9,205	(640,985)	1.4%	370,600	-	(370,600)	0.0%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	24,325	-	(24,325)	0.0%	1,109,977	-	(1,109,977)	0.0%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	6,585,103	1,646,276	(4,938,827)	25.0%	7,885,103	1,971,276	(5,913,827)	25.0%
16	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	TOTALS	\$ 78,961,381	\$12,675,172	\$ (66,286,209)	16.1%	\$84,244,285.00	\$ 13,396,429	\$ (70,847,856)	15.9%

Human Resources Personnel Report for 10/22/2019

Certified Hires 09/20/2019 - 10/15/2019

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Location</u>	<u>Position</u>
PEARSON	EMILY	09/30/2019	SALEM	GRADE 2 TEACHER

Certified Resignations/ Terminations/ Retirements as of 10/15/2019

<u>Last Name</u>	<u>First Name</u>	<u>End Date</u>	<u>Location</u>	<u>Position</u>	<u>Tenure Y/N</u>
BROWN	TAYLOR	09/20/2019	MITCHELL-NEILSON	ACADEMIC COACH	N
BRUGH	SARAH	10/04/2019	BRADLEY	GRADE 4 TEACHER	N
BEAN	CAROLE	10/04/2019	SALEM	KINDERGARTEN TEACHER	N

Certified Interim Teachers Hired 09/20/2019 - 10/15/2019

NONE

Classified Hires 09/20/2019 - 10/15/2019

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Location</u>	<u>Position</u>	<u>Other Notes</u>
JERNIGAN	CHRISTOPHER	10/01/2019	MAINTENANCE SHOP	MAINTENANCE TECHNICIAN	
HERNDON	ANTONIO	10/01/2019	HOBGOOD	EDUCATIONAL ASSISTANT	PT ESP to EA
HARPER	COURTNEY	10/04/2019	MAINTENANCE SHOP	BUS DRIVER - PT	
STOREN	LONNIE	10/14/2019	MAINTENANCE SHOP	GROUNDSKEEPER	
RAMSEY	ALEXANDRA	10/14/2019	MITCHELL-NEILSON	EDUCATIONAL ASSISTANT	PT ESP to EA
ALCORN	JEREMY	10/14/2019	MAINTENANCE SHOP	BUS DRIVER	Re-hire

Classified Resignations/Terminations/Retirements 09/20/2019 - 10/15/2019

<u>Last Name</u>	<u>First Name</u>	<u>End Date</u>	<u>Location</u>	<u>Position</u>
LINDLEY	SARAH	09/20/2019	BLACK FOX	ESP SITE DIRECTOR
WILLIAMS	JESSICA	09/25/2019	REEVES-ROGERS	ESP SITE DIRECTOR
CARROLL	DONNA	09/27/2019	MITCHELL-NEILSON	EDUCATIONAL ASSISTANT
RODRIGUEZ	NANCY	10/14/2019	MAINTENANCE SHOP	BUS ASSISTANT
FISH	TAYANA	10/14/2019	MAINTENANCE SHOP	GENERAL MAINTENANCE/ PAINTER