

**Board of Education Regular Meeting**

November 9, 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. Spotlight on Education-City Schools Foundation Information Item	Mrs. Lisa Trail
<b>IV. CONSENT ITEMS</b> Consent Agenda	Chair Butch Campbell
A. Approval of 10-26-21 Board Minutes Consent Item	
B. Minor Change to Board Policy Consent Item	
i. Approval of Board Policy 4.200 Curriculum Development Consent Item	
ii. Approval of Board Policy 4.400 Instructional Materials Consent Item	
iii. Approval of Board Policy 4.406 Use of the Internet Consent Item	
iv. Approval of Board Policy 4.600 Grading System and Reporting Progress Consent Item	
v. Approval of Board Policy 4.4001 Selection of Instructional Materials (Other Than Textbooks) Consent Item	
C. Approval of School Fees Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. COVID Protocol Action Item	Dr. Trey Duke
B. Approval of Immigrant Grant Action Item	Dr. Trey Duke
C. Approval of Budget Amendments/Transfers Action Item	Dr. Trey Duke
i. Approval of Consolidated Funding Application Action Item	Dr. Trey Duke
ii. Approval of Summer Learning Camps and Transportation Grants Action Item	Dr. Trey Duke
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Inclement Weather/School Closing Procedure Information Item	Mrs. Lisa Trail

B. Budget Development Timeline Information Item	Ms. Kim Williams
C. Director's Update Information Item	Dr. Trey Duke
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
A. TSBA Annual Leadership Conference and Convention November 18-November 21 at Gaylord Opryland Convention Center Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item	Chair Butch Campbell

**Board of Education Regular Meeting**

October 26, 2021 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item</p> <p>In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, Becky Goff, Amanda Moore, and Jimmy Richardson.</p> <p>Staff: Dr. Trey Duke, Ralph Ringstaff, Sheri Arnette, Angela Fairchild, Lisa Trail, Greg Lyles, Dr. Kristina Boone, Maria Johnson, Kim Williams, April Zavis, Beth Prater, Joe Marlin, Sandy Scheele, and Kandy Powers.</p> <p>Assistant City Attorney Elizabeth Taylor. City Liaison Bill Shacklett was absent.</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item</p> <p>The Pledge of Allegiance was led by Mrs. Maria Johnson, principal at Scales Elementary, and Dr. Kristina Boone, principal at Discovery School.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p><b>II. APPROVAL OF AGENDA</b> Action Item</p> <p>Motion to approve the agenda. This motion, made by Mr. Wesley Ballard and seconded by Ms. Becky Goff, passed. (7-0)</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item</p> <p>Murfreesboro City Schools would like to thank Justin Oldham and Jennifer Windrow for their financial sponsorship of the School Pantry Food Program for the 2021-2022 school year.</p> <p>Murfreesboro City Schools would like to thank Publix Super Market and Publix Super Market Charities for their donation of 424 gift cards valued at \$20 each (\$8,480). The cards can be used to purchase school supplies and other items that help ensure students have the tools they need to be successful.</p> <p>MNS Schools would like to thank our community partners, First Baptist Church Castle St for their generous donation of goodie bags for every staff member at the primary and elementary campus.</p>	Mrs. Lisa Trail
<p>A. Public Comment Information Item</p> <p>Mr. Michael Dewey was given three minutes to speak. His concern was on CDC Mandates.</p>	Chair Butch Campbell
<p>B. Spotlight on Education-Tutoring Program-Sheri Arnette Information Item</p>	Dr. Trey Duke
<p><b>IV. CONSENT ITEMS</b> Consent Agenda</p> <p>Motion to approve consent agenda.. This motion, made by Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. (7-0)</p>	Chair Butch Campbell
<p>A. Approval of School Fees</p>	

Consent Item	
B. Approval of 10-12-21 Board Minutes Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of Safe Schools Grant Action Item Motion to approve the Safe Schools Grant. This motion, made by Ms. Roseann Barton and seconded by Mr. Wesley Ballard, passed. (7-0)	Dr. Trey Duke
B. Approval of School Nutrition Excess Balance Budget Amendment Action Item Dr. Duke explained that there was a surplus in the school nutrition funds. He also explained that there were new expenditures put in place to reduce that surplus.  Mr. Ballard had concerns about hiring manpower and possibly having to let them go when the money is no longer available.  Mrs. Moore asked if there was a way to improve the quality of food and Mrs. Scheele said that there are certain requirements that she has to follow but she is looking into improving the quality and has already added another vegetable to the menu.  Mr. Settles thanked Mrs. Scheele for her work. He said that he knew that during the pandemic she has been short on supplies and staff and he appreciated her making it all work. Motion to approve the School Nutrition Excess Balance. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)	Dr. Trey Duke
C. Director's Evaluation Tool Action Item Dr. Duke explained that he and Chair Campbell reviewed the Evaluation Tool and felt that it was detailed and clear.  He explained the three appendices: A-administrator survey completed by school principals B-board observational data completed by school board members C-a quantitative section aligned to board goals and student achievement  This tool will be completed in June of this year.  Roseann Barton said that she was glad to see it moved to June.  Amanda Moore said that she compared it to the previous tool and felt that it was a great improvement. Next year, she would like to see the strategic plan added and in the future, she would like to see an improvement in sub group performance and have that added into the tool and a metric for retention of staff.  Wes Ballard said that he would like to discuss more measurable and Ms. Elizabeth Taylor told him that when the 5-year strategic plan is discussed in January, that would be a good time to discuss measurables. That could be lifted out of the plan and put into the evaluation tool in the future.  Motion to approve the Director's Evaluation Tool. This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, passed. (7-0)	Dr. Trey Duke
<b>VI. REPORTS AND INFORMATION</b>	Chair Butch Campbell

Information Item	
A. Enrollment (PTR) Report Information Item	Mr. Joe Marlin
B. Zoning Report Information Item Dr. Duke shared a presentation with the board explaining the need to look at rezoning for the next school year to address overcrowding on the west side of town.  He explained that the central office staff is now preparing zoning options which will be presented to the board in January at the retreat. Dr. Duke will get input from the community during January and February and then have a final zoning presentation to the board for a board vote on February 22.	Dr. Trey Duke
C. Revenue/Expenditure Report-September Information Item	Ms. Kim Williams
D. Personnel Report Information Item	Mr. Ralph Ringstaff
E. Director's Update Information Item Dr. Duke gave the board an update on the construction of the nursing clinics at Mitchell Neilson, Discovery School, and Overall Creek. He said that they should be completed by the end of the semester. He encouraged board members to stop by and see them.  Dr. Duke told the board of the upcoming in-service and parent teacher conference days.  He told them of the things that were happening at the state level as far as a new school funding model. He also stated that he emailed the links to them for zoom meetings. Dr. Duke said that he would keep the board updated as far as new legislative actions.  Dr. Duke also informed the board that the COVID numbers are decreasing. We only had seventeen positive cases last week.	Dr. Trey Duke
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item The meeting adjourned at 7:01 p.m. Motion to adjourn. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)	Chair Butch Campbell

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Director of Schools

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Curriculum Development</h2>	Descriptor Code: <b>4.200</b>	Issued Date: <b>10/23/18</b>
		Rescinds: <b>IS 2, IS 19</b>	Issued: <b>02/01/12</b>

- 1 Curriculum that addresses the state content standards shall be implemented under the leadership and
- 2 direction of the Instruction Department. In addition, the Instruction Department will insure that each
- 3 teacher has access to the curriculum and will provide professional development concerning the
- 4 curriculum as needed.
  
- 5 The Board authorizes the Director of Schools/designee to organize committees to participate in
- 6 curriculum development and to revise and update the curriculum.
  
- 7 Any change to any instructional program shall be approved by the Principal, Assistant Superintendent
- 8 ~~for~~ of Curriculum and Instruction, Director of Schools, and, in some cases, the Board, prior to such change.

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Legal References

TRR/MS 0520-01-03-.03(1), (2) 05(1)(a);  
~~TRR/MS 0520-01-03-.05(2)~~

Cross References

Professional Growth and Development 5.113

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Instructional Materials</b>	Descriptor Code: <b>4.400</b>	Issued Date: <b>1/19/21</b>
		Rescinds: <b>STU 41, IS 5</b>	Issued:

## 1 *General*

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

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

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

8

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

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

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

## 12 **DISTRIBUTION**

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

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

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

## 16 **REVIEW OF MATERIALS**

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

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

20 1. Instructional materials;

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

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

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

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

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

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Legal References

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

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Cross References

- Surplus Property Sales 2.403
- Student Fees and Fines 6.709

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of the Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>11/12/19</b>
		Rescinds: <b>BO 45</b>	Issued: <b>11/01/12</b>

1 The Board supports the right of staff and students to have reasonable access to various information  
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate  
3 and responsible manner.

## 4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign  
6 a written agreement, developed by the Director/designee that sets out the terms and conditions of such  
7 use. Such agreement shall include a provision stating that an employee may not characterize himself or  
8 herself as representing Murfreesboro City Schools in any online posting, unless acting pursuant to the  
9 system's written policies. Any employee who accesses the district's computer system for any purpose  
10 agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

11 The Director of Schools shall develop and implement procedures for appropriate Internet use which shall  
12 address the following:

- 13 1. Development of the Network and Internet Use Agreement.
- 14 2. General rules and ethics of Internet access.
- 15 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 16 4. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>
  - 17 • Sending or displaying offensive messages or pictures
  - 18 • Using obscene language
  - 19 • Harassing, insulting, defaming or attacking others
  - 20 • Damaging computers, computer systems or computer networks
  - 21 • Hacking or attempting unauthorized access to any computer
  - 22 • Violation of copyright laws
  - 23 • Trespassing in another's folders, work or files
  - 24 • Intentional misuse of resources
  - 25 • Using another's password or other identifier (impersonation)
  - 26 • Use of the network for commercial purposes
  - 27 • Buying or selling on the Internet

## 28 **Students**

29 The Director of Schools shall develop and implement procedures for appropriate Internet use by students.  
30 Procedures shall address the following:

- 31 1. General rules and ethics of Internet use.
- 32 2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>

- 33 • Sending or displaying offensive messages or pictures
- 34 • Using obscene language
- 35 • Harassing, insulting, cyberbullying, defaming or attacking others
- 36 • Damaging computers, computer systems or computer networks
- 37 • Hacking or attempting unauthorized access
- 38 • Violation of copyright laws
- 39 • Trespassing in another's folders, work or files
- 40 • Intentional misuse of resources
- 41 • Using another's password or other identifier (impersonation)
- 42 • Use of the network for commercial purposes
- 43 • Buying or selling on the Internet

#### 44 **INTERNET SAFETY MEASURES** <sup>2</sup>

45 Internet safety measures shall be implemented that effectively address the following:

- 46 • Controlling access by students to inappropriate matter on the Internet and World Wide  
47 Web
- 48 • Safety and security of students when they are using electronic mail, chat rooms, and other  
49 forms of direct electronic communications
- 50 • Preventing unauthorized access, including "hacking" and other unlawful activities by  
51 students on-line
- 52 • Unauthorized disclosure, use and dissemination of personal information regarding  
53 students
- 54 • Restricting students' access to materials harmful to them

55 The Director of Schools/designee shall establish a process to ensure the district's education technology  
56 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall  
57 include, but not be limited to:

- 58 • Utilizing technology that blocks or filters Internet access (for both students and adults) to  
59 material that is obscene, child pornography or harmful to students
- 60 • Monitoring on-line activities of students

61 A written parental consent shall be required prior to the student being granted access to electronic media  
62 involving district technological resources. The required permission/agreement form, which shall specify  
63 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural  
64 violations, must be signed by the parent/legal guardian and also by the student. This document shall be  
65 executed each year and shall be valid only in the school year in which it was signed unless parent(s)  
66 provide written notice that consent is withdrawn. In order to rescind the agreement, the student's  
67 parent/guardian must provide the Director of Schools with a written request.

#### 68 **E-MAIL**

69 Users with network access shall not utilize district resources to establish electronic mail accounts

70 through third-party providers or any other nonstandard electronic mail system. All data including e-mail  
71 communications stored or transmitted on school system computers shall be monitored.  
72 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence  
73 may be a public record under the public records law and may be subject to public inspection.<sup>3</sup>

#### 74 **INTERNET SAFETY INSTRUCTION**<sup>4</sup>

75 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
76 computer resources. The Director shall provide adequate in-service instruction on internet safety. Parents  
77 and students will be provided with material to raise awareness of the dangers posed by the internet and  
78 ways in which the internet may be used safely.

#### 79 **SOCIAL NETWORKING**

- 80 1. District staff who have a presence on social networking websites are prohibited from posting  
81 data, documents, photographs or inappropriate information that is likely to create a material and  
82 substantial disruption of classroom activity.
- 83 2. District staff are prohibited from accessing personal social networking sites on school computers  
84 or during school hours except for legitimate instructional purposes.
- 85 3. The Board discourages district staff from socializing with students on social networking  
86 websites. The same relationship, exchange, interaction, information, or behavior that would be  
87 unacceptable in a non-technological medium is unacceptable when done through the use of  
88 technology.

#### 89 **VIOLATIONS**

90 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance  
91 with the existing disciplinary procedures of Murfreesboro City Schools.

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##### Legal References

1. TCA 39-14-602
2. ~~Children's Internet Protection Act (Public Law 106-554)~~ 20 USCA § 7001
3. TCA 10-7-512
4. TCA 49-1-221

##### Cross References

- Use of Electronic Mail (e-mail) 1.805  
Web Pages 4.407

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Grading System and Reporting Progress</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>11/27/18</b>
		Rescinds: <b>IS 12</b>	Issued: <b>06/01/12</b>

- 1 The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment
- 2 for evaluating and recording student progress and to measure student performance in conjunction with state
- 3 content standards for grades preK-6. <sup>1</sup> The grading/assessment system shall follow all applicable statutes and rules
- 4 and regulations of the State Board of Education.
  
- 5 The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before
- 6 the system is implemented, and it shall be communicated annually to students and parent(s) or guardian(s).<sup>2</sup>
  
- 7 Student progress reports shall be provided at least once every nine (9) weeks during the schoolyear.<sup>1</sup>
  
- 8 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the
- 9 educational progress of their children. Teachers shall consult with parents of students who are working at an
- 10 unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher
- 11 as early in the school year as possible if the retention of a student is being considered.
  
- 12 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

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Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-2-~~293-203~~(b)(7)

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Selection of Instructional Materials (Other Than Textbooks</b>	Descriptor Code: <b>4.4001</b>	Issued Date: <b>06/26/18</b>
		Rescinds: <b>IS 7</b>	Issued:

1 The Board will seek to provide a wide range of instructional materials with diversity of appeal, the  
2 presentation of different points of view, and will instruct the Director of Schools to provide procedures  
3 for review and consideration of allegedly inappropriate instructional materials.

## 4 **OBJECTIVES OF SELECTION**

5 To assure that instructional materials are an integral part of the educational program, the following  
6 selection objectives are adopted:

7 1. To provide materials that will enrich and support the curriculum and personal needs of the  
8 students, taking into consideration their varied interests, abilities, and learning styles;

9 2. To provide materials that will stimulate growth in factual knowledge, literacy appreciation,  
10 aesthetic values and ethical standards;

11 3. To provide a background of information which will enable students to make intelligent  
12 judgements in their daily lives;

13 4. To provide materials on opposing sides of controversial issues so that the students may  
14 develop, under guidance, the practice of critical analysis;

15 5. To provide materials which realistically represent our pluralistic society and reflect the  
16 contributions made by these groups and individuals to our American heritage;

17 6. To place principles above personal opinion and reason above prejudice in the selection of  
18 materials of the highest quality in order to ensure a comprehensive media collection appropriate  
19 for all students.

## 20 **RESPONSIBILITY FOR MATERIALS SELECTION<sup>1</sup>**

21 The responsibility for selection of instructional materials is delegated to the professionally trained  
22 personnel employed by the school system.

23 Selection of materials may involve many people including librarians/media specialists, teachers,  
24 students, principals, administrators, and community members. The responsibility for coordinating the  
25 selection and making the recommendations for purchase rests with the professionally trained media  
26 personnel.

27

**28 SELECTION CRITERIA AND PROCEDURES FOR LIBRARY/MEDIA CENTERS**

29 In selecting materials for school libraries/media centers, the following practices are to be observed:

- 30 1. Selection shall be consistent with the goals and objectives of the instructional program.  
 31  
 32 2. Selection shall be made to provide a balance in materials that present different points of view  
 33 concerning current problems and issues.  
 34  
 35 3. Selection shall be made using reputable, unbiased, professionally prepared selection aids.  
 36  
 37 4. Selection will be a continuing process throughout the school year as new suggestions by staff  
 38 members and students are evaluated and materials already purchased are re-evaluated to  
 39 determine their current or lasting contributions to the educational program of the school.  
 40  
 41 5. Gift materials shall be judged on the same basis as the library/media center's own purchases.  
 42 Gift materials meeting the selection standards may be accepted with the recommendation of the  
 43 library/media specialist and the approval of the principal.  
 44

45 In order to always provide a current, highly usable collection of materials in every library/mediacenter,  
 46 each librarian/media specialist shall provide for a constant and continuing renewal of the collection, not  
 47 only by the addition of up-to-date materials, but by the judicious elimination of materials which no longer  
 48 meet needs or find use.

49 Should objections to selected library/media center materials be voiced by the public, the procedure to  
 50 voice those objections should be followed according to the associated Administrative Directive.

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**Legal References**

1. ~~TCA 49-6-1804 T. C. A. § 49-6-2207~~
2. ~~TCA 49-6-2901—2906; State Board of Education  
Guidelines Recitation of the Pledge of Allegiance~~
3. ~~Florez v. Sioux Falls Sch. Dist., 619 F. 2d 1311 (8th  
Cir. 1980); Washegesic v. Bloomindale Pub. Sch., 813  
F. Supp. 559, 563 (W.D. Mich. 1993)~~
4. ~~TCA 49-6-3016~~

**Cross References**

Student Equal Access 4.802  
 Staff Rights and Responsibilities 5.600  
 Attendance 6.200



**To: Board of Education**

**RE: COVID Protocols Update**

**Board Meeting Date: November 9, 2021**

During the September 28, 2021 board meeting, the board approved a mask requirement for all MCS buildings when individuals are indoors and social distancing cannot be maintained unless a family formally opts their student out of the requirement in accordance with the Governor's executive order. The approval included an end date of November 10, 2021.

The board may elect to allow the current mask requirement expire on November 10, 2021 or extend the mask requirement.

Current data regarding positive cases and community spread will be shared during the meeting.

**To: Board of Education**

**RE: FY22 Title III Immigrant grant budget amendment**

**Board Meeting Date: November 9, 2021**

MCS was recently awarded a new FY22 Title III Immigrant Student federal grant for \$22,913. This is a discretionary grant, and MCS was deemed eligible based on the number of immigrant students in MCS this year being greater than the average of the two prior years.

The Immigrant Student Grant is to be used for enhancing opportunities around instruction for immigrant children within our district.

The Title III Immigrant grant will allow MCS to provide services to increase academic achievement of immigrant students by supporting language development.

Funding will provide training for 33 ESL teachers, 15 academic coaches and 13 principals using The Sheltered Instruction Observation Protocol (SIOP) model.

Schools Federal Projects Fund

22-142-6-CC2  
Resolution # 21-R-33

Fiscal Year 2021-2022		BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
Account Codes	Description			
<b>Revenues</b>				
142 R 47146	Title III Immigrant Grant	\$ -	\$ 22,913	\$ 22,913
	Increase in Revenues	\$ -	\$ 22,913	\$ 22,913
<b>Expenditures</b>				
142 E 72210 195	Support Services Substitutes Teachers		\$ 1,930	\$ 1,930
142 E 72210 201	Support Services Social Security		\$ 170	\$ 170
142 E 72210 212	Support Services Medicare		\$ 43	\$ 43
142 E 72210 524	Support Services In-service/Staff Development		\$ 20,000	\$ 20,000
142 E 99100 504	Transfers Out Indirect Costs		\$ 770	\$ 770
	Increase in Expenditures	\$ -	\$ 22,913	\$ 22,913

CHANGE IN FUND BALANCE (CASH)

MCS received a new Title III Immigrant grant to provide services to increase academic achievement of immigrant students by supporting language development.

Funding will be used to provide the Sheltered Instruction Observation Protocol (SIOP) model of professional development to English Language Learner's teachers, academic coaches and principals.

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

11-3-21  
Date

Approved	<input checked="" type="checkbox"/>	<u><i>[Signature]</i></u> Director of Schools	<u>11-3-21</u> Date
Declined	<input type="checkbox"/>		

Budget

**Murfreesboro (751) Public District - FY 2022 - Title III Immigrant - Rev 0 - Title III Immigrant**

**Indirect Cost**

Total Contributing to Indirect Cost \$22,143.00

Indirect Cost Rate 3.48%

Maximum Allowed for Indirect Cost \$770.55

**Account Number**

**Total**

71100 - Regular Instruction Program	\$0.00
71150 - Alternative Instruction Program	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$0.00
72210 - Support Services/Regular Instruction Program	\$22,143.00
72710 - Transportation	\$0.00
99100 - Transfers Out	\$770.00
<b>Total</b>	<b>\$22,913.00</b>
<b>Adjusted Allocation</b>	<b>\$22,913.00</b>
<b>Remaining</b>	<b>\$0.00</b>

Budget Detail

**Murfreesboro (751) Public District - FY 2022 - Title III Immigrant - Rev 0 - Title III Immigrant**

72210 - Support Services/Regular Instruction Program - \$22,143.00 ▼

Budget Detail	Narrative Description
<p><b>Account Number:</b> 72210 - Support Services/Regular Instruction Program</p> <p><b>Line Item Number:</b> 195 - Certified Substitute Teachers</p> <p><b>Optional Program Code:</b></p> <p><b>Location Code:</b> Murfreesboro (751)</p> <p><b>Quantity:</b> 1.00</p> <p><b>Cost:</b> \$1,930.00</p> <p><b>Line Item Total:</b> \$1,930.00</p>	<p>Substitutes-approx 21</p>
<p><b>Account Number:</b> 72210 - Support Services/Regular Instruction Program</p> <p><b>Line Item Number:</b> 201 - Social Security</p> <p><b>Optional Program Code:</b></p>	<p>Social security for substitutes</p>

<b>Location Code:</b>	Murfreesboro (751)	
<b>Quantity:</b>	1.00	
<b>Cost:</b>	\$170.00	
<b>Line Item Total:</b>	\$170.00	
<b>Account Number:</b>	72210 - Support Services/Regular Instruction Program	Medicare for substitutes
<b>Line Item Number:</b>	212 - Employer Medicare	
<b>Optional Program Code:</b>		
<b>Location Code:</b>	Murfreesboro (751)	
<b>Quantity:</b>	1.00	
<b>Cost:</b>	\$43.00	
<b>Line Item Total:</b>	\$43.00	
<b>Account Number:</b>	72210 - Support Services/Regular Instruction Program	SIOP training for approx 33 ESL teachers
<b>Line Item Number:</b>	524 - In-Service / Staff Development	SIOP training for approx 15 coaches and 13 principals
<b>Optional Program</b>		

<b>Code:</b>	
<b>Location Code:</b>	Murfreesboro (751)
<b>Quantity:</b>	1.00
<b>Cost:</b>	\$20,000.00
<b>Line Item Total:</b>	\$20,000.00

<b>Total for 72210 - Support Services/Regular Instruction Program:</b>	\$22,143.00
<b>Total for all other Account Numbers:</b>	\$770.00
<b>Total for all Account Numbers:</b>	\$22,913.00
<b>Adjusted Allocation:</b>	\$22,913.00
<b>Remaining:</b>	\$0.00

Budget Detail

**Murfreesboro (751) Public District - FY 2022 - Title III Immigrant - Rev 0 - Title III Immigrant**

99100 - Transfers Out - \$770.00

Budget Detail	Narrative Description
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**Account Number:** 99100 - Transfers Out

Indirect Cost

**Line Item Number:** 504 - Indirect Cost

**Optional Program Code:**

**Location Code:** Murfreesboro (751)

**Quantity:** 1.00

**Cost:** \$770.00

**Line Item Total:** \$770.00

**Total for 99100 - Transfers Out:** \$770.00

**Total for all other Account Numbers:** \$22,143.00

**Total for all Account Numbers:** \$22,913.00

**Adjusted Allocation:** \$22,913.00

**Remaining:** \$0.00

**To: Board of Education**

**RE: FY22 Consolidated Federal grants amendment**

**Board Meeting Date: November 9, 2021**

The Board approved the original Consolidated Funding Application (CFA) in the federal fund in May 2021 based on the preliminary allocation we were provided by the state. The CFA includes Title I, Title II, Title III, IDEA Part B, and IDEA Preschool.

This amendment is necessary to budget unspent carryover funds from last school year as well as to budget an additional allocation of \$28,417 awarded in October.

There were no major programmatic changes.

An additional \$10,000 (bonus and benefits) was budgeted in IDEA Part B to provide a recruitment and retention incentive for our new and existing BEST (behavior) classroom teachers who complete the school year. This is one of our hardest to staff positions, and we currently have one opening.

This would be a one-time \$2,000 bonus.

## Schools Federal Projects Fund

Fiscal Year 2021-2022

AMENDMENT  
INCREASE  
(DECREASE)

Account Codes	Description	
<u>Revenues</u>	<u>Revenues</u>	
142 R 47141 100	Title I A	177,245
142 R 47189 200	Title II A	84,471
142 R 47146 300	Title III	5,890
142 R 47143 900	IDEA Part B	437,974
142 R 47145 910	IDEA Preschool	19,755
Increase in Revenues		725,335

<u>Expenditures</u>	<u>Expenditures Title I A</u>	<u>Increase/(Decrease)</u>
142 E 71100 116 100	Title I Reg Ed Teachers	41,227
142 E 71100 163 100	Title I Reg Ed Education Assistants	(2,921)
142 E 71100 201 100	Title I Reg Ed Medicare	2,377
142 E 71100 204 100	Title I Reg Ed Retirement	3,895
142 E 71100 206 100	Title I Reg Ed Life Insurance	134
142 E 71100 207 100	Title I Reg Ed Medical Insurance	(17,744)
142 E 71100 208 100	Title I Reg Ed Dental Insurance	(567)
142 E 71100 212 100	Title I Reg Ed Medicare	557
142 E 71100 429 100	Title I Reg Ed Instructional Materials/Supplies	97,274
142 E 72130 499 100	Student Support Materials	53,127
142 E 72210 189 100	Support Services Other Salaries	(2,956)
142 E 72210 201 100	Support Services Social Security	(184)
142 E 72210 204 100	Support Services Retirement	1,550
142 E 72210 206 100	Support Services Life Insurance	(9)
142 E 72210 207 100	Support Services Medical Insurance	133
142 E 72210 212 100	Support Services Medicare	(203)
142 E 72210 524 100	Support Services InService/Staff Development	1,555
Total Expenditures Title I A		\$ 177,245

<u>Expenditures</u>	<u>Expenditures Title II A</u>	<u>Increase/(Decrease)</u>
142 E 72210 204 200	Support Services State Retirement	28
142 E 72210 206 200	Support Services Life Insurance	54
142 E 72210 212 200	Support Services Employer Medicare	35
142 E 72210 524 200	Support Services In-Service/Staff Develop	84,354
Total Expenditures Title II A		\$ 84,471

<u>Expenditures</u>	<u>Expenditures Title III A</u>	<u>Increase/(Decrease)</u>
142 E 72210 189 300	Support Services Other Salaries Wages	1,287
142 E 72210 201 300	Support Services Social Security	103
142 E 72210 204 300	Support Services State Retirement	133
142 E 72210 207 300	Support Services Medical Insurance	972
142 E 72210 208 300	Support Services Dental Insurance	47
142 E 72210 212 300	Support Services Employer Medicare	74
142 E 72210 355 300	Support Services Travel	700
142 E 72210 499 300	Support Services Other Supplies and Materials	1,331
142 E 72210 524 300	Support Services In-Service / Staff Development	1,000
142 E 99100 504 300	Transfers Out Indirect Cost	243
Total Expenditures Title III A		\$ 5,890

<u>Expenditures</u>	<u>Expenditures IDEA Part B</u>	<u>Increase/(Decrease)</u>
142 E 71200 116 900	SpEd Program Teachers	8,000

<u>Expenditures</u>	<u>Expenditures IDEA Part B</u>	<u>Increase/(Decrease)</u>
142 E 71200 163 900	SpEd Program Educational Assistants	55,599
142 E 71200 201 900	SpEd Program Social Security	3,944
142 E 71200 204 900	SpEd Program State Retirement	7,588
142 E 71200 206 900	SpEd Program Life Insurance	1,582
142 E 71200 207 900	SpEd Program Medical Insurance	19,557
142 E 71200 208 900	SpEd Program Dental Insurance	1,105
142 E 71200 212 900	SpEd Program Employer Medicare	922
142 E 71200 299 900	SpEd Program Other Fringe Benefits	1,500
142 E 71200 312 900	SpEd Program Contracts with Private Agencies	60,000
142 E 71200 429 900	SpEd Program Instructional Supplies Materials	60,487
142 E 71200 499 900	SpEd Program Other Supplies and Materials	5,000
142 E 71200 725 900	SpEd Program Special Education Equipment	65,000
142 E 72220 131 900	SpEd Support SpEd Support	500
142 E 72220 135 900	SpEd Support Assessment Personnel	10,000
142 E 72220 161 900	SpEd Support Secretary(s)	160
142 E 72220 189 900	SpEd Support Other Salaries Wages	1,356
142 E 72220 201 900	SpEd Support Social Security	125
142 E 72220 204 900	SpEd Support State Retirement	220
142 E 72220 206 900	SpEd Support Life Insurance	(1,388)
142 E 72220 212 900	SpEd Support Employer Medicare	29
142 E 72220 312 900	SpEd Support Contracts with Private Agencies	116,787
142 E 72220 524 900	SpEd Support In-Service / Staff Development	7,358
142 E 99100 504 900	Transfers Out Indirect Cost	12,543
	<b>Total Expenditures IDEA Part B</b>	<b>\$ 437,974</b>

<u>Expenditures</u>	<u>Expenditures IDEA Preschool</u>	<u>Increase/(Decrease)</u>
142 E 71200 171 910	SpEd Program Speech Pathologist	3,100
142 E 71200 201 910	SpEd Program Social Security	281
142 E 71200 204 910	SpEd Program State Retirement	380
142 E 71200 206 910	SpEd Program Life Insurance	16
142 E 71200 207 910	SpEd Program Medical Insurance	700
142 E 71200 208 910	SpEd Program Dental Insurance	14
142 E 71200 212 910	SpEd Program Employer Medicare	68
142 E 71200 429 910	SpEd Program Instructional Supplies Materials	597
142 E 71200 499 910	SpEd Program Other Supplies and Materials	500
142 E 71200 725 910	SpEd Program Special Education Equipment	13,561
142 E 72220 499 910	SpEd Support Other Supplies and Materials	538
	<b>Total Expenditures IDEA Preschool</b>	<b>\$ 19,755</b>

<b>Total Increase in Expenditures</b>	<b>\$ 725,335</b>
---------------------------------------	-------------------

CHANGE IN FUND BALANCE (CASH) (0)

This amendment budgets carryover and additional grant funds in the Consolidated federal projects totaling \$725,335. The original budgets for Title I, Title II, Title III, IDEA Part B and IDEA Preschool grants were approved in May 2021 based on preliminary allocations.

The majority of these funds are budgeted for staff, benefits, supplies, staff development, math coaches, community outreach, and Occupational and Physical therapies.

*Kim Luciani* 11-3-21  
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<i>Bobby W. O'Neil III</i>	11/3/21
Declined	<input type="checkbox"/>		Date

Budget Overview

**Murfreesboro (751) Public District - FY 2022 - Consolidated - Rev 1 - Consolidated Admin Pool**

**Indirect Cost**

Total Contributing to Indirect Cost \$72,234.00

Indirect Cost Rate 3.48%

Maximum Allowed for Indirect Cost \$2,429.20

Filter by Location: All - \$72,234.00 ▼

Account Number	72210 - Support Services/Regular Instruction Program	Total
<b>Line Item Number</b>		
105 - Supervisor / Director	55,729.00	55,729.00
201 - Social Security	3,455.00	3,455.00
204 - State Retirement	5,924.00	5,924.00
207 - Medical Insurance	3,548.00	3,548.00
208 - Dental Insurance	145.00	145.00
212 - Employer Medicare	818.00	818.00
307 - Communication	220.00	220.00
355 - Travel	78.00	78.00

Account Number	72210 - Support Services/Regular Instruction Program	Total
<b>Line Item Number</b>		
<b>524 - In-Service / Staff Development</b>	2,317.00	2,317.00
<b>Total</b>	72,234.00	72,234.00
	<b>Adjusted Allocation</b>	72,234.00
	<b>Remaining</b>	0.00

Budget Overview

Murfreesboro (751) Public District - FY 2022 - Consolidated - Rev 1 - Title I, Part A

**Indirect Cost**

Total Contributing to Indirect Cost \$1,663,084.55

Indirect Cost Rate 3.48%

Maximum Allowed for Indirect Cost \$57,664.97

Filter by Location: All - \$1,714,704.36

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>116 - Teachers</b>	785,330.00				785,330.00
<b>163 - Educational Assistants</b>	94,036.00		0.00		94,036.00
<b>189 - Other Salaries &amp; Wages</b>	0.00	0.00	125,753.00		125,753.00
<b>195 - Certified Substitute Teachers</b>	1,600.00		0.00		1,600.00
<b>201 - Social Security</b>	54,521.00	0.00	7,805.00		62,326.00

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>					
<b>204 - State Retirement</b>	92,332.00	0.00	12,944.00		105,276.00
<b>206 - Life Insurance</b>	2,949.00	0.00	352.00		3,301.00
<b>207 - Medical Insurance</b>	88,987.00	0.00	13,395.00		102,382.00
<b>208 - Dental Insurance</b>	3,037.00	0.00	267.00		3,304.00
<b>212 - Employer Medicare</b>	12,750.00	0.00	1,851.00		14,601.00
<b>299 - Other Fringe Benefits</b>	7,500.00	0.00	0.00		7,500.00
<b>429 - Instructional Supplies &amp; Materials</b>	264,761.55				264,761.55
<b>499 - Other Supplies and Materials</b>	0.00	69,220.00	0.00		69,220.00
<b>504 - Indirect Cost</b>				51,619.81	51,619.81
<b>524 - In-Service / Staff Development</b>		0.00	10,694.00		10,694.00
<b>599 - Other Charges</b>	0.00	13,000.00	0.00		13,000.00
<b>Total</b>	<b>1,407,803.55</b>	<b>82,220.00</b>	<b>173,061.00</b>	<b>51,619.81</b>	<b>1,714,704.36</b>
<b>Adjusted Allocation</b>					<b>1,714,704.36</b>

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number					Remaining
					0.00

Budget Overview

**Murfreesboro (751) Public District - FY 2022 - Consolidated - Rev 1 - Title II-A**

**Indirect Cost**

Total Contributing to Indirect Cost \$493,578.92

Indirect Cost Rate 3.48%

Maximum Allowed for Indirect Cost \$17,037.76

Filter by Location: All - \$506,628.80 ▼

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
<b>189 - Other Salaries &amp; Wages</b>	258,546.00		258,546.00
<b>195 - Certified Substitute Teachers</b>	2,000.00		2,000.00
<b>201 - Social Security</b>	16,030.00		16,030.00
<b>204 - State Retirement</b>	26,630.00		26,630.00
<b>206 - Life Insurance</b>	900.00		900.00
<b>207 - Medical Insurance</b>	27,346.00		27,346.00

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
208 - Dental Insurance	829.00		829.00
212 - Employer Medicare	3,749.00		3,749.00
355 - Travel	500.00		500.00
504 - Indirect Cost		13,049.88	13,049.88
524 - In-Service / Staff Development	157,048.92		157,048.92
<b>Total</b>	<b>493,578.92</b>	<b>13,049.88</b>	<b>506,628.80</b>
		<b>Adjusted Allocation</b>	<b>506,628.80</b>
		<b>Remaining</b>	<b>0.00</b>

Budget Overview

Murfreesboro (751) Public District - FY 2022 - Consolidated - Rev 1 - Title III

**Indirect Cost**

Total Contributing to Indirect Cost \$163,561.02

Indirect Cost Rate 3.48%

Maximum Allowed for Indirect Cost \$5,690.95

Filter by Location: All - \$169,224.02

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
<b>189 - Other Salaries &amp; Wages</b>	101,000.00		101,000.00
<b>201 - Social Security</b>	6,200.00		6,200.00
<b>204 - State Retirement</b>	12,100.00		12,100.00
<b>206 - Life Insurance</b>	330.00		330.00
<b>207 - Medical Insurance</b>	36,000.00		36,000.00
<b>208 - Dental Insurance</b>	600.00		600.00
<b>212 - Employer Medicare</b>	1,500.00		1,500.00

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
<b>Line Item Number</b>			
355 - Travel	1,000.00		1,000.00
499 - Other Supplies and Materials	2,331.02		2,331.02
504 - Indirect Cost		5,663.00	5,663.00
524 - In-Service / Staff Development	2,500.00		2,500.00
<b>Total</b>	163,561.02	5,663.00	169,224.02
		<b>Adjusted Allocation</b>	169,224.02
		<b>Remaining</b>	0.00

Budget Overview

Murfreesboro (751) Public District - FY 2022 - Consolidated - Rev 1 - IDEA, Part B

Indirect Cost	
Total Contributing to Indirect Cost	\$1,943,815.97
Indirect Cost Rate	3.48%
Maximum Allowed for Indirect Cost	\$67,644.79

Filter by Location: All - \$2,081,460.76 ▼

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	72710 - Transportation	99100 - Transfers Out	Total
Line Item Number					
116 - Teachers	134,606.20				134,606.20
131 - Medical Personnel		102,978.00			102,978.00
135 - Assessment Personnel		20,000.00			20,000.00
161 - Secretary(s)		32,876.00			32,876.00
163 - Educational Assistants	383,620.00				383,620.00

<b>Account Number</b>	<b>71200 - Special Education Program</b>	<b>72220 - Support Services/Special Education Program</b>	<b>72710 - Transportation</b>	<b>99100 - Transfers Out</b>	<b>Total</b>
<b>Line Item Number</b>					
<b>171 - Speech Pathologist</b>	121,897.00	0.00			121,897.00
<b>189 - Other Salaries &amp; Wages</b>	0.00	279,333.00	0.00		279,333.00
<b>195 - Certified Substitute Teachers</b>	2,000.00				2,000.00
<b>201 - Social Security</b>	39,688.00	25,742.00	0.00		65,430.00
<b>204 - State Retirement</b>	73,104.00	45,305.00	0.00		118,409.00
<b>206 - Life Insurance</b>	3,519.00	0.00	0.00		3,519.00
<b>207 - Medical Insurance</b>	102,874.00	34,637.00	0.00		137,511.00
<b>208 - Dental Insurance</b>	4,146.00	1,935.00	0.00		6,081.00
<b>212 - Employer Medicare</b>	9,282.01	6,020.00	0.00		15,302.01
<b>299 - Other Fringe Benefits</b>	10,500.00	4,500.00	0.00		15,000.00
<b>311 - Contracts with Other School Systems</b>	0.00	0.00	1,000.00		1,000.00

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	72710 - Transportation	99100 - Transfers Out	Total
<b>Line Item Number</b>					
<b>312 - Contracts with Private Agencies</b>	110,000.00	267,409.00	0.00		377,409.00
<b>355 - Travel</b>		4,000.00	0.00		4,000.00
<b>429 - Instructional Supplies &amp; Materials</b>	80,486.70				80,486.70
<b>499 - Other Supplies and Materials</b>	10,000.00	10,000.00	0.00		20,000.00
<b>504 - Indirect Cost</b>				67,644.79	67,644.79
<b>524 - In-Service / Staff Development</b>		22,358.06	0.00		22,358.06
<b>725 - Special Education Equipment</b>	70,000.00				70,000.00
<b>Total</b>	<b>1,155,722.91</b>	<b>857,093.06</b>	<b>1,000.00</b>	<b>67,644.79</b>	<b>2,081,460.76</b>
				<b>Adjusted Allocation</b>	<b>2,081,460.76</b>
				<b>Remaining</b>	<b>0.00</b>

Budget Overview

Murfreesboro (751) Public District - FY 2022 - Consolidated - Rev 1 - IDEA Preschool

**Indirect Cost**

Total Contributing to Indirect Cost \$46,837.00

Indirect Cost Rate 3.48%

Maximum Allowed for Indirect Cost \$1,622.67

Filter by Location: All - \$61,812.05

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	99100 - Transfers Out	Total
<b>Line Item Number</b>				
163 - Educational Assistants	25,131.00			25,131.00
171 - Speech Pathologist	3,950.00	0.00		3,950.00
201 - Social Security	1,892.00	0.00		1,892.00
204 - State Retirement	3,529.00	0.00		3,529.00
206 - Life Insurance	100.00	0.00		100.00

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	99100 - Transfers Out	Total
<b>Line Item Number</b>				
207 - Medical Insurance	7,000.00	0.00		7,000.00
208 - Dental Insurance	290.00	0.00		290.00
212 - Employer Medicare	445.00	0.00		445.00
429 - Instructional Supplies & Materials	1,500.00			1,500.00
499 - Other Supplies and Materials	1,000.00	2,000.00		3,000.00
504 - Indirect Cost			1,414.36	1,414.36
725 - Special Education Equipment	13,560.69			13,560.69
<b>Total</b>	<b>58,397.69</b>	<b>2,000.00</b>	<b>1,414.36</b>	<b>61,812.05</b>
			<b>Adjusted Allocation</b>	<b>61,812.05</b>
			<b>Remaining</b>	<b>0.00</b>

## **Retention Bonus for Hard to Fill Positions**

For the period after winter break to the end of the school year, Murfreesboro City Schools will offer a retention bonus of \$2,000 to teachers who teach in the behavior classrooms who complete the school year. This bonus will be payable in the July 15, 2021 paycheck.

If a teacher for a behavior classroom is hired during the second semester, their retention bonus will be prorated from their start date to the end of the school year.

In order to receive payment, the teachers must remain employed until May 27, 2021

**To: Board of Education**

**RE: Summer Learning Camps and Transportation Grant**

**Board Meeting Date: November 9, 2021**

The Board approved the original Summer Learning and Transportation grants in May 2021 for the June summer school semester.

This amendment budgets the remaining amount of \$490,289 for the second semester held in July 2021. This amendment is necessary since the program crossed two fiscal years. This does not represent any new money or programmatic changes.

Summer Learning and Transportation grants funded teachers, bus drivers, bus assistants, EA's, crossing guards, and materials and supplies.

We anticipate another round of grants to cover the cost of 2022 summer school.

General Purpose Schools Fund

22-142-5-CC  
Resolution # 21-R-33

Fiscal Year 2021-2022		BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
Account Codes	Description			
<u>Revenues</u>				
141 R 46590 080	State Grant Summer Learning Camps		289,087	289,087
141 R 46590 090	State Grant Summer Transportation		65,161	65,161
141 R 47590 080	Other Federal Grants Through State Camps		136,041	136,041
	<u>Increase in Revenues</u>	\$ -	\$ 490,289	\$ 490,289
<u>Expenditures</u>				
<u>Expenditures Summer Learning Camps</u>				
141 E 71100 116	Regular Ed Teachers		336,134	336,134
141 E 71100 163	Regular Ed Education Assistants		23,600	23,600
141 E 71100 189	Regular Ed Other Salaries (Crossing Guards)		7,625	7,625
141 E 71100 201	Regular Ed Social Security		22,364	22,364
141 E 71100 204	Regular Ed State Retirement		30,078	30,078
141 E 71100 212	Regular Ed Medicare		5,327	5,327
	<u>Total Summer Learning Grant</u>	\$ -	\$ 425,128	\$ 425,128
<u>Expenditures Transportation Grant</u>				
141 E 72710 146	Transportation Bus Drivers		33,853	33,853
141 E 72710 189	Transportation Bus Assistants		17,566	17,566
141 E 72710 201	Transportation Social Security		3,124	3,124
141 E 72710 204	Transportation State Retirement		6,090	6,090
141 E 72710 212	Transportation Medicare		745	745
141 E 72710 425	Transportation Gasoline		3,783	3,783
	<u>Total Transportation Grant</u>	\$ -	\$ 65,161	\$ 65,161
	<u>Increase in Expenditures</u>	\$ -	\$ 490,289	\$ 490,289

CHANGE IN FUND BALANCE (CASH)

-

The Board approved the original Summer Learning grants in May 2021 for the June summer school semester. This amendment budgets the remaining amount of \$490,289 for the second semester held in July 2021.

*Ken L... ..*  
Reviewed by Finance Director/Finance Manager

11-3-21  
Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby W. Duke III</i></u>	<u>11-3-2021</u>
Declined	<input type="checkbox"/>	Director of Schools	Date

**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term: Inclement Weather Days- Professional and Classified</b>	<b>Descriptor No: AD PER20</b>	<b>Effective Date:  09-06-18</b>
	<b>Revised:  7/19; 12/19; 2/20; 2/21</b>	

1. Murfreesboro City Schools are closed

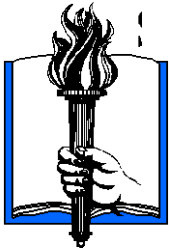
- 12 month employees: When schools are closed due to inclement weather, payroll will accrue to all 12 month employees 1 day of inclement weather leave.
- The twelve-month employee must use their own discretion when considering whether or not to report to work on an inclement weather day. If the employee does not work on the closed inclement weather day, they will not need to request time off in Skyward. If the employee works a half day or a full day on the closed inclement weather day, they need to send the Human Resources' assistant an email requesting applicable (half day, whole day) comp time be added to their Skyward account.
- All inclement weather leave accrued must be scheduled and used prior to June 30 of the current fiscal year, may not be carried over to the new fiscal year, and may not be transferred to any other leave type. An employee may not ask for compensation in lieu of later using the inclement weather day as a leave day.
- No terminated employee with a balance of inclement weather days will be paid those days.
- Maintenance and other employees may receive specific instructions unique to their departments.
- The Director of Schools has the authority to require administrators and/or other staff to report to work as the Director deems critical to the efficient operation of the district.
- **10 & 11 Month Employees:**
  - **FULL TIME** 10 and 11 month classified and professional employees **will be paid for the day even though schools are closed.** This includes bus drivers, cafeteria workers, teacher assistants, etc...
  - **PART TIME** 10 and 11 month classified employees will **NOT BE PAID FOR THE CLOSED DAY.** Part-time employees can make up the time on another day if needed (at supervisor discretion).

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- However, if the school district is closed for inclement weather for more than three days in any given calendar week, part time ten (10) and eleven (11) month employees will be paid three (3) hours for each scheduled day of work the district is closed for inclement weather during that calendar week.
  - If an employee has requested a paid sick, vacation, or personal leave day on a day that school is cancelled for inclement weather or other such reason, the employee will not be charged with sick, vacation, or personal leave for that day, even if on extended leave.

43 **2. DELAYED OPENING OR EARLY RELEASE**

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- If school is delayed for a portion of the school day, usually one or two hours, all school employees, certified and classified, should report at the regular school start time. Employees should use good judgement and should travel when it is safe for their area. If school is dismissed early, employees should remain until released by the Principal (Supervisor).
  - If the school is delayed or dismissed early on a non-student day, the Director of Schools will decide when employees should report to work in the case of a delayed start day and when to leave work in the case of an early dismissal. The Director will communicate this information to the appropriate supervisory staff and other appropriate employees.
  - Any employee (classified or certified) who **CANNOT** arrive at the normal reporting time must contact the Principal (Supervisor), explain the road/weather conditions that prohibit them from arriving on time and get approval from the Principal (Supervisor) for late arrival. The same applies if the employee needs to leave for the reasons stated in the paragraph above. Failure to request and receive approval from the Principal (Supervisor) will result in the employee being charged with leave for the work period missed.
  - All employees should recognize that some students will be arriving and/or departing school at times that coincide with their parents' work schedules on inclement weather days, thus, employees should expect to assist in the supervision of students at the school site during days when school is on a delayed start or an early dismissal.

**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Weather-Related Delay &amp; School Closing</b>	<b>Descriptor No:</b>  <b>AD STU1</b>	<b>Effective Date:</b>  <b>1/82</b>
<b>Reviewed/Revised:</b>  <b>7/84; 3/99; 2/14; 6/14; 9/18</b>		

1 WEATHER-RELATED DELAY OF SCHOOL OPENING

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3 When the opening of school is delayed for transportation because of inclement weather, all  
4 personnel are expected to make every reasonable effort to observe normal working hours.

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6 WEATHER-RELATED SCHOOL CLOSINGS

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8 The Director of Schools or his/her designee is responsible for making the decision on whether to  
9 close school during inclement weather situations. If the weather dictates that school needs to  
10 remain closed, open late, close early, etc., the following procedure will be followed.

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12 The Director will gather all pertinent information from reliable sources such as:

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- 15 • MCS Transportation Department Supervisor
  - 16 • Maintenance Department Supervisor
  - 17 • Finance and Administrative Services Director
  - 18 • Murfreesboro Police Department Dispatch
  - 19 • Murfreesboro Street and Sign Department
  - 20 • Murfreesboro Solid Waste Department
  - 21 • Local and National Weather Services
  - 22 • Other School District Closing Information

23 The Director will make every effort to make the decision by 5:00 a.m. to either close school or  
24 open late. Once the decision is made, the following procedure will be followed:

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26 The Director will contact the following people by phone as early as possible after the decision is  
27 finalized:

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- 30 • Transportation Supervisor (to contact all Transportation Department employees)
  - 31 • Maintenance Supervisor (to set up snow and/or ice removal processes)
  - 32 • Extended School Program Supervisor (to contact all site supervisors and arrange snow sites)

- 33           • Finance and Administrative Services Director (to follow up with all support areas)  
34           • Communications Director to send appropriate message to all parents and staff through  
35           School Messenger; and communicate with local and Nashville media as well as update  
36           social media platforms and website.

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38   The Communications Director will send out the appropriately pre-scripted School Messenger  
39   messages to the following groups:

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41           • All parents/guardians of current MCS students  
42           • All principals, teachers, and other employees on the School Messenger call list (different  
43           message with instructions for reporting to work.)  
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45   The Director will evaluate the situation to determine what, if any, additional action needs to be  
46   taken.

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75   Board Related Policies – 1.8011

**To: Board of Education**

**RE: Budget Development Timeline for 2022-2023**

**Board Meeting Date: November 9, 2021**

Board policy 2.200 requires that a budget development timeline be prepared each year by January 1<sup>st</sup> of the current school year. The calendar is used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

This timeline provides dates to ensure the budget is prepared in an efficient manner that meets local requirements.



## BUDGET DEVELOPMENT TIMELINE FOR 2022 - 2023

MONTH	DAY	FUNCTION/ACTIVITY	RESPONSIBILITY
Nov-21	16	Distribute <b>Facility Needs Assessment Forms</b> to Principals, CO and SHOP.	Principals, CO, and Maintenance
	30	Distribute <b>Budget Request Forms</b> to Principals, Department Managers, and School Board Members.	Principals, Department Managers and School Board
Dec-21	9	Completed <b>Facility Needs Assessment Forms</b> due (return to Finance Department)	Principals, CO, and Maintenance
	13	Facility Needs Assessments forwarded to Maintenance for Funding Needs	Finance Department
	16	Completed <b>Budget Request Forms</b> due (return to Finance Department)	Principals, Department Managers and School Board
Jan-22	24	<b>Facility Needs Assessment</b> Funding Due (return to Finance Department)	Maintenance
	24	Generate 2022-2023 <b>Budget Template</b>	Finance Department
	28	<b>Enrollment Projections</b> (First Estimate) (based on zoning options)	Attendance
	31	Begin <b>Principal and Department Supervisor Presentations</b> to Budget Review Team	Budget Review Team
Feb-22	18	End <b>Principal and Department Supervisor Presentations</b>	Budget Review Team
	25	<b>Position Control Chart</b> Developed Based on Budget Guidelines	Human Resources and Payroll
Mar-22	1	<b>First Draft of 2022-2023 Individual Fund Budgets</b> (ESP, Nutrition, Federal Projects, Capital, etc.)	Budget Review Team
	4	<b>First Draft 2022-2023 Operations &amp; Capital Budget</b> Review & Revisions, <b>ESSER 2 &amp; 3 Budget Amendments</b>	Budget Review Team/Federal Projects
	23	<b>Final Draft of 2022-2023 Budgets</b> (General Purpose, ESP, Nutrition, Federal Projects, Capital, etc.)	Budget Review Team
	25	Distribution of <b>Proposed 2022-2023 Budgets</b> to School Board	DOS, Finance Department
* Spring Break - 3/28 - 4/1			
Apr-22	4/4-4/14	Board <b>Work Session(s)</b> to be completed by April 14th (Good Friday 4/15) (tentative dates 4/12 & 4/13 from 4-8 p.m.)	School Board
	22	<b>Final Draft</b> of Proposed Budgets Distributed to School Board (approve on 4/26)	DOS, Finance Department
	26	Board to <b>Approve Proposed Budgets</b> (General Purpose, ESP, Nutrition, Federal Projects, Capital, etc.) (Board Meeting)	School Board
	29	<b>Submit Budget</b> to City Council	Director of Schools
May/June 2022		City Council Review and Budget Approval	Mayor and City Council