

**Board of Education Regular Meeting**

September 13, 2022 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, Karen Dodd, Barbara Long, Amanda Moore, and Jimmy Richardson</p> <p>Staff: Dr. Trey Duke, Ralph Ringstaff, Joe Marlin, Lisa Trail, Kim Williams, Chris George, Ken Rocha, Tiffany Strelvel, Maryam Hill, Maria Johnson, Rana Dajani</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 Keetyn Wyatt, a 3rd grade student and Kingston Riley, a 2nd grade student, both at Black Fox Elementary, and Anthony Guevara, a 5th grader, Sophia Guevara, a 4th grader, Victoria Guevara, a 2nd grader, and Ariana Guevara, a kindergarten student, all from Bradley Academy.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>II. ELECTION OF BOARD CHAIR AND VICE CHAIR Action Item Ms. Taylor went over the process of electing the board chair and vice chair with the board.</p> <p>There was a call for nominations for board chair. David Settles nominated Butch Campbell as board chair. Jimmy Richardson seconded.</p> <p>A roll call vote was taken: Wes Ballard-Butch Campbell Karen Dodd-Butch Campbell Barbara Long-Butch Campbell Amanda Moore-Butch Campbell Jimmy Richardson-Butch Campbell David Settles-Butch Campbell Butch Campbell-Butch Campbell</p> <p>With 7 yes votes for Butch Campbell, he was elected Board Chair for the 2022-2023 school year.</p> <p>There was a call for nominations for board vice-chair. David Settles nominated Jimmy Richardson. Wes Ballard seconded.</p> <p>A roll call vote was taken: Wes Ballard-Jimmy Richardson Karen Dodd-Jimmy Richardson Barbara Long-Jimmy Richardson Amanda Moore-Jimmy Richardson</p>	<p>Ms. Elizabeth Taylor</p>

<p>Jimmy Richardson-Jimmy Richardson David Settles-Jimmy Richardson Butch Campbell-Jimmy Richardson</p> <p>With 7 yes votes for Jimmy Richardson, he was elected Board Vice-Chair for the 2022-2023 school year.</p>	
<p>III. APPROVAL OF AGENDA Action Item</p>	<p>Chair Butch Campbell</p>
<p>IV. COMMUNICATIONS Information Item</p> <p>Congratulations to Shay Hutcherson, STEM teacher, for being accepted into TSIN Inaugural Innovative Leaders Institute for Instructional Coaches. This new cohort focuses on increasing capacity in those who support instruction at the school level.</p> <p>Congratulations to Dr. Heather Knox. Heather recently joined the Board of the Tennessee Association for the Gifted as their Treasurer.</p> <p>Mitchell-Neilson Primary would like to thank the generous folks at Parks Realty for their generous donation of teacher supplies. Each year, they ask for our teacher wish lists and then fulfil them for us. Every teacher gets a bag full of teacher supplies.</p> <p>The Back to School Dash/911 Heroes Run had 573 participants and over 100 volunteers. Thank you to everyone who helped make the run a success.</p>	<p>Mrs. Lisa Trail</p>
<p>A. Presentation of Board of Distinction Plaque-Jimmie Garland, Mid-Cumberland District Director Procedural Item</p>	<p>Chair Butch Campbell</p>
<p>B. The Best of MCS-Rana Dajani Procedural Item</p>	<p>Dr. Trey Duke</p>
<p>V. CONSENT ITEMS Consent Agenda</p>	<p>Chair Butch Campbell</p>
<p>A. Approval of 8-23 Board Minutes Consent Item</p>	
<p>B. Approval of School Fees Consent Item</p>	
<p>C. Minor Change to Board Policy Consent Item</p>	
<p>i. Approval of Board Policy 1.101 Role of the Board of Education on First and Final Reading Consent Item</p>	
<p>ii. Approval of Board Policy 1.102 Board Members Legal Status on First and Final Reading Consent Item</p>	
<p>iii. Approval of Board Policy 1.406 Minutes on First and Final Reading Consent Item</p>	
<p>iv. Approval of Board Policy 1.801 School Day on First and Final Reading Consent Item</p>	

v. Approval of Board Policy 2.400 Revenues on First and Final Reading Consent Item	
vi. Approval of Board Policy 2.401 Gifts and Bequests on First and Final Reading Consent Item	
vii. Approval of Board Policy 2.402 Investment Earnings on First and Final Reading Consent Item	
viii. Approval of Board Policy 2.700 Accounting System on First and Final Reading Consent Item	
ix. Approval of Board Policy 2.804 Expenses and Reimbursements on First and Final Reading Consent Item	
D. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 2.804 Expenses and Reimbursements on Second Reading Consent Item	
ii. Approval of Board Policy 2.806 Bids and Quotations on Second Reading  Consent Item	
E. Approval of Board Policy 3.202 Emergency Preparedness Plan on Second Reading Consent Item	
F. Approval of Board Policy 4.101 Instructional Standards on Second Reading Consent Item	
G. Approval of Board Policy 4.400 Instructional Materials on Second Reading Consent Item	
H. Approval of Board Policy 4.403 Library Materials on Second Reading Consent Item	
I. Approval of Board Policy 4.406 Use of the Internet on Second Reading Consent Item	
J. Approval of Board Policy 5.106 Application and Employment on Second Reading Consent Item	
K. Approval of Board Policy 5.200 Separation Practices for Tenured Teachers, Board Policy 5.201 Separation Practices for Non-Tenured Teachers, Board Policy 5.701 Substitute Teachers on Second Reading Consent Item	
L. Approval of Board Policy 6.318 Admission of Suspended or Expelled Students on Second Reading Consent Item	
M. Approval of Board Policy 6.409 Child Neglect and Abuse on Second Reading Consent Item	

VI. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.105 School Board Legislative Involvement on First Reading Action Item	Dr. Trey Duke
B. Approval of Board Policy 1.203 New Member Orientation on First Reading Action Item	Dr. Trey Duke
C. Approval of Board Policy 1.204 Board Member Development Opportunities on First Reading Action Item Amanda Moore asked that the portion of the policy that refers to the NSBA National Conference be deleted before the second reading since TSBA is not associated with that group anymore.	Dr. Trey Duke
D. Approval of Board Policy 1.701 School District Planning on First Reading Action Item	Dr. Trey Duke
E. Approval of Board Policy 5.1061 Employment of Retirees on Second Reading Consent Item	
F. Approval of Board Policy 6.203 School Admissions on First Reading Action Item	Dr. Trey Duke
G. Approval of Director's Evaluation Document Action Item	Dr. Trey Duke
H. Approval of Board Committee Assignments Action Item	Chair Butch Campbell
I. Approval of School-Based Accounts Payable Carried Over From 2021-2022 Action Item David Settles thanked Kim Williams for such an excellent job as Finance Director.	Dr. Trey Duke
J. Approval of Bus Driver Incentives Action Item David Settles asked if this is referring to trained bus drivers and Dr. Duke explained that we will take trained or untrained bus drivers. We will provide training for them.  Amanda Moore asked how we are getting by right now and Dr. Duke explained that there are several double routes and the Transportation Supervisor and his assistant are both driving buses. He said that there are eleven double routes in the mornings and 13 double routes in the afternoon.  Chair Campbell asked if we have any bus drivers in training at the moment, and Dr. Duke explained that we do have bus drivers in training along with bus aides going through the process.  David Settles asked where we advertise for these openings. Dr. Duke said that we are doing a big push tomorrow with information going out to parents as well.  Wes Ballard asked if we have any retired bus drivers that have come back to work and at this time we do not.	Dr. Trey Duke

<p>Karen Dodd asked if there are bus aides on every bus. Dr. Duke said that we do not have aides on all buses, but on most. He said that we prioritize what buses we place the aides on. Dr. Duke said that he would get the exact number of aides and get that back to the board.</p> <p>Barbara Long asked about parents bringing their children to school if possible. Dr. Duke said that he appreciated their patience. He said that we are in constant communication with parents regarding late buses and also asking for their help in bringing their children to school if possible. He said that we will keep those communication lines open.</p>	
<p>K. Adoption of Resolution Regarding 3rd Grade Retention Action Item</p> <p>David Settles thanked Dr. Duke for his input with the State Legislators and thanked him for speaking on behalf of the board. Chair Campbell also thanked Dr. Duke for his communication with the Legislators and for writing this resolution along with Ms. Elizabeth Taylor.</p> <p>Wes Ballard asked how this resolution would be distributed to the Legislators. Mrs. VanCleave will email the resolution to the Legislators and will also mail a signed hard copy to them.</p>	<p>Dr. Trey Duke</p>
<p>VII. REPORTS AND INFORMATION Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. State of the Schools Report Information Item</p> <p>Dr, Duke presented an overview to the board explaining the recently released test data from last year. He introduced Dr. Chris George, Coordinator of Assessment and Data, to the board and Dr. George also commented on the test data recently received.</p> <p>David Settles said that he knew that Dr. Duke is continuously working to get scores up, but asked how long he thought it would take. Dr. Duke explained that there was significant learning loss during COVID, but he is putting things into place to help raise scores such as hiring additional EAs to help with tutoring. He explained that we will continue to make improvements.</p> <p>Karen Dodd asked if school wide disabilities includes all disabilities. Dr. Duke said that these are any disabilities with plans in place. This may not include dyslexia unless that student has a plan. He said that intellectually gifted is not included.</p> <p>Amanda Moore asked if we test social studies. 6th grade is the only grade that takes it and yes, they are tested. Dr. Duke said that we have zero timeline of when grades 3-5 will be tested again. Ms. Moore asked if social studies gets sacrificed in the daily lessons, and Dr. Duke said that it is being taught for sure.</p> <p>Dr, Duke told the board that MCS has been named an Advancing School District. We've seen a strong increase in ELA scores and strong math scores that outperform the state average along with strong ELPA scores and growth for our English Language assessment.</p> <p>Dr. Duke announced that we have two reward schools! Salem Elementary and Discovery School, and two schools who missed that mark by a tenth</p>	<p>Dr. Duke and Dr. Chris George</p>

<p>of a point-Black Fox Elementary and Bradley Academy. He also mentioned the hard work and growth that Ms. Shields at MNE has seen.</p> <p>Dr. Duke ended the update by talking about areas of continued focus. Dr. Duke thanked the teachers, instructional and central office staff for their hard work during a challenging year.</p> <p>Jimmy Richardson told Dr. Duke that he couldn't thank him enough for being such a great advocate for MCS. Mr. Richardson felt that the message that Dr. Duke is sending to MCS students and staff is that we see you, and we are working hard for you and with you.</p>	
<p>B. Insurance Update Information Item Dr. Duke told the board that due to the efforts of Mrs. Hunsicker and Mr. Ringstaff, insurance rates would be lower for our employees. He thanked them for such a great job in making this happen.</p>	Dr. Trey Duke
<p>C. Director's Update Information Item</p>	Dr. Trey Duke
<p>i. Enrollment Update Information Item Mr. Joe Marlin came forward to give the board an update on enrollment at this point in the year. He told the board that the full enrollment report would be presented at the 9/27 meeting.</p>	Dr. Trey Duke
<p>VIII. OTHER BUSINESS Information Item David Settles congratulated Mr. Bill Shacklett for elected as the new vice mayor of Murfreesboro. He said that Mr. Shacklett has done an exemplary job as a servant to this city and he looks forward to many years under his leadership.</p>	Chair Butch Campbell
<p>IX. ADJOURNMENT Action Item The meeting adjourned at 7:28 p.m.</p>	Chair Butch Campbell

**MINUTES**

**Board of Education Regular Meeting**

August 23, 2022 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, Becky Goff, Amanda Moore, and Jimmy Richardson. New board members Barbara Long and Karen Dodd were also in attendance.</p> <p>Staff: Dr. Trey Duke, Sheri Arnette, Ralph Ringstaff, Kim Williams, Lisa Trail, Angela Fairchild, Adam Bryson, Ynetia Campbell, Sandy Scheele, Sonya Cox, April Zavisla, and Maria Johnson</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett.</p>	Chair Butch Campbell
<p><b>A. Pledge of Allegiance</b> Procedural Item The Pledge of Allegiance was led by Ollie Young, a 5th grade student at Northfield Elementary and Annabelle Mallette, a second grade student at John Pittard Elementary.</p>	
<p><b>B. Moment of Silence</b> Procedural Item</p>	
<p><b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Ms. Becky Goff and seconded by Mr. Wesley Ballard, passed. (7-0)</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item Mitchell-Neilson would like to thank Third Baptist Church for celebrating our teachers and staff at our annual Back to School lunch at their church. We love this annual tradition. We'd also like to thank the church for their generous donation to our uniform fund.</p> <p>Bradley Academy is hosting a series of listening sessions and invites the community to join them for these feedback sessions. Two more listening sessions are scheduled for August 25, 6 p.m at Patterson Park and August 30, 5 p.m. at the school.</p> <p>The City Schools Foundation's Back to School Dash and 911 Heroes Run is Saturday, September 10, 8 a.m. beginning at the Murfreesboro Civic Plaza. We are still looking for runners and volunteers. Money raised by the Foundation goes directly to schools in the form of teacher and parity grants. The grant cycle is open through mid-September for educators across the district wishing to request a Foundation Grant.</p> <p>Reading in the Schools Day is scheduled for September 16. We look forward to working with Read to Succeed and community members to make this day a huge success for our students.</p> <p>Please mark your calendar for Thursday, September 22, 8 a.m. MCS will be hosting a community State of the Schools meeting at Redstone Federal Credit Union. More details will follow.</p> <p>Thank you to the great volunteers at United Way for a successful school supply drive. MCS received thousands of items thanks to their efforts. Plus, a huge thank you to the many churches and community members that donated school supplies, haircuts and more as a group or as an individual. Our students had the tools they needed to begin school successfully.</p>	Mrs. Lisa Trail

<p>The Foundation would like to recognize and congratulate past board chair Travis Lampley on his successful bid for Juvenile Court Judge. Travis will be stepping down from our board, but we want to thank him for his years of support.</p>	
<p>A. Swearing In of Incoming Board Members Procedural Item After the swearing in ceremony, Chair Butch Campbell told the board that a new board member orientation was held on Monday, August 22, before the new board members took office. He thanked Dr. Duke and the leadership team for a well-prepared and well organized orientation.</p>	<p>Mayor Shane McFarland</p>
<p>B. Introduction of Principal at Cason Lane-Sonya Cox Procedural Item</p>	<p>Dr. Trey Duke</p>
<p>IV. <b>CONSENT ITEMS</b> Consent Agenda Motion to approve consent agenda.. This motion, made by Jimmy Richardson III and seconded by Ms. Roseann Barton, passed. (7-0)</p>	<p>Chair Butch Campbell</p>
<p>A. Approval of 8-9-22 Board Minutes Consent Item</p>	
<p>B. Approval for Director of Schools to Instruct at MTSU Consent Item</p>	<p>Dr. Trey Duke</p>
<p>V. <b>ACTION ITEMS</b> Action Item</p>	<p>Chair Butch Campbell</p>
<p>A. Recognition of Outgoing Board Members-Resolution for Roseann Barton and Becky Goff Procedural Item Motion to approve resolution for outgoing board members, Ms. Roseann Barton and Mrs. Becky Goff. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)</p>	<p>Dr. Trey Duke</p>
<p>B. Approval of Capital Improvement Plan Action Item Dr. Duke explained that the Capital Improvement Plan outlines projects and major purchases over the next five years, with the Plan being revised each year as needed. The board had the opportunity to review the plan at the August 9 work session. This plan does include a new school on the west side of town to address overcrowding at Overall Creek, Salem, and Scales. The plan would be to open that school August 2025.</p> <p>Amanda Moore said that she did review the CIP and is not opposed to it, but would like to ask the board and Dr. Duke to please look at one of the items that had to be pulled from the CIP because of the increased cost, and that is the renovation of the entry at Reeves Rogers.</p> <p>Dr. Duke agreed that Reeves Rogers renovation is a need, and there were projects at this time that were more immediate, such as HVAC, but he and his staff will continue to look at that.</p> <p>Roseann Barton reiterated what Amanda Moore said about the need at Reeves Rogers.</p> <p>Dr. Duke said he plans to bring Reeves Rogers back to the board hopefully sooner than next year's CIP review.</p> <p>Wes Ballard asked if the Reeves Rogers project would need to be requoted, and Dr. Duke said that it would need be requoted and looked at again.</p> <p>Motion to approve the Capital Improvement Plan. This motion, made by Mr. David Settles and seconded by Ms. Roseann Barton, passed. (7-0)</p>	<p>Dr. Trey Duke</p>
<p>C. Approval of Board Policy 2.804 Expenses and Reimbursements on First Reading</p>	<p>Dr. Trey Duke</p>

<p>Action Item Motion to approve Board Policy 2.804 Expenses and Reimbursements on First Reading. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. (7-0)</p>	
<p>D. Approval of Board Policy 2.806 Bids and Quotations on First Reading Action Item Mr. Ballard had some questions regarding bids and quotations. He stated that on lines 9-12, the policy states the lowest and/or best bids will be accepted. He felt that left bids wide open.</p> <p>Kim Williams explained that historically we go with the lowest bid, unless we have had unfavorable dealings in the past with companies. At that point, we won't necessarily take the lowest bid, but the best bid.</p> <p>Motion to approve Board Policy 2.806 Bids and Quotations on First Reading. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)</p>	Dr. Trey Duke
<p>E. Approval of Board Policy 3.202 Emergency Preparedness Plan on First Reading Action Item Motion to approve Board Policy 3.202 Emergency Preparedness Plan on First Reading. This motion, made by Ms. Becky Goff and seconded by Ms. Roseann Barton, passed. (7-0)</p>	Dr. Trey Duke
<p>F. Approval of Board Policy 4.101 Instructional Standards on First Reading Action Item Motion to approve Board Policy 4.101 Instructional Standards on First Reading. This motion, made by Ms. Roseann Barton and seconded by Ms. Becky Goff, passed.(7-0)</p>	Dr. Trey Duke
<p>G. Approval of Board Policy 4.400 on First Reading Action Item Motion to approve Board Policy 4.400 Instructional Materials on First Reading. This motion, made by Mr. Wesley Ballard and seconded by Ms. Roseann Barton, passed. (7-0)</p>	Dr. Trey Duke
<p>H. Approval of Board Policy 4.403 Library Materials on First Reading Action Item There was discussion with Sheri Arnette at the podium explaining the recent law to catalog library books.</p> <p>Roseann Barton said that teachers feel that they are not being trusted under this new law.</p> <p>Jimmy Richardson asked what would be the effect if the board did not adopt the policy. Elizabeth Taylor said that there could be a potential lawsuit or injunction to make the board adopt the policy as the law requires. She added that the law states that by the 2022-2023 school year, each district must adopt a policy.</p> <p>Dr. Duke added that both our legal authority and the state agree that this law applies to classroom and school libraries</p> <p>Jimmy Richardson added that since this is an unfunded mandate, he will abstain from the vote. Motion to approve Board Policy 4.403 Library Materials on First Reading. This motion, made by Ms. Amanda Moore and seconded by Mr. Wesley Ballard, passed. (6-1 abstain)</p>	Dr. Trey Duke
<p>I. Approval of Board Policy 4.406 Use of the Internet on First Reading Action Item Motion to approve Board Policy 4.406 Use of the Internet on First Reading. This motion, made by Ms. Roseann Barton and seconded by Jimmy Richardson III, passed. (7-0)</p>	Dr. Trey Duke
<p>J. Approval of Board Policy 5.106 Application and Employment on First Reading Action Item Motion to approve Board Policy 5.106 Applications and Employment on First Reading. This</p>	Dr. Trey Duke

motion, made by Mr. David Settles and seconded by Ms. Becky Goff, passed. (7-0)	
K. Approval of Board Policy 5.1061 Employment of Retirees on First Reading Action Item Motion to approve Board Policy 5.1061 Employment of Retirees on First Reading. This motion, made by Ms. Becky Goff and seconded by Ms. Amanda Moore, passed. (7-0)	Dr. Trey Duke
L. Approval of Board Policy 5.200 Separation Practices for Tenured Teachers, Board Policy 5.201 Separation Practices for Non-Tenured Teachers, and Board Policy 5.701 Substitute Teachers on First Reading Action Item Motion to approve Board Policies 5.200 Separation Practices for Tenured Teachers, 5.201 Separation Practices for Non-Tenured Teachers, and 5.701 Substitute Teachers on First Reading. This motion, made by Mr. Wesley Ballard and seconded by Ms. Becky Goff, passed. (7-0)	Dr. Trey Duke
M. Approval of Board Policy 6.318 Admission of Suspended or Expelled Students on First Reading Action Item Motion to approve Board Policy 6.318 Admission of Suspended or Expelled Students on First Reading. This motion, made by Mr. David Settles and seconded by Ms. Roseann Barton, passed. (7-0)	Dr. Trey Duke
N. Approval of Board Policy 6.409 Child Neglect and Abuse on First Reading Action Item Motion to approve Board Policy 6.409 Child Neglect and Abuse on First Reading. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)	Dr. Trey Duke
O. Approval of Extended School Advisory Board Action Item Motion to approve the Extended School Advisory Board. This motion, made by Ms. Amanda Moore and seconded by Ms. Roseann Barton, passed. (7-0)	Dr. Trey Duke
P. Approval of PreK Advisory Council Action Item Motion to approve the PreK Advisory Council (CPAC). This motion, made by Jimmy Richardson III and seconded by Ms. Becky Goff, passed. (7-0)	Dr. Trey Duke
Q. Approval of Family Resource Center Advisory Board Action Item Motion to approve the Family Resource Center Advisory Board. This motion, made by Mr. David Settles and seconded by Ms. Roseann Barton, passed. (7-0)	Dr. Trey Duke
R. Approval for all Field Trips under \$20 Action Item Motion to pre-approve all upcoming field trips up to \$20.00 per student for the school year. This motion, made by Mr. David Settles and seconded by Ms. Roseann Barton, passed. (7-0)	Dr. Trey Duke
S. Approval of Omnia Partners Resolution Action Item Motion to approve Omnia Partners Resolution. This motion, made by Ms. Becky Goff and seconded by Mr. Wesley Ballard, passed. (7-0)	Dr. Trey Duke
T. Approval of Jatheon Email Archiving Action Item Motion to approve Jatheon Email Archiving. This motion, made by Ms. Roseann Barton and seconded by Ms. Amanda Moore, passed. (7-0)	Dr. Trey Duke
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. Revenue and Expenditure Report for June Information Item	Ms. Kim Williams
B. Summer Feeding Report	Dr. Trey Duke

<p>Information Item Dr. Duke thanked Ms. Scheele and her staff for a job well done during summer feeding in the midst of staffing shortages and food scarcity.</p>	
<p>C. School Opening Update Information Item</p>	Dr. Trey Duke
<p>i. Enrollment Update Information Item Dr. Duke presented a PowerPoint to the board with updated enrollment numbers at this time in the school year. He explained that we are at capacity and expect more students in the coming days.</p> <p>Angela Fairchild also spoke about numbers in CDC. She said that kindergartners are coming in from other districts. She said that MCS is dedicated to students with disabilities. Dr. Duke added that Mrs. Fairchild works closely with him and principals to make sure that schools have what they need for special needs students in regards to staff. Jimmy Richardson said he hoped that staffing needs in this area could be re-evaluated mid-year instead of the end of the year.</p> <p>Amanda Moore asked what is the date for calculations for growth, and Dr. Duke told her that he would find out the exact date.</p>	Dr. Trey Duke
<p>ii. Review of District Organizational Chart Information Item</p>	Dr. Trey Duke
<p>D. Director's Update Information Item Dr. Duke congratulated board members, Ms. Roseann Barton, Mrs. Becky Goff, and Mrs. Amanda Moore on their recent level increase in boardsmanship. These will all be recognized at the Fall District meeting.</p> <p>Dr. Duke went over a PowerPoint presentation explaining the new 3rd grade retention law. He explained that school districts have little to no wiggle room regarding this new law. There was much discussion and the board expressed concerned regarding this new law. The consensus of the board was that they that they had serious concerns with the law and wanted to voice their opinion to that effect.</p> <p>Dr. Duke told the board that he and Ms. Taylor would be happy to draft a resolution to present to the board for their review at the September 13th meeting.</p> <p>David Settles said that he was very leery of the appeals process for parents. He asked what the appeals process will look like. Dr. Duke said that he is expecting the Department of Education to release a guidebook in the coming weeks explaining the appeals process, and he will update the board in September regarding this.</p> <p>Chair Campbell said that the State should have contacted the boards of education regarding this new law.</p> <p>Amanda Moore said that she was very frustrated with another rigid law being placed on education. She stated that we are looking at approximately 60% of our students falling into this group of 3rd graders not being promoted. She was also concerned about students with dyslexia and how this would affect those students and if there was funding for them. Dr. Duke said that there would be funds for students with dyslexia under the TISA direct allocations. He said that he will get the dollar amount per student.</p> <p>Dr. Duke said that we want to continue to make sure that the right people are at the table locally when it comes to making a decision to retain a student.</p>	Dr. Trey Duke
<p><b>VII. OTHER BUSINESS</b> Information Item</p>	Chair Butch Campbell

<p>Chair Campbell welcomed Ms. Sheila Bratton and Ms. Claire Maxwell from Rutherford County Board.</p> <p>Roseann Barton thanked her colleagues on the board, central office staff, and Dr. Duke for being such a great group to work with over the past years. She said that she feels so good about the work that Dr. Duke and his staff are doing for Murfreesboro City Schools. She thanked the voting public for voting her in as a board member. She said that she loves MCS.</p> <p>Becky Goff also stated that it was an honor to serve on the board with her colleagues. She thanked MCS leadership for keeping our school system on track, especially during the past difficult times. She is also so thankful for the teachers that have stuck with education and with MCS. She said that it has been an honor to serve on the board.</p> <p>Chair Campbell said that the board appreciates both of them and will miss them. He added that we have two very capable upcoming board members to take their places.</p>	
<p><b>VIII. ADJOURNMENT</b>  Action Item  The meeting adjourned at 7:35 p.m.  Motion to adjourn. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed.</p>	<p>Chair Butch Campbell</p>



# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Role of the Board of Education</b>	Descriptor Code: <b>1.101</b>	Issued Date: <b>09/24/19</b>
		Rescinds:	Issued: <b>05/10/16</b>

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

5 The Board sees these as its required functions:

- 6 1. **Director of Schools:** The Board shall hire, employ, and evaluate the Director of Schools who  
7 shall carry out the Board's policies through the development and implementation of  
8 administrative procedures.<sup>1</sup>
- 9 2. **Policy Oversight:**<sup>1,2</sup> The Board shall develop a policy manual and shall regularly evaluate the  
10 effectiveness of its policies and their implementation.
- 11 3. **Educational Planning:** The Board shall require reliable information from responsible sources  
12 which enable it and the staff to work toward the continuous improvement of the educational  
13 program.
- 14 4. **Fiscal Planning:**<sup>3</sup> The Board shall adopt a budget to provide the necessary funding in terms of  
15 buildings, staff, materials and equipment to enable the school system to carry out its functions.
- 16 5. **Promotion:** The Board shall keep the local community informed about the school system, its  
17 accomplishments, and its actions and build public support for the schools by involving the  
18 public in the planning process.

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

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

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Legal References

1. TCA 49-2-203
2. TCA 49-2-207
3. TCA 49-2-203(a)(~~49~~)(A)(i)

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Cross References

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

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>09/24/19 Revised 10/12/21</b>
		Rescinds:	Issued: <b>05/10/16</b>

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

2 **NUMBER**

3 The Board is composed of seven (7) members.<sup>1</sup>

4 **QUALIFICATIONS**

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

10 **TERMS OF OFFICE**

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

12 **VACANCIES**

13 Vacancies shall be declared to exist on account of death, resignation, removal from the city or school  
14 district,<sup>4</sup> or through due process proceedings based on allegations of misconduct.<sup>5</sup>

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

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Legal References

1. TCA 49-2-201(a)(1)
2. Murfreesboro City Code § 25-2
3. TCA ~~1949~~-2-202(a)(4)
4. TCA 49-2-202(e)(2)
5. TCA 8-47-101
6. TCA 49-2-202(e)(1)
7. TCA 6-53-106



# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="margin: 0;">School Day</h2>	Descriptor Code: <b>1.801</b>	Issued Date: <b>09/24/19</b>
		Rescinds: <b>STU 6</b>	Issued: <b>01/24/17</b> <b>05/13/14</b>

- 1 The minimum length of the school day shall be four hundred twenty (420) minutes/seven (7) hours
- 2 total for all grades.<sup>1</sup>
  
- 3 All teachers shall be on duty at least four hundred fifty (450) minutes/ seven-and-a-half (7.5) hours and
- 4 such additional time as the administrative organization requires.<sup>2</sup>

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Legal References

1. ~~T. C. A. § 49-6-3004(FRR/MS-0520-01-03-.02(1))~~

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Cross References

- Staff Time Schedules 5.602  
 Staff Meetings 5.603

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>09/24/19</b>
		Rescinds: <b>FM 3</b>	Issued: <b>10/24/17</b>

## 1 *General*

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

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

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

## 11 **FEES**

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

## 17 **EXTENDED SCHOOL PROGRAM (ESP)**

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

## 20 **FINES**

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

## 25 **TUITION INCOME**

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

**1 RENTAL INCOME**

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

**4 STATE AND FEDERAL AID ELIGIBILITY DETERMINATION**

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

**9 GRANTS**

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

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 Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102(7583)
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31

## Cross References

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

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="margin: 0;">Gifts and Bequests</h2>	Descriptor Code: <b>2.401</b>	Issued Date: <b>10/24/17 Revised 10/12/21</b>
		Rescinds: <b>BO 28</b>	Issued: <b>03/01/11</b>

1    **General**

2    The Director of Schools is authorized to accept gifts to the school system and may designate others to  
 3    accept gifts for particular schools on behalf of the Board.<sup>1</sup> The Board will officially express  
 4    appreciation to the donor and all major gifts shall be reported to the Board.

5    In instances where the Director of Schools or their designee doubts the appropriateness or usefulness  
 6    of an offered gift, the gift may be declined or the matter referred to the Board.

7    In accepting gifts and donations, the following guidelines shall be followed:

- 8            1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise  
 9            placed on school premises shall for all intents and purposes be a gift and shall become school  
 10           system property subject to the same controls and regulations that govern the use of other  
 11           school-owned property.
  
- 12           2. Contributions of equipment or services that may involve major costs for installation,  
 13           maintenance, or initial or continuing financial commitments from school funds shall be  
 14           presented by the Director of Schools' office for Board consideration and approval.
  
- 15           3. Individuals or organizations wanting to contribute supplies or equipment shall consult with  
 16           school officials about the feasibility of accepting such contributions.
  
- 17           4. A list of supplies and equipment which have been contributed shall be reported to the Board by  
 18           the Director of Schools' office  
 19

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Legal References

- 1. TCA 49-~~26~~-2006(a)

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Cross References

- Staff Conflict of Interests 5.601
- Staff Gifts and Solicitations 5.605
- Students Gifts 6.710

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Investment Earnings</b>	Descriptor Code: <b>2.402</b>	Issued Date: <b>10/24/17</b>
		Rescinds:	Issued:

1 *Individual Schools*

2 The building principal, with consent of the Director of Schools, is authorized to invest excess funds of  
 3 the school in savings accounts.<sup>1</sup> Interest earned on general fund accounts shall be credited to general  
 4 ~~fund~~-fund revenue. Interest earned on restricted fund accounts shall be credited to revenue in each restricted  
 5 account.

6 School Food Service funds and Extended School Program funds shall be kept separate from other  
 7 school funds and interest earned on the Food Service fund deposits and the Extended School program  
 8 fund deposits shall be credited to the appropriate Food Service or Extended School’s revenue.

9 All funds shall be deposited into accounts fully protected by sufficient collateral.

10 Reports of the investments shall be made to the Board through the district’s annual audit report.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 6-1

Cross References

- Deposit of Funds 2.500  
 Food Service Management 3.500

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="margin: 0;">Accounting System</h2>	Descriptor Code: <b>2.700</b>	Issued Date: <b>11/28/17</b>
		Rescinds: <b>FM 5</b>	Issued: <b>01/01/12</b>

1 *Central Office*

2 The Director of Schools shall maintain a system of accounting arranged according to the regulations  
 3 prescribed by the Commissioner of Education that provides a detailed and accurate account of all  
 4 receipts and disbursements of the schools.<sup>1</sup>

5 *Individual Schools*

6 The principal of each school shall be responsible for the management of all internal accounts under  
 7 their jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy*  
 8 *Manual*.<sup>2</sup>

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Legal References

1. TCA 49-2-301(b)(1)(D); TCA 49-3-316(a)(1)
2. TCA 49-2-110(d)

Cross References

- ~~Petty Cash 2.801~~  
 Student Activity Funds Management 2.900

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>11/28/17 01/15/19 01/28/20</b>
		Rescinds: <b>BO 44</b>	Issued: <b>03/01/15; 11/28/17</b>

1 *Central Office*

2 The Board shall review expense allowances and reimbursement guidelines on an annual basis.

3 Requests for travel reimbursements shall be submitted to the employee's supervisor who shall then  
4 submit it to the Finance Office within fourteen (14) calendar days of the date of the completion of such  
5 travel.

6 The Director of Schools shall develop procedures and forms to ensure consistency and transparency with  
7 the implementation of this policy.

8 **SCHOOL PERSONNEL**

9 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon  
10 submission of an approved purchase requisition, travel reimbursement form and supporting  
11 documentation except where specified in the Travel Expenses and Reimbursements Administrative  
12 Directive AD FM13 as a per-diem rate.

13 Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of  
14 Schools. The Director of Schools may grant this authorization without prior board action when the travel  
15 expense has been anticipated and incorporated into the operational budget of the particular program  
16 involved.

17 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds  
18 shall not be used for this purpose.<sup>1</sup>

19 **BOARD MEMBERS**

20 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses  
21 when traveling on business for the Board. No expense will be reimbursed if the individual is entitled to  
22 reimbursement from any other source. Attendance at conventions or other educational meetings or travel  
23 for other school purposes shall be authorized in advance by the Board.

24 *National Conferences*

1 At least thirty (30) days prior to the deadline for early or discounted registration for a national conference  
2 related to education, all Board members interested in attending shall inform the Board Secretary of their  
3 interest in writing. At the next regularly scheduled board meeting, the Board Chair shall randomly select  
4 an agreed upon number of Board members who meet the budgeted amount for attending the national  
5 conference; however, a member who has attended the national conference the prior year shall not be  
6 eligible to attend unless no other members are interested and sufficient funds exist in the budget.

#### 7 *Meals*

8 No official shall be entitled to reimbursement for food and/or beverage expenses incurred as part of a  
9 benefit or fundraising event or an event when the primary purpose is social. An official may be entitled  
10 to be reimbursed for expenses for meals while attending a function of an organization to which MCS  
11 belongs (e.g. Tennessee School Board Association, etc.).<sup>2</sup> An official may be reimbursed for food and  
12 beverage expenses incurred while attending conferences, seminars, and official meetings held during  
13 meal hours which do not take place more than fifty (50) miles from the city of Murfreesboro. Meetings  
14 held more than fifty (50) miles from the city of Murfreesboro are covered by the Travel Expenses and  
15 Reimbursements Administrative Directive AD FM13. An official may be reimbursed for expenses  
16 arising from meals with other officials/MCS employees, if: (i) MCS business is the primary purpose of  
17 the meal, (ii) MCS business is conducted during the meal, and (iii) MCS business cannot conveniently  
18 be scheduled during non-meal hours. Th rate of payment shall be the same as the rate for members of  
19 the professional staff.

#### 20 *Entertainment*

21 An official is not entitled to reimbursement of any expense incurred in entertaining another person.

#### 22 *Resource Materials*

23 An official may be entitled to reimbursement for the cost of acquiring a book, DVD, or other resource  
24 or research material if it relates to a matter within the official's present jurisdiction on the Board or to  
25 the official's general responsibilities as a member of the Board, provided (i) said resource material will  
26 be of benefit and interest to persons other than the one individual, (ii) the materials are placed in the  
27 permanent possession of the most relevant department head, and (iii) the purchase is within the budget.

#### 28 *Approval of Board Member Expense Requests*

29 The Finance Director shall be responsible for review and approval of all Board Member expense  
30 requests. The ~~Assistant Superintendent for Administration and Support Services~~ Finance Director shall  
31 review the request to ensure sufficient funds exist in the budget to pay the request and that the request  
32 is otherwise in compliance with Board Policy. Board member expenses shall be listed on the  
33 communications section of the agenda for information purposes only.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>11/28/17 01/15/19 01/28/20</b>
		Rescinds: <b>BO 44</b>	Issued: <b>03/01/15; 11/28/17</b>

## 1 *Central Office*

2 The Board shall review expense allowances and reimbursement guidelines on an annual basis.

3 Requests for travel reimbursements shall be submitted to the employee's supervisor who shall then  
4 submit it to the Finance Office within ~~thirty (30)~~fourteen (14) calendar days of the date of the completion  
5 of such travel.

6 The Director of Schools shall develop procedures and forms to ensure consistency and transparency with  
7 the implementation of this policy.

## 8 **SCHOOL PERSONNEL**

9 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon  
10 submission of an approved ~~voucher-purchase requisition, travel reimbursement form~~ and supporting  
11 ~~receipts~~documentation except where specified in the Travel Expenses and Reimbursements  
12 Administrative Directive AD FM13 as a per-diem rate.-

13 Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of  
14 Schools. The Director of Schools may grant this authorization without prior board action when the travel  
15 expense has been anticipated and incorporated into the operational budget of the particular program  
16 involved.

17 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds  
18 shall not be used for this purpose.<sup>1</sup>

## 19 **BOARD MEMBERS**

20 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses  
21 when traveling on business for the Board. No expense will be reimbursed if the individual is entitled to  
22 reimbursement from any other source. Attendance at conventions or other educational meetings or travel  
23 for other school purposes shall be authorized in advance by the Board.

## 24 *Reimbursements*

~~In the budget, each Board member will be allocated equally a set amount of funds for reimbursement of Board related expenses each fiscal year. The designated reimbursement amount shall be determined by the Board annually during the budget review process. These designated funds shall be utilized for reimbursement of any Board related expenses incurred by a Board member including, but not limited to, travel, meals, parking, seminar fees, lodging fees. Additionally, the Board shall allocate a pool of funds which may be utilized by any Board member for reimbursement of Board related expenses relative to attendance at a national conference regarding educational issues.~~

~~In order for a Board member to be eligible to utilize the "pooled expense funds," the Board member must have exhausted their individual expense funds and have been selected by the Board to attend the national conference in accordance with the process set forth in below.~~

#### *Pooled Fund Selection Process* *National Conferences*

At least thirty (30) days prior to the deadline for early or discounted registration for a national conference related to education, all Board members interested in attending shall inform the Board Secretary of their interest in writing. At the next regularly scheduled board meeting, the Board Chair shall randomly select an agreed upon number of Board members who meet the budgeted amount for attending the national conference; however, a member who has attended the national conference the prior year shall not be eligible to attend unless no other members are interested and sufficient funds exist in the budget.

#### *Meals*

No official shall be entitled to reimbursement for food and/or beverage expenses incurred as part of a benefit or fundraising event or an event when the primary purpose is social. An official may be entitled to be reimbursed for expenses for meals while attending a function of an organization to which MCS belongs (e.g. Tennessee School Board Association, etc.).<sup>2</sup> An official may be reimbursed for food and beverage expenses incurred while attending conferences, seminars, and official meetings held during meal hours which do not take place more than fifty (50) miles from the city of Murfreesboro. Meetings held more than fifty (50) miles from the city of Murfreesboro are covered by the Travel Expenses and Reimbursements Administrative Directive AD FM13~~Travel Expense Policy~~. An official may be reimbursed for expenses arising from meals with other officials/MCS employees, if: (i) MCS business is the primary purpose of the meal, (ii) MCS business is conducted during the meal, and (iii) MCS business cannot conveniently be scheduled during non-meal hours. Th rate of payment shall be the same as the rate for members of the professional staff.

#### *Entertainment*

An official is not entitled to reimbursement of any expense incurred in entertaining another person.

#### *Resource Materials*

An official may be entitled to reimbursement for the cost of acquiring a book, DVD, or other resource or research material if it relates to a matter within the official's present jurisdiction on the Board or to the official's general responsibilities as a member of the Board, provided (i) said resource material will

1 be of benefit and interest to persons other than the one individual, (ii) the materials are placed in the  
2 permanent possession of the most relevant department head, and (iii) the purchase is within the budget.

3 *Approval of Board Member Expense Requests*

4 The ~~Assistant Superintendent for Administration and Support Services~~Finance Director shall be  
5 responsible for review and approval of all Board Member expense requests. The Assistant  
6 Superintendent for Administration and Support Services shall review the request to ensure sufficient  
7 funds exist in the budget to pay the request and that the request is otherwise in compliance with Board  
8 Policy. Board member expenses shall be listed on the communications section of the agenda for  
9 information purposes only.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>11/18/17 01/15/19; 01/28/20</b>
		Rescinds: <b>FM 8</b>	Issued: <b>01/01/12</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of ~~twenty-five~~fifty  
2 thousand dollars (\$~~2550~~,000), including those by individual schools, shall be based on competitive bids.  
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school  
4 system. However, said newspaper advertisement may be waived by the purchasing agent in an  
5 emergency. The purchasing agent shall advertise for bids and receive quotations.<sup>1</sup>

6 All purchases of ~~twenty-five~~fifty thousand dollars (\$~~2550~~,000) or less, including those by individual  
7 schools, may be made in the open market without newspaper notice, but shall, whenever possible, be  
8 based on at least three (3) competitive bids.<sup>1</sup>

9 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
10 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by reasons  
11 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the  
12 opening of bids. Any bid received after the time and date specified shall not be considered.

13 The bidder to whom the award is made may be required to enter into a written contract.

14 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
15 or other purchasing procedures is strictly prohibited.

16 Contracts for legal services, educational consultants, and similar services by professional persons or  
17 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the  
18 basis of recognized competence and integrity.<sup>2</sup>

19

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## Legal References

1. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); ~~§~~  
12-3-1212
2. TCA 5-14-108(a)(2)

# Murfreesboro City School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>10/22/19 REVISED 10/12/21</b>
		Rescinds: <b>BO 24</b>	Issued: <b>02/01/11, 01/23/18</b>

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring Board  
2 approval of the district Multi-Hazard Operations Plan,<sup>1</sup> which shall include, but not be limited to,  
3 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  
6 be 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.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>2</sup> 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.<sup>2</sup>

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
19 shall 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~~annually in coordination with local law  
23 enforcement.<sup>3</sup>

## 24 **AED DRILLS**

25 Any school with an AED shall conduct a CPR and AED drill for school personnel to practice the use  
26 of these life saving devices and to evaluate the school's preparedness in the event of a medical  
27 emergency. The principal shall be responsible for ensuring the drill occurs.<sup>4</sup>

1 Any school with an AED shall schedule annual AED training for all school personnel. The AED  
2 training shall:

- 3 • Teach the use of AEDs;
- 4 • Inform school personnel of the location of AEDs;
- 5 • Inform school personnel of the school's response plan; and
- 6 • Inform school personnel of the members of the school response team.<sup>4</sup>

## 7 **MEDICAL EMERGENCIES/PANDEMIC FLU**

8 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
9 and consult with the local and state health departments and other local emergency or healthcare  
10 providers in protecting students and the community from further infection. The Director of Schools  
11 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>5</sup>  
12

## 13 **REMOTE LEARNING DRILLS<sup>6</sup>**

14 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
15 reflect how students will transition to remote learning in the event of a disruption to school operations.  
16 Students shall not be asked or required to transition to remote learning at any time during the drill

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### Legal References

1. TRR/MS 0520-01-02-.30(2)2
2. TCA 68-102-137(b), (f)
3. TCA 49-6-807
4. TCA 49-2-122; TCA 49-6-1208
4. ~~TCA 68-14-401, et seq.~~
5. TCA 49-6-3004(a), (e); TCA 49-5-404936
6. Public Acts of 2022, Chapter No. TCA 49-2-122(b); TCA 68-140-404; Tennessee Department of health Pandemic Influenza Response Plan; <http://health.state.tn.us/ccdsPDFs/2006-PanFlu-Plan.pdf>

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### Cross References

Emergency Closings 1.8011  
Community Use of School Facilities 3.206



# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Instructional Standards</b>	Descriptor Code: <b>4.101</b>	Issued Date: <b>08/24/21</b>
		Rescinds:	Issued:

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or  
3 federal law shall be taught.<sup>1</sup> The Director of Schools shall develop administrative procedures to  
4 implement this policy.

5 **STATE STANDARDS<sup>2</sup>**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with  
8 Common Core; or
- 9 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise  
10 identified as Common Core textbooks or instructional materials.

11 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

12 All curriculum and instructional programming implemented in the school district shall adhere to state  
13 and federal laws. District employees shall not include or promote any concepts that would violate state  
14 law when providing instruction, using instructional or supplemental materials, or when implementing  
15 the instructional program and curriculum.<sup>1</sup>

16 The Director shall develop procedures to ensure that the district's instructional program complies with  
17 state law.

18 Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the  
19 regulation developed by the Tennessee Department of Education.<sup>3</sup>

20

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Legal References

1. Public Acts of 2021, Chapter No. 205; Public Acts of 2021,  
Chapter No. 281; Public Acts of 2021, Chapter No. 471;  
Public Acts of 2021, Chapter 20. 493  
2. TCA 49-1-302(a)(8); TCA 49-1-314  
3. [TRR/MS 0520-12-04](#)

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Cross References

- Controversial Issues 4.800  
Controversial Materials 4.801

# 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>01/19/21 Rev 11/09/21</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  
3 provide 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  
11 Textbook Commission, rests with the local textbook selection committees, subject to approval by the  
12 Board. Use of textbooks and instructional materials not on the list approved by the State Textbook  
13 Commission is permissible if the Board submits a waiver to the State Board of Education and such  
14 waiver is approved.

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

## 21 **DISTRIBUTION**

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

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

26 Textbooks and instructional materials are property of the Murfreesboro City Schools and shall be  
27 returned at the end of the school year, upon completion of the course, or upon withdrawal from a

1 course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for  
2 the textbooks and instructional materials received and used by their children. The Director of Schools  
3 shall be responsible for developing an administrative procedure regarding the replacement of lost or  
4 damaged textbooks and instructional materials.

## 5 **REVIEW OF MATERIALS**

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

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

- 9 1. Instructional materials;
- 10
- 11 2. Teaching materials/aids;
- 12
- 13 3. Handouts; and
- 14
- 15 4. Tests that are developed by and graded by their child's teacher.

## 16 **PROCEDURE FOR FILING AND PROCESSING THE FORM "CITIZENS REQUEST FOR** 17 **RECONSIDERATION OF INSTRUCTIONAL MATERIALS"**

- 18 1. The complainant will file the complaint form with the office of the Director of Schools
- 19 2. The materials in question will be reviewed by a media review committee appointed by the Director  
20 of Schools composed of the following:

- 21 • Assistant Superintendent of Curriculum and Instruction, Chair (responsible for record-keeping)
- 22 • Principal of school involved
- 23 • School library media specialist
- 24 • Teacher representing school and subject area involved
- 25 • Lay person (example: PTO officer from school where complaint originated)

26 3. The challenged materials will remain available for use during the reconsideration process unless  
27 the materials (1) were created to align exclusively with Common Core; or (2) are marketed or  
28 otherwise identified as Common Core textbooks or instructional materials, in which case they  
29 shall be removed immediately.<sup>4</sup>  
30

31 ~~3.4.~~ The Committee will consider the material with specific objections in mind and a report will be  
32 filed with the Director of Schools describing the review process and stating the recommendations  
33 of the committee.

34 ~~4.5.~~ If the matter was not resolved through the review committee process, the Director of Schools will  
35 submit the report to the Board of Education for final action.

36 The Board of Education will report its decision to the complainant and to each school in the system.  
37 Any material that has been through the review process within the past three (3) years will not be  
38 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)
- ~~3-4.~~ [Public Acts of 2022, Chapter No. 1085](#)

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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>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date:
		Rescinds:	Issued:

1 General

2 The School Librarian shall be responsible for library collection development. Library materials shall be  
3 reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the following  
4 criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;  
6  
7 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
8 them. The determining factor will be based on an assessment of any mature themes or content  
9 (i.e., violence, sexual content, vulgar language, substance abuse);  
10  
11 3. Materials shall contain literary, historical, and/or artistic value and merit; and  
12  
13 4. The collection as a whole shall offer a variety of viewpoints.

14 The district's Literacy Coordinator shall be responsible for periodically reviewing the district's library  
15 collection in line with these established standards.

16  
17 **PROCEDURE FOR FILING AND PROCESSING THE FORM “CITIZENS REQUEST FOR**  
18 **RECONSIDERATION OF LIBRARY MATERIALS”:**

- 19 • The complainant will file the complaint form with the office of the Director of Schools  
20 • The materials in question will be reviewed by a media review committee appointed by the  
21 Director of Schools composed of the following:
- 22 1. Director of Curriculum and Instruction, Chair (responsible for record-keeping)  
23 2. Principal of school involved  
24 3. School library media specialist  
25 4. Teacher representing school and subject area involved  
26 5. Lay person (example: PTO officer from school where complaint originated)
- 27 • Committee will consider the material with specific objections in mind and a report will be filed  
28 with the Director of Schools describing the review process and stating recommendations of the  
29 committee.

- If the matter was not resolved through the review committee process, the Director of Schools will submit the report to the Board of Education for final action. The Board of Education will report its decision to the complainant and to each school in the system.
- Any material that has been through the review process within the past three (3) years will not be reconsidered. The earlier committee action will stand. The review of questioned materials shall be treated objectively as an important matter. Invitation shall be extended to those persons or groups filing complaints to meet with the committee at a specified date, time, and place to present their opinions. The school librarian, teacher or any other person involved in the selection of the questioned material shall have the same opportunity. The best interests of the students, school and community shall be of paramount consideration.

**INSTRUCTION TO MEDIA REVIEW COMMITTEE:**

- Base decisions on the principal of freedom to learn rather than on the defense of specific items of library material. Freedom of inquiry is vital to education in a democratic society.
- Study all materials referred and read available reviews on the materials. Consulting standard evaluation aids and the collections of other schools should check general acceptance of the material.
- Passages should not be taken out of context. Values and faults should be weighed against each other with the decision based on the material as a whole.
- Committee report should contain both majority and minority opinions as appropriate to the particular review.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

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Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>11/12/19 Rev 11/09/21</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  
12 shall 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  
30 students. Procedures shall address the following:

- 1
- 2 1. General rules and ethics of Internet use.
- 3 2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>
- 4
  - 5 • Sending or displaying offensive messages or pictures
  - 6 • Using obscene language
  - 7 • Harassing, insulting, cyberbullying, defaming or attacking others
  - 8 • Damaging computers, computer systems or computer networks
  - 9 • Hacking or attempting unauthorized access
  - 10 • Violation of copyright laws
  - 11 • Trespassing in another's folders, work or files
  - 12 • Intentional misuse of resources
  - 13 • Using another's password or other identifier (impersonation)
  - 14 • Use of the network for commercial purposes
  - 14 • Buying or selling on the Internet

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

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

- 17 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 18 Web
- 19 • Safety and security of students when they are using electronic mail, chat rooms, and
- 20 other forms of direct electronic communications
- 21 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 22 students on-line
- 23 • Unauthorized disclosure, use and dissemination of personal information regarding
- 24 students
- 25 • Restricting students' access to materials harmful to them

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

- 29 • Utilizing technology that blocks or filters Internet access (for both students and adults)
- 30 to material that is obscene, child pornography or harmful to students<sup>3</sup>
- 31 • Monitoring on-line activities of students
- 32

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

- 36 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both  
37 students and adults) to material that is obscene or pornographic;<sup>3</sup>  
38

1                    2. Prohibiting and preventing a use from sending, receiving, viewing, or downloading  
2                    materials that are deemed to be harmful to minors;<sup>4</sup>

3  
4                    3. Maintaining and securing a usage log; and

5  
6                    4. Monitoring online activities of students.<sup>2</sup>

7  
8                    The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to  
9                    address and communicate its internet safety measures.<sup>2</sup>

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

17  
18                   Complaints alleging a violation of the internet safety measures shall be submitted to the Director of  
19                   Technology. All complaints shall be reviewed to determine how to appropriately respond.

## 20                   **E-MAIL**

21                   Users with network access shall not utilize district resources to establish electronic mail accounts  
22                   through third-party providers or any other nonstandard electronic mail system. All data including e-  
23                   mail communications stored or transmitted on school system computers shall be monitored.  
24                   Employees/students have no expectation of privacy with regard to such data. E-mail correspondence  
25                   may be a public record under the public records law and may be subject to public inspection.<sup>3</sup>

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

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

## 31                   **SOCIAL NETWORKING**

- 32                   1. District staff who have a presence on social networking websites are prohibited from posting  
33                   data, documents, photographs or inappropriate information that is likely to create a material and  
34                   substantial disruption of classroom activity.
- 35                   2. District staff are prohibited from accessing personal social networking sites on school  
36                   computers or during school hours except for legitimate instructional purposes.

- 1           3. The Board discourages district staff from socializing with students on social networking  
2           websites. The same relationship, exchange, interaction, information, or behavior that would be  
3           unacceptable in a non-technological medium is unacceptable when done through the use of  
4           technology.

## 5 **VIOLATIONS**

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

8

## 9 **VENDOR CONTRACTS<sup>3</sup>**

- 10 Prior to entering into any contract for the provision of digital or online materials created or marketed  
11 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor  
12 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or  
13 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a  
14 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

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### Legal References

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\) – \(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131](#)
3. [Public Acts of 2022, Chapter No. 1002](#)
4. [TCA 39-17-901; Public Acts of 2022, Chapter No. 1002](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221](#)
- ~~1. TCA 39-14-602~~
- ~~2. 20 USCA § 7001~~
- ~~3. TCA 10-7-512~~
- ~~4.7. TCA 49-1-221~~

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### Cross References

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

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Reviewed Date: <b>05/24/22</b>
		Rescinds: <b>PER 8, PER 11,PER 14</b>	Issued: <b>09/22/17</b>

## 1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed  
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require  
4 criminal history background checks and fingerprinting of applicants for teaching positions and any  
5 other positions that require proximity to children.<sup>1</sup> If applying for a teaching position, the Director of  
6 Schools shall also check the applicant's license status in the Tennessee Department of Education's  
7 database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the  
8 hold.<sup>2</sup>

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
11 prosecution.<sup>3</sup> The Board shall pay any costs incurred to perform these background checks and  
12 fingerprinting.<sup>4</sup>

### 13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along  
15 with references from persons such as previous employers, college professors, and supervisors of  
16 student teachers. Other information shall include whether such applicant has been dismissed for cause  
17 from a school system.<sup>5</sup> If previously employed by a local board of education, the applicant shall  
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the Tennessee  
21 Board of Education;<sup>6</sup>
- 22 2. Who has been identified by the Department of Children's Services as a perpetrator of child  
23 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate  
24 threat to the health, safety, or welfare of children;<sup>7</sup>
- 25 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
26 of Health;<sup>7</sup>
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any  
28 contagious or communicable disease in such form that might endanger the health of school  
29 children;<sup>8</sup>
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of  
31 Tennessee and of the United States of America;<sup>9</sup>
- 32 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
33 employment for cause; or

1           7. Who does not receive a satisfactory background check.<sup>10</sup>

2           *Support Employees*

3           No person shall be employed:

4           1. Without the appropriate qualifications listed in the job description and/or stated in law;

5           2. Who has any contagious or communicable disease in such form that might endanger the health  
6           of the children;<sup>8</sup>

7           3. Who has been identified by the Department of Children's Services as a perpetrator of child  
8           abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate  
9           threat to the health, safety, or welfare of children;<sup>7</sup>

10          4. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
11          of Health;<sup>7</sup>

12          5. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>

13          6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
14          employment for cause; or

15          7. Who does not receive a satisfactory background check.<sup>10</sup>

16          **EMPLOYMENT**

17          *Professional Employees*

18          After checking references and receiving written recommendations, the Director of Schools shall hire  
19          and assign qualified applicants.

20          Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and  
21          conditions of employment. Upon receipt of employment notification, such person shall respond within  
22          the timeline established by state law.<sup>12</sup> From the date of the written acceptance, such person is  
23          considered to be under employment with the system and is subject to all rights, privileges, and duties.

24          *Support Employees*

25          After checking references and receiving written recommendations from principals and/or supervisors,  
26          the Director of Schools shall hire and assign qualified applicants. The Employment at Will Agreement  
27          of each support employee shall contain a statement regarding the required ninety (90) day probationary  
28          period.

29          *Anticipation of Advanced Degree or Academic Credentials*

30          The teacher shall be responsible for securing a license or certificate, verifying its accuracy, maintaining  
31          its validity, registering it with the Murfreesboro City Schools Human Resources Department, and  
32          meeting the requirements of T.C.A. 49-5-101. Initial salary shall reflect the established degree shown  
33          on the Tennessee Department of Education certificate presented at the time of employment.

1 For budgetary purposes, all licensed employees who anticipate receiving an advanced degree or  
 2 additional graduate hours to meet the MA+30 requirement shall report this to the Director of Schools  
 3 no later than March 1.

4 The licensed employee shall be responsible for filing an official copy of the transcripts with the  
 5 Murfreesboro City Schools' Human Resources Department once the required coursework has been  
 6 completed or the degrees have been awarded. The employee may but is not required to complete the  
 7 necessary process to have their school/university send official transcripts directly to the state  
 8 certification office in order to add the degree to their license in TNCompass.

9 The employee has 60 calendar days to submit the required documentation to Human Resources in  
 10 order for the new level of pay to backdate to the degree conferral date. If documentation is received  
 11 after 60 calendar days, the new level of pay will begin the date that the documentation is received by  
 12 Human Resources.

13 For courses to count towards a MA+30 status on the pay lane, they must be graduate level education  
 14 courses taken after completion of a Master's degree. These courses must be traditional, credited  
 15 courses and not continuing education credits or courses needed for initial licensure.

16 ~~If the new degree/coursework is earned in May or August, the employee has until December 1st to add~~  
 17 ~~the degree to their license and notify Human Resources by email in order to receive retroactive pay for~~  
 18 ~~the first half of the school year. If all documentation is provided on or before December 1st, the new~~  
 19 ~~pay rate will be effective the date the degree was earned.~~

20 ~~If the new degree/coursework is earned in December, the employee has until April 1st to add the~~  
 21 ~~degree to their license and notify Human Resources by email in order to receive retroactive pay for the~~  
 22 ~~second half of the school year. If all documentation is provided on or before April 1st, the new pay rate~~  
 23 ~~will be effective the date the degree was earned.~~

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#### Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub.  
L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et*  
*seq.*
12. TCA 49-5-406(b)

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#### Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Qualifications and Duties of the Director of Schools 5.802

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>REVIEWED 02/19; 02/20; 02/21</b>
		Rescinds: <b>PER 39</b>	Issued: <b>05/01/12</b>

## 1 **REPORTING OF CRIMINAL ARRESTS**

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

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

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

## 13 **SUSPENSION OF THREE DAYS OR LESS<sup>2,3,4</sup>**

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

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

## 23 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS<sup>5</sup>**

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

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

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

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

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

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

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

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

#### 34 **RESIGNATION**

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

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

- 2
- 3 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
- 4 statement of a physician approved by the Board;
- 5
- 6 2. The drafting of the teacher into military service by a selective service board; or
- 7
- 8 3. The release by the Board of the teacher from the contract which the teacher has entered into with
- 9 the Board.<sup>6</sup>

10 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the

11 date of return if the teacher does not intend to return to the position from which he/she has taken leave.

12 Failure to render such notice may be considered a breach of contract.<sup>7</sup>

13 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with

14 the State Board of Education and request the suspension of a teacher's certificate. After the State

15 Board of Education has provided the teacher an opportunity for defense during a hearing, the State

16 Board of Education may suspend the certificate for no less than thirty (30) and no more than three

17 hundred sixty-five (365) days.<sup>8</sup>

## 18 **RETIREMENT**

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

20 draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement

21 benefits may elect to retire at any age according to the provisions of the retirement system.

22 Central Office personnel shall assist employees in securing retirement benefits; however, it shall be the

23 responsibility of the retiring employee to provide verification of eligibility in writing from the

24 Tennessee Consolidated Retirement System (TCRS) to the Central Office. It shall be the responsibility

25 of the retiring employee to file for benefits.

26 ~~Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year~~

27 ~~without loss of retirement benefits. Retired teachers may substitute teach for additional days if the~~

28 ~~Director of Schools certifies in writing to the Board that no other qualified personnel are available to~~

29 ~~substitute teach.<sup>9</sup>~~

30 ~~The Director of Schools may employ teachers retired for at least one year for full-time employment as~~

31 ~~a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be~~

32 ~~lost or suspended under certain conditions, which include but are not limited to the following:<sup>10</sup>~~

33 ~~1. The Director of Schools of the employing system must certify in writing that no other qualified~~

34 ~~individuals are available to fill the position;~~

35 ~~2. The Commissioner of Education must certify that the employing school system serves an area~~

36 ~~that lacks qualified teachers to serve in the position to be filled;~~

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

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#### Legal References

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

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <h2 style="text-align: center;">Separation Practices for Non-Tenured Teachers</h2>	Descriptor Code: <b>5.201</b>	Issued Date: <b>REVIEWED 02/20; 02/21</b>
		Rescinds: <b>PER 41</b>	Issued: <b>04/01/12</b>

1    **REPORTING OF CRIMINAL ARRESTS**

2

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

6    **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

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

15

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

22   **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**

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

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

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

- 1 1. be represented by counsel;
- 2 2. call and subpoena witnesses;
- 3 3. examine all witnesses; and
- 4 4. require that all testimony be given under oath.

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

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

- 16 1. sustain the decision;
- 17 2. send the record back if additional evidence is necessary;
- 18 3. revise the penalty; or
- 19 4. reverse the decision.

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

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

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

## 28 **NONRENEWAL**

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

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

- 1 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their  
2 contract period. If the Director of Schools determines not to renew the contract of a non-tenured  
3 teacher the following action shall be taken:
- 4 1. The Board shall be notified at the next regular Board meeting; and
  - 5 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered  
6 mail so that it will be received by the employee within five (5) business days following the last  
7 instructional day for the school year.<sup>3</sup>

## 8 **RESIGNATION**

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

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

- 13 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
14 statement of a physician approved by the Board;
- 15 2. The drafting of the teacher into military service by a selective service board; or
- 16 3. The release by the Board of the teacher from the contract which the teacher has entered into  
17 with the Board.

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

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

## 26 **RETIREMENT**

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

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

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

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

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

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

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512(d)
3. TCA 49-5-409; Public Acts of 2015, Chapter No. 232
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411
- ~~7. TCA 8-36-805~~
- ~~8-7. TCA 8-36-824~~

# Murfreesboro City Schools

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>Revised 03/22/22</b>
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 Substitute teachers may be employed and paid directly by the Board or by a third-party public or  
3 private employer through an agreement between such third-party employer and the Board.

4 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
5 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 6 **APPLICATION/QUALIFICATIONS**

7 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

8 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
9 hired.<sup>4</sup>

10 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance  
11 with state laws and regulations.

12 A list of substitute teacher(s) will be prepared by the Assistant Superintendent of Human Resources  
13 who will maintain file(s) which may include transcripts, credentials, recommendations, and other  
14 pertinent information.

## 15 **COMPENSATION**

16 If employed directly by the Board, the compensation of substitute teachers shall be determined  
17 annually by the Board.

## 18 **CERTIFICATION**

19 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
20 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be  
21 taught.<sup>5</sup> After the regular teacher's accumulated leave is exhausted, the substitute teacher must be  
22 licensed and hold the appropriate endorsement for the assignment or be a retired teacher and have held  
23 the appropriate endorsement and must be paid based on the substitute teacher's training and experience  
24 record in accordance with the state and local salary schedules.

1 ~~Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement~~  
2 ~~benefits<sup>4</sup> and may substitute for additional days if the Director of Schools certifies in writing to the~~  
3 ~~Division of Retirement that no other qualified personnel are available to substitute teach.<sup>6</sup>~~

#### 4 **EMERGENCY NEEDS**

5 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency  
6 situations.

7 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
8 receive under similar circumstances or their regular salary, if higher; however, they shall not receive  
9 pay for both positions at the same time.

#### 10 **TRAINING AND ORIENTATION**

11 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
12 development programs for substitute teachers.

#### 13 **RESPONSIBILITIES**

14 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
15 limited to, bus duty and playground supervision.

#### 16 **RE-EMPLOYMENT/TERMINATION**

17  
18 The Director of Schools, with input from the principals, shall determine which substitute teachers are  
19 performing at an acceptable level. Substitute teachers who perform below an acceptable level shall be  
20 terminated. Substitute teachers must substitute teach at least one day per the number of school weeks  
21 in that month to remain on the active substitute list. To return to the active list, the substitute teacher  
22 will need to contact the Human Resources Department.

23 All substitutes shall be responsible for providing correct addresses and phone numbers and for  
24 notifying the principal and/or third-party employer if they wish to terminate their service as substitutes.

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#### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-708
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312; TRR/MS 0520-01-02-.04(5)(b)
6. ~~TCA 8-36-805(3)~~

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: <b>6.318</b>	Issued Date: <b>04/28/20</b> <b>06/25/19</b>
		Rescinds: <b>STU 8</b>	Issued: <b>05/13/14</b>

1 The Board may deny admission of any student (except those in state custody) who has been expelled  
 2 or suspended from another school system in Tennessee or another state even though the student has  
 3 established residency in the system in which he/she seeks enrollment.

4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding  
 5 the suspension/expulsion from the former school system and make a recommendation to the Board to  
 6 approve or deny the request.

7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

8 ~~If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the Board of~~  
 9 ~~Education, notify the Commissioner of Education of the decision.~~

10 A student may be dismissed if it is determined subsequent to the enrollment that the student has been  
 11 suspended or expelled from the former school system.<sup>1</sup>

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Legal References

1. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

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Cross References

- School Admissions 6.203  
 Student Records 6.600–604

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>10/13/20 Reviewed 11/10/20</b>
		Rescinds: <b>STU 18</b>	Issued: <b>06/12; 04/19; 04/20</b>

1 *General*

2 The Director of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 5 2. Require that the Coordinator and the Alternate receive appropriate training;
- 6 3. Supply the Coordinator with all necessary resources;
- 7 4. Ensure that all school personnel-employees working directly with students annually complete the
- 8 child abuse training program required by state law.<sup>2</sup>

9 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
10 child abuse or child sexual abuse.

11 **REPORTING**

12 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel know  
13 or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
14 immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.<sup>4</sup>  
15 When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated  
16 with the school, the report may be made directly to the DCS and law enforcement prior to notifying the  
17 Coordinator.<sup>5</sup>

18 The report shall include, to the extent known by the reporter:<sup>56</sup>

- 19 1. The name, address, telephone number, and age of the child;
- 20 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 21 3. The nature and extent of the abuse or neglect; and
- 22 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 23 abuse or neglect.

24 The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
25 abuse and neglect, and shall disseminate the procedures to all school personnel.

26 **CONFIDENTIALITY**

1 District employees shall keep all information regarding any child abuse confidential in accordance with  
2 state law.

3 School child abuse coordinators, school teachers, school officials, and other school personnel shall not  
4 provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent  
5 or guardian, and must refer any questions from the child's parent or guardian to the investigating law  
6 enforcement agency and the department.<sup>67</sup>

## 7 **INVESTIGATIONS**

8 School administrators and employees have a duty to cooperate, provide assistance, and information in  
9 child abuse investigations<sup>67</sup> including permitting DCS teams to conduct interviews while the child is at  
10 school. The principal may control the time, place, and circumstances of the interview but may not insist  
11 that a school employee be present even if the suspected abuser is a school employee or another student.

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### Legal References

1. TCA 49-6-1601(c)
2. TCA 37-1-409
3. TCA 37-1-401(b)(1); TCA 37-1-403(a)(1);  
TCA 37-1-412; TCA 37-1-602; TCA 37-1-  
605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601(a)
5. [Public Acts of 2022, Chapter No. 781](#)
- 5-6. TCA 37-1-403(b)
- 6-7. TCA 49-6-1601(d)(5)
- 7-8. TCA 37-1-611(b)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyber-  
Bullying, and Intimidations 6.304  
Title IX & Sexual Harassment 6.3041

**To: Board of Education**

**RE: Policy 1.105**

**Board Meeting Date: September 13, 2022**

Policy 1.105 outlines the Board's legislative involvement. This amendment removes a reference to the National School Boards Association because the TSBA Board of Directors voted to not renew its membership in NSBA on June 5, 2021.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>05/10/16</b>
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to advance the cause of improving public  
2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws  
3 and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
6 and make its position known to their elected representatives at both the state and national  
7 level;
- 8 2. The Board shall work with other school boards in the state, other local officials, and  
9 community groups in creating public awareness and support for legislative priorities;
- 10 3. The Board shall annually select one (1) of its members to serve as its representative to the  
11 Tennessee Legislative Network (TLN):
- 12 4. The Board shall work with its TLN representative, TSBA, ~~NSBA~~, and other concerned groups  
13 in developing an annual legislative program; and
- 14  
15 5. The Board shall include in its budget appropriate resources to cover costs, including travel  
16 expenses, necessary to ensure active participation in the legislative process.

**To: Board of Education**

**RE: Policy 1.203**

**Board Meeting Date: September 13, 2022**

Policy 1.203 governs the orientation process for newly elected board members. This amendment changes the language regarding when new board member orientation occurs to align with current practice and ensure compliance with the Open Meetings Act.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">New Member Orientation</h2>	Descriptor Code: <b>1.203</b>	Issued Date: <b>05/10/16</b>
		Rescinds: <b>BO 12</b>	Issued: <b>04/79; 09/93; 02/01; 02/11</b>

1 The Board considers board member development to be an ongoing process for all board members and  
 2 a vital responsibility for effective board membership.

3 It shall be the responsibility of the Director of Schools to provide to each new board member either  
 4 electronically or by hard copy access to:

- 5 1. A copy of the Board's *Policy Manual*;
- 6 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities  
 7 of the Board and the Director of Schools;
- 8 3. Minutes of the board meetings for the previous year; and
- 9 4. Other appropriate materials which will acquaint the new member with the operation of the  
 10 school system and board service.

~~11~~ — An orientation for new board members shall be conducted ~~no later than thirty (30) days after new~~  
~~12~~11 ~~board members take office prior to the new board members taking office.~~ The Chair of the Board and the  
 Director of Schools shall arrange and plan  
~~13~~12 for such an orientation.

**To: Board of Education**

**RE: Policy 1.204**

**Board Meeting Date: September 13, 2022**

Policy 1.204 outlines the Development Opportunities for the Board. This amendment removes a reference to the National School Boards Association because the TSBA Board of Directors voted to not renew its membership in NSBA on June 5, 2021.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Member Development Opportunities</b>	Descriptor Code: <b>1.204</b>	Issued Date: <b>09/24/19</b>
		Rescinds:	Issued: <b>05/10/16</b>

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

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

- ~~20~~ 1. Participation in school board conferences, workshops and conventions held by the State, ~~and~~  
~~21~~ ~~20~~ ~~National School Boards Associations;~~
- ~~22~~ 2. Local and district-sponsored training sessions for board members; and
- ~~23~~ 3. Subscriptions to publications addressing the concerns of board members.

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Legal References

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

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Cross References

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

**To: Board of Education**

**RE: Policy 1.701**

**Board Meeting Date: September 13, 2022**

Policy 1.701, School District Planning, articulates the long-term planning of the school district. The prior version of the policy only stated that the Board would create a plan in accordance with a now repealed State Board of Education rule. This amended version adopts language recommended by TSBA and outlines how the district will create its long-term plan.

# MURFREESBORO CITY SCHOOL BOARD

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date: <b>09/24/19</b>
		Rescinds: <b>BO 37</b>	Issued: <b>01/05; 03/11; 01/17</b>

1 General

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified  
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated  
4 every two (2) years and shall align with requirements of the State Board of Education.<sup>1</sup>

5 The Director of Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT<sup>1</sup>**

7 The Board shall develop annual plans with specific goals for improving student performance and that  
8 operationalize the district's five (5) year strategic plan.

9 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose  
10 of the retreat shall be to:

11 1. Review progress on the implementation of priorities, initiatives, and long-range plans;

12  
13 2. Determine which goals have been achieved and whether any new efforts are needed;

14  
15 3. Review major issues that may affect the school system in the future; and

16  
17 4. Create an annual plan for district improvement.

18 **SCHOOL IMPROVEMENT PLAN<sup>1</sup>**

19 The principal of each school shall work with the Director of Schools to develop and implement a  
20 school improvement plan that is student focused and in support of the board improvement plan. The  
21 plan shall be updated annually and address the long-range strategic plan of the school district.<sup>1</sup>  
22

Legal References

1. State Board of Education Policy 2.101; TCA 49-1-613

Cross References

- Role of the Board of Education 1.101  
In-Service and Professional Learning Opportunities 5.113  
Qualifications and Duties of the Director of Schools 5.802

~~1—The Board shall develop comprehensive, long-range plans as required by Chapter 0520-01-03-.03(14)~~  
~~2—of the rules of the State Board of Education~~

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Legal References

1. TRR/MS 0520-01-03-.03(14)

Version Date: April 29, 2022

**To: Board of Education**

**RE: Policy 5.1061**

**Board Meeting Date: September 13, 2022**

At the August 23, 2022, board meeting, the board approved on first reading policy 5.1061 which outlines the employment of retired teachers. The amendment being presented on second reading clarifies that reemployed retired teacher are not eligible for career ladder pay based on guidance received from the Tennessee Department of Education.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Employment of Retirees</b>	Descriptor Code: <b>5.1061</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed  
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers  
7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of  
8 Retirement that no other qualified personnel are available to substitute teach.<sup>1</sup>

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
11 as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
12 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>2</sup>

- 13 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
14 individuals are available to fill the position;
- 15 2. The Commissioner of Education shall certify that the employing school district serves an area  
16 that lacks qualified teachers to serve in the position to be filled;
- 17 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 18 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
19 receive medical insurance coverage; and
- 20 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
21 Board for teachers with no experience filling similar positions or more than eighty-five percent  
22 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
23 years of experience filling similar positions.
- 24
- 25
- 26
- 27

## 1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as  
 3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the  
 4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;  
6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
8 retirement allowance;  
9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the  
11 retired member can be reemployed for additional one (1) year periods;  
12
- 13 4. The retired member is not drawing disability retirement benefits; and  
14
- 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that  
 17 the retired member has the required experience and training for the position and that no other qualified  
 18 persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
 20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
 21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
 22 percent (5%) of the retired member's pay rate.

## 23 **CARRER LADDER PAY**

24 A retiree whose license has remained continually active and who has a Career Ladder endorsement is  
 25 eligible to receive Career Ladder pay. The retiree must work at least 100 days to be eligible, and the  
 26 pay is pro-rated according to the number of days worked. If the retiree had a break in service of more  
 27 than 1 year, they would no longer be eligible for Career Ladder pay.  
 28  
 29

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### Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

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### Cross References

Application and Employment 5.106  
 Substitute Teachers 5.701

**To: Board of Education**

**RE: Policy 6.203**

**Board Meeting Date: September 13, 2022**

Policy 6.203 governs the School Admissions. This amendment to the policy incorporates language clarifying that, in the case of a rezoning, students attending on out-of-city and out-of-county zone waivers the new zones supersede any waivers and such student may apply for open-zoned schools.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>09/24/19 Revised 10/12/21</b>
		Rescinds: <b>STU 3, STU 17</b>	Issued: <b>07/01/11</b>

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

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

- 5 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
- 6 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of  
7 every student entering school for the first time;
- 8 3. Proof of address of parent or legal guardian upon initial enrollment; however, proof of residency  
9 or -guardianship may be requested at any time.
- 10 4. Evidence of state-required immunization.<sup>3</sup>

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

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

## 16 **Immunizations**

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

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

24 Immunizations required of all students are required for ESL students. If there is a child without  
25 documentation (green card) or is homeless, they will be admitted to school in accordance with federal

- 1 law. A reasonable length of time will be given for the parent(s) or guardian(s) to obtain documentation.  
2 The Board believes the main goal is to have children in school

### 3 **Name on Pupil Records**

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

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

10 The name used on the records of a pupil entering the Murfreesboro City Schools from another school  
11 system must be the name shown on the records of that school unless the name has been legally changed.<sup>5</sup>

### 12 **Digital Photographic Record of Adult Enrolling Students**

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

### 21 **Parent or Legal Guardian Notice to School of Student Adjudication**

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

- 27 (1) Initially enrolls in an LEA;
- 28 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 29 (3) Changes schools within this state.

30 This information shall be shared only with school employees who have responsibility for classroom  
31 instruction of the student and the school counselor, social worker or psychologist who is developing a  
32 plan for the child while in the school, and the school resource officer. Such information is otherwise  
33 confidential and shall not be released to others, and the written notification shall not become a part of  
34 the student's record.<sup>6</sup>

## 1 **Students Out of City Within Rutherford County**

2 Students residing with parent(s) or legal guardian(s) and living outside the city limits but within  
3 Rutherford County may be assigned to a Murfreesboro City school contingent upon available space.  
4 Zone waiver applications must be completed on a yearly basis and are applicable to one school year only  
5 depending on school enrollment, capacity, and the information submitted with the application. The Board  
6 has the authority to limit, adjust, or modify the enrollment as it deems necessary. Once an out-of-city  
7 student has been admitted to a Murfreesboro City school under this provision, the student shall be  
8 allowed to continue to attend a Murfreesboro City school for the remainder of their elementary school  
9 years, provided the student and parents comply with all Murfreesboro City Schools' policies, rules, and  
10 regulations, and administrative directives.

11  
12 [Should the Board need to rezone the district or a school for any reason, the newly designated school](#)  
13 [zones supersede any zone waiver\(s\) from prior years. Should the Board need to rezone the district or a](#)  
14 [school for any reason and close a school zone, out of city students may apply for zone waivers at any](#)  
15 [other open zone school.](#)

## 16 **Out-of-County Students**

17 At the discretion of the Director of Schools or designee, out-of-county students may be assigned to a  
18 City school. Students assigned will be assessed an annual fee as determined by the Board. An out-of-  
19 county student residing with a parent or legal guardian who is a full-time or part-time employee of  
20 Murfreesboro City Schools shall not be required to pay the out-of-county tuition. Out-of-County Zone  
21 waiver applications must be completed on a yearly basis and are applicable to one school year only  
22 depending on school enrollment, capacity, and the information submitted with the application. Once an  
23 out-of- county student has been admitted to a Murfreesboro City school under this provision, the student  
24 shall be allowed to continue to attend a Murfreesboro City school for the remainder of their elementary  
25 school years, provided that the student and parents pay the relevant tuition and comply with all  
26 Murfreesboro City Schools' policies, rules and regulations, and administrative directives.

27  
28 [Should the Board need to rezone the district or a school for any reason, the newly designated school](#)  
29 [zones supersede any zone waiver\(s\) from prior years. Should the Board need to rezone the district or a](#)  
30 [school for any reason and close a school zone, out-of-county students may apply for zone waivers at any](#)  
31 [other open zone school.](#)

## 32 **Students from Military Families<sup>7</sup>**

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

36 A student who does not currently reside within the school district shall be allowed to enroll if he/she is  
37 a dependent child of a service member who is being relocated to Tennessee on military orders. To be  
38 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of

- 1 the school district on relocation. Within thirty (30) days of enrollment, the parent(s)/guardian(s) of the
- 2 student shall provide proof of residency within the school district.

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Legal References

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

**To: Board of Education**

**RE: Director of Schools Evaluation Document**

**Board Meeting Date: September 13, 2022**

The attached evaluation tool for the Director of Schools 2022-2023 evaluation is being presented for approval. This tool was created through consultation with the Board Chair using TSBA's recommending documents. Changes from last year's tool are identified in red.

There are three segments to the evaluation:

Appendix A is a survey completed by school principals and the district's Senior Leadership team.

Appendix B is board observational data completed by members of the School Board.

Appendix C is a quantitative section aligned to the Board's goals and student achievement. This section has been updated from last year to reflect the following changes:

1. Performance objective 1 related to student performance has been better aligned to reporting language the district receives from TDOE.
2. Performance objective 3 contains items specifically from the district's five-year strategic plan covering each of the plans primary goals.

Board members will complete the evaluation in June after this school year is completed.



**Dr. Trey Duke**  
**Director of Schools**

**2022-2023**  
**Performance Evaluation Instrument**

Adapted from the Tennessee School Boards Association  
525 Brick Church Park Drive  
Nashville, TN 37027

# Director of Schools Performance Evaluation Guidelines

1. An Annual evaluation of the Director of Schools shall take place in June.
2. The evaluation shall be based on the duties and responsibilities of the Director of Schools as set forth by the laws of the State of Tennessee and his/her contract.
3. The evaluation instrument utilized in this process shall be cooperatively developed by the Board and Director of Schools.

4. The evaluation rating scale to be used is as follows:

- 5 – Significantly above expectations
- 4 – Above expectations
- 3 – At expectations
- 2 – Below expectations
- 1 – Significantly below expectations

5. A satisfactory score will be if the average overall score is 3.00 or above.

6. Weighted sectional averages will be:

**Section I Qualitative:**

Appendix A-Administrator Survey	<u>33</u> %
Appendix B-Board Observational Data	<u>33</u> %

**Section II Quantitative:**

Appendix C-Achievement of Board Goals/Strategic Plan	<u>33</u> %
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7. Appendix A needs to be distributed to administrators in May in order to be completed and included in the written evaluation to Director of Schools in June.
8. Appendix B and C needs to be distributed to all board members in May in order to be completed and included in the written evaluation to Director of Schools in June.
9. The Board shall meet with the Director of Schools to discuss the evaluation results at the June board meeting. The evaluation shall include a recommendation for improvement in any areas where the Board deems the

Director of School's performance to be unsatisfactory or in need of improvement.

10. The Director of Schools shall have the right to make a written or oral response to the evaluation.
11. A copy of the written evaluation shall be delivered to the Director of Schools two weeks prior to the June board meeting.

**SECTION I-QUALITATIVE:  
APPENDIX A-Administrator Survey**

<b>Administrators' Perceptions of Director's Performance</b>	<b>5 – Significantly Above Expectations</b>	<b>4 –Above Expectations</b>	<b>3 – At Expectations</b>	<b>2 – Below Expectations</b>	<b>1 – Significantly Below Expectations</b>
1. The director develops clear expectations.					
2. The director models good communication skills.					
3. The director is knowledgeable about the curriculum.					
4. The director ensures that funds are spent wisely.					
5. The director holds me accountable for my job responsibilities.					
6. The director supports professional learning activities for teachers and administrators.					
7. The director maintains positive relationships with administrators.					
8. The director enforces board policy in a fair and consistent manner.					
9. The director ensures the safety of students and school personnel.					
10. The director administers the schools in accordance with state laws.					
11. The director has an effective plan to recruit effective employees.					
12. The director takes an active leadership role in the instructional improvement.					
13. The director evaluates my performance in a fair and consistent manner.					
14. The director interacts effectively with system employees.					
15. The director is accessible to administrators.					
16. The director develops good staff morale and loyalty to the system.					
17. The director works effectively with the school board.					
18. The director involves administrators as much as possible in decision-making.					
19. The director listens to suggestions from the administrative staff.					
20. The director demonstrates a caring attitude.					

**SECTION I-QUALITATIVE:  
APPENDIX B-Board Observational Data**

<b>Board Observational Data</b>	<b>5 – Significantly Above Expectations</b>	<b>4 –Above Expectations</b>	<b>3 – At Expectations</b>	<b>2 – Below Expectations</b>	<b>1 – Significantly Below Expectations</b>
<b>BOARD RELATIONSHIPS</b>					
1. Keeps all board members informed on issues, needs and operation of the school system, including employment, promotion and dismissal of personnel.					
2. Has a positive working relationship with the board.					
3. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
4. Maintains a high degree of understanding and respect between staff and the board.					
5. Interprets and executes the intent of board policy through the development and review of administrative procedures.					
6. Supports board policy and actions to the public and staff.					
7. Remains impartial toward the board, treating all board members alike.					
8. Refrains from criticism of members of the board.					
9. Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.					
10. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve such difference immediately.					
11. Bases position with regard to matters discussed by the board upon principle, and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time the superintendent supports the decision of the board, as long as he/she remains in its employ.					
12. Seeks and accepts constructive criticism from the Board.					
13. Maintains/improves relations with the Board by consistent and appropriate interpersonal and professional interactions including but not limited to periodic joint seminars, workshops, and training sessions.					
<b>Total Mean Score for Board Relationships</b>					

	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
<b>COMMUNITY RELATIONSHIPS</b>					
1. Is an effective spokesperson for the school system.					
2. Models the highest professional standards to the community.					
3. Builds public support for the school district <b>through structured events and engagements.</b>					
4. Secures available community resources to help the school district solve problems and achieve goals.					
5. Establish partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school district goals.					
6. Treats community stakeholders equitably.					
7. Recognizes and values diversity.					
8. Models community collaboration for staff.					
9. Encourages parental involvement <b>and seeks parental feedback.</b>					
<b>10. Works effectively with public and private agencies.</b>					
<b>Total Mean Score for Community Relationships</b>					
<b>STAFF AND PERSONNEL RELATIONSHIPS</b>					
1. Develops good staff morale and loyalty to the system.					
2. Treats all personnel fairly.					
3. Delegates authority to staff members appropriately.					
4. Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.					
5. Offers professional development that is focused on student learning consistent with the school districts vision and goals.					
6. Recognizes staff for their professional achievements.					
7. Provides shared leadership and decision-making opportunities for staff that promotes a climate of collaboration and collegiality.					
<b>Total Mean Score for Staff and Personnel Relationships</b>					

<b>FACILITIES, FINANCE and HUMAN RESOURCES</b>	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
1. Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues and capital improvement plans.					
2. Meets and works collaboratively with the Board and appropriate staff to determine priorities for budgeting and the effective allocation of space and human resources.					
3. Utilizes human and material resources outside the district that may support and/or enhance the achievement of goals and objectives.					
4. Provides accurate and timely reports to the board on the financial condition of the school system.					
5. Acquires, allocates and manages district resources in compliance with all laws to ensure the effective and equitable support of all of the district’s students, schools and programs.					
6. Establishes and sustains partnerships with community agencies to provide additional resources to support the social and emotional growth and development of at-risk students.					
<b>Total Mean Score for Facilities and Finance</b>					
<b>VISION</b>					
1. Works effectively with board, staff, and community to develop long-range strategic plans.					
2. Initiates communication and facilitates cooperation and collaboration among staff regarding the district’s mission, curriculum and program initiatives.					
3. Keeps board and community informed of progress towards long-range goals.					
4. Clearly articulates system's vision, mission and priorities to community and media.					
5. Uses assessment data related to student learning to develop the school district vision and goals.					
6. Uses relevant demographic data pertaining to students and their families in developing the school district mission and goals.					
7. Seeks and obtains needed resources to support the implementation of the school district mission and goals.					
8. Monitors, evaluates and advises the vision, mission, and implementation plans regularly.					
9. Recognizes and celebrates the contributions of school community members to the realization of vision.					
<b>Total Mean Score for Vision</b>					

<b>STUDENT ACHIEVEMENT</b>	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
1. Develops, implements, promotes and monitors continuous improvement in student achievement by using a variety of appropriate techniques.					
2. Applies effective methods of providing, monitoring, evaluating and reporting student achievement.					
3. Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.					
4. Reviews analyses of student academic achievement through standardized test results and other academic sources.					
5. Applies and communicates qualitative and quantitative findings to identify strengths and weaknesses in programs and practices in order to ensure continuous improvement.					
6. Works collaboratively with members of the staff in using student achievement data to determine relevant professional development opportunities.					
7. Meets with principals regularly to provide feedback on goal achievement and to assess ongoing school improvement efforts.					
8. Reviews, reports and reacts appropriately to state accountability measures.					
9. Identifies, clarifies and addresses barriers to student learning.					
10. Recognizes and celebrates student accomplishments.					
11. Develops, monitors, and assesses district and school improvement plans, including the regular review and analysis of the district's test scores by school and subgroup.					
<b>Total Mean Score for Student Achievement</b>					
<b>MANAGEMENT AND OPERATIONS</b>					
1. Aligns financial, human, and material resources to the goals of school district.					
2. Identifies multiple points of view for problem solving situation and involves stakeholders in decisions affecting schools.					
3. Solicits staff input to discuss issues and to promote effective problem-framing and problem-solving skills.					
4. Uses effective communication skills.					
5. Participates in professional learning that is aligned with strategic plan and enhances leadership skills.					
6. Implements and enforces school district code of conduct and appropriate and effective disciplinary policies, procedures and programs in a timely and consistent manner.					
7. Promotes a climate of trust and teamwork within the district.					
8. Establishes procedures and practices dealing with emergencies such as weather, threats to the school, student violence and trauma.					
<b>Total Mean Score for Management and Operations</b>					

<b>INTEGRITY, FAIRNESS AND ETHICS</b>	<b>5 – Significantly Above Expectations</b>	<b>4 – Above Expectations</b>	<b>3 – At Expectations</b>	<b>2 – Below Expectations</b>	<b>1 – Significantly Below Expectations</b>
1. Examines personal and professional values to develop a personal and professional code of ethics that demonstrates personal integrity.					
2. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.					
3. Serves as a role model.					
4. Accepts responsibility for school operations.					
5. Treats people fairly, equitably, and with dignity and respect.					
6. Protects the rights and confidentiality of students and staff.					
7. Demonstrates appreciation for and sensitivity to the diversity in the school community.					
8. Exhibits multicultural and ethnic understanding and sensitivity.					
9. Recognizes and respects the legitimate authority of others.					
10. Applies laws and procedures fairly, wisely, and considerately.					
<b>Total Mean Score for Integrity, Fairness and Ethics</b>					
<b>POLITICAL/SOCIAL/CULTURAL CONTEXT</b>					
1. Ensures that the environment in which schools operate is influenced on behalf of students and their families.					
2. Ensures that communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate.					
3. Ensures that there is ongoing dialogue with representatives of diverse community groups.					
4. Ensures that the school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities.					
5. Ensures that lines of communication are developed with decision-makers outside the school community.					
6. Promotes and expects a district-based climate of tolerance, acceptance and civility.					
7. Establishes a culture that encourages responsible risk-taking while requiring accountability for results.					
<b>Total Mean Score for Political/Social/Cultural Context</b>					

**SECTION II-QUANTITATIVE:  
APPENDIX C-Achievement of Board Goals/Strategic Plan**

Annual Objectives	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
<p><b>Performance Objective 1: Ensure that there is a continuous improvement plan for student achievement and growth.</b></p>					
<p>1. District's final determination status based on TN accountability protocol  Exemplary = 5  Advancing = 4  Satisfactory = 3  Marginal = 2  In Need of Improvement = 1  <i>Data Source: District Heat Maps</i></p>					
<p>2. Success Rate Score (proficiency in ELA, Math, and Science if included) for "All Students" Status based on TDOE Accountability Rules using AMOs/Absolute Performance  4 points earned on success rate = evaluation score of 5  3 points earned on success rate = evaluation score of 4  2 points earned on success rate = evaluation score of 3  1 points earned on success rate = evaluation score of 2  0 points earned on success rate = evaluation score of 1  <i>Data Source: District Heat Maps</i></p>					
<p>3. Average Score for student subgroups (BHN, ED, EL, SWD) status based on TDOE Accountability Rules. Includes success rate, chronically out of school, English Language Proficiency)  3.1-4.0 points earned on success rate = evaluation score of 5  2.1-3.0 points earned on success rate = evaluation score of 4  1.1-2.0 points earned on success rate = evaluation score of 3  .5-1.0 points earned on success rate = evaluation score of 2  0-.5 points earned on success rate = evaluation score of 1  <i>Data Source: District Heat Maps</i></p>					
<p>4. TVAAS system-wide literacy  5 =5  4=4  3=3  2=2  1=1</p>					
<p>5. TVAAS system-wide numeracy  5 =5  4=4  3=3  2=2  1=1</p>					

Annual Objectives	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
	<b>Performance Objective 2: Develop a school district strategic plan.</b>				
Performance Indicators - The performance objective is complete when the Director of Schools reports:					
1. Annual CIP has been revised annually to address most pressing needs.					
2. Five Year Strategic Plan has been tracked and updated annually to address current needs					
<b>Performance Objective 3: Implementation of the Five-Year Strategic Plan</b>					
Performance Indicators - The performance objective is complete when the Director of Schools reports on the progress made on the items below from the district's strategic plan.					
1. Increase school coverage for mental health providers from 60% to 100% daily for coverage in all schools					
2. Decrease the percentage of students who are chronically absent from 14.2 % to 9% by meeting yearly chronically absent AMOs					
3. Maintain labor costs so that they do not exceed 88% of the total general purpose budget					
4. Ensure TDOE district security assessment reports 100% of all schools meet security domains					
5. Adjust and maintain salary scale for certified and classified positions to ensure MCS offers competitive pay at all pay steps					
<b>Performance Objective 4: Develop a budget for the school board as outlined in school policies, activities in the school board annual agenda, and guidelines established by the State Department of Education.</b>					
Performance Indicator - The performance objective is complete when the Director of Schools reports:					
1. A budget document has been formulated using procedures required by school board policies, activities in the school board annual agenda, and guidelines established by the State Department of Education.					
2. District budget aligns to needs of the school system as well as includes feedback from stakeholders.					

**Director of Schools  
Overall Evaluation Score**

**Section I Qualitative:**

Appendix A-Administrator Survey                    \_\_\_\_\_ X \_\_\_% = \_\_\_\_\_

Appendix B-Board Observational Data                    \_\_\_\_\_ X \_\_\_% = \_\_\_\_\_

**Section II Quantitative**

Appendix C-Achievement of Board  
Goals/Strategic Plan                    \_\_\_\_\_ X \_\_\_% = \_\_\_\_\_

**OVERALL EVALUATION SCORE**                    \_\_\_\_\_

## Board Committee Assignments 2022-2023

<b>New School Naming Committee</b>
Butch Campbell *Chair
Amanda Moore
David Settles

<b>Pre School Advisory</b>
Barbara Long

<b>Workforce Development</b>
David Settles

<b>Coordinated School Health</b>
Karen Dodd

<b>City Cable</b>
Jimmy Richardson

<b>ESP Advisory</b>
Jimmy Richardson

<b>Family Resource Center Advisory</b>
Amanda Moore

<b>Sick Leave Bank</b>
Karen Dodd
Amanda Moore

<b>Zone Waiver Appeals</b>
Wes Ballard

<b>City School Foundation</b>
Wes Ballard

<b>Community Advisory</b>
Jimmy Richardson

<b>TLN Representative</b>
Barbara Long

<b>BEP Board</b>
Butch Campbell
Dr. Trey Duke

<b>Charter School Applications</b>
Amanda Moore

**To: Board of Education**

**RE: Internal Schools Accounts Payable at June 30, 2022**

**Board Meeting Date: September 13, 2022**

The Finance Director requests Board approval of the Internal Schools' Fund outstanding Accounts Payable totaling \$21,465.33 at June 30, 2022.

Section 5 of the *Tennessee Internal School Uniform Accounting Policy Manual* states the local board must approve accounts payable that will not be liquidated during the current fiscal year. Accounts Payable is an allowable accounting practice at year-end to properly recognize expenses in the correct fiscal year.

The attached Schedule of Accounts Payables lists invoices dated in June but received in July. The Accounts Payable invoices were paid in full by August 15, 2022.

# Murfreesboro

*City Schools*

## Schedule of Accounts Payable as of 6/30/22

School	Vendor	A/P Amount	Total A/P by Entity
Bradley (003)	Canon Solutions America, Inc.	\$529.71	\$529.71
Hobgood (004)	Canon Solutions America, Inc.	\$691.68	\$761.68
	MaxShred	\$70.00	
Reeves-Rogers (007)	Canon Solutions America, Inc.	\$531.13	\$531.13
Northfield (009)	Canon Solutions America, Inc.	\$367.59	\$421.59
	MaxShred	\$54.00	
Black Fox (010)	R.J. Young Company, Inc.	\$1,812.68	\$1,812.68
Erma Siegel (012)	Canon Solutions America, Inc.	\$570.06	\$616.06
	MaxShred	\$46.00	
Scales (015)	Canon Solutions America, Inc.	\$633.15	\$633.15
Overall Creek (016)	Emriver, Inc.	\$15,522.00	\$15,522.00
Discovery (902)	Canon Solutions America, Inc.	\$637.33	\$637.33
<b>Total</b>			<b>\$21,465.33</b>

**To: Board of Education**

**RE: Incentives for Bus Drivers**

**Board Meeting Date: September 13, 2022**

### **Incentives to Recruit and Retain Bus Drivers**

Because of the nation-wide shortage of bus drivers, MCS is in need of five additional bus drivers to service our schools. In an effort to recruit new bus drivers and retain the excellent bus drivers currently employed with us, we propose the following incentives:

- **\$750 sign-on bonus** for new bus drivers payable after three months of active employment or the last day of school, whichever comes first.
  - If we are able to hire five drivers, this would result in a cost of \$3,750.
- **\$300 retention bonus** for current bus drivers each semester of active employment, payable in January and June. If a bus driver starts employment after the school year begins, the bonus will be prorated accordingly.
  - With all 40 bus driver positions filled, this would result in a cost of \$24,000.
- **\$150 referral bonus** to any employee whose referral results in a hired bus driver who stays actively employed with MCS for at least three months.
  - If we are able to obtain five referrals, this would result in a cost of \$750.

We will not proceed with a budget amendment until needed in this line item. Due to driver shortages, we are anticipating a portion of the combined \$28,500 needed will be available in the current budgeted line items.

We hope these incentives will encourage new bus drivers to join us while keeping current bus drivers on board to safely transport students each day.

**To: Board of Education**

**RE: Resolution Regarding 3<sup>rd</sup> Grade Retention**

**Board Meeting Date: September 13, 2022**

During the August 23, 2022 MCS Board Meeting, Board members requested a resolution be written to express concerns with the implementation of the current 3<sup>rd</sup> grade retention requirement of the Learning Loss Remediation and Student Acceleration Act which goes into effect this year.

The proposed resolution outlines the Board's belief that retention decisions regarding children should not be made at the state level using a single data source but should be made locally based on research, informed by multiple data sources, and include parental and school-level input.

The resolution also emphasizes the value MCS places in the use of data and metrics, and that as a district, we continue to prioritize literacy development with all of our students.

The resolution also makes it clear that our staff is willing to engage in conversations and work with our local legislators to help identify solutions and areas of improvement to make the legislation stronger and more appropriate for students.

# Murfreesboro

City Schools

**WHEREAS**, the Murfreesboro City School Board always thinks of “children first,” when determining decisions that will affect the education and training of children; and

**WHEREAS**, the Murfreesboro City School Board strives to provide the best and most equitable educational opportunities for all children; and

**WHEREAS**, the 112<sup>th</sup> General Assembly of the State of Tennessee passed the Learning Loss Remediation and Student Acceleration Act, which requires that, with a few exceptions, 3<sup>rd</sup> grade students who score below proficient on the ELA portion of the Tennessee Comprehensive Assessment Program (TCAP) test be retained in 3<sup>rd</sup> grade unless they attend a summer learning camp with 90% attendance and/or participate in TN ALL Corps tutoring during their 4<sup>th</sup> grade year; and

**WHEREAS**, the Murfreesboro City School Board believes that retention decisions regarding children should not be made at the state level using a single data source but should be made locally based on research, informed by multiple data sources, and include parental and school-level input; and

**WHEREAS**, the Tennessee State Board of Education policy 3.300 states that “[r]etention shall be considered only when it is in the best interests of the student;” and

**WHEREAS**, Policy 3.300 lists a minimum of factors to be considered when identifying students for retention, including:

1. The student’s ability to perform at the expectations of the current grade-level standards;
2. The results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. The overall academic achievement of the student;
5. The student’s likelihood of success with more difficult material if promoted to the next grade;
6. The student’s attendance record; and
7. The student’s social and emotional maturity; and

**WHEREAS**, the Murfreesboro City School Board finds incredible value in the use of data and metrics, and has a history of, and desire to, continue to make great strides in proficiency and growth we, however, resolve that the current law does not reflect that as the TCAP ELA Assessment is one test on one day and does not always provide a true indication of whether a student is reading on grade level; and

**WHEREAS**, research shows retention may have adverse effects on students, including those with disabilities, socio-economically disadvantaged students, and at-risk students; and

**WHEREAS**, the Murfreesboro City School Board believes that the law should be amended to include provisions allowing school districts to promote students not proficient in ELA as measured by standardized tests using school district data including local, state-approved benchmark assessments which demonstrate an understanding of or growth in ELA; and

**WHEREAS**, Board Policy 1.105 states the Board shall work for the passage of new laws designed to advance the cause of improving public education in Tennessee and work for the repeal or modification of existing laws and the defeat of proposed laws that impede this cause; and

**WHEREAS**, the Board and the Murfreesboro City Schools staff are willing to engage in conversations and work with our local legislators and extend an invitation to them to work together to identify solutions and areas for improvement to make the legislation stronger and more appropriate for all students.

**NOW, THEREFORE, BE IT RESOLVED**, that the Murfreesboro City School Board urges the General Assembly to amend Tennessee Code Annotated section 49-6-3115 to allow local education agencies to make retention decisions for their students based upon the totality of the circumstances for each individual student, collaboration between the school and parents, and the training, experience, and expertise of educators regarding the best interests of their students.

Adopted this 13<sup>th</sup> Day of September 2022.

\_\_\_\_\_  
Butch Campbell

\_\_\_\_\_  
David Settles

\_\_\_\_\_  
Wesley Ballard

\_\_\_\_\_  
Amanda Moore

\_\_\_\_\_  
Jimmy Richardson

\_\_\_\_\_  
Karen Dodd

\_\_\_\_\_  
Barbara Long

\_\_\_\_\_  
Dr. Bobby N. Duke, III, Director of Schools

## 2023 Plan Changes for In-Network Providers

	Premier PPO		Standard PPO		Limited PPO		Local CDHP	
	2022	2023	2022	2023	2022	2023	2022	2023
	90% Coinsurance	<b>85% Coinsurance</b>	80% Coinsurance	80% Coinsurance	70% Coinsurance	70% Coinsurance	70% Coinsurance	70% Coinsurance
	\$25 Copay	\$25 Copay	\$30 Copay	\$30 Copay	\$35 Copay	\$35 Copay	\$0 Copay	\$0 Copay
	<b>Deductibles</b>							
Employee Only	\$500	<b>\$750</b>	\$1,000	<b>\$1,300</b>	\$1,800	\$1,800	\$2,000	\$2,000
Employee + Child(ren)	\$750	<b>\$1,125</b>	\$1,500	<b>\$1,950</b>	\$2,500	\$2,500	\$4,000	\$4,000
Employee + Spouse	\$1,000	<b>\$1,500</b>	\$2,000	<b>\$2,600</b>	\$2,800	\$2,800	\$4,000	\$4,000
Employee + Family	\$1,250	<b>\$1,875</b>	\$2,500	<b>\$3,250</b>	\$3,600	\$3,600	\$4,000	\$4,000
	<b>Out of Pocket Maximums</b>							
Employee Only	\$3,600	\$3,600	\$4,000	<b>\$4,400</b>	\$6,800	\$6,800	\$5,000	\$5,000
Employee + Child(ren)	\$5,400	\$5,400	\$6,000	<b>\$6,600</b>	\$13,600	\$13,600	\$10,000	\$10,000
Employee + Spouse	\$7,200	\$7,200	\$8,000	<b>\$8,800</b>	\$13,600	\$13,600	\$10,000	\$10,000
Employee + Family	\$9,000	\$9,000	\$10,000	<b>\$11,000</b>	\$13,600	\$13,600	\$10,000	\$10,000

## 2023 Plan Changes for Out-of-Network Providers

	Premier PPO		Standard PPO		Limited PPO		Local CDHP	
	2022	2023	2022	2023	2022	2023	2022	2023
	60% Coinsurance	60% Coinsurance	60% Coinsurance	60% Coinsurance	50% Coinsurance	50% Coinsurance	50% Coinsurance	50% Coinsurance
	\$45 Copay	\$45 Copay	\$50 Copay	\$50 Copay	\$55 Copay	\$55 Copay	50% Copay	50% Copay
	<b>Deductibles</b>							
Employee Only	\$1,000	<b>\$1,500</b>	\$2,000	<b>\$2,600</b>	\$3,600	\$3,600	\$4,000	\$4,000
Employee + Child(ren)	\$1,500	<b>\$2,250</b>	\$3,000	<b>\$3,900</b>	\$4,800	\$4,800	\$8,000	\$8,000
Employee + Spouse	\$2,000	<b>\$3,000</b>	\$4,000	<b>\$5,200</b>	\$5,500	\$5,500	\$8,000	\$8,000
Employee + Family	\$2,500	<b>\$3,750</b>	\$5,000	<b>\$6,500</b>	\$7,200	\$7,200	\$8,000	\$8,000
	<b>Out of Pocket Maximums</b>							
Employee Only	\$7,200	\$7,200	\$8,000	<b>\$8,800</b>	\$13,600	\$13,600	\$10,000	\$10,000
Employee + Child(ren)	\$10,800	\$10,800	\$12,000	<b>\$13,200</b>	\$27,200	\$27,200	\$20,000	\$20,000
Employee + Spouse	\$14,400	\$14,400	\$16,000	<b>\$17,600</b>	\$27,200	\$27,200	\$20,000	\$20,000
Employee + Family	\$18,000	\$18,000	\$20,000	<b>\$22,000</b>	\$27,200	\$27,200	\$20,000	\$20,000

**MONTHLY PAYROLL**

**HEALTH PREMIUMS**

LOCAL NETWORKS									
BCBS Network S & Cigna LocalPlus	HEALTH PLAN OPTIONS	EMPLOYEE ONLY		EMPLOYEE + CHILD(REN)		EMPLOYEE + SPOUSE		EMPLOYEE + SPOUSE + CHILD(REN)	
		2022	2023	2022	2023	2022	2023	2022	2023
		Premier PPO	\$58.12	\$54.55	\$346.04	\$225.20	\$475.99	\$440.70	\$594.21
Standard PPO	\$68.90	\$62.49	\$468.28	\$209.20	\$609.92	\$409.20	\$811.12	\$494.70	
Limited PPO	\$32.01	\$30.00	\$241.56	\$198.00	\$429.15	\$387.30	\$563.52	\$468.30	
Local CDHP/HSA	\$0.00	\$0.00	\$240.36	\$172.60	\$384.64	\$337.50	\$578.40	\$408.00	
MCS HSA CONTRIBUTION	\$50/MO	\$50/MO							

BROAD NETWORKS									
BCBS Network P & Cigna Open Access	HEALTH PLAN OPTIONS	EMPLOYEE ONLY *\$65/mo surcharge		EMPLOYEE + CHILD(REN) *\$65/mo surcharge		EMPLOYEE + SPOUSE *\$130/mo surcharge		EMPLOYEE + SPOUSE + CHILD(REN) *\$130/mo surcharge	
		2022	2023	2022	2023	2022	2023	2022	2023
		Premier PPO	\$177.54	\$177.23	\$603.06	\$595.50	\$796.70	\$799.50	\$1,002.10
Standard PPO	\$135.72	\$129.42	\$535.10	\$555.50	\$702.27	\$747.00	\$903.49	\$889.50	
Limited PPO	\$66.72	\$71.22	\$447.28	\$527.50	\$683.47	\$710.50	\$897.21	\$845.50	
Local CDHP/HSA	\$58.53	\$63.97	\$307.18	\$464.00	\$518.28	\$627.50	\$775.96	\$745.00	
MCS HSA CONTRIBUTION	\$0/MO	\$0/MO							

**DENTAL PREMIUMS**

BCBS	DENTAL PLAN OPTIONS	EMPLOYEE ONLY		EMPLOYEE + 1 DEPENDENT		EMPLOYEE + 2 OR MORE DEPENDENTS	
		2022	2023	2022	2023	2022	2023
		Basic Dental	\$0.00	\$0.00	\$22.73	\$23.53	\$35.57
Enhanced Dental	\$16.03	\$16.59	\$56.70	\$58.68	\$112.29	\$116.22	

**VISION PREMIUMS**

BCBS	VISION PLAN OPTION	EMPLOYEE ONLY		EMPLOYEE + CHILD(REN)		EMPLOYEE + SPOUSE		EMPLOYEE + SPOUSE + CHILD(REN)	
		2022	2023	2022	2023	2022	2023	2022	2023
		Vision	\$8.20	\$8.20	\$16.87	\$16.87	\$16.08	\$16.08	\$23.97

## Enrollment as of 09/09/2022

	K-6 Gen Ed Totals	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	TOTALS
Black Fox	733	38			41		1	813
Bradley	339							339
Cason Lane	735		17	12	26			790
Discovery	389							389
Erma Siegel	750		15	10	30		6	811
Hobgood	596	79						675
John Pittard	719	40	17	10	30			816
Mitchell-Neilson	575	40	27	13		14		669
Northfield	611	40	11	12	34			708
Overall Creek	943				10			953
Reeves-Rogers	351							351
Salem	968				11			979
Scales	1011				36			1047
								9340

Growth Over Last Year	
End of 2021-2022 -----	9420
Growth from 21-22 to 22-23 ---	-80

Average Attendance Percentage
94.9%

<b>Totals</b>	<b>8720</b>	<b>237</b>	<b>87</b>	<b>57</b>	<b>218</b>	<b>14</b>	<b>7</b>	<b>9340</b>
	K-6 Gen Ed Total	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	
BEP Funded	8720				218	14	7	8959
Non-BEP Funded		237	87	57				381