

Board of Education Regular Meeting

September 26, 2023 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Emery Bell, a student at Cason Lane PreK, along with Evelyn Hunsicker, also a student at Cason Lane PreK. Emery's mom is a teacher at Hobgood and Evelyn's mom works in HR at our central office. Joining our PreK students will be Jeremiah Cabell and Victoria Guevara, both 3rd grade students at Bradley Academy.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item MCS would like to thank the Murfreesboro Technology Council (MTC) for their recent donation of 150 Chromebooks to our district. MTC focuses on Economic Development of tech companies in the Rutherford and Middle Tennessee area. Overall Creek wants to thank Renee Krenson with Benchmark Realty and Nashville Krav Maga Murfreesboro for providing breakfast to our entire faculty and staff. We definitely felt the love and support from our community on our first week back to school. Thank you to New Vision and Fellowship Church for once again meeting weekly to assemble weekend food backpacks for our students. The majority of our food is provided by Second Harvest Food Bank but we find ourselves in a deficit for long weekends and holiday breaks. That deficit was made up this semester by wonderful partners like First Presbyterian and United Way's Hometown Huddle, and The City Schools Foundation. The City Schools Foundation's Doubles Tennis tournament is scheduled for October 27 and 28. Registration is now open. The Foundation received 118 grant requests this year. Those grants are currently being read and ranked by our grant committee and winning grants will be awarded in October. Congratulations to Cintya Gomez-Ortiz. Cintya will begin hosting the Spanish news on CityTV this month. Reading in the Schools Day was a major success. Thank you to Read to Succeed and our many parents, volunteers, and partners for taking part in the day. Building Strong Brains - a partnership between MCS, John Pittard Elementary,	Mrs. Lisa Trail

MMC and the Prevention Coalition will be held on September 26 from 5 - 6 p.m.	
Bradley Academy will be celebrating Hispanic Heritage Month on October 19.	
A. The Best of MCS-Ms. Emily Bradley Procedural Item	Dr. Trey Duke
B. Spotlight on Education-High Fives! Natalie Hardiman-Reeves Rogers Tiffany Strevel-Black Fox Jeremy Lewis-Bradley Adam Bryson-Mitchell Neilson Jenny Ortiz-Overall Creek Emily Spencer-Erma Siegel Procedural Item	Dr. Trey Duke
C. Public Comment Procedural Item	Chair Butch Campbell
IV. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 9-5 Board Minutes Consent Item	
B. Approval of School Fees Consent Item	
C. Approval of Contracts less than \$50,000.00 but more than \$25,000.00 Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.405 Rules of Order on First Reading Action Item	Ms. Lauren Bush
B. Approval of Board Policy 1.407 School District Records on First Reading Action Item	Ms. Lauren Bush
C. Approval of Board Policy 3.600 Insurance Management on First Reading Action Item	Ms. Lauren Bush
D. Approval of Board Policy 5.1101 Benefits for Full-Time Employees on First Reading Action Item	Ms. Lauren Bush
E. Approval of 2023-2024 Board Committee Assignments Action Item	Dr. Trey Duke
F. Approval of Jobe, Hastings & Associates MCS Audit Proposal for FY24, FY25, and FY26 Action Item	Dr. Trey Duke
G. Approval of Matlock Clements, P.C. Internal Schools Fund Audit Proposal for FY24, FY25, and FY26 Action Item	Dr. Trey Duke
H. Approval of ESSER Planning Addenda and Health and Safety Plan Action Item	Dr. Trey Duke
I. Approval of Budget Amendment-Public Schools Safety Grant Action Item	Dr. Trey Duke
J. Approval of Budget Amendment-TN ALLCorp Action Item	Dr. Trey Duke
K. Approval of Budget Amendment-FY24 Replacement Maintenance Vehicle	Dr. Trey Duke

Action Item	
L. Approval of Budget Amendment-FY24 Open Purchase Order Balances Action Item	Dr. Trey Duke
M. Approval of Terrascope Cooperative Purchasing Agreement Action Item	Dr. Trey Duke
N. Approval of the 21st CCLC Grant Action Item	Dr. Trey Duke
O. Approval of Budget Amendment-Safe Schools Action Item	Dr. Trey Duke
P. Approval of Delayed Bus Route Compensation Plan Action Item	Dr. Trey Duke
Q. Approval of Revenue and Expenditure Report Action Item	Ms. Kim Williams
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Dr. Trey Duke
B. Enrollment (PTR) Report Information Item	Mr. Ken Rocha
C. Director's Update Information Item	Dr. Trey Duke
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell
IX. EXECUTIVE SESSION Information Item	Dr. Trey Duke

MINUTES

Board of Education Regular Meeting

September 5, 2023 6:00 PM

MCS Administrative Offices

<p>I. CALL TO ORDER Procedural Item Present: Mr. Wesley Ballard, Mr. Butch Campbell, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mr. Jimmy Richardson III, Mr. David Settles (arrived at 6:14 p.m.).</p> <p>Staff: Dr. Trey Duke, Kim Williams, Ken Rocha, Sheri Arnette, Don Bartch, Angela Fairchild, Maria Johnson, Lisa Trail, Jenny Ortiz, Kathy Daugherty, Cathy Pressnell, Emily Spencer, Sandy Scheele</p> <p>Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Mr. Wesley Ballard and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1</p>	Chair Butch Campbell
<p>III. ELECTION OF BOARD CHAIR AND VICE-CHAIR Action Item Jimmy Richardson nominated Mr. Butch Campbell for Board Chair. Ms. Barbara Long seconded that nomination. 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 Butch Campbell-Butch Campbell David Settles was absent during this portion of the meeting Mr. Campbell received 6 votes and was elected Board Chair.</p> <p>Wes Ballard nominated Jimmy Richardson as Vice Chair. Karen Dodd seconded that nomination. A roll call vote was taken: Wes Ballard-Jimmy Richardson Karen Dodd-Jimmy Richardson Barbara Long-Jimmy Richardson Amanda Moore-Jimmy Richardson Jimmy Richardson-Jimmy Richardson Butch Campbell-Jimmy Richardson David Settles was absent during this portion of the meeting Mr. Richardson received 6 votes and was elected Vice Chair.</p>	Ms. Lauren Bush
<p>IV. Spotlight on Education-Literacy and ALLN Grant Procedural Item Kathy Daugherty explained the Sounds First Program along with the training that goes into that program. Dr. Duke stated that if we are going to raise literacy scores, it starts in K-2.</p> <p>Cathy Pressnell talked about the Summer Literacy Institute and explained the hard work that</p>	Instruction Team/Sped Dept

<p>teachers did this summer.</p> <p>Ms. Long asked if we designed the program, and Ms. Pressnell confirmed that we did.</p> <p>Mr. Richardson asked if we have data on non-native English speakers. Ms. Arnette said that we do have that data, but it is still embargoed.</p> <p>Ms. Fairchild talked about the \$50,000.00 AALN grant and what it will be used for.</p>	
<p>V. PUBLIC COMMENT Procedural Item</p>	Chair Butch Campbell
<p>VI. CONSENT ITEMS Consent Agenda Motion to approve consent agenda.. This motion, made by Mr. Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	Chair Butch Campbell
<p>A. Approval of 8-22-23 Board Minutes Consent Item</p>	
<p>B. Approval of School Fees Consent Item</p>	
<p>VII. ACTION ITEMS Action Item</p>	Chair Butch Campbell
<p>A. Approval of Capital Improvement Plan Action Item Motion to approve the Capital Improvement Plan. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0 Dr. Duke explained that there are multiple funding sources on this Capital Improvement Plan. This plan is for the next six years and totals \$95 million. The potential new school is included for \$51 million.</p>	Dr. Trey Duke
<p>B. Approval of School Based Accounts Payable from 2022-2023 Action Item Motion to approve the School Based Accounts Payable from 2022-2023. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>C. Approval of Cooling Tower Contract Action Item Motion to approve the Cooling Tower Contract. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>D. Approval of Budget Amendment-FY24 GPS Safe Schools Grant Action Item Motion to approve the Budget Amendment-FY24 GPS Safe Schools Grant. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0 Dr. Duke explained that this Safe Schools Grant is separate from the Governor's Safe Schools Grant.</p>	Dr. Trey Duke
<p>E. Approval of Budget Amendment-School Nutrition Fund 143 Cafeteria Computer Action Item Motion to approve the Budget Amendment-School Nutrition Fund 143 Cafeteria Computer. This motion, made by Mr. David Settles and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>F. Approval of Director's Evaluation Instrument</p>	Ms. Lauren Bush

<p>Action Item Motion to approve the Director's Evaluation Instrument. This motion, made by Mr. Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	
<p>VIII. REPORTS AND INFORMATION Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. Insurance Rates Information Item Dr. Duke presented a PowerPoint to the Board to explain the new insurance rates and told them of the positive response from employees to the rates last year.</p> <p>Amanda Moore asked how did we budget for the reduction in costs to the insurance. Dr. Duke explained that when the budget is developed, a 5% increase is added across the year because they estimate that it will increase; therefore it's included in the budget.</p> <p>Chair Campbell asked how we compare with other school districts as far as what we do for our employees and what about other city employees receive. Dr. Duke explained that we are very competitive with the county rates. Chair Campbell added that we do alot for our employees, especially since they can opt out of the insurance and receive \$1500.00. Dr. Duke told the Board that 361 employees take advantage of the \$1500.00 incentive.</p>	<p>Dr. Trey Duke</p>
<p>B. Transportation Report Information Item</p> <p>Mr. Don Bartch updated the Board on transportation. He explained to the Board that he is looking at all avenues to help with the bus driver shortage. He is also looking at bus routes and planning to improve those. He said that we are paying some parents with special needs students to transport their child to school. Mr. Bartch told the Board that he is meeting with a transportation provide for special needs students and McKinney Vento students on Thursday of this week to discuss options.</p> <p>There was discussion of bus stops being too close together. Mr. Bartch is also looking into that. Mr. Bartch said that all options are on the table to help with the current transportation need.</p>	<p>Mr. Don Bartch</p>
<p>C. Sick Leave Bank Report Information Item Maria Johnson reported on the sick leave bank. She told the Board that we are in good shape with the Sick Bank. She explained that there are 212 members and 630.5 days. She hopes to not have to assess this for five years. Ms. Johnson said that open enrollment for sick leave bank goes from August 1 until October 31.</p>	<p>Ms. Maria Johnson</p>
<p>D. Director's Update Information Item Dr. Duke told the Board that he plans to attend the public town hall in Nashville tomorrow night. The Commissioner should explain the change to the accountability structure of letter grades and how she plans to retroactively apply that process. Chair Campbell asked if Dr. Duke would share a link to that town hall meeting.</p> <p>Dr. Duke told the Board that he would be attending the State Superintendent's Conference next week.</p> <p>Dr. Duke added that with the Capital Improvement Plan, we are extremely optimistic and should be able to move forward with the Reeves Rogers front entrance construction.</p>	<p>Dr. Trey Duke</p>

<p>Dr. Duke told the Board that they all received a State of the Schools event invite for September 28 at Redstone Federal Credit Union at 8:00 a.m.</p> <p>There was discussion regarding TCAP scores and how schools scored on that. Karen Dodd asked how we are celebrating our Level 5 schools. Dr. Duke said that we will be recognizing them at the September 26th board meeting. He added that are non level 5 schools are not low performing schools and we are also hoping to celebrate them for their accomplishments as well. He said that Dr. George, Ms. Trail and Ms. Carr on working together to come up with a true picture of success for all schools.</p> <p>Chair Campbell asked if we have plans to invite the Commissioner out for a joint meeting with Rutherford County Schools. He also asked how the proposed agreement with RC Schools was going, and how the new PreK building was going.</p>	
<p>IX. OTHER BUSINESS Information Item</p>	<p>Chair Butch Campbell</p>
<p>X. ADJOURNMENT Action Item Motion to adjourn at X. This motion, made by Mr. David Settles and seconded by Mr. Jimmy Richardson III, passed. Yea: 7, Nay: 0 Meeting adjourned at 7:27 p.m.</p>	<p>Chair Butch Campbell</p>

Director of Schools

Agenda Item Title: Approval of Contracts Exceeding \$25,000.00, but less than \$50,000.00

Board Meeting Date: September 26, 2023

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Pursuant to Board Policy 2.808, the Board will be provided with a list of written contracts with a between twenty-five thousand dollars (\$25,000.00) and fifty thousand dollars (\$50,000.00) at the regularly scheduled Board meeting immediately following approval of the contract or agreement. A task order for Skyward, Inc. was approved to continue use of SIS management.

Staff Recommendation

Recommend approval of consent agenda item

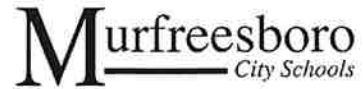
Fiscal Impact

\$44,437.00

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City Schools
2252 South Church Street, Murfreesboro TN 37127
Phone (615) 893-2313 Fax (615) 893-2352
cityschools.net



CONTRACT REVIEW FORM

Requesting Department/School: Technology

Contract: Task Order for SIS

Vendor: Skyward, Inc. Cost: \$44,437.00

Contract Start Date: 7/1/23 Term of Agreement: 6/30/24

Does the contract require student information? Yes No
Is the contract subject to grant requirements or an issued RFP? Yes No

Supervisor Approval: _____

LEGAL REVIEW

Amendments needed? Yes No

Brief description of amendments and/or other comments:

Contract is subject to State Edison Contract No. 61801;
State does not allow changes to terms of original agreement

Agreement will need to be on consent agenda for 9/26/23 Board Meeting because of cost
(Lauren is keeping a list to include on agenda)

Legal Approval: Lauren Bush

FINANCE REVIEW

Budget Account Number Fy 24: 141 E 72210 399

Comments from Finance Department:

hosting paid)
annual student license fee budget of \$44,512

Finance Approval: Kevin Linneman 9.6.23

**TASK ORDER
BETWEEN
THE
MURFREESBORO
CITY SCHOOLS
And
SKYWARD, INC**

This Task Order (TO), by and between the MURFREESBORO CITY SCHOOLS, hereinafter referred to as the "EA" and SKYWARD, INC, hereinafter referred to as the "Contractor" is as follows:

The Contractor understands and agrees that this TO is governed by the provisions of Edison Contract Number 61801, hereinafter referred to as the "Master Contract". In the provision of services pursuant to this TO, the Contractor will conform to these provisions in their entirety. In the event of a conflict between the TO and the Master Contract, the documents shall govern in the order of preference given in the Master Contract.

This TO shall be effective for the period commencing on 7/1/2023, and ending on 6/30/2024, unless amended.

In no event shall the maximum liability of the EA under this TO exceed \$44,437.00. For the services provided pursuant to this TO, this amount shall constitute the TO Project Price and the entire potential compensation due the Contractor for the goods and/or services and all of the Contractor's obligations hereunder regardless of the difficulty, travel, administrative fees, or materials/equipment required. The Contractor shall be compensated as specified in the associated Statement of Work at the fixed-prices and/or hourly rate(s) quoted in the Contractor's Project Quote and transcribed here:

Service Description	Amount (per compensable increment)
Student Core – Base Functionality – ADM 8923 x \$4.98 Per ADM	\$44,437.00

Payments to the Contractor pursuant to this TO will be made in accordance with the Tennessee Prompt Payment Act. Invoices shall be submitted to:

MURFREESBORO CITY SCHOOLS

Street Address: 2552 S CHURCH ST

City, State, Zip: MURFREESBORO, TN 37127-7135

Email Address: april.zavisa@cityschools.net

The EA may, at any time and for any reason, terminate this TO in accordance with Contract Section A.7.b.

This TO may be modified only by a written amendment in accordance with Contract

District Name: MURFREESBORO CITY SCHOOLS

Bobby W Dullell
District Signature

9/6/2023
Date

Contractor Name: SKYWARD, INC.

DocuSigned by:
Raymond Albertund
158D1BC933E941C...

August 18, 2023

Contractor Signature

Date

Approved as to Form:
Lauren Bush
Lauren Bush, Assistant City Attorney

Agenda Item Title: Approval of Board Policy 1.405, Rules of Order, on First Reading

Board Meeting Date: September 26, 2023

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

Communication from the Murfreesboro City Legal Department indicates that the City Council voiced a consensus that votes by commissions, boards, and committees be roll-call votes rather than voice votes in specific circumstances. Board Policy 1.405 has been updated to reflect this preference in situations where an action item does not receive unanimous approval with a voice vote.

Staff Recommendation

Recommend approval of changes to Board Policy 1.405 on first reading

Fiscal Impact

Not applicable

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: 09/24/19
		Rescinds: BO 2	Issued: 02/01/11

1 **I. MOTIONS**

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

22 **II. VOTING METHOD**

- 23 a. Pursuant to T.C.A. § 49-2-202, a majority of all of the members constituting the Board
24 (meaning four (4) members), and not merely a majority of the quorum, shall be required to
25 transact all business coming before the Board in regular or special meetings. If all seven (7)
26 members of the Murfreesboro City School Board are not present at a meeting, and the
27 Murfreesboro City School Board is unable to adopt a motion to approve an action item, or to

1 deny it, the item shall be deferred until the next meeting of the Murfreesboro City School
2 Board. If all seven (7) members of the Murfreesboro City School Board are present and are
3 unable to adopt a motion on an item, it shall be deemed denied.

4 b. Any member who does not intend to vote affirmatively or negatively shall announce that the
5 member is or has abstained from the vote. If a member is present but does not vote
6 affirmatively or negatively (“abstention”) for reasons including but not limited to a conflict of
7 interest, that member shall not be considered in determining the number of members voting. A
8 motion which receives an equal number of affirmative and negative votes fails.

9 c. Roll call votes will be ~~used at the discretion of the Chair or upon the request of any Board~~
10 ~~member.~~ required on all action items adopted without unanimous approval. Roll call votes
11 shall proceed alphabetically, with the exception of the Board Chair, with the first member to be
12 called rotated alphabetically at successive Board meetings. For each roll call vote, the Chair
13 shall vote last. Each member's vote shall be recorded in the minutes on a roll call vote. Upon
14 request, any member's individual vote may be recorded in the minutes. No secret votes shall be
15 used.

16 d. Board members shall ask to be recognized by the Chair prior to speaking, either by voice or
17 show of hand, to keep members from interrupting one another.

18 e. The Council Liaison may be recognized to speak regarding an issue in the same manner as a
19 Board member, but cannot make a motion, second a motion or vote on an issue.
20

21 III. CONFLICTS OF INTEREST

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

25 IV. CHAIR’S PARTICIPATION

26 a. The person chairing a meeting may participate in discussion, make motions, and vote on all
27 issues as any other member without relinquishing the chair.

28 V. QUESTIONS OF PROCEDURE

29

30 a. To the extent questions of procedure arise, the ruling of the Chair shall be controlling, unless
31 the Board votes to the contrary. Robert’s Rules of Order Newly Revised may be used as a
32 reference in making procedural determinations.

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)(2)

Agenda Item Title: Approval of Board Policy 1.407, School District Records, on First Reading

Board Meeting Date: September 26, 2023

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

TCA 10-7-503 requires that the District's Public Records Request Coordinator be named in the District's public records policy. Board Policy 1.407 has been updated to reflect staffing changes and now identifies Lauren Bush as the Public Records Request Coordinator.

Staff Recommendation

Recommend approval of changes to Board Policy 1.407 on first reading

Fiscal Impact

Not applicable

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City School Board

Monitoring: Review: Annually, in June	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 06/13/17; 06/25/19; Reviewed: 06/09/02 06/22/21
		Rescinds:	Issued:

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1 General

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

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

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

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

16 REQUESTS FOR INSPECTION²

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

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

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

1 REQUESTS FOR COPIES²

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

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

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

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

16 FREQUENT AND MULTIPLE REQUESTS

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

24 DENYING REQUESTS FOR NONCOMPLIANCE⁷*25 Requests to Inspect a Public Record*

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

- 27 a. Made two (2) or more requests to view a public record within a six-month period; and
- 28 b. For each request failed to view the record within fifteen (15) business days of receiving
29 notification that the record was available.

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

34 Requests for Copies of Public Records

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

- 36 a. Been provided with an estimate of the reasonable cost to produce the requested records;
- 37 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- 38 c. Fails to pay the actual cost after the records have been produced.

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

1 **RECORDS RETENTION**

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

- 4 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent
5 or temporary value in accordance with Municipal Technical Advisory Service records retention
6 manual;⁸
- 7 2. The Director of Schools shall establish procedures to safeguard against the unlawful
8 destruction, removal, or loss of records.⁹

9 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁰**

10 ~~Elizabeth Taylor~~Lauren Bush
11 Assistant City Attorney – Murfreesboro City Schools
12 2552 South Church Street
13 Murfreesboro, TN 371127
14 Phone: 615-893-2313
15 Fax: 615-893-2352
16 Email: ~~Elizabeth.Taylor@cityschools.net~~lauren.bush@cityschools.net
17

1. TCA 49-2-301(b)(1)(Z)
 2. TCA 10-7-503
 3. TCA 10-7-506(a)
 4. TCA 49-2-104
 5. TCA 10-7-504(p)
 6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
 7. TCA 10-7-503(a)(7)(A)(vii)
 8. TCA 10-7-702
 9. TCA 39-16-504
 10. TCA 10-7-503(g)(1)(D)
- Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Agenda Item Title: Approval of Board Policy 3.600, Insurance Management, on First Reading

Board Meeting Date: September 26, 2023

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The recommended changes incorporate Board Policy 5.1101, Full-Time Employee Benefits, to Policy 3.600. It also changes the language for opt-out incentives to allow employees hired before 2004 who opt-out of insurance and receive the \$1,500 annual incentive.

Staff Recommendation

Recommend approval of changes to Board Policy 3.600 on first reading

Fiscal Impact

Currently, there are 361 employees accepting the fringe benefit for a cost of \$541,500 annually. This policy change will open this option up to an additional 163 employees. Should all 163 current employees move to this, it would increase the fringe benefit cost by \$244,500. However, 162 of the 163 employees are currently participating in MCS's insurance plan. Increases in fringe benefits would be offset by savings in insurance cost.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 10/23/18 Reviewed 11/10/20
		Rescinds: PER 2	Issued:

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. Liability: Board members, Director of Schools and employees resulting from discharging their
5 duties;
- 6 3. Worker's compensation; and
- 7 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

8 The Director of Schools shall continually review the insurance program to ensure that adequate
9 protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The Board shall provide group health insurance for all ~~full-time~~benefit-eligible employees.¹ The
12 Director of Schools, after consultation with personnel, shall recommend carriers of insurance for
13 programs in which the Board makes partial or full payments. The Board shall approve all insurance
14 carriers. The group health insurance will be provided to benefit-eligible employees pursuant to the
15 official plan documents of the insurance carrier chosen. Benefit-eligible employees who opt-out of
16 group health insurance may receive a one thousand five hundred dollar (\$1,500.00) taxable incentive
17 annually. ▲

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18 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected
19 information.²

20 **GROUP LIFE INSURANCE**

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21 The Board may also provide a group term life, accidental death, and dismemberment life insurance
22 policy to benefit-eligible employees. Any policy administered by the district will be provided pursuant
23 to the official plan documents of the insurance carrier chosen. ▲

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Legal References

1. TCA 49-2-209
2. 45 CFR § 164.306, 164.316

Cross References

Payroll Procedures 2.802

Agenda Item Title: Approve to Retire Board Policy 5.1101, Benefits for Full-Time Employees, on First Reading

Board Meeting Date: September 26, 2023

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Language from Board Policy 5.1101 was added to Board Policy 3.600. In order to prevent duplication of policy language, Board Policy 5.1101 is recommended for retirement.

Staff Recommendation

Recommend approval of retirement of Board Policy 5.1101 on first reading

Fiscal Impact

Not applicable

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
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- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: <u>Benefits for Full-Time Employees</u> <u>Recommended for Retirement</u>	Descriptor Code: 5.1101	Issued Date: REVIEWED 02/20 11/27/18
		Rescinds: PER 2; PER 9	Issued: 12/84; 04/90; 08/01; 07/11

1 ~~In addition to salary, the Board recognizes that certain benefits for full-time employees are an integral~~
2 ~~part of the total compensation. Full-time employees are employees who are scheduled to work a~~
3 ~~minimum of thirty (30) hours or more per week on a regular basis, meaning more than 26 continuous~~
4 ~~weeks in a calendar year.~~

5 ~~Health Insurance[†]~~

6 ~~Employees have the option of participating in group health/hospitalization plans. These plans consist of~~
7 ~~health/hospitalization programs with family or individual coverage available. A dental and vision~~
8 ~~program with family or individual coverage is are also available. The employee shares the cost of family~~
9 ~~protection if such protection is elected. Full-time employees hired after July 1, 2004, are eligible to~~
10 ~~receive a \$1,500 annual incentive if they choose not to take out the medical insurance coverage offered~~
11 ~~by the school system.~~

12 ~~An employee on approved leave of absence may continue health/hospitalization, and dental, and vision~~
13 ~~coverage by payment of premium to Murfreesboro City Schools. The insurance may only be canceled~~
14 ~~by if the employee at any time in writing to the Board of Education experiences a qualifying event (as~~
15 ~~defined by the State of Tennessee Group Health Plan guidelines), terminates, or or may be cancelled for~~
16 ~~non-payment of premiums. The health/hospital, dental, and vision plans carries conversion privileges~~
17 ~~(COBRA) for those leaving service, including members who are retiring. The dental plan cannot be~~
18 ~~continued after the employee terminates their employment.~~

19 ~~Life, Accidental Death, and Dismemberment Benefit Insurance~~

20 ~~Full-time employees are provided life, accidental death, and dismemberment insurance. The plan carries~~
21 ~~conversion privileges for those leaving service, including members who are retiring, subject to certain~~
22 ~~age restrictions.~~

23 ~~Other~~

24 ~~Other benefits to full-time employees, varying according to job classification, include:~~

25 ~~Worker's Compensation~~

26 ~~Vacation with pay~~

27 ~~Certain legal and other holidays with pay~~

28 ~~Leave provisions (person, professional, annual leave)~~

- 1 Sick leave
- 2 Retirement program
- 3 Salary distribution plan
- 4 Coverage for liability claims
- 5 Choice of school assignment for children, on a space available basis
- 6 Cafeteria Plans (Section 125)
- 7 Social Security
- 8 Medicare
- 9 Employee Assistant Program

Legal References

1. TCA 49-2-209

Agenda Item Title: 2023-2024 Board Committee Assignments

Board Meeting Date: September 26, 2023

Department: Office of the Director

Presented by: Dr. Trey Duke, Director of Schools

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

According to Board Policy 1.300 Board Committees, the Chair of the Board shall be responsible for appointment of Board members to various committees established by the Murfreesboro City School District with input from the Director of Schools.

After reviewing last year's board committee assignments, the only change that was made is the BEP Board has dissolved, therefore the Board Chair and Director of Schools will no longer be required to serve on that committee.

Staff Recommendation

Recommend approval of the 2023-2024 Board Committee Assignments as identified by the Board Chair.

Fiscal Impact

There is no fiscal impact.

Connection to MCS's Five-Year Strategic Plan

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Board Committee Assignments 2023-2024

New School Naming Committee
Butch Campbell *Chair
Amanda Moore
David Settles

Pre School Advisory
Barbara Long

Workforce Development
David Settles

Coordinated School Health
Karen Dodd

City Cable
Jimmy Richardson

ESP Advisory
Jimmy Richardson

Family Resource Center Advisory
Amanda Moore

Sick Leave Bank
Karen Dodd
Amanda Moore

Zone Waiver Appeals
Wes Ballard

City School Foundation
Wes Ballard

Community Advisory
Jimmy Richardson

TLN Representative
Barbara Long

Charter School Applications
Amanda Moore

Agenda Item Title: Jobe, Hastings & Associates MCS Audit Proposal for FY24, FY25 and FY26

Board Meeting Date: September 26, 2023

Department: Finance

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The Finance Department is seeking Board approval to continue professional services with Jobe, Hastings & Associates to audit the financial statements of Murfreesboro City Schools (excluding the Internal Schools Fund) for fiscal years ending June 30, 2024, 2025, and 2026 for the following fees:

FYE 6/30/2024	\$40,900
FYE 6/30/2025	\$42,100
FYE 6/30/2026	\$43,300

Fees are based on the amount of time necessary to perform the audit in an efficient but comprehensive manner as required by auditing standards. Fees increase by 3% each year and are comparable to the previous three fiscal years.

In addition, the State of Tennessee recently mandated the conversion of audited account balances to a standard municipal chart of accounts to accomplish comparability across the state. This conversion process is an additional procedure outside the scope of the audit and will be performed at standard hourly rates for an additional fee not to exceed \$2,500 each fiscal year.

The selection of Jobe, Hastings & Associates as auditors will allow them to begin interim audit testing prior to the fiscal year end and to plan the audit timeline to ensure the audit is completed in a timely manner. Jobe, Hastings & Associates will continue to audit the City of Murfreesboro.

Staff Recommendation

Recommend approval of the proposal to audit the financial statements of Murfreesboro City Schools (excluding Internal School Funds) for fiscal years ending June 30, 2024, 2025 and 2026.

Fiscal Impact

\$40,900 for FY24, \$42,100 for FY25, \$43,300 for FY26. Three year total: \$126,300.

Connection to MCS's Five-Year Strategic Plan

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JOB, HASTINGS & ASSOCIATES

Certified Public Accountants

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P.O. BOX 1175, MURFREESBORO, TN 37133-1175
(615) 893-7777 FAX: (615) 896-5990
www.jobehastings.com

James R. Jobe, CPA
C. Jared Forrester, CPA, CSEP
Andrew J. Nickerson, CPA

September 14, 2023

Ms. Kim Williams, CGFM, CCFO
Director of Finance
Murfreesboro City School Board
2552 South Church Street
Murfreesboro, TN 37127

Re: Audit Proposal

Dear Ms. Williams and Members of the Board:

Thank you for the opportunity to submit our proposal to audit the Murfreesboro City Schools (excluding the Internal School Funds) for the fiscal years ending (FYE) June 30, 2024, 2025 and 2026. We appreciate the confidence that you have shown in our firm by allowing us the opportunity to submit a proposal.

We are pleased to submit our proposal to audit the financial statements of the Murfreesboro City Schools (excluding the Internal School Funds). The audits will be financial and compliance audits and will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, as well as those prescribed by the Comptroller of the Treasury of the State of Tennessee. Furthermore, the audit of the Murfreesboro City Schools will be conducted in accordance with all requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

We propose to perform the audits of the Murfreesboro City Schools (excluding the Internal School Funds) for the following fees: FYE 6/30/24 \$40,900, FYE 6/30/25 \$42,100, and FYE 6/30/26 \$43,300. These fees are based on the amount of time we feel is necessary to perform the audits in an efficient but comprehensive manner as required by the standards. The State of Tennessee has recently mandated the conversion of audited account balances to a standard chart of accounts to accomplish comparability across the state. This conversion process is an additional procedure outside the scope of the audit and will be performed at standard hourly rates for an additional fee not to exceed \$2,500 for each fiscal year.

Your selection of us as auditors will enable us to begin interim audit testing prior to the fiscal year ending June 30, 2024 and meet with departmental personnel to plan the audit timeline to ensure that the audit is completed in a timely manner.

If you need any additional information other than what we have provided, please let us know. We appreciate your consideration of our firm and look forward to the opportunity to work with you.

Sincerely,

James R. Jobe, CPA

Agenda Item Title: Matlock Clements, P.C. Internal Schools Fund Audit Proposal for FY24, FY25, and FY26

Board Meeting Date: September 26, 2023

Department: Finance

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The Finance Department is seeking Board approval to continue professional services with Matlock Clements, P.C. to audit the combined and individual financial statements of Murfreesboro City Schools Internal Schools Fund for fiscal years ending June 30, 2024, 2025, and 2026 for the following fees:

FYE 6/30/2024	\$14,950
FYE 6/30/2025	\$14,950
FYE 6/30/2026	\$14,950

Fees are based on the amount of time necessary to perform the audit in an efficient but comprehensive manner in accordance with auditing standards.

The selection of Matlock Clements, P.C. as auditors of the Internal Schools Funds will allow them to begin interim audit testing prior to the fiscal year end and to plan the audit timeline to ensure the audit is completed in a timely manner.

Staff Recommendation

Recommend approval of Matlock Clements, P.C. proposal to audit the combined and individual financial statements of Murfreesboro City Schools Internal School Funds for fiscal years ending June 30, 2024, 2025, and 2026.

Fiscal Impact

\$14,950 per year for three years. Three year total: \$44,850.

Connection to MCS's Five-Year Strategic Plan

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- Empowered:** Every student will be *empowered* through academic success

Matlock Clements

www.matlockclements.com

Certified Public Accountants

*270 Glenis Dr., Suite A
Murfreesboro, TN 37129
Phone: 615-907-1881
Fax: 615-907-0357*

September 20, 2023

Murfreesboro City Schools

Dear Leaders of Murfreesboro City Schools,

On behalf of all employees of Matlock Clements, P.C., I want to thank you for inviting us to make our Proposal for Contract to Audit Accounts of Internal School Funds for the Murfreesboro City Schools Board of Education for the school year beginning July 1, 2023 and ending June 30, 2024.

Our proposed fee for auditing services is \$14,950. Our firm is willing to enter into a contract renewable annually for each of the subsequent two years without any additional fee increase.

We are pleased to furnish any relevant information concerning references as well as any additional information regarding our firm personnel. Should you desire any additional information, please feel free to contact myself (andy@matlockclements.com) or Eric Clements, CPA, CFE (eric@matlockclements.com) via telephone or email.

I would like to thank you once again for the opportunity to submit a proposal and continue our working relationship. We value our relationship together and are honored that you would consider us to be a part of the continued success of your organization.

Sincerely,

A handwritten signature in blue ink that reads "Andy Matlock, CPA". The signature is fluid and cursive.

Andy Matlock, CPA
Matlock Clements, P.C.

Eric Clements, CPA, CFE • Andy Matlock, CPA

Agenda Item Title: ESSER 3.0 Public Plan planning addenda and Health and Safety Plan

Board Meeting Date: September 26, 2023

Department: Federal Programs

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The Federal Programs and Finance departments are seeking approval of the ESSER 3.0 Public Plan for Remaining Funds planning addenda and the required Health and Safety Plan. School districts are required to update these public plans every six months through September 30, 2024, to be in compliance with the ESSER 3.0 grant guidelines. With each update, LEAs are required to seek public input on the plan and any revisions and must take such input into account.

All ESSER 3.0 grant funds must be spent or encumbered by June 30, 2024.

Staff Recommendation

Recommend approval of the ESSER 3.0 planning addenda.

Fiscal Impact

MCS currently has \$7,679,692.19 remaining in ESSER funds.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
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ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance

2023

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (**March 1 and Sept. 15**). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY24 for each relief fund: ESSER 2.0 and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: Murfreesboro City Schools _____
 Director of Schools (Name): Bobby (Trey) Duke _____
 ESSER Director (Name): Maryam Hill _____
 Address: 2552 South Church Street _____
 Phone #: 615-893-2313 _____ District Website: Cityschools.net _____
 Addendum Date: 9/15/2023 _____

Total Student Enrollment:	9340
Grades Served:	Pre-k-6 th
Number of Schools:	13

Funding

ESSER 2.0 Remaining Funds:	119,935.15
ESSER 3.0 Remaining Funds:	7,559,757.04
Total Remaining Funds:	7,679,692.19

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		128,300.00
	Summer Programming		
	Early Reading		
	Interventionists	26,698.53	256,977.00
	Other		1,229,203.00
	Sub-Total	26,698.58	1,614,418.00
 			
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		
	Mental Health		495,016.00
	Other		198,929.00
	Sub-Total		693,945.00
 			
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		
	Other		557,716.00
	Sub-Total		557,716.00
 			
Foundations	Technology	50,000	
	High-Speed Internet		
	Academic Space (facilities)		3,997,292.52
	Auditing and Reporting		
	Other-	43,236.62	696,323.52
	Sub-Total	93,236.62	4,693,616.04
 			
Total		119,935.15	7,559,757.04

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

Needs assessment indicated the need to continue to increase academic achievement by continuing to focus efforts on closing gaps associated to the COVID- 19 learning loss. Allocations focus on servicing students who have a deficiency in Reading or Math. ESSER 3.0 funds will be used for three Academic Interventionists. Interventionists will work directly with the bottom 25 percentile in Math and Reading to help close and prevent learning gaps from widening.

Funds will be used to provide professional development for teachers to support a varied level of differentiated instruction to students who experienced learning gaps related to COVID. The area of focus is on professional growth and learning associated with learning loss.

We have allocated funds for extended contracts for teachers to provide before/after school tutoring for students experiencing a greater learning loss associated with COVID.

MCS will employ 158 teachers at 35 hours per fiscal year to deliver high-dosage tutoring. Fund allocations will focus on minimizing learning gaps for ESL students, especially those adversely affected by COVID.

The district will hire a district ESL coach to ensure schools have specialized support in identifying and meeting the needs of English Language Learners.

To provide a reasonable statistical estimate for average learning loss across schools and student subgroups, district leaders will compare Spring 2021 TNREADY scores to Spring 2022 IReady, Aims Web, and Lexia benchmark assessments to identify baseline for learning loss. Similarly, Fall IREADY diagnostics will be reviewed to Spring 2021 TNReady scores to identify correlations in learning loss. A standard analysis of IReady data will provide teachers with specific learning targets for learning loss. Extended contracts will be executed after school hours; therefore, time allocation will support students identified. Teachers will focus on growth measures identified by the correlation between TNREADY and benchmark diagnostic test. Effectiveness will be measured by standard proficiency.

2. Describe initiatives included in the "other" category.

Fund allocations will focus on academic rigor. Funds will be used to purchase Math textbooks, History for Kids, Decodables, Iready diagnostic program ,pre-k curriculum, and Imagine Learning for English Language Learners. Textbooks are a resource to increase academic rigor by equipping teachers to challenge students to think, perform, and grow to a level that may or may not have prior to COVID-19. Effectiveness will be assessed via examining alignment with district scope and sequence, benchmark and TCAP testing.

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

Needs assessment indicated the need to continue to provide targeted support for students that have trauma-related experiences that are impacting academic achievement and preventing closing gaps associate to the COVID- 19 learning loss.

Funds will be used to provide professional development for teachers to assist with meeting the needs of special population students (SPED, ELL, Economically Disadvantaged) who were and continue to be affected by the impact on COVID-19. These professional development opportunities will provide teachers with a varied level of resources and strategies for students to implement in conjunction with related services that are in place. Professional development will focus on RTI 2-B, intervention, culturally responsive practices and Imagine learning for EL. This will be assessed by district benchmark data, teacher surveys, and administrator surveys.

2. Describe initiatives included in the "other" category.

Salaries and benefits and professional development for the ESSER Federal Director and 60% of the salary and benefits for the ESSER federal bookkeeper.

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

2. Describe initiatives included in the "other" category.

Funds will be used for one FTE Federal Programs bookkeeper for three years and one FTE ESSER Federal Director for three years. ESSER Federal director will oversee funding allocations, oversee grant programming and implementation of services. These two positions will work together to support the development and implementation of innovative instructional programs to achieve identified needs based on COVID 19 deficiency. Fund allocations will be used to provide professional development for Federal ESSER Federal Director and the Federal Programs bookkeeper. This professional development will help to ensure appropriate training for the district to ensure the awareness of policies and guidelines regarding the assigned programs. Grant allocations, audits, and program progress monitoring will assess effectiveness.

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

Funds will focus on replacing HVAC units to increase the clean air supply in two schools. HVAC replacement will increase the delivery of clean air and dilute potential contaminants. This will help building ventilation, to reduce the spread of disease and lower the risk of exposure. Effectiveness will be assessed by air quality checks, HVAC inspections and monitoring of flow meters. Funds will be used for cooling towers to help increase clean air supply for three schools.

2. Describe initiatives included in the "other" category.

Funds will be used to ensure proper usage and upkeep of Chromebooks. Our district is currently 1:1 in 2nd through 6th grades. In order to ensure that computers are performing at maximum capabilities, a refresh is a necessary for durability of devices. This will be assessed by monitoring malware and systems updates. This will involve approximately 1,400 Chromebooks. Funding will be used to cover the cost of a van for transportation for MKV students. Funding will also be used for indirect cost.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

MCS will adhere to Part 200 of the Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards for ESSER 3.0 and all grant funds as documented in the District's Uniform Grants Guidance procedure. The district is guided by state and federal rules and regulations, and local policies and administrative directives, including the Davis Bacon Act for wage determination.

Financial reporting includes documentation of receipts, expenditures, procurement, inventory and fixed assets, and construction progress. The accounting software system tracks ESSER 3.0 funds separately from other funds by a unique sub-fund number as determined by the State of TN Department of Education.

Expenditures will be reported in EPlan at least monthly. This serves the dual purpose of reporting year-to-date expenditures and requesting reimbursement of grant funds. These funds may be requested in advance of anticipated recurring salaries or payment of large invoices. MCS staff understands that these funds must be expended within 72 hours of receipt to maintain compliance with the Cash Management Improvement Act (CMIA).

The district has a written system of internal controls which provides reasonable assurance that charges to the ESSER 3.0 award meet the cost principles of reasonable, necessary, and allocable. Requests are reviewed in advance of purchase by the Program Director, Finance, and the Director of Schools to determine allowability.

The federal bookkeeper, finance manager, and finance director review budgeted to actual revenues and expenditures on an on-going basis. Expenditure Reports are provided to department heads and program managers at least monthly for further review.

Requisitions are routed through an electronic approval system so that program managers, finance and the director of schools review and approve requisitions before becoming an authorized purchase order. Back up documentation, such as quotes, contracts and bid documents, may also be uploaded into the system to further evaluate purchases. Purchase requests without adequate funding, and requests that are deemed unallowable or unnecessary, will be denied. A budget revision may need to be approved before a purchase may be made. Budget revisions are approved by the Director of Schools and Board of Education. Some budget revisions require additional City Council approval.

The finance manager performs a pre-audit of invoices prior to payment to determine that this is a valid pre-authorized purchase. The federal bookkeeper and finance manager review personnel change reports to ensure employees are coded to the correct fund and budgeted line-item.

The Internal Auditor performs an annual site visit to all 13 schools. These internal reviews are shared with the finance manager and principal. Credit card and bank statements are balanced monthly.

MCS funds are audited annually by a CPA firm in accordance with state law and board policy. As a subrecipient of federal funds in excess of \$750,000, a single audit will be performed as part of the annual audit. TNDOE staff supports the district by providing annual training, on-going technical assistance, and review of grant applications in advance of commitment of funds. District staff will monitor and review both program data and fiscal documents to maintain compliance with grant requirements

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

The following will be used to measure and address learning loss:

Interventionist: Interventionist will work directly with the bottom 25th percentile in Math and Reading to help close and prevent learning gaps from widening. The assessment of these positions will be through TCAP and benchmark data.

Extended contracts: Before/after school tutoring for students experiencing a greater learning loss associated with COVID.

To provide a reasonable statistical estimate for average learning loss across schools and student subgroups, district leaders will compare Spring 2023 TNREADY scores to Spring 2023 IReady, Aims Web, and Lexia benchmark assessments to identify baseline for learning loss. Similarly, fall IReady diagnostics will be reviewed to Spring 2023 TNReady scores to identify correlations in learning loss.

A standard analysis of IReady data will provide teachers with specific learning targets for learning loss. Extended contracts will be executed after school hours; therefore time allocation will support students

identified. Teachers will focus on growth measures identified by the correlation between TNREADY and benchmark diagnostic test.

Effectiveness will be measured by standard proficiency.

ESL specialist: The ESL specialists will work to ensure schools have specialized support in identifying and meeting the needs of English Language Learners. This will be assessed by teacher and administrator surveys and WIDA scores.

Social Worker and School Counselor: This position would work directly with students and identifying/removing barriers associated with learning loss from COVID-19. This will be assessed by tracking referrals.

Professional Development: Provided for teachers to support a varied level of differentiated instruction to students who experienced learning gaps related to COVID. This will be assessed via participant surveys.

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

MCS Director of Schools conducts quarterly State of the Schools addresses through local cityTV. MCS will conduct three community partner meetings during the 2023-2024 school year. MCS will conduct two district wide family engagement meetings during the 2022-2023 school year in addition to school family engagement meetings mandated by Title 1.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

As a Pre-K district, MCS engaged a minimum of 10% of total stakeholders by providing multiple attempts at seeking feedback from parent on behalf of students in grades Pre-k-3. However, allowing students in grades 3rd -6th to provide direct input with a survey.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

MCS engaged stakeholders during community feedback meetings with diverse student populations. These meetings were specifically designed for community representatives who represent the needs of our historically underserved populations including children experiencing homelessness, youth in foster care, and underserved students. Attendees represented faith-based organizations, community non-profits, the Rutherford County health department, and the Child Advocacy Center.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

MCS continues to keep stakeholders informed through the cityTV monthly updates, district leadership and community partner meetings. MCS holds monthly teacher advisory council meetings and quarterly director's chat with employees and student/parent surveys.

Safe Return to In-person Instruction and Continuity of Services Plan

Addendum Guidance

2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (**March 1 and Sept. 15**). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name:

Date: Murfreesboro City Schools _____

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

During the ESSER revision process, MCS leadership held feedback and input meetings to ensure a wide range of feedback from various stakeholders on the needs within our district. The information gathered during these meetings was utilized to set priorities for the use of ESSER funds. Compiled below is a list of stakeholders who met and the dates of the sessions that were held during the Spring/Fall semester of the 2022/2023 school year:

*School Board- April 18, 2023, 4:00-8:00
School Administrators-May 10, 2023
Parent Meeting- May 16, 2023
Community Representatives- May 17, 2023
Community Representatives- May 27, 2023
Teacher and School Personnel- May 11, 2023
City Council Representatives-May 25,2023
Child advocacy- June 28. 2023
CO District Administrators- July 10, 2023
Police Chief June 22,2023
Murfreesboro Police Department- June 28, 2023
School Administrators- July 24, 2023
City Council- July 25, 2023
State of Schools- August 1, 2023
Parent Meeting- August 4, 2023
Student Surveys- August 10- 19, 2023.*

City TV-September 9, 2023

2. Describe how the LEA engaged the health department in the development of the revised plan.

MCS regularly engages health department officials in discussion of protocol and procedures. Representatives from the local health department serve on the MCS health advisory council. MCS seeks feedback as needed on public health data and uses data to inform and seek feedback from all stakeholders.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p> <p><i>Facemask accommodations will be made for students with disabilities that cannot wear a face mask. In order to receive equitable participation, reasonable facemask accommodations for students with disabilities will allow a person with the disability to participate in, or benefit from, the programs offered. These practices and/or procedures may be modified and include distancing, clear barriers between student and teacher and social stories to alleviate anxiety of COVID and wearing masks.</i></p> <p><i>Physical distancing (e.g., use of cohorts/podding)</i></p>
<p><i>Hand washing and respiratory etiquette</i></p> <p><i>MCS will encourage students and staff to wash their hands with soap and water for minimum of 20 seconds. If soap/water is not available, the use hand sanitizer (60% or greater alcohol based) will be encouraged. A hand washing curriculum has been created and used throughout the district for students. Posters and signs regarding handwashing have been placed in all bathrooms. MCS encourages students to cover their cough/sneeze into the elbow or tissue. MCS will follow with hand hygiene.</i></p> <p><i>Special considerations related to COVID-19- Respiratory symptoms and NO FEVER</i> <i>Carefully consider mask during assessment to prevent droplet transmission during close contact. MCS will evaluate clinical picture if appropriate to remain in school. MCS will evaluate if the individual has been exposed to someone with a positive or presumed positive COVID-19. Per CDC, individuals with mild symptoms should be cared for by provider with all recommended PPE (gloves, gown, eye protection, and at minimum a fit-tested disposable N95 respirator. If the student evaluated is asked to not remain in school, a medical follow-up with provider and clearance note may be required (see when to return after illness). Facemasks for people with respiratory symptoms and fever over 100.4 degrees Fahrenheit is recommended if tolerated by the person and developmentally appropriate.</i></p> <p><i>MCS will consider use of all recommended PPE (gloves, gown, eye protection, and at minimum a fit- tested disposable N95 respirator) for health office staff, based on clinical picture Isolate febrile individual in a separate area until dismissed.</i></p>
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p> <p><i>MCS will continue cleaning of high touch surface. MCS will conduct routine environmental cleaning. There are postings throughout campus encouraging frequent hand washing. MCS has hand sanitizer dispensing units at each building entrance.</i></p> <p>IMPROVING VENTILATION <i>MCS provides a clean germ-free environment for all grade levels (preK-6). MCS will install two styles of purification systems. All building occupants including, but not limited to; students, teachers, cafeteria workers, custodial, educational assistants, maintenance workers, parents and visitors will all benefit from the use of the purification systems. With these systems, there will be a reduction of other airborne and surface microbial, bacteria, viruses, and mold spores. These units are also specified to reduce smoke, odors, allergens, dust, and other particles. If masks are still utilized after the installation of the units, it provides an added safety protection factor for the school occupants until the pandemic is under control.</i></p>

<i>Contact tracing in combination with isolation and quarantine</i>
<i>Any employee who feels sick or experiencing signs and symptoms of COVID-19 should stay home. Any employee who has tested positive or has been instructed by a physician or the Department of Health to self-isolate should stay home.</i>
<i>Diagnostic and screening testing</i>
<i>Testing is provided for employees and students who develop Covid-19 symptoms while at work or in school by MCS Nursing Department. Testing is done with written consent</i>
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
<i>MCS Nursing department provided two vaccine days. 830 employees were vaccinated. We continue to maintain vaccine provide status in case we need to add additional vaccination clinics. Our students are not eligible because of the age requirements.</i>
<i>Universal and correct wearing of masks</i>

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students’ academic needs and students’ and staff’s social, emotional, mental health, and other needs, which may include student health and food services.

Murfreesboro City Schools (MCS) will continue in-person instruction for the 2022-2023 school year with no other options for instruction, except those options determined to be necessary by an IEP team for students with disabilities. The district will continue to follow and update the guidelines and expectations delineated in our Opening School Plan “Working Document – Return to School” last updated January 4, 2022 (available here - <file:///C:/Users/Maryam.Hill/OneDrive%20-%20Murfreesboro%20City%20Schools/Documents/ReturntoSchoolJanuary-4-2022.pdf>).

Agenda Item Title: Public School Security Grant

Board Meeting Date: September 26, 2023

Department: School Operations

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

In the spring of 2023, Governor Lee and the General Assembly included a one-time, non-recurring investment of \$40 million in public school security grants for the FY24 budget as part of Governor Lee's School Safety Initiative. Funds may be to support school safety efforts including improving the physical school security. This budget amendment is to recognize \$369,367.23 which is the full allocation received by Murfreesboro City Schools based on our student population.

Staff Recommendation

Recommend approval of the Public Schools Security Grant.

Fiscal Impact

The award amount is \$369,367.23 for the FY24 budget year, and there is no local match requirement.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City Schools Budget Amendment

BOE Approval

9/26/2023

Schools Federal Projects Fund 142
Fiscal Year 2023-2024

Account Number	TN ALL Corp Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
142 R 46980 132	Public Schools Safety Grant	-	369,367	369,367
Total Increase in Revenues		\$ -	\$ 369,367	\$ 369,367
<u>Expenditures</u>				
142 E 72620 790 132	Maintenance of Plant - Equipment	-	369,367	369,367
Total Increase in Expenditures		\$ -	\$ 369,367	\$ 369,367

CHANGE IN FUND BALANCE (CASH) -

To budget the FY24 Public Schools Safety grant.

Kim Pinnians 9.19.23
 Reviewed by Finance Director/Finance Manager Date

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

Agenda Item Title: Budget Amendment – TNALL Corp Grant

Board Meeting Date: September 26, 2023

Department: Federal Programs

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The Federal Programs and Finance departments are seeking a budget amendment to the TNALL Corp grant budget. This amendment will transfer \$466,001 from various line items to the Other Contracted Services (unused) line item. The \$466,001 will be released back to the state at the end of the grant period. This grant requires a local match, and the district received a significantly higher allocation than expected. By releasing the \$466,001 back to the state, the district will be able to meet the local match requirements.

The funding allocation will be used to fund salaries and benefits of 27 Tier 1 interventionists and educational assistants, laptops, and instructional supplies and materials to support the TNALL Corp program.

The TNALL Corp grant must be spent or encumbered by June 30, 2024.

Staff Recommendation

Recommend approval of the amended funding for Tennessee All Corp for FY 23-24.

Fiscal Impact

The total award amount is \$1,656,001. The district anticipates expending \$1,157,399.92 for the FY 23-24 school year and releasing \$466,001 back to the state.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro

City Schools

Budget Fiscal Year FY24 Federal Fund 142 - TN All Corp
Board Meeting Date: September 26, 2023

Account	Description	Increase	Decrease	Revised Budget
142 E 71100 163	Educational Assistants		42,484	657,516
142 E 71100 201	Social Security		3,234	40,766
142 E 71100 204	Retirement		5,200	80,000
142 E 71100 206	Life Insurance	1,200		2,200
142 E 71100 207	Medical Insurance		62,000	150,000
142 E 71100 208	Dental Insurance	3,900		4,500
142 E 71100 212	Medicare		1,000	9,000
142 E 71100 299	Fringe Benefits	1,500		16,500
142 E 71100 399	Contracted Services -unused	466,001		466,001
142 E 71100 429	Instructional Supplies		202,483	141,117
142 E 71100 499	Other Supplies & Materials	26,000		38,000
142 E 71100 722	Regular Instruction Equipment		50,000	25,000
142 E 72210 189	Other Salaries & Wages		92,000	-
142 E 72210 201	Social Security		5,000	-
142 E 72210 204	Retirement		6,800	-
142 E 72210 206	Life Insurance		400	-
142 E 72210 207	Medical Insurance		26,000	-
142 E 72210 208	Dental Insurance		600	-
142 E 72210 212	Medicare		1,400	-
142 E 72210 524	In-Service/Staff Development			25,401
Total		\$ 498,601	\$ 498,601	\$ 1,656,001

Explanation: To revise the FY24 TN All Corp grant to move \$466,001 to Other Contracted Services (unused) from previously approved line-items. The District will spend \$1,190,000 of the grant and release the remaining \$466,001 as "unused funds" to the State.

Kim Curran
 Reviewed by Finance Director/Finance Manager

9-19-23
 Date

Bobby W Duke III
 Approved by Director of Schools

9-19-2023
 Date

Agenda Item Title: General Purpose Budget Amendment – Replacement Maintenance Vehicle

Board Meeting Date: September 26, 2023

Department: Maintenance Department

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The Finance Department requests approval to amend \$70,000 from unassigned fund balance for the purchase of a new maintenance vehicle to replace a 2004 ¾ ton truck that will be retired from service. The service truck has over 195,000 miles and is utilized by the grounds crew. Replacement is needed due to a broken piston rod, and the estimated cost of repair is \$8,000.

The new vehicle will be purchased off the state-wide contract. The retired vehicle will be sold on GovDeals.

Staff Recommendation

Recommend approval to amend \$70,000 from unassigned fund balance to purchase a new maintenance vehicle.

Fiscal Impact

To amend \$70,000 from unassigned fund balance for a one-time purchase of a maintenance vehicle.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
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- Empowered:** Every student will be *empowered* through academic success

General Purpose Schools Fund 141
Fiscal Year 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
141 Q 39000	<u>Equity</u> Unassigned Fund Balance (unaudited)	19,047,251	18,977,251	(70,000)
Total Change to Fund Balance		\$ 19,047,251	\$ 18,977,251	\$ (70,000)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AS PASSED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
141 E 72610 718	Expenditures Operation of Plant - Vehicle	-	70,000	70,000
Total Increase in Expenditures		\$ -	\$ 70,000	\$ 70,000

CHANGE IN FUND BALANCE (CASH) \$ 70,000

To budget \$70,000 from unassigned fund balance to purchase a new maintenance vehicle to replace the 2004 3/4 ton Chevrolet truck to be retired from service.

Kim Pucciani 9-19-23
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby W Duke III</i></u>	<u>9-19-23</u>
Declined	<input type="checkbox"/>	Director of Schools	Date

Agenda Item Title: FY24 Budget Unpaid Purchase Order Balances at June 30, 2023

Board Meeting Date: September 26, 2023

Department: Finance

Presented by: Dr. Trey Duke, Director of Schools

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The Finance Department is seeking Board approval to budget the unpaid balances of open purchase orders at June 30, 2023, from the Reserve for Encumbrance accounts for the General Purpose Schools, Nutrition and ESP funds. Unpaid balances from the prior year are closed each June 30 and these unbudgeted balances carry forward to the new fiscal year. Most open purchase orders were for items on back order or for projects that could not be completed at June 30.

The budget amendment increases total FY24 Expenditures by \$135,162 in the General Purpose Schools fund, \$68,988 in the Nutrition fund and \$522,240 in the ESP fund and reduces the Reserve accounts by the same amount.

Staff Recommendation

Recommend approval of the FY24 amendment to budget the balance of unpaid purchase orders at June 30, 2023.

Fiscal Impact

This budget amendment increases total FY24 Expenditures by \$135,162 in the General Purpose Schools fund, \$68,988 in the Nutrition fund and \$522,240 in the ESP fund.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
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- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City Schools Budget Amendment

BOE Approval

9/26/2023

Budget FY23 Unpaid PO's in FY24
GPS, Nutrition and ESP Funds

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AS PASSED OR	AMENDED	AMENDMENT INCREASE
		PREV AMENDED	BUDGET	(DECREASE)
<u>GPS Equity</u>				
141 Q 34110	Reserve for Open Encumbrances	(251,859)	(116,697)	(135,162)
Total Change to Reserve		\$ (251,859)	\$ (116,697)	(135,162)

<u>GPS Expenditures</u>		PREV AMENDED	BUDGET	(DECREASE)
141 E 71200 725	Special Ed - Equipment	25,000	28,180	3,180
141 E 72120 599	Nursing - Other Charges (CSH)	-	79	79
141 E 72250 317	Technology - Data Processing Services	114,000	139,167	25,167
141 E 72250 709	Technology - Equipment	430,000	463,598	33,598
141 E 72310 196	Board of Educ - Inservice Training	15,000	18,010	3,010
141 E 72320 524	Director of Schools - Inservice Training	5,500	6,790	1,290
141 E 72320 701	Director of Schools - Admin Equipment	5,000	7,028	2,028
141 E 72520 701	Human Resources - Admin Equipment	7,500	7,780	280
141 E 72620 335	Maintenance - Repair Building	755,000	755,632	632
141 E 72620 336	Maintenance - Repair Equipment	425,000	443,887	18,887
141 E 72620 499	Maintenance - Other Supplies	100,000	101,219	1,219
141 E 72620 717	Maintenance - Maintenance Equipment	60,000	62,280	2,280
141 E 72710 338	Transportation - Vehicle Repair & Maintenance	25,000	26,640	1,640
141 E 76100 711	Capital Outlay - Furniture & Fixtures	12,500	28,953	16,453
141 E 76100 724	Capital Outlay - Site Development	100,000	125,419	25,419
GPS Total Increase in Expenditures		\$ 2,079,500	\$ 2,214,662	\$ 135,162

GPS CHANGE IN FUND BALANCE (CASH)

-

NUTRITION Equity

143 Q 34570	Committed for Nutrition Encumbrances	(68,989)	-	(68,989)
Total Change to Reserve		\$ (68,989)	\$ -	\$ (68,989)

Nutrition Expenditures

143 E 73100 710	Nutrition - Food Service Equipment	730,960	766,960	36,000
143 E 73100 718	Nutrition - Vehicles	47,000	79,989	32,989
Nutrition Total Increase in Expenditures		\$ 777,960	\$ 846,949	\$ 68,989

NUTRITION CHANGE IN FUND BALANCE (CASH)

-

ESP Equity

146 Q 34110	Reserve for ESP Encumbrances	(522,240)	(0)	(522,240)
Total Change to Reserve		(522,240)	(0)	(522,240)

ESP Expenditures

146 E 73300 399	ESP - Other Contract Services	93,472	610,328	516,856
146 E 73300 799	ESP - Other Capital Outlay	518,868	524,252	5,384
ESP Total Increase in Expenditures		612,340	1,134,580	522,240

ESP CHANGE IN FUND BALANCE (CASH)

-

To budget the outstanding purchase orders at June 30, 2023 from the Encumbrance Reserve Account for the General Purpose Schools, Nutrition and ESP funds. Purchase orders are closed at June 30 each year and unpaid balances carryforward to the new fiscal year.

These funds were set aside in a Reserve account at June 30, 2023 from unassigned fund balance to be re-budgeted as Expenditures in FY24.

Jim Sullivan 9-20-23
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u>Tracy Duke</u> <u>9/20/23</u> Director of Schools Date
Declined	<input type="checkbox"/>	

Agenda Item Title: Approval of Cooperative Purchasing Agreement with Maury County to use TerraScape Mulching Services

Board Meeting Date: September 26, 2023

Department: Operations

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Pursuant to Board Policy 2.808, a cooperative purchasing agreement with Maury County Schools for the purchase of playground mulch through TerraScape is submitted to the Board for approval as the cost for goods and services exceeds \$50,000.00. Tennessee Code Annotated 12-3-1203 allows for local education agencies (LEA) to engage in cooperative purchasing based on the same terms of a legal bid initiated by another LEA in Tennessee. This cooperative purchasing agreement with Maury County Schools allows Murfreesboro City Schools to purchase mulch and mulch installation from TerraScape subject to the same terms and price as the contract awarded under Maury County Bid 24-013.

Staff Recommendation

Approval of Cooperative Purchasing Agreement with Maury County to use TerraScape Mulching Services

Fiscal Impact

Cost of mulching product and installation services is \$72,562.00 for 12 playground locations.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City Schools
2252 South Church Street, Murfreesboro TN 37127
Phone (615) 893-2313 Fax (615) 893-2352
cityschools.net



CONTRACT REVIEW FORM

Requesting Department/School: Operations/Maintenance

Contract: Terrascope Amendment of Maury County Purchasing Agreement

Vendor: Terrascope - Maury County Cost: \$36.50/cubic yard

Contract Start Date: Date of signature Term of Agreement: Completion of projects

Does the contract require student information? Yes No

Is the contract subject to grant requirements or an issued RFP? Yes No

Other Comments: Using Maury County's ITB for cooperative purchasing

LEGAL REVIEW

Amendments needed? Yes No

Brief description of amendments and/or other comments:

Amendment to ITB to incorporate MCS projects

Legal Approval: 

FINANCE REVIEW

Budget Account Number: 141 E 76100 724 Site Development

Comments from Finance Department:

Budget \$100,00 which includes mulch yardchips, Landscaping
fiscal note: referenced "Maury County Schools Bid No. 24-013" on P.6.

Finance Approval: 

**Maury County
PURCHASING AGREEMENT**

The Murfreesboro City Schools requests permission from the Maury County Public Schools to use cooperative agreement to purchase from bids awarded by the Maury County Public Schools.

The Murfreesboro City Schools Agrees to purchase directly from the vendor that is awarded the Maury County Public Schools bid. The Murfreesboro City Schools agrees to be financially responsible for all order placed and hold the Maury County Public Schools harmless against any claims from order placed by Murfreesboro City Schools.

(Signature of Authorized Agent)

Print Name: _____

Title: _____

Date: _____

The Maury County Purchasing Department grants permission for the Murfreesboro City Schools to purchase from bids awarded by our school system.



(Signature of Authorized Agent)

Print Name: **Pattie Farris**

Title: **Maury County Purchasing Agent**

Date: **September 14, 2023**

This agreement is to comply with T.C.A. 12-3-1009



TerraScape

2870 Old Fort Parkway
Murfreesboro, TN 37128

Quote Number: Q10926

Phone: 615-394-1647
Fax: 615-893-5126

Job Quote

Customer

Business: Murfreesboro City Schools
 Attn: Larry Willeford
 Address: 2552 S Church St.
 City: Murfreesboro, TN
 Phone: 615-482-3957

Date: 9/19/2023
 Rep: Ryan
 Phone: 615-394-1647
 Valid For: 30 days
 Terms: Net 30

Quantity	Description	Unit Price	TOTAL
200	Install certified playground mulch at Mitchell-Neilson Primary School located at 1303 Jones Blvd. in Murfreesboro, TN	\$ 36.50	\$ 7,300.00
112	Install certified playground mulch at Mitchell- Neilson Elementary located at 711 W. Clark Blvd. in Murfreesboro, TN	\$ 36.50	\$ 4,088.00
160	Install certified playground mulch at Black Fox Elementary located at 1753 S. Rutherford Blvd. in Murfreesboro, TN (includes courtyard)	\$ 36.50	\$ 5,840.00
300	Install certified playground mulch at Hobgood Elementary located at 307 S. Baird Ln. in Murfreesboro, TN	\$ 36.50	\$ 10,950.00
145	Install certified playground mulch at Bradley Academy located at 511 Mercury Blvd. in Murfreesboro, TN	\$ 36.50	\$ 5,292.50
235	Install certified playground mulch at Northfield Elementary School located at 550 W. Northfield Blvd. in Murfreesboro, TN (includes courtyard)	\$ 36.50	\$ 8,577.50
20	Install certified playground mulch at John Pittard Elementary School located at 745 Dejanette Ln. in Murfreesboro, TN	\$ 36.50	\$ 730.00
125	Install certified playground mulch at Salem Elementary School located at 3400 Saint Bernard Way in Murfreesboro, TN	\$ 36.50	\$ 4,562.50
80	Install certified playground mulch at Cason Lane Academy located at 1330 Cason Ln. in Murfreesboro TN	\$ 36.50	\$ 2,920.00
230	Install certified playground mulch at Discovery School @ Bellwood located at 1165 Middle Tennessee Blvd. in Murfreesboro, TN	\$ 36.50	\$ 8,395.00
265	Install certified playground mulch at Reeves Rogers Elementary School located at Greenland Dr. in Murfreesboro, TN	\$ 36.50	\$ 9,672.50
116	Install certified playground mulch at Erma Siegel Elementary School located at 135 W. Thompson Ln. in Murfreesboro, TN	\$ 36.50	\$ 4,234.00
Total			\$ 72,562.00

Remarks

- Existing Customer
- New Customer

Accepted by:

_____ Date

_____ Printed Name

INVITATION FOR SEALED BIDS

**The Maury County Public Schools in conjunction with the
Maury County Purchasing Department are soliciting bids for:**

BID NO. 24-013 – PLAYGROUND MULCH

Total pages including this page are 20

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**To
Maury County Purchasing Department
10 Public Square, Second Floor, Columbia, TN 38401
931-375-3113**

DATE OF BID OPENING:	Tuesday, September 5, 2023
TIME BIDS MUST BE RECEIVED BY PURCHASING DEPARTMENT:	2:30 P.M
TIME OF BID OPENING:	2:30 P.M

- **BID MUST BE RECEIVED IN THE MAURY COUNTY PURCHASING DEPARTMENT AT 10 PUBLIC SQUARE, SECOND FLOOR, COLUMBIA, TN 38401 AND TIME-STAMPED BY 2:30 P.M. ON THE "DATE OF OPENING" SHOWN ABOVE**
- **BIDS WILL BE OPENED AT 2:30 P.M. AT THE MAURY COUNTY PURCHASING DEPARTMENT ON THE DAY SPECIFIED AS "TIME OF OPENING" SHOWN ABOVE**
- **ALL BID DOCUMENTS AND RELATED MATERIALS MUST BE RECEIVED IN A SEALED ENVELOPE**
- **BID TITLE AND DATE OF BID OPENING MUST APPEAR ON BID ENVELOPE AND ALL RELATED CONTAINERS. ATTACH LABEL BELOW TO THE OUTSIDE OF BID SUBMISSION**

BID #:	Bid #24-013
BID TITLE:	Playground Mulch
DATE OF OPENING:	September 5, 2023
TIME OF OPENING:	2:30 P.M
FIRM NAME:	
ADDRESS:	



Please read terms and conditions on pages 5 and 6 before completing bid documents

SUBMITTALS REQUIRED

The items listed below must be included with your bid submission to be considered valid and complete. Failure to comply may result in the rejection of your bid. A checklist is provided on page 13 for your convenience:

- Bid Sheet Summary ✓
- Contractor/Bidder Information Sheet ✓
- Customer Reference Listing ✓
- Certifications Page
- Affidavits Acknowledgement Page
- Field Materials Submittals

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED

1. BIDS MUST BE SUBMITTED ON THIS FORM ONLY AND INCLUDE THE SIGNATURE OF AN AUTHORIZED AGENT. Each bid shall be placed in a separate sealed envelope. Bid number bid title and date of bid opening must appear on outside of bid envelope and all related containers. Sealed bids must be time stamped in the Maury County Purchasing Department by 2:30 P.M. on the day of the bid opening. MCPS will not accept bid responses submitted by fax or electronic mail.
2. No bidder may withdraw his proposal for a period of sixty (60) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Columbia, TN and delivery to the MCPS location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications including material safety data sheets (MSDS), if applicable. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the Board.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form. (See "Specifications" sheet for additional detail.)
7. The enclosed forms regarding non-collusion and financial interest MUST be signed and notarized, and returned with the bid. (See "Bidder Affidavit" for additional details)
8. The MCPS reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder.
9. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice.
10. Direct purchase of certain items of equipment or material by the MCPS is exempt from Federal Excise Tax and Tennessee Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Tennessee Sales Tax. The Maury County Public Schools (MCPS) will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
11. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause the bid to be disregarded. Contractor must keep the Maury County's Purchasing Agent advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Maury County's Purchasing Agent to purchase services or supplies elsewhere and charge the full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from future consideration for the provision of goods or services.

12. Bidder agrees to defend and save MCPS, Maury County Purchasing Department and its representatives in the pursuit of their duties from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by the MCPS or use or operation of such goods in accordance with bidders' direction.
13. The successful bidder shall execute a written contract with the MCPS and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the MCPS. If the project exceeds \$100,000.00, the successful bidder will furnish a 5% Performance Bond covering the full amount of the contract.

NARRATIVE

PURPOSE

The Maury County Public Schools (MCPS) desires to enter into a contractual relationship with a qualified licensed vendor to furnish and install engineered wood fiber playground surface at various elementary schools as described in the General Specifications section of bid documents.

INTENT

It is the intent of this bid to set forth the terms, conditions and requirements necessary for a contractual basis and in a competitive manner. It is further intended that the services covered by this bid shall be furnished by the successful bidder subject to all the terms and conditions set forth in this bid. No other terms and conditions shall be binding upon the parties unless hereafter accepted by them in writing. Written acceptance of the performance of all or any portion of the services covered by this bid shall constitute unqualified acceptance of all its terms and conditions and shall serve as the agreement between parties.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Maury County does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability or any other unlawful area in the operation of its educational programs and in personnel administration.

CONTRACT

The MCPS and the successful bidder agree to enter into a contract within ten (10) days after notification of award of bid. The successful bidder agrees to submit and deliver to the MCPS all required bonds and certificates of insurance which are required by this bid and by law.

TERM OF CONTRACT (Services / Supplies)

N/A

CHANGES

The MCPS may make changes within the general scope of the services to be performed by giving notice to the bidder and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of the services, equitable adjustment in the price shall be made. No change made by the bidder shall be recognized without written approval of the Assistant Superintendent of Operations.

TERMINATION OF CONTRACT

The MCPS may, by written notice, terminate the contract for bidder's default, in whole or in part, at any time if bidder refuses or fails to comply with the provisions of this bid, maintain a consistently high quality of work or so fails to make progress as to endanger performance, and does not cure such failure after written notice within a reasonable period of time, or fails to perform the services within the time specified or any written extension thereof.

COOPERATIVE PURCHASING

It is the intent of MCPS to make the services requested in this Invitation to Bid available for purchase at awarded bid prices to other qualifying government and educational agencies of the State of Tennessee. MCPS is responsible only for purchases made and received by MCPS.

CONTRACTOR'S LIABILITY

General Liability

The MCPS shall not be liable or responsible for any accident, loss, assault, battery, defamation, false arrest, false imprisonment, invasion of privacy, intentional or negligent infliction of emotional distress, injury (including death), or damages happening or occurring during the term of the performance of the work to persons and/or property, and the Contractor shall fully indemnify and protect the MCPS from and against the same. In addition to the liability imposed by law on the Contractor for damage or injury (including death) to persons or property by reason of negligence of the Contractor or his agents, with liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save the MCPS harmless and indemnify him for every expense, liability or payment by reason of any damage or injury (including death) to persons or property suffered or any of his subcontractors or anyone directly or indirectly employed by premises while in control of the Contractor or any of his subcontractors or anyone directly or indirectly employed by either of them or arising in any way from the work called for in this bid.

Liens. Contractor agrees to indemnify and hold the MCPS harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's materialmen's and mechanics' liens upon the real property upon which the work is located or any property of the MCPS.

Premiums. Premiums on all insurance policies shall be paid by the Contractor and shall be deemed included in his service agreement unless otherwise specified.

Insurance: The Contractor and any subcontractors shall carry and keep in force during the term of the contract policies of public liability insurance including any contractual liability assumed under the contract in the minimum amounts set forth below and workmen's compensation and employer's liability insurance in the amounts required by law. The contractor shall also furnish an owner's protective policy in the same amounts with the MCPS as the named assured by the same insurance company as the insurer of contractor's liability coverage.

Personal Injury, each person	\$500,000
Personal Injury, each occurrence	\$1,000,000
Property Damage, each person	\$500,000
Property Damage, each occurrence	\$1,000,000

The policy shall provide a clause stating that it cannot be canceled by the insurer without the insurer first giving the MCPS ten (10) days written notice of cancellation. The successful bidder(s) shall furnish the MCPS a certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid by the MCPS.

AMERICANS WITH DISABILITIES ACT

Contractor shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the contractor.

OTHER APPLICABLE LAWS

Any provisions required to be included in a contract of this type by any applicable and valid Federal, State or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

BACKGROUND CHECKS

Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present. The enclosed *COMPLIANCE AGREEMENT WITH PUBLIC CHAPTER 587 of 2007* MUST be signed and returned with the bid.

IDENTIFICATION

The Contractor, Subcontractors and their employees are required to have visible, personal identification and the vendor's company name displayed on their shirts. They will also be required to wear attire appropriate for a school environment, i.e., shirt, pants and shoes. Clothing displaying nudity, obscene symbols or pro-drug slogans are prohibited. The Contractor, Subcontractors and their employees must check in and out at the main office before starting work during normal school hours. Before or after normal school hours, contact the on-site custodial staff.

DISCIPLINE

The bidder acknowledges and understands that the job is being performed on public property owned by MCPS, which may at various times during the completion of the job be occupied by students, teachers, parents and school administrators. Accordingly, in order to secure the property, and otherwise comply with applicable law, the bidder agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this contract:

1. The bidder shall immediately remove from the job site, for the duration of the job, any person making an inappropriate religious, racial, sexual or ethnic comment, statement or gesture toward any other individual.
2. The Contractor, Subcontractor and their employees will refrain from using foul, abusive or profane language on school district property. Smoking, firearms/weapons, illegal drugs are prohibited on school district property, including all buildings and grounds.
3. The Bidder shall enforce strict discipline and good order among their employees at all times. Bidder's personnel or designated representatives, with the exception of emergency situations.
4. No radios or amplified music from phones (earbuds are acceptable) are allowed on the job site.

TOBACCO USE

There shall be no use of any tobacco, tobacco products, vapor devices and any other alternative smoking devices, including tobacco and electronic cigarettes, on property of the Maury County Public School System.

BIDDER'S AFFIDAVIT ACKNOWLEDGEMENT PAGE

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached Affidavits Acknowledgement Page. Failure to do so may be cause for rejection of the bid.

ASSIGNMENT

Successful bidder shall not sell, sublet or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the Assistant Superintendent of Operations.

CONTACTS

Questions regarding the bid specifications shall be directed to the following individual:

Dave Hall
Director of Facilities
Maury County Board of Education
501 West 8th Street
Columbia, TN 38401
(931)388-8403 ext. 8152
dave.hall@mauryk12.org

All questions and inquiries relating to and necessary to clarify any part of these bid requirements, terms, conditions or contractual obligations shall be directed to the following individual:

Jeri Foutch
Maury County Purchasing Department
10 Public Square, 2nd Floor
Columbia, TN 38401
Phone: 931-375-3113
jfoutch@maurycounty-tn.gov

ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The MCPS is not bound by any oral representations, clarifications or changes made in the written specifications by MCPS employees unless such clarification or change is provided to bidders in written addendum form from the Assistant Director of Operations Office..

AWARD OF BID

The bid shall be awarded to the firm(s) whose proposal is responsive to the bid and is most advantageous to the MCPS, considering the factors identified in the bid and those set forth below.

In determining "lowest and best bidder", in addition to price, the following factors shall be considered:

- a. The ability, capacity and skill of the bidder(s) to perform the contract or provide the service required, particularly service levels to all school locations and all parts of Maury County;
- b. whether the bidder(s) can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. the character, integrity, reputation, judgment, experience and efficiency of the bidder(s);
- d. the quality of performance of previous contracts or services;
- e. the previous and existing compliance by the bidder(s) with laws and ordinances relating to the contract or service;
- f. the sufficiency of the financial resources and ability of the bidder(s) to perform the contract or provide the service;
- g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. the ability of the bidder(s) to provide future maintenance and service for the use of the subject of the contract;

- i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and the number and scope of conditions attached to the bid.

WARRANTY

Supplier will furnish a warranty for products and installation for products and installation for a period of one year from final acceptance of the project. Manufacturer's standard product warranties for computer hardware and software will apply, if they normally exceed the one year time period.

OTHER

Please provide a list of references to include company, contact person, address and telephone number and contact person.

GENERAL SPECIFICATIONS

Maury County Public Schools requesting bids from qualified licensed vendor to furnish and install engineered wood fiber playground surface at various elementary schools as described below.

SCOPE OF WORK

The project consists of furnishing and installing engineered wood fiber playground surface to “top off” playground material to a total combined depth of 12” for playgrounds located at schools listed below. Price quoted shall be unit price per yard and to include delivery and installation. If the project exceeds \$100,000.00, the successful bidder will furnish a Performance Bond covering the full amount of the contract. Included is a spreadsheet listing the schools, playgrounds and yards of mulch required. This price will be the bidding amounts listed in cubic yards (CY) below in the section called CUBIC YARDS NEEDED.

ENGINEERED WOOD FIBER

The engineered wood fiber material will meet ASTM F2075 & ASTM F1951 standards and will be of sufficient quantity to add to the existing mulch to have a resulting depth of 12 inches of *compacted* depth. Wood fiber containing CCA will not be used.

The Contractor shall be responsible for field measuring the equipment at each location and will provide sufficient EWF surface area to meet U.S. Consumer Product Safety Commission minimum “fall zone” requirements.

CLEAN-UP & CLOSE OUT

The Contractor shall remove all debris from the jobsite area and will restore any disturbed areas to their original condition. Turn over to the Owner, a copy of all specification sheets for materials used.

SCHOOL LISTING

BAKER ELEMENTARY Grades K-4 1301 Hampshire Pike Columbia, TN 38401	MT. PLEASANT ELEMENTARY Grades K-4 600 North Locust Street Mt. Pleasant, TN 38474	CULLEOKA UNIT SCHOOL Grades K-12 1921 Warrior Lane Culleoka, TN 38451
BATTLE CREEK ELEMENTARY Grades K-4 165 Battle Creek Way Spring Hill, TN 37174	RIVERSIDE ELEMENTARY Grades K-4 203 Carter Street Columbia, TN 38401	HAMPSHIRE UNIT SCHOOL 4235 Old State Rd Hampshire, TN 38461
BROWN ELEMENTARY Grades K-4 301 Cord Drive Columbia, TN 38041	SPRING HILL ELEMENTARY Grades K-4 5359 S. Main Street Spring Hill, TN 37174	SANTA FE UNIT SCHOOL Grades K-12 2629 Santa Fe Pike Santa Fe, TN 38482
HIGHLAND PARK ELEMENTARY Grades K-4 1606 Highland Ave. Columbia, TN 38401	WOODARD ELEMENTARY Grades K-4 207 Rutherford Lane Columbia, TN 38401	
HOWELL ELEMENTARY Grades K-4 653 Bear Creek Pike Columbia, TN 38401	WRIGHT ELEMENTARY Grades K-4 4714 Derryberry Lane Spring Hill, TN 37174	

CUBIC YARDS NEEDED

BAKER ELEMENTARY 156 CY	MT. PLEASANT ELEMENTARY 259 CY	CULLEOKA UNIT SCHOOL 275 CY
BATTLE CREEK ELEMENTARY 110 CY	RIVERSIDE ELEMENTARY 176 CY	HAMPSHIRE UNIT SCHOOL 116 CY
BROWN ELEMENTARY 184 CY	SPRING HILL ELEMENTARY 184 CY	SANTA FE UNIT SCHOOL 200 CY
HIGHLAND PARK ELEMENTARY 152 CY	WOODARD ELEMENTARY 126 CY	
HOWELL ELEMENTARY 186 CY	WRIGHT ELEMENTARY 164 CY	

SCHEDULING

The Contractor may begin work upon issuance of purchase order. **This work can start immediately upon awarding of contract and receipt of a PO.** Working hours are from 7:00 am to 4:00 pm, Monday thru Friday unless other arrangements can be made with school administrators.

SITE VISITATION

Bidders shall visit the site and verify field conditions and dimensions prior to bid date. This can be done by contacting Dave Hall, Director of Facilities, at 931-922-9179 to set up an appointment. The Site Visitation Acknowledgement must be completed and signed on the bid form confirming that the site has been visited and inspected to the satisfaction of the bidder and that existing conditions have been confirmed.

CHECKLIST FOR REQUIRED SUBMITTALS

The following pages contain items and information that must be included with your bid submission to be considered valid and complete. Failure to comply may result in the rejection of your bid.

1. **Bid Sheet Summary** ✓
2. **Contractor/Bidder Information Sheet** ✓
3. **Customer Reference Listing**
4. **Certifications Page**
5. **Affidavits Acknowledgement Page**
6. **Product List and Submittals**

Bid Sheet Summary

Vendor Name: TerraScape Signature: [Signature]
Date: 8/3/2023

Bid Summary

SCHOOL		BASE BID AMOUNT
Baker Elementary	156 e \$36.50	\$ 5,694.00
Battle Creek Elementary	110 e \$36.50	\$ 4,015.00
Brown Elementary	184 e \$36.50	\$ 6,716.00
Highland Park Elementary	152 e \$36.50	\$ 5,548.00
Howell Elementary	186 e \$36.50	\$ 6,789.00
Mt. Pleasant Elementary	259 e \$36.50	\$ 9,453.50
Riverside Elementary	176 e \$36.50	\$ 6,424.00
Spring Hill Elementary	184 e \$36.50	\$ 6,716.00
Woodard Elementary	126 e \$36.50	\$ 4,599.00
Wright Elementary	164 e \$36.50	\$ 5,986.00
Culleoka Unit School	275 e \$36.50	\$ 10,037.50
Hampshire Unit School	116 e \$36.50	\$ 4,234.00
Santa Fe Unit School	200 e \$36.50	\$ 7,300.00
GRAND TOTAL FOR PROJECT:		\$ 83,512.00

Remarks:

Site Visitation Acknowledgement:

I acknowledge that the site has been visited and inspected to my satisfaction and that existing conditions have been considered: [Signature] (initial)

Services will begin not more than 15 days after receipt of order.

Payment terms _____ % net 30 days.

The Maury County Public Schools (MCPS) may increase quantity of order at the unit price bid for 60 days (Bidder to Specify Days). I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am deemed the lowest and best bidder, to provide the above described services for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID.

FIRM NAME TerraScape
BY [Signature]
TITLE Owner
STREET 2870 Old Fort Pkwy.
CITY, STATE Murfreesboro, TN ZIP CODE 37128
PHONE NUMBER 615-394-1647 DATE 8/31/2023

The Bid Summary Sheet must be completed, signed by an authorized agent and submitted with bid documents.

CONTRACTOR/BIDDER INFORMATION SHEET

Project No. or Description Maury Co. Public Schools
Bid No. 24-013 Playground
match

Full Name of Bidder Keltors Inc dba TerraScape

Legal Identity
(Corporation, Partnership,
Individual, etc.) Corporation

Address 2870 Old Fort Pkwy.
Murfreesboro, TN 37128

Telephone No. 615-394-1647

Fax No. 615-893-5126

Taxpayer Identification Number 62-1020714

Contact Person Ryan or Tracy Brewer

Phone No. 615-801-0040 or 615-394-1647

Email Address rbtscape@gmail.com /
jason@keltorsinc.com

Webpage Address terrascape.tn.com

The Contractor/Bidder Information Sheet must be completed and submitted with bid documents.

CUSTOMER REFERENCE LISTING

Contractor shall furnish the names, addresses, contract, telephone numbers, length of contract and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently furnishing or has in the past furnished service for. References should be similar in size and scope of work.

- 1. Company Name City of Murfreesboro, TN
Address 111 West Vine Street, Murfreesboro, TN
Reference Brook Nance
Telephone Number 615-642-3801
Length of Contract _____
Size of Property Various properties/sizes within the City of Murfreesboro

- 2. Company Name Murfreesboro City Schools
Address 2552 South Church Street, Murfreesboro, TN
Reference Larry Willeford
Telephone Number 615-904-1016
Length of Contract No current contract
Size of Property Various playgrounds/sizes within Murfreesboro City Schools district

- 3. Company Name Williamson Co. Parks and Rec
Address 1120 Hillsboro Rd., Franklin, TN
Reference Jim Robbins
Telephone Number 615-571-0478
Length of Contract No current contract
Size of Property Various playgrounds/sizes within Williamson Co. Parks and Recs vicinity.

The Customer Reference Listing must be completed and submitted with bid documents.

AFFIDAVITS ACKNOWLEDGEMENT PAGE

AMERICANS WITH DISABILITIES ACT

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of the bidder

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 BACKGROUND CHECKS

Bidder shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires any person, corporation or entity who enters into or renews a contract with a local board of education, to provide a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

DRUG FREE WORKPLACE REQUIREMENTS

Private employers with five or more employee's desiring to contract to contract for construction services attest that they have a drug free workplace program in effect in accordance with Tennessee Code Annotated Section 50-9-112.

COMPLIANCE AGREEMENT WITH PUBLIC CHAPTER 587 of 2007

"Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present."

IRAN DIVESTMENT ACT

Under the Iran Divestment Act, T.C.A. §§ 12-12-101--12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer is required under T.C.A. § 12-12-106 to create a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of this state, and any such contract is declared void *ab initio* under § 12-12-110.

On or after July 1, 2016, every bid or proposal submitted to a political subdivision where competitive bidding is required must contain the following statement, submitted by the bidder under penalties of perjury:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."

CERTIFICATIONS PAGE

In the event only one bid is received, the MCPS may require that the bidder submit a cost proposal in sufficient detail for the MCPS to perform a cost/price analysis to determine if the bid price is fair and reasonable.

Bidder certifies it is a: Proprietorship _____; Partnership _____; Corporation

Tennessee Sales Tax Permit No. _____

Tennessee Use Tax No. 1000026296-SLC

Federal ID No. 62-1020714

Bidder certifies that he has read, understands and will fully and faithfully comply with this invitation for bid, its attachments and any referenced documents. Bidder also certifies that the prices offered are independently developed without consultation with any of the other bidders or potential bidders.

Company's Legal Name Keltans Inc. dba TerraScape

Address 2870 Old Fort Pkwy.

City, State and Zip Code Murfreesboro, TN 37128

Telephone Number 615-394-1647

Authorized Signature [Signature]

Printed Name and Title Jason Keltan / owner

MAILING ADDRESS

Purchase Order:

Name TerraScape

Address 2870 Old Fort Pkwy.

City, State and Zip Code Murfreesboro, TN 37128

Invoice Remittance: (If different from above)

Name _____

Address _____

City, State and Zip Code _____

The Certifications Page must be completed and submitted with bid documents.

COLLUSION AMONG BIDDERS

The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.

1. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
2. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other things of value for special consideration in the letting of a contract.
3. no officer or employee of the MCPS either directly or indirectly, owns any interest in the bidder's business.

NON-BOYCOTT OF ISREAL AFFIDAVIT

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

ACKNOWLEDGEMENT

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this 31 day of August, 20 23.

Patricia Lynn
Signature of Notary Public



02/24/2026
My Commission Expires

The Affidavits Acknowledgment must be completed, signed by an authorized agent and notarized and submitted with bid documents

Agenda Item Title: FY24 21st Community Learning Center Grant (CCLC)

Board Meeting Date: September 26, 2023

Department: Finance, Federal Programs, and the Extended Learning Program (ESP)

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Summary

Finance, Federal Programs, and the Extended School Program are seeking approval for FY24 21st CCLC grant budget allocations. This budget allows ESP to provide tutoring services at eight schools utilizing certified teachers at Black Fox, Bradley, Cason Lane, Hobgood, John Pittard, Mitchell-Neilson, Northfield, and Reeves-Rogers. It also includes funding for transportation, instructional supplies, ESP staff, and staff professional development.

Staff Recommendation

Recommend approval of the FY24 21st CCLC budget for the 2023-2024 school year.

Fiscal Impact

The 21st CCLC budget total for FY24 is \$571,157. This amount is consistent with the FY23 award.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City Schools Budget Amendment

BOE Approval

9/26/2023

Schools Federal Projects Fund 142
Fiscal Year 2023-2024

Account Number	Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
142 R 47150 431	21st CCLC Grant	-	571,157	571,157
Total Increase in Revenues		\$ -	\$ 571,157	\$ 571,157
<u>Expenditures</u>				
142 E 73300 105	Supervisor/Director Salary	-	58,474	58,474
142 E 73300 116	Teachers Salaries	-	185,230	185,230
142 E 73300 162	Clerical Personnel Salaries	-	32,000	32,000
142 E 73300 163	Educational Assistants Salaries	-	132,300	132,300
142 E 73300 189	Other Salaries & Wages (Bus)	-	42,204	42,204
142 E 73300 201	Social Security	-	27,912	27,912
142 E 73300 204	Retirement	-	24,524	24,524
142 E 73300 206	Life Insurance	-	150	150
142 E 73300 208	Dental Insurance	-	285	285
142 E 73300 212	Medicare	-	6,528	6,528
142 E 73300 217	Retirement-Hybrid/Stabilization	-	50	50
142 E 73300 299	Other Fringe Benefits	-	1,080	1,080
142 E 73300 429	Instructional Supplies & Materials	-	15,000	15,000
142 E 73300 499	Other Supplies & Materials	-	5,000	5,000
142 E 73300 524	In-service/Staff Development	-	11,270	11,270
142 E 73300 599	Other Charges (bus fuel)	-	13,540	13,540
142 E 99100 504	Indirect Cost	-	15,610	15,610
Total Increase in Expenditures		\$ -	\$ 571,157	\$ 571,157

CHANGE IN FUND BALANCE (CASH) -

To budget the FY24 21st Century CCLC grant totaling \$571,157 to provide after school tutoring at eight schools utilizing certified teachers. Costs include labor and benefits for a program supervisor, teachers, guidance counselors, educational assistants, bus drivers, and clerical staff to collect and report required data. Other costs include office supplies, professional development, bus fuel and indirect costs.

Kim Reunions 9-28-23
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby W Duke</i></u> <u>9/26/23</u> Director of Schools Date
Declined	<input type="checkbox"/>	



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Williams, Kim

Production
 Session Timeout
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Budget Overview

Murfreesboro (751) Public District - FY 2024 - 21st CCLC Remaining Funds - Rev 0 - CCLC Cohort 2022

Go To

Total Allocation	\$571,156.50
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$571,156.50
Indirect Cost Rate	2.81%
Max Available Budget In Categories Eligible for Indirect Cost	\$555,545.67
Max Indirect Cost	\$15,610.83

Filter by Location: All - \$571,156.50

[Show Unbudgeted Categories](#)

105 - Supervisor / Director	58,474.00	58,474.00
116 - Teachers	185,230.00	185,230.00
162 - Clerical Personnel	32,000.00	32,000.00
163 - Educational Assistants	132,300.00	132,300.00
189 - Other Salaries & Wages	42,204.00	42,204.00
201 - Social Security	27,912.00	27,912.00
204 - State Retirement	24,524.00	24,524.00
206 - Life Insurance	150.00	150.00
208 - Dental Insurance	285.00	285.00

212 - Employer Medicare	6,528.00		6,528.00
217 - Retirement - Hybrid Stabilization	50.00		50.00
299 - Other Fringe Benefits	1,080.00		1,080.00
429 - Instructional Supplies & Materials	15,000.00		15,000.00
499 - Other Supplies and Materials	5,000.00		5,000.00
504 - Indirect Cost		15,610.00	15,610.00
524 - In-Service / Staff Development	11,269.50		11,269.50
599 - Other Charges	13,540.00		13,540.00
Total	555,546.50	15,610.00	571,156.50
		Adjusted Allocation	571,156.50
		Remaining	0.00

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Agenda Item Title: FY24 Budget Amendment – Safe Schools Grant

Board Meeting Date: September 26, 2023

Department: Finance

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The Finance department is seeking approval to budget the remainder of the FY23 Safe Schools revenue of \$135,076 for a total carryover amount of \$154,175.

On September 5, the board approved an amendment for \$19,099 to purchase new cameras. This amendment budgets an additional \$135,076 in Equipment for 15 bus radios and additional cameras, and \$2,123 for additional Informacast licenses from purchase orders that were opened in FY23 but not fulfilled before June 30th.

Staff Recommendation

Recommend approval of the FY23 Safe Schools grant revenue of \$135,076 to recognize a total carryover amount of \$154,175.

Fiscal Impact

There is no change to fund balance.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

General Purpose Schools Fund 141
Fiscal Year 2023-24

Safe Schools Grant

Account Number	Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
141 R 46981	State of TN - Safe Schools Grant	19,099	154,175	135,076
Total Increase in Revenues		\$ 19,099	\$ 154,175	\$ 135,076

Expenditures

141 E 72210 307	Instruction Support - Communications	\$ 1,200	\$ 3,323	\$ 2,123
141 E 72620 701	Maintenance of Plant - Equipment	\$ 24,099	\$ 157,053	\$ 132,954
Total Increase in Expenditures		\$ 25,299	\$ 160,375	\$ 135,076

CHANGE IN FUND BALANCE (CASH) -

To budget the remaining FY23 Safe Schools grant revenue and expenditures to cover an unpaid purchase order at June 30, 2023. The purchase order for 15 bus radios was issued last fiscal year and currently on back order. This amendment also budgets \$2,123 in Communications for additional Informacast licenses.

There is no impact to fund balance since this is a reimbursement grant.

Kim Williams 9-20-23

Reviewed by Finance Director/Finance Manager

Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby Parks IV</i></u>	<u>9/20/23</u>
Declined	<input type="checkbox"/>	Director of Schools	Date

Agenda Item Title: Delayed Bus Route Compensation

Board Meeting Date: September 26, 2023

Department: School Operations

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

There may be situations where specific bus routes must be delayed due to driver shortage issues. In this situation, staff will be required to assist with monitoring students before or after contract hours. Staff is seeking approval to provide compensation to exempt, certified employees at the rate of \$25.00 per hour (\$12.50 per half-hour) for worked time related to unavoidable bus delays. Non-exempt, classified employees who participate will remain clocked and continue to receive their hourly rate or overtime pay based on Board policy.

This will only be used on an as needed basis, and it will only apply to time worked beyond the exempt, certified employee's 7.5-hour contract time.

Staff Recommendation

Recommended approval of the rates listed above for unavoidable bus delays that require additional adult supervision.

Fiscal Impact

Funds will be paid out of the budget category and line where the employee's standard position is allocated. Budget amendments will be used as necessary to transfer unused funds from the transportation budget category since this will be in response to transportation needs.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

COMPARISON OF BUDGET TOTALS
July 1, 2023 Through August 31, 2023

TOTAL INCOME	7/1/23 - 8/31/23	\$	7,534,370
TOTAL EXPENSES	7/1/23 - 8/31/23		<u>10,157,051</u>
	NET INCOME	8/31/23	\$ <u><u>(2,622,681)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

AUGUST 2023

PAGE 1

	BUDGET CLASS.	2022-23 BUDGET	2022-23 YTD REV.	2022-23 OVR/(UNDR) BUDGET	2022-23 %	2023-24 BUDGET	2023-24 YTD REV.	2023-24 OVR/(UNDR) BUDGET	2023-24 %
1	40110-Current Prop. Tax	15,000,000	1,020	(14,998,980)	0.0%	15,000,000	482	(14,999,518)	0.0%
2	40210-Local Option Sales Tax	14,300,000	-	(14,300,000)	0.0%	14,300,000	-	(14,300,000)	0.0%
3	40000-41110-Other County Rev	1,761,800	113,224	(1,648,576)	6.4%	1,761,800	182,633	(1,579,167)	10.4%
4	43300-44000-Other Local Revenue	950,926	87,774	(863,152)	9.2%	977,926	115,097	(862,829)	11.8%
5	46310-Health Department Programs	142,600	-	(142,600)	0.0%	93,900	-	(93,900)	0.0%
6	46511-Basic Educ. Program	52,851,000	5,285,100	(47,565,900)	10.0%	59,149,465	5,921,975	(53,227,491)	10.0%
7	46515-Early Childhood Ed.	1,063,812	-	(1,063,812)	0.0%	1,063,812	-	(1,063,812)	0.0%
8	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
9	46590-Other State Education	1,521,737	-	(1,521,737)	0.0%	-	-	-	N/A
10	46610-Career Ladder Program	82,000	-	(82,000)	0.0%	56,000	-	(56,000)	0.0%
11	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
12	46591-Coordinated School Health	100,000	-	(100,000)	0.0%	-	-	-	N/A
13	46595-Family Resource	29,600	4,935	(24,665)	16.7%	-	-	-	N/A
14	46800-46990-Other State Revenue	302,513	-	(302,513)	0.0%	-	-	-	N/A
15	47000- Federal Funds	516,921	-	(516,921)	0.0%	15,000	-	(15,000)	0.0%
16	49100-49800 Bond & City Transfers	455,000	-	(455,000)	0.0%	469,000	-	(469,000)	0.0%
17	49810-Approp./City Gen. Fund	7,885,103	1,314,184	(6,570,919)	16.7%	7,885,103	1,314,184	(6,570,919)	16.7%
18	49820-Operating Transfers	500,000	-	(500,000)	0.0%	323,745	-	(323,745)	0.0%
	TOTALS	\$ 97,463,012	\$6,806,237	\$ (90,656,775)	7.0%	\$101,095,751.00	\$ 7,534,370	\$ (93,561,381)	7.5%

YEAR-TO-DATE EXPENDITURE COMPARISON

AUGUST 2023

PAGE 1

	BUDGET CLASS.	2022-23 BUDGET	2022-23 YTD EXP.	2022-23 OVR/(UNDR) BUDGET	2022-23 %	2023-24 BUDGET	2023-24 YTD EXP.	2023-24 OVR/(UNDR) BUDGET	2023-24 %
1	71100-Reg. Instruction	54,131,308	4,485,683	(49,645,625)	8.3%	55,820,819	\$ 4,612,298	(51,208,521)	8.3%
2	71200-Sp. Ed. Instruction	11,069,380	819,549	(10,249,831)	7.4%	12,280,960	915,224	(11,365,736)	7.5%
3	71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4	72110-Attendance	182,175	29,912	(152,263)	16.4%	160,965	16,208	(144,757)	10.1%
5	72120-Health Services	618,920	55,121	(563,799)	8.9%	1,072,170	80,894	(991,276)	7.5%
6	72130-Guidance	3,310,196	320,238	(2,989,958)	9.7%	3,764,720	398,422	(3,366,298)	10.6%
7	72210-Reg. Instr. Support	2,391,127	293,442	(2,097,685)	12.3%	2,446,390	334,622	(2,111,768)	13.7%
8	72220-Sp. Ed. Support	1,826,392	168,841	(1,657,551)	9.2%	1,882,110	171,511	(1,710,599)	9.1%
9	72250-Technology	2,464,180	224,875	(2,239,305)	9.1%	2,615,500	369,191	(2,246,309)	14.1%
10	72310-Bd. Of Education	1,751,350	606,797	(1,144,553)	34.6%	1,849,171	795,240	(1,053,931)	43.0%
11	72320-Office of Supt.	423,750	65,863	(357,887)	15.5%	435,645	65,055	(370,590)	14.9%
12	72410-Office of Principal	5,217,780	611,846	(4,605,934)	11.7%	5,628,525	666,539	(4,961,986)	11.8%
13	72510-Fiscal Services	754,345	167,494	(586,851)	22.2%	886,045	197,432	(688,614)	22.3%
14	72520-Personnel Services	505,320	101,025	(404,295)	20.0%	594,135	121,764	(472,371)	20.5%
15	72610-Oper. Of Plant	6,691,130	745,128	(5,946,002)	11.1%	6,301,800	538,898	(5,762,902)	8.6%
16	72620-Maint. Of Plant	3,092,033	263,583	(2,828,450)	8.5%	3,203,995	328,575	(2,875,420)	10.3%
17	72710-Pupil Transp.	4,092,271	352,650	(3,739,621)	8.6%	4,219,925	344,658	(3,875,267)	8.2%
18	73300-Community Service	444,655	41,667	(402,988)	9.4%	522,655	59,457	(463,198)	11.4%
19	73400-Early Childhood Educ.	1,166,640	74,480	(1,092,160)	6.4%	1,079,995	87,086	(992,909)	8.1%
20	76100-Reg. Cap. Outlay	130,000	2,250	(127,750)	1.7%	130,000	22,874	(107,126)	17.6%
21	82130-Education Debt Serv.	-	-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	776,800	47,294	(729,506)	6.1%	217,610	31,102	(186,508)	14.3%
	TOTALS	101,039,752	9,477,740	\$ (91,562,012)	9.4%	105,113,135	10,157,051	\$ (94,956,084)	9.7%

Human Resources Personnel Report 08/20/2023 - 9/20/2023

Certified Hires

<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>Location</u>	<u>Position</u>
Griffith	Morgan	8/21/2023	CO	School Psychologist
Mushamba	Ashley	8/22/2023	MNS	6th Grade Teacher
Williams	Maron	8/23/2023	OCE	4th Grade Teacher
Garrett	Abby	8/28/2023	ESE	2nd Grade Teacher
Young	Joelie	9/1/2023	SC	5th Grade Teacher
Fisher	Lydia	9/15/2023	CO	Vision Teacher
Hamilton	Jackie	9/15/2023	OCE	SPED Teacher

Certified Interims

<u>Last Name</u>	<u>First Name</u>	<u>Dates</u>	<u>Location</u>	<u>Position</u>	<u>Replacing</u>
Hazard	Jessamyn	9/12 - 10/20	JP	Interim 5th	Kelsie Turner
Allen	Lettie	9/1 - 10/27	SA	Interim Kindergarten	Samantha Bolden
Johnson	Diane	9/20 - 12/20	MNS	Interim 3rd	Sydney Dewberry

Classified New Hires

<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>Location</u>	<u>Position</u>
Hallock	Katie	8/21/2023	NF	SPED EA
Tomes	Heather	8/21/2023	BR	EA
Choate	Kalyn	8/21/2023	ESE	SPED EA
Florence	Brooke	8/21/2023	ESE	IPK EA
Graves	Kylie	8/23/2023	BF	EA
Smith	Abby	8/23/2023	NF	SPED EA
Marrero	Taliah	8/23/2023	CLA	SPED EA
Pittman	Tyler	8/23/2023	NF	SPED EA
Brabender	Rachel	8/28/2023	JP	EA
Good	Sophie	8/28/2023	ESE	EA
Smotherman	Danielle	8/28/2023	NF	SPED EA
Erby	Jessica	8/28/2023	SHOP	Maint Tech
Bonner	Alexis	8/28/2023	BF	Vision EA
Gandy	Emily	8/30/2023	RR	Calm Coach EA
Aguirre	Meaghan	9/1/2023	RR	EA
Slonim	Teresa	9/5/2023	DW	Nurse
Garland	Brandie	9/5/2023	CO	Nursing Supervisor
Kyne	Kierstyn	9/6/2023	OCE	CDC EA
Smith	Julie	9/11/2023	NF	EA
Adair	Frances	9/11/2023	SHOP	Bus Asst
Santoro	Kim	9/11/2023	SHOP	Bus Asst
Adams	Ashley	9/12/2023	MNP	EA
Okafor	Kaylie	9/18/2023	MNE	EA
Hodgson	Edward	9/20/2023	MNS	EA
Mosley	Kayla	9/20/2023	SHOP	Bus Asst

Certified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>	<u>Tenure Y/N</u>
Williams	Brianna	8/21/2023	SC	5th Grade Teacher	N
Pyburn	Melissa	9/1/2023	RR	Media Specialist	N
Ehrhardt	Aly	9/1/2023	MNS	3rd Grade Teacher	N
Bailey	Robin	9/8/2023	BF	Academic Interventionist	Y
George	Dorothy	9/15/2023	ESE	SPED Teacher	N


Classified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>
Barrett	Amy	8/21/2023	MNS	EA
Hamilton	Cynthia	8/28/2023	NF	EA
Erby	Jessica	8/29/2023	SHOP	Maint Tech
Presley	Chelsea	9/1/2023	CLA	SPED EA
Cosey-Earvin	Marquisha	9/1/2023	SHOP	Bus Asst
Gudat	Christina	9/8/2023	MNS	School Nurse
Slonim	Teresa	9/8/2023	CO	School Nurse
Johnson	Dawn	9/15/2023	SHOP	Bus Asst
Temple Rudgley	Tiffanie	9/15/2023	BR	EA
Edwards	Selena	9/18/2023	CO	Receptionist
Savannah	Brandi	9/21/2023	RR	EA
Marrero	Taliah	9/29/2023	CLA	SPED EA
Bugg	Suzanne	10/6/2023	JP	School Nurse



Enrollment and Attendance Update

Murfreesboro City School
Board of Education
September 26, 2023



Period 1 Enrollment and Attendance Summary

Average Attendance Percentage

96.2%

2023-24 through Period 1

9,308 students

+7 students from Period 9 last school year

Truancy

10+ Days Unexcused Absences

2 Students

26 students previous year

Chronic Absenteeism

10+ Days Excused and Unexcused Absences

18% (1,635 student with 2+ Days)

23% previous year

Regular Education PTR	Pupils	Teachers	PTR
Kindergarten through 3rd Grade	5,491	301	18.24
4th Grade through 6th Grade	3,165	157	20.16
District Totals	8,656	458	18.90

Enrollment Period 1 - 08/07/2023 to 09/01/2023

	K-6 Gen Ed Totals	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	TOTALS
Black Fox	789	39			34			862
Bradley	337							337
Cason Lane	695	98	27	18	33			871
Discovery	391							391
Erma Siegel	784		12	12	28		3	839
Hobgood	598				13			611
John Pittard	752	40	22	10	25			849
Mitchell-Neilson	539	40	20	11		21		631
Northfield	605	20	13	12	40			690
Overall Creek	963				14			977
Reeves-Rogers	349							349
Salem	936				18			954
Scales	918				29			947
								9308

Total Growth Over Period 9 22-23	
Period 9 2022-2023 -----	9301
Growth from 22-23 to 23-24 ---	7

TISA Funded Growth Over Period 9 22-23	
Period 9 2022-2023 -----	8881
Growth from 22-23 to 23-24 ---	33

TISA Funded Growth by Reporting Period	
Period 1 2022-2023 -----	8947
Growth from 22-23 to 23-24 ---	-33

Average Attendance Percentage
96.2%

Totals	8656	237	94	63	234	21	3	9308
	K-6 Gen Ed Total	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	

TISA Funded	8656				234	21	3	8914
Non-TISA Funded		237	94	63				394

PTR Period 1 - 08/07/2023 to 09/01/2023

	Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total K-6
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	
Black Fox	123	6	20.50	110	6	18.33	150	8	18.75	108	6	18.00	491	26	18.88	107	5	21.40	122	5	24.40	69	3	23.00	298	13	22.92	789
Bradley	45	3	15.00	60	3	20.00	49	3	16.33	46	3	15.33	200	12	16.67	51	3	17.00	47	3	15.67	39	2	19.50	137	8	17.13	337
Cason Lane	113	7	16.14	127	7	18.14	113	6	18.83	99	6	16.50	452	26	17.38	105	5	21.00	104	5	20.80	34	2	17.00	243	12	20.25	695
Discovery	60	3	20.00	60	3	20.00	60	3	20.00	60	3	20.00	240	12	20.00	66	3	22.00	66	3	22.00	19	1	19.00	151	7	21.57	391
Erma Siegel	125	7	17.86	121	7	17.29	148	8	18.50	126	7	18.00	520	29	17.93	135	6	22.50	129	6	21.50				264	12	22.00	784
Hobgood	110	6	18.33	87	5	17.40	96	6	16.00	95	5	19.00	388	22	17.64	86	4	21.50	74	4	18.50	50	3	16.67	210	11	19.09	598
John Pittard	116	6	19.33	102	6	17.00	113	6	18.83	116	6	19.33	447	24	18.63	119	6	19.83	132	6	22.00	54	3	18.00	305	15	20.33	752
Mitchell-Neilson	75	4	18.75	103	6	17.17	68	4	17.00	85	5	17.00	331	19	17.42	74	4	18.50	83	4	20.75	51	3	17.00	208	11	18.91	539
Northfield	89	5	17.80	96	5	19.20	101	6	16.83	85	5	17.00	371	21	17.67	105	5	21.00	107	5	21.40	22	1	22.00	234	11	21.27	605
Overall Creek	148	8	18.50	139	7	19.86	165	8	20.63	153	8	19.13	605	31	19.52	157	8	19.63	167	8	20.88	34	2	17.00	358	18	19.89	963
Reeves-Rogers	65	3	21.67	51	3	17.00	48	3	16.00	66	4	16.50	230	13	17.69	62	3	20.67	57	3	19.00				119	6	19.83	349
Salem	120	8	15.00	161	8	20.13	151	8	18.88	163	8	20.38	595	32	18.59	161	8	20.13	127	7	18.14	53	3	17.67	341	18	18.94	936
Scales	147	8	18.38	163	9	18.11	175	9	19.44	136	8	17.00	621	34	18.26	160	8	20.00	137	7	19.57				297	15	19.80	918
Totals by Grade	Kindergarten			1st Grade			2nd Grade			3rd Grade			4th Grade			5th Grade			6th Grade			8656						
	1336	74	18.05	1380	75	18.40	1437	78	18.42	1338	74	18.08	1388	68	20.41	1352	66	20.48	425	23	18.48		Total K-6					

Regular Education PTR			Pupils	Teachers	PTR
Kindergarten thru Third Grade	-----		5491	301	18.24
Fourth Grade thru Sixth Grade	-----		3165	157	20.16
District Totals			8656	458	18.90

TRUANCY 10+ Days (Unexcused Absences)

	Period 1		Period 2		Period 3		Period 4		Period 5		Period 6		Period 7		Period 8		Period 9	
	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23
Black Fox		2		1		4		7		18		24		30		48		62
Bradley		2		2		4		7		3		11		5		15		24
Cason Lane		7		12		14		31		41		60		57		83		104
Discovery										1		2		0		1		3
Erma Siegel						3		3		7		11		13		21		29
Hobgood				2		9		9		25		23		38		61		87
John Pittard	1	2		9		22		29		28		63		65		95		110
Mitchell-Neilson		5		3		11		19		28		42		38		68		90
Northfield		2		4		7		12		14		18		19		27		38
Overall Creek				1		1		1		2		3		2		7		9
Reeves-Rogers	1					4		6		9		24		28		44		70
Salem		6		6		9		18		18		34		33		60		73
Scales						3		9		15		34		44		65		94
Total Students	2	26	-	40	-	91	-	151	-	209	-	349	-	372	-	595	-	793

Chronic Absenteeism = missing 10% or more (Excused and Unexcused)

	Period 1 (2+ days)		Period 2 (4+ days)		Period 3 (6+ days)		Period 4 (8+ days)		Period 5 (10+ days)		Period 6 (12+ days)		Period 7 (14 + days)		Period 8 (16+ days)		Period 9 (18+ days)	
	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23
Black Fox	170	165		119		123		133		117		112		121		104		88
Bradley	75	94		84		87		76		69		69		50		45		45
Cason Lane	161	210		207		199		180		160		157		131		138		124
Discovery	30	47		35		65		46		35		33		28		21		18
Erma Siegel	109	151		120		112		119		95		92		81		71		61
Hobgood	151	182		156		176		155		137		139		156		126		115
John Pittard	142	153		153		139		139		116		131		132		113		110
Mitchell-Neilson	136	156		121		169		144		131		136		143		108		101
Northfield	126	178		137		156		112		100		103		107		91		80
Overall Creek	163	179		126		132		122		100		92		77		65		57
Reeves-Rogers	78	110		84		80		74		66		73		62		70		68
Salem	141	180		159		155		140		121		131		114		107		106
Scales	153	227		230		231		225		206		196		163		155		141
District Total	1635	2032	-	1731	-	1824	-	1665	-	1453	-	1464	-	1365	-	1214	-	1114
Internal %	18%	23%	-	20%	-	21%	-	19%	-	16%	-	17%	-	15%	-	14%	-	13%