

**Board of Education Regular Meeting**

November 14, 2023 6:00 PM

MCS Administrative Offices

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. PUBLIC COMMENT Procedural Item	Chair Butch Campbell
IV. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 10-24 Board Minutes Consent Item	
B. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 1.500 Board Community Relations on Second Reading Consent Item	
ii. Approval of Board Policy 1.806 Advertising and Distribution of Materials in the Schools on Second Reading Consent Item	
iii. Approval of Board Policy 3.200 Building and Grounds Management on Second Reading Consent Item	
iv. Approval of Board Policy 3.206 Community Use of School Facilities on Second Reading Consent Item	
v. Approval of Board Policy 5.301 Emergency and Legal Leave on Second Reading Consent Item	
V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Calm Coach Training Information Item	Ms. Amanda Adams
B. Accountability Updates Information Item	Dr. Trey Duke and Dr. Chris George
C. TN Educator Survey Information Item	Dr. Trey Duke
D. Fund Balance Update and Reeves Rogers Information Item	Ms. Kim Williams/Mr. Don Bartch
E. Feedback from 2024-2025 District School Calendar Information Item	Ms. Sheri Arnette
F. Director's Update Information Item	Dr. Trey Duke
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

## MINUTES

### Board of Education Regular Meeting

October 24, 2023 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item <b>Present:</b> Mr. Butch Campbell, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mr. Jimmy Richardson III, Mr. David Settles (6:48 p.m.)<b>Absent:</b> Mr. Wesley Ballard.</p> <p>Staff: Dr. Trey Duke, Sheri Arnette, Angela Fairchild, Beth Prater, Quinena Bell, Dr. Christy Robinson, Ken Rocha, Kim Williams, Don Bartch, Lisa Trail, Maria Johnson, Natalie Hardiman, Kathie Brown</p> <p>Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p><b>A. Pledge of Allegiance</b> Procedural Item The Pledge of Allegiance was led by Miller and Maddox Wilson and Kaleigha Grace Wilson, all kindergarten students, at John Pittard Elementary and Grant Goulet, a 1st grade student at Hobgood Elementary, along with his brother, Grayson Goulet, a 4th grade student also at Hobgood Elementary.</p>	
<p><b>B. Moment of Silence</b> Procedural Item</p>	
<p><b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	Chair Butch Campbell
<p><b>III. COMMUNICATIONS</b> Information Item Reeves-Rogers would like to acknowledge and thank St. Marks Woman to Woman Sunday School Class for donation of school supplies, St. Marks Church Family for the donation of clothing and St. Marks Church Sunday School Class for snacks for teachers.</p> <p>Reeves Rogers would also like to thank Wal-Mart for donations of school supplies.</p> <p>Thank you to Jimmy John's for providing lunch for our bus drivers and maintenance team.</p> <p>Mitchell-Neilson would like to thank the Murfreesboro Airport for opening their doors and planes for a family field trip.</p> <p>You are invited to join Discovery School, MoreTreesBoro and the City of Murfreesboro for a tree planting celebrating Arbor Day on Firday, November 3 at 10 a.m. This is the first step in satisfying requirements for Murfreesboro to be designated a Tree City.</p> <p>Thousands of apples were crunched to celebrate National Farm to School Month. We appreciate our farmer educators and nutrition team for bringing farming to the classroom.</p> <p>The City Schools Foundation will be delivering over \$100,000 in grants to our schools on November 1. This will be the largest grant season for the foundation and our educators.</p>	Mrs. Lisa Trail

MTSU Education Day for 4 <sup>th</sup> - 6 <sup>th</sup> grade students is scheduled for November 9. Join us for a great day.	
A. The Best of MCS-Kathie Brown-Reeves Rogers Procedural Item	Dr. Trey Duke
B. Spotlight on Education-School Improvement-OKRs Procedural Item Mr. Ken Rocha explained the OKR process and how each principal has established OKRs for their school.  Principals Dr. Christy Robinson from John Pittard Elementary and Ms. Quinena Bell from Hobgood Elementary both shared one of their schools' OKRs with the board.	Mr. Ken Rocha
C. Public Comment Procedural Item	Chair Butch Campbell
<b>IV. CONSENT ITEMS</b> Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Amanda Moore and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2	Chair Butch Campbell
A. Approval of 9-26-23 Board Minutes Consent Item	
B. Approval of School Fees Consent Item	
C. Approval of Contract: Beacon Cooperative Agreement (under consent because less than \$50K) Consent Item	
D. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 1.405 Rules of Order on Second Reading Consent Item	
ii. Approval of Board Policy 1.407 Public Records on Second Reading Consent Item	
iii. Approval of Board Policy 3.600 Insurance Management on Second Reading Consent Item	
iv. Retirement of Board Policy 5.1101 Benefits for Full-time Employees Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.500 Board Community Relations on First Reading Action Item Motion to approve Board Policy 1.500 Board Community Relations on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2	Ms. Lauren Bush
B. Approval of Board Policy 1.806 Advertising and Distribution of Materials in the Schools on First Reading Action Item Motion to approve Board Policy 1.806 Advertising and Distribution of Materials in the Schools on First Reading. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2	Ms. Lauren Bush
C. Approval of Board Policy 3.200 Building and Grounds Management on First Reading Action Item	Ms. Lauren Bush

Minutes  
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October 24, 2023  
Recorded by L. VanCleave

<p>Motion to approve Board Policy 3.200 Building and Grounds Management on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2</p>	
<p>D. Approval of Board Policy 3.206 Community Use of School Facilities on First Reading Action Item Motion to approve Board Policy 3.206 Community Use of School Facilities on First Reading. This motion, made by Ms. Karen Dodd and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	Ms. Lauren Bush
<p>E. Approval of Board Policy 5.301 Emergency and Legal Leave on First Reading Action Item Motion to approve Board Policy 5.301 Emergency and Legal Leave on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2</p>	Ms. Lauren Bush
<p>F. Approval of ESSER 2.0 and ESSER 3.0 Carryover Budget Action Item Motion to approve ESSER 2.0 and ESSER 3.0 Carryover Budget. This motion, made by Ms. Amanda Moore and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>G. Approval of 2023 LEA Compliance Report Action Item Motion to approve 2023 LEA Compliance Report. This motion, made by Ms. Barbara Long and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>H. Approval of Contract: Systems Integration Cooperative Agreement Action Item Motion to approve the Systems Integration Cooperative Agreement. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>I. Approval of Contract: Solar Response Cooperative Agreement Action Item Motion to approve the Solar Response Cooperative Agreement. This motion, made by Ms. Karen Dodd and seconded by Mr. Jimmy Richardson III, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>J. Approval of Contract: Bradley Mutual Use Agreement with Murfreesboro Parks and Recreation Action Item Motion to approve the Bradley Mutual Use Agreement with Murfreesboro Parks and Recreation. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2 Mr. Campbell asked if we have always had a written agreement with Murfreesboro Parks and Recreation for Bradley students to use the facilities at Patterson Park. Dr. Duke explained that we have not, but Mr. Ken Rocha felt it best to put this agreement in place while he was principal at Bradley Academy so that everyone would know how to request needs for the facility.</p>	Dr. Trey Duke
<p>K. Approval of Tenured Teachers Action Item Motion to approve Tenured Teachers. This motion, made by Ms. Barbara Long and seconded by Ms. Amanda Moore, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke

<p>Dr. Duke told the board after approval of the tenured teachers, that they will be invited to the November 28th meeting to be recognized and presented their letter.</p>	
<p>L. Approval of TISA Accountability Report Action Item Motion to approve the TISA Accountability Report. This motion, made by Ms. Karen Dodd and seconded by Mr. Jimmy Richardson III, passed. Yea: 5, Nay: 0, Absent: 2 Mrs. Moore said that these are great goals and great steps toward those goals. She wanted to know if there is a penalty if we don't meet these goals.</p> <p>Dr. Duke explained that the law specifies that if a district does not meet the goals, the committee can come in and make recommendations. At this point, the committee will review and provide feedback.</p>	<p>Dr. Trey Duke</p>
<p>M. Approval of Revenue and Expenditure Report Action Item Motion to approve the Revenue and Expenditure Report. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1 After Ms. Kim Williams presented the Revenue and Expenditure report, Dr. Duke explained to the board that the intent of this report is to inform the board of the impact of the loss of pennies and the flat sales tax to our budget. Dr. Duke told the Board that this is something that he and his team will watch closely.</p>	<p>Ms. Kim Williams</p>
<p><b>VI. REPORTS AND INFORMATION</b> Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. Enrollment (PTR) Report Information Item Mr. Ken Rocha welcomed the Leadership Rutherford class of 2024 to our meeting.</p> <p>Mr. Rocha explained the enrollment report to the Board along with truancy and chronic absenteeism. He explained that programs have been put in place to help families that are in a truancy or chronic absentee situation.</p> <p>Amanda Moore noticed a great decrease from last year in chronic absenteeism.</p> <p>Ms. Barbara Long asked what intervention for these families looks like. Mr. Rocha said that the rapport between the teacher and student/family is better and if they come to speak with Mr. Rocha, they understand that this is an opportunity to find out what their situation is and to provide supports for them. Ms. Long said that she appreciates the compassion that Mr. Rocha and his team has for these families.</p> <p>Dr. Duke said that Mr. Joe Marlin did a great job starting this program and Mr. Rocha is doing a great job keeping it going. Dr. Duke said that he knows that parents want their children in school and if they are not there, then it's our job to find out what the barrier is and help with that. He said that Mr. Rocha and dedicated principals have helped families be successful.</p>	<p>Mr. Ken Rocha</p>
<p>B. Personnel Report Information Item David Settles asked how we are doing with bus drivers.</p> <p>Mr. Don Bartch came forward to inform the Board that we are continuing to find bus drivers, and we have some drivers in the pipeline. He also said that every once in a while we have bus aides that decide to become drivers.</p>	<p>Dr. Trey Duke</p>

<p>Mr. Bartch said that the struggle right now is that when we hire bus drivers, we also may lose some. He told the Board that he and Mr. Brian Rome are working on strategies to put in place that will help. He said that this is a national problem.</p> <p>Mr. Bartch told the Board that the bus drivers work 7 hours a day (morning and afternoon) and may pick up a field trip during the middle of the day. He told them that bus drivers can apply on-line, and he is working with Ms. Trail to make the application process easier to find and understand.</p>	
<p><b>C. Director's Update</b> Information Item</p> <p>Dr. Duke informed the Board that we've had alot of conversations about accountability and this very slow roll out. He said that there has been a state accountability group specifically looking at the letter grade system for schools. They have been meeting to finalize what this new system looks like and they will retroactively apply it to last year's scores. Dr. Duke told the Board that once this is applied, he will be sure to let the Board know what the scores would have been under the old system and we will celebrate those schools.</p> <p>Dr. Duke thanked Kim Inglis who is the Instructional Coach at Black Fox. He said that she serves on that committee and has done a tremendous job of representing MCS and also being in contact with Dr. George and him and making sure our voice is heard.</p> <p>Secondly, Dr. Duke updated the Board about the 3rd grade promotion law. He said that we are in our 2nd year of 3rd grade promotion law and he recently held a zoom with those parents to go over the law and helped explain the process to them. He told the Board that we did promote over 99% of our third graders last year.</p> <p>Dr. Duke also held a meeting for 4th grade parents because there is one line in the law that states that students in 3rd grade that are on a specific pathway must show progress in 4th grade to be promoted to 5th grade. He held a zoom meeting with those parents as well.</p> <p>He said that he and his team will continue to work with those parents. He told the board that there is an appeal process in the 3rd grade law but no appeal process or pathway for 4th grade, and they will be retained. Dr. Duke said that we will keep parents informed early and often regarding this law.</p> <p>Dr. Duke thanked the City Schools Foundation for the over \$100,000.00 in grants that are about to be awarded.</p> <p>He also invited everyone to the upcoming Tennis Tournament.</p>	<p>Dr. Trey Duke</p>
<p><b>VII. OTHER BUSINESS</b> Information Item</p>	<p>Chair Butch Campbell</p>
<p><b>VIII. ADJOURNMENT</b> Action Item</p> <p>Motion to adjourn. This motion, made by Mr. David Settles and seconded by Mr. Jimmy Richardson III, passed. Yea: 6, Nay: 0, Absent: 1 The meeting adjourned at 7:20 p.m.</p>	<p>Chair Butch Campbell</p>

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Director of Schools

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Board-Community Relations</h2>	Descriptor Code: <b>1.500</b>	Issued Date: <a href="#">Click here to enter a date.</a>
		Rescinds:	Issued:

1 It is the desire of the Board that stakeholders of the school system be informed of its policies and  
 2 actions regarding official matters.

3 In order to promote school district-community interaction relating to policy and operation of the  
 4 schools, the Director of Schools shall be responsible for establishing procedures to allow for  
 5 accessibility of Board policy and procedure by members of the public, communication of concerns or  
 6 complaints from stakeholders, interaction with news media, and engagement of stakeholders in the  
 7 operation of the schools.

8 The Director of Schools may, as the need arises, call public meetings for the purpose of presenting and  
 9 discussing information pertinent to the school system. Effort shall be exerted for such meetings to  
 10 solicit attendance from a cross-section of the community.

11 The principal of each school shall be responsible for the development of a public relations program and  
 12 shall promote programs which involve parents and the community with the school.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Advertising and Distribution of Materials in the Schools</b>	Descriptor Code: <b>1.806</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 No part of the school system, including the facilities, the name, the staff, and/or the students, shall be  
2 used for advertising or promoting the interests of any commercial, political, or other non-school  
3 agency or organization, except that:

- 4 1. The school, in coordination with the district's Communication Department, may cooperate in  
5 furthering the work of any non-profit, community-wide social service organization or agency,  
6 that is directly relevant to the mission and/or vision of the district provided that such  
7 cooperation does not restrict or impair the educational programs of the schools; |
- 8
- 9 2. The school may participate in radio or television programs under acceptable commercial  
10 sponsorship when such programs are educationally beneficial;
- 11
- 12 3. Community, educational, charitable, recreational, and other similar civic groups may advertise  
13 events pertinent to students' interests or involvement. Such advertisement, including the  
14 distribution of materials, shall be subject to any procedures related to time, place, and manner,  
15 established by the -district;
- 16
- 17 4. The school may, upon approval of the Director of Schools, cooperate with another  
18 governmental agency to promote activities which advance the education or other best interests  
19 of the students;
- 20
- 21 5. Political literature or commercial advertising by a for-profit organization shall not be  
22 distributed through the school to students or parents, nor placed in teachers' mail boxes or on  
23 school premises;
- 24
- 25 6. The Communications Department shall screen all materials prior to distribution to ensure their  
26 appropriateness. The District may prohibit materials that:  
27 a. Would likely cause substantial disruption to the operation of the school;  
28 b. Violate the rights of others;  
29 c. Are obscene, lewd, or sexually explicit; or  
30 d. That students would reasonably believe to be sponsored or endorsed by the school.  
31

Commented [TD1]: can we add something here that the non-profit needs to be relevant to our population. I don't want to get in the business where we have to approve ALL non-profits.

I also want to provide direction that this should go through Lisa Trail.

- 1 7. School publications may accept and publish paid advertising under procedures established by
- 2 the Director of Schools. Schools may sell advertisements in the form of ads and/or signs as
- 3 fundraisers for specific school programs and/or interscholastic athletics subject to procedures
- 4 established by the Director of Schools.

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Cross References

Board-Community Relations 1.500  
Vendor Relations 2.809  
Political Activities 5.606  
Fundraising Activities 6.702

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Building and Grounds Management</b>	Descriptor Code: <b>3.200</b>	Issued Date: <b>02/27/18</b>
		Rescinds: <b>SS 6</b>	Issued: <b>09/01/12</b>

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as  
2 comfortable and convenient as the facilities will permit or the use requires.

3 School administrators, teachers, or volunteers shall not alter or change any part of the school building  
4 structure or premises [without written permission from the Director of Schools](#). If changes or repairs are  
5 necessary, the matter shall be reported to the Maintenance Department.

6 The Director of Schools or designee shall develop and implement a program of maintenance of all  
7 district-owned buildings and grounds. The program shall provide for the following:

- 8 1. Adequate custodial programs for all schools;
- 9 2. Improvement and maintenance of school buildings and grounds;
- 10 3. Repairs, including repairs of equipment, and painting; and
- 11 4. Determination of obsolete/surplus equipment.

12 The following are responsibilities of building principals:

- 13 1. Overseeing the operation of the school and requiring that the personnel assigned to the building  
14 keep it in a clean, healthy, and pleasant condition;
- 15 2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions
- 16 3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate  
17 channels.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: <b>3.206</b>	Issued Date: <b>04/23/19</b>
		Rescinds: <b>BO 30</b>	Issued: <b>04/79; 07/01, 06/07, 09/07, 05/08, 03/11</b>

1 Public school buildings, playgrounds, and other facilities (collectively “facilities”) of the Murfreesboro  
 2 City School System have been constructed for the purpose of housing the educational programs of the  
 3 school system.

4 School facilities may also be used for the limited purpose of conducting educational, recreational or  
 5 governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools  
 6 provided that any such use shall not interfere or conflict with the regular educational programs of the  
 7 school system, including the ESP program.

8 School facilities will only be made available to residents or organizations operating within the City of  
 9 Murfreesboro for this limited educational, recreational or governmental purpose.

10 School facilities may not be used for private profit, except that unused facilities may be leased for private  
 11 day-care centers which provide educational and child care services to the community.<sup>1</sup>

12 Kitchen facilities are only available for school-related activities including fundraising activities that  
 13 benefit the school or the school system. When school kitchens are used, at least one member of the  
 14 cafeteria staff must be present to supervise the use of equipment.

15 **FUNDRAISING USAGE**

16 School facilities will not be made available to any such business or organization for the purpose of  
 17 conducting revenue generating activities unless such activities are for the primary purpose of raising  
 18 funds to benefit the Murfreesboro City Schools, the City Schools Foundation, the Family Resource  
 19 Center, the Indigent Children’s Fund, Parent Teacher Organizations or Parent Teacher Associations of  
 20 Murfreesboro City Schools, or are fundraising drives approved by the principal for the benefit of students  
 21 at a particular Murfreesboro City school.

22 Any fundraising activity conducted in one location to benefit students at more than one school or that is  
 23 conducted at multiple schools must be preapproved in writing by the Director of Schools.

24 **III. APPROVAL OF USE**

25 The use of a school facility while that school is not in session must be approved in writing by the principal  
 26 and the ~~Director of Schools~~. Assistant Superintendent of Operations.

#### 1 **IV. COSTS INCURRED**

2 In opening school facilities to use for the limited purpose of conducting educational, recreational and  
3 governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools,  
4 the Board incurs certain expenses but shall not impose a fee for the organizations set forth below unless  
5 unusual costs are incurred with such usage. The Board has the right to bill any organization for its basic  
6 operational costs and for any extraordinary costs that may be incurred as the result of the organization's  
7 use of facilities. Such fees may be established in an administrative directive. Such administrative  
8 directive may also establish the days and hours that school facilities will be available for use pursuant to  
9 this policy. The Director has the right to change such days and hours.

#### 10 **V. WEEKLY/MONTHLY USAGE**

11 The following organizations may be preapproved to use school facilities on a weekly or monthly basis  
12 during the school year upon approval of the school principal:

- 13 1. Parent-teacher organizations/associations
- 14 2. Murfreesboro Education Association
- 15 3. City Schools Foundation
- 16 4. City of Murfreesboro Governmental Entities
- 17 5. ELL Parent Meetings

18 Use of school facilities by not-for-profit organizations, whose exclusive purpose is to involve students  
19 enrolled at the school where the meeting is being held or to involve students from other schools within  
20 the system, require approval by the Director of Schools or designee. A minimum of five students must  
21 participate in the event and must be supervised by an adult. The organization must perform criminal  
22 background screenings on all adults supervising the children during its program that at a minimum  
23 determines whether such individual has been convicted of, pled guilty to, or pled nolo contendere to any  
24 sexual offense regardless of the amount of time since the offense, any violent felony regardless of the  
25 amount of time since the offense, or any felony offense other than violence or sex within the past ten  
26 (10) years.

27 Such organizations must sign an annual usage agreement which requires the organization to indemnify  
28 and hold harmless the school system to the extent permitted by law and to follow all laws and all rules  
29 and regulations established by the Board, the Director of Schools and the principal.

30 Groups receiving permission for building use are restricted to the dates and hours approved and to the  
31 building area and facilities indicated, unless requested changes are approved by the principal and/or  
32 Director of Schools.

#### 33 **VI. OCCASIONAL USAGE**

34 The following organizations may be approved to use school facilities (even if such usage is not for the  
35 direct and immediate benefit of the students) on a per event, per request basis due to the benefits that  
36 such organizations provide the Murfreesboro City Schools upon approval by the principal of that  
37 school and the Director of Schools and upon signing of a use agreement:

- 1 1. Higher Education Institutions located in Rutherford County
- 2 2. County, State and Federal Agencies

3 Such organizations must sign a usage agreement which requires the organization to indemnify and hold  
4 harmless the school system to the extent permitted by law and to follow all laws and all rules and  
5 regulations established by the Board, the Director of Schools and the principal.

6 During emergencies or disasters, the Board will cooperate with recognized agencies, such as the Red  
7 Cross, National Guard, and Civil Defense to make suitable facilities available without charge.

## 8 **VIII. SUPERVISION**

9 All activities must be under adult supervision and approved by the building principal and ~~or Director of~~  
10 ~~Schools~~ the Director of Schools or designee. If deemed necessary, the principal may assign a school  
11 employee to be present. The group using the facilities shall be liable for any damage incurred as a result  
12 of their use.

## 13 **IX. SMOKING AND ALCOHOLIC BEVERAGES PROHIBITED**

14 The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not  
15 permitted in school buildings or on school grounds.

## 16 **X. ADHERENCE TO FIRE AND SAFETY CODES**

17 Any group using school facilities must adhere to all rules, regulations, and safety codes as set forth by  
18 law and the various regulatory agencies of local, state and federal governments. This includes, but is not  
19 limited to, meeting exit requirements, announcements regarding building evacuation in case of an  
20 emergency, not parking in fire lanes, and safety precautions to prevent intruders.

21 When the projected attendance will require a greater number of exits than normally available, the  
22 organization must employ needed personnel (usually one of the school custodians) to assure that an  
23 ample number of exits are unlocked and at the same time maintain adequate security for the entire school  
24 facility.

25 The school principal will supply all organizations using that principal's facilities a copy of this policy  
26 plus any other information related to meeting fire and safety codes.

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### Legal References

1. TCA 49-2-203(b)(4)(B)

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### Cross References

- Tobacco-Free Schools 1.803  
Drug-Free Workplace 1.804

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>REVIEWED 02/20; 02/21 02/12/19 09/12/17</b>
		Rescinds:	Issued:

## 1 EMERGENCY LEAVE

2 An immediate supervisor may grant an employee emergency leave during the workday for a sudden,  
3 unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,<sup>1</sup> sick  
4 leave, or leave without pay. The employee who uses emergency leave shall confirm said leave on  
5 appropriate forms the day after returning to work.

6 Principals or administrative supervisors shall keep a tally of the amount of time individual employees  
7 are released under this policy and when the total time reaches one (1) day, the employee shall be  
8 charged with one (1) day of applicable leave.

## 9 JURY DUTY

10 If an employee is summoned for jury duty, they shall present written evidence that they have been  
11 summoned to serve on a jury. The employee shall be entitled to the usual compensation, ~~less the~~  
12 ~~amount paid by the court.~~<sup>2</sup>

## 13 COURT APPEARANCES

14 If an employee appears in court as a plaintiff, defendant, witness,<sup>3</sup> or voluntarily appears on behalf of  
15 family or friends, personal leave or leave without pay shall be granted.

## 16 VOTING LEAVE<sup>4</sup>

17 Any person entitled to vote in an election held in Tennessee may be granted paid leave on the day of the election  
18 for a reasonable period of time, not to exceed three (3) hours, to vote during the time polls are open in the  
19 county where the employee resides. Requests for such leave shall be made to the supervisor before 12:00 p.m.  
20 on the day before the election. Time off to vote is recorded for non-exempt employees as non-worked time when  
21 calculating overtime.

22 No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more  
23 hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the  
24 employee's work schedule ends.

25 A voting machine technician appointed by the county election commission who performs such duties on a part-  
26 time basis and who is a full-time employee of the school district shall be excused without pay from the  
27 employee's assigned duties for the day(s) required for the performance of the technician's duties.<sup>5</sup> No employee

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- 1 [being excused under this section shall be required to use annual or compensatory leave to perform the](#)
- 2 [technician's duties. An employee may request compensatory or annual leave in lieu of time without pay](#)
- 3

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Legal References

- 1. TCA 49-5-711(c)(8)
- 2. TCA 22-4-106(b); TCA 22-1-103
- 3. [TCA 16-15-708; TCA 24-2-109](#)
- 4. [TCA 2-1-106](#)
- 3.5. [TCA 2-9-103](#)