

Board of Education Regular Meeting

May 14, 2024 6:00 PM

MCS Administrative Offices

| | |
|---|----------------------|
| I. CALL TO ORDER Procedural Item | Chair Butch Campbell |
| A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by board member, Mr. Wes Ballard. | |
| B. Moment of Silence Procedural Item During the moment of silence, Chair Campbell asked that we remember the family of the 5th grade student from Black Fox that passed away along with Asher Sullivan, Dr. Jimmy Sullivan's son. | |
| II. APPROVAL OF AGENDA Action Item | Chair Butch Campbell |
| III. CONSENT ITEMS Consent Agenda | Chair Butch Campbell |
| A. Approval of 4-30-24 Board Minutes Consent Item | |
| IV. ACTION ITEMS Action Item | Chair Butch Campbell |
| A. Approval of Audit Firm Extension Action Item | Dr. Trey Duke |
| B. Approval of Budget Amendments-FY24 CFA Revisions Action Item | Dr. Trey Duke |
| C. Approval of FY25 Federal Consolidated Budget Action Item | Dr. Trey Duke |
| D. Policy Review-Section 5 Action Item | Dr. Trey Duke |
| i. Approval of Board Policy 5.101 Line and Staff Relations on First Reading Action Item | Ms. Lauren Bush |
| ii. Approval of Board Policy 5.102 Classification and Qualifications on First Reading Action Item | Ms. Lauren Bush |
| iii. Approval of Board Policy 5.103 Job Descriptions on First Reading Action Item | Ms. Lauren Bush |
| iv. Approval of Board Policy 5.108 Supervision on First Reading Action Item | Ms. Lauren Bush |
| v. Approval of Board Policy 5.109 Evaluation on First Reading Action Item | Ms. Lauren Bush |
| vi. Approval of Board Policy 5.110 Compensation Guides/Contracts on First Reading Action Item | Ms. Lauren Bush |
| vii. Approval of Board Policy 5.115 Assignment/Transfer on First Reading Action Item | Ms. Lauren Bush |
| viii. Approval of Board Policy 5.116 Staff Positions on First Reading Action Item | Ms. Lauren Bush |

| | |
|---|----------------------|
| ix. Approval of Board Policy 5.302 Sick and Bereavement Leave on First Reading Action Item | Ms. Lauren Bush |
| x. Retirement of Board Policy 5.3021 COVID Sick Leave Action Item | Ms. Lauren Bush |
| xi. Approval of Board Policy 5.3031 Leave for Religious Observances on First Reading Action Item | Ms. Lauren Bush |
| xii. Approval of Board Policy 5.310 Vacations and Holidays on First Reading Action Item | Ms. Lauren Bush |
| xiii. Approval of Board Policy 5.500 Discrimination/Harassment of Employees on First Reading Action Item | Ms. Lauren Bush |
| xiv. Approval of Board Policy 5.501 Complaints and Grievances on First Reading Action Item | Ms. Lauren Bush |
| xv. Approval of Board Policy 5.600 Staff Rights and Responsibilities on First Reading Action Item | Ms. Lauren Bush |
| xvi. Approval of Board Policy 5.602 Staff Time Schedules on First Reading Action Item | Ms. Lauren Bush |
| xvii. Approval of Board Policy 5.701 Substitute Teachers on First Reading Action Item | Ms. Lauren Bush |
| E. Policy Review-Section 6 Action Item | |
| i. Approval of Board Policy 6.200 Attendance on First Reading Action Item | Ms. Lauren Bush |
| ii. Approval of Board Policy 6.313 Code of Behavior and Discipline on First Reading Action Item | Ms. Lauren Bush |
| F. Approval of Zone Appeal Hearing Packet 1 Action Item | Dr. Trey Duke |
| G. Approval of Zone Appeal Hearing-Packet 2 Action Item | Dr. Trey Duke |
| H. Approval of Zone Appeal Hearing-Packet 3 Action Item | Dr. Trey Duke |
| I. Approval of Zone Appeal Hearing-Packet 4 Action Item | Dr. Trey Duke |
| J. Approval of Zone Appeal Hearing-Packet 5 Action Item | Dr. Trey Duke |
| V. REPORTS AND INFORMATION Information Item | Chair Butch Campbell |
| A. 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

April 30, 2024 6:00 PM

City Hall Council Chambers

| | |
|--|----------------------|
| 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. In attendance: Dr. Trey Duke, Melinda Crook, Robin Newell, Dr. Christy Robinson, Angela Fairchild, Ken Rocha, Andrea Oakley, Beth Prater, Daniel Owens, Don Bartch, Sheri Arnette, Emily Spencer, Jennifer Whitlow, Sandy Scheele, Lisa Trail, Tori Carr, Quinena Bell, Maria Johnson Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett | Chair Butch Campbell |
| A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Patrick John (PJ) Blanco, a third grade student at Mitchell Neilson Elementary, along with his sister, Regiena Blanco, a kindergarten student at Mitchell Neilson Elementary, and Scarlett Embry, a third grade student at Scales Elementary, along with her brother Luke Embry, a kindergarten student also at Scales Elementary. | |
| B. Moment of Silence Procedural Item | |
| II. APPROVAL OF AGENDA Action Item Dr. Duke asked that item E on the agenda, FY24 Consolidated Funding application be removed because of last minute changes. This item will be added to the 5/28 board meeting agenda Motion to approve the agenda with item E removed. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0. | Chair Butch Campbell |
| III. COMMUNICATIONS Information Item | Mrs. Lisa Trail |
| A. Spotlight on Education-MCS Art Student Winners Procedural Item | Dr. Trey Duke |
| B. The Best of MCS-Kyndall Sain-Hobgood Elementary Student Procedural Item | Dr. Trey Duke |
| C. Recognition of Codianna Fry-Cason Lane PreK Procedural Item | Dr. Trey Duke |
| D. Recognition of Lauren Fluharty-Presidential Award for Excellence in Math and Science Teaching (Discovery School) Procedural Item | Dr. Trey Duke |
| E. Public Comment Procedural Item | Chair Butch Campbell |
| IV. CONSENT ITEMS Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0 | Chair Butch Campbell |

Minutes
Page 1 of 5
April 30, 2024
Recorded by L. VanCleave

| | |
|--|----------------------|
| A. Approval of 4-16 Board Minutes Consent Item | |
| B. Approval of Contract-Howard Technology Consent Item | |
| V. ACTION ITEMS Action Item | Chair Butch Campbell |
| A. Approval of Budget Amendment-ESSER 3.0 Action Item Motion to approve Budget Amendment-ESSER 3.0. This motion, made by Ms. Karen Dodd and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0 | Dr. Trey Duke |
| B. Approval of Budget Amendment-ARP Homeless 2.0 Grant Action Item Motion to approve the Budget Amendment-ARP Homeless 2.0 Grant. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0 | Dr. Trey Duke |
| C. Approval of Budget Amendment-State Special Education Preschool Grant Action Item Motion to approve the Budget Amendment-State Special Education Preschool Grant. This motion, made by Mr. Wesley Ballard and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0 | Dr. Trey Duke |
| D. Approval of Budget Amendment-FY24 IDEA Part B and Federal IDEA Preschool Action Item Motion to approve the Budget Amendment-FY24 IDEA Part B and Federal IDEA Preschool. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0 | Dr. Trey Duke |
| E. Approval of Budget Amendment-FY24 Consolidated Funding Application Action Item | Dr. Trey Duke |
| F. Approval of Contract-Banking Services Action Item Motion to approve the Contract-Banking Services. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0 | Dr. Trey Duke |
| G. Approval of Contract-SportCourt (Discovery Courts) Action Item Motion to approve the Contract-SportCourt (Discovery Courts). This motion, made by Mr. Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0 | Dr. Trey Duke |
| H. Approval of the 2023-2024 Summer School Budget Action Item Motion to approve the amended 2023-2024 Summer School Budget. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0 Motion to approve the amended 2023-2024 Summer School Budget. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0 Dr. Duke told the Board that he received information late yesterday regarding the summer school budget, but it was too late to change the information in the Board packet that was posted. He asked that the Board amend this summer school budget with the corrected information. He | Dr. Trey Duke |

| | |
|---|---------------|
| <p>said that there was added money to the transportation portion along with a change in how instructional materials and supplies are purchased.</p> <p>Dr. Duke told the Board that this has to go before the city council, and we also have to get this budget approved to start purchasing summer school supplies.</p> | |
| <p>I. Approval of the 2024-2025 General Purpose Budget Action Item Motion to approve the 2024-2025 General Purpose Budget. This motion, made by Mr. Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0 For the viewing public, Dr. Duke presented a very brief PowerPoint that the board has already reviewed at the budget work sessions.</p> <p>Mr. Ballard wanted the public to understand that the amount being taken from fund balance, 4.7 million, is not deficit spending.</p> <p>Jimmy Richardson said that he believes this budget is necessary for MCS to move forward and have a budget that reflects who we are and that our students are getting the very best. He added that he is very proud of the budget.</p> <p>Chair Campbell added that he appreciated all the hard work that has gone into the budget process.</p> | Dr. Trey Duke |
| <p>J. Approval of the 2024-2025 Federal Consolidated Budget Action Item Motion to approve the 2024-2025 Federal Consolidated Budget. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0 Dr. Duke presented a short PowerPoint to explain the Federal Consolidated budget to the viewing public.</p> | Dr. Trey Duke |
| <p>K. Approval of the 2024-2025 Extended Schools Program Budget Action Item Motion to approve the 2024-2025 Extended Schools Program Budget. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0 Dr. Duke presented a short PowerPoint of the ESP budget for the viewing public.</p> | Dr. Trey Duke |
| <p>L. Approval of the 2024-2025 School Nutrition Budget Action Item Motion to approve the 2024-2025 School Nutrition Budget. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0 Dr. Duke gave a brief PowerPoint of the school nutrition budget for the viewing public.</p> <p>He explained that the fund balance requirement for school nutrition has a maximum fund balance of three month's worth of expenses, therefore, the expenditures are to spend down that fund balance.</p> <p>Mr. Richardson gave a shout out to the farm to school program.</p> | Dr. Trey Duke |
| <p>M. Approval of the 2024-2025 Debt Services Budget Action Item Motion to approve the 2024-2025 Debt Services Budget. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed.</p> | Dr. Trey Duke |

| | |
|---|----------------------|
| Yea: 7, Nay: 0 Dr. Duke presented a short PowerPoint of the debt services budget for the viewing public. | |
| N. Approval of Revenue and Expenditure Report Action Item Motion to approve the March Revenue and Expenditure Report. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0 Daniel Owens presented the Revenue and Expenditure Report to the Board. | Mr. Daniel Owens |
| VI. REPORTS AND INFORMATION Information Item | Chair Butch Campbell |
| A. Construction Update Information Item Don Barch shared a construction update with the Board. He said that Bradley administration has been advocating for fencing around the playground. Don explained that this has been approved and waiting on a contractor. | Mr. Don Barch |
| B. Enrollment (PTR) Report Information Item | Mr. Ken Rocha |
| C. Personnel Report Information Item | Dr. Trey Duke |
| D. Director's Update Information Item Dr. Duke told the Board that TCAP testing finished last week. He said that he was incredibly optimistic about scores. He gave a shoutout to Sheri Arnette and Chris George. He added that teachers and administrators did an excellent job with testing as well. Dr. Duke said that he will have a meeting with principals next week to look at the 3rd grade retention law. He said that we are preparing families for different pathways to 4th grade. He said that we are using multiple types of communication to make sure that everyone is aware. Dr. Duke explained the legislative update to the 4th grade law to the Board which has opened up additional pathways for 4th grade students. He said that Lisa Trail will be sending information out to parents next week regarding zoom meetings. Dr. Duke said David Settles wanted to thank the legislators for stepping in to relieve pressure and being aware of the fact that teachers, administrators, and parents know what is best for their students. He is grateful that kinks are getting worked out in this law. Chair Campbell thanked everyone for a wonderful Excellence in Education. He also thanked Mr. Andy Womack for a wonderful tribute to all teachers. Mr. Richardson also thanked Mayor McFarland and the City Council for always supporting MCS. Dr. Duke mentioned that this Friday is National School Lunch Hero Day. He wanted to thank all school cafeteria workers for doing such a great job. | Dr. Trey Duke |
| VII. OTHER BUSINESS Information Item | Chair Butch Campbell |

VIII. ADJOURNMENT

Action Item

Motion to adjourn at 7:24 p.m.. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed.

Yea: 7, Nay: 0

Meeting adjourned at 7:24 p.m.

Chair Butch Campbell

Director of Schools

Agenda Item Title: Approval of Contract Amendment to Renew Matlock Clements, P.C. Internal Schools Fund Audit Agreement for FY25

Board Meeting Date: May 14, 2024

Department: Finance

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Requires City Council Approval: Yes No

Summary

The Board approved a professional services agreement with Matlock Clements, P.C. on September 26, 2023, for the audit of combined and individual financial statements of Murfreesboro City Schools Internal Schools Fund for FY24, with a renewal provision for FY 25 and FY26 at the same fee of \$14,950.00. This contract amendment will allow Murfreesboro City Schools to renew its current contract with Matlock Clements, P.C. for FY25.

Staff Recommendation

Approval of Contract Amendment to Renew Matlock Clements, P.C. Internal Schools Fund Audit Agreement for FY25

Fiscal Impact

\$14,950 per year for three years. A total of \$44,850 if renewed all three years.

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

CONTRACT TO AUDIT ACCOUNTS
OF
Murfreesboro City Schools - Internal School Funds

FROM July 01, 2023 TO June 30, 2024

This agreement made this 26th day of September 2023, by and between Matlock Clements, PC, 270 Glenis Drive, Suite A, Murfreesboro, TN 37129, hereinafter referred to as the "auditor" and Murfreesboro City Schools - Internal School Funds, of 2552 South Church Street, Murfreesboro, TN 37127, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of the laws and/or regulations of the State of Tennessee, the auditor shall perform a financial and compliance audit of the organization for the period beginning July 01, 2023, and ending June 30, 2024 with the **exceptions listed below**:
2. The auditor shall conduct the audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the *Audit Manual*. Additional information and procedures necessary to comply with requirements of governments other than the State of Tennessee are permissible provided they do not conflict with or undermine the requirements previously referenced. If applicable, the audit is to be conducted in accordance with the provisions of the Single Audit Act and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The audit is also to be conducted in accordance with any other applicable federal agency requirements. It is agreed that this audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury. It is further agreed that any deviation from these standards and procedures will be approved in writing by the Comptroller of the Treasury prior to the execution of the contract. The interpretation of this contract shall be governed by the above-mentioned publications and the laws of the State of Tennessee.
3. The auditor shall, as part of the written audit report, submit to the organization's management and those charged with governance:
 - a) a report containing an expression of an unmodified or modified opinion on the financial statements, as prescribed by the *Audit Manual*. This report shall state the audit was performed in accordance with *Government Auditing Standards*, except when a disclaimer of opinion is issued. If the organization is a component unit or fund of another entity, it is agreed that: (a) the financial statements may be included in the financial statements of the other entity; (b) the principal auditor for the other entity may rely upon the contracted auditor's report; and (c) any additional information required by the principal auditor of the other entity will be provided in a timely manner.
 - b) a report on the internal control and on compliance with applicable laws and regulations and other matters. This report shall be issued regardless of whether the organization received any federal funding. Audit reports of entities which are subject to the provisions of the Single Audit Act and OMB's Uniform Guidance shall include the additional reports required by that guidance. The reports will set forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, comments on management's responses as appropriate, and comments on the disposition of prior year findings.
4. If a management letter or any other reports or correspondence relating to other matters involving internal controls or noncompliance are issued in connection with this audit, a copy shall be filed with the Comptroller of the Treasury by the auditor. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no reportable matters or significant deficiencies not also disclosed in the findings found in the published audit report). The report should also include a corrective action plan for findings developed under OMB's Uniform Guidance and for other findings in accordance with Tennessee Code Annotated § 9-3-407, and the *Audit Manual*. The corrective action plan is only applicable to findings published in the audit report.
5. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **40** printed copies and/or an electronic copy of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed no later than **October 31, 2024**, or **six (6) months following the period to be audited, whichever is earlier, without explanation to the Comptroller of the Treasury, State of Tennessee, and the organization. (Audit documentation for additional procedures for centralized cafeteria systems contracted with audits of internal school funds must be completed and available for review by September 30 following the fiscal year being audited.)** Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below:
6. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, State of Tennessee. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.
7. Any reasonable suspicion of fraud, (regardless of materiality) or other unlawful acts including, but not limited to, theft, forgery, credit/debit card fraud, or any other act of unlawful taking, waste, or abuse of, or official misconduct, as defined in Tennessee Code Annotated § 39-16-402, involving

public money, property, or services shall, upon discovery, be promptly reported in writing by the auditor to the Comptroller of the Treasury, State of Tennessee, who shall under all circumstances have the authority, at the discretion of the Comptroller, to directly investigate such matters. Notwithstanding anything herein to the contrary, the Comptroller of the Treasury, State of Tennessee, acknowledges that the auditor's responsibility hereunder is to design its audit to obtain reasonable, but not absolute, assurance of detecting fraud that would have a material effect on the financial statements, as well as other illegal acts or violations of provisions of contracts or grant agreements having a direct and material effect on financial statement amounts. If the circumstances disclosed by the audit call for a more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the organization's management and those in charge of governance in writing of the need for such additional investigation and the additional compensation required therefor. Upon approval by the Comptroller of the Treasury, an amendment to this contract may be made by the organization's management, those charged with governance, and the auditor for such additional investigation.

8. **Group Audits.** The provisions of Section 8 relate exclusively to contracts to audit components of a group under AU-C 600. (See definitions in AU-C 600, Paragraph 11.) Section 8 is only applicable to an auditor that audits a component (e.g., a fund, component unit, or other component) **of a county government that is audited by the Division of Local Government Audit (LGA)**. Section 8 is intended to satisfy the communication requirements for the group auditor (LGA) to the component auditor under AU-C 600.

- a) The Division of Local Government Audit (LGA) shall be considered the "group auditor" for any contract to audit a component of an applicable county government. LGA shall present the county's financial statements in compliance with U.S. Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). LGA shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- b) The contracting auditor shall be considered the "component auditor" for purposes of this section.
- c) The financial statements audited by the component auditor should be presented in accordance with GAAP as promulgated by GASB. If the financial reporting framework for any component does not conform to this basis, the financial reporting framework should be disclosed in Section 10 (Special Provisions). (Component financial statements that are not presented using the same financial reporting framework as the county's financial statements may cause this contract to be rejected.)
- d) The component auditor shall conduct the component audit in accordance with auditing standards generally accepted in the United States of America and the auditing standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- e) The component auditor shall cooperate with LGA to accomplish the group audit. It is anticipated that LGA will make reference to the component auditor's report in the group audit report. Should LGA find it necessary to assume responsibility for the component auditor's work, the terms, if any, shall be negotiated under a separate addendum to this contract.
- f) The component auditor shall follow the ethical requirements of *Government Auditing Standards* and affirms that the component auditor is independent to perform the audit and will remain independent throughout the course of the component audit engagement.
- g) The component auditor affirms that the component auditor is professionally competent to perform the audit. LGA may confirm certain aspects of the component auditor's competence through the Tennessee State Board of Accountancy.
- h) The component auditor will be contacted via email by the LGA's Audit Review Manager with the estimated date of the conclusion of LGA's audit of the county government. The component auditor agrees to **update subsequent events** between the date of the component auditor's report and the date of the conclusion of LGA's audit of the county government. Additional subsequent events should be communicated via email to LGA's Audit Review Manager.
- i) The component auditor shall read LGA's audited financial statements for the county government for the previous fiscal year noting in particular **related parties** in the notes to the financial statements, and **material misstatement** findings in the Findings and Questioned Costs Section. The previous year audited financial statements can be obtained from the Comptroller's website at www.comptroller.tn.gov. As required by generally accepted auditing standards, we have identified Management Override of Controls and Improper Revenue Recognition as presumptive fraud risks. The component auditor shall communicate to LGA (i.e., group management) on a timely basis **related parties** not previously identified by the group management in LGA's prior year audited financial statements. Related parties should be communicated via email to LGA's Audit Review Manager.
- j) The component auditor's report should not be restricted as to use in accordance with AU-C 905.
- k) Sections 1-7 and Sections 10-14 of this contract are also applicable to the component auditor during the performance of the component audit.

9. **Municipal Chart of Accounts Crosswalk.** The provisions of Section 9 relate exclusively to contracts to audit of a municipality, municipality's fund(s), and municipality's school board of education. The auditor shall convert respective municipal audited financial data into a condensed chart of accounts by use of a Microsoft Excel crosswalk tool prescribed by the Comptroller of the Treasury, State of Tennessee, or if a respective municipality, municipality's fund(s), or municipality's school board of education chooses to convert their own audited financial data by use of the crosswalk, the auditor shall verify the accuracy of their conversion. The completed condensed chart of accounts crosswalk in Microsoft Excel format shall be filed with the Comptroller of the Treasury, State of Tennessee, by the auditor when the audited financial report is submitted.

10. (Special Provisions)

11. In consideration of the satisfactory performance of the provisions of this contract, the organization shall pay to the auditor the fee(s) listed below. (Fees may be fixed amounts or estimated.)

Fixed Contract Fee:

Audit **\$14,950.00**
Municipal Chart of Accounts Crosswalk **0**
Total Fixed Contract Fee **\$14,950.00**
or
Estimated Contract Fee:
Audit
Municipal Chart of Accounts Crosswalk
Total Estimated Contract Fee

(If not a fixed amount, an estimated contract fee should be furnished to the governing unit for budgetary purposes. A schedule of fees and/or rates should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

12. As the authorized representative of the firm, I do hereby affirm that:
- our firm and all individuals participating in the audit are in compliance with all requirements of the Tennessee State Board of Accountancy and;
 - our firm has participated in an external quality control review at least once every three (3) years, conducted by an organization not affiliated with our firm, and that a copy of our most recent external quality control review report has been provided to the organization and the office of the Tennessee Comptroller of the Treasury approving this contract;
 - all members of the staff assigned to this audit have obtained the necessary hours of continuing professional education required by *Government Auditing Standards*;
 - all auditors participating in the engagement are independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.

13. This writing, including any amendments or special provisions, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee. In the event of a conflict or inconsistency between this contract and the special provisions contained in paragraph 10 of this contract, the special provision(s) are deemed to be void. Any changes to this contract must be agreed to in writing by the parties hereto and must be approved by the Comptroller of the Treasury, State of Tennessee. All parties agree that the digital signatures, that is, the electronic signatures applied by submitting the contract, are acceptable as provided for in the Uniform Electronic Transaction Act. Any paper documents submitted related to this contract will be converted to an electronic format and such electronic document(s) will be treated as the official document(s).

14. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

Matlock Clements, PC

Audit firm

 **Andy Matlock, CPA**

By

Signature

Title/Position: **Audit Manager**

E-mail address **eric@matlockclements.com**

Date: **September 26, 2023**

Murfreesboro City Schools - Internal School Funds

Governmental Unit or Organization

 **Kimberly Williams**

By

Signature

Title/Position: **Finance Director**

E-mail address **kim.williams@cityschools.net**

Date: **September 27, 2023**

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

Approved as to Form:

Lauren Bush, Assistant City Attorney

By

Date:

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,



Andy Matlock, CPA
Matlock Clements, P.C.

Eric Clements, CPA, CFE • Andy Matlock, CPA

**MATLOCK CLEMENTS P.C.
CONTRACT RENEWAL NO. 1**

This amendment ("Amendment") by and between Matlock Clements, P.C. and Murfreesboro City Schools amends the Contract to Audit Accounts ("Contract") currently in effect between the parties and shall be effective as of the date this Amendment is fully executed.

WHEREAS, the Contract is in effect through June 30, 2024, the Current Contract Term; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **CONTRACT RENEWAL/EXTENSION.** The parties hereby agree that the contract will be renewed/extended from July 1, 2024 through June 30, 2025 for the total fixed contract fee of \$14,950.00.

2. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the Contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the Contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

MATLOCK CLEMENTS P.C.

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

MURFREESBORO CITY SCHOOLS

Signature: _____

Bobby N. Duke, III
Director of Schools

Date: _____

Agenda Item Title: FY 24 Consolidated Funding Application Amendment

Board Meeting Date: May 14, 2024

Department: Federal Programs and Finance Departments

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

The Federal Program and Finance departments are seeking board approval for the budget amendment from preliminary to actual final allocations for FY 24 (current year) Consolidated Funding Application. This includes an increase in Title II of \$15,493, an increase in Title III of \$20,000, and a decrease in Title I allocations of \$66,490.

Staff Recommendation

Recommend approval of the revisions to the consolidated funding application for FY 23-24.

Fiscal Impact

The total award amount is a decrease of \$30,997 for the FY 23-24 school year.

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

Schools Federal Projects Fund 142
Fiscal Year 2023-24

| Account Description | BUDGET AS PASSED OR PREV AMENDED | AMENDED BUDGET | AMENDMENT INCREASE (DECREASE) |
|------------------------------------|--|-------------------|-------------------------------------|
| <u>Revenues</u> | | | |
| Title I | 1,957,493 | 1,891,003 | (66,490) |
| <hr/> | | | |
| Total Increase in Revenues | \$ 1,957,493 | \$ 1,891,003 | \$ (66,490) |
| <hr/> | | | |
| <u>Expenditures</u> | | | |
| Title I | | | |
| Teachers | 584,707 | 586,410 | 1,703 |
| Social Security | 48,157 | 48,339 | 182 |
| State Retirement | 62,321 | 62,370 | 49 |
| Medical Insurance | 102,884 | 100,874 | (2,010) |
| Other Fringe | 12,000 | 12,250 | 250 |
| Instructional Supplies & Materials | 363,461 | 328,544 | (34,917) |
| Other Student Support | 48,819 | 48,201 | (618) |
| State Retirement | 22,748 | 23,719 | 971 |
| In-Service/Staff Development | 88,000 | 55,500 | (32,500) |
| Indirect Cost | 48,144 | 48,544 | 400 |
| <hr/> | | | |
| Total Increase in Expenditures | \$ 1,381,240 | \$ 1,314,751 | \$ (66,490) |
| <hr/> | | | |

CHANGE IN FUND BALANCE (CASH) 0

This amendment is to budget expenditures from estimated to actual and to budget the final budget allocation decrease of \$66,490.

Reviewed by Finance Director/Finance Manager _____ Date _____

| | | | |
|----------|--|---------------------|------|
| Approved | <input style="width: 90%;" type="text"/> | _____ | Date |
| Declined | <input style="width: 90%;" type="text"/> | Director of Schools | Date |

Schools Federal Projects Fund 142
Fiscal Year 2023-24

| Account Description | BUDGET AS PASSED OR PREV AMENDED | AMENDED BUDGET | AMENDMENT INCREASE (DECREASE) |
|--------------------------------|--|-------------------|-------------------------------------|
| <u>Revenues</u> | | | |
| Title II | 659,731 | 675,225 | 15,493 |
| <hr/> | | | |
| Total Increase in Revenues | \$ 659,731 | \$ 675,225 | \$ 15,493 |
| <hr/> | | | |
| <u>Expenditures</u> | | | |
| Title II | | | |
| In-Service/Staff Deveopment | 291,019 | 306,092 | 15,073 |
| Indirect Cost | 18,032 | 18,452 | 420 |
| <hr/> | | | |
| Total Increase in Expenditures | \$ 309,051 | \$ 324,544 | \$ 15,493 |
| <hr/> | | | |

CHANGE IN FUND BALANCE (CASH) (0)

This amendment is to budget the final allocation for FY24 Title II funds that includes an increase in funds of \$15,493.

Reviewed by Finance Director/Finance Manager _____ Date _____

| | | | |
|----------|----------------------|---------------------|------|
| Approved | <input type="text"/> | _____ | |
| | | Director of Schools | Date |
| Declined | <input type="text"/> | | |

Murfreesboro City Schools Budget Amendment

BOE Approval 5/14/24
Exhibit A to resolution NO.

Schools Federal Projects Fund 142
Fiscal Year 2023-24

| Account Description | BUDGET AS PASSED OR PREV AMENDED | AMENDED BUDGET | AMENDMENT INCREASE (DECREASE) |
|--------------------------------|--|-------------------|-------------------------------------|
| <u>Revenues</u> | | | |
| Title III | 212,560 | 232,560 | 20,000 |
| <hr/> | | | |
| Total Increase in Revenues | \$ 212,560 | \$ 232,560 | \$ 20,000 |
| <hr/> | | | |
| <u>Expenditures</u> | | | |
| Title III | | | |
| Other Supplies & Materials | 6,976 | 26,626 | 19,650 |
| Indirect Cost | 3,650 | 4,000 | 350 |
| <hr/> | | | |
| Total Increase in Expenditures | \$ 10,626 | \$ 30,626 | \$ 20,000 |
| <hr/> | | | |

CHANGE IN FUND BALANCE (CASH) -

This amendment is to budget the transfer of \$20,000 from the additional Title IV reallocation by the Tennessee Department of Education.

Reviewed by Finance Director/Finance Manager _____ Date _____

| | | |
|----------|--|---|
| Approved | <input style="width: 95%;" type="text"/> | <hr/> |
| Declined | <input style="width: 95%;" type="text"/> | Director of Schools Date |

Agenda Item Title: Revised Consolidated Funding Application FY 25

Board Meeting Date: May 14, 2024

Department: Finance & Federal programs

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

The Federal Program and Finance Departments are seeking approval for a budget approval for FY 25 Consolidated Funding Source. The Federal Consolidated budget includes revenues and expenditures associated with the Title 1, Title II, Title III, Consolidated Admin, IDEA Part B, and IDEA Pre-K federal programs. The revenues and expenditures with these funds are preliminary allocations and will be adjusted and finalized by the Tennessee Department of Education.

The Board approved this budget with the other FY25 budgets during the April 30, 2024, board meeting. However, the district received updated numbers for these grant applications. We are seeking to reapprove this budget so that the corrected information can be approved by City Council in June.

Title I and Consolidated Administration– Preliminary allocations and expenditures of \$1,718,942, reallocation of underpayment from previous years of \$70,485, and \$106,665 transferred from Title II, II, and IV. The total FY25 Title I and Consolidated Administration budget is \$1,896,090 (decrease of \$5,485 from what was approved on April 30, 2024).

Title II – Preliminary allocations and expenditures of \$396,967 and reallocation of underpayment from previous years of \$4,213. \$200.00 will be transferred to Consolidated Administration for a total Title II budget of \$400,980 (decrease of \$69,412 from what was approved on April 30, 2024).

Title III – Preliminary allocations and expenditures of \$140,667 which includes \$ 57,581 transferred in from Title IV and \$ 200.00 transferred out to Consolidated Administration for a total Title III budget of \$198,048 (decrease of \$36,912 from what was approved on April 30, 2024).

IDEA part B - Preliminary allocations and expenditures of \$ 1,889,035 (no change).

IDEA Pre-K – Preliminary allocations and expenditures of \$ 49,945 (no change).

Staff Recommendation

Recommend approval of the updated FY 25 Consolidated Funding Budget prior to City Council approval.

Fiscal Impact

Consolidated Funding Budget and Expenditures in the amount of \$4,434,098 (decrease of \$115,479 from what was approved on April 30, 2024).

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

FY25 Federal Projects

| 5/6/2024 | Title IA and Con Admin | | Notes |
|-----------|---|------------------|---------|
| Prelim | | | |
| | Title IA | | |
| 71100-116 | Teachers | 607,963 | 8 FTE |
| 71100-163 | Educational Assistants | 173,244 | 7 FTE |
| 71100-195 | Substitute Teachers | 16,000 | |
| 71100-201 | Social Security | 50,106 | |
| 71100-204 | Retirement | 62,485 | |
| 71100-206 | Life Insurance | 2,625 | |
| 71100-207 | Medical Insurance | 63,127 | |
| 71100-208 | Dental Insurance | 2,320 | |
| 71100-212 | Medicare | 8,237 | |
| 71100-299 | Other Fringe Benefits | 12,000 | |
| 71100-429 | Inst Supplies & Materials | 79,177 | |
| 72130-499 | Other Supplies (Family Eng) | 15,797 | |
| 72130-599 | Other Charges (Homeless) | 19,350 | |
| 72210-172 | Instructional Coaches | 226,184 | |
| 72210-189 | Reg Instruction-Other | 74,611 | 3 FTE |
| 72210-201 | Social Security | 18,649 | 1 FTE |
| 72210-204 | Retirement | 22,375 | |
| 72210-206 | Life Insurance | 857 | |
| 72210-207 | Medical Insurance | 37,691 | |
| 72210-208 | Dental Insurance | 1,160 | |
| 72210-212 | Medicare | 4,381 | |
| 72210-299 | Fringe | 0 | |
| 72210-307 | Communication | 600 | |
| 72210-355 | Travel | 1,000 | |
| 72210-524 | Inservice/Staff Development | 32,000 | |
| 99100-504 | Indirect Cost | 47,800 | |
| | Total Title IA | 1,579,739 | |
| | | | |
| | Con Admin | | |
| 72210-105 | Reg Instruction-Super/Direc | 180,689 | 1.5 FTE |
| 72210-189 | Other Salaries & Wages | 61,702 | 1 FTE |
| 72210-201 | Social Security | 15,121 | |
| 72210-204 | Retirement | 20,086 | |
| 72210-206 | Life Insurance | 794 | |
| 72210-207 | Medical Insurance | 23,124 | |
| 72210-208 | Dental Insurance | 849 | |
| 72210-212 | Medicare | 3,536 | |
| 72210-299 | Other Fringe Benefits | 1,500 | |
| 72210-307 | Communication | 950 | |
| 72210-355 | Travel | 2,000 | |
| 72210-524 | Inservice/Staff Development | 6,000 | |
| | Total Con Admin | 316,351 | |
| | | | |
| | Total Title IA & Con Admin | 1,896,090 | |
| | Prelim FY25 Allocation | 1,718,942 | |
| | Reallocation | 70,485 | |
| | Transfer From Title IIA, III, IV | 106,665 | |
| | Total | 1,896,090 | |
| | Difference | 0 | |

8 Academic Interventionists
Educational Assistants

Math Coaches
Title I Family Outreach
16 Liaisons

Asst Super/Federal Dir
Federal Bookkeeper

| FY25 Prel | 4/30/2024 | FE Liaison | CO | 1 AI 4 EA .6 MC | 1 AI .4 MC | 1 AI 1 EA 1 MC | 1 AI RR | 1 AI 2 EA | 1 AI 1 MC | 1 AI 1 MC | 1 AI BF | 1 AI CLA | 1 AI NF | | |
|-----------|--------------------------------|------------|----------|-----------------------|---------------|----------------------|------------|--------------|--------------|--------------|------------|-------------|------------|-------------------|--|
| 71100-116 | Teachers | | | 72,278 | 77,709 | 89,147 | 76,732 | 89,147 | 50,440 | 74,407 | 78,103 | | | 607,963 | 8 AI |
| 71100-163 | Ed Assistants | | | 97,593 | | 25,151 | | 50,500 | | | | | | 173,244 | 7 EA |
| 71100-189 | Other Salaries and Wages | | | | | | | | | | | | | 0 | |
| 71100-195 | Substitute Teachers | | | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 16,000 | |
| 71100-201 | Social Security | | | 11,051 | 4,943 | 7,304 | 4,882 | 8,876 | 3,345 | 4,738 | 4,967 | | | 50,106 | |
| 71100-204 | Retirement | | | 16,798 | 5,292 | 9,132 | 5,225 | 12,217 | 3,435 | 5,067 | 5,319 | | | 62,485 | |
| 71100-206 | Life Insurance | | | 570 | 261 | 385 | 258 | 470 | 169 | 250 | 262 | | | 2,625 | |
| 71100-207 | Medical Insurance | | | 0 | 15,946 | 7,730 | 12,132 | 11,562 | 0 | 7,688 | 8,069 | | | 63,127 | |
| 71100-208 | Dental Insurance | | | 290 | 290 | 290 | 290 | 290 | 290 | 290 | 290 | | | 2,320 | |
| 71100-212 | Medicare | | | 2,601 | 1,157 | 1,709 | 1,143 | 784 | 783 | 30 | 30 | | | 8,237 | |
| 71100-299 | Other Fringe Benefits | | | 7,500 | | 1,500 | | 1,500 | 1,500 | | | | | 12,000 | |
| 71100-429 | Inst Materials & Supplies | | | 15,357 | 5,000 | 4,720 | 5,000 | 5,000 | 2,000 | 40,100 | 2,000 | | | 79,177 | |
| | Carryover Instructional Supp | | | | | | | | | | | | | 0 | |
| 72130-499 | Family Engagement | | 1,579.74 | 1,987 | 1,084 | 1,875 | 1,003 | 2,308 | 2,293 | 2,075 | 1,593 | | | 15,797 | Set-aside Family Engagement current year |
| | Carryover Family Engagement | | | | | | | | | | | | | 0 | Set-aside Family Engagement carry-over |
| 72130-599 | Other Charges (Homeless) | | 19,350 | | | | | | | | | | | 19,350 | Set-aside Homeless |
| 72210-172 | Other Salaries (Coaches) | | | 39,526 | 26,350 | 86,417 | | | 73,891 | | | | | 226,184 | 1 MC BF, 4/BR .6/MN, 1 MC HG |
| 72210-201 | Social Security | | | 2,450 | 1,634 | 5,358 | | | 4,581 | | | | | 14,023 | |
| 72210-204 | Retirement | | | 2,692 | 1,794 | 5,885 | | | 5,032 | | | | | 15,403 | |
| 72210-206 | Life Insurance | | | 129 | 86 | 284 | | | 242 | | | | | 741 | |
| 72210-207 | Medical Insurance | | | 6,768 | 4,512 | 6,780 | | | 11,562 | | | | | 29,622 | |
| 72210-208 | Dental Insurance | | | 174 | 116 | 290 | | | 290 | | | | | 870 | |
| 72210-212 | Medicare | | | 573 | 382 | 1,253 | | | 1,071 | | | | | 3,279 | |
| 72210-299 | Other Fringe Benefits | | | | | | | | | | | | | 0 | |
| 72210-524 | Staff Development | | | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 32,000 | |
| 72210-189 | Other Salaries (Liaison) | 34,611 | | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 74,611 | Set-aside 1 Family Engagement Liaison |
| 72210-201 | Social Security | 2,146 | | 310 | 310 | 310 | 310 | 310 | 310 | 310 | 310 | 310 | 310 | 4,626 | Set-aside 1 Family Engagement Liaison |
| 72210-204 | Retirement | 4,212 | | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 345 | 6,972 | Set-aside 1 Family Engagement Liaison |
| 72210-206 | Life Insurance | 116 | | | | | | | | | | | | 116 | Set-aside 1 Family Engagement Liaison |
| 72210-207 | Medical Insurance | 8,069 | | | | | | | | | | | | 8,069 | Set-aside 1 Family Engagement Liaison |
| 72210-208 | Dental Insurance | 290 | | | | | | | | | | | | 290 | Set-aside 1 Family Engagement Liaison |
| 72210-212 | Medicare | 502 | | 75 | 75 | 75 | 75 | 75 | 75 | 75 | 75 | 75 | 75 | 1,102 | Set-aside 1 Family Engagement Liaison |
| 72210-299 | Other Fringe | | | | | | | | | | | | | 0 | Set-aside 1 Family Engagement Liaison |
| 72210-307 | Communication | 600 | | | | | | | | | | | | 600 | Set-aside 1 Family Engagement Liaison |
| 72210-355 | Mileage | 1,000 | | | | | | | | | | | | 1,000 | Set-aside 1 Family Engagement Liaison |
| 99100-504 | Indirect Cost | | | | | | | | | | | | | 47,800 | |
| | GRAND TOTAL | 51,546 | 20,930 | 288,080 | 157,202 | 265,065 | 117,392 | 192,076 | 170,361 | 144,300 | 110,770 | | 0 | 1,579,740 | |
| | Prelim FY25 Budget | | | | | | | | | | | | | FY25 Alloc | 1,579,740 |
| | # Low Income Students | | | 656 | 358 | 619 | 331 | 762 | 757 | 685 | 526 | 4,694 | | | |
| | # Total Students | | | 656 | 358 | 622 | 345 | 877 | 875 | 897 | 730 | 5,360 | | | |
| | Actual Per Pupil Amount | | | 439.15 | 439.11 | 428.22 | 354.66 | 252.07 | 225.05 | 210.66 | 210.59 | | | | |
| with medc | School Total F & R | | | 100.00% | 100.00% | 99.52% | 95.94% | 86.89% | 86.51% | 76.37% | 72.05% | | | | |

0.00

FY 25 Federal Projects

| 5/6/2024 | Title IIA | | |
|---------------|-------------------------------|----------------|----------|
| Prelim | | | |
| 72210-189 | Other Salaries & Wages | 298,530 | 3.25 FTE |
| 72210-189 | Substitute Teachers | 5,000 | |
| 72210-201 | Social Security | 13,478 | |
| 72210-204 | Retirement | 10,541 | |
| 72210-206 | Life Insurance | 980 | |
| 72210-207 | Medical Insurance | 9,138 | |
| 72210-208 | Dental Insurance | 501 | |
| 72210-212 | Medicare | 2,612 | |
| 72210-299 | Fringe | 1,500 | |
| 72210-355 | Travel | 1,000 | |
| 72210-524 | Inservice/Staff Dev-MCS | 45,200 | |
| 99100-504 | Indirect Cost | 12,500 | |
| | Total | 400,980 | |
| | | | |
| | Prelim FY25 Allocation | 396,967 | |
| | Additional | 4,213 | |
| | Transfer to Con Admin | -200 | |
| | Total | 400,980 | |
| | Difference | | |

2 Technology Instructors
 1 Math Coordinator
 .25 Instructional Support

FY25 Federal Projects

| 5/6/2024 | Title III | | Notes |
|-----------------|-------------------------------|----------------|--|
| Prelim | | | |
| 72210-189 | Other Salaries & Wages | 130,000 | 4 FTE |
| 72210-201 | Social Security | 8,100 | 1.5 Arabic Outreach 2.5 Hispanic Outreach |
| 72210-204 | Retirement | 13,075 | |
| 72210-206 | Life Insurance | 360 | |
| 72210-207 | Medical Insurance | 32,000 | |
| 72210-208 | Dental Insurance | 850 | |
| 72210-212 | Medicare | 1,900 | |
| 72210-307 | Communication | 1,000 | |
| 72210-355 | Travel | 1,100 | |
| 72210-499 | Other Supplies/Materials | 4,763 | |
| 72210-524 | Inservice/Staff Dev | 1,250 | |
| 99100-504 | Indirect Cost | 3,650 | |
| | Total | 198,048 | |
| | Prelim FY25 Allocation | 140,667 | |
| | Transfer from Title IV | 57,581 | |
| | Transfer to Con Admin | -200 | |
| | Total | 198,048 | |

FY25 Federal Projects

| 4/30/2024 | IDEA Part B | | Notes |
|--------------|----------------------------------|------------------|----------|
| Final | | | |
| 71200-116 | Teachers | 150,127 | 2 FTE |
| 71200-163 | Educational Assistants | 402,882 | 16.5 FTE |
| 71200-171 | Speech Pathologist | 197,943 | 3 FTE |
| | | | |
| 71200-195 | Substitutes | 10,000 | |
| 71200-201 | Social Security | 46,404 | |
| 71200-204 | Retirement | 74,729 | |
| 71200-206 | Life Insurance | 2,490 | |
| 71200-207 | Medical Insurance | 134,474 | |
| 71200-208 | Dental Insurance | 4,635 | |
| 71200-212 | Medicare | 10,853 | |
| 71200-299 | Other Fringe Benefits | 10,500 | |
| 71200-399 | Other Contracted Services | 10,000 | |
| 71200-429 | Instructional Supplies/Materials | 2,000 | |
| 71200-499 | Other Supplies/Materials | 2,000 | |
| | | | |
| 72220-124 | Psychologist Intern | 10,000 | 1 FTE |
| 72220-131 | Medical Personnel | 111,112 | 2 FTE |
| 72220-135 | Assessment Personnel | 1,000 | .2 FTE |
| 72220-161 | Secretary | 36,625 | 1 FTE |
| 72220-189 | Other Salaries & Wages | 397,529 | 5 FTE |
| 72220-201 | Social Security | 37,528 | |
| 72220-204 | Retirement | 56,927 | |
| 72220-206 | Life Insurance | 2,034 | |
| 72220-207 | Medical Insurance | 69,128 | |
| 72220-208 | Dental Insurance | 2,320 | |
| 72220-212 | Medicare | 8,777 | |
| 72220-299 | Other Fringe Benefits | 3,000 | |
| 72220-312 | Contracts w/Private Agencies | 30,000 | |
| 72220-355 | Travel | 2,000 | |
| 72220-499 | Other Supplies/Materials | 2,000 | |
| 72220-524 | Inservice/Staff Development | 10,000 | |
| | | | |
| 72710-311 | Contracts w/other School Sys | 1,000 | |
| 99100-504 | Transfer Out-Indirect Cost | 49,018 | |
| | TOTAL | 1,889,035 | |
| | Prelim FY25 Allocation | 1,889,035 | |
| | Carryover | | |
| | Total | 1,889,035 | |

1 Teacher/1 Deaf Ed Teacher
13.5 EA/2 PreK EA
 3 Speech
1 Deaf Ed (163)

1 Psychologist Intern
 OTR & COTA
 Summer staff
 SPED Secretary
 1 Compliance
 2 Instructional Specialist
 1 Related Services Specialist
 1 Behavior Specialist

FY25 Federal Projects

| 4/30/2024 | IDEA PreK | | Notes |
|--------------|----------------------------------|------------------|-------|
| Final | | | |
| 71200-163 | Other Salaries & Wages | 27,998 | 1 FTE |
| 71200-171 | Speech Pathologist | 1,000 | |
| 71200-201 | Social Security | 1,914 | |
| 71200-204 | Retirement | 3,620 | |
| 71200-206 | Life Insurance | 90 | |
| 71200-207 | Medical Insurance | 6,490 | |
| 71200-208 | Dental Insurance | 280 | |
| 71200-212 | Medicare | 448 | |
| 71200-399 | Other Contracted Services | 1,000 | |
| 71200-429 | Instructional Supplies/Materials | 1,261 | |
| 71200-499 | Other Supplies/Materials | 1,000 | |
| 71200-725 | Special Education Equipment | 1,644 | |
| 72220-499 | Other Supplies/Materials | 2,000 | |
| 99100-504 | Transfer Out-Indirect Cost | 1,200 | |
| | Total | 49,945.00 | |
| | Prelim FY25 Allocation | 49,945.00 | |
| | Carryover | | |
| | Total | 49,945.00 | |
| | Difference | 0.00 | |

1 PreK EA
.05 SLP

Agenda Item Title: Approve Board Policy 5.101, Line and Staff Relations, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Board Policy 5.101 is a new policy recommendation that will provide the Director of Schools with the authority to establish organizational charts and lines of supervision for employees of the school district.

Staff Recommendation

Approve Board Policy 5.101, Line and Staff Relations, on first reading.

Fiscal Impact

No fiscal impact

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 January | Descriptor Term: Line and Staff Relations | Descriptor Code: 5.101 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

- 1 The Director of Schools shall establish and maintain organization charts. The Director of Schools shall
2 establish lines of authority which shall be approved by the Board and shown on the system
3 organization chart. The established lines of authority represent direction of authority and responsibility
4 and avenues for a two-way flow of ideas to improve the program and operations of the school system.
- 5 All personnel are expected to keep the person to whom they are immediately responsible informed of
6 their activities and shall refer matters requiring administrative action to the administrator to whom they
7 are responsible. That administrator shall refer such matters to the next higher administrative authority
8 when necessary.
- 9 Lines of authority do not restrict the cooperative, sensible working together of all staff members at all
10 levels. The established lines of authority represent direction of authority and responsibility and
11 avenues for a two-way flow of ideas to improve the program and operations of the school system.

Cross References

Assignment/Transfer 5.115
Complaints and Grievances 5.501

Agenda Item Title: Approve Board Policy 5.102, Classifications and Qualifications, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Board Policy 5.102 is a new policy recommendation that provides classifications for each employee within the school district and provides standards for each classification pursuant to State law and State Board of Education rules. This is a model TSBA policy.

Staff Recommendation

Approve Board Policy 5.102, Classifications and Qualifications, on first reading.

Fiscal Impact

No fiscal impact

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 January | Descriptor Term: Classification and Qualifications | Descriptor Code: 5.102 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2 All administrative and supervisory positions in the school system are established initially by the Board,
3 by state law, or State Board Rules, Regulations, and Minimum Standards.

4 To be considered for certified administrative or supervisory positions, the applicant must show the
5 following qualifications:¹

6 1. Professional teaching certification; and
7

8 2. Administrative or supervisory certification and experience in accordance with State law and
9 State Board Rules and Regulations in the appropriate area based on the minimum of a master's
10 degree.

11 Non-certified administrative and supervisory personnel shall possess sufficient training and experience
12 to perform the services required and such additional qualifications as State law and the Board and
13 Director of Schools shall determine.

14 All such employees are to be selected by the Director of Schools.

15 Compensation for certified administrative and supervisory personnel shall be fixed at the amount
16 specified in schedules for those positions. Compensation for classified administrative and supervisory
17 personnel shall be within the Board approved compensation ranges based on experience and
18 qualifications. Such schedule shall be recommended by the Director of Schools and adopted by the
19 Board. An annual review of the schedule shall be made by the Director of Schools. For elections to
20 positions for which there is no schedule, salary is to be fixed by the Board of Education.

21 More specifically, the Board, upon recommendation of the Director of Schools, shall establish
22 additional administrative positions in relation to need and financial resources of the District whenever
23 it is deemed essential for the effective operation of the school system.

24 CERTIFIED/PROFESSIONAL PERSONNEL²

25 The professional staff members are the personnel whose employment status requires certification in
26 accordance with the rules and regulations of the State Board of Education.
27

1 **CLASSIFIED PERSONNEL**³

2 The support staff members are personnel whose regular employment does not require certification in
3 accordance with rules and regulations of the State Board of Education. Support personnel include but
4 are not limited to, the following employees: bookkeepers, secretaries, clerks, maintenance employees,
5 custodial employees, cafeteria employees, instructional assistants and transportation employees.

6 The Director of Schools shall identify, list, analyze, classify, and recommend to the Board ratings for
7 all current and planned classified positions.

8 School level classified positions shall be budgeted and allotted to individual schools on schedules
9 adopted by the Board, provided that the Director of Schools shall transfer employees for special
10 reasons or temporarily as needed due to changes in school programs or enrollment.

11 Classified personnel assigned to the separate schools shall be responsible to the respective Principals of
12 the school.

13 Part-time employees are those employees who are assigned work schedules less than thirty hours a
14 week.

15 Full-time employees are those employees who are assigned work schedules for thirty hours or more a
16 week.

Legal References

1. TCA 49-5-101; TRR/MS 0520-02-03-.10; TRR/MS 0520-02-06-.01
2. TRR/MS 0520-02-03; TRR/MS 0520-02-06
3. TRR/MS 0520-02-06-.04

Agenda Item Title: Approve Board Policy 5.103, Job Descriptions, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Board Policy 5.103 is a new policy recommendation that delegates authority to the Director of Schools to draft and approve job descriptions. This is a model TSBA policy.

Staff Recommendation

Approve Board Policy 5.103, Job Descriptions, on first reading.

Fiscal Impact

No fiscal impact

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 January | Descriptor Term: Job Descriptions | Descriptor Code: 5.103 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

- 1 The Board shall approve through the annual budget approval process the broad purpose and function of
- 2 the position in accordance with state laws and state regulations, approve a statement of duties as
- 3 recommended by the Director of Schools, and delegate to the Director of Schools the task of writing, or
- 4 causing to be written, a job description for the position.

- 5 Job descriptions shall be used as guides in annual employee evaluations.

- 6 The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such
- 7 positions so as to promote efficiency and economy in the staff's operations.

Cross References

Supervision 5.108
Evaluation 5.109
Assignment/Transfer 5.115
Qualifications and Duties of the Director of Schools 5.802

Agenda Item Title: Approve Board Policy 5.108, Supervision, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Language in Lines 2-4 of Board Policy 5.108 are updated to align with State Statute and states that apprentice teachers, teachers new to the system, and ineffective teachers as measured by the annual evaluation shall be assisted by administrators and supervising teachers in the development of competencies required by the Board.

Staff Recommendation

Approve Board Policy 5.108, Supervision, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: <h2 style="margin: 0;">Supervision</h2> | Descriptor Code: 5.108 | Issued Date: 02/12/19 09/12/17 |
| | | Rescinds: | Issued: REVIEWED 02/20 |

- 1 Supervision of administrative and supervisory personnel shall be provided by the Director of Schools.
- 2 Apprentice teachers, teachers new to the system, and ineffective teachers as measured by the annual
- 3 evaluation shall be assisted by administrators and supervising teachers in the development of
- 4 competencies required by the Board. ~~Teachers on a Practitioners License shall be assisted by supervising~~
- 5 ~~teachers in the development of competencies required by the Board.~~¹
- 6 Support personnel shall be supervised by the person designated on the approved job description.
- 7 The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to
- 8 the employee for the satisfactory performance of those duties.
- 9 All employees shall report being charged with any criminal offense to their immediate supervisor
- 10 within two (2) calendar days of the offense. The supervisor must report the offense to the Director of
- 11 Schools immediately and the Director of Schools must report the offense to the Board Chair as soon as
- 12 practical.

Legal References

1. TCA 49-6-3004(c)(2)

Cross References

- Neptotism 1.108
 Channel of Communication 5.101

Agenda Item Title: Approve Board Policy 5.109, Evaluation, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Language relating to employee classification was changed throughout to align with definitions provided in updated Board Policy 5.102.

Staff Recommendation

Approve Board Policy 5.109, Evaluation, on first reading

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: Evaluation | Descriptor Code: 5.109 | Issued Date: REVIEWED 02/20 02/12/19 09/12/17 |
| | | Rescinds: PER 17 | Issued: 11/01/12 |

Formatted: Header, Indent: Left: -0.08"

Formatted: Header, Centered

Formatted: Header, Right, Right: -0.08"

Formatted Table

Formatted: Header

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
2 part of the Director of Schools and administrative and supervisory personnel. The Board shall use a state-
3 approved model for evaluating certified administrative and supervisory personnel and shall approve
4 standard forms to be used in evaluating supportclassified personnel. The Director of Schools is
5 responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

6 LICENSED TEACHING PERSONNEL

7
8 The Board shall use guidelines developed by the State Board of Education for implementation of an
9 approved evaluation system. Additionally, the Director of Schools shall provide information to all
10 licensed teaching personnel regarding the nature of the evaluation and the grievance procedures
11 prescribed by the State Board of Education.^{1,2}

Formatted: Don't suppress line numbers

12 Evaluations shall use multiple data sources which may include, but not be limited to, position/classroom
13 observations, review of previous evaluations, conferences, examination of professional growth, and
14 review of indicators of student progress.

15 *Local Level Grievance Procedure*

16
17 The Director of Schools shall develop procedures, consistent with State law, for processing evaluation
18 grievances.

Formatted: Don't suppress line numbers

19 ~~NON-LICENSED~~CLASSIFIED PERSONNEL

20 Newly hired ~~non-licensed~~classified administrative/support personnel shall be evaluated once during the
21 evaluation period (up to 90 days) and at least one (1) additional time following successful completion of
22 the evaluation period during the first year of employment. Support personnel employed for more than
23 one (1) year shall be evaluated at least once a year.

24 Evaluations shall be used as an aid in improving an employee's performance and as a basis for
25 continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each
26 employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has
27 been discussed.

Legal References

1. TRR/MS 0520-02-.01-.01
2. TRR/MS 0520-02-.01-.02

Agenda Item Title: Approve Board Policy 5.110, Compensation Guides and Contracts, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

This policy has been updated to reflect an additional statutory footnote and add language related to statutory requirements for the district's differentiated pay plan.

Staff Recommendation

Approve Board Policy 5.110, Compensation Guides and Contracts, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: <h2 style="text-align: center;">Compensation Guides & Contracts</h2> | Descriptor Code: 5.110 | Issued Date: REVIEWED 02/20 02/12/19 09/12/17 |
| | | Rescinds: | Issued: |

1 Certified personnel must make a written contract with the Board at a fixed salary per month before
 2 entering upon their duties.¹ The Director of Schools shall establish the salary rating of each person
 3 employed and shall recommend such salary rating to the Board for its approval.²

4 Contracts for administrators and system-wide professional personnel shall include two hundred (200)
 5 days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each
 6 contract shall provide:³

- 7 1. A minimum of one hundred and eighty (180) working days;
- 8 2. A minimum of five (5) days for in-service education;
- 9 3. Ten (10) vacation days; and
- 10 4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher
 11 conferences).
- 12

13 The school calendar adopted by the Board each year shall become part of each certified employee's
 14 contract.

15 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
 16 the revenue is deposited with and salaries paid through the Board. This includes donations or
 17 contributions from individual, civic or other non-school related sources of funds from individual
 18 school activity funds, such as gate receipts and concessions.^{1,4}

19 Annually, the Director of Schools shall recommend a differentiated pay plan to the Board for
 20 approval.⁵ The plan shall follow the guidelines established by the State Board of Education and will
 21 reflect the needs of the district. Once approved by the Board, the differentiated pay plan shall be
 22 submitted to the Tennessee Department of Education for review and approval.⁶

Formatted: Don't suppress line numbers

Formatted: Superscript

Formatted: Font: 4 pt

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual, Section 5, Title 6*
- 4.5. TCA 49-3-306(h)

Cross References

- School Calendar 1.800
- Revenues 2.400
- Payroll Procedures 2.802
- Salary Deductions 2.803

Agenda Item Title: Approve Changes to Board Policy 5.115, Assignment/Transfer, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

This policy has been updated to add in language relating to arbitrary and capricious transfers or reassignments that is included in the TSBA model policy.

Staff Recommendation

Approve changes to Board Policy 5.115, Assignment/Transfer, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: Assignment/Transfer | Descriptor Code: 5.115 | Issued Date: 02/28/23 |
| | | Rescinds: PER 21 | Issued: 09/01/11 |

1 ASSIGNMENT

2 The Director of Schools shall develop a tentative assignment list of licensed personnel to the various
3 schools or departments by June 15 preceding the school year for which such persons are employed while
4 allowing each principal or immediate supervisor to assign more specific responsibilities within each
5 school.¹

6 Assignment of employees shall be made by the Director of Schools based on the recommendation of the
7 appropriate program director and/or building principal. The assignment shall be determined by the
8 applicant's training, experience, and ability to perform the duties of the position and in the best interest
9 of the schools.

10 Extra assignments for which supplements are provided and upon which initial employment was based
11 may not be relinquished in part by the employee without the approval of the person making the
12 assignment. Other assignments for which supplemental salary is provided shall be made on an annual
13 contract basis.

14 TRANSFER (to move from one school or administrative unit to another)

15 The Director of Schools shall transfer employees as necessary for the efficient operation of the schools.²
16 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Director of Schools is
17 responsible for developing and disseminating procedures for transfer.

Formatted: Not Superscript/ Subscript

18 All employees transferred shall receive written notification of the transfer prior to the transfer. Transfers
19 shall be non-discriminatory and shall not be arbitrary or capricious.

20 The Board shall be notified of transfers.

21 Transfers shall be made in accordance with board policy and state law.

22 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

23 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
24 reassigned as necessary for the efficient operation of the schools or departments.

- 1 Reassignments shall be made by the employee's immediate supervisor with approval by the Director of
- 2 Schools. The Director of Schools is responsible for developing and disseminating procedures for
- 3 reassignments.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(CC); TCA 49-5-510; TCA 49-2-303(b)(3)

Agenda Item Title: Approve Board Policy 5.116, Staff Positions, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

This is a new policy recommendation based on a TSBA model policy. This policy outlines the requirements for any staff positions created, as well as the procedures for reduction in force and recall pursuant to statutory requirements.

Staff Recommendation

Approve Board Policy 5.116, Staff Positions, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: Staff Positions | Descriptor Code: 5.116 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the Director of Schools.¹ Before an additional position is established, the Director of
4 Schools will present to the Board a job description, qualifications, performance responsibilities and the
5 method by which the performance of these responsibilities will be evaluated.

6 The Director of Schools may revise the organizational plan as long as budgetary amounts are not
7 exceeded. In the event of reorganization, the Director of Schools will adhere to all applicable reduction
8 in force guidelines and will inform, in a timely manner, each member of the Board of the change and
9 include the change in the Director's report at the next board meeting. If change in personnel creates
10 additional encumbrance on a future budget, prior approval of the Board is required.

11 REDUCTION IN FORCE

12 When it becomes necessary to reduce the number of positions in the district because of a decrease in
13 enrollment or for other good reasons, the Board shall abolish the positions. The Board or the Director of
14 Schools, as appropriate, shall dismiss such employees as may be necessary.²

15 Licensed Personnel

16 Reductions in staff will be made according to which have the least detrimental effect on children. In
17 general, this objective dictates a staff reduction policy which:

- 18 1. Retains the most effective teachers;
- 19 2. Avoids undue increases in class size; and
- 20 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

21 The elimination of a position does not necessarily mean the person occupying the position will be
22 dismissed. When an employee is released, it is the responsibility of the Director to make a
23 recommendation to the Board about which employee shall be released and to justify the recommendation
24 based upon a composite of the following criteria:

- 25 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
26 evaluation;
- 27 2. Adaptability to other assignments (academic and extracurricular);

3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught; and
5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

Classified Personnel

When a classified employee is released because of a reduction in the number of support positions, the director of schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary. ³

RECALL

The Director of Schools shall maintain a preferred re-employment list for tenured teachers whose position is abolished.³ The fitness of any teacher for re-employment shall be determined on the basis of the teacher's competence, compatibility and suitability to properly discharge the duties required by the position with consideration for the best interests of the students in the school where the vacancy exists.²

It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/her availability and current address. A professional employee who is placed on the preferred re-employment list and subsequently refuses the offer of a comparable position will be removed from the preferred list.⁴

Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall, by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from the list. The director shall send the notice to the last known address of the teacher. A teacher who wishes to remain on the preferred list for re-employment after the second year shall notify the director of schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the preferred list for re-employment.⁴

Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the layoff.

Legal References:

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(d); TCA 49-2-301 (b)(1)(EE)
3. TCA 49-5-511(b)(1)
4. TCA 49-5-511(b)(4)

Agenda Item Title: Approve Changes to Board Policy 5.302, Sick and Bereavement Leave, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

This update to Board Policy 5.302 includes language to allow employees who transfer sick leave, but are ineligible to use that leave for FMLA, to use 10 days of transferred accrued sick leave for birth of a child, placement of a child for adoption or foster care, serious health condition of the employee, care of a spouse/child/parent with a serious health condition, or qualifying circumstances arising out of a spouse/child/parent being on active duty in the Armed Forces.

Staff Recommendation

Approve Changes to Board Policy 5.302, Sick and Bereavement Leave, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: Sick and Bereavement Leave | Descriptor Code: 5.302 | Issued Date: 03/14/23 |
| | | Rescinds: 5.302 | Issued: 03/22/22 |

1 SICK LEAVE

2 Sick leave shall mean illness of the employee from natural causes or accident or annual wellness visits;
3 or illness or annual wellness visits or death of the employee's spouse, parent, grandparent, children,
4 grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-
5 law, sister-in-law, step-relatives as listed above, or other family member with approval of the Director
6 of Schools, which necessitates the absence of the employee.¹ Employees may also use one sick day for
7 a religious holiday not included on the Murfreesboro City Schools calendar, with five (5) days
8 advance notice to their supervisor.

9 The time allowed for sick leave with pay shall be one day for each month of employment.² Sick leave
10 shall be cumulative for all earned days not used. At retirement, the unused accumulated sick leave may
11 be used as retirement credits.

12 Employees may elect to participate in the Murfreesboro City Schools' Sick Leave Bank, established by
13 the Board pursuant the *Teachers' Sick Leave Bank Act*, T.C.A. 49-5-801 *et seq.*, to facilitate the
14 voluntary pooling and irrevocable donation of accumulated personal sick leave for the purpose of
15 providing sick leave to members of the program who have suffered an unplanned personal illness,
16 injury, disability or quarantine and whose personal sick leave is exhausted.

17 If an employee uses more sick days than they have earned, the sick days shall be deducted from the
18 employee's paycheck. The amount will be based on the employee's daily rate of pay sufficient to cover
19 any excess sick leave days used by the employee. If such final check is insufficient for this purpose,
20 the employee shall be liable for reimbursement of any amount in excess of the employee's final
21 paycheck for the year.

22 When an employee will be absent from work, the employee shall notify the principal/-supervisor or the
23 principal's/supervisor's designee as soon as possible before their scheduled time to report to work.

24 The professionalCertified employees shall notify the principal or the principal's designee within a
25 reasonable length of time before they intend to return to the classroom and not later than one (1) hour
26 before school opens that morning, so that the principal or the principal's designee may be able to notify
27 the substitute.

28 An employee, including an employee on pre-approved leave or other type of leave, shall not be
29 charged with a day of leave for any day on which the employee's school or the school district is closed

Formatted: Font: Italic

30 due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected
31 event.

32 A physician's statement shall be filed with the Principal/Supervisor for each period of illness of five
33 (5) or more consecutive work days. The physician's statement should include the date of
34 commencement of the illness/injury and an expected date of return to work. The Director of Schools
35 may require a physician's statement for any sick leave claim.² In the event of the absence of an
36 employee in excess of the sick leave days available to the employee, the Director of Schools may
37 require an examination, paid for by the Board, by a physician certifying the previous absences.

38 If an employee fails to provide appropriate notice or certification for sick leave, forfeiture of the paid
39 leave will result, with the exception of those cases deemed an emergency by the [principal/supervisor](#).
40 The Human Resources Department shall keep a record of the accumulated sick leave for each eligible
41 employee and shall provide a verified copy to the employee upon request.

42 An employee, upon employment, may transfer any accumulated sick leave from another Tennessee
43 school system, provided that the Director of the system in which any such leave was accumulated
44 provides notarized verification.² [If an employee does not qualify for FMLA leave, the employee will be
45 allowed to use no more than ten \(10\) days of transferred accrued leave due to the same qualifying
46 events listed in Board Policy 5.305. Supporting documentation must be submitted to the Human
47 Resources Department. An additional ten \(10\) days of unpaid time will be afforded to the employee
48 following the use of ten \(10\) days of transferred accrued leave, for a total of twenty \(20\) days. If the
49 employee is unable to return to work following the exhaustion of this allowed time, the employee will
50 be referred to the Human Resources Department to discuss potential accommodations under the
51 Americans with Disabilities Act.](#)

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: Bold

52 BEREAVEMENT LEAVE

53
54 Employees shall be granted bereavement leave up to three (3) days per occurrence in the event of death
55 of an immediate family member. Immediate family member shall include the employee's spouse,
56 parents/legal guardians, grandparents, children, grandchildren, siblings, mother-in-law, father-in-law,
57 daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepsiblings,
58 stepchildren, step grandchildren, and foster children. Employees shall be granted bereavement leave up
59 to one (1) day per event in the event of death of a cousin, aunt, uncle, niece, or nephew. If requested,
60 employees shall be granted an additional one (1) day of bereavement leave if the service is more than
61 [fifty \(50\) miles](#) from the employee's home and the employee provides documentation of such.

62 If additional days are needed for bereavement of an immediate family member, employees can use up
63 to four (4) additional sick days without the requirement of ~~a doctor's note~~ [documentation from a
64 medical provider](#). If more than four (4) additional days are needed, the employee will need to contact
65 Human Resources to provide documentation and complete paperwork for FMLA leave, [pursuant to
66 \(see Board Policy 5.305.\)](#)

67 The Director of Schools, or the Director's designee, will require documentation to verify the
68 bereavement event or familial relationship involved in any bereavement leave claim.

69 Employees will be responsible for completing bereavement documentation within five (5) working
70 days of returning to work.

Legal References

1. TRR/MS 0520-01-02-.04(2)
2. TCA 49-5-710

Cross References

- Family and Medical Leave 5.305
Physical Assault Leave 5.307

Agenda Item Title: Approval of Retirement of Board Policy 5.3021, COVID Sick Leave, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The provisions of Board Policy 5.3021 sunset on May 27, 2022. Additionally, CDC and Tennessee Health Department recommendations related to COVID-19 have changed. Based on this information, this policy is recommended for retirement.

Staff Recommendation

Approval of Retirement of Board Policy 5.3021, COVID Sick Leave, on first reading.

Fiscal Impact

No fiscal impact

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: | Descriptor Term: Covid Sick Leave | Descriptor Code: 5.3021 | Issued Date: 09/28/21 Revised 10/12/21 |
| | | Rescinds: | Issued: |

RECOMMEND RETIREMENT

- 1 ~~For the 2021-2022 school year, all part-time and full-time employees will be granted up to eight (8)~~
- 2 ~~days of paid leave for one occurrence to be utilized if they are required to remain out of work due to a~~
- 3 ~~confirmed diagnosis of COVID-19 with a positive PCR/Rapid test result administered by a MCS nurse~~
- 4 ~~or a healthcare provider or a healthcare provider note with diagnosis.~~
- 5 ~~The conditions stated above are the only conditions that qualify for COVID-19 sick leave.~~
- 6 ~~This policy is effective as of August 2, 2021 and expires on May 27, 2022.~~

Agenda Item Title: Approve Board Policy 5.3031, Leave for Religious Observance, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

This is a new policy recommendation based on a TSBA model policy requiring the school district to work with employees as needed when a religious accommodation is requested.

Staff Recommendation

Approve Board Policy 5.3031, Leave for Religious Observance, on first reading.

Fiscal Impact

No fiscal impact

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 January | Descriptor Term: Leave for Religious Observance | Descriptor Code: 5.3031 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 *General*

2 To the extent that modifications in work schedules do not interfere with the efficient operation of the
3 school system, an employee whose personal religious beliefs require that he or she abstain from work
4 at certain times of the workday or workweek must be permitted to work alternative work hours so that
5 the employee can meet the religious obligation. Any hours worked in lieu of the normal work schedule
6 do not create any entitlement to overtime pay.

7 **PROCESS FOR REQUESTING A SCHEDULE ACCOMODATION**

8 An employee whose religious beliefs and/or practices conflict with their work schedule shall submit a
9 written request for an accommodation. The immediate supervisor will evaluate the request considering
10 whether a work conflict exists due to a sincerely held religious belief or practice and whether an
11 accommodation is available that is reasonable and that would not create an undue hardship. Employee
12 may be allowed to take unpaid leave or accrued vacation or personal leave.

13 The supervisor and employee will meet to discuss the request and decision on an accommodation. If
14 the employee accepts the proposed religious accommodation, the immediate supervisor will implement
15 the decision. If the employee rejects the proposed accommodation, he or she may appeal this decision
16 to the Director of Schools. Any denial of such accommodation must be given to the employee in
17 writing.

Legal References

1. Title VII, 42 U.S.C. Sec. 200e-1(a)

Agenda Item Title: Approve Changes to Board Policy 5.310, Vacations and Holidays, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The changes to Board Policy 5.310 are recommended to clarify the classification of employees and accrual of leave.

Staff Recommendation

Approve changes to Board Policy 5.310, Vacations and Holidays, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: Vacations and Holidays | Descriptor Code: 5.310 | Issued Date: Revised 03/14/23 |
| | | Rescinds: 5.310 | Issued: 06/14/22 |

1 HOLIDAYS

2 Depending on the length of an employee's contract, paid holidays for employees of the district are:

- 3 New Year's Eve
- 4 New Year's Day
- 5 Martin Luther King, Jr.'s Birthday
- 6 President's Day
- 7 Good Friday
- 8 Memorial Day (11 and 12-month employees only)
- 9 Independence Day (12-month employees only)
- 10 Labor Day
- 11 Thanksgiving
- 12 Day following Thanksgiving
- 13 Christmas Eve
- 14 Christmas Day

15 VACATIONS¹

16 1. Central Office ~~licensed/classified~~ classified employees ~~personnel~~ and other
17 ~~licensed/classified~~ certified personnel employed by the school district on a twelve-month,
18 full-time basis with Murfreesboro City Schools shall earn and accrue vacation as follows:

19 Classified Employees

- 20 1 thru 5 years 1 day per month
- 21 6 thru 10 years 1 1/4 days per month
- 22 Over 10 years 1 1/2 days per month

23 ~~Classified staff do not earn vacation leave during the first ninety (90) days of employment~~
24 ~~unless waived by the Director of Schools.~~

25 ~~Licensed Personnel~~ Certified Employees

- 26 1 thru 5 years 1 day per month
- 27 6 thru 10 years 1 1/4 days per month
- 28 Over 10 years 1 2/3 days per month

29
30 2. Beginning on May 28, 2024, vacation accrual based on years of service as outlined above
31 only includes service with Murfreesboro City Schools.

Formatted: Indent: Left: 0.25", First line: 0.5", Don't suppress line numbers

Formatted: Indent: Left: 0.25", First line: 0.5", Don't suppress line numbers

Formatted: Justified, Space Before: 0 pt, Don't suppress line numbers, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

32 ~~3.~~ Employees cannot transfer accrued vacation time to Murfreesboro City Schools from a
 33 former employer.

34 ~~3-4.~~ Temporary and part-time employees are not entitled to vacation.

35 ~~4-5.~~ Employees shall utilize their vacation time so as to minimize disruption to school system
 36 operations. The Director of Schools, department heads, and supervisors must consider school
 37 system business needs prior to approving an employee's vacation request. The use of vacation
 38 time during the week before the school year begins through the first week of school and
 39 during the week before the school year ends through the first week that school is out is highly
 40 discouraged. Vacation time requests during these periods must receive the prior approval of
 41 the Director of Schools. During all other parts of the year, vacation requests must receive the
 42 prior approval of the employee's supervisor or department head. Except in emergency
 43 situations, vacation leave must be requested at least five (5) days in advance.

44 ~~5-6.~~ No more than ten (10) vacation days may be taken in succession without approval of the
 45 Director of Schools; provided, however, this rule shall be waived for medical reasons and
 46 family medical leave when an employee has no sick leave available.

47 ~~6-7.~~ Vacation days must be earned before they can be used.

48 ~~7-8.~~ Vacation may be taken in ½ day increments.

49 ~~8-9.~~ The Human Resources Department shall maintain all vacation leave records, and be
 50 responsible for verifying an employee's eligibility to utilize vacation time.

51 ~~9-10.~~ No more than thirty (30) vacation days may be carried over after June 30th of each year.
 52 Annual leave accrued in excess of the applicable maximum shall be transferred to sick leave
 53 on June 30th of each year. Upon termination of employment, any accrued vacation in excess
 54 of the appropriate carry forward amount shall be credited to the sick leave balance of the
 55 terminating employee. Payment for accrued vacation shall be paid at the employee's current
 56 rate of pay.

57 ~~10-11.~~ The increased accrual rates are based on the length of service and become effective on the
 58 anniversary of the employee's date of hire, provided they have been in continuous service.

59 ~~11.~~ Retirees may request lump sum payments of vacation. However, the amount of payment
 60 cannot be reported or used as part of the average final compensation. Should a retiree elect
 61 not to receive the lump sum payment for vacation, the retiree will be extended on the
 62 payroll until all vacation has been used. In such a case, the school system will make
 63 retirement contributions on behalf of the employee and creditable service for retirement will
 64 be granted.

65 ~~12.~~ Employees may use one sick day for a religious holiday not included on the Murfreesboro City
 66 Schools calendar, with 5 days' advance notice to their supervisor.
 67

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black

Formatted: Space Before: 12 pt, After: 0 pt, Line spacing: single, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.75"

1. TCA 49-6-3004(b)

Orientation and Probation 5.107
Short Term Leaves of Absence 5.300

Agenda Item Title: Approve Changes to Board Policy 5.500, Discrimination/Harassment of Employees, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The changes to Board Policy 5.500 are recommended to align with changes to staffing/reporting structure within the Human Resources Department.

Staff Recommendation

Approve Changes to Board Policy 5.500, Discrimination/Harassment of Employees, on first reading.

Fiscal Impact

No fiscal impact

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 March | Descriptor Term: Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) | Descriptor Code: 5.500 | Issued Date: Revised 03/22/22 |
| | | Rescinds: PER 35 | Issued: 04/01/12 |

1 Employees shall be provided a work environment free from discrimination/harassment based on race,
2 color, religion, creed, sex, national origin, age, disability, or any other classification protected by law.
3 It shall be a violation of this policy for any employee or any student to discriminate against or harass
4 an employee through disparaging conduct or communication that is based on race, color, religion,
5 creed, sex, national origin, age, veteran status, disability, or any other classification protected by law.
6 The following guidelines are set forth to protect employees from discrimination/harassment.

7 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
8 conduct, advances, gestures or words either written or spoken and based on based on race, color,
9 religion, creed, sex, national origin, age, disability, or any other classification protected by law that:

- 10 1. Unreasonably interfere with the individual's work or performance; or
- 11 2. Create an intimidating, hostile or offensive work environment; or
- 12 3. Imply that submission to such conduct is made an explicit or implicit term of employment;
- 13 4. Imply that submission to or rejection of such conduct will be used as a basis for an employment
14 decision affecting the harassed employee.

15 Alleged victims of discrimination/harassment shall report these incidents immediately.¹ This report
16 should be made to the immediate supervisor, except when the immediate supervisor is the alleged
17 offending party. If the immediate supervisor is the alleged offending party, the report may be made to
18 the ~~Director of Federal Rights Coordinator or the Assistant Superintendent for Human~~
19 ~~Resources~~ Human Resources. Allegations of discrimination/harassment shall be fully investigated (as
20 set forth in *Complaints and Grievances* 5.501). An oral complaint may be submitted; however, such
21 complaint must be reduced to writing to ensure a more complete investigation. The complaint should
22 include the following information:

- 23 1. Identity of the alleged victim and person accused;
- 24 2. Location, date, time and circumstances surrounding the alleged incident;
- 25 3. Description of what happened;
- 26 4. Identity of witnesses; and
- 27 5. Any other evidence available.

28 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
29 because an individual's need for confidentiality must be balanced with obligations to cooperate with
30 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
31 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses
32 maybe disclosed in appropriate circumstances to individuals with a need to know.

- 1 A substantiated charge against an employee shall result in disciplinary action, up to and including
2 termination. A substantiated charge against a student may result in corrective or disciplinary action, up
3 to and including expulsion.
- 4 There will be no retaliation against any person who reports discrimination/harassment or who
5 participates in an investigation. However, any employee who refuses to cooperate or gives false
6 information during the course of any investigation may be subject to disciplinary action. The willful
7 filing of a false report will itself be considered harassment and will be treated as such.
- 8 An employee disciplined for violation of this policy may appeal the decision by contacting ~~the Federal~~
9 ~~Rights Coordinator or~~ the Director of Schools.

Legal References

1. 20 CFR § 1604.11; 42 USCA § 2000e

Cross References

Complaints and Grievances 5.501

Agenda Item Title: Approve Changes to Board Policy 5.501, Complaints and Grievances, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The changes to Board Policy 5.501 are recommended to align with changes to staffing/reporting structure within the Human Resources Department.

Staff Recommendation

Approve changes to Board Policy 5.501, Complaints and Grievances, on first reading.

Fiscal Impact

No fiscal impact

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 March | Descriptor Term: Complaints and Grievances | Descriptor Code: 5.501 | Issued Date: 03/12/19 09/26/17; 04/28/20 |
| | | Rescinds: PER 28 PER 4 | Issued: 02/01/12 |

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 The Board believes that conflicts arising in the course of employment should be resolved as quickly as
3 possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and
5 procedures to that staff member, administrative practices within the staff member's particular school,
6 and relationships with other employees, the staff member concerned must consult the administrative or
7 supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may
9 discuss the matter with the next level of supervision, up to and including, the Director of Schools.

10 In instances where an individual staff member feels, for personal reasons, that they cannot discuss a
11 problem with their immediate supervisor, the staff member may ~~take address~~ the problem directly to
12 the ~~Director of Schools~~ Human Resources Director. After review of the case, the ~~Director of~~
13 ~~Schools~~ Human Resources Director shall ~~take action~~ make recommendations as they deem appropriate
14 and within a prompt, reasonable time shall notify all parties concerned of their recommendations.
15 Recommendations will be shared with the Director of Schools. If disciplinary action is warranted, the
16 matter will be referred to the Director of Schools for further review and/or action. ~~decision.~~

17 APPOINTING COMPLAINT MANAGERS

18 The Director of Schools shall appoint at least two complaint managers, one of each gender. Annually,
19 employees shall be notified of the names of the complaint managers during training and in the
20 employee handbook.

21 HARASSMENT/DISCRIMINATION GRIEVANCES

22 Employees should notify ~~the Human Resources Director~~ any district complaint manager, in a timely
23 manner, if they believe the Board, its employees or agents have violated their rights guaranteed by the
24 state or federal constitution, state or federal statute or board policy including, but not limited to:^{1,3,4}

25 ~~1.~~ Age Discrimination Employment Act;¹

26 1.

27 ~~1-2.~~ Title II of the Americans with Disabilities Act;²

28 ~~2-1.~~ Title IX-VI of the Education Amendments of 1972 Civil Rights Act of 1964;^{5,7}

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~3.2.~~ Section 504 of the Rehabilitation Act of 1973;⁶⁵ or
~~4.3.~~ Claims under Title VII of the Civil Rights Act of 1964 and Title IX of the Education
 Amendments of 1972 of sexual harassment under Title VII of the Civil Rights Act of 1964.^{6,7}

The ~~complaint manager~~ Human Resources Director will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint — An employee who wishes to avail themselves to this grievance procedure may do so by filing a complaint with ~~any district complaint manager~~ the Human Resources Director, who will assign a complaint manager to investigate the complaint. The employee may request a complaint manager of the same sex. The ~~complaint manager~~ Human Resources Director may assist the employee in filing a grievance.

2. Investigation — The complaint manager will investigate the complaint ~~or appoint a qualified person to undertake the investigation on their behalf~~. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within five (5) days of the filing of the grievance, of his or her findings with the ~~Director of Schools~~ Human Resources Director. If a complaint of sexual harassment contains allegations involving the Director of Schools, the written report shall be filed with the Board Chair.

~~3.~~ Decision and Appeal — After receipt of the complaint manager's report, the ~~Director of Schools~~ Human Resources Director shall render a written decision within five (5) days of the receipt of the report; and that report shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the ~~Director of Schools~~ Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the ~~Director of Schools~~ Board. Thereafter, the ~~Board~~ Director shall, within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a ~~Board~~ hearing before the ~~Director of Schools~~.

~~3.~~

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
2. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
3. Equal Pay Act, 29 USCA § 206(d)
4. Immigration Reform and Control Act, 8 USCA § 1324a *et seq.*

Cross References

- Section 504 & ADA Grievance Procedures 1.802
 Equal Opportunity Employment 5.104
 Discrimination/Harassment of Employees 5.500

Formatted: Font: (Default) Times-Roman, 12 pt, Font color: Black

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Don't suppress line numbers

5. ~~Rehabilitation Act, 29 USCA § 791 *et seq.*, Title VI of the Civil Rights Act, 42 USCA § 2000 *et seq.*~~
6. ~~Section 504 of the Rehabilitation Act, 29 USCA 701. *et seq.*~~
6. ~~Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*~~
7. ~~Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*~~

Formatted: English (United States)

Formatted: Font: (Default) Times New Roman, 9 pt, Font color: Black

Formatted: Font: Italic

Formatted: Font: (Default) Times New Roman, 9 pt, Font color: Black

Agenda Item Title: Approve Changes to Board Policy 5.600, Staff Rights and Responsibilities, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The changes to Board Policy 5.600 clarify that academic freedom of educators is within district curriculum expectations. Changes further clarify that educators are to exercise good judgment and professionalism when interacting with and speaking to students.

Staff Recommendation

Approve changes to Board Policy 5.600, Staff Rights and Responsibilities, on first reading.

Fiscal Impact

No fiscal impact

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 March | Descriptor Term: Staff Rights & Responsibilities | Descriptor Code: 5.600 | Issued Date: 03/12/19 09/26/17 05/10/22 |
| | | Rescinds: 5.600 | Issued: 04/01/12 |

1 Each employee serves as a representative of the school district. The district is judged by its
2 employees. All employees should strive to maintain standards of ethical behavior which will not
3 detract from the educational process.

4 Employees are expected to have the ability to abide by the following minimum standards of ethical
5 behavior:

- 6 1. To maintain a two-way communication with pupils, parents, staff members, and community.
- 7 2. To solve problems which arise in a just and equitable manner.
- 8 3. To grow in skill and understanding in the job assigned.
- 9 4. To interpret the system's goals and operations to the public.
- 10 5. To refrain from any activities or dealings which would personally enhance the employee to the
11 detriment of the system.
- 12 6. To abide by established procedures for airing complaints and grievances.

13 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
14 educational welfare of students and ensure that no conflict exists with their actual duties.

15 Each staff member has the right to a work environment free from sexual, racial, ethnic and religious
16 discrimination/harassment.¹

17 Educators have the right to:²

- 18 1. Academic freedom within the confines of state law, ~~and~~ board policy, and district curriculum
19 expectations in order to create an atmosphere of freedom in the classroom.
- 20
- 21 2. Be treated with civility and respect as well as having his/her professional judgement and
22 discretion respected;
- 23
- 24 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
25 appropriate agencies;
- 26
- 27 4. Provide students with a safe environment;
- 28
- 29 5. Defend themselves and their students from physical violence or harm;³
- 30

- 1 6. Share information regarding a student's educational experience, health, or safety with the
 2 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
 3
 4 7. Review all instructional material or curriculum before being utilized by students; and
 5
 6 8. Not be required to use his/her personal money to appropriately equip a classroom.
 7

8 Each staff member has the responsibility to:

- 9
 10 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the
 11 policies of the Board and the procedures designed to implement them.
 12
 13 2. To adhere to the Teacher Code of Ethics, to the extent possible.⁵
 14
 15 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
 16 students and the students' right to know.
 17
 18 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
 19 public.
 20
 21 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
 22 state board regulations, board policy and administrative procedures.
 23
 24 6. Wear appropriate dress for work according to board guidelines and local school rules.
 25
 26 6.7. Exercise good judgment and professionalism when interacting with and speaking to students so
 27 that students are not intentionally exposed to embarrassment.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Indent: Left: 0.5", Space After: 10 pt, Line spacing: Multiple 1.15 li, No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-5-1001 *et seq.*

Cross References

- Curriculum Development 4.200
 Controversial Issues 4.800
 Religious Content of Courses 4.804
 Staff-Student Relations 5.610
 Ethics 5.611

Formatted: Portuguese (Brazil)

Agenda Item Title: Approve Changes to Board Policy 5.602, Staff Time Schedules, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The changes to Board Policy 5.602 clarify that teachers will have an individual duty-free planning period of 2.5 hours each traditional, five-day week. Changes to this policy also provide additional information related to job abandonment. Finally, a minor change to time schedule reporting reflects organizational changes with the Human Resources Department.

Staff Recommendation

Approve changes to Board Policy 5.602, Staff Time Schedules, on first reading.

Fiscal Impact

No fiscal impact

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 March | Descriptor Term: Staff Time Schedules | Descriptor Code: 5.602 | Issued Date: 03/14/23 |
| | | Rescinds: 5.602 | Issued: 03/22/22 |

1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty
3 minutes (450 minutes) and will continue until professional responsibilities to the student and the school
4 are completed. Administrative meetings, curriculum development, student supervision, assigned duties,
5 parent conferences, group or individual planning and extra-curricular activities may require hours
6 beyond the stated minimum. When a school has activities beyond the school day and teacher
7 participation is needed, these hours will be distributed as equitably as possible among the faculty.

8 Teachers shall be allotted an individual duty-free planning period of two and one-half (2 1/2) hours
9 each traditional, five-day week to provide time for planning, preparation for effective teaching and
10 attention to major program improvement.¹ Work schedules for other employees will be defined by the
11 Director of Schools or their designee, consistent with the Fair Labor Standards Act and provisions of
12 this policy.

13 WORKWEEK DEFINED

14 Working hours for all employees not exempted under the Fair Labor Standards Act,² including
15 secretaries, bus drivers, cafeteria, custodial and maintenance personnel, will conform to federal and
16 state regulations. The Director of Schools will ensure that job positions are classified as exempt or
17 non-exempt and that employees are made aware of such classifications. Supervisors will make every
18 effort to avoid circumstances which will require non-exempt employees to work more than forty (40)
19 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for
20 school district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

21 OVERTIME AND COMPENSATORY TIME⁴

22 The Board discourages overtime work by non-exempt employees. A non-exempt employee shall not
23 work overtime without the express approval of their supervisor. All overtime work shall be expressly
24 approved in writing by the Director of Schools or their designee. All supervisory personnel shall
25 monitor overtime on a weekly basis and report such time to the Director of Schools/designee.
26 Principals and supervisors shall monitor employees' work, ensure that overtime provisions of this
27 policy and the Fair Labor Standards Act are followed, and ensure that all employees are compensated
28 for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-
29 exempt employees from working more than forty (40) hours in a workweek. Accurate and complete
30 time records of actual hours worked during the workweek will be recorded by each employee and
31 submitted to the ~~Assistant Superintendent for Human Resources and ESP~~ Human Resources Director.

32 The Director of Finance will review work records of employees on a regular basis to make an
33 assessment of overtime use.

34 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
35 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory
36 time is: (1) pursuant to an agreement between the employer and employee reached before overtime
37 work is performed, and (2) authorized by the immediate supervisor.

38 Employees will be allowed to use compensatory time within a reasonable period after requesting such
39 use if the requested use of the compensatory time does not unduly disrupt the operation of the school
40 district. Employees may accrue a maximum of sixty (60) compensatory time hours before they will be
41 provided overtime pay at the rate earned by the employee at the time the employee receives such
42 payment. In addition, upon leaving the school district, an employee must be paid for any unused
43 compensatory time at the rate of not less than the higher of (1) the average regular rate received by the
44 employee during his/her last three (3) years of employment, or (2) the final regular rate received by the
45 employee.

46 -Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate
47 of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or
48 compensatory time as provided for working more than forty (40) hours in a workweek.

49 This policy shall be included in the staff-employee handbook, however, employees will be provided
50 with a copy of this policy and will be required to sign this policy to acknowledge their understanding
51 of overtime and compensatory time provisions. Such signed policy shall be placed in the employee's
52 personnel file and shall constitute the written agreement outlined in this section.

53 ATTENDANCE EXPECTATIONS

54 All employees are expected to be present during all work hours. Absence without prior approval,
55 chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect
56 of duty and will result in disciplinary action up to and including dismissal.

57 If an employee fails to report to work for three consecutive days without notifying their supervisor or
58 the Human Resources Department, the employee will be considered to have abandoned their position
59 and voluntarily resigned. Three consecutive absences without reporting will be considered voluntarily
60 quitting. Employees subject to separation under this part may be considered for reinstatement if the
61 employee can provide a valid explanation and documentation for their absences directly related to
62 exigent circumstances. Reinstatement decisions will be made on a case-by-case basis.

Legal References

1. TCA 49-1-302(e)(2)
2. 29 CFR § 541
3. 29 CFR § 553.20-28

Cross References

School Day 1.801
Curriculum Development 4.200
Reporting Student Progress 4.601
In-Service & Staff Development Activities 5.113
Supervision of Students 6.408

63

Formatted: Space Before: 12 pt, Don't suppress line numbers

Formatted: Space Before: 12 pt

Formatted: Don't suppress line numbers

Formatted: Space After: 2 pt, Don't suppress line numbers, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Agenda Item Title: Approve Changes to Board Policy 5.701, Substitute Teachers, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The changes to Board Policy 5.702 reflect a minor change to the maintenance of substitute staffing lists as a result of organizational changes with the Human Resources Department.

Staff Recommendation

Approve changes to Board Policy 5.701, Substitute Teachers, on first reading.

Fiscal Impact

No fiscal impact

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 February | Descriptor Term: Substitute Teachers | Descriptor Code: 5.701 | Issued Date: 02/28/23 |
| | | Rescinds: 5.701 | Issued: 03/22/22 |

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

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

6 APPLICATION/QUALIFICATIONS

7
8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

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

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

16 COMPENSATION

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

20 CERTIFICATION

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

28

Formatted: Don't suppress line numbers

Formatted: Don't suppress line numbers

Formatted: Don't suppress line numbers

Formatted: Don't suppress line numbers

EMERGENCY NEEDS

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

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

TRAINING AND ORIENTATION

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

RESPONSIBILITIES

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

RE-EMPLOYMENT/TERMINATION

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

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

Formatted: Don't suppress line numbers

Formatted: Don't suppress line numbers

Formatted: Don't suppress line numbers

Formatted: Don't suppress line numbers

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312; TRR/MS 0520-01-02-.04(5)(b)

Agenda Item Title: Approve Changes to Board Policy 6.200, Attendance, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

The Student Support Services has recommended clarification of language related to documentation of excused absences, including a provision related to excuse documentation created and submitted by parents. These changes would take effect for the 2024-2025 school year.

Staff Recommendation

Approve changes to Board Policy 6.200, Attendance, on first reading.

Fiscal Impact

No fiscal impact

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 March | Descriptor Term: Attendance | Descriptor Code: 6.200 | Issued Date: 04/25/23 |
| | | Rescinds: 6.200 | Issued: 04/26/22 |

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session. The Director of Schools/designee ~~shall develop appropriate administrative~~
3 ~~procedures to implement this policy; shall ensure that this policy and procedures are posted in each school~~
4 ~~building and provided to all students, parent(s)/guardian(s), teachers, and staff on an annual basis.~~

5 The ~~attendance supervisor~~ Assistant Superintendent of Student Support Services shall act as the district's
6 Attendance Supervisor and shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;
- 10 3. Ensuring that all school age children attend school.

11 Student attendance records shall be given the same level of confidentiality as other student records. Only
12 authorized school officials with legitimate educational purposes may have access to student information
13 without the consent of the student or parent(s)/guardian(s).²

14 Students shall be present at least fifty percent (50%) of the scheduled instructional day in order to be
15 counted present. In determining fifty percent (50%) of the scheduled instructional day, neither the arrival
16 nor departure time of school buses, drop off, extended school program, and/or breakfast program shall
17 be considered part of the instructional day. Students receiving special education services may attend
18 partial days, alternating days, or for a specific amount of time as indicated in their Individualized
19 Education Program (IEP) or Section 504 plan and will be counted as present.

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
21 Excused absences shall be limited to those allowed by State Board of Education and State law, which
22 include:³

- 23 1. Personal illness/injury;
- 24 2. Illness of immediate family member;
- 25 3. Death in the family;
- 26 4. Extreme weather conditions;

- 1 5. Religious observances;⁴
- 2 6. School-School-endorsed or school-sponsored activities;
- 3 7. Summons, subpoena, or court order; or
- 4 8. Circumstances which in the judgment of the principal create emergencies over which the
- 5 family and/or student has no control.

6 Documentation for Excused Absences

7 A parent/guardian may provide written documentation excusing an absence for a total of ten (10)
8 school days for each school year. Written documentation from a parent may only excuse absences on a
9 per-day basis, up to a total of ten (10) days. After ten (10) absences have been excused based on
10 parent/guardian documentation, formal documentation for absences will be required depending on the
11 absence type.

12
13 Written documentation from the parent/guardian must include the reason for the absence, date(s) of
14 absence(s), parent signature, and phone number. Written documentation supporting reasons for
15 excused absences must be submitted to the school principal or designee within five (5) school days of
16 the student returning to school. Even though a parent may verbally contact the school, written
17 documentation must also be provided. After five (5) days has elapsed, the absences will become
18 permanently unexcused.

19 Specific documentation will be required for the following excused absences:

- 20 1. Personal illness: documentation from a medical provider if student's parent or guardian has
21 exceeded the number of excusal notes as outlined above.
- 22 2. Death of a family member: a copy of the obituary, service program, or other documentation.
- 23 3. Religious observances and holidays: a statement from the spiritual leader recognized by the
24 given religious group stating that the day is set aside as sacred by a recognized religious
25 denomination of which the student is a member, where such religion calls for special
26 observances of the day.
- 27 4. Summons, subpoena, or court orders: Documented verification from the summons, subpoena,
28 or court order obtained from the Court Clerk's Office.

29 The school district reserves the right to verify the authenticity of attendance documentation, if deemed
30 necessary. Fraudulent documentation will result in the absences being counted as unexcused.

31 Non-School-Sponsored Extracurricular Activities

32 A school principal may excuse a student from school attendance to participate in a non-school-
33 sponsored extracurricular activity if the following conditions are met:

- 34 1. The student provides documentation to the school as proof of the student's participation in the
35 non-school-sponsored extracurricular activity;
- 36 2. The student's parent/guardian, prior to the extracurricular activity, submits to the principal or
37 principal's designee, a written request for the excused absence. The written request shall be
38 submitted to the principal no later than seven (7) business days prior to the student's absence;

1 3. The principal or designee approves, in writing, the student's participation in the non-school-
 2 sponsored extracurricular activity.

3 The principal may limit the number and duration of non-school-sponsored extracurricular activities for
 4 which excused absences may be granted to a student during the school year. The principal shall excuse
 5 no more than ten (10) absences each school year for students participating in non-school-sponsored
 6 extracurricular activities.

7 The principal shall be responsible for ensuring that:⁵

- 8 1. Attendance is checked and reported daily for each class;
- 9 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
10 for the majority of the day;
- 11 3. All student absences are verified;

4.—Written excuses are submitted for absences and tardiness; ~~and~~
 4. _____

5. _____ System-wide procedures for accounting and reporting are followed; and,

5-6. A meeting is held and documented with the parent/guardian for students that have more than
 5 five (5) unexcused absences. 7

16 TRUANCY

17 *General*

18 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
 19 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
 20 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
 21 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
 22 considered present for school attendance purposes.⁶

23 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
 24 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
 25 absence. If a parent does not provide documentation within an additional five (5) days excusing those
 26 absences, or request an attendance hearing, then the Director of Schools shall implement the progressive
 27 truancy intervention plan described below prior to referral to juvenile court.

28 *Progressive Truancy Intervention Plan*⁷

29
 30 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
 31 implemented.

32 **Tier I**

1 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
2 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
3 not limited to, the following:

- 4 1. Physically healthy learning environment;
- 5 2. Welcoming, socially-emotionally safe, trauma-informed school climate;
- 6 3. Access to Learning Supports;
- 7 4. A culture of continuous improvement;
- 8 5. Enrichment activities and clubs;
- 9 6. Celebration of attendance; and
- 10 7. A team that monitors attendance data.

11 It shall also consist of system-wide parent communications reinforcing the importance of attendance
12 and notification of available supports to assist parents with issues that may create a barrier to
13 attendance.

14 Upon the accumulation of five (5) unexcused absences, the principal/designee shall send a letter to the
15 parent(s) or guardian(s), or other person(s) having control of the student notifying him or her of the
16 student's absences and that the child's attendance at school is required by law.

17 The letter must further advise parent(s), guardian(s), or other person(s) having control of the student that
18 the school must receive any documentation to excuse the absences within five (5) school days. If
19 sufficient documentation is not provided to excuse any of the absences, the principal/designee shall
20 implement the second tier of the progressive truancy intervention.

21 **Tier II**

22 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
23 unexcused absences, but before referral to juvenile court, and includes the following:

- 24 1. A conference with the student's parent(s)/guardian(s)and, if appropriate, the student. ;
- 25 2. An attendance contract, based on the conference, signed by the student (if appropriate), the
26 parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - 27 a. A specific description of the school's attendance expectations for the student;
 - 28 b. The period for which the contract is effective; and
 - 29 c. Penalties for additional absences and alleged school offenses, including additional
30 disciplinary action and potential referral to juvenile court; and
- 31 3. Regularly scheduled follow-up meetings to discuss the student's progress.
- 32 4. A school employee shall conduct an individualized assessment detailing the reasons a student
33 has been absent from school. The employee may refer the student to counseling, community-
34 based services, or other services to address the student's attendance problems.

35 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier
36 II, or if the parent fails to execute the contract, the student will be subject to Tier III.

37 **Tier III**

38 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

1 Tier III shall consist of referral to the Murfreesboro City Schools Truancy Diversion Board for an
2 assessment of attendance and referral to school-based community services and other resources to address
3 student's attendance. The interventions shall address student needs in an age-appropriate manner.
4 Finalized plans shall be approved by the Director of Schools/designee.

5 If the student continues to have unsatisfactory attendance and has accumulated **ten (10)** or more
6 unexcused absences, educational neglect and/or truancy charges may be filed with the juvenile court.
7 Out-of-school suspensions are considered unexcused absences, but will not count against the total
8 number of unexcused absences for the purposes of establishing truancy.
9 -

10 **MILITARY SERVICE OF PARENT/GUARDIAN⁸**

11 School principals shall provide students with a one-day excused absence prior to the deployment of and
12 a one-day excused absence upon the return of a parent or custodian serving active military service.

13 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
14 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
15 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
16 missed during these absences.

17 **ATTENDANCE HEARING⁹**

18 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
19 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
20 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
21 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
22 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
23 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
24 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
25 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
26 of any action taken regarding the excessive unexcused absences. The notification shall advise
27 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director
28 of Schools/designee.

29 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

30 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
31 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the
32 record. Following the review, the Board may affirm or overturn the decision of the Director of
33 Schools/designee. The action of the Board shall be final.

34 The Director of Schools/designee shall ensure that this policy is posted in each school building and
35 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TCA 49-6-3006
2. 20 USCA § 1232g
3. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
4. TCA 49-6-2904(b)(5)
5. TCA 49-6-3007
6. TCA 49-6-3021
7. TCA 49-6-3007; TCA 49-6-3009
8. TCA 49-6-3019
9. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Agenda Item Title: Approve Changes to Board Policy 6.313, Code of Behavior and Discipline, on first reading

Board Meeting Date: May 14, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The changes to Board Policy 6.200 is recommended for additional clarity for specific offenses in “Misbehavior Level One” and “Misbehavior Level Two”. Additional language was also provided for each “Misbehavior Level” that clarifies that the behaviors listed also apply at school bus stops. These changes would take effect for the 2024-2025 school year and would be included in the 2024-2025 Parent Handbook.

Staff Recommendation

Approve Changes to Board Policy 6.313, Code of Behavior and Discipline, on first reading.

Fiscal Impact

No fiscal impact

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 April | Descriptor Term: Code of Behavior and Discipline | Descriptor Code: 6.313 | Issued Date: 10/25/22 |
| | | Rescinds: 6.313 | Issued: 01/25/22 |

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
 2 behavior and discipline which are appropriate for each level of school. The development of each code
 3 shall involve principals and faculty members of each level and shall be consistent with the relevant
 4 policies as adopted by the Board.¹

5 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 6 maintain a safe learning environment where orderly learning is possible and encouraged.² These
 7 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 8 school sponsored outings.

9 **Misbehavior: Level One**

10

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled, by an individual staff member, with Tier One supports and interventions (Board Policy 6.3132).

| Examples (not an exclusive listing): | Disciplinary Procedures: | Disciplinary Options: |
|---|--|---|
| <ul style="list-style-type: none"> • Disrespectful behavior toward teacher, staff member, employee, bus driver Demonstrated lack of respect for school staff or any authorized individual • Disrespectful behavior toward other students Demonstrated lack of respect for fellow students • Classroom disturbances • Classroom tardiness • Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.³ • <u>Academic dishonesty</u> | <ul style="list-style-type: none"> • Immediate intervention by a staff member • Determine what offense was committed and the severity • Determine offender and that offender understands the nature of the offense • Employ disciplinary options • Maintain a written record of the | <ul style="list-style-type: none"> • Re-teach and reinforce school- wide and classroom expectations and procedures • Review classroom behavior system and adjust as needed • Parent/student conference • Social skills instruction • Written reflection activity • Counseling • Verbal reprimand • In-school suspension |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • <u>False accusations</u> • <u>Forgery or falsification of identity</u> • <u>Profane, vulgar, or obscene language or drawings</u> • <u>Public displays of affection</u> • Cheating and lying • Abusive language • Non-defiant failure to do assignments or carry out directions • <u>Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing)</u> • <u>Peer conflict, horseplay, or other minor violations</u> • <u>Unauthorized use of a personal device</u> • Any of the above listed behaviors committed on a school bus <u>or at a school bus stop</u>. | | |
|--|--|--|

11
12

Misbehavior: Level ~~two~~ Two

| | | |
|---|---|---|
| <p>Misbehavior whose frequency or seriousness tends to disrupt the learning environment of the school and/or behaviors that have not responded to consistent implementation of Tier One interventions. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require action on the part of administrative personnel.</p> | | |
| <p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1 behaviors • School or classroom truancy • School or classroom tardiness • Use of tobacco • Use of forged notes or excuses • Disruptive classroom behavior • Harassment in violation of Board Policy • Defiant failure to do assignments of carry out directions <u>or follow directions</u> • Bullying • Unauthorized use of personal electronic devices • Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing) | <p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> • Student is referred to principal for appropriate disciplinary action • Principal meets with student and teacher • Principal hears accusation made by accusing party and permits student the opportunity of explaining the student’s conduct, denying it, or explaining any mitigating circumstances • Principal takes appropriate disciplinary action and notifies teacher of action | <p>Disciplinary Options:</p> <ul style="list-style-type: none"> • Confirm that Tier I Interventions are implemented and monitored consistently • Tier Two Interventions (Board Policy 6.3132) • Parent/student conference • Written reflection activity • Teacher/schedule change • Peer mediation (not to be used with bullying) • Conflict resolution (not to be used with bullying) • Social skills instruction • Small group counseling • In-school suspension • Referral to appropriate community resources |

| | | |
|--|--|---|
| <ul style="list-style-type: none"> • Creation, transmission, or carrying of material that may be considered obscene on school grounds, as defined by T.C.A. §39-17-1901 • Any of the above listed behaviors committed on a school bus <u>or at a school bus stop</u> | <ul style="list-style-type: none"> • Depending on severity, notify parents • Principal shall maintain a written record of the offense and disciplinary action • Referral to behavior support team | <ul style="list-style-type: none"> • Out-of-school suspension (not to exceed ten (10) days) • Removal |
|--|--|---|

13 **Misbehavior: Level Three**

14

| | | |
|--|--|--|
| <p>Acts directly against persons or property, but the consequences do not seriously endanger the health or safety of others in the school.</p> | | |
| <p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1 or Level 2 behaviors • Fighting (simple) • Hazing, Bullying, Cyber-bullying • Vandalism (minor) • Stealing • Threats to others <u>deemed not credible</u> • Harassment in violation of Board Policy • Look-alike drugs • Look-alike weapons • Any of the above listed behaviors committed on a school bus <u>or at a school bus stop</u> | <p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> • Student is referred to principal for appropriate action • Principal meets with student and teacher • Principal hears accusation made by accusing party and permits student the opportunity of explaining the student’s conduct, denying it, or explaining any mitigating circumstances • Principal takes appropriate disciplinary action and notifies teacher of action • Principal may refer incident to Director of Schools and make recommendations for consequences. • Notify parents • If student’s school assignment is to be changed, adequate notice shall be given to the student and the student’s parents of the charges against the student, | <p>Disciplinary Options:</p> <ul style="list-style-type: none"> • Confirm that Tier I and Tier II Interventions have been implemented and monitored consistently • Tier III Interventions • Parent/student conference • Written reflection activity • Teacher/schedule change • Peer mediation (not to be used with bullying) • Conflict resolution (not to be used with bullying) • Small group counseling • Social skills instruction • Restitution for loss, damage, or stolen property • In-school suspension • Out-of-school suspension not to exceed ten (10) days • Individual counseling • Referral to appropriate community resources |

| | | |
|--|---|--|
| | <p>the student’s right to appear at a hearing, and to be represented by person of the student’s choosing</p> <ul style="list-style-type: none"> • A student may appeal a change in school assignment to the Board • Director/Principal shall maintain a written record of the offense and disciplinary action • Referral to behavior support team (Tier Two/Tier Three | |
|--|---|--|

15 **Misbehavior: Level Four**

16

| | | |
|---|---|---|
| <p>Acts which result in violence to another’s person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of Education.</p> | | |
| <p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1, Level 2, or Level 3 behaviors • Death threat (hit list)* (See Board Policy – Zero Tolerance) • Extortion • Bomb threat* (See Board Policy – Zero Tolerance) • Possession/transfer of firearm* (See Board Policy – Zero Tolerance) • Possession/use/transfer of dangerous weapons • Assault • Battery of a student • Battery of a teacher, principal, administrator, or any other school staff members* • Hazing • Vandalism • Theft/possession/sale of stolen property • Arson | <p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> • Principal confers with appropriate staff member(s) and with the student • Principal hears accusation by accusing party and permits the student the opportunity of explaining conduct • Parents are notified • Law enforcement officials are contacted when appropriate or when a delinquent act has been committed • Incident is reported and recommendations are made to the Director of Schools • Complete and accurate reports are submitted to the Director of Schools | <p>Disciplinary Options:</p> <ul style="list-style-type: none"> • Confirm that all Tier Two Interventions are implemented and monitored consistently • Parent/student conference • Individual counseling • Referral to appropriate community resources • Restitution for loss, damage, or stolen property • Out-of-school suspension • Expulsion • Other hearing authority or Board action which results in appropriate placement |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • Possession of unauthorized substances* (See Board Policy STU 38—Zero Tolerance) • Use/transfer of unauthorized substances • Possession/use/sale/transfer of alcoholic beverages • Possession/distribution of any drug paraphernalia • Harassment in violation of Board Policy • Bullying • Any of the above listed behaviors committed on a school bus <u>or at a school bus stop</u> | <ul style="list-style-type: none"> • Student is given right to request a hearing before the Disciplinary Hearing Authority • Referral to behavior support team | |
|--|--|--|

17 *Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the
 18 Director of Schools on a case-by-case basis.

19 **ADDITIONAL GUIDELINES**

- 20 1. A student shall not be suspended solely because chargers are pending against the student in
 21 juvenile court or another court.
- 22 2. A principal shall not impose multiple consecutive short-term suspensions that cumulatively
 23 exceed ten (10) days for the same offense.
- 24 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
 25 grade because of discipline problems except in the conduct grade.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-4002-4005; 20 USCA 7114, 7118
3. TCA 49-6-4009