

Board of Education Regular Meeting/Work Session

August 27, 2024 5:00 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 HR Director, Dr. Maria Johnson.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item	Mrs. Lisa Trail
A. Public Comment Procedural Item	Chair Butch Campbell
IV. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 8-13-24 Board Minutes Consent Item	
B. Approval of Board Policy 1.104, Memberships, on Second Reading Consent Item	
C. Approval of Board Policy 1.108, Nepotism, on Second Reading Consent Item	
D. Approval of Board Policy 1.204, Board Member Development Opportunities, on Second Reading Consent Item	
E. Retirement of Board Policy 1.6011, Administration in the Absence of Policy, on Second Reading Consent Item	
F. Retirement of Board Policy 2.,4001, Federal School Meal Program, on Second Reading Consent Item	
G. Approval of Contract-For the Purchase of 20 Ram Promaster 3500 High Roof Van Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.103 Board Evaluations, on First Reading Action Item	Ms. Lauren Bush
B. Approval of Budget Amendment-GP Fund 141-Director's Salary Action Item	Dr. Trey Duke
C. Approval of Budget Amendment-FY25 ESSER 3.0 Budget Action Item	Dr. Trey Duke
D. Approval of Contract-Reapproval of Palmer Hamilton Designs for Discovery School and Mitchell Neilson Schools Action Item	Dr. Trey Duke
VI. WORK SESSION Information Item	Chair Butch Campbell
A. Review of the 2024-2025 Organizational Chart	Dr. Trey Duke

Information Item	
B. MCS By the Numbers Information Item	Dr. Trey Duke
C. Enrollment Update Information Item	Mr. Ken Rocha
D. Certified Employee Data 2024-2025 Information Item	Ms. Maria Johnson
E. Achievement Data Overview and Instructional Focus Area Information Item	Dr. Chris George/Ms. Sheri Arnette
F. CIP Update Information Item	Mr. Don Bartch
G. 2024-2025 Director's Performance Evaluation Instrument Information Item	Ms. Lauren Bush
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

August 13, 2024 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER Procedural Item Present: Mr. Wesley Ballard, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mr. Jimmy Richardson III, Mr. David Settles, Absent: Mr. Butch Campbell. In attendance: Dr. Trey Duke, Sheri Arnette, Daniel Owens, Maria Johnson, Don Bartch, Lisa Trail, Robin Newell, Jamara DeBerry, Shannon Linnell, Jeremy Lewis, Ken Rocha, Angela Fairchild, Sandy Scheele, April Zavisa, Will Bozeman, Eric Newell, Ballard family Assistant City Attorney Lauren Bush. City Liaison Bill Shacklett was absent.	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Jordyn DeBerry, a student at Cason Lane PreK, and Cameron Clark, a third grade student at Bradley Academy.	
B. Moment of Silence Procedural Item Vice Chair Jimmy Richardson asked that we remember Chair Campbell and his family during the moment of silence.	
II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Mr. David Settles and seconded by Ms. Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1	Chair Butch Campbell
III. COMMUNICATIONS Information Item	Mrs. Lisa Trail
A. The Best of MCS-Mr. Will Bozeman Procedural Item	Dr. Trey Duke
B. Spotlight on Education-New Teacher Mentor Supports Procedural Item Dr. Johnson presented a PowerPoint on the new teacher mentor program and all supports that we provide for first-year teachers.	Ms. Maria Johnson
C. 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 Mr. David Settles, passed. Yea: 6, Nay: 0, Absent: 1	Chair Butch Campbell
A. Approval of 7-23-24 Board Minutes Consent Item	
B. Approval of Contract-JHA School Photography Consent Item	
C. Approval of Contract-Special Kids Agreement Consent Item	
D. Second Reading of Board Policies Consent Item	

Minutes
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August 13, 2024
Recorded by L. VanCleave

i. Approval of Board Policy 1.800 School Calendar on Second Reading Consent Item	
ii. Approval of Board Policy 3.301, Use of District Provided Cell Phones, on Second Reading Consent Item	
iii. Approval of Board Policy 6.406-Student Psychological Services on Second Reading Consent Item	
iv. Approval of Board Policy 6.407-Student Social Services on Second Reading Consent Item	
v. Approval of Board Policy 6.500 Special Education Students on Second Reading Consent Item	
vi. Approval of Board Policy 6.505 Students in Foster Care on Second Reading Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Resolution for Mr. Wesley Ballard Action Item Motion to approve the Resolution for Mr. Wesley Ballard. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1 All members of the Board thanked Mr. Ballard for his service. Ms. Dodd said that he was so kind and welcoming when she joined the Board. Ms. Moore added that someone will have to take his place in asking, "how are we going to pay for this?" Ms. Moore also thanked him for his work as the City Schools Foundation Board liaison. Ms. Long said that she was honored to sit beside him on the Board. Mr. Settles added that someone will not only have to ask how we will pay for this, but also "does it make sense to do this at this time?" He thanked Mr. Ballard for his work and dedication to MCS. Mr. Richardson quoted President Theodore Roosevelt. He thanked Mr. Ballard for his service and for keeping the Board on the straight and narrow. Vice Chair Richardson presented Mr. Ballard with a crystal in honor of his service. Mr. Ballard was very appreciative of the gift and thanked the Board for allowing him to serve.	Dr. Trey Duke
B. Approval of FY24 Outstanding Internal Schools Accounts Payable as of June 30, 2024 Action Item Motion to approve FY24 Outstanding Internal Schools Accounts Payable as of June 30, 2024. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke
C. Approval of Contract and Budget Amendment-Ford Cargo Van Action Item Motion to approve Contract and Budget Amendment-Ford Cargo Van. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1 Mr. Settles was concerned about taking money out of the gasoline line item because the price of gas is fluctuating. Mr. Owens said that we did not spend all of the money in the gasoline line last year, so based on that information, he feels comfortable making this move.	Dr. Trey Duke
D. Approval of Budget Amendment-Title IX McKinney Vento FY25 Action Item Motion to approve Budget Amendment-Title IX McKinney Vento FY25. This motion, made by Ms. Amanda Moore and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke

<p>Dr. Duke explained that McKinney Vento cannot be used on emergency housing, so we will use this grant money to pay for emergency clothing, transportation, and food.</p> <p>Ms. Long asked how someone would go about applying for these funds. Dr. Duke explained that our social workers, family liaisons, classroom teachers, and school counselors, all work very closely to Ms. Carmen Maples, our homeless liaison.</p> <p>Mr. Settles asked how many homeless students we serve each year. Dr. Duke told him that we have 51 students as of today. He said that there was a significant increase in homelessness last year, and it is a growing population that we are serving.</p>	
<p>E. Approval of Budget Amendment-ARP Homeless Action Item Motion to approve Budget Amendment-ARP Homeless. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>F. Approval of Budget Amendment-Stronger Connections Grant Action Item Motion to approve Budget Amendment-Stronger Connections Grant. This motion, made by Ms. Karen Dodd and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>G. Approval of Budget Amendment-Robotics Action Item Motion to approve Budget Amendment-Robotics. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>H. Approval of Budget Amendment-Book Bus Action Item Motion to approve Budget Amendment-Book Bus. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1 Ms. Moore asked how this new program will change what he have done in the past with the book bus. Ms. Trail explained that the book bus served certain apartment complexes with books. The new van will have the ability to visit several different locations and will provide not only books, but wi-fi and computers for registration purposes. She explained that it will be an office on wheels, along with the fact that with the van being smaller, we will be able to get in and out of places easier and will give us more flexibility in that the driver wouldn't need a CDL. She added that the Foundation has dollars set aside to provide shelving and everything to make it look like a book bus.</p> <p>Mr. Settles asked if it will be called Bob the Book Bus. Ms. Trail said that we will bring the name back to the Board when we bring the contract back for approval.</p>	Dr. Trey Duke
<p>I. Approval of Memorandum of Understanding-Murfreesboro Police Department School Resource Officers Action Item Motion to approve Memorandum of Understanding-Murfreesboro Police Department School Resource Officers. This motion, made by Mr. Wesley Ballard and seconded by Mr. David Settles, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>J. Approval of Contract-STARS Nashville Service Agreement Action Item</p>	Dr. Trey Duke

<p>Motion to approve Contract-STARS Nashville Service Agreement. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1</p>	
<p>K. Approval of Contract-CDW-G for Cybersecurity Software Action Item Motion to approve Contract- CDW-G for Cybersecurity Software. This motion, made by Ms. Barbara Long and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>L. Approval of Contract-Douglas Lawn Care Action Item Motion to approve Contract-Douglas Lawn Care. This motion, made by Ms. Barbara Long and seconded by Mr. David Settles, passed. Yea: 6, Nay: 0, Absent: 1 Ms. Dodd and Mr. Ballard were concerned that the bid for mowing was \$100,000.00 less than the next lowest bid. Ms. Bush explained that this company is a small family-owned business that does not need to provide worker's comp insurance; therefore, they can keep their bid low.</p>	Dr. Trey Duke
<p>M. Approval of Contract-Forte Action Item Motion to approve Contract-Forte. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>N. Approval of Cooperative Agreement-JHA-School Yearbooks Action Item Motion to approve Cooperative Agreement-JHA-School Yearbooks. This motion, made by Mr. Wesley Ballard and seconded by Mr. David Settles, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>O. Approval of Board Policy 1.104, Memberships, on First Reading Action Item Motion to approve Board Policy 1.104, Memberships, on First Reading. This motion, made by Mr. David Settles and seconded by Ms. Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1</p>	Ms. Lauren Bush
<p>P. Approval of Board Policy 1.108, Nepotism, on First Reading Action Item Motion to approve Board Policy 1.108, Nepotism, on First Reading. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1</p>	Ms. Lauren Bush
<p>Q. Approval of Board Policy 1.204, Board Member Development Opportunities, on First Reading Action Item Motion to approve Board Policy 1.204, Board Member Development Opportunities, on First Reading. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1 Mr. Ballard said that since we are in a time of trying to hire teachers fast and furious, do we check if anyone is related to an employee or directly under the supervision of a relative? Ms. Bush said that an employee cannot directly supervise a relative and HR does uphold that policy and do checks. She said that the old policy said that someone could not directly or indirectly supervise someone that they are related to, and we went back to the TSBA model policy in that it could be indirect supervision. Dr. Duke said that when that happens, he will alert the Board.</p>	Ms. Lauren Bush
<p>R. Retirement of Board Policy 1.6011, Administration in the Absence of Policy, on First Reading</p>	Ms. Lauren Bush

<p>Action Item Motion to approve Board Policy 1.6011, Administration in the Absence of Policy, on First Reading. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1</p>	
<p>S. Retirement of Board Policy 2.,4001, Federal School Meal Program, on First Reading Action Item Motion to approve Board Policy 2.,4001, Federal School Meal Program, on First Reading. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1</p>	<p>Ms. Lauren Bush</p>
<p>VI. REPORTS AND INFORMATION Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. Review of Changes to Expense Allowances and Reimbursement Guidelines per Policy 2.804 Action Item Dr. Duke said that no action will be taken on this policy, but as an annual provision to the board, we are providing this to the Board. He said that the policy was last adjusted on March 12, 2024.</p>	<p>Dr. Trey Duke</p>
<p>B. Summer Feeding Report Information Item Sandy Scheele provided the summer feeding report. She informed the Board that it was another great year. She employed 37 workers, they went to 19 locations and fed 50,715 meals. Ms. Scheele told the Board that she had recently received an invitation from the previous Vice President to speak on a panel for Farm to School. Mr. Settles said that the Chow Bus is so beautiful for the city of Murfreesboro, and it shows that we do more than educate our kids. He said that it speaks to our connection to our city. He thanked Ms. Scheele and the Farm to School program staff.</p>	<p>Ms. Sandy Scheele</p>
<p>C. Director's Update Information Item Dr. Duke thanked Mr. Ballard for his time on the Board. He recognized Mr. Eric Newell in the audience. He said that he is the new City Schools Foundation president. Dr. Duke said that grants are now open and encouraged teachers to apply. Dr. Duke said that Mr Ballard has one more meeting and that will be our 8/27 board workshop at central office at 5:00 p.m. Dr. Duke also told the Board that we are still monitoring our enrollment every day. He said that tomorrow is the first full day of kindergarten and we will provide the Board with more solid numbers at the 8/27 board work session. Mr. Ballard asked how we are doing with bus drivers. Mr. Bartch came forward and explained that we are in a good spot, better than in the past few years. He said that he has done alot of different projects and they seem to be helping. He said that we still have double routes, but at least the office staff at the bus garage are not having to drive buses alot. All in all, it seems to be a smooth beginning to the school year.</p>	<p>Dr. Trey Duke</p>

<p>Mr. Richardson ended the meeting by wishing the teachers, administrators, parents, and students an excellent year. He thanked Mr. Ballard once again for his service on the Board and he told the Campbells that we are sending our love to the family.</p>	
<p>VII. OTHER BUSINESS Information Item</p>	<p>Chair Butch Campbell</p>
<p>VIII. ADJOURNMENT Action Item Motion to adjourn at 7:16. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1 The meeting adjourned at 7:16 p.m.</p>	<p>Chair Butch Campbell</p>

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Memberships</h2>	Descriptor Code: <h3 style="text-align: center;">1.104</h3>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 Membership dues and necessary traveling expenses of school Board members and the Director of
- 2 Schools incurred in attending meetings of the school boards associations may be paid as other
- 3 expenses are paid by the Board.

- 4 Dues for membership in the Tennessee School Boards Association shall be included in each annual
- 5 budget pursuant to state statute.¹ The Board may also maintain institutional membership in other
- 6 educational organizations which the Board finds to be of benefit to board members and the school
- 7 district.

Legal References

1. TCA 49-2-2001

Cross References

Board Member Development Opportunities 1.204

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Nepotism</h2>	Descriptor Code: 1.108	Issued Date: 10/23/18
		Rescinds: PER 42	Issued:

1 The Director of Schools has sole authority to make hiring decisions. This policy does not alter or modify
2 that authority.

3 **Principals, assistant principals, or other supervisors are prohibited from having an immediate family**
4 **member working under their direct supervision. Employees whose job duties involve procurement of,**
5 **or accounting of, goods and services shall not be under the supervision of or work in the same department**
6 **or school as an immediate family member. Exceptions must be approved by the Director of Schools and**
7 **the Board Chair pending final approval by the Board of Education at the next regularly scheduled board**
8 **meeting.**

9 Whenever a person is considered by the director of schools for initial employment in the system and that
10 person is related to a member of the Board, the director of schools, an administrator in the system, a
11 county commissioner, or any appointed or elected county official, the relationship shall be made known
12 to the Board prior to the employment of such person.¹

13 If a member of the Board has a relative who is an employee in the system, prior to voting on any matter
14 of business that may have an effect upon the employment of the relative, the member shall declare such
15 relationship. In making such a declaration, the member shall certify that his/her vote on the pending
16 matter will be in the best interest of the school system.¹

17 **No person shall directly supervise or be supervised by an employee if he/she is related to the employee.**
18 **~~Two members of the same family may be employed by the system. However, no person shall directly or~~**
19 **~~indirectly supervise or be supervised by an employee if they are related to the employee as defined~~**
20 **~~below.~~**

21 For purposes of this policy, the terms “related to, relative, and immediate family member” include the
22 following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent,
23 grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.²

Legal References

1. TCA 49-2-202(a)(3)
2. TCA 49-2-202(a)(3)(B)

Cross References

Assignment/Transfer of Personnel 5.115

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date: 10/11/22
		Rescinds: 1.204	Issued: 05/10/16

1 The Board shall participate in activities designed to assist board members in improving their skills as
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board
4 establishes these principles and procedures for its guidance:

- 5 1. An annual calendar of school board conferences, conventions and workshops shall be
6 maintained by the board secretary and provided to each board member in order to ensure
7 compliance with the requirements for professional development.¹ The Board shall identify
8 which meetings should be attended and the benefits thereof.
9
- 10 2. Funds for participation at such meetings shall be budgeted on an annual basis. The ~~Finance~~
11 ~~Director~~Board of Education, as a whole, shall retain the authority to approve or disapprove the
12 participation of members in planned activities;
13
- 14 3. Reimbursement to board members for their travel expenses shall be in accord with the travel
15 expense policy for staff members;
16
- 17 4. When a conference, convention or workshop is not attended by the full Board, those
18 participating will be requested to share information, recommendations and materials acquired at
19 the meeting; and
20
- 21 5. The public shall be kept informed about the Board's continuing in-service education and about
22 the programs anticipated for short- and long-range benefits to the schools.

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

- 24 1. Participation in school board conferences, workshops and conventions held by the State,
25 regional and national organizations;
26
- 27 2. Local and district-sponsored training sessions for board members; and
28
- 29 3. Subscriptions to publications addressing the concerns of board members.

30

Legal References

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

Cross References

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

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Administration in Absence of Policy	Descriptor Code: 1.6011	Issued Date: 10/09/18
		Rescinds: BO 23	Issued: 04/79; 09/93; 02/01; 02/11

- 1 ~~RECOMMEND RETIREMENT~~The Director of Schools shall have the power to take action if an
- 2 ~~emergency situation should develop for which the Board has not established a policy. It is the Director~~
- 3 ~~of School's duty to inform the Board of any such action and the need for an official policy.~~

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Federal School Meal Program	Descriptor Code: 2.4001	Issued Date: 06/26/18
		Rescinds:	Issued:

- 1 ~~Recommend Retirement The Director of Schools will establish administrative procedures for operating~~
- 2 ~~the federal school meal program. Those procedures will include processes associated with meal~~
- 3 ~~charges.~~

Agenda Item Title: Contract for purchase of 20 Ram Promaster 3500 High Roof

Board Meeting Date: August 27, 2024

Department: Finance

Presented by: Daniel Owens

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Requires City Council Approval: Yes No

Summary

The Finance Department issued an Invitation to Bid on August 5, 2024, seeking bid responses for a full-size cargo van with extended length. Bid responses were opened on August 19, 2024, and MCS had one respondent, City Auto. Based on the bid response provided, MCS negotiated price and van type for purchase. MCS has contracted for purchase a 20 Ram Promaster 3500 High Roof van to serve as a community resources van.

Staff Recommendation

Approval of contract for purchase of 20 Ram Promaster 3500 High Roof

Fiscal Impact

The cost of the contract is \$34,888.83. The funding is derived from a previously approved budget amendment recognizing the donation from the Community Investment Trust and the insurance money from the previous book bus.

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

**PURCHASING DEPARTMENT
BID FORM**

BID:
ITB-2025-02 - Full-Size Cargo Van with Extended Length

Date: 8/20/24

INSTRUCTIONS:

All prices must include all costs. Costs included in the bid prices shall include services rendered and parts, labor, accessories, delivery, freight, and any other standard equipment necessary provide this service. The District is not subject to sales tax.

NAME OF DEALER:

City Auto Sales, LLC

Address of Dealer:

1015 Bridge Ave Murfreesboro, TN 37129

Sales Contact Name, Phone, Email:

Jackson Jeraijan / James House

Model:

20 Ram Promaster 3500 High Roof

Signature:



Quantity	Item	Price EACH
1	Full-Size Cargo Van with Extended Length	\$ 33980
	Bus Tax	\$ 104.33
	Doc Fee	\$ 795
	Drive out Fee	\$ 9.50
	Total *	34888⁸³

Agreement for Full-Size Cargo Van with Extended Length

This Agreement is entered into and effective as of the ____ day of _____ 2024, by and between the **Murfreesboro City Schools**, a municipal school district of the State of Tennessee (the "District"), and _____, a _____ ("Contractor").

This Agreement consists of the following documents:

- This document;
- ITB-2025-02 – Full-Size Cargo Van with Extended Length issued on August 5, 2024 (the "Solicitation");
- Contractor's Proposal, dated _____ ("Contractor's Proposal");
- Contractor's Price Proposal, dated _____ (the "Price Proposal"); and,
- Any properly executed amendments to this Agreement.

In the event of conflicting provisions, all documents will be construed according to the following priorities:

- First, any properly executed amendment or change order to this Agreement (most recent amendment or change order given first priority);
- Second, this Agreement;
- Third, the Solicitation; and
- Lastly, Contractor's Proposal.

1. Duties and Responsibilities of Contractor.

Contractor shall provide and District shall purchase one (1) Full-Size Cargo Van with Extended Length based on Contractor's Proposal, Price Proposal and the specifications set forth in "ITB-2025-02 – Full-Size Cargo Van with Extended Length."

2. Term.

The term of this Agreement commences on the Effective Date [] and expires on [], unless extended by mutual agreement of Contractor and the District or earlier terminated as set forth herein Termination. Contractor's services may be terminated in whole or in part:

- a. Upon 30-day prior notice, for the convenience of the District.
- b. For the convenience of Contractor, provided that Contractor notifies the District in writing of its intent to terminate under this paragraph at least 30 days prior to the effective date of the termination
- c. For cause, by either party where the other party fails in any material way to perform its obligations under this Agreement. Termination under this subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to remedy the problem within 15 days after receiving the notice.
- d. Should Contractor fail to fulfill in a timely and proper manner its obligations under this Agreement or if it should violate any of the terms of this Agreement, the District has the right to immediately terminate the Agreement. Such termination does not relieve Contractor of any liability to the District for damages sustained by virtue of any breach by Contractor.

- e. Should the appropriation for Contractor's work be withdrawn or modified, the District has the right to terminate the Agreement immediately upon written notice to Contractor.

3. Payment and Delivery.

The price for the services and other items to be provided under this Agreement is set forth in the Price Proposal, reflecting a per unit price of _____. Any compensation due Contractor under the Agreement shall be made upon submittal of an invoice after performance of the portion of the services which each payment represents. The District agrees to pay Contractor after goods and/or services have been received, accepted, and properly invoiced as indicated in the Agreement and/or purchase order. Invoices must bear the purchase order number. All invoices must be submitted adam.grisz@cityschools.net with a copy to the Contact person. Delivery is required within 120 calendar days from issuance of the purchase order.

- 4. Taxes.** The District is exempt from State sales tax and will issue a tax exemption certificate to the Contractor as requested. District shall not be responsible for any taxes that are imposed on Contractor. Furthermore, Contractor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to District.

- 5. Insurance.** During the term of this Agreement, Contractor must maintain comprehensive general liability insurance with limits of not less than \$1,000,000, as well as automotive and workers' compensation insurance policies. Contractor will provide to the District: (i) a standard certificate of insurance evidencing this coverage prior to commencement of work and upon renewal or expiration of the policies reflected thereupon, and (ii) upon request, an endorsement naming the District as additional insured under the terms of the policy as follows: "Murfreesboro City Schools, its officers, employees, contractors, consultants, and agents."

6. Indemnification.

- a. Contractor must indemnify, defend, and hold harmless the District, its officers, agents and employees from any claims, penalties, damages, costs and attorney fees ("Expenses") arising from injuries or damages resulting from, in part or in whole, the negligent or intentional acts or omissions of contractor, its officers, employees and/or agents, including its subcontractors or independent contractors, in connection with the performance of this Agreement, and, Expenses arising from any failure of Contractor, its officers, employees and/or agents, including its subcontractors or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- b. Pursuant to Tennessee Attorney General Opinion 93-01, the District will not indemnify, defend or hold harmless in any fashion Contractor from any claims arising from any failure, regardless of any language in any attachment or other document that Contractor may provide.

7. **Notices.** Notice of assignment of any rights to money due to Contractor under this Agreement must be mailed first class mail or hand delivered to the following:

If to Murfreesboro City Schools:	If to Contractor:
Purchasing Agent	_____
Murfreesboro City Schools	_____
2552 South Church Street	_____
Murfreesboro, TN 37127	_____

8. **Maintenance of Records.** Contractor must maintain documentation for all charges against the District. The books, records, and documents of Contractor, insofar as they relate to work performed or money received under the Agreement, must be maintained for a period of three full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice by the District or its duly appointed representatives. Accounting records must be maintained in accordance with the Generally Accepted Accounting Principles.

9. **Modification.** This Agreement may be modified only by written amendment executed by all parties and their signatories hereto.

10. **Relationship of the Parties.** Nothing herein may in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. None of the parties hereto may hold itself out in a manner contrary to the terms of this paragraph. No party becomes liable for any representation, act, or omission of any other party contrary to this section.

11. **Waiver.** No waiver of any provision of this Agreement affects the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

12. **Employment.** Contractor may not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, veteran status, or any other status or class protected under federal or state law or which is in violation of applicable laws concerning the employment of individuals with disabilities.

13. **Non-Discrimination.** It is the policy of the District not to discriminate on the basis of age, race, sex, color, national origin, veteran status, disability, or other status or class protected under federal or state law in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this Agreement, Contractor certifies and warrants it will comply with this policy. No person may be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor may they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination

in the performance of contracts with the District or in the employment practices of the District's Contractors. Accordingly, all proposers entering into contracts with the District may upon request be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

- 17. Gratuities and Kickbacks.** It is a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therewith. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Agreement, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under the District contracts.
- 18. Assignment.** The provisions of this Agreement inure to the benefit of and are binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Contractor under this Agreement, neither this Agreement nor any of the rights and obligations of Contractor hereunder may be assigned or transferred in whole or in part without the prior written consent of the District. Any such assignment or transfer does not release Contractor from its obligations hereunder.
- 19. Integration.** This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof and governs the respective duties and obligations of the parties.
- 20. Force Majeure.** No party has any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by *force majeure*, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of public enemy, or other cause of similar or dissimilar nature beyond its control.
- 21. Governing Law and Venue.** The validity, construction and effect of this Agreement and any and all extensions or modifications thereof are governed by the laws of the state of Tennessee regardless of choice of law doctrine or provision in any attachment or other document that Contractor may provide. Any action between the parties arising from this agreement may only be filed in the courts of Rutherford County, Tennessee.
- 22. Severability.** Should any provision of this Agreement be declared to be invalid by any court of competent jurisdiction, such provision will be severed and not affect the validity of the remaining provisions of this Agreement.
- 23. Attorney Fees.** In the event any party takes legal action to enforce any provision of the Agreement, should the District prevail, Contractor will pay all expenses of such action including attorney fees, expenses, and costs at all stages of the litigation and dispute resolution.

24. Effective Date. This Agreement is not binding upon the parties until signed by each of the Contractor and authorized representatives of the District and is thereafter effective as of the date set forth above.

IN WITNESS WHEREOF, the parties enter into this agreement as of _____, 2024 (the “Effective Date”).

Murfreesboro City Schools

Contractor

By: _____
Bobby N. Duke, III
Director of Schools

By: _____
Its: _____

Approved as to form:

Lauren Bush, Assistant City Attorney

**CONTRACT BETWEEN
MURFREESBORO CITY SCHOOLS
AND
CITY AUTO SALES LLC DBA CITY AUTO
FOR PURCHASE OF 2020 RAM PROMASTER 3500 HIGH ROOF**

This Contract is entered into and effective as of the 21st day of August 2024, by and between the **MURFREESBORO CITY SCHOOLS**, a municipal school district of the State of Tennessee ("District") and **CITY AUTO SALES LLC DBA CITY AUTO**, a limited liability company of the State of Tennessee located at 1023 Bridge Ave, Murfreesboro, TN 37129 ("Contractor" or "City Auto").

This Contract consists of the following documents:

- *This Contract;*
- *Bill of Sale dated _____, from City Auto for One (1) Used 2020 Ram Promaster 3500 High Roof, and incorporated into this Contract by reference;*
- *The Invitation to Bid 2025-02 for a full-size cargo van with extended length issued on August 5, 2024;*
- *Any properly executed amendments to this Agreement*

In the event of conflicting provisions, all documents shall be construed according to the following priorities:

- *First, any properly executed amendment or change order to this Contract (most recent amendment or change order given first priority);*
- *Second, this Contract;*
- *Third, the Invitation to Bid 2025-02 for a full-size cargo van with extended length issued on August 5, 2024;*
- *Finally, Bill of Sale dated _____, from City Auto for One (1) Used 2020 Ram Promaster 3500 High Roof*

1. **Duties and Responsibilities of Contractor.** Contractor agrees to provide, and District agrees to purchase: One (1) Used 2020 Ram Promaster Van as set forth in Bill of Sale dated _____, from City Auto, described as follows:

- 2020 Ram Promaster Van
- VIN #
- Stock #
- Exterior Color: Blue
- Type:
- Mileage:

2. **Term.** The Contract shall be a one-time purchase and the term shall expire upon acceptance of and payment for vehicle by the District.

3. **Termination.** Contractor's performance may be terminated in whole or in part:

- a. Upon 30-day prior notice, for the convenience of the District.
- b. For the convenience of Contractor, provided that Contractor notifies the District in writing of its intent to terminate under this paragraph at least 30 days prior to the effective date of the termination.
- c. For cause, by either party where the other party fails in any material way to perform its obligations under this Agreement. Termination under this subsection is subject to the

condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to remedy the problem within fifteen (15) days after receiving the notice.

- d. Should Contractor fail to fulfill in a timely and proper manner its obligations under this Agreement or if it should violate any of the terms of this Agreement, the District has the right to immediately terminate the Agreement. Such termination does not relieve Contractor of any liability to the District for damages sustained by virtue of any breach by Contractor.
 - e. Should the appropriation for Contractor's work be withdrawn or modified, the District has the right to terminate the Agreement immediately upon written notice to Contractor.
4. **Price.** The price for goods and other items to be provided under this Contract is set forth per the Bill of Sale from City Auto for one (1) Used 2020 Ram Promaster Van for a **Total Purchase Price of Thirty-four thousand, eight hundred eighty-eight dollars and eighty-three cents (\$34,888.83)**. Any compensation due Contractor under this Agreement shall be made upon submittal of an invoice after delivery and acceptance of the goods and/or services which each payment represents. The District agrees to pay Contractor after goods/services have been received, accepted, and properly invoiced as indicated in the Contract and/or purchase order.
5. **Warranty.** Warranties are as stated in the attached Bill of Sale.
6. **Indemnification.**
- a. Contractor must indemnify, defend, and hold harmless the District, its officers, agents and employees from any claims, penalties, damages, costs and attorney fees ("Expenses") arising from injuries or damages resulting from, in part or in whole, the negligent or intentional acts or omissions of contractor, its officers, employees and/or agents, including its subcontractors or independent contractors, in connection with the performance of this Agreement, and, expenses arising from any failure of Contractor, its officers, employees and/or agents, including its subcontractors or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
 - b. Pursuant to Tennessee Attorney General Opinion 93-01, the District will not indemnify, defend or hold harmless in any fashion Contractor from any claims arising from any failure, regardless of any language in any attachment or other document that Contractor may provide.
7. **Notices.** Notice of assignment of any rights to money due to Contractor under this Contract must be mailed first class mail or hand delivered to the following:

If to Murfreesboro City Schools:

Murfreesboro City Schools
Attn: Finance Director
2552 South Church Street
Murfreesboro, TN 37127

If to the Contractor:

City Auto
Attn: Jordan Norton
1015 Bridge Avenue
Murfreesboro, TN 37129
With copy to evan@cityllc.com

8. **Taxes.** The City of Murfreesboro is exempt from State sales tax and will issue a tax exemption certificate to the Contractor as requested. District shall not be responsible for any taxes that are imposed on Contractor. Furthermore, Contractor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to District.
9. **Compliance with Laws.** The parties agree to comply with any applicable federal, state and local laws and regulations.
10. **Maintenance of Records.** Contractor shall maintain documentation for all charges against District. The books, records, and documents of Contractor, insofar as they relate to work performed or money received under the contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice by District or its duly appointed representatives. The records shall be maintained in accordance with the Generally Accepted Accounting Principles.
11. **Modification.** This Contract may be modified only by written amendment executed by all parties and their signatories hereto.
12. **Relationship of the Parties.** Nothing herein may in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. None of the parties hereto may hold itself out in a manner contrary to the terms of this paragraph. No party becomes liable for any representation, act, or omission of any other party contrary to this section.
13. **Waiver.** No waiver of any provision of this contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
14. **Employment.** Contractor shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying-off of any individual due to race, creed, color, national origin, age, sex, veteran status, or any other status or class protected under federal or state law or which is in violation of applicable laws concerning the employment of individuals with disabilities.
15. **Non-Discrimination.** It is the policy of the District not to discriminate on the basis of age, race, sex, color, national origin, veteran status, disability, or other status or class protected under federal or state law in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this Agreement, Contractor certifies and warrants it will comply with this policy. No person may be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor may they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District's Contractors. Accordingly, all proposers entering into contracts with the District may upon request be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

Contractor further acknowledges that the District is a federal government contractor, and that by virtue of this Contract, Contractor is a federal government subcontractor. Therefore, in accordance with federal law, Contractor specifically acknowledges and agrees as follows:

- a. The District and Contractor shall abide by the requirements of 41 CFR 60-1.4(a). This regulation prohibits discrimination against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires federal government contractors and subcontractors to take affirmative action to ensure that applicants are

employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

- b. The District and Contractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
 - c. The District and Contractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
16. **Gratuities and Kickbacks.** It is a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therewith. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Agreement, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under the District contracts.
 17. **Assignment.** The provisions of this Agreement inure to the benefit of and are binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Contractor under this Agreement, neither this Agreement nor any of the rights and obligations of Contractor hereunder may be assigned or transferred in whole or in part without the prior written consent of the District. Any such assignment or transfer does not release Contractor from its obligations hereunder
 18. **Integration.** This Contract and State contract set forth the entire agreement between the parties with respect to the subject matter hereof and govern the respective duties and obligations of the parties.
 19. **Force Majeure.** No party has any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of public enemy, epidemic, pandemic or other cause of similar or dissimilar nature beyond its control.
 20. **Governing Law and Venue.** The validity, construction and effect of this Agreement and any and all extensions or modifications thereof are governed by the laws of the state of Tennessee regardless of choice of law doctrine or provision in any attachment or other document that Contractor may provide. Any action between the parties arising from this agreement may only be filed in the courts of Rutherford County, Tennessee.
 21. **Severability.** Should any provision of this contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this contract.
 22. **Attorney Fees.** In the event any party takes legal action to enforce any provision of the Agreement, should the District prevail, Contractor will pay all expenses of such action including attorney fees, expenses, and costs at all stages of the litigation and dispute resolution.

23. **Effective Date.** This Contract shall not be binding upon the parties until signed by each of the Contractor and authorized representatives of the District and is thereafter effective as of the date set forth above.

IN WITNESS WHEREOF, the parties enter into this agreement as of the “Effective Date” first listed above.

MURFREESBORO CITY SCHOOLS

CITY AUTO SALES LLC DBA CITY AUTO

By: _____
Bobby N. Duke, III
Director of Schools

By: _____
Stan Norton, COO/Member

APPROVED AS TO FORM:

Lauren Bush, Assistant City Attorney

Agenda Item Title: Board Policy 1.103, Board Evaluation, on first reading

Board Meeting Date: August 27, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Requires City Council Approval: Yes No

Summary

Board Policy 1.103 is a new policy recommendation based on the TSBA model policy for board evaluations. This is a written codification of the current practices of the Board in performing its annual evaluation.

Staff Recommendation

Approve Board Policy 1.103, Board 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 July	Descriptor Term: Board Evaluation	Descriptor Code: 1.103	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 To ensure the continued effectiveness of school board leadership, the Board will conduct an annual
- 2 evaluation of its operational procedures.
- 3 This annual evaluation shall be developed based upon the following factors:
- 4 (a) Board members shall know and be involved in the development of standards by which they will
- 5 evaluate themselves.
- 6 (b) The evaluation shall consist of the opinions of individual board members, but the results shall
- 7 be discussed by the Board as a whole.
- 8 (c) The Board is not required to limit itself to the items included in any formal evaluation
- 9 instrument.
- 10 (d) Each judgment shall be supported by rational and objective evidence.
- 11
- 12 (e) At the conclusion of the evaluation, the Board shall develop goals for the ensuing year.

Cross References

Board Member Development Opportunities 1.204

Agenda Item Title: Budget Amendment – GP Fund 141- Director’s Salary

Board Meeting Date: August 27, 2024

Department: Finance

Presented by: Trey Duke, Director

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

This amendment is to reallocate \$15,565 of funds within the General-Purpose Schools Fund 141 with no net change within the accounts. These expenditures address changes in Director salary, insurance, and benefits within the General-Purpose Schools Fund. The specific increase will address the new contract approved by the Board on May 28, 2024. The amendment does not change fund balance.

Staff Recommendation

To approve the FY25 budget amendment to recognize the new contract.

Fiscal Impact

The increase in the salary and benefits line will come from reductions in the staff development, other charges, and equipment lines within the same budget category. There is no change to Fund Balance and no impact to other budget categories.

Connection to MCS’s Five-Year Strategic Plan

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

Murfreesboro

City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

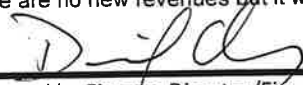
Budget Fiscal Year 2024-2025 General Purpose Fund 141


August 27, 2024

Expenditure Accounts	Description	Increase	Decrease
141 E 72320 101	DIRECTOR	13,610	
141 E 72320 201	SOCIAL SECURITY	845	
141 E 72320 204	STATE RETIREMENT	875	
141 E 72320 206	LIFE INSURANCE	35	
141 E 72320 212	MEDICARE	200	
141 E 72320 524	STAFF DEVELOPMENT		565
141 E 72320 599	OTHER CHARGES		5,000
141 E 72320 701	EQUIPMENT		10,000
Total Central Cafeteria Fund		\$ 15,565	\$ 15,565
Total Expenditures		\$ 15,565	\$ 15,565

To transfer \$15,565 in budgeted expenditures within a category to recognize changes of new contract. The increase in Director's salary will recognize the new contract for Director of Schools position, plus increases to benefits and insurance. The savings within the fund will come through a decrease in the staff development, other chargers, and equipment lines.

There are no new revenues but it will create a new position within the department.


8/20/24
 Reviewed by Finance Director/Finance Manager _____ Date _____

Approved	<input checked="" type="checkbox"/>		<u>8/20/2024</u>
		Director of Schools	Date
Declined	<input type="checkbox"/>		

Agenda Item Title: FY25 ESSER 3.0 budget

Board Meeting Date: August 27, 2024

Department: Federal Programs

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

The TN Department of Education requires that local Boards of Education formally approve the ESSER 3.0 applications each year. This application outlines our use of COVID relief funding.

This application amendment redistributes remaining funds for the final year of ESSER 3.0 relief funds. Funds will be used for literacy and science professional development (stipends, substitutes, and materials), laptops for teachers, instruction materials, completion of the HVAC systems at Reeves-Rogers and Hobgood, and the cooling towers at Black Fox, Erma Siegel and Cason Lane Academy. There are no programmatic changes with this application. Redistribution of funds will allow for the district to fully liquidate the grant by the required deadline.

ESSER 3.0 funding must be obligated by September 30, 2024.

Staff Recommendation

Recommend approval of the ESSER 3.0 funding applications.

Fiscal Impact

ESSER 3.0 remaining funds of \$1,096,069.24 must be obligated by September 30, 2024, and liquidated by December 15, 2024. The original ESSER 3.0 grant was for \$12,671,280.

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

Budget Overview

Murfreesboro (751) Public District - FY 2025 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Indirect Cost Guide

Total Allocation	\$1,096,069.24
Existing Budget In Categories Not Eligible for Indirect Cost	\$673,093.52
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$422,975.72
Indirect Cost Rate	13.18%
Max Available Budget In Categories Eligible for Indirect Cost	\$373,719.50
Max Indirect Cost	\$49,256.22

Filter by Location: All - \$1,096,069.24

Account Number	71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	72510 - Fiscal Services	72710 - Transportation	76100 - Regular Capital Outlay	99100 - Transfers Out	Total
105 - Supervisor / Director		28,630.41	0.00	0.00			28,630.41
119 - Accountants/Bookkeepers			15,425.61				15,425.61
146 - Bus Drivers				144.85			144.85
189 - Other Salaries & Wages	0.00	35,655.00	0.00	0.00			35,655.00
195 - Certified Substitute Teachers	0.00	31,100.52					31,100.52
201 - Social Security	0.00	6,028.08	944.87	0.00			6,972.95
204 - Pensions	0.00	5,031.88	1,877.31	0.00			6,909.19
207 - Medical Insurance	0.00	2,820.00	0.00	0.00			2,820.00
208 - Dental Insurance	0.00	70.65	70.65	0.00			141.30
212 - Employer Medicare	0.00	1,412.99	220.99	0.00			1,633.98

Account Number	71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	72510 - Fiscal Services	72710 - Transportation	76100 - Regular Capital Outlay	99100 - Transfers Out	Total
Line Item Number							
299 - Other Fringe Benefits	0.00	0.00	375.00	0.00			375.00
399 - Other Contracted Services	0.00	67,245.00	0.00	0.00	0.00		67,245.00
429 - Instructional Supplies & Materials	139,795.74						139,795.74
504 - Indirect Cost						49,228.00	49,228.00
524 - In-Service / Staff Development		36,898.17	0.00	0.00			36,898.17
707 - Building Improvements					542,681.00		542,681.00
722 - Regular Instruction Equipment	130,412.52						130,412.52
Total	270,208.26	214,892.70	18,914.43	144.85	542,681.00	49,228.00	1,096,069.24
						Adjusted Allocation	1,096,069.24
						Remaining	0.00

Bobby W Dulle III
8/20/2024

D. D. D.
8/20/24

FY25 ESSER 3.0 Application Board Approval School Year 2024-25

Due November 1, 2024

LEA #: 751	LEA Name (Legal Name of Agency): Murfreesboro City Schools
LEA Legal Mailing Address:	
Street Address: <u>2552 S Church Street</u> _____	
City: <u>Murfreesboro</u> State: <u>Tennessee</u> Zip: <u>37127</u>	

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year's application for filing.
This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

August 27, 2024
Board Meeting Date

Director of Schools (Signature)

Dr Trey Duke
Director of Schools (Print Name)

August 27, 2024
Date Signed

Board of Education Official (Signature)

Butch Campbell
Board of Education Official (Print Name)

August 27, 2024
Date Signed

Agenda Item Title: Reapproval of Palmer Hamilton Designs for Discovery School and Mitchell Neilson Schools

Board Meeting Date: August 27, 2024

Department: Nutrition

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Requires City Council Approval: Yes No

Summary

Following Board approval for the Palmer Hamilton contracts in June 2024, it was determined that the original Palmer Hamilton quotes for cafeteria redesigns for Discovery School and Mitchell Neilson Schools did not include painting services. Because painting is a critical element of each design, it was requested that Palmer Hamilton provide new sales quotations and contracts for approval. These goods and services will be provided under the same terms and the same price as provided in Sourcewell Contract #040121-PHL.

Staff Recommendation

Reapproval of Palmer Hamilton Designs for Discovery School and Mitchell Neilson Schools

Fiscal Impact

The total cost increase following the addition of painting services is \$50,730.00. A breakdown of these amounts is as follows:

School	Original Cost	New Cost with Painting
Discovery School	\$34,467.00	\$52,632.00
Mitchell Neilson Elementary	\$101,028.10	\$114,163.10
Mitchell Neilson Primary	\$31,667.50	\$51,097.50

The total cost of these three projects is \$217,892.60. The funding source for this project is the School Nutrition budget.

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



Empowering Educators, Engaging Students

Sales Quotation Page 1 of 5

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24453-S3N8-1

Project Name:	Discovery School - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 10832

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
PHL for Furniture Solutions with Related Accessories and Services, one
location, tailgate delivery, ramp included.**

Book #9184

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
are not included in unit price.**

**Lead time is currently 12-14 weeks to ship from the factory for most standard
products, plus 3-10 business days transit time for delivery.**

Decor

Book #9184

1	AW1 Elevation A	3mm DiBond / Direct Print / Wall Mount with No Visible Hardware with 6mm PVC Black Backer / Overall Size 190"w x 9.66"h	\$3,625.00	\$2,537.50	1	\$2,537.50
2	AW2a Elevation B	3mm DiBond / Direct Print / Wall Mount with Aluminum Screw Caps / Overall Size 94"w x 95"h	\$8,475.00	\$5,932.50	1	\$5,932.50
3	AW2b Elevation B	6mm Clear Acrylic / 2nd Surface Print / Cut to Size and Shape / Wall Mount with 1" Standoffs / Overall Size 95"w x 37"h	\$4,200.00	\$2,940.00	1	\$2,940.00
4	AW5 Elevation E Serving Area	3mm DiBond / Direct Print / Wall Mount with Aluminum Svwrew Caps / Overall Size 47"w x 65"h	\$3,050.00	\$2,135.00	1	\$2,135.00



Empowering Educators, Engaging Students

Sales Quotation Page 2 of 5

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24453-S3N8-1

Project Name:	Discovery School - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
5	AW6a-c Elevation E Serving Area	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Mixed Sizes / LOT of (3)	\$6,735.00	\$4,714.50	1	\$4,714.50
6	AW3a Elevation D	Layer 1: 3mm DiBond / Direct Print / Cut to Shape / Wall Mount with 2.5" Stand Offs / Layer 2: 3mm White Acrylic / Cut to Shape / Backlit Glow with White LED / Overall Size	\$11,170.00	\$7,819.00	1	\$7,819.00
<i>*NOTE: School to Install Triplex Receptacle Behind the Top Portion of the Lighthouse**</i>						
7	AW3d&e Elevation D	Layer 1: 3mm Clear Acrylic / Cut to Shape / Layer 2: 3mm DiBond / Direct Print / Cut to Shape / Wall Mount with 2.5" Stand Offs / Halo - Low with LED's / Mixed Sizes / LOT of (2)	\$13,605.00	\$9,523.50	1	\$9,523.50
<i>*NOTE: School to Install Triplex Receptacle Behind the Top Portion of the Lighthouse**</i>						
8	Installation Services	Includes inside delivery, uncrating, assembly, installation, removal of installation documents and approved plans and specifications by Palmer Hamilton authorized installer. Dumpster to be provided by school or district.	\$0.00	\$6,265.00	1	\$6,265.00
<p><i>*NOTE: Installation includes: Meeting and unloading of the truck; Removal of old product and cardboard from new product into a dumpster provided by school or dealer; Installation of new product; Training of personnel, if available.</i></p> <p><i>Installation does NOT INCLUDE:</i></p> <p><i>Dumpsters; prevailing wage, any floor or tile work; any trim work or painting around the wall pocket; stairs; moving of electrical or other obstructions; any unforeseen problems not identified in the site survey; damaged block due to removal.</i></p> <p><i>**Sourced Good/Open Market Item "Not on Sourcewell Contract**</i></p>						
9	Paint Fee	Painting Services as Per Book #9184	\$0.00	\$17,365.00	1	\$17,365.00



Empowering Educators, Engaging Students

Sales Quotation Page 3 of 5

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24453-S3N8-1

Project Name:	Discovery School - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
10	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$6,600.00)	1	(\$6,600.00)

Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.

Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.

Lead time is currently 12-14 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.

Friday deliveries are subject to a 10-20% freight charge increase due to additional carrier back haul costs.

The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 5

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24453-S3N8-1

Project Name:	Discovery School - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity. CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order.

Chrome Frames will extend the lead time by two weeks.

Purchase order should reference Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:

Palmer Hamilton LLC
143 S. Jackson St.
Elkhorn, WI 53121

Kneeland Wright
School & Office Supply
Palmer Hamilton Dealer of Record

Sub Total	\$52,632.00
Sales Tax	\$0.00
Shipping	
Total	\$52,632.00

Delivered unit pricing to Murfreesboro, TN 37130 per Palmer Hamilton's Sourcewell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.

Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.

C01



Empowering Educators, Engaging Students

Sales Quotation Page 5 of 5

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24453-S3N8-1

Project Name:	Discovery School - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Lead Time: Lead time may be affected by material availability and the production schedule at the time the order is received.

Fabric: Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.

Prices: Prices are effective for 60 days from the Sales Quotation date.

Delivery: Delivery date is an estimate and is based on current lead time at the time an order is received.

Sales Tax: Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.

Installation: Installation charges are not included in the above price unless expressly noted.

Dumpster: Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.

Freight Rates: Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.

Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.

Terms and Conditions: Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

All purchase orders are subject to credit approval.

**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature)

Print Name

Title

Date



Empowering Educators, Engaging Students

Sales Quotation Page 1 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 10832

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
PHL for Furniture Solutions with Related Accessories and Services, one
location, tailgate delivery, ramp included.**

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
are not included in unit price.**

**Lead time is currently 12-14 weeks to ship from the factory for most standard
products, plus 3-10 business days transit time for delivery.**

Furniture

Book #8422

1	59T122960RD-S8	8 Stool Table 29"H x 60" dia. <i>Frame: Powdercoat Frame Color: Black-BL Laminate: Group 1 Laminate Choice: LAM #3 WA Catalina 13092-60 Edge: EdgeGuard Edge Color: Black (001) Stool Color: Bright Elementary Red</i>	\$3,304.00	\$2,312.80	3	\$6,938.40
2	59T123260RD-S6	6 Stool Table 32"H x 60" dia. Wheelchair- Accessible <i>Frame: Powdercoat Frame Color: Black-BL Laminate: Group 1 Laminate Choice: LAM #3 WA Catalina 13092-60 Edge: EdgeGuard Edge Color: Black (001) Stool Color: Bright Elementary Red</i>	\$3,627.00	\$2,538.90	1	\$2,538.90



Empowering Educators, Engaging Students

Sales Quotation Page 2 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
3	59T0829120EL-S12	12 Stool Table 29"H x 44"W x 120"L <i>Frame: Powdercoat Frame Color: Black-BL Laminate: LOGO Laminate Choice: LOGO LAM #1 Edge: EdgeGuard Edge Color: Black (001) Stool Color: Elementary Blue</i>	\$6,067.00	\$4,246.90	7	\$29,728.30
4	59T0829120EL-S12	12 Stool Table 29"H x 44"W x 120"L <i>Frame: Powdercoat Frame Color: Black-BL Laminate: Group 1 Laminate Choice: LAM #2 WA Candy Apple 13906-60 Edge: EdgeGuard Edge Color: Black (001) Stool Color: Elementary Blue</i>	\$4,776.00	\$3,343.20	8	\$26,745.60
5	METHOD-18A-BLK-CHR	Method 18 Inch High <i>Shell Color: Black (BLK) Frame Color: Chrome (CHR)</i>	\$298.00	\$208.60	2	\$417.20

Decor
Book #8422

6	AW1a-b Elevation A	3M 480C Rough Wall / Direct Print with Overlam / Adhere to Wall with Heat / Mixed Sizes / LOT of (2)	\$12,278.00	\$8,594.60	1	\$8,594.60
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*NOTE: Wall Must be Free of Chipped Paint or Obstacles for Proper Adhesion**



Empowering Educators, Engaging Students

Sales Quotation Page 3 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	

Pamela Gannon
PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
7	AW2 Elevation A	3mm DiBond / Direct Print / Wall Mount with 1" Stand Offs / Overall Size 1400"w x 14.57h	\$12,278.00	\$8,594.60	1	\$8,594.60
8	AW3a-d Column Wrap	6mm PVC with Overlam and 1" Aluminum Channels on all Corners/ Direct Print / Mounted Directly to Existing Columns with Snap Caps / Overall Size Each 48"w x 119" h / LOT of (4)	\$8,440.00	\$5,908.00	1	\$5,908.00
9	AW4 LED Elevation C	LIT 3mm Dibond / Direct Print / Spot White Ink / Cut to Shape / RGB LED Mounted to Backside to Produce Halo Glow / Mount Over AW2 with 2.5" Stand Offs / Overall Size 47"w x 32.4"h	\$6,885.00	\$4,819.50	1	\$4,819.50
<p><i>*NOTE: UL Certified Halo LIT LED Light Source. Includes Consumer Plug. Power Outlet Must be Within 48" of Piece. Any Power Run, Connection or Electrical Work to be Provided by School**</i></p>						
10	AW5 Elevation D	3mm DiBond / Direct Print / Wall Mount with 1" Stand Offs / Overall Size 79.19"w x 16"h	\$2,895.00	\$2,026.50	1	\$2,026.50
11	AW6a-b Elevation E	3mm DiBond / Direct Print / Wall Mount with 1" Stand Offs / Mixed Sizes / LOT of (2)	\$7,290.00	\$5,103.00	1	\$5,103.00
12	AW6c LED Elevation E	3mm DiBond / Direct Print / Cut to Shape / Reverse Bevel Cut to Bend Into Corner /White LED Mounted Behind to Produce Halo Glow / Wall Mount with 2.5" Stand Offs / Overall Size 90"h	\$3,645.00	\$2,551.50	1	\$2,551.50



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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NOTE: UL Certified Halo LIT LED Light Source. Includes Consumer Plug and Remote. Power Outlet Must be Within 48" of Piece. Any Power Run, Connection or Electrical Work to be Provided by School*

13	AW7a Elevation G&I	3mm DiBond / Direct Print / Cut to Shape / Wall Mount with 1" Stand Offs / Overall Size 74"w x 13.29"h / LOT of (2)	\$3,505.00	\$2,453.50	1	\$2,453.50
14	AW7b Elevation G&I	3mm DiBond / Direct Print / Cut to Shape / Wall Mount with 1" Stand Offs / Overall Size 74"w x 13.29"h / LOT of (2)	\$3,505.00	\$2,453.50	1	\$2,453.50
15	AW8 Elevation G&I	3mm DiBond / Direct Print / Cut to Shape / Wall Mount with 1" Stand Offs / Overall Size 44"w x 30.55"h / LOT of (2)	\$4,000.00	\$2,800.00	1	\$2,800.00
16	Installation Services	Includes inside delivery, uncrating, assembly, installation, removal of installation documents and approved plans and specifications by Palmer Hamilton authorized installer. Dumpster to be provided by school or district.	\$0.00	\$11,755.00	1	\$11,755.00

**NOTE: Installation includes: Meeting and unloading of the truck; Removal of old product and cardboard from new product into a dumpster provided by school or dealer; Installation of new product; Training of personnel, if available.*

Installation does NOT INCLUDE:

Dumpsters; prevailing wage, any floor or tile work; any trim work or painting around the wall pocket; stairs; moving of electrical or other obstructions; any unforeseen problems not identified in the site survey; damaged block due to removal.

Sourced Good/Open Market Item "Not on Sourcewell Contract

17	Paint Fee	Painting Services per Book #8422	\$0.00	\$12,535.00	1	\$12,535.00
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Empowering Educators, Engaging Students

Sales Quotation Page 5 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	

Pamela Gannon
PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
18	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$21,800.00)	1	(\$21,800.00)

Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.

Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.

Lead time is currently 12-14 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.

Friday deliveries are subject to a 10-20% freight charge increase due to additional carrier back haul costs.

The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment

Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity. CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order.

Chrome Frames will extend the lead time by two weeks.

Purchase order should reference Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:

Palmer Hamilton LLC
143 S. Jackson St.
Elkhorn, WI 53121

Kneeland Wright
School & Office Supply
Palmer Hamilton Dealer of Record



Empowering Educators, Engaging Students

Sales Quotation Page 6 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	

Pamela Gannon
PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sub Total	\$114,163.10
Sales Tax	\$0.00
Shipping	
Total	\$114,163.10

Delivered unit pricing to Murfreesboro, TN 37129 per Palmer Hamilton's Sourcewell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.

Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.

C01



Empowering Educators, Engaging Students

Sales Quotation Page 7 of 7

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24519-N0C4-1

Project Name:	Mitchell Neilsen Elementary - Murfreesboro, TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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- Lead Time:** Lead time may be affected by material availability and the production schedule at the time the order is received.
- Fabric:** Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.
- Prices:** Prices are effective for 60 days from the Sales Quotation date.
- Delivery:** Delivery date is an estimate and is based on current lead time at the time an order is received.
- Sales Tax:** Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.
- Installation:** Installation charges are not included in the above price unless expressly noted.
- Dumpster:** Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.
- Freight Rates:** **Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.**
Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.
- Terms and Conditions:** Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

All purchase orders are subject to credit approval.

**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature)	Print Name	Title	Date
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Empowering Educators, Engaging Students

Sales Quotation Page 1 of 4

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24619-V1F7-1

Project Name:	Mitchell Neilsen Primary - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 10832

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
PHL for Furniture Solutions with Related Accessories and Services, one
location, tailgate delivery, ramp included.**

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
are not included in unit price.**

BOOK #9186

**Lead time is currently 12-14 weeks to ship from the factory for most
standard products, plus 3-10 business days transit time for delivery.**

Decor

Book #8423

1	AW1 Elevation A	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Overall Size 59" Diameter	\$2,685.00	\$1,879.50	1	\$1,879.50
2	AW2 Elevation A	6mm Clear Acrylic / 2nd Surface Print / Cut to Size and Shape / Wall Mount with Silver Standoffs / Overall Size 59"w x 30"h	\$2,830.00	\$1,981.00	1	\$1,981.00
3	AW3-6 Elevations B	6mm PVC / Direct Print / Cut to Shape / Wall Mount with 1" Stand Offs / Overall Size 66"w x 88"h / LOT of (4)	\$17,655.00	\$12,358.50	1	\$12,358.50

NOTE: Seams Will be Visible*



Empowering Educators, Engaging Students

Sales Quotation Page 2 of 4

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24619-V1F7-1

Project Name:	Mitchell Neilsen Primary - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
4	AW7-10 Elevation D	6mm PVC / Direct Print / Cut to Shape / Wall Mount with 1" Stand Offs / Overall Size 66"w x 88"h / LOT of (4)	\$17,655.00	\$12,358.50	1	\$12,358.50
*NOTE: Seams Will be Visible**						
5	Installation Services	Off-loading, inside delivery, setting in place, assembly, and installation by Palmer Hamilton authorized installer. Dumpster to be provided by school or district.	\$0.00	\$8,490.00	1	\$8,490.00
*NOTE: Installation includes meeting and unloading of the truck; Removal of old product and cardboard from new product into a dumpster provided by school or dealer; Installation of new product; Training of personnel, if available. Installation does NOT INCLUDE: Dumpsters; prevailing wage, any floor or tile work; any trim work or painting around the wall pocket; stairs; moving of electrical or other obstructions; any unforeseen problems not identified in the site survey; damaged block due to removal. Sourced Good/Open Market Item "Not on Sourcewell Contract**						
6	Paint Fee	Painting Services Per Book # 9186	\$0.00	\$18,630.00	1	\$18,630.00
7	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$4,600.00)	1	(\$4,600.00)

Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.

Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.

Lead time is currently 12-14 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.

Friday deliveries are subject to a 10-20% freight charge increase due to additional carrier back haul costs.

The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment



Empowering Educators, Engaging Students

Sales Quotation Page 3 of 4

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313

Fax:

Date	Quote #
8/12/2024	RFQ-24619-V1F7-1

Project Name:	Mitchell Neilsen Primary - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity. CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order. Chrome Frames will extend the lead time by two weeks.

Purchase order should reference the Sourcewell Contract number 091423-PHL, Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:
Palmer Hamilton LLC
143 S. Jackson St.
Elkhorn, WI 53121

Kneeland Wright
School & Office Supply
Palmer Hamilton Dealer of Record

Sub Total	\$51,097.50
Sales Tax	\$0.00
Shipping	
Total	\$51,097.50

Delivered unit pricing to Murfreesboro, TN 37129 per Palmer Hamilton's Sourcewell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.
Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.
#C01



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 4

Murfreesboro City School District-
Murfreesboro, TN
Sandy Scheele
2552 S. Church St
Murphreesboro, TN 37127
US

Phone: 615-893-2313
Fax:

Date	Quote #
8/12/2024	RFQ-24619-V1F7-1

Project Name:	Mitchell Neilsen Primary - TN
Quote Expires On:	10/12/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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- Lead Time:** Lead time may be affected by material availability and the production schedule at the time the order is received.
- Fabric:** Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.
- Prices:** Prices are effective for 60 days from the Sales Quotation date.
- Delivery:** Delivery date is an estimate and is based on current lead time at the time an order is received.
- Sales Tax:** Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.
- Installation:** Installation charges are not included in the above price unless expressly noted.
- Dumpster:** Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.
- Freight Rates:** **Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.**
Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.
- Terms and Conditions:** Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

All purchase orders are subject to credit approval.

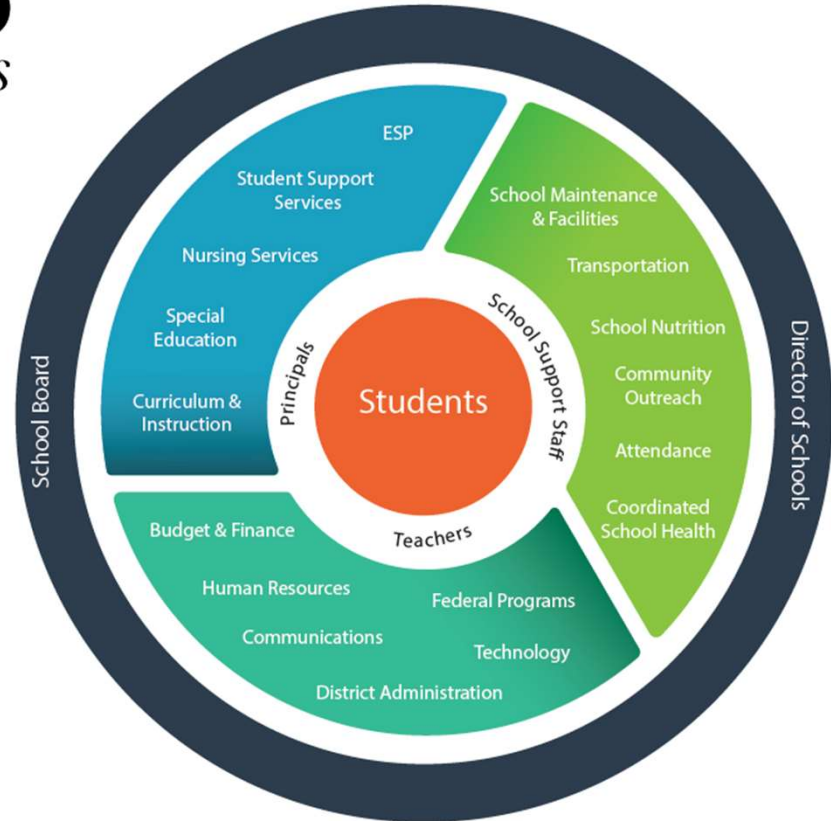
**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

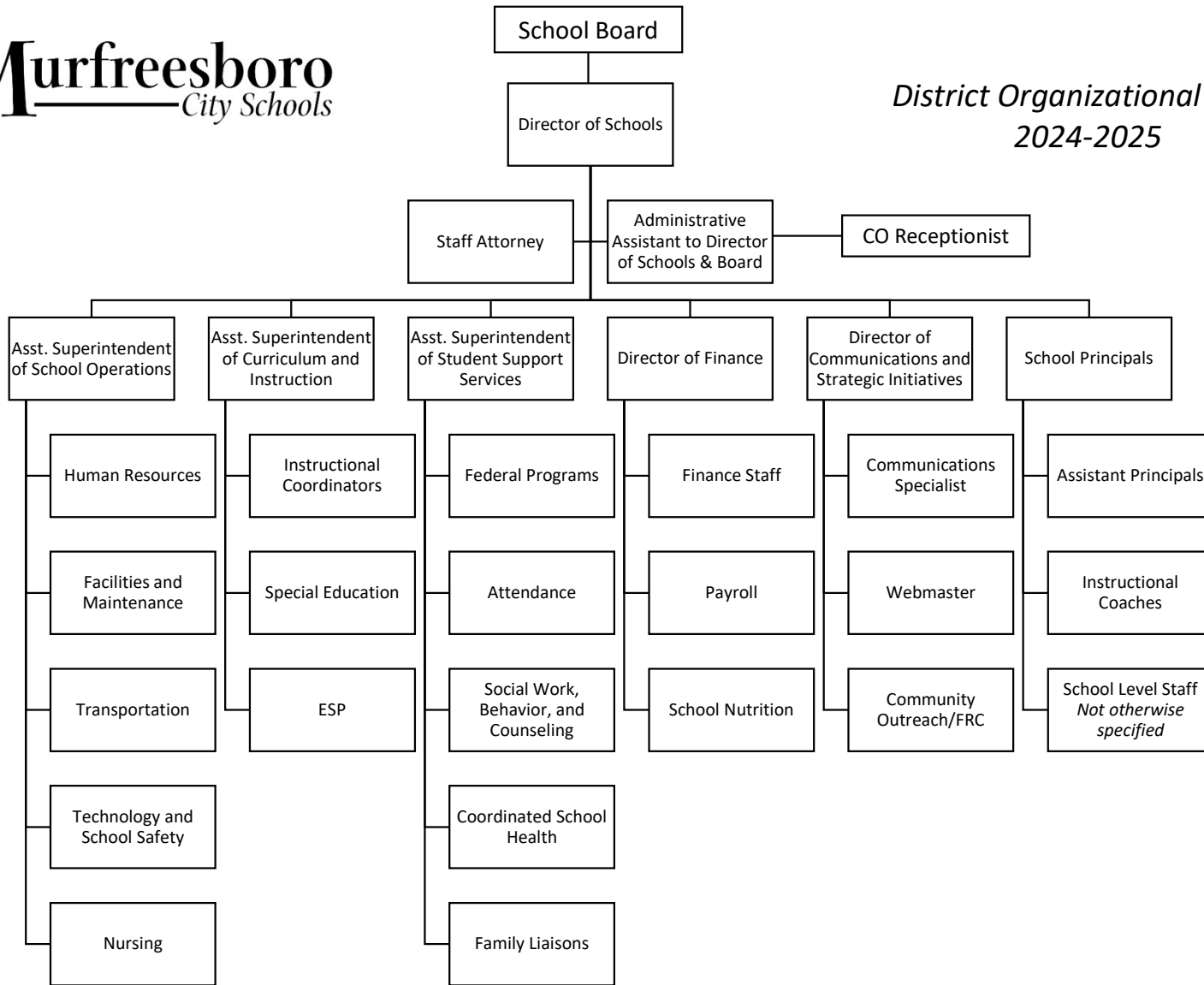
Accepted By (Signature)	Print Name	Title	Date

Murfreesboro City Schools

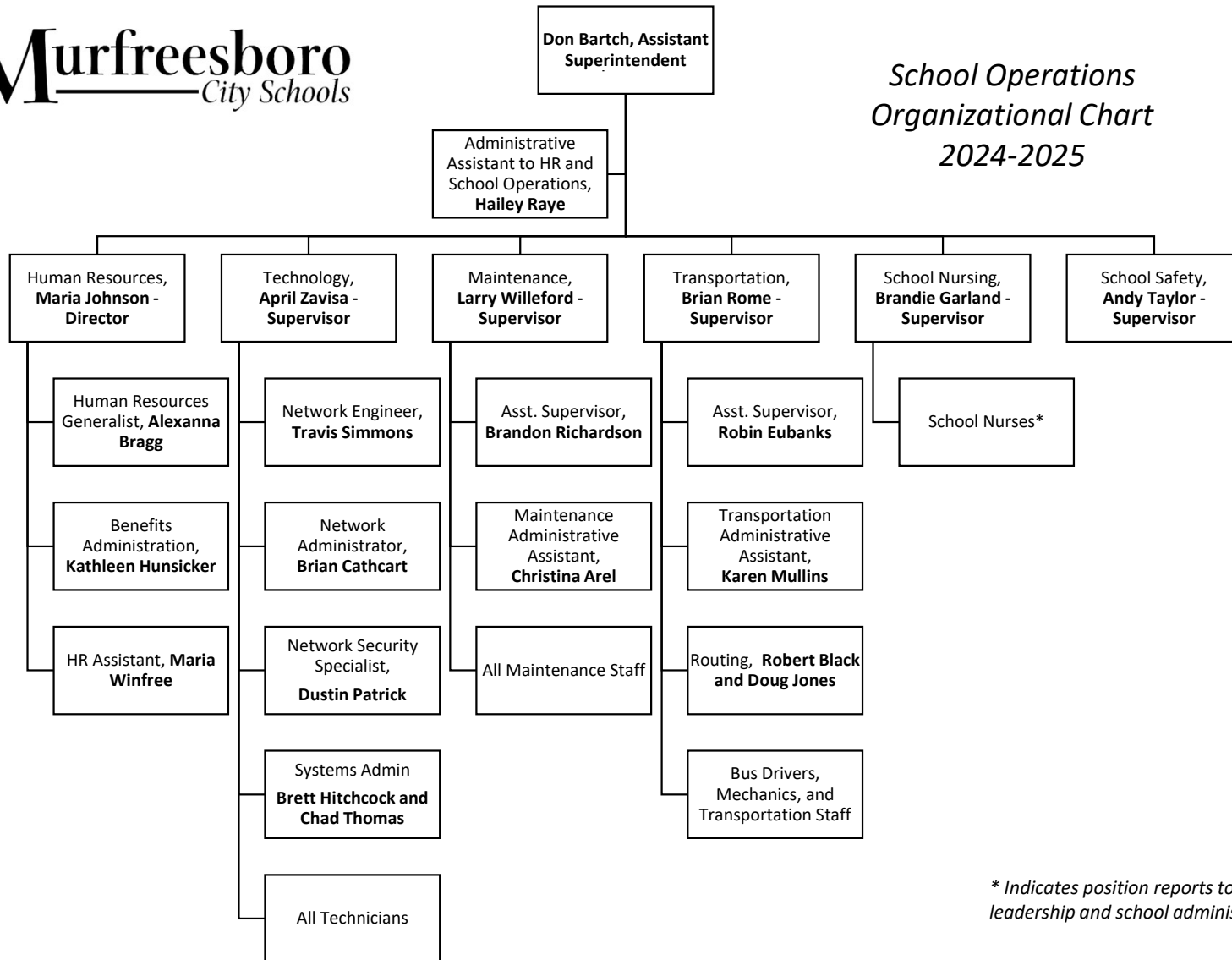
Organizational Chart 2024-2025



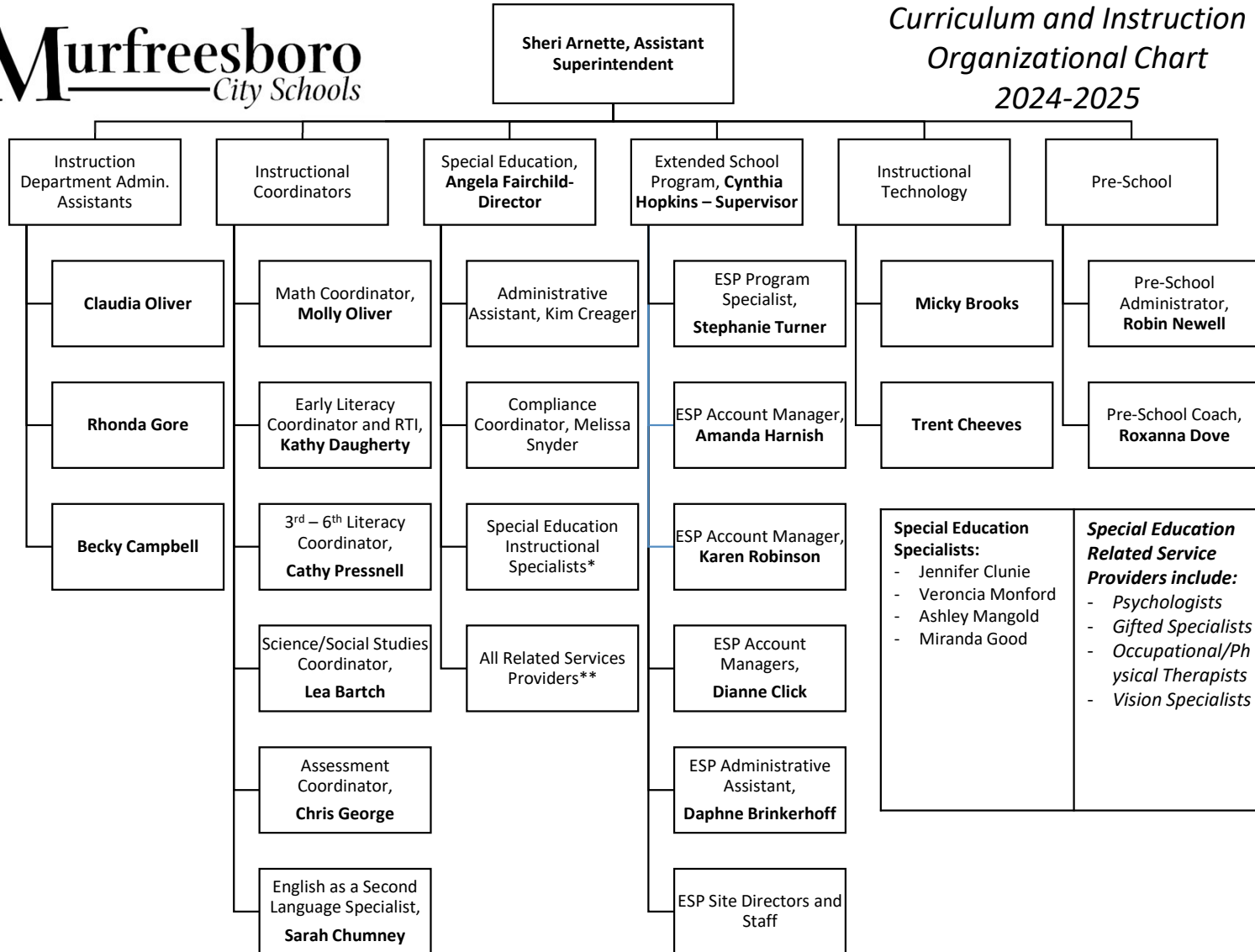
The mission of MCS is to assure the academic and personal success of each child.



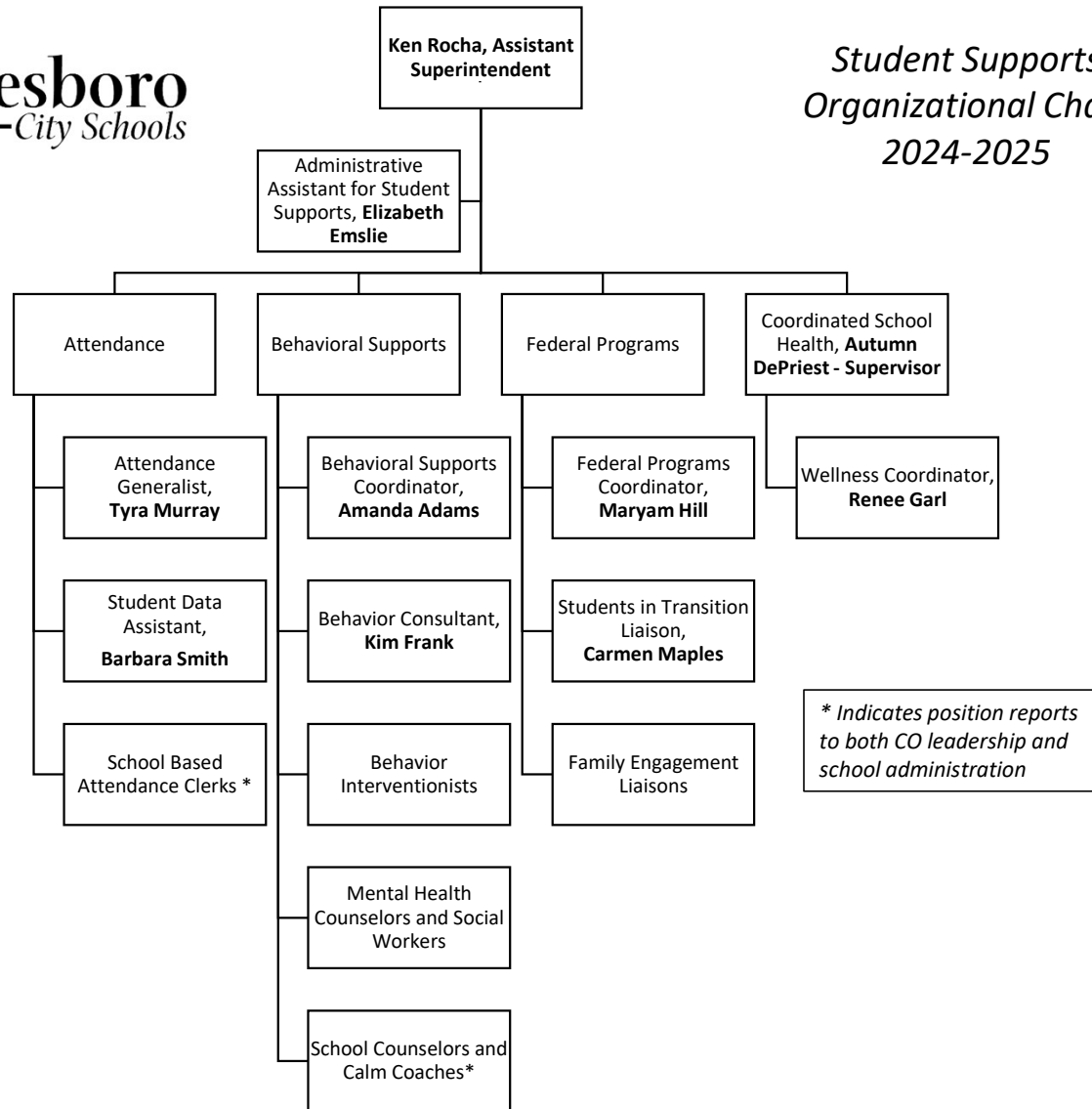
*School Operations
Organizational Chart
2024-2025*

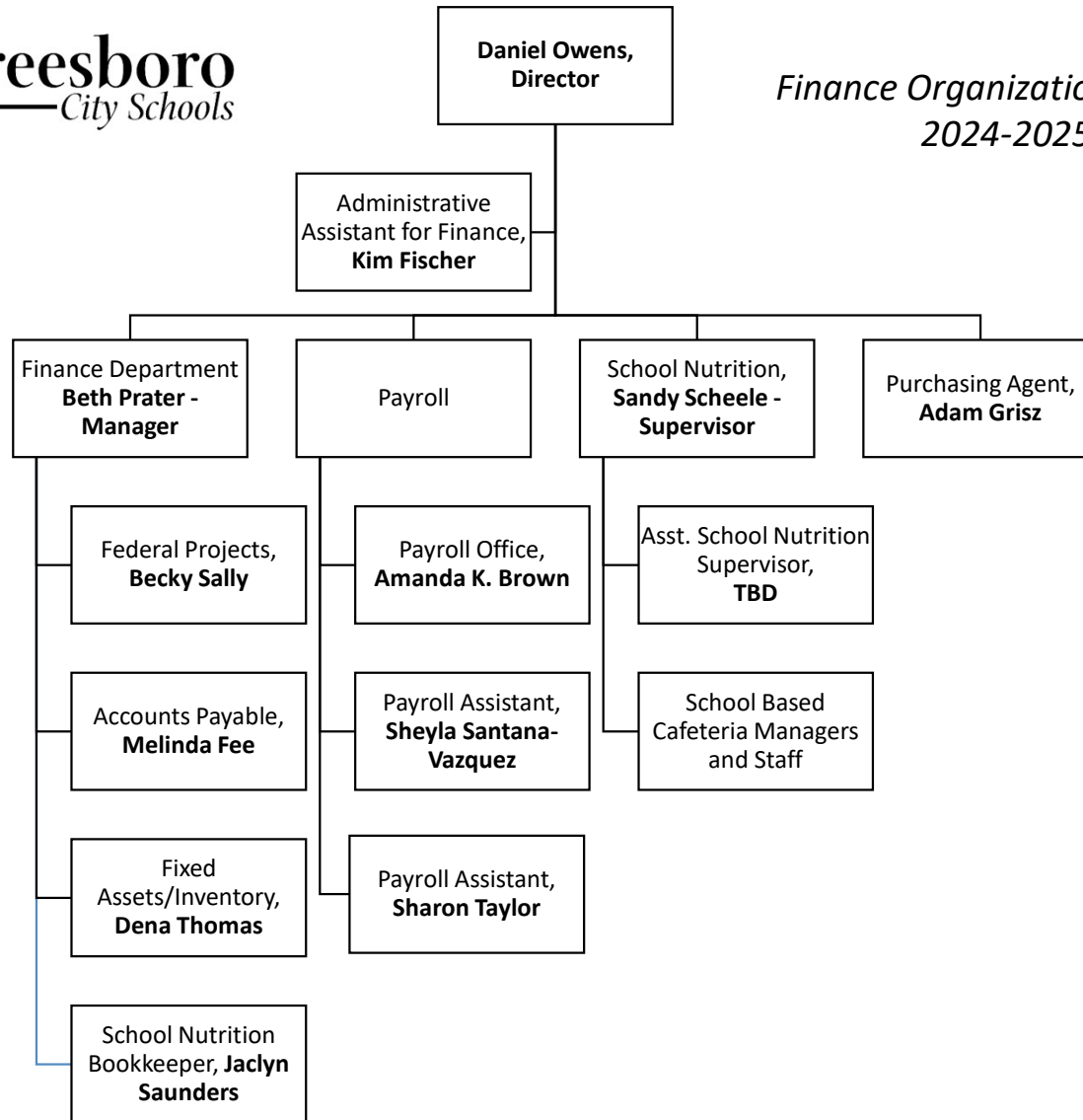


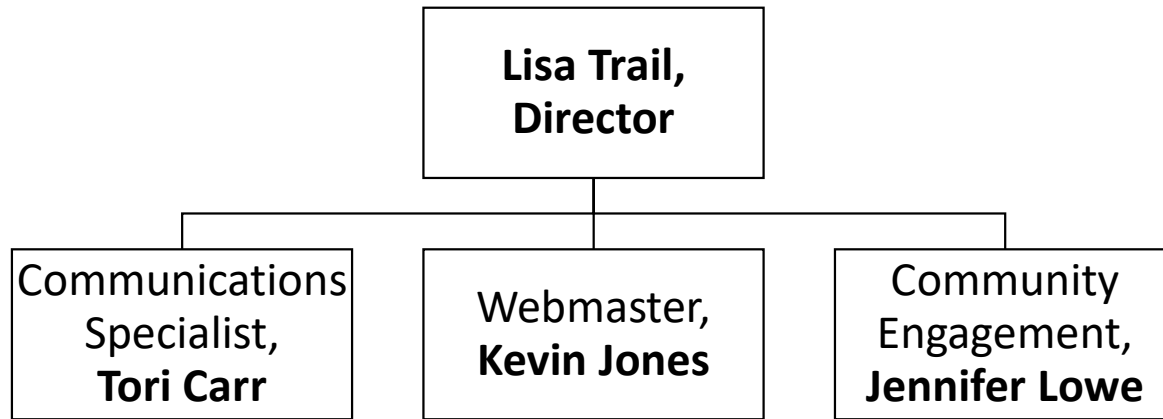
** Indicates position reports to both CO leadership and school administration*



*Student Supports
Organizational Chart
2024-2025*







Agenda Item Title: Certified Employee Data 2024-2025

Board Meeting Date: August 27, 2024

Department: Human Resources

Presented by: Dr. Maria Johnson

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

This certified employee data for the 2024-2025 school year is presented to the Board for review. This reported outlines data for certified new hires for the 24-25 school year as well as exit interview results for the 23-24 school year.

Staff Recommendation

For informational purposes only

Fiscal Impact

No fiscal impact

Connection to MCS's Five-Year Strategic Plan

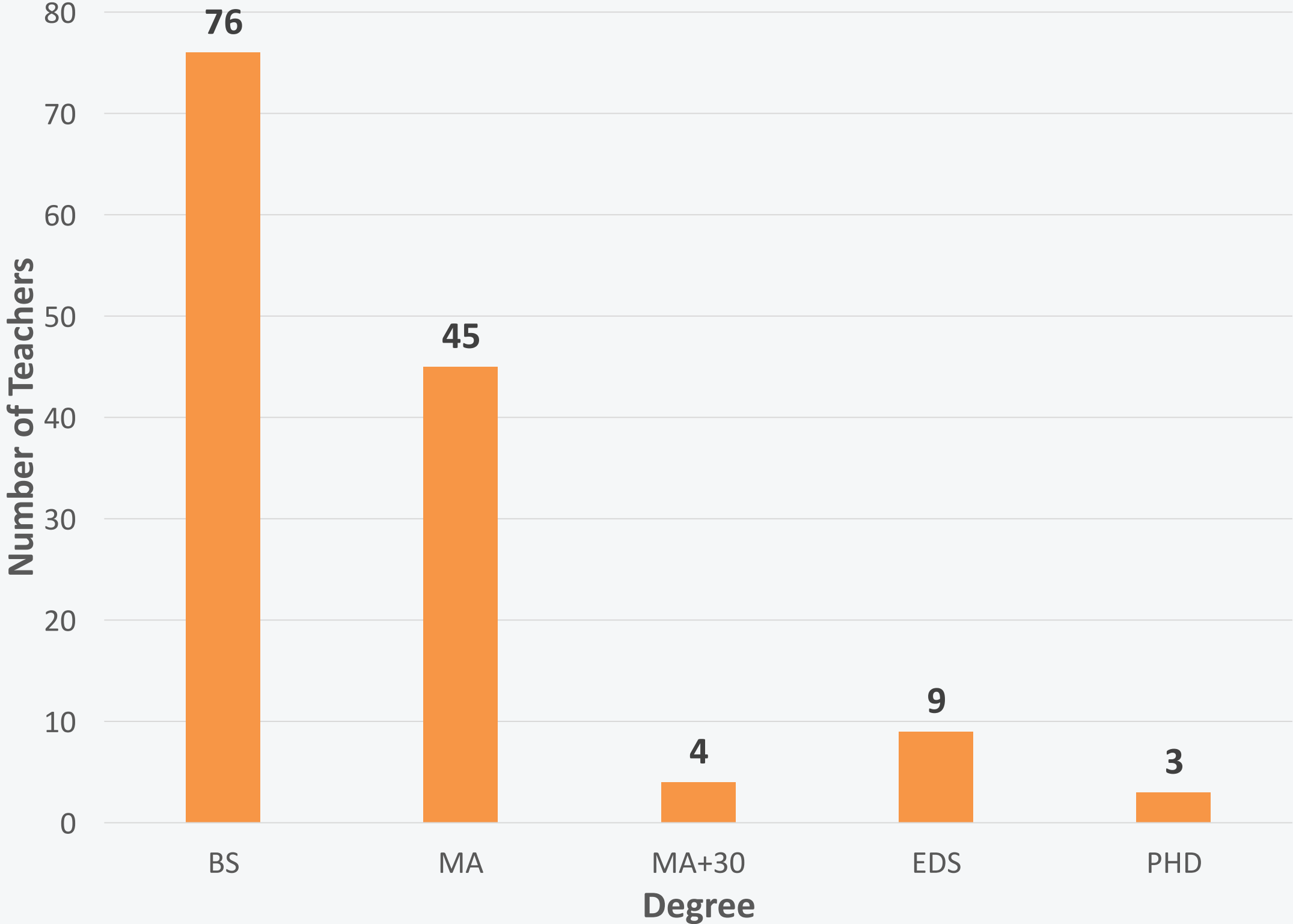
- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective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

Certified Employee Data

School Year 2024-2025



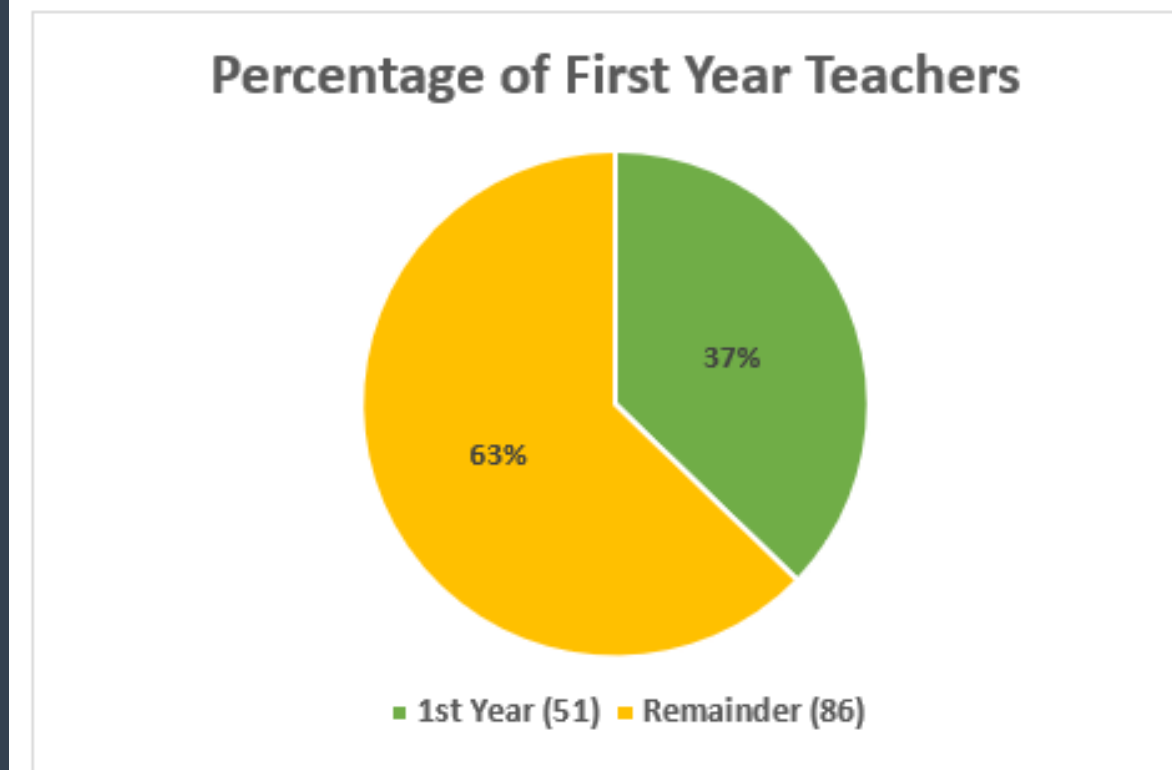
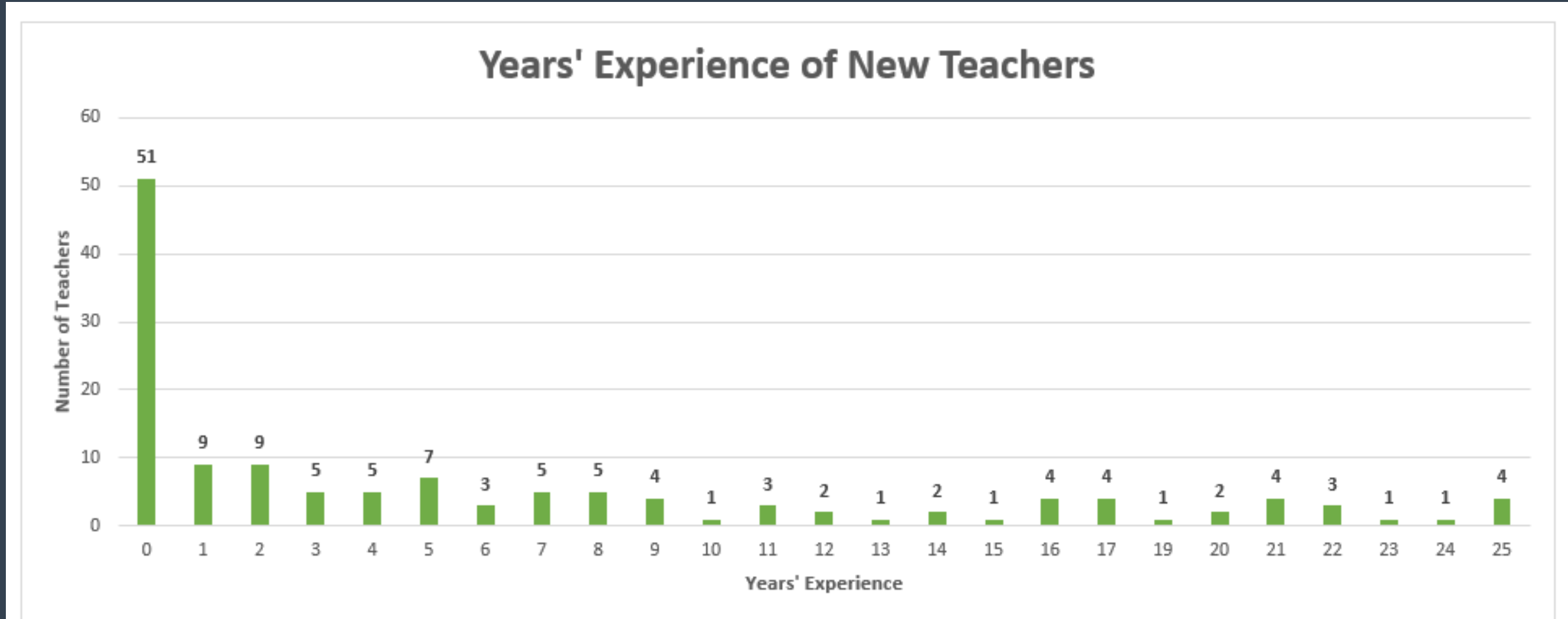
Degree Levels of New Teachers



- **55% Bachelor of Science Degree**
- **45% Advanced Degrees**

Years of Experience

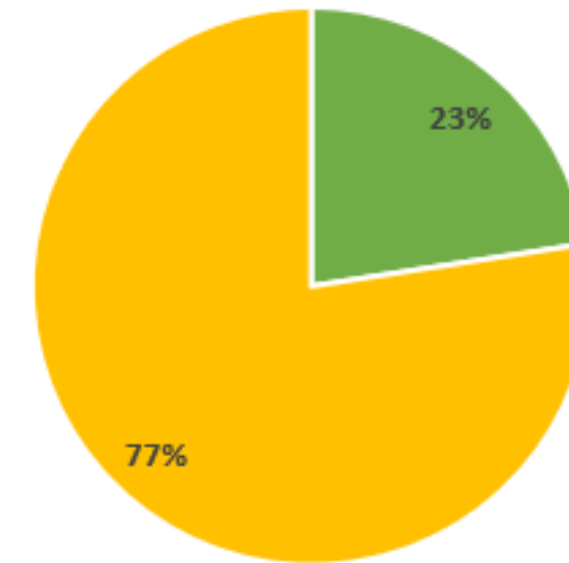
- 63% Experienced Teachers
- 37% First Year Teachers
- 25% Ten Plus Years of Experience



New Hires on Permits

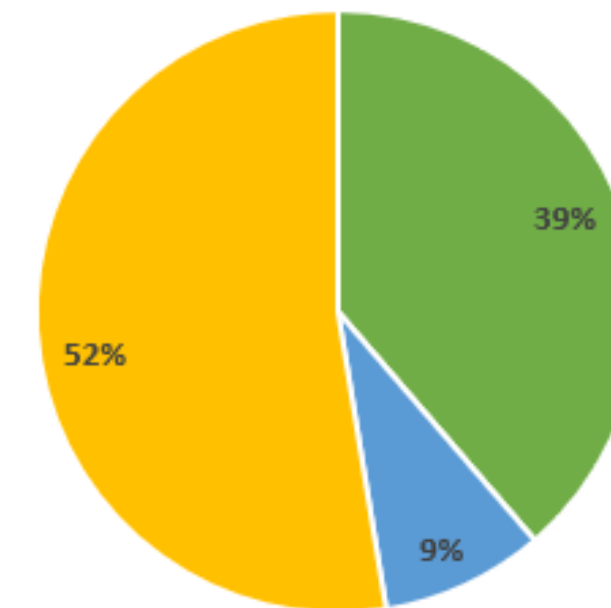
- 30 Teachers with First-Year Permits
- 1/4 of New Hires on First Year Permits
- 103 Licensed New Hires
- 39% Transfers from Local Districts/Agencies
- 9% Out of State Hires

New Hires on Permit



■ Permit (30) ■ Licensed (103)

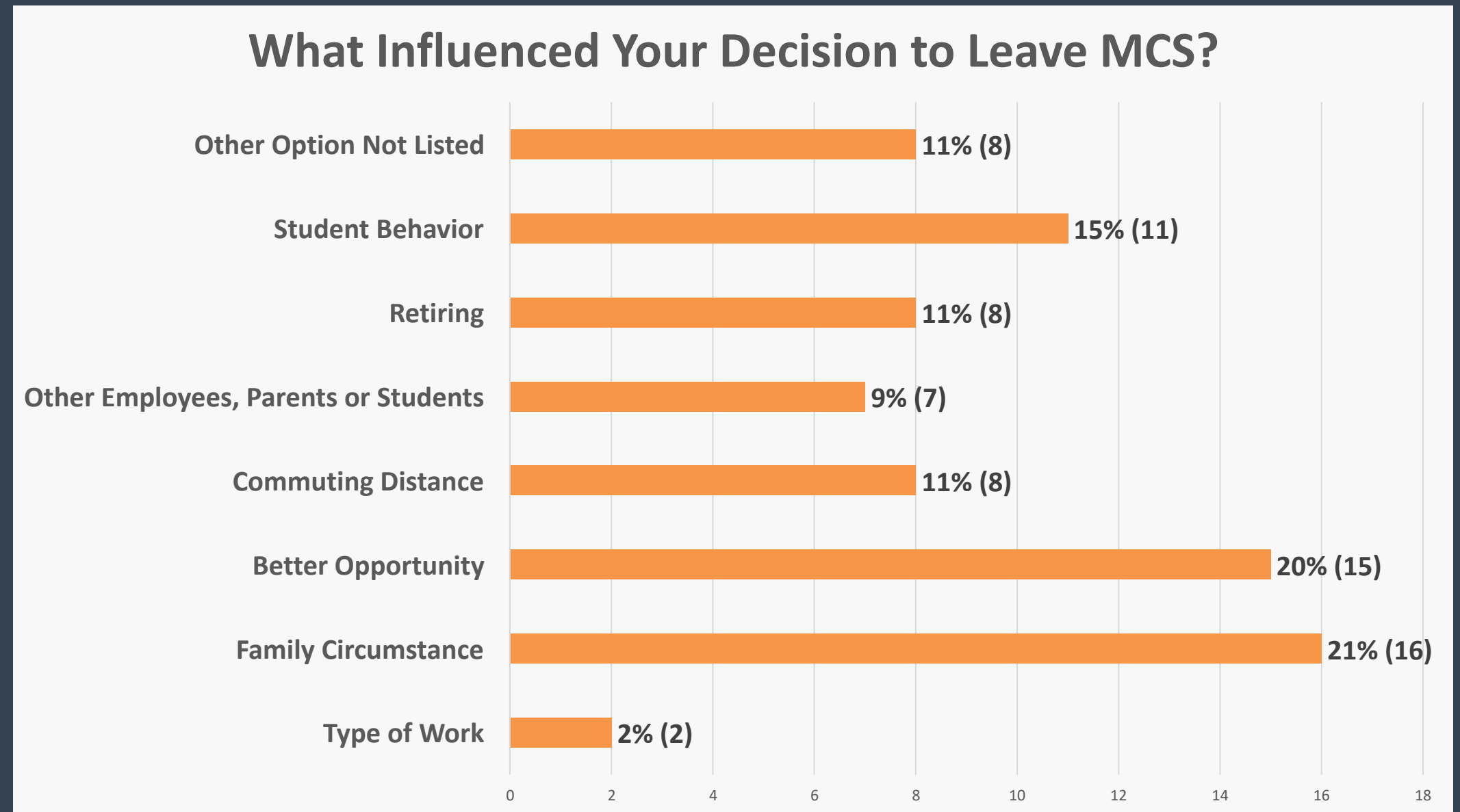
Transfers



■ From Another Local Education Agency ■ From Out of State ■ Non-Transfers

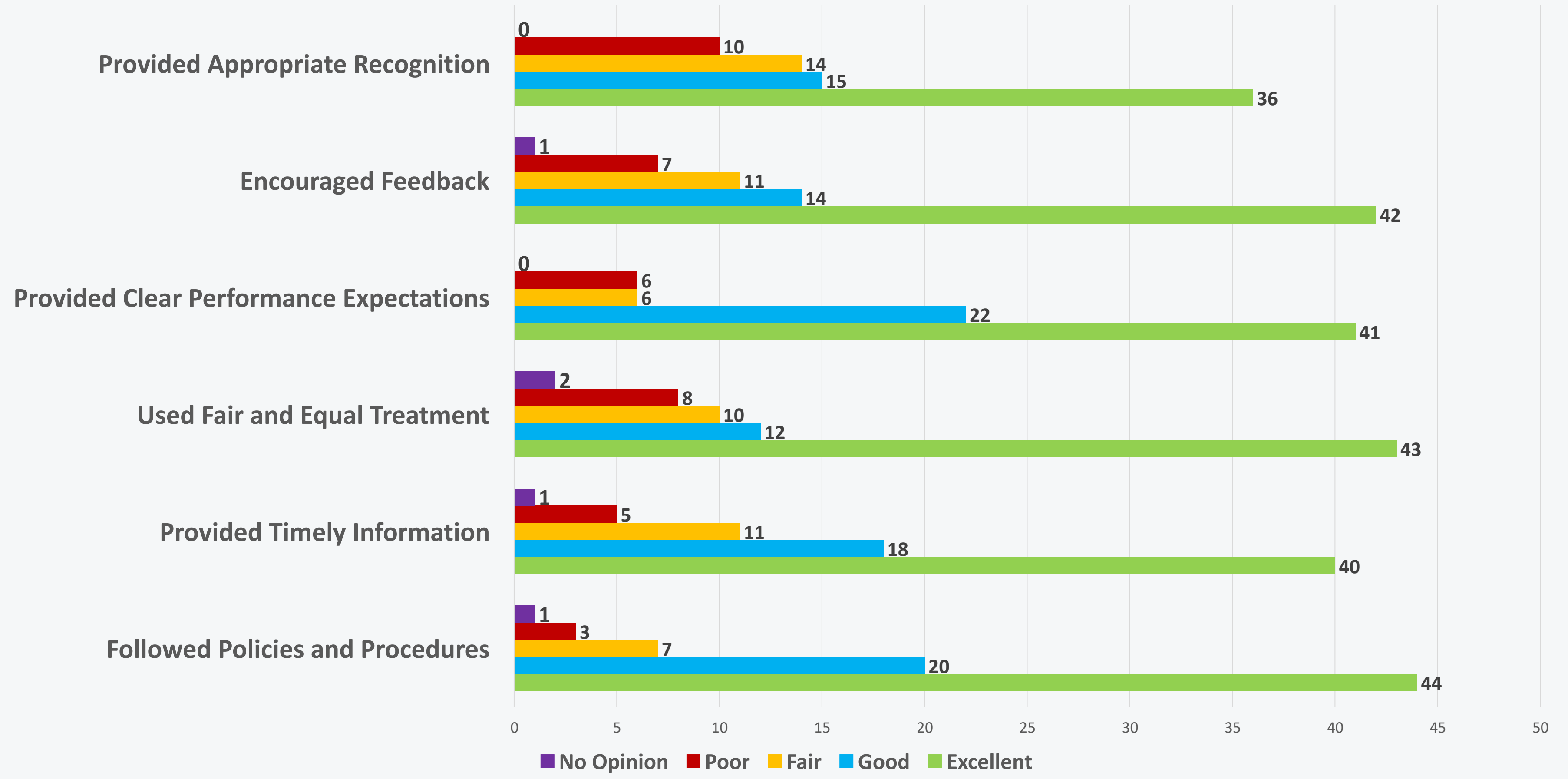
2023-2024 Certified Exit Interviews

Schools Represented	# of Responses
Black Fox	4
Bradley	3
Cason Lane/PreK	9
Discovery	0
Erma Siegel	6
Hobgood	5
John Pittard	11
Mitchell Neilson	3
Northfield	1
Overall Creek	11
Reeves Rogers	5
Salem	6
Scales	8
Central Office/System Wide	3
Did not list location	0

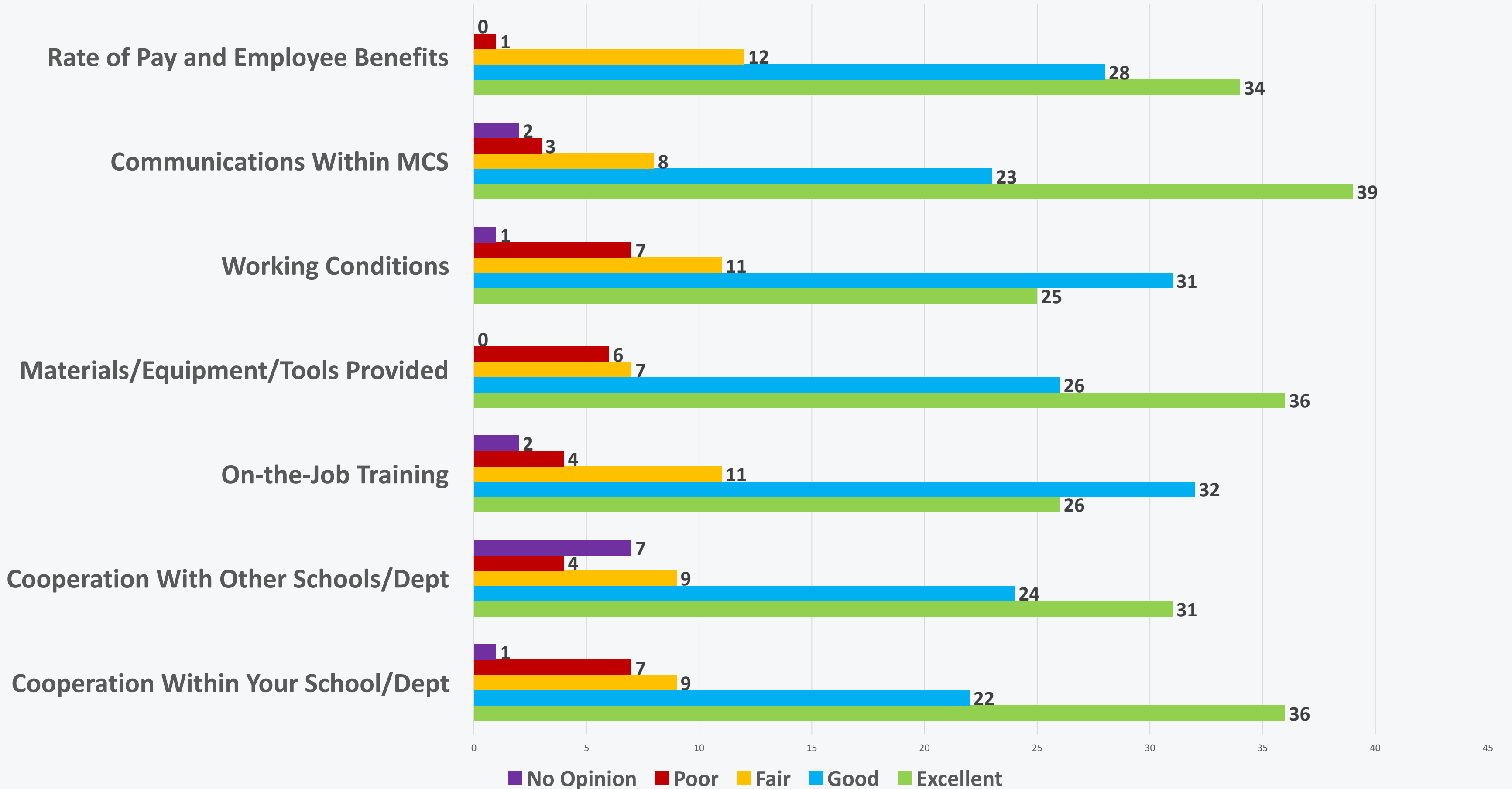


Over 60% of employees left MCS due to promotions, family related reasons, or retirement

How Would You Rate the Supervision You Received in the Following Areas?



How Would You Rate the Following While Working at MCS?

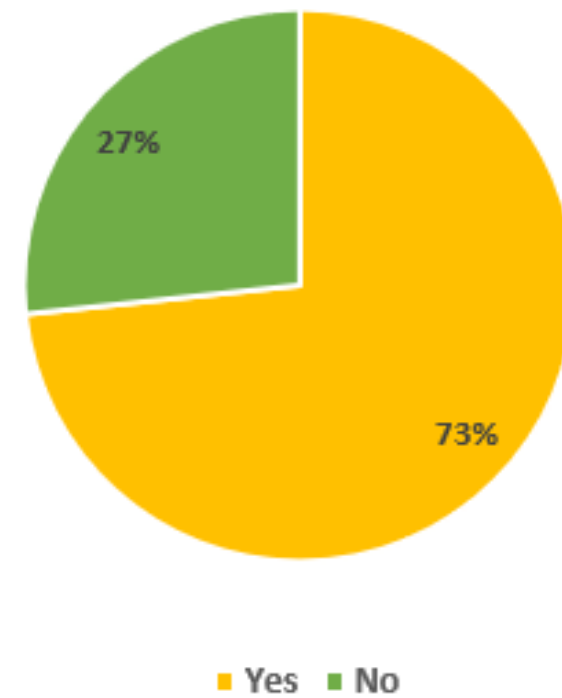


HOW WOULD YOU RATE THE SUPERVISION YOU RECEIVED IN THE FOLLOWING AREAS?

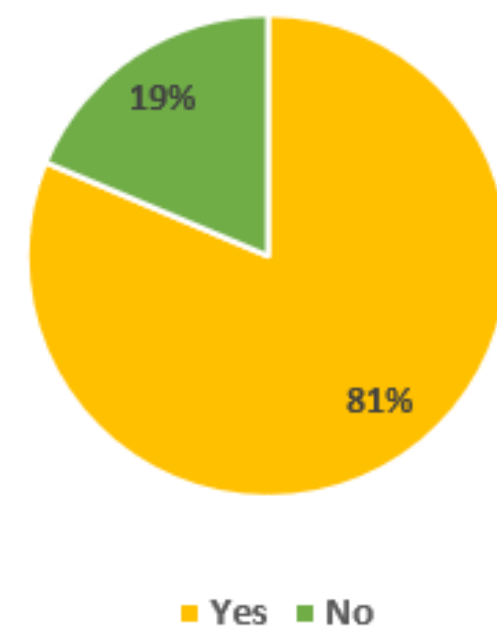
	FOLLOWED POLICIES AND PROCEDURES	PROVIDED TIMELY INFORMATION	USED FAIR AND EQUAL TREATMENT	PROVIDED CLEAR PERFORMANCE EXPECTATIONS	ENCOURAGED FEEDBACK
Excellent	59%	53%	57%	55%	56%
Good	27%	24%	16%	29%	19%
Ex & Good	86%	77%	73%	84%	75%
Fair	10%	16%	16%	8%	16%
Poor	4%	7%	11%	8%	9%
	PROVIDED APPROPRIATE RECOGNITION	COOPERATION WITHIN YOUR SCHOOL/DEPARTMENT	COOPERATION WITH OTHER SCHOOLS/DEPARTMENTS	ON-THE-JOB TRAINING	MATERIAL/EQUIPMENT/TOOLS PROVIDED
Excellent	48%	48%	41%	35%	48%
Good	20%	29%	32%	43%	35%
Ex & Good	68%	77%	74%	78%	83%
Fair	19%	14%	22%	17%	9%
Poor	13%	9%	5%	5%	8%
	WORKING CONDITIONS	COMMUNICATIONS WITHIN MCS	YOUR RATE OF PAY AND THE EMPLOYEE BENEFITS PROVIDED		
Excellent	33%	52%	45%		
Good	41%	31%	37%		
Ex & Good	74%	83%	82%		
Fair	17%	13%	16%		
Poor	9%	4%	2%		

Appropriate Recognition only area below 70%

Will You Be Leaving MCS for Other Employment?

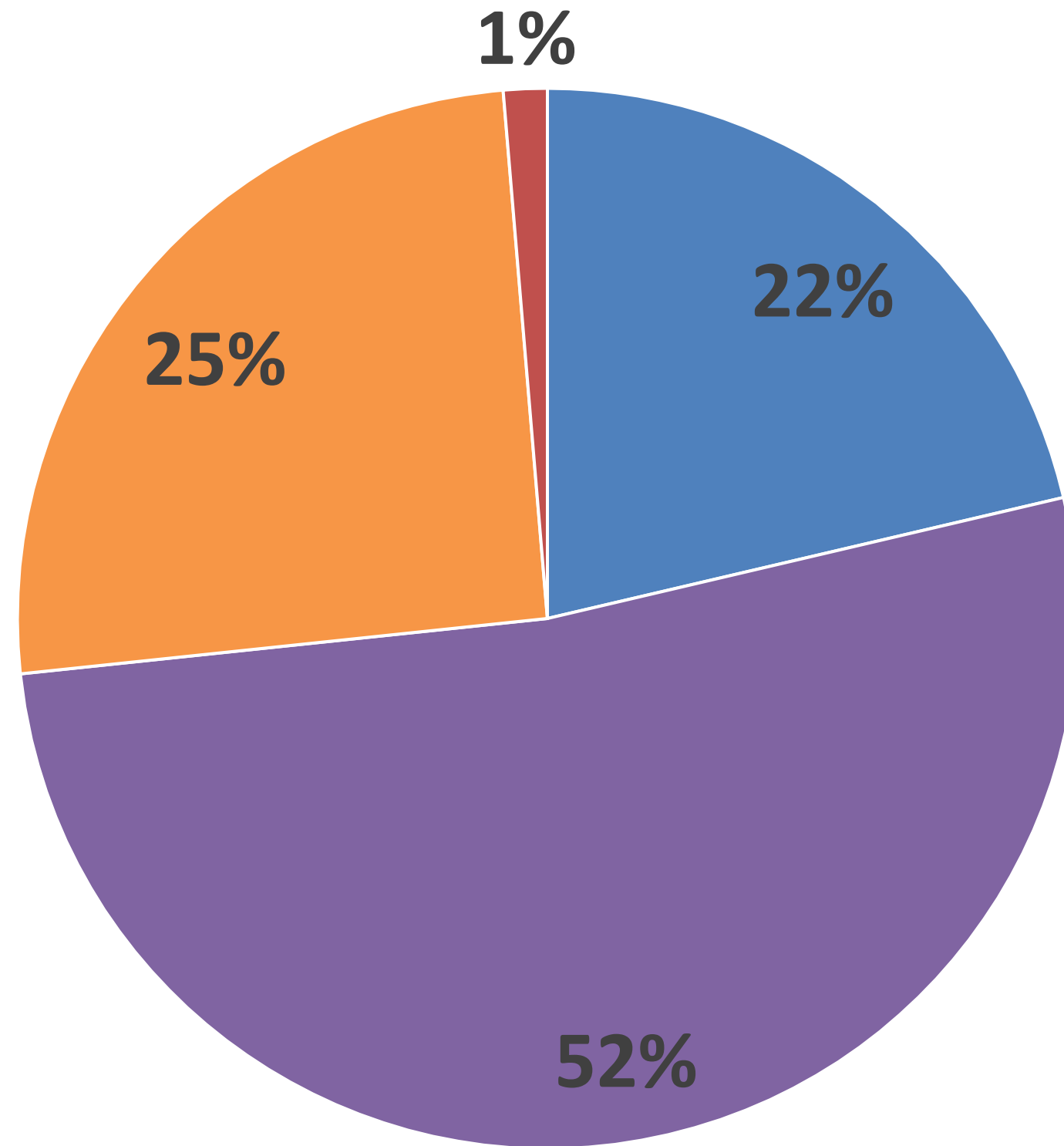


If the Opportunity Presented Itself, Would You Consider Employment with MCS Again?



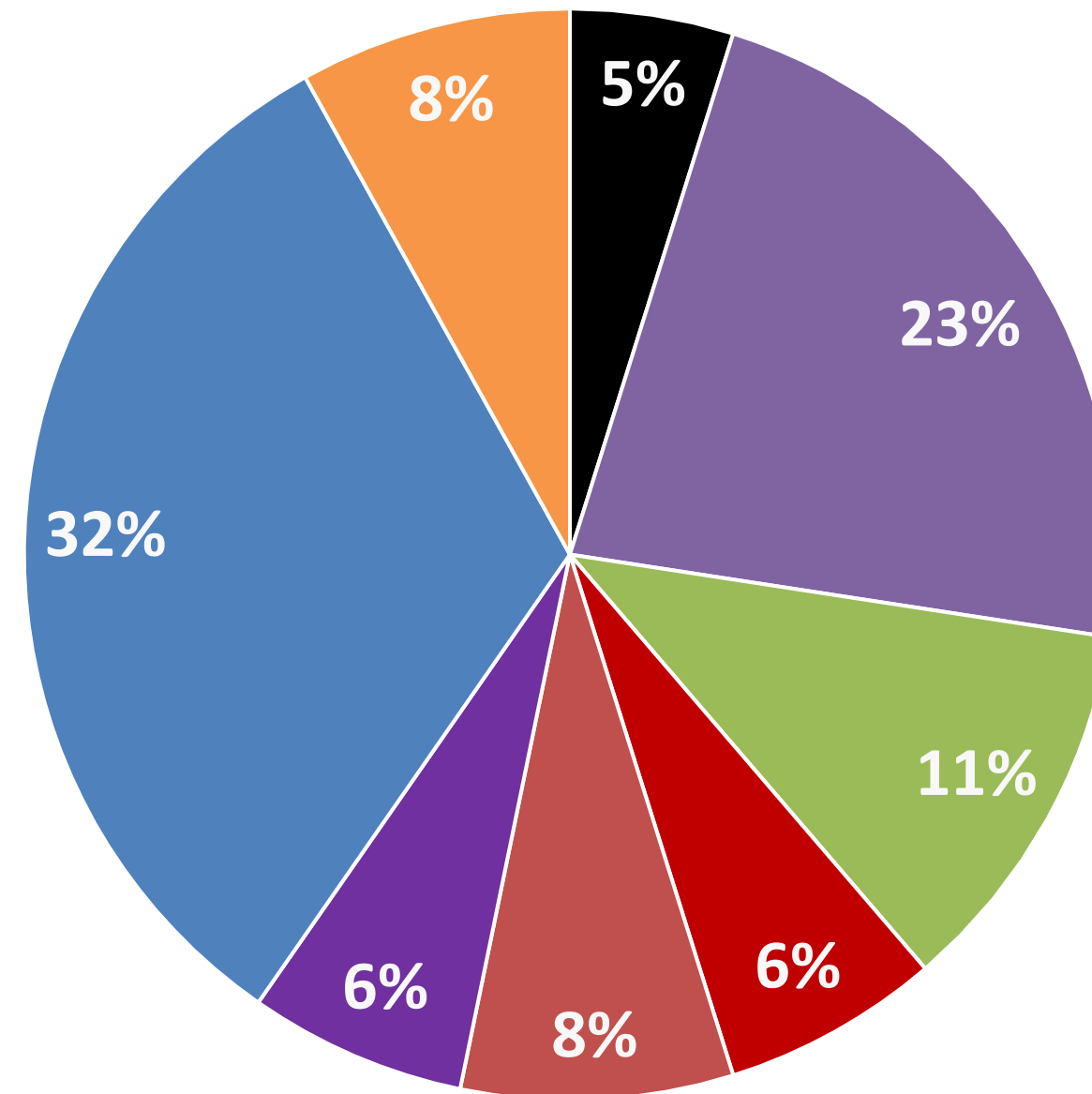
81% would consider returning to MCS

What Did You Like Most About Working at MCS?



■ Students ■ Coworkers + School Climate/Culture ■ Administrators / CO Support ■ Other

Areas of Focus to Increase Teacher Retention



■ State of the Physical Building

■ Stress

■ Lack of Positive Feedback/School Morale

■ Lack of Support/Communication

■ Behavior Management

■ Curriculum

■ Planning Time

■ Other

Questions about any
employee information?

✉ maria.johnson@cityschools.net



Agenda Item Title: Capital Improvement Plan

Board Meeting Date: August 27, 2024

Department: School Operations

Presented by: Mr. Don Barch

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Summary

The capital improvement plan is presented to the Board for review. This plan has been updated to outline major projects and purchases over the next six years. The plan will continue to be updated annually based on needs.

This item is presented as a report tonight for discussion. Formal approval will be in September.

The Board last approved a revision to the plan on September 5, 2023 to account for the reallocation of County Shared Bonds due to increases in previously approved projects.

Staff will use the Board approved plan as we work with the City of Murfreesboro to address needs.

The plan includes potential funding sources:

- CSB: County Shared Bond funds designated for school capital needs
- GP: The school district's general purpose budget
- CIP: Requests that will be made to include in the City of Murfreesboro CIP.
- Other funds are identified as needed.

Staff Recommendation

For discussion only

Fiscal Impact

- CSB: \$14,810,617
- GP: \$8,599,000
- CIP: \$69,765,000 (including a potential new school at \$55,000,000)
- Other funding: \$5,474,426

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

Agenda Item Title: 2024-2025 Director's Performance Evaluation Instrument

Board Meeting Date: August 27, 2024

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Requires City Council Approval: Yes No

Summary

Pursuant to State statute and Board Policy 5.803, the Board is required to annually evaluate the Director of Schools through a set of performance objectives based on the needs of the school district. The proposed Director's Performance Evaluation Instrument will include qualitative and quantitative objectives to evaluate the Director in the areas of job performance, student achievement, relationships with staff and personnel, relationships with Board members, and relationships with the community.

Minor changes have been made from last year's document to better align with district goals and priorities.

Staff Recommendation

The 2024-2025 Director's Performance Evaluation Instrument is presented for information and review

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



2024-2025

Director of Schools

**PERFORMANCE
EVALUATION
INSTRUMENT**

Dr. Trey Duke

Murfreesboro City Schools

Director of Schools Performance Evaluation Instrument Guidelines

Pursuant to Tennessee Code Annotated 49-2-203(a)(15) and Murfreesboro City School Board Policy 5.803, the Board of Education is required to annually evaluate the Director of Schools through a set of performance objectives based on the needs of the school district. Pursuant to Tenn. Code Ann. 49-2-203(a)(15), the performance evaluation instrument must address the areas of job performance, student achievement, relationships with staff and personnel, relationships with Board members, and relationships with the community.

This performance evaluation instrument provides Board members with a comprehensive performance evaluation system that complies with the statutory and policy requirements for the annual evaluation of the Director of Schools. This evaluation instrument must be supported by objective evidence and Board members must consider evidence prepared by the Director of Schools. This evaluation instrument will be updated annually in cooperation with the Board and the Director of Schools.

Evaluation Components and Rating Scales

The performance evaluation instrument shall be composed of the following sections:

Section I: Qualitative

1. **Administrator Survey:** The survey will consist of performance standards described by a list of performance indicators and will be administered to school principals and district personnel designated as "Senior Leadership" annually in May. The administrator survey will be administered anonymously.
2. **Board Observational Data:** This component will consist of performance standards described by a list of performance indicators with rating scales to be completed by Board members annually in May.

Section II: Quantitative

3. **Annual Objectives:** A rating tool to be completed Board members annually in May reviewing the Director's performance in achievement of Board goals and the district's strategic plan.

The evaluation rating scale to be used is as follows:

5	Significantly Above Expectations
4	Above Expectations
3	At Expectations
2	Below Expectations
1	Significantly Below Expectations

Explanation of Evaluation Rating Scale:



Weighted sectional averages shall be:

Section I: Qualitative

Administrator Survey	33%
Board Observational Data	33%

Section II: Quantitative

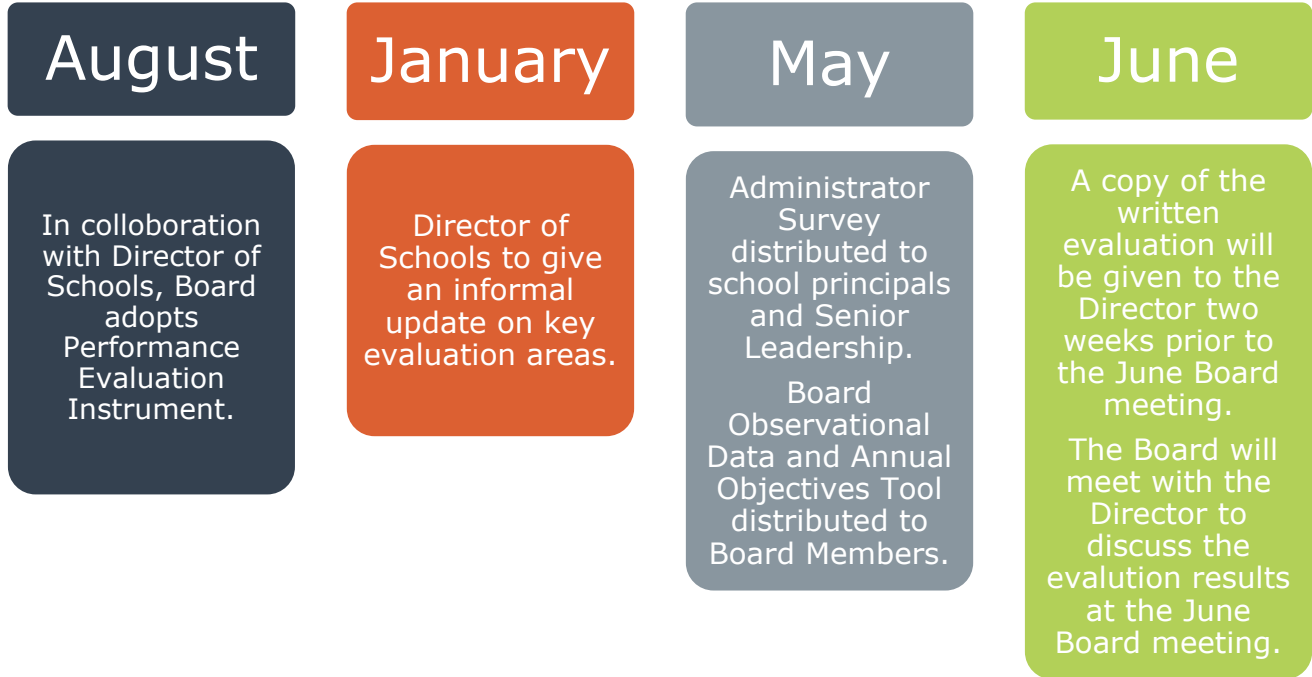
Achievement of Board Goals and Strategic Plan	33%
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A satisfactory score will be if the average overall score is 3.00 or above.

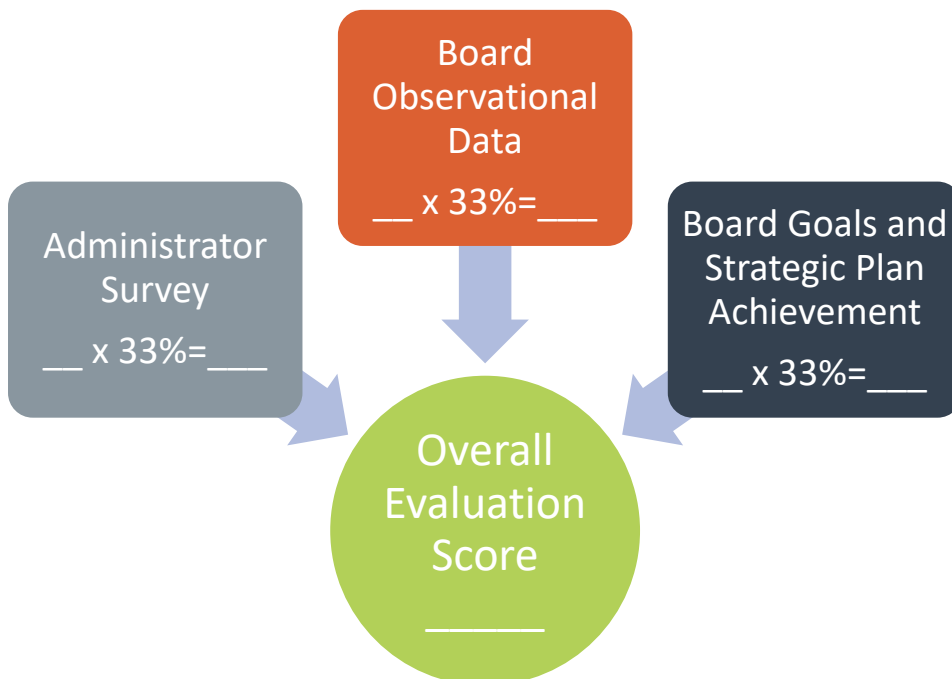
A copy of the written evaluation shall be delivered to the Director of Schools two weeks prior to the June Board meeting. The Director of Schools shall have the right to make a written or oral response to the evaluation. Any written response by the Director to the evaluation will be incorporated into the final evaluation document maintained by Murfreesboro City Schools.

Performance Evaluation Instrument Timeline

The following dates are provided for guidance in implementing the evaluation instrument, however key dates may be amended by mutual agreement of the Director of Schools and Board of Education.



Director of Schools Overall Evaluation Score





Director of Schools 2024-2025 Performance Evaluation Instrument Administrator Survey

Performance Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
The Director develops clear expectations.					
The Director models good communication skills.					
The Director is knowledgeable about the curriculum.					
The Director ensures that funds are spent wisely.					
The Director holds me accountable for my job responsibilities.					
The Director supports professional learning activities for teachers and administrators.					
The Director maintains positive relationships with administrators.					
The Director enforces Board policy in a fair and consistent manner.					
The Director ensures the safety of students and school personnel.					
The Director ensures district compliance with federal, state and local statutes, regulations, policies, and procedures.					
The Director has an effective plan to recruit competent employees.					
The Director takes an active leadership role in the instructional improvement of the district.					
The Director evaluates my performance in a fair and consistent manner.					
The Director interacts effectively with district employees.					
The Director is accessible to administrators.					
The Director develops good staff morale and loyalty to the system.					
The Director works effectively with the School Board.					
The Director involves administrators as much as possible in decision-making.					
The Director listens to suggestions from the administrative staff.					
The Director demonstrates a caring attitude.					

Administrator Comments:



**Director of Schools
2024-2025 Performance Evaluation Instrument
Board Observational Data**

Performance Standards & Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
Vision - As the district’s educational leader, the Director must articulate a strong vision for continuous improvement throughout the district. This standard evaluates the Director’s focus on shaping the district’s culture of teaching and learning and setting high expectations for students and staff.					
Director works collaboratively with Board members, staff, and community to develop long-term strategic plans.					
Director uses student academic achievement data and student/family demographic data to determine priorities and aligns vision and strategic plan to those identified needs.					
Director provides leadership in the development of a shared vision for educational improvement and of a strategic plan to attain that vision.					
Director clearly articulates the district’s vision, strategic plan, and priorities to the community, stakeholders, and media.					
Director seeks and obtains resources necessary to support the implementation of the district’s vision and strategic plan.					
Director recognizes and celebrates the contributions of school community members to the realization of the vision.					
Director provides consistent, clear communication with Board members and district stakeholders on progress towards long-term goals.					
Director monitors, evaluates, and revises strategic plan and goals to meet the needs of the district.					
Director develops, implements, promotes, and monitors a continuous improvement process through use of vision and goal setting.					
Establishes partnerships with area businesses, institutions of higher education, and community groups to make progress toward vision and strategic plan.					
Total Mean Score for Vision:					

Performance Standards & Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
Instructional Leadership and Student Achievement – The Director is responsible for prioritizing student achievement. This standard evaluates the Director’s ability to ensure that curricular design, instructional strategies, and learning environments integrate appropriate education methods to maximize student learning and achievement.					
Director applies and communicates statistical academic data to identify strengths and weaknesses in programs and practices to ensure continuous academic growth.					
Director implements effective methods of monitoring, evaluating, and reporting student achievement.					
Director involves staff and stakeholders in the enhancement and renewal of curriculum to ensure alignment of curriculum, instruction, and assessment.					
Director reviews analyses of student academic achievement through standardized test results and other academic sources by school and by subgroup.					
Director works collaboratively with staff in using student achievement data to determine and offer relevant professional development opportunities.					
Director meets with principals and district leadership regularly to provide feedback on goal achievement and to assess ongoing school improvement efforts.					
Director reviews, reports, and responds appropriately to State accountability measures.					
Director recognizes and celebrates student accomplishments.					
Director leads district and school-level leaders in the development of specific district/school objectives and key results action plans in response to student achievement data. Director regularly monitors the implementation of action plan with leaders.					
Director identifies, clarifies, and addresses barriers to student learning.					
Director establishes comprehensive systems of academic and social supports to meet the needs of all students.					
Director provides resources and materials to accomplish instructional goals for all students.					
Total Mean Score for Student Achievement:					

Performance Standards & Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
Organizational Management - The Director is responsible for the management of the district's resources while providing a safe and supportive learning environment for students and staff. This standard evaluates the Director's ability to manage the district's resources in an efficient, effective, and transparent manner that demonstrates prudent fiscal stewardship and an ability to adapt to emerging challenges.					
Director collaboratively plans and prepares a fiscally responsible budget to support the district's vision and strategic plan.					
Director makes sound fiscal decisions, aligning with the district's strategic plan, and establishes clear and transparent systems of fiscal control and accountability.					
Director has an effective plan to recruit and assign the best available personnel in terms of personal and professional competence.					
Director aligns and allocates the district's financial, human and material resources to the goals of the district.					
Director implements appropriate management techniques and group processes to define roles, delegate activities and responsibilities and determine accountability for goal attainment.					
Director develops, implements, and promotes procedures and practices to effectively address emergencies such as weather, threats to school, student violence, and trauma.					
Director identifies and addresses problems and challenges in a timely and effective manner, involving relevant stakeholders in analyzing problems and developing solutions.					
Director demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues and capital improvement plans.					
Director utilizes external human and material resources that support or enhances the achievement of goals or objectives.					
Director provides accurate and timely reports to the Board on the financial condition of the school system.					
Director implements and enforces the district Code of Conduct effectively and consistently.					
Director acquires, allocates, and manages district resources in compliance with all applicable federal, state, and local regulations.					
Total Mean Score for Organizational Management:					

Performance Standards & Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
Communication and Community Relations - This standard evaluates the Director's ability to communicate effectively with the broader community, including staff, students, and parents/guardians, and to actively engage the community in productive partnerships. It also focuses on the Director's advocacy on behalf of the district with other government and community officials.					
Director demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments).					
Director maintains visibility and accessibility to district staff.					
Director collaborates with staff, families and community leaders and responds to identified needs of schools, students, and staff.					
Director develops strong staff morale and loyalty to the school district.					
Director serves as an articulate spokesperson and advocate for the district and represents the district favorably, as appropriate, at the local and state level.					
Director establishes and maintains partnerships with community agencies to provide additional resources to support the district.					
Director ensures that communication occurs among the community concerning trends, issues, and potential changes to school operations.					
Director engages in ongoing dialogue with representatives of diverse community groups.					
Director develops and utilizes lines of communication with decision-makers outside of the district (e.g., community leaders).					
Director promotes and expects a district-wide climate of tolerance, acceptance, and civility.					
Director establishes a culture that encourages responsible risk-taking while requiring accountability for results.					
Director maintains a system for actively engaging the media to promote the district and provide timely, effective information.					
Director encourages parental involvement, seeks parental feedback and uses parental feedback in program planning.					
Director builds public support for the district through structured events and engagements.					
Total Mean Score for Communication and Community Relations:					

Performance Standards & Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
Professionalism - The Director of Schools serves as a role model for staff and students. This standard evaluates the Director's ability to model professional and ethical standards and work in a collegial and collaborative manner with district stakeholders.					
Director examines personal and professional values to develop a personal and professional code of ethics that demonstrates personal integrity.					
Director demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.					
Director accepts responsibility for school operations.					
Director maintains a professional demeanor and appearance appropriate to responsibilities.					
Director protects the confidentiality of students and staff.					
Director demonstrates flexibility and a collaborative attitude in supporting the Board and staff members.					
Director participates in professional growth activities, including conferences, workshops, course work and/or membership in professional organizations at the local, state and/or national level.					
Director models and promotes multicultural awareness and the appreciation of diversity in the community.					
Director is knowledgeable about applicable laws regarding individual and group rights and responsibilities and scrupulously avoids actions that might violate those rights.					
Director models professionally appropriate communication skills, interpersonal relations, and conflict resolution skills.					
Director sets goals for self-improvement of skills and professional performance.					
Director provides staff opportunities for leadership development and implements strategies to retain high-quality personnel.					
Director provides staff with shared leadership and decision-making opportunities that promotes a climate of collaboration.					
Director treats all personnel fairly without favoritism or discrimination while demanding high performance standards.					
Director recognizes and celebrates staff for professional achievements.					
Total Mean Score for Professionalism:					

Performance Standards & Indicators Please rate the Director of Schools for each of the performance indicators using the rating scale provided. Please see the 2024-2025 Performance Evaluation Instrument for an explanation of each of the rating scale categories.	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
Governance and Board Relationships – The Director of Schools has a critical role in promoting effective, shared governance. This standard evaluates the Director’s ability to foster strong partnership with the School Board, and the Director’s ability to act in accordance with Board policies, procedures, applicable law and system of public school governance.					
Director has a positive working relationship with the Board.					
Director keeps all Board members informed, as appropriate, on issues, needs, and operation of the district, including employment, promotion, and dismissal of personnel.					
Director offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.					
Director provides Board meeting materials that are accurate and comprehensive with all adequate background information included.					
Director maintains and improves relations with the Board through Board workshops, retreats, and training sessions.					
Director treats all Board members fairly without favoritism or discrimination.					
Director refrains from criticism of members of the Board.					
Director immediately addresses honest, objective differences of opinions between the Director and any or all members of the Board, in an earnest effort to resolve such difference immediately.					
Director seeks and accepts constructive criticism from the Board.					
Director bases position on matters requiring Board action upon principle and is willing to maintain that position without regard for popularity until a final Board action has been taken, after which time the Director will support the decision of the Board.					
Director is actively involved in the development, recommendation, and administration of Board policies.					
Director supports and enforces Board policies and informs stakeholders of changes to Board policies.					
Director develops and maintains administrative directives that support the application of Board policy.					
Director maintains understanding and respect between Board and district personnel.					
Total Mean Score for Governance and Board Relationships:					

Director of Schools 2024-2025 Performance Evaluation Instrument Achievement of Board Goals and Strategic Plan

<p>Performance Objective 1: Develop a school district strategic plan.</p> <p>The following performance indicators assess the successful implementation of performance objective 1:</p>	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
<p>Annual CIP has been revised annually to address the most pressing needs of the district.</p>					
<p>The Five-Year Strategic Plan is updated annually to address current needs and Director has established tracking system to monitor implementation.</p>					
<p>Performance Objective 2: Implement the Five-Year Strategic Plan</p> <p>The following performance indicators assess the successful implementation of performance objective 2:</p>	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
<p>Decrease the percentage of out-of-school suspensions using the State's AMO reduction target formula.</p>					
<p>Maintain a minimum of 10% in unassigned fund balance while proactively creating a long-term plan for fund balance reserves above 10%.</p>					
<p>Provide leadership training opportunities to ensure the district is preparing for succession planning.</p>	NEW for 2024-2525				
<p>Create a salary comparison with neighboring districts and revise classified and certified salary scales to ensure Murfreesboro City Schools remains highly competitive in pay.</p>					
<p>Performance Objective 3: Develop a budget for the Board as outlined in compliance with Board policy, Board annual agenda, and TDOE guidelines.</p> <p>The following performance indicators assess the successful implementation of performance objective 3:</p>	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
<p>A budget document was presented to the Board for approval in compliance with Board policy, Board annual agenda, and TDOE guidelines.</p>					
<p>District budget aligns to the needs of the district and includes feedback from stakeholders.</p>					

The following was removed since this has been accomplished: "Increase school coverage for mental health providers from 60%- 100% in school."

Performance Objective 4: Ensure that there is a continuous improvement plan for student achievement and growth. The following performance indicators assess the successful implementation of performance objective 4:	5- Significantly Above Expectations	4- Above Expectations	3- At Expectations	2- Below Expectations	1- Significantly Below Expectations
District's final determination status based on TN accountability protocol: <ul style="list-style-type: none"> - Exemplary – 5 - Advancing – 4 - Satisfactory – 3 - Marginal – 2 - In Need of Improvement – 1 <i>Data Source: District Heat Maps</i>					
Success Rate Score (proficiency in ELA and Math) for "All Students" status based on TDOE Accountability Rules using AMOs/Absolute Performance: <ul style="list-style-type: none"> - 4 points earned on success rate= evaluation score of 5 - 3 points earned on success rate= evaluation score of 4 - 2 points earned on success rate= evaluation score of 3 - 1 point earned on success rate= evaluation score of 2 - 0 points earned on success rate= evaluation score of 1 <i>Data Source: District Heat Maps</i>					
Average Score for student subgroups (BHN, ED, EL, SWD) status based on TDOE Accountability Rules. Includes success rate, chronically out of school, English language proficiency: <ul style="list-style-type: none"> - 3.1-4.0 points earned on success rate=evaluation score of 5 - 2.1-3.0 points earned on success rate=evaluation score of 4 - 1.1-2.0 points earned on success rate=evaluation score of 3 - 0.5-1.0 points earned on success rate=evaluation score of 2 - 0-0.5 points earned on success rate=evaluation score of 1 <i>Data Source: District Heat Maps</i>					
TVAAS System-Wide Composite: <ul style="list-style-type: none"> - 5=5 - 4=4 - 3=3 - 2=2 - 1=1 	Previously this was listed as Literacy and Numeracy. The composite score also includes science growth				