

Board of Education Regular Meeting

February 11, 2025 6:00 PM

MCS Administrative Offices

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Ms. Sheri Arnette, Assistant Superintendent of Curriculum and Instruction.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item	Mrs. Lisa Trail
A. Spotlight on Education-Backpack Food Program Procedural Item	Ms. Lisa Trail
B. Public Comment Procedural Item	Chair Butch Campbell
IV. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of Board Meeting Minutes: 1-14-25 Board Meeting 1-25-25 Board Retreat Consent Item	
B. Approval of Surplus Property Disposal Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 2.500, Deposit of Funds, on First Reading Action Item	Ms. Lauren Bush
B. Approval of Board Policy 3.402, Use of District Vehicles, on First Reading Action Item	Ms. Lauren Bush
C. Approval of Open/Closed Zone Schools Action Item	Dr. Trey Duke
D. Approval of Student Data Management Position Action Item	Dr. Trey Duke
E. Approval of Salary Increase for Credential Sign Language Interpreter Action Item	Dr. Trey Duke
F. Approval of Budget Amendment-High Cost Special Education Funding Action Item	Dr. Trey Duke
G. Approval of Budget Amendment-GP Interest Revenue Action Item	Dr. Trey Duke
H. Approval of Budget Amendment-TN Risk Management Grant Action Item	Dr. Trey Duke
I. Approval of Budget Amendment-Indigent Children Care Fund-FY25 General Purpose Fund Action Item	Dr. Trey Duke

VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. 910 Ridgely Road Update Information Item	Mr. Don Bartch
B. Discussion of Board Policy 4.403 Library Materials Action Item	Dr. Trey Duke
C. Director's Update Information Item	Dr. Trey Duke
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell
IX. CLOSED SECURITY SESSION Information Item	Dr. Trey Duke

MINUTES

Board of Education Regular Meeting

January 14, 2025 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Present: Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mrs. Jeanette Price, Mr. David Settles, Absent: Mr. Butch Campbell, Mr. Jimmy Richardson III. Staff: Dr. Trey Duke, Sheri Arnette, Angela Fairchild, Ken Rocha, Daniel Owens, Lisa Trail, Dana Stem, Maria Johnson, several tenured teachers, Emily Spencer, Jenny Ortiz, Jamara DeBerry, Dr. Cathy Pressnell, Don Barch Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by sisters Lauren Honeyman, 5th grade and Adalyn Honeyman, 4th grade, students at Erma Siegel Elementary and Jamison DeBerry, a kindergarten student at Overall Creek Elementary.</p>	
<p>B. Moment of Silence Procedural Item During the moment of silence, Vice Chair Amanda Moore asked that we continue to remember our Board Chair, Mr. Campbell, and to keep him in our prayers as he had been in the hospital but was back home and improving.</p>	
<p>II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2</p>	Chair Butch Campbell
<p>III. COMMUNICATIONS Information Item</p>	Mrs. Lisa Trail
<p>A. The Best of MCS-Heather Lawson Procedural Item</p>	Dr. Trey Duke
<p>B. Spotlight on Education-Cathy Pressnell- TN Supervisor of the Year Procedural Item</p>	Dr. Trey Duke
<p>C. Jobe Hastings Audit Report Information Item Mr. Jimmy Jobe with Jobe Hastings came to present a clean audit report. He stated that the district-wide statement includes assets and bonds of 198 million dollars in total assets, 49 million dollars in liabilities, with a net of 152 million dollars. He stated that they did an audit on the Internal control system and grant programs to make sure the system has complied with these programs and both are clean opinions with no findings. He said that his office had submitted the report to the state, and it will be published on the website. Dr. Duke thanked Mr. Jobe along with Molly, the auditor and the auditing team for their work with what tends to be a larger and larger budget each year. He also thanked Daniel Owens and the entire Finance team for their hard work. He said that the report of no findings speaks to the work they do in our district.</p>	Jobe Hastings
<p>D. Public Comment Procedural Item</p>	Chair Butch Campbell
<p>IV. CONSENT ITEMS</p>	Chair Butch Campbell

<p>Consent Agenda Motion to approve consent agenda. This motion, made by Ms. Karen Dodd and seconded by Mrs. Jeanette Price, passed. Yea: 5, Nay: 0, Absent: 2</p>	
<p>A. Approval of Surplus Property Disposal Consent Item</p>	
<p>V. ACTION ITEMS Action Item</p>	Chair Butch Campbell
<p>A. Approval of 12-10-24 Board Minutes Action Item Motion to approve 12-10-24 Board Minutes. This motion, made by Mrs. Jeanette Price and seconded by Ms. Barbara Long, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>B. Approval of Tenured Teachers Action Item Motion to approve Tenured Teachers. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2 There were several tenured teachers in attendance. They each accepted a certificate from Dr. Maria Johnson and Mrs. Sheri Arnette.</p>	Dr. Trey Duke
<p>C. Approval of MOU-Emergency Relocation Transportation Agreement for Rutherford Collegiate Prep Action Item Motion to approve MOU-Emergency Relocation Transportation Agreement for Rutherford Collegiate Prep. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>D. Approval of Contract-Motorola Contract 424 Action Item Motion to approve the contract-Motorola Contract 424. This motion, made by Mr. David Settles and seconded by Mrs. Jeanette Price, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>E. Approval of Budget Amendment and Agreement-Comcast Enterprise Dark Fiber Budget Amendment and Agreement Action Item Motion to approve Comcast Enterprise Dark Fiber Budget Amendment and Agreement. This motion, made by Ms. Barbara Long and seconded by Mrs. Jeanette Price, passed. Yea: 5, Nay: 0, Absent: 2</p>	Dr. Trey Duke
<p>F. Reconsideration of Library Materials Recommendation Action Item Motion to approve the Library Materials Recommendation. This motion, made by Ms. Barbara Long and seconded by Mr. David Settles, passed. Yea: 5, Nay: 0, Absent: 2 Jeanette Price said that she really wrestled with this. She wants to make sure that the book reaches the intended audience. She said that she would prefer it be used as a resource in the library, and she feels that the librarians are skilled and experts in their craft, and they are trained to know if the materials are right for their libraries. She also felt that she was given guidance by the panel that reviewed the book and made the recommendation to remove it from the library. David Settles said that he is so grateful for MCS being the best and that we have a process in place, and we follow that process. He said that if you empanel a committee, he feels very strongly that we listen to that committee and that we don't second guess the committee. He said that the committee reviewed the book and made a recommendation and it would be silly to third guess them. He said that they have done their due diligence. He said that we are here for</p>	Dr. Trey Duke

<p>the benefit of these kids and that why we have the job we have. We are about the kids.</p> <p>Karen Dodd said that everyone has had a hard time making a decision and she wants the community to know that the board did not take it lightly. She wanted to clarify that a vote yes would be to remove the book. Ms. Moore said yes, that is correct.</p> <p>Barbara Long said that after thought and prayer, she submitted the reconsideration form to review the book in question, It Feels Good To Be Yourself. She did not appreciate the way it was brought to the attention of the Board, but was glad that it was brought. It was her concern that it would cause confusion for a kindergartner that might check it out. She added that the Board is responsible for protecting children and allowing parents to do their job.</p> <p>Amanda Moore said that she too wrestled with this issue. She said that she always has a problem with anytime there is an appearance to demonize and marginalize a population and city schools is very diverse and she would never want a message coming from our schools that someone is not welcome or valued. But also, she trusts our librarians and was eager to hear their recommendation. Mrs. Moore added that she did not appreciate the way in which the knowledge of this book being in our library was brought to our attention. She considered it a show and wanted the community to understand the background of this situation.</p>	
<p>G. Approval of the Revenue and Expenditure Report Action Item</p> <p>Motion to approve the Revenue and Expenditure Report. This motion, made by Ms. Barbara Long and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2</p> <p>Before explaining the revenue and expenditure report, he named and thanked each person in the Finance Department for their hard work during the audit season and for receiving a clean opinion and no findings.</p> <p>Karen Dodd also thanked Mr. Owens and his team for no findings. She said they did a great job!</p> <p>Dr. Duke told the Board that Mr. Owens had just finished his one-year anniversary with MCS and was about to finish his M-Task course and would soon be a certified municipal financial officer.</p>	Mr. Daniel Owens
<p>VI. REPORTS AND INFORMATION Information Item</p>	Chair Butch Campbell
<p>A. Enrollment (PTR) Report Information Item</p> <p>After Mr. Rocha's enrollment report, Mr. David Settles said that he knew that Mr. Rocha was from California and asked if his family was alright with all of the fires in California right now. He also asked if there was anything that our Board can do to support the LA County schools.</p> <p>Dr. Duke said that multiple schools were destroyed and he would get with Lisa Trail to find out if there is something tangible that we can do. He will also see about getting our students and schools involved. Mrs. Moore said that she also has a friend in Los Angeles that she would talk to.</p>	Mr. Ken Rocha
<p>B. Personnel Report Information Item</p>	Dr. Maria Johnson
<p>C. Director's Update Information Item</p> <p>Dr. Duke said that we have had a fantastic first semester and here we are in our second semester. He announced that the Board will host a retreat on January 25 at the central office. We will be</p>	Dr. Trey Duke

<p>preparing for next year at this retreat.</p> <p>He reminded the Board of the Job Fair at Black Fox on February 8 from 9:30-11:30.</p> <p>He told the Board that the TN General Assembly went back into session today. He said that he will be watching two bills very closely, vouchers and PreK funding in the TISA formula. He said that Ms. Long is our legislative liaison and she would be watching these things as well. He would encourage the board and those watching to reach out to your legislators. He will keep the Board abreast of any events.</p> <p>Lastly, Dr. Duke thanked Mr. Bartch, Mr. Willeford, and the maintenance team for their work with our school parking lots during the recent snow as well as the city streets department. They all did a great job.</p> <p>Dr. Duke said that at the end of this month we will celebrate School Board Appreciation Week. He thanked the Board for all they do for the students of Murfreesboro City Schools. He said that we will celebrate at the retreat on January 25th.</p>	
<p>VII. OTHER BUSINESS Information Item</p>	<p>Chair Butch Campbell</p>
<p>VIII. ADJOURNMENT Action Item Motion to adjourn. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 5, Nay: 0, Absent: 2 The meeting adjourned at 7:04 p.m.</p>	<p>Chair Butch Campbell</p>

Director of Schools

MINUTES

Board of Education Retreat

January 25, 2025 8:00 AM

MCS Administrative Offices

<p>I. CALL TO ORDER</p> <p>Procedural Item</p> <p>Present: Mr. Butch Campbell, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mrs. Jeanette Price, Mr. Jimmy Richardson III, Mr. David Settles.</p> <p>In attendance: Dr. Trey Duke, Angela Fairchild, Ken Rocha, Dr. Chris George, Don Bartch, Sheri Arnette, Lisa Trail, Daniel Owens</p> <p>Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett</p> <p>Each Senior Leadership team member shared first semester successes from their departments.</p> <p>Communications: Lisa Trail shared the Parent University Campaign and the We See You Campaign in her department, which have been huge successes.</p> <p>Student Support Services: Ken Rocha shared that a huge success for everyone was calm coaches. Fidelity checks, the McKinney Vento outreach team, sports clinics, and refining attendance were some other highlights for his department.</p> <p>School Operations: Don Bartch stated that he was proud of Ms. Garland, Nursing Supervisor, who has nurses lined up to work at MCS. He added that technology is working hard and ahead of any problems that may arise. Maintenance always does a great job at jumping in to help alleviate situations, and transportation is staffed with bus aides and drivers waiting, Don added that Andy Taylor, in safety, is doing a great job and is our bridge to Murfreesboro Police Department.</p> <p>Human Resources: In Maria Johnson's absence, Mr. Bartch shared that she is proud of the new members on her team in HR to create more efficiency and there is only one staff opening at the moment, with interviews happening for that position. She is also proud of the fact that she is consistently training subs.</p> <p>There was some discussion around safety and security. Jimmy Richardson suggested that we have a closed security session on February 11th at the end of the board meeting to discuss security. Dr. Duke said that we would get that advertised and hold the meeting immediately following the board meeting. That portion of the meeting will be closed to the public. He said that Andy Taylor would be there to speak with the board.</p> <p>Finance: Daniel Owens shared that he was proud of his hardworking team in Finance, specifically for a clean audit for the second year in a row. He is also proud of Adam Grisz, the new purchasing agent, that has saved us over \$30,000 in the past six months. He added that the payroll department is also doing a great job. He said that in the Nutrition department, Sandy Scheele has decided to retire, but not without serving just shy of 1 million meals, and we have a full staff of farmers for all schools. Dr. Duke added that he was proud of Mr. Owens for finishing up his first year with MCS, and he thanked him for doing such a wonderful job, especially with interest accounts.</p> <p>Special Education: Angela Fairchild said that she is proud to have continued access with the All-Grant process. She said that 30% of the sped staff is going into general ed PLCs now, and</p>	<p>Chair Butch Campbell</p>
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<p>that has been very beneficial. She also feels that behavior is another success. She said that there is a lot of work to do, but we do have some successful things in place at schools in the area of behavior. She said that a school lost an integrated preschool teacher over the break and the teachers had already stepped up and had a plan in place.</p> <p>Instruction: Sheri Arnette shared that she is very proud of the work of her team. She used the word "commonality." She said that it is a true honor to work with a team that strives for excellence and is fully committed to students. Ms. Arnette mentioned things like first semester data, early literacy institutes, collaboration with MTSU, Science symposiums, completed websites for teachers, a new ESL specialist, behavior management training, collaboration between sped and ESL, ESP changes, along with no wait list in ESP and the fact that they are fully staffed. She added that she is very proud of the work of her team. For herself, Ms. Arnette added that she is proud of conducting and leading the coaching cohort and the monthly teacher spotlights.</p> <p>Legal: Lauren Bush said that she feels that we are in a good place with our board policies after doing a policy audit. She said that we now also have revised ADs in place for principals. She has been in the process of conducting trainings on those policy and procedure revisions. She added that we now have a therapy dog contract with a good training group coming up this next semester.</p> <p>Dr. Duke thanked the Senior Leadership team for being a great team with exemplary work!</p> <p>David Settles said that part of the board's job is advocating for our district. He asked for an overview of how the Federal Department of Education affects our programs. He said that people come to him with questions, and he would like to have information about federal funding and how it would affect us, in the special education department specifically. Dr. Duke said that he would work on a one-page document explaining federal funding and what it pays for and will share this with the Board.</p>	
<p>II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Ms. Karen Dodd and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	Chair Butch Campbell
<p>III. PUBLIC COMMENT Procedural Item</p>	Chair Butch Campbell
<p>IV. REPORTS AND INFORMATION Information Item</p>	Chair Butch Campbell
<p>A. 2024 Data Overview Information Item Dr. Chris George presented the 2024 Data Overview. Dr. Duke said that he was proud of literacy scores going up year after year. He said that math has historically been high but is an area we are watching and focused on this year. He explained that this is the 2nd year of implementation after adopting iReady. He said that we have had a strong focus around 5th grade math and have had training with Dr. Winters along with walk-throughs.</p> <p>Barbara Long asked if we have students that are lagging in a certain area, do we slow down? Dr. Duke said that we keep the pace going, but tighten down in intervention which is more individualized.</p> <p>Dr. Duke stated that an implementation dip is normal as teachers are learning the new curriculum, and we will be meeting with each principal next week to discuss and review their</p>	Dr. Chris George/Ms. Sheri Arnette

<p>data. He said that we are building the content knowledge of teachers, especially those with 0-3 years' experience.</p> <p>As far as the Science curriculum, Ms. Arnette said that on Monday, a science textbook rep will come in and present to a committee, which will then narrow it to two choices. She said that she felt that the team needed a little more teacher input, so three days have been set aside for that. Samples will then go out to teachers, and on February 14, the committee will come back in and select one textbook that will be presented to the Board at the February 25th board meeting.</p> <p>Karen Dodd said that our goals are lofty, and she feels that we are doing great! She asked if we are sending letters out to the Level 5 teachers this year. Dr. Duke said he appreciated her bringing that up and we will get those letters out.</p> <p>Dr. George said that our testing participation rate is 99.7%. He said that we test every student that walks through our doors. We are one of very few districts that can say that.</p> <p>David Settles said that our district has become more diverse, but scores still increase. He added that the more diverse we've become it has not decreased our abilities, but has made us stronger. He said that we don't lower the standards, but rather we put the hard work on the staff to make sure that the students come up to the standard that are set. He said that districts could learn from what we are doing.</p> <p>Speaking of teams, Chair Campbell said that he is continuously thankful for how well this Board works together.</p>	
<p>B. Part C of Director's 2023-2024 Evaluation Information Item Lauren Bush presented Part C of Dr. Duke's annual evaluation with an overall score of 4.29 after test data was included.</p>	<p>Ms. Lauren Bush</p>
<p>C. MCS By the Numbers Overview and Round table Feedback Information Item Dr. Duke shared information with the Board from the feedback sessions:</p> <p><u>Successes</u></p> <ul style="list-style-type: none"> • Calm coaches and mental/behavioral supports are working for Tier I • Literacy Institutes • ESL Staff <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Transportation (field trips/tardy students) • Custodial Concerns • Time • Behavioral needs for youngest learners <p><u>Budget</u></p> <ul style="list-style-type: none"> • Continue literacy institutes/training • Keep calm coaches and full time mental health staff • More behavioral supports • ESL EAs <p>Amanda Moore asked if there would be anything in the budget about buses. Mr. Bartch said</p>	<p>Dr. Trey Duke</p>

<p>that we have one sped bus in the budget, but the others will be replacements for older fleet. He said that the cost is \$170,000 each.</p> <p>David Settles asked that we invite one of the backpack groups to come in at a board meeting and discuss that program and let the Board know exactly what is placed in the backpack bags. Dr. Duke said that he would also invite the Board to the luncheon that we host for our backpack groups in April.</p>	
<p>D. Public Comment Procedures Information Item Lauren Bush did a presentation on balancing free speech and order.</p> <p>There was much discussion regarding the board's thoughts on public comment. Ms. Bush advised that we not take any action until after legislation has passed.</p>	<p>Ms. Lauren Bush</p>
<p>E. 2025-2026 Open Zone Schools Information Item Mr. Ken Rocha presented the open zone school information to the Board.</p>	<p>Mr. Ken Rocha</p>
<p>F. Budget Preview Information Item Dr. Duke shared more budget information with the board, along with red flags for this upcoming budget. He talked about the shift from BEP to TISA.</p> <p>Jimmy Richardson made a request that Dr. Duke and his staff develop an alternative budget to show how we would operate without federal funds or federal dollars tied to a statute. He felt that by preparing an alternative budget, we would be prepared and know where to cut should we lose federal funding under the new administration.</p> <p>Dr. Duke reviewed the possible new expenditures with the Board in the following categories:</p> <p><u>Behavior Program</u></p> <ul style="list-style-type: none"> • Adjusting jobs of BCBAs and adding RBTs to increase direct service time • Transitional Kinder/1st grade classroom • Continue to fund calm coaches <p><u>Staffing Changes</u></p> <ul style="list-style-type: none"> • Additional AP to assist heavy IEP case loads at JPE and ESE. • Lead teachers for math • Additional EAs (general education and ESL) <p><u>Compensation</u></p> <ul style="list-style-type: none"> • Cost of living adjustment • Adding step to classified pay schedule (10+) • Move attendance staff to same pay as bookkeepers <p><u>Other</u></p> <ul style="list-style-type: none"> • Continue literacy institutes • Music teacher allocation to match art allocation <p>Dr. Duke presented a budget preview to the Board and shared the following points:</p> <ul style="list-style-type: none"> • Potential decrease in state funds due to enrollment • Uncertainty around local funding (pennies) • Department head budget meetings next week with Principal/Teacher feedback in February • ESSER funding is officially over so we expect fund balance increases to revert to pre-covid levels 	<p>Dr. Trey Duke/Mr. Daniel Owens</p>

<p>Amanda Moore asked about the board being provided with cell phones. Dr. Duke and Mr. Owens will look into that.</p>	
<p>G. Strategic Five-Year Plan Review/Update Information Item Dr. Duke shared successes and challenges under each core value of the strategic plan: known, safe, challenged, and empowered.</p> <p><u>Known</u></p> <p>Successes:</p> <ul style="list-style-type: none"> • School counselor and behavior ratios • Mental health coverage • Mobile Family Resource Center <p>Challenges:</p> <ul style="list-style-type: none"> • Chronic Absenteeism • Parents indicate they receive information on how to help their child-80% with a goal of 85-90% • Out of school suspensions <p><u>Safe</u></p> <p>Successes:</p> <ul style="list-style-type: none"> • Fully implementing CIP • Transportation facility • School Security • Labor costs-86% (goal of less than 88%) • Fund Balance <p>Challenges:</p> <ul style="list-style-type: none"> • Making projections with changing enrollment and landscape of education <p><u>Challenged</u></p> <p>Successes:</p> <ul style="list-style-type: none"> • Partnerships with EPPS-10 • Exit Surveys: 81% state they would return to MCS • Increasing percentage of minority teaching staff to ensure demographics better match population of students-14% <ul style="list-style-type: none"> ○ Leadership is at 26% <p>Challenges:</p> <ul style="list-style-type: none"> • Teacher Retention of highly effective educators-91% (goal of 93%) 	<p>Dr. Trey Duke</p>
<p>V. ADJOURNMENT Action Item Jimmy Richardson asked that Ms. Zavisa have something prepared during the closed security session at the February 11th board meeting to talk about camera coverage as well as AI.</p> <p>He also requested more details on the highest designations of threat assessments.</p> <p>He asked if we need to do a new resolution condemning the voucher program. Ms. Long</p>	<p>Chair Butch Campbell</p>

shared that the special session will be January 27th at 2:00 and the voucher price tag is 400 million dollars, and looks like it will be a tight vote. She made the recommendation, as a board, to resend the resolution to our delegation on Monday.

As far as PreK funding, she would like to rework the previously passed board resolution to fit the federal level.

Amanda Moore also asked if we are tracking to see if there is a difference in numbers of immigrant students. She is fearful that families won't participate in schools because of the newly passed executive order regarding immigrants and deportation. She asked what we can do to be prepared if enforcement shows up at schools.

Mr. Rocha shared with the Board what his team is hearing from principals and attendance secretaries. He told the Board that His team sent an initial response to principals and attendance secretaries. Ms. Bush referenced our interrogations and search policy (6.303) in the instance any federal department shows up at schools.

There was discussion of how the 2000 dollars per classroom teacher would be distributed if the Voucher bill passes.

Meeting adjourned at 1:19 p.m.

Director of Schools

Agenda Item Title: Approval of Surplus Items

Board Meeting Date: February 11, 2025

Department: Finance and School Operations

Presented by: Trey Duke, Director of Schools

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Board policy 2.403 defines surplus property as property no longer having an intended use by the school district and/or no longer capable of being used because of the property's condition. Policy 2.403 requires the Director of Schools/designee to prepare a list of unusable items for Board approval.

These items have been deemed surplus items and will be either sold or discarded based on board policy.

Staff Recommendation

Recommending approval of the surplus of the items specified within this packet.

Fiscal Impact

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation and online at least seven (7) days prior to the sale. Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids pending appropriate approvals.

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

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
- (2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than five hundred dollars (\$500).

COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG #	MFG. BY	MODEL #	SERIAL #	VALUE
Walkie	#19961388	Motorola	EVX-201	2B8M070040	- 0 value
Walkie	#20	Vertex	EVX-201	216N270648	- 0 value
Walkie	#29961375	Motorola	EVX-531	2B8M070107	- 0 value
<p>I replaced the batteries in these and they still do not work. I have communicated this with Andy and he said to fill out the surplus form. These are older walkies.</p> <p style="text-align: right;"><i>Bech Velamchia</i></p>					

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

Principal *Sonya Col* School CLA Date 2/5/25
 Supervisor *Don Burt* Date 2/5/25
 Director of Schools *Bobby W Duke III* Date 2/5/25
 Board Chairman _____ Date _____

For inventory control use: copy to central office receiving ___/___/___; copy to principal or supervisor ___/___/___; copy to inventory control ___/___/___; copy to vendor ___/___/___

Notes on Disposal Method:

Signature: _____ Date: _____

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
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COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG #	MFG. BY	MODEL #	SERIAL #	VALUE
12 small chairs					
3 rectangle tables (colored sides)					
			gray top		

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

Robin Newell School CLA Park Date _____
Principal

Don Baker Date 2/5/25
Supervisor

Bobby W. Duke Date 2/07/25
Director of Schools

Board Chairman Date _____

For inventory control use: copy to central office receiving ___/___/___; copy to principal or supervisor ___/___/___; copy to inventory control ___/___/___; copy to vendor ___/___/___

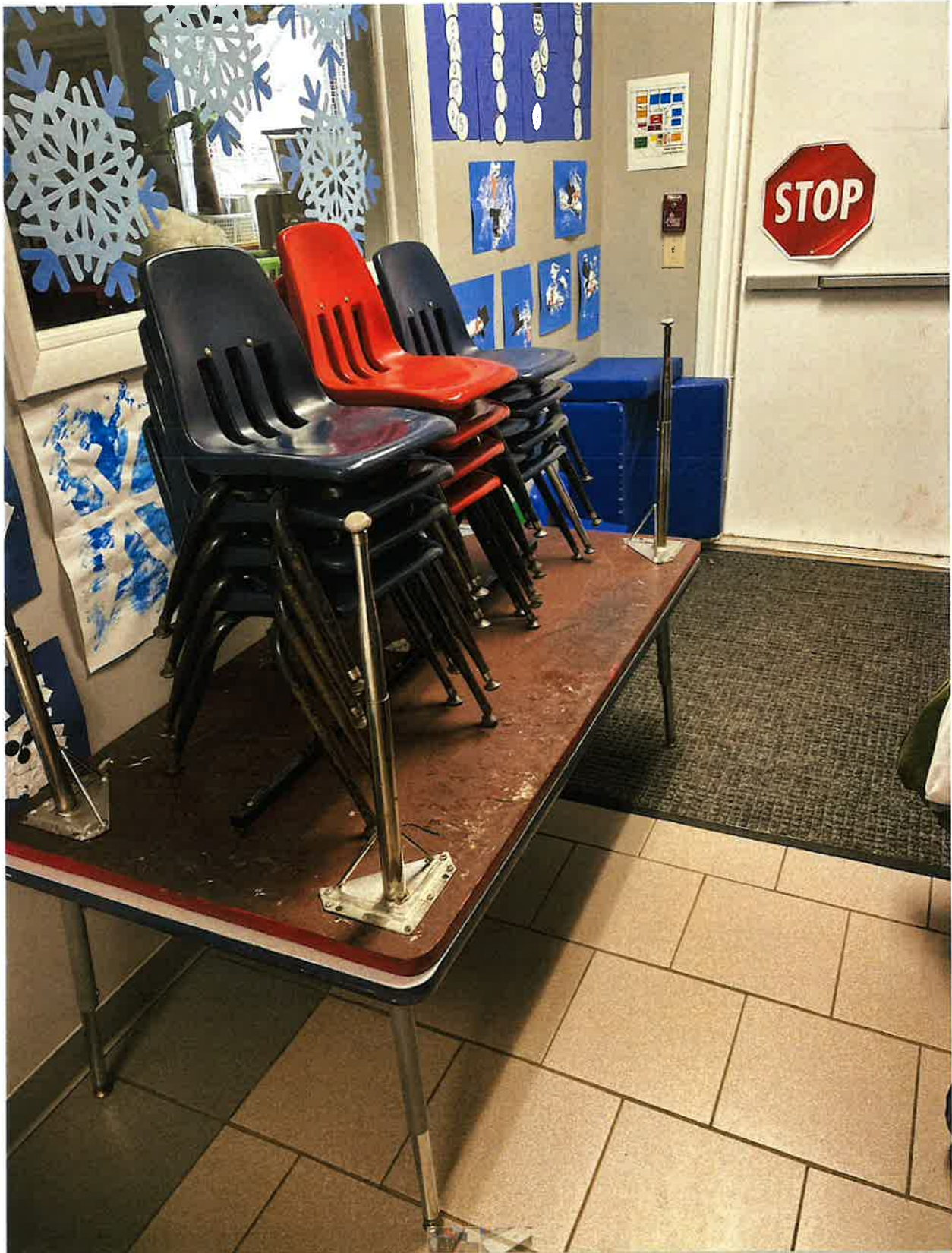
Notes on Disposal Method:

Signature: _____ Date: _____

76037820942_C07E4170-7F04-4326-8C...

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SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
- (2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than five hundred dollars (\$500).

COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG #	MFG. BY	MODEL #	SERIAL #	VALUE
chairs	(12)				
2 rectangle tables					
1 student desk					
1 Lego table					
1 kitchen set (cabinets)					
1 sm rect. table (blue)					

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

Principal Robin Newell School CLA PreK Date 2-4-25
 Supervisor [Signature] Date 2/5/25
 Director of Schools Bobby Duke III Date 2/5/25
 Board Chairman _____ Date _____

For inventory control use: copy to central office receiving ___/___/___; copy to principal or supervisor ___/___/___; copy to inventory control ___/___/___; copy to vendor ___/___/___

Notes on Disposal Method:

Signature: _____ Date: _____

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Download Full screen Print Save to OneDrive Show email X





SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
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COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG#	MFG. BY	MODEL #	SERIAL#	VALUE
BUS	580	THOMAS	1T7YU4E	2781107152	\$1000.00
BUS	594	BUENRO	1BAGDCPA	49F261195	\$500.00
2006 FORD VAN MECHANIC		FORD	2415J	1H7DB142385139240	\$500.00

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

BRIAN ROME School SHOP Date 1/27/25
Principal

Supervisor Date _____

Bobby D. Duffell Date 1/28/25
Director of Schools

Board Chairman Date _____

For inventory control use: copy to central office receiving ___/___/___; copy to principal or supervisor ___/___/___; copy to inventory control ___/___/___; copy to vendor ___/___/___

Notes on Disposal Method:

Signature: _____ Date: _____

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

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- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
- (2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than five hundred dollars (\$500).

COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG #	MFG. BY	MODEL #	SERIAL #	VALUE
LCD Monitor	NONE	Sharp	PN-L703A	54000504	\$ 000.00
It is unknown if it even works					
			W		

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

School Shap Date 2-4-25

Principal _____

Larry Willeford D. B. A. 2/5/25 Date 2-4-25

Supervisor _____

Bobby W Duke III Date 2/5/25

Director of Schools _____

Board Chairman _____ Date _____

For inventory control use: copy to central office receiving _____; copy to principal or supervisor _____; copy to inventory control _____; copy to vendor _____

Notes on Disposal Method: Larry Willeford to assume surplus property

Signature: Ray W... Date: 2-5-25

SHARP

PN-L703A

LCD MONITOR
MONITEUR LCD
MONITOR LCD

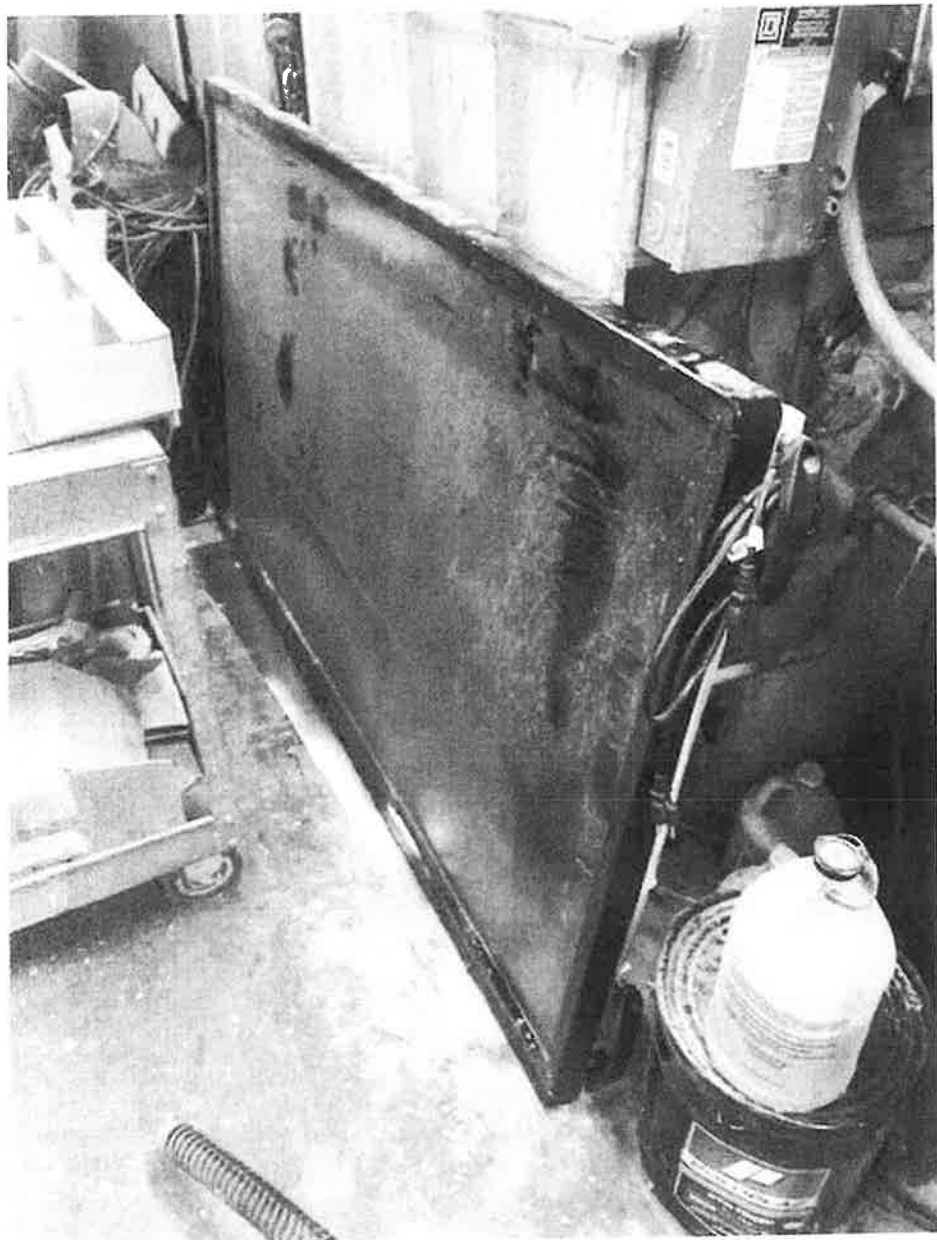
100-240V ~ 3.0A(3.0A) 280W 50/60Hz

SER No 54000504



HDMI

SHARP CORPORATION
1-800-4-A-SHARP
© 2004 Sharp Corporation



4 digital (Ved) camera's to dispose - already approved

Attachment to AD FM6

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

(1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.

(2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than five hundred dollars (\$500).

COMPLETE ALL INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG #	MFG. BY	MODEL #	SERIAL #	VALUE
3 teacher chairs					0 BROKE
Old Dial Phone					0
14 Student chairs					0 BROKE
34 student desks					
8 conference room chairs					
34 student desks					
4 file cabinets (metal)					
1 large (wide) metal cabinet					
large red metal file cabinet					
wood cabinet w/ doors & lock					
swing chalk board					
small wood shelf (3ft)					
45 Student chairs					

In accordance with Tenn. Code Ann. § 49-6-2007(d)(1) and (d)(2), we the undersigned, authorize disposal of the items listed above.

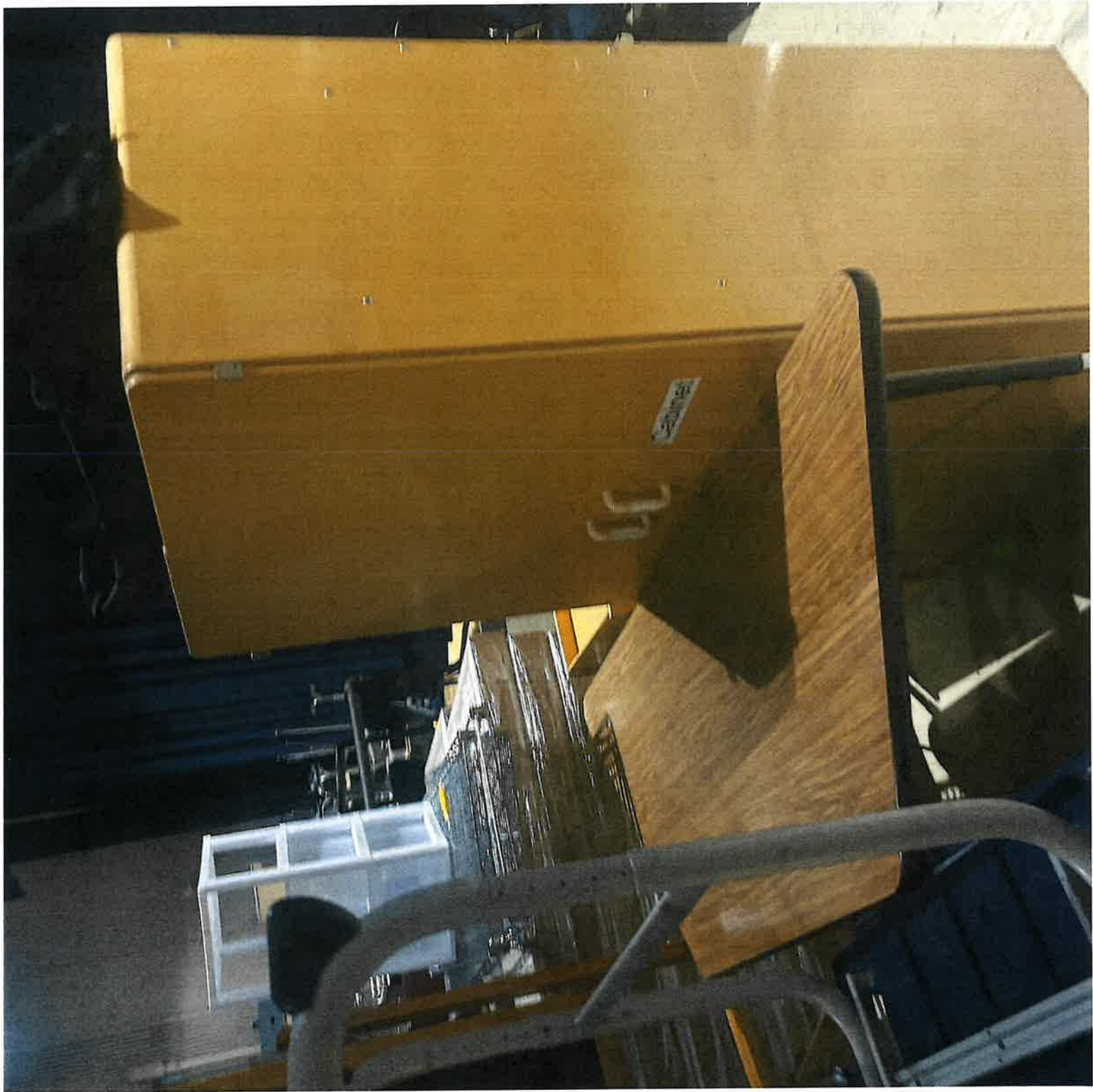
_____ School Scales Date 1/9/25
 Principal
 _____ Date 1/16/25
 Supervisor
Bobby Duke III Date 1/21/25
 Director of Schools
 _____ Date _____
 Board Chairman

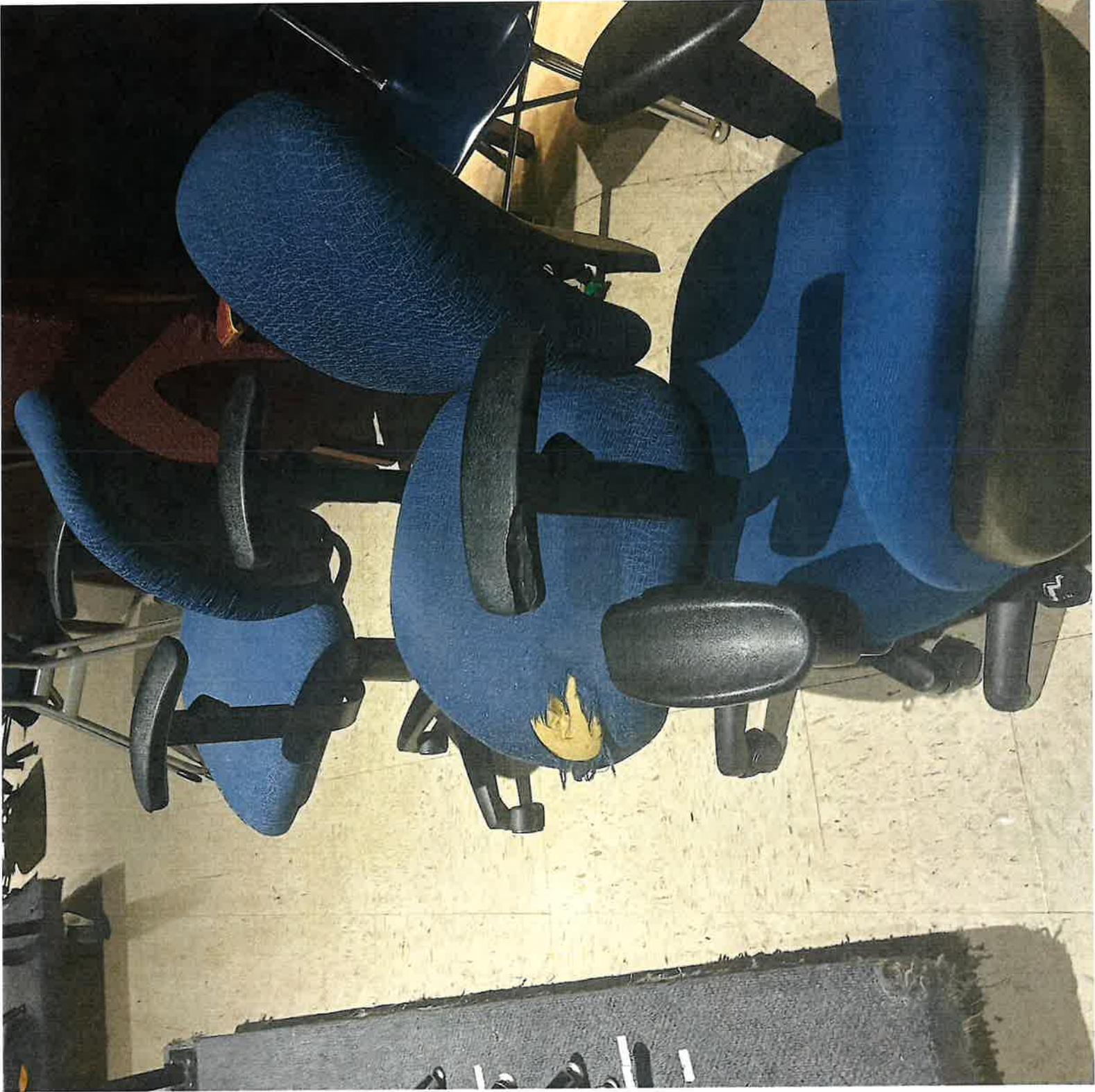
For inventory control use: copy to central office receiving ___/___/___; copy to principal or supervisor ___/___/___; copy to inventory control ___/___/___; copy to vendor ___/___/___

Notes on Disposal Method:

Signature: _____ Date: _____

BROKE
to move to storage Hologood.











Agenda Item Title: Board Policy 2.500, Deposit of Funds, on first reading

Board Meeting Date: February 11, 2025

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

The Finance Department requests a revision to Board Policy 2.500 to improve efficiency in depositing funds. Currently, only the principal is authorized to make deposits. We recommend amending the policy to allow the principal *or their designee* to deposit funds, ensuring continuity and preventing delays.

Staff Recommendation

Approve Board Policy 2.500, Deposit of Funds, on first reading

Fiscal Impact

No immediate 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 September	Descriptor Term: <h2 style="text-align: center;">Deposit of Funds</h2>	Descriptor Code: 2.500	Issued Date: 01/09/24
		Rescinds: 2.500	Issued: 11/28/17 09/24/19 10/12/21

1 *Central Office*

2 All income payable to the school district will be deposited with the trustee, who will credit it to the
3 appropriate account.

4 *Individual Schools*

5 All money collected at the building level must be cleared through the principal's office.

6 *Deposits¹*

7 The principal, **or designee**, shall deposit funds daily if possible, but no later than three (3) days after
8 being received.¹ Deposit slips must be completed in duplicate. All checks should be listed individually
9 on the deposit slip or an attached list, itemizing the name of the payer and the amount. The receipt
10 numbers comprising the deposit should be written on the deposit slip. The validated duplicate deposit
11 slip or the duplicate deposit slip with deposit receipt attached should be given to the bookkeeper.

12 Monies collected at the building level must be deposited to one of three bank accounts:²

- 13 1. General School Fund/Restricted Accounts;
- 14
- 15 2. School Food Service; and
- 16
- 17 3. Savings.

Legal References

- 1. *Tennessee Internal School Funds Manual, Sections 4-4, 6-2*
- 2. *Tennessee Internal School Funds Manual, Section 6-1*

Agenda Item Title: Board Policy 3.402, Use of District Vehicles, on first reading

Board Meeting Date: February 11, 2025

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 3.402, *Use of District Vehicles*, is a new policy presented for the Board’s consideration and approval. This policy establishes clear guidelines for employees authorized to operate district-owned vehicles, including requirements for proper use, driver responsibilities, and adherence to safety and maintenance standards. It requires the Director of Schools to draft and implement a corresponding administrative directive.

Staff Recommendation

Approve Board Policy 3.402, Use of District Vehicles, on first reading

Fiscal Impact

No immediate fiscal impact. Any costs related to physical examination will be borne by the employee.

Connection to MCS’s Five-Year Strategic Plan

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

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Use of District Vehicles</h2>	Descriptor Code: <h3 style="text-align: center;">3.402</h3>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 It is necessary for Murfreesboro City Schools to operate a fleet of vehicles to support the operations of
 2 the school system. The Director of Schools will establish appropriate procedures to ensure all vehicles
 3 are properly maintained and safely operated in compliance with all applicable local, state and federal
 4 statutes and regulations. District-owned vehicles shall be used exclusively for the conduct of official
 5 school business, and the use of such vehicles for personal purposes such as attending to personal affairs,
 6 social engagements or unapproved commuting is prohibited.

7 All vehicles will be operated in a manner consistent with all applicable traffic laws and ordinances of
 8 the jurisdiction in which they are operated. The District reserves the right to monitor vehicle use,
 9 including GPS tracking where applicable. The following requirements shall apply to any employee
 10 operating a District-owned vehicle. Failure to comply with these provisions may subject the employee
 11 to disciplinary action, up to and including, suspension or termination:

- 12 1. License: Employees who operate District-owned vehicles for District business shall have a
 13 current and valid driver's license as required by law and maintain an acceptable driving record,
 14 which may be reviewed periodically.
- 15 2. Physical examination: Employees who operate District-owned vehicles must undergo a physical
 16 examination to ensure they meet the necessary health and safety standards. This will be
 17 completed when hired in the district or when assigned a vehicle to drive if not completed during
 18 the hiring process.
- 19 3. Used Only by Employee(s): Only employees may drive or operate District-owned vehicles.
 20 Occupants of District-owned vehicles shall be limited to personnel employed by the District or
 21 individuals whose business is directly related to District business.
- 22 4. Employees Responsible for Moving and Parking Citations: Employees are financially
 23 responsible for any moving violations and parking citations that may be incurred while using
 24 District-owned vehicles. Failure of the driver to pay the fines may cause the loss of driving
 25 privileges of District-owned vehicles.
- 26 5. Safe Driving Practices: Employees shall obey traffic regulations, exercise reasonable care and
 27 observe safe driving practices at all times while driving vehicles owned by the District. The use
 28 of cell phones, laptops or any other electronic equipment is prohibited while operating the
 29 vehicle.
- 30 6. Smoking or Tobacco Use Prohibited: Driver and passengers are prohibited from smoking or
 31 using tobacco in District-owned vehicles.
- 32 7. Reporting Damage and Accidents: Employees must report any accident or damage involving a
 33 District-owned vehicle to their direct supervisor and, if necessary, to local law enforcement.
- 34 8. Compliance with Other Administrative Procedures: All employees who drive District-owned
 35 vehicles must comply with other administrative procedures as established by the Director of
 36 Schools.

Agenda Item Title: Open/Closed Zone Schools

Board Meeting Date: February 11, 2025

Department: Student Support Services

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

Murfreesboro City Schools will conduct the open enrollment period for zone waivers from February 27 – March 28, 2025. Parents or guardians of a student seeking to transfer their child to an open zoned school for the 2025-26 school year must apply within this timeline. There are two types of requests that are completed on the same form: (1) new zone waiver and (2) students currently on a zone waiver requesting to remain at the school.

Staff Recommendation

Approval of open zoned schools and seats for the 2025-26 school year.

School	Proposed # Open Seats Available	Closed Grade Levels
Bradley	15 seats in kinder 7 seats in 1 st grade 9 seats in 2 nd grade 5 seats in 3 rd grade 13 seats in 4 th grade 19 seats in 5 th grade	6
Cason Lane	5 seats in kinder 10 seats in 1 st grade 3 seats in 2 nd grade 2 seats in 3 rd grade 11 seats in 4 th grade 13 seats in 5 th grade	6
Erma Siegel	5 seats in kinder	4, 6

	11 seats in 1 st grade 4 seats in 2 nd grade 5 seats in 3 rd grade 5 seats in 5 th grade	
Hobgood	5 seats in kinder 2 seats in 1 st grade 2 seats in 2 nd grade 6 seats in 4 th grade	3, 5, 6
Mitchell-Neilson	5 seats in kinder 3 seats in 1 st grade 5 seats in 2 nd grade 3 seats in 4 th grade	3, 5, 6
Northfield	15 seats in kinder 15 seats in 3 rd grade 19 seats in 5 th grade	1, 2, 4, 6
John Pittard	15 seats in kinder 3 seats in 1 st grade 5 seats in 2 nd grade 10 seats in 5 th grade	3, 4, 6
Reeves-Rogers	5 seats in kinder 7 seats in 3 rd grade 6 seats in 4 th grade 7 seats in 5 th grade	1, 2, 6

Closed Zoned Schools with no available seats:

1. Black Fox
2. Overall Creek
3. Salem
4. Scales

For closed zoned schools, only students on existing zone waivers, who have not changed addresses, may apply to continue at these schools.

Please note that Discovery School has a separate application and assessment process.

Fiscal Impact

Not Applicable

Connection to MCS's Five-Year Strategic Plan

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

**Proposed Open Zoned Seats
2025-2026**

School	Proposed # Open Seats Available	Closed Grade Levels
Bradley	15 seats in kinder 7 seats in 1 st grade 9 seats in 2 nd grade 5 seats in 3 rd grade 13 seats in 4 th grade 19 seats in 5 th grade	6
Cason Lane	5 seats in kinder 10 seats in 1 st grade 3 seats in 2 nd grade 2 seats in 3 rd grade 11 seats in 4 th grade 13 seats in 5 th grade	6
Erma Siegel	5 seats in kinder 11 seats in 1 st grade 4 seats in 2 nd grade 5 seats in 3 rd grade 5 seats in 5 th grade	4, 6
Hobgood	5 seats in kinder 2 seats in 1 st grade 2 seats in 2 nd grade 6 seats in 4 th grade	3, 5, 6
Mitchell-Neilson	5 seats in kinder 3 seats in 1 st grade 5 seats in 2 nd grade 3 seats in 4 th grade	3, 5, 6
Northfield	15 seats in kinder 15 seats in 3 rd grade 19 seats in 5 th grade	1, 2, 4, 6
John Pittard	15 seats in kinder 3 seats in 1 st grade 5 seats in 2 nd grade 10 seats in 5 th grade	3, 4, 6
Reeves-Rogers	5 seats in kinder 7 seats in 3 rd grade 6 seats in 4 th grade 7 seats in 5 th grade	1, 2, 6

Agenda Item Title: New Position – Student Data Management

Board Meeting Date: February 11, 2025

Department: Student Support Services

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

The Student Support Services department is requesting to hire an additional student data management employee to assist with the accurate and timely verification of student data to ensure adequate funding and attendance reporting.

The position will be for the remainder of the 2024-2025 school year only to help address a shortage due to employees on leave.

Staff Recommendation

Recommended approval to hire an additional Student Data Management position that is beyond what was approved in the FY25 General Purpose budget for the remainder of the 2024-2025 school year.

Fiscal Impact

Employee salary and benefits within Range 9 of the Central Office Classified Employee pay scale.

A budget amendment will be needed to address this increase and will be funded through savings in other lines items. The budget amendment will not be completed until the end of the fiscal year.

Connection to MCS's Five-Year Strategic Plan

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

Murfreesboro City Schools
Student Data Management Generalist
Department of Student Services
Revised 11-2-23

CREDENTIALS:

- Must have a High School Diploma or equivalent General Education Diploma (GED).

OTHER QUALIFICATIONS: Must comply with Family Educational Rights and Privacy Act (FEPR) to protect the confidentiality rights of parents, children, and other sensitive information. Must be proficient in MS Excel and Word. Organizational skills with attention to detail are a must with the ability to multi-task and prioritize. Must have a good understanding of data flow and processes and be able to analyze data. Knowledge of TN Student Information Systems (SIS), LEA's designated SIS, other Microsoft software, Google Suite, etc. Previous experience troubleshooting data is helpful, but not required.

PHYSICAL DEMANDS: This person must have an excellent memory, be emotionally mature and able to handle stress, and possess the intellectual and sensory skills for working efficiently with others. This person must be flexible and can work in an open, potentially distracting environment. This person must have the ability to sit in front of a computer for long periods of time and must have good hand and wrist dexterity.

PRIMARY DUTIES:

1. Attendance/Student Data Management.
2. Support Federal Programs Director with reporting and data management requirements.

ESSENTIAL JOB FUNCTIONS:

1. Maintain and troubleshoot TN Student Data Management systems; run daily reports, manipulate Excel data, analyze data and reconcile system discrepancies.
2. Monitor student data for funding purposes
3. Validate State Testing Student Data and Teacher Claiming information in TN Student Data system.
4. Beginning of Year set-up and Year-end close-out procedures as well as adjustments throughout the school year as needed
5. Support school level Student Data Personnel including in-person training and coaching.
6. Supporting Principals and School Staff by covering for Student Data Personnel who require extended time off.
7. Develop procedures and best practices for school-level Student Data personnel.
8. Create SIS accounts for staff.
9. Set up and maintain teacher assignments and course scheduling in SIS.
10. Perform other duties as assigned.

STAFF RELATIONSHIP: Reports to Assistant Superintendent Student Support Services

TERMS OF EMPLOYMENT: Full-Time 12-month contract. Non-Exempt. Salary and Benefits set annually.

The information contained in this job description is for compliance with the Americans with Disability Act (ADA) and does not constitute an exhaustive list of the duties performed for this position.

Agenda Item Title: Increase Salary Range for Credential Sign Language Interpreter

Board Meeting Date: February 11, 2025

Department: Special Education

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Requires City Council Approval: Yes No

Summary

The Special Education Department is requesting to increase the salary range for the Special Education Educational Interpreter position. This position provides sign language translation for our deaf and hard of hearing students.

The position has been open for several years, but the district has been unable to fill it due to the high demand and shortage of candidates with appropriate credentials. To provide educational interpreting for students who are deaf, deaf-blind, or hard of hearing, an educational interpreter must hold a valid Tennessee School Services Personnel license with the appropriate endorsement or must meet the following employment standards:

Hold at minimum an associate's degree;

1. Obtain a passing score on the written portion of the Educational Interpreter Performance Assessment (EIPA); and
2. Obtain a minimum score of 3.0 on the performance assessment portion of the EIPA.

The current range for this position is \$29,268 - \$34,432. Our recommendation is to place this position on the same pay scale as teachers with a bachelor's degree due to the requirements of the position and the hard to fill status.

Staff Recommendation

Recommended approval to increase the pay for the Special Education Educational Interpreter position.

Fiscal Impact

Employee salary and benefits based on the teacher salary schedule at the bachelor's level. Currently a budget amendment is not expected due to savings in the 71200-163 line.

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: Budget Amendment – High Cost Special Education Funding

Board Meeting Date: February 11, 2025

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 recognizes new revenue from High-Cost Funding and State Special Schools Transportation reimbursement. The \$105,038 from High Cost and the \$16,728 from the reimbursement will offset expenditures in special education and transportation with private agencies.

Staff Recommendation

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

Fiscal Impact

This increases revenue by \$121,766 with corresponding expenditures. The budget amendment will be within FY25 approved budget and no net change to fund balance.

Connection to MCS's Five-Year Strategic Plan

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- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success.

Murfreesboro City Schools Budget Amendment

BOE Approval

2/11/2025

General Purpose Schools Fund 141
Fiscal Year 2024-25

Account Number	Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
141 R 47143	Education of Handicap	15,000	136,766	121,766
Total Increase in Revenues		\$ 15,000	\$ 136,766	\$ 121,766
<u>Expenditures</u>				
141 E 71200 312	Contracts w/ Private Agencies	110,000	215,038	105,038
141 E 72710 312	Contracts w/ Private Agencies	40,000	56,728	16,728
Total Increase in Expenditures		\$ 150,000	\$ 271,766	\$ 121,766

CHANGE IN FUND BALANCE (CASH)


-

The new revenue for \$105,038 is High Cost Funding and the \$16,728 is State Special Schools Transportation reimbursement. These will be offset by expenditures in two different accounts for contracts with private agencies.

 _____ 2/6/25

Reviewed by Finance Director/Finance Manager

Date

Approved	<input checked="" type="checkbox"/>		2/6/2025
		Director of Schools	Date
Declined	<input type="checkbox"/>		

Agenda Item Title: Budget Amendment –Interest Revenue

Board Meeting Date: February 11, 2025

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 recognizes new interest revenue of \$34,725 with a reduction of unemployment compensation by \$5,000 within the account to offset the \$39,725 of expenditures for the board fees and benefits. The City of Murfreesboro approved the increase of board compensation on May 23, 2024, and this amendment will be used to cover the remaining expenditures for this fiscal year.

Staff Recommendation

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

Fiscal Impact

This increases revenue by \$34,725 with corresponding expenditures. The budget amendment will be within FY25 approved budget and no net change to fund balance.

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
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- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success.

Murfreesboro City Schools Budget Amendment

BOE Approval

2/11/2025

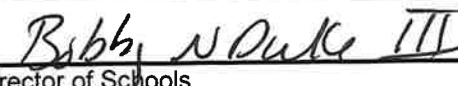
General Purpose Schools Fund 141
Fiscal Year 2024-25

Account Number	BUDGET Account Description	AS PASSED OR PREV AMENDED	AMENDMENT AMENDED BUDGET	INCREASE (DECREASE)
<u>Revenues</u>				
141 R 44111	Interest Income	286,680	321,405	34,725
Total Increase in Revenues		\$ 286,680	\$ 321,405	\$ 34,725
<u>Expenditures</u>				
141 E 72310 191	Board and Committee Mbr. Fee	\$ 34,200	\$ 68,400	\$ 34,200
141 E 72310 201	Social Security	10,350	12,475	2,125
141 E 72310 212	Medicare	2,420	2,920	500
141 E 72310 305	Audit Services	57,250	58,350	1,100
141 E 72310 307	Communication	-	1,800	1,800
141 E 72310 210	Unemployment Compensation	51,000	46,000	(5,000)
Total Increase in Expenditures		\$ 155,220	\$ 189,945	\$ 34,725
CHANGE IN FUND BALANCE (CASH)				-

Recognize additional interest income of \$34,725 not previously budgeted. This will be used for the new expenditures related to the increase in Board Fee's and benefits. A reduction of \$5,000 out of unemployment compensation will be used to offset the additional expenditure.


2/6/25

 Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	 Bobby N. Duke III Director of Schools	2/6/25 Date
Declined	<input type="checkbox"/>		

Agenda Item Title: Budget Amendment – TN Risk Management Grant

Board Meeting Date: February 11, 2025

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 recognizes new grant money awarded by Tennessee Risk Management Trust to fund additional safety equipment for MCS operations. The grant is to aid our district on preventing common workers compensation issues and provide a safe working environment. The \$18,528 will be used to purchase equipment utilized in daily operations within the district.

Staff Recommendation

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

Fiscal Impact

This increases revenue by \$18,528 with corresponding expenditures. The budget amendment will be within FY25 approved budget and no net change to fund balance.

Connection to MCS's Five-Year Strategic Plan

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

Murfreesboro City Schools Budget Amendment

BOE Approval

2/11/2025

General Purpose Schools Fund 141
Fiscal Year 2024-25

Account Number	Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
141 R 44570	Donations and Gifts	160,547	179,075	18,528
Total Increase in Revenues		\$ 160,547	\$ 179,075	\$ 18,528
<u>Expenditures</u>				
141 E 72620 717	Maintenance Equipment	\$ 70,000	\$ 88,528	\$ 18,528
Total Increase in Expenditures		\$ 70,000	\$ 88,528	\$ 18,528

CHANGE IN FUND BALANCE (CASH) -

TNRMT Safety Grant awarded \$18,528 to MCS District to help prevent common workers compensation issues and provide a safe working environment. This will purchase maintenance equipment to help assist in the daily operations of the district.

D. J. O'Connell

2/6/25

Reviewed by Finance Director/Finance Manager

Date

Approved	<input checked="" type="checkbox"/>	<i>Bobby N Duke III</i>	<i>2/6/25</i>
		Director of Schools	Date
Declined	<input type="checkbox"/>		

Agenda Item Title: Budget Amendment – Indigent Children Care Fund. FY25 General Purpose Fund 141 - Donations

Board Meeting Date: February 11, 2025

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 recognizes an individual donation for indigent children care. This amendment allocates \$3,500 in Support-Other Student Support to help assist children in need. This amendment does not change fund balance.

Staff Recommendation

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

Fiscal Impact

This increases revenue by \$3,500 with corresponding expenditures. The budget amendment will be within FY25 approved budget and no net change to fund balance.

Connection to MCS's Five-Year Strategic Plan

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

<u>Revenues</u>				
141 R 44570	Donations and Gifts		157,047	160,547 3,500
Total Increase in Revenues		\$	157,047	\$ 160,547 \$ 3,500

<u>Expenditures</u>				
141 E 72130 599	Other Charges	\$	9,625	\$ 13,125 \$ 3,500
Total Increase in Expenditures		\$	9,625	\$ 13,125 \$ 3,500

CHANGE IN FUND BALANCE (CASH) -

Donations in the amount of \$3,500, were received by an individual donor for the Indigent Children. These funds will be used assisting children in need.

D. J. [Signature] 2/6/25
 Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u>Bobby W Duke III</u>	<u>2/6/2025</u>
		Director of Schools	/Date
Declined	<input type="checkbox"/>		

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 09/13/22
		Rescinds:	Issued: 07/23/24

1 *General*

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

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

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

13 Any materials that meet the following criteria shall be removed and excluded from the district's library
14 collection:

- 15 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
16 violence, or sadomasochistic abuse as defined in state law³;
- 17 2. Are patently offensive as defined in state law; or
- 18 3. Appeal to the prurient interest as defined in state law.

19 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

20 **COMPLAINTS⁴**

21 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
22 shall:

- 23 1. Inform the complainant of the selection procedures and make no commitments.
- 24 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 25 3. Inform the principal (and other appropriate personnel).
- 26 4. Keep challenged materials available for use during the reconsideration process.

27 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
28 may request review of the challenged materials by an ad hoc materials review committee within thirty

1 (30) days. If the principal appoints a review committee, it should include certified library media
2 personnel, representatives from classroom teachers, and one or more parents.

3 After receiving the challenged materials, the following steps should occur:

- 4 1. Read, view, or listen to the contested material in its entirety;
- 5 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 6 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
7 students who have access to the materials and whether the material is suitable for, and
8 consistent with, the educational mission of the school; and
- 9 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
10 material for its strength and value.

11 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
12 assess the findings along with the recommendation of the principal and present a recommendation to
13 the Board.

14 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
15 the material to determine whether it is appropriate for the age and maturity levels of the students who
16 have access to the materials and whether the material is suitable for, and consistent with, the
17 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
18 the decision within sixty (60) days from which the feedback was received.

19 **REMOVAL OF LIBRARY MATERIALS**

20 If it is determined that the material is not appropriate for the age and maturity levels of the students
21 who have access to them or is not suitable for, and consistent with, the educational mission of the
22 school, the material shall be removed from the library collection.

Legal References

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

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