

Board of Education Regular Meeting

January 28, 2020 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Amanda Moore, David LaRoche, Roseann Barton, and Becky Goff</p> <p>Staff: Dr. Linda Gilbert, Gary Anderson, Joe Marlin, Sheri Arnette, Greg Lyles, Angela Fairchild, Lisa Trail, Trey Duke, Quinena Bell, Adam Bryson, Cindy Cliche, Suzanne St. John, Beth Prater, Caitlin Bullard, Raeshon Torres, Kristina Maddux, Julia Williams and Brian Rome.</p> <p>City Liaison Bill Shacklett. Assistant City Attorney Elizabeth Taylor was absent.</p>	<p>Chair Butch Campbell</p>
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Keala Lemoine, a 6th grade student at Salem Elementary, Darci Hampton, a 5th grade student, also at Salem Elementary, and Xavier Duffey, a 6th grade student at Hobgood Elementary.</p> <p>On behalf of the entire School Board, Mr. Campbell thanked all the schools for all of the notes and gifts for School Board Appreciation Week.</p>	
<p>B. Moment of Silence Procedural Item Mr. Campbell asked everyone to remember Ms. Nancy Duggin, a former teacher and school board member, whose husband, Mr. Ivan Duggin, also a long-time educator, recently passed away.</p>	
<p>II. APPROVAL OF AGENDA Action Item</p>	<p>Chair Butch Campbell</p>
<p>III. COMMUNICATIONS Information Item FY 2019 Audit Report-Andy Matlock with Matlock and Clements presented the findings of the audit. Mr. Matlock stated that Matlock and Clements issued an unmodified opinion, which is a clean audit, on both reports. There were no findings that would warrant any communications.</p> <p>School Board Appreciation Week-January 27-31</p> <p>Recognition of Donna Burke and Rhonda Rivera, bus drivers who made hats for students on their buses and their teachers.</p> <p>Recognition of Maci Lynn O'Brien, a student at Northfield Elementary, for her acts of kindness during Christmas. Maci presented goody bags out of the goodness of her heart to patients at Tennessee Oncology during the</p>	<p>Mrs. Lisa Trail</p>

Christmas season.

Kayla Woodlee with Music City Trykes-City TV News Story

Congratulations to Mary Pat Allen, art teacher at Discovery for being a highlighted artist at MTSU's "Saturdays at Todd." Her charcoal art was showcased at the Todd Art Gallery this past weekend. Ms. Allen participated in an artist talk and led a workshop for those who attended. We are proud of Ms. Allen!

Performance by Bradley Academy students who attended the Junior Theater Festival in Atlanta recently and performed Annie JR as their showcase. Markell Waobikeze won Outstanding Performance By an Individual. He was one of ten out of about seven thousand who won this award. He won the award for his portrayal of Daddy Warbucks. The team placed high but will receive final scores in April. The following students are in attendance at the meeting tonight:

Alanna Summers

KaLeah Batey

Zaria Marable

Layla Taylor

Lydia Dancer

Kelsey Gord

Penelope Canning

Jessica Thomas

Trevon Williams

Jaden Gatewood

Markell Waobikeze

Katelyn Humbert

Nataliah Fogler and Norieah Fogler also attended JTF, but have recently moved out of the district.

Eric Grim, Desiree Keith, and Kennye Holt were the coaches that helped lead this group to such a wonderful performance.

Announcement of Teachers of the Year:

Discovery School

Teresa McCarthy

Kelley Kleppinger

John Pittard Elementary

Deborah Collier

Molly Oliver

Cason Lane Academy

Shay Wilson

Latasha McFarland

Salem Elementary

Kinsey Johnson

Cynthia Martin

Overall Creek Elementary

Sara Brown

Christy Honey

Scales Elementary

Kimberly Hix
Isormari Pozo

Bradley Academy
Abbey Sanders
Regan Clark

Erma Siegel Elementary
Brandy Cheatham
Margaret Lane

Reeves-Rogers Elementary
Renee Martua
Danielle Johnson

Black Fox Elementary
Kim Gambill
Meredith Patrum

Northfield Elementary
Judy Gritton
Rachel Bjork

Hobgood Elementary
Terri Guess
Corynn York

Mitchell-Neilson School
Heather Konyar Curry
Beverly Sanford

The District Celebration for these Teachers of the Year will be held on Tuesday, March 24, at Oaklands Mansion.

Murfreesboro City Schools would like to recognize Assistant City Attorney, Elizabeth Taylor, for being chosen for the TN Bar Association 2020 Leadership Law Program.

Theresa Witsman & Christy Honey have been selected to present at the State TSIN Conference May 4th & 5th at the Nashville Convention Center.

Don Bartch has been selected to present at the State TSIN Conference May 4th & 5th at the Nashville Convention Center.

Lea Bartch & Cherry Ross have been selected to present at the National Science Teachers Association National Convention during Spring Break in Boston, MA on April 3rd.

Roxana Dove, Jernika Frazier, and Ashley Love are presenting with the TDOE at the PIE (Partners in Education) Conference this week. Roxana Dove and Jernika Frazier are presenting "Exploring the Itinerant Model of Services for Preschool Students" (regarding itinerant teachers) and Ashley Love is presenting "Together We Learn Better" (regarding inclusion).

Dr. Linda Gilbert will be presenting a session with Lebanon

Superintendent, Scott Benson, Lawrence County Superintendent Johnny McDaniel, and Kim Frank at the TOSS Legislative and Learning Conference on February 5. The session is titled "Effective Strategies of Social Emotional Learning."

MCS and John Pittard Elementary are thrilled to announce that Fifth Grade Math and Science Teacher Kyle Cantrell has been named as an Extraordinary Educator by Curriculum Associates. Curriculum Associates named 31 members nationwide to their inaugural class of Extraordinary Educators. Congratulations Mr. Cantrell on receiving this great honor! So proud you are part of the Pittard Pride. The 31 selected teachers exhibit best-in-class use of i-Ready and/or Ready in their classroom, illustrate growth and achievement via formal assessments, demonstrate classroom innovation and engagement practices for students, are evangelists for high standards and student achievement, and have been teaching for at least two years.

Angela Bunyi with Discovery School recently won the Battelle Education TSIN/STEMx STEM Classroom Grant sponsored by TVA and BVI. This grant was in the amount of \$2500 for the project "Greenhouse Challenge: Farmer vs Bot!"

Hobgood Elementary was recently awarded a TVA STEM grant in the amount of \$5000. The grant was written by teacher Ms. Karen Shortridge and was entitled STEM Based Augmented Reality Sandbox Project.

Erma Siegel was also awarded a TVA STEM grant for \$5000 entitled STEMulating Young Engineers.

Salem Elementary was awarded a TVA STEM grant for \$3500 entitled Bringing Design to Life Through 3D Printing. It was written by teacher Kimberly Kahle.

Felecia Jackson with Overall Creek recently received the Giants of Electricity grant for \$2200. This grant will cover the cost of a two-day in-school theatrical performance and hands-on science-based workshop for 3rd graders at Overall Creek Elementary.

Congratulations to Erma Siegel 5th grade student, Sarah Young, who has been chosen by Poetic Power to be published in their upcoming poetry anthology.

Murfreesboro City Schools would like to thank an anonymous donor for their \$1,000 donation to the Backpack Food Program.

Murfreesboro City Schools would like to thank Mr. Richie Bolin, S & W Contractors, for donating \$350 to purchase take-home Math kits for the upcoming district-wide Family Game Night on March 19.

Murfreesboro City Schools Community Outreach would like to thank our community supporters for donations to the Indigent Care Fund totaling \$1,000 and for \$1,450 donated to the Backpack Food Program.

Murfreesboro City Schools would like to thank Middle TN Association of Realtors for their \$500 donation to the Indigent Care Fund.

<p>Murfreesboro City Schools would like to thank the following community partners for providing support to our children and families during the 2019 Season of Sharing: Band of Brothers- North Blvd. Church of Christ General Mills / Yoplait Plant Parks Realty Murfreesboro Police Dept. (Shop With A Cop) Youth Group - North Blvd. Church of Christ</p> <p>With with the support of these partners we were able to serve over 700 children and families during the holiday season. We would also like to thank Mr. Larry Willeford and the Maintenance Dept. for delivering gifts and Mitchell-Neilson and Hobgood Schools for providing space for two of the holiday events.</p> <p>Mitchell Neilson Schools would like to thank Alan Farley and his staff at Rutherford County Election Commission for their generous donation to the MNS uniform fund.</p> <p>MCS would like to thank all of the sponsors and those in attendance at the Excellence in Education Gala. We especially appreciate former School Board member Collier Smith for being the honoree. The evening was a complete success. As of now, the Foundation has given over \$1 million dollars back to city schools.</p> <p>The MCS Teacher Job Fair is scheduled for February 8 at Scales from 9:30-11:30.</p>	
<p>IV. CONSENT ITEMS Consent Agenda</p>	<p>Chair Butch Campbell</p>
<p>A. Approval of School Fees Consent Item</p>	
<p>B. Approval of 12-10-19 Board Minutes Consent Item</p>	
<p>C. Minor Change to Board Policy Consent Item</p>	
<p>i. Approval of Changes to Board Policy 2.404 School Support Organizations Consent Item</p>	
<p>ii. Approval of Changes to Board Policy 2.800 Expenditure of Funds Consent Item</p>	
<p>iii. Approval of Changes to Board Policy 2.8001 Energy Management and Conservation Consent Item</p>	
<p>iv. Approval of Changes to Board Policy 2.804 Expenses and Reimbursements Consent Item</p>	
<p>v. Approval of Changes to Board Policy 2.805 Purchasing Consent Item</p>	
<p>vi. Approval of Changes to Board Policy 2.806 Bids and Quotations Action Item</p>	
<p>vii. Approval of Changes to Board Policy 2.807 Requisitions Consent Item</p>	
<p>viii. Approval of Changes to Board Policy 2.810 Payment Procedures Consent Item</p>	

ix. Approval of Changes to Board Policy 5.106 Application and Employment Consent Item	
x. Approval of Changes to Board Policy 5.118 Background Investigations Consent Item	
xi. Approval of Changes to Board Policy 5.203 Recommendations and File Tra Consent Item	
xii. Approval of Changes to Board Policy 5.305 FMLA Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. New Proposed 2020-2021 School Calendar Action Item Mrs. Goff said that she had questions about snow days since the last calendar was approved, so she asked if we could decrease some of the stockpiled snow days. Dr. Gilbert said that we cannot do that.	Dr. Linda Gilbert
B. Approval of the 2019-2020 Textbook Adoption Committee Action Item	Mrs. Sheri Arnette
C. Approval to Purchase New Buses Action Item Mr. Anderson explained that two buses will be retiring at the end of this school year. We will not pay for them until the next fiscal year's budget, but we have to order them now. If we get the orders in by February 6, we will get same price as last year. This will be for two regular buses.	Mr. Gary Anderson
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report-11/8/19-1/22/20 Information Item	Dr. Linda Gilbert
B. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
C. Revenue and Expenditure Reports for November 2019 and December 2019 Information Item	Mr. Gary Anderson
VII. OTHER BUSINESS Information Item Mr. Ballard had a question about the Board policy that was approved under consent regarding Family Leave. He asked if the 12-week family leave time could be broken up and taken as needed, or does it have to be taken all at once. Dr. Gilbert said that she would have Mr. Ringstaff get the answer to him. Mr. Ballard wanted to recognize the hard work that Lisa Trail and Tori Carr put into the City School Foundation Gala.	Chair Butch Campbell
VIII. ADJOURNMENT Action Item The meeting adjourned at 6:48 p.m.	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

December 10, 2019 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER BY BOARD CHAIR Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Amanda Moore, Becky Goff, David LaRoche, and Roseann Barton</p> <p>Staff: Dr. Linda Gilbert, Ralph Ringstaff, Angela Fairchild, Lisa Trail, Joe Marlin, Raeshon Torres, Don Bartch, Tiffany Strevel, Greg Lyles, and Maria Johnson</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	<p>Board Chairman</p>
<p>A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Marcus Malone Jr., a fifth grade student at Bradley Academy and Jackson Shumaker, a sixth grade student at Overall Creek.</p>	<p>Chair Butch Campbell</p>
<p>B. Moment of Silence Procedural Item</p>	
<p>II. APPROVAL OF AGENDA Action Item Approval of the agenda. This motion, made by Mr. Wesley Ballard and seconded by Mr. David LaRoche, passed.</p>	<p>Chair Butch Campbell</p>
<p>III. COMMUNICATIONS Information Item Dr. Linda Gilbert's Evaluation Results-Ben Torres with TSBA</p> <p>Congratulations to the following schools who have been named RTI²B Model of Demonstration schools by the Tennessee Behavior Supports Project at Vanderbilt:</p> <p>Gold Level:</p> <ul style="list-style-type: none">• Northfield <p>Silver Level:</p> <ul style="list-style-type: none">• Black Fox• Bradley• Cason Lane• Hobgood• John Pittard• Overall Creek• Reeves-Rogers• Scales <p>Bronze Level:</p> <ul style="list-style-type: none">• Discovery• Erma Siegel <p>The Tennessee Behavior Supports Project at Vanderbilt's RTI²B Model of Demonstration school process acknowledges schools "for exemplary implementation of Response to Instruction and Intervention for Behavior. The purpose of this recognition is to highlight and promote schools successfully implementing RTI²B so their practices can serve as models across the state."</p> <p>The Nashville Music City Trykes visited Discovery School last week to work with second grade students to assemble an adaptive tricycle and present it to a community member as</p>	<p>Mrs. Lisa Trail</p>

part of their STEM Designated School Community Partners Project. We will have more about this at the January Board meeting.

Congratulations to the Black Fox girls team and Scales boys team who are the MCS Basketball Champions for the 2019 season! Many thanks to the coaches, cheerleaders, players, referees, parents, teachers, administrators, staff, Ralph Ringstaff, Murfreesboro Police Department, and Transportation for their work in making the basketball league a tremendous success!

MCS would like to thank St Paul's Episcopal Church and their Angel Tree Committee for providing a visit from Santa along with presents for the students at Mercury Court Pre-K recently.

Congratulations to the following schools and students who competed at the state Beta Club Convention and walked away with awards:

Overall Creek Elementary

Sponsors:

Marian Evilsizer

Mallory Eaton

Kara Bergeron

Winners:

- 2nd Place-Science Academic Testing-Gabby Frank
- Premier Performance Recognition (Performing Arts)-Ella Nunley
- 5th Place-Quiz Bowl-Annabelle Horn, Hudson Holt, Matthew Clemence, and Carter Craig
Cason Lane Academy

Sponsors:

Nicollette Sanders

Mona Thomas

Julie Seymour

Winner:

- 3rd Place-Solo Talent-Taraja Johnson
Discovery School

Sponsors:

Dr. Kristy Mall

Jason Page

Eric Matthews

Beth Warren

Kelsey McKnight

Tiara Vance

Amy Ritter

- 3rd place-Mixed Media-Ashmi Patel
- 5th place- Recyclable Art-Grace Bella Sanders
- 5th place- Fourth Grade Math- Zoey Boston
- 5th place-Fourth Grade Science- Daniel Cho
- 4th place- Poetry-Samantha Shaw
- 1st place- Elementary Engineering-Spinnaker Rooley, Keila Wegmeyer, Luca Guevert, Parker Lindquist, and Joseph Rowell
- 3rd place-Banner Design-Jhanayah Porter, Emma Tuseth, Danica Crowley, Juliette Berenstein, Sasha Williams-Smith
- 5th place- Campaign Skit-Evelyn Phillips, Ben Hogan, Joseph Rowell, Peyton Roeder, Truitt Surbaugh, and Parker Griffen.
- Growth Award-Team

A big thank you to MTSU for making the Education Day Game the biggest and best for the students of MCS. Since the inception of the MTSU-MCS Education Day Game in 2012-

2013, MTSU has had the top single-game attendance and average attendance for Education Day Games nationally. This year's attendance was 11,415 and the has been 11,013:

Education Day Average Attendance

1. **MT 11,013**
2. Virginia 10,048
3. Tennessee 10,007
4. Iowa State 9,145
5. Dayton 7,972
6. Texas A&M 8,004
7. Old Dominion 7,103
8. Montana 6,944
9. Wake Forest 6,847
10. Texas 6,835

Many thanks to all of the MCS staff and to MTSU and the Murfreesboro Police Department for making this experience possible for our students.

Trey Duke presented at the Mid-South Educational Research Association in New Orleans in November. His research topic was Teacher Migration-Why Do Teachers Leave One School for the Same or Similar Position in Another School?

MCS would like to thank the Kings Men Sunday School Class at First Baptist Church, 200 E. Main St, for their generous donation toward the purchase of ROVER tickets.

Congratulations to the winners of the quarter finals of the Junior Chef Competition. These students, from John Pittard, include:

Andrew Young
Mackenzie Stevens
Landon Robinson
Khyland Corlew
Haven Rising

Murfreesboro City School students recently participated in the Fall Special Olympics Bowling. Our system had seven schools and approximately 60 students to participate. Each student bowled two games and awards were delivered to all athletes. A special thanks goes to Lanes, Trains, and Automobiles for hosting this year's event.

Murfreesboro City wants to thank Calsonic in Shelbyville for doing a drive for coats, hats, and gloves for our students. We also want to thank MTSU who will be doing another True Blue Coat drive for MCS students on December 21st. This will allow us to have coats waiting for our students when they return from winter break.

The following grants were awarded last week by the Business Education Partnerships. Congratulations to the winning teachers and schools:

Gardening in the Classroom—Tammy Pirtle and Hope Padgett—Black Fox
Enhancing Robotics and the Engineering Design Process through Cubelets—Angela Bunyi—Discovery
We Put the TEAM in STEAM—Angela Pope—Erma Siegel
Did You Say Robot-- Angela Pope—Erma Siegel
Building Big with Rigamajigs—Gretchen Campbell—Erma Siegel
Coding with Makey Makey—Gretchen Campbell—Erma Siegel
Lady Bug, Lady Bug, Show Me the Way! Using a Lady Bug Document Camera to Bring Learning to Life—Emily Clark—Erma Siegel
Bee Bots—Kim Taylor—Erma Siegel
The Little Engine Who Could—Craig Nelius—John Pittard
Coding for Our Future—Suzanne St. John and Stephanie West—John Pittard
Ukuleles? Hurray!—Sarah Golden—Mitchell-Neilson

<p>Snapped on Learning. Learning with a Snap—Felicia Jackson—Overall Creek</p> <p>Saturday, Food Service hosted a very successful Breakfast with Santa at Northfield. Many thanks to Food Service, Outreach, and Communications for hosting this event for our employees and a big thank you to Santa for bringing smiles to all the children's faces!</p> <p>Thanks to Hobgood, Murfreesboro City had a very successful Junior Varsity competition on Saturday. Thanks to all our coaches, parents, grandparents, and the Murfreesboro Police Department for a tremendous day.</p> <p>Thanks to the Hobgood Rockets cheer team for representing their school so well in Sunday's Rutherford County Christmas Parade; and congratulations to the MCS Transportation Department for winning the Spirit of the Community Award in the parade. Not only was Barney the Safety Bus leading Santa's sleigh on a float, but a school bus followed the float decked out by no bullying stickers, and Transportation Department members, dressed as toys who lived on the Island of Misfit Toys, accompanied the bus and float and handed out candy to children—many of whom they knew.</p> <p>Discovery School Application deadline is Wednesday, January 8, 2020. Applications will be accepted for students in all grade levels. Students must be five years of age by August 15, 2020 to apply to kindergarten. Information and applications can be found on the Discovery website at www.discoveryschoolexplorers.net or by calling the Discovery School at 615-893-2123.</p> <p>Congratulations of the Salem Elementary Choir. The choir helped light the Christmas tree and performed at the Rutherford County Courthouse on Friday night.</p> <p>Congratulations to Anna Percy, kindergarten teacher at Erma Siegel and Ally Stovall, 1st grade teacher at Scales Elementary, for being chosen as one of Murfreesboro Magazines' top teachers.</p>	
<p>IV. CONSENT ITEMS Action Item Motion to approve the consent items. This motion, made by Ms. Roseann Barton and seconded by Mr. David Settles, passed.</p>	Chair Butch Campbell
<p>A. Approval of School Fees Action Item</p>	
<p>B. Approval of November 12, 2019 Board Retreat Minutes Action Item</p>	
<p>C. Minor Changes to Board Policies Action Item</p>	
<p>i. Approval of Changes to Board Policy 4.700 Testing Programs Action Item</p>	
<p>ii. Approval of Changes to Board Policy 4.804 Religious Content of Courses Action Item</p>	
<p>V. ACTION ITEMS Action Item The motion to approve the 2020-2021 School Calendar.. This motion, made by Mr. David LaRoche and seconded by Ms. Becky Goff, passed.</p>	Chair Butch Campbell
<p>A. Approval of the 2020-2021 School Calendar Action Item Motion to approve the 2020-2021 School Calendar.. This motion, made by Mr. David LaRoche and seconded by Ms. Becky Goff, passed. There was some discussion regarding election day being on August 6 and the election commission using Mitchell Neilson Primary, Cason Lane Academy, and Hobgood. Dr. Gilbert explained that she would make sure to have extra police protection available at those schools that day.</p>	Dr. Linda Gilbert

VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Enrollment (PTR) Report Information Item	Dr. Linda Gilbert
B. October Revenue and Expenditure Report Information Item	Dr. Linda Gilbert
VII. OTHER BUSINESS Information Item Mr. Wes Ballard gave a shout out to City Schools Foundation for the planning of the gala that is coming up in January. Last year the foundation raised \$83,000 in grants for teachers and hoped that it would be even more this year. He told everyone that Collier Smith would be honored this year and invited everyone to attend. Roseann Barton wanted to thank all principals, assistant principals, coaches, and teachers for their hard work during basketball season. Dr. Gilbert thanked Mr. Shacklett for his help on the city council to provide computers for our schools. She said that they should be arriving right after Christmas.	Chair Butch Campbell
VIII. ADJOURNMENT Action Item The motion to adjourn.. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. The meeting adjourned at 6:37 p.m.	Chair Butch Campbell

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 01/29/19
		Rescinds: BO 39	Issued: 11/01/11

1 INTRODUCTION

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or other things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization subject to this policy.

7 REPORTING AND RECORDS

8 The Director or the Director's designee shall annually post a list of organizations that are recognized as
9 school support organizations on the school district's web site.

10 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
11 public record.

12 PROCEDURES

13 The Director shall create procedures to oversee the relationship between the Board and any school
14 support organization. These procedures shall include, at a minimum, the following:

15 1. Any agreement between the Board and a school support organization shall be in writing and
16 signed by the Director or the Director's designee and an authorized agent of the school support
17 organization seeking authorization. This agreement shall contain, at a minimum, the following
18 provisions:

19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and,

21 b. An agreement to indemnify the Board, the Director and all other agents of the local
22 education agency for the actions of the school support organization.

23 2. Prior to entering into any agreement, a school support organization shall submit the following to
24 the Director or the Director's designee:

25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or
27 foundation;

- 28 b. A written statement of the goals and objectives of the group or organization;
- 29 c. The principal contact telephone and address, as well as the telephone number, address,
30 and position of each officer of the group or organization; and,
- 31 d. A copy of the school support organization's written policy specifying reasonable
32 procedures for accounting, controlling, and safeguarding any money, materials, property,
33 securities, services, or other things of value collected or disbursed by it.
- 34 3. The Director shall designate a date prior to the beginning of the regular school year for the school
35 support organization to submit a form to the Director or the Director's designee which verifies
36 its continued status as a nonprofit organization and that the information previously provided by
37 the school support organization is correct or, if the information is no longer correct, that date
38 shall be the deadline for any corrections.
- 39 4. The school support organization shall file a statement of total revenues and disbursements before
40 the end of the school year.
- 41 5. The school support organization shall abide by all applicable federal, state and local laws,
42 ordinances and regulations in its activities.
- 43 6. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
44 documentation of its recognition as a nonprofit organization.
- 45 7. The school support organization shall maintain records such as receipts, disbursements, minutes,
46 the charter, bylaws, and non-profit designation for a period of at least four (4) years.
- 47 8. The school support organization shall operate within the applicable standards and guidelines set
48 by a related state association, if applicable, and shall not promote, encourage or acquiesce in any
49 violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
- 50 9. The school support organization's officers shall ensure that school support organization funds
51 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
52 organization.
- 53 10. The school support organization shall obtain the approval of the Director or the Director's
54 designee before undertaking any fundraising activity. The Director or the Director's designee
55 shall consider, at a minimum, the following when approving or denying a request by a school
56 support organization to engage in a fundraising activity:
- 57 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
58 the school district or an individual school within that district; and,
- 59 b. Whether the fundraising activity is consistent with the goals and mission of the school or
60 school district.
- 61 c. The approval shall not make the fundraising activity a school-sponsored activity.

62 11. The school support organization shall provide access to all books, records, and bank account
63 information for the school support organization to officials of the local school board, local school
64 principal, or auditors of the office of the comptroller of the treasury upon request.

65 12. A school representative cannot act as a treasurer or bookkeeper for a school support organization,
66 or be a signatory on the checks for a school support organization. A majority of the voting
67 members of any school support organization board should not be composed of school
68 representatives.

69 The Director may enact procedures to suspend or revoke the authorization of any school support
70 organization for a failure to abide by the policies and procedures regarding school support organizations.

71 **OPERATION OF A SCHOOL BOOKSTORE**

72 The principal of a school may enter into an agreement with a recognized school support organization for
73 the operation of a bookstore located on school grounds, which makes direct sales to students and faculty,
74 pursuant to procedures promulgated by the Director. These procedures shall provide, at a minimum, the
75 following:

76 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
77 of the school; and

78 2. The school support organization provides the school with the relevant collection documentation
79 that would have been required pursuant to the provisions of the manual produced under § 49-2-
80 110 for student activity funds.

81 The Director may provide such other procedures and forms as he or she deems necessary.

82 **CONCESSIONS AND PARKING**

83 The principal of a school may agree to allow an authorized school support organization to operate and
84 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
85 event on school property without the prior approval of the Director or Director's designee. Any money
86 payable to the school pursuant to the agreement with the principal will be considered school support
87 group funds and not student activity funds if the school support organization provides the school with
88 the relevant collection documentation required by the student activity funds manual produced by the
89 State.

Legal References

1. TCA § 49-2-604.

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Reviewed Date: 11/28/2017 01/15/19
		Rescinds: FM 6 FM 12	Issued Date: 01/01/12

1 *Central Office*

2 All expenditures shall be approved by the Board or the Director of Schools/**Designee** when authorized.
3 No expenditures shall be made except on an approved purchase order or contract. Employees of this
4 system shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized
5 or made that exceeds the appropriation of any fund of the budget as adopted or amended, and
6 expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.
7 The Director of Schools shall develop federal grant expenditure and cash management procedures that
8 comply with all federal laws and regulations.¹

9 *Individual Schools*

10 Internal activity funds shall not be expended without written approval by the membership of the group.
11 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy*
12 *Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No
13 checks shall be written to employees from the internal school activity fund account. Any supplemental
14 compensation owed to the district for extracurricular activities must be processed through the Director
15 of Schools' office in the same manner as salary and other payroll payments.² The Board shall invoice
16 the school for reimbursement. Substitute teachers' salaries related to restricted class and club accounts
17 shall be paid by the Board and shall be reimbursed by the school from the appropriate class or club
18 account.²

19 Employees who authorize or contract for any obligation in violation of this policy shall assume personal
20 responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall
21 be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure,
22 or expenditure made in violation of the law and this policy shall be illegal and void.³

Legal References

1. 2 C.F.R. § 200.403; Cash Management Improvement Act, 31 C.F.R. Part 205
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-~~2320~~
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-11

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Energy Management and Conservation</h2>	Descriptor Code: 2.8001	Reviewed Date: 11/28/2017 01/15/19
		Rescinds: FM 14	Issued: 09/01/13

1 It is the policy of Murfreesboro City Schools to ensure that every effort is made to conserve energy and
 2 natural resources while exercising sound financial management. To minimize the impact increased
 3 energy costs have on the district’s operating budget, energy management efforts are to be implemented
 4 district-wide without infringement upon the educational mission of the district. Maintenance of the
 5 learning environment shall always take precedence over energy conservation measures.

6 The judicious use of the various energy systems of each facility will be the joint responsibility of the
 7 principal and/or site director, district Energy Manager and the Maintenance Supervisor to ensure that
 8 an efficient energy posture is maintained on a daily basis. It shall be the responsibility of each district
 9 employee and student to actively participate in conservation efforts.

10 Accurate records of energy consumption and the cost of energy will be maintained by the district’s
 11 Finance Office. The principal, ~~the~~ district Energy Manager and/or Director will provide leadership and
 12 support for energy management and conservation. All operations of district facilities will be governed
 13 by established administrative rules and guidelines designed to implement the Board’s intent to manage
 14 and conserve the district’s energy resources.

15 Murfreesboro City Schools shall amend its policy and action plan as required, to strive for the
 16 following:

- 17 1. Continuing compliance with the most recent adoption of American Society of Heating
 18 Refrigeration Air Conditioning Engineers (ASHRAE) Standard 90.1 (the minimum standard
 19 for energy efficiency);
 20
- 21 2. Continuing compliance with the most recent version of ASHRAE Standard 62.1 (the minimum
 22 standard for indoor air quality); and
 23
- 24 3. Continuing compliance with the most recent version of ASHRAE Standard 55 (the minimum
 25 standard for human comfort).
 26

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Reviewed Date: 11/28-2017 01/15/19
		Rescinds: BO 44	Issued: 03/01/15; 11/28/17

1 *Central Office*

2 The Board shall review expense allowances and reimbursement guidelines on an annual basis.

3 Requests for reimbursements shall be submitted to the ~~Director of Schools' office~~ employee's supervisor
4 who shall then submit it to the Finance Office within thirty (30) days of the date of the completion of
5 such travel.

6 The Director of Schools shall develop procedures and forms to ensure consistency and transparency with
7 the implementation of this policy.

8 **SCHOOL PERSONNEL**

9 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
10 submission of an approved voucher and supporting receipts.

11 Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of
12 Schools. The Director of Schools may grant this authorization without prior board action when the travel
13 expense has been anticipated and incorporated into the operational budget of the particular program
14 involved.

15 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
16 shall not be used for this purpose.¹

17 **BOARD MEMBERS**

18 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses
19 when traveling on business for the Board. No expense will be reimbursed if the individual is entitled
20 to reimbursement from any other source. Attendance at conventions or other educational meetings or
21 travel for other school purposes shall be authorized in advance by the Board.

22 *Reimbursements*

23 In the budget, each Board member will be allocated equally a set amount of funds for reimbursement of
24 Board related expenses each fiscal year. The designated reimbursement amount shall be determined by
25 the Board annually during the budget review process. These designated funds shall be utilized for
26 reimbursement of any Board related expenses incurred by a Board member including, but not limited to,
27 travel, meals, parking, seminar fees, lodging fees. Additionally, the Board shall allocate a pool of funds

28 which may be utilized by any Board member for reimbursement of Board related expenses relative to
29 attendance at a national conference regarding educational issues.

30 In order for a Board member to be eligible to utilize the “pooled expense funds,” the Board member
31 must have exhausted their individual expense funds and have been selected by the Board to attend the
32 national conference in accordance with the process set forth in below.

33 *Pooled Fund Selection Process*

34 At least thirty (30) days prior to the deadline for early or discounted registration for a national conference
35 related to education, all Board members interested in attending shall inform the Board Secretary of their
36 interest in writing. At the next regularly scheduled board meeting, the Board Chair shall randomly select
37 an agreed upon number of Board members who meet the budgeted amount for attending the national
38 conference; however, a member who has attended the national conference the prior year shall not be
39 eligible to attend unless no other members are interested and sufficient funds exist in the budget.

40 *Meals*

41 No official shall be entitled to reimbursement for food and/or beverage expenses incurred as part of a
42 benefit or fundraising event or an event when the primary purpose is social. An official may be entitled
43 to be reimbursed for expenses for meals while attending a function of an organization to which MCS
44 belongs (e.g. Tennessee School Board Association, etc.).² An official may be reimbursed for food and
45 beverage expenses incurred while attending conferences, seminars, and official meetings held during
46 meal hours which do not take place more than fifty (50) miles from the city of Murfreesboro. Meetings
47 held more than fifty (50) miles from the city of Murfreesboro are covered by the Travel Expense Policy.
48 An official may be reimbursed for expenses arising from meals with other officials/MCS employees, if:
49 (i) MCS business is the primary purpose of the meal, (ii) MCS business is conducted during the meal,
50 and (iii) MCS business cannot conveniently be scheduled during non-meal hours.

51 *Entertainment*

52 An official is not entitled to reimbursement of any expense incurred in entertaining another person.

53 *Resource Materials*

54 An official may be entitled to reimbursement for the cost of acquiring a book, ~~video tape~~, DVD, or other
55 resource or research material if it relates to a matter within the official's present jurisdiction on the Board
56 or to the official's general responsibilities as a member of the Board, provided (i) said resource material
57 will be of benefit and interest to persons other than the one individual, (ii) the materials are placed in the
58 permanent possession of the most relevant department head, and (iii) the purchase is within the budget.

59 *Approval of Board Member Expense Requests*

60 The Assistant Superintendent for Administration and Support Services shall be responsible for review
61 and approval of all Board Member expense requests. The Assistant Superintendent for Administration
62 and Support Services shall review the request to ensure sufficient funds exist in the budget to pay the
63 request and that the request is otherwise in compliance with Board Policy. Board member expenses shall
64 be listed on the communications section of the agenda for information purposes only.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Reviewed Date: 11-28-2017 01/15/19
		Rescinds: FM 8	Issued: 01/01/12;

1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar
3 expended. Authorization to purchase shall be provided by the Board. The Assistant Superintendent for
4 Administration and Support Services shall serve as purchasing agent for system-wide purchasing.¹
5 Principals shall serve as purchasing agents for individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase agreement. The Board will not, under any
8 circumstances, be responsible for payment for any materials, supplies, or services purchased by
9 unauthorized individuals or in an un-prescribed manner.

10 No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other
11 employee unless he/she first receives a written purchase order from the proper office or unless prior
12 written permission or arrangements are made with the principal.

13 The Board shall purchase locally whenever the conditions are comparable or when it is most practical
14 under the circumstances.

15 *Individual Schools*

16 The Director of Schools/Designee must approve the following purchases:

- 17 1. A single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
- 18 2. One that is to be attached to or one that requires alteration of the building; or
- 19 3. One that will become a permanent fixture.

20 *Central Office*

21 **ROUTINE PURCHASES**

22 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for
23 the operation of the school system. These expenditures shall be anticipated and provided for in the budget
24 and will normally be authorized by the Board at the beginning of the fiscal year. The Director of Schools
25 or their designee shall make all routine purchases without further Board authorization; however, the
26 Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes
27 necessary.

28

29 SPECIAL PURCHASES

30 Special purchases are those which are not routine and which may or may not be specifically identified
31 by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles,
32 buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an
33 unusual quantity or nature. All purchases in this category shall require specific prior Board approval on
34 an item-by-item basis. In its approval, the Board may place constraints on the Director of Schools
35 requiring Board evaluation and/or approval at various steps in the procurement process. This will be
36 determined by the Board on an individual basis depending on the nature of the procurement action.

37 EMERGENCY PURCHASES

38 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
39 protect property from damage or to avoid major disruption of educational activities. If within budgetary
40 limits and deemed essential, emergency purchases may be made by the Director of Schools. However,
41 if the purchase is of such significant magnitude as to impact on the integrity of the budget, the Board
42 Chair shall call a special or emergency meeting of the Board to deal with the matter. In any event, the
43 Board shall be advised promptly of all emergency purchases.

44 PURCHASING OF SURPLUS PROPERTY

45 The Director of Schools and other employees designated by the Board shall be authorized to act for the
46 Board in acquiring federal surplus property through the Tennessee General Services Department for
47 surplus property and in entering into agreements, certifications and covenants of compliance concerning
48 the use of federal surplus property.

49 Further, the Director of Schools is authorized to purchase any needed items through suppliers approved
50 on the state bid list.

51 COOPERATIVE PURCHASING

52 The Board, at its option, will join in cooperative purchasing with other school systems to take advantage
53 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying
54 appears to be to the benefit of the system.

55 ONLINE PURCHASING ²

56 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution
57 should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted
58 with the following requirements:

- 59 1. Prior authorization must be obtained from the Director of Schools before setting up new online
60 accounts, and schools shall maintain a list of accounts.
- 61 2. Online purchases must be for school purposes and made in accordance with established policies
62 and procedures. School employees are prohibited from making personal purchases even with the
63 intent of reimbursing the school system. School employees are prohibited from using a school's
64 tax exempt status for personal purchases of any kind.³

- 65 3. The availability of money for the fund/account in question should be determined before Purchase
66 Orders are approved.
- 67 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 68 5. Price quotes should be obtained where possible and/or practical and retained with other purchase
69 documentation.

70 **PURCHASING WITH FEDERAL GRANT FUNDS⁴**

71 Before grant funds are obligated or expended, the Director of Schools or their designee shall review the
72 cost of a proposed expenditure and determine if it is an allowable use of federal grant funds.⁴

73 No person officially connected with or employed by the school system may participate in the selection,
74 award, or administration of a contract supported by a federal award if he or she has a real or apparent
75 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
76 any member of his or their immediate family, partner, or an organization which employs or is about to
77 employ any of the parties indicated herein, has a financial or other interest in or a tangible personal
78 benefit from a firm considered for a contract. Upon discovery of any potential conflict, the Director shall
79 disclose the potential conflict to the federal awarding agency in writing.⁵

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-9, 4-12
3. TCA 49-2-608(1)
4. 2 C.F.R. § 200.403
5. 2 C.F.R. § 200.112

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Reviewed Date: 11/28/2017 1/15/19
		Rescinds: FM 8	Issued: 01/01/12

1 All purchases of supplies, materials, equipment, and contractual services in excess of ~~ten-twenty-five~~
2 thousand dollars (~~\$10,000~~25,000), including those by individual schools, shall be based on competitive
3 bids. These bids shall be solicited by advertisement in a newspaper of general circulation within the
4 school system. However, said newspaper advertisement may be waived by the purchasing agent in an
5 emergency. The purchasing agent shall advertise for bids and receive quotations.¹

6 All purchases of ~~ten-twenty-five~~ thousand dollars (~~\$10,000~~25,000) or less, including those by individual
7 schools, may be made in the open market without newspaper notice, but shall, whenever possible, be
8 based on at least three (3) competitive bids.¹

9 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
10 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by reasons
11 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the
12 opening of bids. Any bid received after the time and date specified shall not be considered.

13 The bidder to whom the award is made may be required to enter into a written contract.

14 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
15 or other purchasing procedures is strictly prohibited.

16 Contracts for legal services, educational consultants, and similar services by professional persons or
17 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
18 basis of recognized competence and integrity.²

Legal References

1. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)
2. TCA 5-14-108 (a)(2)

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Reviewed Date: 11/28/2017 01/15/19
		Rescinds: FM 8	Issued:

1 *General.*

2 All approved requisitions will be submitted electronically to the purchasing agent (Director of Schools
3 or principal) ~~on forms provided by the purchasing agent.~~

4 ~~The number of each purchase order shall be recorded on the requisition. A PO number is assigned after~~
5 the approval process.

6 After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Cross References

Purchase Orders 2.808

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Reviewed Date: 11/28/2017 01/15/19
		Rescinds:	Issued Date: 11/28/17

1 *Central Office*

2 The Director of Schools/Designee shall approve all claims for payment prior to their submission to the
3 Board.¹

4 As operating procedure, the Director of Schools shall present to the Board each month a summary of all
5 expenditures paid for the month. The summary is supported by detailed documentation of invoices and
6 vouchers in the Finance Office.²

7 *Individual Schools*

8 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
9 payments are completed by June 30 of the current school year or a plan for future payments has been
10 made by the principal and approved by the Board.

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Reviewed Date: 08/28/2018; 01/15/19 04/09/19
		Rescinds: PER 8, PER 11, PER 14	Issued: 09/12/17

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the Tennessee Department of Education's
7 database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the
8 hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
11 prosecution.³

12 The Board shall pay any costs incurred to perform these background checks and fingerprinting.

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
15 with references from persons such as previous employers, college professors, and supervisors of
16 student teachers. Other information shall include whether such applicant has been dismissed for cause
17 from a school system.⁵ If previously employed by a local board of education, the applicant shall
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach from the Tennessee Board of Education;⁶
- 21 2. Who has been identified by the Department of Children's Services as a perpetrator of child
22 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
23 threat to the health, safety, or welfare of children;⁷
- 24 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
25 of Health;⁷
- 26 4. Who does not present a physician's certificate showing a satisfactory health record or has any
27 contagious or communicable disease in such form that might endanger the health of school
28 children;⁸
- 29 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
30 Tennessee and of the United States of America;⁹

- 31 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
32 employment for cause; or
33 7. Who does not receive a satisfactory background check.¹⁰

34 *Support Employees*

35 No person shall be employed:

- 36 1. Without the appropriate qualifications listed in the job description and/or stated in law;
37 2. Who has any contagious or communicable disease in such form that might endanger the health
38 of the children;⁸
39 3. Who has been identified by the Department of Children's Services as a perpetrator of child
40 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
41 threat to the health, safety, or welfare of children;⁷
42 4. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
43 of Health;⁷
44 5. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
45 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
46 employment for cause; or
47 7. Who does not receive a satisfactory background check.¹⁰

48 **EMPLOYMENT**

49 *Professional Employees*

50 After checking references and receiving written recommendations, the Director of Schools shall hire
51 and assign qualified applicants.

52 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and
53 conditions of employment. Upon receipt of employment notification, such person shall have fourteen
54 (14) days to accept or reject, in writing, the offered employment.¹ From the date of the written
55 acceptance, such person is considered to be under employment with the system and is subject to all
56 rights, privileges, and duties.

57 *Support Employees*

58 After checking references and receiving written recommendations from principals and/or supervisors,
59 the Director of Schools shall hire and assign qualified applicants. The Employment at Will Agreement
60 of each support employee shall contain a statement regarding the required ninety (90) day probationary
61 period.

62 *Anticipation of Advanced Degree or Academic Credentials*

63 The teacher shall be responsible for securing a license or certificate, verifying its accuracy, maintaining
64 its validity, registering it with the Murfreesboro City Schools Human Resources Department, and
65 meeting the requirements of T.C.A. 49-5-101. Initial salary shall reflect the established degree shown
66 on the Tennessee Department of Education certificate presented at the time of employment.

67 For budgetary purposes, all licensed employees who anticipate receiving an advanced degree or
 68 additional graduate hours to meet the MA+30 requirement shall report this to the Director of Schools
 69 no later than March 1.

70 The licensed employee shall be responsible for filing the necessary application papers and the
 71 supporting college transcripts with the state certification office once the required coursework has been
 72 completed or degrees have been awarded. This requires the licensed employee to complete the Add a
 73 Degree transaction in TNCompass and have their school /university send official transcripts directly to
 74 the state certification office. Once the state certification office has added the new degree to the license,
 75 the employee shall email Murfreesboro City Schools' Human Resources Department, notifying them
 76 that a new degree has been added.

77 If the new degree/coursework is earned in May or August, the employee has until December 1st to add
 78 the degree to their license and notify Human Resources by email in order to receive retroactive pay for
 79 the first half of the school year. If all documentation is provided on or before December 1st, the new
 80 pay rate will be effective the date the degree was earned.

81 If the new degree/coursework is earned in December, the employee has until April 1st to add the degree
 82 to their license and notify Human Resources by email in order to receive retroactive pay for the second
 83 half of the school year. If all documentation is provided on or before April 1st, the new pay rate will be
 84 effective the date the degree was earned.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. ~~Public Acts of 2018, Chapter No. 938~~[TCA 49-2-131](#)
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. ~~Public Acts of 2018, Chapter No. 1006~~[TCA 49-5-413](#)

Cross References

Orientation and Probation 5.107
 Compensation Guides & Contracts 5.110
 Background Investigations 5.118
 Recommendations and File Transfers 5.203
 Qualifications and Duties of the Director of Schools 5.802

11. Immigration Reform and Control Act of 1986; Pub.
L. No. 99-603, 100 Stat. 3359

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Reviewed Date: 08/28/2018 01/15/19
		Rescinds:	Issued Date: 09/12/17

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

3 The Director of Schools/designee shall develop any necessary background check procedures.

4 **APPLICANTS AND EMPLOYEES**

5 To ensure the safety and welfare of students and staff, the district shall require criminal history
6 background checks and fingerprinting of applicants hired for teaching positions and any other positions
7 that require proximity to children. Further, applicants who (1) have been identified by the Department
8 of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are
10 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall
11 not be employed.² The Board shall pay any costs incurred to perform these background checks and
12 fingerprinting³

13 Background checks shall be required of these employees at least every five (5) years after the date of
14 hire.¹

15 **USE AND DISSEMINATION**

16 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
17 criminal history record checks for non-criminal justice purposes.⁴ The Director of Schools shall ensure
18 the Originating Agency Identifier number is on file at all times.

19 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
20 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
21 confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall
22 only be accessed by authorized personnel in the performance of their duties and shall never be released
23 to the public.

24 All persons directly associated with the accessing, maintaining, processing, disseminating, or
25 destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially
26 trained on the subject. The training shall provide those with access to CHRI with a working
27 knowledge of federal and state regulations and laws governing the security and processing of criminal
28 history information. The Director of Schools is responsible for ensuring that authorized personnel

29 receive such training within sixty (60) days of employment or job assignment and every three (3)
30 years.

31 **RETENTION AND SECURITY**

32 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
33 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
34 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The
35 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
36 and/or destroy CHRI.

37 **DISPOSAL OF CHRI**

38 When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering
39 the information unreadable. Record destruction must be conducted under the supervision of the
40 Director of Schools.

41 **MISUSE**

42 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
43 including termination. Any employee with knowledge of misuse shall immediately report a violation to
44 the Director of Schools.
45

Legal References

1. ~~Public Acts of 2018, Chapter No. 1006~~ TCA
49-5-413
2. TCA 49-5-406 (a)(1); TCA-49-5-403;
TCA 49-5-413 (a)(2), (e)
3. TCA 49-5-413 (c)
4. 42 U.S.C. § 40316

Cross References

Application and Employment 5.106

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Recommendations and File Transfers	Descriptor Code: 5.203	Reviewed Date: 10/24/2017; 08/28/2018 01/15/19
		Rescinds:	Issued Date:

1 Other than the routine transmission of administrative and personnel files, district employees are
2 prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual
3 knows, or has probable cause to believe, that the person seeking a job change engaged in sexual
4 misconduct regarding a minor or student in violation of the law.¹

5 These requirements shall not apply if:

- 6 1. The information giving rise to probable cause has been properly reported to the appropriate law
7 enforcement agency; and
- 8
9 2. The matter has been officially closed in one of the following ways:
 - 10
11 a. The prosecutor or police have investigated the allegations and notified school officials
12 that there is insufficient information to establish probable cause;
 - 13
14 b. The employee, contractor, or agent has been charged and either acquitted or exonerated;
15 or
 - 16
17 c. The case remains open, and there have been no charges or indictment filed within four
18 (4) years of the date the information was reported to the law enforcement agency.

19 Neither the district nor the Board shall enter into, or require a current or former employee to enter into,
20 a non-disclosure agreement during a settlement for any act of sexual misconduct.¹

21 The Director of Schools shall develop administrative procedures to enforce this policy and comply
22 with federal and state law.

Legal References

1. 20 USCA § 7926; ~~Public Acts of 2018, Chapter No. 938~~[TCA 49-2-131](#)

Cross References

Application and Employment 5.106
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201
Separation Practices for Non-Certified Employees 5.202
Child Abuse and Neglect 6.409

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 08/28/18
		Rescinds:	Issued:

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and ~~anyone~~ who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to
5 use FMLA leave.²¹

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the
14 essential functions of his or her job position;
- 15
- 16 4. The care of a spouse, child, or parent – (but not a parent “in-law”) with a serious health
17 condition; and
- 18
- 19 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
20 employee is on covered active duty or has been notified of an impending call or order to
21 covered active duty in the Armed Forces.

22 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
23 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
24 of accrued paid leave shall run concurrently with and be counted toward the employee’s total period of
25 FMLA leave.

26 MATERNITY/PATERNITY LEAVE

- 27 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run
28 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
29 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
30 childbirth, and nursing of a newborn child.³²
- 31

32 2. *Employee's Leave*- Any employee who goes on maternity/paternity leave shall be allowed to use
 33 all or a portion of the employee's accumulated sick or annual leave for maternity/paternity leave
 34 purposes. In order to be eligible to use sick leave, written request of the employee accompanied
 35 by a statement from the employee's physician verifying pregnancy shall be submitted. Upon
 36 verification by a written statement from an adoption agency or other entity handling an adoption,
 37 an employee may also be allowed to use accumulated leave for adoption of a child. If both
 38 adoptive parents are employees employed by the district, however, only one (1) parent is entitled
 39 to use such leave.⁴³

40
 41 Spouses who are both eligible employees of the school district are limited to a combined total of
 42 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
 43 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
 44 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
 45 who share leave for the birth or adoption of a child may be eligible for limited amounts of
 46 additional leave for other qualifying FMLA reasons.⁵⁴

47 **LEAVE FOR A SERIOUS HEALTH CONDITION**⁶⁵

48 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
 49 is unable to work because of a serious health condition or to care for an immediate family member with
 50 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal
 51 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies
 52 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave
 53 is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either
 54 the same or next business day.

55 **LEAVE FOR MILITARY FAMILY MEMBERS**

56 1. *Qualifying Exigency Leave*⁶⁷ - Eligible employees are entitled to up to twelve (12) workweeks
 57 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,
 58 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
 59 notified of an impending call to active duty, or has been notified of an impended call to active
 60 duty status in the Armed Forces. Qualifying exigencies may include:

- 61
- 62 a. Issues arising from the service member's short notice deployment;
- 63 b. Military events and related activities (e.g. official ceremonies, support programs);
- 64 c. Making or updating financial and legal arrangements;
- 65 d. Attending counseling;
- 66 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
- 67 is on short-term rest and recuperation leave during deployment; or
- 68 f. Attending post-deployment activities.
- 69

70 2. *Military Caregiver Leave*⁷⁸- An eligible employee who is the spouse, son, daughter, parent, or
 71 next of kin of a covered service member or covered veteran with a serious injury or illness is
 72 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A
 73 covered service member is a current member of the Armed Forces, including a member of the
 74 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

75 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
76 injury or illness.

77

78 A covered veteran is an individual who was a member of the Armed Forces at any time during
79 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
80 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
81 therapy.

82

~~83 The calculation of this five (5) year period shall not include the interval of October 28, 2009~~
~~8483 through March 8, 2013.~~ The “single twelve (12) month period” for military caregiver leave begins
8584 on the first day the employee takes leave for this reason and ends twelve (12) months later. –An
8685 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide
8786 care for a covered service member. The maximum of twenty-six (26) workweeks may include no
8887 more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child,
8988 for the placement of a child for adoption or foster care, for care of a parent who has a serious
9089 health condition, or for the employee's own serious health condition.

9190 **INTERMITTENT LEAVE**⁹⁸

9291 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
9392 seriously ill family member, because of the employee's own serious health condition, or for the care for
9493 a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee
9594 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
9695 than 20% of the total number of working days in the period during which the leave would extend, the
9796 school district may require that such employee elect either to take the leave for periods of a particular
9897 duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an
9998 available alternative position offered by the school district for which the employee is qualified and that
10099 has equivalent pay and benefits and better accommodates recurring periods of leave.

101100 **RESTRICTIONS**

102 1. Notice Requirements

103

104 a. *Employee Notice*²¹⁰ - For foreseeable leave, the employee shall provide the Director of
105 Schools with at least thirty (30) days written notice before the beginning of the anticipated
106 leave.

107

108 b. *District Notice* - Once it has been established that the leave requested qualifies for
109 FMLA, the Director of Schools/designee shall notify the employee within three (3)
110 business days (absent extenuating circumstances) that any leave taken pursuant to state
111 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
112 compensation) shall run concurrently with FMLA leave.¹⁰¹¹ The notice may be given
113 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
114 the following pay day.¹²¹¹

115

116 2. Certification Requirement¹³¹²

117

- 118 a. The Director of Schools may require that a request for leave be supported by
119 certification issued by a health care provider with the following information:
120
- 121 i. The date on which the serious health condition commenced;
 - 122 ii. The probable duration of the condition;
 - 123 iii. The appropriate medical facts within the knowledge of the health care provider
124 regarding the condition; and
 - 125 iv. A statement that the eligible employee is needed to care for the son, daughter,
126 spouse, or parent and an estimate of the amount of time that such employee is
127 needed.
- 128
- 129 b. If there is any reason to doubt the validity of the certification provided, the Director of
130 Schools may require, at the expense of the school district, an opinion of a second health
131 care provider.
132

133 3. Period Near the End of an Academic Term (Professional Employees)¹⁴¹³
134

- 135 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
136 Schools may require the employee to continue taking leave until the end of the term if
137 the leave is at least three (3) weeks of duration and the return of employment would
138 occur during the three (3) week period before the end of the term.
139
- 140 b. —If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
141 may require the employee to continue taking leave until the end of the term if the- leave
142 is greater than two (2) weeks duration and the return to employment would occur during
143 the two (2) week period before the end of the term.

144 **REQUIREMENTS OF THE BOARD**¹⁴⁴⁵

- 145 1. The employee shall be restored to the same position of employment or an equivalent position
146 with no loss of benefits, pay, or other terms of employment.
- 147 2. The employee shall be kept under any group health plan for the duration of the leave.
- 148 3. The Board may recover the premium paid under the following conditions:
149
- 150 a. The employee fails to return from leave after the period of leave has expired; and
 - 151 b. The employee fails to return to work for a reason other than the continuation,
152 recurrence, or onset of a serious health condition or other circumstances beyond the
153 control of the employee.

Legal References

- ~~1.~~ ~~*Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)~~
- ~~2.~~1. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
- ~~23.~~ TCA 49-5-702; TCA 4-21-408
- ~~43.~~ TCA 49-5-710(a)(2); ~~Public Acts of 2018, Chapter No. 907~~
- ~~54.~~ 29 CFR § 825.120(a)(3)
- ~~65.~~ 29 CFR § 825.113
- ~~76.~~ 29 CFR § 825.126
- ~~87.~~ 29 CFR § 825.124; 29 CFR § 825.127
- ~~98.~~ 29 CFR § 825.202
- ~~109.~~ 29 CFR § 825.302-825.304
- ~~110.~~ 29 CFR § 825.207
- ~~121.~~ 1. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
- ~~1312.~~ 29 CFR § 825.305-825.313
- ~~1413.~~ 29 CFR § 825.602
- ~~1514.~~ 29 USCA § 2614

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

MURFREESBORO CITY SCHOOLS
2020-2021 ACADEMIC CALENDAR
BOARD APPROVED 12-10-19

JULY 2020

*Monday, July 27: School-Based Work Day
**Tuesday, July 28: District In-service
*Wednesday, July 29: School-Based Work Day and Open House
Thursday, July 30: Grades 1-6 Students, Half-Day
**Friday, July 31: School-Based In-service

AUGUST 2020

Monday, August 3: Grades 1-6 Students, First Full Day
Tuesday, August 4: Grades 1-6 Students, Second Full Day; Kindergarten, Half-Day for A-L
Wednesday, August 5: Grades 1-6 Students, Third Full Day; Kindergarten, Half Day for M-Z
Thursday, August 6: Grades 1-6 Students, Fourth Full Day; All Kindergarten Half-Day
Friday, August 7: Grades K-6 Full Day

SEPTEMBER 2020

Monday, September 7: Labor Day (Day Out for All)
**Thursday, September 17: In-service Day (Day Out for Students)
++Friday, September 18: In-service Day (Day Out for Students)

OCTOBER 2020

Monday, October 5-Friday, October 9: Fall Break (Days Out for All)
*Friday, October 30- Parent/Teacher Conferences (Day Out for Students)

NOVEMBER 2020

++Monday, November 2: In-Service Day (Day Out for Students)
Tuesday, November 3: Election Day (Day Out for All)
Wednesday, November 25-Friday, November 27: Thanksgiving Break (Days Out)

DECEMBER 2020

Friday, December 18: Half-Day for Students
Monday, December 21-Friday, January 1: Winter Break (Days Out for All)

JANUARY 2021

*Monday, January 4: Teachers Return; In-service (Day Out for Students)
Tuesday, January 5: Students Return
Monday, January 18: Martin Luther King, Jr. Day (Day Out for All)

FEBRUARY 2021

++Friday, February 12: In-Service Day (Day Out for Students)
Monday, February 15: Presidents' Day (Day Out for All)

MARCH 2021

*Thursday, March 11: Parent/Teacher Conferences (Day Out for Students)
++Friday, March 12: In-Service Day (Day Out for Students)
Monday, March 29-Friday, April 2: Spring Break (Days Out for All)

MAY 2021

Friday, May 21: Last Full Day for Teachers and Students

The first nine days out for inclement weather will be made up according to state law through a seven-hour school day by stockpiling time. Four of the thirteen stockpiled days are used for staff professional development.

*Board Assigned Administrative Days

++Stockpiled in-service days

**In-service days: the fourth and fifth in-service days are earned through twelve (12) approved points.

<u>Attendance Periods</u>	<u>End of Report Card Periods</u>	<u>Report Card Day</u>
July 30 – August 27	October 13	October 30 P/T Conf.
August 28 – September 29	January 7	January 14
September 30 – November 6	March 18	March 25
November 7 – December 9	May 21	May 21
December 10 – January 22		
January 23 – February 23		
February 24 – March 25		
March 26 – April 29		
April 30 – May 21		

180 Student Days (4 of these days will be used as stockpiled in-service days)

5 Board Assigned Administrative Days*

5 In-Service Days**

10 Vacation Days

200

MURFREESBORO CITY SCHOOLS
2020-2021 ACADEMIC CALENDAR
NEW PROPOSED CALENDAR 1-28-20

JULY 2020

**Monday, July 27: District In-service
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*Wednesday, July 29: School-Based Work Day and Open House
Thursday, July 30: Grades 1-6 Students, Half-Day
**Friday, July 31: School-Based In-service

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March 26 – April 29		
April 30 – May 21		

180 Student Days (4 of these days will be used as stockpiled in-service days)

5 Board Assigned Administrative Days*

5 In-Service Days**

10 Vacation Days

200

**Director of Schools Record of Names and Qualifications of Members
of Local Textbook Selecting Committees**

**Use the <Tab> Key to Move from Point to
Point in the Form**

**This Form Remains in the Office of the Local
Director of Schools for the 6 years of the
Adoption**

For the School Year ²⁰¹⁹⁻²⁰²⁰ _____

Adoption for Schools of Murfreesboro City Schools
County, City, or Special School District,

I, _____, hereby certify that the following school personnel have
Superintendent's Signature
been named by me and approved by the local board of education as a textbook selecting committee
for the adoption of textbooks in the following subject(s):

Name	Endorse. Code	Certificate Number	Years Experience (Public School)	School	E-Mail Address:
+++see attached list					

For Non-Educators

Name	Address	Phone Number	School Representing or Job	E-Mail Address

ELA Adoption Selection Committee
Review Process - 2019-2020
Effective - 2020-2021

Grade	Name	Endorsement Code	Certificate Number	Years Experience	School	E-Mail Address
1	Shiloh Siegle	467	000596753	5	Reeves-Rogers	shiloh.siegle@cityschools.net
1	Hope Padgett	499	000525776	11	Black Fox	hope.padgett@cityschools.net
1	Allison Cole	490,120	000701404	3	Bradley	allison.cole@cityschools.net
1	Jenifer Scott	402	000249763	16	Erma Siegel	jenifer.scott@cityschools.net
1	Martin Ridgely	403	000202026	24	Hobgood	martin.ridgely@cityschools.net
2	Jennifer Whitlow	497	000210288	12	John Pittard	jennifer.whitlow@cityschools.net
2	Denise Crumbaugh	499	000536237	10	Cason Lane	denise.crumbaugh@cityschools.net
2	Jennifer Harris	101	000254567	19	Mitchell-Neilson	jennifer.harris@cityschools.net
2	Anita Spann	401	000219967	22	Overall Creek	anita.spann@cityschools.net
3	Mary Orcutt	499	000564348	7	Northfield	mary.orcutt@cityschools.net
3	Kimberly Hix	499	000603991	4	Scales	kimberly.hix@cityschools.net
4	Anita Morton	499	000268284	8	Mitchell-Neilson	anita.morton@cityschools.net
4	Stephanie Turner	101,002	000225688	28	Bradley	stephanie.turner@cityschools.net
4	Brandy Cheatham	499	000561547	6	Erma Siegel	brandy.cheatham@cityschools.net
4	Ashlee Barnes	499	000578192	7	Hobgood	ashlee.barnes@cityschools.net
5	Leatha Fielder	402	000241604	22	Cason Lane	leatha.fielder@cityschools.net
5	Charlotte Young	400,497	000175027	24	Discovery	charlotte.young@cityschools.net
5	Kaycie Jones	499	000592713	6	John Pittard	kaycie.jones@cityschools.net
5	Nancy Kelley	461,499	000599099	3	Northfield	nancy.kelley@cityschools.net
5	Breanna McClain	499	000614468	5	Reeves-Rogers	breanna.mcclain@cityschools.net
6	Dionne McCullough	402	000287240	17	Black Fox	dionne.mccullough@cityschools.net
K	Tiara Vance	499	000573379	8	Discovery	tiara.vance@cityschools.net
K	Sam Bolden	499	000540396	8	Salem	sam.bolden@cityschools.net
K	John Harding	499	000538702	9	Scales	john.harding@cityschools.net
ESL	Sarah Chumney	440,467,473,490,499	000579608	12	Salem	sarah.chumney@cityschools.net
ESL	Daniel Wing	490,499,467,440	000544653	13	Black Fox	daniel.wing@cityschools.net

For qualifications and parameters for appointments to local textbook adoption committees, see TCA-49-6-2207 (c) (1-3); (d)(1-2);(e); (f)

(c)(1) Local boards of education shall appoint review committees to review the textbooks and instructional materials proposed for adoption and shall make their adoption upon recommendations of such committees. These committees shall be set up by grade and subject matter fields and composed of teachers, or supervisors and teachers, and parents with children enrolled in the LEA at the time of appointment to a committee. The local board may also appoint experts in the grade level or subject matter field for which textbooks and instructional materials are to be reviewed. Experts may be college professors or credentialed subject matter specialists. The board shall determine the number of members of the committee based upon the relative size of the LEA.

(c)(2) Teachers and supervisors who serve on a committee shall be teaching or supervising the respective grade or subject at the time of appointment. Committees shall be composed by grade or groups of grades arranged so that a committee may consider an entire series of books if it should so desire; provided, that in all cases, the teachers and supervisors appointed to the committees shall be licensed to teach in the state with endorsements in the subject matter or grade level for which textbooks or instructional materials are being reviewed. Teachers and supervisors shall have three (3) or more years of experience as teachers or supervisors in the public schools.

ED-2150
(Rev. 02/19)

(c)(3) The members of the committee authorized in this section shall serve for the length of time that the adoption process for which they are appointed lasts.

(d)(1) All members appointed on the committees shall subscribe to the oath as set out in § 49-6-2201(i).

(d)(2) The oath shall be administered by the county executive or by some authorized official empowered to administer an oath

(e) The director of schools in the LEA adopting textbooks or instructional materials under this part shall serve as an ex officio member of all committees appointed under subsection (c). The director of schools shall record a list of all textbooks or instructional materials adopted by the local board of education. Immediately, at the completion of the adoption process, the director shall forward a copy of the recorded adoption to the commissioner of education and shall post on the LEA's web site the list of all books adopted.

(f) As provided in 49-6-2202(d), a local board may furnish electronic textbooks to pupils attending the public schools, provided the electronic textbooks are furnished free of charge. A board that chooses to furnish electronic textbooks to pupils attending school in the district shall provide reasonable access to the electronic textbooks and other necessary computer equipment to pupils in the district who are required to complete homework assignments and to teachers providing homework assignments utilizing electronic textbooks furnished by the board.



MEMO TO: School Board Members, Dr. Linda Gilbert, Elizabeth Taylor
FROM: Gary Anderson
DATE: January 21, 2020
SUBJECT: Proposed School Bus Purchase

We will be retiring two full size regular education school buses at the end of this school year. They are required to go out of service under the State regulations for length of service that a school bus can be used to transport students.

In order for us to receive two new buses in time for the start of the school year, they have to be ordered in early February. Attached is information that if we actually purchase the same size and equipped buses as we did last year, the price we paid last year will still be applicable. This is very good news since there always is a price increase in buses every year.

Therefore, we are asking for the board to approve this purchase, which we will not have to pay for until delivery in July, in the amount of \$100,711 for each bus. That would be a total of \$201,422.

Staff recommends approval.

From: Chuck LaLance <CLaLance@thebuscenter.com>
Sent: Tuesday, January 21, 2020 2:35 PM
To: Brian Rome
Subject: 90 passenger bus break down for 2020 - 2021 budget

Brian,

Here is a breakdown of what the cost will be to order and receive a 90 passenger school bus exactly like what we just delivered to you in August 2019 off of your bid from February 8, 2019.. Your bid runs out on **February 8, 2020** and a letter of intent to purchase for 2 buses is all that I will need before that date to secure the price. Here is what you received in August 2019. Three New 2020 model Thomas Built 1418S - 90 passenger EFX transit style school bus. Your bid price was \$97,761.00 each plus the Angeltrax camera system with four heads at \$2950.00 for a grand total of \$100,711.00 each. Please keep in mind that last year your school system wrote four different PO's for the three (3) - 90 passenger buses with camera...

MBORO purchase order # 1062000026 for 1 buses at \$97,761.00

MBORO purchase order # 1062000030 for 1 buses at \$97,761.00

MBORO purchase order # 1062000048 for 1 buses at \$97,761.00

MBORO purchase order # 1062000031 for 3 cameras at \$2,950.00 each =\$8,850.00

So for this year if you want to include the same camera system and the exact same bus (newer year model) as what we delivered to you in August 2019 at the same bid terms and price, the cost will be \$97,761.00 + camera \$2,950.00 = \$100,711.00 each. I have two stock buses ordered that will meet those prices and options and if you want July or August 2020 delivery we will need to receive a letter of intent to purchase for 100,711.00 @ 2 = \$201,422.00 total before February 8, 2020. Remember, your bid runs out on February 8, 2020. The state may not allow you to purchase off of your bid if your letter of intent is not written before that date. I have included a copy of the last years letter of intent for quick reference but remember that Letter of intent did not include the camera system. If you want to write one all inclusive PO for two buses with Cameras please write the letter of intent for \$100,711.00 each at qty 2 buses for \$201,422.00. Remember that will get you everything just like the bid terms including big engine, big transmission etc.

Please let me know if you need more info.

Than you for your consideration.

Chuck LaLance
Mid-South Bus Center, inc.
(615) 890 – 6368
Chuck@thebuscenter.com

Murfreesboro City Schools

Name of Dealer	Mid-South Bus Center, Inc.
Dealer's address:	3512 Bill Smith Drive Murfreesboro, TN. 37129
Dealer's Phone #:	(615) 890-6368
Sales Contact:	Chuck Lalance
Service Location:	same
Bus Model:	2019 or Newer Thomas 14185 90 passenger EFX School Bus +options if applicable
Unit Price:	\$ 97,761. ⁰⁰ each <small>each Ninety seven thousand seven hundred sixty one dollars.</small>
Delivery date:	on or before July 10, 2019 with orders on or before 2/28/19.
Signature:	<i>CM [Signature]</i>
Date:	2-8-19

	Bus Specifications	Check one		List / Explain Exception
		YES	NO	
Year Model	new 2020 or later model Transit style School Bus		✓	NEW 2019 or Newer
Seating Capacity	90 passengers plus driver	✓		
Delivery	Delivered to the Murfreesboro City School Bus Garage	✓		
Delivery	we request July 10, 2019	✓		if ordered by 2/28/19.
Manuals	Include owners manual	✓		
Service Training	Provide a minimum of 12 hours product service training at no charge for body and chassis components	✓		Summer 2019
Warranty	12 to 24 months w/24,000 or more miles bumper to bumper	✓		
Engine Warranty	5 years / 100,000 miles	✓		
Transmission Warranty	7 years unlimited miles		✓	5yr/unlimited (7yr not advised w/ Allison PFS 3000 See Attachment "B")
Towing Coverage	engine problems minimum two years	✓		
Mobile Repair Service	Must include 24 hour response and on-site service for warranty repairs	✓		
Recommended Parts Stocking list	Please include with this bid a list of parts with pricing of what you suggest that we should keep in stock for the buses that you are bidding	✓		SEE attachment "A"

Body - Chassis	Bus Specifications	100% meet specification, Check		List / Explain Exception
		YES	NO	
CHASSIS	CHASSIS			
Axle Ratio	Geared to go 75 MPH and governed at 70mph	✓		
Air Compressor	Minimum of 18.7CFM	✓		
Air dryer	Bendix AD-IP with heater	✓		
Air tanks	qty 3 or 4 tanks to exceed 5,850 cubic inch capacity	✓		3 tanks w/ 5900 cu in total
Air tanks	remote skirt mtd access door to drain all air tanks	✓		
Alternator	minimum-240 amp Leece Neville	✓		Save \$200 for 200 amp
Axle, front	14,600 lbs. w/ synthetic lubed hubs	✓		
Axle, rear	23,000 lbs. w/ synthetic lubed hubs	✓		
Batteries	three group 31 w/3000 CCA minimum	✓		
Batteries	battery tray to include heavy duty roller ball bearings	✓		
Battery	battery cut-off switch located in battery compartment	✓		
Block Heater	Minimum 750/1250 watt w/ receptacle mtd to fit fender area	✓		
Body Length	The body shall not exceed 40' long	✓		
Brakes	Air operated Front and rear	✓		
Brakes	ABS	✓		
Brakes, front	16.5 X 6" front	✓		
Brakes, rear	16.5 X 8 5/8" rear	✓		
Bumper 3/16" steel, front	reinforced w/ air or electric operated crossing arm w/ retainer	✓		
Bumper 1/4" steel, rear	reinforced	✓		
Driveline	Guards around each shaft	✓		
Engine Rating	minimum 250 HP and 600 ft. lbs tq.	✓		
Engine Type	Inline 6 cylinder diesel	✓		
Engine Warranty	5 years - 100K miles	✓		
Engine Exhaust Brake	Include Turbo Engine exhaust brake...i.e. Jake Brake	✓		
Exhaust	Left side under bumper	✓		
Frame	50,000 lbs. psi	✓		
Fuel filter	Spin on type at the engine	✓		
Fuel / Water separator	heated Racor w/ see through bowl		✓	Alliance Brand w/ Heat
Fuel Tank	100 gal. between frame rails, include protective skid plate	✓		
Fuel Tank	include fuel fill door & sender access plate at interior floor	✓		
Fuel Tank	fuel door to include positive thumb latch	✓		Locking
High/low Idle switch	Dash mounted	✓		
Instruments	Speedometer, Voltmeter, Oil pressure, Dual air gauges	✓		
Instruments	Hourmeter, Transmission temperature gauge,	✓		
Instruments	Air filter restriction indicator, tachometer, fuel gauge	✓		
Instruments	Cruise Control	✓		
Instruments	Heavy Duty turn signal steering column mtd	✓		
Radiator	Shall be stationary and shall not include swing out feature to avoid potential leaks	✓		
Shocks	front and rear	✓		
Suspension, front	springs front suspension w/ 14,600 lb minimum GVWR	✓		

Springs, rear	springs rear suspension w/ 23,000 lb minimum GVWR	✓	
Starting aid	Grid heater	✓	
Steering wheel	Tilt & Telescope	✓	
Tires	Front and rear tires to be balanced and aligned	✓	
Tires	6 - Tubeless radial 11R22.5 16 ply	✓	
Tires	Front and rear to be Highway tread,	✓	
Tires	Michelin or Hankook	✓	HANKOOK AH37
Tow hooks	Front & rear mounted	✓	
Transmission	Allison PTS 3000 Series automatic w/ 6 speeds & reverse	✓	
Transmission	With internal or external cooler, and water filter	✓	
Transmission	To include Allison Basic "Fuel Sense"	✓	
Wheel Base	232"	✓	231"
Wheels	Disc stud piloted, 22.5 X 8.25 painted black	✓	
Wiring	Color & number coded	✓	
Wiring	Include manual resetting circuit breakers for body items	✓	
BODY	BODY		
Access Panel	access panel below driver's window with lock	✓	
Access Panels	3 - Located below windshield & must include locking device	✓	
Air Horn	Roof mounted Air Horn	✓	
Assist Rail	include left & right side assist/ handrails at stepwell	✓	
Backing Horn	112 DBS - installed under rear bumper area	✓	
Cell phone powered outlet	driver's dash area mounted	✓	
Defroster fans	three 6" dash mounted fans	✓	
Door, emergency	upper & lower glass, 3 point latch, & retainer	✓	
Door, entrance	Outward opening, Air operation w/ 3 position switch	✓	
Door, entrance	Include vandal lock located in electrical comp below driver's window	✓	
Document Holder	6" x 9" document holder mounted at front header	✓	
Driver's Storage	Driver's storage pouch at rear of driver's seat	✓	
Fenders	Frt & Rear rubber fenders over each wheelwell	✓	
Header Storage	Safety Compartment in front header - 10" x 42" minimum	✓	
Emergency exits	4 - push out windows w/ buzzers (2 per side)	✓	Add \$400.00 for 3 per side
Emergency exits	2 - roof hatches w/ buzzers	✓	
Flooring	Black koroseal	✓	
Flooring	Metal aisle trim	✓	
Flooring	black koroseal over wheelhousings	✓	
Flooring	5/8" exterior grade plywood subfloor glued down	✓	
Headroom	Minimum 78 inches	✓	
Heaters	min 91K BTU front w/ removable filter	✓	
Heaters	min 15K BTU driver's foot htr or 50K BTU stepwell htr	✓	15,000 BTU Driver's foot
Heaters	min 84K BTU rear w/ removable filter behind rear axle	✓	
Heaters	Include heavy duty heater booster pump for rear heater	✓	
Heaters	Please list your total Heater BTU's offered for this bid	✓	190,000 BTU total
Heaters	Dual heater cut off and Dash mounted water regulator valve	✓	

Identification	6" Black letters, "MURFREESBORO CITY SCHOOLS"	✓	
Identification	6" numbers, sides, front, rear	✓	
Identification	3 foot black numbers and Letters Roof mtd	✓	
Insulation	2" fiberglass insulation in roof, front, rear, and side walls	✓	
Insulation	1/2" sound absorbing foam installed under driver toeboard	✓	
Insulation	Noise reduction pkg, include perforated ceiling driver" area	✓	
Lights	Side mounted directional	✓	
Lights	4" Red strobing LED wired to brakes & warnings mtd rear door	✓	
Lights	Dome lights to be LED include driver's and Stepwell	✓	
Lights	Exterior stepwell light mounted at side skirt	✓	
Lights	headlights w/daytime running & alternating w/ warnings	✓	
Lights	Warning lights to be halogen bulbs with individual hoods	✓	
Lights	Clearance & Cluster lights to be LED	✓	
Lights	Front & rear amber directionals 7" w/ arrows	✓	
Lights	Rear roof mounted strobe light w/ guard	✓	
Lights	16 light Monitor mtd front bulkhead area	✓	
Mirrors	Interior - 8" X 30" clear with integrated Back up camera monitor that automatically comes on when the bus transmission is shifted into reverse	✓	
Mirrors	Exterior - all to be heated/ motorized & meet fmvss standard	✓	
Mud Flaps	Front and rear mud flaps full length	✓	
Noise Switch	Maintained switch - dash mounted	✓	
Paint roof	Roof to be painted white,	✓	
Paint roof	area above side windows shall be yellow and white only	✓	
Parts Report	Copy of complete Bus Parts printout	✓	Delivered w/ Bus
Radio	AM/FM/PA/CD/w/ 8 speakers	✓	
Reflective Tape	"SCHOOL BUS" front and rear caps to be reflective	✓	
Reflective Tape	Reflective tape at all exits, rear, sides full length	✓	
Reflectors	to be mechanically attached	✓	
Roof Bows	one piece	✓	
Roof rails	Roof crash rails mounted inside roof panels	✓	
Rub rails	provide four rubrails all painted black	✓	
Rub rails	Include bumper and window wrap around rubrails	✓	
Safety	Fire extinguishers, Body fluid kit, Flares, First aid kit	✓	
Safety	Windshield Hammer & seat belt cutter	✓	
Safety	All Out warning device to include dome lights activation	✓	
Safety Compartment	Flares to be mounted in bulk head compartment	✓	
Seat Barriers	Include 5 pocket barrier cover on Right side	✓	
Seat Frames	Frames to be black powder coated and belt ready	✓	* Lap belt ready.. Add \$1,000. for 3rd row
Seat Space	26" minimum spacing	✓	ready
Seat Space	Include floorplan demonstrating 26" spacing	✓	
Seats / Driver	High Back , Air operated with shocks	✓	
Seats / Driver	include tilt back, fabric insert, adjustable back	✓	
Seats / Driver	right and left side arm rest	✓	
Seats / Driver	Florescent Orange lap and Shoulder belt	✓	
Seats / Passenger	39" DOT fire block upholstery- Brown or gray	✓	

Side Panels	Interior - Aluminized steel side walls	✓		
Solenoid	Disconnect all body circuits	✓		
Stepwell	3 step, include stepwell guard under entrance door	✓		
Stepwell	To include white floor step nosing	✓		
Stoparm	Reflectorized upper & lower strobing & LED lights	✓		
Vents	2 - driver's fresh air & static roof vent	✓		
Windows, Passenger	Black aluminum frames, 12" opening w/ dark tint include rear	✓		
Windows Driver	Double sliding, aluminum sash, tempered	✓		
Windshield	two piece curved for maximum driver's sight, tinted & shaded	✓		
Windshield	2 grip handles above windshield	✓		
Wipers	Dual switches with high, low, & Intermittent speeds	✓		
Wiring	Color & number coded	✓		
Wiring/ Accessory	12 volt outlet for cell phone in instrument panel	✓		
Circuit Breakers	manually resetting breakers for body and chassis	✓		
Zonar	Zonar V3 GPS hardware mounted in drivers storage area	✓		
Luggage	Includes 3 cu ft Luggage, Right side Please Price Separatly	✓		included with orders by 2/15/19 only or letter of intent Add to Bus Unit Price:
Additional Options				
Camera	Camera brand to be compatible w/ current fleet			
Camera	digital 8 camera system w/1 head include triggers, panic, GPS	Add	\$ 1900.00	per
Camera	digital 8 camera system w/2 head include triggers, panic, GPS	Add	\$ 2250.00	per
Camera	digital 8 camera system w/3 head include triggers, panic, GPS	Add	\$ 2600.00	per
Camera	digital 8 camera system w/4 head include triggers, panic, GPS	Add	\$ 2950.00	per
Camera	each additional camera head	Add	\$ 350.00	per
Stop Arm	Additional stop arm mtd driver's side rear of bus	Add	\$ 775.00	per
Luggage	34 cu. ft. box mtd curb side between the wheelwells	Add	\$ 1100.00	per
Luggage	include locks, lights, and shocks to hold door up	Add	\$ Included above	per
Driver Alert Sign	Rear door Mtd "Driver Alert Sign" warning light activated	Add	\$ 700.00	per
Air Disc Brakes	Front and rear Air Disc brakes w/ rear Air ride suspension	Add	\$ 2200.00	per
Engine	Cummins ISB 220 HP Engine w/ 600 ft. lbs. tq.	* Save	\$ 1000.00	per
Cummins Software	Cummins Insite Software yearly subscription	Add	\$ 850.00	One time
Cummins Hardware	Cables and hookups for Insite software	Add	\$ 1,000.00	One time
Transmission	Allison PTS 2500 with 7yr Warranty	* Save	\$ 4,000.00	per
Two Way radio	Two way radio compatible with county's fleet	Add	\$ 978.00	per
LED Lights	All exterior lights to be LED	Add	\$ 1900.00	per
LED Warning Lights	Only exterior Warning lights to be LED and Strobing	Add	\$ 1100.00	per
78 passenger Bus	212" wheelbase and 84 pax shell w/ 27" knee room	* Save	\$ 1500.00	per
Integrated Child Seat	qty 2 ICS mtd in first seat each side	Add	\$ 1100.00	per
3pt belts	qty 3 - 3pt belts added to first seat each side	Add	\$ 325.00 per seat upto 30 seats	per
Air Conditioning	MCC Brand, 120K BTU w/ inwallfront & inwall rear evaporator, skirt condensers, dual compressors	Add	\$ 9,800.00	per

Includes 13,600 lbs GVWR Front axle & suspension
 20,000 lbs GVWR Rear axle & suspension
 See floor plan included w/ Bid.

Human Resources Personnel Report 11/08/2019 - 01/22/2020

Certified Hires

Last Name	First Name	Start Date	Location	Position
DAVIS	LEE	11/13/2019	JOHN PITTARD	SPED TEACHER
MOFFETT	DEJA	01/06/2020	BRADLEY	GRADE 4 TEACHER
ENGLAND	HALLIE	01/06/2020	REEVES-ROGERS	GRADE 2 TEACHER
SMITH	JULIA	01/06/2020	JOHN PITTARD	GRADE 3 TEACHER
WHITAKER	MELYNDA	01/06/2020	SALEM	GRADE 6 TEACHER
FLETCHER	JESSICA	01/06/2020	OVERALL CREEK	GRADE 5 TEACHER
STEPHENS	KAYLA	01/06/2020	SALEM	GRADE 5 TEACHER
GRANDE	MICHELLE	01/06/2020	OVERALL CREEK	GRADE 3 TEACHER
HERNANDEZ	MARISELA	01/06/2020	BRADLEY	GRADE 1 TEACHER
VAUGHAN	CASSANDRA	01/06/2020	BRADLEY	GRADE 4 TEACHER
WAKEFIELD	SHEENA	01/06/2020	BRADLEY	GRADE 4 TEACHER
BAILEY	SAVANNAH	01/06/2020	BLACK FOX	GRADE 4 TEACHER
MURPHREE	KRISTA	01/15/2020	ERMA SIEGEL	K-3 GROWTH TEACHER
O'LEARY	WHITNEY	01/21/2020	SCALES	GRADE 5 TEACHER

Certified Resignations/Retirements/Terminations

Last Name	First Name	Last Day	Location	Position	Tenure Y/N
PATRICK	ASHLEY	12/04/2019	JOHN PITTARD	PE TEACHER	N
ROMERO	DARIEN	12/19/2019	BRADLEY	GRADE 1 TEACHER	N
SUTTON	TAMMY	12/19/2019	SALEM	GRADE 6 TEACHER	Y
MANSY	REBECCA	12/19/2019	OVERALL CREEK	GRADE 3 TEACHER	N
RAMIREZ	KAITLYN	12/19/2019	BRADLEY	GRADE 4 TEACHER	N
CARTER	BETH	12/19/2019	SCALES	GRADE 5 TEACHER	Y
HELTA	JAMIE	01/06/2020	SALEM	GRADE 5 TEACHER	N
MUSSLEMANN	CASSIDY	01/09/2020	BLACK FOX	GRADE 4 TEACHER	N
EHRHARDT	ALY	01/17/2020	CASON LANE	GRADE 6 TEACHER	N

Certified Interim Teachers Hired Between 11/08/2019 - 01/22/2020

Last Name	First Name	Interim Dates	Location	Position	Interim For...
DAUGHERTY	SARAH	11/18 - 02/07	JOHN PITTARD	GRADE 1 TEACHER	MANN
PARSLEY	ABIGAIL	01/06 - 05/24	CASON LANE	GRADE 1 TEACHER	GAVIN
HOOPER	ALLISON	01/06 - 05/24	BLACK FOX	GRADE 4 TEACHER	SPRAYBERRY
BURTON	ELLINOIS	01/06 - 03/03	MNS	GRADE 2 TEACHER	LEE
BJORK	JIM	01/16 - 03/04	NORTHFIELD	GRADE 4 TEACHER	HOLLIS

Human Resources Personnel Report 11/08/2019 - 01/22/2020 continued

Classified Hired

Last Name	First Name	Start Date	Location	Position	Notes
NELSON	PLEAS	11/12/2019	MAINTENANCE SHOP	BUS DRIVER	
MARTINEZ	SANTIAGO	11/14/2019	BLACK FOX	LEAD CUSTODIAN	
GOFORTH	KARI	11/18/2019	SALEM ELEMENTARY	EDUCATIONAL ASSISTANT	
RILEY	LAURA	11/18/2019	SALEM ELEMENTARY	SPED 1 TO 1 EDUC ASST	
KIRBY	JACOB	11/21/2019	SCALES	SPED 1 TO 1 EDUC ASST	
AVARITT	SYDNEY	12/03/2019	NORTHFIELD	PK SPED EA	REHIRE
FREDERICK	AMANDA	12/13/2019	MAINTENANCE SHOP	BUS AIDE	
DEFFENDALL	KATLIN	12/16/2019	REEVES-ROGERS	ESP SITE DIRECTOR	
JONES	MARGEAUX	12/16/2019	DISTRICT WIDE	FARMER EDUCATOR	
GOODIN	ASHLEY	01/06/2020	CASON LANE	PK SPED EA	MDA TO EA
FLETCHER	AMANDA	01/06/2020	OVERALL CREEK	EDUCATIONAL ASSISTANT	MDA TO EA
ROMERO	DARIEN	01/06/2020	HOBGOOD	EDUCATIONAL ASSISTANT	TEACHER TO EA
HELTA	JAMIE	01/07/2020	BLACK FOX	EDUCATIONAL ASSISTANT	TEACHER TO EA
WILSON	GLEN	01/09/2020	MAINTENANCE SHOP	MAINTENANCE GENERAL	
SAVANNAH	BRANDI	01/16/2020	MAINTENANCE SHOP	BUS AIDE	REHIRE
ANDERSON	CRYSTAL	01/21/2020	MAINTENANCE SHOP	BUS DRIVER	
EARLE	ERIC	01/22/2020	MAINTENANCE SHOP	MAINTENANCE GENERAL	

Classified Resignations/Retirements/Terminations

Last Name	First Name	Last Day	Location	Position
STONE	DARRELL	11/07/2019	MAINTENANCE SHOP	BUS DRIVER
NELSON	MAURIE	11/15/2019	REEVES-ROGERS	ESP SITE DIRECTOR
WRIGHT	CASANDRA	11/19/2019	MAINTENANCE SHOP	BUS DRIVER
PHILLIPS	LISA	11/19/2019	BLACK FOX	SPED EA
PERDZOCK	MARY	12/13/2019	OVERALL CREEK	EDUCATIONAL ASSISTANT
PARKER	ELIZABETH	12/19/2019	CASON LANE	PK SPED EA
JACOBS	LAURIE	12/19/2019	SCALES	SPED EA
NEVAR	SUSAN	12/19/2019	NORTHFIELD	SPED EA
JORDAN	AVA	12/31/2019	MAINTENANCE SHOP	TRANSPORTATION SUPER
NEVELS	LASHAWANDA	01/17/2020	MAINTENANCE SHOP	BUS DRIVER

PTR Worksheet 2019-2020 200124 End of Fifth Period

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students			
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total		
DISCOVERY				60	3	20.00	62	3	20.67	60	3	20.00	60	3	20.00	242	12	20.17		66	3	22.00	64	3	21.33	23	1	23.00	153	7	21.86	395	395	
BLACK FOX	9	40	2	20	113	6	18.83	119	6	19.83	101	5	20.20	102	5	20.40	435	22	19.77		118	6	19.67	119	5	23.80	94	5	18.80	331	16	20.69	766	892
	35	2	17.5																							42	4	10.50	42					
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC				
BRADLEY				62	3	20.67	55	3	18.33	60	3	20.00	55	3	18.33	232	12	19.33		63	3	21.00	63	3	21.00	36	2	18.00	162	8	20.25	394	394	
CASON LANE	9	40	2	20	89	4	22.25	89	4	22.25	99	6	16.50	93	4	23.25	370	18	20.56		98	5	19.60	110	6	18.33	45	3	15.00	253	14	18.07	623	727
	24	2	12																							31	3	10.33	31					
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC				
ERMA SIEGEL	10			107	5	21.40	95	5	19.00	109	6	18.17	120	6	20.00	431	22	19.59		131	6	21.83	129	6	21.50	20	1	20.00	280	13	21.54	711	774	
	25	2	12.5													9	1	9.00								19	2	9.50	28					
	CDC			CDC			CDC			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed			Deaf Ed		Deaf Ed				
HOBGOOD	60	3	20	83	5	16.60	104	6	17.33	87	6	14.50	91	5	18.20	365	22	16.59		76	4	19.00	93	5	18.60	62	4	15.50	231	13	17.77	596	656	
MITCHELL-NEILSON	38	2	19	103	5	20.60	100	6	16.67	107	5	21.40	89	5	17.80	399	21	19.00		83	4	20.75	80	4	20.00	58	3	19.33	221	11	20.09	620	682	
	15															4	1	4.00								20	3	6.67	24					
	CDC			CDC			CDC			Best			Best			Best			Best			Best			Best			Best		Best				
NORTHFIELD	40	2	20	102	5	20.40	97	5	19.40	81	4	20.25	93	5	18.60	373	19	19.63		97	4	24.25	98	4	24.50	50	2	25.00	245	10	24.50	618	749	
	37	3	12.33																							39	4	9.75	39					
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC				
OVERALL				138	7	19.71	158	8	19.75	164	8	20.50	152	8	19.00	612	31	19.74		157	7	22.43	164	7	23.43	28	2	14.00	349	16	21.81	961	961	
REEVES-ROGERS				73	4	18.25	74	4	18.50	54	3	18.00	63	4	15.75	264	15	17.60		64	3	21.33	47	3	15.67	26	2	13.00	137	8	17.13	401	401	
PITTARD	40	2	20	115	6	19.17	132	6	22.00	113	6	18.83	112	6	18.67	472	24	19.67		93	5	18.60	112	6	18.67	86	4	21.50	291	15	19.40	763	831	
																										28	4	7.00	28					
SCALES	10			154	7	22.00	136	7	19.43	141	7	20.14	118	6	19.67	549	27	20.33		136	6	22.67	138	6	23.00	73	4	18.25	347	16	21.69	896	952	
	13	2	6.5																							33	3	11.00	33					
SALEM				178	10	17.80	136	6	22.67	154	7	22.00	123	6	20.50	591	29	20.38		91	4	22.75	87	4	21.75	21	1	21.00	199	9	22.11	790	805	
																										15	2	7.50	15					
OFF SITE PRE-K				KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC									
Mercury Court	40	2	20	1377	70	19.67	1357	69	19.67	1330	69	19.28	1271	66	19.26	1273	60	21.22	1304	62	21.03	622	34	18.29	REGULAR ED SUB TOTAL		8534							
TOTAL OFF SITE	40	2	20	AVERAGE ATTENDANCE PERCENTAGE 94%			REGULAR EDUCATION PTR			Students	Teachers	PTR	GROWTH OVER LAST YEAR			End of 2018-2019		8955	Growth from 18-19 to 19-20		304	SPECIAL ED PRE-K		134										
PRE-K SUBTOTALS	53	298	15	19.9	Kindergarten thru Third Grade			5335	274	19.47	Fourth Grade thru Sixth Grade			3199	156	20.51	TOTAL BEP FUNDED		8774	TOTAL ALL OTHER PRE-K		351	DISTRICT TOTAL STUDENTS		9259									
Pre-K Peer Models	53	134	11	12.2	District Totals			8534	430	19.85	Budgeted Estimate of K-6 Reg Ed		8485																					
Pre-K Regular Ed	298	15	19.9																															
Pre-K Special Ed	134	11	12.2																															
PRE-K TOTALS	485	26	18.7																															

YEAR-TO-DATE EXPENDITURE COMPARISON

DECEMBER 2019

PAGE 1

	2018-19 BUDGET	2018-19 YTD EXP.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD EXP.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	
1	71100-Reg. Instruction	43,503,848	18,018,632	(25,485,216)	41.4%	46,318,758	20,045,658	(26,273,100)	43.3%
2	71200-Sp. Ed. Instruction	8,401,413	3,364,171	(5,037,242)	40.0%	9,174,203	3,786,712	(5,387,491)	41.3%
3	71400-Student Body Ed.	45,000	54,589	9,589	121.3%	-	-	-	N/A
4	72110-Attendance	152,854	78,040	(74,814)	51.1%	167,489	90,313	(77,176)	53.9%
5	72120-Health Services	779,372	325,138	(454,234)	41.7%	951,390	402,555	(548,835)	42.3%
6	72130-Guidance	2,433,099	1,081,951	(1,351,148)	44.5%	2,728,311	1,224,539	(1,503,772)	44.9%
7	72210-Reg. Instr. Support	2,097,264	913,816	(1,183,448)	43.6%	2,188,721	1,002,883	(1,185,838)	45.8%
8	72220-Sp. Ed. Support	1,566,956	646,351	(920,605)	41.2%	1,834,730	765,689	(1,069,041)	41.7%
9	72250-Technology	1,652,406	805,788	(846,618)	48.8%	1,793,131	957,547	(835,584)	53.4%
10	72310-Bd. Of Education	1,737,593	696,490	(1,041,103)	40.1%	1,485,229	790,253	(694,976)	53.2%
11	72320-Office of Supt.	370,119	169,221	(200,898)	45.7%	381,240	190,934	(190,306)	50.1%
12	72410-Office of Principal	4,329,922	1,905,805	(2,424,117)	44.0%	4,726,631	2,114,263	(2,612,368)	44.7%
13	72510-Fiscal Services	560,918	303,857	(257,061)	54.2%	579,593	301,574	(278,019)	52.0%
14	72520-Personnel Services	425,023	196,639	(228,384)	46.3%	428,543	182,261	(246,282)	42.5%
15	72610-Oper. Of Plant	5,908,626	2,278,938	(3,629,688)	38.6%	6,385,980	2,527,177	(3,858,803)	39.6%
16	72620-Maint. Of Plant	2,728,945	980,929	(1,748,016)	35.9%	2,724,053	1,048,818	(1,675,235)	38.5%
17	72710-Pupil Transp.	2,899,934	1,166,041	(1,733,893)	40.2%	2,972,379	1,621,343	(1,351,036)	54.5%
18	73300-Community Service	518,682	251,666	(267,016)	48.5%	540,533	262,335	(278,198)	48.5%
19	73400-Early Childhood Educ.	16,500	334	(16,166)	2.0%	1,251,966	493,548	(758,418)	39.4%
20	76100-Reg. Cap. Outlay	631,559	365,985	(265,574)	57.9%	1,440,500	47,103	(1,393,397)	3.3%
21	82130-Education Debt Serv.		-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	860,431	191,880	(668,551)	22.3%	413,105	191,880	(221,225)	46.4%
	TOTALS	81,620,464	33,796,261	\$ (47,824,203)	41.4%	88,486,485	38,047,385	\$ (50,439,100)	43.0%

COMPARISON OF BUDGET TOTALS
July 1, 2019 Through December 31, 2019

TOTAL INCOME	7/1/19 - 12/31/19	\$	34,089,056
TOTAL EXPENSES	7/1/19 - 12/31/19		<u>38,047,385</u>
NET INCOME	12/31/19	\$	<u><u>(3,958,329)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

DECEMBER 2019

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	BUDGET CLASS.	2018-19 BUDGET	2018-19 YTD REV.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD REV.	2019-20 OVR/(UNDR) BUDGET	2019-20 %
1	40110-Current Prop. Tax	13,972,500	1,527,355	(12,445,145)	10.9%	14,308,810	1,626,454	(12,682,356)	11.4%
2	40210-Local Option Sales Tax	10,980,000	4,720,050	(6,259,950)	43.0%	11,843,830	4,895,686	(6,948,144)	41.3%
3	40000-41110-Other County Rev	1,736,000	663,626	(1,072,374)	38.2%	1,830,000	720,174	(1,109,826)	39.4%
4	44000-Other Local Revenue	582,750	302,968	(279,782)	52.0%	594,500	176,305	(418,195)	29.7%
5	46511-Basic Educ. Program	44,430,513	21,709,500	(22,721,013)	48.9%	46,301,465	22,549,000	(23,752,465)	48.7%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	650,190	144,719	(505,471)	22.3%	370,600	112,099	(258,501)	30.2%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	24,325	74,160	49,835	304.9%	1,109,977	66,786	(1,043,191)	6.0%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	6,585,103	3,292,552	(3,292,551)	50.0%	7,885,103	3,942,552	(3,942,551)	50.0%
16	49820-Operating Transfers	-	-	-	N/A	1,300,000	-	(1,300,000)	0.0%
	TOTALS	\$ 78,961,381	\$32,434,930	\$ (46,526,451)	41.1%	\$85,544,285.00	\$ 34,089,056	\$ (51,455,229)	39.8%

YEAR-TO-DATE EXPENDITURE COMPARISON

NOVEMBER 2019

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	2018-19 BUDGET	2018-19 YTD EXP.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD EXP.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	
1	71100-Reg. Instruction	43,503,848	14,549,737	(28,954,111)	33.4%	46,318,758	16,259,321	(30,059,437)	35.1%
2	71200-Sp. Ed. Instruction	8,401,413	2,686,572	(5,714,841)	32.0%	9,174,203	3,037,575	(6,136,628)	33.1%
3	71400-Student Body Ed.	45,000	39,864	(5,136)	88.6%	-	-	-	N/A
4	72110-Attendance	152,854	66,520	(86,334)	43.5%	167,489	78,611	(88,878)	46.9%
5	72120-Health Services	779,372	265,406	(513,966)	34.1%	951,390	332,827	(618,563)	35.0%
6	72130-Guidance	2,433,099	889,416	(1,543,683)	36.6%	2,728,311	1,016,708	(1,711,603)	37.3%
7	72210-Reg. Instr. Support	2,097,264	754,337	(1,342,927)	36.0%	2,188,721	840,053	(1,348,668)	38.4%
8	72220-Sp. Ed. Support	1,566,956	529,303	(1,037,653)	33.8%	1,834,730	623,034	(1,211,696)	34.0%
9	72250-Technology	1,652,406	731,299	(921,107)	44.3%	1,793,131	857,295	(935,836)	47.8%
10	72310-Bd. Of Education	1,737,593	627,749	(1,109,844)	36.1%	1,485,229	715,994	(769,235)	48.2%
11	72320-Office of Supt.	370,119	142,931	(227,188)	38.6%	381,240	165,841	(215,399)	43.5%
12	72410-Office of Principal	4,329,922	1,558,691	(2,771,231)	36.0%	4,726,631	1,732,655	(2,993,976)	36.7%
13	72510-Fiscal Services	560,918	257,974	(302,944)	46.0%	579,593	265,346	(314,247)	45.8%
14	72520-Personnel Services	425,023	169,819	(255,204)	40.0%	428,543	161,826	(266,717)	37.8%
15	72610-Oper. Of Plant	5,908,626	1,845,076	(4,063,550)	31.2%	6,385,980	2,060,235	(4,325,745)	32.3%
16	72620-Maint. Of Plant	2,728,945	770,739	(1,958,206)	28.2%	2,724,053	881,262	(1,842,791)	32.4%
17	72710-Pupil Transp.	2,899,934	919,100	(1,980,834)	31.7%	2,972,379	1,287,409	(1,684,970)	43.3%
18	73300-Community Service	518,682	171,215	(347,467)	33.0%	540,533	180,210	(360,323)	33.3%
19	73400-Early Childhood Educ.	16,500	245	(16,255)	1.5%	1,251,966	393,343	(858,623)	31.4%
20	76100-Reg. Cap. Outlay	631,559	248,147	(383,412)	39.3%	1,440,500	43,103	(1,397,397)	3.0%
21	82130-Education Debt Serv.		-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	860,431	159,900	(700,531)	18.6%	413,105	159,900	(253,205)	38.7%
	TOTALS	81,620,464	27,384,040	\$ (54,236,424)	33.6%	88,486,485	31,092,548	\$ (57,393,937)	35.1%

COMPARISON OF BUDGET TOTALS
July 1, 2019 Through November 30, 2019

TOTAL INCOME	7/1/19 - 11/30/19	\$	27,151,905
TOTAL EXPENSES	7/1/19 - 11/30/19		<u>31,092,548</u>
NET INCOME	11/30/19	\$	<u><u>(3,940,643)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

NOVEMBER 2019

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	BUDGET CLASS.	2018-19 BUDGET	2018-19 YTD REV.	2018-19 OVR/(UNDR) BUDGET	2018-19 %	2019-20 BUDGET	2019-20 YTD REV.	2019-20 OVR/(UNDR) BUDGET	2019-20 %
1	40110-Current Prop. Tax	13,972,500	759,479	(13,213,021)	5.4%	14,308,810	969,456	(13,339,354)	6.8%
2	40210-Local Option Sales Tax	10,980,000	3,782,088	(7,197,912)	34.4%	11,843,830	3,928,684	(7,915,146)	33.2%
3	40000-41110-Other County Rev	1,736,000	531,749	(1,204,251)	30.6%	1,830,000	605,512	(1,224,488)	33.1%
4	44000-Other Local Revenue	582,750	257,355	(325,395)	44.2%	594,500	152,030	(442,470)	25.6%
5	46511-Basic Educ. Program	44,430,513	17,367,600	(27,062,913)	39.1%	46,301,465	18,039,200	(28,262,265)	39.0%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	650,190	137,316	(512,874)	21.1%	370,600	104,777	(265,823)	28.3%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	24,325	74,160	49,835	304.9%	1,109,977	66,786	(1,043,191)	6.0%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	6,585,103	2,743,793	(3,841,310)	41.7%	7,885,103	3,285,460	(4,599,643)	41.7%
16	49820-Operating Transfers	-	-	-	N/A	1,300,000	-	(1,300,000)	0.0%
	TOTALS	\$ 78,961,381	\$25,653,540	\$ (53,307,841)	32.5%	\$85,544,285.00	\$ 27,151,905	\$ (58,392,380)	31.7%