

Board of Education Regular Meeting

January 15, 2019 6:00 PM

MCS Administrative Offices

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Approval of 12-11-18 Board Meeting Minutes Action Item	
B. Board Policy PER23 Employee Names and Addresses-TO BE DELETED-Replaced with 1.407 Action Item	
C. Board Policy PER27-Tennessee Consolidated Retirement System-TO BE DELETED-Replaced with 5.200 and 5.202 Action Item	
D. Board Policy 2.403 Surplus Property Sales Action Item	
E. Board Policy 2.701 Financial Reports and Records Action Item	
F. Board Policy 2.702 Inventories Action Item	
G. Board Policy 2.703 Audits Action Item	
H. Board Policy 2.800 Expenditure of Funds Action Item	
I. Board Policy 2.8001 Energy Management and Conservation Action Item	
J. Board Policy 2.802 Payroll Procedures (combined with Board Policy 2.803 Salary Deductions) Action Item	
K. Delete Board Policy 2.803 Salary Deductions Action Item	
L. Board Policy 2.804 Expenditures and Reimbursements Action Item	
M. Board Policy 2.805 Purchasing Action Item	
N. Board Policy 2.806 Bids and Quotations Action Item	
O. Board Policy 2.807 Requisitions Action Item	
P. Board Policy 2.808 Purchase Orders and Contracts Action Item	
Q. Board Policy 2.809 Vendor Relations Action Item	
R. Board Policy 2.810 Payment Procedures Action Item	
S. Board Policy 2.900 Student Activity Funds Management Action Item	
T. Board Policy 4.400 Instructional Materials-For Review-No Change Action Item	
U. Board Policy 5.106 Application and Employment	

Action Item	
V. Board Policy 5.118 Background Investigations Action Item	
W. Board Policy 5.203 Recommendations and File Transfers Action Item	
X. Board Policy 5.305 Family and Medical Leave Action Item	
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy 2.404 School Support Organizations Action Item	Dr. Linda Gilbert
ii. Board Policy 6.405 Medicines-Rescinds STU11 Action Item	Dr. Linda Gilbert
iii. Board Policy 6.412 Emergency Allergy Response Plan-Rescinds STU54 Action Item	Dr. Linda Gilbert
iv. Board Policy 6.415 Student Accident Reports-Rescinds STU54 Action Item	Dr. Linda Gilbert
v. Board Policy 6.601 Student Records-Rescinds STU14 Action Item	Dr. Linda Gilbert
V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. 2019 Transportation Zones Action Item	Mr. Gary Anderson
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

December 11, 2018 6:00 PM

City Hall Council Chambers

In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, David LaRoche, Becky Goff, and Amanda Moore

Staff: Dr. Linda Gilbert, Gary Anderson, Joe Marlin, Ralph Ringstaff, Lisa Trail, Greg Lyles, Angela Fairchild, Emily Spencer, Cherrye Robertson, Don Barch, Lea Barch, Tori Carr, Tamara Cosby, Robin Newell, Trey Duke

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR Chair Butch Campbell

Procedural Item

1. Pledge of Allegiance

Procedural Item

The Pledge of Allegiance was led by Dajah Raymond, a 6th grade student at Reeves Rogers Elementary and Alejandro Castro, a 6th grade student at Overall Creek Elementary.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA Chair Butch Campbell

Action Item

David LaRoche made the motion to approve the agenda. Wes Ballard seconded the motion. All approved by saying aye.

III. COMMUNICATIONS Mrs. Lisa Trail

Information Item

Congratulations to Lea Barch, who has been selected to be part of the state’s STEM Leadership Council. The statewide Council consists of 12 members—8 of which are selected through an application process. The Leadership Council will help implement and support the state’s STEM initiatives.

Congratulations to the following schools that have received recognition from the Tennessee Behavior Support Project:

Model of Demonstration - Gold Level

Bradley Academy

Overall Creek

Model of Demonstration - Silver Level

Scales

Northfield

Cason Lane Academy

Model of Demonstration - Bronze Level

Discovery School

Reeves Rogers

School of Recognition

Mitchell Neilson School

John Pittard

Jayna Parks, a student at Cason Lane, won 1st place in 6th Grade Language Arts for the Junior Division during the TN State Beta Club Convention.

Congratulations to the 2018 BEP Nissan Minigrant Winners. The teachers' names, grants, and schools are as follows:

Dr. Lori Housley-Cup of Conversation-Bradley Academy

Elizabeth Shepherd-Letting Coding Take Root-Discovery School

Debbie Hickerson-If You Build It, They Will Come and The Art of Science-
John Pittard Elementary

Anita Morton-Educational Breakout!-Mitchell Neilson School

Felicia Jackson-I'm in the Mood for Rube!-Overall Creek Elementary

Karen Tyson-Mary, Mary Quite Contrary, How Did You Say Your Garden Grows? Biodiversity and Hydroponics-The Discovery School

Congratulations to the MCS teams who competed in the **2018 First LEGO League Qualifying Tournament** on Saturday, December 8. Discovery's two robotics teams, coached by Wendy Heckert, Jennifer Smith, and Shea Payne, received 2nd place in Project Design and 2nd place in Robot Design. Erma Siegel's team, coached by Angela Pope and Buffy Davenport, received 2nd place in Core Values. Northfield's team, coached by Mary Orcutt, Caitlin Trammel, and Heather Knox, received 1st place in Core Values. And Cason

Lane's team, coached by Jessica Piety and Julie Seymore, did well in their first time competing.

Congratulations to the Scales' Boys Basketball Team for placing 1st in the MCS Tournament and to Black Fox Boys Team for being runner up. Also, congratulations to Reeves-Rogers' Girls Basketball Team for placing 1st and to Bradley's girls for being the runner-up team. The 2018 Basketball Season was very successful. Many thanks to Ralph Ringstaff for organizing the league, and to the principals and Murfreesboro Police Department for their support.

Congratulations to the MCS Competition Cheer teams. Both the MCS Junior Team and the MCS Youth Team have qualified for National Competition at Disney later this year. We appreciate the commitment of the students, their parents, and their coaches, Amber Kelly, Megan Brewer, Taylor Sams, and Jessica Jacobs.

MCS is blessed to have tremendous bus drivers and assistants. Every day, they ensure our children travel safely to and from school. But tonight, a special shout out goes to last year's Bus Driver of the Year, Teresa Crouch, for the way she demonstrates her heart for children. Recently, Teresa was acknowledged in a Daily News Journal Letter to the Editor for going an extra mile for a child.

Congratulations to the MCS Coordinated School Health and Nutrition Department for receiving the Bright Spot Award from the Tennessee Department of Health for the Junior Chef Program in coordination with the Rutherford County Health Department.

Chair Campbell reminded Board members of the joint meeting with Rutherford County School Board and State Legislators, City Council, and County Commissioners on December 19 at Rutherford County Schools.

IV. CONSENT ITEMS

Chair Butch Campbell

Action Item

1. Approval of School Fees

Action Item

2. Approval of 11-27-18 Board Meeting Minutes

Action Item

Roseann Barton made the motion to approve the consent items. David LaRoche seconded the motion. All approved by saying aye.

V. ACTION ITEMS

Chair Butch Campbell

Action Item

1. Approval of Tenured Teachers

Action Item

Roseann Barton made the motion to approve the list of tenured teachers. Amanda Moore seconded the motion. All approved by saying aye.

Mr. Ralph Ringstaff

2. Naming of New School

Mrs. Lisa Trail

Minutes

Page 3 of 7

December 11, 2018

Recorded by L. VanCleave

Action Item

Mrs. Trail read the following recommended names to the Board. The list of names was also in the Board Packet. They are as follows:

Salem Elementary

New Salem Elementary

Veterans Parkway Elementary

John Hodge Jones Elementary

Wes Ballard made the motion to name the school Veterans Parkway Elementary. Roseann Barton seconded the motion.

There was discussion regarding the name.

Ms. Barton had some concerns about shortening the name to Veterans School. Mr. Settles agreed.

Mrs. Moore mentioned that the school would not be visible from Veterans Parkway and the fact that words that end in "s" are tricky.

David LaRoche felt that Veterans Parkway was not unique to the community and he didn't want to miss the opportunity to name it after a geographic area that is unique to our community. He felt that recognizing the historical significance of the community is of great concern to the Board.

A roll call vote was taken for Veterans Parkway Elementary.

Wes Ballard-No

Roseann Barton-No

Becky Goff-No

David LaRoche-No

Amanda Moore-No

David Settles-No

Butch Campbell-No

7 No's. The motion did not pass.

David Settles asked for information on John Hodge Jones. Mr. Campbell said that he was a teacher in the Murfreesboro City School System and Rutherford County School System and Superintendent of Schools for MCS, and he also worked at the State Department of Education. Ms. Barton added that he started ESP program. Dr. Gilbert added that he opened Cason Lane Elementary as the first year-round and Paeidia school and was also a Rutherford County School Board member.

David LaRoche made the motion to name the new school New Salem Elementary. Ms. Barton seconded the motion.

There was additional discussion regarding the difference between New Salem and Salem. Mrs. Moore felt that our history was more in the

Salem community. She added that the school is not located on New Salem and there may be some confusion.

A roll call vote was taken for New Salem Elementary.

Wes Ballard-No
Roseann Barton-No
Becky Goff-No
David LaRoche-Yes
Amanda Moore-No
David Settles-Yes
Butch Campbell-No

5 No's and 2 Yes's. The motion did not pass.

David Settles made the motion to name the new school Salem Elementary. Becky Goff seconded the motion. There was no discussion.

A roll call vote was taken for Salem Elementary.

Wes Ballard-Yes
Roseann Barton-Yes
Becky Goff-Yes
David LaRoche-Yes
Amanda Moore-Yes
David Settles-Yes
Butch Campbell-Yes

7 Yes's. The motion passed.

The new school will be named Salem Elementary.

3. Consideration of 2019-2020 Transportation Zones for New Southwest School-now Salem Elementary

Action Item

Mr. Campbell thanked everyone for the emails, telephone calls, and comments that the Board has received regarding zoning and out of zone and out of city waivers. No community member signed up to address the Board; therefore, the Board proceeded with discussion regarding zones. Mr. Anderson also answered questions that the Board had.

Roseann Barton made a motion to have a work session to discuss this further. David Settles seconded the motion. All approved by saying aye.

Mr. Campbell asked if the Board would like to discuss transportation zones at the first January meeting along with policies and plan to vote on and approve a zoning plan for the new school at the second January

Mr. Gary Anderson

Board meeting. The Board would also like to have the administration present Plan A, B, and C to the Board at the first January meeting for discussion.

VI. REPORTS AND INFORMATION	Chair Butch Campbell
Information Item	

1. Recommended Dates of Breaks for the 2019-2020 School Calendar	Dr. Linda Gilbert
Information Item	

Dr. Gilbert explained that she would present a full calendar to the Board in January, but she would like to discuss the calendar with teachers and principals before presenting it. She informed the Board that these dates are in place and will remain:

- Fall Break-October 7-October 11 (matches Rutherford County)
- Thanksgiving- November 27-29 (matches Rutherford County)
- Winter Break-December 20-January 6
- Spring Break-March 30-April 3

David Settles asked how schools become polling places. His preference would be that they not be polling places. Dr. Gilbert agreed, and she will gladly revisit that with Mr. Farley.

2. Revision of City Ordinance	Dr. Linda Gilbert
Information Item	

Revision of City Ordinance regarding Closing Hours for City parks, parking lots, and school grounds will change the hours from 6:00 a.m. to 5:00 a.m. This will better accommodate ESP, custodial, and other early staff.

The new verbiage of Section 21-47 will be: “No person is allowed to be on the grounds of any City school between the hours of 10:00 p.m. and 5:00 a.m., except as authorized by the Director of Schools or designee.”

3. Enrollment (PTR) Report	Mr. Gary Anderson
Information Item	

Mr. Anderson explained that we are up 104 students over the end of last year. We had a 95% attendance rate and are experiencing growth.

VII. OTHER BUSINESS	Chair Butch Campbell
Information Item	

Mrs. Goff said that she would like to thank Gary Anderson for developing the school rezoning map and would also like to thank the parents that attended the meeting tonight. She said that they conducted themselves very respectfully. Amanda Moore and David Settles agreed.

Mrs. Roseann Barton thanked everyone involved with the basketball program. She thanked the teachers, parents, students, and custodial staff. She

said that it is a great program for the students, and a lot of effort on the schools' parts.

VIII. ADJOURNMENT

Chair Butch Campbell

Action Item

David LaRoche made the motion to adjourn. David Settles seconded the motion. The meeting adjourned at 6:55 p.m.

Director of Schools

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EMPLOYEE NAMES AND ADDRESSES	Descriptor No: PER 23	Date Adopted:
	Reviewed/Revision Adopted: 6/00; 8/01; 4/12	

1 A list of employee names and the county and city of residence will be provided to Tennessee
2 citizens making a request upon payment for such records in accordance with applicable state law.

3
4 Pursuant to T.C.A. §10-7-504(f), members of the public may not obtain the following:

- 5
6 1. an employee's home telephone and personal cell phone numbers;
7 2. bank account and individual health savings account, retirement account and pension
8 account information provided financial records of a MCS employee that show the
9 amounts and sources of contributions to the accounts or the amount of pension or
10 retirement benefit provided to the employee or former employee by MCS are not
11 confidential;
12 3. residential street address;
13 4. social security number; or
14 5. driver license information except where driving or operating a vehicle is part of the
15 employee's job description or job duties or incidental to the performance of the
16 employee's job

17
18 unless release of any of the information set forth above is expressly authorized by the employee.

19
20 The cost for copies of documents shall be in accordance with the "Schedule of Reasonable
21 Charges for Copies of Public Records" developed by the Tennessee Office of Open Records
22 Counsel.

23
24
25
26
27 _____

28 Legal References:
29
30 T.C.A. 10-7-504
31 Tennessee Office of Open Records Counsel Schedule of Reasonable Charges for Copies of
32 Public Records

33
34
35

36 **Instructions for Records Custodians Regarding the**
37 **Schedule of Reasonable Charges for Copies of Public Records**
38

39
40 The Office of Open Records Counsel (“OORC”) released its schedule of reasonable charges
41 (“schedule”) for copies of public records, available for download at
42 www.comptroller.state.tn.us/openrecords. Public Chapter 1179, Acts of 2008, required the
43 OORC to establish the schedule which a records custodian may use as a guideline to charge a
44 citizen requesting copies of public records pursuant to the Tennessee Public Records Act,
45 T.C.A. Sections 10-7-501 et seq.
46

47 T.C.A. Section 10-7-503(a) as amended by Public Chapter 1179, Acts of 2008, effective July 1,
48 2008, specifically states in (7)(A) that a records custodian may not charge for inspection of
49 public records unless otherwise required by law. Until the schedule was developed, Section 10-
50 7-503(a)(2)(C) allowed a records custodian to charge a requestor the actual costs incurred in
51 producing a copy or duplicate, which could include any labor incurred after five (5) hours spent
52 producing the requested material. With the development of the schedule, a records custodian is
53 now authorized by TCA Section 10- 7-503(a)(7)(C)(1) to charge reasonable costs assessed in a
54 manner consistent with the schedule. The schedule has a development date of October 1, 2008.
55

56 All governmental entities must comply with T.C.A. Section 10-7-506(a) in order to charge for
57 copies or duplication of public records requested pursuant to the Tennessee Public Records
58 Act. Any governmental entity desiring to charge for copies or duplication in accordance with the
59 schedule developed by the OORC should consult with legal counsel in order to ensure
60 compliance with T.C.A. Section 10-7-506(a). Additionally, any governmental entity that desires
61 to assess charges higher than those in the schedule for paper copies or duplication of public
62 records or to charge for copies or duplication using a medium other than 8 1/2 x11 or 8 1/2 x14
63 paper is permitted to do so as long as the entity can verify the charges represent its actual cost
64 in producing the request and the charges are assessed in a manner consistent with OORC’s
65 schedule. Charges established under separate legal authority are not governed by this
66 schedule, and are not to be added to or combined with charges authorized under this schedule.
67

68 The schedule sets as reasonable charges fifteen (\$0.15) cents for black and white photocopies
69 on 8 1/2 x11 or 8 1/2 x14 paper and fifty cents (\$0.50) for color photocopies on 8 1/2 x11 or 8 1/2
70 x14 paper. No standard fee is established for copies produced on medium other than that
71 mentioned above, although guidance is given as to the components to be considered in
72 establishing such copying or duplication charges. The schedule provides that a charge for labor
73 may be assessed after one (1) hour is incurred producing the requested material and is in
74 addition to the per page or medium charge.
75

76 For questions about the schedule or to find out more about the Office of Open Records
77 Counsel, please visit www.comptroller.state.tn.us/openrecords or call (615) 401-7891 or 1-866-
78 831-3750.
79

80 Elisha Hodge, Open Records Counsel, Office of Open Records Counsel
81 (615) 401-7891 open.records@tn.gov
82

83
84 Revised December 7, 2010
85
86
87
88
89
90
91

92 **SCHEDULE OF REASONABLE CHARGES FOR COPIES OF PUBLIC RECORDS**

93
94 [Section 6 of Public Chapter 1179, Acts of 2008](#) (“Public Chapter 1179”) adds T.C.A. Section 8-
95 4-604(a)(1) which requires the Office of Open Records Counsel (“OORC”) to establish a
96 schedule of reasonable charges (“Schedule of Reasonable Charges”) which may be used as a
97 guideline in establishing charges or fees, if any, to charge a citizen requesting copies of public
98 records under the Tennessee Public Records Act (T.C.A. Sections 10-7-503, et seq.) (“TPRA”).
99 The Schedule of Reasonable Charges has a development date of October 1, 2008. Notification of
100 the development was given to the Tennessee Code Commission on October 31, 2008. This
101 Schedule of Reasonable Charges will be reviewed at least annually by the OORC.

102
103 The TPRA grants Tennessee citizens the right to request a copy of a public record to which
104 access is granted under state law. Public Chapter 1179 adds T.C.A. Section 10-7-503(a)(7)(A)
105 which expressly prohibits a records custodian from charging a fee for inspection under the TPRA
106 unless otherwise required by law. However, the TPRA in T.C.A. Section 10-7-506 does permit
107 records custodians to charge for copies or duplication pursuant to properly adopted reasonable
108 rules.

109
110 This Schedule of Reasonable Charges should not be interpreted as requiring a records custodian
111 to impose charges for copies or duplication of public records. If a records custodian determines
112 to charge for copies or duplication of public records, such determination and schedule of charges
113 must be pursuant to a properly adopted rule and evidenced by a written policy authorized by the
114 governmental entity’s governing authority. Application of an adopted schedule of charges shall
115 not be arbitrary. Additionally, excessive fees and other rules shall not be used to hinder access to
116 non- exempt, public records. A records custodian may reduce or waive, in whole or in part, any
117 charge only in accordance with the governmental entity’s properly adopted written policy.
118 Pursuant to Tennessee case law, a records custodian may also require payment for the requested
119 copies or duplication prior to the production of the copies or duplication.

120
121 **Copy Charges**

- 122 • A records custodian may assess a charge of 15 cents per page for each standard 8 1/2 x11
123 or 8 1/2 x14 black and white copy produced. A records custodian may assess a requestor
124 a charge for a duplex copy that is the equivalent of the charge for two (2) separate copies.
125
- 126 • If a public record is maintained in color, the records custodian shall advise the requestor
127 that the record can be produced in color if the requestor is willing to pay a charge higher
128 than that of a black and white copy. If the requestor then requests a color copy, a records
129 custodian may assess a charge of 50 cents per page for each 8 1/2 x11 or 8 1/2 x14 color
130 copy produced.
131
- 132 • If a records custodian’s actual costs are higher than those reflected above or if the
133 requested records are being produced on a medium other than 8 1/2 x11 or 8 1/2 x14
134 paper, the records custodian may develop its own charges. The records custodian must
135 establish a schedule of charges documenting “actual cost” and state the calculation and
136 reasoning for its charges in a properly adopted policy. A records custodian may charge
137 less than those charges reflected above. Charges greater than 15 cents for black and
138 white, and 50 cents for color, can be assessed or collected only with documented analysis
139 of the fact that the higher charges actually represent such governmental entity’s cost of
140 producing such material; unless there exists another basis in law for such charges.
141
- 142 • The TPRA does not distinguish requests for inspection of records based on intended use,
143 be it for research, personal, or commercial purposes. Likewise, this Schedule of

144 Reasonable Charges does not make a distinction in the charges assessed an individual
145 requesting records under the TPRA for various purposes. Other statutory provisions, such
146 as T.C.A. Section 10-7-506(c), enumerate fees that may be assessed when specific
147 documents are requested for a specific use. Any distinctions made, or waiver of charges
148 permitted, must be expressly permitted in the adopted policy.

149 150 Additional Production Charges

- 151 • A records custodian shall utilize the most cost efficient method of producing the
152 requested records.
- 153
- 154 • Delivery of copies of records to a requestor is anticipated to be by hand delivery when the
155 requestor returns to the custodian's office to retrieve the requested records. If the
156 requestor chooses not to return to the records custodian's office to retrieve the copies, the
157 records custodian may deliver the copies through means of the United States Postal
158 Service and the cost incurred in delivering the copies may be assessed in addition to any
159 other permitted charge. It is within the discretion of a records custodian to deliver copies
160 of records through other means, including electronically, and to assess the costs related to
161 such delivery.
- 162
- 163 • If a records custodian utilizes an outside vendor to produce copies of requested records
164 because the custodian is legitimately unable to produce the copies in his/her office, the
165 cost assessed by the vendor to the governmental entity may be recovered from the
166 requestor.
- 167
- 168 • If the records custodian is assessed a charge to retrieve requested records from archives or
169 any other entity having possession of requested records, the records custodian may assess
170 the requestor the cost assessed to the governmental entity for retrieval of the records.

171 172 Labor Charges

- 173 • "Labor" is defined as the time reasonably necessary to produce the requested
174 records and includes the time spent locating, retrieving, reviewing, redacting, and
175 reproducing the records.
- 176
- 177 • "Labor threshold" is defined as the labor of the employee(s) reasonably necessary to
178 produce requested material for the **first hour** incurred by the records custodian in
179 producing the material. A records custodian is not required to charge for labor or may
180 adopt a labor threshold higher than the one reflected above.
- 181
- 182 • A records custodian is permitted to charge the hourly wage of the employee(s) reasonably
183 necessary to produce the requested records above the "labor threshold." The hourly wage
184 is based upon the base salary of the employee(s) and does not include benefits. If an
185 employee is not paid on an hourly basis, the hourly wage shall be determined by dividing
186 the employee's annual salary by the required hours to be worked per year. For example,
187 an employee who is expected to work a 37.5 hour work week and receives \$39,000 in
188 salary on an annual basis will be deemed to be paid \$20 per hour. Again, a records
189 custodian shall utilize the most cost efficient method of producing the requested records.
- 190
- 191 • In calculating the charge for labor, a records custodian shall determine the number of hours
192 each employee spent producing a request. The records custodian shall then subtract the
193 one (1) hour threshold from the number of hours the highest paid employee(s) spent
194 producing the request. The records custodian will then multiply the total number of hours
195 to be charged for the labor of each employee by that employee's hourly wage. Finally,

196 the records custodian will add together the totals for all the employees involved in the
197 request and that will be the total amount of labor that can be charged.

- 198
- 199 • Example: The hourly wage of Employee #1 is \$15.00. The hourly wage of Employee #2 is
200 \$20.00. Employee #1 spends 2 hours on a request. Employee #2 spends 2 hours on the
201 same request. Because employee # 2 is the highest paid employee, subtract the one hour
202 threshold from the hours employee #2 spent producing the request. Multiply the number
203 of hours each employee is able to charge for producing the request by that employee's
204 hourly wage and then add the amounts together for the total amount of labor that can be
205 charged (i.e. $(2 \times 15) + (1 \times 20) = \50.00). For this request, \$50.00 could be assessed for
206 labor.

207

208 Questions regarding this Schedule of Reasonable Charges should be addressed to the OORC.

209
210 Office of Open Records Counsel
211 505 Deaderick Street, Suite 1600
212 James K. Polk Building
213 Nashville, Tennessee 37243 (615) 401-7891, Fax (615) 741-1551 Toll free number: 1-866-831-3750
214 Email address: open.records@tn.gov
215

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TENNESSEE CONSOLIDATED RETIREMENT SYSTEM	Descriptor No: PER 27	Date Adopted: 4/79
	Reviewed/Revision Adopted: 9/01; 4/12	

1 Employees of the Murfreesboro City Schools System are members of the Tennessee
2 Consolidated Retirement System (TCRS) and may retire upon meeting the qualifications for
3 retirement set forth by TCRS.
4

5 In accordance with T.C.A., 8-36-805, retired TCRS members may be eligible for re-employment
6 as substitute teachers, substitute bus drivers, or in any other temporary, interim, part-time, or
7 casual positions providing:
8

- 9 1. The retired TCRS member has been retired 60 days and does not accrue additional
10 retirement credit with TCRS.
- 11 2. The 60-day work period may be waived provided the member renders no more than one-
12 half of the hours he/she worked prior to retirement and the Director of Schools certifies in
13 writing to TCRS that no other qualified persons are available to fill the position.
14 Following the initial 60 days following retirement, the remaining time may be full-time
15 or used over the one year period.
- 16 3. Compensation cannot exceed 60% of the retiree's final year's salary, indexed annually
17 since retirement, or exceed 120 working days per calendar year from the date of re-hire.
18

19 Retired teachers who are re-employed may work the full school year providing the Director of
20 Schools certifies there are no other qualified personnel available to perform such work. For
21 TCRS retirees who were not previously employed by the MCS, certification of the final year's
22 salary at the previous employer will be provided to Human Resources before employment.
23

24 Licensed employees of Murfreesboro City Schools contribute to the Consolidated Retirement
25 System. Non-licensed employees are non-contributors.

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Surplus Property Sales</h2>	Descriptor Code: <h3 style="text-align: center;">2.403</h3>	Reviewed Date <h3 style="text-align: center;">:01/15/19</h3>
		Rescinds: <h3 style="text-align: center;">FM 11</h3>	Issued: <h3 style="text-align: center;">10/24/17</h3>

1 The Director of Schools/designee shall prepare a list of unusable items for Board approval. The list shall contain
 2 the following information: name of item, date of purchase and reason for disposal.

3 All unusable items shall be sold, **within 90 days of being declared surplus**, to the highest bidder after advertising
 4 in a newspaper of general circulation or online at least seven (7) days prior to the sale.

5 Surplus property which has no value or has a value of less than two hundred fifty dollars (\$250) may be disposed
 6 of without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus
 7 property, the Director of Schools, and the Board Chair must all agree in written form that the property is of no
 8 value or is of less value than two hundred fifty dollars (\$250).

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the Board
 10 shall approve other methods of disposal.¹

11 Surplus equipment will be auctioned off by the district at the end of the school year. The Board must approve all
 12 surplus equipment prior to the equipment being disposed of at the end of the school year.

13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS²**

14 When equipment that was purchased with federal dollars is no longer needed for the original project or program
 15 or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be
 16 made as follows:

17 (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or
 18 otherwise disposed of with no further obligation to the awarding agency.

19 (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and
 20 the awarding agency shall have a right to an amount calculated by multiplying the current market value or
 21 proceeds from sale by the awarding agency's share of the equipment.
 22

Legal References

1. TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4)
2. EDGAR Title 34, Part 80.32(e)(1)-(2)

Cross References

Inventories 2.702

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Reviewed Date: 01/15/19
		Rescinds:	Issued: Date 11/28/17

1 **FINANCIAL REPORTS**

2 *Central Office*

3 The Executive Committee shall submit to the Board at each regular board meeting a summary report of
4 all business transacted since the last regular meeting.¹

5 *Individual Schools*

6 Each principal shall submit, on a prescribed form, to the Director of Schools/designee at the end of
7 each calendar month the receipts, expenditures, and cash balance of all accounts under their
8 jurisdiction. These reports shall be made available to the Board at its request.²

9 **FINANCIAL RECORDS**

10 *General*

11 The Director of Schools shall maintain all financial records as required by regulation and applicable
12 state and federal law. The Board, from time to time, may determine to extend the retention time for
13 certain records.⁴

Legal References

1. TCA 49-2-206(5)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 3-2, 3-4
3. *Tennessee Internal School Uniform Accounting Policy Manual*; Sections 3-2, 4-26

Cross References

School Board Records 1.407

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Inventories	Descriptor Code: 2.702	Reviewed Data: 1/15/19
		Rescinds:	Issued Date: 11/28/17

1 *General*

2 The Director of Schools shall establish an accurate inventory procedure for all school real and personal
 3 (e.g., material and equipment) property, and this system shall be implemented at each school and
 4 system facility. Administrative personnel shall ensure that a physical count of all such property is taken
 5 at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records
 6 for accounting purposes.¹

7 Each school shall maintain a complete inventory with a duplicate maintained in the central office.

8 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS**

9 Property records of equipment purchased with federal dollars must be maintained that include a
 10 description of the property; a serial number or other identification number; the source of property; who
 11 holds title; the acquisition date; the cost of the property; the percentage of federal participation in the
 12 cost of the property; the location, use and condition of the property; and any ultimate disposition data
 13 including the date of disposal and sale price of the property.

14 A physical inventory of the property must be taken and the results reconciled with the records at least
 15 once every two years.

16 The Director shall establish procedures that meet all federal requirements, including guidelines for the
 17 purchasing, inventorying, security and disposition of all equipment purchased with federal funds.²

Legal References

1. Tennessee Internal School Uniform Accounting Policy Manual, Section 4-24, Section 4-25
2. EDGAR 34 Subtitle A Part 80.32

Cross References

- Personal Property Sales 2.403
 Security 3.205
 Equipment & Supplies Management 3.300

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Audits</h2>	Descriptor Code: <h3 style="text-align: center;">2.703</h3>	Reviewed Date: 11/28/2017 <h3 style="text-align: center;">1/15/2019</h3>
		Rescinds: <h3 style="text-align: center;">FM 7</h3>	Issued Date: <h3 style="text-align: center;">11/01/11</h3>

1 *General*

2 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall
 3 be made by a certified public accountant following the end of each fiscal year.¹ The certified public
 4 accountant shall be selected by the Board.

5 The Director of Schools shall furnish or make copies of the audit available to the proper authorities as
 6 prescribed by law,² including the Board.

7 When an administrative change occurs during the fiscal year and the position is responsible for the
 8 expenditure of funds, a special audit of accounts involved shall be conducted.

9 The special audit shall be as extensive as the Board may determine.

Legal References

1. TCA 49-2-112(a)(1), (c)(1); TCA 49-2-110(a)
2. TRR/MS 0520-1-2-.13(3)(d)

Cross References

- Student Activity Funds Management 2.900
 Student Solicitations/Fundraising 6.701

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

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 5-20
- 3.

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Energy Management and Conservation	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 and the Maintenance Supervisor to ensure that an efficient energy posture
8 is maintained on a daily basis. It shall be the responsibility of each district employee and student to
9 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 and/or Director will provide leadership and support for energy
12 management and conservation. All operations of district facilities will be governed by established
13 administrative rules and guidelines designed to implement the Board's intent to manage and conserve
14 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 2. Continuing compliance with the most recent version of ASHRAE Standard 62.1 (the minimum
21 standard for indoor air quality); and
- 22 3. Continuing compliance with the most recent version of ASHRAE Standard 55 (the minimum
23 standard for human comfort).
- 24
- 25
- 26

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Payroll Procedures</h2>	Descriptor Code: <h3 style="text-align: center;">2.802</h3>	Issued Date: 11/28/2017 <h3 style="text-align: center;">01/15/19</h3>
		Rescinds: <h3 style="text-align: center;">FM 17, 2.803</h3>	Issued: Date: <h3 style="text-align: center;">01/01/12</h3>

- 1 If the end of a pay period falls on a non-working day, employees will be paid on the last working day
- 2 prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay
- 3 period. No advance payments of salary shall be made.

- 4 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

- 5 **Upon appropriate written authorization, the Board shall make deductions approved by the Board from**
- 6 **the salary of the employee. Authorization must be made on forms provided by the Board and filed in the**
- 7 **office of the Director of Schools.**

- 8 **An employee may change or terminate any salary deduction upon written notification.**

- 9 to the Director of Schools or his/her designee.

- 10 Payroll procedures shall be as follows:

- 11 1. All certified personnel shall be paid on twelve (12) monthly installments.
- 12 2. All support personnel that are on the bi-weekly pay structure shall be paid according to the bi-
- 13 weekly pay schedule as determined prior to the start of each school year.
- 14 3. Substitute teachers shall be paid on the same pay date as all hourly personnel.

Cross References

Compensation Guides and Contracts 5.110
 Resignation 5.204
 Retirement 5.205

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 11/28/17
		Rescinds: PER 10	Issued: 04/79

1 *Central Office*

2 Upon appropriate written authorization, the Board shall make deductions approved by the Board from
3 the salary of the employee. Authorization must be made on forms provided by the Board and filed in the
4 office of the Director of Schools.

5 An employee may change or terminate any salary deduction upon written notification to the Board.

Cross References

Insurance Management 3.600

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 within thirty (30) days
4 of the date of the completion of such travel.

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

7 **SCHOOL PERSONNEL**

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

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

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

16 **BOARD MEMBERS**

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

21 *Reimbursements*

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

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

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

32 *Pooled Fund Selection Process*

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

39 *Meals*

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

50 *Entertainment*

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

52 *Resource Materials*

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

58 *Approval of Board Member Expense Requests*

59 The Assistant Superintendent for Administration and Support Services shall be responsible for review
60 and approval of all Board Member expense requests. The Assistant Superintendent for Administration
61 and Support Services shall review the request to ensure sufficient funds exist in the budget to pay the
62 request and that the request is otherwise in compliance with Board Policy. Board member expenses shall
63 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 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 thousand
2 dollars (\$10,000), including those by individual schools, shall be based on competitive bids. These bids
3 shall be solicited by advertisement in a newspaper of general circulation within the school system.
4 However, said newspaper advertisement may be waived by the purchasing agent in an emergency. The
5 purchasing agent shall advertise for bids and receive quotations.¹

6 All purchases of ten thousand dollars (\$10,000) or less, including those by individual schools, may be
7 made in the open market without newspaper notice, but shall, whenever possible, be based on at least
8 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 to the purchasing agent (Director of Schools or principal)
- 3 on forms provided by the purchasing agent.
- 4 The number of each purchase order shall be recorded on the requisition.
- 5 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: Purchase Orders and Contracts	Descriptor Code: 2.808	Reviewed Date: 11/28/2017 01/15/19
		Rescinds: FM 16	Issued: 01/01/12

1 *General*

2 All purchases made by the school system shall be by purchase order or formal contract, and no purchase
3 shall be made nor payment approved unless covered by an approved purchase order.

4 Purchase orders shall include the following essentials:

- 5 1. A specification which adequately describes to the supplier the characteristics and the quality
6 standards of the item required;
- 7 2. A firm, quoted, net delivered price, whenever possible; and
- 8 3. Electronic approval from the Finance Office assigning a Purchase Order number.

9 Contracts shall be made only with responsible suppliers with the following considerations:

- 10 1. The supplier has the potential ability to perform successfully under the terms and conditions of a
11 proposed procurement;
- 12 2. A system for contract administration shall be maintained to assure supplier conformance with
13 terms, conditions, and specifications of the contract or purchase order, and to assure adequate
14 and timely follow-up of all purchases;
- 15 3. Contracts shall contain such provisions or conditions which will allow for administrative,
16 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
17 provide for such sanctions and penalties as may be appropriate.
- 18 4. All contracts, including those of individual schools, will meet all requirements of state and federal
19 laws, rules, and regulations.¹

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section A-1

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Vendor Relations</h2>	Descriptor Code: <h3 style="text-align: center;">2.809</h3>	Issued Date: 11/28/2017 <h3 style="text-align: center;">01/15/19</h3>
		Rescinds: <h3 style="text-align: center;">BO 31 FM 9</h3>	Issued: <h3 style="text-align: center;">06/01/11</h3>

1 *General*

2 Each order shall be placed on the basis of quality, price, and delivery. Past service will be a factor if all
 3 other considerations are equal.

4 No person officially connected with or employed by the school system shall be an agent for, or have any
 5 financial compensation or reward of any kind from any vendor for the sale of supplies, materials,
 6 equipment or service.¹

7 *Individual Schools*²

8 Schools shall execute a written agreement with vendors for all fundraisers. The agreement shall include,
 9 but not be limited to, the following information:

- 10 1. The division of profits that result from the activity;
- 11 2. Payment of sales tax;
- 12 3. Delivery date(s);
- 13 4. Package prices or other charges; and
- 14 5. Scheduled dates of service.

15 Vendors visiting separate schools shall contact and secure the permission of the Director of Schools and
 16 principal's office prior to visiting the school. Vendors' visitations to schools shall not be permitted to
 17 interfere with the normal instructional and learning process.

Legal References

- 1. TCA 49-6-2003
- 2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

- Visitors to the Schools 1.501
- Advertising & Distribution of Materials in Schools 1.806
- Student Solicitations/Fund-Raising 6.701

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 shall approve all claims for payment prior to their submission to the Board.¹

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

6 *Individual Schools*

7 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
8 payments are completed by June 30 of the current school year or a plan for future payments has been
9 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: <h2 style="text-align: center;">Student Activity Funds Management</h2>	Descriptor Code: <h3 style="text-align: center;">2.900</h3>	Reviewed Date: 11/28/2017 <h3 style="text-align: center;">01/15/19</h3>
		Rescinds:	Issued Date:

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other fund
 3 belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific
 5 control of the school principal. Contracts with fundraising agencies must comply with Board policy and be
 6 approved in writing by the Director of Schools.

7 Principals and/or sponsors who knowingly authorize/allow unapproved fundraising activities shall be subject to
 8 disciplinary action.¹

9 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and
 10 disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy*
 11 *Manual*.²

12 Funds should benefit the students that raised the funds and should be expended as expeditiously as possible.

13 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing
 14 by both the activity group sponsor and the principal.³

15 An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit
 16 of all other district funds.⁴

17 Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a
 18 class graduates or an activity is discontinued.

19 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other
 20 support organizations are not subject to this policy, unless such funds are in sole custody of the school.⁵ Such
 21 organizations shall comply with the provisions of state law.⁶

22

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d)
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Student Solicitations/Fund-Raising 6.701

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Reviewed Date: 01/15/19
		Rescinds: IS 5	Issued: 4/79; 4/01; 2/12; 06/28/16

1 All classrooms and learning centers shall be equipped with the instructional materials needed to provide
2 quality learning experiences for students.

3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The Director of Schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.

6 A list of instructional materials shall be revised annually by building administrators under the direction
7 of the Director of Schools.

8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child's teacher. The Director of Schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCS § 1232h(a); TCA § 49-6-7003

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
		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 course work has been
72 completed or degrees have been awarded. The licensed employee shall be responsible for submitting
73 an official transcript to the Murfreesboro City Schools Resource Department showing credits earned
74 for the new degree and/or hours beyond the degree with an accredited university/college by December
75 1st in order to have retroactive pay at the first of the school year. If the official transcripts are submitted
76 after December 1st, the new pay rate will be effective at the time the official transcripts are submitted.

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

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

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
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 a. The prosecutor or police have investigated the allegations and notified school officials
11 that there is insufficient information to establish probable cause;
 - 12
13 b. The employee, contractor, or agent has been charged and either acquitted or exonerated;
14 or
 - 15
16 c. The case remains open, and there have been no charges or indictment filed within four
17 (4) years of the date the information was reported to the law enforcement agency.
18

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

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.²

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.³

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.⁴

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.⁵

47 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

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 Leave⁷* - 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 Leave⁸*- 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
84 through March 8, 2013. The “single twelve (12) month period” for military caregiver leave begins
85 on the first day the employee takes leave for this reason and ends twelve (12) months later. An
86 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide
87 care for a covered service member. The maximum of twenty-six (26) workweeks may include no
88 more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child,
89 for the placement of a child for adoption or foster care, for care of a parent who has a serious
90 health condition, or for the employee's own serious health condition.

91 **INTERMITTENT LEAVE**⁹

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

101 **RESTRICTIONS**

102 1. Notice Requirements

103

104 a. *Employee Notice*¹⁰- 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.¹¹ 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.¹²

115

116 2. Certification Requirement¹³

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)¹⁴
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**¹⁵

- 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. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); Public Acts of 2018, Chapter No. 907
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date:10/24/17; 01/15/19
		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 financial records—receipts, disbursements,
46 minutes, 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 April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date:
		Rescinds: STU 11	Issued: 07/01/10

1 If under exceptional circumstances a child is required to take non-prescription or prescription medication
2 during school hours and the parent cannot be at school to administer the medication, only the principal
3 or the principal's designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following regulations:¹

5 ~~Written instructions, signed by the parent will be required, and will include~~ **Prescription medication**
6 **must be brought to school in the original, pharmacy labeled container that displays:**

- 7 1. The child's name;
- 8 2. **The prescription number;**
- 9 3. Medication name **and dosage;**
- 10 4. **Administration route or other directions;**
- 11 5. **Date;**
- 12 6. ~~Name of physician;~~ **Licensed prescriber's name; and**
- 13 7. **Pharmacy name, address, and phone number.**
- 14 8. ~~Time to be self-administered;~~
- 15 9. ~~Dosage and directions for self-administration (non-prescription medicines must have label~~
16 ~~direction);~~
- 17 10. ~~Possible side effects, if known; and~~
- 18 11. ~~Termination date for self-administration of the medication.~~

19 **All non-prescription drugs given in school shall be brought to school with the original label listing the**
20 **ingredients, dose schedule, and child's name affixed to the container; and be accompanied by written**
21 **instruction, signed by the parent, and will include:**

- 22 1. **Child's name;**
- 23 2. **Name, address, and phone number of the parent or legal guardian;**
- 24 3. **Name of medication;**
- 25 4. **Name of physician;**
- 26 5. **Time to be self-administered;**
- 27 6. **Dosage and directions for self-administration;**
- 28 7. **Possible side effects, if known;**
- 29 8. **Reason medication is needed; and,**
- 30 9. **Termination date for self-administration of the medication.**

31 The medication must be delivered to the nurse's clinic or front office in person by the parent or guardian
32 of the student. Emergency medication may be kept with the student (i.e. students with asthma), provided
33 a doctor's note indicates the need for the student's immediate access to the medication.

1 Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to
2 a student based on that student's Individual Health Plan (IHP). **However, if a public-school nurse is**
3 **available and on site, the nurse shall provide this service to the student.**

4 The administrator/designee will:

- 5 1. Inform appropriate school personnel of the medication to be self-administered;
- 6 2. Keep written instructions from parent in student's record;
- 7 3. Keep an accurate record of the self-administration of the medication;
- 8 4. Keep all medication in a **secure, separate,** locked cabinet except emergency medication and
9 medication retained by a student per physician's order.
- 10 5. Keep all emergency medication in an unlocked secure location **near the student and readily**
11 **available for timely, emergency use;**
- 12 6. Return unused **medication to the parent, guardian and/or parent or guardian's adult designee only.**
13 **If the medication is not retrieved by the end of the school year, the school nurse will dispose of**
14 **it. Emergency medication may be sent home with student upon the request of the parent or**
15 **guardian;** and
- 16 7. Ensure that all guidelines developed by the Department of Health and the Department of
17 Education are followed.

18 The parent or guardian is responsible for informing the designated official of any change in the student's
19 health or change in medication.

20 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term
21 administration of medication.

22

23 **BLOOD GLUCOSE SELF-CHECKS**

24 Upon written request of a parent or guardian, and if included in the student's medical management plan
25 and in the IHP, a student with diabetes shall be permitted to perform blood glucose checks or
26 administer ~~insulin using any necessary diabetes monitoring and treatment supplies, including sharps.~~
27 ~~The student shall be permitted to perform the testing in any area of the school or school grounds at any~~
28 ~~time necessary.~~ **Insulin, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and**
29 **management of the student's diabetes in any area of the school or school grounds and at any school-**
30 **related activity, and shall be permitted to possess on the student's person at all times all necessary**
31 **diabetes monitoring and treatment supplies.**

32 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
33 such sharps is appropriate.

34 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
35 Occupational Safety and Health Administration (TOSHA).²

36 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

1 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
2 their prescribed medication in a manner directed by a licensed healthcare provider without additional
3 assistance or direction. The Director of Schools shall develop procedures for the development of both
4 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law
5 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

6 **STOCKED EPINEPHRINE AUTO-INJECTORS**

7 Murfreesboro City Schools will provide at least two (2) doses of auto-injectable epinephrine (also
8 called stock epinephrine) in each school building, to be administered by a school nurse or designated
9 employee of the school who is authorized and trained in the administration of epinephrine to any
10 student believed to be having an anaphylactic reaction on school premises, during the academic day.
11 MCS will obtain a standing order from ~~the medical advisor~~ a licensed physician. Standing orders must
12 be renewed annually and with any change in prescriber.

Legal References

1. TCA 49-50-162
2. TCA 49-5-415(d)(7), Public Acts 2006,
Chapter No. 54
3. Public Acts of 2015, Chapter No. 321

Cross References

Student Health Services 6.401

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Emergency Allergy Response Plan</h2>	Descriptor Code: <h3 style="text-align: center;">6.412</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">STU 54</h3>	Issued: <h3 style="text-align: center;">06/01/07</h3>

- 1 The Director of Schools shall develop and maintain an Emergency Allergy Response Plan that meets
- 2 state guidelines for managing students with life-threatening allergies. The Plan shall include measures
- 3 to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall
- 4 include, but are not limited to; education and training of personnel, record keeping/documentation,
- 5 development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that
- 6 include strategies to reduce exposure to allergens.¹

- 7 Using the state food allergy guidelines plan as a guide, the Director shall also develop a process to
- 8 identify all students with food allergies and develop and implement an Individualized Health Care Plan
- 9 (IHCP) with an Allergy Action Plan for each specific student.²

Legal References

1. TCA 49-5-415(f)(1), (2)
2. TENN. DEP'T OF EDUC. & TENN. DEP'T OF HEALTH, *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting and Guidelines for Managing Life-Threatening Food Allergies* (2007)

Cross References

Medicines 6.405

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Student Accident Reports	Descriptor Code: 6.415	Issued Date:
		Rescinds: STU 12	Issued: 05/13/14

- 1 Any accident involving students which occurs on the property of the Murfreesboro City Schools is to
- 2 be reported to the office of the Director of Schools or designee.

- 3 A written report of the accident is to be forwarded to the office of the Director of Schools or designee
- 4 within twenty-four (24) hours after the accident occurs.

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date:
		Rescinds: STU 14	Issued: 01/01/01

1 Within the first three weeks of each school year, the school system shall notify parent(s) of students of
2 each student's privacy rights.¹ For students enrolling after the above period, this information shall be
3 given to the student's parent(s) at the time of enrollment.² The notice shall include the right of the
4 student's parent(s) or the eligible student to:

- 5 1. Inspect and review the student's education records;
- 6 2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in
7 violation of the student's rights, including the right to a hearing upon request;
- 8 3. File a complaint with the appropriate state or federal officials when the school system violates
9 laws and regulations relative to student records;
- 10 4. Obtain a copy of this policy and a copy of the student's educational records;
- 11 5. Exercise control over other people's access to the records, except when prior written consent is
12 given, or under circumstances as provided by law or regulations, or where the school system has
13 designated certain information as "directory information." Parent(s) of students or eligible
14 students have two weeks after notification to advise the school system in writing of items they
15 designate not to be used as directory information. The records custodian shall mark the
16 appropriate student records for which directory information is to be limited, and this designation
17 shall remain in effect until it is modified by the written direction of the student's parent(s) or the
18 eligible student.

19 **DIRECTORY INFORMATION**

20 "Directory information" means information contained in an education record of a student that would not
21 generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to
22 the student's name, address, telephone number, e-mail address, photograph, date and place of birth, dates
23 of attendance, grade level, enrollment status, participation in officially recognized activities and sports,
24 weight and height of members of athletic teams, honors and awards received, and the most recent
25 educational agency or institution attended.³

Legal References

1. 34 CFR 99.4, .7
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3

Cross References

2018

Single-Family Units Permitted by School Zone

Rank	School Zone	No. of Units Permitted 2018*
1)	Overall Creek	423
2)	Scales	292
3)	Erma Siegel	140
4)	Black Fox	68
5)	Reeves Rogers	29
6)	Hobgood	26
7)	John Pittard	11
8)	Northfield	10
9)	Mitchell Neilson	7
10)	Cason Lane	4
11)	Bradley	2

*Does not include residential condominiums

Permit Data Provided by the Murfreesboro Building and Codes Dept.;
Data Compiled by the Murfreesboro Planning Dept.

2018

Most Prolific Murfreesboro Single-Family Subdivisions*

Rank	S/D Name	School Zone	No. of Units Permitted 2018
1)	Westlawn	Overall Creek	82
2)	Westwind	Scales	70
3)	Brighton Park	Overall Creek	62
4)	Hillwood	Overall Creek	61
4)	Three Rivers	Scales	48
6)	Valleybrook	Erma Siegel	47
7)	Barfield Downs	Scales	45
8)	Sheffield Park	Scales	42
8)	Del Sol Commons	Black Fox	31
10)	Evergreen Farms	Scales	30

*Does not include residential condominium developments

Permit Data Provided by the Murfreesboro Building and Codes Dept.;
Data Compiled by the Murfreesboro Planning Dept.