

Board of Education Regular Meeting

January 29, 2019 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Jayannah Gallardo, a third grade student at Cason Lane Academy, and Jayson Gallardo, a fifth grade student at Cason Lane Academy, also Abbey York, a third grade student at Bradley Academy.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item Representative from audit firm, Matlock Clements, to give a brief report of audit findings Recognition of LEGO teams from Cason Lane, Northfield, Erma Siegel, and Discovery Schools Recognition of MCS Beta Club students Recognition of MCS Cheerleaders Mitchell Neilson Schools would like to thank the following for generous donations to their schools: <ul style="list-style-type: none">• Tennessee Valley Insurance, who gave a generous donation of \$1800 for Intervention and ELL materials through Horace Mann.• The Experience Church for their very generous donation of \$3000 so that they could have Peace Corners in every classroom.• Embassy Dental staff and patients for donating food to MNS families.• Bob Lamb from Exit Realty, for donating four wing back chairs to place in the school foyer. Murfreesboro City Schools would like to thank William and Mary Shelton for their \$500 donation to the Backpack Food Program. Murfreesboro City Schools would like to thank the following community partners and individuals for their support of our 2018 Season of Sharing. Because of their generosity we were able to serve over 800 students for the holidays: <ul style="list-style-type: none">• Siegel Middle School• St. Marks U.M. Church• Parks Realty• St. Rose Catholic Church• General Mills / Yoplait Plant• North Blvd. Church of Christ - Band Of Brothers & Youth Ministry• Murfreesboro Police Dept.• CLA Faculty• JPE Faculty• MCS Instruction Dept. Murfreesboro City Schools would also like to thank individuals for their financial contributions totaling \$4,700 during the holidays to the Indigent Care Fund and Backpack Food Program. Murfreesboro City Schools would like to thank Mrs. Amy Korstange for her leadership in assisting the following Erma Siegel Elementary students in their fundraising efforts to donate \$235 to the Indigent Care Fund; Katy Korstange-6th grade; Collins Korstange-3rd grade; Alyn Korstange-Kindergarten; Harper Byrd-3rd grade.	Mrs. Lisa Trail

<p>More than 300 MCS students have met the requirements to participate in the Duke Talent Identification Program (TIP) 4th-6th grade Talent Search. To qualify, students must score at the 95th percentile on a national standardized achievement test, at the 95th percentile on a state assessment, or 125 or above on an accepted IQ test.</p> <p>Congratulations to Christy Honey, librarian at Overall Creek, for being selected as the Tennessee Association of School Librarians' Librarian of the Month!</p>	
<p>A. CONSENT ITEMS Information Item</p>	Chair Butch Campbell
<p>i. Approval of School Fees Information Item</p>	
<p>ii. Approval of 1-15-19 Board Meeting Minutes Information Item</p>	
<p>iii. Second Reading of Board Policies Information Item</p>	
<p>iv. Board Policy 2.404 School Support Organizations Information Item</p>	
<p>v. Board Policy 6.405 Medicines-Rescinds STU11 Information Item</p>	
<p>vi. Board Policy 6.412 Emergency Allergy Response Plan-Rescinds STU54 Information Item</p>	
<p>vii. Board Policy 6.415 Student Accident Reports-Rescinds STU54 Information Item</p>	
<p>viii. Board Policy 6.601 Student Records-Rescinds STU14 Information Item</p>	
<p>IV. ACTION ITEMS Action Item</p>	Chair Butch Campbell
<p>A. Approval of the Family Resource Center Advisory Council Action Item</p>	Dr. Linda Gilbert
<p>B. Approval of 2019-2020 Transportation Zones for Salem Elementary Action Item</p>	Mr. Gary Anderson
<p>C. Approval of 2019-2020 School Calendar Action Item</p>	Dr. Linda Gilbert
<p>V. REPORTS AND INFORMATION Information Item</p>	Chair Butch Campbell
<p>A. Personnel Report Information Item</p>	Mr. Ralph Ringstaff
<p>B. Enrollment (PTR) Report Information Item</p>	Mr. Gary Anderson
<p>C. Revenue and Expenditure Report Information Item</p>	Mr. Gary Anderson
<p>VI. OTHER BUSINESS Information Item</p>	Chair Butch Campbell
<p>VII. ADJOURNMENT Action Item</p>	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting
January 15, 2019 6:00 PM
MCS Administrative Offices

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

Staff: Dr. Linda Gilbert, Gary Anderson, Joe Marlin, Greg Lyles, Lisa Trail, Trey Duke, Shavon Davis Louis, Angela Fairchild, Maria Johnson, Tamara Cosby, Sheri Arnette, Kim Fischer, Sara Walker, Don Bartch, Gene Loyd

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR	Chair Butch Campbell
Procedural Item	
II. APPROVAL OF AGENDA	Chair Butch Campbell
Action Item	
David LaRoche made the motion to approve the agenda. Becky Goff seconded the motion. All approved by saying aye.	
III. CONSENT ITEMS	Chair Butch Campbell
Action Item	
1. Approval of 12-11-18 Board Meeting Minutes	
Action Item	
2. Board Policy PER23 Employee Names and Addresses-TO BE DELETED-Replaced with 1.407	
Action Item	
3. Board Policy PER27-Tennessee Consolidated Retirement System-TO BE DELETED-Replaced with 5.200 and 5.202	
Action Item	
4. Board Policy 2.403 Surplus Property Sales	
Action Item	
5. Board Policy 2.701 Financial Reports and Records	
Action Item	
6. Board Policy 2.702 Inventories	
Action Item	
7. Board Policy 2.703 Audits	
Action Item	
8. Board Policy 2.800 Expenditure of Funds	
Action Item	
9. Board Policy 2.8001 Energy Management and Conservation	
Action Item	
10. Board Policy 2.802 Payroll Procedures (combined with Board Policy 2.803 Salary Deductions)	
Action Item	

11. Delete Board Policy 2.803 Salary Deductions	
Action Item	
12. Board Policy 2.804 Expenditures and Reimbursements	
Action Item	
13. Board Policy 2.805 Purchasing	
Action Item	
14. Board Policy 2.806 Bids and Quotations	
Action Item	
15. Board Policy 2.807 Requisitions	
Action Item	
16. Board Policy 2.808 Purchase Orders and Contracts	
Action Item	
17. Board Policy 2.809 Vendor Relations	
Action Item	
18. Board Policy 2.810 Payment Procedures	
Action Item	
19. Board Policy 2.900 Student Activity Funds Management	
Action Item	
20. Board Policy 4.400 Instructional Materials-For Review-No Change	
Action Item	
21. Board Policy 5.106 Application and Employment	
Action Item	
22. Board Policy 5.118 Background Investigations	
Action Item	
23. Board Policy 5.203 Recommendations and File Transfers	
Action Item	
24. Board Policy 5.305 Family and Medical Leave	
Action Item	
These policies will not require two readings since they are only being listed for annual review.	
Wes Ballard made the motion to approve the consent items. Roseann Barton seconded the motion. All approved by saying aye.	

IV. ACTION ITEMS Chair Butch Campbell
Action Item

1. First Reading of Board Policies	Chair Butch Campbell
Action Item	

1. Board Policy 2.404 School Support Organizations	Dr. Linda Gilbert
Action Item	

David LaRoche questioned the portion of the policy that states that the Board shall maintain financial statements, but then includes by-laws and minutes and such as financial statements. He suggested that the policy be reworded to be clearer with the words “administrative documents” instead of financial statements.

Roseann Barton said that there are things that are considered financial statements in the by-laws and minutes. She suggested that we take the word “financial” out and just state that the Board will maintain records. Elizabeth Taylor agreed.

Roseann Barton made the motion to approve Board Policy 2.404 on first reading with the word “financial” taken out of line 45. David Settles seconded the motion. All approved by saying aye.

<p>2. Board Policy 6.405 Medicines-Rescinds STU11 Action Item Chair Campbell asked the numbers be corrected on page 2 and 3. Amanda Moore made the motion to approve Board Policy 2.404 on first reading. David LaRoche seconded the motion. All approved by saying aye.</p>	<p>Dr. Linda Gilbert</p>
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3. Board Policy 6.412 Emergency Allergy Response Plan-Rescinds STU54
Action Item
Becky Goff made the motion to approve Board Policy 6.412 on first reading. Wes Ballard seconded the motion. All approved by saying aye.

Dr. Linda Gilbert

<p>4. Board Policy 6.415 Student Accident Reports-Rescinds STU54 Action Item Dr. Gilbert explained that policies like this will have an Administrative Directive. Ms. Barton asked if we have a policy like this for adults in our building. Mr. Anderson said that is covered under workman’s comp laws. Mrs. Moore asked if a report is written for visitors who have accidents on school property. Mr. Anderson said that is covered under liability, but yes, a report is written. Mrs. Moore asked if there is a Board policy on that and Dr. Gilbert said that she will find out. David LaRoche made the motion to approve Board Policy 6.415 on first reading. Roseann Barton seconded the motion. All approved by saying aye.</p>	<p>Dr. Linda Gilbert</p>
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5. Board Policy 6.601 Student Records-Rescinds STU14
Action Item
David Settles made the motion to approve Board Policy 6.601 on first reading. Amanda Moore seconded the motion. All approved by saying aye.

Dr. Linda Gilbert

V. REPORTS AND INFORMATION

Chair Butch Campbell

Information Item

1. 2019 Transportation Zones

Mr. Gary Anderson

Action Item

Mr. Anderson explained that the rezoning is occurring to try to reduce the number of students at Scales, Overall Creek, and Cason Lane. He presented an original rezoning plan at the December 11th Board meeting and the Board asked for options.

Mr. Anderson presented three options to the Board and gave an explanation of each. Mr. Anderson also gave the Board multiple handouts explaining in detail each option. The handouts also included information regarding enrollment history since 1988, single family unit permits per school zone, waivers for out of city zoned students, and a recommended grandfathering and sibling attendance plan. Board members noted they appreciated phone calls they have received from parents regarding zoning.

There was discussion regarding how soon after building Salem Elementary that we will need to build another school and how quickly another rezoning proposal would have to be done if the maximum number of students were pulled from Overall Creek at this time. Mr. Anderson said that if the Board decides to go with Option 1, rezoning would have to be done again in two years. If they choose Option 2, rezoning would need to be done again in three years, and Option 3 would require rezoning to be done again in two years.

Mr. Anderson discussed the cost to the district of losing county students.

The Board asked Mr. Anderson to explain how waivers work. Mr. Anderson reviewed the waiver process with the Board.

Out of city

Out of zone

Grandfathered

Employees' children

Siblings

He said that students complete a waiver each year. Mr. Anderson said that he will continue with this process until the Board instructs him differently. There was much discussion by the Board about the different options and the impact of growth on future zoning.

Mr. Shacklett said that he will be sure that the city council knows the situation that we are in as far as growth. He said that no decision will be a good answer for everyone, but these are things that you have to deal with when there is this much growth in a community. He said that

it is good to have schools that are doing an exceptional job where students don't want to leave, but he can guarantee parents that their children will be nurtured and educated where ever they go. They will receive a quality education.

Mr. Anderson said that if the Board chooses Option 2 or 3, they will need to have another community meeting. He also explained that we will begin registering new students in March for Salem Elementary and he will need some direction on that from the Board.

Mr. Campbell said that he wanted to let everyone know that the Board appreciates all of the hard work and effort that has gone into this rezoning process. Mr. Campbell thanked Mr. Shacklett for his support and kind words, and he appreciated all of the parents that attended the meeting. The Board will make a firm decision at the January 29th Board meeting.

Dr. Gilbert said that she appreciated all of the staff in attendance.

VI. OTHER BUSINESS	Chair Butch Campbell
Information Item	
VII. ADJOURNMENT	Chair Butch Campbell
Action Item	
David LaRoche made the motion to adjourn. Wes Ballard seconded the motion. The meeting was adjourned at 8:15 p.m.	

Director of Schools

Murfreesboro City School Board

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

1 INTRODUCTION

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

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

7 REPORTING AND RECORDS

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

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

12 PROCEDURES

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

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

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

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

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

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

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

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

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

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

71 **OPERATION OF A SCHOOL BOOKSTORE**

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

- 76 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
77 of the school; and
- 78 2. The school support organization provides the school with the relevant collection documentation
79 that would have been required pursuant to the provisions of the manual produced under § 49-2-
80 110 for student activity funds.

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

82 **CONCESSIONS AND PARKING**

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

Legal References

1. TCA § 49-2-604.

Murfreesboro City School Board

Monitoring: Review: Annually, in 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 Prescription medication must be brought to school in the original, pharmacy labeled container that
 6 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. Licensed prescriber’s name; and
- 13 7. Pharmacy name, address, and phone number.

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

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

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

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

32 The administrator/designee will:

- 33 1. Inform appropriate school personnel of the medication to be self-administered;
- 34 2. Keep written instructions from parent in student's record;
- 35 3. Keep an accurate record of the self-administration of the medication;
- 36 4. Keep all medication in a secure, separate, locked cabinet except emergency medication and
37 medication retained by a student per physician's order.
- 38 5. Keep all emergency medication in an unlocked secure location near the student and readily
39 available for timely, emergency use;
- 40 6. Return unused medication to the parent, guardian and/or parent or guardian's adult designee only.
41 If the medication is not retrieved by the end of the school year, the school nurse will dispose of
42 it. Emergency medication may be sent home with student upon the request of the parent or
43 guardian; and
- 44 7. Ensure that all guidelines developed by the Department of Health and the Department of
45 Education are followed.

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

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

50

51 **BLOOD GLUCOSE SELF-CHECKS**

52 Upon written request of a parent or guardian, and if included in the student's medical management plan
53 and in the IHP, a student with diabetes shall be permitted to perform blood glucose checks or administer
54 Insulin, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the
55 student's diabetes in any area of the school or school grounds and at any school-related activity, and
56 shall be permitted to possess on the student's person at all times all necessary diabetes monitoring and
57 treatment supplies.

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

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

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

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

68 **STOCKED EPINEPHERINE AUTO-INJECTORS**

69 Murfreesboro City Schools will provide at least two (2) doses of auto-injectable epinephrine (also
70 called stock epinephrine) in each school building, to be administered by a school nurse or designated
71 employee of the school who is authorized and trained in the administration of epinephrine to any
72 student believed to be having an anaphylactic reaction on school premises, during the academic day.
73 MCS will obtain a standing order from a licensed physician. Standing orders must be renewed
74 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

Murfreesboro City Schools

Family Resource Center

Advisory Council

2018-2019

Darla Sampson – MCS Coordinated School Health (darla.sampson@cityschools.net)

Tiffany Schmidt – UT/TSU Extension Service (tschmid2@utk.edu)

Beverly Johnson – Black Fox Elem, AP (Beverly.johnson@cityschools.net)

Lashan Mathews-Dixon – Rutherford County Health Dept. (lashan.mathews@tn.gov)

Kim Snell – Atlas Liasion- Ruth. Co. Schools (snellk@rcschools.net)

Jolene Radnoti – Read To Succeed (joleneradnoti@readtosucceed.org)

Candy Joyce – Mid. TN Realtors Assoc. (candy@mtar.org)

Cherrye Robertson – Reeves-Rogers, Prin. (cherrye.robertson@cityschools.net)

Crystal Ellis-McFerrin – Patterson Comm. Ctr. (cellis@murfreesborotn.gov)

Heather Anderson – Social Worker, MCS (heather.anderson@cityschools.net)

Leann Brooks -RR Parent -brooksleann123@gmail.com

Lisa Trail – Communications Dept., MCS (lisa.trail@cityschools.net)

Amanda Moore – School Board, MCS (Amanda.moore@cityschools.net)

Outreach Staff:

Greg Lyles

Christie Roberts

Eusette Bravo

Marisela Tapia

Ruth Gonzalez-Hill

Rana Dajani

Ex. Officio – Dr. Linda A. Gilbert, DOS

MURFREESBORO CITY SCHOOLS 2019-2020 ACADEMIC CALENDAR

JULY 2019

*Friday, July 26: School-Based Work Day
**Monday, July 29: District In-service
*Tuesday, July 30: School-Based Work Day and Open House
Wednesday, July 31: Grades 1-6 Students, Half-Day

AUGUST 2019

**Thursday, August 1: School-Based In-service
**Friday, August 2: School-Based In-service
Monday, August 5; Grades 1-6 Students, First Full Day
Tuesday, August 6: Grades 1-6 Students, Second Full Day; Kindergarten, Half-Day for A-L
Wednesday, August 7: Grades 1-6 Students, Third Full Day; Kindergarten, Half Day for M-Z
Thursday, August 8: Grades 1-6 Students, Fourth Full Day; All Kindergarten Half-Day
Friday, August 9: Grades K-6 Full Day

SEPTEMBER 2019

Monday, September 2: Labor Day (Day Out for All)
++Thursday, September 12: In-service (Day Out for Students)
++Friday, September 13: In-service Day (Day Out for Students)

OCTOBER 2019

Monday, October 7-Friday, October 11: Fall Break (Days Out for All)

NOVEMBER 2019

*Friday, November 1: Parent-Teacher Conferences (Day Out for Students)
++Friday, November 8: In-service Day (Day Out for students)
Wednesday, November 27-Friday, November 29: Thanksgiving Break (Days Out)

DECEMBER 2019

Thursday, December 19 (Full Day for All)
Friday, December 20-Friday, January 3: Winter Break (Days Out for All)

JANUARY 2020

*Monday, January 6: Teachers Return; In-service (Day Out for Students)
Tuesday, January 7: Students Return
Monday, January 20: Martin Luther King, Jr. Day (Day Out for All)
++Friday, January 31: In-service (Day Out for Students)

FEBRUARY 2020

Monday, February 17: Presidents' Day (Day Out for All)

MARCH 2020

++Tuesday, March 3: Election Day (Day Out for Students), In-service Day
*Friday, March 13: Parent/Teacher Conferences (Day Out for Students)
Monday, March 30-Friday, April 3: Spring Break (Days Out for All)

APRIL 2020

Friday, April 10: Good Friday (Day Out for All)

MAY 2020

Friday, May 22: Last Full Day for Teachers and Students

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

*Board Assigned Administrative Days

++Stockpiled in-service days

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

<u>Attendance Periods</u>	<u>End of Report Card Periods</u>	<u>Report Card Day</u>
July 31 – August 29	October 15	November 1 P/T Conf.
August 30 – October 1	January 9	January 16
October 2 – November 6	March 19	March 26
November 7 – December 10	May 22	May 22
December 11 – January 24		
January 27 – February 25		
February 26 – March 26		
March 27 – May 1		
May 4 – May 22		

180 Student Days (5 of these days will be used as stockpiled in-service days)

5 Board Assigned Administrative Days*

5 In-Service Days**

10 Vacation Days

200

Board Approved: 1-29-19

Murfreesboro City Schools' Personnel Report

11/20/2018 - 01/23/2019

CLASSIFIED PERSONNEL HIRED

Last Name	First Name	Hire Date	Location	Position
CRABTREE	RICHARD	12/11/2018	MAINTENANCE	MAINTENANCE TECH
BROOKS	LEANN	01/07/2019	TRANSPORTATION	BUS AIDE
SUTTON	GABRIELLE	01/07/2019	BRADLEY	OFFICE EA
HUDSON	DAWN	01/08/2019	BRADLEY	TECHNICAL SECRETARY
LINDLEY	SARAH	01/08/2019	CENTRAL OFFICE	SITE DIRECTOR
HILL	LAUREN	01/10/2019	SCALES	EDUCATIONAL ASST
SPRAY	BILLY	01/16/2019	MAINTENANCE	MAINTENANCE TECH

CLASSIFIED RESIGNATIONS/RETIREMENTS/TERMINATIONS

Last Name	First Name	Term Date	Location	Position
BEARD	TINA	12/14/2018	OVERALL CREEK	CUSTODIAN FULL
STONE	REBECCA	12/18/2018	MNP	LITTLE SPROUTS EA
VERGE	ROBERT	12/21/2018	JOHN PITTARD	CUSTODIAN FULL
BREWER	JUSTIN	12/28/2018	CASON LANE	CUSTODIAN FULL
FRANKLIN	NARISSA	12/31/2018	NORTHFIELD	ESP ED ASST
FRENCH	MELANIE	01/06/2019	CASON LANE	SPED EA
BAKER	INGRA	01/07/2019	BRADLEY	BOOKKEEPER
RICKETTS	STEVEN	01/08/2019	TRANSPORTATION	BUS DRIVER
OLIVER	DONNA	01/11/2019	TRANSPORTATION	BUS DRIVER
WOODS	DEREK	01/18/2019	SCALES	EDUCATIONAL ASST

CERTIFIED PERSONNEL HIRED

Last Name	First Name	Hire Date	Location	Position
DUKE	TREY	11/30/2018	SALEM	PRINCIPAL
DOBBS	MARY	12/17/2018	DISCOVERY	GRADE 4 TEACHER
HAWKINS	KAPRIONA	12/17/2018	OVERALL CREEK	KINDERGARTEN TEACHER
HECKERT	BRIANNA	12/17/2018	ERMA SIEGEL	GRADE 4 TEACHER
JESCH	MERIDETH	12/17/2018	MNE	GRADE 6 TEACHER
JUBENVILLE	KATHLEEN	12/17/2018	MNE	GRADE 4 TEACHER
NOVAK	JESSICA	12/17/2018	SCALES	ESL TEACHER
PRAGEL	COURTNEY	12/17/2018	MNP	KINDERGARTEN TEACHER
SEAMAN	TAYLOR	12/17/2018	OVERALL CREEK	GRADE 5 TEACHER
TAYLOR	KASEY	12/17/2018	OVERALL CREEK	GRADE 4 TEACHER
SKILES	SETH	01/07/2019	BRADLEY	MUSIC TEACHER
HOOVER	SAVANNA	01/07/2019	CASON LANE	KINDERGARTEN TEACHER
TRUELOVE	HAILEE	01/18/2019	REEVES ROGERS	SPECIAL EDUCATION TCH
HAYES	KIRTSIE	01/22/2019	HOBGOOD	SPECIAL EDUCATION TCH

CERTIFIED RESIGNATIONS/RETIREMENTS/TERMINATIONS

Last Name	First Name	Term Date	Location	Position	Tenure Y/N
BLACK	KELLEY	11/20/2018	BLACK FOX	GRADE 5 TEACHER	N
DOZIER	CHRISTINA	11/20/2018	OVERALL CREEK	GRADE 4 TEACHER	N
JACKSON	RONALD	12/12/2018	MNE	GRADE 6 TEACHER	N
BLUMENTHAL	ALLISON	12/19/2018	BRADLEY	MUSIC TEACHER	N
PIERCE	ANDREA	12/19/2018	SCALES	KINDERGARTEN	Y
GADIENT-KAISER	DEBRA	12/19/2018	DISCOVERY	GRADE 4 TEACHER	N
HOSKINS	HEATHER	12/19/2018	OAKLAND COURT	PRE-K TEACHER	Y
CARTER	CHASE	12/19/2018	MNE	GRADE 4 TEACHER	N
LEMAY	PAM	12/19/2018	HOBGOOD	SPECIAL ED. TEACHER	Y
MYERS	KIMBERLY	12/19/2018	OVERALL CREEK	GRADE 5 TEACHER	N

CERTIFIED INTERIM PERSONNEL HIRED

Last Name	First Name	Hire Date	Location	Position
SIMPKINS	JENNIFER	12/17/2018	OVERALL CREEK	INTERIM KINDERGARTEN
COX	CAMERON	01/07/2019	SCALES	INTERIM 3RD GRADE
PING	JESSICA	01/07/2019	BRADLEY	INTERIM KINDERGARTEN
DAVIS	JEREMY	01/07/2019	CASON LANE	INTERIM 5TH GRADE
WINDROW	FAITH	01/07/2019	SCALES	INTERIM KINDERGARTEN

CERTIFIED PERSONNEL TRANSFERS

Last Name	First Name	Transfer Date	Transferred From	Transferred To
MARTIN	SARA BETH	01/07/2019	MNP	OAKLAND COURT
CRAIG	SHERRY	01/22/2019	REEVES ROGERS	DISTRICT WIDE

PTR Worksheet 2018-2019 Fifth Period 190125

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students	
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total
DISCOVERY				58	3	19.33	58	3	19.33	59	3	19.67	62	3	20.67	237	12	19.75	62	3	20.67	65	3	21.67	18	1	18.00	145	7	20.71	382	382
BLACK FOX	38	2	19	107	6	17.83	101	6	16.83	104	5	20.80	132	6	22.00	444	23	19.30	110	6	18.33	121	5	24.20	101	5	20.20	332	16	20.75	776	874
	21	2	10.5																									29	2	14.50	29	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC		
BRADLEY				53	3	17.67	52	3	17.33	50	3	16.67	62	4	15.50	217	13	16.69	63	3	21.00	55	3	18.33	47	2	23.50	165	8	20.63	382	382
CASON LANE	39	2	19.5	124	6	20.67	132	6	22.00	114	6	19.00	121	6	20.17	491	24	20.46	135	7	19.29	133	6	22.17	68	3	22.67	336	16	21.00	827	930
	22	2	11																									32	3	10.67	32	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC		
ERMA SIEGEL	10			95	5	19.00	106	5	21.20	110	6	18.33	124	6	20.67	435	22	19.77	127	6	21.17	137	6	22.83	18	1	18.00	282	13	21.69	717	770
	23	2	11.5													4	1	4.00										16	3	5.33	20	
	CDC			CDC			CDC			CDC			CDC			Deaf and Vision Ed			CDC			CDC			CDC			CDC		CDC		
HOBGOOD	60	3	20	124	6	20.67	108	6	18.00	103	5	20.60	84	4	21.00	419	21	19.95	102	5	20.40	112	5	22.40	74	4	18.50	288	14	20.57	707	767
MITCHELL-NEILSON	40	2	20	110	6	18.33	106	6	17.67	107	5	21.40	102	5	20.40	425	22	19.32	91	4	22.75	97	4	24.25	74	3	24.67	262	11	23.82	687	745
																10	1	10.00										8	2	4.00	18	
	CDC			CDC			CDC			CDC			CDC			Best			Best			Best			Best			Best		Best		
NORTHFIELD	40	2	20	102	5	20.40	84	4	21.00	82	4	20.50	84	5	16.80	352	18	19.56	94	4	23.50	99	4	24.75	32	2	16.00	225	10	22.50	577	718
	42	3	14																									44	5	8.80	44	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC		
OVERALL				176	9	19.56	167	8	20.88	174	9	19.33	190	9	21.11	707	35	20.20	186	8	23.25	157	8	19.63	44	2	22.00	387	18	21.50	1094	1094
REEVES-ROGERS				72	4	18.00	62	3	20.67	65	4	16.25	57	3	19.00	256	14	18.29	55	3	18.33	61	3	20.33	46	2	23.00	162	8	20.25	418	418
PITTARD				111	6	18.50	118	6	19.67	98	5	19.60	97	5	19.40	424	22	19.27	106	6	17.67	123	6	20.50	61	3	20.33	290	15	19.33	714	753
																												39	4	9.75	39	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC		
SCALES	21	2	10.5	165	8	20.63	168	8	21.00	152	8	19.00	156	8	19.50	641	32	20.03	141	7	20.14	150	7	21.43	84	4	21.00	375	18	20.83	1016	1076
																												29	3	9.67	29	
	CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC			CDC		CDC		
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC			CDC		CDC		
Oakland Court	40	2	20	1297	67	19.36	1262	64	19.72	1218	63	19.33	1271	64	19.86	1272	62	20.52	1310	60	21.83	667	32	20.84	REGULAR ED SUB TOTAL					8297		
Mercury Court	40	2	20	Individual Grade Level Students/Teachers/PTR					←					→					SPED K-6 CDC, BEST, DEAF					211								
TOTAL OFF SITE	80	4	20	←					→					→					SPECIAL ED PRE-K					129								
PRE-K SUBTOTALS	55			←			→			→			→			→			→			→			TOTAL BEP FUNDED			8508				
Pre-K Regular Ed	297	15	19.8	←			→			→			→			→			→			→			TOTAL ALL OTHER PRE-K			352				
Pre-K Special Ed	129	11	11.7	←			→			→			→			→			→			→			DISTRICT TOTAL STUDENTS			8989				
PRE-K TOTALS	481	26	18.5	←			→			→			→			→			→			→			DISTRICT TOTAL STUDENTS			8989				

AVERAGE ATTENDANCE PERCENTAGE 95 %

REGULAR EDUCATION PTR			Students	Teachers	PTR
Kindergarten thru Third Grade	→		5048	258	19.57
Fourth Grade thru Sixth Grade	→		3249	154	21.10
District Totals	→		8297	412	20.14

GROWTH OVER LAST YEAR
 End of 2017-2018 → **8855**
 Growth from 17-18 to 18-19 → **134**

REGULAR ED SUB TOTAL	8297	
SPED K-6 CDC, BEST, DEAF	211	
SPECIAL ED PRE-K	129	
TOTAL BEP FUNDED	8508	
TOTAL ALL OTHER PRE-K	352	
DISTRICT TOTAL STUDENTS	8989	

YEAR-TO-DATE REVENUE COMPARISON

NOVEMBER-DECEMBER 2018

PAGE 1

	BUDGET CLASS.	2017-18 BUDGET	2017-18 YTD REV.	2017-18 OVR/(UNDR) BUDGET	2017-18 %	2018-19 BUDGET	2018-19 YTD REV.	2018-19 OVR/(UNDR) BUDGET	2018-19 %
1	40110-Current Prop. Tax	\$13,523,000.00	1,479,210.00	(12,043,790)	10.9%	\$13,972,500.00	1,527,355	\$ (12,445,145)	10.9%
2	40210-Local Option Sales Tax	10,968,000	4,337,070	(6,630,930)	39.5%	10,980,000	4,720,050	(6,259,950)	43.0%
3	40000-41110-Other County Rev	1,773,000	616,186	(1,156,814)	34.8%	1,736,000	663,626	(1,072,374)	38.2%
4	44000-Other Local Revenue	515,750	252,660	(263,090)	49.0%	582,750	302,959	(279,791)	52.0%
5	46511-Basic Educ. Program	40,843,453	20,318,000	(20,525,453)	49.7%	44,430,513	21,709,500	(22,721,013)	48.9%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	337,100	112,158	(224,942)	33.3%	650,190	144,719	(505,471)	22.3%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	45,000	24,325	(20,675)	54.1%	24,325	74,160	49,835	304.9%
14	49810-Approp./City Gen. Fund	5,310,103	2,655,052	(2,655,051)	50.0%	6,585,103	3,292,552	(3,292,551)	50.0%
15	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	TOTALS	\$ 73,315,406	\$29,794,661	\$ (43,520,745)	40.6%	\$78,961,381.00	\$ 32,434,921	\$ (46,526,460)	41.1%

YEAR-TO-DATE EXPENDITURE COMPARISON

NOVEMBER-DECEMBER 2018

PAGE 1

	BUDGET CLASS.	2017-18 BUDGET	2017-18 YTD EXP.	2017-18 OVR/(UNDR) BUDGET	2017-18 %	2018-19 BUDGET	2018-19 YTD EXP.	2018-19 OVR/(UNDR) BUDGET	2018-19 %
1	71100-Reg. Instruction	41,477,278	17,639,719	\$ (23,837,559)	42.5%	42,911,896	18,018,632	\$ (24,893,264)	42.0%
2	71200-Sp. Ed. Instr.	7,644,423	3,133,811	(4,510,612)	41.0%	7,888,139	3,364,171	(4,523,968)	42.6%
3	71400-Student Body Ed.	38,706	29,293	(9,413)	75.7%	40,000	54,589	14,589	136.5%
4	72110-Attendance	152,743	73,238	(79,505)	47.9%	152,854	78,040	(74,814)	51.1%
5	72120-Health Services	730,446	292,911	(437,535)	40.1%	768,990	325,148	(443,842)	42.3%
6	72130-Guidance	1,998,065	846,949	(1,151,116)	42.4%	2,393,876	1,081,941	(1,311,935)	45.2%
7	72210-Reg. Instr. Spprt.	2,251,653	960,288	(1,291,365)	42.6%	2,026,910	913,816	(1,113,094)	45.1%
8	72220-Sp. Ed. Support	1,625,873	589,881	(1,035,992)	36.3%	1,559,456	646,351	(913,105)	41.4%
9	72250-Technology	1,435,989	734,967	(701,022)	51.2%	1,620,382	806,117	(814,265)	49.7%
10	72310-Bd. Of Educ.	1,109,057	138,755	(970,302)	12.5%	1,706,403	696,490	(1,009,913)	40.8%
11	72320-Office of Supt.	324,923	145,755	(179,168)	44.9%	369,519	169,221	(200,298)	45.8%
12	72410-Office of Prin.	4,170,150	1,886,604	(2,283,546)	45.2%	4,329,922	1,905,805	(2,424,117)	44.0%
13	72510-Fiscal Services	538,980	300,181	(238,799)	55.7%	555,488	303,857	(251,631)	54.7%
14	72520-Personnel Services	372,495	187,610	(184,885)	50.4%	415,523	196,639	(218,884)	47.3%
15	72610-Oper. Of Plant	5,827,275	2,122,426	(3,704,849)	36.4%	5,823,596	2,278,938	(3,544,658)	39.1%
16	72620-Maint. Of Plant	2,254,631	728,830	(1,525,801)	32.3%	2,448,445	980,929	(1,467,516)	40.1%
17	72710-Pupil Transp.	2,865,694	1,157,270	(1,708,424)	40.4%	2,896,934	1,166,041	(1,730,893)	40.3%
18	73300-Community Servic	506,730	243,873	(262,857)	48.1%	514,247	251,666	(262,581)	48.9%
19	73400-Early Childhood Educ	89,500	12,997	(76,503)	14.5%	16,500	334	(16,166)	2.0%
20	76100-Reg. Cap. Outlay	747,824	346,456	(401,368)	46.3%	607,034	365,985	(241,049)	60.3%
21	99100-Operating Transfers	822,909	191,880	(631,029)	5.0%	860,431	191,880	(668,551)	22.3%
	TOTALS	76,985,344	31,763,694	\$ (45,221,650)	41.3%	79,906,545	33,796,590	\$ (46,109,955)	42.3%

COMPARISON OF BUDGET TOTALS
July 1, 2018 Through December 31, 2018

TOTAL INCOME	7/1/18 - 12/31/18	\$	32,434,921
TOTAL EXPENSES	7/1/18 - 12/31/18		<u>33,796,590</u>
NET INCOME	12/31/18	\$	<u><u>(1,361,669)</u></u>