

Board of Education Regular Meeting

February 26, 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 Dajah Raymond, a 6th grade student at Reeves Rogers and Evelyn Riley, a 5th grade student at Overall Creek Elementary.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item Presentation of the Salem Mascot and Logo District's STEAM (Science, Technology, Engineering, Arts, and Mathematics) Model Presentation Black History Month Slideshow Thanks to Dee Dee Potter and other art teachers, the artwork of Northfield, Overall Creek, and Hobgood was featured at a recent performance of the Stones River Chamber Players. We appreciate the ongoing partnership we have with MTSU. On Friday, February 15 th , Sandy Scheele and The Nutrition Department planned a “No Child Eats Alone Day.” This was a tremendously successful event, and we want to thank all of the individuals who joined the children for lunch that day. We want to especially thank members of the Murfreesboro Fire Department, Police Department, district staff, and Board for their volunteer spirit and willingness to give time to our children. Murfreesboro City Schools would like to thank John & Shannon Reed of L & K Trophy House for their \$300 contribution to the Indigent Care Fund for the purchase of coats and shoes. Murfreesboro City Schools would like to thank the following sponsors of the African-American Cultural Celebration: <ul style="list-style-type: none">• Publix Supermarkets• Read To Succeed• Lighthouse Butcher Shop, Lynnville, TN• United Grocery Outlet• McDonalds, S.E. Broad St.• Cherry Meat Co., Chapel Hill, TN• Sonic, Mid. TN Blvd., Lascassas Hwy., Memorial Blvd., S. Church St., N.W. Broad St. Murfreesboro City Schools would like to thank Olive Branch Missionary Baptist Church for their \$200 donation for the purchase of Rover tickets. Murfreesboro City Schools would like to congratulate Cason Lane Academy for receiving the 2018-2019 National Beta School of Merit Award. Both Discovery School Lego Robotics teams won awards at The 2018 First Lego League East Tennessee Championship Tournament recently. <ul style="list-style-type: none">• Lego Space Explorers (Team Heckert) won 2nd place for Teamwork• ExpLOsionary Force (Team Smith) won second in Project Research The City Schools Foundations presented parity dollars to seven schools totaling \$30,000.00. These funds are provided by the Foundation and can be used at the discretion of the principal to benefit the school. The schools include: <ul style="list-style-type: none">• Hobgood - \$6900• MN - \$5700	Mrs. Lisa Trail

<ul style="list-style-type: none"> • Black Fox - \$4200 • Reeves - \$4200 • JPE - \$3300 • NF - \$3000 • Bradley - \$2700 <p>Murfreesboro City Schools' Teacher of the Year Celebration will be held on Tuesday, March 12, at Oaklands Mansion. Reception will begin at 4:00 p.m. and presentations will begin at 4:30 p.m.</p> <p>Many thanks to Darla Sampson, Sandy Scheele, and Viktoria Einecker for presenting at the Pick Tennessee Conference in Franklin on February 21st. They were asked by Tennessee Department of Education to be part of the Farm To School Panel representing best practices in the state.</p> <p>Several MCS students brought home awards from the recent Invention Convention at MTSU. (Please see attachment for names and awards)</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> • March 1 - Read Across America Day - Join us and read to a class at school. • March 8 - MCS Festival Choir will perform at 6 p.m. at Cason Lane Academy featuring the voices of all twelve schools. • March 21 - April 7 - MCS Student Art Exhibit at The Frist Center • March 18-May 3 - MCS Student Art featured at Murfreesboro City Hall Rotunda • March 16 - Gifted Academy Graduation 	
A. CONSENT ITEMS	Chair Butch Campbell
Information Item	
i. Approval of School Fees Consent Item	
ii. Approval of 1-29-19 Board Meeting Minutes Consent Item	
iii. Approval of 2-12-19 Board Meeting Minutes Consent Item	
iv. Second Reading of Board Policies Consent Item	
a. Board Policy 5.117 Tenure and Non-Tenure (with corrections) Consent Item	
b. Board Policy 5.200 Separation Practices for Tenured Teachers (with corrections) Consent Item	
c. Board Policy 5.201 Separation Practices for Non-Tenured Teachers (with corrections) Consent Item	
d. Board Policy 5.202 Separation Practices for Non-Certified Employees (with corrections) Consent Item	
e. Board Policy 5.302 Sick Leave (with corrections) Consent Item	
IV. ACTION ITEMS	Chair Butch Campbell
Action Item	
A. First Reading of Board Policies Action Item	Dr. Linda Gilbert
i. Board Policy 6.405 Medicines Action Item	Dr. Linda Gilbert
B. Approval of City Schools Foundation Change of By-laws Action Item	Mrs. Lisa Trail
C. Approval of the Purchase of New School Buses for Salem Elementary Action Item	Mr. Gary Anderson
D. Approval of Joint Resolution with Rutherford County Opposing School Vouchers and Education Savings Accounts Action Item	Dr. Linda Gilbert

V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Mr. Ralph Ringstaff
B. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
C. Revenue and Expenditure Report Information Item	Mr. Gary Anderson
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

Invention Convention Awards

February 21, 2019

The students that will attending the Nationals are highlighted

Award	Category	Name of Invention	Name	School
State Farm Excellence	4th grade Games	Escape the Jungle Before the Rumble	Hudson Holt	Overall Creek
	6th grade Making Life Easier	Auto Watering Plant Pot	Jessica Gonzales Youssef Ali	John Pittard John Pittard
Judge's Favorite	4th grade Games	Kickball Board Game	Aurora Nelson Keener Clair Couey Lillian Bunney	Erma Siegel Erma Siegel Erma Siegel
Best Presentation	4th grade Making Life Easier	Even Feet	Serenity Powell Leanna Flowers	Cason Lane Cason Lane
	5th grade Making Life Easier	The Supper Slider	Odessa Chabot Savannah Merritt	Overall Creek Overall Creek
	6th grade Making Life Easier	The Grand HeadBand	Ameera Brown Karis Lickey	John Pittard John Pittard
Group Champion	4th grade Games		Audrey Mangrum Anna Powell Sahara Journey Ava Person	Overall Creek Overall Creek Overall Creek Overall Creek
	5th grade Making Life Easier	The One Step	Lilly Gillespie Cavon Lewis Erin Brown	Mitchell Neilson Mitchell Neilson Mitchell Neilson
Individual Champion	5th grade Making Life Easier	School Supply Organizer	Alicia Moreno	Discovery
1st Place Trophy	4th grade Making Life Easier	Port Shirt	Lucy Denson Ollie Green Ezra Dow	Erma Siegel Erma Siegel Erma Siegel
3rd Place Trophy	5th grade Making Life Easier	Slide Time	Anna Bragg Katelyn Santi Taylor Harrison	Erma Siegel Erma Siegel Erma Siegel
2nd Place Trophy		Texture Ball	Trence Houston Seth Nobles Parker Robinson	Erma Siegel Erma Siegel Erma Siegel
1st Place Trophy		The Coolinator	Eli King	Discovery
1st Place Trophy	6th grade Making Life Easier	Buckle Cover	Hohn Horton	John Pittard

MINUTES

Board of Education Regular Meeting

January 29, 2019 6:00 PM

City Hall Council Chambers

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

Staff: Dr. Linda Gilbert, Gary Anderson, Greg Lyles, Joe Marlin, Lisa Trail, Angela Fairchild, Jenny Ortiz, Shavon Davis-Louis, Adam Bryson, Trey Duke, Nina Bowie, Tiffany Strevel, Maria Johnson, Gene Loyd, Beth Prater, Kim Fischer, Tyra Murray, Sia Phillips, Emily Spencer, Don Bartch

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 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.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA Chair Butch Campbell

Action Item

Becky Goff made the motion to approve the agenda. David LaRoche seconded the motion. All approved by saying aye.

III. COMMUNICATIONS Mrs. Lisa Trail

Information Item

Representative from audit firm, Matlock Clements, gave a brief report of audit findings in which his company issued an unmodified opinion on internal school funds. They also issued an unmodified opinion on the total board audit. No deficiencies were found.

Recognition of LEGO teams from Cason Lane, Northfield, Erma Siegel, and Discovery Schools. The next competition will be held at Tennessee Tech on February 9.

Recognition of MCS Beta Club students-Dr. Kristy Mall and Jason Page recognized the students. The National Convention will be held this summer in Oklahoma City.

Recognition of MCS Cheerleaders-Each cheerleader introduced themselves to the Board. They will be traveling to Disney World next week for the

national competition. Before leaving, they will be performing on February 6 at 5:30 at Premier Athletics at 412 Golden Bear Court. They invited the Board to attend.

Mitchell Neilson Schools would like to thank the following for generous donations to their schools:

- 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:

- 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.

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.

Congratulations to Christy Honey, librarian at Overall Creek, for being selected as the Tennessee Association of School Librarians' Librarian of the Month!

Mr. LaRoche said that it excites him to see this many students in the room and it reminds him of why he is on the Board.

Dr. Gilbert thanked the Board for their support for the groups that were in the room tonight.

1. CONSENT ITEMS

Chair Butch Campbell

Information Item

1. Approval of School Fees

Information Item

2. Approval of 1-15-19 Board Meeting Minutes

Information Item

3. Second Reading of Board Policies

Information Item

4. Board Policy 2.404 School Support Organizations

Information Item

5. Board Policy 6.405 Medicines-Rescinds STU11

Information Item

6. Board Policy 6.412 Emergency Allergy Response Plan-

Rescinds STU54

Information Item

7. Board Policy 6.415 Student Accident Reports-Rescinds STU54

Information Item

8. Board Policy 6.601 Student Records-Rescinds STU14

Information Item

Wes Ballard made the motion to approve the consent agenda.

David LaRoche seconded the motion. All approved by saying aye.

IV. ACTION ITEMS

Chair Butch Campbell

Action Item

1. Approval of the Family Resource Center Advisory Council

Dr. Linda Gilbert

Action Item

Becky Goff made the motion to approve the Family Resource Center Advisory Council. Wes Ballard seconded the motion. All approved by saying aye.

2. Approval of 2019-2020 Transportation Zones for Salem Elementary

Mr. Gary Anderson

Action Item

Mr. Anderson recommended that the Board go with the first plan that was presented that included the grandfathering option.

There was discussion regarding the zoning options and the socioeconomic impact. There were also questions about Title I schools.

Ms. Goff said that she wanted to remind the board to think about who we are advocating for. She has a problem with county students staying in our schools and city students having to give up their seats. We are over-crowded.

Wes Ballard made the motion to approve Plan 1 that would include grandfathering 4th-6th and their siblings at all schools. No change to the county students.

Mr. David LaRoche seconded the motion.

A roll call vote was taken:

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

5 Yes
2 No

The motion passes.

Mrs. Moore thanked parents for their input. She felt that this was the fairest way and most practical way to handle this. Mr. Settles also commended the Director and Finance Director on doing an outstanding job with rezoning.

Dr. Gilbert thanked the city council for their support of building a new school.

3. Approval of 2019-2020 School Calendar Action Item

There was discussion about what we would do if we go above the amount of snow days that we have allocated on this calendar. Dr. Gilbert said that if MCS is out that much, then other districts would have the same or worse problem and the Commissioner would have to step in.

Dr. Linda Gilbert

David Settles made the motion to approve the 2019-2020 calendar.

Roseann Barton seconded the motion. All approved by saying aye.

V. REPORTS AND INFORMATION	Chair Butch Campbell
Information Item	
1. Personnel Report Information Item	Mr. Ralph Ringstaff
2. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
3. Revenue and Expenditure Report Information Item	Mr. Gary Anderson
Regarding the revenue/expenditure report, David Settles asked if we get hotel/motel taxes. Mr. Anderson said that he will find out.	

VI. OTHER BUSINESS	Chair Butch Campbell
Information Item	
Ms. Barton thanked everyone for all of the gifts and goodies at their desk tonight in honor of School Board Week.	
Mr. Campbell thanked everyone involved with the Excellence in Education event last Friday night. It was a success. He also told the Board that he and Dr. Gilbert had a productive and informative meeting with the State Board of Education Executive Director Sarah Morrison and the Board Vice-Chair Mr. Gordon Ferguson.	
Dr. Gilbert added that the Legislature makes lots of decisions such as funding, raises, etc. that are already built in law. She talked a decreasing teacher pipeline. She said that there will be a continuation of a lot more paperwork and questions whether or not that will guarantee excellence. She said that we need to be very aware of what we are asking teachers and superintendents to do. She said that we are facing a capacity issue in this state. We need to be aware of teacher certification and keep advocacy for the education profession.	

VII. ADJOURNMENT	Chair Butch Campbell
Action Item	

Wes Ballard made the motion to adjourn. Roseann Barton seconded the motion. All approved by saying aye. Meeting adjourned at 7:35 p.m.

Director of Schools

MINUTES

Board of Education Regular Meeting
February 12, 2019 6:00 PM
Administrative Offices of MCS

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

Staff: Dr. Linda Gilbert, Gary Anderson, Joe Marlin, Ralph Ringstaff, Lisa Trail, and Trey Duke,

Assistant City Attorney Elizabeth Taylor. City Liaison Bill Shacklett was absent.

I. CALL TO ORDER BY BOARD CHAIR Chair Butch Campbell

Procedural Item

II. APPROVAL OF AGENDA Chair Butch Campbell

Action Item

Amanda Moore made the motion to approve the agenda. Becky Goff seconded the motion. All approved by saying aye.

III. COMMUNICATIONS Chair Butch Campbell

Information Item

Salem Elementary Presentation

Lisa Trail and Trey Duke presented the logo of the new school, Salem Elementary, to the Board. They presented the mascot, which will be the Saint Bernard or Saints, and told them that the road by the school would be named St. Bernard Way. Yard signs will be given out soon to newly registered students. This information will be presented to the Board at the 2-26 televised meeting as well. Board members will wear their Salem Elementary shirts to the next Board meeting on 2-26. Mr. Duke also gave a brief report of what he has been working on in opening the school.

IV. CONSENT ITEMS Chair Butch Campbell

Action Item

1. Annual Review of Board Policies for February

Action Item

2. Board Policy 5.100 Personnel Goals

Action Item

3. Board Policy 5.105 Recruitment of Employees

Action Item

4. Board Policy 5.108 Supervision

Action Item

5. Board Policy 5.109 Evaluation

Action Item

6. Board Policy 5.110 Compensation Guides and Contracts

Action Item

7. Board Policy 5.113 Professional Growth and Development

Action Item	
8. Board Policy 5.114 Personnel Records	
Action Item	
9. Board Policy 5.115 Assignment/Transfer	
Action Item	
10. Board Policy 5.117 Tenure and Non-Tenure	
Action Item	
Amanda Moore had questions on lines 36-38 regarding tenured teachers. Mr. Ringstaff explained how the law has changed since 2011 regarding tenure to clarify for Mrs. Moore.	
11. Board Policy 5.119 Collaborative Conferencing	
Action Item	
12. Board Policy 5.200 Separation Practices for Tenured Teachers	
Action Item	
13. Board Policy 5.201 Separation Practices for Non-Tenured Teachers	
Action Item	
Amanda Moore asked when the list of hearing officers was approved. She also had questions about when teachers have the first evaluation and hopefully soon enough to develop an improvement plan if need be. Mr. Ringstaff and Mr. Campbell explained the evaluation process to Mrs. Moore.	
There was also some discussion regarding the two day notice from employees when charged with a criminal offense. Elizabeth Taylor suggested that the policy should possibly state “arrest” instead of “charge.”	
The Board decided to pull all policies that have this wording and put under consent on the next agenda.	
14. Board Policy 5.202 Separation Practices for Non-Certified Employees	
Action Item	
15. Board Policy 5.301 Emergency and Legal Leave	
Action Item	
16. Board Policy 5.302 Sick Leave	
Action Item	
Amanda Moore said that it sounds like an employee can go into debt on sick leave days and possibly be caught up by May. Ms. Barton suggested that on line 17, the wording should be changed to “deducted from the employee’s paycheck” instead of “the employee’s final paycheck of the year.” Mrs. Moore also said that there was a typo on line 21. The “p” was missing on the word “principal.”	
17. Board Policy 5.303 Personal and Professional Leave	
Action Item	

18. Board Policy 5.304 Long-Term Leaves of Absence for Certified

Personnel

Action Item

19. Board Policy 5.306 Military Leave

Action Item

20. Board Policy 5.307 Physical Assault Leave

Action Item

21. Board Policy 5.309 Legislative Leave

Action Item

22. Board Policy 5.310 Vacations and Holidays

Action Item

23. Board Policy 5.6101 Employee Use of Electronic Social Media

Action Item

24. Board Policy 5.701 Substitute Teachers

Action Item

Ms. Barton said that under “Emergency Needs,” it states that aides can sub for a teacher if less than a full day. She said that that happens quite often and it is for a full day. Ralph Ringstaff said that it shouldn’t say that. Line 29. Mr. Ringstaff recommended deleting lines 29-30.

Becky Goff asked if we have any plans to increase pay for substitutes. Mr. Ringstaff said that he may have to come before the Board with that proposal soon. Becky Goff said that the county has incentives/bonuses for subs.

Wes Ballard stated that he felt the need for us to be creative with bonuses for teachers for good attendance. He asked about monetary bonuses. Mr. Ringstaff mentioned that we have given 2000 dollar bonuses for ESL teachers and plan to give bonuses to Sped teachers this year.

Roseann Barton made a motion to delete lines 29-30 in the policy for approval. David LaRoche seconded the motion. All approved by saying aye.

25. Board Policy 6.416 Accident Reporting (RENUMBERED)

Action Item

David LaRoche made the motion to approve the consent agenda with the recommended changes. Roseann Barton seconded the motion. All approved by saying aye

V. ACTION ITEMS

Chair Butch Campbell

Action Item

1. Open and Closed Zone School Recommendations for 2019-2020

Mr. Gary Anderson

Action Item

Mr. Anderson explained and presented the list of open and closed zone schools. There was much discussion regarding the testing process for students accepted into Discovery School. Mr. Anderson explained the difference

in a magnet school and a choice school. Mrs. Goff was concerned about the low percentage of minorities at Discovery. Dr. Gilbert explained the testing process and the fact that Vanderbilt came in and added a test to the testing process about four years ago. There was also discussion of how students are identified and how the information about entrance into Discovery is given to parents. Dr. Gilbert said that she would have Kristina Maddux come and explain the process to the Board at an upcoming meeting. Amanda Moore suggested screening all students in preschool for Discovery. Dr. Gilbert asked Mr. Joe Marlin to find out about that.

David LaRoche said that he would like to see a report on the financial ramifications of making a school closed zone. There was more discussion regarding zoning. Dr. Gilbert said that she knew that zoning was hard on the board, but it happened when it needed to happen. The process seems to have worked. She said that there is validity in the process.

David Settles made the motion to approve the recommended open and closed zone schools. (List attached in e-Meeting). Roseann Barton seconded the motion. All approved by saying aye.

VI. OTHER BUSINESS

Chair Butch Campbell

Information Item

Dr. Gilbert told the Board that the Commissioner of Education would be visiting Discovery School on Thursday. The Commissioner prefers not to invite board members. She wants to keep it low key.

Dr. Gilbert also told the Board that a parent had written her and was questioning her decision to keep schools open with the flu outbreak in surrounding areas. She explained that we normally run about 96-97% attendance and as a district, we are at 93-94% right now. She was not willing to have parents rearrange childcare and work schedules with attendance still that high. Dr. Gilbert said that she is not sure where the numbers would have to be to close the district.

Mr. Campbell wanted Dr. Gilbert to explain a bill that is being discussed regarding Superintendents.

Dr. Gilbert explained that she attended the Legislative and Learning Conference last week and this bill states that before a superintendent's contract is renewed, there will be a vote by the public as to whether or not to renew the contract. She will get the number of the bill and send that information and a link to the bills to the Board tonight. Dr. Gilbert added that vouchers are going to come in with the education account.

Minutes
Page 4 of 5
February 12, 2019
Recorded by L. VanCleave

Dr. Gilbert said that she would like to discuss the ESSA (per pupil expenditure reporting) further at the next meeting held at Central Office.

David LaRoche thanked Dr. Gilbert for the decision on the last “blizzard” we had from 7:00 a.m. to 9:00 a.m. by not calling school off.

Board members that plan to attend the Day on the Hill on February 19 are David Settles, David LaRoche, and Becky Goff.

Ms. Barton said that she is planning to attend the “No One Eats Alone” on Friday to eat lunch with students.

VII. ADJOURNMENT

Chair Butch Campbell

Action Item

David LaRoche made the motion to adjourn. David Settles seconded the motion. Meeting adjourned at 7:49 p.m.

Director of Schools

Murfreesboro City School Board			
Monitoring: Review: Annually, in February	Descriptor Term: Tenure and Non-Tenure	Descriptor Code: 5.117	Issued Date: 09/17
		Rescinds: PER 16	Issued: 4/79; 10/11; 1/05; 8/01

1 As of July 1, 2011, there are two parallel systems of tenure operating in Murfreesboro City
2 Schools for current employees who work in a position which requires a teacher license (hereafter
3 referred to as a “certified employee”).¹
4

5 The first system applies to any certified employee who obtained tenure prior to July 1, 2011.
6 Tenure was granted to these employees based upon three (3) criteria:
7

- 8 1. Successful completion of a probationary period of three (3) school years.
- 9 2. Recommendation by the Director of Schools for granting tenure.
- 10 3. A majority vote of the Murfreesboro City School Board for granting tenure.²

11
12 If the certified employee failed to meet any of these criteria, then the certified employee could
13 not be re-employed for a fourth year.
14

15 The second system applies to any certified employee who becomes eligible for tenure after July
16 1, 2011. Tenure will be granted to these employees based on the following criteria:
17

- 18 1. A degree from an approved four-year college or any career and technical teacher who has
19 the equivalent amount of training established and licensed by the Tennessee State Board
20 of Education;
- 21 2. A valid teacher license, issued by the State Board of Education, based on training
22 covering the subjects or grades taught;
- 23 3. Completion of a probationary period of five (5) school years or not less than forty-five
24 (45) months within the last seven year period, the last two (2) years being employed in a
25 regular teaching position rather than an interim teaching position;
- 26 4. Evaluations demonstrating an overall performance effectiveness level of “above
27 expectations” or “significantly above expectations” during the last two (2) years of the
28 probationary period as provided in the evaluation guidelines adopted by the State Board
29 of Education pursuant to TCA 49-1-302;
- 30 5. Recommendation by the Director of Schools for granting tenure; and
- 31 6. A majority vote of the Murfreesboro City School Board for granting tenure.³

32
33 Tenure is granted only upon the recommendation of the Director of Schools and by approval of
34 the Murfreesboro City School Board⁴ and is obtained in the system, not in a specific location or
35 position.

36 A certified employee who does not meet the evaluation requirements set forth by the State Board
37 of Education may continue to remain employed in a position which requires a teacher license on
38 a year-to-year contract as a probationary employee until the employee is eligible for tenure.

39

40 **Previous Tenure in MCS or another System**

41

42 A certified employee who had attained tenure status in Murfreesboro City Schools and later
43 resigned from the system shall serve a two-year probationary period upon re-employment by the
44 system, unless the probationary period is waived by the Murfreesboro City School Board upon
45 the request of the Director of Schools.⁵

46

47 A certified employee who had received tenure in another school system shall serve the regular
48 probationary period in Murfreesboro City Schools, unless the probationary period is waived by
49 the Murfreesboro City School Board upon the request of the Director of Schools.⁶

50

51 **Tenure**

52

53 “Tenure” is the employment status other than probation that a certified employee may be under
54 while employed in the public schools. A certified employee has no property right in the tenure
55 status and must sustain a specified performance effectiveness level required on evaluations to
56 achieve and maintain tenure status. If a certified employee acquires tenure, the teacher shall
57 remain under that status until such time as the certified employee resigns, retires, is dismissed or
58 the certified employee is returned to probationary status. Any certified employee who, after
59 acquiring tenure status, receives two (2) consecutive years of evaluations demonstrating an
60 overall performance effectiveness level of “below expectations” or “significantly below
61 expectations,” as provided by the evaluation guidelines adopted by the State Board of Education
62 pursuant to TCA 49-1-302, shall be returned to probationary status by the Director of Schools
63 until the certified employee has received two (2) consecutive years of evaluations demonstrating
64 an overall performance effectiveness level of “above expectations” or “significantly above
65 expectations.”⁷

66

67 Once a certified employee is eligible for tenure, the Director of Schools shall recommend the
68 certified employee for tenure or non-renewal; provided, however, that the certified employee
69 cannot be continued in employment if tenure is not granted by the Murfreesboro City School
70 Board.⁸

71

72 A certified employee who is non-renewed by the Director of Schools or is not granted tenure by
73 the Murfreesboro City School Board shall be provided notice within five (5) business days
74 following the last instructional day.⁹

Legal References

1. 2011 Tennessee Laws Pub. Ch. 70
2. TCA 49-5-503 (2009)
3. TCA 49-5-503
4. TCA 49-2-203(a)(1); TCA 49-2-301(b)(1)(J)
5. TCA 49-5-504(d)
6. TCA 49-5-509
7. TCA 49-5-504(e)
8. TCA 49-5-504(b)
9. TCA 49-5-409

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 10/24/17
		Rescinds: PER 39	Issued: 05/01/12

1 **REPORTING OF CRIMINAL OFFENSE CHARGES-ARRESTS**

2 All employees shall report being arrested ~~charged with any criminal offense~~ to their immediate supervisor within
3 two (2) days of the ~~offense~~ arrest. The supervisor must report the offense to the Director of Schools immediately,
4 and the Director of Schools must report the ~~offense~~ arrest to the Board Chair as soon as practical.

5 **SUSPENSION PENDING AN INVESTIGATION**¹

6 The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation or
7 final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an
8 ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for
9 dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. The
10 Director of Schools may suspend a teacher with or without pay. If the suspension is without pay and the teacher
11 is vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

12 **SUSPENSION OF THREE DAYS OR LESS**^{2,3,4}

13 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
14 unprofessional conduct and insubordination. Before an employee is suspended they shall be: (1) provided with
15 written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an
16 opportunity to respond to the Director/designee at a conference, if requested within five (5) days; and (3) given a
17 written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the
18 conference, which shall be recorded.

19 The Director of Schools may suspend a tenured teacher with or without pay. If the suspension is without pay and
20 the teacher is reinstated, the tenured teacher shall be paid full salary for the period of suspension, unless suspension
21 without pay is deemed to be an appropriate penalty.

22 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS**⁵

23 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing
24 officers, as defined under Tennessee law.

25 When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal
26 or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses
27 which are charged and shall be signed by the party or parties making the charges.

28 If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than
29 three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy
30 of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the
31 teacher of his/her legal duties, rights and recourse.

32 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt
33 of notice give written notice to the Director of Schools of his/her request for a hearing.

34 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list
35 maintained by the Board.

36 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or
37 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the
38 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial
39 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be
40 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and
41 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of
42 the proceedings.

43 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within ten
44 (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The
45 Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary
46 or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal.

47 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The
48 appealing party may appear before the Board to argue why the adverse ruling should be over- turned. In no event
49 should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time.
50 At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the Hearing officer,
51 send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render
52 its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the
53 Board is appealed to the Chancery court, the Board shall transmit the entire record prepared by the Director and
54 reviewed by the Board to the Chancery court for its review.

55 **RESIGNATION**

56 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date
57 of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances,
58 shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher
59 to resign in good standing.

60 The conditions under which it is permissible to break a contract with the Board are as follows:

- 61 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
62 of a physician approved by the Board;
- 63 2. The release by the Board of the teacher from the contract which the teacher has entered into with the
64 Board.⁶

65 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of
66 return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render
67 such notice may be considered a breach of contract.⁷

68 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the
69 Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the
70 teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than
71 thirty (30) and no more than three hundred sixty-five (365) days.⁸

72 RETIREMENT

73 Retirement shall mean a termination of services under conditions which will allow the employee to draw
74 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect
75 to retire at any age according to the provisions of the retirement system.

76 Central Office personnel shall assist employees in securing retirement benefits; however, it shall be the
77 responsibility of the retiring employee to provide verification of eligibility in writing from the Tennessee
78 Consolidated Retirement System (TCRS) to the Central Office. It shall be the responsibility of the retiring
79 employee to file for benefits.

80 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
81 of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies
82 in writing to the Board that no other qualified personnel are available to substitute teach.⁹

83 The Director of Schools may employ teachers retired for at least one year for full-time employment as a
84 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or
85 suspended under certain conditions, which include but are not limited to the following:¹⁰

- 86 1. The Director of Schools of the employing system must certify in writing that no other qualified individuals
87 are available to fill the position;
- 88 2. The Commissioner of Education must certify that the employing school system serves an area that lacks
89 qualified teachers to serve in the position to be filled;
- 90 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 91 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive
92 medical insurance coverage; and
- 93 5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board
94 for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the
95 rate of compensation set by Board for teachers with comparable training and years of experience filling
96 similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-512, 513
6. TCA 49-5-508
7. TCA 49-5-706
8. TCA 49-5-411
9. TCA 8-36-805
10. TCA 8-36-821

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 10/24/17
		Rescinds: PER 41	Issued: 04/01/12

1 **REPORTING OF CRIMINAL ~~OFFENSE CHARGES~~ ARRESTS**

2 All employees shall report being arrested ~~charged with any criminal offense~~ to their immediate supervisor within
3 two (2) days of the ~~offense~~ arrest. The supervisor must report the offense to the Director of Schools immediately,
4 and the Director of Schools must report the ~~offense~~ arrest to the Board Chair as soon as practical.

5 **SUSPENSION PENDING AN INVESTIGATION**¹

6 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
7 investigation or final disposition of a case before the Board or an appeal. If the matter under investigation
8 is not the subject of an ongoing criminal investigation or a Department of Children's Services
9 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
10 not exceed ninety (90) days in duration. The Director of Schools may suspend a non-tenured teacher
11 with or without pay. If the suspension is without pay and the teacher is vindicated or reinstated, the non-
12 tenured teacher shall be paid full salary for the period of suspension.

13 **SUSPENSION OF THREE DAYS OR LESS**²

14 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
15 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
16 provided with written notice, including the reasons for the suspension along with an explanation of the
17 evidence; (2) given an opportunity to respond to the Director/designee at a recorded conference, if
18 requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
19 Both parties may be represented by counsel at the conference, which shall be recorded.

20 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**

21 The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher
22 **during the contract year** for incompetence, inefficiency, insubordination, improper conduct or neglect
23 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

24 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
25 before an impartial hearing officer.²

26 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
27 hear the case and the employee shall have the right to:

- 28 1. be represented by counsel;
- 29 2. call and subpoena witnesses;
- 30 3. examine all witnesses; and

31 4. require that all testimony be given under oath.

32 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
33 affected employee within ten (10) working days following the close of the hearing. The employee may
34 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written
35 decision to the employee. Written notice of appeal to the Board shall be given to the Director of Schools.
36 Within twenty (20) days of receipt of notice, the Director shall prepare a copy of the proceedings,
37 transcript, documentary and other evidence presented and provide the Board a copy of the same.

38 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
39 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
40 In no event should such argument last ~~no~~ more than fifteen (15) minutes, unless the Board should vote
41 to extend additional time. The Board shall take one of the following actions:

- 42 1. sustain the decision;
- 43 2. send the record back if additional evidence is necessary;
- 44 3. revise the penalty ~~or reverse the decision~~; or
- 45 4. **reverse the decision.**

46 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
47 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
48 after the conclusion of the hearing.

49 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
50 same manner as the non-tenured teacher.

51 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
52 the ~~chancery court in the county where the school system is located~~ **Rutherford County Chancery Court.**
53 The Board shall provide the entire record of the hearing to the court.

54 **NONRENEWAL**

55 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
56 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
57 or tenure protections.

58 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
59 tenured teacher and providing assistance for overcoming these deficiencies.

60 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
61 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,¹
62 the following action shall be taken:

- 63 1. The Board shall be notified at the next regular Board meeting; and
- 64 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail
65 so that it will be received by the employee within five (5) business days following the last
66 instructional day for the school year.³

67 RESIGNATION

68 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
69 effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and
70 permit a teacher to resign in good standing.

71 The conditions under which it is permissible to break a contract with the Board are as follows:

- 72 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
73 statement of a physician approved by the Board;
- 74 2. The release by the Board of the teacher from the contract which the teacher has entered into with
75 the Board.

76 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
77 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
78 Failure to render such notice may be considered a breach of contract.⁵

79 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
80 the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has
81 provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the
82 certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁶

83 RETIREMENT

84 Retirement shall mean a termination of services under conditions which will allow the employee to draw
85 benefits from retirement plans and/or social security benefits.

86 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
87 the retirement system. Central Office personnel shall assist employees in securing retirement benefits;
88 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
89 writing from the Tennessee Consolidated Retirement System (TCRS) to the Central Office. It shall be
90 the responsibility of the retiring employee to file for benefits.

91 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
92 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the
93 Director of Schools certifies in writing to the Board that no other qualified personnel are available to
94 substitute teach.⁷

95 The Director of Schools may employ teachers retired for at least one year for full-time employment as a
96 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
97 or suspended under certain conditions, which include but are not limited to the following:⁸

- 98 1. The Director of Schools of the employing system must certify in writing that no other qualified
99 individuals are available to fill the position;
- 100 2. The Commissioner of Education must certify that the employing school system serves an area
101 that lacks qualified teachers to serve in the position to be filled;
- 102 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;

- 103 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or
104 receive medical insurance coverage; and
- 105 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
106 Board for teachers with no experience filling similar positions, nor more than eighty-five percent
107 (85%) of the rate of compensation set by Board for teachers with comparable training and years
108 of experience filling similar positions.

109 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
110 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
111 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy).*
112

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409; Public Acts of 2015, Chapter No. 232
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411
7. TCA 8-36-805
8. TCA 8-36-821

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 09/12/17
		Rescinds:	Issued: 05/08/18

1 **REPORTING OF CRIMINAL OFFENSE CHARGES-ARRESTS**

2 ~~All employees shall report being arrested charged with any criminal offense to their immediate supervisor within~~
3 ~~two (2) days of the offense arrest. The supervisor must report the offense to the Director of Schools immediately,~~
4 ~~and the Director of Schools must report the offense arrest to the Board Chair as soon as practical.~~

5 **DISCIPLINE**

6 The Director of Schools may impose discipline, up to and including termination, of any support employee when
7 necessary.

8 The Director of Schools shall establish procedures for discipline.

9 **SUSPENSION**

10 The Director of Schools/designee may suspend an employee at any time when deemed necessary.¹

11 The Director of Schools may suspend an employee with or without pay. If the suspension was without pay and
12 the employee is reinstated, the employee shall be paid full salary for the period of suspension, unless suspension
13 without pay is deemed to be an appropriate penalty.

14 **DISMISSAL**

15 All non-certified (classified) employees are employed at the will of the Director. The Director of Schools may
16 dismiss any non-certified employee during the year for any lawful reason.

17 **RESIGNATION**

18 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
19 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
20 waived by the Director of Schools for justifiable reason.

21 The immediate supervisor shall forward copies the day received to the Director of Schools' office. The payroll
22 office will prepare final payment for the next appropriate scheduled pay day.

23 **RETIREMENT**

24 Retirement shall mean a termination of services under conditions which will allow the employee to draw
25 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may
26 elect to retire at any age according to the provisions of the retirement system.

27 Central Office personnel shall assist employees in securing retirement benefits; however, it shall be the
28 responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee

29 Consolidated Retirement System (TCRS) to the Central Office. It shall be the responsibility of the retiring
30 employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one-hundred-
31 twenty (120) days per year without loss of retirement benefits.
32

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Sick Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.302</h3>	Issued Date: 09/12/17
		Rescinds: <h3 style="text-align: center;">PER 25 PER 26</h3>	Issued: <h3 style="text-align: center;">09/01/11</h3>

1 Sick leave shall mean illness of the employee from natural causes or accident or annual wellness
 2 visits; or illness or annual wellness visits or death of the employee’s spouse, parent,
 3 grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-
 4 in-law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other
 5 family member with approval of the Director of Schools, which necessitates the absence of
 6 the employee.¹

7 The time allowed for sick leave with pay shall be one day for each month of employment.²
 8 Sick leave shall be cumulative for all earned days not used. At retirement, the unused
 9 accumulated sick leave may be used as retirement credits.

10 Employees may elect to participate in the Murfreesboro City Schools’ Sick Leave Bank,
 11 established by the Board pursuant the Teachers’ Sick Leave Bank Act, T.C.A. 49-5-801 et.
 12 Seq., to facilitate the voluntary pooling and irrevocable donation of accumulated personal
 13 sick leave for the purpose of providing sick leave to members of the program who have
 14 suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick
 15 leave is exhausted.

16 If an employee uses more sick days than they have earned, the sick days shall be deducted
 17 from the employee’s ~~final~~ paycheck ~~for the year~~. The amount will be based on the
 18 employee’s daily rate of pay sufficient to cover any excess sick leave days used by the
 19 employee. If such final check is insufficient for this purpose, the employee shall be liable for
 20 reimbursement of any amount in excess of the employee’s final paycheck for the year.

21 When an employee will be absent from work, the employee shall notify the principal/
 22 supervisor or the principal’s/supervisor’s designee as soon as possible before their scheduled
 23 time to report to work.

24 The professional employee shall notify the principal or the principal’s designee within a
 25 reasonable length of time before they intend to return to the classroom and not later than one
 26 (1) hour before school opens that morning, so that the principal or the principal’s designee
 27 may be able to notify the substitute.

28 An employee, including an employee on pre-approved leave or other type of leave, shall not be
 29 charged with a day of leave for any day on which the employee’s school or the school district
 30 is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or
 31 other unexpected event.

32 A physician’s statement shall be filed with the Principal/Supervisor for each period of illness
33 of five (5) or more consecutive work days. The physician’s statement should include the date
34 of commencement of the illness/injury and an expected date of return to work. The Director
35 of Schools may require a physician’s statement for any sick leave claim.² In the event of the
36 absence of an employee in excess of the sick leave days available to the employee, the
37 Director of Schools may require an examination, paid for by the Board, by a physician
38 certifying the previous absences.

39 If an employee fails to provide appropriate notice or certification for sick leave, forfeiture of
40 the paid leave will result, with the exception of those cases deemed an emergency by the
41 Principal/Supervisor. The Human Resources Department shall keep a record of the
42 accumulated sick leave for each eligible employee and shall provide a verified copy to the
43 employee upon request.

44 An employee, upon employment, may transfer any accumulated sick leave from another
45 Tennessee school system, provided that the Director of the system in which any such leave was
46 accumulated provides notarized verification.²

Legal References

1. TRR/MS 0520-01-02-.04(2)
2. TCA 49-5-710

Cross References

- Family and Medical Leave 5.305
Physical Assault Leave 5.307

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 01/29/19
		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

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

59

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

62

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

65

66

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

68

69 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
70 their prescribed medication in a manner directed by a licensed healthcare provider without additional
71 assistance or direction. The Director of Schools shall develop procedures for the development of both

72 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law
 73 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

74

75

76 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

77

78 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
 79 the student's diagnosis. Once notified, the district shall observe the following procedure:

80

81

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.

82

83

84

85

2. The district shall maintain a record of all school personnel who have completed this training.

86

87

3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

88

89

90

91

92

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

93

94

95

96

STOCKED EPINEPHRINE AUTO-INJECTORS

97

98

Murfreesboro City Schools will provide at least two (2) doses of auto-injectable epinephrine (also called stock epinephrine) in each school building, to be administered by a school nurse or designated employee of the school who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

99

100

101

102

MCS will obtain a standing order from a licensed physician. Standing orders must be renewed annually and with any change in prescriber.

103

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
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Student Health Services 6.401

THE CITY SCHOOLS FOUNDATION BYLAWS

ARTICLE I

Name

Section 1. This organization shall be known as The City Schools Foundation, hereinafter called the "Foundation." The Foundation is, according to regulation promulgated by the Internal Revenue Service, a public charity.

Section 2. The registered office of the Foundation in the state of Tennessee is that shown in the Charter of Incorporation.

Section 3. The Foundation may have such other offices as the Trustees determine.

Section 4. The Foundation may have a corporate seal of a design and form to be determined by the Foundation Board of Trustees.

ARTICLE II

Purpose

Section 1. The purpose and objectives of the Foundation shall be those as established in the Charter of Incorporation issued by the Secretary of State.

Section 2. Any funds raised by the Foundation are not to supplant operating costs of the Murfreesboro City Schools or the funds raised by the Parent Teacher Organizations ("PTOs"). Funds raised by the Foundation shall be used to: enhance existing programs of Murfreesboro City Schools; provide assistance to students; finance or assist with financing of capital projects for the benefit of Murfreesboro City Schools; or finance any project that will improve education in Murfreesboro City Schools. The Foundation shall develop partnerships with Middle Tennessee State University and the Rutherford County Chamber of Commerce.

ARTICLE III

Board of Trustees

Section 1. The corporate powers of the Foundation shall be exercised by an independent Board of Trustees. The Foundation Board of Trustees shall be selected by the Murfreesboro City School Board. The initial Foundation Board shall be not more than fifteen (15) in number; however, the number of voting Trustees may be increased

or decreased to any odd number, by amendment of these Bylaws. Any change in the number of Trustees will be voted on and approved by a majority of the Trustees before it becomes effective. The terms shall be staggered. One-third of the initial members shall have a one-year initial term, one-third of the initial members shall have a two-year initial term, and one-third of the initial members shall have a three-year initial term. All subsequent terms shall be three (3) years. The initial appointed Trustees shall draw lots for initial terms of office, unless the initial terms of office are otherwise agreed to.

Section 2. The entire membership of the Foundation Board of Trustees shall be not more than nineteen (19).

Section 3. The Foundation Board of Trustees shall have the following ex-officio members: the Director of the Murfreesboro City Schools or designee; one (1) Murfreesboro City School Board member; and one (1) Murfreesboro City Schools Administrative staff member.

Section 4. The Foundation Board of Trustees shall be representative of the City of Murfreesboro community. Trustees generally shall have an interest in education. Trustees shall be residents of Rutherford County and shall be supportive of the Foundation by their presence and through financial contributions. Trustees shall serve without compensation.

Section 5. The standard term of office shall be three (3) years. Trustees may be nominated by the Foundation Board and elected by the Murfreesboro City School Board for one (1) additional three-year term. Trustees may not be elected for more than two (2) consecutive three-year terms. Trustees who have served two (2) consecutive three-year terms may be re-elected when they have been off the Board for a minimum of one year. The filling of any vacancy in a term shall be considered less than a full three-year term. Any term of less than three (3) years shall not be counted in the two (2) consecutive three-year term limit.

Section 6. Each appointed Trustee shall hold office until the annual meeting three (3) years following such Trustee's election and until a successor is elected, or until such Trustee's death, or until resignation or until such Trustee is removed in the manner hereinafter provided. The term of office for approximately one-third of the appointed Trustees shall expire each year. Persons, together with representatives of banks or trust companies which serve as Trustees, investment advisors, custodians, or agents for or with respect to funds of or held for the benefit of this Foundation, shall never constitute more than one-half of the Trustees of this Foundation. Any Trustee may resign at any time by giving written notice to the Chair of the Foundation Board or to the Secretary. The resignation takes effect at the time specified by the Trustee, and the acceptance of the resignation is not necessary to make it effective. Any vacancy in the Foundation Board of Trustees will be filled by a person nominated by the Foundation Board and receiving a majority vote of the Murfreesboro City School Board. Any Trustee so elected will hold office for the remaining term of that Trusteeship or until a successor is duly elected and qualified.

Section 7. It shall be the responsibility of the Foundation Board of Trustees to develop and promote a program to fulfill the purpose of the Foundation. The Foundation Board of Trustees shall be responsible for the ongoing solicitation of gifts, grants, and bequests for the Foundation.

ARTICLE IV **Meetings**

Section 1. The Foundation Board of Trustees shall meet not less than two (2) times per year with additional called meetings. Notice of the meetings shall be made in writing at least ten (10) days prior to the meeting date.

Section 2. The Trustees shall agree upon the time and location of such meetings. The Trustees shall be allowed to participate in such meetings by any means allowed by state law.

Section 3. Except as otherwise provided by statute or these Bylaws, a minimum of fifty percent (50%) of the Trustees is required to constitute a quorum to transact business at any meeting, and the act of a majority of the Trustees present at such a meeting will be the act of the Foundation Board. In the absence of a quorum, a majority of the Trustees present may adjourn the meeting. Notice of any adjourned meeting need not be given.

Section 4. One (1) of the meetings shall be designated by the Foundation Board as the annual meeting. Absent any such specific designation, the annual meeting shall be held no later than March 31 of each year. At such meeting, Trustees and Officers shall be elected, and the Chair and Treasurer shall report on the activities and financial condition of the Foundation, including any necessary reports to be filed with the Secretary of State to maintain corporate status, and the Murfreesboro City School Board.

Section 5. The Foundation Board shall establish committees as necessary to carry out the purposes of the Foundation.

Section 6. The Foundation Board shall establish attendance requirements for Trustees. If a Trustee fails to meet such attendance requirements, such individual shall be removed from the Foundation Board.

Section 7. Special meetings may be called by the Chair of the Foundation Board or by two (2) or more of the Trustees. Notice of special meetings will be mailed to each Trustee's residence or place of business, at least five (5) days before the day of the meeting, or delivered personally or by telephone, no later than two (2) days before the meeting. The notice must include the time and place of the meeting, but need not state the purposes. Any meeting of the Foundation Board will be a legal meeting without any

notice having been given, if all of the Trustees of the Foundation then in office are present at the meeting or waive such notice in writing before, at, or after the meeting.

Section 8. Any appointed Trustee may be removed, with or without cause at any time. Removal requires a vote of a majority of the Trustees at a special meeting called for that purpose. Proper notice must be given in writing ten (10) days prior to the meeting. The resulting vacancy will be filled in the manner specified in Article III.

Section 9. Proxies shall not be allowed.

ARTICLE V

Officers

Section 1. The officers of the Foundation Board of Trustees shall be Chair, Vice Chair/Chair-elect, Secretary, and Treasurer, and if the Foundation Board chooses, one (1) or more other officers.

Section 2. The Secretary shall have an Assistant Secretary, who shall not be considered an Officer of the Foundation Board for purposes of membership on the Executive Committee, and who shall be the Director of the Murfreesboro City Schools, and serve on the Board ex-officio.

Section 3. All officers will be Trustees. All officers of the Foundation Board shall be elected by the Board of Trustees to serve a one-year term, or until their successors are elected. A term of office shall begin at the close of the meeting following their election.

Section 4. No member of the Foundation Board of Trustees shall hold more than one (1) office at a time, and no officer shall serve more than three (3) consecutive terms in that office, except the Treasurer, who may serve as many terms as elected.

Section 5. Should a vacancy occur in any office, the Foundation Board of Trustees shall elect a qualified person to fill the vacancy for the unexpired term. A special meeting may be called for this purpose, if necessary.

Section 6. Any officer may resign by giving written notice to the Foundation Board. Any resignation will take effect at the time specified, and the acceptance of the resignation shall not be necessary to make it effective.

Section 7. Any officer may be removed, with cause, by a vote of the Foundation Board at a meeting called for that purpose, and such purpose shall be stated in the notice.

Section 8. A vacancy in any office will be filled for the unexpired portion of the term in the manner prescribed in these Bylaws for election or appointment to such office.

Section 9. The Chair of the Foundation Board conducts the meetings of the Foundation, is its chief executive officer, and has general management of the business of the Foundation. When present, the Chair presides at all meetings of the Foundation Board. The Chair sees that all orders and resolutions of the Foundation Board are carried out. With the proper signature of one other duly qualified officer of the Foundation, the Chair may execute and deliver any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the Foundation, including without limitation, any instruments necessary or appropriate to enable the Foundation to donate income or principal of the Foundation to or for the account of such organizations, causes, and projects described in the Charter of Incorporation that the Foundation was organized to support. The Chair shall have all other such duties as are normally associated with that office.

Section 10. The Vice Chair will have such powers and duties as may be specified in the Bylaws or prescribed by the Foundation Board of Trustees or the Chair of the Foundation Board. In the event of absence or disability of the Chair, the Vice Chair shall succeed to such Chair's power and duties in the order designated by the Foundation Board.

Section 11. The Secretary shall see that the proceedings of the meetings of the Foundation Board are kept. The Secretary shall, when directed to do so, notify the Trustees of all meetings and perform such other duties as may from time to time be prescribed by the Foundation Board or by the Chair and, in general, shall perform the duties incident to the office of the Secretary.

Section 12. The Treasurer or designee, will keep accurate accounts of all moneys of the Foundation received or disbursed. The Treasurer deposits monies, drafts and checks to the credit of the Foundation in banks and depositories designated by a majority of the whole Foundation Board. The Treasurer may endorse for deposit all notes, checks and drafts received by the Foundation, and renders as required, an account of all transactions, and of the financial condition of the Foundation. Other duties may be prescribed by the Foundation Board and, in general, the Treasurer shall perform all duties incident to the office.

Section 13. The Foundation may have other officers and agents as may be deemed necessary by the Foundation Board. Their appointment, duties and terms will be determined by resolution of the Foundation Board.

Section 14. The Foundation Board may establish a body of any number of Advisors to assist in the development and operation of the Foundation. The Advisors shall have no vote in Foundation matters and no authority to affect Foundation policy.

ARTICLE VI

Executive Committee

Section 1. The Executive Committee of the Board shall consist of the officers of the Board, and the chairs of the any Standing Committees established by the Foundation Board.

Section 2. The Chair of the Foundation Board of Trustees shall serve as Chair of the Executive Committee.

Section 3. The Executive Committee shall act for and on behalf of the Foundation Board at such times when the Foundation Board is not convened in regular or special meetings, and shall exercise such other functions and powers as may be specifically delegated by the Foundation Board.

Section 4. The Executive Committee shall meet at least two (2) weeks prior to the regularly scheduled meetings of the Foundation Board of Trustees for the purpose of refining the issues and preparing the Agenda to be considered by the Foundation Board. The Committee may meet at any other time deemed necessary by the Chair of the Foundation Board. Notice of the meetings of the Executive Committee shall be mailed at least two (2) days in advance of the meeting.

Section 5. A majority of the Executive Committee shall constitute a quorum.

ARTICLE VII

Standing Committees

Section 1. The Foundation Board may act by and through committees specified in resolutions adopted by a majority of the whole number of Trustees, including an executive committee. Committees shall be appointed by the Chair of the Executive Committee from time to time as deemed necessary to carry on the work of the Foundation, in consultation with the Executive Committee. The duties and responsibilities will be designated by the Foundation Board and each such committee will be subject to the direction of the Chair of the Foundation Board. Community members may also serve on any committee, if the Foundation Board so decides.

Section 2. Committee Chairs shall be appointed by the Chair of the Foundation Board in consultation with the Executive Committee and the Assistant Secretary of the Foundation. The Committee Chairs shall serve a one-year term. The Committee Chairs shall be eligible for reappointment as long as they remain on the Foundation Board.

Section 3. All committee members shall be appointed by the Officers of the Foundation Board in consultation with the Committee Chairs. Foundation Board members may serve on more than one (1) committee. Committee members shall be appointed for one-year terms which shall commence following the meeting in which they

have been appointed to serve. Committee members shall be eligible for reappointment as long as they remain on the Foundation Board.

Section 4. The Director of the Murfreesboro City Schools or designee shall be an ex-officio member of all committees.

ARTICLE VIII **Expenditures**

Section 1. All checks or other disbursements of the Foundation shall be signed by the Foundation Board Chair and the Treasurer of the Foundation.

Section 2. Except for operational expenses incurred and appropriate to further the purposes and activities of the organization, expenditures shall be for items which further the purposes of the Foundation.

Section 3. Expenditures and income for the Foundation shall be published in an annual report of the Foundation and distributed at the annual meeting of the Foundation Board of Trustees. Such annual report shall be presented to the Murfreesboro City School Board no later than March 31 of each year.

Section 4. All notes or other evidences of indebtedness issued in the name of the Foundation shall be signed by such persons and in such manner as shall be determined by the Foundation Board.

Section 5. This Foundation may designate such fiscal agents, investment advisors and custodians as the Foundation Board may select by resolution. The Foundation Board may at any time, with or without cause, discontinue the use of the services of any such fiscal agent, investment advisor, or custodian.

Section 6. It shall be the policy of this Foundation that the Foundation Board shall assume and discharge fiduciary responsibility with respect to all funds held or administered by this Foundation.

Section 7. This Foundation will make distributions as needed for one or more of the educational purposes for which it is organized in an amount determined by the Foundation Board to be appropriate. This includes administrative expenses and amounts paid to acquire an asset used (or held for use) directly in carrying out one or more of its purposes. In any such distribution of funds there will be no discrimination on account of the age, sex, color, religious affiliation, national origin or handicapping condition of the individuals or programs to be benefited thereby.

Section 8. This Foundation will not engage in any act which would constitute "self-dealing" as defined in Section 4941(d) of the Internal Revenue Code of 1986, 26 USCA §4941.

Section 9. This Foundation will assure that no funds, whether owned by the Foundation or vested in a trust for the benefit of the Foundation, are invested or reinvested in such a manner that jeopardizes the carrying out of any educational purposes for which this Foundation is organized.

Section 10. The Foundation will exercise "expenditure responsibility," as defined in Section 4945(h)(1) and (2) of the Internal Revenue Code of 1986, as now enacted or as hereafter amended, with respect to all grants and distributions.

Section 11. The Foundation Board will take steps to assure that each Trustee, agent, or custodian of the unrestricted trusts or funds that are a component part of this Foundation, administer them in accordance with accepted standards of fiduciary conduct to produce a reasonable (as determined by the Foundation Board) return of net income.

ARTICLE IX **Gifts and Contributions**

The Foundation Board may accept or reject on behalf of the Foundation any contribution, gift, service, bequest, or devise for the general purpose or for any specific purpose of the Foundation. Gifts and contributions shall be transmitted to the Finance Committee for investment in accordance with the investment policy objectives and guidelines of the Foundation.

ARTICLE X **Books of Record, Audit, Fiscal Year, Bond**

Section 1. The Foundation Board will keep:

- (a) records of all proceedings of the Foundation Board and Committees; and
- (b) all financial statements of this Foundation; and
- (c) Charter of Incorporation and Bylaws of this Foundation and all amendments and restatements; and
- (d) other records and books of account necessary and appropriate to the conduct of the corporate business.

Section 2. The records and books of account of this Foundation will be audited at least once in each fiscal year in such a manner as may be deemed necessary or appropriate, and also shall make such inquiry as the Foundation Board deems

necessary or advisable into the condition of all trusts and funds held by any Trustee, agent, or custodian for the benefit of this Foundation, and shall retain such person or firm for such purposes as it may deem appropriate.

Section 3. The fiscal year of the Foundation shall commence on January 1 of each year. The Foundation shall provide for an annual audit conducted by an independent accounting firm.

Section 4. The Foundation will obtain bond on such people and in such amounts as may from time to time be deemed necessary by the Foundation Board.

ARTICLE XI **Reports**

The Foundation shall report annually to the Murfreesboro City School Board and provide the Murfreesboro City School Board with copies of all Foundation policies.

ARTICLE XII **Parliamentary Authority**

In the event of conflict, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the conduct of all meetings of the Foundation Board of Trustees and Committees.

ARTICLE XIII **Amendments**

The Foundation Board may amend this Foundation's Charter of Incorporation, and these Bylaws to include or omit any provision which could be lawfully included or omitted subject to the Murfreesboro City School Board's approval. Any number of amendments, or an entire revision or restatement of the Charter of Incorporation or Bylaws, may be submitted and voted upon at a single meeting of the Foundation Board and adopted at such meeting a quorum being present, upon receiving the affirmative vote of not less than two-thirds of the whole number of Trustees. However, amendment of Article V of the Charter of Incorporation may be made only with the unanimous approval and resolution of all qualified Trustees. Such amendments, revision or restatement shall be presented to the Murfreesboro City School Board for approval by a majority of the Murfreesboro City School Board prior to taking effect. Notice of proposed changes shall be made along with notification of the meeting at least ten (10) days prior to the meeting.

ARTICLE XIV
Waiver of Notice

Whenever any notice is required to be given by these Bylaws or any of the corporate laws of the State of Tennessee, such notice may be waived in writing, signed by the person or persons entitled to said notice, whether before, at, or after the time stated therein, or before, at, or after the meeting.

The undersigned certifies the foregoing Bylaws have been adopted, as amended, as the Bylaws of the Foundation, by the Foundation Board as of _____, 2005.

Secretary

Proposed Amendment :

Current Version to Article X, Sec. 2:

The records and books of account for this Foundation will be audited at least once in each fiscal year in such a manner as may be deemed necessary or appropriate, and shall make such inquiry as the Foundation Board deems necessary or advisable into the conditional of all trusts and funds held by any Trustee, agent, or custodian for the benefit of this Foundation, and shall retain such person or firm for such purpose as it may deem appropriate.

Proposed Amendment to Article X, Sec. 2:

The records and books of account for this Foundation shall be reviewed at least once in each fiscal year in such a manner as may be deemed necessary or appropriate, and shall make such inquiry as the Foundation Board deems necessary or advisable into the conditional of all trusts and funds held by any Trustee, agent, or custodian for the benefit of this Foundation, and shall retain such person or firm for such purpose as it may deem appropriate.

The records and books of account for this Foundation shall be audited at least once every three (3) years in such a manner as may be deemed necessary or appropriate, and shall make such inquiry as the Foundation Board deems necessary or advisable into the conditional of all trusts and funds held by any Trustee, agent, or custodian for the benefit of this Foundation, and shall retain such person or firm for such purpose as it may deem appropriate.

2. CONTACT INFORMATION FORM

There may be one or more amendments to this Invitation to Bid. If your company desires to receive copies or notices of any such amendments, you must provide the information requested below to MCS. Please send this information to the MCS contact person listed above via mail or fax. MCS will send amendments only to those firms which timely complete and return this form via mail or fax.

Bid Title (3) 90 Passenger Buses

Company name Mid-South Bus Center, Inc.

Mailing address 3512 Bill Smith Drive
Murfreesboro, TN. 37129

Phone number (615) 890-6368

Fax number (615) 890-6387

Company Contact Person Chuck LaLance

email : Chuck@thebuscenter.com

3. Bid Submittal Form:

Bid Name:

✓ All prices must include all costs. Costs included in the bid prices shall include parts, labor, accessories and any other standard equipment necessary to make this system operational, freight, delivery, installation, and training instructions. MCS is not subject to sales tax.

✓ Explain type of warranty, length, coverage provided, bidder and purchaser liabilities and any associated costs. Specify any additions to the warranty coverage above the limits set forth in the attached specifications (attach additional pages if necessary).

✓ State the name and location of the nearest authorized factory service facility or provider.

✓ Bidders shall submit with its bid a detailed description and specifications of the product(s).

✓ Awarded bidder will honor price(s) for other local governments.

✓ Bidder will honor bid prices for 365 days (Minimum 90 days unless otherwise specified)

✓ In compliance with this ITB, and subject to all conditions thereof, the undersigned agrees that if this bid response is accepted within 5 days from the date of opening, to furnish any or all of the items upon which price(s) are quoted, at the price set opposite each item unless otherwise specified.

Mfr./Model	Price Unit	Total
2019 or Newer Thomas 1418S - 90 passenger EFX school Bus	Ninety seven thousand seven hundred sixty one dollars each. \$97,761. ⁰⁰ each	\$97,761. ⁰⁰ each
	+/- options if applicable.	

* You may purchase as many buses as you need at the price below.

Total Bid Price: \$ 97,761.⁰⁰ each - Ninety seven thousand seven hundred sixty one dollars each
+/- Options if applicable

1 of 2

Contact: Chuck Lalance

Signature: *Chuck Lalance*

Date: 2/8/19

THIS BID RESPONSE SHALL BE REJECTED IF NOT SIGNED WHERE INDICATED.

Name of Firm:

Mid-South Bus Center, Inc.

Form of Business:

Automotive/Bus Dealership

Authorized Signature and Date:

Chuck Lance 2/8/19

Name Printed and Title:

Chuck Lance - Co-Owner

Address:

3512 Bill Smith Drive

Murfreesboro, TN. 37129

Telephone Number: (615) 890-6368 Fax Number: (615) 890-6387

E-Mail: Chuck@thebuscenter.com

Delivery Date: On or before July 20, 2019 with "Letter of Intent" to purchase or P.O. received by Feb 28, 2019. All orders received after 2/28/19 will have 180 days delivery "after receipt of Order" A.R.O. or sooner.

ROGER W. HUDSON
JEFFREY L. REED
JOSH A. MCCREARY
E. EVAN COPE
NICHOLAS C. CHRISTIANSEN



HUDSON, REED & MCCREARY, PLLC
ATTORNEYS AT LAW

16 PUBLIC SQUARE NORTH
P.O. Box 884 (37133-0884)
MURFREESBORO, TN 37130
PHONE: (615) 893-5522
FAX: (615) 849-2135
WWW.MBOROLAW.COM

February 15, 2019

VIA HAND DELIVERY

Butch Campbell, Chairman
Murfreesboro City School Board
2552 South Church Street
Murfreesboro, TN 37127

RE: Unanimous Joint Resolution In Opposition to School Vouchers and
Education Savings Accounts

Dear Mr. Campbell:

Enclosed please find the Unanimous Joint Resolution of the Rutherford County Board of Education and the Murfreesboro City School Board in Opposition to School Vouchers and Education Savings Accounts which has been executed by all the members of the Rutherford County Board of Education. If acceptable with the City School Board Members, please have signed and return to me.

Thank you.

Sincerely,

Jeff Reed

JLR:jda
Enclosure

**UNANIMOUS JOINT RESOLUTION OF THE RUTHERFORD COUNTY BOARD
OF EDUCATION AND THE MURFREESBORO CITY SCHOOL BOARD
IN OPPOSITION TO SCHOOL VOUCHERS AND
EDUCATION SAVINGS ACCOUNTS**

WHEREAS, the Legislature for the State of Tennessee has resumed session and a number of paid lobbyists and private for profit companies are seeking to have the State of Tennessee adopt a voucher program by which public school funds are diverted to private companies and private interests; and

WHEREAS, many of these lobbyists and private companies and organizations are out of state companies and organizations spending significant sums of money to advance their agenda through a voucher program; and

WHEREAS, the public education system of Tennessee is best managed by Tennesseans for which it serves and not by out of state companies and organizations; and

WHEREAS, the Rutherford County and City of Murfreesboro school systems have been recognized as Exemplary school systems in the State of Tennessee; and

WHEREAS, the Rutherford County School System is the fourth largest school system in the State of Tennessee and together with the City of Murfreesboro School System, the two school systems serve in excess of 59,000 students; and

WHEREAS, the Rutherford County Board of Education and the Murfreesboro City School Board recognize that voucher programs and education savings accounts hurt public education; and

WHEREAS, voucher programs hurt public education by taking dollars that would otherwise go into the public school system and giving those dollars to private interests; and

WHEREAS, every public school system in Tennessee has costs to maintain a free public school system and any funds taken from the public school system for private vouchers are not likely to be replaced by the State; and

WHEREAS, school vouchers likely will lead to tax increases as local governments would need to increase property taxes to pay for the lost revenue from the State going to private voucher programs; and

WHEREAS, a loss of tax dollars will reduce funding available for academic programs and teaching staff at public schools; and

WHEREAS, school vouchers send public dollars to private schools creating a two-tier school system not open to all students; and

WHEREAS, studies of voucher programs in Indiana, Louisiana, and Ohio have shown that students enrolled in private schools through vouchers perform academically worse than they performed in public schools and the New York Times has reported such problems; and

WHEREAS, studies have shown that students attending private school through vouchers in Indiana and Ohio score lower on reading and math tests compared to similar students in public schools; and

WHEREAS, voucher programs do not fix lower performing schools, but undermine such schools' ability to improve and perform better; and

WHEREAS, paid pro-voucher lobbyists have lobbied for vouchers for the last several years; and

WHEREAS, paid pro-voucher lobbyists are now attempting to achieve their goals through rebranding their campaign through "Education Savings Accounts"; and

WHEREAS, "Education Savings Accounts" are the equivalent of vouchers and divert funds from the public school system to private schools and private benefit; and

WHEREAS, funds diverted to Education Savings Accounts will result in higher taxes in order to fund Tennessee's public school system;

WHEREAS, diverting public funds to Education Savings Accounts results in no accountability over those funds to ensure that education dollars are actually spent on academically successful programs and schools;

NOW, THEREFORE, be it resolved unanimously by ALL of the Board Members of the Rutherford County Board of Education and the Murfreesboro City School Board:


The Rutherford County Board of Education and the Murfreesboro City School Board oppose legislation establishing school vouchers and Education Savings Accounts in Tennessee as school vouchers and Education Savings Accounts hurt the free public education system, divert limited State

education dollars to private interests, have been shown to hurt the academic progress of students, and will result in a need for an increase in taxes to replace the funds going to private individuals and entities through voucher and education savings accounts.

RUTHERFORD COUNTY BOARD OF EDUCATION



By: **Jim Estes, Chairman**


By: **Coy Young, Vice-Chairman**


By: **Terry Hodge, Board Member**

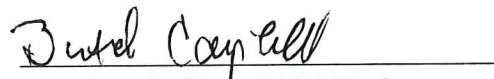

By: **Tiffany Johnson, Board Member**



By: **Jeff Jordan, Board Member**


By: **Lisa Moore, Board Member**


By: **Tammy Sharp, Board Member**

MURFREESBORO CITY SCHOOL BOARD


By: **Butch Campbell, Chairman**


By: **David Settles, Vice-Chairman**

Wesley Ballard

By: Wesley Ballard, Board Member

Roseann Barton

By: Roseann Barton, Board Member

Becky Goff

By: Becky Goff, Board Member

David B. LaRoche

By: David LaRoche, Board Member

Amanda Moore

By: Amanda Moore, Board Member

Murfreesboro City Schools/ Personnel Report

01/24/2019 - 02/20/2019

CLASSIFIED PERSONNEL HIRED

Last Name	First Name	Hire Date	Location	Position
NICHOLAS	CRYSTAL	01/25/2019	TRANSPORTATION	BUS AIDE
VANDERBLOOM	JAMES	02/01/2019	TRANSPORTATION	BUS AIDE
MARTIN	STEPHENIE	02/19/2019	TRANSPORTATION	BUS AIDE
MERRILL	CHANTILLY	02/19/2019	TRANSPORTATION	BUS AIDE

CLASSIFIED RESIGNATIONS/RETIREMENTS/TERMINATIONS

Last Name	First Name	Term Date	Location	Position
GLOVER	CHRISTOPHER	01/25/2019	MAINTENANCE	GROUNDSKEEPER
BAILEY	LAUREN	02/13/2019	JOHN PITTARD	ESP SITE DIRECTOR
HALL	ROBIN	02/15/2019	SCALES	ESP ACCOUNTS MANAGER
HOOTER	ANGELA	02/19/2019	MNE	EDUCATIONAL ASST
WALLING	JONATHAN	02/20/2019	MAINTENANCE	GROUNDSKEEPER FOREMAN

CERTIFIED PERSONNEL HIRED

none

CERTIFIED RESIGNATIONS/RETIREMENTS/TERMINATIONS

Last Name	First Name	Term Date	Location	Position	Tenure Y/N
KOHLMAN	SARAH	02/01/2019	MNS/ESE	SCHOOL COUNSELOR	N

CERTIFIED INTERIM PERSONNEL HIRED

Last Name	First Name	Hire Date	Location	Position
DONALSON	AMANDA	2/8/2019	MNS/ESE	INTERIM SCHOOL COUNSELOR

CERTIFIED PERSONNEL TRANSFERS

NONE

COMPARISON OF BUDGET TOTALS
July 1, 2018 Through January 31, 2019

TOTAL INCOME	7/1/18 - 1/31/19	\$	44,101,263
TOTAL EXPENSES	7/1/18 - 1/31/19		<u>40,120,018</u>
NET INCOME	1/31/19	\$	<u><u>3,981,245</u></u>

YEAR-TO-DATE REVENUE COMPARISON

JANUARY 2019

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	6,773,403.00	(6,749,597)	50.1%	\$13,972,500.00	7,163,987	\$ (6,808,513)	51.3%
2	40210-Local Option Sales Tax	10,968,000	5,240,891	(5,727,109)	47.8%	10,980,000	5,661,553	(5,318,447)	51.6%
3	40000-41110-Other County Rev	1,773,000	731,573	(1,041,427)	41.3%	1,736,000	771,652	(964,348)	44.5%
4	44000-Other Local Revenue	515,750	290,038	(225,712)	56.2%	582,750	352,188	(230,562)	60.4%
5	46511-Basic Educ. Program	40,843,453	24,484,200	(16,359,253)	59.9%	44,430,513	26,088,000	(18,342,513)	58.7%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	337,100	117,012	(220,088)	34.7%	650,190	148,413	(501,777)	22.8%
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	3,097,560	(2,212,543)	58.3%	6,585,103	3,841,310	(2,743,793)	58.3%
15	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	TOTALS	\$ 73,315,406	\$40,759,002	\$ (32,556,404)	55.6%	\$78,961,381.00	\$ 44,101,263	\$ (34,860,118)	55.9%

YEAR-TO-DATE EXPENDITURE COMPARISON

JANUARY 2019

PAGE 1

	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	21,085,931	\$ (20,391,347)	50.8%	42,911,896	21,471,137	\$ (21,440,759)	50.0%
2 71200-Sp. Ed. Instr.	7,644,423	3,778,925	(3,865,498)	49.4%	7,888,139	4,026,648	(3,861,491)	51.0%
3 71400-Student Body Ed.	38,706	29,589	(9,117)	76.4%	40,000	54,859	14,859	137.1%
4 72110-Attendance	152,743	84,203	(68,540)	55.1%	152,854	90,053	(62,801)	58.9%
5 72120-Health Services	730,446	346,235	(384,211)	47.4%	768,990	381,035	(387,955)	49.6%
6 72130-Guidance	1,998,065	989,457	(1,008,608)	49.5%	2,393,876	1,278,305	(1,115,571)	53.4%
7 72210-Reg. Instr. Spprt.	2,251,653	1,121,760	(1,129,893)	49.8%	2,026,910	1,070,877	(956,033)	52.8%
8 72220-Sp. Ed. Support	1,625,873	708,213	(917,660)	43.6%	1,559,456	762,651	(796,805)	48.9%
9 72250-Technology	1,435,989	804,460	(631,529)	56.0%	1,620,382	879,388	(740,994)	54.3%
10 72310-Bd. Of Educ.	1,109,057	577,213	(531,844)	52.0%	1,706,403	836,172	(870,231)	49.0%
11 72320-Office of Supt.	324,923	170,985	(153,938)	52.6%	369,519	195,895	(173,624)	53.0%
12 72410-Office of Prin.	4,170,150	2,244,404	(1,925,746)	53.8%	4,329,922	2,258,906	(2,071,016)	52.2%
13 72510-Fiscal Services	538,980	345,366	(193,614)	64.1%	555,488	349,975	(205,513)	63.0%
14 72520-Personnel Services	372,495	213,588	(158,907)	57.3%	415,523	224,247	(191,276)	54.0%
15 72610-Oper. Of Plant	5,827,275	2,560,162	(3,267,113)	43.9%	5,823,596	2,757,235	(3,066,361)	47.3%
16 72620-Maint. Of Plant	2,254,631	928,564	(1,326,067)	41.2%	2,448,445	1,143,441	(1,305,004)	46.7%
17 72710-Pupil Transp.	2,865,694	1,479,837	(1,385,857)	51.6%	2,896,934	1,457,745	(1,439,189)	50.3%
18 73300-Community Servic	506,730	273,292	(233,438)	53.9%	514,247	285,858	(228,389)	55.6%
19 73400-Early Childhood Educ	89,500	16,347	(73,153)	18.3%	16,500	334	(16,166)	2.0%
20 76100-Reg. Cap. Outlay	747,824	392,195	(355,629)	52.4%	607,034	371,397	(235,637)	61.2%
21 99100-Operating Transfers	822,909	223,860	(599,049)	5.0%	860,431	223,860	(636,571)	26.0%
TOTALS	76,985,344	38,374,586	\$ (38,610,758)	49.8%	79,906,545	40,120,018	\$ (39,786,527)	50.2%