

**Board of Education Regular Meeting**

May 28, 2019 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER BY BOARD CHAIR</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by a board member.	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item Presentation of New Foundation Board Members Murfreesboro City Schools would like to congratulate the following students who won the Earth Day poster contest: <ul style="list-style-type: none"><li>• Catherine Parkerson, Sydney Jennings, and Cohen Jennings from Discovery School</li><li>• Filip Mohmoud from Scales Elementary</li></ul> MCS would like to congratulate the following staff members that were selected as Foundation Fellows: <ul style="list-style-type: none"><li>• Kimberly Hix from Scales Elementary</li><li>• Ashley Herod from Mitchell Neilson</li><li>• Emily Petty from Bradley Academy</li><li>• Trey Duke from Salem Elementary</li></ul> MCS has once again secured the student perfect attendance incentive with Go USA Fun Park. Each month a student gets perfect attendance they get a free pass for a game of Mini Golf. We very much appreciate the partnership that we have with Go USA to offer this incentive. This past school year, we had over 33,000 golf trips. Congratulations to the teachers who wrote and received received Business Education Partnership grants for their classrooms: <ul style="list-style-type: none"><li>• Emily Petty from Bradley for “Learning Math Is Larger than Life.”</li><li>• Kelley Kleppinger from Discovery for “Music Is Not a Spectator Sport.”</li><li>• Michelle Eaton from Erma Siegel for “Computerized Marbles.”</li><li>• Debbie Hickerson from John Pittard for “Show What You Grow.”</li></ul> MNS would like to thank the following community partners: <ul style="list-style-type: none"><li>• Jim Dillon and Sumitomo Electric Wiring Systems for donating \$300 to the Greenhouse Club</li><li>• First Baptist Church on Castle St for providing fresh grilled hamburgers and hot dogs for lunch for the entire faculty and staff for Teacher Appreciation Week</li><li>• Michael Davis, with WeLead and the Nicholas Foundation, for providing lunch for the teachers</li><li>• Boy Scout troop number 711, for spending their service hours cleaning up the flowerbeds at Mitchell Neilson</li></ul> The works of three Murfreesboro City Schools' students were selected for award in this year's 6 <sup>th</sup> annual <b>MTSU Winner's Circle!</b> <ul style="list-style-type: none"><li>• <b>K-2nd:</b> Amy Diaz, Erma Siegel Elementary, 2nd Grade <b>\$25.00 award</b></li><li>• <b>3rd-5th:</b> Leonardo Martinez, Hobgood, 3rd Grade <b>\$25.00 award</b></li><li>• <b>6th-8th:</b> Zaire Pouncil, Reeves Rogers, 6th Grade <b>\$50.00 award</b></li></ul> This represents a "clean sweep" for MCS among public and private schools in a nine-school district area. We appreciate the opportunities MTSU provides for showcasing our students' talents.	Mrs. Lisa Trail

<p>Many thanks to The Drone Tech Team:</p> <ul style="list-style-type: none"> <li>• Doug Burks</li> <li>• Ben Biles</li> <li>• Brian Cathcart</li> <li>• Dustin Patrick</li> <li>• Jesse Owen</li> <li>• Ryan Womack</li> <li>• Scott Campbell</li> </ul> <p>They were responsible for working with our inaugural year of drone racing. Also, congratulations to the Mitchell-Neilson team, and their coach Brice Reed, for coming in 1<sup>st</sup> place this year. To view the youtube video, click the link below:  <a href="https://youtu.be/FrrYIWjOb0">https://youtu.be/FrrYIWjOb0</a></p> <p>Discovery School is pursuing an active learning area for the space that borders Middle Tennessee Blvd. and Kirkwood. The first step in that process will be the development of a fenced track that will be installed before the end of the calendar year. (See attached).</p>	
<p><b>IV. CONSENT ITEMS</b> Action Item</p>	Chair Butch Campbell
<p>A. Second Reading of Board Policies Action Item</p>	
<p>i. Board Policy 4.803 Religious Holidays Action Item</p>	
<p>ii. Board Policy 6.402 Physical Examinations and Immunizations Action Item</p>	
<p>iii. Board Policy 6.403 Student Communicable Diseases-Replaces STU 31 Action Item</p>	
<p>iv. Board Policy 6.500 Special Education Standards-Replaces STU 52 Action Item</p>	
<p>v. Board Policy 6.600 Student Records-Replaces STU 13, STU 16, and STU 55 Action Item</p>	
<p>vi. Board Policy 6.602-Student Records Inspection and Correction Procedures-Replaces STU 15 Action Item</p>	
<p>B. Approval of 5-14-19 Board Minutes Action Item</p>	
<p><b>V. ACTION ITEMS</b> Action Item</p>	Chair Butch Campbell
<p>A. Approval of 2019-2020 Board Meeting Calendar Action Item</p>	Dr. Linda Gilbert
<p>B. Approval of FY 19 Budget Amendments, FY 20 Federal and State Programs Budget, FY 20 School Debt Service Fund Budget Action Item</p>	Mr. Gary Anderson
<p><b>VI. REPORTS AND INFORMATION</b> Information Item</p>	Chair Butch Campbell
<p>A. Enrollment (PTR) Report Information Item</p>	Mr. Gary Anderson
<p>B. April Revenue and Expenditure Report Information Item</p>	Mr. Gary Anderson
<p><b>VII. OTHER BUSINESS</b> Information Item</p>	Chair Butch Campbell
<p><b>VIII. ADJOURNMENT</b> Action Item</p>	Chair Butch Campbell



Discovery

1000.00 ft

800.00 ft

600.00 ft

400.00 ft

200.00 ft

1200.00 ft

100.00 ft

Middle Tennessee Blvd

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Recognition of Religious Beliefs, Customs &amp; Holidays</b>	Descriptor Code: <b>4.803</b>	Issued Date:
		Rescinds:	Issued:

1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees. All students  
2 and staff members shall be tolerant of the views of others and not discriminate against anyone for a religious  
3 viewpoint or lack of a religious viewpoint. Students and staff members shall be excused from participating in  
4 practices which are contrary to their religious beliefs.<sup>1</sup>

## 5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be treated in  
7 the same manner as a student's voluntary expression of a secular viewpoint.

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments free from  
9 discrimination based on the religious content of their submissions. These assignments shall be judged by ordinary  
10 academic standards of substance and relevance and against other legitimate academic concerns. A student shall  
11 not be penalized or rewarded on account of the religious content of the student's work.<sup>2</sup>

## 12 **RELIGIOUS HOLIDAYS**

13 Observance of religious holidays shall be as follows:

14 1. The several holidays throughout the year which have both a religious and a secular basis may be  
15 observed in the public schools;<sup>3</sup>

16 2. The historical and contemporary values and the origin of religious holidays may be explained in an  
17 unbiased and objective manner without sectarian indoctrination;

18 3. Music, art, literature and drama having religious themes or basis are permitted as part of the  
19 curriculum for school-sponsored activities and programs if presented in a prudent and objective manner  
20 and as a traditional part of the cultural and religious heritage of the particular holiday;<sup>4</sup>

21 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or  
22 resource, provided such symbols are displayed as an example of the cultural and religious heritage of  
23 the holiday and are temporary in nature; and

24 5. ~~The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious~~  
25 ~~holidays of all faiths.~~ All students and staff members shall be tolerant of the views of others. Students  
26 and staff members shall be excused from participating in practices which are contrary to their religious  
27 beliefs.<sup>2</sup>

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Legal References

1. TCA 49-6-2901—2906; State Board of Education Policy 4.208 -Recitation of the Pledge of Allegiance
2. TCA 49-6-1804
3. TCA 49-6-3016
4. *Doe v. Wilson Cty. Sch. Sys.*, 524 F. Supp. 2d 964, 982 (M.D. Tenn. 2007) (citing *Florey v. Sioux Falls Sch. Dist.*, 619 F. 2d 1311 (8th Cir. 1980); *Washegesic v. Bloomindale Pub. Sch.*, 813 F. Supp. 559, 563 (W.D. Mich. 1993)).

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Cross References

Student Equal Access 4.802  
Staff Rights and Responsibilities 5.600  
Attendance 6.200

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date:
		Rescinds:	Issued:

## 1 **PHYSICAL EXAMINATIONS**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time;<sup>1</sup> and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity program.<sup>2</sup>

5 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in  
6 the principal's office.<sup>3</sup>

7 Screening tests for vision, hearing, height, weight, blood pressure and lice will be conducted. Parents/Guardians  
8 will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere  
9 with a student's progress.

10 In general, the school district will not conduct physical examinations of a student without parental consent to do  
11 so or a court order, unless the health or safety of the student or others is in question.<sup>4</sup>

## 12 **IMMUNIZATIONS**

13 No students entering school, including those entering kindergarten or first grade, those from out-of-state and those  
14 from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by  
15 the Commissioner of Public Health.<sup>1,5</sup> It is the responsibility of the parents or guardians to have their children  
16 immunized and to provide such proof to the principal of the school that the student is to attend.<sup>3</sup>

17 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent  
18 or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her  
19 religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor  
20 excusing him from such immunization.<sup>5</sup>

21 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

22 A list of transfer students shall be kept at each school in order that their records may be monitored by the  
23 Department of Health.  
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### Legal References

1. TRR/MS 0520-1-03-.08(2)(a); TCA 49-06-5004(c)(1)
2. TRR/MS 0520-01-03-.08(2)(b)
3. TCA 49-6-5001(b)(1)
4. TCA 49-6-5001(a)

5. TCA 49-6-5001(b)(2),(c)(2)

# Murfreesboro City School Board

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term: <h2 style="text-align: center;">Student Communicable Diseases</h2>	Descriptor Code: <h3 style="text-align: center;">6.403</h3>	Issued Date:  
		Rescinds: <h3 style="text-align: center;">STU 31</h3>	Issued: <h3 style="text-align: center;">06/01/12</h3>

1 No student shall be denied an education solely because of a communicable disease, and his/her educational  
 2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

3 Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper  
 4 precautions for the protection of other students, employees, and the infected student shall be taken.

5 No student with a communicable disease which may endanger the health of either himself/herself or other  
 6 individuals shall enter or remain in the regular school setting.<sup>1,2</sup> If a school principal has reason to believe a student  
 7 has a communicable disease which may endanger the health of either himself/herself or other individuals in the  
 8 regular school setting, the principal shall:

- 9       1. Assign the student to a setting which will protect other students, employees and the student himself; or
- 10       2. Exclude the student from school until certification is obtained from a physician or the Rutherford County  
 11       Health Department by either the parent or principal stating that the disease is no longer communicable.

12 If the principal has reason to believe that the student has a long-term communicable disease, the principal must  
 13 require confirmation from a physician or the County Health Department as to the student's condition. If the  
 14 student is confirmed to have a long-term communicable disease the principal shall refer the student for special  
 15 education services.<sup>1</sup>

16 The principal may request that further examinations be conducted by a physician or the Rutherford County Health  
 17 Department and may request periodic re-examinations after the student has been readmitted to the school.<sup>2</sup>

18 The names of all students excluded from school under this policy shall be forwarded to the office of the director  
 19 of schools.  
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Legal References

1. TRR/MS 0520-01-03-.08(2)(c)
2. TCA 49-2-203(b)(2)

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Cross References

- Special Education 4.202  
 Special Programs 4.206

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>COMMUNICABLE DISEASES (STUDENTS)</b>	<b>Descriptor No:</b>  <b>STU 31</b>	<b>Date Adopted:</b>  <b>9/81</b>
	<b>Reviewed/Revision Adopted:</b>  <b>6/12</b>	

1 No student will be denied an education solely by reason of a communicable disease and the  
2 student's educational program shall be restricted only to the extent necessary to minimize the  
3 risk of transmitting the disease.  
4

5 Parents or guardians of infected students shall inform appropriate school officials of the infection  
6 so that proper precautions for the protection of other students, employees, and the infected  
7 student shall be taken.  
8

9 If the principal has reason to believe that the student has a long-term communicable disease, the  
10 principal must require confirmation from a physician or the Rutherford County Health  
11 Department as to the student's condition. If the student is confirmed to have a long-term  
12 communicable disease, the principal may refer the student for special education services<sup>3</sup> and/or  
13 504 accommodations if appropriate to the situation.  
14

15 The principal may request that further examinations be conducted by a physician or the  
16 Rutherford County Health Department and may request periodic re-examinations after the  
17 student has been readmitted to the school.<sup>2</sup>  
18

19 No student with a communicable disease which may endanger the health of either the student or  
20 other individuals will enter or remain in the regular school setting.<sup>1,2</sup> If a school principal has  
21 reason to believe a student has a communicable disease which may endanger the health of either  
22 the student or other individuals in the regular school setting, the principal shall:  
23

- 24 1. Assign the student to a setting which will protect other students, employees, and the  
25 student; or
- 26
- 27 2. Exclude the student from school until certification is obtained from a physician or the  
28 Rutherford County Health Department by either the parent or principal stating that the  
29 disease is no longer communicable.  
30

31 The names of all students excluded from school under this policy will be forwarded to the office  
32 of the Director of Schools.  
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Legal References:

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39 1. TRR/MS 0520-1-3.08(2)(c)

40 2. T.C.A. §49-2-203(b)(2)

41 3. TRR/MS 0520-1-3-.08(2)(g)

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Special Education Students</b>	Descriptor Code: <b>6.500</b>	Issued Date:
		Rescinds: <b>STU 52</b>	Issued: <b>06/01/03</b>

1 Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the  
2 benefit of a free appropriate public education. These students shall be educated with the general student  
3 population to the maximum extent appropriate and should be placed in separate or special classes only  
4 when the severity of the disability is such that education in regular classes, even with the use of  
5 supplementary aids and services, cannot be accomplished satisfactorily.<sup>1</sup>

6 Eligibility standards and options of service for special education services shall be based upon the criteria  
7 specified in state regulations.<sup>2</sup>

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#### Legal References

1. TCA 49-10-103(c), (e)
2. TRR/MS 0520-01-09-.01

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>CLASS STANDARDS FOR SPECIAL EDUCATION</b>	<b>Descriptor No:</b>  <b>STU 52</b>	<b>Date Adopted:</b>  <b>6/03</b>
	<b>Reviewed/Revision Adopted:</b>	

1 2003-04 Class Standard Policy

2  
3 The policy of the Murfreesboro City Schools system is to ensure that students with disabilities  
4 placed in the general education classroom are provided a free appropriate public education  
5 (FAPE). It is our intent to assure that the instructional needs of **all** students are met. This policy  
6 is to establish equitable and educationally sound placement of **all** students including students  
7 with disabilities in every classroom. The Murfreesboro City Schools will utilize the state's BEP  
8 formula in determining class size for all classrooms.

9  
10 To ensure the provisions of a free appropriate public education (FAPE) according to state law  
11 and the Individuals with Disabilities Education Act (IDEA) are being met, the Murfreesboro City  
12 Schools will implement the following:

- 13  
14 1. Education placement decisions for all students, including students with disabilities, shall  
15 be made based on the instructional needs of the students;
- 16  
17 2. Provide joint staff development and training for general education and special education  
18 teachers (models, strategies and interventions) for maintaining an inclusive classroom;
- 19  
20 3. Facilitate interactive planning sessions with special education and general education  
21 teachers as well as paraprofessionals regarding each student's IEP;
- 22  
23 4. Train general education teachers on modifications and accommodations to the IEP;
- 24  
25 5. Provide access to all students in the general education classroom to the standard  
26 textbooks and instructional materials used in the class; alternative or supplemental  
27 materials are provided as needed;
- 28  
29 6. Provide resources and supports supplemental aid and material for students to progress in  
30 the general curriculum and be successful in the general education classroom. (e.g.  
31 assistive technology devices and services, paraprofessional support, adaptations in the  
32 classroom);
- 33  
34 7. Provide the technical assistance needed to general education teachers in order to address  
35 the needs of individual students, and

36

37 8. Train paraprofessionals to ensure that they acquire the knowledge and skills necessary to  
38 assist students in the general education classroom.

39

40 The above policy becomes effective beginning of the 2003-04 school year.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date:
		Rescinds: <b>STU 13, STU 16, STU 55</b>	Issued: <b>02/01/10</b>

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain the  
2 student's name, address, parents' names and occupations, complete school record, achievement test  
3 results, health record, school activities, and counselors' notes; contain a copy of the student's birth  
4 certificate if provided; a copy of the student's Home Language Survey, if applicable; and documentation  
5 of a student's withdrawal, if applicable, including the signature of the parent of guardian requesting  
6 withdrawal, and to the extent possible, the student's future destination;<sup>1</sup>

7 The name used on the record of the student entering the school system must be the same as that shown  
8 on the birth certificate, unless evidence is presented that such name has been legally changed.<sup>2</sup> If the  
9 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such  
10 student shall be as shown on documents which are acceptable as proof of date of birth.

11 The name used on the records of a student entering the system from another school must be the same as  
12 that shown on records from the school previously attended unless evidence is presented that such name  
13 has been legally changed as prescribed by law.

14 In accordance with Federal law, complete documentation of suspensions and expulsions of a student and  
15 resulting disciplinary actions will be included in the permanent record. Transmission to other  
16 educational agencies for any student who is enrolled, seeks to enroll, intends or is instructed to enroll,  
17 on a full or part-time basis will be sent upon request by the receiving school.

18 When a student transfers to another school within the system, copies of the student's records, including  
19 the student's disciplinary records, shall be sent to the transfer school.<sup>3</sup> No student will be allowed to  
20 handle their own record, and no record will be transferred until a request is made.

21 When a student transfers to a school outside the system, copies of the student's records, including the  
22 student's disciplinary records, shall be sent to the transfer school.<sup>3</sup>

23  
24 Attendance records kept on each student become permanent property of the school system.

25  
26 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

## 27 ACCESS TO STUDENT RECORDS

28 Student records shall be confidential. Only authorized school officials shall have access to and permit  
29 access to student education records for legitimate educational purposes without the consent of the  
30 parent/guardian.<sup>4</sup> A "legitimate educational interest" is the official's need to know information in order  
31 to:

- 32 1. Perform required administrative tasks;
- 33 2. Perform a supervisory or instructional task directly related to the student's education; and
- 34 3. Perform a service or benefit for the student or the student's family such as health care, counseling,
- 35 student job placement, or student financial aid.

36 Authorized school officials may release information from or permit access to a student's education  
37 record without the parent(s) or eligible student's\* prior written consent in the following instances:

- 38 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a  
39 reasonable effort to notify the student's parent(s) or the eligible student before making a  
40 disclosure. In addition, any employee who receives a subpoena for educational records shall  
41 notify their supervisor immediately who will, then contact the office of the City Attorney;
- 42
- 43 2. If the disclosure is an item of directory information;
- 44
- 45 3. To comply with the requirements of child abuse reports to the extent known by the school  
46 officials including the name, address, and age of the child; the name and address of the person  
47 responsible for the care of the child, and the facts requiring the report;<sup>5</sup>
- 48
- 49 4. When certain federal and state officials need information in order to audit or enforce legal  
50 conditions related to federally-supported education programs in the school system;
- 51
- 52 5. When the school system has entered into a contract or written agreement for an organization to  
53 conduct scientific research on the system's behalf to develop tests or improve instruction,  
54 provided that the studies are conducted in a manner which will not permit the personal  
55 identification of students and their parents by individuals other than representatives of the  
56 organization and the information will be destroyed when no longer needed for the purpose for  
57 which the study was conducted;
- 58
- 59 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the  
60 Internal Revenue Code;
- 61
- 62 7. To accrediting organizations to carry out their accrediting functions;
- 63
- 64 8. When a student seeks or intends to enroll in another school district or a post-secondary school.  
65 Parent(s) of students or eligible students have a right to obtain copies of records transferred  
66 under this provision;<sup>5</sup>
- 67
- 68 9. To financial institutions or government agencies that provide or may provide financial aid to a  
69 student in order to establish eligibility, to determine the amount of financial aid, to establish  
70 conditions for the receipt of financial aid, and to enforce financial aid agreements;
- 71
- 72 10. To make the needed disclosure in a health or safety emergency when warranted by the serious-  
73 ness of the threat to the student or other persons, when the information is necessary and needed  
74 to meet the emergency, when time is an important and limiting factor, and when the persons to

75 whom the information is to be disclosed are qualified and in a position to deal with the  
76 emergency;

77

78 11. To the Attorney General or his designee for official purposes related to the investigation or  
79 prosecution of an act of domestic or international terrorism. An educational agency that, in  
80 good faith, produces education records in accordance with an order issued under this Act shall  
81 not be liable to any person for that production;<sup>6</sup>

82

83 12. To any agency caseworker or other representative of a state or local child welfare agency or  
84 tribal organization authorized to access the student's educational records when such agencies or  
85 organizations are legally responsible for the care and protection of the student;<sup>6</sup>

86 Authorized school officials may release information from a student's education record if the student's  
87 parent(s) or the eligible student gives written consent for the disclosure. The written consent must  
88 include:

- 89 1. A specification of the records to be released;
- 90 2. The reasons for the disclosure;
- 91 3. The person, organization, or class of persons or organizations to whom the disclosure is to be  
92 made;
- 93 4. The signature of the parent(s) or eligible student;
- 94 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The  
95 student's parent(s) or the eligible student\* may obtain a copy of any records disclosed under this  
96 provision.

97 The school system will maintain an accurate record of all requests to disclose information from or to  
98 permit access to a student's education records. The system will maintain an accurate record of  
99 information it discloses and access it permits. The system will maintain this record as long as it maintains  
100 the student's education record.

101 The record will include at least:

- 102 1. The name of the person or agency that makes the request;
- 103 2. The interest the person or agency has in the information;
- 104 3. The date the person or agency makes the request; and
- 105 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

106 Any release of information not covered by the above policy will be upon approval of the Director of  
107 Schools or designee.

108 \* *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary*  
109 *school, at which time all of the above rights become the student's right.*

1. 2018 TDOE Student Membership and Attendance Accountability Procedures
  2. Manual TCA 49-6-5106
  3. TCA 49-6-3001(c)(1)
  4. TCA 10-7-504(a)(4); 20 USCS 1232g
  5. TCA 37-1-403
  6. TCA 49-1-704
  7. 20 USCS § 1232g(j); USA Patriot Act of 2001 § 507
  8. 20 USCS 1232g; 34 C.F.R. § 99.4
- School Board Records 1.407  
Promotion and Retention 4.603  
Attendance 6.200  
Child Custody/Parental Access 6.209  
Disciplinary Hearing Authority 6.317  
AIDS 6.404

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>STUDENT RECORDS</b>	<b>Descriptor No:</b>  <b>STU 13</b>	<b>Date Adopted:</b>  <b>4/79</b>
<b>Reviewed/Revision Adopted:</b>  <b>1/01; 2/06; 8/11</b>		

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a  
2 health record, attendance record, and scholarship record; shall be kept current; and shall  
3 accompany the student through his/her school career.

4  
5 The name used on the record of the student entering the school system must be the same as that  
6 shown on the birth certificate unless evidence is presented that such name has been legally  
7 changed. If the parent does not have or cannot obtain a birth certificate, then the name used on  
8 the records of such student will be as shown on documents which are acceptable to the system as  
9 proof of date of birth.

10  
11 The name used on the records of a student entering the system from another school must be the  
12 same as that shown on records from the school previously attended unless evidence is presented  
13 that such name has been legally changed as prescribed by law.

14  
15 Attendance records kept on each student become permanent property of the school system.

16  
17 Student records shall be confidential. Only authorized school officials may have access to  
18 student information for legitimate educational purposes without the consent of the student or  
19 parent/guardian.

20  
21 In accordance with Federal law, complete documentation of suspensions and expulsions of a  
22 student and resulting disciplinary actions will be included in the permanent record. Transmission  
23 to other educational agencies for any student who is enrolled, seeks to enroll, intends or is  
24 instructed to enroll, on a full or part-time basis will be sent upon request by the receiving school.

25  
26  
27  
28  
29  
30

31 Legal References:  
32  
33 TRR/MS 0520-1-3-.03(12)(a)  
34 T.C.A. 10-7-504(4); U.S.C.A. 20-1232g

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>STUDENT RECORDS USE OF RECORDS</b>	<b>Descriptor No:</b>  <b>STU 16</b>	<b>Date Adopted:</b>  <b>1/01</b>
<b>Reviewed/Revision Adopted:</b>		

1 Authorized school officials will have access to and permit access to student records for  
2 legitimate educational purposes. A school official is a person employed by the school system as  
3 an administrator, supervisor, instructor, or support staff member (including health or medical  
4 staff and law enforcement unit personnel); a person serving on the School Board; a person or  
5 company with whom the school system has contracted to perform a special task (such as an  
6 attorney, auditor, medical consultant or therapist); or a parent or student serving on an official  
7 committee, such as a disciplinary or grievance committee, or assisting another school official in  
8 performing his or her tasks. A “legitimate educational interest” is the official’s need to know  
9 information in order to:

- 10
- 11 1. Perform required administrative tasks;
- 12 2. Perform a supervisory or instructional task directly related to the student’s education;  
13 and/or
- 14 3. Perform a service or benefit for the student or the student’s family such as healthcare,  
15 counseling, student job placement, or student financial aid.
- 16

17 Authorized school officials may release information from or permit access to a student’s  
18 education record without the parent(s)’ or eligible student’s\* prior written consent in the  
19 following instances:

- 20
- 21 1. To comply with a judicial order or lawfully issued subpoena. The school system will  
22 make a reasonable effort to notify the student’s parent(s) or the eligible student before  
23 making a disclosure;
- 24 2. If the disclosure is an item of directory information;
- 25 3. To comply with the requirements of child abuse reports to the extent known by the school  
26 officials including the name, address and age of the child, the name and address of the  
27 person responsible for the care of the child, and the facts requiring the report;
- 28 4. When certain federal and state officials need information in order to audit or enforce legal  
29 conditions related to federally-supported education programs in the school system;
- 30 5. When the school system has entered into a contract or written agreement for an  
31 organization to conduct scientific research on the system’s behalf to develop tests or  
32 improve instruction, provided that the studies are conducted in a manner which will not  
33 permit the personal identification of students and their parents by individuals other than  
34 representatives of the organization, and the information will be destroyed when no longer  
35 needed for the purpose for which the study was conducted.

- 36 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the  
37 Internal Revenue Code of 1954;
- 38 7. To accrediting organizations to carry out their accrediting functions;
- 39 8. When a student seeks or intends to enroll in another school district or a post-secondary  
40 school. Parent(s) of eligible students have a right to obtain copies of records transferred  
41 under this provision;
- 42 9. To financial institutions or government agencies that provide or may provide financial aid  
43 to a student in order to establish eligibility, to determine the amount of financial aid, to  
44 establish conditions for the receipt of financial aid, and to enforce financial aid  
45 agreements;
- 46 10. To make the needed disclosure in a health or safety emergency when warranted by the  
47 seriousness of the threat to the student or other persons, when the information is  
48 necessary and needed to meet the emergency, when time is an important and limiting  
49 factor, and when the persons to whom the information is to be disclosed are qualified and  
50 in a position to deal with the emergency.

51  
52 Authorized school officials may release information from a student's education record if the  
53 student's parent(s) or the eligible student gives consent for the disclosure. The written consent  
54 must include:

- 55  
56 1. A specification of the records to be released;
- 57 2. The reasons for the disclosure;
- 58 3. The person, organization, or class or persons or organizations to whom the disclosure is  
59 to be made;
- 60 4. The signature of the parent(s) or eligible student;
- 61 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.  
62 The student's parent(s) or the eligible student may obtain a copy of any records disclosed  
63 under this provision.

64  
65 The school system will maintain an accurate record of all requests to disclose information from  
66 or to permit access to a student's education records. The system will maintain an accurate record  
67 of information it discloses and access it permits. The system will maintain this record as long as  
68 it maintains the student's education record.

69  
70 The record will include at least:

- 71  
72 1. The name of the person or agency that makes the requests;
- 73 2. The interest the person or agency has in the information;
- 74 3. The date the person or agency makes the requests; and
- 75 4. Whether the request is granted, and, if it is, the date access is permitted or the disclosure  
76 is made.

77  
78 \_\_\_\_\_  
79 Legal References:

80 USCA 20-1232g; T.C.A. 10-7-503; T.C.A. 10-7-504  
81 Dept. of Ed. Family Educational Rights and Privacy Act  
82 T.C.A. 37-1-403  
83 TRR/MS 0520-1-3-.09(5)(e)(7)  
84 1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170  
85 TRR/MS 0520-1-3-.03(11)(e)

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>EDUCATIONAL RECORDS AS EVIDENCE ACT-- SUBPOENAS FOR EDUC. RECORDS</b>	<b>Descriptor No:</b>  <b>STU 55</b>	<b>Date Adopted:</b>  <b>2/10</b>
<b><i>Reviewed/Revision Adopted:</i></b>		

1 I. PURPOSE

2  
3 This policy is intended to ensure compliance by all MCS personnel with the Educational  
4 Records as Evidence Act codified at 49-50-1501 et seq. When any employee of MCS  
5 receives a subpoena for educational records, the employee should notify their supervisor.  
6 The supervisor should immediately contact the attorney for MCS and fax a copy of the  
7 subpoena to the school attorney.  
8

9 II. DEFINITIONS<sup>1</sup>

- 10  
11 A. “Custodian” means the educational record practitioner and the administrator or other  
12 chief officer of an educational institution in this state and its proprietor, as well as their  
13 deputies and assistants, and any other persons who are official custodians or depositories  
14 of records;  
15  
16 B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an  
17 individual acting as a parent in the absence of a parent or a guardian; and  
18  
19 C. “Student record” means an educational record that is directly related to a student and is  
20 maintained by an educational institution or by a party acting for the institution.  
21

22 III. REQUESTED RECORDS<sup>2</sup>

- 23  
24 A. Pursuant to the Educational Records as Evidence Act, the custodian of the requested  
25 records within 20 days after being served with a subpoena duces tecum, must, either by  
26 personal delivery or certified or registered mail, file with the court clerk or the officer,  
27 body or tribunal conducting the hearing, a true and correct copy (which maybe a copy  
28 reproduced on film or other reproducing material by microfilming, photographing,  
29 photostating, or other approximate process, or a facsimile, exemplification or copy of  
30 such reproduction or copy) of all records described in the subpoena.  
31

32  
33 <sup>1</sup>T.C.A. 49-50-1502 (5)

34 <sup>2</sup>T.C.A. 49-50-1503

- 36 **B.** Before complying with a subpoena for student records, the custodian of the requested  
37 record shall make a reasonable effort to notify the parent or guardian of the subpoena, so  
38 that the parent or guardian may seek protective action, unless the subpoena was issued by  
39 a federal grand jury or for a law enforcement purpose and the court or other issuing  
40 agency ordered that the existence or the contents of the subpoena or the information  
41 furnished in response to the subpoena not be disclosed. The format set forth on STU 55  
42 Form B should be utilized when sending such letter.

43  
44 **IV. PRODUCTION OF SUBPOENAED RECORDS**<sup>3</sup>

- 45  
46 **A.** The copy of the records must be separately enclosed in an inner envelope or wrapper,  
47 sealed with the following information on the front of the inner envelope or wrapper:  
48  
49 1. title of the case,  
50 2. case number,  
51 3. name of witness, and  
52 4. date the subpoena was issued.  
53  
54 **B.** The custodian of the record shall affix to the sealed envelope or wrapper containing  
55 student records an affidavit stating that each parent or guardian of a student whose  
56 records are within the sealed envelope or wrapper was notified of the subpoena prior to  
57 compliance and the date on which such eligible student or parent was notified, unless the  
58 subpoena was issued by a federal grand jury or for a law enforcement purpose and the  
59 court or other issuing agency ordered that the existence or the contents of the subpoena or  
60 the information furnished in response to the subpoena not be disclosed.  
61  
62 **C.** The custodian of the requested records must complete the form affidavit (Attachment A)  
63 and email or fax it to the school attorney for review and finalization. The affidavit  
64 attached to the inner envelope or wrapper must be signed by the records custodian and  
65 notarized.  
66  
67 **D.** The sealed envelope or wrapper shall then be enclosed in an outer envelope or wrapper,  
68 sealed and directed as follows:  
69  
70 1. If the subpoena directs attendance in court, to the clerk of such court or the judge  
71 thereof;  
72 2. If the subpoena directs attendance at a deposition, to the officer before whom the  
73 deposition is to be taken, at the place designated in the subpoena for the taking of  
74 the deposition, or at such officer's place of business; and  
75 3. In other cases, to the officer, body or tribunal conducting the hearing at a like  
76 address.  
77

78 **V. DUTIES OF CUSTODIAN OF REQUESTED RECORDS**<sup>4</sup>

- 79  
80 **A.** Upon receipt of a subpoena, the custodian must send the records to the attorney  
81 responsible for the issuance of the subpoena at the place and on or before the date  
82 designated in the subpoena, if such subpoena:  
83

84  
85 

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<sup>3</sup>49-5-1504

86 <sup>4</sup>40-50-1505

- 87 1. States conspicuously on its face that the records are required in a tort action or  
88 domestic relations proceeding in which the student or parent has raised the issue of  
89 the student's educational level, performance, or attendance and  
90  
91 2. Directs the custodian's attendance at a deposition.  
92

93 VI. CUSTODIAN AFFIDAVIT<sup>5</sup>  
94

95 A. The records must be accompanied by an affidavit of a custodian stating in substance:

- 96  
97 1. That the affiant is the duly authorized custodian of the records and has authority  
98 to certify the records;  
99 2. That the copy is a true copy of all the records described in the subpoena;  
100 3. That the records were prepared by the personnel of the Murfreesboro City School  
101 system or persons acting under Murfreesboro City School's control in the ordinary  
102 course of business at or near the time of the act, condition or event reported  
103 therein; and  
104 4. Certifying the amount of the reasonable charges of the educational institution for  
105 furnishing such copies of the record.  
106

107 B. If Murfreesboro City Schools has none or only a portion of the records described in the  
108 subpoena, the custodian must so state in the affidavit and file the affidavit and such  
109 records as are available in the manner described above.  
110

111 C. The reasonable charges for copies of such records shall be as follows:

- 112  
113 1. black and white copy = \$0.15 per page  
114 2. color copy = \$0.50 per page  
115

116 D. STU 55 form A is a form affidavit which must be completed by the custodian of the  
117 requested records and sent to the school attorney for review and finalization.  
118

119 E. The final affidavit must be signed by the custodian of the requested records and  
120 notarized.  
121

122 VII. REQUIRING PERSONAL ATTENDANCE OF CUSTODIAN - COSTS<sup>6</sup>  
123

124 A. Where the personal attendance of the custodian is required, the subpoena duces tecum  
125 should contain a clause which reads: "The procedure authorized pursuant to §40-50-1503  
126 will not be deemed sufficient compliance with this subpoena."  
127

128 B. Where both the personal attendance of the custodian and the production of the original  
129 record are required, the subpoena duces tecum should contain a clause which reads:  
130 "Original records are required, and the procedure authored pursuant to §49-50-1503 will  
131 not be deemed sufficient compliance with this subpoena."  
132

133  
134 <sup>5</sup>T.C.A. 49-50-1506

135 <sup>6</sup>T.C.A. 49-50-1508  
136

- 137 C. If an employee of MCS receives a subpoena containing any of the language set forth  
138 above in clauses A or B, the employee should notify their supervisor. The supervisor  
139 should immediately contact the attorney for MCS and fax a copy of the subpoena to the  
140 school attorney.

141  
142 VIII. SUBSTITUTION OF COPIES AFTER ORIGINAL RECORDS INTRODUCED INTO  
143 EVIDENCE

- 144  
145 A. In view of the property right of the educational institution in its records, original records  
146 may be withdrawn after introduction into evidence and copies substituted, unless  
147 otherwise directed for good cause by the court, judge, officer, body or tribunal  
148 conducting the hearing.
- 149  
150 B. The custodian may prepare copies of original records in advance of testifying for the  
151 purpose of making substitution of the original record, and the reasonable charges for  
152 making such copies shall be taxed as costs of court.
- 153  
154 C. If copies are not prepared in advance, they can be made and substituted at any time after  
155 introduction of the original record, and the reasonable charges for making such copies  
156 shall be taxed as costs of court.

188 **IN THE [INSERT CORRECT COURT NAME]**

189 **[INSERT PARTY NAME] )**

190 **)**

191 **Plaintiffs, )**

192 **)**

193 **-v- )**

**Case No.**

194 **[INSERT DEFENDANT NAME] )**

195 **)**

196 **Defendant. )**

197  
198 **AFFIDAVIT OF CUSTODIAN OF RECORDS**

199 I, \_\_\_\_\_, say as follows:

- 200 1. That I am the duly authorized custodian of the attached records for Murfreesboro City
- 201 Schools for [INSERT NAME OF SCHOOL] and have authority to certify said attached
- 202 records.
- 203
- 204
- 205
- 206 2. That the copy of the attached record, regarding [INSERT NAME OF STUDENT] is a
- 207 true and correct copy of all school records concerning [INSERT NAME OF STUDENT].
- 208
- 209 3. That these documents were prepared by myself or personnel of Murfreesboro City
- 210 Schools at or near the time of the occurrence of the matters set forth by, or from
- 211 information transmitted by, a person with knowledge of these matters.
- 212
- 213 4. That the records attached are kept in the course of the regularly conducted activity of the
- 214 Murfreesboro City Schools.
- 215
- 216 5. And that it is a regular practice of the Murfreesboro City Schools to make records of
- 217 these regularly conducted activities.
- 218
- 219 6. That I certify that \_\_\_\_\_ is the amount of the reasonable charges of Murfreesboro City
- 220 Schools for furnishing such copies of the records.
- 221
- 222 7. That I certify that the parent of [INSERT STUDENT NAME], [INSERT PARENT
- 223 NAME] was notified of the subpoena prior to compliance on [INSERT DATE
- 224 NOTIFIED].

225  
226 Further the deponent saith not.

227  
228 **WITNESS MY HAND** this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_.

229  
230 \_\_\_\_\_  
231 Date

232 Sworn to and subscribed before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

233  
234 My Commission Expires: \_\_\_\_\_

235 \_\_\_\_\_  
(Seal)

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(INSERT DATE)

To the Parents/Guardian of:  
[INSERT PARENT(S)/GUARDIAN(S) NAME(S)]  
[INSERT ADDRESS]

Re:    [INSERT CASE NAME (EXAMPLE MOORE V. MOORE)]  
      [INSERT NAME OF COURT]  
      [INSERT CASE NO.]  
      Subpoena Duces Tecum

Dear [INSERT PARENT(S)/GUARDIAN(S) NAMES(S):

Pursuant to T.C.A. §40-50-1503(a), this letter is to inform you as the parent/guardian of [INSERT STUDENT'S NAME], that [INSERT NAME OF SCHOOL] has received the attached subpoena requesting that the custodian of the relevant school records produce a copy of [INSERT IN “ “ WHAT SUBPOENA ASKS FOR] concerning [INSERT STUDENT'S NAME], from [INSERT DATES].

Sincerely,

[INSERT PRINCIPAL OR CUSTODIAN'S NAME]

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records Inspection &amp; Correction Procedure</b>	Descriptor Code: <b>6.602</b>	Issued Date:
		Rescinds: <b>STU 15</b>	Issued: <b>05/13/14</b>

## 1 INSPECTION PROCEDURE

2 Parent(s) of students and eligible students\* may inspect and review the student's education records upon written  
3 request.<sup>1</sup>

4 Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as  
5 possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the  
6 request.

7 The right to inspect and review educational records includes the right to a response from school officials  
8 concerning requests for explanation and interpretation of the data. School officials shall presume that the parent  
9 has the authority to inspect and review records relating to his/her child unless the school system has been advised  
10 that the parent does not have the authority under applicable state law governing guardianship, separation, and  
11 divorce.<sup>2</sup>

12 When a record contains information about students other than the parent's child or the eligible student, the  
13 parent(s) or eligible student may not inspect and review that information.<sup>2</sup>

## 14 FEES FOR COPIES

15 A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of schools.  
16 If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.<sup>3</sup>

## 17 CORRECTION PROCEDURES

18 Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be  
19 incorrect.<sup>4</sup> The Director of Schools shall develop an acceptable procedure to establish an orderly process to review  
20 and potentially correct an education record.

21 *\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at  
22 which time all of the above rights become the student's rights.*

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### Legal References

1. 34 CFR § 99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20, 21, 22

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>STUDENT RECORDS INSPECTION &amp; CORRECTION PROCEDURE</b>	<b>Descriptor No:</b>  <b>STU 15</b>	<b>Date Adopted:</b>  <b>1/01</b>
	<b>Reviewed/Revision Adopted:</b>  <b>5/13/14</b>	

**INSPECTION PROCEDURE**

Parent(s) of students and eligible students may inspect and review the student’s educational records upon written request. “Eligible student” means a student who is eighteen (18) years of age or older or has enrolled in a post-secondary school, at which time all of the rights set forth herein become the student’s right.

Parent(s) or eligible students shall submit to the records custodian a request which identifies, as precisely as possible, the record(s) that the parent or eligible student wishes to inspect. The records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within forty-five (45) days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to the parent’s child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.

When a record contains information about students other than the parent’s child or the eligible student, the parent(s) or eligible student may not inspect and review that portion of the record.

**FEES FOR COPIES**

A reasonable fee for copies provided to parent(s) or eligible students will be determined by the Director of Schools. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.

**CORRECTION PROCEDURES**

Parent(s) of students or eligible students may request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under the Family Educational Rights and Privacy Act

35 (FERPA). The Director of Schools shall develop an acceptable procedure to establish an orderly  
36 process to review and correct an educational record.

37  
38 Parents or eligible students who wish to ask the school to amend a record should write the school  
39 principal, clearly identify the part of the record they want changed, and specify why it should be  
40 changed. If the school decides not to amend the record as requested by the parent or eligible  
41 student, the school will notify the parent or eligible student of the decision and of their right to a  
42 hearing regarding the request for amendment. Additional information regarding the hearing  
43 procedures will be provided to the parent or eligible student when notified of the right to a  
44 hearing.

45  
46 **HEARING PROCEDURES**

47  
48 A hearing may be requested only on the grounds that the information contained in the education  
49 records is inaccurate, misleading, or in violation of the privacy rights of the student.

50  
51 If, as a result of the hearing, the Murfreesboro City Schools (MCS) decides that the information  
52 is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, MCS shall  
53 amend the record accordingly; and inform the parent or eligible student of the amendment in  
54 writing.

55  
56 If, as a result of the hearing, the MCS decides that the information in the education record is not  
57 inaccurate, misleading, or otherwise in violation of the privacy rights of the student, MCS shall  
58 inform the parent or eligible student of the right to place a statement in the record commenting  
59 on the contested information in the record or stating why the parent or eligible student disagrees  
60 with the decision of the hearing panel.

61  
62 If an educational agency or institution places a statement in the education records of a student as  
63 set forth above, MCS shall maintain the statement with the contested part of the record for as  
64 long as the record is maintained; and disclose the statement whenever it discloses the portion of  
65 the record to which the statement relates.

66  
67 The hearing must meet, at a minimum, the following requirements:

68  
69 (a) The hearing must be held within fifteen (15) school days after MCS has received the request  
70 for the hearing from the parent or eligible student.

71  
72 (b) MCS shall give the parent or eligible student notice of the date, time, and place, reasonably in  
73 advance of the hearing.

74  
75 (c) The hearing may be conducted by a panel of three (3) MCS administrative staff member who  
76 do not have a direct interest in the outcome of the hearing.

77  
78 (d) MCS shall give the parent or eligible student a full and fair opportunity to present evidence  
79 relevant to the issues raised under 34 CFR §99.21. The parent or eligible student may, at their  
80 own expense, be assisted or represented by one or more individuals of their own choice,  
81 including an attorney.

82  
83 (e) The hearing panel must make its decision in writing within a reasonable period of time after  
84 the hearing. The decision must be based solely on the evidence presented at the hearing, and  
85 must include a summary of the evidence and the reasons for the decision.

86

87 

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Legal References:

88

89 Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99  
90 34 CFR §99.10

91 TRR/MS 0520-1-3-.09(5)(e); 34 CFR §99.4

92 T.C.A. §10-7-506; 34 CFR §99.11

93 34 CFR §§99.20; 21;22

94

95 Cross References:

96

97 STU 13, Student Records

98 STU 14, Student Records Annual Notification of Rights

99 STU 16, Student Records Use of Records

MINUTES

Board of Education Regular Meeting

May 14, 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, Ralph Ringstaff, Lisa Trail, Emily Spencer, Tammy Garrett, and Pam Holden

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

<b>I. CALL TO ORDER BY BOARD CHAIR</b>	Chair Butch Campbell
Procedural Item	

<b>II. APPROVAL OF AGENDA</b>	Chair Butch Campbell
Action Item	
Roseann Barton made the motion to approve the agenda. Amanda Moore seconded the motion. All approved by saying aye.	

<b>III. COMMUNICATIONS</b>	Mrs. Lisa Trail
Information Item	

<b>1. Bus Video</b>	
Information Item	
<b>2. MCS Recycling Award Ceremony</b>	Mr. Gary Anderson
Information Item	
Hobgood Elementary was the winner of the Recycling Award for two years in a row.	

<b>IV. CONSENT ITEMS</b>	Chair Butch Campbell
Action Item	

<b>1. Approval of School Fees</b>	
Action Item	
<b>2. Board Approval of 4-17-19 Budget Meeting Minutes</b>	
Action Item	
<b>3. Board Approval of 4-23-19 Board Minutes</b>	
Action Item	
David LaRoche made the motion to approve the consent items. Becky Goff seconded the motion. All approved by saying aye.	

<b>V. ACTION ITEMS</b>	Chair Butch Campbell
Action Item	

<b>1. Social Studies Adoption Selection</b>	Dr. Linda Gilbert
Action Item	
Dr. Gilbert explained that we are required to adopt the social studies curriculum, but will not be purchasing it. We will be purchasing science curriculum instead this next year because that is what the students will be tested on this next year.	
Roseann Barton thanked the teachers on the selection committee for all of the work that they put into the long process.	
David Settles made the motion to approve the social studies adoption selection. Becky Goff seconded the motion. All approved by saying aye.	
<b>2. First Reading of Board Policies</b>	Dr. Linda Gilbert

Action Item

**1. Board Policy 1.804-Drug-free Workplace**

Action Item

There was much discussion regarding this policy. Mr. LaRoche suggested adding “without a prescription” to line 5. Elizabeth Taylor suggested putting “illegal” in front of controlled substances and remove abused prescription drugs. Ms. Barton asked about an employee that has a prescription but is taking it differently or more than prescribed. Ms. Taylor agreed that “abused prescription drugs” be left in the policy.

There was also discussion regarding CBD products. That will be discussed further when the drug testing policy 5.403 is discussed. Mr. Settles asked that if an employee falls at work and files a workman’s comp claim, would a drug test be standard through our carrier. Mr. Ringstaff will check into that.

Mr. Settles said that on line 5, the word “at” needs to be removed.

Mrs. Moore suggested that we hold this policy and look at it in conjunction with the Drug Testing policy 5.403, and decide if we need to put in a “safe harbor” clause in this policy.

**2. Delete Board Policy PER 32-Drug-free Workplace**

Action Item

David Settles made the motion to delete Board Policy PER 32. Becky Goff seconded the motion. All approved by saying aye.

**3. Board Policy 4.803 Religious Holidays**

Action Item

Dr. Gilbert will check the footnotes and make sure that they are in the correct order. Dr. Gilbert will also review this policy with principals.

Roseann Barton made the motion to approve Board Policy 4.803 on first reading. Wes Ballard seconded the motion. All approved by saying aye.

**4. Board Policy 6.402 Physical Examinations and Immunizations**

Action Item

David LaRoche made the motion to approved Board Policy 6.402 on first reading. Wes Ballard seconded the motion. All approved by saying aye.

**5. Board Policy 6.403 Student Communicable Diseases-Replaces STU 31**

Action Item

David Settles made the motion to approve Board Policy 6.403 on first reading. Amanda Moore seconded the motion. All approved by saying aye.

**6. Board Policy 6.500 Special Education Standards-Replaces STU 52**

Action Item

Amanda Moore asked if some of the information on this policy will go into an AD. Dr. Gilbert said yes.

Roseann Barton made the motion to approve Board Policy 6.500 on first reading. Becky Goff seconded the motion. All approved by saying aye.

**7. Board Policy 6.600 Student Records-Replaces STU 13, STU 16, and STU 55**

Action Item

Mr. Settles questioned the word “parents’ occupations” on line 2. He asked if the information that is in the students’ folder says occupation or place of employment. Mr. Settles said that the forms need to match the policy.

Amanda Moore made the motion to approve Board Policy 6.600 on first reading. Becky Goff seconded the motion. All approved by saying aye.

**8. Board Policy 6.602-Student Records Inspection and Correction Procedures-Replaces STU 15**

Action Item

Roseann Barton made the motion to approve Board Policy 6.602 on first reading. David LaRoche seconded the motion. All approved by saying aye.

**9. For informational purposes-Administrative Directive STU 37-Educational Record as Evidence Act--Subpoenas for Educational Records**

Action Item

**10. For Informational Purposes-Administrative Directive STU 38-Hearing Procedures for Educational Records Challenge**

Action Item

**VI. REPORTS AND INFORMATION**

Chair Butch Campbell

Information Item

**1. Enrollment (PTR) Report**

Mr. Gary Anderson

Action Item

**VII. OTHER BUSINESS**

Chair Butch Campbell

Information Item

Roseann Barton stated that she looked at the STEM link to make sure that she understood what she as a board member needs to do to help teachers. Ms. Barton questioned the amount of planning time teachers have per week, and questioned teachers’ being required to take more than the law allows. Dr. Gilbert will address planning time with principals and will emphasize that 2.5 hours must be given to teachers for planning each week. Ms. Barton also expressed concern about teachers’ having their planning time interrupted by district staff. Dr. Gilbert said that this should not be happening and she will double check to ensure that it is not happening.

Wes Ballard challenged the Board to participate in the 5K Back to School Dash on September 14.

**VIII. ADJOURNMENT**

Chair Butch Campbell

Action Item

David Settles made the motion to adjourn. Becky Goff seconded the motion.

The meeting adjourned at 7:51 p.m.

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Director of Schools

**MURFREESBORO CITY SCHOOL BOARD  
2019-2020 MEETING SCHEDULE**

All regularly scheduled Murfreesboro City School Board meetings will be held on the **second and fourth Tuesdays** of each month beginning at **6:00 p.m.**

The meetings will be held in the **Council Chambers at City Hall, 111 West Vine Street**, Murfreesboro, Tennessee.

If circumstances require a change in time, venue, or an additional special meeting, an advertisement with specific information will be placed with the media.

<b>August 13</b> Regular Board Meeting	<b>February 11</b> Regular Board Meeting
<b>August 27</b> Regular Board Meeting	<b>February 25</b> Regular Board Meeting
<b>September 10</b> Regular Board Meeting	<b>March 10</b> Regular Board Meeting
<b>September 24</b> Regular Board Meeting	<b>March 24</b> Regular Board Meeting
<b>October 8 *week of fall break</b> Regular Board Meeting	<b>April 14</b> Regular Board Meeting
<b>October 22</b> Regular Board Meeting	<b>April 28</b> Regular Board Meeting
<b>November 12</b> Regular Board Meeting	<b>May 12</b> Regular Board Meeting
<b>November 26 *week of Thanksgiving</b> Regular Board Meeting	<b>May 26</b> Regular Board Meeting
<b>December 10</b> Regular Board Meeting	<b>June 9</b> Regular Board Meeting
<b>January 14</b> Regular Board Meeting	<b>June 23</b> Regular Board Meeting
<b>January 28</b> Regular Board Meeting	

**MURFREESBORO CITY SCHOOLS  
GENERAL PURPOSE  
2018-2019 BUDGET AMENDMENTS**

DESCRIPTIONS	PRIOR BUDGET	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<b>EXPENDITURES</b>			
<b><u>REGULAR INSTRUCTION (71100)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 591,952	\$ 591,952
EDUCATIONAL ASSISTANTS	2,392,333	2,575,000	182,667
OTHER SALARIES AND WAGES	-	5,490	5,490
SUBSTITUTE TEACHERS	350,000	365,000	15,000
SOCIAL SECURITY	1,967,144	1,979,739	12,595
STATE RETIREMENT	3,323,061	3,345,865	22,804
MEDICAL INSURANCE	3,727,550	3,908,000	180,450
MEDICARE	460,058	463,004	2,946
STATE RETIREMENT-HYBRID STABILIZATION	-	170,000	170,000
<b><u>SPECIAL EDUCATION INSTRUCTION (71200)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 513,274	\$ 513,274
TEACHERS	3,105,810	3,200,000	94,190
EDUCATIONAL ASSISTANTS	1,736,600	1,870,000	133,400
SPEECH TEACHERS	661,260	695,500	34,240
SUBSTITUTE TEACHERS	100,000	130,000	30,000
SOCIAL SECURITY	347,893	365,986	18,093
STATE RETIREMENT	606,164	635,833	29,669
MEDICAL INSURANCE	733,900	811,000	77,100
DENTAL INSURANCE	27,650	29,500	1,850
MEDICARE	81,362	85,594	4,232
STATE RETIRMENT-HYBRID STABILIZATION	-	18,500	18,500
CONTRACTS WITH PRIVATE AGENCIES	150,000	222,000	72,000
<b><u>STUDENT BODY EDUCATIONAL PROGRAM (71400)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 5,000	\$ 5,000
EQUIPMENT	-	5,000	5,000

**MURFREESBORO CITY SCHOOLS  
GENERAL PURPOSE  
2018-2019 BUDGET AMENDMENTS**

DESCRIPTIONS	PRIOR BUDGET	FINAL BUDGET	AMENDMENT INCREASE (DECREASE)
<b><u>STUDENT SUPPORT SERVICES-HEALTH (72120)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 10,382	\$ 10,382
OTHER SALARIES AND WAGES	15,000	20,000	5,000
SOCIAL SECURITY	30,508	30,818	310
MEDICARE	7,135	7,207	72
STATE RETIREMENT-HYBRID STABILIZATION	-	3,500	3,500
OTHER FRINGE BENEFITS	7,500	9,000	1,500
<b><u>STUDENT SUPPORT SERVICES-OTHER (72130)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 39,223	\$ 39,223
SOCIAL WORKERS	384,180	390,500	6,320
SOCIAL SECURITY	105,052	105,444	392
STATE RETIREMENT	183,802	184,572	770
MEDICARE	24,569	24,660	91
STATE RETIREMENT-HYBRID STABILIZATION	-	6,000	6,000
EVALUATION AND TESTING	88,350	114,000	25,650
<b><u>STUDENT SUPPORT SERVICES-REG INST. (72210)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 70,354	\$ 70,354
LIBRARIANS/MEDIA SPECIALISTS	778,012	783,500	5,488
OTHER SALARIES AND WAGES	36,641	69,000	32,359
SOCIAL SECURITY	87,567	89,913	2,346
STATE RETIREMENT	151,749	156,261	4,512
MEDICARE	20,479	21,028	549
OTHER SUPPLIES AND MATERIALS	-	1,500	1,500
IN-SERVICE/STAFF DEVELOPMENT	26,400	50,000	23,600

**MURFREESBORO CITY SCHOOLS  
GENERAL PURPOSE  
2018-2019 BUDGET AMENDMENTS**

DESCRIPTIONS	PRIOR BUDGET	FINAL BUDGET	AMENDMENT INCREASE (DECREASE)
<b><u>STUDENT SUPPORT SERVICES-SPED INST. (72220)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 7,500	\$ 7,500
STATE RETIREMENT-HYBRID STABILIZATION	-	6,000	6,000
OTHER FRINGE BENEFITS	1,500	3,000	1,500
<b><u>SUPPORT SERVICE-TECHNOLOGY (72250)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 32,024	\$ 32,024
DATA PROCESSING PERSONNEL	532,329	540,500	8,171
SOCIAL SECURITY	38,356	38,863	507
STATE RETIREMENT	75,290	76,284	994
MEDICAL INSURANCE	64,600	86,500	21,900
DENTAL INSURANCE	2,667	3,000	333
MEDICARE	8,970	9,089	119
<b><u>ADMINISTRATIVE SUPPORT-BOARD OF EDUCATION (72310)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 31,190	\$ 31,190
TRUSTEE'S COMMISSION	388,810	420,000	31,190
<b><u>ADM. SUPPORT-OFFICE OF DIRECTOR (72320)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 600	\$ 600
EQUIPMENT	100	700	600
<b><u>ADM. SUPPORT-FISCAL SERVICES (72510)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 5,430	\$ 5,430
MEDICAL INSURANCE	28,130	32,310	4,180
IN-SERVICE/STAFF DEVELOPMENT	1,250	2,500	1,250
<b><u>SUPPORT SERVICE-PERSONNEL (72520)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 9,500	\$ 9,500
OTHER FRINGE BENEFITS	-	1,500	1,500
OTHER CHARGES	12,000	20,000	8,000

**MURFREESBORO CITY SCHOOLS  
GENERAL PURPOSE  
2018-2019 BUDGET AMENDMENTS**

DESCRIPTIONS	PRIOR BUDGET	FINAL BUDGET	AMENDMENT INCREASE (DECREASE)
<b><u>SUPPORT SERVICES-OPERATION OF PLANT (72610)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 85,030	\$ 85,030
CUSTODIAL PERSONNEL	1,788,633	1,850,000	61,367
SOCIAL SECURITY	120,438	124,242	3,804
STATE RETIREMENT	236,407	243,876	7,469
MEDICARE	28,167	29,057	890
OTHER CHARGES	10,000	15,000	5,000
EQUIPMENT	6,000	12,500	6,500
<b><u>SUPPORT SERVICES-MAINTENANCE OF PLANT (72620)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 280,500	\$ 280,500
MAINTENANCE & REPAIR OF EQUIPMENT	400,000	420,000	20,000
TRAVEL	-	500	500
OTHER CONTRACTED SERVICES	17,000	22,000	5,000
EQUIPMENT	-	255,000	255,000
<b><u>SUPPORT SERVICE-PUPIL TRANSPORTATION (72710)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 3,000	\$ 3,000
OTHER CONTRACTED SERVICES	23,000	26,000	3,000
<b><u>SUPPORT SERVICE-COMMUNITY SERVICE (73300)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 4,435	\$ 4,435
MEDICAL INSURANCE	27,165	31,400	4,235
DENTAL INSURANCE	850	1,050	200
<b><u>CAPITAL OUTLAY (76100)</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 24,525	\$ 24,525
BUILDING IMPROVEMENTS	3,500	8,025	4,525
SITE DEVELOPMENT	50,000	70,000	20,000

# 2018-2019

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<b><u>Federal and State Funds</u></b>			
EXPENDITURES			
REGULAR INSTRUCTION (71100)	1,373,933	1,657,044	283,111
SPECIAL EDUCATION INSTRUCTION (71200)	992,794	978,361	(14,433)
STUDENT SUPPORT SERVICES-OTHER (72130)	21,536	70,543	49,007
STUDENT SUPPORT-REGULAR INST. (72210)	612,962	865,855	252,893
STUDENT SUPPORT-SPECIAL ED. INST. (72220)	494,575	594,123	99,548
SUPPORT SERVICES-PUPIL TRANSPORTATION (72710)	1,000	1,000	-
COMMUNITY SERVICES (73300)	476,808	476,808	-
EARLY CHILDHOOD EDUCATION (73400)	1,128,779	1,132,629	3,850
TRANSFERS OUT (99100)	44,469	44,966	497
INCREASE IN EXPENDITURES			<u>674,473</u>
REVENUES			
FEDERAL AND STATE FUNDS	5,146,856	5,821,329	<u>674,473</u>
INCREASE IN REVENUES			<u>674,473</u>
CHANGE IN USE OF FUND BALANCE (CASH)	0.00	0.00	0.00

**MURFREESBORO CITY SCHOOLS  
EXTENDED SCHOOL PROGRAM  
2018-2019 BUDGET AMENDMENTS**

DESCRIPTIONS	PRIOR BUDGET	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<b>EXPENDITURES</b>			
<b><u>OTHER SALARIES &amp; WAGES</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 334,782	\$ 334,782
EXPENDITURES	3,273,218	3,608,000	334,782
<b><u>SOCIAL SECURITY</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 20,969	\$ 20,969
EXPENDITURES	207,031	228,000	20,969
<b><u>RETIREMENT</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 15,931	\$ 15,931
EXPENDITURES	\$ 109,069	\$ 125,000	15,931
<b><u>EMPLOYER MEDICARE</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 8,803	\$ 8,803
EXPENDITURES	44,697	53,500	8,803
<b><u>OTHER FRINGE BENEFITS</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 5,000	\$ 5,000
EXPENDITURES	12,000	17,000	5,000
<b><u>COMMUNICATION</u></b>			
FROM CASH (INCLUDED IN FUND BALANCE)	\$ -	\$ 3,462	\$ 3,462
EXPENDITURES	3,538	7,000	3,462

**MURFREESBORO CITY SCHOOLS  
EXTENDED SCHOOL PROGRAM  
2018-2019 BUDGET AMENDMENTS**

**MAINTENANCE & REPAIR OF EQUIPMENT**

FROM CASH (INCLUDED IN FUND BALANCE)	\$	-	\$	5,500	\$	5,500
EXPENDITURES		2,500		8,000		5,500

**ELECTRICITY**

FROM CASH (INCLUDED IN FUND BALANCE)	\$	-	\$	3,000	\$	3,000
EXPENDITURES		-		3,000		3,000

**WATER & SEWER**

FROM CASH (INCLUDED IN FUND BALANCE)	\$	-	\$	600	\$	600
EXPENDITURES		-		600		600

**IN-SERVICE/STAFF DEVELOPMENT**

FROM CASH (INCLUDED IN FUND BALANCE)	\$	-	\$	6,700	\$	6,700
EXPENDITURES		5,300		12,000		6,700

**OTHER CHARGES**

FROM CASH (INCLUDED IN FUND BALANCE)	\$	-	\$	35,017	\$	35,017
EXPENDITURES		114,983		150,000		35,017

# 2018-2019

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<b><u>SCHOOL NUTRITION FUND</u></b>			
EXPENDITURES			
DUES AND MEMBERSHIPS	-	5,569	5,569
MAINTENANCE AND REPAIRS - EQUIPMENT	500	27,330	26,830
OTHER CONTRACTED SERVICES	15,000	30,144	15,144
OFFICE SUPPLIES	8,000	8,382	382
OTHER SUPPLIES AND MATERIALS	6,300	53,930	47,630
INSERVICE/STAFF DEVELOPMENT	15,000	18,813	3,813
FOOD SERVICE EQUIPMENT	44,000	166,286	122,286
INCREASE IN EXPENDITURES			<u>221,654</u>
CHANGE IN USE OF FUND BALANCE (CASH)	\$ -	\$ 221,654	<u>\$ 221,654</u>

**FY20 Federal and State Projected Revenues & Expenditures**

Revenues	Con Admin	Title I	Title IIA	Title III	Title IV	IDEA Part B	IDEA PreK	21st CCLC	Totals
Federal	30,136.00	1,590,472.00	225,267.00	81,381.00	120,124.00	1,508,663.00	33,289.00	474,308.00	<b>4,063,640.00</b>
State									-
<b>Total Revenues</b>	<b>30,136.00</b>	<b>1,590,472.00</b>	<b>225,267.00</b>	<b>81,381.00</b>	<b>120,124.00</b>	<b>1,508,663.00</b>	<b>33,289.00</b>	<b>474,308.00</b>	<b>4,063,640.00</b>

Expenditures	Con Admin	Title I	Title IIA	Title III	Title IV	IDEA Part B	IDEA PreK	21st CCLC	Totals
Salaries & Benefits	29,730.00	1,232,873.00	172,492.00	77,681.00	53,355.00	-	-	422,282.00	<b>1,988,413.00</b>
Other Costs	406.00	357,599.00	52,775.00	3,700.00	66,769.00	1,508,663.00	33,289.00	52,026.00	<b>2,075,227.00</b>
<b>Total Expenditures</b>	<b>30,136.00</b>	<b>1,590,472.00</b>	<b>225,267.00</b>	<b>81,381.00</b>	<b>120,124.00</b>	<b>1,508,663.00</b>	<b>33,289.00</b>	<b>474,308.00</b>	<b>4,063,640.00</b>

**FY20 Federal and State ProjectedExpenditures**

	Expenditures	Con Admin	Title I	Title IIA	Title III	Title IV	IDEA Part B	IDEA PreK	21st CCLC	Totals
71100	Salaries		783,200			36,050				819,250.00
71100	Benefits		250,825			17,305				268,130.00
71100	Travel									-
71100	Instructional Supplies		309,052							309,052.00
71200	Salaries						553,937	16,700		570,637.00
71200	Benefits						221,811	11,549		233,360.00
71200	Contracts with Private Agencies						78,305			78,305.00
71200	Instructional Supplies						17,820			17,820.00
71200	Other Supplies						3,000	5,040		8,040.00
71200	SPED Equipment						10,643			10,643.00
72130	Other Supplies		16,206							16,206.00
72130	Other Charges		4,000							4,000.00
										-
72210	Salaries	23,807	155,344	130,000	52,601					361,752.00
72210	Benefits	5,923	43,504	42,492	25,080					116,999.00
72210	Communication	132								132.00
72210	Travel	100	200	1,000	500	2,000				3,800.00
72210	Other Contracted Services				1,000					1,000.00
72210	Other Supplies				2,000	64,769				66,769.00
72210	In-Service	574	5,000	51,575						57,149.00
72220	Salaries						353,435			353,435.00
72220	Benefits						83,571			83,571.00
72220	Travel						1,000			1,000.00
72220	Other Contracted Services						135,000			135,000.00
72220	Other Supplies						6,000			6,000.00
72220	In-Service						20,000			20,000.00
										-
72710	Contract w/ Other School Systems						1,000			1,000.00
										-
73300	Salaries								382,674	382,674.00
73300	Benefits								39,608	39,608.00
73300	Travel								540	540.00
73300	Other Supplies								28,000	28,000.00
73300	In-Service								17,078	17,078.00
73300	Other Charges								6,408	6,408.00
99100	Indirect Cost		23,141				23,141			46,282.00
	To Con Admin	-400		200	200					-
	<b>Total Expenditures</b>	<b>30,136</b>	<b>1,590,472</b>	<b>225,267</b>	<b>81,381</b>	<b>120,124</b>	<b>1,508,663</b>	<b>33,289</b>	<b>474,308</b>	<b>4,063,640.00</b>

		2019 - 2020 BUDGET			Page 1	
		SCHOOL DEBT SERVICE FUND				
ITEM #	DESCRIPTIONS	2018 - 2019 BUDGET	2018 - 2019 ESTIMATE	2019 - 2020 BUDGET	INCREASE (DECREASE)	
1	<b>REVENUES</b>					
2	FROM CITY DEBT SERVICE FUND	6,019,219	5,713,726	6,417,173	397,954	
3	FROM CITY SCHOOLS	860,431	859,845	413,105	(447,326)	
4	<b>TOTAL REVENUE</b>	6,879,650	6,573,571	6,830,278	(49,372)	
ITEM #	DESCRIPTIONS	BALANCE OUTSTANDING 6/30/2019	2018 - 2019 BUDGET	2018 - 2019 ESTIMATE	2019 - 2020 BUDGET	INCREASE (DECREASE)
5	<b>EXPENDITURES</b>					
6	<b>BONDS TO BE RETIRED</b>					
7	2009 REFUNDING BOND 9/30/09	73,685	743,244	743,244	73,685	(669,559)
8	2014 BOND 5/14/14	13,225,721	1,079,079	1,079,079	1,131,945	52,866
9	2016 BOND 4/25/16	4,304,543	272,541	272,541	285,366	12,825
10	2018 BOND 4/10/18	321,743	15,952	12,352	12,972	(2,980)
11	<b>TOTAL BONDS TO BE RETIRED</b>	17,925,692	2,110,816	2,107,216	1,503,968	(606,848)
12	<b>LOANS / NOTES TO BE RETIRED</b>					
13	2006 TMBF 6/27/06	3,146,297	1,478,482	1,478,482	1,530,349	51,867
14	2012 TMBF 10/15/12	4,085,903	407,193	407,193	415,984	8,791
15	2014 TMBF (VRDO) 4/14/14	0	1,093,262	1,093,262	0	(1,093,262)
16	2019 LOAN 3/1/19	26,875,200	0	0	1,408,450	1,408,450
17	STATE OF TN - SCHOOLS (FY12)	241,697	99,996	99,996	99,996	0
18	STATE OF TN-SCHOOLS (FY13)	348,126	97,152	97,152	97,152	0
19	STATE OF TN-SCHOOLS (FY17)	1,768,397	172,644	172,644	173,952	1,308
20	<b>TOTAL LOANS/NOTES TO BE RETIRED</b>	36,465,620	3,348,729	3,348,729	3,725,883	377,154
21	<b>TOTAL PRINCIPAL</b>	54,391,312	5,459,545	5,455,945	5,229,851	(229,694)
22	<b>INTEREST ON BONDS</b>					
23	TMBF REFUNDING (FIXED) 9/30/09		40,846	40,846	3,684	(37,162)
24	2014 BOND (FIXED) 5/14/14		504,827	504,827	450,873	(53,954)
25	2016A BOND (FIXED) 4/25/16		163,316	163,316	149,689	(13,627)
26	2018 BOND (FIXED) 4/10/18		13,393	13,075	12,457	(936)
27	<b>TOTAL INTEREST ON BONDS</b>		722,382	722,064	616,703	(105,679)
28	<b>INTEREST ON LOANS/NOTES</b>					
29	2006 TMBF (VRDO) 6/27/06		115,619	74,111	78,657	(36,962)
30	2012 TMBF (FIXED) 10/15/12		93,082	93,082	84,151	(8,931)
31	2014 TMBF (VRDO) 4/14/14		25,054	23,587	0	(25,054)
32	2019 LOAN (FIXED) 4/1/19		450,000	190,814	763,256	313,256
33	2020 LOAN (FIXED) 1/1/20 (EST. \$3M)				45,000	45,000
34	STATE OF TN (FIXED) (FY17)		13,968	13,968	12,660	(1,308)
35	<b>TOTAL INTEREST ON LOANS / NOTES</b>		697,723	395,562	983,724	286,001
36	<b>TOTAL INTEREST</b>		1,420,105	1,117,626	1,600,427	180,322
37	<b>TOTAL EXPENDITURES</b>		6,879,650	6,573,571	6,830,278	(49,372)

## PTR Worksheet 2018-2019 Ninth Period 190524

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students					
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total				
DISCOVERY				58	3	19.33	59	3	19.67	59	3	19.67	62	3	20.67	238	12	19.83				62	3	20.67	65	3	21.67	19	1	19.00	146	7	20.86	384	384	
BLACK FOX	10	39	2	19.5	105	6	17.50	99	6	16.50	103	5	20.60	132	6	22.00	439	23	19.09				112	6	18.67	119	5	23.80	102	5	20.40	333	16	20.81	772	876
	22	2	11																									33	3	11.00	33					
	CDC																																			
BRADLEY				51	3	17.00	54	3	18.00	47	3	15.67	60	4	15.00	212	13	16.31				65	3	21.67	52	3	17.33	48	2	24.00	165	8	20.63	377	377	
CASON LANE	10	40	2	20	123	6	20.50	131	6	21.83	112	6	18.67	117	6	19.50	483	24	20.13				131	7	18.71	133	6	22.17	67	3	22.33	331	16	20.69	814	917
	23	2	11.5																									30	3	10.00	30					
	CDC																																			
ERMA SIEGEL	11			98	5	19.60	106	5	21.20	111	6	18.50	123	6	20.50	438	22	19.91				126	6	21.00	140	6	23.33	18	1	18.00	284	13	21.85	722	783	
	26	2	13													4	1	4.00										20	3	6.67	24					
	CDC															Deaf and Vision Ed																				
HOBGOOD				120	6	20.00	103	6	17.17	99	5	19.80	85	4	21.25	407	21	19.38				97	5	19.40	105	5	21.00	72	4	18.00	274	14	19.57	681	738	
MITCHELL-NEILSON	40	2	20	107	6	17.83	109	6	18.17	101	5	20.20	104	5	20.80	421	22	19.14				86	4	21.50	98	4	24.50	76	3	25.33	260	11	23.64	681	744	
	15															11	1	11.00										12	2	6.00	23					
	Best																																			
NORTHFIELD	40	2	20	99	5	19.80	84	4	21.00	87	4	21.75	87	5	17.40	357	18	19.83				94	4	23.50	99	4	24.75	31	2	15.50	224	10	22.40	581	723	
	43	3	14.33																									44	5	8.80	44					
	CDC																																			
OVERALL				175	9	19.44	170	8	21.25	169	9	18.78	188	9	20.89	702	35	20.06				185	8	23.13	154	8	19.25	41	2	20.50	380	18	21.11	1082	1082	
REEVES-ROGERS				69	4	17.25	60	3	20.00	65	4	16.25	57	3	19.00	251	14	17.93				52	3	17.33	60	3	20.00	45	2	22.50	157	8	19.63	408	408	
PITTARD				110	6	18.33	118	6	19.67	102	5	20.40	99	5	19.80	429	22	19.50				112	6	18.67	126	6	21.00	59	3	19.67	297	15	19.80	726	761	
	9																											35	4	8.75	35					
	CDC																																			
SCALES				162	8	20.25	171	8	21.38	153	8	19.13	152	8	19.00	638	32	19.94				142	7	20.29	153	7	21.86	84	4	21.00	379	18	21.06	1017	1082	
	25	2	12.5																									31	3	10.33	31					
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC											
Oakland Court	40	2	20	1277	67	19.06	1264	64	19.75	1208	63	19.17	1266	64	19.78	Individual Grade Level Students/Teachers/PTR			1264	62	20.39	1304	60	21.73	662	32	20.69	REGULAR ED SUB TOTAL			8245					
Mercury Court	40	2	20																									SPED K-6 CDC, BEST, DEAF			220					
TOTAL OFF SITE	80	4	20																									SPECIAL ED PRE-K			139					
PRE-K SUBTOTALS																																				
Pre-K Peer Models	55																																			
Pre-K Regular Ed	296	15	19.7																																	
Pre-K Special Ed	139	11	12.6																																	
PRE-K TOTALS	490	26	18.8																																	

**AVERAGE ATTENDANCE PERCENTAGE**  
96 %

REGULAR EDUCATION PTR			Students	Teachers	PTR
Kindergarten thru Third Grade	→		5015	258	19.44
Fourth Grade thru Sixth Grade	→		3230	154	20.97
District Totals	→		8245	412	20.01

**GROWTH OVER LAST YEAR**  
End of 2017-2018 → 8855  
Growth from 17-18 to 18-19 → 100

REGULAR ED SUB TOTAL	8245	
SPED K-6 CDC, BEST, DEAF	220	
SPECIAL ED PRE-K	→	139
TOTAL BEP FUNDED	8465	
TOTAL ALL OTHER PRE-K	→	351
<b>DISTRICT TOTAL STUDENTS</b>	<b>8955</b>	

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2018 Through April 30, 2019**

<b>TOTAL INCOME</b>	<b>7/1/18 - 4/30/19</b>	<b>\$</b>	<b>69,391,128</b>
<b>TOTAL EXPENSES</b>	<b>7/1/18 - 4/30/19</b>		<b>59,003,024</b>
			<hr/>
	<b>NET INCOME</b>	<b>4/30/19</b>	<b>\$</b>
			<b>10,388,104</b>
			<hr/> <hr/>

**YEAR-TO-DATE REVENUE COMPARISON**

APRIL 2019

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	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	13,294,768.00	(228,232)	98.3%	\$13,972,500.00	13,791,608	\$ (180,892)	98.7%
2	40210-Local Option Sales Tax	10,968,000	8,044,243	(2,923,757)	73.3%	10,980,000	8,613,064	(2,366,936)	78.4%
3	40000-41110-Other County Rev	1,773,000	1,103,634	(669,366)	62.2%	1,736,000	1,179,015	(556,985)	67.9%
4	44000-Other Local Revenue	515,750	486,733	(29,017)	94.4%	582,750	438,832	(143,918)	75.3%
5	46511-Basic Educ. Program	40,843,453	37,393,300	(3,450,153)	91.6%	44,430,513	39,387,500	(5,043,013)	88.6%
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	224,659	(112,441)	66.6%	650,190	419,363	(230,827)	64.5%
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	4,425,086	(885,017)	83.3%	6,585,103	5,487,586	(1,097,517)	83.3%
15	49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
	<b>TOTALS</b>	<b>\$ 73,315,406</b>	<b>\$64,996,748</b>	<b>\$ (8,318,658)</b>	<b>88.7%</b>	<b>\$78,961,381.00</b>	<b>\$ 69,391,128</b>	<b>\$ (9,570,253)</b>	<b>87.9%</b>

**YEAR-TO-DATE EXPENDITURE COMPARISON**

APRIL 2019

PAGE 1

	<b>2017-18 BUDGET</b>	<b>2017-18 YTD EXP.</b>	<b>2017-18 OVR/(UNDR) BUDGET</b>	<b>2017-18 %</b>	<b>2018-19 BUDGET</b>	<b>2018-19 YTD EXP.</b>	<b>2018-19 OVR/(UNDR) BUDGET</b>	<b>2018-19 %</b>	
1	71100-Reg. Instruction	41,477,278	31,166,130	\$ (10,311,148)	75.1%	42,911,896	32,125,116	\$ (10,786,780)	74.9%
2	71200-Sp. Ed. Instr.	7,644,423	5,621,509	(2,022,914)	73.5%	7,888,139	6,179,824	(1,708,315)	78.3%
3	71400-Student Body Ed.	38,706	32,244	(6,462)	83.3%	40,000	35,924	(4,076)	89.8%
4	72110-Attendance	152,743	117,146	(35,597)	76.7%	152,854	124,603	(28,251)	81.5%
5	72120-Health Services	730,446	530,484	(199,962)	72.6%	768,990	567,644	(201,346)	73.8%
6	72130-Guidance	1,998,065	1,435,613	(562,452)	71.9%	2,393,876	1,827,591	(566,285)	76.3%
7	72210-Reg. Instr. Spprt.	2,251,653	1,682,329	(569,324)	74.7%	2,026,910	1,500,565	(526,345)	74.0%
8	72220-Sp. Ed. Support	1,625,873	1,183,246	(442,627)	72.8%	1,559,456	1,132,228	(427,228)	72.6%
9	72250-Technology	1,435,989	1,151,403	(284,586)	80.2%	1,620,382	1,114,496	(505,886)	68.8%
10	72310-Bd. Of Educ.	1,109,057	777,070	(331,987)	70.1%	1,706,403	1,058,059	(648,344)	62.0%
11	72320-Office of Supt.	324,923	243,175	(81,748)	74.8%	369,519	277,918	(91,601)	75.2%
12	72410-Office of Prin.	4,170,150	3,285,427	(884,723)	78.8%	4,329,922	3,342,693	(987,229)	77.2%
13	72510-Fiscal Services	538,980	457,834	(81,146)	84.9%	555,488	467,160	(88,328)	84.1%
14	72520-Personnel Services	372,495	302,628	(69,867)	81.2%	415,523	318,124	(97,399)	76.6%
15	72610-Oper. Of Plant	5,827,275	3,756,272	(2,071,003)	64.5%	5,823,596	3,892,561	(1,931,035)	66.8%
16	72620-Maint. Of Plant	2,254,631	1,404,419	(850,212)	62.3%	2,448,445	1,689,971	(758,474)	69.0%
17	72710-Pupil Transp.	2,865,694	2,201,254	(664,440)	76.8%	2,896,934	2,186,550	(710,384)	75.5%
18	73300-Community Servic	506,730	373,857	(132,873)	73.8%	514,247	377,844	(136,403)	73.5%
19	73400-Early Childhood Educ	89,500	21,147	(68,353)	23.6%	16,500	2,659	(13,841)	16.1%
20	76100-Reg. Cap. Outlay	747,824	514,176	(233,648)	68.8%	607,034	461,694	(145,340)	76.1%
21	99100-Operating Transfers	822,909	319,800	(503,109)	38.9%	860,431	319,800	(540,631)	37.2%
	<b>TOTALS</b>	<b>76,985,344</b>	<b>56,577,163</b>	<b>\$ (20,408,181)</b>	<b>73.5%</b>	<b>79,906,545</b>	<b>59,003,024</b>	<b>\$ (20,903,521)</b>	<b>73.8%</b>