

**Board of Education Regular Meeting**

June 28, 2022 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item  Motion to approve the agenda. This motion, made by Ms. Roseann Barton and seconded by Ms. Becky Goff, passed. Yea: 7, Nay: 0	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item	Mrs. Lisa Trail
A. Recognition of Board Evaluators for Board of Distinction Status Mr. Kevin Townsel-Franklin Special School District Mr. Coy Young-Rutherford County School District Procedural Item	Chair Butch Campbell
B. Spotlight on Education-Summer School Procedural Item	Dr. Trey Duke
C. The Best of MCS-Ms. Debbie Pulido Procedural Item	Dr. Trey Duke
D. Introduction of Ranesa Shipman and Andrea Oakley Procedural Item	Dr. Trey Duke
<b>IV. CONSENT ITEMS</b> Consent Agenda  Motion to approve consent agenda.. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0	Chair Butch Campbell
A. Approval of 6-14-22 Board Minutes Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of the Board's Annual Agenda 2022-2023 Action Item  Motion to amend the recommended Annual Agenda and move the board assignments to September from August so that newly elected board members that take office in September	Dr. Trey Duke

could be included in that list.. This motion, made by Ms. Amanda Moore and seconded by Ms. Roseann Barton, passed. Yea: 7, Nay: 0	
B. Approval of TSBA Workshops Action Item  Motion to approve the TSBA Workshops/Conventions for board members for 2022-2023. This motion, made by Mr. Wesley Ballard and seconded by Ms. Becky Goff, passed. Yea: 7, Nay: 0	Dr. Trey Duke
C. Approval of Budget Amendment-ESSER 2.0 Action Item  Motion to approve Budget Amendment-ESSER 2.0. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Becky Goff, passed. Yea: 7, Nay: 0	Dr. Trey Duke
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. State TNReady Scores Report Information Item	Dr. Trey Duke
B. Bullying Report Information Item	Mr. Joe Marlin
C. Sick Leave Bank Status Information Item	Mr. Ralph Ringstaff
D. Personnel Report Information Item	Mr. Ralph Ringstaff
E. Revenue and Expenditure Report for May Information Item	Ms. Kim Williams
F. Director's Update Information Item	Dr. Trey Duke
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item  Motion to adjourn. This motion, made by Mr. Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0	Chair Butch Campbell

**MINUTES**

**Board of Education Regular Meeting**

June 14, 2022 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance was led by Natalie Hardiman, principal at Reeves Rogers Elementary.	
B. Moment of Silence Procedural Item	
<b>II. APPROVAL OF AGENDA</b> Action Item Motion to approve the agenda. This motion, made by Ms. Roseann Barton and seconded by Ms. Becky Goff, passed. (7-0)	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item The grateful folks at Mitchell-Neilson Schools would like to thank the amazing agents at Parks Realty- especially Sunnette Peay and Jonathon Dodson for their extremely generous donation of prizes for our annual essay contest. Students in K through 6th grade wrote about who they see as a Leader and why. The Parks Realty agents chose 4 winners from each grade level and provided prizes:  1st Place- new bicycle and helmet 2nd Place- \$50 Walmart gift card 3rd Place \$25 Walmart gift card 4th Place \$10 McDonald's gift card  They have done this every year for at least 10 years and we are so grateful to them for their ongoing support!!!  MCS is pleased to announce that Quinena Bell, principal at Hobgood Elementary recently received the J. Harmon Home Team Hero of the Month Award. This honor recognizes the heroes that impact people in our community and change lives in our own backyard. This is the nomination that was received by the J. Harmon Home Team.  "I have great appreciation for Ms. Bell's leadership as principal of Hobgood Elementary School. She is a dedicated, committed, and compassionate member of the education profession. Her commitment to excellence is evident in her ability to listen, build consensus, and develop and maintain high expectations for faculty and student performance."  Congratulations to Ms. Quinena Bell!  The Nashville Business Journal has ranked Discovery School in the top 3 elementary schools in the Middle Tennessee Region. This was ranked by performance score and appears on their book of lists. Congratulations Discovery.	Mrs. Lisa Trail
A. Spotlight on Education-ESP Summer Camps Procedural Item	Dr. Trey Duke

<p>Kandy Powers presented a PowerPoint on the summer camps being provided by ESP. Mrs. Powers thanked the board for approving the recruitment and retention incentives. She said that since that was approved, she has received over 150 applicants and she hopes to eliminate the wait list for the fall.</p>	
<p><b>B. Best of MCS-Ms.Florence Smith-EA at Bradley Academy</b>  <b>Procedural Item</b>  Dr. Duke presented Ms. Florence Smith, EA at Bradley with the Best of MCS award. Dr. Duke told of the many ways that Ms. Smith is involved not only at her school, but also in the community. Several board members commented on what a positive impact Ms. Smith has had on our district and thanked her for truly representing the Best of MCS!</p>	<p>Dr. Trey Duke</p>
<p><b>IV. CONSENT ITEMS</b>  <b>Consent Agenda</b>  Motion to approve consent agenda.. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)</p>	<p>Chair Butch Campbell</p>
<p><b>A. Approval of 5-24-22 Board Minutes</b>  <b>Consent Item</b></p>	
<p><b>B. Second Reading of Board Policies</b>  <b>Consent Item</b></p>	
<p><b>i. Approval of Board Policy 5.310 Vacations and Holidays on</b>  <b>Second Reading</b>  <b>Consent Item</b></p>	
<p><b>ii. Approval of Board Policy 6.400 Promoting Student Wellness</b>  <b>on Second Reading</b>  <b>Consent Item</b></p>	
<p><b>V. ACTION ITEMS</b>  <b>Action Item</b></p>	<p>Chair Butch Campbell</p>
<p><b>A. Director's Evaluation Report and Contract Extension</b>  <b>Action Item</b>  Ms. Taylor went over the scores for each section of Dr. Duke's recent evaluation. She stated that Dr. Duke scored significantly above expectations. Ms. Taylor explained that an extended contract had been presented to the board. The language of the contract would remain the same. The date of the extension would be July 20, 2022-June 30, 2026. There were no questions from the board regarding the contract extension. Chair Campbell did mention that there was no increase in compensation at the request of Dr. Duke, which was commendable.</p> <p>David Settles stated that he didn't know what else to say about the job that Dr. Duke has done for MCS. He said that he appreciates his hard work.</p> <p>Dr. Duke thanked the board, CO staff, principals and teachers. He said that he works with the best and looks forward to the next four years.</p> <p>Several board members seconded the motion.</p> <p>Motion to extend the Director's contract until June 30, 2026. This motion, made by Mr. Butch Campbell and seconded by Jimmy Richardson III, passed. (7-0)</p>	<p>Ms. Elizabeth Taylor</p>
<p><b>B. FY23 Consolidated Application Approval for IDEA/ESEA</b>  <b>Action Item</b>  Motion to approve the FY23 Consolidated Application for IDEA/ESEA. This motion, made by</p>	<p>Dr. Trey Duke</p>

Mr. David Settles and seconded by Ms. Amanda Moore, passed. (7-0)	
C. Approval of Budget Amendments Action Item	Dr. Trey Duke
i. Approval of Budget Amendment-FY22 General Purpose Fund Action Item Motion to approve the FY22 General Purpose Fund Budget Amendment. This motion, made by Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. (7-0)	Dr. Trey Duke
ii. Approval of Budget Amendment-Sped High Cost Action Item Motion to approve the Sped High Cost Budget Amendment. This motion, made by Ms. Roseann Barton and seconded by Mr. David Settles, passed. (7-0)	Dr. Trey Duke
iii. Approval of Budget Amendment-ESP Action Item Motion to approve the ESP Budget Amendment. This motion, made by Ms. Amanda Moore and seconded by Jimmy Richardson III, passed. (7-0)	Dr. Trey Duke
D. Approval of ESSER 1.0 Revisions Action Item Motion to approve the ESSER 1.0 Revisions. This motion, made by Mr. David Settles and seconded by Ms. Becky Goff, passed. (7-0)	Dr. Trey Duke
E. Approval of ESSER 2.0 Revisions Action Item Motion to approve the ESSER 2.0 Revisions. This motion, made by Ms. Roseann Barton and seconded by Ms. Becky Goff, passed. (7-0)	Dr. Trey Duke
F. Approval of FY22 Federal Consolidated Budget Revisions Action Item Motion to approve the FY22 Federal Consolidated Budget Revisions. This motion, made by Ms. Amanda Moore and seconded by Mr. Wesley Ballard, passed. (7-0)	Dr. Trey Duke
G. Approval of FY22 21st Century Grant Revisions Action Item Motion to approve the FY22 21st Century Grant Revisions. This motion, made by Ms. Roseann Barton and seconded by Ms. Amanda Moore, passed. (7-0)	Dr. Trey Duke
H. Approval of ARP IDEA Part B Revisions Action Item Motion to approve the ARP IDEA Part B Revisions. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)	Dr. Trey Duke
I. Approval of the Math Implementation Grant Action Item Motion to approve the Math Implementation Grant. This motion, made by Ms. Roseann Barton and seconded by Mr. Wesley Ballard, passed. (7-0)	Dr. Trey Duke
J. Approval of Surety Bond for Finance Director Action Item Motion to approve the Surety Bond for the Finance Director. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)	Dr. Trey Duke
K. Approval of Differentiated Pay Plan Action Item Motion to approve the Differentiated Pay Plan. This motion, made by Mr. David Settles and seconded by Ms. Roseann Barton, passed. (7-0)	Dr. Trey Duke
<b>VI. REPORTS AND INFORMATION</b> Information Item	Chair Butch Campbell
A. 2022-2023 Tentative Assignment List Information Item	Mr. Ralph Ringstaff

<p>Mr. Ringstaff told the board that this was a tentative assignment list for the 2022-2023 school year. The board will receive any updates to this list in August.</p>	
<p><b>B. Director's Update</b>  <b>Information Item</b>  In Dr. Duke's update, he told the board that the second week of summer school was going great. He said that he has received several emails about how everyone is loving it. He wanted to thank Mrs. Sheri Arnette and the Instruction team for their hard work. He said that there are two weeks left.</p> <p>Dr. Duke informed the board that the city council approved the city schools budget for next school year. He said that there may be some changes in revenue based on the outcome of the final passage of the county commission budget should they elect to decrease the current property tax allocation for education. If that is the case, he will adjust the budget and bring it back to the board.</p>	<p>Dr. Trey Duke</p>
<p><b>VII. OTHER BUSINESS</b>  <b>Information Item</b>  Ms. Barton stated that she had heard from some people that the board seems to go through items on the agenda very quickly, and she wanted to explain that the board gets a thorough explanation of everything in plenty of time before the meeting. She said that these decisions are not made quickly without thought.</p> <p>Chair Campbell added that the memo that Dr. Duke attaches to each agenda item helps tremendously.</p> <p>Chair Campbell also recognized the MPD officers that attend all board members and thanked them for doing so.</p>	<p>Chair Butch Campbell</p>
<p><b>VIII. ADJOURNMENT</b>  <b>Action Item</b>  The meeting adjourned at 6:54 p.m.  Motion to adjourn. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)</p>	<p>Chair Butch Campbell</p>

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Director of Schools

**To: Board of Education**

**RE: Approval of Annual Agenda**

**Board Meeting Date: June 28, 2022**

We are presenting a copy of the Board's 2022-2023 Annual Agenda for adoption as required by Board policy 1.403. The attached agenda has changes from last year highlighted with red, and will begin with the July 26, 2022 Board meeting.

**ANNUAL AGENDA**  
2022-2023  
MURFREESBORO CITY SCHOOLS BOARD OF EDUCATION

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The following items appear on your agenda **monthly**:

- Approval of Minutes
  - Approval of School Fees
  - Approval of Board Policies
  - Attendance Report (except June and July)
  - Personnel Update
  - Monthly Revenue/Expenditure Report
  - Spotlight on Education
  - **Recognition of Employees and Students**
  - Director's Update
- 

The following items appear on your agenda **as needed**:

- **Board Self-Assessment (to be done in March of the Board of Distinction status renewal year-every even year, due again August 2024)**
  - Residential Development/Zoning
  - Budget Adjustments/Amendments
  - Construction Update
  - Five-Year Plan for New Construction, Zoning, and Related Issues Update
  - Sick Leave Bank Appointments
  - Recommendations for Tenure
  - Bids/contracts
- 

The following items appear on your agenda **within the month listed**:

**JULY (TBD)**

- ❖ Recommendations
    - Approval of Policy Adjustments Addressing New Laws
  
  - ❖ Reports
    - School Opening Update
    - New Teacher Orientation
-

## AUGUST

- ❖ Recommendations
    - Extended School Advisory Board
    - Pre-K Advisory Council
    - Induction of New Board Members (election year)
    - Board Critique by Another Board (Board of Distinction Year)-Due no later than August 2022 for our board
    - Approval of Family Resource Center Advisory Board
    - **Approval of Board Committee Assignments**
    - **MOVED FROM OCTOBER-Approval of Director’s Evaluation Document-presented by Director**
    - **Review and approval of changes to expense allowances and reimbursement guidelines per policy 2.804**
  
  - ❖ Reports
    - Enrollment Update
    - Report District Improvement Plan Goals
    - Summer Feeding Report
    - Recognition of New Teachers
    - Recognition of SRO’s
    - **Review of District Organizational Chart**
- 

## SEPTEMBER

- ❖ Recommendations
    - Election of Board Chair and Vice Chair (Attends TSBA’s October “New Board Chair Orientation” session; assumes office at November Board meeting.)
    - Certification of Compliance with T.C.A. §49-3-310(4)(1)—Textbooks (**will be listed under Consent Agenda going forward**)
    - Approve Contract with Fiscal Auditor (when needed)
    - **Approval of school-based accounts payable carried over from previous school year**
    - **MOVED FROM JUNE-Sick Leave Bank/Recommendation for Trustees (if needed)**
  
  - ❖ Reports
    - Director’s State of the Schools Report
- 

## OCTOBER

- ❖ Recommendations
  - Approval of Textbook Adoption Committee Members
  - Report of School System/School Compliance (LEA Compliance Report)—Tennessee Statutes/Rules, Regulations, and Minimum Standards
  - Tenured Teachers

- ❖ Reports
    - Discussion of Rezoning Options (as needed)
    - Announce Upcoming TSBA Leadership Conference and Convention
    - Results of Board Self-Assessment
- 

## NOVEMBER

- ❖ Recommendations
    - Approval of Special Question Committee for Collaborative Conferencing (every 3 years)
  - ❖ Reports
    - Board Chair and Vice Chair assume duties of their office
    - Reports from TSBA Leadership Conference and Convention
    - American Education Week
    - Inclement Weather/School Closing Procedure
    - Budget Preparation Calendar
    - Internet Safety Report
- 

## DECEMBER (TBD)

- ❖ Recommendations
    - Recommendation of Zoning Appeal Special Committee by Director
    - Recommendation of Charter School Review Team by Director
  - ❖ Reports
- 

## JANUARY

- ❖ Recommendations
    - Board Finalizes Charter School Review Team and Appoints Chair-Board Policy 1.901
  - ❖ Reports
    - Audit Report
    - Strategic Five-Year Plan Review/Update
    - Tennessee School Board Week
    - Proposed School Year Calendar and Acknowledgement of District Calendar Committee
-

## **FEBRUARY**

- ❖ Recommendations
    - Approval of New School Year Calendar
    - Approval of Application to United Way (every 3 years)
    - Approval of Open/Closed Zone Schools
  - ❖ Reports
    - Recognition of Teachers of the Year
- 

## **MARCH**

- ❖ Recommendations
    - Textbook Adoption Committee Recommendation
  - ❖ Reports
    - Budget Discussion (or special meeting—date to be determined)
- 

## **APRIL**

- ❖ Recommendations
    - Approval of General Fund, Federal Funds, ESP and Cafeteria Budgets
    - Approval of Seven Member Administrative Collaborative Conferencing Team (every 3 years if needed)
    - Approval of Audit Firm Extension
    - Approval of Report of Local Adoption of Textbooks
  - ❖ Reports
    - Announce Date and Time of Retirement Celebration
    - Budget Discussion (or special meeting)
    - Announce May Teacher Appreciation Day/Week
- 

## **MAY**

- ❖ Recommendations
  - Budget Revisions (if needed)
- ❖ Reports
  - Instructional/Program Updates (as needed)
  - Upcoming Year's Board Meeting Dates

- City Schools Foundation Update
- 

## JUNE

### ❖ Recommendations

- Approval of Surety Bond for Finance Director
- Approval of Agreement with Mid-Cumberland Head Start
- Approval of Board Annual Agenda for Upcoming Year (or in July)
- Approval of Differentiated Pay Plan
- **MOVED FROM JANUARY**-Director's Evaluation Results (tallied by Board Attorney)
- Director's Contract Extension (as needed)
- Bullying Report as per Board Policy 6.304
- Approval of Board attendance at conventions and other educational meetings per Board Policy 2.804

### ❖ Reports

- Tentative Assignment Lists

**To: Board of Education**

**RE: Pre-approval of TSBA Board Workshops**

**Board Meeting Date: June 28, 2022**

Board Policy 2.804 states the following regarding Board member attendance at conventions and other educational meetings or travel for other school purposes.

“Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board”

In compliance with that policy, we are requesting pre-approval for the following upcoming TSBA conferences and meetings for the 2022-2023 school year:

- TSBA Summer Law-July 22-23, 2022
- TSBA Leadership Conference and Annual Convention-November 10-13, 2022
- Fall District Meeting-September 29, 2022
- Other TSBA conducted meetings, workshops and seminars held throughout the year to inform board members and administrators about key issues and topics affecting public education.

**To: Board of Education**

**RE: Budget amendment FY22 ESSER 2.0**

**Board Meeting Date: June 28, 2022**

Finance and Federal Programs staff present a revision in the ESSER 2.0 grant for approval.

The FY22 ESSER 2.0 amendment of \$35,000 is to re-budget funds from savings in the textbooks line items to the In Service/Staff Development line item. These funds will be used to provide training opportunities for educators in the areas of ELA/Reading and Math based on 2022 TNReady achievement data and the district's strategic plan.

As previously discussed, The original ESSER 2.0 budget included funding to cover the summer 2021 and summer 2022 summer learning camp programs. After the ESSER 2.0 budget process, the state released additional funds specifically for learning camps resulting in the savings.

The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

# Murfreesboro City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2021-2022 Schools Federal Projects Fund-ESSER 2.0  
BOE Meeting Date 28-Jun-22

Account	Description	Increase	Decrease
	<b>ESSER 2.0</b>		
142 E 71100 449	Textbooks		35,000
142 E 72210 524	In Service/Staff Development	35,000	
<b>Total</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>

Explanation: To revise line items from savings in textbooks in ESSER 2.0 to inservice/staff development line item.  
These funds will be used to provide training opportunities for educators in the areas of ELA/Reading  
and Math based on 2022 TNReady achievement data and the district's strategic plan.  
As previously discussed, the original ESSER 2.0 budget included funding to cover the summer 2021 and  
summer 2022 summer learning camp programs. After the ESSER 2.0 budget process, the state released  
additional funds specifically for learning camps resulting in the savings.  
The budget revision is reasonable, necessecary and allowable.

*Kim Williams* 6.23.22  
 Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobbi D. Duke III</i></u> Director of Schools	<u>6/23/2022</u> Date
Declined	<input type="checkbox"/>		

**To: Board of Education**

**RE: Policy 6.304 - Annual Bullying Report**

**Board Meeting Date: June 28, 2022**

Board Policy 6.304 states that "By June 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular June meeting."

These numbers are reported by principals/designees of each school and compiled into this report. This report is also submitted to the Tennessee Department of Education prior to August 1.

**Bullying Report 2021-2022**

**Murfreesboro City Schools**

Bullying Complaint Data	Prior Year	Current Year
Total number of harassment, intimidation, bullying, or cyber-bullying cases brought to the attention of school official in the 2021-22 school year.	55	* <input type="text" value="121"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation indicated bullying occurred	17	* <input type="text" value="55"/>
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving race, color, or national origin	1	* <input type="text" value="7"/>
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving sex or gender-based discrimination	1	* <input type="text" value="3"/>
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving disability	0	* <input type="text" value="5"/>
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving the use of electronic technology	3	* <input type="text" value="10"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation was not initiated within forty-eight (48) hours. Please attach a document disclosing the reasons they were not initiated within 48 hours.	0	* <input type="text" value="3"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases where appropriate intervention was not initiated within twenty (20) calendar days. Please attach a document disclosing the reasons intervention took longer than 20 days	1	* <input type="text" value="0"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases still pending	1	* <input type="text" value="1"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in any disciplinary action other than out of school suspension, including but not limited to student/parent conference, in-school suspension, safety plans, etc.	13	* <input type="text" value="46"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension of less than 10 days.	3	* <input type="text" value="12"/>
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension of 10 days or more	0	* <input type="text" value="0"/>

**To: Board of Education**

**RE: Status of Sick Leave Bank**

**Board Meeting Date: June 28, 2022**

The Annual Board Agenda calls for the members of the Board to be updated each June to the status of the MCS sick leave bank.

As of June 28, 2022, MCS has 199 members in the sick leave bank. There are currently 245.5 sick leave days in the bank. For the 2021-2022 school year, we had four requests for a total of 56 days. All requests were approved.

State law mandates that the Sick Leave Bank must assess an additional day(s) once the number of days gets below the number of members. Our sick leave bank is at an acceptable level, and we anticipate enrolling new members once the school year starts. New members contribute two days when enrolling in the sick leave bank.

Trustees of the sick leave bank consist of two school board members, two teachers and the director of schools.

Your Board packet includes our complete Sick Leave Bank handbook.

## SICK LEAVE BANK RULES

Three (3) pages. Revised 07/27/2021.

### I. PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to members of the program who have suffered a catastrophic illness, injury, or disability and whose personal sick leave is exhausted. Catastrophic injury, illness, or disability is defined as a life-threatening condition(s) affecting the mental or physical health of the employee. This includes, but is not limited to, the following: lengthy hospitalizations, necessary surgery requiring a lengthy recovery, an ongoing treatment regimen requiring frequent time off work, or a complicated pregnancy requiring bed rest or hospitalization. The illness or injury must require the services of a healthcare provider.

### II. ADMINISTRATION

- A. The Sick Leave Bank shall be administered by five (5) Trustees: Two (2) members appointed by the School Board from its membership, two (2) members appointed by the Association from its membership, and the Director who shall serve as chairperson.
- B. In the event that any member is unable to be present at any meeting of the sick leave bank trustees, the member may appoint a representative to serve during a particular meeting if authorization is given in writing by the absent trustee.
- C. All appointments shall be for three-year staggered terms and can be replaced only because of death, retirement, resignation and/or discontinuation of employment with the Board or at the expiration of a term.
- D. Any vacancy shall be filled for the remainder of the term by the appointing authority in the same manner as the original appointments were made.
- E. Trustees are eligible to succeed themselves.

### III. RULES

- A. All persons employed in the school system who are entitled to sick leave under the provisions of T.C.A. § 49-5-710 shall be eligible to participate in the Sick Leave Bank; however, a minimum participation of twenty (20) employees shall be required to establish the bank.
- B. Any employee who elects to participate in the Bank shall initially have two (2) days of sick leave deducted from his/her personal accumulation and donated to the Sick Leave Bank. Employees electing to participate shall do so during the months of August, September, or October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable.
- C. Any time the number of days in the Sick Leave Bank is less than twenty (20), or one (1) per member if there are more than twenty (20) members, or at any time deemed advisable, the Trustees shall assess each member one (1) or more days of accumulated sick leave at the time of the assessment. If a member has no accumulated sick leave at the time of the assessment, the first earned days shall be donated as they are accrued by the member.
- D. Any employee, member or non-member, may voluntarily donate sick days to the bank at any time barring they do not donate more than one-half of their sick leave balance. An exception may be

made in the event of retirement or terminating employment. Members will still be subject to donating additional days if the Sick Leave Bank is assessed. Voluntarily donated days are nonrefundable and nontransferable.

- E. By written notice to the Trustees, a member may withdraw from Bank participation on any June 30. Membership withdrawal shall result in forfeiture of all days contributed.
- F. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only having been a member of the Bank for thirty (30) calendar days.
- G. A participant shall not receive any sick leave from the bank until after having exhausted all accumulated sick, personal, and when applicable, vacation leave, including all paid board extensions.
- H. Leave requests submitted to the Trustees and granted from the Bank shall not be more than twenty (20) consecutive days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for extensions of such leave grants before or after their prior grants expire. The number of requested days to be considered by the Trustees at any one time by any one participant shall not exceed twenty (20) days. The maximum number of days any participant may receive in any fiscal year is sixty (60). The maximum number of days any participant may receive as a result of any one illness, or recurring diagnosed illness or accident is ninety (90).
- I. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.
- J. If the trustees determine necessary, they may require a physician's certificate of condition from any member requesting leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.
- K. Sick leave granted to a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.
- L. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, uncomplicated pregnancy, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security or the state or local retirement plan, or for the period of disability when monies are paid to the member under the Workers Compensation Law under Chapter 10 of Title 50.
- M. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
  - Resignation or termination of employment with the system;
  - Cancellation of participation which is effective on June 30 next;
  - Refusal to honor assessments made by the Trustees;
  - Being on approved leave of absence with the exception of personal illness or disability leave;
  - Retirement.

#### **IV. PROCEDURES**

- A. Application to participate in the Sick Leave Bank shall be made on forms approved by the State of Tennessee and Trustees and filed with personnel records in the office of Human Resources. Incomplete forms will not be considered.
- B. All requests to draw upon the Bank must be made upon a Sick Leave Bank request form and submitted to the Sick Leave Bank Coordinator within thirty (30) calendar days of the first date bank usage is requested. In extreme and unusual cases, exceptions may be approved.
- C. Grants from the Bank will not be approved until the member has exhausted all accumulated leave.

- D. All requests to draw from the Bank must be accompanied by a statement from the physician's office that the leave is being requested is medically required by the specific illness or disability. Such statement must be signed and dated by the physician.
- E. The trustees shall act affirmatively or negatively on all applications within ten (10) calendar days of receipt of the application by the Sick Bank Leave Coordinator. The Sick Bank Leave Coordinator or designee will forward the application to the Trustees for their review and action. The Trustees shall fax or hand-deliver their decision to the Sick Leave Bank Coordinator.
- F. All actions of the Trustees shall require three (3) affirmation votes. The decision of the Trustees shall be final.
- G. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Trustees. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.
- H. All records of the Sick Leave Bank shall be kept in the office of the system that handles sick leave records. The Trustees shall inform the Sick Leave Bank Coordinator of all applications they approve and the amount of leave granted.
- I. The Bank shall be dissolved when membership falls below twenty (20) or upon a majority vote of the Trustees following an open hearing by the Bank membership.
- J. In the event the Sick Leave Bank is dissolved, the total days on deposit shall be returned to the then participating members and credited to their personal sick leave accumulation in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participant's accumulation shall be rounded to the nearest one-half (1/2) day.
- K. The enrollment authorization shall remain in effect for the current and subsequent years unless cancelled in writing. Cancellation shall be effective on the following June 30<sup>th</sup>. Membership withdrawal shall result in the forfeiture of all days contributed.

## Certified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>	<u>Tenure?</u>
Anderson	Maria	5/27/2022	BR	Teacher	
Berry	Julie	5/27/2022	SC	Teacher	Y
Bija	Ashley	5/27/2022	CLA	Teacher	
Bjork	Rachel	5/27/2022	NF	Music Teacher	Y
Black	Karlin	5/27/2022	NF	Teacher	
Blackburn	Andrea	5/27/2022	SC	Teacher	
Bonds	Aniya	5/27/2022	RR	Teacher	
Carter	Brandi	5/27/2022	RR	Teacher	Y
Caster	Will	5/27/2022	SC	SPED Teacher	
Clark	Lindsay	5/27/2022	RR	Teacher	
Cruz	Deena	5/27/2022	MNS	Teacher	
Dearing	Amber	5/27/2022	BR	ESL Teacher	
Dudley	Jenny	5/27/2022	MNP	Teacher	Y
Elliott	Olivia	5/27/2022	JP	Teacher	
Ellis	Laura	5/27/2022	OCE	Teacher	
Eskinde	Shannon	5/27/2022	ESE	Teacher	
Franks	Alyssa	5/27/2022	SA	Teacher	
Glass	Emily	5/27/2022	BF	Teacher	
Goodman	Kristen	5/27/2022	SC	Teacher	
Harding	John	5/27/2022	SC	Teacher	Y
Harrison	Shanan	5/27/2022	SA	Teacher	
Hebron	Michael	5/27/2022	BF	Teacher	
Henson	Hollee	5/27/2022	RR	Teacher	
Higdon	Bethany	5/27/2022	SA	Teacher	
Holman	Kelly	5/27/2022	DS	Teacher	
Holt	Brandi	5/27/2022	RR	Teacher	
Hutchens	Alexis	5/27/2022	SC	Teacher	
Johnson	Keona	5/27/2022	SC	Teacher	
Kilgore	Sabrina	5/27/2022	SA	Teacher	
Lark	Makenna	5/27/2022	BR	Teacher	
Lee	Rebecca	5/27/2022	MNS	Teacher	
Littleton	Caleb	5/27/2022	SA	Music	
Mallory	Shelby	5/27/2022	OCE	Teacher	Y
Maurtua	Renee	5/27/2022	RR	Teacher	
Miller	Mary Beth	5/27/2022	SC	Teacher	Y
Milnar	Elizabeth	5/27/2022	NF	SPED PK Teacher	
Moore	Jennifer	5/27/2022	SA	Teacher	
Neal	Anna	5/27/2022	HG	Teacher	
Payson	Breanna	5/27/2022	CLA	Teacher	
Pereira	Kathryn	5/27/2022	BF	Teacher	
Phillips	Christina	5/27/2022	SC	Counselor	
Phillips	Victoria	5/27/2022	CLA	Teacher	
Phillips	Melina	5/27/2022	BF	Teacher	Y
Pierce	Pamela	5/27/2022	CLA	SPED Teacher	

Pierce	Alicia	5/27/2022	NF	Teacher	Y
Piety	Jessica	5/27/2022	SA	Teacher	
Porter	Deanna	5/27/2022	SA	Teacher	
Prater	Carol	5/27/2022	CLA	Teacher	
Qualls	Melanie	5/27/2022	NF	Teacher	
Reed	Evelyn	5/27/2022	BR	Art Teacher	
Reynolds	Amber	5/27/2022	BR	Teacher	
Rinks	Lucy	5/27/2022	BR	Teacher	
Ruch	Joseph	5/27/2022	JP	Teacher	
Schroeder	Rachel	5/27/2022	RR	Teacher	
Scruggs	Hannah	5/27/2022	CLA	Teacher	
Shelton	Macy	5/27/2022	BF	Teacher	
Slough	Rachael	5/27/2022	SC	Teacher	Y
Vehr	Katie	5/27/2022	SC	Teacher	Y
Weems	Leslie	5/27/2022	SA	Teacher	
Williams	Gina M	5/27/2022	SC	Teacher	
Chittenden	Kaylee	6/3/2022	SC	School Psych	
Spicer	Melanie	6/3/2022	JP/BR	School Psych	

## Classified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>
Kukkonen	Ashley	5/24/2022	RR	EA
Adams	Ashley	5/27/2022	District Wide	Mental Health Counselor
Chaarani	Maha	5/27/2022	CLA	EA
Clemmer	Morgan	5/27/2022	NF	EA
Crismon	Crystal	5/27/2022	District Wide	ACES Counselor
Fisher	Jamie	5/27/2022	NF	SPED PK EA
Fryar	Eden	5/27/2022	SC	ESP Site Director
Johns	George	5/27/2022	SHOP	Bus Asst
Phillips	Darby	5/27/2022	NF	CDC EA
Phillips	Chelsea	5/27/2022	RR	Office EA
Ray	Lisa	5/27/2022	MNS	SPED EA
Trout	Lindsey	5/27/2022	SA	EA
Zellars	Mia	5/27/2022	District Wide	ACES Counselor
Zuniga	Jessica	5/27/2022	OCE	EA
Willis	Amanda	6/1/2022	SA	Attendance Secretary
Martin	Lisa	6/6/2022	SA	ESP Site Director
Lawrence	Morgan	6/17/2022	SHOP	Groundskeeper

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2021 Through May 31, 2022**

<b>TOTAL INCOME</b>	<b>7/1/21 - 5/31/22</b>	<b>\$</b>	<b>82,317,238</b>
<b>TOTAL EXPENSES</b>	<b>7/1/21 - 5/31/22</b>		<b><u>76,449,068</u></b>
<b>NET INCOME</b>	<b>5/31/22</b>	<b>\$</b>	<b><u><u>5,868,170</u></u></b>

**YEAR-TO-DATE REVENUE COMPARISON**

MAY 2022

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	BUDGET CLASS.	2020-21 BUDGET	2020-21 YTD REV.	2020-21 OVR/(UNDR) BUDGET	2020-21 %	2021-22 BUDGET	2021-22 YTD REV.	2021-22 OVR/(UNDR) BUDGET	2021-22 %
1	40110-Current Prop. Tax	15,312,150	15,651,252	339,102	102.2%	15,700,000	15,987,306	287,306	101.8%
2	40210-Local Option Sales Tax	12,330,550	9,209,109	(3,121,441)	74.7%	13,021,844	12,040,567	(981,277)	92.5%
3	40000-41110-Other County Rev	1,850,000	1,488,687	(361,313)	80.5%	1,705,000	1,427,245	(277,755)	83.7%
4	43300-44000-Other Local Revenue	698,941	605,601	(93,340)	86.6%	1,792,500	508,363	(1,284,137)	28.4%
5	46511-Basic Educ. Program	48,350,000	42,486,300	(5,863,700)	87.9%	48,115,000	43,356,600	(4,758,400)	90.1%
6	46515-Early Childhood Ed.	1,072,125	900,393	(171,732)	84.0%	1,063,812	871,447	(192,365)	81.9%
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46590-Other State Education	1,976,159	60,886	(1,915,273)	3.1%	1,689,401	358,442	(1,330,959)	21.2%
9	46610-Career Ladder Program	88,000	108,474	20,474	123.3%	82,000	85,903	3,903	104.8%
10	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
11	46591-Coordinated School Health	100,000	94,216	(5,784)	94.2%	100,000	92,772	(7,228)	92.8%
12	46595-Family Resource	29,600	27,144	(2,456)	91.7%	29,600	26,836	(2,764)	90.7%
13	46800-46990-Other State Revenue	262,503	169,278	(93,225)	64.5%	227,419	89,917	(137,502)	39.5%
14	47000- Federal Funds	283,653	7,459	(276,194)	2.6%	945,179	225,323	(719,856)	23.8%
15	49100-49800 Bond & City Transfers	3,244,831	-	(3,244,831)	0.0%	450,000	18,506	(431,495)	4.1%
16	49810-Approp./City Gen. Fund	7,885,103	7,228,011	(657,092)	91.7%	8,748,241	7,228,011	(1,520,230)	82.6%
17	49820-Operating Transfers	78,413	20,500	(57,913)	26.1%	-	-	-	N/A
	<b>TOTALS</b>	<b>\$ 93,562,028</b>	<b>\$78,057,310</b>	<b>\$ (15,504,718)</b>	<b>83.4%</b>	<b>\$93,669,996.00</b>	<b>\$ 82,317,238</b>	<b>\$ (11,352,758)</b>	<b>87.9%</b>

YEAR-TO-DATE EXPENDITURE COMPARISON

MAY 2022

PAGE 1

	BUDGET CLASS.	2020-21 BUDGET	2020-21 YTD EXP.	2020-21 OVR/(UNDR) BUDGET	2020-21 %	2021-22 BUDGET	2021-22 YTD EXP.	2021-22 OVR/(UNDR) BUDGET	2021-22 %
1	71100-Reg. Instruction	50,568,178	40,678,498	(9,889,680)	80.4%	53,405,843	\$41,956,834.90	(11,449,008)	78.6%
2	71200-Sp. Ed. Instruction	9,646,900	7,847,641	(1,799,259)	81.3%	10,430,890	8,435,818	(1,995,072)	80.9%
3	71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4	72110-Attendance	157,489	135,367	(22,122)	86.0%	101,955	91,255	(10,700)	89.5%
5	72120-Health Services	948,039	837,473	(110,566)	88.3%	350,470	164,383	(186,087)	46.9%
6	72130-Guidance	2,743,401	2,098,907	(644,494)	76.5%	2,664,745	2,132,815	(531,930)	80.0%
7	72210-Reg. Instr. Support	2,315,361	1,954,021	(361,340)	84.4%	2,337,484	1,851,128	(486,356)	79.2%
8	72220-Sp. Ed. Support	1,841,650	1,423,241	(418,409)	77.3%	1,763,075	1,426,550	(336,525)	80.9%
9	72250-Technology	1,954,363	1,623,554	(330,809)	83.1%	2,092,276	1,760,349	(331,927)	84.1%
10	72310-Bd. Of Education	1,646,370	1,389,891	(256,479)	84.4%	1,739,801	1,183,017	(556,784)	68.0%
11	72320-Office of Supt.	388,039	235,680	(152,359)	60.7%	433,002	337,107	(95,895)	77.9%
12	72410-Office of Principal	4,739,039	4,042,609	(696,430)	85.3%	4,987,241	4,336,916	(650,325)	87.0%
13	72510-Fiscal Services	470,480	420,761	(49,719)	89.4%	528,790	497,115	(31,675)	94.0%
14	72520-Personnel Services	587,033	468,924	(118,109)	79.9%	497,494	425,918	(71,576)	85.6%
15	72610-Oper. Of Plant	6,304,017	4,750,998	(1,553,019)	75.4%	6,534,981	5,314,255	(1,220,726)	81.3%
16	72620-Maint. Of Plant	2,809,034	1,875,238	(933,796)	66.8%	2,938,194	1,773,985	(1,164,209)	60.4%
17	72710-Pupil Transp.	3,883,591	2,802,205	(1,081,386)	72.2%	4,087,128	2,993,579	(1,093,549)	73.2%
18	73300-Community Service	557,708	384,784	(172,924)	69.0%	587,955	403,771	(184,184)	68.7%
19	73400-Early Childhood Educ.	1,249,350	982,974	(266,376)	78.7%	1,240,007	951,203	(288,804)	76.7%
20	76100-Reg. Cap. Outlay	150,500	101,352	(49,148)	67.3%	130,000	85,817	(44,184)	66.0%
21	82130-Education Debt Serv.	3,244,831	-	(3,244,831)	0.0%	-	-	-	N/A
22	99100-Operating Transfers	409,200	377,220	(31,980)	92.2%	350,900	327,251	(23,649)	93.3%
	<b>TOTALS</b>	<b>96,614,573</b>	<b>74,431,338</b>	<b>\$ (22,183,235)</b>	<b>77.0%</b>	<b>97,202,231</b>	<b>76,449,068</b>	<b>\$ (20,753,163)</b>	<b>78.6%</b>