

**Board of Education Regular Meeting**

October 11, 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 Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item	Mrs. Lisa Trail
A. Spotlight on Education-Early Literacy Procedural Item	Dr. Trey Duke
B. The Best of MCS-Kristen Treinen Procedural Item	Dr. Trey Duke
<b>IV. CONSENT ITEMS</b> Consent Agenda Motion to approve consent agenda.. This motion, made by Mr. Wesley Ballard and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0	Chair Butch Campbell
A. Approval of the 9-13 Board Minutes Consent Item	
B. Approval of School Fees Consent Item	
C. Minor Change to Board Policy Consent Item	
i. Approval of Board Policy 3.202 Emergency Preparedness Plan on First and Final Reading Consent Item	
ii. Approval of Board Policy 3.205 Security on First and Final Reading Consent Item	
iii. Approval of Board Policy 3.400 Student Transportation Management on First and Final Reading Consent Item	
iv. Approval of Board Policy 4.406 Use of the Internet Action Item	
D. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 1.105 School Board Legislative Involvement on Second Reading Consent Item	
ii. Approval of Board Policy 1.203 New Member Orientation on Second Reading Consent Item	
iii. Approval of Board Policy 1.701 School District Planning on Second Reading Consent Item	

iv. Approval of Board Policy 6.203 School Admissions on Second Reading Consent Item	
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of the 2022 LEA Compliance Report Action Item Motion to approve the LEA Compliance Report. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0	Dr. Trey Duke
B. Approval of Textbook Adoption Committee Members Action Item Motion to approve the Textbook Adoption Committee. This motion, made by Mr. David Settles and seconded by Mr. Jimmy Richardson III, passed. Yea: 7, Nay: 0	Dr. Trey Duke
C. Approval of Board Policy 1.204 Board Member Development Opportunities on Second Reading Consent Item Motion to approve Board Policy 1.204 Board Member Development Opportunities on Second Reading. This motion, made by Ms. Amanda Moore and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0	Dr. Trey Duke
D. Approval of Board Policy 2.200 Annual Operating Budget on First Reading Action Item Motion to approve Board Policy 2.200 Annual Operating Budget on First Reading. This motion, made by Mr. Wesley Ballard and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0	Dr. Trey Duke
E. Approval of Board Policy 3.500 School Nutrition Program on First Reading Action Item Motion to approve Board Policy 3.500 School Nutrition Program on First Reading. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0	Dr. Trey Duke
F. Approval of Board Policy 5.201 Separation Practices for Non-Tenured Teachers on First Reading Action Item Motion to approve Board Policy 5.201 Separation Practices for Non-Tenured Teachers on First Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0	Dr. Trey Duke
G. Approval of Board Policy 6.313 Code of Behavior and Discipline on First Reading Action Item Motion to approve Board Policy 6.313 Code of Behavior and Discipline on First Reading. This motion, made by Ms. Amanda Moore and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0	Dr. Trey Duke
H. Approval of FY23 School Nutrition Fund Pandemic EBT Administrative Cost Grant Action Item Motion to approve FY23 School Nutrition Fund Pandemic EBT Administrative Cost Grant. This motion, made by Mr. Wesley Ballard and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0	Dr. Trey Duke
I. Project Diabetes Grant Approval Action Item	Dr. Trey Duke

<p>Motion to approve the Project Diabetes Grant. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0</p>	
<p>J. Approval of FY23 ESP Fund 146-ARP Child Care Stabilization Grant-Round 2 Action Item Motion to approve the FY23 ESP Fund 146-ARP Child Care Stabilization Grant-Round 2. This motion, made by Mr. Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>K. Approval of FY23 GPS Budget Amendment: Operation of Plant-Motor Vehicles Action Item Motion to approve the FY23 GPS Budget Amendment: Operation of Plant-Motor Vehicles. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>L. Approval of Resolution to Transfer Funds from GP to Federal Projects Action Item Motion to approve the Resolution to Transfer Funds from GP to Federal Projects. This motion, made by Mr. Wesley Ballard and seconded by Ms. Barbara Long, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>M. Approval of FY23 GPS Budget Amendment-Safe Schools Grant Action Item Motion to approve the FY23 GPS Budget Amendment-Safe Schools Grant. This motion, made by Mr. David Settles and seconded by Ms. Karen Dodd, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p><b>VI. REPORTS AND INFORMATION</b> Information Item</p>	Chair Butch Campbell
<p>A. Director's Update Information Item</p>	Dr. Trey Duke
<p><b>VII. OTHER BUSINESS</b> Information Item</p>	Chair Butch Campbell
<p><b>VIII. ADJOURNMENT</b> Action Item Motion to adjourn. This motion, made by Mr. Wesley Ballard and seconded by Mr. Jimmy Richardson III, passed. Yea: 7, Nay: 0</p>	Chair Butch Campbell

**MINUTES**

**Board of Education Regular Meeting**

September 13, 2022 6:00 PM

City Hall Council Chambers

<p><b>I. CALL TO ORDER</b> Procedural Item In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Karen Dodd, Barbara Long, Amanda Moore, and Jimmy Richardson  Staff: Dr. Trey Duke, Ralph Ringstaff, Joe Marlin, Lisa Trail, Kim Williams, Chris George, Ken Rocha, Tiffany Strevel, Maryam Hill, Maria Johnson, Rana Dajani  Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	<p>Chair Butch Campbell</p>
<p><b>A. Pledge of Allegiance</b> Procedural Item The Pledge of Allegiance was led by Keetyn Wyatt, a 3rd grade student and Kingston Riley, a 2nd grade student, both at Black Fox Elementary, and Anthony Guevara, a 5th grader, Sophia Guevara, a 4th grader, Victoria Guevara, a 2nd grader, and Ariana Guevara, a kindergarten student, all from Bradley Academy.</p>	
<p><b>B. Moment of Silence</b> Procedural Item</p>	
<p><b>II. ELECTION OF BOARD CHAIR AND VICE CHAIR</b> Action Item Ms. Taylor went over the process of electing the board chair and vice chair with the board.  There was a call for nominations for board chair. David Settles nominated Butch Campbell as board chair. Jimmy Richardson seconded.  A roll call vote was taken: Wes Ballard-Butch Campbell Karen Dodd-Butch Campbell Barbara Long-Butch Campbell Amanda Moore-Butch Campbell Jimmy Richardson-Butch Campbell David Settles-Butch Campbell Butch Campbell-Butch Campbell  With 7 yes votes for Butch Campbell, he was elected Board Chair for the 2022-2023 school year.  There was a call for nominations for board vice-chair. David Settles nominated Jimmy Richardson. Wes Ballard seconded.  A roll call vote was taken: Wes Ballard-Jimmy Richardson Karen Dodd-Jimmy Richardson Barbara Long-Jimmy Richardson</p>	<p>Ms. Elizabeth Taylor</p>

<p>Amanda Moore-Jimmy Richardson  Jimmy Richardson-Jimmy Richardson  David Settles-Jimmy Richardson  Butch Campbell-Jimmy Richardson</p> <p>With 7 yes votes for Jimmy Richardson, he was elected Board Vice-Chair for the 2022-2023 school year.</p>	
<p><b>III. APPROVAL OF AGENDA</b>  Action Item  Motion to approve the agenda. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)</p>	Chair Butch Campbell
<p><b>IV. COMMUNICATIONS</b>  Information Item  Congratulations to Shay Hutcherson, STEM teacher, for being accepted into TSIN Inaugural Innovative Leaders Institute for Instructional Coaches. This new cohort focuses on increasing capacity in those who support instruction at the school level.</p> <p>Congratulations to Dr. Heather Knox. Heather recently joined the Board of the Tennessee Association for the Gifted as their Treasurer.</p> <p>Mitchell-Neilson Primary would like to thank the generous folks at Parks Realty for their generous donation of teacher supplies. Each year, they ask for our teacher wish lists and then fulfil them for us. Every teacher gets a bag full of teacher supplies.</p> <p>The Back to School Dash/911 Heroes Run had 573 participants and over 100 volunteers. Thank you to everyone who helped make the run a success.</p>	Mrs. Lisa Trail
<p>A. Presentation of Board of Distinction Plaque-Jimmie Garland,  Mid-Cumberland District Director  Procedural Item</p>	Chair Butch Campbell
<p>B. The Best of MCS-Rana Dajani  Procedural Item</p>	Dr. Trey Duke
<p><b>V. CONSENT ITEMS</b>  Consent Agenda  Motion to approve consent agenda.. This motion, made by Mr. Wesley Ballard and seconded by Ms. Amanda Moore, passed. (7-0)</p>	Chair Butch Campbell
<p>A. Approval of 8-23 Board Minutes  Consent Item</p>	
<p>B. Approval of School Fees  Consent Item</p>	
<p>C. Minor Change to Board Policy  Consent Item</p>	
<p>i. Approval of Board Policy 1.101 Role of the Board of Education  on First and Final Reading  Consent Item</p>	
<p>ii. Approval of Board Policy 1.102 Board Members Legal Status  on First and Final Reading  Consent Item</p>	
<p>iii. Approval of Board Policy 1.406 Minutes on First and Final  Reading</p>	

Consent Item	
iv. Approval of Board Policy 1.801 School Day on First and Final Reading Consent Item	
v. Approval of Board Policy 2.400 Revenues on First and Final Reading Consent Item	
vi. Approval of Board Policy 2.401 Gifts and Bequests on First and Final Reading Consent Item	
vii. Approval of Board Policy 2.402 Investment Earnings on First and Final Reading Consent Item	
viii. Approval of Board Policy 2.700 Accounting System on First and Final Reading Consent Item	
ix. Approval of Board Policy 2.804 Expenses and Reimbursements on First and Final Reading Consent Item	
D. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 2.804 Expenses and Reimbursements on Second Reading Consent Item	
ii. Approval of Board Policy 2.806 Bids and Quotations on Second Reading Consent Item	
E. Approval of Board Policy 3.202 Emergency Preparedness Plan on Second Reading Consent Item	
F. Approval of Board Policy 4.101 Instructional Standards on Second Reading Consent Item	
G. Approval of Board Policy 4.400 Instructional Materials on Second Reading Consent Item	
H. Approval of Board Policy 4.403 Library Materials on Second Reading Consent Item	
I. Approval of Board Policy 4.406 Use of the Internet on Second Reading Consent Item	
J. Approval of Board Policy 5.106 Application and Employment on Second Reading Consent Item	
K. Approval of Board Policy 5.200 Separation Practices for Tenured Teachers, Board Policy 5.201 Separation Practices for Non-Tenured Teachers, Board Policy 5.701 Substitute Teachers on Second Reading Consent Item	

L. Approval of Board Policy 6.318 Admission of Suspended or Expelled Students on Second Reading Consent Item	
M. Approval of Board Policy 6.409 Child Neglect and Abuse on Second Reading Consent Item	
<b>VI. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of Board Policy 1.105 School Board Legislative Involvement on First Reading Action Item Motion to approve Board Policy 1.105 School Board Legislative Involvement on First Reading. This motion, made by Jimmy Richardson III and seconded by Barbara Long, passed. (7-0)	Dr. Trey Duke
B. Approval of Board Policy 1.203 New Member Orientation on First Reading Action Item Motion to approve Board Policy 1.203 New Member Orientation on First Reading. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. (7-0)	Dr. Trey Duke
C. Approval of Board Policy 1.204 Board Member Development Opportunities on First Reading Action Item Amanda Moore asked that we add language back to the policy that states the Board may participate in regional and national organizational conferences and trainings but not mention TSBA specifically. Motion to approve Board Policy 1.204 Board Member Development Opportunities on First Reading with amendment from Amanda Moore. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. (7-0)	Dr. Trey Duke
D. Approval of Board Policy 1.701 School District Planning on First Reading Action Item Motion to approve Board Policy 1.701 School District Planning on First Reading. This motion, made by Ms. Amanda Moore and seconded by Karen Dodd, passed. (7-0)	Dr. Trey Duke
E. Approval of Board Policy 5.1061 Employment of Retirees on Second Reading Consent Item Motion to approve Board Policy 5.1061 Employment of Retirees on Second Reading. This motion, made by Mr. David Settles and seconded by Barbara Long, passed. (7-0)	
F. Approval of Board Policy 6.203 School Admissions on First Reading Action Item Motion to approve Board Policy 6.203 School Admissions on First Reading. This motion, made by Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. (7-0)	Dr. Trey Duke
G. Approval of Director's Evaluation Document Action Item Motion to approve the Director's Evaluation Document. This motion, made by Mr. Wesley Ballard and seconded by Mr. David Settles, passed. (7-0)	Dr. Trey Duke
H. Approval of Board Committee Assignments Action Item Motion to approve the Board Committee Assignments. This motion, made by Ms. Amanda Moore and seconded by Barbara Long, passed. (7-0)	Chair Butch Campbell
I. Approval of School-Based Accounts Payable	Dr. Trey Duke

<p>Carried Over From 2021-2022 Action Item David Settles thanked Kim Williams for such an excellent job as Finance Director. Motion to approve School-based Accounts Payable Carried Over from 2021-2022. This motion, made by Mr. David Settles and seconded by Karen Dodd, passed. (7-0)</p>	
<p>J. Approval of Bus Driver Incentives Action Item David Settles asked if this is referring to trained bus drivers, and Dr. Duke explained that we will take trained or untrained bus drivers. We will provide training for them.</p> <p>Amanda Moore asked how we are getting by right now and Dr. Duke explained that there are several double routes and the Transportation Supervisor and his assistant are both driving buses. He said that there are eleven double routes in the mornings and 13 double routes in the afternoon.</p> <p>Chair Campbell asked if we have any bus drivers in training at the moment, and Dr. Duke explained that we do have bus drivers in training along with bus aides going through the process.</p> <p>David Settles asked where we advertise for these openings. Dr. Duke said that we are doing a big push tomorrow with information going out to parents as well.</p> <p>Wes Ballard asked if we have any retired bus drivers that have come back to work and at this time we do not.</p> <p>Karen Dodd asked if there are bus aides on every bus. Dr. Duke said that we do not have aides on all buses, but on most. He said that we prioritize what buses we place the aides on. Dr. Duke said that he would get the exact number of aides and get that back to the board.</p> <p>Barbara Long asked about parents bringing their children to school if possible. Dr. Duke said that he appreciated their patience. He said that we are in constant communication with parents regarding late buses and also asking for their help in bringing their children to school if possible. He said that we will keep those communication lines open.</p> <p>Motion to approve the Bus Driver Incentives. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. (7-0)</p>	<p>Dr. Trey Duke</p>
<p>K. Adoption of Resolution Regarding 3rd Grade Retention Action Item David Settles thanked Dr. Duke for his input with the State Legislators and thanked him for speaking on behalf of the board. Chair Campbell also thanked Dr. Duke for his communication with the Legislators and for writing this resolution along with Ms. Elizabeth Taylor.</p> <p>Wes Ballard asked how this resolution would be distributed to the Legislators. Mrs. VanCleave will email the resolution to the Legislators and will also mail a signed hard copy to them.</p> <p>Motion to approve the Resolution Regarding 3rd Grade Retention. This motion, made by Mr. David Settles and seconded by Barbara Long, passed. (7-0)</p>	<p>Dr. Trey Duke</p>
<p><b>VII. REPORTS AND INFORMATION</b> Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. State of the Schools Report Information Item Dr. Duke presented an overview to the board explaining the recently released test data from last</p>	<p>Dr. Duke and Dr. Chris George</p>

<p>year. He introduced Dr. Chris George, Coordinator of Assessment and Data, to the board and Dr. George also commented on the test data recently received.</p> <p>David Settles said that he knew that Dr. Duke is continuously working to get scores up, but asked how long he thought it would take. Dr. Duke explained that there was significant learning loss during COVID, but he is putting things into place to help raise scores such as hiring additional EAs to help with tutoring. He explained that we will continue to make improvements.</p> <p>Karen Dodd asked if school wide disabilities includes all disabilities. Dr. Duke said that these are any disabilities with plans in place. This may not include dyslexia unless that student has a plan. He said that intellectually gifted is not included.</p> <p>Amanda Moore asked if we test social studies. 6th grade is the only grade that takes it and yes, they are tested. Dr. Duke said that we have zero timeline of when grades 3-5 will be tested again. Ms. Moore asked if social studies gets sacrificed in the daily lessons, and Dr. Duke said that it is being taught for sure.</p> <p>Dr. Duke told the board that MCS has been named an Advancing School District. We've seen a strong increase in ELA scores and strong math scores that outperform the state average along with strong ELPA scores and growth for our English Language assessment.</p> <p>Dr. Duke announced that we have two reward schools! Salem Elementary and Discovery School, and two schools who missed that mark by a tenth of a point-Black Fox Elementary and Bradley Academy. He also mentioned the hard work and growth that Ms. Shields at MNE has seen.</p> <p>Dr. Duke ended the update by talking about areas of continued focus. Dr. Duke thanked the teachers, instructional and central office staff for their hard work during a challenging year.</p> <p>Jimmy Richardson told Dr. Duke that he couldn't thank him enough for being such a great advocate for MCS. Mr. Richardson felt that the message that Dr. Duke is sending to MCS students and staff is that we see you, and we are working hard for you and with you.</p>	
<p><b>B. Insurance Update</b> Information Item Dr. Duke told the board that due to the efforts of Mrs. Hunsicker and Mr. Ringstaff, insurance rates would be lower for our employees. He thanked them for such a great job in making this happen.</p>	Dr. Trey Duke
<p><b>C. Director's Update</b> Information Item</p>	Dr. Trey Duke
<p><b>i. Enrollment Update</b> Information Item Mr. Joe Marlin came forward to give the board an update on enrollment at this point in the year. He told the board that the full enrollment report would be presented at the 9/27 meeting.</p>	Dr. Trey Duke
<p><b>VIII. OTHER BUSINESS</b> Information Item David Settles congratulated Mr. Bill Shacklett for elected as the new vice mayor of Murfreesboro. He said that Mr. Shacklett has done an exemplary job as a servant to this city and he looks forward to many years under his leadership.</p>	Chair Butch Campbell
<p><b>IX. ADJOURNMENT</b> Action Item</p>	Chair Butch Campbell

The meeting adjourned at 7:28 p.m. Motion to adjourn. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed.	
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Director of Schools



# Murfreesboro City School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>09/13/22</b>
		Rescinds: <b>3.202</b>	Issued: <b>10/12/21 01/23/18</b>

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring Board  
2 approval of the district Multi-Hazard Operations Plan,<sup>1</sup> which shall include, but not be limited to,  
3 procedures for nuclear or bomb threats, civil disturbances, armed intruders, earthquakes, fires,  
4 tornadoes or other severe weather, and medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall  
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,  
8 students, and parents.

## 9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school  
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year. These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
19 shall give all school personnel instructions on how to properly use fire extinguishers.

## 20 **ARMED INTRUDER DRILLS**

21 The Director of Schools or designee shall ensure that each school safety team conducts at least one (1)  
22 armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

## 23 **AED DRILLS<sup>5</sup>**

24 Any school with an AED shall conduct a CPR and AED drill for school personnel to practice the use  
25 of these life saving devices and to evaluate the school's preparedness in the event of a medical  
26 emergency. The principal shall be responsible for ensuring the drill occurs.

1 Any school with an AED shall schedule annual AED training for all school personnel. The AED  
2 training shall:

- 3 • Teach the use of AEDs;
- 4 • Inform school personnel of the location of AEDs;
- 5 • Inform school personnel of the school's response plan; and
- 6 • Inform school personnel of the members of the school response team.

## 7 **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

8 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
9 and consult with the local and state health departments and other local emergency or healthcare  
10 providers in protecting students and the community from further infection. The Director of Schools  
11 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>5</sup>

## 12 **REMOTE LEARNING DRILLS<sup>7</sup>**

13 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
14 reflect how students will transition to remote learning in the event of a disruption to school operations.  
15 Students shall not be asked or required to transition to remote learning at any time during the drill

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### Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. ~~Public Acts of 2022, Chapter No. 936~~[TCA 49-2-139](#)

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>04/24/18</b> <b>Rev-08-24-21</b>
		Rescinds:	Issued:

1 The Director of Schools shall establish procedures to protect school property which shall include, but  
2 not be limited to:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
5 facilities or equipment without appropriate supervision;
- 6 3. Controlling the issuance of keys; and
- 7 4. Developing programs that contribute to the proper care and use of school facilities and  
8 equipment.

9 Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>1</sup>

10 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

11 The principal shall notify the Director of Schools as soon as practical but no longer than 24 hours after  
12 discovering a case of vandalism, theft, building damage and/or illegal entry.

13 The Director of Schools, or designee, is authorized to sign a criminal complaint and to press charges  
14 against perpetrators for vandalism of school property.

## 15 **SCHOOL POLICING**

16 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency  
17 to provide school policing. Any memorandum of understanding shall address, at a minimum, the  
18 following issues:<sup>2</sup>

- 19 1. Any School Resource Officer ( SRO) assigned under a memorandum must be in compliance  
20 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at  
21 the time of assignment and remain compliant throughout the tenure of their assignment;
- 22 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
23 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
24 participate in a minimum of sixteen (16) hours of training specific to school policing. All

- 1 training programs shall be approved by the Peace Officers Standards and Training  
2 Commission.
- 3 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
4 agency, subject to that agency's direction, control, supervision and discipline, though the Board  
5 may agree to indemnify and reimburse the law enforcement agency for any part or all of the  
6 increased costs incurred by the law enforcement agency as a result of the assignment of the  
7 SROs.
- 8 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
9 of the Director.
- 10 5. In the event that more than one SRO is assigned to a school system, the law enforcement  
11 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The  
12 duties of the senior SRO, however designated, shall include, but not be limited to, the  
13 following:
- 14 a. To represent and carry out the policies of the law enforcement agency assigning the  
15 SROs.
- 16 b. To supervise the SROs in the performance of their duties;
- 17 c. To consult with the Director regarding the best use of the available resources for school  
18 policing; and
- 19 d. To resolve disputes between the SROs and students or faculty members.
- 20 6. The memorandum may be effective for any length of time, including continuing until  
21 terminated by the parties, and may contain any reasonable notice requirement for the  
22 termination of the memorandum. However, the memorandum shall contain a provision  
23 allowing the Director to suspend the active participation of the SROs in the event that the  
24 Director believes that such suspension is best for the health, safety and/or well-being of the  
25 students and/or school staff.

## 26 **CYBERSECURITY<sup>3</sup>**

27 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
28 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
29 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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Legal References

1. ~~EDGAR 34 subtitle A Part 80.32~~ [2 CFR 200.313](#)
2. TCA 49-6-4217
3. TCA 49-6-805(9)

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Cross References

- Visitors to the Schools 1.501
- Care of School Property 6.311

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>10/22/19</b>
		Rescinds: <b>SS 7</b>	Issued: <b>10/01/12</b>

1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to  
2 transportation. School buses shall be maintained and operated in accordance with state law and State  
3 Board Rules and Regulations.<sup>1</sup>

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
5 appear on the rear bumper.<sup>2</sup>

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to  
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor,  
9 including, but not limited to, incidents in which any part of the bus contacts any other object or vehicle.  
10 The Transportation Supervisor shall be responsible for submitting all records and required reports to the  
11 Tennessee Risk Management Trust and state and local agencies.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and  
13 regulatory requirements for the transportation program.

## 14 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

15 The Director of Schools shall appoint a Transportation Supervisor for the district. The Supervisor shall  
16 be responsible for monitoring and oversight of transportation services for the district.

17 The Transportation Supervisor shall complete a student transportation management training program  
18 upon appointment. The Transportation Supervisor shall complete a minimum of four (4) hours of  
19 training annually.

20 The Director of Schools shall ensure that training is completed and shall provide the State Department  
21 of Education with appropriate documentation.

## 22 **COMPLAINT PROCESS<sup>4</sup>**

23 The following procedure will govern how students, teachers, staff, and community members shall  
24 submit bus safety complaints:

- 25 1. All complaints shall be submitted to the Transportation Supervisor on forms designated by the  
26 district.

- 1        2. Forms may be submitted in person, via mail or email. The forms designated by the district will
- 2        be located on the district website.
- 3        3. The Transportation Supervisor shall begin an investigation of all safety complaints within
- 4        twenty-four (24) hours of receipt.
- 5        4. Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor
- 6        shall submit a preliminary report to the Director of Schools. This report shall include:
- 7            a. The time and date the complaint was received;
- 8            b. The name of the bus driver;
- 9            c. A copy or summary of the complaint; and
- 10            d. Any prior complaints or disciplinary actions taken against the driver.

11        Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall  
12        submit a final written report to the Director of Schools that details the investigation's findings as well  
13        as the action taken in response to the complaint.

14        An annual notice of this complaint process shall be provided to parents and students. This information  
15        shall be made available in the student handbook.

## 16        **RECORDKEEPING<sup>5</sup>**

17        The Transportation Supervisor shall be responsible for the collection and maintenance of the following  
18        records:

- 19        1. Bus maintenance and inspection forms;
- 20        2. Bus driver credentials, including required background checks, health records, and performance
- 21        reviews;
- 22        3. Driver training records; and
- 23        4. Complaints received and any records related to the investigation and complaints.

## 24        **FIELD TRIPS**

25        School buses are available for use when the trip is directly related to the planned instructional program.  
26        However, use of the bus during the school day must not interfere with the regular transportation  
27        program.

28        Annually, the Transportation Supervisor will provide information related to costs, procedures in  
29        arranging for use of buses, and other pertinent information.

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Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [TCA 49-6-2116\(a\)-\(c\)](#)
4. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
- ~~5.~~ [TCA 49-6-2116\(d\)\(5\)](#)

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Cross References

**To: Board of Education**

**RE: Policy 4.406**

**Board Meeting Date: October 11, 2022**

Policy 4.406 governs the use of internet. This amendment is delete duplicate language in the policy.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Use of Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>09/13/22</b>
		Rescinds: <b>4.406</b>	Issued: <b>11/01/12</b>

1 The Board supports the right of staff and students to have reasonable access to various information  
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate  
3 and responsible manner.

## 4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign  
6 a written agreement, developed by the Director/designee that sets out the terms and conditions of such  
7 use. Such agreement shall include a provision stating that an employee may not characterize himself or  
8 herself as representing Murfreesboro City Schools in any online posting, unless acting pursuant to the  
9 system's written policies. Any employee who accesses the district's computer system for any purpose  
10 agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

11 The Director of Schools shall develop and implement procedures for appropriate Internet use which  
12 shall address the following:

- 13 1. Development of the Network and Internet Use Agreement.
- 14 2. General rules and ethics of Internet access.
- 15 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 16 4. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>
  - 17 • Sending or displaying offensive messages or pictures
  - 18 • Using obscene language
  - 19 • Harassing, insulting, defaming or attacking others
  - 20 • Damaging computers, computer systems or computer networks
  - 21 • Hacking or attempting unauthorized access to any computer
  - 22 • Violation of copyright laws
  - 23 • Trespassing in another's folders, work or files
  - 24 • Intentional misuse of resources
  - 25 • Using another's password or other identifier (impersonation)
  - 26 • Use of the network for commercial purposes
  - 27 • Buying or selling on the Internet

## 28 **Students**

29 The Director of Schools shall develop and implement procedures for appropriate Internet use by  
30 students. Procedures shall address the following:

31

- 1 1. General rules and ethics of Internet use.
- 2 2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>
  - 3 • Sending or displaying offensive messages or pictures
  - 4 • Using obscene language
  - 5 • Harassing, insulting, cyberbullying, defaming or attacking others
  - 6 • Damaging computers, computer systems or computer networks
  - 7 • Hacking or attempting unauthorized access
  - 8 • Violation of copyright laws
  - 9 • Trespassing in another's folders, work or files
  - 10 • Intentional misuse of resources
  - 11 • Using another's password or other identifier (impersonation)
  - 12 • Use of the network for commercial purposes
  - 13 • Buying or selling on the Internet

#### 14 **INTERNET SAFETY MEASURES<sup>2</sup>**

15 Internet safety measures shall be implemented that effectively address the following:

- 16 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 17 Web
- 18 • Safety and security of students when they are using electronic mail, chat rooms, and
- 19 other forms of direct electronic communications
- 20 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 21 students on-line
- 22 • Unauthorized disclosure, use and dissemination of personal information regarding
- 23 students
- 24 • Restricting students' access to materials harmful to them

25 ~~The Director of Schools/designee shall establish a process to ensure the district's education technology~~  
 26 ~~is not used for purposes prohibited by law or for accessing sexually explicit materials. The process~~  
 27 ~~shall include, but not be limited to:~~

- 28 ~~• Utilizing technology that blocks or filters Internet access (for both students and adults)~~
- 29 ~~to material that is obscene, child pornography or harmful to students<sup>3</sup>~~
- 30 ~~• Monitoring on-line activities of students~~

31 The Director of Schools/designee shall establish a process to ensure the district's education technology  
 32 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall  
 33 include, but not be limited to:

- 34 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both
- 35 students and adults) to material that is obscene or pornographic;<sup>3</sup>
- 36
- 37 2. Prohibiting and preventing a use from sending, receiving, viewing, or downloading
- 38 materials that are deemed to be harmful to minors;<sup>4</sup>
- 39

1           3. Maintaining and securing a usage log; and

2  
3           4. Monitoring online activities of students.<sup>2</sup>

4  
5 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to  
6 address and communicate its internet safety measures.<sup>2</sup>

7 A written parental consent shall be required prior to the student being granted access to electronic  
8 media involving district technological resources. The required permission/agreement form, which shall  
9 specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural  
10 violations, must be signed by the parent/legal guardian and also by the student. This document shall be  
11 executed each year and shall be valid only in the school year in which it was signed unless parent(s)  
12 provide written notice that consent is withdrawn. In order to rescind the agreement, the student's  
13 parent/guardian must provide the Director of Schools with a written request.

14  
15 Complaints alleging a violation of the internet safety measures shall be submitted to the Director of  
16 Technology. All complaints shall be reviewed to determine how to appropriately respond.

#### 17 **E-MAIL**

18 Users with network access shall not utilize district resources to establish electronic mail accounts  
19 through third-party providers or any other nonstandard electronic mail system. All data including e-  
20 mail communications stored or transmitted on school system computers shall be monitored.  
21 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence  
22 may be a public record under the public records law and may be subject to public inspection.<sup>3</sup>

#### 23 **INTERNET SAFETY INSTRUCTION<sup>6</sup>**

24 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
25 computer resources. The Director shall provide adequate in-service instruction on internet safety.  
26 Parents and students will be provided with material to raise awareness of the dangers posed by the  
27 internet and ways in which the internet may be used safely.

#### 28 **SOCIAL NETWORKING**

- 29           1. District staff who have a presence on social networking websites are prohibited from posting  
30 data, documents, photographs or inappropriate information that is likely to create a material and  
31 substantial disruption of classroom activity.
- 32           2. District staff are prohibited from accessing personal social networking sites on school  
33 computers or during school hours except for legitimate instructional purposes.
- 34           3. The Board discourages district staff from socializing with students on social networking  
35 websites. The same relationship, exchange, interaction, information, or behavior that would be

1 unacceptable in a non-technological medium is unacceptable when done through the use of  
2 technology.

### 3 **VIOLATIONS**

4 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance  
5 with the existing disciplinary procedures of Murfreesboro City Schools.

### 6 **VENDOR CONTRACTS<sup>3</sup>**

7 Prior to entering into any contract for the provision of digital or online materials created or marketed  
8 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor  
9 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or  
10 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a  
11 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

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#### Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

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#### Cross References

Use of Email 1.805  
School and System Websites 4.407  
Controversial Materials 4.801  
Student Publications 6.704

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>05/10/16</b>
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to advance the cause of improving public  
 2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws  
 3 and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
 6 and make its position known to their elected representatives at both the state and national  
 7 level;
- 8 2. The Board shall work with other school boards in the state, other local officials, and  
 9 community groups in creating public awareness and support for legislative priorities;
- 10 3. The Board shall annually select one (1) of its members to serve as its representative to the  
 11 Tennessee Legislative Network (TLN):
- 12 4. The Board shall work with its TLN representative, TSBA, ~~NSBA~~, and other concerned groups  
 13 in developing an annual legislative program; and
- 14 5. The Board shall include in its budget appropriate resources to cover costs, including travel  
 15 expenses, necessary to ensure active participation in the legislative process.  
 16

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">New Member Orientation</h2>	Descriptor Code: <b>1.203</b>	Issued Date: <b>05/10/16</b>
		Rescinds: <b>BO 12</b>	Issued: <b>04/79; 09/93; 02/01; 02/11</b>

1 The Board considers board member development to be an ongoing process for all board members and  
 2 a vital responsibility for effective board membership.

3 It shall be the responsibility of the Director of Schools to provide to each new board member either  
 4 electronically or by hard copy access to:

- 5 1. A copy of the Board's *Policy Manual*;
- 6 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities  
 7 of the Board and the Director of Schools;
- 8 3. Minutes of the board meetings for the previous year; and
- 9 4. Other appropriate materials which will acquaint the new member with the operation of the  
 10 school system and board service.

~~11~~ — An orientation for new board members shall be conducted ~~no later than thirty (30) days after new~~  
~~12~~~~11~~ ~~board members take office prior to the new board members taking office.~~ The Chair of the Board and the  
 Director of Schools shall arrange and plan  
~~13~~~~12~~ for such an orientation.

# MURFREESBORO CITY SCHOOL BOARD

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date: <b>09/24/19</b>
		Rescinds: <b>BO 37</b>	Issued: <b>01/05; 03/11; 01/17</b>

1 General

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified  
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated  
4 every two (2) years and shall align with requirements of the State Board of Education.<sup>1</sup>

5 The Director of Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT<sup>1</sup>**

7 The Board shall develop annual plans with specific goals for improving student performance and that  
8 operationalize the district's five (5) year strategic plan.

9 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose  
10 of the retreat shall be to:

11 1. Review progress on the implementation of priorities, initiatives, and long-range plans;

12

13 2. Determine which goals have been achieved and whether any new efforts are needed;

14

15 3. Review major issues that may affect the school system in the future; and

16

17 4. Create an annual plan for district improvement.

18 **SCHOOL IMPROVEMENT PLAN<sup>1</sup>**

19 The principal of each school shall work with the Director of Schools to develop and implement a  
20 school improvement plan that is student focused and in support of the board improvement plan. The  
21 plan shall be updated annually and address the long-range strategic plan of the school district.<sup>1</sup>  
22

Legal References

1. State Board of Education Policy 2.101; TCA 49-1-613

Cross References

- Role of the Board of Education 1.101  
In-Service and Professional Learning Opportunities 5.113  
Qualifications and Duties of the Director of Schools 5.802

~~1—The Board shall develop comprehensive, long-range plans as required by Chapter 0520-01-03-.03(14)~~  
~~2—of the rules of the State Board of Education~~

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Legal References

1. TRR/MS 0520-01-03-.03(14)

Version Date: April 29, 2022

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>09/24/19 Revised 10/12/21</b>
		Rescinds: <b>STU 3, STU 17</b>	Issued: <b>07/01/11</b>

1 All children residing inside the corporate city limits of Murfreesboro with parent(s) or legal guardian(s)  
2 and who meet the age requirements designated in Board Policy 6.201 shall be admitted to the  
3 Murfreesboro City Schools.

4 Any student entering school for the first time must present:

- 5 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
- 6 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of  
7 every student entering school for the first time;
- 8 3. Proof of address of parent or legal guardian upon initial enrollment; however, proof of residency  
9 or -guardianship may be requested at any time.
- 10 4. Evidence of state-required immunization.<sup>3</sup>

11 A child whose care, custody and support have been assigned to a resident of the district by a power of  
12 attorney or order of the court shall be enrolled in school provided appropriate documentation has been  
13 filed with the district office.<sup>4</sup>

14 A student may transfer into the school system at any time during the year if the parent(s) or legal guardian  
15 moves their residence into the school system.

## 16 **Immunizations**

17 Any required immunization shall not be required if a qualified physician shall certify that administration  
18 of such immunization would be in any manner harmful to the child involved.

19 In the absence of an epidemic or immediate threat thereof, immunization shall not be required of any  
20 child whose parent or guardian shall object thereto in writing on grounds that such immunization and  
21 other preventive measures conflict with the religious tenants and practices of a well-organized religious  
22 denomination whose teaching include reliance on prayer or spiritual means alone or healing of which he  
23 parent or guardian is an adherent or member.

24 Immunizations required of all students are required for ESL students. If there is a child without  
25 documentation (green card) or is homeless, they will be admitted to school in accordance with federal

- 1 law. A reasonable length of time will be given for the parent(s) or guardian(s) to obtain documentation.  
2 The Board believes the main goal is to have children in school

### 3 **Name on Pupil Records**

4 The name used on the records of a student entering the Murfreesboro City School System must be that  
5 shown on the birth certificate unless evidence is presented that such name has been legally changed as  
6 prescribed by law. If the parent insists on using a name other than that shown on the birth certificate,  
7 both names shall be placed on the cumulative record.

8 If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such  
9 student will be as shown on documents which are acceptable to the system as proof of date of birth.

10 The name used on the records of a pupil entering the Murfreesboro City Schools from another school  
11 system must be the name shown on the records of that school unless the name has been legally changed.<sup>5</sup>

### 12 **Digital Photographic Record of Adult Enrolling Students**

13 At the time a child is initially enrolled in school, the principal or principal's designee shall inform the  
14 adult individual(s) enrolling the child that school officials confirm the identity of the person removing a  
15 child from school during school hours, either by that person's presentation of an acceptable form of  
16 identification or by a digital photograph of the adult individual(s) enrolling the child taken by a school  
17 official at the time of the child's enrollment. Any adult individual enrolling a student in school shall have  
18 the option of having their photograph taken by a school official and having that photograph retained by  
19 the school as part of that student's permanent record. The parent(s) or legal guardian(s) would be  
20 required to return within a reasonable length of time to provide an official government-issued photo I.D.

### 21 **Parent or Legal Guardian Notice to School of Student Adjudication**

22 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b), the  
23 parents/guardians and a school administrator of any school having previously received similar notice  
24 from the juvenile court or another source, shall provide to the school principal/designee, the abstract  
25 provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when any such  
26 student:

- 27 (1) Initially enrolls in an LEA;
- 28 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 29 (3) Changes schools within this state.

30 This information shall be shared only with school employees who have responsibility for classroom  
31 instruction of the student and the school counselor, social worker or psychologist who is developing a  
32 plan for the child while in the school, and the school resource officer. Such information is otherwise  
33 confidential and shall not be released to others, and the written notification shall not become a part of  
34 the student's record.<sup>6</sup>

## 1 **Students Out of City Within Rutherford County**

2 Students residing with parent(s) or legal guardian(s) and living outside the city limits but within  
3 Rutherford County may be assigned to a Murfreesboro City school contingent upon available space.  
4 Zone waiver applications must be completed on a yearly basis and are applicable to one school year only  
5 depending on school enrollment, capacity, and the information submitted with the application. The Board  
6 has the authority to limit, adjust, or modify the enrollment as it deems necessary. Once an out-of-city  
7 student has been admitted to a Murfreesboro City school under this provision, the student shall be  
8 allowed to continue to attend a Murfreesboro City school for the remainder of their elementary school  
9 years, provided the student and parents comply with all Murfreesboro City Schools' policies, rules, and  
10 regulations, and administrative directives.

11  
12 [Should the Board need to rezone the district or a school for any reason, the newly designated school](#)  
13 [zones supersede any zone waiver\(s\) from prior years. Should the Board need to rezone the district or a](#)  
14 [school for any reason and close a school zone, out of city students may apply for zone waivers at any](#)  
15 [other open zone school.](#)

## 16 **Out-of-County Students**

17 At the discretion of the Director of Schools or designee, out-of-county students may be assigned to a  
18 City school. Students assigned will be assessed an annual fee as determined by the Board. An out-of-  
19 county student residing with a parent or legal guardian who is a full-time or part-time employee of  
20 Murfreesboro City Schools shall not be required to pay the out-of-county tuition. Out-of-County Zone  
21 waiver applications must be completed on a yearly basis and are applicable to one school year only  
22 depending on school enrollment, capacity, and the information submitted with the application. Once an  
23 out-of- county student has been admitted to a Murfreesboro City school under this provision, the student  
24 shall be allowed to continue to attend a Murfreesboro City school for the remainder of their elementary  
25 school years, provided that the student and parents pay the relevant tuition and comply with all  
26 Murfreesboro City Schools' policies, rules and regulations, and administrative directives.

27  
28 [Should the Board need to rezone the district or a school for any reason, the newly designated school](#)  
29 [zones supersede any zone waiver\(s\) from prior years. Should the Board need to rezone the district or a](#)  
30 [school for any reason and close a school zone, out-of-county students may apply for zone waivers at any](#)  
31 [other open zone school.](#)

## 32 **Students from Military Families<sup>7</sup>**

33 The Superintendent of Schools shall develop the necessary administrative procedures to ensure that  
34 students with parent(s)/guardian(s) in the armed services are identified and that appropriate and  
35 available services are provided for these students.

36 A student who does not currently reside within the school district shall be allowed to enroll if he/she is  
37 a dependent child of a service member who is being relocated to Tennessee on military orders. To be  
38 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of

- 1 the school district on relocation. Within thirty (30) days of enrollment, the parent(s)/guardian(s) of the
- 2 student shall provide proof of residency within the school district.

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-5106
6. TCA 49-6-3051
7. State Board of Education Policy 2.103; TCA 49-6-301

**To: Board of Education**

**RE: 2022 LEA Compliance Report**

**Board Meeting Date: October 11, 2022**

School districts are required to comply with all federal and state education laws and State Board of Education rules. Each year, the Board of Education must certify, through Board approval, the school district is in compliance with all laws and rules or that they are not and have a corrective action plan in place.

The LEA compliance report for 2022 states that Murfreesboro City Schools is in compliance with all federal and state education laws and State Board of Education rules. Due to this, no corrective action plan is needed at this time.

## 2022 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2022**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

I certify that the LEA is in compliance with all federal and state education laws and SBE rules.

I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA Name:**

**Director of Schools/Superintendent Name:**

**Director of Schools/Superintendent **Signature:****

**School Board Chair Name:**

**School Board Chair **Signature:****

**Date of School Board Approval:**

**UPLOAD COMPLETED REPORT TO ePlan BY **NOVEMBER 30, 2022****

**(including the corresponding corrective action plan if applicable).**

**Upload instructions are accessible [here](#).**

## Appendix A

### 2022 Noncompliance Corrective Action Plan

**Instructions:** Below is a screenshot of the corrective action plan template. The actual template, which is provided [here](#) in Word format, includes an example and can also be accessed by downloading and opening this PDF and then clicking the attachment (paper clip) icon in the navigation pane.

Additionally, the current edition of *Commissioner's Update for Directors* includes individual links to the compliance report, corrective action plan template, and ePlan submission instructions.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> <li>▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing.</li> <li>▪ Coordinate fingerprinting scheduling, results processing, and related communications.</li> <li>▪ Notify the TDOE director of LEA approval of compliance plan completion.</li> </ul>	<p>Human Resources Director</p> <p>Human Resources Director</p> <p>Human Resources Director (with director of schools copied)</p>	<p>Oct. 12, 2022</p> <p>Oct. 13 – Dec. 6, 2022</p> <p>December 7, 2022</p>

## Appendix B

For your convenience, the following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2022 legislative session: [https://www.tn.gov/content/dam/tn/education/legal/2022\\_Legislative\\_Report\\_final.pdf](https://www.tn.gov/content/dam/tn/education/legal/2022_Legislative_Report_final.pdf)

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding education laws or SBE rules, please contact the department's general counsel, Christy Ballard, at (615) 741-2921 or [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov).

## 2022 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2022**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA Name:** Murfreesboro City Schools

**Director of Schools/Superintendent Name:** Dr. Bobby N. Duke III

**Director of Schools/Superintendent Signature:** Bobby N. Duke III

**School Board Chair Name:** Butch Campbell

**School Board Chair Signature:** Butch Campbell

**Date of School Board Approval:** October 11, 2022

**UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2022**  
(including the corresponding corrective action plan if applicable).  
Upload instructions are accessible [here](#).

**To: Board of Education**

**RE: Approval of the Math Adoption Committee**

**Board Meeting Date: October 11, 2022**

Board Policy 4.400 clarifies that the responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committee, subject to approval by the Board.

We are presenting the proposed list of members for the math textbook adoption committee for Board approval. This committee will work over the next year to analyze the state approved materials and make a recommendation to the Board next semester for the new math curriculum.

# Math Textbook Adoption Committee

2022-2023

School	Name	Grade
Bradley	Shannon Linnell	First
Bradley	Taylor Whitsman	Fifth
Black Fox	Jessica Codispoti	Third
Black Fox	Katie Peek	Kindergarten
Cason Lane	Denise Crumbaugh	Second
Cason Lane	Jacqueline Keller	Fifth
Discovery	Kelly Holman	First
Discovery	Mary Dobbs	Fourth
Erma Siegel	Devontae Kelley	First
Erma Siegel	Nicole Jones	Fourth
Hobgood	Traci West	Third
Hobgood	Oliva Calvo	Second
John Pittard	Stephanie Stephens	Third
John Pittard	Erica Calhoun	Kindergarten
Mitchell Neilson	Eliabeth Truesdell	Fourth
Mitchell Neilson	Ashlee Nebel	First
Northfield	Nancy Johnson	Fifth
Northfield	Melissa Lubash	First
Overall Creek	Catrynia Gannon	Kindergarten
Overall Creek	Erin Nunley	Sixth
Reeves Rogers	Elizabeth Constable	First
Reeves Rogers	Mareen Hoens	Fifth
Salem	Suzanne Clayton	Second
Salem	Kayla Spray	Fourth
Scales	Manivone Pasley	Second
Scales	Kayla Embry	Fifth
Black Fox	Jon Simmons	Math Coach
Hobgood/Bradley	Susan Watson	Math Coach
	Marrie Lasater	Community Member
Bradley	Stephanie Turner	Academic Coach
Scales	Sarah Todd	Academic Coach
Cason Lane	Robyn Trowbridge	Academic Coach
Overall Creek	Cherry Ross	Academic Coach
Discovery	Charlotte Young	Academic Coach
Erma Siegel	Emily Clark	Academic Coach
	Aerial Mosley	ESL/Parent
Salem	Taylor Brown	Academic Coach
	Molly Oliver	Gifted Specialist
Salem	Justin Lattimore	Assitant Principal
Hobgood	Stephanie McIntyre	Assitant Principal
Bradley	Ken Rocha	Principal
John Pittard	Adam Bryson	Principal
Salem	Sia Phillips	Principal
Erma Siegel	Emily Spencer	Principal
	Dr. Jeremy Winters	Content Expert

**To: Board of Education**

**RE: Policy 1.204**

**Board Meeting Date: October 11, 2022**

Policy 1.204 outlines the Development Opportunities for the Board. On first reading, the Board approved an amendment to delete the reference to the National School Boards Association because the TSBA Board of Directors voted to not renew its membership in NSBA on June 5, 2021. This amendment is in response to the request of the Board at the last meeting to include participation in regional and national conferences.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Board Member Development Opportunities</b>	Descriptor Code: <b>1.204</b>	Issued Date: <b>09/24/19</b>
		Rescinds:	Issued: <b>05/10/16</b>

1 The Board shall participate in activities designed to assist board members in improving their skills as  
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board  
4 establishes these principles and procedures for its guidance:

- 5 1. An annual calendar of school board conferences, conventions and workshops shall be maintained  
6 by the board secretary and provided to each board member in order to ensure compliance with the  
7 requirements for professional development. The Board shall identify which meetings should be  
8 attended and the benefits thereof.
- 9 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Finance Director  
10 as a whole shall retain the authority to approve or disapprove the participation of members in  
11 planned activities;
- 12 3. Reimbursement to board members for their travel expenses shall be in accord with the travel  
13 expense policy for staff members;
- 14 4. When a conference, convention or workshop is not attended by the full Board, those participating  
15 will be requested to share information, recommendations and materials acquired at the meeting; and
- 16 5. The public shall be kept informed about the Board's continuing in-service education and about the  
17 programs anticipated for short- and long-range benefits to the schools.  
18

19 The Board regards the following as the kinds of activities and services appropriate under this policy:

- 20 1. Participation in school board conferences, workshops and conventions held by the State, regional and  
national organizations;
- 21 2. Local and district-sponsored training sessions for board members; and
- 22 3. Subscriptions to publications addressing the concerns of board members.

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Legal References

1. TCA 49-2-202(a)(6)
2. TCA 49-2-2001(c)

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Cross References

- Board Self-Evaluation 1.103
- Memberships 1.104
- School Board Legislative Involvement 1.105
- School District Goals 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

**To: Board of Education**

**RE: Policy 2.200**

**Board Meeting Date: October 11, 2022**

Policy 2.200 outlines the budget process for the school district. This amendment adds the legal requirement that the district's budget be submitted to the Commissioner of Education within 30 days of the beginning of the school year as required by State Board of Education Rule 0520-01-02-.13(2)(a).

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Annual Operating Budget</b>	Descriptor Code: <b>2.200</b>	Issued Date: <b>10/24/17</b>
		Rescinds: <b>FM 2</b>	Issued: <b>01/01/12</b>

## 1 *General*

2

3 All school system budgets are the operational plans stated in financial terms which describe the programs  
4 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

## 5 *Central Office*

### 6 **PREPARATION PROCEDURES**

7 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections  
8 requiring additional staffing, curriculum modifications, and additional facilities.

9 The budget proposal should be balanced, consistent with board policy and contract conditions, to include  
10 provisions for:

- 11 • Programs to meet the needs of the entire student body;
- 12 • Staffing arrangements adequate for proposed programs;
- 13 • Maintenance of the district's equipment and facilities; and
- 14 • Efficiency and economy.<sup>1</sup>

15 Budget preparation shall be the responsibility of the Director of Schools. The Director of Schools will  
16 establish procedures for the involvement of staff, including requests from department heads and  
17 principals, all of whom shall seek advice and suggestions from other staff and faculty members.

18 The Director of Schools and the Board Chair shall develop a budget preparation calendar no later than  
19 January 1 of the current school year. The calendar shall be used as a guide for coordinating the budgetary  
20 activities of individuals and groups, collecting budget data, reviewing budget problems, and making  
21 budget decisions.

### 22 **HEARING AND REVIEWS**

23 The proposed budget will be available for inspection by various interested citizens or groups in the office  
24 of the director of schools.

## 1 FINAL ADOPTION PROCEDURE

2 The Board shall adopt a budget and submit it to the City Manager for submission to the City Council  
3 for study and consideration prior to May.<sup>2</sup> The Director of Schools shall file with the Commissioner of  
4 Education a copy of the budget within ten (10) days after its adoption.<sup>3</sup> Within thirty (30) days of the  
5 beginning of each school year, each school system shall submit to the Commissioner of Education, on a form  
6 provided by the Department of Education, a complete and certified copy of its entire school budget for the current  
7 year.<sup>4</sup>

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### Legal References

1. *Tennessee internal School Uniform Accounting Policy Manual*; Section 4-19
2. TCA 6-36-110; TCA 49-2-203(a)(10)
3. TCA 49-2-301(b)(1)(~~Z~~);
4. TRR/MS 0520-01-02-.13(2)(a)



**To: Board of Education**

**RE: Policy 3.500**

**Board Meeting Date: October 11, 2022**

Policy 3.500 governs the School Nutrition Program. These amendments, recommended by the Food Service Supervisor, outline the sanitation requirements for school cafeterias, clarifies the offer v. serve process and established guidelines for student charges.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b><u>Food Service Management</u> <u>Food Nutrition Management</u></b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>10/13/20</b>
		Rescinds: <b>SS 9</b>	Issued: <b>06/01/12</b>

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service  
3 of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>

4 The system's Food Service Supervisor ~~of School Nutrition~~ will oversee the program. All products and  
5 services necessary for the operation of the School Nutrition Department shall be procured using a  
6 procurement plan which must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and After-school Snack  
9 Program, ~~Summer Food Service Program and Child and Adult Care Program~~. Meals and snacks that  
10 are offered shall meet the federal requirements for reimbursement as defined by federal regulations.<sup>2</sup>

11 As required for participation in the School Nutrition Programs:

12 1. Meals must be made available to all students in attendance.

13 2. Free and reduced-price meals/snacks must be made available to students who are determined  
14 eligible for these benefits.

15 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
16 la carte items at school.

17 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must  
18 be as stringent as the current state and federal regulations concerning competitive foods.<sup>3</sup>

19 ~~Student meals will be served under the USDA School Nutrition Guidelines for "Offer Versus Serve,~~  
20 ~~Traditional Food-Based Menu Planning Option" for grades K-6. Preschool will not be on the "Offer~~  
21 ~~Versus Serve" provision.~~

22 Procedures for implementing guidelines established by the State Department of Education, School  
23 Nutrition Program are on file in the district Food Service Procedures Manual.

24 **SANITATION**

25 School Nutrition Managers shall be responsible for implementing regulations from the Department of  
26 Health and assuring that school cafeterias meet acceptable standards of cleanliness at all times.  
27 Inspections of food service facilities shall be conducted semi-annually in accordance with USDA  
28 Guidelines. Only authorized personnel will be allowed in the kitchen area.

29 **OFFER VS. SERVE**

30 Breakfast will be a served meal, a student must take all the components offered. An offer versus serve  
31 meal plan shall be available to all students at lunch. At student must take a minimum of 3 components.

32 **STUDENT CHARGE POLICY**

33 In the event a student does not have adequate funds on account or in hand at the point of sale they will  
34 be allowed to charge their meal. There will be no limit to the number of reimbursable meals provided.

35 Alternative meal selection will not be offered.

36 No charges will be allowed for a la carte items.

37 Charge notifications will be sent home daily from the school nutrition managers at their respective  
38 schools. Email charge notifications will be sent home for the Central Office weekly.

39 Any losses arising from uncollectible accounts and other claims, and related costs (i.e. bad checks, bad  
40 debts, etc.) are unallowable.<sup>4</sup>

41 Every attempt to collect charges will be made by the school nutrition manager and principal.

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Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-13
3. 7 CFR § 210.11
- ~~3-4.~~ Tennessee Internal Uniform Accounting Manual-  
Section 8

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Cross References

Deposit of Funds 2.500  
Financial Reports and Records 2.701

**To: Board of Education**

**RE: Policy 5.201**

**Board Meeting Date: October 11, 2022**

Policy 5.201 governs the separation practices for non-tenured teachers. This amendment deletes language that allows for the hand delivery of notices of non-renewal and aligns the language with state law.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>09/13/22</b>
		Rescinds: <b>5.201</b>	Issued: <b>02/00/21</b>

## 1 **REPORTING OF CRIMINAL ARRESTS**

2

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

## 6 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

## 14 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

15

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

## 22 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

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

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

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

- 1 1. be represented by counsel;
- 2 2. call and subpoena witnesses;
- 3 3. examine all witnesses; and
- 4 4. require that all testimony be given under oath.

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

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

- 16 1. sustain the decision;
- 17 2. send the record back if additional evidence is necessary;
- 18 3. revise the penalty; or
- 19 4. reverse the decision.

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

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

25 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to  
26 the Rutherford County Chancery Court. The Board shall provide the entire record of the hearing to the  
27 court.

## 28 **NONRENEWAL**

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

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

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

- 1 1. The Board shall be notified at the next regular Board meeting; and
- 2 ~~2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or~~
- 3 ~~by email within five (5) business days following the last instructional day for the school year. If~~
- 4 ~~the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall~~
- 5 ~~include a statement listing it as the cause for nonrenewal.<sup>3</sup>~~
- 6 ~~Written notice of non-renewal shall be hand delivered or sent to the employee by registered~~
- 7 ~~mail so that it will be received by the employee within five (5) business days following the last~~
- 8 ~~instructional day for the school year.<sup>3</sup>~~

## 9 RESIGNATION

10 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
11 effective date of the resignation.<sup>4</sup> The Board may waive the thirty (30) days-notice requirement and  
12 permit a teacher to resign in good standing.

13 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>5</sup>

- 14 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
15 statement of a physician approved by the Board;
- 16 2. The drafting of the teacher into military service by a selective service board; or
- 17 3. The release by the Board of the teacher from the contract which the teacher has entered into  
18 with the Board.

19 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
20 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
21 Failure to render such notice may be considered a breach of contract.<sup>6</sup>

22 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
23 the State Board of Education and request the suspension of a teacher's certificate. After the State  
24 Board of Education has provided the teacher an opportunity for defense during a hearing, the State  
25 Board of Education may suspend the certificate for no less than thirty (30) and no more than three  
26 hundred sixty-five (365) days.<sup>7</sup>

## 27 RETIREMENT

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

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

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

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Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)

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Cross References

- Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

**To: Board of Education**

**RE: Policy 6.313**

**Board Meeting Date: October 11, 2022**

Policy 6.313 outlines the Code of Behavior and Discipline for the district. This amendment specifies that conflict resolution or peer mediation may not be used for bullying. This is a best practice because of the unbalance of power in bullying incidents.

# Murfreesboro City School Board

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Code of Behavior and Discipline</h2>	Descriptor Code: <h3 style="text-align: center;">6.313</h3>	Issued Date: <b>01/25/22</b> <b>04/28/20</b> <b>09/24/19</b>
		Rescinds: <b>STU 23 and</b> <b>STU 29</b>	Issued:

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
 2 behavior and discipline which are appropriate for each level of school. The development of each code  
 3 shall involve principals and faculty members of each level and shall be consistent with the relevant  
 4 policies as adopted by the Board.<sup>1</sup>

5 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
 6 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>2</sup> These  
 7 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
 8 school sponsored outings.

## 9 **Misbehavior: Level One**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled, by an individual staff member, with Tier One supports and interventions (Board Policy 6.3132).

Examples (not an exclusive listing): <ul style="list-style-type: none"> <li>• Demonstrated lack of respect for school staff or any authorized individual</li> <li>• Demonstrated lack of respect for fellow students</li> <li>• Classroom disturbances</li> <li>• Classroom tardiness</li> <li>• Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.<sup>3</sup></li> <li>• Cheating and lying</li> <li>• Abusive language</li> <li>• Non-defiant failure to do assignments or carry out directions</li> </ul>	Disciplinary Procedures: <ul style="list-style-type: none"> <li>• Immediate intervention by a staff member</li> <li>• Determine what offense was committed and the severity</li> <li>• Determine offender and that offender understands the nature of the offense</li> <li>• Employ disciplinary options</li> <li>• Maintain a written record of the</li> </ul>	Disciplinary Options: <ul style="list-style-type: none"> <li>• Re-teach and reinforce school- wide and classroom expectations and procedures</li> <li>• Review classroom behavior system and adjust as needed</li> <li>• Parent/student conference</li> <li>• Social skills instruction</li> <li>• Written reflection activity</li> <li>• Counseling</li> <li>• Verbal reprimand</li> <li>• In-school suspension</li> </ul>
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<ul style="list-style-type: none"> <li>Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing)</li> <li>Any of the above listed behaviors committed on a school bus.</li> </ul>		
--	--	--

## 1 Misbehavior: Level two

<p>Misbehavior whose frequency or seriousness tends to disrupt the learning environment of the school and/or behaviors that have not responded to consistent implementation of Tier One interventions. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require action on the part of administrative personnel.</p>		
<p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> <li>Continuation of unmodified Level 1 behaviors</li> <li>School or classroom truancy</li> <li>School or classroom tardiness</li> <li>Use of tobacco</li> <li>Use of forged notes or excuses</li> <li>Disruptive classroom behavior</li> <li>Harassment in violation of Board Policy</li> <li>Defiant failure to do assignments or carry out directions</li> <li>Bullying</li> <li>Unauthorized use of personal electronic devices</li> <li>Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing)</li> <li>Creation, transmission, or carrying of material that may be considered obscene on school grounds, as defined by T.C.A. §39-17-1901</li> <li>Any of the above listed behaviors committed on a school bus</li> </ul>	<p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> <li>Student is referred to principal for appropriate disciplinary action</li> <li>Principal meets with student and teacher</li> <li>Principal hears accusation made by accusing party and permits student the opportunity of explaining the student's conduct, denying it, or explaining any mitigating circumstances</li> <li>Principal takes appropriate disciplinary action and notifies teacher of action</li> <li>Depending on severity, notify parents</li> <li>Principal shall maintain a written record of the offense and disciplinary action</li> <li>Referral to behavior support team</li> </ul>	<p>Disciplinary Options:</p> <ul style="list-style-type: none"> <li>Confirm that Tier I Interventions are implemented and monitored consistently</li> <li>Tier Two Interventions (Board Policy 6.3132)</li> <li>Parent/student conference</li> <li>Written reflection activity</li> <li>Teacher/schedule change</li> <li>Peer mediation (<u>not to be used with bullying</u>)</li> <li>Conflict resolution (<u>not to be used with bullying</u>)</li> <li>Social skills instruction</li> <li>Small group counseling</li> <li>In-school suspension</li> <li>Referral to appropriate community resources</li> <li>Out-of-school suspension (not to exceed ten (10) days)</li> <li>Removal</li> </ul>

1 **Misbehavior: Level Three**

Acts directly against persons or property, but the consequences do not seriously endanger the health or safety of others in the school.		
<p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> <li>• Continuation of unmodified Level 1 or Level 2 behaviors</li> <li>• Fighting (simple)</li> <li>• Hazing, Bullying, Cyber-bullying</li> <li>• Vandalism (minor)</li> <li>• Stealing</li> <li>• Threats to others</li> <li>• Harassment in violation of Board Policy</li> <li>• Look-alike drugs</li> <li>• Look-alike weapons</li> <li>• Any of the above listed behaviors committed on a school bus</li> </ul>	<p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> <li>• Student is referred to principal for appropriate action</li> <li>• Principal meets with student and teacher</li> <li>• Principal hears accusation made by accusing party and permits student the opportunity of explaining the student's conduct, denying it, or explaining any mitigating circumstances</li> <li>• Principal takes appropriate disciplinary action and notifies teacher of action</li> <li>• Principal may refer incident to Director of Schools and make recommendations for consequences.</li> <li>• Notify parents</li> <li>• If student's school assignment is to be changed, adequate notice shall be given to the student and the student's parents of the charges against the student, the student's right to appear at a hearing, and to be represented by person of the student's choosing</li> <li>• A student may appeal a change in school assignment to the Board</li> <li>• Director/Principal shall maintain a written record of the offense and disciplinary action</li> </ul>	<p>Disciplinary Options:</p> <ul style="list-style-type: none"> <li>• Confirm that Tier I and Tier II Interventions have been implemented and monitored consistently</li> <li>• Tier III Interventions</li> <li>• Parent/student conference</li> <li>• Written reflection activity</li> <li>• Teacher/schedule change</li> <li>• Peer mediation (<u>not to be used with bullying</u>)</li> <li>• Conflict resolution (<u>not to be used with bullying</u>)</li> <li>• Small group counseling</li> <li>• Social skills instruction</li> <li>• Restitution for loss, damage, or stolen property</li> <li>• In-school suspension</li> <li>• Out-of-school suspension not to exceed ten (10) days</li> <li>• Individual counseling</li> <li>• Referral to appropriate community resources</li> </ul>

	<ul style="list-style-type: none"> <li>Referral to behavior support team (Tier Two/Tier Three)</li> </ul>	
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## 1 Misbehavior: Level Four

<p>Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of Education.</p>		
<p>Examples (not an exclusive listing):</p> <ul style="list-style-type: none"> <li>Continuation of unmodified Level 1, Level 2, or Level 3 behaviors</li> <li>Death threat (hit list)</li> <li>Extortion</li> <li>Bomb threat</li> <li>Possession/transfer of firearm* (See Board Policy – Zero Tolerance)</li> <li>Possession/use/transfer of dangerous weapons</li> <li>Assault</li> <li>Battery of a student</li> <li>Battery of a teacher, principal, administrator, or any other school staff members*</li> <li>Hazing</li> <li>Vandalism</li> <li>Theft/possession/sale of stolen property</li> <li>Arson</li> <li>Possession of unauthorized substances* (See Board Policy STU 38 – Zero Tolerance)</li> <li>Use/transfer of unauthorized substances</li> <li>Possession/use/sale/transfer of alcoholic beverages</li> <li>Possession/distribution of any drug paraphernalia</li> <li>Harassment in violation of Board Policy</li> <li>Bullying</li> <li>Any of the above listed behaviors committed on a school bus</li> </ul>	<p>Disciplinary Procedures:</p> <ul style="list-style-type: none"> <li>Principal confers with appropriate staff member(s) and with the student</li> <li>Principal hears accusation by accusing party and permits the student the opportunity of explaining conduct</li> <li>Parents are notified</li> <li>Law enforcement officials are contacted when appropriate or when a delinquent act has been committed</li> <li>Incident is reported and recommendations are made to the Director of Schools</li> <li>Complete and accurate reports are submitted to the Director of Schools</li> <li>Student is given right to request a hearing before the Disciplinary Hearing Authority</li> <li>Referral to behavior support team</li> </ul>	<p>Disciplinary Options:</p> <ul style="list-style-type: none"> <li>Confirm that all Tier Two Interventions are implemented and monitored consistently</li> <li>Parent/student conference</li> <li>Individual counseling</li> <li>Referral to appropriate community resources</li> <li>Restitution for loss, damage, or stolen property</li> <li>Out-of-school suspension</li> <li>Expulsion</li> <li>Other hearing authority or Board action which results in appropriate placement</li> </ul>

- 1 \*Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the
- 2 Director of Schools on a case-by-case basis.

### 3 **ADDITIONAL GUIDELINES**

- 4 1. A student shall not be suspended solely because chargers are pending against the student in
- 5 juvenile court or another court.
- 6 2. A principal shall not impose multiple consecutive short-term suspensions that cumulatively
- 7 exceed ten (10) days for the same offense.
- 8 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
- 9 grade because of discipline problems except in the conduct grade.

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#### Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002–4005; 20 USCA 7114, 7118
3. TCA 49-6-4009

**To: Board of Education**

**RE: FY23 School Nutrition Fund Pandemic-EBT Administrative Cost Grant**

**Board Meeting Date: October 11, 2022**

This amendment budgets a one-time Pandemic-Electronic Benefits Transfer (P-EBT) Administrative Costs Grant in the FY22 School Nutrition fund in the amount of \$3,135.

The grant reimburses the School Nutrition fund the administrative costs incurred in FY22 for the support and delivery of the P-EBT cards to schools.

The Pandemic-EBT program gave money to eligible families with a student who has missed a meal due to school closures and/or remote learning. P-EBT money is issued on a card that families can use at grocery stores to buy food.

School Nutrition Fund 143  
Fiscal Year 2022-2023

Exhibit A to Resolution No. 22-R-24

Account Number	Account Description	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>			
143 R 47804	Pandemic-EBT Administrative Costs Grant	3,135	3,135
<b>Total Increase in Revenues</b>		<b>\$ 3,135</b>	<b>\$ 3,135</b>
<u>Expenditures</u>			
143 E 73100 105	Nutrition - Supervisor/Director	75,000	1,000
143 E 73100 119	Nutrition - Bookkeeper	43,436	1,000
143 E 73100 201	Nutrition - Social Security	202,125	125
143 E 73100 204	Nutrition - Retirement	125,245	245
143 E 73100 212	Nutrition - Medicare	42,530	30
143 E 73100 355	Nutrition - Travel (Mileage)	4,100	100
143 E 73100 435	Nutrition - Office Supplies	3,635	635
<b>Total Increase in Expenditures</b>		<b>\$ 496,071</b>	<b>\$ 3,135</b>

CHANGE IN FUND BALANCE (CASH) -

This amendment budgets a new COVID grant in the FY23 School Nutrition fund. The Pandemic-Electronic Benefits Transfer (P-EBT) Administrative Costs Grant reimburses administrative costs incurred in the support and delivery of the P-EBT cards to schools.

*Kim Lucciano* 9-28-22  
 Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby W. Duckett III</i></u>
Declined	<input type="checkbox"/>	Date

**To: Board of Education**

**RE: FY23 CSH Fund 599 – Multi-sport Court Grant – Round 1**

**Board Meeting Date: October 11, 2022**

Murfreesboro City Schools Coordinated School Health Program has applied for and been awarded additional funding from the TN Department of Health Project Diabetes Initiative Services for a 3 year period in the amount of \$363,200.

The grant will be utilized to resurface the existing tennis/play surfaces at up to five schools to create multi-purpose recreational courts. In addition to resurfacing the courts for multiple sports such as tennis, basketball, and pickle ball, funds will be utilized to cover supplies as needed for the sports. Funds will also be used pay staff stipends to lead sports clinics for the school and community. The 5 schools included for the 3 year period are Cason Lane, Discovery, Erma Siegel, Mitchell-Neilson, and Reeves-Rogers.

The TN Department of Health terms require that funding is not to exceed the yearly grant contract amounts. Year 1 FY 23 is \$142,600, Year 2 FY 24 is \$93,900, and Year 3 FY 25 is \$126,700. This is a reimbursement grant.

Murfreesboro City Schools Budget Amendment (#2)

General Purpose Schools Fund 141  
Fiscal Year 2022-2023

BOE Approval 10/11/2022  
Exhibit A to Resolution No. 22-R-24

Account Number	Account Description	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>			
141 R 46310	Department of Health Programs	142,600	142,600
Total Increase in Revenue		\$ 142,600	\$ 142,600
<u>Expenditures</u>			
141 E 72120 189	Health Services - Other Salaries	52,600	200
141 E 72120 399	Health Services - Other Contract Services	147,400	132,400
141 E 72120 499	Health Services - Other Materials & Supplies	15,000	10,000
Total Increase in Expenditures		\$ 215,000	\$ 142,600
CHANGE IN FUND BALANCE (CASH)			\$ -

This amendment budgets the first year of a new three-year Projects Diabetes grant in the General Purpose Schools fund.

The three year grant will fund re-surfacing of five existing tennis courts into multisport courts to support education and promote physical activity for our students and the community. The grant pays for a stipend to PE teachers to offer community clinics, re-surfacing and \$10,000 for materials and supplies.

The re-surfacing projects are located at Erma Siegel, Cason Lane Academy, Discovery School, Mitchell-Neilson and Reeves-Rogers Elementary Schools.

*Ann Williams* 9-28-22  
Reviewed by Finance Director/Finance Manager

Date

Approved	<input checked="" type="checkbox"/>	<i>Bobby W. Duke III</i> Director of Schools	<i>9-28-2022</i> Date
Declined	<input type="checkbox"/>		

**To: Board of Education**

**RE: FY23 ESP Fund 146 - ARP Child Care Stabilization Grant – Round 2**

**Board Meeting Date: October 11, 2022**

Murfreesboro City Schools Extended School Program has applied and been awarded additional funding from the Department of Health and Human Services (HHS) in the amount of \$2,669,786.

A portion of the award (\$287,000) must be utilized to pay bonuses for full-time and part-time childcare workers in ESP as a condition of receiving the grants. All full-time ESP employees will receive a \$2,000 bonus and all part-time employees will receive a \$1,000 bonus.

In addition to the required bonuses for ESP workers, funds will be utilized to cover child care worker salaries and benefits. Funds will also be used to purchase instructional materials, curriculum, and supplies for ESP as well as iPads and mobile kitchen carts for Edible Education classes at all 13 sites.

The ARA Childcare stabilization terms require that funding is spent by September 30, 2023. Funds are expected to arrive 30 days from the date of award letters, or approximately mid to late October. This grant requires bonuses to be paid, without stipulations, within 30 days of receiving funds.

These expenditures are reasonable, necessary, and allowable within the federal program guidelines.

Murfreesboro City Schools Budget Amendment (# 2)

Extended School Program Fund 146  
Fiscal Year 2022-2023

BOE Approval 10/11/2022  
Exhibit A to Resolution No. 22-R-24

Account Number	Account Description	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>			
146 R 47804	ARP Child Care Stabilization Grant - Round 2	2,669,786	2,669,786
<b>Total Increase in Revenues</b>		<b>\$ 2,669,786</b>	<b>\$ 2,669,786</b>
<u>Expenditures</u>			
146 E 73300 189	Community Services - ESP Staff	7,293,680	2,250,000
146 E 73300 201	Community Services - Social Security	457,044	139,500
146 E 73300 204	Community Services - Retirement	172,847	35,000
146 E 73300 212	Community Services - Medicare	107,389	32,625
146 E 73300 499	Community Services - Materials & Supplies	512,231	202,661
146 E 73300 524	Community Services - Inservice/Prof Develop	25,000	10,000
<b>Total Increase in Expenditures</b>		<b>\$ 8,568,191</b>	<b>\$ 2,669,786</b>

CHANGE IN FUND BALANCE (CASH) -

To budget the FY23 ARP Child Care Stabilization grant from the Department of Health and Human Services in the amount of \$2,669,786. This grant funds ESP childcare worker salaries, benefits, instructional materials and supplies, professional development, curriculum and mobile kitchen carts for 13 Edible Education classes.

Funds will also be used to pay a required bonus of \$2,000 to full-time workers and \$1,000 to part-time workers totaling \$287,000.

*Kim Cummings* 9-28-22  
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<i>Bobby W. Duke III</i>	9-28-22
		Director of Schools	Date
Declined	<input type="checkbox"/>		

**To: Board of Education**

**RE: FY23 GPS Budget Amendment: Operation of Plant – Motor Vehicles**

**Board Meeting Date: October 11, 2022**

This amendment transfers \$40,000 of previously approved funds in the Operation of Plant – Other Contracted Services line-item to the Motor Vehicles line-item.

Last year's order for the 2022 cargo van was recently canceled by the manufacturer.

The Maintenance Supervisor continues to search for a cargo vehicle to replace the courier van.

# Murfreesboro

City Schools

## INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2022-2023 General Purpose Schools Fund 141

October 11, 2022

Account	Description	Increase	Decrease
141 E 72610 399	Operation of Plant - Contract Services		40,000
141 E 72610 718	Operation of Plant - Motor Vehicles	40,000	
	Total Operation of Plant	\$ 40,000	\$ 40,000

To transfer \$40,000 from Other Contracted Services to Motor Vehicles for the purchase of a new or used Courier vehicle. Last year's order for a new courier van was recently canceled by the manufacturer.

*Kim Williams* *9-28-22*  
 Reviewed by Finance Director/Finance Manager Date

*Bobby N Duke III* *9-28-2022*  
 Approved By Director of Schools Date

**To: Board of Education**

**RE: Resolution to Transfer GPS funds to Federal Projects Fund**

**Board Meeting Date: October 11, 2022**

The Finance Director requests Board approval of the Resolution to transfer up to \$500,000 from General Purpose Schools unassigned fund balance to the Federal Projects fund to efficiently manage federal cash.

Federal grants, including the unprecedented COVID-19 awards, operate on a reimbursement basis with funds requested from the State of Tennessee. Districts request reimbursement for expenditures that have been paid, not encumbered.

The Federal fund historically operates with a low cash balance, especially during the summer months until carryover allocations receive final State and local approvals.

Since the 2009 American Rescue and Recovery Act (ARRA) federal funds were awarded to school districts, the TN Department of Education has encouraged districts to transfer GP funds to help manage Federal cash.

Accounting and auditing standards consider deficit funds a significant deficiency in internal controls and poor cash management practices. Approving this Resolution will safeguard against this issue and provide transparency in financial reporting.

The transferred funds will remain in the Federal Projects fund as a Reserve and may be repaid to the General Purpose fund at any time as noted in the Resolution.

# Murfreesboro City Schools

## RESOLUTION TO TRANSFER FUNDS FROM GENERAL PURPOSE SCHOOL FUNDS TO SCHOOLS FEDERAL PROJECTS FUND

**WHEREAS**, Schools Federal Projects grants operate on a reimbursement basis and funds are requested at least monthly from the State of Tennessee Department of Education by Murfreesboro City Schools for approved grant expenditures; and,

**WHEREAS**, the Schools Federal Projects Fund operates with a low cash balance at various times throughout the fiscal year, especially at the beginning of the new fiscal year before prior year projects are closed; and,

**WHEREAS**, Government Auditing Standards consider a cash deficit in any fund to be a significant deficiency in internal control; and,

**WHEREAS**, the Murfreesboro City School system does not desire to operate any fund with a cash deficit.

**NOW, THEREFORE, BE IT RESOLVED**, by the Murfreesboro City Board of Education of meeting in called session on this 11th day of October 2022, that:

**SECTION 1.** The General Purpose School Fund may transfer up to \$500,000 to the Schools Federal Projects Fund from unassigned fund balance as of June 30, 2022

**SECTION 2.** The transfer(s) shall remain in the Schools Federal Projects Fund as a committed fund balance from the General Purpose School Fund and may be repaid at any time as noted in a resolution passed by the Board of Education.

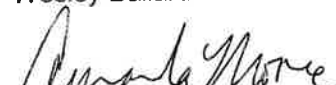
**SECTION 3.** This resolution will take effect on October 11, 2022. The Secretary of the Board of Education shall include this Resolution in the minutes of the Murfreesboro City School Board.

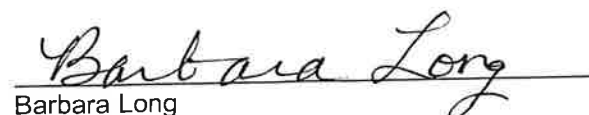
Adopted this 11<sup>th</sup> day of October 2022.


APPROVED:

  
Butch Campbell Chairman

  
Wesley Ballard

  
Amanda Moore

  
Barbara Long

  
Jimmy Richardson, Vice-Chairman

  
David Settles

  
Karen Dodd

  
Dr. Bobby N. Duke, III, Director of Schools

Murfreesboro City Schools Budget Amendment (#2)

General Purpose Schools Fund 141 & Federal Fund 142  
Fiscal Year 2022-2023

BOE Approval 10/11/2022  
Exhibit A to Resolution No. 22-R-24

General Purpose Fund Account Number	Account Description	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Fund Balance</u>			
141 Q 39000	Unassigned Fund Balance	(500,000)	(500,000)
	Total Decrease in Fund Balance	\$ (500,000)	\$ (500,000)
<u>Expenditures</u>			
141 E 99100 590	Operating Transfer Out - To Other Funds	500,000	500,000
	Total Increase in GPS Expenditures	\$ 500,000	\$ 500,000
	CHANGE IN GPS FUND BALANCE (CASH)		\$ (500,000)

Federal Projects Fund - new Project Code "999"

142 999 R 49800	Operating Transfer In - From Other Funds	500,000	500,000
	Total Operating Transfers In	\$ 500,000	\$ 500,000
142 999 Q 34555	Reserve for Education	500,000	500,000
	Total Reserve for Education	\$ 500,000	\$ 500,000

On October 11, 2022, the MCS Board of Education approved a Resolution to transfer up \$500,000 from the General Purpose Schools fund balance to the Schools Federal Projects fund in order to maintain adequate cash in the Federal Projects fund. Federal Projects grants operate on a reimbursement basis and has a low cash balance, especially during the summer months.

The Resolution and budget amendment allows the District to manage cash flow without risking a deficit operating balance and to provide transparency in financial reporting.

These funds will be tracked separately in both GPS and Federal and may be returned to GPS at any time.

*Kim Williams* *9.28.22*  
 \_\_\_\_\_  
 Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/> <i>Bobby W. Dick III</i>	<i>9-28-22</i>
Declined	<input type="checkbox"/>	Date
	Director of Schools	

**To: Board of Education**

**RE: FY23 GPS Budget Amendment – Safe Schools Grant**

**Board Meeting Date: October 11, 2022**

This amendment budgets carryover Safe Schools grant revenues from 2022 totaling \$109,222.58 and re-budgets funds approved during the FY23 budget process.

The grant funds professional development, materials and supplies and equipment to meet the needs of School's security assessments.

Murfreesboro City Schools Budget Amendment (#2)

General Purpose Schools Fund 141  
Fiscal Year 2022-2023

BOE Approval 10/11/2022  
Exhibit A to Resolution No. 22-R-24

Account Number	Account Description	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>			
141 R 46891	Safe Schools Grant	302,513	102,513
Total Increase in Revenue		\$ 302,513	\$ 102,513
<hr/>			
<u>Expenditures</u>			
141 E 72210 189	Regular Instruction Support - Other Salaries	40,039	(29,971)
141 E 72210 201	Regular Instruction Support - Social Security	95,222	(1,858)
141 E 72210 204	Regular Instruction Support - Retirement	155,946	(574)
141 E 72210 212	Regular Instruction Support - Medicare	22,270	(435)
141 E 72210 399	Regular Instruction Support - Other Contract Serv	110,700	700
141 E 72210 499	Regular Instruction Support - Materials	13,100	800
141 E 72210 524	Regular Instruction Support - In-service/Staff Dev	107,100	(6,900)
	Sub-total Regular Instruction Support	544,377	(38,238)
141 E 72620 701	Maintenance of Plant - Admin Equipment	258,513	140,751
	Sub-total Maintenance of Plant	258,513	140,751
Total Increase in Expenditures		\$ 802,890	\$ 102,513

CHANGE IN FUND BALANCE (CASH) \$ -

This amendment budgets additional revenue in the FY23 Safe Schools grant and re-budgets funds approved during the FY23 budget process. The \$32,838 budgeted in Other Salaries and benefits are now funded in the 21st Century grant.

This amendment covers the additional cost of equipment to meet the needs of security assessments.

*Kim Lucciano* 9-28-22

Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<i>Bobby N. Duhett III</i>	<i>9-28-22</i>
Declined	<input type="checkbox"/>	Director of Schools	Date