

Board of Education Regular Meeting

March 14, 2023 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Piper Sutherland, a kindergarten student at Mitchell Neilson Primary, and Zion Bell, a 6th grade student at Scales Elementary.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item Congratulations to the nearly 300 students and their music and band teachers who performed tremendously at the Festival Choir Concert. Thank you to Murfreesboro Medical Clinic, Costco, Frito Lay, and Sam's for their support of this event. STEAM in the City is Thursday, March 16. Students and community partners are coming together for a great STEM challenge as well as displaying their STEM work including robotics. On Tuesday, March 21, MCS will host our community and partner stakeholder meeting beginning at 7:45 a.m. This is an opportunity to keep our community informed as well as gather feedback toward our future goals and objectives.	Mrs. Lisa Trail
A. Recognition of Invention Convention Winners Procedural Item Congratulations to our Invention Convention winners: Judges' Favorites 4 th Grade Games - Animals Boardgame Questions -Alice Simmons (Overall Creek) 5 th Grade Games - Math Blitz - Layla Roden, Isabella Smelner and Lincoln Gore (Erma Siegel) 6 th Grade Make Life Easier - Push n Paddle - Adam Bahloul (Discovery) Best Presentation 5 th Grade Games - Exploring the Continents - Madison McArdle (Overall Creek) Group Champion 4 th Grade Make Life Easier - Cordle - John Mark Pepper, Hayes Duffer, PJ Foxx (Erma Siegel) Individual Champion All Grade Entrepreneur - Socks for the Sick - Barrett Felts (5th grade) (Mitchell-Neilson)-has been invited to be a part of the National Invention Convention in Dearborne, Michigan in June.	Ms. Lisa Trail

<p><u>*BEST OF MCS</u></p> <p>4th Grade Games - 1st Place Trophy - ABC Sign - Adeline Pearcy, Emmie Loy and Emersyn Howard (Erma Siegel)</p> <p>5th Grade Games- 2nd Place Trophy - Measuring Scissors - Lane Lynam and Berkley Sneed (Erma Siegel)</p> <p>6th Grade Games 1st Place Trophy - Cotton Candy Math - Yaddy San and Zoe Honey (Overall Creek)</p> <p>Wilson Bank Ben Franklin Award 4th Grade - ABC Sign - Adeline Pearcy, Emmie Loy and Emersyn Howard (Erma Siegel)</p> <p>5th Grade Entrepreneurship-Madilyn Adcock (Erma Siegel) Business: Purple Star Beauty Award: Judge's Favorite</p> <p>5th Grade Games-Sidney Weaver, Ava Samarbakhsh (Erma Siegel) Game: Doughnut Delivery Award: 1st Place</p>	
<p>B. Recognition of Robotics Team Procedural Item Congratulations to Salem's Robotics Team A who received the Excellence Award in the Elementary category at the Robotics Competition recently. This qualifies them to compete at the State Robotics Competition. Discovery Team 1 also won the Judges' Award.</p>	<p>Ms. Lea Barch</p>
<p><u>*BEST OF MCS</u></p> <p>C. Spotlight on Education-Luke Hill and Tony Hartman Procedural Item</p>	<p>Ms. Sheri Arnette</p>
<p>IV. CONSENT ITEMS Consent Agenda</p>	<p>Chair Butch Campbell</p>
<p>A. Approval of 2-28 Board Minutes Consent Item</p>	
<p>B. Minor Change to Board Policy Consent Item</p>	
<p>i. Approval of Board Policy 5.602 Staff Time Schedules on First and Final Reading Consent Item</p>	
<p>C. Second Reading of Board Policies Consent Item</p>	
<p>i. Approval of Board Policy 5.117 Tenure and Non-Tenure on Second Reading Consent Item</p>	
<p>ii. Approval of Board Policy 5.303 Personal and Professional Leave on Second Reading Consent Item</p>	
<p>iii. Approval of Board Policy 5.304 Long-Term Leave of Absence for Certified Personnel on Second Reading</p>	

Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Motion of Support on Acquisition of Potential PreK Property Action Item	Dr. Trey Duke
B. Approval of Board Policy 5.302 Sick and Bereavement Leave Deferred Motion/Second Reading Action Item	Ms. Elizabeth Taylor
C. Approval of Board Policy 5.310 Vacations and Holidays on First and Final Reading Action Item	Dr. Trey Duke
D. Approval of Board Policy 6.200 Attendance on First Reading Action Item	Dr. Trey Duke
E. Approval of SMC Order Form for Services-Technology Action Item	Dr. Trey Duke
F. Approval of ESSER Planning Addenda Action Item	Dr. Trey Duke
G. Approval of GP Budget Amendment Action Item	Dr. Trey Duke
H. Approval of the Revenue and Expenditure Report Action Item	Ms. Kim Williams
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Enrollment (PTR) Report Information Item	Mr. Joe Marlin
B. Personnel Report Information Item	Dr. Trey Duke
C. Director's Update Action Item	Dr. Trey Duke
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell

Board of Education Regular Meeting

February 28, 2023 6:00 PM
City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Present: Mr. Butch Campbell, Karen Dodd, Barbara Long, Ms. Amanda Moore, Jimmy Richardson III, Mr. David Settles, Absent: Mr. Wesley Ballard.</p> <p>Staff: Dr. Trey Duke, Ralph Ringstaff, Cathy Pressnell, Cindy Cliche, April Zavis, Angela Fairchild, Sheri Arnette, Joe Marlin, Lea Bartch, Don Bartch, Emily Spencer, Ynetia Campbell, Kristina Boone, Adam Bryson, Lisa Trail, Kathy Daugherty, Maria Johnson, Beth Prater, Dee Dee Potter, and numerous teachers receiving tenure.</p> <p>Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item</p> <p>The Pledge of Allegiance was led by Hagen Fontaine, a 5th grade student at Erma Siegel Elementary, and Camryn Tooley, a 5th grade student at Overall Creek Elementary.</p>	
<p>B. Moment of Silence Procedural Item</p> <p>Chair Campbell asked everyone to remember Ms. Kelley Baker and her family. Ms. Baker was the former attorney for Murfreesboro City Schools. Ms. Baker's mother passed away this past week.</p>	
<p>II. APPROVAL OF AGENDA Action Item</p> <p>Motion to approve the agenda. This motion, made by Jimmy Richardson III and seconded by Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1</p>	Chair Butch Campbell
<p>III. COMMUNICATIONS Information Item</p> <p>Congratulations to all 2022-2023 Building Level Teachers of the Year</p> <p>Black Fox K-4 - Carrie Newberg 5-6 - Warren Frye</p> <p>Bradley K-4 - Marina Dupes 5-6 - Stephanie Robinson</p> <p>Cason Lane K-4 - Trisha Lunte 5-6 - Laura Caylor</p> <p>Discovery K-4 - Amy Ritter 5-6 - Kaitlyn Campbell</p>	Mrs. Lisa Trail

Erma Siegel
K-4 - Ashley McCarver
5-6 - Stephanie Fontaine

Hobgood
K-4 - Megan Mayton
5-6 - Angela Wilson

John Pittard
K-4 - Jenny Beets
5-6 - Tonia McLane

Mitchell-Neilson
Prek-2 - Shareen Staples
3-4 - Elizabeth Truesdell
5-6 - Monica Amos

Northfield
K-4 - Donna Karrh
5-6 - Luke Dickerson

Overall Creek
K-4 - Catrynia Gannon
5-6 - Miranda Good

Reeves-Rogers
K-4 - Lauren Hill
5-6 - Riki Webb

Salem
K-4 - Joy Gallagher
5-6 - Lucie Abbott

Scales
K-4 Jessica Euverard
5-6 Richard Alexander

These teachers will all be formally recognized at the Employee Celebration on April 26 at Copper Ridge Venue.

Hobgood would like to thank the following partners:

Olive Branch Church, for sponsoring our Rocket Shop (a store with parent incentives to improve attendance) and donating bikes as an incentive for students.

Belle Aire Church, for donating items to our Rocket shop and greeting students with High Five Fridays.

The Alley on Main for sponsoring our Fine Dining Club with an elegant meal of salad, filet mignon, seasoned chicken breast, potatoes, and green beans last Friday. The experience for the 24 club members was memorable.

Thank you to Patterson Park Community Center and The Center for Fairness, Justice, and Equity in the College of Education for making large donations to the Weekend Backpack Food Program.

Thank you to First Community Mortgage for their Coat Donation.

<p>Please mark the following dates on your calendar: Saturday, March 4 - Gifted Graduation Monday, March 13 - MCS Music Festival at World Outreach - 6 p.m. Thursday, March 16 - MCS STEAM Festival at UT Ag Center - 5-7 p.m. Saturday, April 15 - Excellence in Education</p> <p>Congratulations to Ty Wallace (Cason Lane) and Macy Greeson (Bradley), on being chosen as one of the Rutherford County Farm Bureau's 2023 Ag in the Classroom Outstanding Teachers.</p>	
<p>A. Recognition of District Teachers of the Year, Principal of the Year, and Supervisor of the Year Procedural Item</p> <p>Overall Creek Principal Don Barch recognized Catrynia Gannon, K-4 District Level Teacher of the Year, from his school. Ms. Emily Spencer, Principal at Erma Siegel, recognized Stephanie Fontaine, 5-6 District Level Teacher of the Year, from her school. These two will go on to the State level to represent Murfreesboro City Schools.</p> <p>Ms. Sheri Arnette recognized the District Level Supervisor of the Year, Ms. April Zavisa, and Dr. Duke recognized Principal of the Year, Mr. Don Barch from Overall Creek.</p>	Dr. Trey Duke
<p>B. The Best of MCS-Dee Dee Potter Procedural Item</p>	Dr. Trey Duke
<p>C. Spotlight on Education-CCSSO Visit-Cathy Pressnell and Kathy Daugherty Procedural Item</p> <p>Kathy Daugherty and Cathy Pressnell updated the Board on CCSSO, Counsel of Chief State School Officers, and their recent visit at Hobgood Elementary along with the good things they witnessed during their visit.</p> <p>Dr. Duke said that the spotlight on MCS for HQIM, High Quality Instructional Materials, was because of Kathy Daugherty, Cathy Pressnell, and Sheri Annette. He thanked these ladies as well as the amazing educators.</p> <p>Mr. Campbell said it was an honor to be a part of MCS.</p> <p>Mr. Richardson told the group that they inspire the Board with their passion, and they challenge and encourage the board with the way that they go above and beyond. He told them that they are seen, they matter, and they make a difference in the lives of children every day.</p>	Dr. Trey Duke
<p>IV. CONSENT ITEMS Consent Agenda</p> <p>Motion to approve consent agenda.. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1</p>	Chair Butch Campbell
<p>A. Approval of 1-24 Board Minutes Consent Item</p>	
<p>B. Approval of School Fees Consent Item</p>	

C. Minor Change to Board Policy Consent Item	
i. Approval of Board Policy 5.115 Assignment/Transfer on First and Final Reading Consent Item	
ii. Approval of Board Policy 5.701 Substitute Teachers on First and Final Reading Consent Item	
D. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 2.805 Purchasing on Second Reading Consent Item	
ii. Approval of Board Policy 2.806 Bids and Quotations on Second Reading Consent Item	
iii. Approval of Board Policy 5.106 Application and Employment on Second Reading Consent Item	
iv. Approval of Board Policy 6.205 Assignment of Students to Schools and Classes on Second Reading Consent Item	
v. Approval of Board Policy 2.300 Comparability of Services on Second Reading Consent Item	
vi. Approval of Board Policy 4.301 Interscholastic Athletics on Second Reading Consent Item	
vii. Approval of Board Policy 6.414 Prevention and Treatment of Sudden Cardiac Arrest on Second Reading Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 5.117 Tenure and Non-Tenure on First Reading Action Item Motion to approve Board Policy 5.117 Tenure and Non-Tenure on First Reading. This motion, made by Jimmy Richardson III and seconded by Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke

B. Approval of Board Policy 5.302 Sick and Bereavement Leave
on First Reading
Action Item

Dr. Trey Duke

Motion to approve Board Policy 5.302 Sick and Bereavement Leave on First Reading. This motion, made by Barbara Long and seconded by Ms. Amanda Moore, passed.
Yea: 6, Nay: 0, Absent: 1

During discussion of the policy, Amanda Moore said that she wanted to bring up two points that employees have brought to her attention that would fall within this policy.

One point has to do with bereavement leave. On lines 21-22 page 2, where it states that employees shall be granted bereavement leave up to one day per event for a cousin, aunt, uncle, niece or nephew. She is concerned about services that are out of town.

Amanda Moore made the motion to amend the policy by adding language to the end of line 22 that states that employees may have a 2nd day of bereavement leave if requested and along with documentation, such as a printed obituary from internet or brochure from funeral service, and if it is over 50 miles from your home.

Before a second was made to the motion, Mr. Campbell asked what the difference is between amending this policy or just taking a day of sick leave. Dr. Duke explained that sick leave (10 days per year) is earned, and bereavement leave is not earned.

Mr. Ringstaff explained how our bereavement policy compares to other surrounding districts. He added that MCS is very generous with bereavement leave. Most districts only give up to three days per year. Mr. Ringstaff did like the suggestion by Ms. Moore.

Jimmy Richardson asked, on behalf of Mr. Ballard, as far as the fiscal note, what impact this change will have. Mr. Ringstaff said that the system would have to get a sub regardless. There is no documentation required for a sick day if they took that.

Dr. Duke explained that the difference between our policy and other districts is that we don't limit the number of days per year. We would honor each event as long as documentation was provided.

Karen Dodd stated that she supports the amendment that Ms. Moore made.

Jimmy Richardson seconded the motion.

Mr. Campbell asked why 50 miles? Dr. Duke explained that if it was within 50 miles, a day should be sufficient to travel, but if it was further than 50 miles, the employee may have to travel up the day before. He explained that 50 miles was consistent with other policies that involve travel.

Dr. Duke explained that there was a provision in the policy that allows for additional days to be taken with sick leave up to 4 days without a doctor's note, or if more days were required, it would become an FMLA issue.

Jimmy Richardson called for the question and David Settles seconded that motion. The motion to call for the question passed.

A roll call vote was taken on the amendment to the policy:

Karen Dodd-Yes
Barbara Long-Yes
Amanda Moore-Yes
Jimmy Richardson-Yes
David Settles-Yes
Butch Campbell-No

Amendment passes 5 yes 1 no

The second point from Ms. Moore that would also fall under this policy was a question from employee who is not a Christian and has to take personal days for her religious days. Ms. Moore felt that this would fall under the sick leave portion of this policy.

Amanda Moore made the motion to add language to the sick leave policy that would allow one sick day, instead of a personal day, to be used for a religious or federally recognized holiday not in our calendar, with 5 days advance notice. Jimmy Richardson seconded the motion.

After much discussion regarding religious holidays and federal holidays, of which Ms. Dodd said that she agreed with being able to take a day for religious holidays but not for days such as Columbus Day, therefore, she didn't feel that federal should be included.

Jimmy Richardson said that the intention of this amendment is to allow for a more permissive sick leave policy, but not to exclude any religion. Barbara Long stated that if a federal holiday is included, what would keep 20 people in one building from taking off on a federal holiday that we don't normally get off. Mr. Settles said that there would have to be a five-day notification.

David Settles called for the question, Amanda Moore seconded that motion. The motion passed.

Karen Dodd asked about Veterans Day and wanted to make sure that Veterans were taken care of. We do not get that holiday off, but veterans can take that day with a 30-day notice. Ms. Dodd feels that we should not include federal holidays, just religious holidays.

A roll call vote was taken on the amendment:

David Settles-No
Jimmy Richardson-Yes
Amanda Moore-Yes
Barbara Long-No
Karen Dodd-No
Butch Campbell-No

Motion Failed-4 No, 2 Yes

Ms. Taylor told the board that in our policy, if all board members are not present and a motion fails, that motion is deferred to the next meeting.

Amanda Moore made another motion to add language to this policy that would allow employees to use one sick day, not personal day, for a religious holiday not recognized in the MCS calendar, with 5 days advance notice. Karen Dodd seconded the motion.

A roll call vote was taken:
Jimmy Richardson-abstain

<p>Amanda Moore-Yes Barbara Long-Yes Karen Dodd-Yes David Settles-No Butch Campbell-Yes</p> <p>Motion Passes-4 Yes, 1 Abstain, 1 No</p> <p>David Settles asked another question about bereavement. He said that an employee gets 3 days bereavement for the death of an immediate family member, and on line 18, page 2, it states spouse/legal guardian. He asked if that should be a slash. Ms. Taylor said that legal guardian should be behind parents and not spouse. Mr. Settles said that there is no provision other than spouse. He wanted to add significant other or whatever appropriate term would need to be added to the policy.</p> <p>At that point in the meeting, Jimmy Richardson asked if the discussion could be continued at the next meeting since there were tenured teachers in the audience that were waiting to be recognized.</p> <p>Jimmy Richardson made the motion to move item V.E. Tenured Teachers before the next board policy 5.303, so the tenured teachers could be recognized and leave the meeting. David Settles seconded that motion. The motion passed.</p>	
<p>C. Approval of Board Policy 5.303 Personal and Professional Leave on First Reading Action Item</p> <p>Motion to approve Board Policy 5.303 Personal and Professional Leave on First Reading. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>D. Approval of Board Policy 5.304 Long-Term Leave of Absence for Certified Personnel on First Reading Action Item</p> <p>Motion to approve Board Policy 5.304 Long-Term Leave of Absence for Certified Personnel on First Reading. This motion, made by Mr. David Settles and seconded by Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>E. Approval of Tenured Teachers Action Item</p> <p>Motion to approve Tenured Teachers. This motion, made by Mr. David Settles and seconded by Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1</p>	Dr. Trey Duke
<p>F. Approval of Math Textbook Adoption Action Item</p> <p>Motion to approve the Math Textbook Adoption Recommendation of Ready by Curriculum Associates for the next six years. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 6, Nay: 0, Absent: 1</p> <p>Sheri Arnette thanked Cindy Cliche for her hard work, along with the committee members including teachers, coaches, administrators, community members, and parents who helped choose the math curriculum for the upcoming years. Cindy shared the adoption process with</p>	Ms. Sheri Arnette

the board.	
G. Approval of Budget Amendment Federal Projects Fund Action Item Motion to approve the Federal Projects Fund Budget Amendment. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke
H. Approval of ESP Budget Amendment Action Item Motion to approve the ESP Budget Amendment. This motion, made by Mr. David Settles and seconded by Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke
I. Approval of Supply Chain Grant Amendment Action Item Motion to approve the Supply Chain Grant Amendment. This motion, made by Ms. Amanda Moore and seconded by Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke
J. Approval of Technology Budget Amendment Action Item Motion to approve the Technology Budget Amendment. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke
K. Revenue and Expenditure Report Information Item Motion to approve the Revenue and Expenditure Report. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1	Ms. Kim Williams
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Mr. Ralph Ringstaff
B. Enrollment (PTR) Report Information Item	Mr. Joe Marlin
C. Summer School Update Information Item Sheri Arnette gave an update on where we are in the summer school planning process. She explained that summer school will be June 5-June 30 at Black Fox, Bradley, Cason Lane, Discovery, and John Pittard. There are 175 teachers interested in teaching summer school. This includes special education teachers. She told the board that registration for summer school opens tomorrow and parents have been notified.	Ms. Sheri Arnette
D. Director's Update Information Item	Dr. Trey Duke

<p>In his Director's Update, Dr. Duke told the board that there has been an increase in teacher pay for summer school. He also informed the board that the general assembly is funding current 3rd-6th graders for summer school, but there are several bills that have been proposed to include K-2 funding. We have planned for that and will be ready for K-2 students once that legislation is passed.</p> <p>Dr. Duke reminded the board of the New Board Member Budget training at central office on March 21 beginning at 4:30. All board members are invited to attend. This will be the second official meeting of the month since the March 28th meeting is during spring break.</p> <p>Dr. Duke said that he sent the board an email this afternoon, but wanted to explain that he has had the opportunity to have several conversations with some officials in the city regarding space for our Pre-K classrooms. The city has approached us with a possible project of opportunity that there may be an existing stand-alone location on the west side of town. This is still in the exploratory phase and there may be some grant money that the city could use to purchase the building, and then we would take over the operating expenses of the building. Dr. Duke informed the board that if this project moves quickly, he may be bringing this back to the board at the next meeting for a possible vote. He said that he will follow up with the board as he has more information.</p>	
<p>E. Legislative Update Information Item</p> <p>Ms. Barbara Long gave the board an update on the recent Legislative and Legal Institute that she attended at TSBA. She gave the board a handout with the seventeen amendments that legislators are looking at now. She said that five of them are around the 3rd grade retention law. She said that around March 7, she will go to Nashville to attend the general session.</p> <p>She encouraged the board to review these amendments, and she said that the legislators want to hear from them.</p>	Ms. Barbara Long
<p>VII. OTHER BUSINESS Information Item</p> <p>Chair Campbell complimented the board on their unity and hard work for the students of Murfreesboro City Schools. He said that the city of Murfreesboro should be proud of the board that they have elected. He said that it is an honor to serve on this board, and he thanked the board for their continued support.</p>	Chair Butch Campbell
<p>VIII. ADJOURNMENT Action Item</p> <p>Motion to adjourn at 7:43 p.m. This motion, made by Mr. David Settles and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1</p>	Chair Butch Campbell

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: Revised 03/22/22
		Rescinds:	Issued:

1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty
3 minutes (450 minutes)¹ and will continue until professional responsibilities to the student and the
4 school are completed. Administrative meetings, curriculum development, student supervision, assigned
5 duties, parent conferences, group or individual planning and extra-curricular activities may require
6 hours beyond the stated minimum. When a school has activities beyond the school day and teacher
7 participation is needed, these hours will be distributed as equitably as possible among the faculty.

8 Teachers shall be allotted an individual duty-free planning period of two and one-half (2 1/2) hours
9 each week to provide time for planning, preparation for effective teaching and attention to major
10 program improvement.²⁻¹ Work schedules for other employees will be defined by the Director of
11 Schools or their designee, consistent with the Fair Labor Standards Act and provisions of this policy.

12 WORKWEEK DEFINED

13 Working hours for all employees not exempted under the Fair Labor Standards Act,³⁻² including
14 secretaries, bus drivers, cafeteria, custodial and maintenance personnel, will conform to federal and
15 state regulations. The Director of Schools will ensure that job positions are classified as exempt or
16 non-exempt and that employees are made aware of such classifications. Supervisors will make every
17 effort to avoid circumstances which will require non-exempt employees to work more than forty (40)
18 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for
19 school district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

20 OVERTIME AND COMPENSATORY TIME⁴

21 The Board discourages overtime work by non-exempt employees. A non-exempt employee shall not
22 work overtime without the express approval of their supervisor. All overtime work shall be expressly
23 approved in writing by the Director of Schools or their designee. All supervisory personnel shall
24 monitor overtime on a weekly basis and report such time to the Director of Schools/designee.
25 Principals and supervisors shall monitor employees' work, ensure that overtime provisions of this
26 policy and the Fair Labor Standards Act are followed, and ensure that all employees are compensated
27 for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-
28 exempt employees from working more than forty (40) hours in a workweek. Accurate and complete
29 time records of actual hours worked during the workweek will be recorded by each employee and
30 submitted to the Assistant Superintendent for Human Resources and ESP. The Director of Finance will
31 review work records of employees on a regular basis to make an assessment of overtime use.

32 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
 33 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory
 34 time is: (1) pursuant to an agreement between the employer and employee reached before overtime
 35 work is performed, and (2) authorized by the immediate supervisor.

36 Employees will be allowed to use compensatory time within a reasonable period after requesting such
 37 use if the requested use of the compensatory time does not unduly disrupt the operation of the school
 38 district. Employees may accrue a maximum of sixty (60) compensatory time hours before they will be
 39 provided overtime pay at the rate earned by the employee at the time the employee receives such
 40 payment. In addition, upon leaving the school district, an employee must be paid for any unused
 41 compensatory time at the rate of not less than the higher of (1) the average regular rate received by the
 42 employee during his/her last three (3) years of employment, or (2) the final regular rate received by the
 43 employee.

44 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate
 45 of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or
 46 compensatory time as provided for working more than forty (40) hours in a workweek.

47 This policy shall be included in the staff handbook, however, employees will be provided with a copy
 48 of this policy and will be required to sign this policy to acknowledge their understanding of overtime
 49 and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file
 50 and shall constitute the written agreement in this section.

51 ATTENDANCE EXPECTATIONS

52 All employees are expected to be present during all work hours. Absence without prior approval,
 53 chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect
 54 of duty and will result in disciplinary action up to and including dismissal.

55 Three consecutive absences without reporting will be considered voluntarily quitting.

Legal References

~~1.~~ ~~TRR/MS 0520-01-03-03(1)~~
~~2.1.~~ ~~TRR/MS 0520-01-03-03(4)~~; TCA 49-1-302(e)(2)
~~3.2.~~ 29 CFR § 541
~~4.3.~~ 29 CFR § 553.20-28

Cross References

School Day 1.801
 Curriculum Development 4.200
 Reporting Student Progress 4.601
 In-Service & Staff Development Activities 5.113
 Supervision of Students 6.408

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Tenure and Non-Tenure	Descriptor Code: 5.117	Issued Date: Revised 03/22/22
		Rescinds: PER 16	Issued: 04/79; 10/11; 01/05; 08/01

1 *General*

2 To attain tenure status,¹ a teacher shall: (1) meet tenure eligibility requirements; (2) be renewed and
3 recommended by the Director of Schools; and (3) receive a majority vote of the Board.

4 **TENURE ELIGIBILITY²**

5 A teacher that meets the following requirements is eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has
7 the equivalent amount of training established and is licensed by the State Board of Education;
8
- 9 2. Holds a valid teacher license issued by the State Board of Education, based on training 10
10 covering the subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
13 months within the last seven-year period with the last two (2) years being employed in a regular
14 teaching position rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
18 adopted by the State Board of Education, during the last two (2) years of the probationary
19 period.

20 If a teacher has met all other requirements for tenure eligibility but has not acquired an official
21 evaluation score during the last one (1) or two (2) years of the probationary period due to allowable
22 circumstances outlined in state law, he/she may utilize the most recent two (2) years of available
23 evaluation scores achieved during the probationary period to become eligible for tenure.³

24 **ACQUISITION OF TENURE STATUS**

25 Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for
26 tenure or nonrenewed. If tenure is denied by the Board, the teacher shall be dismissed.⁴

27 The following additional guidelines shall apply:

- 1 1. The Director of Schools will recommend teachers eligible for tenure at a board meeting in
2 ample time to send notice of non-renewal to each teacher not recommended for tenure within
3 five (5) business days following the last instructional day for the school year.⁵
4
- 5 2. The decision to grant tenure is solely within the discretion of the Board.⁶ Only those teachers
6 who receive a majority vote of the membership of the Board will be granted tenure.⁷
7
- 8 3. A teacher who is eligible for tenure, but tenure is denied by the Board, shall not be rehired
9 beyond the current contract year.⁴

10 **TEACHER RETURNING TO EMPLOYMENT**

11 A teacher who has acquired tenure status in the school district and later resigns shall serve a two-year
12 probationary period upon reemployment, unless the probationary period is waived by the Board upon
13 request of the Director of Schools. Upon completion of the two-year period, the teacher shall either be
14 recommended by the Director of Schools for tenure or non-renewed. If tenure is denied by the Board,
15 the teacher shall be dismissed.⁸

16 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL DISTRICT⁹**

17 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
18 school district to begin employment in the Murfreesboro City School District shall serve the regular
19 probationary period of five (5) years. The Board, upon the recommendation of the Director of Schools,
20 may waive the probationary period and grant tenure status or shorten the probationary period.

21 If a nontenured teacher with fewer than five (5) years of service transfers from another school district,
22 such teacher shall not be eligible for tenure status until the teacher has served at the regular
23 probationary period of five (5) years ~~when service in both school districts is counted in the~~
24 Murfreesboro City School District.

25 All tenure decisions made under this section are subject to the requirements concerning overall teacher
26 performance effectiveness levels.

27 **TEACHER RETURNING TO PROBATIONARY STATUS¹⁰**

28 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
29 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
30 returned to probationary status by the Director of Schools until the teacher has received two (2)
31 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
32 expectations” or “significantly above expectations.”

33 When a teacher who has returned to probationary status has received two (2) consecutive years of
34 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
35 “significantly above expectations,” the teacher is again eligible for tenure and shall be either

- 1 recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the
- 2 teacher shall be dismissed if tenure is denied by the Board.⁴

- 3 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session
Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021 Chapter No.
378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

Cross References

- Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: REVIEWED 02/20 02/12/19 09/12/17
		Rescinds: PER 20	Issued: 09/01/11

1 Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee
2 and the rules and regulations of the State Board of Education.

3 **Personal Leave:** Certified employees shall earn two (2) personal ~~and one (1) professional leave day for~~
4 ~~a total of three (3) days~~ per year. Any personal and professional leave remaining unused at the end of a
5 year shall be credited to sick leave except in the case of the following circumstances:

- 6
- 7 1. Certified personnel with ten (10) to fifteen (15) years of experience shall be able to retain up to
8 three (3) earned personal/~~professional~~ days. One (1) of those days, if available, will roll over
9 from the previous year.
- 10 2. Certified personnel with sixteen (16) to twenty five (25) years of experience shall be able to retain
11 up to four (4) earned personal/~~professional~~ days. Two (2) of those days, if available, will roll
12 over from the previous year.
- 13 3. Certified personnel with twenty-six (26) or more years of experience shall be able to retain five
14 (5) earned personal/~~professional~~ days. Three (3) of those days, if available, will roll over from
15 the previous two (2) years.

16

17 **Professional Leave:** Professional leave is a short, temporary absence for the purpose of attending
18 workshops and other meetings relating to school business or serving on boards and commissions which
19 meet during daytime hours when appointed by a mayor, city council, county executive or county
20 commission.³

Certified educators may request professional leave by submitting the request to the school principal at
least five (5 days) prior to the requested leave of absence. Professional day requests in excess of one (1)
day per year must be approved by the Assistant Superintendent of Curriculum and Instruction.

In addition, certified employees shall be granted leave to serve on any board or commission of the State
when the appointment is made by the Governor or General Assembly.

Approved professional leave shall not be counted against any other accumulated leave credits.

21 Requests for professional leave shall be submitted to the principal/supervisor at least five (5) days prior
22 to requested leave of absence.

1 If, at the termination of services, any employee has been absent for more days than leave has been earned,
2 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
3 payment.

4 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

5 1. Except in emergency, each employee shall give the principal/supervisor at least one (1) day's
6 notice in writing of intent to take personal leave;

7 2. The approval of the principal/supervisor shall be required:²

8 a. If more than ten percent (10%) of the teachers in any given school request its use on the
9 same day;

10 b. If requested during any prior established student examination period;

11 c. If requested on the day immediately preceding or following a holiday or vacation period;

12 d. If personal leave is requested for days scheduled for professional development or in-
13 service training, according to a school calendar adopted by the local board of education
14 prior to the commencement of the school year; or

15 e. If personal leave is requested for days scheduled for parent-teacher conferences,
16 according to a school calendar adopted by the local board of education prior to the
17 commencement of the school year.

18 ~~Professional leave is a short, temporary absence for the purpose of attending workshops and other~~
19 ~~meetings relating to school business or serving on boards and commissions which meet during daytime~~
20 ~~hours when appointed by a mayor, city council, county executive or county commission.³~~

21
22 ~~Requests for professional leave shall be submitted to the principal/supervisor at least five (5) days prior~~
23 ~~to requested leave of absence.~~

24
25 Full time classified staff will earn one personal day per semester. Any personal days unused at the end
26 of the fiscal year shall be credited to sick leave.

Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(c)(1)
3. TCA 49-5-205

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Long-Term Leave of Absence for Certified Personnel	Descriptor Code: 5.304	Issued Date: Revised 03/22/22
		Rescinds: PER 19	Issued: 02/01/12

1 All personnel holding a position that requires a teacher's license shall be granted leave for military
2 service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child or
3 parent deployed for military duty out of the country who has been granted rest and recuperation leave.
4 Such personnel may be granted leave for educational improvements or other sufficient reasons as
5 determined by the Director of Schools. Leave may not be used to actively pursue other employment
6 opportunities or work for another employer during the period of leave and an employee found to have
7 done so will not be reinstated. Except for leave required under state or federal law,¹ a leave of absence
8 may not be requested until the employee has served at least two years of continuous service. If granted,
9 such leave shall not result in the forfeiture of accumulated leave credits, tenure status or other fringe
10 benefits.¹

11 All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the
12 Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon sub-
13 mission of a certified statement by a physician. The application for leave forms shall require:

- 14 1. A description of the type of leave requested;
- 15 2. The requested dates for beginning and ending the leave; and
- 16 3. A statement of intent to return to the position from which leave is granted.¹

17 Each request for leave must be acted upon by the Director of Schools within fifteen (15) days. Each
18 applicant shall be notified in writing of the action of the Director and the beginning and ending dates of
19 the leave which is granted.² No leave request, except those required under state or federal law, will be
20 granted in two consecutive years. The Director of Schools has the authority to modify this in the event
21 of extenuating circumstances.

22 All leaves, except military leave, shall be from a specific date to a specific date. However, any leave
23 may be extended by the Director of Schools upon written request from the teacher. Military leave shall
24 be granted for whatever period may be required. The procedure and condition for extending a leave are
25 the same as those used when originally requesting and granting the leave.

26 Leave to visit a spouse, child, or parent deployed for military duty out of the country who has been
27 granted rest and recuperation leave shall be granted for no longer than ten (10) days.³

28 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim
29 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim
30 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed
31 in the same or a comparable position upon return.⁴

1 Part-time leaves may be granted by the Director of Schools upon written request for the same conditions
2 as for full-time leave.

3 Any teacher on leave shall notify the Director of Schools at least thirty (30) days prior to the date of
4 return if the teacher does not intend to return to the position from which he/she is on leave. Failure to
5 give such notice shall be considered breach of contract.⁵

6 **PAY AND BENEFITS**

7 All leave granted in conformance with this policy shall be without pay except as may be covered by sick
8 leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue
9 participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

Legal References

1. TCA 49-5-702; TCA 4-21-408; Federal Family and Medical Leave Act of 1993; 29 USCA § 2601, 2611- 2619
2. TCA 49-5-702
3. TCA 49-5-703
4. TCA 49-5-704
5. TCA 49-5-705
6. TCA 49-5-706

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

To: Board of Education

RE: Acquisition of Potential PreK Property

Board Meeting Date: March 14, 2023

The City of Murfreesboro administration has approached City Schools administration regarding the possible opportunity to use City held grant funds and other available funds to purchase an existing building that could be used for additional PreK space on the west side of town.

The City is able to utilize these funds for the purchase of the building as well as certain HVAC and plumbing related upgrades. The intent is that once the building has been purchased and the agreed upon upgrades are complete, MCS will take over the operation of this building.

By adding this space, we are able to ensure we can continue to offer our existing PreK classes while also addressing the need for additional classroom space for new special education programs and growth positions.

The Director of Schools is seeking Board approval to work with City administration on the acquisition of this property for PreK and Board support for purchasing the building pending satisfactory results from the due diligence inspection process.

To: Board of Education

RE: Policy 5.302

Board Meeting Date: March 14, 2023

Policy 5.302 governs sick and bereavement leave for employees. At the February 28, 2023 Board meeting, the Board voted to amend the language of the policy to allow employees to take a sick day in observance of a religious holiday not included in the MCS calendar. The board also voted to allow an extra day of bereavement leave if an employee has to travel more than 50 miles away from home to attend the service. These amendments incorporate the changes approved by the board on first reading.

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Sick and Bereavement Leave	Descriptor Code: 5.302	Issued Date: 03/22/22
		Rescinds: PER 25 PER 26	Issued: 09/01/11

1 SICK LEAVE

2 Sick leave shall mean illness of the employee from natural causes or accident or annual wellness visits;
3 or illness or annual wellness visits or death of the employee's spouse, parent, grandparent, children,
4 grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-
5 law, sister-in-law, step-relatives as listed above, or other family member with approval of the Director
6 of Schools, which necessitates the absence of the employee.¹ Employees may also use one sick day for
7 a religious holiday not included on the Murfreesboro City Schools calendar, with 5 days' advance
8 notice to their supervisor.

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

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

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

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

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

28 An employee, including an employee on pre-approved leave or other type of leave, shall not be
29 charged with a day of leave for any day on which the employee's school or the school district is closed

30 due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected
31 event.

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

38 If an employee fails to provide appropriate notice or certification for sick leave, forfeiture of the paid
39 leave will result, with the exception of those cases deemed an emergency by the Principal/Supervisor.
40 The Human

41 Resources Department shall keep a record of the accumulated sick leave for each eligible employee
42 and shall provide a verified copy to the employee upon request.

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

46 **BEREAVEMENT LEAVE**

47
48 Employees shall be granted bereavement leave up to three (3) days per occurrence in the event of death
49 of an immediate family member. Immediate family member shall include the employee's spouse/~~legal~~
50 ~~guardians~~, parents/~~legal guardians~~, grandparents, children, grandchildren, siblings, mother-in-law,
51 father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather,
52 stepsiblings, stepchildren, step grandchildren, and foster children. Employees shall be granted
53 bereavement leave up to one (1) day per event in the event of death of a cousin, aunt, uncle, niece, or
54 nephew. If requested, employees shall be granted an additional one (1) day of bereavement leave if the
55 service is more than 50 miles from the employee's home and the employee provides documentation of
56 such.

57 If additional days are needed for bereavement of an immediate family member, employees can use up
58 to four (4) additional sick days without the requirement of a doctor's note. If more than four (4)
59 additional days are needed, the employee will need to contact Human Resources to provide
60 documentation and complete paperwork for FMLA leave (see Board Policy 5.305.)

61 The Director of Schools, or the Director's designee, will require documentation to verify the
62 bereavement event or familial relationship involved in any bereavement leave claim.

63 Employees will be responsible for completing bereavement documentation within five (5) working
64 days of returning to work.

Legal References

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

Cross References

- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

To: Board of Education

RE: Policy 5.310

Board Meeting Date: March 14, 2023

Policy 5.310 outlines the paid holidays and vacations that employees receive. At the February 28, 2023 Board meeting, the Board voted to amend the language of policy 5.302 to allow employees to take sick leave in observance of a religious holiday not included in the MCS calendar. Because policy 5.310 covers holidays, this amendment adds the language regarding using sick leave to observe a religious holiday not included on the calendar.

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: Revised 06/14/22
		Rescinds: 5.310	Issued: 06/01/11

1 **HOLIDAYS**

2 Depending on the length of an employee's contract, paid holidays for employees of the district are:

- 3 New Year's Eve
- 4 New Year's Day
- 5 Martin Luther King, Jr.'s Birthday
- 6 President's Day
- 7 Good Friday
- 8 Memorial Day (11 and 12--month employees only)
- 9 Independence Day (12--month employees only)
- 10 Labor Day
- 11 Thanksgiving
- 12 Day following Thanksgiving
- 13 Christmas Eve
- 14 Christmas Day

15 **VACATIONS¹**

16 I. Central Office licensed/classified personnel and other licensed/classified personnel employed
17 on a twelve--month, full-time basis shall earn and accrue vacation as follows:

18 **Classified/Non-licensed**

- 19 1 thru 5 years 1 day per month
- 20 6 thru 10 years 1 1/4 days per month
- 21 Over 10 years 1 1/2 days per month

22 Classified staff do not earn vacation leave during the first ninety (90) days of employment
23 unless waived by the Director of Schools.

24 **Licensed Personnel**

- 25 1 thru 5 years 1 day per month
- 26 6 thru 10 years 1 1/4 days per month
- 27 Over 10 years 1 2/3 days per month

- 28 II. Temporary and part-time employees are not entitled to vacation.
- 29 III. Employees shall utilize their vacation time so as to minimize disruption to school system
30 operations. The Director of Schools, department heads, and supervisors must consider school
31 system business needs prior to approving an employee's vacation request. The use of vacation
32 time during the week before the school year begins through the first week of school and
33 during the week before the school year ends through the first week that school is out is highly
34 discouraged. Vacation time requests during these periods must receive the prior approval of
35 the Director of Schools. During all other parts of the year, vacation requests must receive the
36 prior approval of the employee's supervisor or department head. Except in emergency
37 situations, vacation leave must be requested at least five (5) days in advance.
- 38 IV. No more than ten (10) vacation days may be taken in succession without approval of the
39 Director of Schools; provided, however, this rule shall be waived for medical reasons and
40 family medical leave when an employee has no sick leave available.
- 41 V. Vacation days must be earned before they can be used.
- 42 VI. Vacation may be taken in ½ day increments.
- 43 VII. The Human Resources Department shall maintain all vacation leave records, and be
44 responsible for verifying an employee's eligibility to utilize vacation time.
- 45 VIII. No more than thirty (30) vacation days may be carried over after June 30th of each year.
46 Annual leave accrued in excess of the applicable maximum shall be transferred to sick leave
47 on June 30th of each year. Upon termination of employment, any accrued vacation in excess
48 of the appropriate carry forward amount shall be credited to the sick leave balance of the
49 terminating employee. Payment for accrued vacation shall be paid at the employee's current
50 rate of pay.
- 51 IX. The increased accrual rates are based on the length of service and become effective on the
52 anniversary of the employee's date of hire, provided they have been in continuous service.
- 53 X. Retirees may request lump sum payments of vacation. However, the amount of payment
54 cannot be reported or used as part of the average final compensation. Should a retiree elect
55 not to receive the lump sum payment for vacation, the retiree will be extended on the
56 payroll until all vacation has been used. In such a case, the school system will make
57 retirement contributions on behalf of the employee and creditable service for retirement will
58 be granted.
59
- 60 XI. Employees may use one sick day for a religious holiday not included on the Murfreesboro
61 City Schools calendar, with 5 days' advance notice to their supervisor.

1. TCA 49-6-3004(b)

Orientation and Probation 5.107
Short Term Leaves of Absence 5.300

To: Board of Education

RE: Policy 6.200

Board Meeting Date: March 14, 2023

Policy 6.200 outlines the district's attendance policies and progressive truancy interventions. This amendment changes the language of the policy to align with current truancy intervention practices. Specifically, it addresses the district's new Truancy Diversion Board which was started this school year.

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="margin: 0;">Attendance</h2>	Descriptor Code: 6.200	Issued Date: 08/28/18; Reviewed 08/24/21 04/26/22
		Rescinds: STU 9; STU 57 STU 60	Issued:

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
 2 each day school is in session. The Director of Schools/designee shall develop appropriate administrative
 3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance
7 requirements;
- 8 3. Ensuring that all school age children attend school.

9 Student attendance records shall be given the same level of confidentiality as other student records. Only
 10 authorized school officials with legitimate educational purposes may have access to student information
 11 without the consent of the student or parent(s)/guardian(s).²

12 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
 13 Excused absences shall include:³

- 14 1. Personal illness/injury;
- 15 2. Illness of immediate family member;
- 16 3. Death in the family;
- 17 4. Extreme weather conditions;
- 18 5. Religious observances;⁴
- 19 6. School endorsed activities;
- 20 7. Summons, subpoena, or court order; or

21 8. Circumstances which in the judgment of the principal create emergencies over which the
22 student has no control.

23 The principal shall be responsible for ensuring that:⁵

- 24 1. Attendance is checked and reported daily for each class;
- 25 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
26 for the majority of the day;
- 27 3. All student absences are verified;
- 28 4. Written excuses are submitted for absences and tardiness; and
- 29 5. System-wide procedures for accounting and reporting are followed.

30 **TRUANCY**

31 *General*

32 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
33 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
34 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
35 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
36 considered present for school attendance purposes.⁶

37 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
38 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
39 absence. If a parent does not provide documentation within an additional five (5) days excusing those
40 absences, or request an attendance hearing, then the Director of Schools shall implement the progressive
41 truancy intervention plan described below prior to referral to juvenile court.

42 *Progressive Truancy Intervention Plan*⁷

43 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
44 implemented.

45 **Tier I**

46 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
47 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
48 not limited to, the following:

- 49 1. Physically healthy learning environment;
- 50 2. Welcoming, socially-emotionally safe, trauma-informed school climate;
- 51 3. Access to Learning Supports;
- 52 4. A culture of continuous improvement;
- 53 5. Enrichment activities and clubs;

54 6. Celebration of attendance; and

55 7. A team that monitors attendance data.

56 It shall also consist of system-wide parent communications reinforcing the importance of attendance
57 and notification of available supports to assist parents with issues that may create a barrier to
58 attendance.

59 Upon the accumulation of five (5) unexcused absences, the principal/designee shall send a letter to the
60 parent(s) or guardian(s), or other person(s) having control of the student notifying him or her of the
61 student's absences and that the child's attendance at school is required by law. ~~(See Sample Attendance~~
62 ~~Letter.)~~

63 The letter must further advise parent(s), guardian(s), or other person(s) having control of the student that
64 the school must receive any documentation to excuse the absences within five (5) school days. If
65 sufficient documentation is not provided to excuse any of the absences, the principal/designee shall
66 implement the second tier of the progressive truancy intervention.

67 Tier II

68 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
69 unexcused absences, but before referral to juvenile court, and includes the following:

- 70 1. A conference with the ~~student's parent(s)/guardian(s)student~~ and, if appropriate, -the student.
71 student's parent(s)/guardian(s);
- 72 2. An attendance contract, based on the conference, signed by the student (if appropriate), the
73 parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - 74 a. A specific description of the school's attendance expectations for the student;
 - 75 b. The period for which the contract is effective; and
 - 76 c. Penalties for additional absences and alleged school offenses, including additional
77 disciplinary action and potential referral to juvenile court; and
- 78 3. Regularly scheduled follow-up meetings to discuss the student's progress.
- 79 4. A school employee shall conduct an individualized assessment detailing the reasons a student
80 has been absent from school. The employee may refer the student to counseling, community-
81 based services, or other services to address the student's attendance problems.

82 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier
83 II, or if the parent fails to execute the contract, the student will be subject to Tier III.

84 Tier III

85 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

86 Tier III shall consist of referral to the Murfreesboro City Schools Truancy Diversion Board for an
87 assessment of attendance and referral to school-based community services and other resources to address
88 student's attendance.. one of one or more the following interventions:-, School based community
89 services, family preservation court, referral to the Youth Services Division of the Rutherford County

90 ~~Juvenile Court, and other available resources.~~ The interventions shall address student needs in an age-
91 appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

92 If the student continues to have unsatisfactory attendance and has accumulated 10 or more unexcused
93 absences, educational neglect and/or truancy charges may be filed with the juvenile court.

94 **MILITARY SERVICE OF PARENT/GUARDIAN⁸**

95

96 School principals shall provide students with a one-day excused absence prior to the deployment of and
97 a one-day excused absence upon the return of a parent or custodian serving active military service.

98 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
99 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
100 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
101 missed during these absences.

102 **ATTENDANCE HEARING⁹**

103 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
104 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
105 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
106 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
107 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
108 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
109 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
110 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
111 of any action taken regarding the excessive unexcused absences. The notification shall advise
112 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director
113 of Schools/designee.

114 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

115 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
116 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the
117 record. Following the review, the Board may affirm or overturn the decision of the Director of
118 Schools/designee. The action of the Board shall be final.

119 The Director of Schools/designee shall ensure that this policy is posted in each school building and
120 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TCA 49-6-3006
2. 20 USCA § 1232g
3. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
4. TCA 49-6-2904(b)(5)
5. TCA 49-6-3007
6. TCA 49-6-3021
7. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021, Chapter No. 223
8. TCA 49-6-3019
9. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

To: Board of Education

RE: Approval of the State Master Contract (SMC) for E-Rate category 2 services

Board Meeting Date: March 14th, 2023

Murfreesboro City Schools participates in the E-Rate (Education Rate) federal program to purchase technology equipment needed to ensure schools obtain high-speed, affordable Internet access. The E-Rate program provides substantial discounts to districts based on the percent of students eligible for free and reduced lunch.

The district conducted a mini-bid to obtain Category 2 E-Rate services for new cabling and switches at Mitchell-Nielson Primary, Reeves-Rogers and Northfield. The current cabling and switches in these schools are the oldest in our district and they need to be upgraded to provide a higher bandwidth that is faster and has less signal loss. E-Rate services will apply 80% of the funding needed for these technology upgrades.

The district awarded the contract to the vendor chosen based on required evaluations. The Tennessee Educational Broadband Consortium requires the State Master Contract order form be completed and approved by the school board prior to completing the Universal Service Fund form 471 to request the funding. Vendors are aware the final award is based on E-Rate funding approval. The technology budget includes the 20% the district is responsible for in the current budget.

The mini-bid for switches was awarded to Wrightcore and the mini-bid for cabling was awarded to Central Technologies. We are recommending approval of the state master contract and awarded vendor for these services.

LEA Name
Billed Entity Number
Proposal Submitted By*:

Company Name:	Central Knox dba Central Technologies Inc
Company SPIN (498 ID):	143035655
Contact Name:	Jordan Walker
Contact E-mail:	jwalker@centralinc.com
Contact Phone:	843.425.2265
TEBC Schedule/Contract #	68595

Internal Connections

Include BMIC SKUs as appropriate

Must Be Completed By School or School District (Applicant)						Must Be Completed by Vendor		Only required for vendors submitting equivalent product line quotes (different manufacturer than Column C)	
School/Building Name (optional)	Category	Manufacturer Name	Description (optional)	Model Number	Estimated Quantity	Price/Unit	Extended Price (quantity * unit price)	Equivalent Make	Equivalent Model
Mitchell Neilson Primary	Cabling	Belden/Commscope	Installation Required	CAT 6A	120	\$330	\$39,600	Belden CAT 6a Riser	
Northfield Elementary	Cabling	Belden/Commscope	Installation Required	CAT 6A	185	\$330	\$61,050	Belden CAT 6a Riser	
Reeves Rogers Elementary	Cabling	Belden/Commscope	Installation Required	CAT 6A	145	\$330	\$47,850	Belden CAT 6a Riser	
Mitchell Neilson Primary	36" Rack	Hoffman	Installation Required	EWMWG362436	1	\$1,250	\$1,250		
Mitchell Neilson Primary	Fiber LIU	Commscope	Installation Required	SD-2U	1	\$250	\$250		EPX-2U-PNL-ENC
Mitchell Neilson Primary	Adapter Panels	Commscope	Installation Required	PNL-BK-012-MFA-LC12-AQ	4	\$50	\$200		
Mitchell Neilson Primary	LC Fiber Connectors		Installation Required	MFC-LCF-09-5Y	24	\$155	\$3,720		
						TOTAL	\$153,920		

Signature Below Accepts the Following:

Term of Service July 1, 2023 - June 30, 2024

X

Purchase **IS** contingent upon E-Rate funding approval
Purchase **IS NOT** contingent upon E-Rate funding approval

Order may be cancelled if E-Rate and/or local budget approval is not secured

*By submitting a quote in response to the Customer's request, and if selected, the Service Provider agrees to abide the Terms and Conditions of the referenced SMC and proceed with the project accordingly subject to coordination with the Customer.

Accepted By (Signature) _____
 Print Name _____
 Title _____
 DATE _____

LEA Name	
Billed Entity Number	
Proposal Submitted By*:	Amanda Bullion
Company Name:	WrightCore, A ConvergeOne Company
Company SPIN (498 ID):	143048584
Contact Name:	Amanda Bullion
Contact E-mail:	abullion@convergeone.com
Contact Phone:	731.609.6052
TEBC Schedule/Contract #	68621

Internal Connections

Include BMIC SKUs as appropriate

Must Be Completed By School or School District (Applicant)						Must Be Completed by Vendor		Only required for vendors submitting equivalent product line quotes (different manufacturer than Column C)	
School/Building Name (optional)	Category	Manufacturer Name	Description (optional)	Model Number	Estimated Quantity	Price/Unit	Extended Price (quantity * unit price)	Equivalent Make	Equivalent Model
Mitchell Neilson Primary	Switches	Meraki	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	MS350-48FP-HW	2	\$7,067.63	\$14,135.26		
Mitchell Neilson Primary	Switches	Meraki	Meraki 1025WAC PSU	MA-PWR-1025WAC	2	\$982.14	\$1,964.29		
Mitchell Neilson Primary	Switches	Meraki	Meraki MS350-48FP Enterprise License and Support, 5YR	LIC-MS350-48FP-5YR	2	\$1,461.45	\$2,922.90		
Mitchell Neilson Primary	Switches	Meraki	Meraki MS350-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	MS350-24P-HW	3	\$3,921.64	\$11,764.93		
Mitchell Neilson Primary	Switches	Meraki	Meraki 640WAC PSU	MA-PWR-640WAC	3	\$643.48	\$1,930.43		
Mitchell Neilson Primary	Switches	Meraki	Meraki MS350-24P Enterprise License and Support, 5YR	LIC-MS350-24P-5YR	3	\$811.26	\$2,433.77		
Mitchell Neilson Primary	Switches	Meraki	Meraki 40GbE QSFP Cable, 0.5 Meter	MA-CBL-40G-50CM	5	\$59.64	\$298.21		
Northfield Elementary	Switches	Meraki	Meraki MS425-16 L3 Cld-Mngd 16x 10G SFP+ Switch	MS425-16-HW	2	\$8,505.02	\$17,010.04		
Northfield Elementary	Switches	Meraki	Meraki 250WAC PSU	MA-PWR-250WAC	2	\$304.80	\$609.61		
Northfield Elementary	Switches	Meraki	Meraki MS425-16 Enterprise License and Support, 5YR	LIC-MS425-16-5YR	2	\$1,675.42	\$3,350.84		
Northfield Elementary	Switches	Meraki	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	MS350-48FP-HW	6	\$7,067.63	\$42,405.79		
Northfield Elementary	Switches	Meraki	Meraki 1025WAC PSU	MA-PWR-1025WAC	6	\$982.14	\$5,892.86		
Northfield Elementary	Switches	Meraki	Meraki MS350-48FP Enterprise License and Support, 5YR	LIC-MS350-48FP-5YR	6	\$1,461.45	\$8,768.70		
Northfield Elementary	Switches	Meraki	Meraki 40GbE QSFP Cable, 0.5 Meter	MA-CBL-40G-50CM	7	\$59.64	\$417.49		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS425-16 L3 Cld-Mngd 16x 10G SFP+ Switch	MS425-16-HW	2	\$8,505.02	\$17,010.04		
Reeves Rogers Elementary	Switches	Meraki	Meraki 250WAC PSU	MA-PWR-250WAC	2	\$304.80	\$609.61		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS425-16 Enterprise License and Support, 5YR	LIC-MS425-16-5YR	2	\$1,675.42	\$3,350.84		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	MS350-48FP-HW	4	\$7,067.63	\$28,270.52		
Reeves Rogers Elementary	Switches	Meraki	Meraki 1025WAC PSU	MA-PWR-1025WAC	4	\$982.14	\$3,928.57		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS350-48FP Enterprise License and Support, 5YR	LIC-MS350-48FP-5YR	4	\$1,461.45	\$5,845.80		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS350-24P L3 Stck Cld-Mngd 24x GigE 370W PoE Switch	MS350-24P-HW	1	\$3,921.64	\$3,921.64		
Reeves Rogers Elementary	Switches	Meraki	Meraki 640WAC PSU	MA-PWR-640WAC	1	\$643.48	\$643.48		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS350-24P Enterprise License and Support, 5YR	LIC-MS350-24P-5YR	1	\$811.26	\$811.26		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS120-8FP 1G L2 Cloud Managed 8x GigE 124W PoE Switch	MS120-8FP-HW	2	\$754.27	\$1,508.55		
Reeves Rogers Elementary	Switches	Meraki	Meraki MS120-8FP Enterprise License and Support, 5 Year	LIC-MS120-8FP-5YR	2	\$132.98	\$265.96		
Reeves Rogers Elementary	Switches	Meraki	Meraki 40GbE QSFP Cable, 0.5 Meter	MA-CBL-40G-50CM	8	\$59.64	\$477.14		

Signature Below Accepts the Following:

Term of Service July 1, 2023 - June 30, 2024

<input checked="" type="checkbox"/>	Purchase IS contingent upon E-Rate funding approval
<input type="checkbox"/>	Purchase IS NOT contingent upon E-Rate funding approval

Order may be cancelled if E-Rate and/or local budget approval is not secured

Accepted By (Signature) _____
 Print Name _____
 Title _____
 DATE _____

*By submitting a quote in response to the Customer's request, and if selected, the Service Provider agrees to abide the Terms and Conditions of the referenced SMC and proceed with the project accordingly subject to coordination with the Customer.

**Tennessee Educational Broadband Consortium
Multiple Schedule/State Master Contract
Order Form**

This agreement (“Agreement”) is entered into between **Murfreesboro City Schools** (“Customer”) and **Central Knox dba Central Technologies Inc.** (“Service Provider”), for **E-Rate Category 2 purchases**. For good and valuable consideration, including the mutual promises contained herein, Customer orders from the Service Provider the services identified below and/or in Attachment A to this Agreement (“Service”). Customer and Service Provider agree that the Service shall be provided pursuant to the rates, charges, terms and conditions set forth in **TEBC-2021-Central Knox Inc-C2 EPC Contract # 337783** (“Master Contract”).

Service Ordered by Customer:

See Attachment A

The selected Service period is **July 1, 2023 – June 30, 2024** Unless otherwise agreed upon in writing, the Service period shall commence upon Service installation.

Requested Service Commencement Date(s): July 1, 2023

If this Agreement is cancelled or terminated prior to Service Installation, cancellation charges will apply as set forth in the Master Contract (if applicable).

Customer may seek Universal Service Fund funding pursuant to the rules and regulations associated with the E-Rate program.

Customer further warrants and represents that Customer is authorized to enter into this Agreement and to order Service pursuant to the Master Contract. There are no other terms and conditions allowed pursuant to this agreement other than those present in the underlying State Master Contract. Customer further warrants and represents that this Agreement complies with all applicable procurement laws and/or requirements.

This Agreement is effective when executed by Customer. Submission of a quote at the request of the customer constitutes the Service Provider’s intent to proceed upon acceptance of the Customer. This agreement is subject to and controlled by the provisions of the State Master Contract, including any amendments as may be made from time to time.

Customer Name:

Accepted by Central Knox, Inc.

Print Name: _____

Print Name: _____

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A

Mini bid response

**Tennessee Educational Broadband Consortium
Multiple Schedule/State Master Contract
Order Form**

This agreement (“Agreement”) is entered into between **Murfreesboro City Schools** (“Customer”) and **Wrightcore, Inc.** (“Service Provider”), **for E-Rate Category 2 purchases.** For good and valuable consideration, including the mutual promises contained herein, Customer orders from the Service Provider the services identified below and/or in Attachment A to this Agreement (“Service”). Customer and Service Provider agree that the Service shall be provided pursuant to the rates, charges, terms and conditions set forth in **TEBC-2021-WrightCore Inc-C2 EPC# 337809 TEBC #268621** (“Master Contract”).

Service Ordered by Customer:

See Attachment A

The selected Service period is **July 1, 2023 – June 30, 2024** Unless otherwise agreed upon in writing, the Service period shall commence upon Service installation.

Requested Service Commencement Date(s): July 1, 2023

If this Agreement is cancelled or terminated prior to Service Installation, cancellation charges will apply as set forth in the Master Contract (if applicable).

Customer may seek Universal Service Fund funding pursuant to the rules and regulations associated with the E-Rate program.

Customer further warrants and represents that Customer is authorized to enter into this Agreement and to order Service pursuant to the Master Contract. There are no other terms and conditions allowed pursuant to this agreement other than those present in the underlying State Master Contract. Customer further warrants and represents that this Agreement complies with all applicable procurement laws and/or requirements.

This Agreement is effective when executed by Customer. Submission of a quote at the request of the customer constitutes the Service Provider’s intent to proceed upon acceptance of the Customer. This agreement is subject to and controlled by the provisions of the State Master Contract, including any amendments as may be made from time to time.

Customer Name:

Accepted by Wrightcore, Inc.

Print Name: _____

Print Name: _____

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A

Bid response

To: Board of Education

RE: FY23 ESSER 2.0 & 3.0 Planning Addenda

Board Meeting Date: March 14, 2023

The TN Department of Education requires Local educational agencies (LEAs) to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must consider such input.

Stakeholder input was gathered through parent, and student surveys as well as community stakeholder meetings during the months of August 2022- February 2023. Stakeholder input did not warrant any changes to the prior approved spending plan.

There have been no revisions to ESSER 3.0 or 2.0 spending plan since the board's approval December 2022.

ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance

2022-23

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (Feb. 15 and Sept. 15). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY23 for each relief fund: ESSER 2.0, and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: Murfreesboro City Schools_____

Director of Schools (Name): Dr. Trey Duke_____

ESSER Director (Name): Dr. Maryam Hill _____

Address: 2552 South Church Street_____

Phone #: 615-893-2313_ District Website: www.cityschools.net_____

Addendum Date: 09/15/2022_____

Total Student Enrollment:	9340
Grades Served:	Pre-K-6th
Number of Schools:	13

Funding

ESSER 2.0 Remaining Funds:	1,427,691.47
ESSER 3.0 Remaining Funds:	9,295,950.11
Total Remaining Funds:	10,723,641.58

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		205,607.33
	Summer Programming		
	Early Reading		
	Interventionists	337,925.00	783,141.12
	Other	663,067.54	1,086,500.00
	Sub-Total	1,000,992.54	2,075,248.45
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		234,632.35
	Mental Health	63,299.76	600,411.46
	Other		344,372.26
	Sub-Total	63,229.76	1,179,416.07
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		
	Other	27,755.60	1,027,168.51
	Sub-Total	27,755.60	1,027,168.51
Foundations	Technology	60,244.40	
	High-Speed Internet		
	Academic Space (facilities)	29,280.00	4,035,762.52
	Auditing and Reporting		
	Other	246,189.17	978,354.56
	Sub-Total	335,713.57	5,014,117.08
Total		1,427,691.47	9,295,950.11

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

Needs assessment indicated the need to continue to increase academic achievement by continuing to focus efforts on closing gaps associate to the COVID- 19 learning loss. Allocations focus on servicing students who have a deficient in Reading or Math. ESSER 3.0 funds will be used for 10 Academic Interventionist. Interventionist will work directly with the bottom 25 percentile in Math and Reading to help close and prevent learning gaps from widening.

Funds will continue to be used to support direct instruction for students' grades K-6. We retained 15 teachers (13 Regular Education and 2 Special Education) to lower student teacher ratio to ensure students were able to receive services following COVID guidelines. It allowed teachers to focus on learning loss for students who do not meet intervention threshold, but are experiencing learning gaps.

Funds will be used to provide professional development for teachers to support a varied level of differentiated instruction to students who experienced learning gaps related to COVID. The area of focus is on professional growth and learning associated with learning loss.

We have allocated funds for extended contracts for teachers of before/after school tutoring for students experiencing a greater learning loss associated with COVID. MCS will employ 158 teachers at 35 hours per fiscal year to deliver high dosage tutoring.

Fund allocations will focus on minimizing learning gaps for ESL students, especially those adverting affected by COVID. The district will hire a district ESL coach to ensure schools have specialized support in identifying and meeting the needs of English Language Learners.

We have allocated funds for extended contracts for teachers of before/after school tutoring for students experiencing a greater learning loss associated with COVID. MCS will employ 158 teachers at 35 hours per fiscal year to deliver high dosage tutoring.

To provide a reasonable statistical estimate for average learning loss across schools and student subgroups, district leaders will compare Spring 2021 TNREADY scores to Spring 2021 IReady, Aims Web, and Lexia benchmark assessments to identify baseline for learning loss.

Similarly, Fall IREADY diagnostics will be reviewed to Spring 2021 TNReady scores to identify correlations in learning loss.

A standard analysis of IReady data will provide teachers with specific learning targets for learning loss.

Extended contracts will be executed after schools hours; therefore, time allocation will support students identified.

Teachers will focus on growth measures identified by the correlation between TNREADY and benchmark diagnostic test.

Effectiveness will be measured by standard proficiency.

Funds will be used to provide professional development for teachers to support a varied level of differentiated instruction to students who experienced learning gaps related to COVID. The area of focus is on professional growth and learning associated with learning loss. This will be assessed via participant surveys.

2. Describe initiatives included in the “other” category.

Fund allocations will focus on academic rigor. Funds will be used to purchase Math textbooks and Imagine Learning. The need to provide textbook as a resource to increase academic rigor by equipping teachers to challenge students to think, perform, and grow to a level that may or may not have prior to COVID-19. Effectiveness will be assessed via examining alignment with district scope and sequence, benchmark and TCAP testing.

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district’s needs assessment.

Needs assessment indicated the need to continue to provide targeted support for students that attributed to the trauma increase academic achievement by continuing to focus efforts on closing gaps associate to the COVID- 19 learning loss.

Funds will be used to provide professional development for teachers on meeting the needs of Special population students (SPED, ELL, Economically Disadvantaged) who were and continue to be affected by the impact on COVID-19. These professional development opportunities will provide teachers with a varied level of resources and strategies for students to implement in conjunction with related services that are in place. Professional development will focus on RTI 2-B, intervention, culturally responsive practices and Imagine learning for EL. This will be assessed by district benchmark data, teacher and administrator surveys.

Funds will be used to hire one FTE Speech Pathologist for one year to help students whose progress in communication skills were negatively impacted. School closings and virtual services resulted in limited face-to-face speech and language treatment. By employing an additional speech language pathologist, students will aim to recoup lost skills that were not acquired during the COVID-19 closing of schools. This will be assessed by analyzing data of students served and students’ language skill acquisition.

Accessing online platforms for distance learning during COVID-19 closures created a greater barrier to educational opportunities for students who have severe to profound visual impairments. As a result, there are learning gaps present in reading, writing, math, and daily living, Orientation and Mobility, assistive technology, self-advocacy and other areas of the Expanded Core. Fund allocation will be used to hire one Visually Impaired teacher. This teacher will work to teach students how to access traditional educational curriculum, as well as create programs and implement instruction to address the

individualized needs of each student with a visual impairment. Vision teacher will be assessed by Direct observation of student performance on IEP goals and parent/teacher observation

Fund allocations will focus on accessibility of academic rigor. Funds will be used to purchase Imagine learning for ESL students. Imagine learning will act as a resource to assess and address different learning levels caused by COVID-19 school closures for students. Effectiveness will be assessed via examining alignment with district scope and sequence, benchmark, TCAP and WIDA testing data.

Fund allocations will be used to focus on the mental health and support for students experiencing trauma associated with COVID-19. Closing of schools, social isolation, food scarcity and parental unemployment, the coronavirus pandemic destabilized kids' support systems. Therefore, providing more support with hiring two FTE counselors, one FTE social worker and contracting STARS counselors for 1 year will aide in the increase number of office school counseling office refers. This will be assessed with the TEAM School Service personnel rubric and referrals.

2. Describe initiatives included in the "other" category.

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

2. Describe initiatives included in the "other" category.

Funds will be used for one FTE Federal Programs bookkeeper for three years and one FTE ESSER Federal Director for three years. ESSER Federal director will oversee funding allocations, oversee grant programming and implementation of services. These two positions will work together to support the development and implementation of innovative instructional programs to achieve identified needs based on COVID 19 deficient.

Fund allocations will be used to provide professional development for Federal ESSER Federal Director and the Federal Programs bookkeeper. This professional development will help to ensure appropriate training for the district to ensure the awareness of policies and guidelines with regard to the assigned programs. Grant allocations, audits and program progress monitoring will assess effectiveness.

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

Funds will focus on replacing HVAC units to increase clean air supply in five schools. HVAC replacement will increase the delivery of clean air and dilute potential contaminants. This would help building ventilation, to reduce the spread of disease and lower the risk of exposure. Effectiveness will be assessed air quality checks, HVAC inspections and monitoring of flow meters.

2. Describe initiatives included in the "other" category.

Funds will be used to ensure proper usage and upkeep of Chromebooks. Our district is currently 1:1 and in order to ensure that computers are performing at maximum capabilities, refresh is a necessity for durability of devices. This will be assessed by monitoring malware and systems updates. This will involve approximately 1,400 Chromebooks.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

MCS will adhere to Part 200 of the Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards for ESSER 3.0 and all grant funds as documented in the District's Uniform Grants Guidance procedure. The District is guided by state and federal rules and regulations, and local policies and administrative directives, including the Davis Bacon Act for wage determination.

Financial reporting includes documentation of receipts, expenditures, procurement, inventory and fixed assets, and construction progress. The accounting software system tracks ESSER 3.0 funds separately from other funds by a unique sub-fund number as determined by the State of TN Department of Education.

Expenditures will be reported in EPlan at least monthly. This serves the dual purpose of reporting year-to-date expenditures and requesting reimbursement of grant funds. These funds may be requested in advance of anticipated recurring salaries or payment of large invoices. MCS staff understands that these funds must be expended within 72 hours of receipt to maintain compliance with the Cash Management Improvement Act (CMIA).

The District has a written system of internal controls, which provides reasonable assurance that charges to the ESSER 3.0 award and meets the cost principles of reasonable, necessary, and allocable. Requests are reviewed in advance of purchase by the Program Director, Finance, and the Director of Schools to determine allowability.

The federal bookkeeper, finance manager, and finance director review budgeted to actual revenues and expenditures on an on-going basis. Expenditure Reports are provided to department heads and program managers at least monthly for further review.

Requisitions are routed through an electronic approval system so that program managers, finance, and the Director of Schools review and approve requisitions before becoming an authorized purchase order. Back up documentation, such as quotes, contracts, and bid documents, may also be uploaded into the system to further evaluate purchases. Purchase requests without adequate funding, and requests that are deemed unallowable or unnecessary, will be denied. A budget revision may need to be approved before a purchase may be made. Budget revisions are approved by the Director of Schools and Board of Education. Some budget revisions require additional City Council approval.

The finance manager performs a pre-audit of invoices prior to payment to determine that this is a valid pre-authorized purchase. The federal bookkeeper and finance manager review personnel change reports to ensure employees are coded to the correct fund and budgeted line-item.

The Internal Auditor performs an annual site visit to all 13 schools. These internal reviews are shared with the finance manager and principal. Credit card and bank statements are balanced monthly.

MCS funds are audited annually by a CPA firm in accordance with state law and board policy. As a sub-recipient of federal funds in excess of \$750,000, a single audit will be performed as part of the annual audit. TNDOE staff supports the District by providing annual training, on-going technical assistance, and review of grant applications in advance of commitment of funds. District staff will monitor and review both program data and fiscal documents to maintain compliance with grant requirements

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

The following will be used to measure and address learning loss:

Interventionist-These Interventionists will work directly with the bottom 25 percentile in Math and Reading to help close and prevent learning gaps from widening. The assessment of these positions will be through TCAP and benchmark data.

Quarantine/Homebound Teachers-Continue to focus on high quality instruction for students when a student or their household is quarantined. Employing 4 virtual teachers will allow teachers to focus on the students that are present in the building, while ensuring high quality instruction continues to take place for students that are at home. This will be assessed by TEAM observations.

Extended contracts-before/after school tutoring for students experiencing a greater learning loss associated with COVID.

To provide a reasonable statistical estimate for average learning loss across schools and student subgroups, district leaders will compare Spring 2022 TNREADY scores to Spring 2022 IReady, Aims Web, and Lexia benchmark assessments to identify baseline for learning loss.

Similarly, Fall IREADY diagnostics will be reviewed to Spring 2022 TNReady scores to identify correlations in learning loss.

A standard analysis of IReady data will provide teachers with specific learning targets for learning loss.

Extended contracts will be executed after school hours; therefore time allocation will support students identified.

Teachers will focus on growth measures identified by the correlation between TNREADY and benchmark diagnostic test.

Effectiveness will be measured by standard proficiency.

ESL specialist- to ensure schools have specialized support in identifying and meeting the needs of English Language Learners. This will be assessed by teacher and administrator surveys and WIDA scores.

Social Worker-This position would work directly with students and identifying/removing barriers associated with learning loss from COVID-19. This will be assessed by tracking referrals.

Professional Development-For Teachers to support a varied level of differentiated instruction to students who experienced learning gaps related to COVID. This will be assessed via participant surveys.

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

MCS Director of Schools conducts monthly state of the schools addresses through local cityTV. MCS will conduct three community partner meetings during the 2022-2023 school year. MCS will conduct two district wide family engagement meetings during the 2022-2023 school year in addition to school family engagement meetings mandated by Title 1.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

As a Pre-K district, MCS engaged a minimum of 10% of total stakeholders by providing multiple attempts at seeking feedback from parents on behalf of students in grades Pre-k-3. However, allowing students in grades 3rd -6th to provide direct input with a survey.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

MCS engaged stakeholders during community feedback meeting with diverse student populations. These meetings were specifically designed for community representatives who represent the needs of our historically underserved populations including children experiencing homelessness, youth in foster care, and underserved students. Attendees represented faith-based organizations, community non-profits, the Rutherford County Health Department, and the Child Advocacy Center.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

MCS continues to keep stakeholders informed through the cityTV monthly updates, district leadership and community partner meetings. MCS holds monthly teacher advisory council meetings and quarterly director's chat with employees and student/parent surveys.

Safe Return to In-person Instruction and Continuity of Services Plan

Addendum Guidance

2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (March 1 and Sept. 15). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: Murfreesboro City Schools

Date: 02/28/23_____

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

During the ESSER revision process, MCS staff held feedback and input meetings to ensure there was a wide range of feedback from a variety of stakeholders on the needs within our district. The information gathered during these meetings was utilized to set priorities for the use of ESSER funds. Compiled below is a list of stakeholders who met and the dates of the meetings that were held during the Fall Semester of the 2023 school year:

- 8/1/2022 State of the Schools with City TV
- 8/17/2022 UWRCC Community Impact Committee Meeting
- 8/18/2022 Teacher Advisory Council Meeting
- 8/18/2022 City Council Meeting
- 9/8/2022 Teacher Advisory Council Meeting
- 9/14/2022 Employee Listening Session
- 9/21/2022 UWRCC Community Impact Committee Meeting
- 10/13/2022 Teacher Advisory Council Meeting
- 10/24/2022 Employee Listening Session
- 10/27/2022 Meeting with PTOs
- 10/27/2022 Diversity Task Force Meeting
- 11/2/2022 Leadership Rutherford Diversity in Education
- 11/16/2022 UWRCC Community Impact Committee Meeting
- 12/6/2022 PTO Zoom
- 12/12/2022 State of the Schools
- 12/14/2022 City Council Meeting

1/26/2023	Feedback Meeting-CLA
1/31/2023	Feedback Meeting-BF
2/8/2023	Feedback Meeting-ESE
2/9/2023	Feedback Meeting-BR
2/14/2023	Feedback Meeting-JP
2/15/2023	Feedback Meeting-MNE
2/21/2023	Feedback Meeting-NF

2. Describe how the LEA engaged the health department in the development of the revised plan.

MCS regularly engages health department officials in discussion of protocol and procedures. Representatives from the local health department serve on the MCS health advisory council. MCS seeks feedback as needed on public health data and uses data to inform and seek feedback from all stakeholders

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p> <p>Facemask accommodations for students with disabilities that cannot wear a face mask. In order to receive equitable participation, reasonable facemask accommodations for students with disabilities will allow a person with the disability to participate in, or benefit from, the programs offered. The practices and/or procedures may be modified and include distancing, clear barriers between student and teacher and social stories to alleviate anxiety of COVID and wearing masks.</p>
<p><i>Physical distancing (e.g., use of cohorts/podding)</i></p> <p>Breakfast will be served in the classroom.</p>
<p><i>Hand washing and respiratory etiquette</i></p> <p><i>Wash hands with soap and water for minimum of 20 seconds. If soap/water is not available, use hand sanitizer (60% or greater alcohol based)</i></p> <p><i>Hand washing curriculum has been created and used throughout the district for students.</i></p> <p><i>Posters and signs regarding handwashing have been placed in all bathrooms</i></p> <p><i>Encourage - Cover your cough/sneeze into your elbow or tissue; follow with hand hygiene</i></p> <p><i>Special considerations related to COVID-19 - Respiratory symptoms and NO FEVER</i></p> <p><i>Carefully consider mask during assessment to prevent droplet transmission during close contact</i></p> <p><i>Evaluate clinical picture if appropriate to remain in school</i></p> <p><i>Evaluate if the individual has been exposed to someone with a positive or presumed positive COVID-19.</i></p> <p><i>Per CDC, individuals with mild symptoms should be cared for by provider with all recommended PPE (gloves, gown, eye protection, and at minimum a fit-tested disposable N95 respirator)</i></p> <p><i>If student evaluated to not remain in school, a medical follow-up with provider and clearance note may be required (see when to return after illness)</i></p> <p><i>Facemasks for persons with respiratory symptoms and fever over 100.4 degrees Fahrenheit is recommended if tolerated by the person and developmentally appropriate.</i></p> <p><i>Consider use of all recommended PPE (gloves, gown, eye protection, and at minimum a fit- tested disposable N95 respirator) for Health office staff, based on clinical picture</i></p> <p><i>Isolate febrile individual in a separate area until dismissed</i></p>
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p> <p><i>MCS will continue cleaning of high touch surfaces. MCS will conduct routine environmental cleaning. There are postings throughout campus encouraging frequent hand washing. MCS has hand sanitizer dispensing units at each building entrance.</i></p> <p><i>IMPROVING VENTILATION;</i></p> <p><i>MCS provides a clean germ free environment for all grade levels (preK-6). MCS will install two styles of purification systems. All building occupants including, but not limited to; students, teachers, cafeteria workers, custodial, educational assistances, maintenance workers, parents and visitors will all benefit from the use of the purification systems. With these systems, there will be a reduction of other airborne</i></p>

<p><i>and surface microbial, bacteria, viruses, and mold spores. These units also are specified to reduce smoke, odors, allergens, dust, and other particles. If masks are still utilized after the installation of the units, it provides an added safety protection factor for the school occupants until the pandemic is under control.</i></p>
<p><i>Contact tracing in combination with isolation and quarantine</i></p> <p><i>Any employee who feels sick or experiencing signs and symptoms of COVID-19 should stay home. Any employee who has tested positive, or has been instructed by a physician or the Department of Health to self-isolate should stay home.</i></p> <p><i>All employees should report a positive COVID diagnosis to the employee online form.</i></p>
<p><i>Diagnostic and screening testing</i></p> <p>Testing is provided for employees who develop Covid-19 symptoms while at work or in school by MCS Nursing Department. Testing is done with written consent.</p>
<p><i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i></p> <p>MCS Nursing department provided two vaccine days – Feb/Mar. 830 employees were vaccinated. We continue to provide updated vaccine for employees in case we need to add additional vaccination clinics. Our students are not eligible because of the age requirements.</p>
<p><i>Universal and correct wearing of masks</i></p>

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students’ academic needs and students’ and staff’s social, emotional, mental health, and other needs, which may include student health and food services.

<p>Murfreesboro City Schools (MCS) will continue in-person instruction for the 2022-2023 school year with no other options for instruction, except those options determined to be necessary by an IEP team for students with disabilities.</p> <p>The district will continue to follow and update the guidelines and expectations delineated in our Opening School Plan “Working Document – Return to School” last updated January 4, 2022 (available here - file:///C:/Users/Maryam.Hill/OneDrive%20-%20Murfreesboro%20City%20Schools/Documents/Return-toSchoolJanuary-4-2022.pdf.</p>

To: Board of Education

RE: FY22 General Purpose Schools Budget Transfer

Board Meeting Date: March 14, 2023

The Finance Director requests Board approval to transfer previously approved funds within the same major budget category.

This amendment transfers a total of \$14,413 in Revenues to new account numbers to align with the TN Department of Education year-end reporting requirements.

This amendment transfers a total of \$93,600 in Expenditures to recognize the increase in audit and legal fees, finance contracts and staff development for new payroll and purchasing staff, bus parts, and new classroom furniture for the 2023-2024 school year.

All increases are covered from savings in other line-items within the same major budget category. There are no new revenues and expenditures and no change to Fund Balance.

Murfreesboro City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year 2022-2023 General Purpose Schools Fund 141

March 14, 2023

Revenue			
Accounts	Description	Increase	Decrease
141 R 44520	Other Local - Insurance Recovery		5,000
141 R 49700	Other Sources - Insurance Recovery	5,000	
141 R 47143	Other Federal - IDEA High Cost		9,413
141 R 47145	Other Federal - Preschool High Cost	9,413	
	Total Revenues	\$ 14,413	\$ 14,413

To transfer budgeted revenues to the correct category to align with TN Department of Education reporting requirements.

Expenditure			
Accounts	Description	Increase	Decrease
141 E 72310 305	Board of Educ - Audit Fees	1,100	
141 E 72310 331	Board of Educ - Legal Services	5,300	
141 E 72310 513	Board of Educ - Worker's Comp Insurance		6,400
	Subtotal Board of Educ	\$ 6,400	\$ 6,400
141 E 72510 399	Finance - Other Contract Services	500	
141 E 72510 524	Finance - Staff Development	1,500	
141 E 72510 411	Finance - Data Processing Supplies		2,000
	Subtotal Finance	\$ 2,000	\$ 2,000
141 E 72620 355	Maintenance - Mileage	700	
141 E 72620 524	Maintenance - Staff Development		700
	Subtotal Maintenance	\$ 700	\$ 700
141 E 72710 453	Transportation - Vehicle Parts	57,000	
141 E 72710 338	Transportation - Vehicle Service		37,000
141 E 72710 729	Transportation - Equipment		20,000
	Subtotal Transportation	\$ 57,000	\$ 57,000
141 E 76100 707	Capital Outlay - Building Improvement		17,500
141 E 76100 711	Capital Outlay - Furniture	27,500	
141 E 76100 724	Capital Outlay - Site Development		10,000
	Subtotal Capital Outlay	\$ 27,500	\$ 27,500
	Total Expenditures	\$ 93,600	\$ 93,600

To transfer budgeted expenditures within major categories to recognize increases in audit and legal fees, finance staff development for new payroll and purchasing staff, bus parts, and new classroom furniture for the 2023-2024 school year.

There are no new revenues or expenditures and no change to fund balance.

Kim Quilliam *3/9/2023*
Reviewed by Finance Director/Finance Manager Date

Bobby J Dull III *3/9/2023*
Approved By Director of Schools Date

COMPARISON OF BUDGET TOTALS
July 1, 2022 Through February 28, 2023

TOTAL INCOME	7/1/22 - 2/28/23	\$	62,945,273
TOTAL EXPENSES	7/1/22 - 2/28/23		<u>56,748,166</u>
	NET INCOME	2/28/23	\$ <u><u>6,197,107</u></u>

YEAR-TO-DATE REVENUE COMPARISON

FEBRUARY 2023

PAGE 1

	BUDGET CLASS.	2021-22 BUDGET	2021-22 YTD REV.	2021-22 OVR/(UNDR) BUDGET	2021-22 %	2022-23 BUDGET	2022-23 YTD REV.	2022-23 OVR/(UNDR) BUDGET	2022-23 %
1	40110-Current Prop. Tax	15,700,000	10,173,051	(5,526,949)	64.8%	15,000,000	9,344,592	(5,655,408)	62.3%
2	40210-Local Option Sales Tax	13,021,844	8,106,684	(4,915,160)	62.3%	14,300,000	8,894,163	(5,405,837)	62.2%
3	40000-41110-Other County Rev	1,705,000	889,091	(815,909)	52.1%	1,761,800	1,068,227	(693,573)	60.6%
4	43300-44000-Other Local Revenue	1,792,500	362,401	(1,430,099)	20.2%	955,926	485,356	(470,570)	50.8%
5	46310-Health Department Programs	-	-	-	N/A	142,600	-	(142,600)	0.0%
6	46511-Basic Educ. Program	48,115,000	33,721,800	(14,393,200)	70.1%	52,851,000	37,104,200	(15,746,800)	70.2%
7	46515-Early Childhood Ed.	1,063,812	433,650	(630,162)	40.8%	1,063,812	518,892	(544,920)	48.8%
8	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
9	46590-Other State Education	1,689,401	358,442	(1,330,959)	21.2%	-	-	-	N/A
10	46610-Career Ladder Program	82,000	46,785	(35,215)	57.1%	82,000	40,308	(41,692)	49.2%
11	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
12	46591-Coordinated School Health	100,000	57,895	(42,105)	57.9%	100,000	59,417	(40,583)	59.4%
13	46595-Family Resource	29,600	15,731	(13,869)	53.1%	29,600	17,274	(12,326)	58.4%
14	46800-46990-Other State Revenue	227,419	56,549	(170,870)	24.9%	302,513	21,121	(281,392)	7.0%
15	47000- Federal Funds	1,007,488	225,323	(782,165)	22.4%	25,000	18,336	(6,664)	73.3%
16	49100-49800 Bond & City Transfers	477,720	12,337	(465,383)	2.6%	450,000	-	(450,000)	0.0%
17	49810-Approp./City Gen. Fund	7,885,103	5,256,735	(2,628,368)	66.7%	7,885,103	5,256,735	(2,628,368)	66.7%
18	49820-Operating Transfers	863,138	-	(863,138)	0.0%	500,000	116,651	(383,349)	23.3%
	TOTALS	\$ 93,760,025	\$59,716,475	\$ (34,043,550)	63.7%	\$95,449,354.00	\$ 62,945,273	\$ (32,504,081)	65.9%

YEAR-TO-DATE EXPENDITURE COMPARISON

FEBRUARY 2023

PAGE 1

	BUDGET CLASS.	2021-22 BUDGET	2021-22 YTD EXP.	2021-22 OVR/(UNDR) BUDGET	2021-22 %	2022-23 BUDGET	2022-23 YTD EXP.	2022-23 OVR/(UNDR) BUDGET	2022-23 %
1	71100-Reg. Instruction	53,405,843	29,223,294	(24,182,549)	54.7%	52,513,501	\$ 30,384,557	(22,128,944)	57.9%
2	71200-Sp. Ed. Instruction	10,493,199	5,705,560	(4,787,639)	54.4%	11,069,380	6,175,448	(4,893,932)	55.8%
3	71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4	72110-Attendance	101,955	64,781	(37,174)	63.5%	182,175	107,609	(74,566)	59.1%
5	72120-Health Services	350,470	92,341	(258,129)	26.3%	594,620	249,361	(345,259)	41.9%
6	72130-Guidance	2,664,745	1,482,554	(1,182,191)	55.6%	3,310,196	1,752,054	(1,558,142)	52.9%
7	72210-Reg. Instr. Support	2,337,484	1,373,233	(964,251)	58.7%	2,381,727	1,421,633	(960,094)	59.7%
8	72220-Sp. Ed. Support	1,763,075	982,615	(780,460)	55.7%	1,826,392	1,002,400	(823,992)	54.9%
9	72250-Technology	2,092,276	1,322,052	(770,224)	63.2%	2,384,180	1,613,210	(770,970)	67.7%
10	72310-Bd. Of Education	1,739,801	1,007,020	(732,781)	57.9%	1,751,350	1,374,342	(377,008)	78.5%
11	72320-Office of Supt.	433,002	240,719	(192,283)	55.6%	423,750	248,751	(174,999)	58.7%
12	72410-Office of Principal	4,987,241	3,046,930	(1,940,311)	61.1%	5,164,780	3,132,182	(2,032,598)	60.6%
13	72510-Fiscal Services	556,510	368,421	(188,089)	66.2%	754,345	489,257	(265,088)	64.9%
14	72520-Personnel Services	497,494	308,246	(189,248)	62.0%	505,320	298,586	(206,734)	59.1%
15	72610-Oper. Of Plant	6,534,981	3,772,919	(2,762,062)	57.7%	6,691,130	3,849,567	(2,841,563)	57.5%
16	72620-Maint. Of Plant	2,938,194	1,205,960	(1,732,234)	41.0%	3,092,033	1,408,512	(1,683,521)	45.6%
17	72710-Pupil Transp.	4,087,128	2,075,878	(2,011,250)	50.8%	3,783,120	2,159,088	(1,624,032)	57.1%
18	73300-Community Service	587,955	283,048	(304,907)	48.1%	444,655	264,571	(180,084)	59.5%
19	73400-Early Childhood Educ.	1,240,007	650,739	(589,268)	52.5%	1,166,640	589,036	(577,604)	50.5%
20	76100-Reg. Cap. Outlay	130,000	28,583	(101,417)	22.0%	130,000	46,923	(83,077)	36.1%
21	82130-Education Debt Serv.	-	-	-	N/A	-	-	-	N/A
22	99100-Operating Transfers	350,900	230,881	(120,019)	65.8%	776,800	181,078	(595,722)	23.3%
	TOTALS	97,292,260	53,465,774	\$ (43,826,486)	55.0%	98,946,094	56,748,166	\$ (42,197,928)	57.4%

Enrollment Period 6 - 01/31/2023 to 03/02/2023

	K-6 Gen Ed Totals	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	TOTALS
Black Fox	740	40			42			822
Bradley	356							356
Cason Lane	709		21	12	30			772
Discovery	387							387
Erma Siegel	753		16	13	29		5	816
Hobgood	607	79						686
John Pittard	724	39	26	10	27			826
Mitchell-Neilson	557	39	40	11		13		660
Northfield	601	40	19	11	35			706
Overall Creek	956				8			964
Reeves-Rogers	353							353
Salem	957				14			971
Scales	1021				39			1060
								9379

Totals	8721	237	122	57	224	13	5	9379
	K-6 Gen Ed Total	PS VPK	PS SpEd	PS Peers	CDC	BEST	Deaf Ed	

BEP Funded	8721				224	13	5	8963
Non-BEP Funded		237	122	57				416

Total Growth Over Last Year	
End of 2021-2022 -----	9420
Growth from 21-22 to 22-23 ---	-41

K-6 Funded Growth Over Last Year	
End of 2021-2022 -----	8940
Growth from 21-22 to 22-23 ---	23

K-6 Funded Growth by Reporting Period	
Period 6 2021-2022 -----	8983
Growth from 21-22 to 22-23 ---	-20

Average Attendance Percentage
94.2%

PTR Period 6 - 01/31/2023 to 03/02/2023

	Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total K-6
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	
Black Fox	113	6	18.83	151	8	18.88	104	6	17.33	107	6	17.83	475	26	18.27	104	5	20.80	94	5	18.80	67	4	16.75	265	14	18.93	740
Bradley	64	3	21.33	50	3	16.67	46	3	15.33	60	3	20.00	220	12	18.33	58	3	19.33	45	3	15.00	33	2	16.50	136	8	17.00	356
Cason Lane	134	7	19.14	114	6	19.00	109	6	18.17	99	5	19.80	456	24	19.00	103	5	20.60	105	5	21.00	45	2	22.50	253	12	21.08	709
Discovery	60	3	20.00	60	3	20.00	60	3	20.00	60	3	20.00	240	12	20.00	64	3	21.33	66	3	22.00	17	1	17.00	147	7	21.00	387
Erma Siegel	115	6	19.17	131	7	18.71	121	6	20.17	123	7	17.57	490	26	18.85	115	6	19.17	134	6	22.33	14	1	14.00	263	13	20.23	753
Hobgood	99	5	19.80	98	5	19.60	101	6	16.83	90	5	18.00	388	21	18.48	83	4	20.75	80	4	20.00	56	3	18.67	219	11	19.91	607
John Pittard	107	6	17.83	104	6	17.33	104	6	17.33	117	6	19.50	432	24	18.00	126	6	21.00	122	6	20.33	44	2	22.00	292	14	20.86	724
Mitchell-Neilson	105	6	17.50	70	4	17.50	89	4	22.25	76	5	15.20	340	19	17.89	84	5	16.80	91	5	18.20	42	2	21.00	217	12	18.08	557
Northfield	100	5	20.00	102	6	17.00	88	5	17.60	109	6	18.17	399	22	18.14	108	5	21.60	73	4	18.25	21	1	21.00	202	10	20.20	601
Overall Creek	129	7	18.43	153	8	19.13	152	8	19.00	156	8	19.50	590	31	19.03	159	7	22.71	168	8	21.00	39	2	19.50	366	17	21.53	956
Reeves-Rogers	50	3	16.67	53	3	17.67	68	4	17.00	67	4	16.75	238	14	17.00	60	3	20.00	55	3	18.33				115	6	19.17	353
Salem	155	9	17.22	150	8	18.75	157	8	19.63	158	8	19.75	620	33	18.79	136	7	19.43	149	8	18.63	52	3	17.33	337	18	18.72	957
Scales	159	8	19.88	177	9	19.67	139	7	19.86	172	8	21.50	647	32	20.22	150	7	21.43	156	7	22.29	68	3	22.67	374	17	22.00	1021
Totals by Grade	Kindergarten			1st Grade			2nd Grade			3rd Grade			4th Grade			5th Grade			6th Grade			8721						
	1390	74	18.78	1413	76	18.59	1338	72	18.58	1394	74	18.84	1350	66	20.45	1338	67	19.97	498	26	19.15	Total K-6						

Regular Education PTR			Pupils	Teachers	PTR
Kindergarten thru Third Grade	-----		5535	296	18.70
Fourth Grade thru Sixth Grade	-----		3186	159	20.04
District Totals			8721	455	19.17

TRUANCY 10+ Days - Unexcused Absences

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Black Fox	2	1	4	7	18	24			
Bradley	2	2	4	7	3	11			
Cason Lane	7	12	14	31	41	60			
Discovery					1	2			
Erma Siegel			3	3	7	11			
Hobgood		2	9	9	25	23			
John Pittard	2	9	22	29	28	63			
Mitchell-Neilson	5	3	11	19	28	42			
Northfield	2	4	7	12	14	18			
Overall Creek		1	1	1	2	3			
Reeves-Rogers			4	6	9	24			
Salem	6	6	9	18	18	34			
Scales			3	9	15	34			
TOTALS	26	40	91	151	209	349	-	-	-

Chronic Absenteeism = missing 10% or more

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
	2+ days	4+ days	6+ days	8+ days	10+ days	12+ days	14+ days	16+ days	18+ days
Black Fox	165	119	123	133	117	112			
Bradley	94	84	87	76	69	69			
Cason Lane	210	207	199	180	160	157			
Discovery	47	35	65	46	35	33			
Erma Siegel	151	120	112	119	95	92			
Hobgood	182	156	176	155	137	139			
John Pittard	153	153	139	139	116	131			
Mitchell-Neilson	156	121	169	144	131	136			
Northfield	178	137	156	112	100	103			
Overall Creek	179	126	132	122	100	92			
Reeves-Rogers	110	84	80	74	66	73			
Salem	180	159	155	140	121	131			
Scales	227	230	231	225	206	196			
	2032	1731	1824	1665	1453	1464	-	-	-

Human Resources Personnel Report 02/23/2023 - 03/09/2023

Certified Hires

none

Certified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>	<u>Tenure Y/N</u>
Burnette	Chelsea	2/24/2023	SC	2nd Grade Teacher	N
Schulze	Rachel	3/3/2023	BR	ESL Teacher	N
Mulanda	Brenda	3/10/2023	HG	ESL Teacher	Y

Certified Interims

<u>Last Name</u>	<u>First Name</u>	<u>Interim Dates</u>	<u>Location</u>	<u>Position</u>	<u>Interim For/Replacing</u>
Trotter	Samantha	3/8 - 5/26	SA	5th Grade Teacher	Riley Padgett

Classified New Hires

<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>Location</u>	<u>Position</u>
Gomez Ortiz	Cintya	2/27/2023	SC	EA
Rodriguez	Nancy	3/9/2023	SHOP	Bus Asst

Classified Resignations/Retirements/Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Last Day</u>	<u>Location</u>	<u>Position</u>
Grissom	Laquita	2/17/2023	SHOP	Bus Asst
Sanchez-Garcia	Graciela	2/21/2023	SC	FT Custodian