

Board of Education Regular Meeting

December 12, 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 Romel Puckett, a fourth grade student at Black Fox, along with Raiden Jewett, a sixth grade student at Black Fox as well as Eli Bond and Ja'Kayden Reynolds, students at Cason Lane PreK.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item Thank you to the following for individuals, faith-based organizations, and business partners on helping MCS create a wonderful holiday season for students and their families: North Blvd Band of Brothers North Blvd Youth Group Murfreesboro Police Department General Mills Parks Realty Salvation Army E. Allen MARS, Inc World Outreach Church MCS Staff Reeves Rogers would like to thank First Baptist Church on Castle They are ALWAYS so kind to reach out and ask what we are in need of and fulfill immediately! We don't know what we would do without them!	Mrs. Lisa Trail
A. Recognition of Ms. Ca'Tricia Robinson-TSBA Volunteer of the Year Procedural Item	Dr. Trey Duke
B. The Best of MCS Procedural Item	Dr. Trey Duke
C. Spotlight on Education-Robotics-Lea Bartch Procedural Item	Dr. Trey Duke
D. Public Comment Procedural Item	Chair Butch Campbell
IV. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 11-28 Board Minutes Consent Item	
B. Approval of 2024-2025 School Calendar on Second Reading	

Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 2.802 Payroll Procedures on First Reading Action Item	Ms. Lauren Bush
B. Recommendation of Zoning Appeal Special Committee by Director Action Item	Dr. Trey Duke
C. Recommendation of Charter School Review Team by Director Action Item	Dr. Trey Duke
D. Approval of Nutrition Budget Amendment-P-EBT Grant Action Item	Dr. Trey Duke
E. Approval of Budget Amendment-TNALL Corp Operating Transfer Action Item	Dr. Trey Duke
F. Approval of Budget Amendment-State Special Education Preschool Grant Action Item	Dr. Trey Duke
G. Approval of FY24 GPS Budget Amendment-Instruction Clerical Action Item	Dr. Trey Duke
H. Approval of the Bus Contract Action Item	Dr. Trey Duke
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. Personnel Report Information Item	Dr. Trey Duke
B. Director's Update Information Item	Dr. Trey Duke
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

November 28, 2023 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Present: Mr. Wesley Ballard, Mr. Butch Campbell, Ms. Karen Dodd, Ms. Barbara Long, Ms. Amanda Moore, Mr. Jimmy Richardson III, Absent: Mr. David Settles.</p> <p>Staff: Dr. Trey Duke, Ken Rocha, April Zavis, Adam Bryson, Lisa Trail, Sheri Arnette, Maria Johnson, Sonya Cox, Caitlin Bullard, Emily Spencer, Robin Newell, Don Barch, Kim Williams, Sandy Scheele, and several teachers from all schools that were receiving tenure.</p> <p>Assistant City Attorney Lauren Bush and City Liaison Bill Shacklett</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>II. APPROVAL OF AGENDA Action Item Motion to approve the agenda. This motion, made by Mr. Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	Chair Butch Campbell
<p>III. COMMUNICATIONS Information Item Reeves Rogers would like to thank Mr. Bill Campbell and the 4-6th graders youth group at St. Marks United Methodist Church for donating and planting a tree around our playground.</p> <p>Thank you to Redstone Financial for sponsoring Reeves-Rogers with incentives for our RTI2B program each year. We are so grateful for them!</p> <p>Thank you to Dr. Kates' Classes at MTSU for partnering with our 5th grade Reeves Rogers' students on a writing/technology project. Both sets of students benefit from this.</p> <p>MCS will be hosting a practice robotics competition on December 16 at Overall Creek to help all school teams prepare for the upcoming Vex Robotics Competition</p> <p>Thank you to the MCS Outreach Team for working with our community partners to provide free food boxes to families for Thanksgiving.</p> <p>Thank you to the Tracy Lawrence Foundation - Mission Possible program for providing 100 MCS families with a complete Thanksgiving dinner on Wednesday, November 20.</p> <p>A huge thank you to all of the many people who made the MTSU education day basketball game a tremendous success for our students.</p>	Mrs. Lisa Trail
<p>A. The Best of MCS-Carla Maye-OCE Cafeteria Procedural Item</p>	Dr. Trey Duke
<p>B. Spotlight on Education-Tenured Teachers Procedural Item</p>	Dr. Trey Duke
<p>C. Public Comment</p>	Chair Butch Campbell

Minutes
Page 1 of 4
November 28, 2023
Recorded by L. VanCleave

Procedural Item	
IV. CONSENT ITEMS Consent Agenda Motion to approve consent agenda.. This motion, made by Ms. Amanda Moore and seconded by Ms. Barbara Long, passed. Yea: 6, Nay: 0, Absent: 1	Chair Butch Campbell
A. Approval of 11-14 Board Minutes Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 6.3041 Title IX and Sexual Harassment on First and Final Reading Action Item Motion to approve Board Policy 6.3041 Title IX and Sexual Harassment on First and Final Reading. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1	Ms. Lauren Bush
B. Approval of the 2024-2025 District School Calendar on First Reading Action Item Motion to approve 2024-2025 District School Calendar on First Reading. This motion, made by Ms. Barbara Long and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1 Dr. Duke explained that this calendar meets all the requirements of Tennessee State law and all guidelines put forth by the Tennessee Department of Education. He told the Board that the start and end dates and breaks coincide with Rutherford County. He said that we have five stockpile days for professional development and eight stockpile days for inclement weather. He said that this calendar was developed from input from the Teacher Advisory Council, parents, and principals. Ms. Donna Kahrr, current TOY from Northfield Elementary and also a member of this year's TAC, came to the podium to explain the process and the role of the TAC for developing the calendar.	Dr. Trey Duke
C. Approval of Bearcom Contract Action Item Motion to approve Bearcom Contract. This motion, made by Ms. Karen Dodd and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1	Dr. Trey Duke
D. Approval of Resolution for Paid Parental Leave Action Item Motion to approve Resolution for Paid Parental Leave. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 6, Nay: 0, Absent: 1 Dr. Duke explained the new law regarding paid parental leave to the Board. Dr. Duke explained that it was recommended that the board adopt a resolution for paid parental leave, and he asked Ms. Bush to explain the reason behind the recommendation. Ms. Bush explained that paid parental leave is a fringe benefit and not included in the compensation package provided to employees. She explained that for a board to approve a fringe benefit to employees, it must be adopted into board policy and then added to the budget during the budget planning process. The State Department will decide what they will reimburse and what they will not reimburse. She added that there is a possibility that we will expend some money that we won't get reimbursed for. Dr. Duke said that we are waiting and listening for ongoing guidance from the State Department. Dr. Duke said that this is a resolution stating that the board understands that in the case where	Ms. Lauren Bush

<p>we perceive that an employee is eligible, and the state comes back and says that they are not, the Board can rest assured that we are following the law and will err on the side of the employee. We will cover all bases and have this resolution in place.</p> <p>Mr. Campbell asked if this resolution is only for licensed employees, and Ms. Bush said that this resolution would cover any funds for licensed employees.</p> <p>Ms. Williams told the Board that the State will run out of funds based on reimbursements. She said that the first quarter reimbursements totalled just over \$84,000 since May 11. Jimmy Richardson asked if this puts us in an unfunded mandated category. Ms. Williams said that she hopes that there will be additional funds appropriated at the State level. Mr. Ballard agreed that it is an unfunded law that we are to do. Ms. Bush stated that it is not unfunded yet, but the law has some need for clarification on the definition of licensed personnel.</p> <p>Dr. Duke said that this is a very positive new law, and we are trying to figure it out with few guidance documents and he would not be surprised if there were not some revisions made to this law. Dr. Duke said that the State allocated funds for this, but the question is did they allocate enough funds based on how the law is now being interpreted.</p>	
<p>E. Approval of Revenue and Expenditure Report Action Item Motion to approve the Revenue and Expenditure Report. This motion, made by Ms. Amanda Moore and seconded by Mr. Wesley Ballard, passed. Yea: 6, Nay: 0, Absent: 1</p>	Ms. Kim Williams
<p>VI. REPORTS AND INFORMATION Information Item</p>	Chair Butch Campbell
<p>A. Budget Preparation Calendar Information Item</p>	Ms. Kim Williams
<p>B. Enrollment (PTR) Report Information Item</p>	Mr. Ken Rocha
<p>C. Personnel Report Information Item Mr. Ballard asked Mr. Barch about the situation with a shortage of bus drivers. Mr. Barch said that things are about the same. He informed the Board that we have some new drivers trained but also have had some to leave. Mr. Barch stated that we have ten to fifteen drivers that could retire soon, and we are about ten short, but they are all working very hard, and we have only had to delay routes two days.</p>	Dr. Trey Duke
<p>D. Discussion of Internet Safety Measures as per Board Policy 4.406 Information Item</p>	Ms. April Zavisa
<p>E. Inclement Weather/School Closing Procedure Information Item</p>	Ms. Lisa Trail
<p>F. Reports from the TSBA Leadership Conference and Annual Convention Information Item Barbara Long reported that the conference was good with two days of Leadership. Karen Dodd enjoyed the portion of the conference involving Legal Q & A. Ms. Moore enjoyed hearing the topics that were being pushed before the General Assembly and Mr. Richardson stated that it was incredible to be in a room of individuals that care about children.</p>	Chair Butch Campbell
<p>G. Director's Update Information Item</p>	Dr. Trey Duke
<p>VII. OTHER BUSINESS Information Item</p>	Chair Butch Campbell

VIII. ADJOURNMENT Action Item Motion to adjourn at 6:53 p.m. This motion, made by Mr. Jimmy Richardson III and seconded by Ms. Karen Dodd, passed. Yea: 6, Nay: 0, Absent: 1	Chair Butch Campbell
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Director of Schools

MURFREESBORO CITY SCHOOLS
2024-2025 ACADEMIC CALENDAR
DRAFT

JULY 2024

**Wednesday, July 31: School-Based In-service

AUGUST 2024

**Thursday, August 1: District In-service Day

*Friday, August 2: School-Based Admin Day

**Monday, August 5: School-Based In-service

*Tuesday, August 6: School-Based Work Day (Admin)

Wednesday, August 7: Half Day for Students (3 hours, 30 minutes)

Thursday, August 8: First Full Day for Students

Friday, August 9: Grades 1-6 Students, Second Full Day; Kindergarten, Half-Day for A-L

Monday, August 12: Grades 1-6 Students, Third Full Day; Kindergarten, Half Day for M-Z

Tuesday, August 13: Grades 1-6 Students, Fourth Full Day; All Kindergarten Half-Day

Wednesday, August 14: Grades K-6 Full Day

SEPTEMBER 2024

Monday, September 2: Labor Day (Day Out for All)

++Friday, September 20: Stockpile PD Day (Day Out for Students)

OCTOBER 2024

Monday, October 7-Friday, October 11: Fall Break (Days Out for School-Based Personnel)

*Monday, October 21-Parent/Teacher Conferences (Admin) (Day out for Students)

NOVEMBER 2024

++Tuesday, November 5: Election Day/Stockpile PD Day (Day Out for Students)

Monday, November 25-Wednesday, November 27: Thanksgiving Break (Day Out for School-Based Personnel)

Thursday, November 28-Friday, November 29: Thanksgiving Break (Days Out for All)

DECEMBER 2024

Friday, December 20: Student Half Day (3 hours, 30 minutes)

Monday, December 23-Wednesday, January 3: Winter Break (Days Out for School-Based Personnel)

JANUARY 2025

Monday, December 23-Friday, January 3: Winter Break (Days Out for School-Based Personnel)

++Monday, January 6: District In-service Day (*stockpile*) (Day Out for Students)

*Tuesday, January 7: School-Based Admin (Day Out for Students)

Wednesday, January 8: Students Return

Monday, January 20: Martin Luther King, Jr. Day (Day Out for All)

FEBRUARY 2025

++Friday, February 14: Stockpile PD Day (Day Out for Students)

Monday, February 17: Presidents' Day (Day Out for All)

MARCH 2025

++Monday, March 17: Parent/Teacher Conferences (*stockpile*) (Day out for Students)

Monday, March 30-April 4: Spring Break (Days Out for School-Based Personnel)

APRIL 2025

Friday, April 18: Good Friday (Day out for All)

MAY 2025

Monday, May 27: Memorial Day (Day Out For All)

Thursday, May 29: Last Day for Students and Teachers (3 hours and 30 minutes)

The first eight days out for inclement weather will be made up according to state law through a seven-hour school day by stockpiling time. Five of the thirteen stockpiled days are used for staff professional development.

*Board Assigned Administrative Days: the first administrative day is earned through approved summer flex hours.

++Stockpiled in-service days

**In-service days: the fourth and fifth in-service days are earned through twelve (12) approved points.

180 Student Days (5 of these days will be used as stockpiled in-service days++)

5 Board Assigned Administrative Days*

5 In-Service Days**

10 Vacation Days

200

Agenda Item Title: Approval of Changes to Board Policy 2.802 on first reading

Board Meeting Date: December 12, 2023

Department: Legal

Presented by: Lauren Bush

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Tennessee Code Annotated 50-2-112 requires specific elements to be included or addressed in a local government's policy on payroll procedures, including method of deposit and voluntary deductions. These requirements have been added to Board Policy 2.802.

Staff Recommendation

Approval of changes to Board Policy 2.802 on first reading

Fiscal Impact

No fiscal impact

Connection to MCS's Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
- Challenged:** Every student will be *challenged* by learning from highly effective educators and employees.
- Empowered:** Every student will be *empowered* through academic success

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 11/28/17 01/15/19
		Rescinds: FM 17, 2.803	Issued: 01/01/12

Pay Periods and Payday Schedule

If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay period. No advance payments of salary shall be made. Payroll procedures shall be as follows:

1. All certified personnel shall be paid on twelve (12) monthly installments.
2. All support personnel that are on the bi-weekly pay structure shall be paid according to the bi-weekly pay schedule as determined prior to the start of each school year.
3. Substitute teachers shall be paid on the same pay date as all hourly personnel.

Method of Payment

Employees are paid through a direct deposit to their banking institution of choice. Employees may change their banking institution for direct deposit at any time.

Payroll Deductions

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law. Any deduction made in compliance with the requirements of federal, State, or local law, such as federal or State withholding income taxes and federal social security taxes may be made without requesting approval from the employee. Otherwise, deductions made from an employee's paycheck are made only upon written authorization of the employee or an order from a court of competent jurisdiction.

Voluntary employee benefit deductions are administered by the Human Resources Department and include, but are not limited to, group medical, dental, vision, life, 403(b), and other appropriate group insurance.

Other voluntary deductions may be approved by the Director of Schools, such as supplemental retirement contributions, United Way donations, or contributions to other quasigovernmental or charitable organizations. Employees may arrange to make contributions to those entities through written authorization signed by the employee. An employee may change or terminate any voluntary salary deduction upon written notification to the Finance Director.

Upon appropriate written authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorization must be made on forms provided by the Board and filed in the office of the Director of Schools.

An employee may change or terminate any salary deduction upon written notification, to the Director of Schools or his/her designee.

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1 Payroll procedures shall be as follows:

2 1. All certified personnel shall be paid on twelve (12) monthly installments.

3 2. All support personnel that are on the bi-weekly pay structure shall be paid according to the bi-
4 weekly pay schedule as determined prior to the start of each school year.

5 3. Substitute teachers shall be paid on the same pay date as all hourly personnel.
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Cross References
Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205

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Agenda Item Title: Approval of Zoning Committee

Board Meeting Date: December 12, 2023

Department: Director of Schools

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Board policy 6.205 requires MCS to have a Zoning Appeal Special Committee to hear zoning and placement appeals made by families. Applications for a hearing request must be made within ten (10) days after the assignment.

Board policy specifies that at least one (1) board member serves on this special committee.

Staff Recommendation

We are recommending the following individuals serve on the Zoning Appeal Special Committee for the 2024 calendar year. This item is reviewed and voted on annually as stated in the annual agenda.

- Mr. Jimmy Richardson – Board member (appointed by Board Chairman Campbell)
- Ms. Lauren Bush - Assistant City Attorney – Murfreesboro City Schools *nonvoting member
- Mr. Ken Rocha – Assistant Superintendent of Student Supports Services *nonvoting member
- Ms. Angela Fairchild – Director of Special Education
- Ms. Maria Johnson – Director of Human Resources
- School Administrator not associated with zoning application

Fiscal Impact

No fiscal impact

Connection to MCS’s Five-Year Strategic Plan

- Known:** Every student will be *known* through whole-child programs and support.
- Safe:** Every student will be *safe* through equitable access to buildings, facilities, and infrastructure that meets their needs.
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- Empowered:** Every student will be *empowered* through academic success

Agenda Item Title: Approval of Charter School Review Team

Board Meeting Date: December 12, 2023

Department: Director of Schools

Presented by: Trey Duke

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

Board policy 1.901 requires MCS to have a board appointed review team in place in the event any charter school applications are filed with the school district.

The role of the Charter School Review Team is to assist in reviewing and evaluating charter school applications and formally recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration.

Board policy 1.901 requires the Charter School Review Team be composed of administrative staff from the district, community members, and a member of the board with relevant educational, organizational, financial, and legal experience.

Staff Recommendation

Approval of the following participants be appointed to this team for the 2024 calendar year. This committee is approved annually.

Ms. Sheri Arnette – Chair, Assistant Superintendent of Curriculum and Instruction
Ms. Lauren Bush – Assistant City Attorney – Murfreesboro City Schools
Ms. Amanda Moore – Board member (appointed by Board Chairman Campbell)
Dr. Angela Hoosier – Community member
Dr. Maryam Hill – Coordinator of Federal Programs
Dr. Cathy Pressnell – Coordinator of Literacy, 3rd – 6th grades
Dr. Caitlin Bullard – Principal, The Discovery School
Ms. Angela Fairchild – Director of Special Education
TBD – Director of Finance

Fiscal Impact

No fiscal impact

Connection to MCS's Five-Year Strategic Plan

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Agenda Item Title: Nutrition Fund 143 P-EBT Administrative Costs Grant

Board Meeting Date: December 12, 2023

Department: School Nutrition

Presented by: Dr. Trey Duke, Director of Schools

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Summary

The Nutrition Department is seeking Board approval for the Pandemic-Electronic Benefits Transfer (P-EBT) Administrative Costs grant totaling \$3,256 in the FY24 School Nutrition fund. The grant reimburses the School Nutrition fund the administrative costs incurred for the support and delivery of the P-EBT cards to schools or by mail.

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

Staff Recommendation

Recommend approval of the budget amendment for new P-EBT grant funds of \$3,256.

Fiscal Impact

There is no change to fund balance.

Connection to MCS's Five-Year Strategic Plan

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Murfreesboro City Schools Budget Amendment (# 3)

School Nutrition Fund 143
Fiscal Year 2023-2024

BOE Approval 12/12/2023
Exhibit A to Resolution No. 23-R-33

NEW P-EBT ADMIN COSTS Grant

Account Number	Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
143 R 47804	P-EBT Administrative Costs Grant	-	3,256	3,256
Total Increase in Revenues		\$ -	\$ 3,256	\$ 3,256
<u>Expenditures</u>				
143 E 73100 355	Nutrition - Travel (Mileage)	7,500	7,600	100
143 E 73100 435	Nutrition - Office Supplies	6,000	7,200	1,200
143 E 73100 719	Nutrition - Office Equipment	42,200	44,156	1,956
Total Increase in Expenditures		\$ 55,700	\$ 58,956	\$ 3,256

CHANGE IN FUND BALANCE (CASH) -

This amendment budgets a new COVID grant in the FY2 School Nutrition fund. The Pandemic-Electronic Benefits Transfer (P-EBT) Administrative Costs Grant reimburses administrative costs incurred in the support and delivery of the P-EBT cards to schools.

Kim Anderson 12.5.2023
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u><i>Bobby W. DeLoe III</i></u>	<u>12/5/23</u>
Declined	<input type="checkbox"/>	Director of Schools	Date

Agenda Item Title: FY24 GPS Amend the City's TN All Corp Grant Operating Transfer

Board Meeting Date: December 12, 2023

Department: Finance

Presented by: Trey Duke

Board Agenda Category:

Consent Agenda

Action Item

Reports and Information

Summary

This amendment reduces the FY24 Operating Transfer budget to match the City's TN All Corp available balance at June 30, 2023. The amendment also reduces the related labor and benefits to match the City's available balance.

Staff Recommendation

Approve the amendment to reduce the operating transfer and related labor and benefit accounts to the actual available balance of \$165,435.

Fiscal Impact

The MCS available balance of \$165,435 matches the City's available balance of TN All Corp grant funds.

Connection to MCS's Five-Year Strategic Plan

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