

## AGENDA

### MURFREESBORO CITY BOARD OF EDUCATION

Tuesday, September 27, 2011

6:30 p.m.—Council Chambers

#### ORDER OF BUSINESS

##### I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

##### II. ACKNOWLEDGEMENT

*Recognition of Dr. Ray Butrum  
for his years of service on the School Board, 2006-2011,  
and his contribution to the education of MCS students.*

##### III. APPROVAL OF AGENDA

##### IV. COMMUNICATIONS

- Introduction of The Discovery School's "Teachers of Critical Languages Program" Chinese teacher, Ms. Ye Cheng.
- Congratulations to the following Board members who received TSBA Boardmanship Awards at the recent District meeting: Susan Andrews—Level IV; Butch Campbell, Level I and Level II; Nancy Duggin—Level IV
- TSBA's Leadership Conference and Convention will be held November 12-15 at the Opryland Hotel. Theme: *Expect More—Achieve More*
- All Murfreesboro City Schools participated in Read to Succeed's "Reading in the Schools Day" held on September 23.

##### V. CONSENT ITEMS (Tab 1)

- Minutes of the August 23, 2011 Regular Board Meeting and September 13, 2011 Special Called Board Meeting/Policy Work Session
- Approval of Certification of Compliance with TCA Section 49-3-310(4)(A)—Textbooks
- Approval of Textbook Adoption Committee
- Approval of MCS Administrator Extended Learning Plan, 2011-2012
- Approval of the 2011-2012 Extended Learning Programs Proposal
- Approval of the ESP Advisory Board

G. Approval of School Fees

H. Approval of Board Policies—*Second Reading*

- SS 13—Service Animals in District Facilities and Vehicles
- PER 20—Personal and Professional Leave for Licensed Personnel
- PER 21—Assignment/Transfer or Reassignment of Licensed Personnel
- PER 25—Sick Leave for Licensed Personnel
- PER 26—Sick Leave for Full-Time Classified Personnel
- PER 38—FMLA and Tennessee Maternity Act
- PER 40—Suspension/Dismissal of Non-Licensed Employees

VI. ACTION ITEMS

A. Approval of Contract with Auditors (Tab 2)

B. Approval of Board Policies—*First Reading* (Tab 3)

- PER 16—Tenure and Nontenure (*Revision*)
- PER 17—Evaluation of Professional Staff (*Revision*)
- PER 46—Employee Use of Social Electronic Media (*New*)

C. Election of Board Chair and Board Vice Chair

VII. REPORTS/INFORMATION

A. Update on Instructional Program

B. Personnel Update (Tab 4)

1. Licensed New Hires, Leaves of Absence, Interims Hired, and Resignations

C. Monthly Revenue and Expenditure Report (Tab 5)

D. Attendance Report (Tab 6)

VIII. OTHER BUSINESS

A. Discussion Regarding the New Evaluation System/Letter to the Commissioner

IX. ADJOURNMENT

**MISSION STATEMENT**

*To assure academic and personal success  
for each child.*



MINUTES  
MURFREESBORO CITY BOARD OF EDUCATION  
Tuesday, August 23, 2011  
6:30 p.m.—Council Chambers

ATTENDANCE

Board: Chair Mary Wade, Susan Andrews, Ray Butrum, Butch Campbell, Nancy Duggin, Nancy Phillips, Dennis Rainier, and Council Liaison Ron Washington.

Staff: Director Linda Gilbert, Gary Anderson, Tammy Grizzard, Karen Hawkins, Michelle Hummel, Ralph Ringstaff, and Priscilla Van Tries.

Others: Staff Attorney Kelley Baker, and others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade called the meeting to order at approximately 6:30 p.m. followed by a moment of silence.

II. APPROVAL OF AGENDA

On motion by Mrs. Duggin and second by Dr. Andrews, the agenda was approved as presented by acclamation.

III. COMMUNICATIONS

- Congratulations to Bradley Band Teacher Luke Hill who has for the fourth year received a \$5,000 grant from the Bruning Family Foundation, totaling \$20,000. Mr. Hill will purchase an oboe for the band program, and the remainder of the grant will be used to provide individual music tutoring sessions/scholarships for students who show musical promise but who may not be able to take private lessons.
- A LEAPS Grant for \$145,500 has been received to help provide afterschool programming for John Pittard Elementary, Northfield, and Black Fox.
- The 2<sup>nd</sup> Annual Back to School Blast will take place on August 27 from 10:00 a.m. until 2:00 p.m. at Cannonsburgh Village with student performers, activities for children, and community member involvement.
- Dr. Andrews shared that a Bradley teacher had expressed her excitement about the Aimsweb results, the PALS program, etc. Dr. Andrews stated that the school has powerful leadership and a dedicated staff that mentors new teachers to the school.

IV. CONSENT ITEMS (Tab 1)

On motion by Mrs. Phillips and second by Mr. Campbell, the following consent agenda items were approved by acclamation:

- A. Minutes of the July 26, 2011 Board Meeting and August 9, 2011 Special Called Board Meeting/Policy Work Session
- B. Designation of Coordinator of School Health as the individual who is responsible for coordination of all training/communications on HIV/AIDS and OSHA's Bloodborne Pathogens Standard
- C. School Fees

V. ACTION ITEMS

- A. Approval of Board Policies -- First Reading (Tab 2)

SS 13—Service Animals in District Facilities and Vehicles

Mrs. Baker reviewed new policy SS 13 in depth noting that:

*Pursuant to the Americans with Disabilities Act (ADA), "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."*

The policy allows a person with a disability the use of a service animal in its buildings or vehicles. A service animal is defined by the ADA as a dog or miniature horse if deemed appropriate, that is individually trained to perform specific tasks for the benefit of an individual with a disability. The service animal must have had all required vaccinations, have good hygiene, be spayed/neutered, and housebroken. The service animal must remain under the control of the handler at all times. MCS is not responsible for caring for the service animal or taking the animal out to relieve itself. If the student cannot handle the animal, the parents are required to provide for the care and supervision of the animal. The animal may be removed if the animal is out of control, poses a significant health or safety risk to others, is not housebroken, or the animal's presence would "fundamentally alter" the nature of the service, program, or activity. Use of a service animal may be disallowed due to another individual's conflicting disability only where the conflict cannot be eliminated by modification of policies, practices or procedures, or by the

provision of auxiliary aids or services. Mrs. Baker reviewed other stipulations in the policy (attached).

On motion by Mr. Rainier and second by Mrs. Duggin, SS 13— Service Animals in District Facilities and Vehicles was approved on first reading as presented by acclamation.

#### PER 20—Personal and Professional Leave for Licensed Personnel

Mr. Ringstaff explained that PER 20 has been revised to reflect the changes in T.C.A. 49-5-711. He noted the situations that might arise which would require approval for leave by the Director or Director's designee, and pointed out that an employee on approved leave would not be charged with a day of leave if the school district is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected event.

On motion by Dr. Andrews and second by Mrs. Phillips, PER 20—Personal and Professional Leave for Licensed Personnel was approved on first reading as presented by acclamation.

#### PER 21—Assignment/Transfer or Reassignment of Licensed Personnel

Mr. Ringstaff explained that PER 21 was revised due to changes in law by the legislature in that the Director shall develop a tentative assignment list of licensed personnel to now be posted at the various schools or departments by June 15.

On motion by Mr. Campbell and second by Mrs. Duggin, PER 21—Assignment/Transfer or Reassignment of Licensed Personnel was approved on first reading as presented by acclamation.

#### PER 25—Sick Leave for Licensed Personnel

Mr. Ringstaff reviewed the Teachers' Sick Leave Bank Act information now contained in this policy. He asked that lines 36 through 39 be worded the same as PER 20: *A professional employee, including a professional employee on pre-approved leave or other type of leave, shall not be charged with a day of leave for any day on which the professional employee's school or the school district is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected event.*

On motion by Mrs. Duggin and second by Mr. Rainier, PER 25—Sick Leave for Licensed Personnel was approved on first reading with the recommended revision by acclamation.

PER 26—Sick Leave for Full-Time Classified Personnel

Mr. Ringstaff noted that classified personnel have a Sick Leave Bank as do professional personnel. He asked that lines 24 through 27 be worded in the same manner as PER 20 for classified personnel: *A classified employee, including a classified employee on pre-approved leave or other type of leave, shall not be charged with a day of leave for any day on which the classified employee's school or the school district is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected event.*

On motion by Dr. Andrews and second by Dr. Butrum, PER 26—Sick Leave for Full-Time Classified Personnel was approved on first reading with the recommended revision by acclamation.

PER 38—FMLA and Tennessee Maternity Act

Mr. Ringstaff explained that PER 38 has been revised based on the combined federal and state laws, but asked that lines 105-108 read: *An employee, including an employee on pre-approved leave or other type of leave, shall not be charged with a day of leave for any day on which the employee's school or the school district is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected event.*

On motion by Mr. Rainier and second by Dr. Andrews, PER 38—FMLA and Tennessee Maternity Act was approved on first reading with the recommended revision by acclamation.

PER 40—Suspension/Dismissal of Non-Licensed Employees

Mr. Ringstaff explained that pursuant to T.C.A. §49-2-301(b)(1)(FF), all persons employed in a position that does not require a teaching license are hired at the will of the Director. The Director would, however, establish a procedure for discipline, up to and including termination, of a non-licensed employee. Previously, employees had been hired by contract on a year-to-year basis. Termination would have required due process. Mrs. Phillips stressed that although classified employees are at will employees, they are not valued any less than other employees.

On motion by Mr. Campbell and second by Mr. Rainier, PER 40—Discipline of Non-Licensed Employees was approved on first reading by acclamation.

VI. REPORTS/INFORMATION

A. Personnel Report (Tab 3)

1. Licensed Personnel—Resignations, Retirements, Leaves of Absence
2. New Teachers Hired, Interim Instructional Personnel Hired

B. Monthly Revenue and Expenditure Report (Tab 4)

Mr. Anderson reported that the system reflects a budgetary deficit of \$2.4 million; however, this is not unusual as BEP money is not received until August. The fund balance is critical at the beginning of the year. The system has completed 8.33% of the fiscal year. Two expenditure categories are over: Pupil Transportation due to the purchase of buses and Other Support at 11.6% due to purchase of the equipment installed over the summer from the technology budget.

C. Attendance Update (Tab 5)

Mr. Anderson provided the Board with an updated enrollment report (11<sup>th</sup> day of school). The budget reflects a projected enrollment of 6,850, but the current enrollment is 7,058 (including special ed preschool). With the addition of the regular ed preschool students, enrollment is approximately 7,400. The pupil:teacher ratio in grades K-3 is 19.09 and for grades 4-6 at 20.79, with an overall average of 19.72. Enrollment is strong in the early grades. In response to Mrs. Phillips' question, he stated that he believes the system will be eligible for growth money this year which would come in January and at the end of the school year, and could possibly be as much as \$800,000. The reporting periods that count on BEP numbers are 2, 3, 6 and 7. In response to Dr. Andrews, Mr. Anderson stated that we are okay in grades 4-6, but he is watching pupil:teacher ratios in K-2 at Hobgood and Cason Lane. Dr. Andrews stated that as in years past, she would like to see pupil:teacher ratios lower at Hobgood to help address the challenges in that school.

Dr. Butrum stated that the Commissioner had talked to a group of superintendents last week and had told them that preschool and the Coordinated School Health program funding would probably go away next year. Mr. Anderson said he would follow up on this.

VII. OTHER BUSINESS

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the Board meeting at approximately 7:03 p.m.

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Director of Schools

**MISSION STATEMENT**  
*To assure academic and personal success  
for each child.*

## MINUTES

MURFREESBORO CITY BOARD OF EDUCATION  
SPECIAL CALLED BOARD MEETING--  
POLICY WORK SESSION  
Tuesday, September 13, 2011  
6:30 p.m.—Central Administration Building

### ATTENDANCE

Board: Chair Mary Wade, Butch Campbell, Nancy Duggin, Nancy Phillips, and Council Liaison Ron Washington. Absent: Susan Andrews and Dennis Rainier.

Staff: Director Linda Gilbert, Gary Anderson, Caresa Brooks, Crystal Farris, Tammy Grizzard, Karen Hawkins, Michelle Hummel, Greg Lyles, Priscilla Van Tries, and Ralph Ringstaff.

Others: Staff Attorney Kelley Baker, MEA President Natalie Hopkins, Principal Regina Payne, and others.

### ORDER OF BUSINESS

#### I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade called the meeting to order at approximately 6:35 p.m.

#### II. BOARD POLICY REVIEW

Mrs. Baker stated that she does not have any further revisions to the following policies passed on first reading by the Board and asked the Board if they had any questions or changes. Mrs. Duggin moved to place the policies as presented on the September 27 agenda for approval on second reading; Mr. Campbell seconded the motion. The motion carried by acclamation.

*Passed on First Reading:*

SS 13—Service Animals in District Facilities and Vehicles  
PER 20—Personal and Professional Leave for Licensed Personnel  
PER 21—Assignment/Transfer or Reassignment of Licensed Personnel  
PER 25—Sick Leave for Licensed Personnel  
PER 26—Sick Leave for Full-Time Classified Personnel  
PER 38—FMLA and Tennessee Maternity Act  
PER 40—Suspension/Dismissal of Non-Licensed Employees

*For Discussion:*

PER 16—Tenure and Nontenure (*Revision*)

Mr. Ringstaff explained that as of July 1, 2011, there are two parallel systems of tenure in MCS for certified employees.

Prior to July 1, 2011, tenure was granted to certified employees based on three criteria:

1. Successful completion of a probationary period of three (3) school years.
2. Recommendation by the Director of Schools for granting tenure.
3. A majority vote of the Murfreesboro City School Board for granting tenure.

As of July 1, 2011, the following criteria will be used:

1. A degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and licensed by the Tennessee State Board of Education;
2. A valid teacher license, issued by the State Board of Education, based on training covering the subjects or grades taught;
3. Completion of a probationary period of five (5) school years or not less than forty-five (45) months within the last seven year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position;
4. Evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations” during the last two (2) years of the probationary period as provided in the evaluation guidelines adopted by the State Board of Education pursuant to TCA 49-1-302;
5. Recommendation by the Director of Schools for granting tenure; and
6. A majority vote of Murfreesboro City School Board for granting tenure.

Dr. Gilbert noted that information shared at the Superintendent’s meeting indicated there may be some changes. However, she emphasized that the evaluation process is here to stay. The use of a 1-5 scale for an observation will turn into a 500-point scale with a range of 425-500 to be considered significantly above expectations for the total evaluation. The system will continue to be tweaked, and there may be some flexibility. She shared the document titled “TEAM Annual Observation Cycle” noting the evaluation process for professional and for apprentice teachers. A certified employee that does not meet the evaluation requirements may continue to remain employed in a position requiring a teacher license on a year-to-year contract as a probationary employee.

Mr. Ringstaff pointed out: *A certified employee has no property right in the tenure status and must sustain a specified performance effectiveness level required on evaluations to achieve and maintain tenure status. If a certified employee acquires tenure, the teacher shall remain under that status until such time as the certified employee resigns, retires, is dismissed or the certified employee is returned to probationary status. Any certified employee who, after acquiring tenure status, receives two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “below expectations” or “significantly below expectations,” as provided by the evaluation guidelines adopted by the State Board of Education pursuant to TCA 49-1-302, shall be returned to probationary status by the Director of Schools until the certified employee has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations.”*

*Once a certified employee is eligible for tenure, the Director of Schools shall recommend the certified employee for tenure or non-renewal; provided, however, that the certified employee cannot be continued in employment if tenure is not granted by the Murfreesboro City School Board.*

Mrs. Duggin asked that the last sentence, lines 72-73, be revised to also indicate that those persons who have taught five years or more, not being given tenure but will be employed, receive a letter by June 15.

PER 17—Evaluation of Professional Staff (*Revision*)

Mr. Ringstaff reviewed PER 17 regarding the evaluation process. The document titled “TEAM Annual Observation Cycle” provided a schedule of what those observations would look like. Dr. Gilbert stated that there should be consistency across the state and doesn’t believe the rubric will change with TVAAS being the measure to be used pervasively. The state will be looking to see if there is consistency on how teachers are evaluated—matching teacher evaluation scores to student performance. AYP will probably be no more, and they will be looking at student growth. It is imperative to focus on the gap between white students and students of color, LEP and non-LEP students, special ed and non-special ed students, economically disadvantaged and non-economically disadvantaged students.

Mrs. Duggin voiced a concern over the amount of time that will be required of not only administrators but of teachers in preparation for the evaluations and suggested that it might be more feasible to evaluate every other year. She noted that Scales would have a total of 278 evaluations to complete. Dr. Gilbert added that high schools also have this concern. She stated that the state needs to hear these concerns, and she had spoken to Patrick Smith, Assistant Commissioner, telling him that our system has worked hard to focus on student learning, but the evaluation process takes away from this focus. Mr. Campbell asked that administrators have compassion for teachers who are overwhelmed. Teachers with no TVAAS scores will be evaluated on how well the school performs. Mrs. Phillips stated that she is not comfortable with the rubric as to its subjectivity. Mrs. Duggin suggested that Dr. Gilbert might speak with an administrator in Knoxville where TAP has been used in evaluations for several years. She also asked where the 35% would come from for pre-K teachers. Mrs. Duggin asked that with the TCAP testing dates, etc., the date for completion of annual evaluations be moved from May 1<sup>st</sup> to May 15<sup>th</sup>. Mr. Ringstaff stated that this is doable; however, the Board would be required to vote on tenure no later than the May board meeting to allow for letters to be provided by June 15.

PER 46—Employee Use of Social Electronic Media (*New*)

Mr. Ringstaff stated that several policies from other districts had been provided by Mrs. Baker for consideration when developing this policy. The purpose of the policy is to provide guidance to system employees about the expectations of the school system relative to the use of social electronic media. Mrs. Baker pointed out that the policy is

designed to protect teachers. It encourages employees to use common sense to avoid sharing information that is inappropriate; employees should not share any information of a confidential nature (i.e., protected by FERPA, IDEA, 504, IEP's, etc.) or confidential medical information about colleagues or students. Teachers can communicate with a student's parents utilizing social media, but should remember that others read social media. Teachers must use common sense and discretion when using any social media and discussing students. Mrs. Duggin suggested that the system look into a means of assuring that the system logo could not be copied and misused. She also added that we should remind teachers that anything in an email becomes public information and a part of the student's permanent record. She suggested that perhaps an administrative directive regarding emails be developed to assure that this is understood and that teachers are aware of the FERPA, IDEA, ADA, 504, etc., confidentiality issues.

Mr. Campbell asked what action would be taken if a teacher violates the policy and asked if a violation would be insubordination. Mrs. Baker responded yes and such conduct may result in disciplinary action appropriate to the situation ranging from a written reprimand, suspension, or dismissal depending on the severity of the action.

Mrs. Baker explained that the policy does not violate an individual's right of speech as it does not prohibit a teacher from communicating with parents or others, but does set guidelines for how an employee can communicate with MCS students through social media. In response to Mr. Campbell's question regarding lines 49-50, Mr. Ringstaff explained that a teacher who has a social involvement with the student (i.e., is the student's Sunday school teacher, his/her children participate in activities with the student, etc.) could communicate relative to that social involvement or if they are family or friends of the student. Mrs. Duggin reminded the administration that after the second reading and final approval, this policy should be thoroughly discussed with teachers so that all are aware of its implications. Teachers should be notified to review any new or revised policy after Board approval.

Dr. Gilbert indicated that this policy would be provided to the principals for their input prior to bringing the policy back to the Board.

Mr. Campbell moved that PER 16, PER 17, and PER 46 be placed on the Board's September 27 board agenda for approval on first reading with the recommended revisions; Mrs. Phillips seconded the motion. The motion carried by acclamation.

### III. REVIEW OF DRAFT SEPTEMBER 27, 2011 BOARD MEETING AGENDA

There were no recommended revisions to the September 27, 2011 agenda.

#### IV. INSTRUCTIONAL UPDATE

Mrs. Hawkins provided the Board with information regarding student achievement needed by them to complete the evaluation of the Director (copy of evaluation document provided).

The subgroup Limited English Proficient increased in math from 12% Proficient and Advanced in 2010 to 30% in 2011, an increase of **18%**; in Reading/Language Arts/Writing, an increase from 14% Proficient and Advanced in 2010 to 29% in 2011, an increase of **15%**.

The subgroup Students with Disabilities increased in Reading/Language Arts/Writing from 31% Proficient and Advanced in 2010 to 47% in 2011, an increase of **16%**.

Mrs. Hawkins provided the student enrollment numbers relative to these increases. She also provided the NCLB status of each school in the district.

Mrs. Hawkins reviewed the 2011 System Value Added Report with TCAP Math, Reading/Language, Science, and Social Studies data. She pointed out that the state's growth rate would be indicated at .0. To meet or exceed the state's growth, we would have to have a score above .0. The school system did exceed the state's growth as indicated: Math at 8.2; Reading/Language at 3.7; Science at .2; Social Studies at .6. The system exceeded state growth in each of the categories.

Dr. Gilbert noted that some teachers have attended STEM training, and the system provided professional development in afternoon trainings. She feels student performance in science can improve as reading improves. She will be meeting with representatives from TMSTEC, MTeach, Mind 2 Marketplace, etc., to look at a math and science initiative that will set MCS apart.

Nancy Duggin complimented the administration and teachers for their leadership and diligence that resulted in improved student performance.

Dr. Gilbert discussed in detail four big pushes from the state:

1. Collaborative Conferencing
2. Teacher Evaluations
3. Principal Evaluations
4. Strategic Plan

Following the discussion, Mrs. Duggin voiced a concern about the legislative interest in increasing class size, Charter schools and virtual schools, and vouchers. She stressed the importance of developing a PR plan to communicate to our parents and all community members the successes of our school system, the increased number of students who are proficient and advanced, etc. perhaps through fliers.

Dr. Gilbert pointed out that the system's progress rank in grades 3-6 with the 136 school systems is:

- 7<sup>th</sup> with Grade 3
- 33<sup>rd</sup> with Grade 4
- 31<sup>st</sup> with Grade 5
- 11<sup>th</sup> with Grade 6

She noted that this is impressive.

#### V. OTHER BUSINESS

##### Options for Director of Schools Contract—Kelley Baker

Mrs. Baker stated that the term of the current contract with Dr. Gilbert is January 4, 2010 through July 3, 2012. Pursuant to state law, a Director's contract cannot exceed four years. The next board member election will be held on April 17, 2012. According to state law, the Board cannot vote on a contract for the Director 45 days prior to the election and 30 days following the election, March 2, 2012 through May 17, 2012. She is providing this information to the Board so that they might schedule discussions regarding the contract. Mrs. Duggin stated that with this information, she does not want to "extend" the current contract, but would prefer to offer the Director a new contract. Mrs. Baker stated that a new contract would go into effect on July 4, 2012 and can extend up to four years. Mrs. Duggin asked if contract discussions could be held during policy/special meetings. Mrs. Baker stated that it could but that the meeting must be advertised at least 15 calendar days before the meeting takes place and the advertisement must clearly state that the Director's Contract will be discussed. The Board has an October 11 retreat date, and Mrs. Wade had previously requested that contract discussions take place at that meeting. Mrs. Ridley will advertise the meeting accordingly.

Mrs. Wade reminded Board members to return the Director's evaluation to Dr. Grissom at TSBA.

#### VI. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 8:15 p.m.

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Director of Schools

#### *MISSION STATEMENT*

*To assure academic and personal success  
for each child.*



**Certification of Compliance with Tennessee Code Annotated  
Section 49-3-310(4)(A)**

“The superintendent and the chairman of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner.”

In conformity with TCA 49-3-310(4)(A) we, the undersigned, hereby certify that all the children attending the schools of Murfreesboro City Schools school system have been furnished all required textbooks.

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*Chairman, Board of Education*

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*Superintendent*

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*Date*

**RETURN BY OCTOBER 15 TO:**

Morgan Branch, Director  
Textbook Services  
State Department of Education  
5<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0379

**Director of Schools Record of Names and Qualifications of Members  
of Local Textbook Selecting Committees**

*Use the <Tab> Key to Move from Point to  
Point in the Form*

*This Form Remains in the Office of the Local  
Director of Schools for the 6 years of the  
Adoption*

For the School Year 2011-2012

Adoption for Schools of MCS County,  City,  or Special School District,

I, \_\_\_\_\_, hereby certify that the following school personnel have  
*Superintendent's Signature*

been named by me and approved by the local board of education as a textbook selecting committee for the adoption of textbooks in the following subject(s):

Music

Name	Endorsement Code	Certificate Number	Years Experience (Public School)	School
Cindy McNeal	028 & 029	000164360	26	Siegel
Valerie Rains	240	571782625	20	Pittard
Karen Blooding	028	521820604	24	Bradley
Jane Marsh	028 & 101	000172052	27	Hobgood
Janice Gilbert	428 & 429	000284004	9	Scales

***For qualifications and parameters for appointments to local textbook adoption committees, see TCA-49-6-2207 (c) (1-4); (d)(1-2);(e); (f)***

*(c) (1) Boards shall make their adoption upon recommendations of committees. These committees shall be set up by subject matter fields and composed of teachers, or supervisors and teachers, with the number of members of each committee to be determined by the board based upon the relative size of the local school system.*

*(2) These committees shall be composed of teachers and supervisors who are now teaching or supervising the respective subject and shall be by grade or groups of grades arranged so that a committee may consider an entire series of books if it should so desire; provided, that in all cases, the teachers appointed on the committees herein provided for shall hold assignments utilizing electronic textbooks furnished by the board.*

*(3) The members of the committee authorized in this section shall serve for one (1) fiscal year.*

*(4) In recommending textbooks for use in economics or business-oriented courses or programs, the local committee should include, at least as a supplemental textbook, one (1) textbook written, illustrated and exemplified in such a manner as to facilitate comprehension by all students, including those of disadvantaged socioeconomic circumstances and of culturally different backgrounds*

*(d) (1) All members appointed on such committees shall subscribe to the oath as set out in § 49-6-2201(f).*

*(2) The oath shall be administered by the county executive or by some authorized official empowered to administer an oath*

*(e) The director of schools in the school district, adopting textbooks under the provisions of this part, shall serve as ex officio member of all committees, and shall record a list of all books adopted and immediately at the completion of the adoption forward a copy of such recorded adoption to the commissioner of education.*

*(f) As provided in 49-6-2202(d), a local board may furnish electronic textbooks to pupils attending the public schools, provided the electronic textbooks are furnished free of charge. A board that chooses to furnish electronic textbooks to pupils attending school in the district shall provide reasonable access to the electronic textbooks and other necessary computer equipment to pupils in the district who are required to complete homework assignments and to teachers providing homework assignments utilizing electronic textbooks furnished by the board.*

## **Administrator Learning Plan 2011-2012**

The Administrative Extended Learning Plan for The Murfreesboro City School System will be the same as the approved Teacher Extended Learning Plan. Eligible principals, assistant principals and Central Office personnel must hold a Career Ladder endorsement of Level II or Level III in order to participate. Twelve-month administrators do not qualify for the Administrative Extended Learning Plan.

The approved Teacher Extended Learning Plan includes two major programs, Academic Summer Program and Extended School Activities. Activities require all school personnel to have contact with students through direct instruction. All planned programs must align closely with classroom instruction, objectives and needs. Activities will vary by school due to the unique academic requirements of students throughout the school system.

Extended Learning time sheets for administrators will be kept on each activity and submitted with other certified personnel time sheets.

**Extended Contract Program Proposal**  
**for Providing**  
**Extended Learning Time Through**  
**Extended Learning Programs**  
**2011-2012**

**Murfreesboro City Schools**

District

**This proposal represents the most effective and efficient use of our extended contract resources in meeting the highest priority needs of our students. Submitting this document without the required signatures will delay the approval response from the department.**

\_\_\_\_\_  
**Signature of Superintendent/Director of Schools**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Local Board of Education Chairperson**

\_\_\_\_\_  
**Date**

## 2011-2012 Extended Learning Programs *Proposal*

System: Murfreesboro City Schools	
Name of Superintendent/Director of Schools: Dr. Linda Arms Gilbert	
Superintendent's/Director's Mailing Address:  2552 South Church Street, Suite 100 Murfreesboro, TN 37127	
Phone: 615-893-2313	Fax: 615-893-2352
E-Mail Address: <a href="mailto:linda.gilbert@cityschools.net">linda.gilbert@cityschools.net</a>	

Name of Coordinator: Crystal Farris	
Coordinator's Mailing Address:  2552 South Church Street, Suite 100 Murfreesboro, TN 37127	
Phone: 615-893-2313	Fax: 615-893-2352
E-Mail Address: <a href="mailto:crystal.farris@cityschools.net">crystal.farris@cityschools.net</a>	

## 2011-2012 Extended Learning Programs

### *Activity Description*

<b>Activity Number: #1</b>	<b>Activity Title: Extended School Activities</b>
<b>Priority Need #1</b>	
<b>Related Goal: To improve student academic achievement</b>	
<b>Objective(s):</b>	
To increase the number of students who score at the proficient or advanced levels on TCAP in Reading/Language Arts and Mathematics	
<b>Target Population:</b>	
Students identified as academically at-risk based on TCAP and/or teacher recommendations	
<b>Activity Description:</b>	
After school tutoring will be offered to students regularly throughout the school year. An intense focus will be placed on research-based strategies for improving achievement in Reading/Language Arts and Mathematics. Teachers will work with students in small groups on needed interventions in order to gain proficiency in skills not mastered.	
<b>Resources Needed (must match spending plan):</b>	
42 teachers for 20 weeks for a total of 2,940 contract hours	
<b>Performance Measure(s):</b>	
<ul style="list-style-type: none"> <li>• Improved TCAP scores</li> <li>• Improved daily academic performance</li> <li>• Positive parent and teacher evaluations</li> </ul>	
<b>Evaluation Results from Previous Year (if applicable):</b>	
<ul style="list-style-type: none"> <li>• The students achieved an average gain of 24.7% in Reading/Language Arts on the posttest.</li> <li>• In the area of Mathematics, students made a 26.6% gain.</li> <li>• 88% of the parents rated the programs offered with an "A".</li> </ul>	

## 2011-2012 Extended Learning Programs

### *Activity Description*

<b>Activity Number:</b> 2	<b>Activity Title:</b> Summer Academic Program
<b>Priority Need #2</b>	
<b>Related Goal: To improve student academic achievement</b>	
<b>Objective(s):</b> <ul style="list-style-type: none"> <li>• To increase the number of students who score at the proficient or advanced levels on TCAP in Reading/Language Arts and Mathematics</li> <li>• To assist students entering school to be prepared to learn</li> </ul>	
<b>Target Population:</b> Students identified as academically at-risk based on TCAP and/or teacher recommendations. Students who are entering kindergarten.	
<b>Activity Description:</b> Camps will be offered throughout the summer for students with a focus on Mathematics and Reading/Language Arts. Teachers will offer structured tutoring opportunities in order to review challenging skills from the previous school year and prepare students for the upcoming school year. Pre-kindergarten students will be given orientation to the school environment and introduced to kindergarten objectives.	
<b>Resources Needed (must match spending plan and ARRA requirements for calculating jobs retained):</b>  28 teachers for 2 weeks for a total of 1,960 contract hours	
<b>Performance Measure(s):</b> <ul style="list-style-type: none"> <li>• Improved TCAP scores</li> <li>• Improved student achievement</li> <li>• Improved attitude towards beginning school</li> <li>• Positive parent and teacher evaluations</li> </ul>	
<b>Evaluation Results from Previous Year (if applicable):</b> <ul style="list-style-type: none"> <li>• Students made an average gain of 15.6% on the Reading/Language Arts posttest.</li> <li>• Students made a 16.5% gain in the area of Mathematics.</li> <li>• KinderCamp students demonstrated a 10.3% gain in identified objectives.</li> </ul>	

## 2011-2012 Extended Contract Expenditure Analysis Funding Request

**Due: September 1, 2011**

System Name Murfreesboro City Schools

Priority	Activity Number	Activity Description	Optimum Cost		Base Allocation	
			Summer	School Year	Summer	School Year
1	1	Extended School Activities		\$58,800		\$42,000
2	2	Summer Academic Program	\$39,200		\$28,000	
3						
4						
5						
6						
7						
8						
<b>Totals</b>			\$39,200	\$58,800	\$28,000	\$42,000

Base Allocation Sub-total (Summer and School Year Combined)	\$70,000
Administrator Extended Contracts (Includes Flow-Thru)	
Extended Contract Salary Funds Recovered by LEA (T.C.A. 49-5-5002(c)(2))	
<b>GRAND TOTAL = BASE ALLOCATION plus STATE RESERVE (if applicable)</b>	\$70,571.90

**2010-2011 EXTENDED LEARNING PROGRAMS ANALYSIS REPORT**

**System: Murfreesboro City Schools**

**Due: September 1, 2011**

1-4 complete all for each category; 5-21 complete all that apply for each category or all for which data are available in 2010 - 2011. Student counts may be duplicated if students participate in more than one activity, but not duplicated within the same activity.

**KEY**

- A: Enrichment Programs for Gifted and Talented Students
- B: Formalized Programs to Deal with At-Risk Students
- C: \*Parent Involvement Projects
- D: Extended Programs for Handicapped
- E: Developmental Programs Base on Student Needs
- F: Remediation (Acceleration) Programs Based on Student Needs K-8
- G: Remediation (Acceleration) Programs Based on Student Needs 9-12
- H: Enrichment Programs for all Students K-8

- I: Enrichment Programs for all Students 9-12
- J: Curriculum and Materials Development/Program Assessment and Evaluation
- K: \*\* Professional Development (Teachers Training Other Teachers)
- L: Community Involvement
- M: Adult Literacy and Education
- N: Administering and Conducting Day-Care Activities (SACC)
- O: Other
- P: Other

\* Report the number of parents served on lines 2 & 3.

\*\* Report the number of educators trained on lines 2 & 3.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
• Number of Extended Contract Hours								4515								
• Number students served, Summer 2011								456								
• Number of students served, School Year 2010 – 2011								331								
• Number of schools where activity took place.								11								
• Schools meeting value added goal (most recent data) or improving								8								
• Schools increasing overall proficiency level of students (most recent data) – Writing assessment								10								
• Schools meeting attendance goal								11								
• Schools meeting promotion goal								11								
• Participating students promoted to the next grade																
<b>System: <u>Murfreesboro City Schools</u></b>																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
• Participating students receiving course Credit																
• Participating students improving specific Skills																
12. Participating students demonstrating improved attendance																
13. Participating students demonstrating improved behavior																
14. Participating students assisted in developing courses of study and/or making career choices																
15. Participating students assisted in entering school ready to learn								194								
16. Teachers implementing new teaching strategies																
17. Teachers implementing new curriculum																
18. Teachers trained in and using technology in the instructional program																
19. Adult students developing Literacy or attaining the GED																
20. Parents involved in students' learning programs																
21. Parents involved in parent training Programs																

## EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Black Fox		
TOTAL SCHOOL POPULATION	725		
*****			
Number of teacher extended contracts implemented at this school	7		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	7		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	50		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading/Language Arts, Art, + Tutoring		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

## EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Bradley		
TOTAL SCHOOL POPULATION	371		
*****			
Number of teacher extended contracts implemented at this school	9.5		
Number of teacher contracts focused on <i>REMEDATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	9.5		
Number of students (not contacts) participating in <i>REMEDATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	132		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading / Language Arts, Social Studies		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

## EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Cason Lane Academy		
TOTAL SCHOOL POPULATION	911		
*****			
Number of teacher extended contracts implemented at this school	7		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	7		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	101		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading + Language Arts, Tutoring, Kinder-Camp		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Discovery School at Reeves Rogers		
TOTAL SCHOOL POPULATION	436		
*****			
Number of teacher extended contracts implemented at this school	1		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	1		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	35		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Robotics		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Erma Siegel Elementary		
TOTAL SCHOOL POPULATION	748		
*****			
Number of teacher extended contracts implemented at this school	4.5		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	4.5		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	55		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Kindercamp		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Hobgood		
TOTAL SCHOOL POPULATION	386		
*****			
Number of teacher extended contracts implemented at this school	6		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	6		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	61		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading / Language Arts		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

## EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	John Pittard		
TOTAL SCHOOL POPULATION	954		
*****			
Number of teacher extended contracts implemented at this school	9.5		
Number of teacher contracts focused on <i>REMEDATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	9.5		
Number of students (not contacts) participating in <i>REMEDATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	97		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading/Language Arts, Tutoring, Kindercamp		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Mitchell-Neilson Elementary		
TOTAL SCHOOL POPULATION	309		
*****			
Number of teacher extended contracts implemented at this school	4		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	4		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	65		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading/Language Arts, Science		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Mitchell-Neilson Primary		
TOTAL SCHOOL POPULATION	328		
*****			
Number of teacher extended contracts implemented at this school	2		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	2		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	35		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math & Reading / Language Arts		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Northfield		
TOTAL SCHOOL POPULATION	600		
*****			
Number of teacher extended contracts implemented at this school	8		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	8		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	91		
Are students from outside this school involved in EL programs housed here?	___ YES	___ X NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading/Language Arts, Kindercamp		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

# EXTENDED LEARNING INDIVIDUAL SCHOOL REPORT

Due: September 1, 2011

In order to provide data on Extended Learning opportunities by school, please complete the following questions for each school within your system for the 2010–2011 year.

SYSTEM NAME	Murfreesboro City Schools		
SCHOOL NAME	Scales		
TOTAL SCHOOL POPULATION	938		
*****			
Number of teacher extended contracts implemented at this school	6		
Number of teacher contracts focused on <i>REMEDIATION</i>			
Number of teacher contracts focused on <i>ENRICHMENT</i>	6		
Number of students (not contacts) participating in <i>REMEDIATION</i>			
Number of students (not contacts) participating in <i>ENRICHMENT</i>	65		
Are students from outside this school involved in EL programs housed here?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If "YES" Number of students from other schools involved in EL programs			
*****			
Please list the Extended Learning Programs in your school and code them according to the following. Please use only one code per program.			
E	Academic <i>Enrichment</i> for talented/gifted		
E All	Academic <i>Enrichment</i> open to all students		
A	Adult Programs		
C	Before and after school care		
AR	Remediation for At-Risk Students		
GI	Gateway Intervention		
P	Parent Involvement		
H	Programs for Handicapped		
R	Academic Remediation		
D	Discipline Programs		
S	Professional Development of staff		
*****			
E All	Math, Reading / Language Arts		
Prepared by: Crystal Farris			
Position: Coordinator of Federal Programs and School Support Services			Date: 9-20-11

Duplicate as necessary for each school where Extended Learning activities take place.

**SUMMARY OF EXTENDED CONTRACTS STATE REVENUES AND EXPENDITURES**

Due: September 1, 2011

System: Murfreeboro City Schools

**REVENUE**

1. Net Extended Contract STATE Reserve August 31, 2010	\$ 571.90
2. 1 <sup>st</sup> Quarterly Distribution	\$ 80,528.00
3. 2 <sup>nd</sup> Quarterly Distribution	\$ <del>0</del>
4. 3 <sup>rd</sup> Quarterly Distribution	\$ <del>0</del>
5. 4 <sup>th</sup> Quarterly Distribution	\$
<b>Total Funds Available</b>	\$ 81,099.90

**EXPENDITURES**

6. Payments made from Extended Contract Funds, including benefits, not including Outstanding Performance Supplement	\$ <u>75,162.97</u>
7. Outstanding Performance Supplement Paid to Educators Who Requested but Were Denied an Extended Contract, including benefits	\$ _____
8. Extended Contract Salary Funds Recovered by LEA T.C.A. 49-5-5002(c)(2)	\$ _____
<b>Total Expenditures</b>	\$ <u>75,162.97</u>

**BALANCE - AUGUST 31, 2011**

9. Extended Contract State Reserve August 31, 2011 (Total Revenue <u>less</u> Total Expenditures)	\$ <u>5,936.93</u>
10. Liabilities (Funds received and owed but not paid prior to August 31, 2011)	\$ _____
<b>Net Extended Contract STATE Reserve August 31, 2011</b>	\$ <u>5,936.93</u>

Prepared by: Golena Bell

Position: Finance Manager Date: 9/20/11

**Submit with Proposal**

**2010-2011 Extended Contracts Employment Summary**

**Due: September 1, 2011**

System: Murfreesboro City Schools

Date 9-20-11

Number of Career Level II and III educators who received the full amount of extended contract requested.	1
Number of Career Level II and III educators who received a partial contract (only part of what was requested).	0
Number of Career Level II and III educators who requested an extended contract but <b><u>received none</u></b> .	0
Number of <b>non</b> -Career Level II and III educators who worked an extended contract.	78

**ESP Advisory Board for 2011-2012**

Robin Newell - Principal (Mitchell-Neilson Schools)

Alice Sally - ESP Site Director (Northfield)

Patrice Potts - ESP Site Secretary (Cason Lane)

Kandy Powers - Teacher (Black Fox)

Cathrine Gordon - 21st Century Community Outreach Coordinator (MCS)

Deena Miller - ESP Parent (Siegel)

LOCAL FIELD TRIPS FOR BOARD CONSIDERATION AND APPROVAL

SEPTEMBER 2011

SCHOOL	GRADE/GROUP	INSTRUCTIONAL VALUE OF THE ACTIVITY	COST PER	STUDENTS	DATE OF	DESTINATION
	PARTICIPATING		STUDENT	PARTICIPATING	TRIP	
BELLWOOD	PRE-K	TO EXPLORE NEW AREAS AND ACTIVITIES	\$2.00	20	10/12/11	DISCOVERY CENTER
BELLWOOD	PRE-K	OBSERVE HOW PUMPKINS GROW & OBSERVE FARM ANIMALS & FARMING PROCESS	\$5.50	80	10/19/11	WALDEN'S PUMPKIN FARM
BELLWOOD	PRE-K	EXPLORE AND DISCUSS ASPECTS OF FARM LIFE	\$5.00	60	10/26/11	WALDEN'S PUMPKIN FARM
BELLWOOD	PRE-K	TO OBSERVE DISCUSS & DESCRIBE THE NATURAL WORLD & LIVING THINGS	\$6.00	40	10/28/11	WALDEN'S PUMPKIN FARM
BELLWOOD	PRE-K	TO OBSERVE, DISCUSS AND DESCRIBE THE NATURAL WORLD & LIVING THINGS	\$5.50	40	10/28/11	WALDEN'S PUMPKIN FARM
BELLWOOD	PRE-K	TO SEE HEAR, TASTE, TOUCH AND SMELL NATURE	\$3.00	16	11/4/11	OLD FORT PARK
BLACK FOX	K	VIEW WORKING FARM	\$7.45	126	10/13/11	GENTRY'S FARM
BRADLEY	6	COMPARE & CONTRACT NOVEL THEATER PERFORMANCE	\$11.00	50	9/30/11	NASHVILLE CHILDREN'S THEATER (HOLES)
CASON LANE	2	ATTEND PLAY, THE BEST CHRISTMAS PAGEANT EVER	\$6.00	133	11/17/11	CANNON COUNTY PLAYHOUSE
DSRR	2	STUDY GOVERNMENT, MEET STATE REPRESENTATIVE MIKE SPARKS	\$10.50	21	10/25/11	NASHVILLE/STATE CAPITOL BLDG
HOBGOOD	K	PRACTICING CLASSIFYING LIVING & NON LIVING IN A FARM ENVIRONMENT	\$7.00	73	10/13/11	LUCKY LADD FARM
MNP	K	CULMINATING ACTIVITY TO THE STUDY OF PLANT LIFE CYCLES	\$7.25	111	10/27/11	WALDEN'S PUMPKIN FARM
NORTHFIELD	CDC	STUDENTS WITH DISABILITIES WILL COMPETE IN SPECIAL OLYMPICS BOWLING	\$0.00	29	09-22 PRACTICE	SMYRNA BOWLING ALLEY
NORTHFIELD	CDC	STUDENTS WITH DISABILITIES WILL COMPETE IN SPECIAL OLYMPICS BOWLING	\$0.00	29	10/27/11	SMYRNA BOWLING ALLEY
NORTHFIELD	2	TO OBSERVE HOW CARS ARE MANUFACTURED	\$1.50	50	10/12/11	NISSAN
NORTHFIELD	2	TO OBSERVE HOW CARS ARE MANUFACTURED	\$1.50	50	10/12/11	NISSAN
NORTHFIELD	4	LEARN HOW OUR STATE GOVERNMENT IS STRUCTURED	\$2.00	105	10/13/11	TN STATE CAPITOL-FORT NASHBORO
NORTHFIELD	K-6 CDC	LEARNING ABOUT FARM LIFE	\$6.00	15	10/14/11	LUCKY LADD FARM
NORTHFIELD	K	OBSERVE THE WORLD OF FAMILIAR OBJECTS	\$8.00	93	10/18/11	GENTRY'S FARM
NORTHFIELD	6	UNDERSTANDING THE NATURE & COMPLEXITY OF CULTURE	\$1.50	61	11/17/11	FRIST CENTER
OAKLAND COURT	PRE-K	TO IDENTIFY & OBSERVE FARM LIFE AND THE SEASONAL CHANGES OF FALL	\$8.25	36	10/26/11	WALDEN'S PUMPKIN FARM
SCALES	4	TO BECOME FAMILIAR WITH HISTORICAL TN FIGURES AND THEIR CONTRIBUTIONS	\$6.00	85	10/27/11	NASHVILLE WALKING TOUR
SCALES	4	TO BECOME FAMILIAR WITH HISTORICAL TN FIGURES AND THEIR CONTRIBUTIONS	\$6.00	62	10/28/11	NASHVILLE WALKING TOUR
SIEGEL	K	TO EXTEND REGULAR CLASSROOM ACTIVITIES OUTSIDE THE CLASSROOM	\$6.90	91	10/28/10	WALDEN'S PUMPKIN FARM
SIEGEL	1	TO EXPLORE THE CULTURE OF THE CHEROKEE FAMILY & COMMUNITY	\$8.00	103	11/18/11	DISCOVERY CENTER

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>SERVICE ANIMALS IN DISTRICT FACILITIES AND VEHICLES</b>	<b>Descriptor No:</b>  <b>SS 13</b>	<b>Date Adopted:</b>
<b>Reviewed/Revision Adopted:</b>		

1 a) It is the policy of the Murfreesboro City Schools (“MCS”) to comply with provisions of  
2 the Americans with Disabilities Act (“ADA”) and its implementing regulations by ensuring that  
3 individuals with disabilities are able to participate in and benefit from the district’s programs,  
4 activities, and services.

5 b) Title II (Public Services) of the ADA, 42 U.S.C. § 12131 *et seq.*, provides that, subject to  
6 the provisions set forth in title II itself, “no qualified individual with a disability shall, by reason  
7 of such disability, be excluded from participation in or be denied the benefits of services,  
8 programs, or activities of a public entity, or be subjected to discrimination by any such entity.”  
9 42 U.S.C. § 12132. To effectuate this policy, the U.S. Department of Justice has promulgated a  
10 regulatory requirement that a public entity “generally ... modify its policies, practices, or  
11 procedures to permit the use of a service animal by an individual with a disability.” 28 C.F.R. §  
12 35.136.

13 c) It is the policy of the Murfreesboro City Schools to permit individuals with disabilities to  
14 be accompanied by a “service animal” in MCS buildings, including classrooms, on MCS  
15 property, on vehicles owned, leased or controlled by MCS, and at MCS school functions, as  
16 required by the ADA and subject to the following requirements and limitations:

17 (1) **Service animal defined:** A service animal is any dog, or miniature horse if deemed  
18 appropriate in accordance with section (c)(13) of this policy, that is individually trained to  
19 perform specific tasks for the benefit of an individual with a disability, including physical,  
20 sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether  
21 wild or domestic, trained or untrained, are not service animals for purposes of this policy.

22 The work or tasks include but are not limited to, assisting individuals who are blind or have low  
23 vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the  
24 presence of people or sounds, providing non-violent protection or rescue work, pulling a  
25 wheelchair, assisting an individual during a seizure, alerting individuals to the presence of  
26 allergens, retrieving items such as medicine or the telephone, providing physical support and  
27 assistance with balance and stability to individuals with mobility disabilities, and helping persons  
28 with psychiatric and neurological disabilities by preventing or interrupting impulsive or  
29 destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of  
30 emotional support, well-being, comfort, or companionship do not constitute work or tasks for the  
31 purposes of this definition.

32 (2) *Access:* Subject to the other provisions of this policy, an individual with a disability  
33 shall generally be permitted to utilize a service animal that is required because of the individual's  
34 disability and that has been individually trained to do work or a task for the individual.  
35 Individuals with disabilities can be accompanied by their service animals in all areas of MCS's  
36 facilities where members of the public, participants in services, programs, or activities, or  
37 invitees, as relevant, are allowed to go.

38 (3) *Inquiry into individual's need for and training of a service animal:* As provided by  
39 law, no MCS official or employee shall ask an individual using or wishing to use a service  
40 animal about the nature or extent of a person's disability. MCS officials may nevertheless make  
41 two inquiries to determine whether an animal qualifies as a service animal: (i) Is the animal  
42 required because of a disability; and (ii) what work or task has the animal been trained to  
43 perform? MCS shall not require, nor shall any MCS official request that an individual provide,  
44 documentation indicating that the animal has been certified, trained, or licensed as a service  
45 animal. In addition, MCS officials shall not make these inquiries about a service animal when it  
46 is readily apparent that an animal is trained to do work or perform tasks for an individual with a  
47 disability (e.g., the dog is observed guiding an individual who is blind or visually impaired).

48 (4) *Use of service animals by MCS students and employees:* Students and employees  
49 seeking to be accompanied by a service animal on an ongoing basis in MCS buildings and/or  
50 vehicles, shall make a written request to the Director of Schools at 2552 South Church Street,  
51 Murfreesboro, TN 37127. This written request must be delivered to the Director at least ten (10)  
52 business days before the student or employee uses the service animal on MCS property, and must  
53 include proof of current vaccinations for the service animal as required by section (c)(4) of this  
54 policy. In addition, students and employees using a service animal on an ongoing basis must  
55 submit to the Director before the beginning of each academic year written proof that the service  
56 animal's vaccinations are current and up to date.

57 (5) *Use of service animals by visitors to MCS facilities and events:* Visitors (e.g., parents  
58 and other family members of MCS students and employees) need not submit a written request  
59 before using a service animal at MCS facilities and events, but are nevertheless required to  
60 comply with all other requirements of this policy, copies of which are available at each facilities  
61 main office.

62 (6) *Vaccination of service animals:*

63 (a) All dogs used as service animals must have current vaccinations against:  
64 DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus,  
65 Coronavirus), Bordetella, and Rabies.

66 (b) All miniature horses used as service animals must have current vaccinations  
67 against: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus,  
68 Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles.

69 (7) *Hygiene:* All service animals must be:

70 (a) Treated for, and kept free of, fleas and ticks; and

71 (b) Kept clean and groomed to avoid shedding and dander.

72 (8) *Spaying/neutering of service dogs:* All service dogs must be spayed or neutered.

73 (9) *Housebroken:* All service animals must be housebroken.

74 (10) *Service animal under handler's control:* A service animal shall remain under the  
75 control of its handler. In addition, a service animal must have a harness, leash, or other tether,  
76 unless either the handler is unable because of a disability to use a harness, leash, or other tether,  
77 or the use of a harness, leash, or other tether would interfere with the service animal's safe,  
78 effective performance of work or tasks, in which case the service animal must be otherwise  
79 under the handler's control (e.g., voice control, signals, or other effective means). When on  
80 vehicles owned, leased, or controlled by MCS, service animals must be kept near the individual  
81 they are accompanying and out of any aisle, and must not disturb other passengers.

82 (11) *Care and supervision of service animal:* MCS is not responsible for the care or  
83 supervision of a service animal, including walking the animal or responding to the animal's need  
84 to relieve itself.

85 (a) MCS is not responsible for providing a staff member to walk a service animal  
86 or to provide any other care or assistance to the animal.

87 (b) Students with service animals are expected to care and supervise their animal.  
88 In the case of a young child or a student with disabilities who is unable to care  
89 for or supervise his service animal, the student's parents are responsible for  
90 providing care and supervision of the animal. Issues related to the care and  
91 supervision of service animals will be addressed on a case-by-case basis in the  
92 discretion of the facility's administrator.

93 (12) *Liability of owners:* Owners of service animals are liable for any harm or injury caused  
94 by an animal to students, staff, visitors, and/or property.

95 (13) *Miniature Horses:* Requests to permit a miniature horse to accompany a student or  
96 adult with a disability in school buildings, in classroom, or at school functions, will be handled  
97 on a case-by-case basis, considering:

98 (a) The type, size, and weight of the miniature horse and whether the facility can  
99 accommodate these features;

100 (b) Whether the handler has sufficient control of the miniature horse;

101 (c) Whether the miniature horse is housebroken; and

102 (d) Whether the miniature horse's presence in a specific facility compromises  
103 legitimate safety requirements that are necessary for safe operation.

104 All other provisions of this policy, with the exception of sections (6)(a) and (8), apply to  
105 miniature horses.

106 (14) *Removal of a Service Animal:* A school principal or other MCS administrator may ask  
107 an individual with a disability or a student's parent to remove a service animal from a school  
108 building, a classroom, or from a school function if any one of the following circumstances  
109 occurs:

110 (a) The animal is out of control and the animal's handler does not take effective  
111 action to control it;

112 (b) The animal poses a significant risk to the health or safety of others (e.g.,  
113 allergic or asthmatic reactions triggered by an individual's proximity to

114 animal) that cannot be eliminated by modification of policies, practices, or  
115 procedures, or by the provision of auxiliary aids or services;

116 (c) The animal is not housebroken; and/or

117 (d) The animal’s presence would “fundamentally alter” the nature of the service,  
118 program, or activity.

119 An individual whose service animal has been properly excluded in accordance with this policy  
120 shall be given the opportunity to participate without the animal in the service, program, or  
121 activity from which the animal was excluded.

122 (15) *Conflicting disabilities:* It is MCS policy to consider the safety, health and well being  
123 of each and every student and employee when making decisions regarding the introduction of  
124 animals to the classroom. Individuals with conflicting disabilities or health conditions (e.g.,  
125 asthma and/or other allergies to dogs and/or horses), or their parent or guardian, should inform  
126 the school’s principal in writing of any such conflict. The principal shall be responsible for  
127 resolving the matter in consultation with the affected parties, the school nurse, and other  
128 individuals as the administration deems appropriate. Use of a service animal in a classroom  
129 setting will be disallowed due to another individual’s conflicting disability only where the  
130 conflict cannot be eliminated by modification of policies, practices, or procedures, or by the  
131 provision of auxiliary aids or services.

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Reference:

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153 ADA Regulations, 28 CFR Part 35 (as amended, 2010)

MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>PERSONAL AND PROFESSIONAL LEAVE FOR LICENSED PERSONNEL</b>	<b>Descriptor No:</b>  <b>PER 20</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>8/01</b>	

1 Up to three days of leave (one professional, one personal, and the third elective) may be taken  
2 over and above all vacation and holidays. These three days, which are to be paid for by the  
3 system, may be taken in the following ways:

- 4 1. *Personal* leave day: A day for business of a personal nature which requires absence from  
5 school.
- 6 2. *Professional* leave day: Professional service to another school system or further devel-  
7 opment of professional competence.

8 **The approval of the Director of Schools or the Director’s designee shall be required under**  
9 **the following conditions:**

- 10 • **If more than ten percent (10%) of the teachers in any given school request its use on**  
11 **the same day.**
- 12 • **If personal leave is requested during any prior established student examination**  
13 **period.**
- 14 • **If personal leave is requested on the day immediately preceding or following a**  
15 **holiday or vacation period.**
- 16 • **If personal leave is requested for days scheduled for professional development or**  
17 **inservice training, according to a school calendar which has been adopted by the**  
18 **Murfreesboro City Schools Board of Education before the school year begins.**
- 19 • **If personal leave is requested for days scheduled for parent-teacher conferences,**  
20 **according to a school calendar which has been adopted by the Murfreesboro City**  
21 **Schools Board of Education before the school year begins.**

22 **A professional employee, including a professional employee on pre-approved leave or other**  
23 **type of leave, shall not be charged with a day of leave for any day on which the professional**  
24 **employee’s school or the school district is closed due to natural disaster, inclement weather,**  
25 **serious outbreak of contagious illness, or other unexpected event.**

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33 **Legal Reference:**

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35 **T.C.A. 49-5-711**

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Date Adopted:</b>
<b>ASSIGNMENT/TRANSFER OR REASSIGNMENT OF LICENSED PERSONNEL</b>	<b>PER 21</b>	<b>4/79</b>
<b>Reviewed/Revision Adopted:</b>		
<b>9/01</b>		

1    *ASSIGNMENT*

2

3    The Director of Schools shall ~~assign~~ **develop a tentative assignment list of licensed** personnel  
4    to the various schools or departments by **June 15** ~~May 15~~ for licensed personnel and by ~~June 15~~  
5    ~~for non-licensed personnel~~ preceding the school year for which such persons are **to be** employed.  
6    ~~while allowing~~ Each principal **and** ~~or~~ **department head** ~~immediate supervisor~~ **shall** assign  
7    **the licensed personnel assigned to the principal's or department head's respective school or**  
8    **department** more specific responsibilities within each school **or department**.

9

10   Assignment of employees will be made by the Director of Schools based on the recommendation  
11   of the appropriate program director and/or school principal. The assignment will be determined  
12   by the applicant's training, experience, and ability to perform the duties of the position and in the  
13   best interest of the schools ~~and shall be consistent with the MEA Contract.~~

14

15   Extra assignments for which supplements are provided and upon which initial employment was  
16   based may not be relinquished in part by the employee without the approval of the person  
17   making the assignment. Other assignments for which supplemental salary is provided shall be  
18   made on an annual contract basis.

19

20   *TRANSFER* (to move from one school or administrative unit to another)

21

22   The Director of Schools shall transfer employees as necessary for efficient operation of the  
23   schools. The Director of Schools is responsible for developing and disseminating procedures  
24   for transfer.

25

26   All employees transferred shall receive written notification of the transfer.

27

28   Transfers made in accordance with board policy **and** state law, ~~and any negotiated contract~~ are  
29   final.

30

31   *REASSIGNMENT* (to move from one grade or position to another within the same school)

32

33   Employees shall be reassigned as necessary for the efficient operation of the schools or  
34   department.

35 Reassignments shall be made by the employee's immediate supervisor with approval by the  
36 Director of Schools.

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75 Legal References:

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- 77 T.C.A. 49-2-301**(b)(1)(L)**
- 78 T.C.A. 49-5-401
- 79 T.C.A. 49-2-301**(b)(1)(EE)**
- 80 T.C.A. 49-5-510
- 81 OP Tenn. Atty. Gen. 98-164 (August 24, 1998)
- 82 T.C.A. 49-2-303

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>SICK LEAVE FOR LICENSED PERSONNEL</b>	<b>Descriptor No:</b>  <b>PER 25</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>8/01</b>	

1 Sick leave shall mean leave of absence because of illness of the professional employee from  
 2 natural causes or accident of the illness or death of the professional employee’s spouse, parent,  
 3 grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-  
 4 law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other family  
 5 member with approval of the Director of Schools, which necessitates the absence of the  
 6 professional employee.

7  
 8 The time allowed for sick leave with pay shall be one day for each month of employment. Sick  
 9 leave shall be cumulative for all earned days not used. At retirement, the unused accumulated  
 10 sick leave may be used as retirement credits.

11  
 12 Professional employees may elect to participate in the **Murfreesboro City Schools’s Sick Leave**  
 13 **Bank, established by the Board pursuant the Teachers’ Sick Leave Bank Act, T.C.A. 49-5-**  
 14 **801 et. Seq., to facilitate the voluntary pooling and irrevocable donation of accumulated**  
 15 **personal sick leave for the purpose of providing sick leave to members of the program who**  
 16 **have suffered an unplanned personal illness, injury, disability or quarantine and whose**  
 17 **personal sick leave is exhausted.**

18  
 19 A professional employee in need of sick leave shall be allowed to use unearned sick leave up to  
 20 the number of days which such professional employee may accumulate during the remainder of  
 21 the year in which he is employed.

22  
 23 Upon termination of the employment of such professional employee before such days are earned,  
 24 or at the end of the school year, there shall be deducted from the final salary of such professional  
 25 employee an amount based on **the employee’s** daily rate of pay sufficient to cover any excess  
 26 sick leave days used by **the employee**. If such final salary is insufficient for this purpose, the  
 27 professional employee shall be liable for reimbursement of any amount in excess of **the**  
 28 **employee’s** final salary.

29  
 30 When a professional employee **will be absent from work and unable to attend his or her**  
 31 **assigned** classes, **the employee** shall notify the principal or **the principal’s** designee as soon as  
 32 possible before school opens. The professional employee shall notify the principal or **the**  
 33 **principals’s** designee a reasonable length of time before he intends to return to the classroom  
 34 and not later than one (1) hour before school opens that morning, so that the principal or **the**  
 35 **principal’s** designee may be able to notify the substitute.

36 **A professional employee, including a professional employee on pre-approved leave or other**  
37 **type of leave, shall not be charged with a day of leave for any day on which the professional**  
38 **employee's school or the school district is closed due to natural disaster, inclement weather,**  
39 **serious outbreak of contagious illness, or other unexpected event.**

40  
41 A physician's statement shall be filed with the Principal/Supervisor for each period of illness of  
42 five or more consecutive work days. **The physician's statement should include the date of**  
43 **commencement of the illness/injury and an expected date of return to work.** The Director of  
44 Schools may require a physician's statement for any sick leave claim. In the event of the  
45 absence of a professional employee in excess of the sick leave days available to the professional  
46 employee, the Director of Schools may require an examination by a physician certifying the  
47 previous absences. The Board would pay for the second opinion.

48  
49 If a professional employee fails to provide appropriate notice or certification for sick leave,  
50 forfeiture of the paid leave will result, with the exception of those cases deemed an emergency  
51 by the Principal/Supervisor.

52  
53 The Human Resources Department shall keep a record of the accumulated sick leave for each  
54 eligible professional employee in the Board's employ and shall provide a verified copy to the  
55 professional employee upon request.

56  
57 A professional employee, upon employment, may transfer **any** accumulated sick leave from  
58 another Tennessee school system, provided that the director of the system in which **any such**  
59 leave was **accumulated** provides notarized verification.

60  
61 ~~Sick leave for maternity purposes may be taken during the period of physical disability only. A~~  
62 ~~professional employee may use up to thirty (30) days of accumulated sick leave for the adoption~~  
63 ~~of a child. If both adoptive parents are employees of Murfreesboro City Schools, only one parent~~  
64 ~~may request leave. Written verification from the adoption agency or other entity handling the~~  
65 ~~adoption shall be required before the leave is granted.~~

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**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>SICK LEAVE FOR FULL-TIME CLASSIFIED PERSONNEL</b>	<b>Descriptor No:</b>  <b>PER 26</b>	<b>Date Adopted:</b>  <b>4/79</b>
<b>Reviewed/Revision Adopted:</b>  <b>10/89; 8/01</b>		

1 Sick leave shall mean leave of absence because of illness of the classified employee from natural  
 2 causes or accident or the illness or death of the classified employee’s spouse, parent,  
 3 grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-  
 4 law, brother-in-law, sister-in-law, step-relatives as listed above, or other family member with  
 5 approval of the Director of Schools, which necessitates the absence of the classified employee.  
 6

7 Full-time classified employees earn sick leave at the rate of one day per month for each full  
 8 calendar month worked after ninety (90) days from the hire date. Sick leave shall be cumulative  
 9 for all earned days not used and may be applied to retirement under TCRS. Any personal leave  
 10 remaining unused at the end of a fiscal year (maximum of two days) shall be credited to the  
 11 employee as sick leave.  
 12

13 Full time, non-licensed personnel may elect to participate in the **Murfreesboro City School’s**  
 14 **Sick Leave Bank for Non-licensed Personnel, established by the Board pursuant the**  
 15 **Tennessee Teachers’ Sick Leave Bank Act, T.C.A. 49-5-01 et seq., to facilitate the voluntary**  
 16 **pooling and irrevocable donation of accumulated personal sick leave for the purpose of**  
 17 **providing sick leave to members of the program who have suffered an unplanned personal**  
 18 **illness, injury, disability or quarantine and whose personal sick leave is exhausted.**  
 19

20 When a classified employee is unable to perform his/her duties, he/she shall notify the  
 21 principal/supervisor or **principal’s/supervisor’s** designee as soon as possible before work  
 22 begins.  
 23

24 **A classified employee, including a classified employee on a pre-approved leave or other**  
 25 **type of leave, shall not be charged with a day of leave for any day on which the classified**  
 26 **employee’s school or the school district is closed due to natural disaster, inclement weather,**  
 27 **serious outbreak of contagious illness, or other unexpected event.**  
 28

29 ~~Maternity leave should be requested as far in advance as is practicable generally at least three (3)~~  
 30 ~~months prior to expected delivery.~~  
 31

32 A physician’s statement shall be filed with the employee’s supervisor for each period of illness  
 33 of five 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  
 35 Schools may require a physician’s statement for any sick leave claim. In the event of an absence

36 of a classified employee in excess of the sick leave days available to the classified employee, the  
37 Director of Schools may require an examination by a physician other than the physician  
38 certifying the previous absences. The Board would pay for the second opinion.

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

43  
44 Upon termination of employment, if more days have been used than earned, an amount to cover  
45 the excess sick leave days shall be deducted from the final salary. If such salary is insufficient,  
46 the employee shall be liable for this balance.

47  
48 The Human Resources Department shall keep a record of the accumulated sick leave for each  
49 eligible classified employee in the Board's employ and shall provide a verified copy to the  
50 classified employee upon request.

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>FMLA AND TENNESSEE MATERNITY ACT</b>	<b>Descriptor No:</b>  <b>PER 38</b>	<b>Date Adopted:</b>  <b>4/00</b>
	<b>Reviewed/Revision Adopted:</b>  <b>9/01</b>	

1   **PURPOSE**

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3   To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a  
4   child, and for the care of a child, spouse or parent who has a serious health condition.

5

6

7   **ELIGIBILITY**

8

9   Anyone who has been employed for at least twelve (12) months by the school system and who  
10   has at least 1,250 hours of service during the previous twelve-month period.

11

12

13   **GENERAL PRINCIPLES**

14

15   **1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave**  
16   **for the following reasons:**

17

- 18       • **To care for a spouse, son, daughter, or parent with a serious health**  
19       **condition;**
- 20
- 21       • **To take medical leave when the employee is unable to work because of a**  
22       **serious health condition; or**
- 23
- 24       • **For qualifying circumstances arising out of the fact that the employee's**  
25       **spouse, son, daughter, or parent is on active duty or call to active duty status**  
26       **as a member of the National Guard or Reserves in support of a contingency**  
27       **operation.**
- 28

29

30   **2. Any employee shall be granted, upon request, up to four (4) months of unpaid leave**  
31   **for the birth and care of a newborn child of the employee, and the placement with**  
32   **the employee of a son or daughter for adoption in accordance with the Tennessee**  
33   **Maternity Leave Statue. Any employee on maternity leave shall be permitted to use**  
34   **accumulated sick leave during the period of actual physical disability only.**  
35   **Otherwise, the maternity leave shall be unpaid leave. An employee may use up to**  
36   **thirty (30) days of accumulated sick leave for the adoption of a child. If both**

36 parents are employees of Murfreesboro City Schools, they are eligible for a  
37 combined four (4) months.

- 38 3. Any eligible employee shall be granted, upon request, up to twenty six (26) weeks of  
39 unpaid leave during a single 12 month period to care for a spouse, son, daughter,  
40 parent or next of kin of a current member of the Armed Forces with a serious injury  
41 or illness.  
42
- 43 4. A physician's statement will be required by the Director of Schools when  
44 determining the period of actual physical disability.  
45
- 46 5. Request for leaves and extension of leaves shall conform with federal and state laws  
47 governing leaves of absences.  
48

#### 49 RESTRICTIONS

- 50
- 51 1. For foreseeable leave, the employees shall provide the Director of Schools with at least  
52 thirty (30) days' written notice before beginning of the anticipated leave.  
53
- 54 2. The Director ~~may~~ **will** require that a request for leave be supported by certification issued  
55 by a health care provider with the following information:  
56
- 57 a. the date on which the serious health condition commenced;
  - 58 b. the probable duration of the condition;
  - 59 c. the appropriate medical facts within the knowledge of the health care provider  
60 regarding the condition; and
  - 61 d. a statement that the eligible employee is needed to care for the son, daughter,  
62 spouse or parent and the estimate of the time that such employee is needed.  
63
- 64 3. If there is any reason to doubt the validity of the certification provided, the Director may  
65 require, at the expense of the school system, an opinion of a second health care provider.  
66
- 67 4. Any employee requesting leave under the Family and Medical Leave Act shall include in  
68 the leave any applicable accumulated sick leave.  
69
- 70 5. Intermittent Leave -- When a licensed employee requests foreseeable leave for planned  
71 medical treatment and the employee would be on leave for greater than 20% of the total  
72 number of working days in the period during which the leave would extend, the school  
73 may require that such employee elect either to take the leave for periods of a particular  
74 duration, not to exceed the duration of the planned medical treatment, or to transfer  
75 temporarily to an unavailable alternative position offered by the school system for which  
76 the employee is qualified, and that has equivalent pay and benefits and better  
77 accommodates recurring periods of leave.  
78
- 79 6. Period Near the End of an Academic Term (Professional employees) -- If leave is taken  
80 more than five (5) weeks prior to the end of the term, the Director of Schools may require  
81 the employee to continue taking leave until the end of the term if the leave is at least three  
82 (3) weeks of duration and the return of employment would occur during the three (3)  
83 week period before the end of the term.  
84

85 If the leave is taken five (5) weeks or less prior to the end of the term, the Director of Schools  
86 may require the employee to continue taking leave until the end of the term if the leave is greater

87 than two (2) weeks duration and the return to employment would occur during the two (2) week  
88 period before the end of the term.

89  
90  
91 **REQUIREMENTS OF THE BOARD**

- 92  
93 1. The employee shall be restored to the same position of employment or an equivalent  
94 position with no loss of benefits, pay, or other terms of employment.  
95  
96 2. The employee shall be kept under any group health plan for the duration of the leave.  
97  
98 3. The Board may recover premium paid under the following conditions:  
99  
100 a. the employee fails to return from leave after the period of leave has expired.  
101 b. the employee fails to return to work for a reason other than the continuation,  
102 recurrence, or onset of a serious health condition or other circumstances beyond  
103 the control of the employee.  
104

105 **An employee, including an employee on pre-approved leave or other type of leave, shall not**  
106 **be charged with a day of leave for any day on which the employee's school or the school**  
107 **district is closed due to natural disaster, inclement weather, serious outbreak of contagious**  
108 **illness, or other unexpected event.**

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**Legal References:**

128  
129 **Federal Family and Medical Leave**  
130 **Act of 1993**  
131 **T.C.A. 49-5-702**  
132 **T.C.A. 4-21-408**  
133 **T.C.A. 49-5-710**  
134 **T.C.A. 49-5-704**  
135 **OP Tenn. Atty Gen 94-006**  
136 **(January 13, 1994)**  
137

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>DISCIPLINE OF NON-LICENSED EMPLOYEES</b>	<b>Descriptor No:</b>  <b>PER 40</b>	<b>Date Adopted:</b>  <b>9/01</b>
	<b><i>Reviewed/Revision Adopted:</i></b>	

1 Pursuant to T.C.A. §49-2-301(b)(1)(FF), all persons employed in a position for which no  
2 teaching license is required shall be hired at the will of the Director.

3  
4 The Director of Schools may impose any level of discipline, up to and including termination, of  
5 any non-licensed employee at any time when deemed necessary.

6  
7 The Director of Schools shall establish a procedure for discipline, up to and including  
8 termination, of a non-licensed employee.

9  
10 The Director of Schools shall provide written notification of the Director’s decision to the  
11 employee.

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32 \_\_\_\_\_  
33 Legal Reference:

34  
35 T.C.A. §49-2-301(b)(1)(FF)

**CROSSLIN  
& ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

September 14, 2011

Dr. Linda Gilbert  
and  
Mr. Gary Anderson  
Murfreesboro City Schools  
2552 South Church Street  
Murfreesboro, Tennessee 37127

Dear Dr. Gilbert and Mr. Anderson:

We are pleased to continue as independent auditors and business advisors for Murfreesboro City Schools, a department of the City of Murfreesboro, Tennessee. We look forward to continuing to provide you with the high quality services you expect from your professional service providers.

Our commitment to delivering superior service means that we strive to demonstrate initiative, anticipate problems, propose solutions, and communicate effectively with you and other members of management throughout the year. In addition, during our audits we will be alert for opportunities to bring insightful and constructive suggestions for improving management information, operating and accounting procedures, and controls. As your business advisors, we will also look for opportunities to reduce your costs and improve asset management.

Attached to this letter is an agreement describing our services. If you have questions about any of the matters discussed in that agreement, please give us a call. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us one of the two enclosed copies. The other copy is for your files.

Again, it is a pleasure for us to continue to serve you. We look forward to many more years of pleasant association with you and Murfreesboro City Schools.

Very truly yours,

CROSSLIN & ASSOCIATES, P.C.



Rich Lockwood  
Audit Director

**Agreement to Provide Services**

September 14, 2011

Dr. Linda Gilbert  
and  
Mr. Gary Anderson  
Murfreesboro City Schools  
2552 South Church Street  
Murfreesboro, Tennessee 37127

This agreement is intended to describe the nature and scope of our services to Murfreesboro City Schools, a department of the City of Murfreesboro, Tennessee (MCS).

**AUDIT**

As agreed, we will audit the financial statements of MCS as of and for the years ended June 30, 2012, 2013, and 2014, as follows:

We will audit the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of MCS. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany MCS' basic financial statements. As part of our engagement, we will apply certain limited procedures to MCS' RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedules of Funding Progress - Pension Plan and Other Postemployment Benefit Plan



Supplementary information other than RSI also accompanies MCS' basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1. Combining Balance Sheet - Nonmajor Governmental Funds
2. Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds
3. Budgetary Comparison Schedules - Nonmajor Special Revenue Funds
4. Schedule of Expenditures of State Awards
5. Schedule of Expenditures of Federal Awards

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditors' report will disclaim an opinion:

1. Schedule of Insurance Coverage

We will also audit the financial statements of the Murfreesboro City Schools School Activity Funds, an agency fund of Murfreesboro City Schools. A separate report will be issued for this reporting unit, and its financial statements will also be included in MCS' financial statements.

Our reports will be addressed to the Members of the School Board.

The objective of our audits is the expression of opinions as to whether MCS' basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major federal programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act, as amended, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.



The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the Murfreesboro City School Board, the Tennessee Department of Education, the Tennessee State Comptroller's Office and other regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act, as amended; the provisions of OMB Circular A-133; and the requirements prescribed by the Comptroller of the Treasury, State of Tennessee, and will include tests of accounting records, a determination of major programs in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with management in advance. We cannot provide assurance that an unqualified opinion will be rendered. Circumstances may arise in which it is necessary for us to modify our report or withdraw from the engagement.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for preparation of the schedules of expenditures of federal and state awards in accordance with the requirements of OMB Circular A-133 and the Comptroller of the Treasury, State of Tennessee. As part of the audits, we will assist with preparation of the financial statements. MCS is responsible for making all management decisions and performing all management functions relating to the applicable financial statements and for accepting full responsibility for such decisions. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that it has reviewed and approved the financial statements prior to their issuance and has accepted responsibility for them. Further, management is required to designate individuals with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for monitoring ongoing activities, to help ensure that appropriate goals and objectives are met. Management is also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of MCS and the respective changes in financial position, and the respective budgetary comparison for the major fund in conformity with accounting principles generally accepted in the United States of America; for the fair presentation in the financial statements of the respective financial position of each of the nonmajor governmental funds of MCS and the respective changes in financial position in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.



Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Its responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Management responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the engagement are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

MCS is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting MCS involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. MCS' responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting MCS received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that MCS complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing its views on our current findings, conclusions, and recommendations, as well as its planned corrective actions, for the report, and for the timing and format for providing that information.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to MCS or to acts by management or employees acting on behalf of MCS. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention.



We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for the Single Audit. We will immediately make a written report of any illegal acts or indications of illegal acts to the Members of the School Board, the Director of Schools, the Finance/Administrative Services Director, the cognizant agent for federal reporting, and Comptroller of the Treasury, State of Tennessee. Our responsibility as auditors is limited to the period covered by our audits and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from MCS' attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

Our audit will include obtaining an understanding of MCS and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and the Members of the School Board internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of MCS' compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.



OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of MCS' major federal programs. The purpose of these procedures will be to express an opinion on MCS' compliance with requirements that could have a direct and material effect on each of its major federal programs in our report on compliance issued pursuant to OMB Circular A-133.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with management the electronic submission and certification. If applicable, we will provide copies of our report for management to include with the reporting package it will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We are also responsible for communicating with those charged with governance what our responsibilities are under generally accepted auditing standards, an overview of the planned scope and timing of the audit, and significant findings from the audit. The term "those charged with governance" is defined as the person(s) with responsibility for overseeing the strategic direction of MCS and obligations related to the accountability of MCS, including overseeing the financial reporting process. For MCS, we agree that the Murfreesboro City School Board meets that definition. Furthermore, we understand that authority for approving the release of the financial statements to the public has been delegated to management.

## **OWNERSHIP OF WORKING PAPERS**

The working papers prepared in conjunction with our audit are the property of our Firm, constitute confidential information, and will be retained by us in accordance with our Firm's policies and procedures.

However, pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to MCS' oversight agency, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such workpapers will be provided under the supervision of Crosslin & Associates, P.C. personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the aforementioned parties. These parties may intend or decide to distribute the photocopies of information contained therein to others, including other governmental agencies.



## **REPRODUCTION OF AUDIT REPORTS**

If MCS plans any reproduction or publication of our reports, or any portion of them, copies of masters' or printers' proofs of the entire document should be submitted to us in sufficient time for our review and approval before printing. MCS also agrees to provide us with a copy of the final reproduced material for our approval before it is distributed.

## **OFFERING DOCUMENT**

Should MCS wish to include or incorporate by reference these financial statements and our audit report(s) thereon into an offering of exempt securities, prior to our consenting to include or incorporate by reference our report(s) on such financial statements, we would consider our consent to the inclusion of our report and the terms thereof at that time. We will be required to perform procedures as required by the standards of the American Institute of Certified Public Accountants, including, but not limited to, reading other information incorporated by reference in the offering document and performing subsequent event procedures. Our reading of the other information included or incorporated by reference in the offering document will consider whether such information, or the manner of its presentation, is materially inconsistent with information, or the manner of its presentation, appearing in the financial statements. However, we will not perform procedures to corroborate such other information (including forward-looking statements). The specific terms of our future services will respect to future offering documents will be determined at the time the services are to be performed.

Should MCS wish to include or incorporate by reference these financial statements and our audit report(s) thereon into an offering of exempt securities without obtaining our consent to include or incorporate by reference our report(s) on such financial statements, and we are not otherwise associated with the offering document, then MCS agrees to include the following language in the offering document:

“Crosslin & Associates, P.C., our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crosslin & Associates, P.C. also has not performed any procedures relating to this official statement.”

## **MANAGEMENT REPRESENTATIONS**

As required by auditing standards generally accepted in the United States of America, we will request certain written representations from management at the close of our audit to confirm oral representations given to us and to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Because of the importance of management's representations to an effective audit, MCS will release Crosslin & Associates, P.C. and its personnel from any liability and costs relating to our services under this agreement attributable to any misrepresentations by management.



## **AVAILABILITY OF RECORDS AND PERSONNEL**

MCS agrees that all records, documentation, and information we request in connection with our audit will be made available to us (including those pertaining to related parties), that all material information will be disclosed to us, and that we will have full cooperation of, and unrestricted access to, MCS' personnel during the course of the engagement.

MCS also agrees to ensure that any third party valuation reports that MCS provides to us to support amounts or disclosures in the financial statements 1) indicate the purpose for which they were intended, which is consistent with MCS' actual use of such reports; and 2) do not contain any restrictive language that would preclude us from using such reports as audit evidence.

## **ASSISTANCE BY YOUR PERSONNEL AND INTERNET ACCESS**

We also ask that MCS personnel prepare various schedules and analyses for our staff. However, except as otherwise noted by us, no personal information other than names related to MCS' employees and/or customers should be provided to us. In addition, we ask that MCS provide high-speed Internet access to our engagement team, if practicable, while working on its premises. This assistance will serve to facilitate the progress of our work.

## **PEER REVIEW REPORTS**

*Government Auditing Standards* require that we provide you with a copy of our most recent quality control review report. Our latest peer review report accompanies this letter.

## **OTHER SERVICES**

We are always available to meet with you and/or other administrators at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting MCS. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas.

## **INDEPENDENCE**

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to MCS in the performance of our services. Any discussions that MCS has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that MCS inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.



## **DISPUTE RESOLUTION PROCEDURE**

If any dispute, controversy, or claim arises in connection with the performance or breach of this agreement (including disputes regarding the validity or enforceability of this agreement), either party may, upon written notice to the other party, request facilitated negotiations. Such negotiations shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute.

Each party may disclose any facts to the other party or to the facilitator that it, in good faith, considers necessary to resolve the dispute. However, all such disclosures will be deemed in furtherance of settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the facilitator shall keep confidential all information disclosed during negotiations. The facilitator shall not act as a witness for either party in any subsequent arbitration between the parties.

Such facilitated negotiations shall conclude within sixty days from receipt of the written notice unless extended by mutual consent. The parties may also agree at any time to terminate or waive facilitated negotiations. The costs incurred by each party in such negotiations will be borne by it; the fees and expenses of the facilitator, if any, shall be borne equally by the parties.

If any dispute, controversy, or claim arises in connection with the performance or breach of this agreement (including disputes regarding the validity or enforceability of this agreement) and cannot be resolved by facilitated negotiations (or the parties agree to waive that process), then such dispute, controversy, or claim shall be settled by arbitration. The arbitration proceeding shall take place in Nashville, Tennessee, unless the parties agree to a different locale. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) or, if a court of competent jurisdiction determines the FAA inapplicable, by the laws of the state in which the proceeding is to take place. In any arbitration instituted hereunder, the proceedings shall proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the American Arbitration Association (AAA), except that no pre-hearing discovery shall be permitted unless specifically authorized by the arbitration panel.

Such arbitration shall be conducted before a panel of three persons, one chosen by each party and the third selected by the two party-selected arbitrators. The arbitration panel shall have no authority to award non-monetary or equitable relief, and any monetary award shall not include punitive damages. The confidentiality provisions applicable to facilitated negotiation shall also apply to arbitration. The award issued by the arbitration panel may be confirmed in a judgment by any federal or state court of competent jurisdiction.



**FEES**

Our charges to MCS for the services described above are expected to be \$49,950 a year, based on two major federal programs a year. The fees are based on anticipated cooperation from MCS personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Bills will be rendered at least monthly and are due upon receipt. If payments are not received promptly, we reserve the right to stop work on the engagement.

Our charges for other services will be agreed to separately.

Very truly yours,

CROSSLIN & ASSOCIATES, P.C.

Rich Lockwood  
Audit Director

Acknowledged:

MURFREESBORO CITY SCHOOLS

By \_\_\_\_\_

Date \_\_\_\_\_

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Date Adopted:</b>
<b>TENURE AND NONTENURE</b>	<b>PER 16</b>	<b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>	
<b>8/01; 1/05</b>		

1 As of July 1, 2011, there are two parallel systems of tenure operating in Murfreesboro City  
 2 Schools for current employees who work in a position which requires a teacher license (hereafter  
 3 referred to as a “certified employee”).  
 4

5 The first system applies to any certified employee who obtained tenure prior to July 1, 2011.  
 6 Tenure was granted to these employees based upon three (3) criteria:  
 7

- 8 1. Successful completion of a probationary period of three (3) school years.
- 9 2. Recommendation by the Director of Schools for granting tenure.
- 10 3. A majority vote of the Murfreesboro City School Board for granting tenure.

11  
 12 If the certified employee failed to meet any of these criteria, then the certified employee could  
 13 not be re-employed for a fourth year.  
 14

15 The second system applies to any certified employee who becomes eligible for tenure after July  
 16 1, 2011. Tenure will be granted to these employees based on the following criteria:  
 17

- 18 1. A degree from an approved four-year college or any career and technical teacher who has  
 19 the equivalent amount of training established and licensed by the Tennessee State Board  
 20 of Education;
- 21 2. A valid teacher license, issued by the State Board of Education, based on training  
 22 covering the subjects or grades taught;
- 23 3. Completion of a probationary period of five (5) school years or not less than forty-five  
 24 (45) months within the last seven year period, the last two (2) years being employed in a  
 25 regular teaching position rather than an interim teaching position;
- 26 4. Evaluations demonstrating an overall performance effectiveness level of “above  
 27 expectations” or “significantly above expectations” during the last two (2) years of the  
 28 probationary period as provided in the evaluation guidelines adopted by the State Board  
 29 of Education pursuant to TCA 49-1-302;
- 30 5. Recommendation by the Director of Schools for granting tenure; and
- 31 6. A majority vote of Murfreesboro City School Board for granting tenure.

32  
 33 Tenure is granted only upon the recommendation of the Director of Schools and by approval of  
 34 the Murfreesboro City School Board and is obtained in the system, not in a specific location or  
 35 position.

36 A certified employee who does not meet the evaluation requirements set forth by the State Board  
37 of Education may continue to remain employed in a position which requires a teacher license on  
38 a year-to-year contract as a probationary employee until the employee is eligible for tenure.

### 39 40 **Previous Tenure in MCS or another System**

41  
42 A certified employee who had attained tenure status in Murfreesboro City Schools and later  
43 resigned from the system shall serve a two-year probationary period upon re-employment by the  
44 system, unless the probationary period is waived by the Murfreesboro City School Board upon  
45 the request of the Director of Schools.

46  
47 A certified employee who had received tenure in another school system shall serve the regular  
48 probationary period in Murfreesboro City Schools, unless the probationary period is waived by  
49 the Murfreesboro City School Board upon the request of the Director of Schools.

### 50 51 **Tenure**

52  
53 “Tenure” is the employment status other than probation that a certified employee may be under  
54 while employed in the public schools. A certified employee has no property right in the tenure  
55 status and must sustain a specified performance effectiveness level required on evaluations to  
56 achieve and maintain tenure status. If a certified employee acquires tenure, the teacher shall  
57 remain under that status until such time as the certified employee resigns, retires, is dismissed or  
58 the certified employee is returned to probationary status. Any certified employee who, after  
59 acquiring tenure status, receives two (2) consecutive years of evaluations demonstrating an  
60 overall performance effectiveness level of “below expectations” or “significantly below  
61 expectations,” as provided by the evaluation guidelines adopted by the State Board of Education  
62 pursuant to TCA 49-1-302, shall be returned to probationary status by the Director of Schools  
63 until the certified employee has received two (2) consecutive years of evaluations demonstrating  
64 an overall performance effectiveness level of “above expectations” or “significantly above  
65 expectations.”

66  
67 Once a certified employee is eligible for tenure, the Director of Schools shall recommend the  
68 certified employee for tenure or non-renewal; provided, however, that the certified employee  
69 cannot be continued in employment if tenure is not granted by the Murfreesboro City School  
70 Board.

71  
72 **Those certified employees who have taught five or more years and still on a probationary**  
73 **status will receive a letter by June 15th of each year stating whether or not they will be**  
74 **offered a contract for the next school year. A certified employee who is non-renewed by**  
75 **the Director of Schools or is not granted tenure by the Murfreesboro City School Board**  
76 **shall be provided notice by June 15th.**

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>EVALUATION OF PROFESSIONAL STAFF</b>	<b>Descriptor No:</b>  <b>PER 17</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>1/89; 8/01</b>	

1 In order to assure high quality performance of teachers and the administrators and to advance the  
2 instructional program of the Murfreesboro City Schools, a continuous evaluation program for  
3 teachers and administrators will be established.

4  
5 Principals or their designees shall evaluate teachers and all other employees in their schools.  
6 Supervisors or department heads shall evaluate personnel not directly assigned to the principal.  
7 The Director of Schools shall evaluate all principals, management personnel, and any employee  
8 who answers directly to the Director of Schools.

9  
10 Murfreesboro City Schools shall follow the guidelines of a State and Board approved model for  
11 local evaluation.

12  
13

14 **APRENTICE/TRANSITIONAL LICENSED TEACHERS**

15  
16 Apprentice/Transitional licensed teachers shall be evaluated each year with the annual evaluation  
17 to be completed by May 1<sup>st</sup>. These teachers shall be observed six (6) times, and at least three (3)  
18 observations shall be formal observations. Three (3) observations must be performed by the  
19 principal, and three (3) observations must be performed by the principal or designee, as follows:

20  
21 The principal shall observe each apprentice/transitional licensed teacher at least three (3) times  
22 per year, with two (2) being formal observations and one (1) being an informal observation. In  
23 addition to the above three (3) observations, the principal or designee shall observe each  
24 apprentice/transitional licensed teacher at least three (3) other times, with one (1) of those being  
25 a formal observation and two (2) being an informal.

26  
27 If any observer who is a principal's designee notes a deficiency during any observation, they  
28 shall immediately provide a copy of the observation to the principal.

29  
30 **PROFESSIONAL LICENSED TEACHERS**

31  
32 Professional licensed teachers shall be evaluated each year with the annual evaluation to be  
33 completed by **May 15<sup>th</sup>**. These teachers shall be observed four (4) times, or as often as the  
34 principal deems necessary to determine and ensure current competence and effective  
35 performance, and with no fewer than two (2) formal observations and two (2) informal

36 observations. Two (2) observations must be performed by the principal and two (2) observations  
37 must be performed by the principal or a designee, as follows:

38  
39 The principal shall observe each professional licensed teacher at least two (2) times per year,  
40 with one (1) being a formal observation and one (1) being an informal observation. In addition  
41 to the above two (2) observations, the principal or a designee shall observe each professional  
42 licensed teacher two (2) times, with one (1) being a formal observation and one (1) being  
43 informal.

44  
45 If any observer who is a principal's designee notes a deficiency during any observation, they  
46 shall immediately provide a copy of the observation to the principal.

47  
48

49 **EVALUATION RECORDS**

50  
51 Personnel evaluations will be kept in the professional employees personnel file at the Central  
52 Office. The evaluation file shall include all yearly, written service evaluations of professional  
53 employees.

54  
55 Additional evaluative materials such as complaints, suggestions for improvement, observation  
56 reports by consultants, and commendations may be placed in the employee's file under the  
57 following conditions:

- 58  
59 a) The comment is signed by the author,  
60 b) The employee is notified by the Director of Schools that such comment is available in the  
61 Director of School's office prior to the placement in the teacher's file, and  
62 c) The employee shall have an opportunity to read and initial the material and to offer a  
63 written denial or explanation and have it placed with the comment.

64  
65 Materials may be removed from a teacher's personnel file by mutual agreement of the teacher  
66 and the Director of Schools. No removed records shall be destroyed except in compliance with  
67 state and federal law.

68  
69

70  
71

72  
73

74 \_\_\_\_\_  
74 Legal References:

- 75  
76 TCA 49-5-5202, 5203 5204, 5205  
77 TCA 49-5-5206(b), and 5206(c)  
78 TRR/MS 0520-2-1-.02

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>EMPLOYEE USE OF SOCIAL ELECTRONIC MEDIA</b>	<b>Descriptor No:</b>  <b>PER 46</b>	<b>Date Adopted:</b>
	<b>Reviewed/Revision Adopted:</b>	

1    **Electronic Media**

2    Murfreesboro City Schools realizes the use of electronic media has become increasingly popular.  
3    The school system also understands guidelines and procedures must be established and followed  
4    in order to ensure the use of such forms of communication is used appropriately.

5  
6    Electronic media includes all forms of social media, such as text messaging, instant messaging,  
7    electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web  
8    sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g.,  
9    Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of  
10   telecommunication such as landlines, cell phones, and Web-based applications.

11  
12   As role models for the district’s students, employees are responsible for their public conduct  
13   even when they are not acting as district employees. Employees will be held to the same  
14   professional standards in their public use of electronic media as they are for any other public  
15   conduct. If an employee’s use of electronic media interferes with the employee’s ability to  
16   effectively perform his or her job duties, the employee is subject to disciplinary action. If an  
17   employee wishes to use a social network site or similar media for personal purposes, the  
18   employee is responsible for the content on the employee’s page, including content added by the  
19   employee, the employee’s friends, or members of the public who can access the employee’s  
20   page, and for Web links on the employee’s page. The employee is also responsible for  
21   maintaining privacy settings appropriate to the content.

22  
23   An employee who uses electronic media for personal purposes shall observe the following:

- 24   • The employee may not set up or update the employee’s personal social network page(s) using  
25    the district’s computers, network, or equipment and/or while performing MCS assigned  
26    duties.
- 27   • The employee shall not use the district’s logo or other copyrighted material of the district  
28    without express, written consent.
- 29   • The employee continues to be subject to applicable state and federal laws, MCS school board  
30    policies, and any administrative regulations, even when communicating regarding personal

31 and private matters, regardless of whether the employee is using private or public equipment,  
32 on or off school grounds. These restrictions include:

- 33
- 34 • Confidentiality of student records.
- 35 • Confidentiality of health or personnel information concerning colleagues,  
36 unless disclosure serves lawful professional purposes or is required by law.
- 37 • Confidentiality of district records, including educator evaluations and private  
38 e-mail addresses.
- 39 • Copyright law
- 40 • Prohibition against harming others by knowingly making false statements  
41 about a colleague or the school system.
- 42

### 43 **Use of Electronic Media with Students**

44 Murfreesboro City Schools is comprised of Pre – K through sixth (6<sup>th</sup>) grade students. The need  
45 for an employee to use electronic media to communicate with elementary students instead of  
46 parents is remote. Therefore, employees are highly discouraged to communicate with current  
47 MCS students through electronic media. In situations where there is a need to communicate with  
48 a current MCS student(s) through electronic media, written permission from the Director of  
49 Schools or his/her designee is required. An employee is not subject to these provisions to the  
50 extent the employee has a social or family relationship with a student.

51  
52 The following definitions apply regarding the use of electronic media with students:

- 53 • *Electronic media* includes all forms of social media, such as text messaging, instant  
54 messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-  
55 sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social  
56 network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes  
57 all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- 58 • *Communicate* means to convey information and includes a one-way communication as well  
59 as a dialogue between two or more people. A public communication by an employee that is  
60 not targeted at students (e.g., a posting on the employee’s personal social network page or a  
61 blog) is not a *communication*: however, the employee may be subject to district regulations  
62 on personal electronic communications. Unsolicited contact from a student through  
63 electronic means is not a *communication*.

## MCS Resignations, Retirements, Leave of Absence and New Hires as of 9/15/2011

### Licensed Personnel Hired

Last Name	First Name	Location	Position
Willard	Lauren	BR	ELL teacher
Jones	Karen	MNE	5 <sup>th</sup> grade teacher
Blazo	Calesta	NF	5 <sup>th</sup> grade teacher

### Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location
Treinen	Kristen	HG

### Interim Instructional Personnel

Last Name	First Name	Location
Neal	Kelly	HG

### Resignations

Last Name	First Name	Location
Fleming	Sarah	DSRR
Faulkenberry-Perry	Melrose	HG
Smith-Haston	Amanda	JP
Ward	Melissa	ESE
Coleman	Kelly	BF
Burgess	William	ESE
Carr	Whitney	HG

**COMPARISON OF BUDGET TOTALS**  
**July 1, 2011 Thru August 31, 2011**

<b>TOTAL INCOME</b>	<b>7/1/11 - 8/31/11</b>	<b>\$</b>	<b>3,756,638</b>
<b>TOTAL EXPENSES</b>	<b>7/1/11 - 8/31/11</b>		<b><u>7,268,536</u></b>
<b>NET INCOME</b>	<b>8/31/11</b>	<b>\$</b>	<b><u><u>(3,511,898)</u></u></b>

## YEAR-TO-DATE REVENUE COMPARISON

DATE: AUGUST 2011

PAGE 1

BUDGET CLASS.	2010-11 BUDGET	2010-11 YTD REV.	2010-11 OVR/(UNDR) BUDGET	2010-11 %	2011-12 BUDGET	2011-12 YTD REV.	2011-12 OVR/(UNDR) BUDGET	2011-12 %
40110-Current Prop. Tax	\$10,230,300.00	\$0	(10,230,300)	0.0%	\$10,240,500.00	\$0.00	\$ (10,240,500)	0.0%
40210-Local Option Sales Tax	6,307,000	-	(6,307,000)	0.0%	6,654,800	-	(6,654,800)	0.0%
40000-41110-Other County Rev	1,341,100	149,110	(1,191,990)	11.1%	1,517,700	117,722	(1,399,978)	7.8%
44000-Other Local Revenue	257,070	52,777	(204,293)	20.5%	307,600	21,423	(286,177)	7.0%
46511-Basic Educ. Program	27,575,000	2,798,800	(24,776,200)	10.1%	28,075,000	2,811,500	(25,263,500)	10.0%
46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
46990-Other State Funds	669,201	4,288	(664,913)	0.6%	455,450	4,309	(451,141)	0.9%
46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
46595-Family Resource ARRA	-	-	-	N/A	25,000	-	(25,000)	N/A
46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
47000- Federal Funds	7,000	-	(7,000)	0.0%	31,403	-	(31,403)	0.0%
49810-Approp./City Gen. Fund	4,810,103	801,684	(4,008,419)	16.7%	4,810,103	801,684	(4,008,419)	16.7%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
<b>TOTALS</b>	<b>\$ 51,196,774</b>	<b>\$ 3,806,660</b>	<b>\$ (47,390,114)</b>	<b>7.4%</b>	<b>\$ 52,117,556</b>	<b>\$ 3,756,638</b>	<b>\$ (48,360,918)</b>	<b>7.2%</b>

**YEAR-TO-DATE EXPENDITURE COMPARISON**

DATE: AUGUST 2011

PAGE 1

<b>BUDGET CLASS.</b>	<b>2010-11 BUDGET</b>	<b>2010-11 YTD EXP.</b>	<b>2010-11 OVR/(UNDR) BUDGET</b>	<b>2010-11 %</b>	<b>2011-12 BUDGET</b>	<b>2011-12 YTD EXP.</b>	<b>2011-12 OVR/(UNDR) BUDGET</b>	<b>2011-12 %</b>
<b>71100-Reg. Instruction</b>	\$30,413,933.00	\$3,779,404.61	\$ (26,634,528)	12.4%	\$31,132,877.00	\$4,317,343.44	\$ (26,815,534)	13.9%
<b>71200-Sp. Ed. Instr.</b>	3,114,368	359,131	(2,755,237)	11.5%	3,359,032	358,541	(3,000,491)	10.7%
<b>72110-Attendance</b>	78,711	8,903	(69,808)	11.3%	82,517	9,372	(73,145)	11.4%
<b>72120-Health Services</b>	392,625	54,065	(338,560)	13.8%	417,785	42,570	(375,215)	10.2%
<b>72130-Guidance</b>	950,134	104,473	(845,661)	11.0%	1,111,999	154,579	(957,420)	13.9%
<b>72210-Reg. Instr. Spprt.</b>	1,453,556	200,311	(1,253,245)	13.8%	1,342,616	154,888	(1,187,728)	11.5%
<b>72220-Sp. Ed. Support</b>	641,222	86,816	(554,406)	13.5%	756,621	65,627	(690,994)	8.7%
<b>72310-Bd. Of Educ.</b>	1,068,760	34,236	(1,034,524)	3.2%	1,059,460	49,903	(1,009,557)	4.7%
<b>72320-Office of Supt.</b>	312,163	49,510	(262,653)	15.9%	291,185	55,541	(235,644)	19.1%
<b>72410-Office of Prin.</b>	2,425,283	350,752	(2,074,531)	14.5%	2,552,738	373,157	(2,179,581)	14.6%
<b>72510-Fiscal Services</b>	509,042	73,989	(435,053)	14.5%	510,649	72,334	(438,315)	14.2%
<b>72520-Personnel Services</b>	251,734	54,309	-	NA	291,833	39,594	(252,239)	13.6%
<b>72610-Oper. Of Plant</b>	4,724,602	420,117	(4,304,485)	8.9%	4,659,099	530,298	(4,128,801)	11.4%
<b>72620-Maint. Of Plant</b>	1,273,339	191,221	(1,082,118)	15.0%	1,313,993	181,766	(1,132,227)	13.8%
<b>72710-Pupil Transp.</b>	1,534,636	235,616	(1,299,020)	15.4%	1,573,325	422,468	(1,150,857)	26.9%
<b>72810-Other Support</b>	719,895	203,013	(516,882)	28.2%	622,671	316,235	(306,436)	50.8%
<b>73300-Community Servic</b>	261,315	36,806	(224,509)	14.1%	274,032	29,230	(244,802)	10.7%
<b>73400-Early Childhood Educ</b>	543,647	78,878	(464,770)	NA	676,364	46,949	(629,415)	6.9%
<b>76100-Reg. Cap. Outlay</b>	500,000	13,921	(486,079)	2.8%	500,000	48,139	(451,861)	9.6%
<b>TOTALS</b>	<b>\$ 51,168,965</b>	<b>\$ 6,335,471</b>	<b>\$ (44,833,494)</b>	<b>12.4%</b>	<b>\$ 52,528,796</b>	<b>\$ 7,268,536</b>	<b>\$ (45,260,260)</b>	<b>13.8%</b>

**MURFREESBORO CITY SCHOOLS**  
**MEMBERSHIP WITH PTR AND ATTENDANCE REPORT**

*First Month Aug. 5 - Sept. 1, 2011*

**K-3rd**

STATE STANDARD: 20 AVG. (25 MAX.)

SCHOOL	KINDERGRTN.			1ST GRADE			2ND GRADE			3RD GRADE			PUP. #	TEA. #	PTR	MEMBERSHIP (includes Special Ed)			
	K	#	P/T	1	#	P/T	2	#	P/T	3	#	P/T				Current Month	Previous Month		
Discovery	61	3	20.33	80	4	20.00	61	3	20.33	78	4	19.50	280	14	20.00	7013	6881		
Black Fox	130	6	21.67	133	7	19.00	102	5	20.40	108	6	18.00	473	24	19.71	6837			
Bradley	44	3	14.67	43	3	14.33	52	3	17.33	57	3	19.00	196	12	16.33	<b>SPECIAL EDUCATION</b>			
CLA	165	9	18.33	142	7	20.29	132	7	18.86	133	7	19.00	572	30	19.07	# Students # Teachers Ratio			
E. Siegel	110	6	18.33	103	6	17.17	114	6	19.00	101	6	16.83	428	24	17.83	E. Siegel	31	5	6.2
Hobgood	73	4	18.25	81	4	20.25	79	4	19.75	43	2	21.50	276	14	19.71	MNE	5	1	5
MNE										96	5	19.20	96	5	19.20	Northfield	40	4	10
MNP	112	6	18.67	103	5	20.60	101	6	16.83				316	17	18.59	Scales	19	3	6.333
NE	90	5	18.00	93	5	18.60	91	5	18.20	95	6	15.83	369	21	17.57	Off Site	1		
J. Pittard	178	9	19.78	151	8	18.88	152	8	19.00	135	8	16.88	616	33	18.67	<b>BELLWOOD PRE-K</b>			
Scales	143	8	17.88	148	8	18.50	134	7	19.14	164	8	20.50	589	31	19.00	# Students # Teachers Ratio			
TOTALS	1106	59	18.75	1077	57	18.89	1018	54	18.85	1010	55	18.36	4211	225	18.72	Regular	381	19	20.05
																SpEd	55	7	7.857

**4th-6th**

STATE STANDARD: 25 AVG. (30 MAX.)

SCHOOL	4TH GRADE			5TH GRADE			6TH GRADE			PUP. #	TEA. #	PTR	REG CLASS PUPIL	REG CLASS TEACH	TOTAL SCHOOL P/T RATIO	ALL LICENS. PERSON.	TOTAL SCHOOL RATIO
	4	#	P/T	5	#	P/T	6	#	P/T								
Discovery	61	3	20.33	66	3	22.00	23	1	23.00	150	7	21.43	430	21	20.48	30	14.33
Black Fox	112	5	22.40	113	5	22.60	89	4	22.25	314	14	22.43	787	38	20.71	54.5	14.44
Bradley	50	3	16.67	55	3	18.33	52	3	17.33	157	9	17.44	353	21	16.81	32.8	10.76
CLA	129	7	18.43	135	6	22.50	104	5	20.80	368	18	20.44	940	48	19.58	65.5	14.35
E. Siegel	126	6	21.00	126	6	21.00	39	2	19.50	291	14	20.79	719	38	18.92	60.5	11.88
Hobgood	62	3	20.67	51	3	17.00	40	2	20.00	153	8	19.13	429	22	19.50	37.3	11.50
MNE	84	4	21.00	98	5	19.60	41	2	20.50	223	11	20.27	319	16	19.94	28.83	11.06
MNP													316	17	18.59	28.33	11.15
NE	104	5	20.80	98	5	19.60	60	3	20.00	262	13	20.15	631	34	18.56	54.33	11.61
J. Pittard	146	7	20.86	131	6	21.83	96	4	24.00	373	17	21.94	989	50	19.78	67.33	14.69
Scales	146	7	20.86	154	7	22.00	115	5	23.00	415	19	21.84	1004	50	20.08	71	14.14
TOTALS	1020	50	20.40	1027	49	20.96	659	31	21.26	2706	130	20.82	6917	355	19.48	530.42	13.04

**ATTENDANCE INFORMATION**

Current Month	97.20%
Previous Month	96.00%
Previous Yr Same Month	97.70%

**Total System Licensed Personnel**

(includes Spec Ed and Central Office)	556.42
<b>Total School System Pupil/Licens. Personnel Ratio</b>	<b>12.60</b>