

RUTHERFORD COUNTY SCHOOL SYSTEM
2240 Southpark Drive
Murfreesboro, TN 37128

February 14, 2019
5:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. APPROVAL OF AGENDA**

Recommend Approval---motion to approve the agenda as presented.

5. APPROVAL OF CONSENT AGENDA (TAB 1)

A. Minutes: January 31, 2019

B. Community Use of Facilities

C. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Mitzi Wilson (6)	NTE \$940.00	Oakland High School	School Funds-Football	Bus Driver
Samuel Gordon	NTE \$1,000.00	Oakland Middle School	School Funds-Boys Basketball	Tournament Director
Derek Fuqua	NTE \$1,769.44	Riverdale High School	School Funds-Track and Field	Assistant Track and Field Coach
Shawn Middleton (6)	NTE \$1,000.00	Siegel High School	School Funds-Variou	Bus Driver
Heather Reedy	NTE \$360.00	Thurman Francis	School Funds-from PTO for Events	DJ for Dance
Heather Reedy	NTE \$1,500.00	Thurman Francis	School Funds-Dance	Dance Co. Instruction + Choreography
Solomon Afful	NTE \$2,000.00	Blackman High School	School Funds-Track	Assistant Track Coach
Thomas Draper	NTE \$1,500.00	Oakland High School	School Funds-Band	Percussion Instructor

David Aydelott	NTE \$850.00	Oakland Middle School	School Funds-Band	All County Band Director
Rick DeJonge	NTE \$850.00	Oakland Middle School	School Funds-Band	All County Band Director
Marquis Johns	NTE \$750.00	Oakland Middle School	School Funds-Boys Basketball	Assistant Boys Basketball Coach
Susan Waters	NTE \$850.00	Oakland Middle School	School Funds-Band	All County Band Director
Jace May	NTE \$1,800.00	Riverdale High School	Softball Boosters	Assistant Softball Coach
Emily Magee	NTE \$500.00	Rock Springs Middle	School Funds-Band	Percussion Clinics-MTVA Performance
Jana Aplin	NTE \$1,000.00	Siegel High School	School Funds-Chorus	Orchestra for Spring Musical
Timothy Berg	NTE \$2,250.00	Siegel High School	School Funds-Chorus	Set Builder for Spring Musical
Clarissa Braschler	NTE \$1,000.00	Siegel High School	School Funds-Chorus	Orchestra for Spring Musical
Katheryn Frazier	NTE \$1,000.00	Siegel High School	School Funds-Chorus	Orchestra for Spring Musical
Amelia Harrison	NTE \$1,000.00	Siegel High School	School Funds-Chorus	Orchestra for Spring Musical
Kyle Hayes	NTE \$1,000.00	Siegel High School	School Funds-Chorus	Orchestra for Spring Musical
Gregory Lawson	NTE \$1,000.00	Siegel High School	School Funds-Chorus	Orchestra for Spring Musical
Kim Yates (2)	Hourly	Stewarts Creek Middle	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2018/2019 school year
Zoila Zavala (2)	Hourly	Stewarts Creek Middle	Clubs, Athletics, + Outside Groups	Additional Custodial work for the 2018/2019 school year

1. Unless listed as an hourly rate
2. Approved previously for an amount \$500 or greater
3. Not less than regular hourly rate – or overtime rate if working over 40 hours during the week
4. Anticipate amounts over \$500 this school year
5. Amend prior approval
6. Less than \$500 but part of event total
7. Pending approval by Transportation Dept.

D. Non-Faculty Volunteer Coaches:

According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.

The following non-faculty volunteer coaches are for the 2018-2019 school year:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Thomas Grant Draper	Oakland High School	Band
Emily Magee	Rock Springs Middle School	Band
Dan Eschenfelder	Blackman High School	Tennis
Sean Whinnery	Rocky Fork Middle School	Baseball
Scott Kathary	Central Magnet School	Tennis
Tim Pogue	Central Magnet	Soccer/Boys
Jamison Snider	Rocky Fork Middle School	Baseball

Recommend Approval---motion to approve the consent agenda items as presented.

6. VISITORS

7. RECOGNITION

Sara Page – Staff Attorney

8. SPOTLIGHT ON EDUCATION

“Code Wildcats” Christiana Elementary

9. SIGNING BONUS INCENTIVE FOR HARD TO STAFF SUBJECT AREA (TAB 2)

The Signing Bonus Incentive for Hard to Staff Areas submitted to the state each year is presented for Board approval

Recommend Approval---motion to approve the Signing Bonus Incentive for Hard to Staff Subject Areas for the 2019-2020 school year as presented.

10. CONTRACT AGREEMENT BETWEEN CHERRI MCCRARY AND RCS (TAB 3)

Mrs. McCrary will provide one training for the RCS Blended Learning Academy on Saturday, March 9, 2019 at the Rutherford County Professional Development Center for current district teachers who are selected to participate in the 2018-2019 Blended Learning Academy.

Contract fees will be in the amount of three hundred dollars (\$300) for the six-hour training. This fee will be paid from Title IV funds and will be processed through the regular payroll accounting system of Rutherford County and is subject to all usual and customary employee withholdings.

Recommended Approval---motion to approve the contract for Cherri McCrary in the amount of \$300 for providing one six-hour blended learning professional development training as presented.

11. FACILITIES USE APPROVED FOR EXEMPTION

Pursuant to Board Policy 3.206 public education schools and institutions, post-secondary education institutions, private universities and colleges, governmental entities or agencies that provide benefits to the Rutherford County School System or have an in-kind relationship approved by the Director of Schools may request the Board of Education to allow an exemption from the use of facilities fee which the Board may allow or deny based upon the details of the specific request. The following groups qualify for the exemption:

Recommended Approval---motion to approve the following groups requesting fee waivers for the use of facilities pursuant to Policy 3.206:

Cub Scout Pack 307	Pinewood Derby
Cystic Fibrosis Foundation	Awareness Walk
River Oaks Community Church	Free Community Sports Camp

FOR INFORMATION ONLY

SOUGHT EXEMPTION

Barfield	National Inventors Hall of Fame, Camp Invention STEM enrichment, 6/10/19-6/14/19 9am-3:30 pm, 4 classrooms, calculated fees = \$300, See attached requested exemption
Blackman High	River Oaks Community Church; Community Sports Camp; 6/24/19-6/26/19 5-9pm; 30 classrooms, auditorium, both gyms, cafeteria, and outside campus; calculated fees = \$4,317, See attached requested exemption
Central Magnet	Cystic Fibrosis Foundation, Awareness Walk, 4/27/19 7am-2pm, outside campus, calculated fees = \$100/hr, See attached requested exemption
Kittrell Elementary	Tennessee Connection, AAU basketball practices, 2/15/19-6/30/19 5-8pm M/W/F, gym, calculated fees = \$18/hr, See attached requested exemption

McFadden	TN Cougars, AAU basketball practices, 2/14/19-5/28/19 Su/W 2-5pm or 4-6:30pm, gym, calculated fees = \$18/hr, See attached requested exemption
Stewarts Creek Middle	Smyrna Stunners 8u baseball, baseball practices, 2/20/19-6/26/19 Wed 6-7:30pm, softball field, calculated fees = \$18/hr, See attached requested exemption
Whitworth Buchanan	615 Elite, AAU basketball practices, 3/1/19-7/31/19 Tu/W/Th 6-9pm, gym, calculated fees = \$18/hr, See attached requested exemption
Wilson Elementary	Cub Scouts Pack 307, Pinewood Derby, 2/23/19 10 am-4pm, cafeteria, calculated fees = \$18/hr, See attached requested exemption

Note: Facility use for 2/14/19 has been granted pending Board action. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00 if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise approval is terminated at the end of the policy period. **All approvals are for no more than a 1-year period.**

12. FINANCIAL MATTERS (TAB 4)

General Purpose School Budget Amendment:

1. Accounting

This amendment uses \$40,000 of the unbudgeted growth in local sales tax revenue to fund a transitional position so that training can begin for Jeff Sandvig's replacement. Mr. Sandvig will retire at the end of July.

Recommended Approval—motion to amend \$40,000 in Local Sales Tax Revenue, account 40210, in order to fund training time for Mr. Sandvig's replacement as presented.

2. Student Support, Function 72130

This amendment changes the general ledger codes for six existing Central Office based employees. No new funds or positions are involved.

The testing responsibilities were reassigned to our coordinator for data assessment when our safety and testing coordinator left. Mr. David Crim came on board in January to oversee the safety program and this position is best recorded in the School Support function.

Our athletic director and lead athletic trainer are being moved from other salaries and wages, object code 189, to the supervisor/director object code 105.

The other three positions in this amendment are our behavior analysts who are being moved to Student Support. These positions have been split between Regular Ed and Special Ed. (We added two behavior analysts this year who are budgeted in Other Salaries, Student Support, 72130-189, because they handle both Regular Ed and Special Ed students.)

Recommended Approval---motion to amend \$128,507 to account 72130-105, \$88,838 to account 72130-189, and \$39,560 in related payroll benefits with the salary funds coming from other salaries, Object code 189, in the student support function, 72130, the Regular Ed program, function 72210, and the Special Ed program, function 72220 as presented.

13. PROPOSED POLICY CHANGES (TAB 5)

A. Policy 1.407: School District Records

Policy 1.407 has been updated to name role of the District's Public Records Request Coordinator.

B. Policy 3.201: Safety

TSBA recommends including a provision for reporting all safety and security plans to local law enforcement as required by law.

C. Policy 3.206: Community Use of School Facilities

Policy 3.206 includes language that allows the Director of Schools or his/her designee to present fee waivers to the Board for approval or denial based on Board policy and administrative procedures established by the Director of School.

D. Policy 4.211: Work Based Learning Program

State Board of Education Policy 2.103(5) requires Board to adopt a process for evaluation and assessment of work-based learning experiences.

E. Policy 6.404: Acquired Immune Deficiency Syndrome

TSBA updated Policy 6.404 to include language regarding infection control pursuant to the requirements of State Board of Education Policy 5.300.

F. Policy 6.502: Foreign Exchange Students

Policy 6.502 has been updated to give principals the discretion to determine the number of foreign exchange students placed in their respective schools.

Recommended Approval---motion to approve Policies 1.407, 3.201, 3.206, 4.211, 6.404, and 6.502 as recommended by the Policy Committee on second and final reading.

- 14. INSURANCE UPDATE**
- 15. DIRECTOR'S UPDATE**
- 16. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**
- 17. FEDERAL RELATIONS NETWORK (FRN) UPDATE**
- 18. GENERAL DISCUSSION**
- 19. ADJOURNMENT**

**RUTHERFORD COUNTY SCHOOL SYSTEM
Board of Education Meeting
2240 Southpark Drive
Murfreesboro, TN 37128**

Minutes of January 31, 2019

Board Members Present

**Jim Estes, Board Chairman
Coy Young, Vice-Chairman
Terry Hodge
Tiffany Johnson
Jeff Jordan
Lisa Moore
Tammy Sharp
Bill C. Spurlock, Director of Schools**

1. CALL TO ORDER

The Board Chairman called the meeting to order at 5:00 P.M. on January 31, 2019. The 2019 Rutherford County Amazing Shake Winners Veronica Babbitt and Madeline Heaton led the Pledge of Allegiance.

2. MOMENT OF SILENCE

The Chairman called for a moment of silence.

3. APPROVAL OF AGENDA

Motion made by Mr. Hodge, seconded by Mr. Young, to approve the agenda as presented.

Vote: All Yes

4. APPROVAL OF CONSENT AGENDA

- A. Minutes: January 15, 2019
Policy Committee Meeting Minutes: January 23, 2019**
- B. Community Use of Facilities**
- C. iAutomation System for Accounting Contract**
- D. Beynon Sports Contract for Riverdale High School Track**

E. Out of County Transfer Student (1)

F. Transportation: Bus #149 Voluntary Contract Termination

G. Routine Bids:

Bid #3370 – Art Equipment

Bid #3371 – Fire Alarm & Intercom Parts

Bid #3372 – Multimedia AV Equipment & Technology Parts

Request to Purchase:

The Engineering and Construction Department would like to replace and update the track surface at Riverdale High School in the amount of \$220,612.75. To be purchased from Beynon Sports using Sourcewell Contract #060518. These are approved projects from Capital Project Funds.

H. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Maranda Allen 5	NTE \$400.00	Blackman Middle School	School Funds- Track	Worker at Track meets
Kaitlyn Benavides 5	NTE \$400.00	Blackman Middle School	School Funds- Track	Worker at Track meets
Ashley Hughey 5	NTE \$400.00	Blackman Middle School	School Funds- Track	Worker at Track meets
Brittany Smith 5	NTE \$400.00	Blackman Middle School	School Funds- Track	Worker at Track meets
Travis Rutland	NTE \$5,000.00	Blackman Middle School	School Funds- Football, Soccer, Softball, Baseball, Gen Athletics	Mowing, weed eating, Fertilizing, trash pickup, + other field maintenance
Dustin Stem	NTE \$5,000.00	Blackman Middle School	School Funds- Football, Soccer, Softball, Baseball, Gen Athletics	Mowing, weed eating, Fertilizing, trash pickup, + other field maintenance
Sedonia Thompson 4	NTE \$500.00	Blackman Middle School	School Funds- Girls Basketball	Additional amount for Assistant Girls Basketball Coach- Total is now \$1,000

John DeValk	NTE \$1,000.00	Siegel High School	School Funds-Girls + Boys Basketball	Scorekeeper/Clock Operator
David Mitchell	NTE \$1,873.00	Stewarts Creek Middle School	School Funds-Football	Assistant Football Coach
Larry Smith	NTE \$3,500.00	All Schools	School Funds-Track	Timer at Track meets
Adam Bond	NTE \$1,000.00	Siegel High School	School Funds-Choir	Orchestra-Spring Musical
Mary Braschler	NTE \$1,000.00	Siegel High School	School Funds-Choir	Pianist for Choir
Kelli Cox	NTE \$1,000.00	Siegel High School	School Funds-Choir	Orchestra-Spring Musical
Matthew Jordan	NTE \$1,000.00	Siegel High School	School Funds-Choir	Orchestra-Spring Musical
Matthew Hunter	NTE \$1,000.00	Riverdale High School	School Funds-Theater	Choreographer for Theater
Jonathan Jarrell	NTE \$5,000.00	Stewarts Creek High School	School Funds-Band	Guest Conductor for Honor Band
Tristen Sanders	NTE \$1,000.00	Stewarts Creek High School	School Funds-Half Timers	Choreographer for Half Timers
Daisy Shipley	NTE \$1,200.00	Stewarts Creek Middle School	School Funds-Softball	Assistant Softball Coach
William Holliday	NTE \$1,500.00	Whitworth Buchanan	School Funds-Girls Basketball + Track	Assistant Girls Basketball Coach + Assistant Track Coach

1. Unless listed as an hourly rate
2. Approved previously for an amount \$500 or greater
3. Not less than regular hourly rate – or overtime rate if working over 40 hours during the week
4. Anticipate amounts over \$500 this school year
5. Amend prior approval
6. Less than \$500 but part of event total
7. Pending approval by Transportation Dept.

I. Non-Faculty Volunteer Coaches:

According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.

The following non-faculty volunteer coaches are for the 2018-2019 school year:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Haneef Sharif	Rockvale Middle School	Baseball
Soloman Afful	Blackman High School	Track

Matthew Hayes Hunter
Jace May
Jerry Gardner

Riverdale High School
Riverdale High School
Rockvale Middle School

Theatre
Softball
Softball

Motion made by Mr. Jordan, seconded by Mrs. Moore, to approve the consent agenda items as presented.

Vote: All Yes

6. SPOTLIGHT ON EDUCATION

**Mrs. Ann Haley introduced the 2019 Rutherford County Amazing Shake Winners:
Veronica Babbitt
Madeline Heaton**

The conference focuses on soft skills and professional conduct.

7. RECOGNITION

Mr. Brad Harrison recognized The Rutherford County Resource Officer Division on its 25th Anniversary and thanked the Board for their support.

Mrs. Sarah Winter, Nurse Coordinator, recognized Andrea Cain, who was named School Nurse of the Year and Barb Herrell, who was named School Nurse Supervisor of the Year by The Tennessee Association of School Nurses

8. VISITORS

Mr. Michael S. Gossman, representing his daughter who attends high school at LaVergne High School, addressed the Board regarding Valedictorian and Salutatorian requirements.

Mr. Aaron B. Holladay, representing himself, spoke to the Board regarding equity in public education.

9. GREENHEART EXCHANGE

Ms. Melanie Foge, Director of Greenheart Exchange, introduced the function of the Greenheart Exchange and she had some students in the audience to introduce to the Board.

10. 2019 SUMMER SCHOOL CALENDAR

The Instruction Department is requesting approval for the 2019 summer school calendar. Plans are for high school course offerings. The high school site will be Riverdale High School. High school first semester course offerings will be from May 30th through June 25, 2019, while the second semester will be scheduled from June

26th through July 23, 2019. Transportation services are not provided. Tuition will remain at \$100 per one-half credit for high school courses and \$200 for Drivers Education.

Motion made by Mr. Hodge, seconded by Mrs. Moore, to approve the Instruction Department's request for the summer school sites and calendar as presented.

Vote: All Yes

11. APPROVAL OF COMMUNITY USE OF FACILITIES

Pursuant to Board Policy 3.206 public education schools and institutions, post-secondary education institutions, private universities and colleges, governmental entities or agencies that provide benefits to the Rutherford County School System or have an in-kind relationship approved by the Director of Schools may request the Board of Education to allow an exemption from the use of facilities fee which the Board may allow or deny based upon the details of the specific request.

Motion made by Mr. Jordan, seconded by Ms. Sharp, to approve the following groups requesting fee waivers for the use of facilities pursuant to Policy 3.206: Cub Scout Pack 374, Saint Thomas Health Medical Mission, Cub Scout Pack 341 for Pinewood Derby and Blue and Gold Banquet, Middle TN Vocal Association, and City of LaVergne. All other requests to use facilities are approved, but fees for use will not be waived.

Vote: All Yes

12. FACILITIES

Rock Springs Middle School:

Principal Stephen Wayne has requested to purchase a 10x12 wooden storage building to be placed on an existing concrete slab. Engineering and Construction has reviewed the requested placement location and finds it acceptable. This request is at no cost to the Board

Motion made by Mr. Hodge, seconded by Mr. Young, to approve Rock Springs Middle purchase of a 10x12 storage building as presented.

Vote: All Yes

Blackman Middle School:

Principal Amy Connifey-Marlin is requesting to install a score board for the girls softball field. The cost for the score board is approximately \$5,500.00 and will be donated by Wilson Bank and Trust. Engineering and Construction has reviewed this request and finds the location acceptable. The installation is at no cost to the Board.

Motion made by Ms. Johnson, seconded by Ms. Sharp, to approve the Blackman Middle School's request to install a score board for the girls' softball field as presented.

Vote: All Yes

Barfield Elementary School:

Principal Judy Goodwin is requesting to install three new playground pieces and two trash receptacles at a cost of \$23,854.60. This cost will be paid for by the Barfield PTO and will be at no cost to the Board. Engineering and Construction has reviewed this request and the requested locations and finds it acceptable.

Motion made by Mr. Hodge, seconded Ms. Johnson, to approve the request for additional playground equipment installation at Barfield Elementary as presented.

Vote: All Yes

13. FINANCIAL MATTERS

1. Stewarts Creek High School Band, Booster Club Raffle 2019

Stewarts Creek High School Band Booster Club requests School Board permission to apply to the Tennessee Secretary of State for permission to conduct a lottery in the fall of 2019. If approved, raffle tickets will be sold at a price of \$20 with discounted pricing tiers. The prize amount will be either the fair market value of a new vehicle or 50% of gross ticket sales if less than 45% of ticket inventory is sold. The drawing will be held at Stewarts Creek High School in the fall of 2019.

All purchased raffle tickets will be placed in an enclosed container and tumbled to assure they are mixed. The winning ticket will be drawn by an impartial party over the age of 18. The winner need not be present at the drawing to win. The 2018 raffle generated a profit of \$8,600.68 on ticket sales of \$19,056.00.

Logs are maintained detailing the following:

Ticket # Purchased

Name, Address, Phone # and Email Address of Purchaser

Form of Payment-Cash, Check or Card

All applicable state and federal requirements and applicable laws are followed.

Motion made by Mr. Young, seconded by Mr. Hodge, to approve the Stewarts Creek High School Band Booster Club's request to apply to the Tennessee Secretary of State for permission to conduct a lottery in the fall of 2019 and to approve this fundraiser contingent on the state approval.

Vote: All Yes

2. Oakland High School Football Field-Athletic Surfaces Plus Fundraising Agreement

Oakland High School football wants to pursue replacing its grass football field with turf. This project would be funded through the Oakland Endzone Club with the same restrictions and requirements as the Board approved for the Blackman High turf project.

- 1. The upfront advertising payments shall be deposited in the school activity fund.**
- 2. The Endzone Club and Oakland High School shall only proceed with the project when these upfront advertising payments are at least 20% (twenty percent) of the total cost of the project. These funds shall only be used for the down payment on the turf package.**
- 3. The bid proposal for the turf shall be approved by the School Board.**
- 4. The field advertising revenues shall flow through the school support group's bank account and shall only be used for principal and interest payments for the turf field.**
- 5. The school support group will have to obtain the financing needed for this project and the school support group shall have total responsibility for paying off the debt.**
- 6. The field advertising revenues shall go to the school's activity fund when the debt is paid off.**

The School will have all responsibility for field replacement, maintenance, and repair.

At this time, Oakland High School and the Endzone Club are asking Board approval for the fundraising contract with Athletic Surfaces Plus and the \$5,000.00 initial payment so that fundraising may start. The second agreement with ASP will be brought back to the Board after fundraising is well under way.

Oakland High School is not requesting any funds from Rutherford County Schools. The school will be soliciting advertising contributions up front as well as advertising commitments extended over multiple years in conjunction with Athletic Surfaces Plus. The Endzone Club will most likely have to get a loan to cover total costs, which will be fully covered by advance donations and/or commitments before we can proceed with this project.

The outside account will be managed by parents and community supporters and will be supervised by the principal of the high school and the Rutherford County Schools Director of Finance.

Motion made by Mr. Hodge, seconded by Mr. Young, to allow the Oakland High School Endzone Club to enter into a fundraising contract with Athletic Surfaces Plus subject to the six restrictions enumerated above.

Vote: All Yes

14. PROPOSED POLICY CHANGES

A. Policy 1.407: School District Records

Policy 1.407 has been updated to name role of the District's Public Records Request

B. Policy 3.201: Safety

TSBA recommends including a provision for reporting all safety and security plans to local law enforcement as required by law.

C. Policy 3.206: Community Use of School Facilities

Policy 3.206 includes language that allows the Director of Schools or his/her designee to present fee waivers to the Board for approval or denial based on Board policy and administrative procedures established by the Director of Schools.

D. Policy 4.211: Work Based Learning Program

State Board of Education Policy 2.103(5) requires Boards to adopt a process for evaluation and assessment of work-based learning experiences.

E. Policy 6.404: Acquired Immune Deficiency Syndrome

TSBA updated Policy 6.404 to include language regarding infection control pursuant to the requirements of State Board of Education Policy 5.300.

F. Policy 6.502: Foreign Exchange Students

Policy 6.502 has been updated to give principals the discretion to determine the number of Foreign exchange students placed in their respective schools.

Motion made by Ms. Sharp, seconded by Ms. Johnson, to approve Policies 1.407, 3.201, 3.206, 4.211, 6.404, and 6.502 as recommended by the Policy Committee on first reading.

Vote: All Yes

15. PROPERTY

Mr. Clardy, Assistant Superintendent of Facilities and Construction, gave the Board an update on two pieces of property, 231 North which is the Matthews Property and Christiana Sledge Road tracts. All due diligence is complete with Phase I Environmental ongoing along with final surveying. Mr. Jeff Reed gave an update on the contract preparation and meetings with owners.

Purchase of Property on Christiana Hoover Gap Road

All due diligence is complete on the property Christiana Hoover Gap Road area. Because of a three-school complex and a STEP System for sewer, we recommend buying 150 acres of the prime piece of the property out of the flood plain. The price has been negotiated at \$18,000 per acre. Jeff Reed, School Board Attorney, is in the process of completing the closing agreement documents. The property is bordered by Sledge Road on the North, Plainview Road on the West and Christiana Hoover Gap Road on the South.

Motion made by Ms. Moore, seconded by Mr. Jordan, to approve the Board of Education contracting for the purchase of approximately 150 acres of H. Global Investment, L.P. property for \$18,000/acre subject to County Commission funding, and to authorize the Chairman to sign the contract as approved by Board Attorney Jeff Reed as presented.

Vote: All Yes

Purchase of Property on Hwy 231 North

All due diligence is complete on the property on Highway 231 North across from Walter Hill School. Because of a two-school complex and a STEP System for sewer, we recommend buying 100 acres. The price has been negotiated at \$42,500 per acre. Jeff Reed, School Board Attorney, is in the process of completing the closing agreement documents. The property on the north end of the farm at the corner of Jefferson Pike and Highway 231 North.

Motion made by Mr. Young, seconded by Mr. Hodge, to approve the Board of Education contracting for the purchase of approximately 100 acres of the Andrew J. and Kristy R. Matthews property for \$42,500/acre subject to County Commission funding, and to authorize the Chairman to sign the contract as approved by Board Attorney Jeff Reed as presented.

Vote: All Yes except Mrs. Johnson voted No.

16. BUILDING PLAN

The Five-Year Building Plan was presented to the Board by Mr. Spurlock. He went over the growth numbers by school in support of the Building Program. The consensus was in support of the plan as it was presented.

Motion made by Mr. Hodge, seconded by Mr. Young, to approve the Five-Year Building Plan as presented.

Vote: All yes

17. INSURANCE UPDATE

Mr. Jeff Sandvig gave a report on the insurance committee.

The results of two Requests for Proposals were presented to the Insurance Committee. Assured Partners has been recommended to the Commission as our broker and third-party administrator for property and casualty insurance and our on-the-job injury program. The recommended contractor for our OSHA Inspection Services is Johnson and Assoc. of Franklin. There are both the low bid responders.

The issue of allowing county commissioners, school board commissioners, and road board commissioners to sign up for our health insurance plan was raised. (These elected officials would pay the full cost). County human resources has started researching how other counties in the state handle this. Jay Brown with Mercer will

examine the legal issues related to this possible change. The insurance committee asked that issue be addressed at our next meeting.

This was Melissa Street's last meeting with us. Lois Miller, our former director of risk management has returned as the interim director so that we will have a smooth transition.

18. DIRECTOR'S UPDATE

Mr. Spurlock asked Trey Lee to review the surplus properties at the schools. He also asked David Crim to update the Board on the NaviGate system.

Mr. Spurlock also thanked all participants involved in the closing of schools because of the recent snow.

19. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE

Mrs. Moore provided the Board with a copy of the TSBA 2019 Education Legislation report.

20. FEDERAL RELATIONS NETWORK (FRN) UPDATE

Mr. Hodge gave a brief report on the FRN news and then asked Ms. Sharp to share some highlights on Education Policy meeting in St. Louis.

21. GENERAL DISCUSSION

Mr. Hodge suggested that the Board make plans to send a RESOLUTION to legislators stressing why vouchers would be detrimental to Rutherford County Schools. Ms. Moore will ask the City School Board and the County Commissioners to join in this RESOLUTION.

Jeff Reed will have the RESOLUTION prepared for the next Board Meeting on February 14.

The Board discussed the possibility of having more representatives on the County Insurance Committee. We presently have one employee from HR and one from Budget.

The Steering Committee meets on Monday night, February 4, Lisa Moore and Coy Young will attend the Steering Committee meeting and ask for an addition vote on the committee.

The Board thanked Staff Attorney Lauren Bush for her service to the Board. Ms. Bush is leaving on January 31 to take a position with another district.

There being no further business, the meeting adjourned at approximately 7:00 P.M.

Jim C. Estes, Board Chairman

Date

Bill C. Spurlock, Director of Schools

Date

FACILITIES USE

February 14, 2019

CONSENT AGENDA

Blackman Elementary	Living Water Church, worship services, 2/14/19-2/14/20 Sundays 8am-12pm, 1 classroom & cafeteria, \$78/wk
Blackman High	Student Sports LLC, football combine & regional, 5/18- 5/19/19 3-8pm & 8-5pm, football stadium & track, \$1400
Oakland Middle	The Dance Academy; dance recital; 6/13/19-6/15/19 Th 7:30-4pm, Fr 8-8pm, & Sa 9-9pm; auditorium, \$855
Oakland Middle	Dance Works; dance recital; 3/2/19 7am-10pm; auditorium, \$330
Oakland Middle	Tennessee Stallions, AAU Games, 2/9/19 2-9pm, gym, \$290
Stewartsboro	Solomon Porch Christian Community, Sunday School Class, 2/14/19-2/14/20 Sundays 10-11am, cafeteria, \$18/hr

FACILITIES USE

February 14, 2019

APPROVED FOR EXEMPTION

Pursuant to Board Policy 3.206 public education schools and institutions, post-secondary education Institutions, private universities and colleges, governmental entities or agencies that provide benefits to the Rutherford County school system or have an in-kind relationship approved by the Director of Schools may request the Board of Education to allow an exemption from the use of facilities fee which the Board may allow or deny based upon the details of the specific request. The following groups qualify for the exemption:

Recommended Approval: Motion to approve the following groups requesting fee waivers for the use of facilities pursuant to Policy 3.206:

Cub Scouts Pack 307	Pinewood Derby
Cystic Fibrosis Foundation	Awareness Walk
River Oaks Community Church	Free Community Sports Camp

APPROVED WITHOUT EXEMPTION

Recommended Approval: Motion to approve the following groups for use of facilities with the payment of fees:

Barfield	National Inventors Hall of Fame, Camp Invention STEM enrichment, 6/10/19-6/14/19 9am-3:30pm, 4 classrooms, calculated fees = \$300
McFadden	TN Cougars, AAU basketball practices, 2/14/19-5/28/19 Su/W 2-5pm or 4-6:30pm, gym, \$18/hr
Kittrell Elementary	Tennessee Connection, AAU basketball practices, 2/15/19-6/30/19 5-8pm M/W/F, gym, \$18/hr
Stewarts Creek Middle	Smyrna Stunners 8u baseball, baseball practices, 2/20/19-6/26/19 Wed 6-7:30pm, softball field, \$18/hr
Whitworth Buchanan	615 Elite, AAU basketball practices, 3/1/19-7/31/19 Tu/W/Th 6-9pm, gym, \$18/hr

FACILITIES USE

February 14, 2019

FOR INFORMATION ONLY

SOUGHT EXEMPTION

Barfield	National Inventors Hall of Fame, Camp Invention STEM enrichment, 6/10/19-6/14/19 9am-3:30pm, 4 classrooms, calculated fees = \$300, See attached requested exemption
Blackman High	River Oaks Community Church; Community Sports Camp; 6/24/19-6/26/19 5-9pm; 30 classrooms, auditorium, both gyms, cafeteria, and outside campus; calculated fees = \$4,317, See attached requested exemption
Central Magnet	Cystic Fibrosis Foundation, Awareness Walk, 4/27/19 7am-2pm, outside campus, calculated fees = \$100/hr, See attached requested exemption
Kittrell Elementary	Tennessee Connection, AAU basketball practices, 2/15/19-6/30/19 5-8pm M/W/F, gym, calculated fees = \$18/hr, See attached requested exemption
McFadden	TN Cougars, AAU basketball practices, 2/14/19-5/28/19 Su/W 2-5pm or 4-6:30pm, gym, calculated fees = \$18/hr, See attached requested exemption
Stewarts Creek Middle	Smyrna Stunners 8u baseball, baseball practices, 2/20/19-6/26/19 Wed 6-7:30pm, softball field, calculated fees = \$18/hr, See attached requested exemption
Whitworth Buchanan	615 Elite, AAU basketball practices, 3/1/19-7/31/19 Tu/W/Th 6-9pm, gym, calculated fees = \$18/hr, See attached requested exemption
Wilson Elementary	Cub Scouts Pack 307, Pinewood Derby, 2/23/19 10am-4pm, cafeteria, calculated fees = \$18/hr, See attached requested exemption

Note: Facility use for 2/14/19 has been granted pending Board action. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00 if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise approval is terminated at the end of the policy period. **All approvals are for no more than a 1-year period.**

Signing Bonus Incentive for Hard to Staff Subject Area

Hiring Incentive for grades 6-12 math, chemistry, physics, and world languages

Criteria:

1. A one-time signing bonus of \$3,000; paid \$1,500 in the fall and \$1,500 in the spring
2. An additional EARLY signing bonus of \$2,000 if contracted to Rutherford County School before March 1 for the upcoming school year
3. Teacher must hold a valid TN teaching license with appropriate endorsement in that subject area
4. Teacher must be new to Rutherford County Schools, if returning to RCS or an existing employee must not have taught in any of these hard to staff areas as designated in this plan
5. Signing bonus is contingent on final employment approval.

Hiring incentive for English as a Second Language program instruction

Criteria:

1. A one-time signing bonus of \$1,500; paid \$750 in the fall and \$750 in the spring
2. Teacher must hold a valid TN teaching license with appropriate ESL endorsement
3. Teacher must be new to Rutherford County Schools; if returning to RCS or an existing employee must not have taught in this hard to staff area as designated in this plan
4. Signing bonus is contingent on final employment approval

Qualifying Endorsement Codes:

ESL: 301, 490

Qualifying Endorsement Codes: Math: 013, 122, 125, 413

Physics: 017, 129, 214, 414, 417

Chemistry: 016, 127, 212, 416

World Languages: 163, 169, 170, 404, 409, 495, 496 and other equivalent world language endorsements

Hiring Incentive for Board Certified Behavior Analyst (BCBA Certification)

Criteria:

1. A one-time signing bonus of \$3,000; paid \$1,500 in the fall and \$1,500 in the spring
2. Hold BCBA Certification
3. Teacher must be new to Rutherford County Schools, if returning to RCS or an existing employee must not have taught in any of these hard to staff areas as designated in this plan
4. Signing bonus is contingent on final employment approval.

CONTRACT AGREEMENT

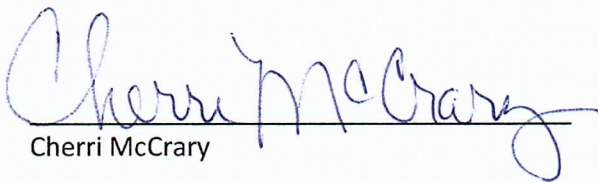
This contract is between Cherri McCrary, and the Rutherford County Board of Education, 2240 Southpark Drive, Murfreesboro, TN 37128.

In consideration of mutual promises herein contained, the parties hereto have agreed and hereby contract as follows:

- A. Cherri McCrary agrees to provide a "Blended Learning Academy" training for any District teachers who applied.
- B. There will be one (1) training given. It will be held on Saturday, March 9, 2019. and will be held at the Professional Development Center of Rutherford County Schools.

The Board of Education agrees to the following:

- A. One payment of Three Hundred Dollars (\$300) for this session. This fee will be paid from Title IV funds. This fee will be processed through the regular payroll accounting system of Rutherford County and is subject to all usual and customary employee withholdings.
- B. The Instructional Technology Department will provide an in-service request form and an evaluation form for each participant to complete at the end of the training.


Cherri McCrary

1/31/19
Date

Bill Spurlock, Director of Schools

Date

Chairman, Board of Education

Date

Rutherford County Schools							02/14/19
Accounting Department							
2018-19 General Purpose School Budget Amendment							
			YTD as of	Budget before			Amended
			January	Amendment	Increases	Decreases	Budget
Ending Fund Balance							
141-40210	Local Sales Tax		32,006,799	63,551,000	40,000		63,591,000
Total Revenues			218,636,144	374,756,036	40,000		374,796,036
Fund-Function	Object						
141-72510	105	Supervisor/Dir	184,696	316,622	29,500		346,122
141-72510	201	FICA	26,994	47,407	1,829		49,236
141-72510	204	Retirement	47,718	83,529	3,086		86,615
141-72510	207	Medical Insur.	65,791	131,432	5,157		136,589
141-72510	212	Medicare	6,313	11,127	428		11,555
141-72510 Total	Accounting		620,165	1,132,143	40,000	-	1,172,143
Grand Total			195,700,779	389,818,649	40,000	-	389,858,649
This amendment uses \$40,000 of the unbudgeted growth in local sales tax revenue to fund a transitional position to so that training can begin for Jeff Sandvig's replacement.							
Mr. Sandvig will retire at the end of July.							
Recommended motion - to amend \$40,000 in Local Sales Tax Revenue, account 40210, in order to fund training time for Mr. Sandvig's replacement as presented.							
Bill C. Spurlock, Director of Schools					Jim Estes, Chairman of the Board		
Approved by Rutherford County Board of Education Feb. 14, 2019							

Rutherford County Schools							02/14/19
Accounting Department							
2018/19 General Purpose School Budget Amendment							
			YTD as of	Budget before			Amended
			January	Amendment	Increases	Decreases	Budget
Fund-Function	Object						
141-72130	105	Supervisor/Dir	-	-	128,507		128,507
141-72130	189	Other Salaries	438,512	1,069,627	88,838		1,158,465
141-72130	201	FICA	197,684	421,455	13,473		434,928
141-72130	204	Retirement	336,381	729,524	22,935		752,459
141-72130	212	Medicare	46,583	98,915	3,152		102,067
141-72130 Total	Other Student Support		4,850,065	10,075,509	256,905	-	10,332,414
141-72210	189	Other Salaries	757,414	1,457,934		45,473	1,412,461
141-72210	201	FICA	273,120	537,920		2,820	535,100
141-72210	204	Retirement	470,868	920,335		4,847	915,488
141-72210	212	Medicare	63,968	126,252		659	125,593
141-72210 Total	Instruction Program		6,440,242	12,694,829	-	53,799	12,641,030
141-72220	189	Other Salaries	156,289	235,328		171,871	63,457
141-72220	201	FICA	34,978	67,469		10,656	56,813
141-72220	204	Retirement	59,784	116,883		18,087	98,796
141-72220	212	Medicare	8,288	15,835		2,492	13,343
141-72220 Total	SPED Program		971,974	1,743,578	-	203,106	1,540,472
Grand Total			195,700,779	389,858,649	256,905	256,905	389,858,649
This amendment changes the general ledger codes for six existing Central Office-based employees. No new funds or positions are involved.							
The testing responsibilities were reassigned to our coordinator for data assessment when our safety and testing coordinator left. Mr. David Crim came on board in January to oversee the safety program and this position is best recorded in the School Support function.							
Our athletic director and lead athletic trainer are being moved from other salaries and wages, object code 189, to the supervisor/director object code 105.							
The other three positions in this amendment are our behavior analysts who are being moved to Student Support. These positions have been split between regular ed and special ed. (We added two behavior analysts this year who are budgeted in Other Salaries, Student Support, 72130-189, because they handle both regular ed and special ed students.)							
Recommended motion - to amend \$128,507 to account 72130-105, \$88,838 to account 72130-189, and \$39,560 in related payroll benefits with the salary funds coming from other salaries, object code 189, in the student support function, 72130, the regular ed program, function 72210, and the special ed program, function 72220 as presented.							
Bill C. Spurlock, Director of Schools				Jim Estes, Chairman of the Board			
Approved by Rutherford County Board of Education Feb. 14, 2019							

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Safety</h2>	Descriptor Code: 3.201	Issued Date: Click here to enter a date.
		Rescinds: 3.201	Issued: 01/15/09

1 **In accordance with board policy**, the principal of each school shall develop procedures for keeping school facilities
 2 safe and free from hazards.¹

3 All employees shall report current and potential hazards to their immediate supervisor(s).

4 Each principal is responsible for seeing that safety is a part of the instructional program of the school **as required**
 5 **by law.**¹

6 The safety program shall include:

- 7 • Fire prevention;
- 8 • Accident prevention;
- 9 • Warning systems;
- 10 • Emergency drills (~~Fire, severe weather, earthquake, and bomb threat~~);
- 11 • Traffic safety;
- 12 • Traffic and parking controls;
- 13 • Safety inspections;
- 14 • First aid; and
- 15 • **Disaster preparation** ~~A disaster preparedness plan for a nuclear or other major emergency.~~

16 Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful
 17 and valid business shall enter onto the grounds or into the buildings of a school during the hours of student
 18 instruction. All staff members shall report all persons appearing to be improperly on school premises to the
 19 principal.²

20 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to
 21 **maintain order or security. In addition, the Director of Schools or his/her designee shall provide the local law**
 22 **enforcement agency with all safety and security plans.**³

Legal References

1. TCA 49-6-804; TCA 49-6-1003
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

Cross References

- Visitors to the School 1.501
 Emergency Preparedness Plan 3.202
 Care of School Property 6.311

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Work-Based Learning Program</h2>	Descriptor Code: 4.211	Issued Date:
		Rescinds:	Issued:

- 1 Students shall have access to a system of structured work-based learning experiences that allow them
- 2 to apply classroom theories to practical problems as well as explore career options.

- 3 The Director of Schools shall develop administrative procedures to govern the efficient administration
- 4 of the work-based learning program. Such procedures shall include, among other things, a process for
- 5 evaluation and assessment of the program to ensure that it is of high quality and meets the needs of
- 6 students.¹

Legal References

1. State Board of Education Policy 2.103(5)

Cross References

- Insurance Management 3.600

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date:
		Rescinds: 6.404	Issued: 01/15/09

1 LIABILITY AND NON-DISCRIMINATION

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an
3 HIV infected student from participating in the continuation of his/her education on the sole basis of
4 HIV infection. To the extent practical with medical and educational needs, the student shall be subject
5 to the same rules for class assignment, privileges, and participation in any school-sponsored activities
6 as all other students. The Board shall strive to maintain a respectful school climate for HIV infected
7 students.

8 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
9 infection, shall not be a condition for school entry or attendance.¹

10 ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY

11 If a student's parent(s)/guardian(s) choose to disclose the student's HIV status, all matters pertaining to
12 that student shall be directed by procedures initiated by the Director of Schools.

13 The Director of Schools shall be responsible for requesting medical records from the parent/guardian
14 and a statement from the student's physician regarding health status of the student reported to have
15 HIV/AIDS. In addition, the Director of Schools shall gather information regarding the student's
16 cumulative school record.

17 CONFIDENTIALITY

18 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any
19 other individual or group without the written consent of the parent/guardian. All medical information
20 and written documentation of discussions, telephone conversations, proceedings, and meetings shall be
21 kept by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen
22 (18), access to this file shall be granted only to those persons who have the written consent of the
23 infected student's parent(s)/guardian(s).

24 Under no circumstances shall information identifying a student with AIDS be released to the public.^{2,3}

25 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

26 In determining the educational placement of a student known to be infected with HIV, school
27 authorities shall follow established policies and procedures for students with disabilities. School
28 authorities shall reassess placement if there is a change in the student's need for accommodations or
29 services.

1 HIV PREVENTION EDUCATION/CURRICULUM⁵

2 The Director of Schools shall be responsible for developing instructional objectives to address each
3 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for
4 teaching AIDS education with these objectives. Students shall further be taught universal precautions
5 through the K-8 Healthful Living and Lifetime Wellness curricula and through the district's HIV
6 prevention education program.

7 The state AIDS curriculum and related instructional objectives shall be used in grades K-12.
8 Parent(s)/guardian(s) shall have convenient opportunities to preview all HIV prevention curricula and
9 materials in accordance with the provisions of the Family Life Curriculum.

10 Students shall have access to voluntary and confidential counseling about matters related to HIV.
11 Administrators shall maintain a list of counseling and testing resources for student use.

12 INFECTION CONTROL

13 The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-
14 based infection control plan in which each school will provide for:

- 15 1. Well-maintained and easily accessible materials necessary to follow universal precautions and
- 16 17 2. Designate first responders responsible for implementing infection control guidelines, including
18 investigating, correcting, and reporting on instances of exposure.

19 All schools shall further follow the most current Centers for Disease Control and Prevention (CDC)
20 Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B
21 Virus, and Other Blood Borne Pathogens in Health Care Settings and the OSHA blood borne
22 pathogens standard.⁴

23 The Director of Schools shall develop procedures to implement this policy as well as the State Board
24 of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.⁵

Legal References

1. TRR/MS 0502-01-03-.08(2)(g)
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. TRR/MS 0520-01-03-.05(1)(c)
5. State Board of Education Policy 5.300

Cross References

Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Special Programs 4.206
Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 06/07/18
		Rescinds: 1.407	Issued: 11/15/16

1 The Director of Schools shall maintain all school district records required by law, regulation, and board
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
4 request in writing and receive copies of open public records subject to the payment of reasonable
5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.¹¹

9 All requests to inspect or receive copies of records shall be submitted to the District's Public Records
10 Request Coordinator.¹² The Public Records Request Coordinator shall forward requests for inspection
11 or copies of records to the appropriate records custodian¹²

12 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
13 Original documents remain intact and confidential information in copies produced for a requestor shall
14 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

15 **REQUESTS FOR INSPECTION²**

16 Citizens requesting to inspect public records shall submit their request and a government issued photo
17 identification card with the citizen's address to the District's Public Records Request Coordinator
18 during normal business hours. Requests may be made in person or by telephone, fax, mail, or e-mail.
19 The Coordinator shall submit the information to the appropriate records custodian. The Coordinator
20 will contact the citizen and indicate when the records will be available to inspect.

21 If the records cannot be made available within seven (7) business days, the Coordinator shall provide a
22 records production letter indicating the time needed to complete the request.

23 If the request to inspect is denied, the Coordinator shall provide the citizen with a records request
24 denial letter indicating the basis for the denial.

25 **REQUESTS FOR COPIES²**

26 Citizens requesting copies of public records shall complete and submit the Records Request Form and
27 a government issued photo identification card with the citizen's address to the District's Public
28 Records Request Coordinator during normal business hours. The Coordinator shall submit the Records
29 Request Form to the appropriate records custodian.

1 The Coordinator shall provide an estimate of the reasonable costs to produce the requested records.
2 The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
3 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
4 reasonable cost. The Coordinator will provide the citizen with an invoice detailing the charges. The
5 citizen shall pay the estimated reasonable costs by cash or check prior to the District producing the
6 copies.

7 If the records cannot be made available within seven (7) business days, the records custodian shall
8 provide a records production letter indicating the time needed to complete the request.

9 If the request for copies is denied, the records custodian shall provide the citizen with a records request
10 denial letter detailing the basis for the denial.

11 **FREQUENT AND MULTIPLE REQUESTS**

12 When the total number of requests for copies made by a requestor within a calendar month exceeds
13 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
14 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
15 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
16 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
17 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
18 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
19 recorded.

20 **DENYING REQUESTS FOR NONCOMPLIANCE¹³**

21 *Requests to Inspect a Public Record*

22 The District shall deny a request to inspect a public record from any citizen that has:

- 23 a. Made two (2) or more requests to view a public record within a six-month period; and
- 24 25 b. For each request failed to view the record within fifteen (15) business days of receiving
26 notification that the record was available.

27 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
28 request. The District's Public Records Request Coordinator may waive this denial if he/she determines
29 that failure to view the record was for good cause.

30 *Requests for Copies of Public Records*

31 The District shall deny a request for copies of a public record from any citizen that has:

- 32 a. Been provided with an estimate of the reasonable cost to produce the requested records;
- 33 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- 34 c. Fails to pay the actual cost after the records have been produced.

35 Additional requests from this citizen shall be denied until the original cost is paid.

1 **RECORDS RETENTION**

2 The Director of Schools and/or his/her designee(s) shall retain and dispose of school district records in
3 accordance with the following guidelines:^{2,4}

4 1. The Director of Schools and/or his/her designee(s) will determine if a particular record is of
5 permanent or temporary value in accordance with regulations promulgated by County Public
6 Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}

7 2. Temporary value records which have been kept beyond the required time may be recommended
8 to the Public Records Commission for destruction;^{7,8}

9 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
10 transferred to the State Library and Archives. The temporary value records rejected by the State
11 Library and Archives may be transferred to another institution or destroyed;^{7,8,9}

12 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
13 Director of Schools desires to destroy the original permanent record, these records must be
14 reproduced by microfilming or some other permanent reproduction method. Permission to
15 destroy any original permanent record after microfilming follows the same procedure noted
16 above for temporary records;^{6,8} and

17 5. The Director of Schools shall establish procedures to safeguard against the unlawful
18 destruction, removal, or loss of records.¹⁰

19 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴**

20 **Staff Attorney**

21 **2240 Southpark Drive**

22 **Murfreesboro, TN 37128**

23 **Phone: 615-893-5815**

24 **Facsimile: 615-904-3894**

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No. 233
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2017, Chapter No. 233
14. TCA 10-7-503(g)(4)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: Click here to enter a date.
		Rescinds: 3.206	Issued: 11/12/15

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
 2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the
 3 Board.^{1,2}

- 4 1. School facilities shall not be used for funeral, cremation, or burial purposes or
 5 services. Memorial services may be permitted for individuals who have particularly strong
 6 involvement with a school or the school system if approved in advance by the Director of
 7 Schools, and so long as the deceased is not brought onto school facility property.”
 8
- 9 2. Requests for the use of a school's facilities shall be made at the office of the principal at least
 10 thirty (30) days prior to the date of use.
 11
- 12 3. Unless exempted from fees as provided in this policy or by state law, any group or entity
 13 desiring to use a school facility shall be required to pay the school system for the use of the
 14 facilities in accordance with a fee schedule adopted by the Board of Education.
 15
- 16 4. Student clubs and activities of a Rutherford County school, a parent-teacher association of a
 17 Rutherford County school, organizations affiliated with a Rutherford County school, and
 18 governmental entities of Rutherford County shall be permitted use of school facilities without
 19 charge. Public schools of the State of Tennessee serving any grades between Kindergarten and
 20 Twelfth grade shall also be allowed to use school facilities without charge for activities
 21 associated with Rutherford County schools or if approved by the Director of Schools. Public
 22 education schools and institutions, post-secondary education institutions, private universities
 23 and colleges, and governmental entities or agencies that provide benefits to the Rutherford
 24 County school system or have an in-kind relationship approved by the Director of Schools may
 25 request the Board of Education to allow an exemption from the use of facilities fee which the
 26 Board may allow or deny as determined in the sole discretion of the Board based upon the
 27 details of the specific request. **The Director of Schools or his/her designee may determine
 28 whether waiver applications comply with this Policy and associated administrative procedures
 29 established by the Director of Schools, and present compliant fee waiver requests to the Board
 30 for approval or denial**
 31
- 32 5. School facilities may not be used for private profit, except that unused facilities may be leased
 33 for private day-care centers which provide educational and child care services to the
 34 community;³
 35

- 1 6. All activities must be under adult supervision and approved by the building principal. If
2 deemed necessary, the principal may assign a school employee to be present. The group using
3 the facilities will be responsible for any damage to the building or equipment.
4
- 5 7. Groups receiving permission for building use are restricted to the dates and hours approved and
6 to the building area and facilities indicated, unless requested changes are approved by the
7 principal. Entry into other areas of the facility will be considered trespassing. The permission
8 granted for each group may not be extended to other groups or individuals.
9
- 10 8. Groups receiving permission for building use are responsible for the observance of all fire and
11 safety regulations at all times; Groups will be required to agree to consult with the Principal or
12 designee about compliance with the existing school safety plan as a part of their use. The
13 number of attendees may not exceed the number authorized and must be in compliance with
14 local fire codes.
15
- 16 9. The use of alcoholic beverages, weapons or explosives, drugs or tobacco, profane language, or
17 gambling in any form is not permitted in school buildings;
18
- 19 10. During emergencies or disasters, the Board will cooperate with recognized agencies, such as
20 the Red Cross, National Guard and Civil Defense to make suitable facilities available without
21 charge;
22
- 23 11. When school kitchens are used, at least one member of the cafeteria staff must be present to
24 supervise the use of equipment;
25
- 26 12. The Board will approve and periodically review a fee schedule for the use of school facilities
27 by community or civic organizations and other non-profit groups.
28
- 29 13. The director of schools shall develop procedures and forms to effectively implement this
30 policy. Use of school facilities by a group or entity which is not exempt from the use of
31 facilities fee are subject to the following rules and requirements:
32
 - 33 A. A period of use not to exceed one calendar year may be allowed upon request and
34 may be renewed at the discretion of the Board for additional terms of one year each
35 up to a maximum of ten years.
 - 36 B. The entity or group must have an established organization within the county or the
37 event must be hosted by an established organization within the county.
 - 38 C. A school custodian must be employed to perform custodian services and must be
39 paid through the payroll system.
 - 40 D. Classroom use is not recommended, but if a classroom is used, it must be put in
41 order before the group leaves or prior to the next scheduled use by the school.
 - 42 E. Any school equipment to be used must be specified and approved by the principal
43 prior to its use. The principal shall satisfy himself that the person to use the
44 equipment is familiar with it and properly instructed in its operation. Any and all
45 damage to equipment shall be paid for by the group or entity using the facilities.

- 1 14. All use of facilities requests for non-school related activities must be accompanied by a
2 certificate of insurance showing the Board of Education as additional insured with a minimum
3 limit of \$2,000,000 liability insurance. A limit of \$1,000,000 may be allowed at the discretion
4 of the Director of Schools for certain activities.
- 5 15. School facilities use by the Rutherford County Board of Education shall not be used for
6 partisan political meetings.
- 7
- 8 16. This policy shall take effect August 1, 2016.

Legal References

1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

Cross References

- Tobacco-Free Schools 1.803
Care of School Property 6.311

9 Additions:

- 10 Signs, banners, flags or other displays may not be erected on school property unless the permission of
11 the Principal or Principal's Designee is obtained in advance and only if such displays do not deface,
12 obstruct or damage school property.
- 13 An outside organization shall not restrict participation in an activity or event taking place on school
14 property because of an individual's race, religion, creed, gender, national origin or disability.
- 15 All activities must be orderly and lawful, and must comply with all federal, state, and local laws and
16 ordinances.
- 17 Parking is permitted only in designated areas.
- 18 The use of lighted athletic fields must end by 10:00 PM.

Rutherford County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Foreign Exchange Students	Descriptor Code: 6.502	Issued Date: Click here to enter a date.
		Rescinds: 6.502	Issued: 01/15/09

1 Any foreign student is eligible for acceptance into the foreign exchange student program, provided
2 he/she is participating through any agency endorsed by the Council on Standards for International
3 Educational Travel and is sponsored by an individual or organization and has a J-1 visa.¹ Before approval
4 by the Board, the exchange program representative must make written application on behalf of the
5 student in the ESL Office serving the host family. No foreign exchange student shall be brought into the
6 United States by the sponsor unless he/she has been accepted by the Director of Schools and has a written
7 statement of acceptance issued by the ESL Coordinator.

8 The school may accept the student after determining the following:

- 9 1. The student will have a sufficient command of the English language to enable them to
10 participate in the general curriculum;
- 11 2. Appropriate curriculum offerings can be provided for the student;
- 12 3. An overcrowded situation will not be further aggravated; and
- 13 4. Application must be made by July 15 of the applicable school year.

14 Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student
15 visa, the following documentation:

- 16 1. Citizenship;
- 17 2. Birthdate;
- 18 3. Health/Immigration records;
- 19 4. Custody (including phone number, name and address of person responsible for the student);
- 20 5. School records, including a transcript of academics (in English);
- 21 6. The scores of an English Language Proficiency Test; and
- 22 7. Statement of financial support from sponsoring party.

23 Admission requirements and all other considerations and expectations shall be the same for foreign
24 students as for United States students. Students will be accepted only in grades 9-12. ~~No more than four~~
25 ~~foreign students shall be placed in one school.~~ **The principal of each school shall have the discretion to**

1 determine the number of foreign exchange students placed in their school, considering the factors listed
2 in lines 8-13 of this Policy. Schools that do not accept zone exemption applications due to overcrowding
3 cannot accept foreign exchange students.

4 Students must have had acceptable academic achievement in their native countries and must have been
5 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange
6 students must have an adequate command of the English language and be able to function without special
7 assistance in regular classes. The ESL Coordinator shall be responsible for assignment to the appropriate
8 grade level.

9 Upon presentation of a valid student visa, the student will be issued a clearance statement from the ESL
10 Coordinator and may register at the school site.

11 Each school shall name a faculty member as a student representative to serve as a liaison between the
12 school and exchange program agency and as an advisor to exchange students.

13 The sponsoring individual/organization shall provide evidence to the school that the student will receive
14 adequate financial support for the duration of his/her stay. Exchange students shall not be eligible for
15 free or reduced-price lunches, nor shall schools hold fund-raising events to pay expenses incurred by
16 exchange students.

Legal Reference:

1. 22 CFR §514.2

Cross Reference:

School Admissions 6.203