

**RUTHERFORD COUNTY BOARD OF EDUCATION  
2240 Southpark Drive  
Murfreesboro, TN 37128**

**Special Called Board Meeting  
April 2, 2020, 5:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. POLICY ADOPTION (TAB 1)**

**In order to provide authority and clarity to support the recent necessary actions of this Board, the following policy changes are recommended directly to the Board for adoption as emergency policies.**

**A. Policy 1.8011 Emergency Closing**

**Updated to reflect TSBA Model Language that further enshrines the ability for the school system to close during pandemic, and authorizing payment to employees.**

**B. Policy 5.1151 Telework During Emergencies**

**This policy enshrines fundamental structures for employees both at a district and school-level to conduct work from home. This procedure is narrowly drafted to only apply during emergencies with broad oversight from management.**

**C. Policy 5.301 Emergency and Legal Leave**

**This policy amendment seeks to enshrine the Board's authority to grant paid leave during emergencies to staff, and for certain staff members to be designated as essential.**

**Recommend Approval---motion to approve and adopt policies as emergency policies, waiving the requirement of a second reading pursuant to Board Policy 1.600. The policies shall be effective immediately.**

**4. CLASSIFIED EMPLOYEE PAY**

**Funding for Classified Staff Salaries for Continued School Operations under the Rutherford County Schools Telework and Essential Services Guidance as Detailed in the Rutherford County Schools Administrative Rules, Regulations, Guidelines and Procedure ADM 1-4(a): Quarantine-Personnel.**

**In order to maintain effective staff and essential operations during the period of closure and to ensure schools can reopen rapidly and fully staffed, Central Office Leadership is requesting that the Board vote to continue classified staff pay through April 26, 2020. The expectation is that staff that is deemed essential shall continue work as normal, staff able to telework will provide services from home, and staff that must be quarantined and are unable to telework will be supported for their return to work as soon as practicable. The amount to be paid has already been budgeted for staff. Staff that is home and unable to work shall be paid under the pending District-and School-Emergency Leave Policy proposed to this Board.**

**Recommend Approval---motion to approve funding for School Classified Employee Pay, as outlined in the Rutherford County Schools Administrative Rules, Regulations, Guidelines and Procedure ADM 1-4(a): Quarantine-Personnel.**

**5. EXPAND FEEDING SITES**

**Recommend Approval---motion to expand our feeding sites from 10 to 26 beginning April 6, 2020 through April 24, 2020.**

**6. INSTRUCTION DEPARTMENT**

**Rutherford County Schools would like to pilot a virtual school for the 2020-2021 school year. This pilot year would serve as a time for us to provide an online education option for approximately 100 students. This would be a stand-alone school and operate with its own school number, accountability and principal. The first step in receiving permission from TDOE is to have approval from the local school board, just as would be the case in opening a new traditional school. The Instruction Department is anticipating an operating cost of \$425,000 for the 100 students. These funds would be covered by the combined allocations received from student ADM at our virtual school.**

**Recommend Approval---motion to approve Rutherford County School virtual school for the 2020-2021 school year.**

**7. 2019-2020 CAPITAL PROJECTS BUDGET AMENDMENT-FUND 177 (TAB 2)**

**Each July 1 outstanding purchase orders in this fund are liquidated. The funds go to fund balance which in this fund is account 34685, Committed for Capital Projects. These purchase orders are for projects that had not been finished by June 30. This amendment takes those funds out of 34685. Committed for Capital Projects and re-budgets the expenditures for the carry-over projects that were approved last year but haven't been completed. This year we have \$2,980,784.50 in funds to re-budget.**

**Recommend Approval---motion to amend the 2019-2020 Capital Projects Budget, Fund 177, by reducing account 34685, Committed for Capital Projects by \$2,980,784.50 and by increasing Maintenance and Repair Services - Buildings, account 91300-355; Other Contracted Services, 91300-399; and Other Equipment, account 91300-790 for a combined total of the same \$2,980,784.50 as presented.**

**8. APPROVAL OF ROUTINE BIDS (TAB 3)**

**Bid #3467 – Laser Checks**

**Bid #3468 – Tree Trimming**

**Bid #3465 – Photography**

**9. ADJOURNMENT**

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Emergency Closings</b>	Descriptor Code: <b>1.8011</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>1-5/5-69</b>	Issued: <b>01/15/09</b>

## **General**

The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public health emergency, or any other emergency which presents a threat to the safety of students, staff members, or school property.<sup>1</sup>

As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities in which students are involved shall be postponed or cancelled.

## **EMPLOYEE RESPONSIBILITIES**

In the event of an emergency that requires closure of a school building, group of schools, or the entire district, the Director of Schools is authorized to continue to pay employees who are not able to physically report for duty as a result. These employees shall receive their regular wages. Such payments shall not exceed the number of days budgeted for each employee.

During such emergencies, the Director of Schools may designate certain employees as essential. Such employees shall work as directed by the Director of Schools, whether that is by physical appearance at work or teleworking under Policy 5.1151. Essential employees must use leave to be excused from work absent special permission as determined by the Director of Schools/designee.

### Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-03-.02(1)(b)

### Cross References

Emergency Preparedness Plan 3.202  
Telework During Emergencies 5.1151

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Telework During Emergencies</b>	Descriptor Code: <b>5.1151</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

Rutherford County Schools (RCS) is committed to maintaining a workplace that facilitates the recruitment of new employees and helps in the retention of existing employees. Additionally, RCS desires to maintain work facilities in the case of emergencies or in the event of a district wide closure.

Teleworking is a work arrangement where eligible employees are allowed to perform their normal duties and responsibilities through the use of hardware and software at an alternate location from their normal work site. This policy establishes and defines telework and those that are eligible and defines the procedures for performing work from an alternate location.

This emergency based telework policy is intended to aid in the recruitment and retention of a diverse and talented work force, reduce costs to employee and provide continued job productivity during times of emergency.

## Definitions:

1. **Alternate Work Location** – A work site other than the employee’s central work location. This is usually the teleworker’s home.
2. **Central Work Location** – The location where the employee would be required to work if they were not doing telework.
3. **Eligible Employee** – An employee in a job identified by the Director of Schools and or his/her designee as being essential during times of emergency and suitable for telework.
4. **Telework** – A work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position, and other authorized activities, from an approved alternate work location.
5. **Teleworker** – An eligible and approved employee with work assignments that can be fulfilled from an approved alternate work location using agency provided computer-based solutions.

## General Duties:

1. RCS management may encourage an employee to telework if the duties and responsibilities of the eligible person are required during times of emergency, and if the schedule and arrangements fit the needs of both the district and the employee. Likewise, an employee’s participation in the RCS teleworking program is voluntary, however in the event of an emergency, employees may be required to take approved leave if unable to telework.
2. An employee’s participation in the program will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the supervisor and/or the Director of Schools.

3. RCS Assistant Superintendents will identify the job positions with duties or portions of duties that are essential during the time of emergency and may still be required to work on site. Other employees performing duties that are essential to the district's productivity may be eligible to work from an alternate work location.

### **Working Conditions and Expectations of Employees during Teleworking:**

1. Employees who are teleworking should assess the portability of their work and the level of technology available at the alternate work location as they prepare to telework. In many cases, employees will need to plan their telework days in advance in order to be as effective as possible. While planning, employees should consider the following questions:
  - a. What files or other documents will be needed from the regular workplace for teleworking the next day(s)?
  - b. What equipment will be needed?
  - c. Who needs to be notified of scheduled teleworking?
  - d. What other steps may be needed before leaving the Central Work Location (e.g. forwarding calls, etc.)?
  - e. To prepare for the contingency of an unscheduled telework day, what should be available at all times at the Alternate Work Location that would enable the employee to be functional without coming onsite to retrieve materials?
2. Although managers are ultimately responsible for the healthy functioning of the workgroup, teleworkers must help manage the group's expectations and their own communication in order to avoid any negative impact on the morale or productivity of non-teleworkers. Issues that should be considered include:
  - a. Backup: Even with every portable work, there are inevitably instances where physical presence is required, and a co-worker needs to step in. Co-worker backup should be planned. It should also not be burdensome, and it should be reciprocal. Resulting cross-training has broad organizational benefits.
  - b. On-the-Spot Assistance: Teleworkers may occasionally need someone who is physically in the Central Work Location to assist them, for instance, to fax or scan a document to them, or to look up information. Again, these arrangements should not be unexpected or burdensome, and they should be reciprocal.
  - c. Communication: The manager and co-workers need to be kept apprised of the teleworker's schedule, how to reach him/her, how to handle telephone calls or other communications that need to go to the teleworker, and how guests are to be handled.
3. Employees must take responsibility for the security of the data and other information they handle while teleworking. Additionally, employees are required to comply with the districts information security policies, participate in any assigned information security training, follow security protocols, and maintain security of any relevant materials including files, correspondence, and equipment. Employees must ensure that the alternate work location is appropriate and provides the work environment, connectivity, technology, resource access, and security authority consistent with the work in which the employee is engaged.
4. Employees must procure and provide internet services appropriate to the work effort at their own expense.
5. Employees must maintain flexibility and responsiveness to the needs of the supervisor, work team, and agency.

## **Expectation of Supervisors of Teleworking Employees**

Supervisor of employees utilizing alternate work location arrangements have certain responsibilities which include, but are not limited to, the following:

1. Setting forth appropriate measures to protect confidential information;
2. Ensuring that customer service is not adversely affected;
3. Undertaking the necessary risk assessments of the office design and working practices;
4. Clearly defining and setting forth the teleworking employee's responsibilities;
5. Maintaining effective communication with teleworking employees;
6. Maintaining responsibility and accountability for treating all teleworking and non-teleworking employees similarly in acts involving managerial discretion, including but not limited to: distribution of assignments among employees in the work unit, use of appropriate tracking and communication tools, performance management, both informal and formal feedback, performance coaching, learning and development, reassignment, promotions, retention, and discipline.

## **Hardware, Software, Supplies:**

1. Employees approved for telework must maintain a dedicated and safe work environment.
2. General office supplies such as pens and paper will be provided by RCS and should be obtained at the Central Work Location. The employee will not be reimbursed for out-of-pocket expenses for supplied normally provided by RCS.
3. Employees who telework are subject to the same policies regarding the use of RCS provided equipment and services as that of employees at the Central Work Location.

## **Security:**

An employee who teleworks shall not allow anyone other than RCS employees to utilize RCS provided services or equipment. Employees will keep remote work and information confidential, secure, and safe. This includes protecting assets and information in accordance with RCS policies and procedures.

## **Termination of Privileges:**

RCS may terminate the Teleworking Agreement at any time, based on the duration of the emergency and the overall needs of the district. Depending on the circumstances, an employee's violation of the Teleworking Agreement may result in disciplinary action.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-12/4-15 Contract Art 13</b>	Issued:

## **INDIVIDUAL CERTIFIED EMPLOYEE EMERGENCY LEAVE**

An immediate supervisor may grant a certified employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,<sup>1</sup> sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

## **DISTRICT- OR SCHOOL-WIDE EMERGENCY LEAVE – CERTIFIED AND CLASSIFIED EMPLOYEES**

In the event of an emergency that requires closure of a school building, group of schools, or the entire District, the Board may vote to allow a period of paid leave for displaced employees who are unable to work. During this leave period, employees are expected to follow any governmental orders (i.e. quarantine, evacuation, etc). The Board may end this specially-granted paid leave at any time.

The Director of Schools may deem certain employees essential during emergencies in which this section is enacted. Employees deemed essential must work as directed by the Director of Schools, whether that is by physical appearance at work or teleworking under Policy 5.1151. Employees on District- or School-Wide Emergency Leave are not required to use personal, vacation, sick, or unpaid leave unless that employee is deemed essential. Essential employees must use leave to be excused from work absent special permission as determined by the Director of Schools or his/her designee.

The Director of Schools shall promulgate procedures in order to establish guidelines for District- or School-Wide Emergency Leave as well as the deeming of certain personnel as essential in line with this Policy.

## **JURY DUTY**

When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day period within twelve months that s/he will be available for jury duty. The following procedures shall regulate the leave for jury duty for teachers:



1. The teacher shall present written evidence that s/he had been summoned to serve on a jury; and,
2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.<sup>3</sup>

### **COURT APPEARANCES**

If a teacher appears in state court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

#### ***Support Personnel***

Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court.<sup>3</sup>

---

#### Legal References:

1. TCA 49-5-711 (c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)
2. TCA 22-1-103 (a)(3)
3. TCA 22-4-108 (b)(1)

[illegible]

**Bid #3467**  
**Laser Checks**

Item #	Company	Christianson Business Products	<b>Dunbar Security Products</b>	Webb Mason
1	Laser Checks (Box of 500)	\$ 120.00	<b>\$ 73.00</b>	\$ 76.88
2	Laser Checks (Box of 1,000)	\$ 130.00	<b>\$ 89.94</b>	\$ 107.45

Mailed to 12 vendors  
9 vendors did not respond

Recommend: Motion to award to Dunbar Security Products for overall lowest and best bid.

To be funded through General Purpose Funds.

**Bid # 3468**  
**Tree Trimming**

<b>Item No.</b>	<b>Description</b>	<b>AJ Tree Service</b>	<b>Hutchison Tree Service</b>
1	Mobilization Fee	\$150.00 per Hour	<b>No Charge</b>
2	Tree Trimming with Chainsaw, plus Operator, Professional Grade per Man (per Hour)	\$ 150.00	\$ <b>50.00</b>
3	Crane Truck (per Hour)	Cost plus 10%	\$ <b>55.00</b>
4	Stump Grinder (per Hour)	\$ 150.00	\$ <b>50.00</b>
5	Track Machine with Grapple (per Hour)	\$ 150.00	\$ <b>55.00</b>
6	Timber Axe on Bobcat (per Hour)	\$ 150.00	\$ <b>75.00</b>

Mailed to 10 vendors

6 vendors did not respond

Recommend: Motion to award to Hutchison Tree Service for overall lowest and best bid.

To be funded through the Maintenance Department.

**Bid #3465**  
**2020-2021 Photography**

	<b>School</b>	<b>Recommendations</b>
1	Barfield Elementary	Tri-Star Photography
2	Blackman Elementary	Tri-Star Photography
3	Blackman High School	Loveless Photography
4	Blackman Middle School	Tri-Star Photography
5	Brown's Chapel Elementary	Tri-Star Photography
6	Buchanan Elementary	Tri-Star Photography
7	Cedar Grove Elementary	Tri-Star Photography
8	Central Magnet School	Loveless Photography
9	Christiana Elementary	Lifetouch Photography
10	Christiana Middle School	Lifetouch Photography
11	David Youree Elementary	Tri-Star Photography
12	Eagleville Elementary	Smilestone Photographers
13	Holloway High School	Lifetouch Photography
14	Homer Pittard Campus	Tri-Star Photography
15	John Coleman School	Tri-Star Photography
16	Kittrell Elementary	Tri-Star Photography
17	Lascassas Elementary	Tri-Star Photography
18	LaVergne High School	Lifetouch Photography
19	LaVergne Lake Elementary	Tri-Star Photography
20	LaVergne Middle School	Lifetouch Photography
21	LaVergne Primary School	Tri-Star Photography
22	McFadden Elementary	Tri-Star Photography
23	Oakland High School	Paul Vaughn
24	Oakland Middle School	Loveless Photography
25	Riverdale High School	Smilestone Photographers
26	Rock Springs Elementary	Tri-Star Photography
27	Rock Springs Middle School	Smilestone Photographers
28	Rockvale Elementary	Smilestone Photographers
29	Rockvale High	Loveless Photography
30	Rockvale Middle	Lifetouch Photography
31	Rocky Fork Elementary	Tri-Star Photography
32	Rocky Fork Middle	Lifetouch Photography
33	Roy Waldron	Tri-Star Photography
34	Siegel High School	Loveless Photography
35	Siegel Middle School	Lifetouch Photography
36	Smyrna Elementary	Tri-Star Photography
37	Smyrna High School	Smilestone Photographers
38	Smyrna Middle School	Lifetouch Photography
39	Smyrna Primary School	Tri-Star Photography
40	Stewarts Creek Elementary	Tri-Star Photography
41	Stewarts Creek High School	Loveless Photography
42	Stewarts Creek Middle School	Lifetouch Photography
43	Stewartsboro Elementary	Tri-Star Photography
44	Thurman Francis School	Tri-Star Photography
45	Walter Hill	Tri-Star Photography
46	Whitworth-Buchanan Middle	Lifetouch Photography
47	Wilson Elementary	Tri-Star Photography

Principal's recommendations to above vendors for Photography  
for the 2020-2021 school year.