



## AGENDA

METROPOLITAN BOARD OF PUBLIC EDUCATION  
2601 Bransford Avenue, Nashville, TN 37204  
Regular Meeting – May 22, 2018 – 5:00 p.m.  
**Anna Shepherd, Chair**

### TIME

- I. CONVENE and ACTION
  - A. Establish Quorum
  - B. Pledge of Allegiance
  - C. 30 Seconds in My District...
  
- II. AWARDS AND RECOGNITION- OUR PEOPLE, OUR STUDENTS
  - A. National Music Recognitions
    - a. Meigs Middle School Orchestra and Band
    - b. Bellevue Middle School Band
    - c. Oliver Middle School Band
    - d. McGavock High School
  
- III. GOVERNANCE ISSUES- OUR ORGANIZATION
  - A. Actions
    - 1. Consent
      - a. Approval of Minutes – 4/10/2018 – Regular Meeting
      - b. Recommended Award of Contract for General Construction for Goodlettsville Middle School - Excel Builders of Tennessee
      - c. Recommended Award of Contract for General Construction for Murrell School at Glenn Elementary School – Orion Building Corporation
      - d. Recommended Approval of Request #1 for Summer Portable Moves (Various Schools) – Carlos Lewis & Sons House Movers
      - e. Recommended Approval of Request for Small Scope Projects at Various Schools (DuPont Elementary School, East Nashville Magnet High School, and Glenn Elementary School – Kitchen Hood Replacement) – Bomar Construction Company
      - f. Recommended Approval of Request for Small Scope Projects at Various Schools (Whites Creek High School, Robert E. Lillard Elementary School, and DuPont-Tyler Middle School - Kitchen Hood Replacement) – Orion Building Corporation
      - g. Awarding of Purchases and Contracts
        - (1) The College Board
        - (2) Lellyett and Rogers Company
        - (3) TeachTown, Inc.
      - h. Legal Settlement Claim #C-36804 (\$12,000)
      - i. Section 3 - Support Service Board Policies
      - j. Section 5 - Personnel Board Policies

2. Revised Fiscal Year 2018-2019 Operating Budget – *Budget and Finance Committee*

IV. REPORTS – OUR ORGANIZATION

A. Director's Report

1. Budget Implications for Revised Fiscal Year 2018-2019 Operating Budget

B. Board Chairman's Report

1. Chair Report

2. Announcements

V. WRITTEN INFORMATION TO THE BOARD

A. HR New Hire Report

VI. ADJOURNMENT

## **METROPOLITAN BOARD OF PUBLIC EDUCATION MEETING - Tuesday, April 10, 2018**

**Members present** - Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge, Shawn Joseph

**Meeting called to order at 3:37 PM**

### **CONVENE and ACTION**

- A. Establish Quorum  
Ms. Shepherd called the meeting to order.
- B. Pledge of Allegiance  
Led by Robbin Wall, Principal of McGavock High School
- C. 30 Seconds in My District...  
Each Board Member gave a brief update of their district.

### **AND THE GOOD NEWS IS...**

- A. Glenclyff High School Student Ambassadors - Marita Odwar and Alphonzo "Fonzie" Jones addressed the Board concerning each of their academies at Glenclyff High School.
- B. Students from Meigs Magnet Middle School performed before the Board meeting.
- C. Glenclyff High School displayed artwork during the Board meeting.

### **AWARDS AND RECOGNITIONS**

- A. Marcus Hampton, McGavock High School – Kappa Alpha Psi Fraternity Mentoring Program. The Board recognized Mr. Hampton for his work with McGavock High School and the community.

### **PUBLIC PARTICIPATION**

- A. Mary Jo Cramb – Ms. Cramb asked the Board to consider adding a raise into the budget higher than the proposed 2% increase.
- B. Dr. Carolyn Baldwin Tucker – Dr. Tucker addressed the Board about the operating budget. She asked the Board to reconsider the budget.

- C. Erick Huth – Dr. Huth addressed the Board concerning the operating budget. He asked the Board to include the 7 proposed Social Workers cuts in the budget.

### **GOVERNANCE ISSUES**

A. Consent

a. Awarding of Purchases and Contracts

- (1) Cambridge International
- (2) Catapult Learning, LLC
- (3) Connecticut General Life Insurance Company (CIGNA)
- (4) Nashville State Community College
- (5) Youth Opportunity Investments, LLC

b. Special Course List- High School Electives

c. Legal Settlement Claim C-33507 (\$30,000)

**Motion to approve the consent agenda as read.**

**Motion by Jill Speering, second by Amy Frogge.**

**Final Resolution: Motion Passes**

**Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge**

B. Resolution to Amend Letter Grading of Tennessee Public Schools

**Motion to approve Memorandum of Understanding for MNEA.**

**Motion by Jo Ann Brannon, second by Will Pinkston.**

**Final Resolution: Motion Passes**

**Yes: Sharon Gentry, Will Pinkston, Jo Ann Brannon, Jill Speering, Anna Shepherd, Christiane Buggs, Tyese Hunter, Mary Pierce, Amy Frogge**



## **REPORTS**

### A. Director's Report

1. EL Update - Mr. Stacey and staff presented an EL Power Point and report to the Board.

### B. Board Chairman's Report

1. Chair Report – Ms. Shepherd gave a brief report on a workshop she attended during the National School Boards Association annual conference called, Turning High Poverty Schools into High Performing Schools.

**Meeting adjourned at 6:37 p.m.**



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Chris M. Henson

Board Secretary

Anna Shepherd

Board Chair

Date

## GOVERNANCE ISSUES

### A. ACTIONS

#### 1. CONSENT

#### b. RECOMMENDED AWARD OF CONTRACT FOR GENERAL CONSTRUCTION FOR GOODLETTSVILLE MIDDLE SCHOOL – EXCEL BUILDERS OF TENNESSEE

Bid Date: April 5, 2018

Architect: Artifice

Bidder:	Base Bid:
Excel Builders of Tennessee	\$210,000.00
CD Steger Construction, Inc.	\$362,000.00
Impulse, Inc.	No Bid

It is recommended that this contract be approved.

Legality approved by Metro Department of Law.

FUNDING: 45016.80405916 and 45017.80405917

DATE: May 22, 2018

#### c. RECOMMENDED AWARD OF CONTRACT FOR GENERAL CONSTRUCTION FOR MURRELL SCHOOL AT GLENN ELEMENTARY SCHOOL – ORION BUILDING CORPORATION

Bid Date: May 10, 2018

Architect: Gould Turner Group

Bidder:	Base Bid:
Orion Building Corporation	\$248,000.00
Bomar Construction Company, Inc.	No Bid
Southland Constructors	No Bid

Projects recently successfully completed:

- Crieve Hall Elementary School
- Waverly Belmont Elementary School
- Shayne Elementary School

It is recommended that this contract be approved.

Legality approved by Metro Department of Law.

FUNDING: 45018.80408018

DATE: May 22, 2018

## GOVERNANCE ISSUES

### A. ACTIONS

#### 1. CONSENT

#### d. RECOMMENDED APPROVAL OF REQUEST #1 FOR SUMMER PORTABLE MOVES (VARIOUS SCHOOLS) – CARLOS LEWIS & SONS HOUSE MOVERS

We are requesting approval to issue a purchase order for Summer Portable Moves at Various Schools in the amount of \$340,000.

It is recommended that this change order be approved.

Legality approved by Metro Department of Law.

FUNDING: 35131.80101023

DATE: May 22, 2018

#### e. RECOMMENDED APPROVAL OF REQUEST FOR SMALL SCOPE PROJECTS AT VARIOUS SCHOOLS (DUPONT ELEMENTARY SCHOOL, EAST NASHVILLE MAGNET HIGH SCHOOL, AND GLENN ELEMENTARY SCHOOL– KITCHEN HOOD REPLACEMENT) – BOMAR CONSTRUCTION COMPANY

We are requesting approval to issue a purchase order for Kitchen Hood Replacement at Various Schools in the amount of \$1,394,523.50.

It is recommended that this request be approved.

Legality approved by Metro Department of Law.

FUNDING: 80705265.507400.1440740  
80705290.507400.1440740  
80705340.507400.1440740

DATE: May 22, 2018

## GOVERNANCE ISSUES

### A. ACTIONS

#### 1. CONSENT

#### f. RECOMMENDED APPROVAL OF REQUEST FOR SMALL SCOPE PROJECTS AT VARIOUS SCHOOLS (WHITES CREEK HIGH SCHOOL, ROBERT E. LILLARD ELEMENTARY SCHOOL, AND DUPONT-TYLER MIDDLE SCHOOL – KITCHEN HOOD REPLACEMENT) – ORION BUILDING CORPORATION

We are requesting approval to issue a purchase order for Kitchen Hood Replacement at Various Schools in the amount of \$788,621.00.

It is recommended that this request be approved.

Legality approved by Metro Department of Law.

FUNDING: 80705787.507400.1440740  
80705500.507400.1440740  
80705275.507400.1440740

DATE: May 22, 2018

#### g. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: College Entrance Examination Board DBA The College Board

SERVICE/GOODS (SOW): Honors Supplementary Curriculum in English Language Arts (ELA) for Grades 6-8

SOURCING METHOD: RFP # 18-5

TERM: June 1, 2018 through May 31, 2023

FOR WHOM: All MNPS Middle Schools

#### COMPENSATION:

SpringBoard Workshop Bundles - \$12.95 per student

SpringBoard Professional Learning on Close Reading Workshops - \$1,987.50 per day

SpringBoard Professional Learning on Writing Workshops - \$1,987.50 per day

Total compensation under this contract is not to exceed \$500,000.

OVERSIGHT: Curriculum & Instruction

EVALUATION: Quality and timeliness of the materials and training received.  
Effectiveness of the materials and training in classroom application.

MBPE CONTRACT NUMBER: 2-224892-10

SOURCE OF FUNDS: Operating Budget

## GOVERNANCE ISSUES

### A. ACTIONS

#### 1. CONSENT

#### h. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Lellyett and Rogers Company

SERVICE/GOODS (SOW): IDIQ contract to provide document management services for MNPS Facility Planning & Construction projects. Contractor's primary responsibility will be to collect, analyze quality, post, and distribute project documents.

SOURCING METHOD: RFP # 18-13

TERM: May 23, 2018 through May 22, 2023

FOR WHOM: Facility Planning & Construction

#### COMPENSATION:

Small Projects (under \$1,500,000 construction cost) = \$495 per project

Mid-Sized Projects (\$1,500,000 to \$5,000,000 construction cost) = \$1,250 per project

Large Projects (over \$5,000,000 construction cost) = .03% of the construction cost

Total compensation under this contract is not to exceed \$200,000.

OVERSIGHT: Facility Planning & Construction

EVALUATION: Delivery of scope of work requirements in a timely and professional manner.

MBPE CONTRACT NUMBER: 2-223748-01

SOURCE OF FUNDS: Operating Budget; Capital Funds

## GOVERNANCE ISSUES

### A. ACTIONS

#### 1. CONSENT

#### i. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: TeachTown, Inc.

SERVICE/GOODS (SOW): Curriculum for students with Autism Spectrum Disorder in grades K-8

SOURCING METHOD: Sole Source

TERM: July 1, 2018 through June 30, 2023

FOR WHOM: MNPS students with Autism Spectrum Disorder

#### COMPENSATION:

TeachTown Basics per Student Subscription Pricing: ranges from \$222 to \$300 based on volume

TeachTown Basics Teacher Set: \$109 each

TeachTown Basics On Site Training: \$2,500 per day

TeachTown Basics Professional Development: \$4,000 for a 2-day workshop or \$2,500 for a 1-day workshop

Total compensation under this contract is not to exceed \$200,000.

OVERSIGHT: Exceptional Education

EVALUATION: Timeliness and quality of the products, training, and services provided.

MBPE CONTRACT NUMBER: 2-156321-02

SOURCE OF FUNDS: Federal IDEA Funds

# **Metropolitan Nashville Board of Education**

## **3 - SUPPORT SERVICES**

<b>Descriptor Code</b>	<b>Policy Title</b>	<b>Issued Date</b>
3.100	Business Management Goals	00/00/00
<b>Facilities Management</b>		
3.200	Buildings and Grounds Management	00/00/00
3.201	Safety	00/00/00
3.202	Emergency Preparedness Plan	00/00/00
3.203	Crisis Management	00/00/00
3.205	Security	00/00/00
3.206	Community Use of School Facilities	00/00/00
3.207	Facility Expansion - Goals	00/00/00
3.208	Facilities Planning	00/00/00
3.209	Estimating Facility Costs	00/00/00
3.210	Naming Facilities	00/00/00
3.2101	Memorials and Recognitions	00/00/00
3.211	New Project Planning	00/00/00
3.215	Board Inspection and Acceptance of New Facilities	00/00/00
3.216	Property Disposition	00/00/00
3.218	Service Animals in District Facilities	00/00/00
3.219	Use of Unmanned Aircraft Systems (Drones)	00/00/00
<b>Equipment and Supplies Management</b>		
3.300	Equipment and Supplies Management	00/00/00
3.301	Student Technology Loan Program	00/00/00
3.302	Employee Use of District Mobile Devices	00/00/00
<b>Transportation Management</b>		
3.400	Student Transportation Management	00/00/00
3.401	Transportation Eligibility, Scheduling, and Routing	00/00/00
3.402	Special Use of School Vehicles	00/00/00
3.403	Traffic and Parking Controls	00/00/00
3.404	Private Vehicles	00/00/00
<b>Food Service Management</b>		
3.500	Food Service Management	00/00/00
<b>Insurance Management</b>		
3.600	Insurance Management	00/00/00
3.601	Student Insurance Program	00/00/00

## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Business Management Goals</b>	Descriptor Code: <b>3.100</b>	Issued Date:
		Rescinds:	Issued:

- 1 The board establishes these general goals for the conduct of its management program:
- 2     1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
- 3         comfortable, and clean environment for instruction and administration;
- 4     2. To provide a building maintenance program which protects the taxpayer's investment in
- 5         facilities and ensures their continued use;
- 6     3. To provide sufficient supplies and equipment for effective teaching and learning;
- 7     4. To provide a student transportation system which meets state requirements;
- 8     5. To design and implement a program of food services which emphasizes nutritional needs of
- 9         children as the basis of growth and development of bodies and minds;
- 10    6. To collect and maintain data pertinent to educational planning; and
- 11    7. To provide a sound program of insurance protection for system employees, students, and
- 12         property.

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Cross References

School District Goals 1.700



## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Building and Grounds Management</b>	Descriptor Code: <b>3.200</b>	Issued Date:
		Rescinds:	Issued:

The director of schools shall develop and implement a program of maintenance of all district-owned buildings and grounds which shall provide for the following:<sup>1</sup>

1. Adequate custodial programs for all schools;
2. Improvement and maintenance of school buildings and grounds;
3. Repairs, including repairs of equipment and painting; and
4. Determination of obsolete/surplus equipment.

The following are responsibilities of building principals:<sup>2</sup>

1. Overseeing the operation of the school and requiring that the personnel assigned to the building keep it in a clean, healthy, and pleasant condition;
2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions; and
3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate channels.

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### Legal References

1. TCA 49-2-301(b)(1)(G)
2. TCA 49-2-303(b)(1)

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### Cross References

Safety 3.201

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Safety</b>	Descriptor Code: <b>3.201</b>	Issued Date: <a href="#">Click here to enter a date.</a>
		Rescinds:	Issued:

- 1 In accordance with board policy, the principal of each school shall develop procedures for keeping  
2 school facilities safe and free from hazards.
- 3 All staff members 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  
5 as required by law.<sup>1</sup> The safety program shall include:
- 6 Fire prevention  
7 Accident prevention  
8 Warning systems  
9 Emergency drills  
10 Traffic safety  
11 Safety inspections  
12 First aid  
13 Disaster preparation
- 14
- 15 The director of schools shall develop procedures for the utilization of student and employee  
16 identification badges. Students shall have their Identification Badge on their person at all times during  
17 the school day.
- 18 Only students assigned to the school, the staff of the school, parents of students, and other persons with  
19 lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours  
20 of student instruction. All staff members shall report all persons appearing to be improperly on school  
21 premises to the principal.<sup>2</sup>
- 22 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in  
23 order to maintain order or security. In addition, the director of schools or his/her designee shall provide  
24 the local law enforcement agency with all safety and security plans.<sup>3</sup>

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Legal References

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

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Cross References

Building and Grounds Management 3.200  
Safety 3.201

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

## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds:	Issued:

The director of schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students, and parents.

### **FIRE AND SAFETY DRILLS**

The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.<sup>2</sup>

The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These drills may cover tornado/severe weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. These drills shall include one tornado/severe weather drill in September and an additional drill in March. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.<sup>3</sup>

### **ARMED INTRUDER DRILLS**

The director of schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

### **AED DRILLS**

Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.<sup>5</sup>

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

## 1 MEDICAL EMERGENCIES/PANDEMIC FLU

- 2 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
3 and consult with the local and state health departments and other local emergency or healthcare  
4 providers in protecting students and the community from further infection. The director of schools  
5 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

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### Legal References

1. TRR/MS 0520-1-3-.03(18)
2. Public Acts of 2017, Chp. No. 451
3. TCA 68-102-137(b), (f)
4. Public Acts of 2017, Chp. No. 313
5. TCA 49-2-122(b)(2)(A)
6. Tennessee Department of Health Pandemic Influenza Response Plan,  
[http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Crisis Management</b>	Descriptor Code: <b>3.203</b>	Issued Date:
		Rescinds:	Issued:

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides,
- 2 shootings, and death of a student or faculty member. Within the development of such plan, the
- 3 principal shall appoint a Crisis Aftercare Response Event (CARE) Team which shall deal with specific
- 4 situations, make decisions, and disseminate information in the event of a crisis. Members of the Team
- 5 shall consist of the principal, mental health professional (school counselor, social worker, or
- 6 Psychologist), and at least two other staff members designated by the principal.
- 7 In the event of a crisis, the principal shall notify the CARE Team and the director of schools. If
- 8 necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).
- 9 All media attention shall be directed to the director of schools' office.

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### Cross References

News Releases, News Conferences, and Interviews 1.503  
Safety 3.201  
Emergency Preparedness Plan 3.202  
Security 3.205

## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

The director of schools shall establish procedures to protect school property which shall include, but not be limited to:

1. Closing and securing teacher work areas when left unattended or at the end of the day;
2. Posting of all signage required by law and Metro Ordinance;
3. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school facilities or equipment without appropriate supervision;
4. Controlling the issuance of keys; and
5. Developing programs that contribute to the proper care and use of school facilities and equipment.

Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>1</sup>

The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism. The principal shall notify the director of schools as soon as practical but no longer than 24 hours after a case of vandalism, theft, building damage, and/or illegal entry.

The director of schools or his/her designee is authorized to sign a criminal complaint and to press charges against perpetrators for vandalism of school property.

### LAW ENFORCEMENT SERVICES

The board may enter into collaborative partnerships with appropriate law enforcement agencies. Partnerships may include, but not be limited to, education and recreational programs, delinquency prevention, and mentoring initiatives.

The board may enter into a memorandum of understanding with the chief of a law enforcement agency to provide school policing. Any memorandum of understanding shall address, at a minimum, the following issues:<sup>2</sup>

1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of his or her assignment.

2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.
3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision, and discipline.
4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the director of schools.
5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO or such other appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
  - a. To represent and carry out the policies of the law enforcement agency assigning the SROs;
  - b. To supervise the SROs in the performance of their duties;
  - c. To consult with the director of schools regarding the best use of the available resources for school policing; and
  - d. To resolve disputes between the SROs and students or faculty members.
6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the director of schools to suspend the active participation of the SROs in the event that the director of schools believes that such suspension is best for the health, safety, and/or wellbeing of the students and/or faculty members.

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**Legal References**

1. 2 CFR § 200.313
2. TCA 49-6-4217

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**Cross References**

Visitors to the Schools 1.501  
Safety 3.201  
Care of School Property 6.311



# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Community Use of School Facilities</b>	Descriptor Code: <b>3.206</b>	Issued Date:
		Rescinds: <b>EE-16</b>	Issued:

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

1. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school shall be permitted use of school facilities without charge;
2. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;<sup>3</sup>
3. All activities must be under adult supervision and approved by the building principal. If deemed necessary, the principal may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or equipment;
4. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities indicated unless requested changes are approved by the principal;
5. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
6. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
7. During emergencies or disasters, the board will cooperate with recognized agencies such as the Red Cross, National Guard, and Civil Defense to make suitable facilities available without charge;
8. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of equipment;
9. The board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups; and

The director of schools shall develop a fee schedule, procedures, and forms to effectively implement this policy.

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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)

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Cross References

Tobacco-Free Schools 1.803  
Care of School Property 6.311

## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Facility Expansion – Goals</b>	Descriptor Code: <b>3.207</b>	Issued Date:
		Rescinds: <b>EE-16</b>	Issued:

The board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future enrollments. Plans shall include:

- Simplicity of design;
- Sound economics, including low long-range maintenance costs and low insurance rates;
- High educational utility; and
- Flexibility.

The board hereby establishes these broad goals for development of facilities:

1. To ensure that all new buildings or major renovations to existing buildings adequately support the instructional program;
2. To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem solving;
3. To design facilities economically while planning the specifications to meet the needs of students;
4. To involve parents, staff, and members of the community on school construction and design; and
5. To design school buildings while being mindful of potential community use.

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### Cross References

Estimating Facility Costs 3.209  
New Project Planning 3.211

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Facilities Planning</b>	Descriptor Code: <b>3.208</b>	Issued Date:
		Rescinds: <b>EE-16</b>	Issued:

## 1 ANNUAL ASSESSMENT

2 The director of schools shall present an annual assessment of facility needs to the board in October. The  
3 needs assessment shall include a review of each school site. Each principal shall prepare the assessment  
4 for his/her school with input from staff, parents, and community leaders. Funds, design, and all major  
5 purchases and renovations must be approved by the board. Additionally, all changes shall meet or exceed  
6 existing school standards.

7 The individual school needs assessment shall include the following information:

- 8 1. Building, site, and utility deficiencies
- 9 2. Maintenance issues
- 10 3. Number of classrooms with class sizes
- 11 4. Population and enrollment projections
- 12 5. Community needs
- 13 6. Other information as directed

14 The system-wide needs assessment shall include the following information:

- 15 1. Individual school assessments
- 16 2. System-wide population growth projections
- 17 3. Industrial and business forecasts
- 18 4. Other information as deemed necessary

## 19 TEN-YEAR FACILITIES PLAN

20 The director of schools shall maintain a ten-year facilities plan that addresses construction, renovation,  
21 and maintenance projects to ensure equity in facilities across the district. The board shall approve the  
22 building of schools.

## 23 ASBESTOS<sup>1</sup>

24 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or  
25 otherwise used as school buildings and update the plan to keep it current with ongoing operations and  
26 maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

27 The director of schools shall:

- 28 A. Annually publish a notification on the Asbestos Management Plan availability and the status of  
29 asbestos activities;

- 1 B. Educate and train maintenance and custodial staff about asbestos and how to deal with it in  
2 accordance with state and federal statutes;
- 3 C. Notify short-term or temporary workers on the locations of the building materials containing  
4 asbestos;
- 5 D. Post warning labels in routine maintenance areas where asbestos was previously identified or  
6 assumed;
- 7 E. Follow set plans and procedures designed to minimize the disturbance of building materials  
8 containing asbestos; and
- 9 F. Survey the condition of these materials every six (6) months to assure that they remain in good  
10 condition.
- 11 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)  
12 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and  
13 asbestos related issues should be directed to the AHERA Manager.

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#### Legal References

1. 40 CFR § 763.91-93;  
15 USCA § 2641-2656

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#### Cross References

Estimating Facility Costs 3.209  
New Project Planning 3.211  
Property Disposition 3.216

## Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Estimating Facility Costs</b>	Descriptor Code: <b>3.209</b>	Issued Date:
		Rescinds:	Issued:

When new construction, renovation, and/or a building addition is proposed, the director of schools or his/her designee shall secure cost estimates for each project and submit such estimates to the board for approval.<sup>1</sup>

Estimates are to include the total cost with a breakdown detailing the following:

1. Cost of site preparation;
2. Fees charged by governmental agencies;
3. Fees charged by utility companies;
4. Cost of landscaping;
5. Architect or construction management fees; and
6. Other costs and/or fees as required.

Recommendations shall include the budget impact to MNPS and the overall Metropolitan Nashville budget.

Qualified consultants and/or consulting firms may be involved when cost estimates are submitted. Employment of such persons requires board approval.

The cost of each project shall be presented to the board as a part of the project recommendation. In addition, consideration is to be given to costs of future maintenance, to any warranties that might be involved in construction, and the determination of easements.

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### Legal References

1. TCA 49-2-203(a)(3)(C)

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### Cross References

Facility Expansion – Goals 3.207  
Facilities Planning 3.208  
Naming Facilities 3.210  
New Project Planning 3.211

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Naming Facilities</b>	Descriptor Code: <b>3.210</b>	Issued Date:
		Rescinds: <b>GP-3</b>	Issued:

Facilities of the school system shall be named through board action based upon the following criteria:

1. Schools shall not be named for living persons, except for those who have rendered exemplary service to public education as recognized and attested by a vote of the board.
2. Two schools in the system shall not be given the same name, and care should be taken to avoid similar names.
3. Schools shall be named for:
  - a. The area or community in which the school is located;
  - b. The street on which the school is located or a street bordering the school site, if that street is well known in the community; or
  - c. Presidents, governors, or recognized national, state, or local leaders who have made an outstanding contribution to public education.
4. A single building on a campus with multiple buildings or a specific area on the campus may be named for a living person, provided he/she has made an outstanding contribution to that school. The naming of such building or specific area shall not supplant the facility's name.
5. Facilities other than the school shall be given names which describe the facility or the geographic location in the city.
6. If the board decides an existing school or facility should be renamed, the criteria of this policy shall apply.

When a school or facility is to be named, the director of schools shall submit recommendations to the board prior to the selection of an architect. The director shall seek input from school personnel and the public.

## BUILDING PLAQUES

The plaque for new buildings shall be included in the contract and designed by the architect. It shall include the names of the members of the Board of Education serving at the time the contract is executed. The building shall be formally dedicated during the first year of occupancy.

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Cross References

Estimating Facility Costs 3.209



# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Memorials and Recognitions</b>	Descriptor Code: <b>3.2101</b>	Issued Date:
		Rescinds:	Issued:

- 1 All memorials and recognitions intended as a permanent fixture that recognizes a special interest or
- 2 cause shall be approved by the board on a case by case basis. No memorial or recognition shall be
- 3 constructed or placed solely for the purpose of advertising a special interest or cause.
- 4 No recognitions of monuments shall contain religious symbols, verbiage, or references.

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Cross References

Naming Facilities 3.210

Metropolitan Nashville Board of Education			
Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>New Project Planning</b>	Descriptor Code: <b>3.211</b>	Issued Date:
		Rescinds: <b>EE-16</b>	Issued:

## 1 SCHOOL DESIGN

2 The director of schools shall create a design team for any new school building or major renovation.  
3 The design team shall include teachers, administrators, and members of the community in which the  
4 school is to be built.

5 The design of all school facilities shall include:

- 6 1. A welcoming entrance that provides shelter from the rain;
- 7 2. An entrance/foyer design for new schools that routes visitors to the office and limits direct
- 8 access to the school for security purposes;
- 9 3. Safe and efficient traffic patterns for bus riders and car riders;
- 10 4. Sufficient natural light in every classroom;
- 11 5. A school exterior that blends into the community where it is built;
- 12 6. An outdoor playground or playing fields for middle and high schools, unless precluded by
- 13 space limitations;
- 14 7. Indoor air-conditioned space for elementary playground use.

## 15 SELECTION OF ARCHITECT<sup>1</sup>

16 The board shall approve a registered architect for new projects of construction, expansion, and/or  
17 maintenance as required by law. The board shall execute a contract with such architect for each  
18 project.

## 19 SELECTION OF ENGINEER<sup>1</sup>

20 Following the execution of a contract for architectural services, the architect or architectural firm shall  
21 select a registered engineer for each project.

## 22 SITE SELECTION

23 The board shall have sole discretion with choosing sites for construction.<sup>2</sup> When determining where to  
24 begin new projects, the board shall consider the following:

- 25 1. Proximity to students and other schools;
- 26 2. Current and future populations of the area;
- 27 3. Growth patterns;
- 28 4. Impact on surrounding neighborhoods and public infrastructure;
- 29 5. Construction factors, such as the suitability for the site for educational programs and building
- 30 standards;

6. Transportation routes and traffic patterns; and
7. Accessibility.

### **CHILDREN WITH DISABILITIES<sup>3</sup>**

Prior to the construction, remodeling, renovation, expansion, or modification of a school building for use by children with disabilities, plans, and specifications shall be submitted for review to the Commissioner of the Department of Education. Such plans and specifications shall meet federal requirements.

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#### Legal References

1. TCA 62-2-107
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. TRR/MS 0520-01-04-.01(4)

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#### Cross References

Facility Expansion – Goals 3.207  
Facilities Planning 3.208  
Estimating Facility Costs 3.209

<b>Metropolitan Nashville Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Board Inspection and Acceptance of New Facilities</b>	Descriptor Code: <b>3.215</b>	Issued Date:
		Rescinds:	Issued:

- 1 New construction shall be inspected by the architect and the board's representative after the contractor
- 2 indicates that all work has been completed. The building shall not be accepted as complete until the
- 3 architect and the board's representative agree that all specifications have been met and the building is
- 4 ready for occupancy.
- 5 Acceptance of new construction shall be withheld until all details are complete and the buildings are
- 6 certified as complete by the director of schools.

## Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Property Disposition</b>	Descriptor Code: <b>3.216</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall be responsible for assessing the utilization of school facilities and making  
2 recommendations to the board. In June of each year, the director of schools or his/her designee  
3 shall present the board with a list of vacant and underutilized properties.

4 The list shall include a recommendation for future use by the district, sale, or lease. The  
5 director of schools or his/her designee shall develop procedures for the lease and sale of  
6 district property.

7 When assessing the utilization of school facilities, the director of schools or his/her designee shall  
8 consider the following:

- 9 1. Ability of the building to house a modern and flexible educational program;
- 10 2. Proximity to population served;
- 11 3. Enrollment capacity;
- 12 4. Cost of upkeep and maintenance; and
- 13 5. Ability of the building to meet safety standards.

14 The board may seek professional advice and community input before making a final decision regarding  
15 retirement of a school facility.

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Cross References

Facilities Planning 3.208

# Metropolitan Nashville Board of Education

Monitoring:

Review: Annually, in  
October

Descriptor Term:

**Service Animals in District Facilities**

Descriptor Code:

**3.218**

Issued Date:

Rescinds:

Issued:

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses<sup>1</sup> (hereinafter referred to as service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform.<sup>2</sup> The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

District staff may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it;

2. The animal is not housebroken; or

3. The animal's presence would fundamentally alter the nature of the service, program, or activity.<sup>3</sup>

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The district and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability.

The district shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

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#### Legal References

1. 28 CFR § 35.104
2. 28 CFR § 35.136
3. 28 CFR § 35.130

# Metropolitan Nashville Board of Education

Monitoring:

**Review: Annually, in  
October**

Descriptor Term:

## **Use of Unmanned Aircraft Systems (Drones)**

Descriptor Code:

**3.219**

Issued Date:

[Click here to  
enter a date.](#)

Rescinds:

Issued:

An unmanned aircraft system (Drone) means a powered, aerial vehicle that:

1. Does not carry a human operator and is operated without the possibility of direct human intervention from within or on the aircraft;
2. Uses aerodynamic forces to provide vehicle lift;
3. Can fly autonomously or be piloted remotely; and
4. Can be expendable or recoverable.<sup>1</sup>

### **Appropriate Use**

Visitors and unsupervised students are prohibited from operating drones on district property. District personnel are authorized to use aerial drones.

Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated clubs shall operate any and all district drones in accordance with this policy and all applicable Federal Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.<sup>2</sup> This includes any additional certifications or authorizations that may be required from the Federal Aviation Administration based on the drone's intended use.<sup>3</sup>

The following guidelines must be adhered to by anyone flying a drone on district property:

1. All drones operating on district property must weigh no more than 55 lbs.
2. Operators must not operate a drone within five (5) miles of any airport without prior notification and confirmation from airport authorities.
3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain clear of surrounding obstacles.
4. Operators must maintain safe control and line of sight with the drone during all stages of operation.



5. Operators must maintain a safe operating distance from crowds and ensure drone operations do not interfere with manned aircraft operations.
6. Data collected by a drone can only be used for hobby (educational) purposes and may not be sold for profit.
7. If there is a plan to fly drones over property that is not owned by the district, the director of schools shall first obtain written permission from the owner of the property at issue. District personnel operating drones on property not owned by the district must adhere to all requirements of this policy.<sup>3</sup>
8. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of district owned drones.

#### *Inappropriate Use*

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any local, state, or federal statutes or regulations;
2. Taking pictures of property or persons without consent;<sup>4</sup>
3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;
4. Failing to follow a district policy while using the district's drone technology or failing to follow any other policies or guidelines established by district administrators or their designees; and
5. Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others.

#### *Violations*

District staff shall monitor for inappropriate use of district drone technology as defined by this policy. Violators may be subject to disciplinary action, up to and including suspension and/or expulsion for students or suspension and/or termination for employees.

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Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112<sup>th</sup> Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112<sup>th</sup> Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903(a)(3)

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Equipment and Supplies Management</b>	Descriptor Code: <b>3.300</b>	Issued Date:
		Rescinds: <b>EE-7</b>	Issued: <b>06/28/16</b>

- 1 The director of schools shall develop procedures ensuring the equipment and supplies are properly
- 2 maintained and not subject to improper wear and tear. Equipment management shall be in accordance
- 3 with federal and state laws, regulations, and guidelines.
- 4 Employees of the system are responsible for the materials, equipment, and supplies assigned to them.
- 5 In addition, employees are responsible for the reasonable preservation and protection of materials,
- 6 equipment, and supplies not under their direct control.
- 7

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Cross References

Inventories 2.702

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Technology Loan Program</b>	Descriptor Code: <b>3.301</b>	Issued Date:
		Rescinds:	Issued:

- 1 District owned computing devices may be loaned to students for their use during the academic year.
- 2 Students using district owned computing devices must comply with district policy on use of the
- 3 internet and district owned property.
- 4 The director of schools shall develop procedures for assignment, use, monitoring, and returns of
- 5 district owned computing devices. These procedures shall be given to any student using a district
- 6 owned computing device.
- 7

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Employee Use of District Mobile Devices</b>	Descriptor Code: <b>3.302</b>	Issued Date:
		Rescinds: <b>IM 4.149, SS 3.125</b>	Issued:

1 District owned mobile devices shall be provided to employees when essential to the operation of the  
2 school system. The assignment of mobile devices shall be approved by the director of schools or  
3 his/her designee. Mobile devices provided to employees are for official school business only and shall  
4 not be used for personal purposes.

5 The director of schools shall develop procedures for assignment and use of mobile devices. These  
6 procedures shall be given to any employee using a mobile device.  
7

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and  
3 Regulations.<sup>1</sup>

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
5 appear on the rear bumper.<sup>2</sup>

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to  
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,  
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and  
11 regulatory requirements for the transportation program.

## 12 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be  
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program  
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)  
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of  
19 education with appropriate documentation.

## 20 **COMPLAINT PROCESS<sup>4</sup>**

21 The following procedure will govern how students, teachers, staff, and community members shall  
22 submit bus safety complaints:

- 23 1. All complaints shall be submitted to the transportation supervisor or his/her designee; and
- 24 2. Complaints may be submitted in person, via phone, mail, or email.
  - 25 a. Written complaints shall be submitted on forms located on the district's website. In the
  - 26 case of a complaint received via phone, the person receiving the phone call shall be
  - 27 responsible for filling out the form and submitting it to the transportation supervisor.
  - 28

The transportation supervisor or his/her designee shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

#### **RECORDKEEPING<sup>5</sup>**

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

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Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)



Metropolitan Nashville Board of Education			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Transportation Eligibility, Scheduling, and Routing</b>	Descriptor Code: <b>3.401</b>	Issued Date:
		Rescinds: <b>SS 3.118</b>	Issued:

## 1 ELIGIBILITY

2 The district provides, as a privilege, transportation to children that reside within the Davidson County. Students  
3 legally enrolled in the district will be eligible for transportation to their zoned school according to the following  
4 distance:

- 5 • Elementary Schools (Grades K-4) – greater than 1 ¼ miles
- 6 • Middle Schools (Grades 5-8) – greater than 1 ¼ miles
- 7 • High Schools (Grades 9-12) – greater than 1 ½ miles

8 The actual distance for eligibility shall be determined as follows:

- 9 • From the center of the driveway of the student's home where it intersects the public thoroughfare, and  
10 along the nearest public vehicular thoroughfare or pedestrian walkway. In the event no driveway exists  
11 on this thoroughfare, the center of the student's home where it would intersect with the thoroughfare  
12 will be the determining boundary.
- 13 • All apartment complexes, trailer courts, public housing projects, etc. will be measured from the center  
14 of said complexes, to the entrance of the zoned school.
- 15 • The limited boundary at the zoned school will be a point where the school bus normally discharges  
16 passengers.

17 After all eligible riders have been assigned, principals may recognize hardship conditions and temporarily assign  
18 empty seats on buses to students (grades K-12) that reside less than the eligible distance from the zoned school.  
19 These students will be picked up and discharged at the closest existing stop from the student's residence. In the  
20 event empty seats are not available, the principal may identify specific safety hazards and request additional  
21 seats.

22 Non-eligible bus riders may be transported unless their presence causes an overload or disturbance.

23 The director of schools or his/her designee shall approve all requests for empty seats.

## 24 SCHEDULING AND ROUTING

25 The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus transportation,  
26 including the determination of bus stops and the assignment of students. When determining a route, the  
27 transportation supervisor shall consider the economy of the route, student safety, and transit time.

28 Appeals of transportation decisions shall be made to the director of schools.

29 Students shall not be in transit to and from school more than one hour each way.<sup>1</sup>

- 1 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies  
2 and procedures relative to the transportation program.<sup>2</sup>
- 3 Once the official route is begun, stops shall only be made to take on, discharge, or transfer students. Buses shall  
4 not make any nondesignated stops, except for emergencies, when transporting students.
- 5 No student may exit the bus at a destination other than that student's designated bus stop. The director of schools  
6 shall develop procedures that would allow a student to exit the school bus at an alternative location. However,  
7 no student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student  
8 provides the driver with a signed note from the parent or guardian informing the driver of the change in the  
9 student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the  
10 completion of the route.<sup>3</sup>
- 11 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's  
12 designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove  
13 the offending student from the bus provided that the driver secures the safety of the student for the uncompleted  
14 trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any  
15 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the  
16 student's destination for that trip.<sup>4</sup>
- 17 Students who ride school buses shall attend the school designated unless the board designates an alternate  
18 school. If a parent chooses to send his/her child to another school in the system, the parent must provide  
19 transportation to and from that school.

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**Legal References**

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

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**Cross References**

Bus Conduct 6.308

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Special Use of School Vehicles</b>	Descriptor Code: <b>3.402</b>	Issued Date:
		Rescinds: <b>FM 2.105, SP 6.128</b>	Issued:

## **SCHOOL BUSES**

All policies and procedures regarding student and driver conduct shall apply to all extracurricular trips.

System-owned buses may be used by athletic teams and other school groups, provided such trips are recommended by the principal.

The principal shall make all transportation arrangements with the supervisor of transportation.

Only qualified bus drivers may drive school buses for extracurricular trips.

## **BOARD-OWNED VEHICLES**

The director of schools shall recommend for board approval a list of vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements, including implications for reporting taxable income.

Employees assigned full-time use of vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. The use of these vehicles for personal use is prohibited.

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### Cross References

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Traffic and Parking Controls</b>	Descriptor Code: <b>3.403</b>	Issued Date:
		Rescinds: <b>SS 3.117, SP 6.148</b>	Issued:

## 1 *General*

2 The principal of each school shall develop a plan to ensure maximum safety with traffic and parking for  
3 his/her campus and submit it to the director of schools for approval. This plan and other relevant  
4 information regarding traffic and parking shall be published annually in student and employee  
5 handbooks.

## 6 *Student Parking*

7 Students are responsible for the safe operation of their vehicles while on campus. Students will not be  
8 allowed to operation a vehicle on school property without a valid driver's license and proof of  
9 insurance. Each school shall retain a copy of the student's license and proof of insurance.

10 Building principals may charge students to park in district parking lots. Unauthorized and improperly  
11 parked vehicles located on district property may be towed.

12 Any vehicle driven onto school property is subject to search by school authorities.<sup>1</sup>

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### Legal References

1. TCA 49-6-4204

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### Cross References

Code of Behavior and Discipline 6.300  
Interrogations and Searches 6.303  
Suspension/Expulsion/Remand 6.316

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Private Vehicles</b>	Descriptor Code: <b>3.404</b>	Issued Date:
		Rescinds:	Issued:

The board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools or his/her designee and proof of vehicle liability insurance coverage in a sufficient amount, as determined by the director of schools.
2. The school system shall assume no responsibility for liability in case of accident unless the employee has the proper authorization described above.
3. The board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state board rules, regulations, and minimum standards.<sup>1</sup>
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the director of schools.<sup>2</sup>

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## Legal References

1. TRR/MS 0520-1-5-.02(1)
2. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date:
		Rescinds: <b>IM 4.170</b>	Issued:

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state, federal, and local requirements necessary for participation.<sup>1</sup>

The system's food service director will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, Summer Food Service Program (SFSP), Supper Program (CACFP) and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.<sup>2</sup>

As required for participation in the School Nutrition Programs, the board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from other students during food service.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program, and Metro-Nashville Public Health Department are on file in the district food service procedures manual.

## *Students Requesting Modified Meals*

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law.

The director of schools shall develop procedures for notifying parent(s)/guardian(s) of the process for requesting meal modifications and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

1     *SNP Smart Snacks in Schools*

2     All foods and beverages sold at school during the school day must meet nutrition standards established  
3     from the Smart Snacks rule. The Smart Snacks in School regulation applies to foods sold (a la carte, in  
4     the school store, and vending machines) on campus during the school day. The school day refers to the  
5     period from the midnight before to thirty minutes after the end of the official school day.

6     *Fundraisers*

7     Special fundraiser exemptions are allowed for foods and beverages that do not meet Smart Snack  
8     standards. These exempt fundraisers must not occur more often than the frequency specified by the  
9     state agency. In Tennessee, 20 days each semester are allowed as exempted fundraiser days per school.

10    *Charging Meals*

11    In the event a student does not have adequate funds to purchase a meal, all K-8 students will be  
12    allowed to charge the meal.

13    The director of schools shall ensure that this policy is provided in writing to all households at the start  
14    of each school year and to households that transfer to the school during the school year.

15    *Collection of Unpaid Meal Charges*

16    The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to  
17    the end of the school year. Uncollected charges from the previous fiscal year shall be considered  
18    delinquent debt. The director of schools shall establish reasonable methods and a timeframe for  
19    collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by  
20    the board. Upon recommendation of the director of schools, the board may classify delinquent debt as  
21    bad debt, which shall be considered uncollectable and categorized as an operating loss.<sup>4</sup>

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Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR 210.10-.13
3. SP36-2014
4. 2 CFR 200.426

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Cross References

Deposit of Funds 2.500  
Financial Reports and Records 2.701

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Insurance Management</b>	Descriptor Code: <b>3.600</b>	Issued Date:
		Rescinds: <b>HR 5.126</b>	Issued:

1 The insurance program shall provide coverages in a minimum of the following broad categories:

2 1. Property: Buildings and contents against fire, extended coverage, vandalism, and malicious  
3 mischief, boiler and machinery explosion; and vehicles;

4 2. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

5 The director of schools shall continually review the insurance program to ensure that adequate  
6 protection is being provided at a reasonable price.

## 7 **GROUP HEALTH**

8 The board may provide group health insurance for all full-time employees.<sup>1</sup> The director of schools,  
9 after consultation with personnel, shall recommend any changes to the board. The board shall approve  
10 all changes to group health insurance benefits.

11 The director of schools or his/her designee shall develop procedures to ensure the privacy of HIPAA  
12 protected information.<sup>2</sup>

## 13 **RETIREES**

14 Health insurance shall be offered to those teachers that retire from Metro-Nashville Public Schools  
15 (MNPS). To qualify, employees must have at least ten (10) years of service in MNPS, participate in the  
16 district's health insurance plan during the last three (3) years of employment, and receive a pension  
17 from the Tennessee Consolidated Retirement System (TCRS) or MNPS. If an employee defers  
18 retirement, they shall have at least twenty (20) years of service in MNPS to be eligible.

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### Legal References

1. TCA 49-2-209
2. 45 CFR 164.316

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### Cross References

Payroll Procedures 2.802



Metropolitan Nashville Public Schools			
Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Student Insurance Program</b>	Descriptor Code: <b>3.601</b>	Issued Date:
		Rescinds:	Issued:

- 1 Student accident insurance may be made available for purchase on an optional basis. The policy shall
- 2 be reviewed annually and approved by the board upon recommendation of the director of schools.
- 3 Applications and information brochures will be sent home with the students during the first week of
- 4 school.
- 5 Files shall be maintained in the principal's office listing students subscribing to the plan.
- 6 The principal shall ensure that each student, before participating in interscholastic athletics, either
- 7 purchases the insurance policy offered or presents a statement signed by the parent(s)/guardian(s)
- 8 which assures the school that the parent(s)/guardian(s) has personal insurance or is willing to accept all
- 9 financial responsibilities related to participation and travel. Forms for such permission and agreements
- 10 shall be furnished by the principal and will be kept on file in the principal's office.

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Cross References

Interscholastic Athletics 4.301

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Human Resources Goals</b>	Descriptor Code: <b>5.100</b>	Issued Date:
		Rescinds: <b>EE-12</b>	Issued:

- 1 The board's human resources goals are:
- 2 1. To recruit and employ the best qualified individuals to staff the school system;
- 3 2. To pursue quality teaching by recruiting and retaining excellent teachers for every classroom;
- 4 3. To provide compensation, benefits, and working environments sufficient to attract and retain
- 5 qualified employees;
- 6 4. To provide professional development programs for all employees to improve their skills and
- 7 performance;
- 8 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
- 9 performance; and
- 10 6. To ensure that employees are assigned so that they are utilized as effectively as possible.

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Cross References

School District Goals 1.700

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Classification and Qualifications</b>	Descriptor Code: <b>5.102</b>	Issued Date:
		Rescinds:	Issued:

## 1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2 To be considered for certificated administrative or supervisory positions, the applicant must show the  
3 following qualifications:

4 1. Administrative or supervisory certification and experience in accordance with state law and State  
5 Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

6 Non-certified administrative and supervisory personnel shall possess sufficient training and experience  
7 to perform the services required and such additional qualifications as the board and the director of  
8 schools shall determine.

## 9 PROFESSIONAL PERSONNEL

10 The professional staff members are the personnel whose employment status *requires* certification in  
11 accordance with the rules and regulations of the State Board of Education.

## 12 SUPPORT PERSONNEL

13 The support staff members are personnel whose regular employment does not require certification in  
14 accordance with rules and regulations of the State Department of Education.

Legal Reference

Tenn. Code Ann. 49-5-602

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Job Descriptions</b>	Descriptor Code: <b>5.103</b>	Issued Date:
		Rescinds:	Issued:

- 1 The board shall approve the broad purpose and function of each position in accord with state laws and
- 2 regulations, and require the director of schools or his/her designee to draft a job description for each
- 3 position.
- 4 A copy of each job description shall be provided to the employee and the immediate supervisor and
- 5 included in the employee's personnel record. Copies of all job descriptions shall be maintained in the
- 6 director of schools or designees office and shall be used as guides in annual employee evaluations.

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## Cross References

Evaluation 5.109

Qualifications and Duties of the Director of Schools 5.802

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Equal Opportunity Employment</b>	Descriptor Code: <b>5.104</b>	Issued Date:
		Rescinds: <b>HR 5.166</b>	Issued: <b>10/01/09</b>

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be  
2 afforded equally to members of all races, creeds, colors, sex, religions, ages, national origins, gender  
3 identity, sexual orientation, marital status, and individuals with disabilities or active duty/veteran status  
4 with regard only for qualifications for the positions involved.<sup>1, 2</sup>

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## Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; and 42 USC § 12101-12213
2. Metropolitan Government of Nashville and Davidson County Tennessee Code of Ordinances, Chapter 11.20.130.

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## Cross References

Section 504 & ADA Grievance Procedures 1.802  
Discrimination/Harassment of Employees 5.500  
Complaints and Grievances 5.501

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Recruitment of Employees</b>	Descriptor Code: <b>5.105</b>	Issued Date:
		Rescinds: <b>HR 5.108</b>	Issued: <b>08/01/05</b>

- 1 The authorization of all school system positions rests with the board while personnel decisions shall be  
2 within the discretion of the director of schools.<sup>1</sup>
- 3 The director of schools is responsible for the development of a program for the recruitment of licensed  
4 personnel.<sup>2</sup>
- 5 Identification of personnel needs shall be the responsibility of the director of schools, supervisors, and  
6 building principals.
- 7 The board is committed to efficient and cost effective recruitment practices. Vacancies shall be  
8 advertised using appropriate internal and external recruitment sources in accordance with established  
9 procedure. A deadline for receiving applications shall be established and disseminated with the vacancy  
10 notice.

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## Legal References

1. TCA 49-2-301(b)(1)(EE); TCA 49-2-203(a)(1)
2. TRR/MS 0520-01-02-.14

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## Cross References

Equal Opportunity Employment 5.104  
Staff Positions 5.116

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date:
		Rescinds: <b>HR 5.106</b>	Issued: <b>07/01/04</b>

## APPLICATION

An individual desiring a position with the board shall make application to the director of schools as required by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children<sup>1</sup>, as well as all other positions within the district.

Knowingly falsifying information by any candidate for employment shall be sufficient grounds for termination of employment and for professional employees shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.<sup>2</sup>

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The board may reimburse the applicant if a position is offered and accepted.<sup>3</sup>

### *Professional Employees*

The application must include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education;<sup>4</sup>
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;<sup>5</sup>
3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;<sup>6</sup>
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;
5. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>7</sup> or
6. Who does not receive a satisfactory background check.

### *Support Employees*

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;<sup>5</sup>
2. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>7</sup>
3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
4. Who does not receive a satisfactory background check.

## EMPLOYMENT

### *Professional Employees*

After checking references and receiving written recommendations, the director of schools shall hire and assign qualified applicants.

### *Initial Employment*

Upon initial employment, the director of schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment.<sup>1</sup> From the date of the written acceptance, such person is considered to be under employment with the board and is subject to all rights, privileges and duties.

### *Support Employees*

After checking references and receiving written recommendations from principals and/or supervisors, the director of schools shall hire and assign qualified applicants.

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#### Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5- 406 (a)(2)(A)
3. TCA 49-5-413(c)
4. TCA 49-5-403; TCA 49-5-101
5. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
6. TCA 49-5-405
7. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

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#### Cross References

Orientation and Probation 5.107  
Compensation Guides & Contracts 5.110



# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Orientation</b>	Descriptor Code: <b>5.107</b>	Issued Date:
		Rescinds:	Issued:

## 1 **ORIENTATION**

- 2 All new staff members, including administrative and supervisory personnel, to the school system shall  
3 participate in an orientation program prior to beginning employment.

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Supervision</b>	Descriptor Code: <b>5.108</b>	Issued Date:
		Rescinds:	Issued:

- 1 Supervision of administrative and supervisory personnel shall be provided by the director of schools.
- 2 Supervision of school-based professional and support personnel shall be provided by the respective
- 3 principal of each school.
- 4 Apprentice teachers shall be assisted by supervising teachers in the development of competencies
- 5 required by the board.<sup>1</sup>
- 6 Support personnel shall be supervised by the person designated on the approved job description.
- 7 The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to
- 8 the employee for the satisfactory performance of those duties.

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#### Legal References

1. TCA 49-6-3004(c)(2)
2. TCA 49-2-203(

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#### Cross References

Nepotism 1.108  
Job Descriptions 5.103  
Staff Positions 5.116

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Evaluation</b>	Descriptor Code: <b>5.109</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>EE-4</b>	Issued: <b>01/09/07</b>

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the director of schools and administrative and supervisory personnel. The board shall use a state-approved model for evaluating certificated educators and school-based administrators and shall approve standard forms to be used in evaluating support personnel. The director of schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

## LICENSED TEACHING PERSONNEL

The board adopts the State evaluation model for certificated educators and school-based administrators. The director shall draft procedures to ensure that the model is implemented throughout the school system. Additionally, the director of schools shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.<sup>1</sup>

### *Local Level Grievance Procedure*

The director of schools shall develop procedures, consistent with state law, for processing evaluation grievances.<sup>2</sup>

## NON-LICENSED PERSONNEL

Support personnel shall be evaluated at least once a year. Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

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#### Legal References

1. TRR/MS 0520-02-.01-.01; TRR/MS 0520-02-01-.02
2. TRR/MS 0520-02-.01-.01(4)

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#### Cross References

Evaluations of Instructional Programs 4.702  
Job Descriptions 5.103  
Orientation 5.107

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.110</b>	Issued Date:
		Rescinds: <b>EE-5</b>	Issued: <b>07/08/14</b>

1 The director of schools shall establish salary schedules and pay plans for employees that are based on  
2 the district's strategic compensation plan and are designed to attract and maintain top quality staff. The  
3 salary schedules and pay plans shall be submitted to the board for its approval.<sup>1</sup>

4 Certified personnel must make a written contract with the board at a fixed salary per month before  
5 entering upon their duties.<sup>2</sup>

6 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)  
7 days of responsibility, plus twenty (20) days for each additional month assigned by the board. Each  
8 contract shall provide:<sup>3</sup>

- 9 1. A minimum of one hundred and eighty (180) working days;
- 10 2. A minimum of five (5) days for in-service education;
- 11 3. Ten (10) vacation days; and
- 12 4. Five (5) days as designated by the board (teachers shall use one (1) day for parent-teacher  
13 conferences).

14 The school calendar adopted by the board each year shall become part of each employee's contract.

15 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the  
16 revenue is deposited with and salaries paid through the board. This includes donations or contributions  
17 from individual, civic or other non-school related sources of funds from individual school activity funds,  
18 such as gate receipts and concessions.<sup>1,4</sup>

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## Legal References

1. TCA 49-5-402
2. TCA 49-2-203(a)(1); TCA 49-5-408
3. TCA 49-6-3004
4. TCA 49-6-2006(a); *Tennessee Internal School Financial Management Manual*, Section 5, Title 6

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## Cross References

School Calendar 1.800  
Revenues 2.400  
Payroll Procedures 5.113  
Salary Deductions 2.803

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Payroll Procedures</b>	Descriptor Code: <b>5.113</b>	Issued Date:
		Rescinds:	Issued:

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

Specific approval by the board is required for payroll deductions, except as otherwise provided by law.

An employee may terminate any salary deduction upon written notification to the director of schools or his/her designee, in accordance with established procedures and/or any signed memorandum of understanding with an Employee Representative Organization.

Payroll procedures shall be as follows:

1. All district employees shall be paid their regular salary or wages on a bi-weekly basis in full for the current pay period.

## UNDERPAYMENTS AND OVERPAYMENTS

District employees who suspect an error in their pay should contact School Central Payroll. All instances of underpayment or overpayment shall be investigated and/or rectified in accordance with established procedures.

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Cross References

HR 5.119 Employee Representative Organizations

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date:
		Rescinds: <b>EE-3</b>	Issued:

The director of schools or his/her designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;<sup>1</sup>
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9.<sup>2</sup>

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;<sup>3</sup>
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.<sup>4</sup>
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), or the results of individual teacher evaluations of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.<sup>5</sup>
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.<sup>6</sup>

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**Legal References**

1. TCA 49-2-301(b)(1)(M)
2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
3. TCA 10-7-503, 504
4. 20 USCS 6311 § 1111 (6)(A)
5. TCA 10-7-504 (f)(1)
6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108

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**Cross References**

School District Records 1.407

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Assignment / Transfer</b>	Descriptor Code: <b>5.115</b>	Issued Date:
		Rescinds:	Issued:

## 1 ASSIGNMENT

2 The director of schools shall assign personnel to the various schools by June 15 preceding the school year for  
3 which such persons are employed while allowing each principal or immediate supervisor to assign more specific  
4 responsibilities within each school.<sup>1</sup>

5 Assignment of employees shall be made by the director of schools based on the recommendation of the appropriate  
6 division director and/or building principal. The assignment shall be determined by the applicant's training,  
7 experience, and ability to perform the duties of the position and in the best interest of the schools.

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

## 11 TRANSFER (to move from one school or administrative unit to another)

12 The director of schools shall transfer employees as necessary for the efficient operation of the schools.<sup>2</sup>  
13 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is  
14 responsible for developing and disseminating procedures for transfers.

15 Transfers shall be made in accordance with board policy and state law.

## 16 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

17 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned  
18 as necessary for the efficient operation of the schools. The director of schools is responsible for developing and  
19 disseminating procedures for reassignments.

20 Reassignments shall be made by the employee's immediate supervisor with approval by the director of schools.

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### Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303(b)(3)

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### Cross References

Nepotism 1.108  
Job Descriptions 5.103  
Recruitment 5.105



# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually in January</b>	Descriptor Term:  <b>Teacher Tenure</b>	Descriptor Code: <b>5.117</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>5.134</b>	Issued: <b>04/01/15</b>

## 1 General

2 To attain tenure status, a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and  
3 recommended by the director of schools; and (3) receive a majority vote of the board.

## 4 **TENURE ELIGIBILITY<sup>2</sup>**

5 Teachers that meet the following requirements are eligible for tenure:

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

## 20 **ACQUISITION OF TENURE STATUS**

21 Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for  
22 tenure or non-renewed. If tenure is denied by the board, the teacher shall be dismissed.<sup>3</sup>

23 The following additional guidelines shall apply:

- 24 1. The director of schools will recommend persons eligible for tenure at a board meeting in ample  
25 time to provide notice of non-renewal to each teacher not recommended for tenure within five (5)  
26 business days following the last instructional day for the school year.<sup>4</sup>  
27
- 28 2. The decision to grant tenure is solely within the discretion of the board.<sup>5</sup> Only those teachers who  
29 receive a majority vote of the membership of the board will be granted tenure.<sup>6</sup>  
30

3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond the current contract year.<sup>7</sup>

### **TEACHER RETURNING TO EMPLOYMENT**

A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year probationary period upon reemployment, unless the probationary period is waived by the board upon request of the director of schools. Upon completion of the two-year period, the teacher shall either be recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board, the teacher shall be dismissed.<sup>7</sup>

### **TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM<sup>8</sup>**

A tenured or non-tenured teacher with five (5) or more years of prior service that transfers from another school system to begin employment in the Metropolitan Nashville Public Schools shall serve the regular probationary period. The board, upon the recommendation of the director of schools, may waive the probationary period and grant tenure status or shorten the probationary period.

If a non-tenured teacher with fewer than five (5) years of service transfers from another school system, such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when service in both school systems is counted.

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

### **TEACHER RETURNING TO PROBATIONARY STATUS<sup>9</sup>**

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

When a teacher who has returned to probationary status has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations,” the teacher is again eligible for tenure and shall be either recommended by the director of schools for tenure or non-renewed; provided, however, that the teacher shall be dismissed if tenure is denied by the board.

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

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Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. TCA 49-5-504(b)
4. TCA 49-5-409
5. TCA 49-2-203(a)(1)
6. TCA 49-2-202(g)
7. TCA 49-5-504(d)
8. TCA 49-5-509
9. TCA 49-5-504(e), (f)

# Metropolitan Nashville Board of Education

Monitoring:

**Review: Annually, in  
January**

Descriptor Term:

## **Background Investigations**

Descriptor Code:

**5.118**

Issued Date:

Rescinds:

**EE-4**

Issued:

**01/09/07**

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.<sup>1</sup> Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.

### **USE AND DISSEMINATION**

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.<sup>3</sup> The director of schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information (“CHRI”) obtained by the district shall be solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the director of schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination or destruction of CHRI must sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to criminal history record information with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The director of schools is responsible for ensuring that authorized personnel receive such training within 60 days of employment or job assignment and every three years.

### **RETENTION AND SECURITY**

The director of schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the director of schools. The area shall be out of the view of the public and unauthorized personnel. The director of schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

## DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering the information unreadable. Record destruction must be conducted under the supervision of the director of schools.

## MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the director of schools.

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### Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5-413 (c)
3. 42 U.S.C. § 14616 (a)

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### Cross References

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Employee Representative Organizations</b>	Descriptor Code: <b>5.119</b>	Issued Date:
		Rescinds: <b>EE-18</b>	Issued: <b>04/12/16</b>

The board acknowledges that employee representative organizations are an important resource available to non-certificated employees. The board recognizes that employees should be allowed to form, join, and assist any employee representative organization, or to refrain from belonging to such organization(s), without fear of penalty or reprisal, and to choose representatives to meet and confer on matters relating to working conditions and other terms and conditions of employment on a regular basis. To that end, the board encourages the director to facilitate each of the following actions:

1. Recognize employee representative organizations on a non-exclusive basis upon the submission of a petition signed by at least 15% of the full time, non-certificated employees of the school district in an appropriate unit. Any organization representing non-certificated employees at the time this policy becomes effective should not be required to go through the exercise of submitting another petition as long as they maintain membership of at least 15% of the full-time, non-certificated employees in the appropriate unit.
2. Within five working days of the receipt of the petition, the Employee Relations Office would verify the petition as containing the requisite names and signatures. Upon verification, the employee organization is to be recognized.
3. Any employee organization should maintain its representative status so long as at least 15% of the full-time, non-certificated employees in the appropriate unit remain members of that organization. The Employee Relations Office should annually determine whether this minimum membership requirement has been met at the close of the annual enrollment period for employee benefits.
4. Once the Employee Relations Office has verified that an employee organization's petition includes the requisite names and signatures, the representatives of that organization should be permitted to act for that organization, and the director, or his or her designee(s), should make good faith efforts to meet and confer with such representatives on a reasonable basis.
5. Upon the written authorization of any participating employee, on forms provided by the representative organization, the director should advise Metro's payroll department to deduct from the payroll of the employee the amount of dues as certified by the representative organization, and deliver the same to the designated official of the representative organization. Such payroll deduction should remain in effect unless and until an employee submits a written revocation to Metro's payroll department in accordance with established procedures and/or any signed memorandum of understanding. For any organization representing non-certified employees at the time this policy becomes effective, Metro's payroll department should

1 automatically continue deducting dues for the organization from the payroll of any employee  
2 who previously authorized such deduction and did not revoke his/her authorization.  
3

- 4 6. Establish written policies and procedures, through the MNPS Administrative Procedures or a  
5 non-binding memorandum of understanding, in order to codify the guidance in this policy and  
6 implement the concepts therein.

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Cross References

Salary Deductions 2.803

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Separation Practices for Tenured Teachers</b>	Descriptor Code:  <b>5.200</b>	Issued Date:
		Rescinds:  <b>G-3</b>	Issued:  <b>08/12/14</b>

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending investigation, or  
3 final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an  
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal  
5 have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no  
6 circumstances shall the director of schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall  
7 be paid full salary for the period of suspension.

## 8 **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

9 The director of schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
10 unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be: (1) provided with  
11 written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an  
12 opportunity to respond to the director at a conference, if requested within ten (10) days; and (3) given a written  
13 decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference,  
14 which shall be recorded.

15 Under no circumstances shall a director of schools suspend a tenured teacher with pay. If reinstated, the tenured  
16 teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an  
17 appropriate penalty.

## 18 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS<sup>4</sup>**

19 The board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing  
20 officers as defined under Tennessee law.

21 When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal  
22 or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses  
23 which are charged, and shall be signed by the party or parties making the charges.

24 If, in the opinion of the board, the charges are of such nature as to warrant the dismissal or a suspension greater  
25 than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy  
26 of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the  
27 teacher of his/her legal duties, rights, and recourse.

28 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt  
29 of notice give written notice to the director of schools of his/her request for a hearing.

30 The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list  
31 maintained by the board.



The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The director of schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the board within twenty (20) days of the receipt of the notice of appeal.

The board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the board should vote to extend additional time. At the conclusion of the hearing, any member of the board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the board is appealed to the chancery court, the board shall transmit the entire record prepared by the director and reviewed by the board to the chancery court for its review.

## **RESIGNATION**

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

The conditions under which it is permissible to break a contract with the board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board; or
2. The release by the board of the teacher from the contract which the teacher has entered into with the board.<sup>6</sup>

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>7</sup>

Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's license. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days.<sup>8</sup>

## **RETIREMENT**

Retirement shall mean a termination of services under conditions which will allow the employee to draw

benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.<sup>9</sup>

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:<sup>10</sup>

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by board for teachers with comparable training and years of experience filling similar positions.

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. Public Acts of 2017, Chapter No. 287
10. TCA 8-36-821

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#### Cross References

Recommendations and File Transfers 5.203

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date:
		Rescinds: <b>GP-3</b>	Issued: <b>08/12/14</b>

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation, or final disposition of a case before the board or an appeal. If the matter under investigation  
4 is not the subject of an ongoing criminal investigation or a department of children's services  
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a  
7 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary  
8 for the period of suspension.

## 9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

10 A director of schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect  
11 of duty, unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be:  
12 (1) provided with written notice, including the reasons for the suspension along with an explanation of  
13 the evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested  
14 within ten (10) days; and (3) given a written decision of the suspension within ten (10) days. Both parties  
15 may be represented by counsel at the conference, which shall be recorded.

## 16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

17 The director of schools may dismiss or suspend for more than three days any non-tenured teacher **during**  
18 **the contract year** for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty  
19 after giving the non-tenured teacher, in writing, due notice of the charges.

20 The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing  
21 before an impartial hearing officer.

22 The board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
23 hear the case and the employee shall have the right to:

- 24 1. be represented by counsel;
- 25 2. call and subpoena witnesses;
- 26 3. examine all witnesses; and
- 27 4. require that all testimony be given under oath.

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
29 affected employee within ten (10) working days following the close of the hearing. The employee may  
30 appeal the decision to the board within ten (10) working days of the hearing officer rendering the written  
31 decision to the employee. Written notice of appeal to the board shall be given to the director of schools.

1 Within twenty (20) days of receipt of notice, the director of schools shall prepare a copy of the  
2 proceedings, transcript, documentary, and other evidence presented and provide the board a copy of the  
3 same.

4 The board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may  
5 appear in person or be represented by counsel and argue why the decision should be modified or reversed.  
6 The board shall take one of the following actions:

- 7 1. sustain the decision;
- 8 2. send the record back if additional evidence is necessary; or
- 9 3. revise the penalty or reverse the decision.

10 Before any decision to dismiss is made, a majority of the membership of the board shall concur in  
11 sustaining the charges. The board shall render a decision on the appeal within ten (10) working days  
12 after the conclusion of the hearing.

13 The director of schools shall also have the right to appeal any adverse ruling by the hearing officer in  
14 same manner as the non-tenured teacher.

15 Within twenty (20) days after receipt of notice of the decision of the board, either party may appeal to  
16 the chancery court in the county where the school system is located. The board shall provide the entire  
17 record of the hearing to the court.

## 18 **NONRENEWAL**

19 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of  
20 employment enjoyed by tenured teachers except that they have no claim upon continuing employment  
21 or tenure protections.

22 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-  
23 tenured teacher and providing assistance for overcoming these deficiencies.

24 The director of schools is under no obligation to re-employ non-tenured teachers at the end of their  
25 contract period. If the director of schools determines not to renew the contract of a non-tenured teacher,<sup>1</sup>  
26 the following action shall be taken:

- 27 1. The board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail  
29 so that it will be received by the employee within five (5) business days following the last  
30 instructional day for the school year.<sup>3</sup>

## 31 **RESIGNATION**

32 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the  
33 effective date of the resignation.<sup>4</sup> The board may waive the thirty (30) days-notice requirement and  
34 permit a teacher to resign in good standing.

35 The conditions under which it is permissible to break a contract with the board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board; and
2. The release by the board of the teacher from the contract which the teacher has entered into with the board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>5</sup>

Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.<sup>6</sup>

## RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.<sup>7</sup>

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:<sup>8</sup>

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by board for teachers with comparable training and years of experience filling similar positions.

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. Public Acts of 2017, Chapter No. 287
8. TCA 8-36-821

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#### Cross References

Recommendations and File Transfers 5.203

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non-Certified Employees</b>	Descriptor Code: <b>5.202</b>	Issued Date:
		Rescinds:	Issued:

## 1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup>

3 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the employee  
4 shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate  
5 penalty.

## 6 **DISMISSAL**

7 All non-certified (classified) employees are employed at the will of the director. The director of schools may  
8 dismiss any non-certified employee during the year for any lawful reason.

## 9 **RESIGNATION**

10 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten  
11 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be  
12 waived by the director of schools for justifiable reason.

13 The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll  
14 office will prepare final payment for the next appropriate scheduled pay day.

## 15 **RETIREMENT**

16 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits  
17 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire  
18 at any age according to the provisions of the retirement system.

19 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
20 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS or the  
21 Metropolitan Government Pension Plan to the central office. It shall be the responsibility of the retiring employee  
22 to file for eligible benefits. Employees who retire under TCRS may be employed up to one-hundred-twenty (120)  
23 days per year without loss of retirement benefits.

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### Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

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### Cross References

Recommendations and File Transfers 5.203

# Metropolitan Nashville Board of Education

Monitoring:

**Review: Annually, in  
January**

Descriptor Term:

## **Recommendations and File Transfers**

Descriptor Code:

**5.203**

Issued Date:

Rescinds:

Issued:

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and
2. The matter has been officially closed in one of the following ways:
  - a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;
  - b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or
  - c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

The director of schools shall develop administrative procedures to enforce this policy and comply with federal law.

### Legal References

1. 20 U.S.C. 7926

### Cross References

Separation Practices for Tenured Teachers 5.200  
Separation Practices for Non-Tenured Teachers 5.201  
Separation Practices for Non-Certified Employees 5.202  
Child Abuse and Neglect 6.409



# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date:
		Rescinds:	Issued:

## HOLIDAYS

The following are established as paid holidays for employees of the district.

Twelve-month employees:

New Year's Day  
Martin Luther King, Jr.'s Birthday  
Spring Break (1 day)  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving, and the day following Thanksgiving  
Winter Break (3 days)

Eleven-month and School Year Employees

Labor Day  
Thanksgiving, and the day following Thanksgiving  
Martin Luther King Day  
Spring Break (2 days)

Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends. When official holidays occur on a scheduled workday of a part-time employee (except retired part-time employees), such employee shall be entitled to the holiday and shall receive pay for the number of hours the employee normally would have worked.

An employee who is absent without approved leave on the working day immediately preceding or following the holiday shall lose pay for the holiday as well as for the other days used immediately before and after the holiday.

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Personnel Health Examinations / Communicable Diseases</b>	Descriptor Code:  <b>5.400</b>	Issued Date:
		Rescinds:	Issued:

- 1 All employees, prior to beginning employment, shall present a certificate showing a satisfactory health  
2 record.<sup>1</sup> Employees shall inform the director of schools whenever they contract a contagious or  
3 communicable disease.
- 4 No employee who has any communicable disease shall perform his/her duties in any location where such  
5 might endanger the health of school children. The board shall require any employee to submit to a  
6 physical examination by a physician whenever there is reason to believe that the employee has any  
7 communicable disease.<sup>2</sup>
- 8 The director of schools shall reassign or suspend any employee who is suspected of having a  
9 communicable disease which might endanger the health of children, pending investigation and final  
10 disposition of the case before the board.<sup>3</sup>
- 11 To assist the board in making final disposition of the case, the director of schools may refer the case to  
12 the County Health Office or other medical experts.
- 13 The board shall use the written report to determine the employment status of the employee.

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## Legal References

1. TRR/MS 0520-01-03-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511(a)(3)

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## Cross References

Section 504 & ADA Grievance Procedures 1.802  
Suspension/Dismissal 5.200-202

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Acquired Immune Deficiency Syndrome (AIDS)</b>	Descriptor Code: <b>5.401</b>	Issued Date:
		Rescinds:	Issued:

## **LIABILITY AND NON-DISCRIMINATION**

No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing their employment. No disciplinary action may be taken against an employee solely on the basis of HIV infection or AIDS.

Action may be taken against an employee only if the employee is disabled and the disability interferes with their ability to perform their employment duties.

The board shall make reasonable accommodation to enable the employee to perform employment duties as may be required by state or federal law.<sup>1</sup>

## **HIV/AIDS TESTING**

No school official can require any employee to undergo an HIV antibody test or other HIV-related test. This does not preclude school officials from requiring an employee to undergo an examination when another communicable illness is suspected.<sup>2</sup>

## **CONFIDENTIALITY**

If information is received regarding an employee's HIV status, the director of schools may consult with the school board attorney on the appropriate course of action to pursue, bearing in mind the school system's potential liability for defamation, employment discrimination, and breach of confidentiality requirements.<sup>3</sup>

Information about an employee's HIV status is not to be documented in the employee's personnel file and shall not be faxed.<sup>1,3</sup>

Information obtained is confidential and may not be released to anyone except:<sup>3</sup>

1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form;
2. Persons listed on a court order, and
3. Persons authorized to receive such information without a release or court order according to TCA 68-10-113.

**Under no circumstances shall information identifying an employee with AIDS be released to the public.**

## 1 INFECTION CONTROL

2 To prevent and manage exposure in the workplace, all school system employees will receive in-service  
3 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.  
4 The board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal  
5 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and  
6 Other Blood-borne Pathogens in Health Care Settings.<sup>1</sup>

## 7 EDUCATION AND TRAINING

8 Annually, the director of schools shall ensure that all employees, including newly hired staff, receive  
9 current HIV training. These programs can utilize the educational/training resources of agencies or private  
10 institutions with personnel trained in the areas of HIV/AIDS prevention education.<sup>1</sup>

11 The director of schools shall be responsible for developing, revising and implementing the  
12 administrative guidelines and procedures for this policy.<sup>4</sup> The director of schools shall be responsible  
13 for enforcing this policy by communicating it to all personnel and by providing necessary instruction  
14 to all administrators.  
15

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### Legal References

1. State Board Policy 5.300
2. 29 CFR § 1630.13(b)
3. TCA 68-10-113
4. TRR/MS 0502-01-03-.08(2)(g)

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### Cross References

Section 504 & ADA Grievance Procedures 1.802

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Hepatitis B (HBV)</b>	Descriptor Code: <b>5.402</b>	Issued Date:
		Rescinds:	Issued:

All schools shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals.<sup>1</sup>

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with medical personnel, a regulation to be distributed to all staff. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to insuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

## **CONFIDENTIALITY AND NON-DISCRIMINATION<sup>2</sup>**

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The director of schools shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Under no circumstances shall information identifying an employee with HBV be released to the public.

## **SAFETY**

Employees who are at high risk of occupational exposure shall be identified and provided with personal protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include custodians, school nurses, special education teachers and instructional assistants, playground supervisors, coaches, and physical education teachers.

When any employee is known to have been exposed to HBV on the job site, the employee will be notified immediately by a supervisor, and the board shall provide vaccinations.

The principal will ensure that an accident report is filed for all accidents. The report will include the employee's name, date of the accident, an explanation of the accident and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

1    **EDUCATION AND UNIVERSAL PRECAUTIONS**

- 2    HBV education, including universal precautions on handling blood and other body fluids, will be  
3    provided to all school personnel and volunteers and may include members of the board.  
4

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Legal References

1.    29 CFR § 1910.1030
2.    TCA 68-10-113

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>HC 5.105</b>	Issued: <b>01/01/18</b>

## 1 GENERAL

2 It is the policy of Metropolitan Nashville Public Schools to maintain a workplace that is free from the  
3 effects of drug and alcohol abuse. It is prohibited for any employee to use or possess illegal controlled  
4 substances on or off duty. It is prohibited for any employee to use legal drugs in a manner which might  
5 interfere with the employee's performance of duties. Any employee found in violation of these provisions  
6 may be subject to disciplinary action. Employees will be subject to testing for alcohol and controlled  
7 substances according to the specific techniques described in established procedures.

## 8 POST-OFFER PRE-EMPLOYMENT TESTING

9 CDL Holders must consent to undergo drug testing at the time of the pre-employment/post-offer physical  
10 examination. Tests will be conducted after a provisional offer of employment has been made and before  
11 an employee performs a health or safety function for the first time.

## 12 REASONABLE SUSPICION DRUG TESTING

13 Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion  
14 and when appropriate, refer the matter to the Executive Director of Employee Relations or his/her  
15 designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and  
16 circumstances leading to and supporting this suspicion, should be included in a written report detailing  
17 the basis for the suspicion, using forms outlined in established procedures. After the report is filed, the  
18 employee should be notified.

19 Any employee may be required to submit to substance screening if the following conditions exist: (list  
20 is not inclusive):

- 21 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol  
22 and/or prescription drugs;
- 23 2. Apparent physical state of impairment of motor functions;
- 24 3. Marked changes in personal behavior not attributed to other factors;
- 25 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is  
26 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not  
27 they involve actual or potential injury; or

5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

### **POST-ACCIDENT/SERIOUS INCIDENT**

Alcohol and controlled substances tests will be conducted after accidents involving employees whose performance could have contributed to the accident, which results in: (1) a fatality; (2) bodily injury which requires immediate medical treatment away from the scene of the accident, and/or; (3) in the case of a vehicle accident, damage requiring the vehicle to be towed away from the scene of the accident. Tests should be done as soon as practicable after the accident, although there should be no delay in any medical treatment required. Alcohol tests should be completed within two hours of the accident and in no event after eight hours and controlled substance tests will be administered within 32 hours of the accident. Employees may be ordered to test any time they use force, which is reasonably calculated to produce death or serious bodily injury. Serious bodily injury is any injury that creates a substantial risk of death, causes permanent disfigurement, or results in long-term loss or impairment of any bodily member or organ.

### **TESTING FOR CDL EMPLOYEES**

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.<sup>1</sup>

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in their system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and their ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as an employee of the board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the director of schools/director of transportation. Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

#### *Procedures*

The execution and enforcement of this policy will follow established procedures to screen bodily fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

#### *Implementation*



1 The director of schools/director of transportation is authorized to implement this policy and procedures  
2 for the drug testing program, including a periodic review of the program to address any problems,  
3 changes and/or revisions of it, maintenance of all records required by the federal regulations, and  
4 determination upon board approval of how the program will be accomplished, whether in-house,  
5 contracted or by consortium.

6 *Dissemination*

7 The director of schools/director of transportation shall be responsible for communicating this policy  
8 and the procedures to all employees affected by this policy and shall be accountable for its consistent  
9 enforcement.<sup>2</sup> The director of schools/director of transportation is designated to answer questions  
10 about this policy, procedures and all other matters involved in alcohol and controlled substance testing  
11 of CDL drivers and the reasonable suspicion testing of all other employees.

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Legal References

1. 49 USCA § 5331; Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
2. 49 CFR 382.601

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Discrimination / Harassment</b>	Descriptor Code: <b>5.500</b>	Issued Date:
		Rescinds: <b>HR 5.160</b>	Issued: <b>05/01/16</b>

Employees shall be provided a work environment free from harassment based upon age, religion, marital status, creed, disability, color, race, national origin, sexual orientation, gender identity, gender expression or appearance, or sex, including sexual harassment.

It shall be a violation of this policy: (1) for any student or employee of this school system to harass an employee, or (2) for any employee of this school system to harass a student or a non-employee third party (e.g., contractor, visitor, applicant), through conduct or communication in any form as defined in this policy. Employees found in violation of this policy shall either receive corrective action or be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken that:

1. Unreasonably interferes with the individual's work or performance;
2. Creates an intimidating, hostile or offensive work environment;
3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

## REPORTING INCIDENTS

Alleged victims of discrimination/harassment shall report these incidents immediately.<sup>2</sup> This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, or if the employee is not comfortable reporting the incident to the immediate supervisor, the report may be made to the Executive Director of Employee Relations, the Civil Rights Coordinator, or any other supervisor. Allegations of discrimination or harassment shall be fully investigated as set forth in established procedures. All complaints submitted will be forwarded to the Executive Director of Employee Relations in accordance with established procedures. An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

1. Information related to the complaint
2. The nature of the allegation or complaint
3. The individual against whom the complaint has been filed
4. Any information provided regarding times, dates and locations of the alleged harassment or discrimination

## 1 **CONFIDENTIALITY**

2 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,  
3 because an individual's need for confidentiality must be balanced with obligations to cooperate with  
4 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
5 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may  
6 be disclosed in appropriate circumstances to individuals with a need to know or in accordance with  
7 applicable law.

## 8 **SUBSTANTIATED CHARGE**

9 A substantiated charge against an employee shall result in disciplinary action up to and including  
10 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
11 to and including suspension.

## 12 **RETALIATION PROHIBITED**

13 There will be no retaliation against any person who reports discrimination/harassment or participates in  
14 an investigation. However, any employee who refuses to cooperate or gives false information during the  
15 course of any investigation may be subject to disciplinary action. The willful filing of a false report will  
16 itself be considered harassment and will be treated as such.

## 17 **APPEAL**

18 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal  
19 Rights Coordinator or the Chief Human Resources Officer or designee.

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### Legal References

1. 29 CFR §1604.11
2. 20 USCS § 1681

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### Cross References

Appeals To & Appearances Before the Board 1.404  
Equal Opportunity Employment 5.104  
Complaints and Grievances 5.501

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Complaints and Grievances</b>	Descriptor Code: <b>5.501</b>	Issued Date:
		Rescinds: <b>HR 5.130</b>	Issued: <b>02/01/09</b>

## EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

The board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate superior, the staff member may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as they deem appropriate and within a prompt, reasonable time shall notify all parties concerned of their decision.

## DISCRIMINATION/HARASSMENT COMPLAINTS

Employees should notify their immediate supervisors, any district complaint manager, the Executive Director of Employee Relations or any other district supervisor if they believe the board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute or board policy including: <sup>1,2,3</sup>

1. Age Discrimination Employment Act<sup>1</sup>
2. Title II of the Americans with Disabilities Act <sup>4</sup>
3. Title IX of the Education Amendments of 1972 <sup>5</sup>
4. Section 504 of the Rehabilitation Act of 1973 <sup>6</sup>
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 <sup>7,5</sup>

All complaints under this section will be governed by policy HR 5.500, Discrimination / Harassment and will be investigated in accordance with established procedures.

### Legal References

1. Age Discrimination Employment Act, 29 U.S.C. § 621 et seq.
2. Equal Pay Act, 29 U.S.C. § 206(d)

### Cross References

Appeals To and Appearances Before the Board 1.404  
Section 504 & ADA Grievance Procedures 1.802  
Equal Opportunity Employment 5.104  
Discrimination/Harassment of Employees 5.500

3. Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
4. Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
5. Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.
6. Rehabilitation Act, 29 U.S.C. § 791 et seq.
7. Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq.

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date:
		Rescinds:	Issued:

In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their actual duties.

Each staff member has the right to<sup>1</sup> a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.<sup>2</sup>

Educators have the right to:

1. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;
2. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;<sup>3</sup>
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
7. Review all instructional material or curriculum before being utilized by students; and
8. Not be required to use his/her personal money to appropriately equip a classroom.

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the board and the procedures designed to implement them;<sup>5</sup>
2. To adhere to the Teacher Code of Ethics;<sup>6</sup>
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the  
2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,  
4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.

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**Legal References**

1. Public Acts of 2017, Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

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**Cross References**

Curriculum Development 4.200  
Controversial Issues 4.800  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Religious Content of Courses 4.804

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Conflict of Interest</b>	Descriptor Code: <b>5.601</b>	Issued Date:
		Rescinds:	Issued:

## 1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in sup-  
3 plying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,  
4 publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or family member of  
5 a principal, teacher or other school administrative employee may participate in business transactions  
6 with the school system where a sealed competitive bid system is used, provided that the employee does  
7 not have discretion in the selection of bids or specifications.<sup>1</sup>

8 It shall be a misdemeanor for the director of schools to take any other contract under the board, to per-  
9 form any other service for additional compensation, to act as principal or teacher in any school, or to  
10 become the owner of a school warrant other than that allowed for his/her service as director of schools  
11 or as secretary to the board.<sup>2</sup>

## 12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees of the board will not engage in, or have financial interest in, any activity that raises a  
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school  
15 staff. This includes, but is not limited to, the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any  
17 service to the school system on a commission basis;<sup>1</sup>
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not  
19 receive royalties for use of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning a  
21 customer, client, or employer originates from information obtained through the school system;
- 22 4. The board shall make no purchase of supplies, materials, or equipment from a school system  
23 employee; and
- 24 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and  
25 reference books in a territory that includes the parents of the children of the school in which the  
26 employee is assigned.  
27



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Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)

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Cross References

Purchasing 2.805  
Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808  
Employee-Developed Materials 4.405

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Staff Time Schedules</b>	Descriptor Code: <b>5.602</b>	Issued Date:
		Rescinds: <b>HC 5.173</b>	Issued: <b>07/01/15</b>

All employees will be scheduled to work as needed subject to position, workload, and school/department hours of operation.

## WORK SCHEDULES

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes<sup>1</sup> and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted an individual duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.<sup>2</sup> Work schedules for other employees will be defined by the director of schools or their designee, consistent with the Fair Labor Standards Act (“FLSA”) and provisions of this policy.

## WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act,<sup>3</sup> including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Friday until 11:59 p.m. Thursday.

## OVERTIME AND COMPENSATORY TIME<sup>4</sup>

The board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of their supervisor. All overtime work must be expressly approved in writing by the director of schools or their designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the director of schools/designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each supervisor. The finance director will review work records of employees on a regular basis to make an assessment of overtime use.

### *Accrual of Compensatory Time*

Non-exempt employees (those that do not qualify under FLSA), may be awarded compensatory time in lieu of payment. Compensatory time (Comp Time) or payment may be paid for hours worked in excess of forty (40) hours a week at the rate of one (1) and one half (1/2) hours for each overtime hour worked. Additional hours worked beyond the employee's scheduled work shift, but less than 40 hours in a workweek, is compensated at the employee's regular hourly rate. Employees may accrue no more than 240 hours of compensatory time.

Funding for overtime must be included in the annual budget approved by the Board of Education and must have prior approval from a member of the Executive Staff.

The decision to allow the accrual of compensatory time for non-exempt employees should only be based upon necessity as determined by the supervisor. Therefore, an employee must receive prior approval from an immediate supervisor or department head before an employee remains beyond the regularly scheduled daily work shift. Supervisory personnel must monitor additional time worked to ensure that time spent beyond the regularly scheduled daily work shift is actually compensable.

#### *Use of Compensatory Time*

An employee will be permitted to use accrued compensatory time as paid time off with prior approval from his/her supervisor only when the use of such time will not disrupt the operation of the department. The request to use compensatory time must be made in advance. Approval of such request is subject to work demands and the number of other personnel taking time off simultaneously. This policy shall be included in the staff handbook.

### **ATTENDANCE EXPECTATIONS**

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Teachers are expected to work in accordance with the MNPS Attendance Policy agreed to through Collaborative Conferencing. Any changes in the policy impacting teachers shall be made by mutual agreement through Collaborative Conferencing.

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#### Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302 (e)(2)
3. 29 CFR 553.20—23
4. 29 CFR 541.100—.101, .200, .204, .300, .303

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#### Cross References

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

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Gifts and Solicitations</b>	Descriptor Code: <b>5.605</b>	Issued Date:
		Rescinds: <b>HC 5.110</b>	Issued: <b>06/01/15</b>

## **GIFTS**

Employees shall not accept gifts from students unless the gifts are of token value only.

Individual employees of the board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

## **SOLICITATIONS**

No organization may solicit funds from employees within the schools. Flyers or other materials related to fund drives shall not be distributed through the schools without the written approval of the director of schools.

Employees will not be responsible for the collection of any money or the distribution of any fundraising materials within the schools unless such activity has the director of schools' written approval.

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### Cross References

Advertising & Distribution of Materials in Schools 1.806  
Fundraising Activities 2.601  
Vendor Relations 2.809  
Staff Conflicts of Interest 5.601  
Student Gifts 6.710

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Political Activities</b>	Descriptor Code: <b>5.606</b>	Issued Date:
		Rescinds: <b>HR 5.138</b>	Issued: <b>01/01/10</b>

- 1 Employees have a right to express their views on any issue, but must in each case make clear that the  
2 view expressed is not the official view of the board or school system.
- 3 Employees may, on their own time, campaign for or against any candidate or referendum, but are  
4 prohibited from using system owned property to engage in political activity. System owned property  
5 includes, but are not limited to: all buildings, signage, message boards, telephonic equipment, electronic  
6 equipment and email accounts. Employees shall not use audio or video messages to engage in any  
7 political promotion or solicitation during school hours.<sup>1</sup>

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## Legal References

1. TCA 49-6-2009

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## Cross References

Board-Community Relations 1.500  
News Releases, News Conferences & Interviews 1.503  
Advertising & Distribution of Materials in Schools 1.806

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Non-School Employment</b>	Descriptor Code: <b>5.607</b>	Issued Date:
		Rescinds: <b>HR 5.113</b>	Issued: <b>07/01/11</b>

## PROFESSIONAL PERSONNEL

Professional positions may require additional hours during evenings or other times when offices may be closed. Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work. This includes the board's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The board reserves the right to have all technology resource activity monitored.

When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of compensation provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of their work in the school system;
2. The work in no way reflects detrimentally upon the school system or its prestige;
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive compensation for work that is customarily within their regular position.<sup>1</sup>

## SUPPORT PERSONNEL

Support personnel shall not be prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system.

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Legal References

1. TCA 49-5-410

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Tutoring for Pay</b>	Descriptor Code: <b>5.608</b>	Issued Date:
		Rescinds:	Issued:

- 1 Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice
- 2 must be limited to those children who the teacher is not currently exercising teaching, administrative or
- 3 supervisory responsibility.<sup>1</sup>
- 4 School facilities may not be used for private profit.<sup>2</sup>

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## Legal References

1. TCA 49-5-1003
2. TCA 49-2-405(a)



# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff-Student Relations</b>	Descriptor Code: <b>5.610</b>	Issued Date:
		Rescinds:	Issued:

1 Staff members shall maintain professional relationships with students at all times and develop  
2 wholesome and constructive relationships with them. Staff members shall be expected to regard each  
3 student as an individual and to accord each student the rights and respect that is due.

4 Staff members shall promote a learning environment that encourages fulfillment of each student's  
5 potential in regard to their program, consistent with district goals and with optimal opportunities for  
6 students. This goal may be reached by adapting instruction to individual needs by:

- 7 1. Insisting on reasonable standards of scholastic accomplishment for all students;
- 8 2. Creating a positive atmosphere in and out of the classroom;
- 9 3. Extending courtesy and respect to students; and
- 10 4. Treating all students with consistent fairness.<sup>1</sup>

11 Staff members shall use good judgment in their relationships with students beyond their work  
12 responsibilities and/or outside the school setting and shall avoid excessive informal and social  
13 involvement with individual students. Any appearance of impropriety shall be avoided. Sexual  
14 relationships between employees and students shall be prohibited.<sup>2</sup>

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## Legal References

1. TCA 49-5-1003
2. TCA 39-13-506; TCA 39-13-527

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## Cross References

Staff Rights & Responsibilities 5.600  
Ethics 5.611  
Social Media 5.612

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Ethics</b>	Descriptor Code: <b>5.611</b>	Issued Date:
		Rescinds: <b>HC 5.119</b>	Issued: <b>06/01/14</b>

1 An effective educational program requires the services of men and women of integrity, high ideals and  
2 human understanding. To maintain and promote these essentials, all employees are expected to  
3 maintain high standards in their school relationships.<sup>1</sup> These standards include the following:

- 4 1. The maintenance of just and courteous professional relationships with students, parents, staff  
5 members and others;
- 6 2. The maintenance of their own efficiency and knowledge of the developments in their fields of  
7 work;
- 8 3. The transaction of all official business with the properly designated authorities of the school  
9 system;
- 10 4. The establishment of friendly and intelligent cooperation between the community and the  
11 school system;
- 12 5. The representation of the school system on all occasions that the contributions of the school  
13 system to the community are recognized;
- 14 6. The welfare of children as the first concern of the school system when placing professional  
15 personnel. The use of pressure on school officials for appointments or transfers is unethical;
- 16 7. Restraint from using school contacts and privileges to promote partisan politics, sectarian  
17 religious views or selfish propaganda of any kind;
- 18 8. The responsibility to make any criticism of other staff members or of the school system directly  
19 to the particular school administrator who has the administrative responsibility for improving  
20 the situation and then to the director of schools, if necessary; and
- 21 9. The proper use and protection of all school properties, equipment and materials.

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## Legal References

1. TCA 49-5-501(3)(D); TCA 49-5-1003, 1004

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>SOCIAL MEDIA</b>	Descriptor Code: <b>5.612</b>	Issued Date:
		Rescinds: <b>HR 5.114</b>	Issued:

The Board acknowledges the right of employees to use social media (defined as websites, blogs, wikis, social networks, online forums, virtual worlds, and any type of photo and messaging applications) or other technology communications (including texts or emails) with the understanding that employees' personal use of these sites should not damage the reputation of the district, its employees, its students or its families. Online social media may be used as both a communication and an e-learning tool. The district may employ social media tools and other technologies to fulfill its responsibility to communicate with employees, students, families and the community.

- All district policies and procedures will apply to the use of social media or communication technologies by employees when referring to the district, its schools, its employees, its students and families, its programs, or the local community. This includes, but is not limited to, all state and federal laws and the district policies related to non-discrimination and harassment, the filming, videotaping, audiotaping or photographing of students and the use of district technology or computer networks.
- Employees shall not act as a spokesperson for the district or post comments on social media as a representative of the district except as authorized by the Director of Schools. Only individuals authorized by the district may publish content to a district website or social media profile.
- If an employee is not authorized to speak on behalf of the district, the employee should identify him/herself as a district employee with a disclaimer that any views expressed are their own and do not necessarily reflect the views of the district before commenting on social media about anything related to the district.
- Employees shall not use their district e-mail address for communication or membership on social media which is not officially connected to the district or the employee's role within the district.
- Employees shall not disclose information on social media that is confidential, proprietary to the district or protected by privacy laws, including but not limited to: logos, images of students or co-workers without appropriate prior consent, audio or video from internal staff meetings, non-public images of district premises or property, including floor plans, and student data.
- Employees shall not "friend," "follow," or otherwise interact with students who are not members of their family from any personal social media accounts, personal messaging applications or personal e-mail addresses. Any contact with students using digital or electronic

means should be limited to purposes directly related to instruction or the district work responsibilities and should originate only from the district social media or email accounts.

- Employees shall not use official district social media for political purposes, to conduct private commercial transactions or to engage in private business activities.
- Employees' personal usage of social media sites is limited to breaks and lunch hours.

Social media accounts affiliated with the district or a specific school, school sponsored group or district department must be approved by the Director of Communications or his/her designee and must be used for purposes which promote the educational, instructional, administrative, business and/or support services missions of the district. Social media should not be used to circumvent other district communication policies or outlets, including news media policy requirements. Social media accounts affiliated with school parent groups must be clearly identified as being run by parents.

District social media sites are subject to applicable public records laws. Any content maintained in a social media format related to district business, including communication posted by the district and communication received from citizens, is an open record. The department or school maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

Employees found in violation of this policy shall either receive corrective action or be promptly and appropriately disciplined, up to and including termination.

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#### Legal References

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#### Cross References

IM X.XXX Technology Acceptable Use  
HR 5.500 Discrimination/Harassment Policy  
SS 2.XXX Filming and Videotaping of Students  
HR 5.610 Staff Student Relations  
HR 5.611 Ethics

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Interim Employees</b>	Descriptor Code: <b>5.700</b>	Issued Date:
		Rescinds:	Issued:

- 1 Employees shall be hired on an interim contract only when a vacancy is created by an employee taking  
2 a leave of absence as set forth in TCA 49-5-702.<sup>1</sup> Such interim employees shall be considered as  
3 temporary replacements for the remainder of the school year and the contract term will not be considered  
4 as initial employment.
- 5 Said positions will be filled at the discretion of the director of schools/designee in a manner that is the  
6 least disruptive on the educational process of students. Said positions shall be filled as quickly as possible  
7 to ensure a continuous function of the specified position.
- 8 Persons filling any temporary positions shall have no expectancy of continued employment, but such  
9 person may be considered for employment for the following school year as specified in the section  
10 dealing with initial employment. The contract of each temporary employee shall contain the following  
11 statement: *I understand that in filling a temporary position, I have no expectancy of continued*  
12 *employment, but may be considered for initial employment to fill other vacancies.*

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## Legal References

1. TCA 49-2-203(a)(1)(A); TCA 49-5-702

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>HR 5.122</b>	Issued: <b>07/01/05</b>

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the board of education or by a third-party public or private employer through an agreement between such third-party employer and the board of education.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education.<sup>2</sup>

## APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.<sup>4</sup>

Qualifications for substitute teachers shall be determined by the director of schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the director of schools/designee who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

## COMPENSATION

If employed directly by the system, the compensation of substitute teachers shall be determined annually by the director.

## CERTIFICATION

When substituting for a regular teacher who has been absent for more than twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>5</sup>

When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits<sup>1</sup> and may substitute for additional days if the director of schools certifies in writing to the division of retirement that no other qualified personnel are available to substitute teach.<sup>6</sup>

## 1    **EMERGENCY NEEDS**

2    All school-based support staff are approved substitute teachers for use in emergency situations.  
3    Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4    unable to arrive on time or remain for the full day.

5    Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6    receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7    for both positions at the same time.

## 8    **TRAINING AND ORIENTATION**

9    The director of schools/designee shall be responsible for ensuring that there are appropriate training and  
10   development programs for substitute teachers.

## 11   **RESPONSIBILITIES**

12   Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
13   limited to, bus duty and playground supervision.

## 14   **RE-EMPLOYMENT/TERMINATION**

15   On an annual basis, the director of schools, with input from the principals, shall determine which  
16   substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
17   acceptable level shall not be re-employed.

18   All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
19   the principal and/or third-party employer if they wish to terminate their service as substitutes.

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### Legal References

1.    TRR/MS 0520-1-2-.04(6)
2.    TCA 49-5-709
3.    TCA 49-5-413(a)(2)
4.    TCA 49-2-203(a)(15)
5.    TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
6.    Public Acts of 2017, Chapter No. 287

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>HR 5.122</b>	Issued: <b>07/01/05</b>

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the board of education or by a third-party public or private employer through an agreement between such third-party employer and the board of education.

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A list of substitute teacher(s) will be prepared by the director of schools/designee who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

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### Legal References

1.    TRR/MS 0520-1-2-.04(6)
2.    TCA 49-5-709
3.    TCA 49-5-413(a)(2)
4.    TCA 49-2-203(a)(15)
5.    TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
6.    Public Acts of 2017, Chapter No. 287

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Student Teaching, Internships, Practicum, and Observations</b>	Descriptor Code: <b>5.702</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>HR 5.136</b>	Issued: <b>02/01/12</b>

- 1 Metropolitan Nashville schools will provide training opportunities for students from approved area  
2 colleges. All institutions that seek to place students in the system must sign an affiliation agreement and  
3 file it in the Human Resources Office.
- 4 A student teacher shall be granted the same protection of the laws as a certified teacher and shall comply  
5 with all policies and procedures of the board and observe all duties of teachers as set forth in state statute.<sup>1</sup>
- 6 No classroom student shall have more than one (1) student teacher per year in a given subject. Any  
7 exception to this policy must have prior approval from the director of schools.
- 8 The director of schools/designee shall establish a district-wide process for accepting and supervising  
9 student teachers.

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## Legal References

1. TCA 49-5-403(c); TCA 49-5-201

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Director of Schools</b>	Descriptor Code: <b>5.800</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall be the chief executive officer of the school system and shall have, under  
2 the direction of the board, general supervision of all the public schools, personnel and departments of  
3 the school system. The director of schools is responsible for the management of the schools under the  
4 board's policies and is accountable to the board.<sup>1</sup>

5 The director of schools, at his/her discretion, may delegate any of his/her duties to other school  
6 personnel.  
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## Legal References

1. TCA 49-2-301(a)

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Director of Schools - Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date:
		Rescinds: <b>GP-3</b>	Issued: <b>08/12/14</b>

When a vacancy occurs, the appointment of a director of schools is a function of the board.<sup>1</sup> The board is responsible for finding the person it believes can most effectively translate into action the policies of the board and the goals of the community and the professional staff.

The board may employ a consultant to advise and assist the board in the search and selection process. However, final selection shall rest with the board after a thorough consideration of qualified applicants. An interim director of schools appointed during the time of a search shall not become a candidate unless the board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of director of schools.<sup>2</sup>

If the board chooses to conduct a search to fill the position, the board shall initially develop the following:

1. A job description;
2. A timeline;
3. A process for accepting and reviewing applications; and
4. Selection procedures which shall include, but not be limited to, the following:<sup>3</sup>
  - a. The board may invite the community to participate in the process of selecting a director of schools. Resumes of persons interviewed by the board shall be available in the central office for public inspection.
  - b. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.
  - c. Candidates shall be interviewed by the board in an open session. Only board members will be allowed to ask questions during the interview.
  - d. The board shall attempt to select a director by unanimous vote, but a simple majority vote of the membership of the board shall be required for the appointment of a director of schools.

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#### Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B)

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date:
		Rescinds: <b>EE-10</b>	Issued: <b>07/08/14</b>

## 1 QUALIFICATIONS:

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all parts of system facilities, and to the conduct of such other duties as may be  
13 assigned by the board. The director of schools may delegate these duties together with appropriate  
14 authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of  
15 accountability.

## 16 ESSENTIAL FUNCTIONS:

### 17 General Administrative

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those  
19 board-established priorities.
- 20 2. Prepares and recommends short- and long-range plans for board approval and implements those  
21 plans when approved.
- 22 3. Prepares, in conjunction with the board chairman, agenda recommendations relative to all  
23 matters requiring board action, including all facts, information, options, and reports needed to  
24 assure informed decisions. Provides advice and counsel to the board on matters before it.
- 25 4. Attends all regular and special meetings of the board and keeps a complete and accurate record  
26 of the proceedings of all meetings of the board and of its official acts.
- 27 5. Ensures the lawful, ethical, and safe operation of the school system in line with board policy.

- 1 6. Maintain an organizational culture that treats all stakeholders with respect, dignity, and courtesy  
2 and that includes:
  - 3 a. Open, honest, and effective communication in all interpersonal action; and
  - 4 b. Respect for others and their opinions;
- 5 7. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
- 6 8. Develops administrative procedures to implement board policy or for the items deemed  
7 necessary for the efficient operation of the schools and disseminates these procedures to  
8 appropriate staff.
- 9 9. Keeps the board informed regarding development in other districts or at state and national levels  
10 that would be helpful to the district.
- 11 10. Ensures that all local, state/federal standards for the health and safety of the students and staff  
12 are maintained and that required reports are maintained.
- 13 11. Provides the necessary information to at least one other executive staff member so that he/she  
14 would be capable of assuming director responsibilities on an emergency basis, should the need  
15 arise.
- 16 12. Advises the board of anticipated significant media coverage.
- 17 13. Provides a process for official board, officer, and committee communications.
- 18 14. Works with the board as a whole except when:
  - 19 a. Fulfilling individual requests for information, provided such requests are not disruptive  
20 or do not require a material amount of staff time or resources;
  - 21 b. Working with officers or committees duly charged by the board; or
  - 22 c. Communicating with the chair.
- 23 15. Supplies for the consent agenda all items delegated to the director that are required by law or  
24 contract to be board-approved, along with adequate information necessary to keep the board  
25 informed.
- 26 16. Establishes a procedure for informing the board in a timely manner of the administrative  
27 disposition of complaints presented to the director by the board.
- 28 17. Provides the board as many staff and external points of view and opinions as needed for fully  
29 informed board decisions.
- 30 18. Avoids presenting information in unnecessarily complex or lengthy form.

19. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.<sup>1</sup>

### **Financial Management**

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares annually, a budget and submits it to the board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the board detailing all receipts and expenditures of the public school funds.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
5. Advises the board of significant changes substantially affecting the district's financial condition.

### **Personnel Administration**

1. Establishes lines of authority which shall be approved by the board and shown on the system organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly or through delegation all actions of the board relating to personnel matters to all and receives from employees communications to be made to the board.
7. Evaluates principals annually.
8. Operates with written personnel procedures which are clear as well as:
  - a. Provide for effective handling of complaints;
  - b. Include adequate job descriptions for all staff positions; and



c. Protect against harassment and all forms of illegal discrimination.

9. Protects confidential employee information.

### **Instructional Leadership**

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.

2. Recommends to the board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.

3. Oversees the timely revisions of all curriculum guides and courses of study.

4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.

5. Conducts a periodic audit of the total school program and advises the board of recommendations or the educational advancement of the schools.

6. Seeks out available sources for grant funding to support programs and projects.

7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

### **Community/Public Relations**

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.

2. Identifies available community resources and links to social service agencies that support education and healthy child development.

3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.

4. Maintains contact and good relations with local media.

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school system and its interests in community organizations, activities, and projects.

7. Publishes an annual progress report to the public that includes:

- a. Student performance data indicating progress;
- b. Information about school district strategies, programs, and operations;
- c. Revenues, expenditures and costs of major programs and operations intended to accomplish board goals.

**TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board and the director of schools. Salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law and the board's policy on evaluation of the director of schools.

**GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301

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Cross References

Job Descriptions 5.103

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Evaluation of the Director of Schools</b>	Descriptor Code: <b>5.803</b>	Issued Date:
		Rescinds: <b>GP-3</b>	Issued: <b>08/12/14</b>

- 1 Through an annual evaluation of the director of schools,<sup>1</sup> the board will strive to accomplish the following:
- 2 1. Clarify the role of the director according to a job description as agreed upon by the board and the director;
- 3 2. Develop harmonious working relationships between the board and the director; and
- 4 3. Develop improvements in the administrative leadership of the school system.
- 5 The board will develop, with the director, a set of performance objectives based on the needs of the system. The
- 6 performance of the director will be reviewed in accordance with these specified goals. The performance objectives
- 7 will be memorialized in an evaluation plan that includes, at a minimum, sections regarding job performance,
- 8 student achievement, relationships with staff and personnel, relationships with board members, and relationships
- 9 with the community.<sup>1</sup> The chair shall establish a committee to facilitate the summative evaluation of the director.
- 10 At a time agreed to by the board and the director, the board will meet as a body to evaluate the director's
- 11 performance. Formative student assessment data, and students and educator culture/climate survey data will be
- 12 included in the evaluation.
- 13 The following guidelines will be used in the evaluation process:
- 14 1. The director will know the standards upon which he/she will be evaluated and will be involved in the
- 15 development of those standards.
- 16 2. A part of the evaluation may be a composite of the evaluation by individual board members, but the board,
- 17 as a whole, will meet with the director to discuss the composite evaluation.
- 18 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 19 4. Both the board and director will prepare for the evaluation; the director will conduct a self-evaluation and
- 20 board members will document the evidence used in rating the director's performance.
- 21 5. All documentation will be supported by objective evidence.

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## Legal References

1. TCA 49-2-203(a)(16)

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## Cross References

Board-Director Relations 1.205

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Collaborative Conferencing-Legal Status</b>	Descriptor Code: <b>5.900</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Certified employees have the right to engage in collaborative conferencing through the representative  
2 organizations of their own choosing. They shall also have the right to refrain from any and all such  
3 activities.

4 The board has the following rights, duties and legal status:

- 5 1. To manage and control public education in the school system;<sup>1</sup>
- 6 2. To not delegate or abdicate its legal responsibilities; and
- 7 3. Collaborate with employees as set forth in the “Professional Educators Collaborative
- 8 Conferencing Act of 2011”.
- 9
- 10

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## Legal References

1. TCA 49-2-203(a)(2)

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## Cross References

Scope of Collaborative Conferencing 5.901  
Board Collaborative Conferencing Agent 5.902  
Director of Schools’ Role in Negotiations 5.903

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Scope of Collaborative Conferencing</b>	Descriptor Code: <b>5.901</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

The board shall restrict the scope of collaborative conferencing to those specific conditions of employment that are designated as topics for negotiations by the Professional Educators Collaborative Conferencing Act of 2011,<sup>1</sup> which are:

1. Salaries and wages;
2. Grievance procedures;
3. Insurance;
4. Fringe benefits, not including the Tennessee Consolidated Retirement System or locally authorized retirement incentives;
5. Working conditions, except those working conditions which are prescribed by federal law, state law, private act, municipal charter, or rules and regulations of the state board of education, the department of education or any other department or agency of state or local government;<sup>2</sup>
6. Leave;
7. Payroll deductions.

The representatives of the Board shall not negotiate on any terms and conditions of employment except as stated above.

Collaborations shall be held in an open meeting with adequate prior notice given to the public. Meeting procedures shall be as established in writing by joint agreement of the board management team and certified employees' team in the ground rules.

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Legal References

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Cross References

1. TCA 49-5-601, et seq.
2. TCA 49-5-608

Collaborative Conferencing – Legal Status 5.900  
Board Collaborative Conferencing Agent 5.902  
Director of Schools’ Role in Negotiations 5.903

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Board Collaborative Conferencing Agent</b>	Descriptor Code: <b>5.902</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 If the board and the system's professional employees enter into collaborative conferencing, the board  
2 shall appoint at least seven (7), but not more than eleven (11) persons, to serve as the management  
3 team.

4 The collaborative conferencing management team is appointed for a three (3) year term.<sup>2</sup> The board  
5 shall designate one of the persons as spokesperson.

6 The spokesperson shall have the following responsibilities:

- 7 1. To serve as the board's spokesman during bargaining;
- 8
- 9 2. To report to the board and work in consultation with the director;
- 10
- 11 3. To make progress reports and news releases as approved by the director; and
- 12
- 13 4. To make available information regarding negotiations as required by law.

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## Legal References

1. TCA 49-5-605(b)(4)
2. TCA 49-5-605(b)(6)

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## Cross References

Collaborative Conferencing – Legal Status 5.900  
Scope of Collaborative Conferencing 5.901  
Director of Schools' Role in Negotiations 5.903





# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Director of Schools' Role in Negotiations</b>	Descriptor Code: <b>5.903</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 The director of schools may serve as a member of the management personnel team.<sup>1</sup>
- 2 The director of schools' duties shall be:
  - 3 1. To consult with the board on all proposals; and
  - 4
  - 5 2. To coordinate the collective efforts of the management team.

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## Legal References

1. TCA 49-5-602(4)

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## Cross References

Collaborative Conferencing – Legal Status 5.900  
Scope of Collaborative Conferencing 5.901  
Board Collaborative Conferencing Agent 5.902

# Metropolitan Nashville Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Differentiated Pay Plan</b>	Descriptor Code: <b>5.1101</b>	Issued Date:
		Rescinds:	Issued:

- 1 Annually, the director of schools shall recommend a differentiated pay plan to the board for approval.<sup>1</sup>
- 2 The plan shall follow the guidelines established by the State Board of Education and will reflect the
- 3 needs of the district.
- 4 Once approved by the board, the differentiated pay plan shall be submitted to the Tennessee
- 5 Department of Education for review and approval.

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## Legal References

1. TCA 49-3-306(h)

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## Cross References

# Metropolitan Nashville Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Teacher Effect Data</b>	Descriptor Code: <b>5.1141</b>	Issued Date:
		Rescinds: <b>HR 5.124</b>	Issued: <b>07/01/08</b>

- 1 The estimates of specific teacher effects on the educational progress of students shall not be a public  
2 record and shall be made available only to the specific teacher, school board members, and the teacher's  
3 appropriate administrators, as designated by the board, for the fulfillment of lawful functions.<sup>1</sup>
- 4 The guidelines for distribution, security, and application of the teacher effect data shall be kept on file in  
5 the central office and shall be given to the teacher, the assigned administrator, and all school board  
6 members and shall become an administrative procedure to be updated as needed by the director of  
7 schools.  
8

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## Legal References

1. TCA 49-1-606(b); TCA 10-7-504(a)(23)



METRO  
NASHVILLE  
PUBLIC  
SCHOOLS

# Fiscal Year 2018 - 2019 OPERATING BUDGET

Draft

May 15, 2018

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

Document # 1  
Draft - May 15, 2018

**Summary of Changes to FY 2018 - 2019 Operating Budget**

Account #	Description	Positions	Cost	Totals	% Chg
<b>2017-2018 Final Approved Budget</b>		<b>9,225.4</b>		<b>\$ 879,299,700</b>	
<b>Employee Compensation</b>					
	Certificated Salary Step Increase		\$ -		
	Certificated 2.5% Salary Schedule Increase		-		
	Certificated Insurance - Insurance Trust (7.9% increase; Active and Retirees)		6,350,000		
	Certificated Pension - TCRS State Plan (9.08% to 10.46%; 15.2% increase)		4,730,700		
	Support Salary Step Increase		-		
	Support 2.5% Salary Schedule Increase		-		
	Support Insurance - MEBB (no change)		-		
	Support Pension - MEBB (no change)		-		
	FICA Savings (employer portion)		(1,700,000)		
	Vacancy / Turnover		(3,000,000)		
<b>Sub-total Employee Compensation</b>				<b>\$ 6,380,700</b>	
<b>Required Additions - Other</b>					
	Inflationary increases and other required expenditures (new school)		\$ 1,697,300		
	Charter Schools - increase of 1,188 students from FY2018 Budget/Per Pupil increase for current students		13,958,000		
	District Schools - decrease in students from FY2018 Projections		(7,200,000)		
<b>Sub-total Required Additions - Other</b>				<b>\$ 8,455,300</b>	
<b>Total Additions</b>				<b>\$ 14,836,000</b>	<b>1.7%</b>
<b>Total Operating Budget for Baseline</b>		<b>9,225.4</b>		<b>\$ 894,135,700</b>	
<b>Proposed Changes</b>					
2059	Charter School Office - move to special revenue fund	(3.0)	(412,800)		
2080	Chief of Academics	(2.0)	(250,000)		
2137	Advanced Academics - eliminate reimbursements on tests		(385,000)		
2232	Literacy Program - Reading Recovery	(85.0)	(6,192,300)		
2282	STEAM		(1,893,600)		
2320	Regular Teaching - RR Teacher stipends		252,500		
2332	Academies of Nashville - eliminate reimbursements on tests		(350,000)		
	Student Based Budget (SBB) - enhancements to allocation model		7,200,000		
	Various - Reduction to Travel		(691,800)		
	Various - Reduction to Contracts		(3,307,300)		
	Various - Additions/Reductions throughout Budget	(21.5)	(3,805,700)		
<b>Total Proposed Changes</b>		<b>(111.5)</b>		<b>\$ (9,836,000)</b>	
<b>Total Proposed Operating Budget</b>		<b>9,113.9</b>		<b>\$ 884,299,700</b>	<b>0.6%</b>
<b>Change from FY2018 Budget:</b>		<b>(111.5)</b>		<b>\$ 5,000,000</b>	
<b>Percentage change from FY2018 Budget:</b>		<b>-1.2%</b>			<b>0.6%</b>
			Mayor's Recommended Budget:	<b>\$ 884,299,700</b>	
			Difference:	<b>\$ -</b>	

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

Document # 2  
Draft- May 15, 2018

**Proposed Position Changes in 2018-2019 Budget**

Account #	Account Name	Position	Dollars (incl benefits)	Positions* (FTE)
		<b><u>Positions Reduced</u></b>		
1700	Student Assignment Services	Director of Student Assignment (retiree)	(44,200)	(0.5)
1800	Communications	Specialist - Communications	(71,600)	(1.0)
2059	Charter School Office	Exec. Officer - Charter Schools (move to special revenue)	(195,000)	(1.0)
2059	Charter School Office	Coordinator (move to special revenue)	(132,600)	(1.0)
2059	Charter School Office	Senior Secretary (move to special revenue)	(76,300)	(1.0)
2060	Student Support Services	Officers - Disciplinary Hearing (120 day retirees)	(267,900)	(3.0)
2080	Chief of Academics	Director - Family & Community Engagement	(150,000)	(1.0)
2080	Chief of Academics	Coordinator - Equity & Diversity	(100,000)	(1.0)
2232	Literacy Program	Reading Recovery Teachers	(5,865,100)	(81.5)
2232	Literacy Program	Reading Recovery Teacher Leaders	(283,200)	(2.5)
2232	Literacy Program	Director of Interventions	(150,000)	(1.0)
2323	EL Supervision	EL Assessor	(60,000)	(1.0)
2323	EL Supervision	EL Registrar	(60,000)	(1.0)
3100	Attendance Services	Specialists - Truancy	(937,600)	(16.0)
3250	Family & Community Services	Specialists - Family Involvement	(780,000)	(12.0)
5315	Fixed Assets and Inventory	Furniture Repair	(100,000)	(2.0)
6300	Maintenance of Facilities	Maintenance Personnel	(167,400)	(3.0)
		<b>Total Positions Reduced</b>	<b>\$ (9,440,900)</b>	<b>(129.5)</b>
		<b><u>Positions Added</u></b>		
3100	Attendance Services	Truancy Officers	587,200	8.0
3200	Social and Emotional Learning	Specialists - SEL	358,000	4.0
3260	Community Achieves	Manager - Community Achieves	80,800	1.0
3260	Community Achieves	Specialist - Community Achieves	69,100	1.0
3260	Community Achieves	Specialists - Community Engagement	276,400	4.0
		<b>Total Positions Added</b>	<b>\$ 1,371,500</b>	<b>18.0</b>
<b>TOTAL POSITION CHANGES</b>			<b>\$ (8,069,400)</b>	<b>(111.5)</b>
*Note: Does not reflect position moves				

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

Document # 3  
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**10-Month Support Employee Work Calendars**

**2017-2018 Work Calendars**

Position	Student Days	Paid Time Off Days (Vacation-Holidays)	Orientation/Training/ Administrative Days	Total Paid Days
Bus Drivers	175	16	5	196
Bus Monitors	175	16	3	194
ISS Monitors/Parent Outreach Translators/Campus Supervisors/Library Clerks/Educational Assistants (PreK and Special Ed)	175	16	3	194
Psychology Clerks/Secretary- Clerks/General Office Assistants	175	16	9	200

**2018-2019 Work Calendars**

Student Days	Paid Time Off Days (Vacation-Holidays)	Orientation/Training/ Administrative Days	Total Paid Days
175	16	5	196
175	16	3	194
175	16	3	194
175	16	9	200

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\* Cambridge Learning Center funded by Federal Pre-K expansion grant



**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

Document # 5  
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FY2018-19 Alternative Learning Centers (Account #2600) Detail							
	Johnson ALC		Bass ALC		Totals		
Projected Student Counts	131		61				
	Positions	Dollars	Positions	Dollars	Positions	Dollars	
Principals	1.0	\$ 137,100	1.0	\$ 137,100	2.0	\$ 274,200	
Assistant Principals	1.0	105,700			1.0	105,700	
School Counselors	2.0	154,800	1.0	77,400	3.0	232,200	
Teachers	18.0	1,274,400	9.5	672,600	27.5	1,947,000	
Coaches & Specialist	2.0	148,900	2.0	148,900	4.0	297,800	
Admin - Records School Finance	1.0	57,900	-	-	1.0	57,900	
Secretary/Clerks	1.5	48,000	1.0	41,300	2.5	89,300	
Para Pro - Ex. Education	1.0	34,500					
Campus Supervisors	3.0	109,800	1.0	36,600	4.0	146,400	
ISS Monitor	1.0	39,000		-	1.0	39,000	
Leadership Stipends		-		-		-	
PD days (code 16)		-		-		-	
Supplies		29,600		24,000		53,600	
Mileage		-		-		-	
<b>Total (2600 function)</b>	<b>31.5</b>	<b>\$ 2,139,700</b>	<b>15.5</b>	<b>\$ 1,137,900</b>	<b>46.0</b>	<b>\$ 3,243,100</b>	

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[illegible]

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

Document # 7  
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<b>CHARTER SCHOOLS</b>					
<b>ESTIMATED LOCAL AND STATE FUNDING</b>					
	<b>SCHOOL</b>	<b>Estimated Students for FY2018 - 2019</b>	<b>Estimated Per Pupil Rate</b>	<b>Estimated FY2018 - 2019 Allocation</b>	
1	Cameron College Prep Academy	625	\$ 9,800	\$ 6,125,000	
2	East End Prep	850	9,800	8,330,000	*
3	Explore! Community School	300	9,800	2,940,000	*
4	Intrepid Prep	610	9,800	5,978,000	*
5	KA @ the Crossings	230	9,800	2,254,000	
6	KIPP Academy	370	9,800	3,626,000	
7	KIPP Academy Nashville ES at Kirkpatrick ES	500	9,800	4,900,000	*
8	KIPP High School	360	9,800	3,528,000	
9	KIPP College Prep	340	9,800	3,332,000	
10	KIPP Elementary	200	9,800	1,960,000	*
11	Knowledge Academy	295	9,800	2,891,000	
12	Knowledge Academy High School	380	9,800	3,724,000	*
13	LEAD Academy	469	9,800	4,596,200	
14	LEAD Prep Southeast	723	9,800	7,085,400	*
15	Liberty Collegiate Academy	460	9,800	4,508,000	
16	Nashville Academy of Computer Science	396	9,800	3,880,800	
17	Nashville Classical	445	9,800	4,361,000	*
18	Nashville Prep Academy	410	9,800	4,018,000	
19	New Vision Academy	212	9,800	2,077,600	
20	Purpose Prep	318	9,800	3,116,400	
21	Rocketship Northeast	410	9,800	4,018,000	
22	Rocketship United	490	9,800	4,802,000	
23	Republic High School	635	9,800	6,223,000	*
24	Smithson Craighead Academy	180	9,800	1,764,000	
25	STEM Prep Academy	525	9,800	5,145,000	
26	STEM Prep High School	493	9,800	4,831,400	*
27	Strive Collegiate Academy	340	9,800	3,332,000	*
28	Valor Collegiate Flagship	715	9,800	7,007,000	*
29	Valor Collegiate Voyager	485	9,800	4,753,000	
	<b>TOTAL CHARTER SCHOOL TRANSFER</b>	<b>12,766</b>		<b>\$ 125,106,800</b>	
	<b>State Board of Education**:</b>				
	KIPP Nashville ES	100	9,800	980,000	
	<b>TOTAL SBE</b>	<b>100</b>		<b>\$ 980,000</b>	
	<b>Achievement School District**:</b>				
	Brick Church College Prep	335	9,800	3,283,000	
	Neely's Bend College Prep	540	9,800	5,292,000	
	<b>TOTAL ASD</b>	<b>875</b>		<b>\$ 8,575,000</b>	
	<b>TOTAL CHARTER, SBE, AND ASD SCHOOLS</b>	<b>13,741</b>		<b>\$ 134,661,800</b>	
*Schools adding a grade					
**State allocates revenue prior to disbursement to MNPS					
Estimate for student count as of December 2017					

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

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A	B		C	D	E	F	G	H	I
			2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	
Account #	Account Name		Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
General Operating Fund									
1000	ADMINISTRATION								
1100	OFFICE OF DIRECTOR OF SCHOOLS								
1100	0	Salaries, Certificated	1.0	\$ 337,200	-	\$ -	1.0	\$ 337,200	Director of Schools (Includes Vacation Days pay out and deferred compensation \$37,000 per Contract)
1100	1	Salaries, Clerical	2.0	133,200	-	6,500	2.0	139,700	Executive Assistant/Senior Secretary
1100	4	Supplies and Materials		3,600		-		3,600	
1100	5	Other Expense		9,200		-		9,200	
1100	6	FICA, Medicare, Pension & Insurance		113,000		8,800		121,800	
1100	8	Travel/Mileage		2,700		-		2,700	
1100	Function Total		3.0	598,900	-	15,300	3.0	614,200	
1110	BOARD OF EDUCATION								
1110	1	Salaries, Clerical	2.0	119,800	-	47,200	2.0	167,000	Coordinator BOE Members/Director BOE Relations and Management/Align to actuals
1110	2	Salaries, Board Members	-	126,500	-	(500)	-	126,000	Board Members
1110	4	Supplies and Materials		3,500		-		3,500	
1110	5	Other Expense		18,000		(1,000)		17,000	
1110	6	FICA, Medicare, Pension & Insurance		100,600		(1,200)		99,400	Align to actuals
1110	8	Travel/Mileage		17,300		-		17,300	
1110	9	Contracted Services		90,000		(12,000)		78,000	Board Development & Facilitation/CLASS dues/Reduce contracts
1110	Function Total		2.0	475,700	-	32,500	2.0	508,200	
1150	CHIEF FINANCIAL OFFICER								
1150	1	Salaries, Clerical	1.0	58,100	-	(12,000)	1.0	46,100	Administrative Assistant
1150	2	Salaries, Support	1.0	191,300	-	(6,300)	1.0	185,000	Chief Operating Officer
1150	4	Supplies and Materials		1,800		(400)		1,400	
1150	5	Other Expense		2,700		-		2,700	
1150	6	FICA, Medicare, Pension & Insurance		77,900		(17,300)		60,600	
1150	8	Travel/Mileage		1,800		(300)		1,500	
1150	Function Total		2.0	333,600	-	(36,300)	2.0	297,300	
1190	ALIGNMENT NASHVILLE								
1190	9	Contracted Service		200,000		-		200,000	
1190	Function Total		-	200,000	-	-	-	200,000	

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

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A	B	C	D	E	F	G	H	I
		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2018-2019	
Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
1200	<b>HUMAN RESOURCES AND TALENT SERVICES</b>							
1200	0 Salaries, Certificated	5.0	447,200	(0.5)	101,900	4.5	549,100	Exec Officer Organizational Development/Exec Director Talent Strategy/HR Partners/Move to .2
1200	1 Salaries, Clerical	17.5	712,000	(1.5)	40,600	16.0	752,600	Asst-Admin/Asst-Exec/Asst-Fingerprinting/Asst-HR Information/Asst-Kronos Admin/Clerk-HR Employee Resource Center LD/REP - eTIME & Compensation Svcs/Specialist-Temporary Placement/Move to .2
1200	2 Salaries, Support	20.0	1,635,800	2.0	296,500	22.0	1,932,300	Admin-Kronos/Analyst-HR Performance Mgmt/Analyst-Strategic Data/Chief-Human Resources Ofcr/Coord-Alternative Certification/Coords-HR Talent Management/Dir-Compensation Strategy/Dir-Talent Acquisition/Exec Ofcr-Human Resources/Mgr-Asst eTime & Comp Svcs/Mgr-HR ERC Operations/Mgr-Kronos Admin/Partners-HR III/Partner-HR Strategic/Partners-Talent Acq II/Partner-Talent Acq III/Spec-HR Substitutes II/Move from .0 & .1
1200	3 Salaries, Summer Assistance		530,000		(350,000)		180,000	Summer placement assistance/Sign on Bonuses/Reduce
1200	4 Supplies and Materials		120,000		-		120,000	Office supplies/recruiting
1200	5 Other Expense		246,200		22,400		268,600	Recruiting/Social Media/Support Staff Tuition
1200	6 FICA, Medicare, Pension & Insurance		1,032,300		(60,500)		971,800	
1200	8 Travel/Mileage		50,000		(37,200)		12,800	
1200	9 Contracted Services		2,161,300		(318,100)		1,843,200	Substitute Call-In System/Drug Screening/Fingerprinting/On-Line Interviews & Applications/The New Teacher Project/Edu. Pioneers/Teach For America contract/KRONOS/Reduce TFA, TNCompass, TNTP
	<b>Function Total</b>	<b>42.5</b>	<b>6,934,800</b>	<b>-</b>	<b>(304,400)</b>	<b>42.5</b>	<b>6,630,400</b>	
1205	<b>EMPLOYEE RELATIONS</b>							
1205	1 Salaries, Clerical	2.0	97,200	-	4,400	2.0	101,600	Admin Assistant ER, Admin Assistant Workplace Safety
1205	2 Salaries, Support	3.0	370,900	-	(56,200)	3.0	314,700	Exec Director Employee Relations, Director Workplace Safety, Employee Relations Manager
1205	4 Supplies and Materials		2,000		-		2,000	
1205	6 FICA, Medicare, Pension & Insurance		132,700		(2,000)		130,700	
1205	8 Travel/Mileage		900		(700)		200	
1205	<b>Function Total</b>	<b>5.0</b>	<b>603,700</b>	<b>-</b>	<b>(54,500)</b>	<b>5.0</b>	<b>549,200</b>	

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS  
OPERATING BUDGET**

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
1250	<b>CHIEF OF STAFF</b>							
1250	0 Salaries, Certificated	1.0	191,300	-	(16,300)	1.0	175,000	Chief of Staff
1250	1 Salaries, Clerical	1.0	48,600	-	2,500	1.0	51,100	Administrative Assistant
1250	2 Salaries, Support	2.0	190,000	-	31,100	2.0	221,100	Director Government Relations/ Director of Policy Planning & Project Management
1250	4 Supplies and Materials		4,000		-		4,000	
1250	6 FICA, Medicare, Pension & Insurance		113,500		1,800		115,300	
1250	8 Travel/Mileage		5,000		(4,500)		500	
<b>1250</b>	<b>Function Total</b>	<b>4.0</b>	<b>552,400</b>	<b>-</b>	<b>14,600</b>	<b>4.0</b>	<b>567,000</b>	
1300	<b>EMPLOYEE BENEFITS</b>							
1300	1 Salaries, Clerical	8.0	330,700	-	47,500	8.0	378,200	Employee Benefit Assistants/Align to actuals
1300	2 Salaries, Support	3.0	263,900	-	10,600	3.0	274,500	Executive Director of Employee Benefit/Employee Benefit Manager/Employee Benefit Lead
1300	3 Salaries, Part-Time for open enrollment		10,800		-		10,800	
1300	4 Supplies and Materials		12,000		-		12,000	
1300	5 Other Expense		500		-		500	
1300	6 FICA, Medicare, Pension & Insurance		208,100		15,300		223,400	Align to actuals
1300	8 Travel/Mileage		2,000		-		2,000	
1300	9 Contracted Services		21,100		-		21,100	TCRS Hybrid program
<b>1300</b>	<b>Function Total</b>	<b>11.0</b>	<b>849,100</b>	<b>-</b>	<b>73,400</b>	<b>11.0</b>	<b>922,500</b>	
1400	<b>CHIEF OPERATING OFFICER</b>							
1400	1 Salaries, Clerical	0.5	24,400	-	(700)	0.5	23,700	Administrative Assistant
1400	2 Salaries, Support	1.0	160,300	-	(1,400)	1.0	158,900	Executive Officer-Operations
1400	4 Supplies and Materials		4,000		-		4,000	
1400	5 Other Expense		2,000		(1,000)		1,000	
1400	6 FICA, Medicare, Pension & Insurance		55,200		(1,200)		54,000	
1400	8 Travel/Mileage		3,400		(1,100)		2,300	
<b>1400</b>	<b>Function Total</b>	<b>1.5</b>	<b>249,300</b>	<b>-</b>	<b>(5,400)</b>	<b>1.5</b>	<b>243,900</b>	

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1500	<b>PURCHASING</b>							
1500	1 Salaries, Clerical	5.0	226,300	-	(6,900)	5.0	219,400	Purchasing Assistants
1500	2 Salaries, Support	5.0	409,800	-	7,800	5.0	417,600	Director of Purchasing/Purchasing Manager/Contract Officer/Contract Agents/Contract Manager
1500	4 Supplies and Materials		4,000		-		4,000	
1500	5 Other Expense		4,000		(500)		3,500	
1500	6 FICA, Medicare, Pension & Insurance		237,200		(33,300)		203,900	Align to actuals
1500	8 Travel/Mileage		5,000		(4,500)		500	
<b>1500</b>	<b>Function Total</b>	<b>10.0</b>	<b>886,300</b>	<b>-</b>	<b>(37,400)</b>	<b>10.0</b>	<b>848,900</b>	
1600	<b>FISCAL SERVICES</b>							
1600	1 Salaries, Clerical	8.0	347,800	-	-	8.0	347,800	Account Clerk/Accounting Technicians/AP Administrator
1600	2 Salaries, Support	11.0	1,017,700	-	(110,000)	11.0	907,700	Director of Financial Operations/Director of Budgeting and Financial Reporting/Financial Operations Manager/Sr. Accountants/Coordinator of Facility Use/Director of Operational Innovations/Analyst-Data/Align to actuals
1600	4 Supplies and Materials		13,800		-		13,800	Business Office supplies (i.e. toner cartridges, copy papers, printing of budget book, impact aid pupil cards, department brochures, etc.)
1600	5 Other Expense		112,700		(65,000)		47,700	Accuimage/Schooldude/Education Resource Systems/Reduce Crosslin (CAFR)
1600	6 FICA, Medicare, Pension & Insurance		464,500		(25,300)		439,200	
1600	8 Travel/Mileage		3,800		(1,300)		2,500	
1600	9 Contracted Service		75,000		(15,000)		60,000	Priority Based Budgeting
<b>1600</b>	<b>Function Total</b>	<b>19.0</b>	<b>2,035,300</b>	<b>-</b>	<b>(216,600)</b>	<b>19.0</b>	<b>1,818,700</b>	
1625	<b>SCHOOL AUDIT</b>							
1625	2 Salaries, Support	8.0	473,300	-	(24,400)	8.0	448,900	Audit Manager/Supv-Audit/Auditors/Accounting Technicians
1625	4 Supplies and Materials		7,500		-		7,500	
1625	5 Other Expense		5,000		-		5,000	
1625	6 FICA, Medicare, Pension & Insurance		182,400		22,300		204,700	Align to actuals
1625	8 Travel/Mileage		7,500		(5,100)		2,400	
1625	9 Contracted Services		57,800		-		57,800	Schools' bookkeeping software license
	<b>Function Total</b>	<b>8.0</b>	<b>733,500</b>	<b>-</b>	<b>(7,200)</b>	<b>8.0</b>	<b>726,300</b>	

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1700	<b>STUDENT ASSIGNMENT SERVICES</b>							
1700	0 Salaries, Certificated	1.5	144,000	(0.5)	(46,800)	1.0	97,200	Student Assignment Coordinator/Reduce Director of Student Assignment (retiree)
1700	2 Salaries, Support	10.0	663,100	-	(23,000)	10.0	640,100	Director of Student Assignment/Coordinator Enrollment Forecasting/Open Enrollment Specialist/Boundary Planning Specialist/Developer - Database/GIS Analyst/Pre-K Enrollment Specialist
1700	4 Supplies and Materials		57,000		-		57,000	Tracking Home School/Private School students in Davidson County/High School choice
1700	6 FICA, Medicare, Pension & Insurance		269,500		16,400		285,900	
1700	8 Travel/Mileage		800		-		800	
1700	9 Contracted Services		68,000		160,000		228,000	Software Consultant contract/Add School Choice software
<b>1700</b>	<b>Function Total</b>	<b>11.5</b>	<b>1,202,400</b>	<b>(0.5)</b>	<b>106,600</b>	<b>11.0</b>	<b>1,309,000</b>	
1750	<b>FAMILY INFORMATION CENTER</b>							
1750	1 Salaries, Clerical	10.0	384,000	-	-	10.0	384,000	Call-Reps II/Family Liaisons
1750	2 Salaries, Support	2.0	144,300	(1.0)	(84,200)	1.0	60,100	Mgr.-FIC/Move Coord-Family Relations to 1800
1750	4 Supplies and Materials		10,000		-		10,000	
1750	6 FICA, Medicare, Pension & Insurance		220,300		(29,900)		190,400	
1750	8 Travel/Mileage		4,500		(4,500)		-	
<b>1750</b>	<b>Function Total</b>	<b>12.0</b>	<b>763,100</b>	<b>(1.0)</b>	<b>(118,600)</b>	<b>11.0</b>	<b>644,500</b>	
1800	<b>COMMUNICATIONS</b>							
1800	2 Salaries, Support	12.0	858,300	-	(42,400)	12.0	815,900	Director of Communications/ Marketing Manager/Communications Mgr./Public Information Officer/ Community Outreach Coord./Communications Spec. II (4)/Public Records Specialist/Creative Service Spec. (2)/Communications Spec.- Digital Content/Move from 1750.2/Reduce Communications Specialist
1800	4 Supplies and Materials		9,000		-		9,000	
1800	5 Other Expense		205,000		-		205,000	Parental/employee communications/publications/multilingual print pieces/Print & Radio advertising/events
1800	6 FICA, Medicare, Pension & Insurance		272,700		(58,100)		214,600	
1800	8 Travel/Mileage		12,000		(1,000)		11,000	
1800	9 Contracted Services		175,000		(30,000)		145,000	Web Development,Tech Support & Monitoring/Translations/District Mobile App/Freelance Communications Services (videography, photography, etc.)/Reduce Media Monitoring
<b>1800</b>	<b>Function Total</b>	<b>12.0</b>	<b>1,532,000</b>	<b>-</b>	<b>(131,500)</b>	<b>12.0</b>	<b>1,400,500</b>	
<b>TOTAL ADMINISTRATION</b>		<b>143.5</b>	<b>17,950,100</b>	<b>(1.5)</b>	<b>(669,500)</b>	<b>142.0</b>	<b>17,280,600</b>	



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2000	<b>LEADERSHIP AND LEARNING</b>							
2050	<b>CHIEF OF SCHOOLS</b>							
2050	0 Salaries, Certificated	18.0	2,411,600	-	(196,500)	18.0	2,215,100	Chief Officer-Schools/Executive Officers/Director/Executive Directors/Executive Officer/Community Superintendent
2050	1 Salaries, Clerical	5.0	243,600	-	-	5.0	243,600	Executive Assistant/Administrative Assistants/Secretaries
2050	4 Supplies and Materials		200,000		(50,000)		150,000	Office Supplies/color toner printer/PD training materials & supplies/Printing
2050	6 FICA, Medicare, Pension & Insurance		680,700		61,400		742,100	Align to actuals
2050	8 Travel/Mileage		33,000		(33,000)		-	
2050	9 Contracted Services		337,000		(43,000)		294,000	Outreach programs/PENCIL/Center for Educational Leadership (CEL)/MiraVia
<b>2050</b>	<b>Function Total</b>	<b>23.0</b>	<b>3,905,900</b>	<b>-</b>	<b>(261,100)</b>	<b>23.0</b>	<b>3,644,800</b>	
2055	<b>OFFICE OF PRIORITY SCHOOLS</b>							
2055	0 Salaries, Certificated	1.0	73,200	1.0	69,800	2.0	143,000	Executive Director - SSI/Coordinator - Innovation PD & Instruction/Move from .2
2055	2 Salaries, Support	1.0	69,100	(1.0)	(69,100)	-	-	Move to .0
2055	5 Other Expense		3,500		-		3,500	Registrations
2055	6 FICA, Medicare, Pension & Insurance		41,000		8,100		49,100	
2055	8 Travel/Mileage		11,500		(4,600)		6,900	
<b>2055</b>	<b>Function Total</b>	<b>2.0</b>	<b>198,300</b>	<b>-</b>	<b>4,200</b>	<b>2.0</b>	<b>202,500</b>	
2059	<b>OFFICE OF CHARTER SCHOOLS</b>							
2059	0 Salaries, Certificated	2.0	264,700	(2.0)	(264,700)	-	-	Coordinator of Charter Schools/Exec Officer - Charter Schools
2059	1 Salaries, Clerical	1.0	50,500	(1.0)	(50,500)	-	-	Senior Secretary
2059	4 Supplies and Materials		3,000		(3,000)		-	Afton Partners & Charter School committees
2059	5 Other Expense		3,400		(3,400)		-	
2059	6 FICA, Medicare, Pension & Insurance		88,700		(88,700)		-	
2059	8 Travel/Mileage		2,500		(2,500)		-	
<b>2059</b>	<b>Function Total</b>	<b>3.0</b>	<b>412,800</b>	<b>(3.0)</b>	<b>(412,800)</b>	<b>-</b>	<b>-</b>	<b>Move to Special Revenue Fund for Charter School Admin Fees</b>

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2060	<b>STUDENT SUPPORT SERVICES</b>							
2060	0 Salaries, Certificated	10.0	964,400	(2.0)	(118,000)	8.0	846,400	Exec Officer Support Services/Dir-Stu. Discipline/Student Discipline Officers (6-120 day)/Coord. 426&504 Compliance/Spec 504 Compliance/Move from 3100.0/Reduce Student Discipline Officers 6-120 day)
2060	1 Salaries, Clerical	2.0	102,800	-	(3,000)	2.0	99,800	Administrative Assistant/Senior Secretaries
2060	2 Salaries, Support	2.0	149,000	-	(8,400)	2.0	140,600	Data and Statistical Analyst/Program Specialist-504
2060	4 Supplies and Materials		160,000		(60,000)		100,000	Printing of Student code of conduct
2060	5 Other Expense		98,000		(60,000)		38,000	Community events/Student Safety Reporting software
2060	6 FICA, Medicare, Pension & Insurance		239,300		62,100		301,400	
2060	8 Travel/Mileage		35,000		(30,000)		5,000	
2060	9 Contracted Services		80,000		(20,000)		60,000	Prof. Development for 504 Program
<b>2060</b>	<b>Function Total</b>	<b>14.0</b>	<b>1,828,500</b>	<b>(2.0)</b>	<b>(237,300)</b>	<b>12.0</b>	<b>1,591,200</b>	
2080	<b>CHIEF ACADEMIC OFFICER</b>							
2080	0 Salaries, Certificated	14.5	1,554,200	(1.0)	(190,000)	13.5	1,364,200	Chief Officer-Academic/Executive officer/Executive Directors/Coordinators/Directors/Move Pre-K ELM Lead Coach/Reduce Coordinator/Reduce Director
2080	1 Salaries, Clerical	8.5	356,200	-	-	8.5	356,200	Executive Assistant/Administrative Assistant/Secretaries
2080	4 Supplies and Materials		200,000		(50,000)		150,000	Office Supplies/color toner printer/PD training materials & supplies/Printing
2080	6 FICA, Medicare, Pension & Insurance		571,500		(12,900)		558,600	
2080	8 Travel/Mileage		24,000		(19,500)		4,500	
2080	9 Contracted Services		37,500		-		37,500	
<b>2080</b>	<b>Function Total</b>	<b>23.0</b>	<b>2,743,400</b>	<b>(1.0)</b>	<b>(272,400)</b>	<b>22.0</b>	<b>2,471,000</b>	

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2109	<b>FEDERAL PROGRAMS AND GRANTS</b>							
2109	0 Salaries, Certificated	1.0	121,200	-	(12,900)	1.0	108,300	Exec Director Federal Programs
2109	1 Salaries, Clerical	-	15,200		-	-	15,200	PAR Dollars for partial positions allocated to Local from Federal
2109	2 Salaries, Support	-	46,900	-	-	-	46,900	PAR Dollars for partial positions allocated to Local from Federal
2109	4 Supplies and Materials		10,000		-		10,000	
2109	5 Other Expense		5,000		-		5,000	
2109	6 FICA, Medicare, Pension & Insurance		47,500		(7,900)		39,600	
2109	8 Travel/Mileage		5,000		-		5,000	
2109	9 Contracted Svc		50,000		-		50,000	Grant Writing contract
<b>2109</b>	<b>Function Total</b>	<b>1.0</b>	<b>300,800</b>	<b>-</b>	<b>(20,800)</b>	<b>1.0</b>	<b>280,000</b>	
2112	<b>CENTRAL SCHOOL COUNSELING SERVICES</b>							
2112	0 Salaries, Certificated	3.0	285,800	-	-	3.0	285,800	Exec Director of School Counseling/Coordinator of School Counseling/Counselor Lead
2112	1 Salaries, Clerical	1.0	44,500	-	-	1.0	44,500	Senior Secretary
2112	2 Salaries, Support	0.5	38,200	-	-	0.5	38,200	GEAR Up Coordinator (part-time)
2112	4 Supplies and Materials		4,500		-		4,500	
2112	6 FICA, Medicare, Pension & Insurance		99,100		7,500		106,600	
2112	8 Travel/Mileage		10,000		(2,500)		7,500	
<b>2112</b>	<b>Function Total</b>	<b>4.5</b>	<b>482,100</b>	<b>-</b>	<b>5,000</b>	<b>4.5</b>	<b>487,100</b>	
2125	<b>IN-SCHOOL SUSPENSION</b>							
2125	2 Salaries, Support	21.7	609,200	-	-	21.7	609,200	In-School Suspension Monitors for MS & HS
2125	6 FICA, Medicare, Pension & Insurance		335,600		(3,800)		331,800	
<b>2125</b>	<b>Function Total</b>	<b>21.7</b>	<b>944,800</b>	<b>-</b>	<b>(3,800)</b>	<b>21.7</b>	<b>941,000</b>	
2126	<b>HOMEBOUND PROGRAM - REGULAR EDUCATION</b>							
2126	0 Salaries, Certificated	1.5	83,800	-	-	1.5	83,800	Homebound Teachers
2126	6 FICA, Medicare, Pension & Insurance		26,000		2,000		28,000	
2126	8 Travel/Mileage		1,500		(1,200)		300	
2126	9 Contracted Services		62,000		-		62,000	Genesis
<b>2126</b>	<b>Function Total</b>	<b>1.5</b>	<b>173,300</b>	<b>-</b>	<b>800</b>	<b>1.5</b>	<b>174,100</b>	

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2136	<b>GIFTED/TALENTED PROGRAM</b>							
2136	0 Salaries, Certificated	5.0	377,700	-	-	5.0	377,700	Coordinator of Gifted & Talented/Encore Teachers/Counselor
2136	1 Salaries, Clerical	1.0	35,300	-	-	1.0	35,300	Secretary/Bookkeeper @ Robertson Academy
2136	2 Salaries, Support	1.0	18,400	-	-	1.0	18,400	Pre-K Ed Assistant
2136	4 Supplies and Materials		100,200		(6,000)		94,200	Includes testing materials
2136	6 FICA, Medicare, Pension & Insurance		135,900		10,300		146,200	
2136	8 Travel/Mileage		4,800		-		4,800	Travel for National conference
2136	9 Contracted Services		9,000		-		9,000	Copier contract @ Robertson Academy/Professional Development
<b>2136</b>	<b>Function Total</b>	<b>7.0</b>	<b>681,300</b>	<b>-</b>	<b>4,300</b>	<b>7.0</b>	<b>685,600</b>	
2137	<b>ADVANCED ACADEMICS</b>							
2137	0 Salaries, Certificated	1.0	117,000	-	(12,400)	1.0	104,600	Director of Adv. Academics
2137	4 Supplies and Materials		100,000		-		100,000	IB Career Fair and IBCC application, AVID, AP, Cambridge
2137	5 Other Expense		713,400		(278,800)		434,600	Exam fees for students/Reduce
2137	6 FICA, Medicare, Pension & Insurance		24,700		4,900		29,600	
2137	8 Travel/Mileage		392,300		(134,800)		257,500	IB, AVID, AP, Cambridge
2137	9 Contracted Services		268,200		-		268,200	IB, AVID, AP, Cambridge
<b>2137</b>	<b>Function Total</b>	<b>1.0</b>	<b>1,615,600</b>	<b>-</b>	<b>(421,100)</b>	<b>1.0</b>	<b>1,194,500</b>	
2160	<b>PSYCHOLOGICAL SERVICES</b>							
2160	0 Salaries, Certificated	55.0	3,476,100	-	-	55.0	3,476,100	School Psychologists
2160	1 Salaries, Clerical	3.0	112,200	-	-	3.0	112,200	Senior Clerks
2160	4 Supplies and Materials		30,500		-		30,500	
2160	6 FICA, Medicare, Pension & Insurance		1,117,000		84,400		1,201,400	
2160	8 Travel/Mileage		15,500		(4,400)		11,100	
<b>2160</b>	<b>Function Total</b>	<b>58.0</b>	<b>4,751,300</b>	<b>-</b>	<b>80,000</b>	<b>58.0</b>	<b>4,831,300</b>	

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2170	<b>RESEARCH, ASSESSMENT, AND EVALUATION</b>							
2170	0 Salaries, Certificated	2.0	212,700	-	-	2.0	212,700	Executive Director of Program Eval. & Assessment/Coord.-Data Coach
2170	1 Salaries, Clerical	2.0	85,300	-	-	2.0	85,300	Admin Assistant/Senior Clerk
2170	2 Salaries, Support	8.0	742,200	-	-	8.0	742,200	Coordinators/Advisor-Data Quality/Coach-Data/Analyst-Program Evaluation
2170	3 Salaries, Part-Time for testing		21,800		-		21,800	Part-time Testers
2170	4 Supplies and Materials		430,500		(68,000)		362,500	ACT and SAT/Nagien Encore screener/Other assessment materials/MAP student report printing/Survey and Consent forms/Move to .9
2170	5 Other Expense		10,000		-		10,000	
2170	6 FICA, Medicare, Pension & Insurance		294,500		22,300		316,800	
2170	8 Travel/Mileage		10,000		(5,700)		4,300	
2170	9 Contracted Services		1,625,800		(3,000)		1,622,800	FastBridge/NWEA/MAP/Certica Solutions formative assessment item bank/Performance Matters Unify formative assessment platform/Reduce contracts
<b>2170</b>	<b>Function Total</b>	<b>12.0</b>	<b>3,432,800</b>	<b>-</b>	<b>(54,400)</b>	<b>12.0</b>	<b>3,378,400</b>	
2171	<b>CENTRAL LIBRARY INFORMATION SERVICES</b>							
2171	0 Salaries, Certificated	1.0	109,800	-	(6,500)	1.0	103,300	Lead Librarian
2171	2 Salaries, Support	1.0	60,600	(1.0)	(60,600)	-	-	Move to 2203.2
2171	4 Supplies and Materials		141,000		-		141,000	NALA/TENN Share
2171	6 FICA, Medicare, Pension & Insurance		31,500		(11,100)		20,400	
2171	8 Travel/Mileage		13,500		(13,500)		-	
2171	9 Contracted Services		245,600		-		245,600	TLC software licenses/District research databases/EasyBib for secondary schools
<b>2171</b>	<b>Function Total</b>	<b>2.0</b>	<b>602,000</b>	<b>(1.0)</b>	<b>(91,700)</b>	<b>1.0</b>	<b>510,300</b>	
2174	<b>INFORMATION MANAGEMENT AND DECISION SUPPORT</b>							
2174	1 Salaries, Clerical	1.0	49,100	-	(14,200)	1.0	34,900	Secretary
2174	2 Salaries, Support	73.0	3,231,900	-	10,600	73.0	3,242,500	Coordinator-Data Quality & Integrity/Managers-Data Quality/Data Analyst/Specialists Data & Enrollment/Record Center personnel/Clerk/Dir-Information Mgmt. & Decision Support/Asst-Data
2174	3 Supplemental Earnings		10,000		-		10,000	Enrollment Centers
2174	4 Supplies and Materials		30,000		-		30,000	
2174	5 Other Expense		30,000		-		30,000	
2174	6 FICA, Medicare, Pension & Insurance		1,331,600		(83,800)		1,247,800	
2174	7 Equipment		25,000		-		25,000	
2174	8 Travel/Mileage		25,000		(20,000)		5,000	
<b>2174</b>	<b>Function Total</b>	<b>74.0</b>	<b>4,732,600</b>	<b>-</b>	<b>(107,400)</b>	<b>74.0</b>	<b>4,625,200</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
2178	<b>INFORMATION TECHNOLOGY</b>							
2178	1 Salaries, Clerical	0.5	25,700	-	(2,000)	0.5	23,700	Administrative Assistant
2178	2 Salaries, Support	115.5	7,874,400	-	283,100	115.5	8,157,500	Exec Director/Technology Personnel/Align to actuals
2178	4 Supplies and Materials		69,900		-		69,900	
2178	5 Other Expense		507,900		-		507,900	Computer repairs
2178	6 FICA, Medicare, Pension & Insurance		2,699,600		(3,700)		2,695,900	
2178	8 Travel/Mileage		61,600		(14,300)		47,300	
2178	9 Contracted Services		3,085,000		713,800		3,798,800	Infinite Campus/Copier maintenance/Internet service/Licensing/Parent Callout Notification system
<b>2178</b>	<b>Function Total</b>	<b>116.0</b>	<b>14,324,100</b>	<b>-</b>	<b>976,900</b>	<b>116.0</b>	<b>15,301,000</b>	
2180	<b>TEXTBOOKS</b>							
2180	4 Supplies and Materials		2,167,000		-		2,167,000	Textbooks - Science, Fine Arts, Health, Wellness
2180	9 Contracted Services		90,000		(10,000)		80,000	Bindery
<b>2180</b>	<b>Function Total</b>	<b>-</b>	<b>2,257,000</b>	<b>-</b>	<b>(10,000)</b>	<b>-</b>	<b>2,247,000</b>	
2200	<b>DISTRICT STAFF DEVELOPMENT</b>							
2200	0 Salaries, Certificated Stipends	-	1,123,000	-	(123,000)	-	1,000,000	Teacher PD stipenbds/Teacher Council lead stipends/Scope and sequence development
2200	1 Salaries, Clerical Stipends	-	15,000	-	-	-	15,000	
2200	4 Supplies and Materials		60,000		(10,000)		50,000	Manuals/Forms/etc.
2200	5 Other Expense		154,500		(54,500)		100,000	
2200	6 Matching FICA, Medicare and Pension		183,800		(32,300)		151,500	
2200	8 Travel/Mileage		75,000		(45,000)		30,000	
2200	9 Contracted Services		1,308,000		(128,000)		1,180,000	Institute for Learning/Literacy partnership/Middle School Honors courses/ANet/Move from 2203.9
<b>2200</b>	<b>Function Total</b>	<b>-</b>	<b>2,919,300</b>	<b>-</b>	<b>(392,800)</b>	<b>-</b>	<b>2,526,500</b>	

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2203	<b>LEARNING TECHNOLOGY</b>							
2203	0 Salaries, Certificated	6.5	471,100	-	45,400	6.5	516,500	Executive Director of Learning Tech/Director of Learning Tech/Specialist - Learning Tech/Mgr.-Credit Recovery (120 day)
2203	1 Salaries, Clerical	2.0	100,500	-	2,800	2.0	103,300	Tech-AV/Senior Secretary
2203	2 Salaries, Support	9.0	490,400	1.0	122,400	10.0	612,800	Advisor-Technical Learning/Site Based Leaders/Facility Technician/Specialists Training & Multimedia Design/Move from 2171.2
2203	4 Supplies and Materials		95,000		-		95,000	
2203	6 FICA, Medicare, Pension & Insurance		346,200		75,300		421,500	
2203	8 Travel/Mileage		30,000		(30,000)		-	
2203	9 Contracted Services		1,879,000		(639,000)		1,240,000	Schoolology: Learning Management System/Credit Recovery Software/Microsoft Imagine Academy/Brightbytes/Performance Matters PD/Online Content updates/Reduce contracts/Move to 2200.9
<b>2203</b>	<b>Function Total</b>	<b>17.5</b>	<b>3,412,200</b>	<b>1.0</b>	<b>(423,100)</b>	<b>18.5</b>	<b>2,989,100</b>	
2215	<b>PRINCIPAL LEADERSHIP</b>							
2215	0 Salaries, Certificated	1.0	115,400	-	-	1.0	115,400	Principal Exec - Lead
2215	6 FICA, Medicare, Pension & Insurance		29,000		(300)		28,700	
2215	9 Contracted Services		85,000		-		85,000	Staff Development partnership with Vanderbilt and Lipscomb
<b>2215</b>	<b>Function Total</b>	<b>1.0</b>	<b>229,400</b>	<b>-</b>	<b>(300)</b>	<b>1.0</b>	<b>229,100</b>	
2232	<b>LITERACY PROGRAM</b>							
2232	0 Salaries, Certificated	102.5	5,392,900	(85.0)	(4,485,000)	17.5	907,900	Director of Interventions/Interventionists/Reading Recovery Teachers/Trainer/Coord Reading Recovery/Reduce Reading Recovery
2232	1 Salaries, Clerical	2.0	65,800	-	-	2.0	65,800	Asst-Admin
2232	4 Supplies and Materials		61,000		-		61,000	Read 180
2232	5 Other Expense		467,800		-		467,800	Leveled Literacy Intervention
2232	6 Matching FICA, Medicare and Pension		1,585,400		(1,412,500)		172,900	
2232	8 Travel/Mileage		99,400		(22,500)		76,900	
2232	9 Contracted Services		321,700		-		321,700	Literacy Partnership/Core Literacy-Elementary/Core Literacy-Secondary/Literacy-Interventions
<b>2232</b>	<b>Function Total</b>	<b>104.5</b>	<b>7,994,000</b>	<b>(85.0)</b>	<b>(5,920,000)</b>	<b>19.5</b>	<b>2,074,000</b>	

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2240	<b>SUPPLEMENTARY TEACHER PAY</b>							
2240	0 Salaries, Certificated	-	300,000	-	-	-	300,000	Negotiated pay for teachers covering classes with no substitute teacher
2240	6 Matching FICA, Medicare and Pension		50,500		-		50,500	
<b>2240</b>	<b>Function Total</b>	<b>-</b>	<b>350,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350,500</b>	
2282	<b>STEAM (SCIENCE TECHNOLOGY ENGINEERING ART MATHEMATICS)</b>							
2282	0 Salaries, Certificated	1.0	98,300	-	23,300	1.0	121,600	Director of STEAM
2282	2 Salaries, Support	3.0	173,700	-	-	3.0	173,700	Mgr. - Hands on Science/HOS Warehouse personnel
2282	3 Supplemental Earnings		16,500		-		16,500	Professional Development stipends for Teachers
2282	4 Supplies and Materials		7,000		-		7,000	
2282	5 Other Expense		314,000		36,000		350,000	School Competitions/Robotic Resources/STEAM Presentations/Science Kits/Move from .9
2282	6 FICA, Medicare, Pension & Insurance		91,900		6,900		98,800	
2282	7 Equipment		166,500		183,500		350,000	Science and STEAM equipment (school makerspaces)/Move from .9
2282	8 Travel/Mileage		10,000		(5,700)		4,300	State HUB for STEAM program
2282	9 Contracted Services		2,363,200		(2,113,100)		250,100	Professional Development/Microscope repairs/Contracted Temporary staff/Middle School STEAM/Reduce Discovery contract
<b>2282</b>	<b>Function Total</b>	<b>4.0</b>	<b>3,241,100</b>	<b>-</b>	<b>(1,869,100)</b>	<b>4.0</b>	<b>1,372,000</b>	
2310	<b>PRINCIPALS</b>							
2310	0 Salaries, Principals/Asst Principals	281.0	24,351,200	-	-	281.0	24,351,200	Principals and Assistant Principals
2310	1 Salaries, Clerical	409.5	12,149,500	-	-	409.5	12,149,500	Secretaries/Bookkeepers/Clerks/General Assistants
2310	6 FICA, Medicare, Pension & Insurance		13,336,500		1,007,700		14,344,200	
2310	8 Travel/Mileage		55,900		(55,900)		-	Mileage for staff
<b>2310</b>	<b>Function Total</b>	<b>690.5</b>	<b>49,893,100</b>	<b>-</b>	<b>951,800</b>	<b>690.5</b>	<b>50,844,900</b>	
2311	<b>COUNSELING SERVICES</b>							
2311	0 Salaries, Certificated	210.5	12,690,900	10.5	586,000	221.0	13,276,900	School Counselors/Move from 2710.0
2311	4 Supplies and Materials		19,700		-		19,700	
2311	6 FICA, Medicare, Pension & Insurance		3,796,000		493,000		4,289,000	
<b>2311</b>	<b>Function Total</b>	<b>210.5</b>	<b>16,506,600</b>	<b>10.5</b>	<b>1,079,000</b>	<b>221.0</b>	<b>17,585,600</b>	



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2312	<b>LIBRARY SERVICES</b>							
2312	0 Salaries, Librarians	124.5	7,090,700	-	-	124.5	7,090,700	Librarians
2312	1 Salaries, Clerical	65.0	1,333,100	-	-	65.0	1,333,100	Library Clerks
2312	3 Supplemental Earnings		5,900		-		5,900	
2312	6 FICA, Medicare, Pension & Insurance		3,159,400		238,700		3,398,100	
<b>2312</b>	<b>Function Total</b>	<b>189.5</b>	<b>11,589,100</b>	<b>-</b>	<b>238,700</b>	<b>189.5</b>	<b>11,827,800</b>	
2313	<b>SUBSTITUTES - REGULAR/CTE</b>							
2313	0 Salaries, Certificated Substitute	-	6,849,100	-	-	-	6,849,100	
2313	1 Salaries, Clerical Substitute	-	67,000	-	-	-	67,000	
2313	2 Salaries, Ed Assistant Substitute	-	24,200	-	-	-	24,200	
2313	6 Matching FICA and Medicare		537,700		-		537,700	
2313	8 Travel/Mileage		500		(500)		-	
<b>2313</b>	<b>Function Total</b>	<b>-</b>	<b>7,478,500</b>	<b>-</b>	<b>(500)</b>	<b>-</b>	<b>7,478,000</b>	
2314	<b>HEALTH SERVICES</b>							
2314	0 Salaries, Certificated	1.5	153,600	-	(4,000)	1.5	149,600	Director of Student Health/Coord. (120 day)
2314	1 Salaries, Clerical	1.0	44,000	-	(8,000)	1.0	36,000	Senior Secretary
2314	3 Supplemental Earnings		60,000		-		60,000	Medication Dispensing Stipends
2314	4 Supplies and Materials		22,000		-		22,000	Screening form labels/Epi-pen supplies
2314	5 Other Expense		2,000		-		2,000	504 Program
2314	6 FICA, Medicare, Pension & Insurance		57,200		(3,700)		53,500	
2314	8 Travel/Mileage		1,000		(900)		100	
2314	9 Contracted Services		4,771,000		-		4,771,000	Metro Health Dept./Vanderbilt/Bus Driver physicals
<b>2314</b>	<b>Function Total</b>	<b>2.5</b>	<b>5,110,800</b>	<b>-</b>	<b>(16,600)</b>	<b>2.5</b>	<b>5,094,200</b>	
2315	<b>SUBSTITUTES - SPECIAL EDUCATION</b>							
2315	0 Salaries, Certificated Substitute	-	435,900	-	-	-	435,900	
2315	2 Salaries, Ed Assistant Substitute	-	340,000	-	-	-	340,000	
2315	6 Matching FICA and Medicare		64,300		-		64,300	
<b>2315</b>	<b>Function Total</b>	<b>-</b>	<b>840,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>840,200</b>	
2316	<b>SCHOOL FUNDING ALLOCATION</b>							
2316	4 School Discretionary Funds		9,590,100		-		9,590,100	Library materials/Instructional & Admin supplies/Copier paper/School Based Budgeting
<b>2316</b>	<b>Function Total</b>	<b>-</b>	<b>9,590,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,590,100</b>	

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2320	<b>REGULAR TEACHING</b>							
2320	0 Salaries, Teacher	3,770.8	198,659,800	33.0	2,365,300	3,803.8	201,025,100	Classroom/Art/Music and Physical Education Teachers/Extended Day & Enhanced Option/Gifted & Talented Teachers/LTDS/Add Reading Recovery Stipends for Priority Schools/Move from 2710
2320	4 Supplies and Materials		1,348,000		-		1,348,000	Teacher BEP and CTE supply funds
2320	5 Other Expense		319,000		-		319,000	SACS fees/instructional supplies/SACS visitation for 12 schools/Residential facility educational services
2320	6 FICA, Medicare, Pension & Insurance		66,377,500		2,695,400		69,072,900	
2320	8 Travel/Mileage		20,000		(19,700)		300	
2320	9 Contracted Services		1,131,400		(1,000,000)		131,400	Hume-Fogg parking/PE & Science equipment repairs/Planetarium maintenance/All-Star Training laptops for teachers
<b>2320</b>	<b>Function Total</b>	<b>3,770.8</b>	<b>267,855,700</b>	<b>33.0</b>	<b>4,041,000</b>	<b>3,803.8</b>	<b>271,896,700</b>	
2321	<b>PRE-K INSTRUCTION</b>							
2321	0 Salaries, Teacher	53.7	3,284,000	1.0	70,800	54.7	3,354,800	Pre-Kindergarten Teachers/Move from 2710.0
2321	2 Salaries, Educational Assistant	53.7	1,310,800	1.0	25,000	54.7	1,335,800	Pre-Kindergarten Educational Assistants/Move from 2710.2
2321	4 Supplies and Materials		246,000		-		246,000	\$25 per Pre-Kindergarten student allocation/Brigance testing/Curriculum and K Readiness resources, materials and equipment
2321	6 FICA, Medicare, Pension & Insurance		1,867,600		150,600		2,018,200	
2321	8 Travel/Mileage		500		(500)		-	
<b>2321</b>	<b>Function Total</b>	<b>107.4</b>	<b>6,708,900</b>	<b>2.0</b>	<b>245,900</b>	<b>109.4</b>	<b>6,954,800</b>	
2322	<b>CLASSROOM PREPARATION PAY</b>							
2322	0 Salaries, Classroom Prep	-	570,000	-	-	-	570,000	\$100 per Teacher for room setup
2322	6 Matching FICA, Medicare and Pension		95,200		-		95,200	
<b>2322</b>	<b>Function Total</b>	<b>-</b>	<b>665,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>665,200</b>	

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2323	<b>ENGLISH LEARNERS - SUPERVISION</b>							
2323	0 Salaries, Certificated	8.5	626,900	-	-	8.5	626,900	EL Exec Director/EL Assessors/Director of EL Services
2323	1 Salaries, Clerical	2.0	77,600	-	-	2.0	77,600	Senior Secretary/Secretary for Transition Team
2323	2 Salaries, Support	18.0	725,100	(2.0)	(100,000)	16.0	625,100	Program Coordinators/Program Assistant/Registrars/Language Translation Specialists/Reduce Registrar/Reduce Assessor
2323	4 Supplies and Materials		18,500		-		18,500	
2323	5 Other Expense		11,000		-		11,000	
2323	6 FICA, Medicare, Pension & Insurance		403,900		10,500		414,400	
2323	8 Travel/Mileage		3,500		-		3,500	
<b>2323</b>	<b>Function Total</b>	<b>28.5</b>	<b>1,866,500</b>	<b>(2.0)</b>	<b>(89,500)</b>	<b>26.5</b>	<b>1,777,000</b>	
2324	<b>ENGLISH LEARNERS</b>							
2324	0 Salaries, Teacher	232.5	13,826,800	-	-	232.5	13,826,800	English Language Learner Teachers/Summer School/After School Tutoring/Community nights
2324	2 Salaries, Support	5.0	347,000	-	-	5.0	347,000	Parent Outreach Translators/Tutors
2324	3 Salaries, Supplemental Earnings	-	569,000	-	-	-	569,000	
2324	4 Supplies and Materials		109,800		-		109,800	EL Teacher BEP and CTE supply funds
2324	6 FICA, Medicare, Pension & Insurance		2,656,600		200,700		2,857,300	
2324	8 Travel/Mileage		30,000		-		30,000	Mileage for staff
2324	9 Contracted Services		299,000		-		299,000	Translation services/After School program
<b>2324</b>	<b>Function Total</b>	<b>237.5</b>	<b>17,838,200</b>	<b>-</b>	<b>200,700</b>	<b>237.5</b>	<b>18,038,900</b>	
2328	<b>EARLY LEARNING CENTERS</b>							
2328	0 Salaries, Teacher	30.4	1,757,300	-	-	30.4	1,757,300	Principals/Counselors/Teachers/Psychologist/Instructional Designer/Dean of Instruction/Speech-Language Pathologists
2328	1 Salaries, Clerical	6.0	194,600	-	-	6.0	194,600	Secretary-Bookkeepers/General Assistants
2328	2 Salaries, Support	26.0	613,600	-	-	26.0	613,600	Program Director/Educational Assistants/Special Education Assistants
2328	4 Supplies and Materials		162,000		(10,000)		152,000	
2328	5 Other Expense		80,000		(80,000)		-	
2328	6 FICA, Medicare, Pension & Insurance		878,700		66,800		945,500	
2328	9 Contracted Services		280,000		(210,000)		70,000	Global Edu. Center/Parents as Partners/Conexion Americas/Vanderbilt PRI
<b>2328</b>	<b>Function Total</b>	<b>62.4</b>	<b>3,966,200</b>	<b>-</b>	<b>(233,200)</b>	<b>62.4</b>	<b>3,733,000</b>	<b>See Document # 4</b>

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2332	<b>ACADEMIES OF NASHVILLE (AON)</b>							
2332	0 Salaries, Certificated	1.0	108,400	-	-	1.0	108,400	Director of Career Academies
2332	2 Salaries, Support	1.0	83,000	-	-	1.0	83,000	SLC Program Mgr.
2332	4 Supplies and Materials		75,000		-		75,000	Supplies for 42 Academies
2332	5 Other Expense		647,100		(350,000)		297,100	Accreditation fees/Marketing/Certification test and dual credit fees for students
2332	6 FICA, Medicare, Pension & Insurance		28,600		2,200		30,800	
2332	8 Travel/Mileage		54,200		(23,300)		30,900	Freshman Seminar College Visits/Career Fair Buses
<b>2332</b>	<b>Function Total</b>	<b>2.0</b>	<b>996,300</b>	<b>-</b>	<b>(371,100)</b>	<b>2.0</b>	<b>625,200</b>	
2334	<b>INSTRUCTIONAL SUPPORT - OTHER</b>							
2334	0 Salaries, Certificated	150.9	7,799,000	-	-	150.9	7,799,000	Coaches/Interventionist/Spec-Instructional
2334	2 Salaries, Support	55.9	1,143,000	-	-	55.9	1,143,000	Aide-Instructional/Tutors
2334	6 FICA, Medicare, Pension & Insurance		3,114,900		235,400		3,350,300	
<b>2334</b>	<b>Function Total</b>	<b>206.8</b>	<b>12,056,900</b>	<b>-</b>	<b>235,400</b>	<b>206.8</b>	<b>12,292,300</b>	
2335	<b>PUPIL SUPPORT - OTHER</b>							
2335	0 Salaries, Certificated	13.5	731,900	-	-	13.5	731,900	Social Workers/Facilitator-Sch Improve Leads/Spec-Family Engagement
2335	2 Salaries, Support	8.0	366,200	-	-	8.0	366,200	Non-Certificated: Facilitator-Sch Improve Leads/Spec-Family Engagement/Asst-Social & Emotional
2335	6 FICA, Medicare, Pension & Insurance		301,400		22,800		324,200	
<b>2335</b>	<b>Function Total</b>	<b>21.5</b>	<b>1,399,500</b>	<b>-</b>	<b>22,800</b>	<b>21.5</b>	<b>1,422,300</b>	
2336	<b>VANDERBILT MATH &amp; SCIENCE PROGRAM</b>							
2336	9 Contracted Services		1,149,500		-		1,149,500	Math & Science program
<b>2336</b>	<b>Function Total</b>	<b>-</b>	<b>1,149,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,149,500</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
2350	<b>MUSIC MAKES US</b>							
2350	0 Salaries, Certificated	15.5	859,300	-	-	15.5	859,300	Coordinator of Music & Fine Arts/MMU Teachers/Coordinator Visual Arts
2350	1 Salaries, Clerical	1.0	44,300	-	-	1.0	44,300	Senior Secretary
2350	2 Salaries, Support	3.0	200,100	-	-	3.0	200,100	Director of MMU Program/Music Instrument Repairmen
2350	3 Supplemental Earnings		10,000		-		10,000	Stipends for Teachers for Music Makes Us
2350	4 Supplies and Materials		220,000		55,000		275,000	Band Uniforms/supplies/instrument parts/Move from .9
2350	6 FICA, Medicare, Pension & Insurance		360,400		27,200		387,600	
2350	8 Travel/Mileage		10,000		5,000		15,000	
2350	9 Contracted Services		230,000		(120,000)		110,000	MMU piano tuning/string repair/guitar repair/guest conductors/Indoor Percussion contractors/Reduce DPEI/Move to .4
<b>2350</b>	<b>Function Total</b>	<b>19.5</b>	<b>1,934,100</b>	<b>-</b>	<b>(32,800)</b>	<b>19.5</b>	<b>1,901,300</b>	
2371	<b>CAMPUS SUPERVISORS</b>							
2371	2 Salaries, Campus Supervisors	90.0	2,151,100	-	-	90.0	2,151,100	Campus Supervisors for MS & HS
2371	3 Supplemental Earnings		5,000		-		5,000	After school events
2371	4 Supplies and Materials		15,000		-		15,000	AED equipment and uniforms
2371	5 Other Expense		2,000		-		2,000	
2371	6 FICA, Medicare, Pension & Insurance		1,092,000		(12,500)		1,079,500	
2371	8 Travel/Mileage		6,000		(6,000)		-	
<b>2371</b>	<b>Function Total</b>	<b>90.0</b>	<b>3,271,100</b>	<b>-</b>	<b>(18,500)</b>	<b>90.0</b>	<b>3,252,600</b>	
2395	<b>HOMEWORK HOTLINE</b>							
2395	0 Salaries, Certificated		79,100		-		79,100	
2395	6 FICA, Medicare, Pension		10,900		-		10,900	
<b>2395</b>	<b>Function Total</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	
2505	<b>CAREER &amp; TECHNICAL EDUCATION SUPERVISION</b>							
2505	0 Salaries, Certificated	2.0	189,000	-	-	2.0	189,000	Coordinators of CTE Education Program
2505	1 Salaries, Clerical	1.0	54,800	-	-	1.0	54,800	Manager - CTE Program
2505	4 Supplies and Materials		2,500		-		2,500	
2505	6 FICA, Medicare, Pension & Insurance		62,600		4,700		67,300	
2505	8 Travel/Mileage		1,000		-		1,000	
<b>2505</b>	<b>Function Total</b>	<b>3.0</b>	<b>309,900</b>	<b>-</b>	<b>4,700</b>	<b>3.0</b>	<b>314,600</b>	

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2520	<b>CAREER &amp; TECHNICAL EDUCATION</b>							
2520	0 Salaries, Teacher	133.5	4,297,000	2.0	120,000	135.5	4,417,000	CTE Classroom Teachers/Move from 2710.0
2520	4 Supplies and Materials		197,500		-		197,500	
2520	5 Other Expense		25,000		-		25,000	Equipment repairs
2520	6 FICA, Medicare, Pension & Insurance		1,291,400		119,200		1,410,600	
<b>2520</b>	<b>Function Total</b>	<b>133.5</b>	<b>5,810,900</b>	<b>2.0</b>	<b>239,200</b>	<b>135.5</b>	<b>6,050,100</b>	
2555	<b>METROPOLITAN GOVERNMENT IT CHARGES</b>							
2555	9 Contracted Services		2,115,400		33,000		2,148,400	IT internal service fees
<b>2555</b>	<b>Function Total</b>	<b>-</b>	<b>2,115,400</b>	<b>-</b>	<b>33,000</b>	<b>-</b>	<b>2,148,400</b>	
2600	<b>ALTERNATIVE LEARNING CENTERS</b>							
2600	0 Salaries, Certificated	39.0	2,076,900	-	-	39.0	2,076,900	ALC Principals/Asst. Principal/Teachers/Counselors
2600	1 Salaries, Clerical	3.0	87,800	-	-	3.0	87,800	Secretary/Bookkeepers/Clerical staff
2600	2 Salaries, Support	4.0	85,600	-	-	4.0	85,600	Campus Supervisors/ISS Monitors
2600	4 Supplies and Materials		30,800		-		30,800	
2600	6 FICA, Medicare, Pension & Insurance		894,000		67,600		961,600	
2600	8 Travel/Mileage		400		-		400	
<b>2600</b>	<b>Function Total</b>	<b>46.0</b>	<b>3,175,500</b>	<b>-</b>	<b>67,600</b>	<b>46.0</b>	<b>3,243,100</b>	<b>See Document # 5</b>
2650	<b>NON-TRADITIONAL SCHOOLS</b>							
2650	0 Salaries, Certificated	81.3	4,986,700	-	-	81.3	4,986,700	Principals/Coordinators/Teachers/Counselors/Teacher stipends for Virtual School
2650	1 Salaries, Clerical	14.0	437,400	-	-	14.0	437,400	Secretary/Bookkeepers/Clerks
2650	2 Salaries, Support	4.0	85,300	-	-	4.0	85,300	Campus Supervisor
2650	4 Supplies and Materials		127,000		243,600		370,600	
2650	5 Other Expense		144,700		(144,700)		-	Move to .4
2650	6 FICA, Medicare, Pension & Insurance		1,958,100		-		1,958,100	
2650	8 Travel/Mileage		20,000		(20,000)		-	
2650	9 Contracted Services		51,500		1,000		52,500	Contracts: Nashville State for Middle College Program/Big Picture Company
<b>2650</b>	<b>Function Total</b>	<b>99.3</b>	<b>7,810,700</b>	<b>-</b>	<b>79,900</b>	<b>99.3</b>	<b>7,890,600</b>	<b>See Document # 6</b>
2700	<b>OPENING NEW SCHOOLS</b>							
2700	4 Supplies and Materials		-		155,000		155,000	New Eagle View Elementary
<b>2700</b>	<b>Function Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,000</b>	<b>-</b>	<b>155,000</b>	

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2710	<b>STUDENT ASSIGNMENT PLAN</b>							
2710	0 Salaries, Certificated	47.5	2,885,700	(47.5)	(2,885,700)	-	-	School Counselors/Teachers/Family & Community Engagement Coordinator/Pre-K Teacher/Move to 2311, 2320, 2321
2710	2 Salaries, Support	25.0	557,400	(25.0)	(557,400)	-	-	Bus Drivers/Pre-K Educational Assistant/Move to 4130, 2321
2710	3 Supplemental Earnings		1,190,600		(1,190,600)		-	Differentiated Pay/Move to 2320
2710	4 Supplies and Materials		353,400		(353,400)		-	Fuel/Move to 4130.4
2710	6 FICA, Medicare, Pension & Insurance		1,035,100		(1,035,100)		-	
2710	<b>Function Total</b>	<b>72.5</b>	<b>6,022,200</b>	<b>(72.5)</b>	<b>(6,022,200)</b>	<b>-</b>	<b>-</b>	<b>Close out to SBB accounts and Transportation</b>
2711	<b>SPECIAL EDUCATION SCHOOL COUNSELING</b>							
2711	0 Salaries, Certificated	2.0	126,400	-	-	2.0	126,400	School Counselor (Cora Howe, Harris Hillman)
2711	6 FICA, Medicare, Pension & Insurance		40,200		3,000		43,200	
2711	<b>Function Total</b>	<b>2.0</b>	<b>166,600</b>	<b>-</b>	<b>3,000</b>	<b>2.0</b>	<b>169,600</b>	
2805	<b>SPECIAL EDUCATION SUPERVISION</b>							
2805	0 Salaries, Certificated	4.0	412,300	-	-	4.0	412,300	Exec Director/Director/Coordinators of Special Education & Psychology
2805	1 Salaries, Clerical	8.0	343,500	-	-	8.0	343,500	Program Assistant/Secretary/Clerks
2805	4 Supplies and Materials		18,000		-		18,000	
2805	6 FICA, Medicare, Pension & Insurance		243,200		18,400		261,600	
2805	8 Travel/Mileage		5,000		(2,700)		2,300	
2805	9 Contracted Services		70,000		-		70,000	Stellar Therapy
2805	<b>Function Total</b>	<b>12.0</b>	<b>1,092,000</b>	<b>-</b>	<b>15,700</b>	<b>12.0</b>	<b>1,107,700</b>	
2810	<b>SPECIAL EDUCATION PRINCIPALS</b>							
2810	0 Salaries, Certificated	3.0	323,100	-	-	3.0	323,100	Principals for Special Ed Schools
2810	1 Salaries, Clerical	6.0	178,900	-	-	6.0	178,900	School Secretary/Bookkeepers/General Assistants
2810	6 Matching FICA, Pension & Insurance		168,200		12,700		180,900	
2810	<b>Function Total</b>	<b>9.0</b>	<b>670,200</b>	<b>-</b>	<b>12,700</b>	<b>9.0</b>	<b>682,900</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
2820	<b>SPECIAL EDUCATION TEACHING</b>							
2820	0 Salaries, Teacher	637.0	32,248,900	-	(50,000)	637.0	32,198,900	Classroom Special Ed/Speech/Vision & Hearing Teachers
2820	2 Salaries, Support	616.0	13,368,800	-	-	616.0	13,368,800	Special Ed Assistants/Occupational Therapists/Physical Therapists/Interpreters for the Deaf/Audiologist
2820	4 Supplies and Materials		413,500		-		413,500	Supplies and materials for teachers and therapists/Teacher BEP and CTE supply funds
2820	6 FICA, Medicare, Pension & Insurance		15,568,400		1,166,300		16,734,700	
2820	7 Equipment		61,400		(47,200)		14,200	
2820	8 Travel/Mileage		113,600		-		113,600	
2820	9 Contracted Services		6,300,000		(300,000)		6,000,000	Contracts to provide services to students with disabilities/Reduce contracts
<b>2820</b>	<b>Function Total</b>	<b>1,253.0</b>	<b>68,074,600</b>	<b>-</b>	<b>769,100</b>	<b>1,253.0</b>	<b>68,843,700</b>	
2999	<b>CAREER LADDER</b>							
2999	0 Salaries, Certificated	-	1,031,700	-	-	-	1,031,700	
2999	6 Matching FICA, Medicare and Pension		168,300		-		168,300	
<b>2999</b>	<b>Function Total</b>	<b>-</b>	<b>1,200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,200,000</b>	<b>State Flow Thru Program</b>
<b>TOTAL LEADERSHIP AND LEARNING</b>		<b>7,760.4</b>	<b>578,787,600</b>	<b>(118.0)</b>	<b>(7,816,100)</b>	<b>7,642.4</b>	<b>570,971,500</b>	
3000	<b>ATTENDANCE AND SOCIAL SERVICES</b>							
3100	<b>ATTENDANCE SERVICES</b>							
3100	0 Salaries, Certificated	1.0	117,300	(1.0)	(117,300)	-	-	Move to 2060.0 Exec Director Student Services
3100	1 Salaries, Clerical	1.0	36,100	-	-	1.0	36,100	Senior Clerk
3100	2 Salaries, Support	19.0	634,900	(8.0)	(248,000)	11.0	386,900	Court Liaison (for MSAC)/Reduce Specialists-Truancy/Add Truancy Officers
3100	4 Supplies and Materials		5,000		-		5,000	
3100	5 Other Expense		2,000		-		2,000	Professional Development/Attendance Conferences
3100	6 FICA, Medicare, Pension & Insurance		369,400		(134,300)		235,100	
3100	8 Travel/Mileage		3,000		-		3,000	
<b>3100</b>	<b>Function Total</b>	<b>21.0</b>	<b>1,167,700</b>	<b>(9.0)</b>	<b>(499,600)</b>	<b>12.0</b>	<b>668,100</b>	



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3200	<b>SOCIAL AND EMOTIONAL LEARNING</b>							
3200	0 Salaries, Certificated	2.0	167,700	-	-	2.0	167,700	Executive Director/Coordinator
3200	2 Salaries, Support	6.0	427,500	4.0	265,000	10.0	692,500	Spec-Restorative Practice/Coordinator/Add SEL Specialist
3200	6 FICA, Medicare, Pension & Insurance		189,500		107,300		296,800	
<b>3200</b>	<b>Function Total</b>	<b>8.0</b>	<b>784,700</b>	<b>4.0</b>	<b>372,300</b>	<b>12.0</b>	<b>1,157,000</b>	
3210	<b>CLUSTER BASED STUDENT SUPPORT</b>							
3210	0 Salaries, Certificated	48.0	2,930,200	-	-	48.0	2,930,200	Coordinator of Social Services/Social Workers
3210	1 Salaries, Clerical	1.0	40,900	-	-	1.0	40,900	Administrative Assistant
3210	2 Salaries, Support	13.0	964,900	-	-	13.0	964,900	Applied Behavior Specialists
3210	3 Salaries, Part-time for FARM count		700		-		700	
3210	4 Supplies and Materials		44,000		-		44,000	
3210	6 FICA, Medicare, Pension & Insurance		1,260,900		95,300		1,356,200	
3210	8 Travel/Mileage		81,000		-		81,000	
<b>3210</b>	<b>Function Total</b>	<b>62.0</b>	<b>5,322,600</b>	<b>-</b>	<b>95,300</b>	<b>62.0</b>	<b>5,417,900</b>	
3250	<b>FAMILY &amp; COMMUNITY SERVICES</b>							
3250	1 Salaries, Clerical	1.0	36,000	-	-	1.0	36,000	Secretary
3250	2 Salaries, Support	72.0	2,327,600	(12.0)	(549,600)	60.0	1,778,000	Director of Family & Community Services/Community Outreach Specialists/Parent Outreach Translators/Reduce Family Involvement Specialist
3250	3 Supplemental Earnings		-		-		-	
3250	4 Supplies and Materials		26,000		(4,000)		22,000	
3250	5 Other Expense		5,000		-		5,000	Community Outreach Events
3250	6 FICA, Medicare, Pension & Insurance		1,150,900		(143,400)		1,007,500	
3250	8 Travel/Mileage		40,000		-		40,000	
3250	9 Contracted Services		2,900		-		2,900	License/Event rentals
<b>3250</b>	<b>Function Total</b>	<b>73.0</b>	<b>3,588,400</b>	<b>(12.0)</b>	<b>(697,000)</b>	<b>61.0</b>	<b>2,891,400</b>	

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3260	<b>COMMUNITY ACHIEVES</b>							
3260	0 Salaries, Certificated	1.0	103,500	-	-	1.0	103,500	Director Community Achieves
3260	1 Salaries, Clerical	1.0	40,300	-	-	1.0	40,300	Secretary
3260	2 Salaries, Support	18.0	832,000	6.0	310,000	24.0	1,142,000	Mgr.-Community Achieves/Community Achieves Managers
3260	4 Supplies and Materials		45,000		-		45,000	
3260	5 Other Expense		32,000		-		32,000	
3260	6 FICA, Medicare, Pension & Insurance		386,500		109,500		496,000	
3260	8 Travel/Mileage		30,000		-		30,000	
3260	9 Contracted Services		190,000		-		190,000	Communities in School Case Management
<b>3260</b>	<b>Function Total</b>	<b>20.0</b>	<b>1,659,300</b>	<b>6.0</b>	<b>419,500</b>	<b>26.0</b>	<b>2,078,800</b>	
<b>TOTAL ATTENDANCE AND SOCIAL SERVICES</b>		<b>184.0</b>	<b>12,522,700</b>	<b>(11.0)</b>	<b>(309,500)</b>	<b>173.0</b>	<b>12,213,200</b>	
4000	<b>TRANSPORTATION</b>							
4110	<b>TRANSPORTATION SUPERVISION</b>							
4110	1 Salaries, Clerical	4.0	171,000	-	-	4.0	171,000	Senior Secretary/Clerks
4110	2 Salaries, Support	41.0	2,215,000	-	-	41.0	2,215,000	Director of Transportation/Coordinators-Transportation/Supervisors-Transportation/Managers-Transportation/Dispatchers/Transportation Specialists/Driver Trainers/Custodian of the Rosters/Admin-System
4110	3 Supplemental Earnings		116,800		-		116,800	
4110	4 Supplies and Materials		37,900		-		37,900	
4110	5 Other Expense		18,500		-		18,500	
4110	6 FICA, Medicare, Pension & Insurance		883,900		(10,100)		873,800	
4110	8 Travel/Mileage		5,900		(900)		5,000	
4110	9 Contracted Services		106,700		-		106,700	
<b>4110</b>	<b>Function Total</b>	<b>45.0</b>	<b>3,555,700</b>	<b>-</b>	<b>(11,000)</b>	<b>45.0</b>	<b>3,544,700</b>	
4130	<b>OPERATION OF SCHOOL BUSES</b>							
4130	2 Salaries, Support	308.0	6,340,700	24.0	595,000	332.0	6,935,700	Regular Ed Drivers/Move 24 FTEs from 2710.2
4130	3 Supplemental Earnings		492,900		-		492,900	
4130	4 Supplies and Materials		2,373,500		226,500		2,600,000	Fuel/Move from 2710.4
4130	6 FICA, Medicare, Pension & Insurance		3,641,700		166,500		3,808,200	
4130	9 Contracted Services		982,000		-		982,000	
<b>4130</b>	<b>Function Total</b>	<b>308.0</b>	<b>13,830,800</b>	<b>24.0</b>	<b>988,000</b>	<b>332.0</b>	<b>14,818,800</b>	

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4131	<b>OPERATION OF SPECIAL EDUCATION BUSES</b>							
4131	2 Salaries, Support	206.0	4,531,100	-	-	206.0	4,531,100	Special Ed Drivers
4131	3 Supplemental Earnings		614,800		-		614,800	Special Ed Pre-K mid-day routes
4131	6 FICA, Medicare, Pension & Insurance		2,579,200		(29,600)		2,549,600	
<b>4131</b>	<b>Function Total</b>	<b>206.0</b>	<b>7,725,100</b>	<b>-</b>	<b>(29,600)</b>	<b>206.0</b>	<b>7,695,500</b>	
4137	<b>BUS MONITORS</b>							
4137	2 Salaries, Support	252.0	3,691,900	-	-	252.0	3,691,900	Bus Monitors
4137	3 Supplemental Earnings	-	351,500		-	-	351,500	
4137	6 FICA, Medicare, Pension & Insurance		2,361,300		-		2,361,300	
<b>4137</b>	<b>Function Total</b>	<b>252.0</b>	<b>6,404,700</b>	<b>-</b>	<b>-</b>	<b>252.0</b>	<b>6,404,700</b>	
4160	<b>MAINTENANCE OF VEHICLES</b>							
4160	1 Salaries, Clerical	2.0	60,700	-	-	2.0	60,700	Clerks
4160	2 Salaries, Support	33.0	1,373,300	-	-	33.0	1,373,300	Shop Manager/Shop Foreman/Service Writer/Mechanics
4160	3 Supplemental Earnings		187,800		-		187,800	
4160	4 Supplies and Materials		2,565,600		(100,000)		2,465,600	Tires/Bus Parts/Maint & Repair
4160	5 Other Expense		678,700		(78,700)		600,000	Tires/Bus Parts/Maint & Repair
4160	6 FICA, Medicare, Pension & Insurance		634,700		(7,300)		627,400	
4160	8 Travel/Mileage		4,800		-		4,800	
<b>4160</b>	<b>Function Total</b>	<b>35.0</b>	<b>5,505,600</b>	<b>-</b>	<b>(186,000)</b>	<b>35.0</b>	<b>5,319,600</b>	
4319	<b>MTA BUS PASSES</b>							
4319	2 Salaries, Support	1.5	123,900	-	(5,300)	1.5	118,600	MTA assignment- temporary service for student ID badges
4319	4 Supplies and Materials		75,000		-		75,000	Badges
4319	6 FICA, Medicare, Pension & Insurance		44,800		(1,200)		43,600	
4319	9 Contracted Services		750,600		(600)		750,000	MTA Bus Passes
<b>4319</b>	<b>Function Total</b>	<b>1.5</b>	<b>994,300</b>	<b>-</b>	<b>(7,100)</b>	<b>1.5</b>	<b>987,200</b>	
<b>TOTAL TRANSPORTATION</b>		<b>847.5</b>	<b>38,016,200</b>	<b>24.0</b>	<b>754,300</b>	<b>871.5</b>	<b>38,770,500</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
5000	<b>OPERATION OF PLANT</b>							
5120	<b>PORTABLE MOVING</b>							
5120	9 Moving of Portables		455,000		-		455,000	
<b>5120</b>	<b>Function Total</b>	-	<b>455,000</b>	-	-	-	<b>455,000</b>	
5212	<b>CUSTODIAL AND GROUNDS SERVICES</b>							
5212	9 Contracted Services		21,383,700		494,800		21,878,500	Contracted Services
<b>5212</b>	<b>Function Total</b>	-	<b>21,383,700</b>	-	<b>494,800</b>	-	<b>21,878,500</b>	
	<b>UTILITY SERVICES</b>							
5220	5 Utility Services, Natural Gas		2,996,200		(1,076,400)		1,919,800	
5230	5 Utility Services, Water & Sewer		2,965,900		89,700		3,055,600	
5240	5 Utility Services, Electricity		18,500,000		(63,000)		18,437,000	
5250	5 Utility Services, Telephones		1,017,000		-		1,017,000	
5260	5 Utility Services, Waste Disposal		962,100		136,800		1,098,900	
	<b>Function Total</b>	-	<b>26,441,200</b>	-	<b>(912,900)</b>	-	<b>25,528,300</b>	
5280	<b>RADIO TRANSMISSION</b>							
5280	5 Other Expense		276,800		(71,400)		205,400	Metro's Radio Shop - Internal service fee
<b>5280</b>	<b>Function Total</b>	-	<b>276,800</b>	-	<b>(71,400)</b>	-	<b>205,400</b>	
5315	<b>FIXED ASSET AND INVENTORY CONTROL</b>							
5315	1 Salaries, Clerical	2.0	95,200	-	800	2.0	96,000	Senior Control Clerks
5315	2 Salaries, Support	25.0	1,181,500	(2.0)	(151,700)	23.0	1,029,800	Exec Director - Trans & Central Svcs/Managers - Trans & Central Svcs/Warehouseman/Truck Drivers/Inventory Control Mgr./Inventory Coordinator/Inventory Personnel/Reduce Furniture Repair
5315	3 Supplemental Earnings		299,200		(2,000)		297,200	
5315	4 Supplies and Materials		160,400		(20,000)		140,400	
5315	5 Other Expense		79,400		-		79,400	Cell phones/Repairs/Fuel for Delivery Trucks/Software licenses for textbooks
5315	6 FICA, Medicare, Pension & Insurance		594,900		(118,300)		476,600	
5315	8 Travel/Mileage		6,500		(6,500)		-	
5315	9 Contract Services		208,000		-		208,000	Contracted seasonal workers
<b>5315</b>	<b>Function Total</b>	<b>27.0</b>	<b>2,625,100</b>	<b>(2.0)</b>	<b>(297,700)</b>	<b>25.0</b>	<b>2,327,400</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
5320	<b>DELIVERY &amp; MAIL SERVICES</b>							
5320	2 Salaries, Support	13.0	476,600	-	12,200	13.0	488,800	Supervisor-Mail Center/Delivery Operators/Mail Room Technicians
5320	3 Supplemental Earnings		32,500		-		32,500	
5320	4 Supplies and Materials		5,500		-		5,500	
5320	5 Other Expense		280,000		(80,000)		200,000	Postage/Reduce postage
5320	6 FICA, Medicare, Pension & Insurance		219,100		20,200		239,300	
5320	9 Contracted Services		47,800		-		47,800	Contracted seasonal workers
<b>5320</b>	<b>Function Total</b>	<b>13.0</b>	<b>1,061,500</b>	<b>-</b>	<b>(47,600)</b>	<b>13.0</b>	<b>1,013,900</b>	
5325	<b>SAFETY AND SECURITY</b>							
5325	1 Salaries, Clerical	2.0	80,900	(1.0)	(42,400)	1.0	38,500	Senior Secretary/move to .2
5325	2 Salaries, Support	39.0	1,909,200	1.0	42,400	40.0	1,951,600	Director of Security/Security Managers/Security Officers/Dispatcher/Move from .1
5325	3 Supplemental Earnings		25,000		-		25,000	Stipends for 4 lead officers
5325	4 Supplies and Materials		120,000		-		120,000	Uniforms/office supplies/vehicle equipment/ID badges/Proxy cards
5325	5 Other Expense		242,500		-		242,500	Crisis plan improvements/Staff development & training/radios/CCTV installation and repair
5325	6 FICA, Medicare, Pension & Insurance		667,900		(7,700)		660,200	
5325	8 Travel/Mileage		16,000		(1,300)		14,700	
5325	9 Contracted Services		197,500		-		197,500	Alarm monitoring/maint & repair/Camera maint & repair/Security guards/Police Officers
<b>5325</b>	<b>Function Total</b>	<b>41.0</b>	<b>3,259,000</b>	<b>-</b>	<b>(9,000)</b>	<b>41.0</b>	<b>3,250,000</b>	
5326	<b>ATHLETIC OFFICE</b>							
5326	5 Other Expense		240,000		-		240,000	Helmet Reconditioning/Replacement/Equipment upgrades
5326	9 Contracted Services		365,000		-		365,000	Supplemental funding for Athletic Events
<b>5326</b>	<b>Function Total</b>	<b>-</b>	<b>605,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>605,000</b>	
<b>TOTAL OPERATION OF PLANT</b>		<b>81.0</b>	<b>56,107,300</b>	<b>(2.0)</b>	<b>(843,800)</b>	<b>79.0</b>	<b>55,263,500</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
6000	<b>MAINTENANCE OF BUILDINGS</b>							
6110	<b>MAINTENANCE SUPERVISION</b>							
6110	1 Salaries, Clerical	4.0	156,100	-	100	4.0	156,200	Office Manager/Account Clerks
6110	2 Salaries, Support	4.0	352,100	-	(5,500)	4.0	346,600	Director/Supervisor/Assistant Supervisor/Energy Manager
6110	4 Supplies and Materials		7,500		-		7,500	
6110	6 FICA, Medicare, Pension & Insurance		202,300		(32,700)		169,600	
6110	8 Travel/Mileage		3,500		(3,500)		-	
<b>6110</b>	<b>Function Total</b>	<b>8.0</b>	<b>721,500</b>	<b>-</b>	<b>(41,600)</b>	<b>8.0</b>	<b>679,900</b>	
6120	<b>CONSTRUCTION SUPERVISION</b>							
6120	0 Salaries, Certificated	0.5	44,900	-	(1,400)	0.5	43,500	ADA Compliance Coordinator
6120	1 Salaries, Clerical	2.0	92,800	-	10,400	2.0	103,200	Senior Secretary/Accounting Technician
6120	2 Salaries, Support	2.5	260,200	-	2,400	2.5	262,600	Director of Facility Planning & Construction/Sr. Construction Manager/Construction Project Manager
6120	4 Supplies and Materials		12,900		(1,900)		11,000	
6120	5 Other Expense		3,600		(100)		3,500	
6120	6 FICA, Medicare, Pension & Insurance		106,400		(6,900)		99,500	
6120	8 Travel/Mileage		11,600		(4,200)		7,400	
<b>6120</b>	<b>Function Total</b>	<b>5.0</b>	<b>532,400</b>	<b>-</b>	<b>(1,700)</b>	<b>5.0</b>	<b>530,700</b>	
6300	<b>MAINTENANCE OF FACILITIES</b>							
6300	2 Salaries, Support	189.0	7,926,700	(3.0)	(141,700)	186.0	7,785,000	Coordinator of Environmental Health/Maintenance Personnel/Reduce Plumbers/Reduce Electrician
6300	3 Supplemental Earnings		438,200		-		438,200	Overtime
6300	4 Supplies and Materials		4,289,100		(100,000)		4,189,100	Paint/Door hardware/Compressors/Motors/Lumber/Drywall/Concrete/ Paving, etc.
6300	5 Other Expense		2,452,300		(2,185,000)		267,300	Repairs (flooring, elevator, heat and cooling, boiler, bleacher, etc.)/HVAC Preventive Maintenance & Filter program/Move to .9
6300	6 FICA, Medicare, Pension & Insurance		3,438,800		(97,700)		3,341,100	
6300	8 Travel/Mileage		3,500		-		3,500	
6300	9 Contracted Services		556,400		2,700,600		3,257,000	Gym floors/Septic tanks/Pest control, etc./Move from .5
<b>6300</b>	<b>Function Total</b>	<b>189.0</b>	<b>19,105,000</b>	<b>(3.0)</b>	<b>176,200</b>	<b>186.0</b>	<b>19,281,200</b>	
<b>TOTAL MAINTENANCE OF BUILDINGS</b>		<b>202.0</b>	<b>20,358,900</b>	<b>(3.0)</b>	<b>132,900</b>	<b>199.0</b>	<b>20,491,800</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
7000	<b>FIXED CHARGES</b>							
7210	<b>RENTAL LAND AND BUILDINGS</b>							
7210	9 Contracted Services		56,100		-		56,100	Academy at Hickory Hollow
<b>7210</b>	<b>Function Total</b>	-	<b>56,100</b>	-	-	-	<b>56,100</b>	
7311	<b>RETIREEES GROUP INSURANCE-CERTIFICATED</b>							
7311	6 Retirees Certificated Insurance		22,245,000		-		22,245,000	Retirees health insurance
<b>7311</b>	<b>Function Total</b>	-	<b>22,245,000</b>	-	-	-	<b>22,245,000</b>	
7315	<b>EMPLOYEE DEATH BENEFITS</b>							
7315	6 Death Benefit		74,000		-		74,000	\$500 Death Benefit paid to Employee/Retiree's Beneficiary
<b>7315</b>	<b>Function Total</b>	-	<b>74,000</b>	-	-	-	<b>74,000</b>	
7316	<b>EMPLOYEE INJURIES ON THE JOB REIMBURSEMENT</b>							
7316	5 Other Expense		1,600,000		-		1,600,000	Payments to Insurance Trust Fund for IOJ's - Certificated
7316	6 Injuries on Duty Expense		1,450,200		(429,100)		1,021,100	Payments to Metro Employee Benefit Board for IOJ's - Support
<b>7316</b>	<b>Function Total</b>	-	<b>3,050,200</b>	-	<b>(429,100)</b>	-	<b>2,621,100</b>	
7318	<b>RETIREMENT SICK LEAVE PAY-CERTIFICATED</b>							
7318	0 Salaries, Certificated	-	1,400,000	-	-	-	1,400,000	Paid to Eligible Certificated Staff upon Retirement
7318	6 Matching FICA and Medicare		100,000		-		100,000	
<b>7318</b>	<b>Function Total</b>	-	<b>1,500,000</b>	-	-	-	<b>1,500,000</b>	
7319	<b>RETIREMENT SICK LEAVE PAY-SUPPORT</b>							
7319	2 Salaries, Support	-	193,300	-	-	-	193,300	Paid to Eligible Support Staff upon Retirement
7319	6 Matching FICA and Medicare		14,800		-		14,800	
<b>7319</b>	<b>Function Total</b>	-	<b>208,100</b>	-	-	-	<b>208,100</b>	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Proposed Budget	Remarks
7320	<b>BUILDINGS AND CONTENTS INSURANCE</b>								
7320	5 Other Expense		1,032,900		-		1,032,900		Transfer to Metro Self Insured Fund
<b>7320</b>	<b>Function Total</b>	-	<b>1,032,900</b>	-	-	-	<b>1,032,900</b>		
7325	<b>INSURANCE RESERVE</b>								
7325	9 Contract Services		14,700		-		14,700		Vandalism/School Deductible Recovery Reserve
<b>7325</b>	<b>Function Total</b>	-	<b>14,700</b>	-	-	-	<b>14,700</b>		
7340	<b>LIABILITY INSURANCE</b>								
7340	5 Other Expense		1,290,600		-		1,290,600		Transfer to MNPS Self Insurance Fund
<b>7340</b>	<b>Function Total</b>	-	<b>1,290,600</b>	-	-	-	<b>1,290,600</b>		
7499	<b>GUARANTEED PENSION PAYMENT</b>								
7499	6 Guaranteed Pension Contribution		4,285,000		-		4,285,000		Funding Obligation for Closed Pension Plans to Metro Govt
<b>7499</b>	<b>Function Total</b>	-	<b>4,285,000</b>	-	-	-	<b>4,285,000</b>		
7777	<b>PROPERTY TAX REFUND</b>								
7777	5 Other Expense		8,320,000		212,000		8,532,000		MDHA - tax increment eligible properties
<b>7777</b>	<b>Function Total</b>	-	<b>8,320,000</b>	-	<b>212,000</b>	-	<b>8,532,000</b>		
7900	<b>LEGAL SERVICES</b>								
7900	9 Contracted Services		192,000		-		192,000		Metro Legal Department
<b>7900</b>	<b>Function Total</b>	-	<b>192,000</b>	-	-	-	<b>192,000</b>		
<b>TOTAL FIXED CHARGES</b>		-	<b>42,268,600</b>	-	<b>(217,100)</b>	-	<b>42,051,500</b>		



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8000	ADULT AND COMMUNITY SERVICES							
8119	DISTRICT DUES							
8119	5 Other Expense		76,100		-		76,100	TSBA/NSBA/Council of Great City Schools/MASS/TOSS
8119	Function Total	-	76,100	-	-	-	76,100	
8320	ADULT EDUCATION PROGRAM							
8320	0 Salaries, Certificated	5.0	284,700	-	-	5.0	284,700	.5 Principal/Counselor/4 Teachers @ Bass Learning Center
8320	1 Salaries, Clerical	1.0	36,400	-	-	1.0	36,400	Secretary-Bookkeeper
8320	2 Salaries, Support	1.0	11,300	-	-	1.0	11,300	Campus Supv
8320	4 Supplies and Materials		6,800		-		6,800	
8320	6 FICA, Medicare, Pension & Insurance		124,400		10,800		135,200	
8320	Function Total	7.0	463,600	-	10,800	7.0	474,400	
TOTAL ADULT AND COMMUNITY SERVICES		7.0	539,700	-	10,800	7.0	550,500	
OPERATIONAL TOTAL		9,225.4	766,551,100	(111.5)	(8,958,000)	9,113.9	757,593,100	
OPERATING TRANSFER TO CHARTER SCHOOLS		-	111,148,800	-	13,958,000	-	125,106,800	See Document # 7
REIMBURSABLE PROJECTS		-	1,599,800	-	-	-	1,599,800	School field trips, use of school facilities by outside groups, etc.
GRAND TOTAL		9,225.4	879,299,700	(111.5)	5,000,000	9,113.9	884,299,700	

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Account #	Account Name	Approved Positions	Approved Budget	Proposed Position Changes	Proposed Budget Changes	Proposed Positions	Proposed Budget	Remarks
	Administration	143.5	\$ 17,950,100	(1.5)	\$ (669,500)	142.0	\$ 17,280,600	Pages 1 - 5
	Leadership and Learning	7,760.4	578,787,600	(118.0)	(7,816,100)	7,642.4	570,971,500	Pages 6 - 21
	Attendance and Social Services	184.0	12,522,700	(11.0)	(309,500)	173.0	12,213,200	Pages 21 - 23
	Transportation	847.5	38,016,200	24.0	754,300	871.5	38,770,500	Pages 23 - 24
	Operation of Plant	81.0	56,107,300	(2.0)	(843,800)	79.0	55,263,500	Pages 25 - 26
	Maintenance of Buildings	202.0	20,358,900	(3.0)	132,900	199.0	20,491,800	Page 27
	Fixed Charges	-	42,268,600	-	(217,100)	-	42,051,500	Pages 28 - 29
	Adult and Community Services	7.0	539,700	-	10,800	7.0	550,500	Page 30
		9,225.4	766,551,100	(111.5)	(8,958,000)	9,113.9	757,593,100	
	Operating Transfer to Charter School	-	111,148,800	-	13,958,000	-	125,106,800	
	Reimbursable Projects	-	1,599,800	-	-	-	1,599,800	
	GRAND TOTAL	9,225.4	\$ 879,299,700	(111.5)	\$ 5,000,000	9,113.9	\$ 884,299,700	

<b>Account Name</b>	<b>Account #</b>
ACADEMIES OF NASHVILLE (AON)	2332
ADMINISTRATION	1000
ADULT AND COMMUNITY SERVICES	8000
ADULT EDUCATION PROGRAM	8320
ADVANCED ACADEMICS	2137
ALIGNMENT NASHVILLE	1190
ALTERNATIVE LEARNING CENTERS	2600
ATHLETIC OFFICE	5326
ATTENDANCE AND SOCIAL SERVICES	3000
ATTENDANCE SERVICES	3100
BOARD OF EDUCATION	1110
BUILDINGS AND CONTENTS INSURANCE	7320
BUS MONITORS	4137
CAMPUS SUPERVISORS	2371
CAREER & TECHNICAL EDUCATION	2520
CAREER & TECHNICAL EDUCATION SUPERVISION	2505
CAREER LADDER	2999
CENTRAL LIBRARY INFORMATION SERVICES	2171
CENTRAL SCHOOL COUNSELING SERVICES	2112
CHIEF ACADEMIC OFFICER	2080
CHIEF FINANCIAL OFFICER	1150
CHIEF OF SCHOOLS	2050
CHIEF OF STAFF	1250
CHIEF OPERATING OFFICER	1400
CLASSROOM PREPARATION PAY	2322
CLUSTER BASED STUDENT SUPPORT	3210
COMMUNICATIONS	1800
COMMUNITY ACHIEVES	3260
CONSTRUCTION SUPERVISION	6120
COUNSELING SERVICES	2311
CURRICULUM AND INSTRUCTION	2000
CUSTODIAL AND GROUNDS SERVICES	5212
DELIVERY & MAIL SERVICES	5320
DISTRICT DUES	8119
DISTRICT STAFF DEVELOPMENT	2200
EARLY LEARNING CENTERS	2328
EMPLOYEE BENEFITS	1300
EMPLOYEE DEATH BENEFITS	7315
EMPLOYEE INJURIES ON THE JOB REIMBURSEMENT	7316
EMPLOYEE RELATIONS	1205
ENGLISH LEARNERS	2324
ENGLISH LEARNERS - SUPERVISION	2323
FAMILY & COMMUNITY SERVICES	3250
FAMILY INFORMATION CENTER	1750
FEDERAL PROGRAMS AND GRANTS	2109
FISCAL SERVICES	1600

FIXED ASSET AND INVENTORY CONTROL	5315
FIXED CHARGES	7000
GIFTED/TALENTED PROGRAM	2136
GUARANTEED PENSION PAYMENT	7499
HEALTH SERVICES	2314
HOMEBOUND PROGRAM - REGULAR EDUCATION	2126
HOMEWORK HOTLINE	2395
HUMAN RESOURCES AND TALENT SERVICES	1200
INFORMATION MANAGEMENT AND DECISION SUPPORT	2174
INFORMATION TECHNOLOGY	2178
IN-SCHOOL SUSPENSION	2125
INSTRUCTIONAL SUPPORT - OTHER	2334
INSURANCE RESERVE	7325
LEARNING TECHNOLOGY	2203
LEGAL SERVICES	7900
LIABILITY INSURANCE	7340
LIBRARY SERVICES	2312
LITERACY PROGRAM	2232
MAINTENANCE OF BUILDINGS	6000
MAINTENANCE OF FACILITIES	6300
MAINTENANCE OF VEHICLES	4160
MAINTENANCE SUPERVISION	6110
METROPOLITAN GOVERNMENT IT CHARGES	2555
MTA BUS PASSES	4319
MUSIC MAKES US	2350
NON-TRADITIONAL SCHOOLS	2650
OFFICE OF CHARTER SCHOOLS	2059
OFFICE OF DIRECTOR OF SCHOOLS	1100
OFFICE OF PRIORITY SCHOOLS	2055
OPERATION OF PLANT	5000
OPERATION OF SCHOOL BUSES	4130
OPERATION OF SPECIAL EDUCATION BUSES	4131
PORTABLE MOVING	5120
PRE-K INSTRUCTION	2321
PRINCIPAL LEADERSHIP	2215
PRINCIPALS	2310
PROPERTY TAX REFUND	7777
PSYCHOLOGICAL SERVICES	2160
PUPIL SUPPORT - OTHER	2335
PURCHASING	1500
RADIO TRANSMISSION	5280
REGULAR TEACHING	2320
RENTAL LAND AND BUILDINGS	7210
RESEARCH, ASSESSMENT, AND EVALUATION	2170
RETIREEES GROUP INSURANCE-CERTIFICATED	7311
RETIREMENT SICK LEAVE PAY-CERTIFICATED	7318
RETIREMENT SICK LEAVE PAY-SUPPORT	7319

SAFETY AND SECURITY	5325
SCHOOL AUDIT	1625
SCHOOL FUNDING ALLOCATION	2316
SOCIAL AND EMOTIONAL LEARNING	3200
SPECIAL EDUCATION PRINCIPALS	2810
SPECIAL EDUCATION SCHOOL COUNSELING	2711
SPECIAL EDUCATION SUPERVISION	2805
SPECIAL EDUCATION TEACHING	2820
STEAM (SCIENCE TECHNOLOGY ENGINEERING ARTS MATHEMATIC	2282
STUDENT ASSIGNMENT PLAN	2710
STUDENT ASSIGNMENT SERVICES	1700
STUDENT SUPPORT SERVICES	2060
SUBSTITUTES - REGULAR/CTE	2313
SUBSTITUTES - SPECIAL EDUCATION	2315
SUPPLEMENTARY TEACHER PAY	2240
TEXTBOOKS	2180
TRANSPORTATION	4000
TRANSPORTATION SUPERVISION	4110
UNEMPLOYMENT COMPENSATION	7130
VANDERBILT MATH & SCIENCE PROGRAM	2336

16-May-18

***05/22/2018 MNPS Board Hiring Report***

<b>Name</b>	<b>Department/School</b>	<b>Title</b>	<b>Acceptance Date</b>	<b>Hire Date</b>
MARTINEZ, NILDA ROSA	A Z Kelley Elementary	ASST - FOOD SVC (30440)	4/9/2018	5/8/2018
NORRIS, JANESEA	Extended Learning Service	ASST - PROG EXTENDED LEARNING (31376)	5/7/2018	5/7/2018
RUSSELL, VERONICA L	Harris-Hillman Special Ed	PARA-PRO - EX ED (30189)	4/20/2018	5/1/2018
JONES, VINCENT MICHAEL	K Twelve Administration	ATHL COACH	4/24/2018	5/8/2018
JENKINS, AINEK DELSHAWN	Murrell School	PARA-PRO - EX ED (30776)	4/19/2018	5/14/2018
SAMUELS, DARRESHA NECOLE	Stratford STEM Magnet HS	ASST - FOOD SVC (30963)	4/25/2018	5/8/2018
HOWSE, BIANKA L	Waverly Belmont ES	ASST - FOOD SVC (30732)	4/13/2018	5/4/2018