

AGENDA
MURFREESBORO CITY SCHOOL BOARD
Tuesday, October 23, 2012
6:00 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance—Black Fox Sixth Grade Students: Will Priddy and Amy Martinez
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- November 11-17 is American Education Week. Theme—*Great Public Schools: A Basic Right and Our Responsibility*
- The “Excellence in Education Celebration” honoring Dr. Susan Andrews will be held on February 1, 2013, at Stones River Country Club.
- Thanks to the City Schools Foundation that recently awarded \$57,000 in grants to MCS teachers.
- Congratulations to John Pittard Elementary School for the recent \$1,133 Tennessee Arts Commission Student Ticket Subsidy that will allow the second grade to attend a play in Cannon County.
- Thanks to Second Harvest Food Bank for providing backpack meals for 100 more children.
- Congratulations to MTSU’s Women in STEM (WISTEM) Center that has been selected to be a SciGirls CONNECT Partner by Twin Cities Public Television.
- The local Colonel Hardy Murfree DAR Chapter will present Hogood with a tree for students to plant to replace one lost during a storm.
- The Board of Regents will be visiting Hobgood this week to look at their partnership with MTSU that puts future teachers in the classroom prior to their student teaching year.

IV. CONSENT ITEMS (Tab 1)

- A. Approval of Minutes of the September 15, 2012 Board Retreat, September 25, 2012 Board Meeting and the October 9, 2012 Special Called Board Policy Review Meeting

- B. Approval of School Fees
- C. Approval of Board Policies—Second Reading
 - SS 7—Student Transportation Services (*Revision*)
 - SS 10—Mail, Email, and Delivery Services (*Revision*)

V. ACTION ITEMS

- A. Approval of New School Design
- B. Approval of 2011-12 End-of-Year Budget Amendments (Tab 2)
- C. Approval of Professional Services Agreement for Insurance Consultant
- D. Approval of Board Policies—First Reading (Tab 3)
 - BO 45—Social Media Use and Internet Posting (*New Policy*)
 - PER 46—Employee Use of Social Electronic Media (*New Policy*)
 - BO 20—Director’s Evaluation (*Revision*)
 - BO 46—Charter Schools (*New Policy*)
 - PER 17—Evaluation of Staff (*Revision*)
 - STU 60--School Attendance Zones (*New Policy*)

VI. REPORTS/INFORMATION

- A. Collaborative Conferencing Process (Tab 4)
- B. Personnel Update (Tab 5)
- C. Monthly Revenue and Expenditure Report (Tab 6)
- D. Attendance Report (Tab 7)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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

MURFREESBORO CITY SCHOOL BOARD
RETREAT MINUTES
SATURDAY—SEPTEMBER 15, 2012
8 a.m.—3 p.m.
Foundation House, Thompson Lane

ATTENDANCE

Board: Chair Mary Wade, Jared Barrett, Andy Brown, Butch Campbell, Nancy Phillips, Nancy Rainier, and Collier Smith.

Staff: Director Linda Gilbert and Gary Anderson.

Others: Staff Attorney Kelley Baker and Administrative Assistant Linda Ridley.

8:00-8:30 a.m. Opening Remarks

Dr. Gilbert shared the history of education from 1983 until the state applied for a waiver to Race to the Top when it realized the state would not meet benchmark standards. Globalization, basically as a result of technology, is a driving factor in how mandates and initiatives are developing, educationally and politically. Today, the Tennessee Department of Education has two primary goals: 1) to be the state with the fastest growth and 2) closing the gap. The state plans to revise teacher preparation programs and that change will impact us. In 2006, President Bush put funding into the Charter School movement and that helped grow charters. However, there has been a pushback regarding charter schools. Additional attention is being paid to rewards and to priority schools. The district is very driven by the requirements of the state in setting our goals.

All subgroups of MCS students did well as a whole, but there were issues with special ed and the MAAS, partially due to a miscommunication from the state. The district is focused on assuring that this does not happen again. Dr. Gilbert stated that she wants every student looked at individually to determine what that student needs to succeed. Common core math is being partially implemented with full implementation in 2013-14. A comprehensive approach will be taken with science. An emphasis will also take place on addressing student behavior and mental health issues. The district has a tiered approach to behavior, provides COMP (classroom management) and Olweus training for teachers, has social workers, psychologists, and interventionists available, and will look at replacing Ms. Hobbs' position with a behavioral specialist with autism experience. A general assessment of all student behavior will take place, which is a data-driven process. The intent is to lay down a foundational knowledge that is research based.

Dr. Gilbert also explained that the state hired Common Core coaches, two from MCS—Rebecca Few and Karen Cook. She shared that she is meeting with Ms. Few and Ms. Cook this week to discuss scheduling them into the schools for workshops. She would like to be able to give them released time to accomplish some of these goals. She also noted that the state is asking districts if teachers from their Reward Schools can leave their district to work at low achieving schools for one year.

Dr. Brown voiced a concern that students should be learning for the love of learning.

8:30-10:30 a.m. District Vision – Dr. Gloria Bonner (Tab 1)

Dr. Bonner stated that to develop a vision, the Board should try to:

- ~define who we are, looking beyond where we are, where we are going for the next five years.
- ~determine what are the strengths that make MCS unique and desirable
- ~identify the things we need to build on.

Dr. Bonner divided the Board into groups to determine Strengths, Weaknesses, and External Challenges and Opportunities. The Board provided information as indicated on the attached sheets.

Dr. Bonner reviewed the information asking them to determine those items that would be weighted more heavily than others. The next step would be to schedule a retreat to work on the vision some more and develop an action plan. She noted that the plan should be reviewed on annual basis. Teachers should see it everyday—here is what we are all about. Dr. Bonner will be scheduled to attend a later retreat to finalize discussion of the vision and develop an action plan.

Dr. Brown stated that he would like to see an effective means of communicating with the frontline teachers. Dr. Bonner stated that this would fall under an action plan. Dr. Brown added that he would like to see principals and teachers have input into the vision discussion/plan, making sure the goals are good to implement, perhaps by attending a principals' meeting. He emphasized that it is important to get input early on in the process. Mrs. Rainier and Mrs. Smith stated that they would like to get input from the principals. Mrs. Baker stated that the meeting would have to be advertised as it is likely the Board could interact with staff. Mrs. Phillips voiced a concern that the Board is too early in the process and needs a more cohesive idea of their vision; Mr. Barrett agreed that the Board needs to more clearly define the vision before asking for input. After discussion, it was decided that the Board's vision/goals would not be shared until the principals have met and

developed what they see as the district's vision and goals. Dr. Bonner will be asked to meet with principals and take them through the same process as the Board. The principals' findings would then be reported to the Board at a later meeting. Dr. Gilbert stated that she has already scheduled a workshop for the next principals' meeting, but will be able to schedule Dr. Bonner to meet with principals by next month.

10:30-10:45 a.m. Break

10:45-11:30 a.m. Preliminary Discussions Regarding the Evaluation of the Director of Schools (Tab 2)

Mrs. Baker read the section of Dr. Gilbert's contract regarding her evaluation:

The BOARD shall review the DIRECTOR'S performance at least annually through an evaluation and shall communicate the substance of the review to the DIRECTOR. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals agreed upon by the BOARD and the DIRECTOR, administration of personnel, rapport with the School Board, staff and community and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the BOARD, or its designee, and given to the DIRECTOR. The parties may elect to meet and confer on the evaluation prior to the preparation of the written summary. Failure by the BOARD to complete an evaluation does not preclude the DIRECTOR's dismissal, or nonrenewal of this Contract.

Dr. Gilbert referred to the evaluation document provided the Board. She stated that the evaluation they are preparing to conduct would be on the 2011-12 school year. Some of the data items on this evaluation document have changed based on the state's waiver application, and some of the items taken from the master plan are no longer applicable.

Mrs. Phillips stated that it would be advantageous to ask Dr. Grissom, TSBA, to conduct the evaluation as she has been involved in the process before. She added that Dr. Grissom also interviews each Board member giving them a chance to dialog and shares that information with Dr. Gilbert. TSBA compiles the data and reports back to the Board. Mr. Campbell agreed. Mrs. Rainier moved that TSBA be asked to conduct the evaluation of Dr. Gilbert; Mr. Campbell seconded the motion. The motion carried by acclamation.

Mrs. Phillips stated that the master plan needs to be updated. Dr. Gilbert stated that the evaluation document is actually the master plan so she will share the master plan with the Board.

It was pointed out that in the past the Board has also completed a "Board Self-Assessment" that is provided by TSBA. Mrs. Smith asked if the Director's evaluation and Board self-assessment could be done at the same time. Mrs. Ridley will contact Dr. Grissom at TSBA regarding the Director's evaluation and Board's self-assessment.

11:30 a.m.-Noon Lunch

12:00-1:30 p.m. Initial Conversation about Space Needs (Tab 3)

Mr. Anderson stated that the contract to build the new school to open in 2014 has been approved by both the Board and by City Hall. He provided the Board with various school designs for the Board's review. The school would be approximately 132,000 sq. ft. and designed for 800 students with a maximum capacity of 1,000. The offices have been moved to the front of the building which will improve security. He also provided a map of current zones, noting that following the purchase of property for the new school, the Board will receive additional information regarding the impact on existing school zones. He is in the process of looking at several parcels of land. Scales and Cason Lane have capacity issues. Contiguous zones would be ideal.

The Board reviewed the existing free and reduced participation rates at each school. Mr. Anderson provided the Board with information regarding lots that have been permitted and/or pulled in the various school zones. He noted that it appears building is improving. Mrs. Phillips commented that she wants the new school design to be as welcoming and attractive as John Pittard Elementary.

1:30-2:30 p.m. Legislative Concerns and Advocacy (Tab 4)

Dr. Gilbert shared that she and Superintendent Don Odom are trying to schedule a meeting with both Boards of Education and the state legislators sometime in October. The legislators are being contacted, and the Board will be notified as soon as a date has been set. The meeting must be advertised and will be open to the public. Butch Campbell will contact TSBA about being the TLN representative for MCS. Dr. Gilbert stated that collaborative conferencing will come up this year. She is meeting with a teacher representative from every school on the last Friday of the month to have conversations and keep open communication.

Dr. Gilbert stated that virtual schools have arrived, and we have approximately twenty students who are participating. She is concerned, and if applicable, she will not approve for a student to leave MCS for virtual school. She is concerned about the education virtual school students are receiving. Virtual schools cause the system to lose growth money.

Charter schools are definitely being pushed at the state level. A school district can only say no to a charter school application if it will cause a serious economic impact. There may be a move to take away the LEA's right to approve or disapprove charter schools, and possibly the oversight of those schools. The data is not there to show that charter schools are better than public schools. She is also concerned that vouchers will re-segregate the community along socioeconomic lines. Mrs. Baker shared that there is a General Assembly website where one can track topics of bills, or just any bills pertaining to education. Dr. Gilbert stated that the initial bill may be very vague or broad and sound good, but then when it goes to subcommittee, it can be amended and so that it is not what was initially intended.

Dr. Gilbert encouraged the Board to follow what is taking place politically in the state that directly affects public education.

2:30-3:00 p.m. Wrap-Up

Mrs. Wade stated that the Board will be receiving information from principals, and another retreat will be scheduled to allow the Board to move forward on the district's vision, as well as continued discussions relative to the new 2014 school.

Mrs. Wade adjourned the meeting at approximately 2:40 p.m.

Director of Schools

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

MINUTES

MURFREESBORO CITY BOARD OF EDUCATION

Tuesday, September 25, 2012

6:00 p.m.—Council Chambers

ATTENDANCE

Board: Chair Mary Wade, Jared Barrett, Andy Brown, Butch Campbell, Nancy Rainier, Collier Smith, and Council Liaison Ron Washington. Absent: Nancy Phillips.

Staff: Director Linda Gilbert, Gary Anderson, Sheri Arnette, Caresa Brooks, Karen Hawkins, Kristina Maddux, and Ralph Ringstaff.

Others: Staff Attorney Kelley Baker and Principals Kim Fowler and Lee Wilkerson, and others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Bradley Students Salma Leija, Sixth Grade, and Corey Greeson, Fourth Grade led the Board in the Pledge of Allegiance followed by a moment of silence.

II. APPROVAL OF AGENDA

On motion by Mrs. Rainier and second by Mr. Campbell, the agenda was approved as presented by acclamation.

III. COMMUNICATIONS

- Congratulations to Board member Butch Campbell who will be recognized at the September 27 TSBA district meeting for having achieved Level III Boardmanship.
- Congratulations to The Discovery School at Reeves-Rogers for their selection as a National Blue Ribbon School for their high achievement. Discovery is one of 219 selected and one of six in the state.
- Murfreesboro City Schools participated in Read to Succeed's "Reading in the Schools Day" held on September 21.
- Congratulations to Shannon Minner, MNP's Media Specialist, who has been recognized by the Tennessee Association of School Librarians for her extra efforts to go above and beyond normal library instruction. Ms. Minner will receive a \$500 check for her program.
- Thanks to Georgetown Kroger for their generous donation of \$500 to Mitchell-Neilson Primary.

- Thanks to Believers' Chapel for their donation of school supplies and the offer to purchase coats for students in need at Black Fox Elementary.
- Franklin Heights thanks: Unity Free Well Baptist Church—donations of bread and sweets every week, monthly food boxes, and bottled water to support all outreach activities; Kingwood Church of Christ—snacks for homework help, cleaning supplies, and hygiene items; Troop 150—books for the parent learning centers, bandages, and pajamas.
- Hispanic Heritage Day will be held on September 29 from 10 a.m.-2 p.m., at the Discovery Center.

IV. CONSENT ITEMS (Tab 1)

On motion by Dr. Brown and second by Mrs. Smith, the following consent agenda items were approved by acclamation:

- A. Minutes of the August 28, 2012 Regular Board Meeting and September 11, 2012 Special Called Board Meeting/Policy Work Session
- B. Certification of Compliance with TCA Section 49-3-310(4)(A)—Textbooks
- C. The MCS Administrator Extended Learning Plan, 2012-2013
- D. The 2012-2013 Extended Learning Programs Proposal
- E. School Fees
- F. Board Policies—Second Reading

STU 35—Tobacco-Free Schools (*Revision*)
FM 14—Energy Management and Conservation (*New Policy*)
SS 1—Consultants (*Revision*)
SS 3—Material/Supply Fees for ESP (*No Revisions*)
SS 4—Program Contributions (*Rewrite*)
SS 5—Safety Program (*Revision*)
SS 6—Buildings and Grounds Management (*Revision*)
SS 8—Bus Conduct (*Revision*)
SS 11—Student Wellness (*Revision*)

V. ACTION ITEMS

- A. Approval of Board Policies—First Reading (Tab 2)
SS 7—Student Transportation Services (*Revision*)

Mrs. Baker pointed out that SS 7 has an additional revision on lines 42-43 stating that a student may not be put off the bus at a different destination unless the appropriate documentation has been approved by the principal or principal designee and the Transportation Department. On motion by Mrs. Rainier and second by Dr. Brown, SS 7 was approved as presented on second reading by acclamation.

SS 10—Mail, Email, and Delivery Services (*Revision*)

Mrs. Baker pointed out that “Only communications directly related to the school district shall be distributed or transmitted through the school district’s inner-office mail system and e-mail system. Personal use of the school district e-mail or inner-office mail is prohibited.” There were no other recommended revisions. On motion by Mr. Campbell and second by Mr. Barrett, SS 10 was approved as presented on second reading by acclamation.

B. Approval of Tenure for Lori Lynn Frantz—Previously Tenured in MCS/Returning to System

Dr. Gilbert stated that Ms. Frantz was previously tenured in our school district, and having returned to the system, is being recommended for tenure. On motion by Dr. Brown and second by Mr. Barrett, tenure was approved for Ms. Frantz by acclamation.

C. Election of Board Chair and Board Vice Chair

Mrs. Baker referenced T.C.A §49-2-202(c)(2) and the City Charter 25-6 that mandates that a board chair is elected annually. However, Board Policy BO 3 mandates that a board chair and vice chair be elected. Mrs. Baker stated that it takes a majority of the Board, not just of those present, to elect the board officers, or a total of four votes. The term of the office would be November 1, 2012 to October 31, 2013. She stated that the officers cannot be elected by acclamation; after nominations are made, the roll will be called for each board member to state the name of the candidate for which they are voting.

Mr. Campbell nominated Mrs. Wade for the office of Board Chair. There were no other nominations. On roll call: Barrett—Wade; Brown—Wade; Campbell—Wade; Rainier—Wade; Smith—Wade; Wade—Wade. Mrs. Wade was elected Board Chair.

Mrs. Smith nominated Mr. Campbell for the office of Board Vice Chair. There were no other nominations. On roll call: Barrett—Campbell; Brown—Campbell; Campbell—Campbell; Rainier—Campbell; Smith—Campbell; Wade—Campbell. Mr. Campbell was elected Board Vice Chair.

VI. REPORTS/INFORMATION

A. Personnel Update (Tab 3)

B. Monthly Revenue and Expenditure Report

Mr. Anderson reported that the system has completed 16.7% of the fiscal year with a negative net income of -\$1,049,747, which is typical of this time of year. Last year at this time, the district had a -\$3.5 million balance. Income is at 7.3% and expenditures at 9.1%. The district is in good shape.

C. Attendance Update (Tab 4)

Mr. Anderson reported that as of the 29th day of school the district has a total enrollment of 7,264 students or 230 students more than the end of the previous school year. Pupil:teacher ratios are: K-3: 19.04; 4-6: 20.88; and, overall at 19.70.

VII. OTHER BUSINESS

In response to Mr. Campbell's question, Dr. Gilbert stated that she defers guidance for the request of a fence at Discovery School to City Council.

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 6:15 p.m.

Director of Schools

MISSION STATEMENT

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for each child.*

MINUTES

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING--
POLICY WORK SESSION
Tuesday, October 9, 2012
6:00 p.m.—Central Administration Building

ATTENDANCE

Board: Chair Mary Wade, Jared Barrett, Andy Brown, Butch Campbell, Nancy Phillips, Nancy Rainier, Collier Smith, and Council Liaison Ron Washington.

Staff: Director Linda Gilbert, Gary Anderson, Sheri Arnette, Caresa Brooks, Karen Hawkins, Greg Lyles, Kristina Maddux, and Ralph Ringstaff.

Others: Staff Attorney Kelley.

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the meeting to order at approximately 6:00 p.m.

II. SCHOOL DESIGN

Mr. Anderson provided the Board with information comparing a one-story design to a two-story design. In response to concerns voiced previously regarding accidents in an elementary two-story school, he had contacted Williamson and Murfreesboro's Risk Management school systems who responded that two-story schools in their districts had not experienced accidents relative to having two stories. In addition, one elevator was sufficient and met all state and federal safety requirements as they are for use by students with ambulatory problems. Dr. Gilbert had also received the same responses from the Newport, Metro-Nashville, and Rutherford school districts.

Mr. Anderson stated that the geothermal system would also be used at the new school. Mrs. Rainier noted that MCS has been a leader in the past in various ways, and it would be nice for them to also take this opportunity to be a leader, especially with the cost savings. Mr. Anderson noted that a two-story school would require ten acres less than a one-story, would provide a savings of 50% on the roof, and the pitched roof lasts 30-40 years while a flat roof lasts approximately 20 years. He added that the number of parking spaces would be determined, as well as the number of handicapped spaces, and faculty parking would be separate from visitor parking.

Mr. Campbell asked where two elevators would be located. Mr. Anderson responded that they would likely be placed beside each other as it would be less costly. In response to

Mr. Barrett's question, Mr. Anderson stated that he had not heard that having one elevator presented a problem. Mrs. Phillips asked that Mr. Anderson contact insurance companies to see if they have a record of accidents in two-story elementary schools. Mr. Campbell suggested that Board members contact principals of two-story schools and get their input. Mrs. Wade and Mrs. Phillips voiced a concern regarding the safety issue if the windows would give students access to the balcony at the front of the building. Mr. Anderson stated that the balcony is actually a roof, but he would look into whether the windows could be opened. He also clarified that the dormers are actually a more attractive way of putting in the roof vents.

Dr. Brown asked that Mr. Anderson bring to the next board meeting the cost savings of a one-story versus a two-story building. Mrs. Rainier pointed out that sprinklers are required throughout a two-story building. Mr. Anderson explained that this is due to the fact that students/faculty must go to the first floor to exit the building.

Mrs. Phillips asked why the Board must make this decision at the next board meeting. Mr. Anderson explained that the architect has indicated they need to start developing plans, and he needs to know how much land will be needed to narrow his search for parcels of property/location for the new school.

Mrs. Wade asked Board members to forward any questions they might have to Mr. Anderson and Dr. Gilbert, copying Mrs. Baker, so he can forward the questions/answers to all Board members prior to the next board meeting.

III. BOARD POLICY REVIEW

For Discussion: *(Passed on First Reading)*
SS 7—Student Transportation Services *(Revision)*

Dr. Brown asked that the word "Arrangements" in line 30 be changed to "Bus routes." The last sentence should be clarified to state that the one and one-half hours after dismissal means time actually riding the bus. Mrs. Rainier stated that she is still concerned about the length of time students are waiting after dismissal before boarding the bus and then the amount of time they spend riding the bus.

Mr. Anderson explained that with the new school, the administration will propose to the Board during budget discussions the purchase of three more buses next year and an additional three buses the following year. He emphasized that the solution with the most impact would be to change bell times. The system currently has six schools with 7:30 bell times and one with 7:45. Mrs. Wade pointed out that the new school must be taken into consideration when bell times/bus routes are decided. Educational assistants are now

supervising the bus rooms. Mrs. Phillips asked what students are doing during the time they are waiting for their buses. Dr. Gilbert replied that this is left to the principals' discretion, but she will discuss this with them allowing them to share how they handle it; however, she prefers not to mandate how they do this. In response to Mrs. Rainier's question, Mr. Anderson stated that rezoning would not be addressed until sometime in the fall of 2013. Mrs. Baker stated that SS 7 will be brought back to the Board for approval on second reading with the recommended revisions.

SS 10—Mail, Email, and Delivery Services (*Revision*)

Dr. Brown stated that lines 5-8 appear to conflict with lines 17-18. After discussion, it was decided that lines 17-18 be eliminated, allowing the Director discretion to authorize distribution of materials such as those of a civic nature. Mrs. Baker stated that SS 10 will be brought back to the Board for approval on second reading with the recommended revisions.

For Further Discussion:

BO 45—Social Media Use and Internet Posting (*New Policy*)

Mrs. Baker stated that she would first like to clarify the difference between BO 45 and PER 46. BO 45 sets out a policy on how the school district will utilize social media for purposes of the school district and specifies what the employee will need to do in the employees' job on behalf of the school district. PER 46 explains to the employee that personal use of social media should not be done in any way that would indicate that they are representing the school district, should not share confidential information/FERPA protected information, and that their personal conduct would be judged the same as if they were having a conversation with another individual/group. Their personal conduct should not be a bad reflection on the school district.

Mrs. Baker pointed out that if MCS is going to use social media for the school district, schools, classrooms, etc., permission must first be obtained from the Director of Schools, assuring that there are checks and balances in place requiring employees to use the proper protocol. Mrs. Phillips stated that she has had concerns regarding the ability of persons to post derogatory and bullying remarks on sites such as Facebook and MySpace. However, in talking with Mrs. Trail, she has determined that Twitter would be advantageous to communications and that LinkedIn is a professional site. Mrs. Baker stated that she had spoken to Mrs. Trail and to city employees who use the sites. Mrs. Trail stated that she has no problem limiting the sites that can be used. In response to Mrs. Smith, Mrs. Baker stated that after researching Facebook, the district cannot have a page to share information that would not allow responses.

Mrs. Smith stated that she does not understand lines 91-93. Mrs. Baker stated that teachers who find information on YouTube that would benefit the curriculum could request permission to go to YouTube to review that resource. By federal law, certain levels of filters are required to prevent students from accessing sites that might be unsuitable for them. She clarified that most organizations that we would contract with would not allow us to remove material/posts, but the district would have to request that the organization do so. First Amendment rights would take precedence in certain situations. Mrs. Trail stated that Twitter, LinkedIn, and YouTube would be useful in distributing information, disseminating videos to parents, etc. Mrs. Baker was asked to revise the policy to clarify the intent of lines 91-93.

Mr. Barrett agreed that the system could test the waters with a few sites. Mrs. Phillips moved that the policy be revised to clarify that FaceBook and MySpace cannot be used unless under administrative supervision. Dr. Brown seconded the motion. Mrs. Trail noted that the sites would be used for accolades, weather, and fundraising events. She added that several teachers are using Twitter for homework assignments, etc. Mrs. Hawkins noted that guidelines could be specified through an administrative directive.

On roll call: Barrett—yes; Brown—yes; Campbell—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

Mrs. Baker stated that other revisions previously recommended for the policy are: line 42—adding “but not limited to,” and FERPA should be spelled out. On motion by Mr. Campbell and second by Dr. Brown, BO 45 was approved with recommended revisions by acclamation to be brought back to the Board for approval on first reading.

For Discussion:

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

Mrs. Baker explained that PER 46 addresses the employee’s personal use of social media and the importance of the employee to maintain a professional image. The determining factor would be if the employee’s actions impacted the employee’s ability to perform his/her duties. If a teacher finds themselves in a situation where they must email a student, the principal must be copied which is required in an effort to protect the employee. Unsolicited communications from a student should be reported to the principal. The policy forewarns employees. In terms of whether a situation rises to the level of disciplinary action, Mrs. Baker stated that there is no blanket answer; each situation would be judged on a case-by-case basis. Mrs. Smith stated that she believes lines 45-46 are too strong. An example of an emergency situation would be when a child

is not picked up from a basketball game. Mrs. Baker again emphasized that the requirement to copy the principal is an effort to protect the teacher. Mrs. Rainier suggested that line 48 be italicized. Mrs. Baker clarified that an unsolicited communication from a student is not a communication unless there is two-way communication. The teacher should not respond. Dr. Brown suggested that line 45 be reworded to state that

Mr. Campbell moved to bring PER 46 with the recommended revisions back to the Board for approval on first reading; Dr. Brown seconded the motion. The motion carried by acclamation.

BO 5—School Board Meetings (*Revision*)

Mrs. Wade asked that BO 5 be tabled for discussion at the next policy meeting to allow for more information to be gathered.

BO 20—Director’s Evaluation (*Revision*)

Mrs. Baker stated that the changes indicated in bold to this policy are necessary due to the change in T.C.A. §49-2-203(A). On motion by Dr. Brown and second by Mr. Campbell, BO 20 was approved by acclamation to be brought back to the Board for approval on first reading.

BO 46—Charter Schools (*New Policy*)

Mrs. Baker stated that BO 46—Charter Schools was drafted after the TSBA recommended policy and also follows that of the Rutherford County School System. By law, the school system must accept a charter school application for review. Dr. Gilbert pointed out that with this being a hot topic and the likelihood of changes by the legislature, she will be coming back to the Board with revisions. Mrs. Baker shared that Board members can go to TSBA’s website to gather additional information. She provided documents titled “10 tips for Reviewing Charter School Applications” and “TSBA Charter Schools in Tennessee Frequently Asked Questions.” Mr. Campbell suggested that Board members ask legislators questions about charter schools at the upcoming October 25 joint meeting. Mrs. Baker stated that detailed procedures will be developed in an administrative directive. Basically, the district will be following Rutherford County’s approach to this initiative. Dr. Brown asked that “SACS” and “LEA” be spelled out. In response to Mrs. Rainier, Mrs. Baker stated that the ten-year contract is in state statute. Mrs. Rainier asked that the references to “in the year after the year” be clarified. Mr. Barrett asked that on line 64 “his” be changed to “his/her” and that line 104 referencing high schools be deleted. Mr. Campbell pointed out that the

accrediting agency is now called “AdvancEd” instead of “SACS.” In response to Mrs. Phillips’ question, Mrs. Baker stated that she will research to see if a K-12 charter school application could be submitted to our Pre-K-6th grade school district. On motion by Mrs. Rainier and second by Dr. Brown, the Board approved by acclamation that BO 46 with recommended revisions be brought back to the Board for approval on first reading.

PER 17—Evaluation of Staff (*Revision*)

Mr. Ringstaff noted that PER 17 was revised to include non-licensed personnel. Mr. Ringstaff clarified that licensed personnel are required to sign their post-observation and do have the opportunity to respond to the evaluation in writing. Mrs. Rainier asked that the word “based” on line 56 be changed to “used.” On motion by Mrs. Rainier and second by Mr. Campbell, the Board approved by acclamation that PER 17 with the recommended revision be brought back to the Board for approval on first reading.

STU 60--School Attendance Zones (*New Policy*)

Mrs. Baker pointed out that at TSBA’s policy review meeting, it was noted that the Board should have a policy that states that the School Board establishes school attendance zones. Mr. Anderson noted that this has been the practice. On motion by Mrs. Phillips and second by Mr. Barrett, the Board approved by acclamation that STU 60 be brought back to the Board for approval on first reading.

IV. REVIEW OF OCTOBER 23, 2012 DRAFT AGENDA

V. OTHER BUSINESS

Mr. Ringstaff announced that a Special Question Committee had to be established relative to collective bargaining. Mrs. Wade stated that topics not advertised should not be discussed. Mr. Ringstaff explained that very short notice was given regarding the need for the committee with a very short window for the decisions to be made by that committee. Mrs. Baker reviewed the stipulations for regular board meetings and special board meetings.

After discussion, Mrs. Baker stated that she will take to Council the Board’s request to have two “regular” board meetings each month rather than the special/policy review meeting.

Board Meeting Minutes
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October 9, 2012

VI. ADJOURNMENT

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

Director of Schools

MISSION STATEMENT

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

**LOCAL FIELD TRIPS FOR BOARD CONSIDERATION AND APPROVAL
OCTOBER 2012**

SCHOOL	GRADE/GROUP PARTICIPATING	INSTRUCTIONAL VALUE OF THE ACTIVITY	COST PER STUDENT	STUDENTS PARTICIPATING	DATE OF TRIP	HOW FUNDED	DESTINATION
BR	1	Learn about the life cycle of pumpkins/culmination of our study on plant life cycles	\$9.50	50	10/31/12	Parents	Lucky Ladd Farms
BW	Pre-K	To observe, discuss and describe the natural world & living things	\$7.00	60	10/19/12	Parents	Lucky Ladd Farms
BW	Pre-K	Students will learn about animals including what they eat, where they live	\$0.00	20	10/23/12	School	Discovery Center
CL	1	Students will be able to describe characters, setting & major events in the story	\$7.37	168	11/8/12	Parents	Cannon Performing Arts
CL	6	Environmental trip for students with a hands-on, outdoor learning experience	\$80.00	100	5/7/13	Student/Fundraiser	Camp Ridley
CL	6	Environmental trip for students with a hands-on, outdoor learning experience	\$80.00	100	5/13/13	Student/Fundraiser	Camp Ridley
CL	6	Environmental trip for students with a hands-on, outdoor learning experience	\$80.00	100	5/14/13	Student/Fundraiser	Camp Ridley
ES	3-6 Spec Ed	Use math skills in a community setting; also use social skills as addressed in IEP	\$0.00	14	10/18/12	Special Olympics	Smyrna Bowling Center
ES	2	Students will hike and learn about animals in their habitat	\$8.00	100	11-1-11-2-2012	Parents	Barfield Crescent Park
ES	1	To learn how Pioneers & Cherokee Indians have influenced TN history	\$8.00	120	11/1/12	Parents	Discovery Center
DSRR	K	Life cycle of a pumpkin and planting a seed to harvest	\$9.15	60	10/24/12	Students	Lucky Ladd Farms
DSRR	2	To watch and listen to a play performed by elementary students	\$2.00	80	11/5/12	Parents	Bradley
DSRR	4	Learn about characteristics of Asian/African elephants	\$0.00	20	11/13/12	MTSU/paying for bus	MTSU
DSRR	1	Focus on Tennessee History and will learn about pioneers/Cherokee Nation	\$8.00	60	11/20/12	Students	Discovery Center
HG	4	Recognize major events, people and patterns in TN. Also tour capital grounds	\$8	45	10/19/12	Students	Nashville-Downtown
NF	4	Enhanced social studies curriculum	\$3	96	10/31/12	Parents	The Hermitage
SC	5	To see where the Battle of Franklin's event took place (Civil War hospital)	\$13	150	10/31/12	Parents	Carnton Plantation

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT TRANSPORTATION SERVICES	Descriptor No: SS 7	Date Adopted: 4/79
Reviewed/Revision Adopted: 1/95; 3/01		

1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to
 2 transportation. School buses shall be maintained and operated in accordance with state law and
 3 **Tennessee State Board of Education** Rules and Regulations.
 4

5 The major purpose of school transportation is to transport pupils who live one and one-half miles
 6 or farther from school in an efficient, safe, and economical manner. When space permits and a
 7 bus is on its direct approach to and from the school, students who live closer than one and one-
 8 half miles to their assigned school may be provided transportation service. Those students who
 9 live the farthest from school will be given first priority when space is a consideration. A
 10 secondary purpose is transportation for academic field trips in direct support of the curriculum.
 11

12 Goals for management of school transportation shall be:

- 14 1. Adequacy: Does the program provide both necessary and sufficient
 15 transportation to and from school and for all other school
 16 programs?
 17
- 18 2. Safety: Does the scheduling and operating of the program take into
 19 consideration hazards, potential dangers to pupils, and all
 20 appropriate safeguards?
 21
- 22 3. Efficiency: Is the program operated **as efficiently in as an efficient a manner**
 23 **as possible** after considering the constraints imposed by the criteria
 24 of adequacy and safety?
 25

26 The Supervisor of Transportation shall conduct studies of bus routes in the system in order to
 27 provide the safest, shortest routes, which will get all children to school in the most economical
 28 way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of
 29 routes and busloads and to provide for the full use of buses. These routes shall become the
 30 official routes. **Bus routes Arrangements** shall provide each child transportation to school within
 31 the prescribed time limits. Bus routes shall begin no earlier than one and one-half hours before
 32 school opens, and children shall not be in transit **on the bus** from school more than one and one-
 33 half hours after dismissal.
 34

35 The transportation program shall be monitored daily by the principals and the Supervisor of
36 Transportation. The official bus route shall not be extended or changed by anyone until the
37 proposed change has been reported to the Supervisor of Transportation and the change has been
38 checked to determine whether it meets all rules and regulations pertaining to safety, efficiency,
39 and economy.

40
41 When students are being transported to their approved destination, they shall not be put off the
42 bus until reaching their destination unless the appropriate documentation **has been approved by**
43 **the building principal or principal designee and the Transportation Department** to transport
44 the child to another destination.

45
46 All buses and other vehicles owned and operated by the Board shall be given safety inspections
47 by the assigned driver and the Supervisor of Transportation on a regular basis. The
48 transportation supervisor shall develop and maintain a safety inspection record, which shall be
49 filled out and signed by the individual who conducts the inspection. In addition, all buses shall
50 be available for regular safety inspections. Any defects noted by either the regular school or
51 state inspection shall be remedied immediately.

52
53 All accidents, regardless of the damage involved, must be reported to the Supervisor of
54 Transportation, including incidents in which any part of the bus rubs, scrapes, or touches any
55 other object or vehicle. The Supervisor of Transportation shall be responsible for submitting all
56 records and required reports to **the City of Murfreesboro Risk Management Office and** state
57 and local agencies.

58
59 **FIELD TRIPS**

60
61 School buses are available for use when the trip is directly related to the planned instructional
62 program. However, use of the bus during the school day must not interfere with the regular
63 transportation program.

64
65 Annually, the Supervisor of Transportation will provide information related to costs, procedures
66 in arranging for use of buses, and other pertinent information.

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80 **Legal References:**

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82 T.C.A. §49-6-2101 through 2113
83 TRR/MS 0520-1-5-.01(4)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: MAIL, E-MAIL AND DELIVERY SERVICES	Descriptor No: SS 10	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 A mail and delivery service system shall be maintained within the district in order that in-district
 2 communications and communications from outside sources may be delivered to the intended
 3 recipient in the most practicable way. (Referred to as “The Pony Express.”)
 4

5 The use of district mail facilities and personnel for the distribution of materials and
 6 communications shall be restricted mainly to those materials and communications that further the
 7 educational purposes of the district. The Director of Schools **may authorize** certain exceptions
 8 that do not defeat the intent of this policy.
 9

10 Any and all data stored or transmitted on the school district’s computers, including electronic
 11 mail ("e-mail"), belongs to the Board and may be a public record under the public records law
 12 and may be subject to public inspection. Use of a password or the term "private" will not change
 13 the legal status of e-mail. E-mail is not the most appropriate method for transmitting sensitive,
 14 confidential or legally privileged information. E-mail is always subject to being monitored,
 15 retrieved and duplicated.
 16

17 ~~Only communications directly related to the school district shall be distributed or~~
 18 ~~transmitted through the school district’s inner-office mail system and e-mail system.~~
 19 **Personal use of the school district e-mail or inner-office mail is prohibited.**
 20

21 ~~Political materials shall not be distributed through system mail.~~
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31 _____
 32 Legal Reference:
 33
 34 T.C.A. §10-7-512

_____ **Cross Reference:**
Board Policy PER 44

2011-2012 GENERAL PURPOSE BUDGET AMENDMENT

Description	Original 2011-12 Budget	Final 2011-12 Budget	Amendment: Increase (Decrease)
REVENUES			
County Taxes	\$ 18,411,000	\$ 18,411,000	\$ -
Charges for Current Services	21,000	21,000	-
Indigent Children's Fund	6,000	6,000	-
Other Local Revenue	288,600	288,600	-
State of Tennessee	28,555,450	28,825,828	270,378
Federal Government	31,403	31,403	-
Other Local Sources	4,810,103	4,810,103	-
TOTAL REVENUES	\$ 52,123,556	\$ 52,393,934	\$ 270,378
RESERVES & FUND BALANCES	\$ 411,741	\$ 411,741	\$ -
TOTAL	\$ 52,535,297	\$ 52,805,675	\$ 270,378
EXPENDITURES			
Regular Instruction	\$ 31,132,877	\$ 31,082,254	\$ (50,623)
Special Educ. Instruction	3,359,032	3,466,320	107,288
Student Support - Attendance	82,517	77,834	(4,683)
Student support - Health	417,785	431,486	13,701
Other Student Support	1,111,999	1,021,366	(90,633)
Support Staff - Reg. Instruction	1,342,616	1,571,108	228,492
Support Staff - Special Ed. Instr.	756,621	450,580	(306,041)
Admin. Support - Board of Educ.	1,059,460	1,168,768	109,308
Support Services - Director Office	291,185	295,848	4,663
Support Services - Principal Office	2,552,738	2,795,088	242,350
Support Services - Fiscal Services	510,649	575,327	64,678
Support Services - Human Resources	291,833	286,685	(5,148)
Support Services - Oper. Of Plant	4,659,099	4,302,566	(356,533)
Support Services - Maint. Of Plant	1,313,993	1,344,723	30,730
Support Services - Transportation	1,573,325	1,447,358	(125,967)
Support Services - Technology	622,671	860,320	237,649
Community Service	274,032	289,414	15,382
Early Childhood Education	676,364	514,350	(162,014)
Indigent Children's Fund	6,500	6,864	364
Regular Capital Outlay	500,000	817,415	317,415
TOTAL EXPENDITURES	\$ 52,535,297	\$ 52,805,674	\$ 270,378

2011-2012 FEDERAL STATE PROGRAMS BUDGET AMENDMENT

REVENUES

<u>Description</u>	<u>Original 2011-12 Budget</u>	<u>Final 2011-12 Budget</u>	<u>Amendment: Increase (Decrease)</u>
Federal Program Revenue	\$ 4,492,608	\$ 5,086,974	\$ 594,366
State Program Revenue	1,353,071	1,353,071	-
TOTAL REVENUES	\$ 5,845,679	\$ 6,440,045	\$ 594,366

EXPENDITURES

<u>Description</u>	<u>2011-12 Budget</u>	<u>Final 2011-12 Budget</u>	<u>Amendment: Increase (Decrease)</u>
Regular Instruction	\$ 2,665,525	\$ 2,909,897	\$ 244,372
Special Educ. Instruction	1,170,324	1,499,631	329,307
Student support - Health	100,000	113,831	13,831
Support Staff - Special Ed. Instr.	429,497	305,452	(124,045)
Community Services	1,464,973	1,598,765	133,792
Early Intervening Services	15,360	12,469	(2,891)
TOTAL EXPENDITURES	\$ 5,845,679	\$ 6,440,045	\$ 594,366

2011-2012 FOOD SERVICE BUDGET AMENDMENT

FOOD SERVICE REVENUES

<u>Description</u>	<u>2011-12 Budget</u>	<u>Final 2011-12 Budget</u>	<u>Amendment: Increase (Decrease)</u>
Federal Program Revenue	\$ 1,893,046	\$ 2,165,316	\$ 272,270
USDA Commodities	186,605	186,605	-
State Program Revenue	50,000	50,000	-
Charges for Services	1,596,912	1,596,912	-
TOTAL REVENUES	\$ 3,726,563	\$ 3,998,833	\$ 272,270

EXPENDITURES

<u>Description</u>	<u>2011-12 Budget</u>	<u>Final 2011-12 Budget</u>	<u>Amendment: Increase (Decrease)</u>
Food Service	\$ 3,389,419	\$ 3,661,689	\$ 272,270
USDA Commodities Expense	\$ 186,605	\$ 186,605	-
TOTAL EXPENDITURES	\$ 3,576,024	\$ 3,848,294	\$ 272,270

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SOCIAL MEDIA USE AND INTERNET POSTING	Descriptor No: BO 45	Date Adopted:
Reviewed/Revision Adopted:		

1 **APPLICABILITY**

2

3 This policy applies to every employee, whether part-time or full-time, currently employed by
4 Murfreesboro City Schools (MCS) in any capacity who posts any material whether written,
5 audio, video or otherwise on any website, blog or any other medium accessible via the internet.
6 It also applies to every official, whether part-time or full-time, currently holding MCS office who
7 posts any such material in their official capacity or in a manner that is reasonably deemed to be
8 in their official capacity.

9

10 For purposes of this policy, “social media” is content created by individuals using accessible and
11 scalable technologies through the internet. Examples of social media include but are not limited
12 to: ~~Facebook~~, Blogs, ~~MySpace~~, RSS, YouTube, Second Life, Twitter, Linkedin and Google
13 Wave. **Facebook and MySpace may only be used by the MCS for educational or
14 administrative purposes with supervision of the Director and principal or supervisor.**

15

16 This policy shall be applied only to the extent permitted by and in a manner consistent with the
17 United States and Tennessee constitutions.

18

19 **MCS OWNED OR CREATED SOCIAL MEDIA**

20

- 21 • MCS maintains an online presence. An employee or official may not characterize
22 himself or herself as representing MCS, directly or indirectly, in any online posting
23 unless pursuant to the written policies of MCS.
- 24 • All MCS social media sites directly or indirectly representing that they are an official
25 site or statement of MCS must be created pursuant to this policy and be approved by
26 the Director of Schools or a designee appointed in writing by the Director of Schools.
- 27 • MCS’s primary and predominant internet presence shall remain www.cityschools.net
28 and no other website, blog or social media site shall characterize itself as being
29 MCS’s primary or home internet site.
- 30 • Before any MCS social media site is created, the principal or department head must
31 submit a written request to the Director of Schools and the Director must approve that
32 request and file it with the Director of Communications. The request shall specify the
33 reasons for the request and describe the type of information to be provided and the
34 persons within the school or department who will be responsible for the content and
35 the upkeep of the social media site created or maintained pursuant to the request.

- Whenever possible, a social media site of MCS shall link or otherwise refer visitors to MCS's main website.
- In addition to this policy, all MCS social media sites shall comply with all applicable MCS policies and state laws dealing with MCS publications.
- A MCS social media site shall also contain a clear and conspicuous statement that the purpose of the site is to serve as a mechanism for communication between MCS and students, parents and the community and that all postings are subject to review and deletion by MCS. The following content, but not limited to the following, is not allowed and may be immediately removed:

- ~Comments not topically related to the particular social medium article being commented upon;
- ~Comments in support of or opposition to political campaigns or ballot measures;
- ~Profane language or content;
- ~Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or other legally protected classification or category;
- ~Sexual content or links to sexual content;
- ~Solicitations of commerce;
- ~Conduct or encouragement of illegal activity;
- ~Information that may tend to compromise the safety or security of the public, the schools or public systems; or
- ~Content that violates a legal ownership interest of any other party.

Posting of content prohibited under this policy may subject the poster to banishment from all MCS social media sites in addition to civil and/or criminal penalties under federal and/or state law.

MCS will approach the use of social media tools, software, hardware and applications in a manner which is consistent system wide. All new tools, software, hardware and applications must be approved by the Director of Schools or written designee.

For each social media tool or site approved for use by the Director of Schools in accordance with this policy, operational and use guidelines, design or "branding" standards, and processes for managing the account shall be developed and documented in writing. MCS must be able to immediately edit or remove content from its social media sites.

NON-MCS SOCIAL MEDIA SITES

- An employee or official may not characterize himself or herself on a non-MCS social media site as representing Murfreesboro City Schools, directly or indirectly, in any online posting unless pursuant to the written policies of MCS and, if an employee, the direction of a supervisor.
- When posting in a non-official capacity on a non-MCS site, an employee or official shall not unnecessarily identify themselves as an official or employee of MCS. However, an employee or official does not violate this policy by stating the type of position held and the employer's name as basic identifying information, e.g. opening a Facebook account. When the identity of an employee or official posting on a non-MCS social media site is apparent, the employee or official shall clearly state that he or she is posting in a private and/or unofficial capacity.

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- The use of a MCS email address, job title, uniform, official MCS name, seal, logo or letterhead shall be deemed an attempt to represent the MCS in an official capacity. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent Murfreesboro City Schools in an official capacity.
 - Principals and Department Heads may allow or disallow employee participation in non-MCS social media activities as part of their job duties in accordance with this policy and rules and guidelines developed hereunder.
 - Postings made in an official capacity shall be subject to the Tennessee Public Records Act, including any official postings on a non-MCS social media site.
 - An employee or official posting on a social media site shall take reasonable care not to disclose any confidential information in any posting. An employee or official posting on a social media site shall not disclose any non-public information (e.g. another employee's personal identifying information, employee or student medical information or **Family Educational Rights and Privacy Act (FERPA)** protected educational information).

103 ***OPEN MEETINGS ACT***

104

105 No official of the MCS shall use a MCS owned or created social media site or a non-MCS social

106 media site to discuss or deliberate any matter with another MCS official when such

107 communication is or could reasonably be deemed to be in violation of the Open Meetings Act,

108 T.C.A. §8-44-101 et.seq., commonly known as “the Sunshine Law”.

MURFREESBORO CITY SCHOOL BOARD POLICY

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

1 Electronic Media

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

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

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

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

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

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

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

41 42 Use of Electronic Media with Students

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

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

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

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72 Cross Reference:

73
74 BO 45— Social Media Use and Internet Posting

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DIRECTOR'S EVALUATION	Descriptor No: BO 20	Date Adopted: 2/01
	Reviewed/Revision Adopted: 2/11	

1 Through an annual evaluation of the Director of Schools¹, the Board will strive to accomplish the
2 following:

- 3
- 4 1. Clarify the role of the Director according to a job description as agreed upon by
5 the Board and the Director;
 - 6 2. Improve harmonious working relationships between the Board and the Director;
 - 7 3. Develop improvements in the administrative leadership of the school system.
- 8

9 The Board will develop, with the Director, a set of performance objectives based on the needs of
10 the system. The performance of the Director will be reviewed in accordance with these specified
11 goals. **The performance objectives will be memorialized in an evaluation plan that**
12 **includes, at a minimum, sections regarding job performance, student achievement,**
13 **relationships with staff and personnel, relationships with Board members, and**
14 **relationships with the community.**²

15

16 At a time agreed to by the Board and the Director, the Board will evaluate the Director's
17 performance.

18

19 The following guidelines may be used in the evaluation process:

20

- 21 1. The Director will know the standards upon which the evaluation will occur and
22 will be involved in the development of those standards.
 - 23 2. A part of the evaluation may be a composite of the evaluation by individual Board
24 members, but the Board, as a whole, will meet with the Director to discuss the
25 composite evaluation.
 - 26 3. The evaluation shall include a discussion of strengths as well as weaknesses.
 - 27 4. All documentation will be supported by objective evidence.
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31

Legal References:

- 32 1. TRR/MS 0520-2-1-.01
 - 33 2. T.C.A. §49-2-203(a)(16)
- 34
- 35

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CHARTER SCHOOLS	Descriptor No: BO 46	Date Adopted:
	<i>Reviewed/Revision Adopted:</i>	

1 **SCOPE**

2

3 This policy shall apply to Sponsors and potential Sponsors of newly created public charter
4 schools. It shall not apply to public charter schools converted from existing public schools
5 pursuant to T.C.A. §49- 13-106(b)(2).

6

7 **DEFINITION**

8

9 A charter school shall be a public, nonsectarian, non-religious, non-homebased school which
10 operates within a public school district. It shall be subject to all state and federal laws and
11 constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color,
12 gender, national origin, religion, ancestry or need for special education services.¹

13

14 The purposes of charter schools are to:²

15

16 (1) Improve learning for all students and close the achievement gap between high and low
17 students;

18

19 (2) Provide options for parents to meet educational needs of students in high priority schools;

20

21 (3) Encourage the use of different and innovative teaching methods, and provide greater decision
22 making authority to schools and teachers in exchange for greater responsibility for student
23 performance;

24

25 (4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
26 reach proficiency on state academic assessments;

27

28 (5) Create new professional opportunities for teachers; and

29

30 (6) Afford parents substantial meaningful opportunities to participate in the education of their
31 children.

32

33

34

35

36 **APPLICATION PROCESS³**

37
38 A prospective charter school sponsor shall send the director notice of its intent sixty (60) days
39 prior to April 1 of the year preceding the year in which the proposed charter school plans to
40 begin operation as a public charter school.

41
42 A sponsor seeking Board approval of an initial charter school application must complete the
43 form provided by the Tennessee Department of Education as well as provide a list of
44 requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate
45 that the proposed charter school meets the purpose prescribed by law for the formation of a
46 charter school and the proposed charter school will be able to implement a viable program of
47 quality education for its students. In the case where a traditional public school is seeking to
48 convert to a charter school, the application must include documents showing the necessary
49 parental or teacher support.

50
51 Applications must be submitted to **the** Board on or before 4:30 p.m. on April 1 of the year
52 preceding the year in which the proposed charter school plans to begin operation as a public
53 charter school. Applications will be accepted only between March 1 and April 1. If the 1st of
54 April falls on a Saturday, Sunday or holiday on which the school district offices are closed,
55 applications will be accepted on the previous business day on or before 4:30 p.m. Late
56 applications will not be accepted, without exception. The sponsor shall pay an application fee of
57 \$500.00.

58
59 **REVIEW TEAM**

60
61 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter
62 school applications. The team shall be composed of: members of the administrative staff for the
63 district; community members; and, a member of the Board. At the Board meeting in February
64 each year, the Director of Schools shall make a recommendation to the Board of which members
65 of **the Director's** administrative staff should be appointed to the team. The Board shall name the
66 members of the team at its first meeting in March of each year. The Board shall designate a
67 **chairperson** of the review team as the contact person for answering questions about the
68 application process and receiving applications.

69
70 The Board shall require a procedure of receiving, reviewing and ruling on applications for the
71 establishment of charter schools. The procedure must include a timeline for the application and
72 review process and the means for reviewing and evaluating each application, including the
73 criteria on which the decision to grant or deny a charter will be based. A copy of the procedure,
74 including the review criteria, shall be available to any interested party upon request.

75
76 The review team shall:

- 77
78 1. Evaluate all charter school applications based on the review criteria adopted by the
79 Board;
80
81 2. Recommend one of the following options to the Board for each application: approve,
82 reject, or reject with stipulations for reconsideration;
83
84 3. Monitor charter school progress; and
85
86 4. Make recommendations for revocation, renewal or non-renewal of charter contracts.

87 **APPROVAL, DENIAL OF APPLICATION⁴**

88

89 The Board shall rule by resolution on the approval or denial of a charter application within ninety
90 (90) days of receipt of the completed application or the application shall be deemed approved by
91 law.⁵

92

93 **Approval**

94

95 If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the
96 Board through its designee within the district administration. The Sponsor of a public charter
97 school that is approved by the Board shall enter into a written agreement with the Board, which
98 shall be binding on the charter school's governing body. This agreement, known as the charter
99 agreement, shall be in writing and shall include all aspects of the Sponsor's approved application
100 as well as any reporting requirements prescribed by law.

101

102 To warrant adoption, charter schools must promote and implement new and innovative practices
103 and conditions in delivering public education not typically found in traditional public schools.
104 ~~All charter schools that include high schools (grades 9-12) must be SACS accredited.~~ It is
105 expected that the candidate school status for accreditation will be received during the first year of
106 the charter school operation.

107

108 Charter schools approved by the Board of Education are expected to implement the application
109 as submitted and approved. Substantial deviations from the approved application may result in
110 revocation of the Charter by the Board.

111

112 Charter schools approved by the Board are expected to operate with knowledge of and
113 compliance with all rules, regulations, statutes and policies relevant to that charter school's
114 operations; including but not limited to instruction, human resources, communication,
115 administration, business services, facilities and operations, transportation, food services, safety
116 and student discipline. The Board should not be expected to provide services to charter schools
117 that are not requested during the application process except for those services that are required
118 under state or federal laws. Services agreed to be provided to the charter schools by the Board
119 shall be provided at Board actual cost.

120

121 The Governing Body of an approved public charter school shall make a written report to the
122 Board annually between August 1 and September 1. This reporting requirement shall begin in the
123 year after ~~the year in which~~ the public charter school begins operation. This annual report shall
124 include: a report on the progress of the school in achieving its goals, objectives, pupil
125 performance standards, content standards, and all other terms of the charter agreement; and a
126 financial statement disclosing the financial health of the school including the costs of the
127 administration, instruction and other spending categories of the school.

128

129 New public charter schools, conversion schools, and all renewals of charter agreements are
130 approved for ten year periods. However, following the fifth year of a charter school's initial
131 period of operation or the fifth year of any renewal of a charter school agreement, ~~MCS the LEA~~
132 must conduct an interim review of the charter school according to the guidelines developed by
133 the Department of Education.

134

135 No later than October 1 of the year prior to the year in which the charter agreement expires, the
136 governing body of a public charter school shall submit a renewal application to the Board. The
137 Board shall make its renewal decision based on the progress of the school towards its stated

138 goals and on the financial status of the school.⁶

139

140 The Board may revoke or deny renewal of a public charter school agreement for any of the
141 reasons enumerated in T.C.A. §49-13-122.

142

143 **Denial**

144

145 Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to
146 submit an amended application to correct the deficiencies. The Board shall have thirty (30) days
147 either to deny or to approve the amended application or the application shall be deemed
148 approved by law.⁵

149

150 A denial of an application by the Board may be appealed by the sponsor within ten (10) days of
151 the final **denial** decision ~~to deny~~ to the State Board of Education.

152

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165 Legal References:

166

167 1. T.C.A. §49-13-105; TCA §49-13-111(1) ~~—(4)(b)(c)~~

168 2. T.C.A. §49-13-106(1)(2)

169 3. T.C.A. §49-13-107

170 4. T.C.A. §49-13-108; TRR/MS 0520-14-1-.01 & .02

171 5. T.C.A. §49-13-108(a)

172 6. T.C.A. §49-13-121(b)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EVALUATION OF PROFESSIONAL STAFF	Descriptor No: PER 17	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/89; 8/01; 10/11; 6/12	

1 In order to assure high quality performance of **personnel teachers** and the administrators and to
2 advance the instructional program of the Murfreesboro City Schools, a continuous evaluation
3 program for **personnel teachers** and administrators will be established.
4

5 Principals or their designees shall evaluate teachers and all other licensed employees directly
6 assigned to them. Supervisors or department heads shall evaluate licensed personnel not directly
7 assigned to the principal. The Director of Schools is responsible for ensuring that all ~~licensed~~
8 administrative and supervisory personnel are evaluated annually. The Director of Schools shall
9 evaluate all principals, ~~licensed~~ management personnel, and any **other licensed** employees who
10 answer directly to the Director of Schools.
11

12 The Board shall adopt and the District shall use an evaluation model for principals and assistant
13 principals which meets the state guidelines.
14

15 **LICENSED TEACHING PERSONNEL**

16
17 The Board shall adopt and the District shall use an evaluation model which shall follow the
18 guidelines of a State approved educator evaluation model. The Director shall draft procedures to
19 ensure that the model is implemented throughout the school system. Additionally, the Director
20 shall provide information to all licensed teaching personnel regarding the nature of the
21 evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.^{1,2}
22

23 **EVALUATION RECORDS**

24
25 Personnel evaluations will be kept in the professional employees' personnel file at the Central
26 Office. The evaluation file shall include all yearly written service evaluations of professional
27 employees.
28

29 Additional evaluative materials such as complaints, suggestions for improvement, observation
30 reports by consultants, and commendations may be placed in the employee's file under the
31 following conditions:
32

- 33 a) The comment is signed by the author,
- 34 b) The employee is notified by the Director of Schools that such comment is available in the
35 Director of School's office prior to the placement in the teacher's file, and

36 c) The employee shall have an opportunity to read and initial the material and to offer a
37 written denial or explanation and have it placed with the comment.
38

39 Materials may be removed from a teacher's personnel file by mutual agreement of the teacher
40 and the Director of Schools. No removed records shall be destroyed except in compliance with
41 state and federal law.
42

43 LOCAL LEVEL GRIEVANCE PROCEDURE

44
45 The Director of Schools shall develop procedures, consistent with State law, for processing
46 evaluation grievances.³
47

48 NON-LICENSED PERSONNEL

49
50 **Newly hired non-licensed administrative/support personnel shall be evaluated once during**
51 **the evaluation period (up to 90 days) and at least one (1) additional time following**
52 **successful completion of the evaluation period during the first year of employment.**
53 **Support personnel employed for more than one (1) year shall be evaluated at least once a**
54 **year.**
55

56 **Evaluations shall be used as an aid in improving an employee's performance and as a basis**
57 **for continuing employment. Evaluation reports shall be discussed with the evaluated**
58 **employee. Each employee shall be given a copy of the evaluation and shall sign the**
59 **supervisor's copy as evidence it has been discussed.**
60
61
62

63 Legal References:

64
65
66 T.C.A. §§49-5-5202, 5203 5204, 5205

67 T.C.A. §§49-5-5206(b), and 5206(c)

68 TRR/MS 0520-2-1-.02
69

70 Cross References:

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SCHOOL ATTENDANCE ZONES	Descriptor No: STU 60	Date Adopted:
	<i>Reviewed/Revision Adopted:</i> 	

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The Murfreesboro City School Board shall establish school attendance zones.

Legal Reference:

T.C.A. §49-6-403(c)

Initiating Collaborative Conferencing

1. During the month of October of any year, 15% of the professional employees of an LEA submit, in writing, a request to conduct collaborative conferencing to the local board.
2. An equal number of professional employees and local board members are appointed to a special question committee to organize a private poll.
3. The poll shall consist of two questions as established by law:

Question 1: Shall the professional employees of this LEA undertake collaborative conferencing with the board of education?

Question 2 If YES is the answer to question 1 : Which of the following organizations would you like to represent you in collaborative conferencing?

- A. MEA
- B. PET
- C. Unaffiliated

Question 2 If NO is the answer to question 1: Which of the following organizations would you prefer to represent you in collaborative conferencing?

- A. MEA
- B. PET
- C. Unaffiliated
- D. None of the above

4. If a majority vote "YES" to the first question, the local board of education shall appoint management personnel, and the professional employees shall be represented by the same number of persons. This committee shall be appointed by December 1st.
5. The professional employee representatives shall be selected according to each organizations proportional share of the responses to the second question; provided, however, that only those professional employees' organizations receiving fifteen percent (15%) or more of the responses to the second question shall be entitled to representation.
6. The professional employee representatives shall serve terms of 3 years. In the event of a vacancy, the appointing body shall name the replacement for the remainder of the term.
7. The results of the confidential poll and the names and positions of the appointed representatives shall be transmitted to the board, professional employee organizations prior to January 1st.
8. Those persons or organizations initiating the poll shall be assessed the reasonable costs necessitated in conducting the poll by the chair of the special question committee.

MCS Resignations, Retirements, Leave of Absence and New Hires as of 10/11/2012

Licensed Personnel Hired

Last Name	First Name	Location	Position/Experience
Kelly	Amber	Scales	1 st / MA-1

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location
Fulmer	Amy	Scales

Interim Instructional Personnel

Last Name	First Name	Loc./Exp.
Arrieta	Suzanne	Scales

Resignations

Last Name	First Name	Location
Myles	Alisha	Scales- 1 st
Smith	Corey	JP-Interim
Levi	Chad	BW-EA
Miller	Audra	SC-CDC MDA
Watkins	Lanita	SC-MDA
Bolzman	Debra	BW- SP MDA
Johnson	Denise	SC- MDA
Vandagriff	Kimberly	CLA ESP Site D
Smith	Jacob	ESE ESP
Marable	Jana	JP ESP

Classified Personnel Hired

Last Name	First Name	Location	Position
Latta	Rebecca	ESE	CDC-EA
Andrews	Ashley	BW	MDA to EA
Price	Melanie	CO	Inst. Secretary
Shirla	Laura	SC	MDA
Stockton	Melody	SC	MDA
Whittenburg	Ashley	BW	MDA
Dalton	Angelia	BW	MDA
Vaughn	Rosie	BW	MDA

COMPARISON OF BUDGET TOTALS
July 1, 2012 Thru September 30, 2012

TOTAL INCOME	7/1/12 - 9/30/12	\$	8,060,593
TOTAL EXPENSES	7/1/12 - 9/30/12		<u>10,709,590</u>
NET INCOME	9/30/12	\$	<u><u>(2,648,996)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

DATE: SEPTEMBER 2012

PAGE 1

BUDGET CLASS.	2011-12 BUDGET	2011-12 YTD REV.	2011-12 OVR/(UNDR) BUDGET	2011-12 %	2012-13 BUDGET	2012-13 YTD REV.	2012-13 OVR/(UNDR) BUDGET	2012-13 %
40110-Current Prop. Tax	\$10,240,500.00	\$0	(10,240,500)	0.0%	\$10,775,000.00	\$0.00	\$(10,775,000)	0.0%
40210-Local Option Sales Tax	6,654,800	566,728	(6,088,072)	8.5%	6,798,775	583,969	(6,214,806)	8.6%
40000-41110-Other County Rev	1,517,700	231,745	(1,285,955)	15.3%	1,459,000	280,084	(1,178,916)	19.2%
44000-Other Local Revenue	307,600	27,277	(280,323)	8.9%	351,750	16,854	(334,896)	4.8%
46511-Basic Educ. Program	28,075,000	5,623,000	(22,452,000)	20.0%	29,838,000	5,968,000	(23,870,000)	20.0%
46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
46990-Other State Funds	455,450	12,819	(442,631)	2.8%	392,241	9,161	(383,080)	2.3%
46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
46595-Family Resource ARRA	25,000	-	(25,000)	0.0%	-	-	-	N/A
46595-SSMS ARRA	-	18,372	18,372	N/A	-	-	-	N/A
47000- Federal Funds	31,403	35,545	4,142	113.2%	35,000	-	(35,000)	0.0%
49810-Approp./City Gen. Fund	4,810,103	1,202,526	(3,607,577)	25.0%	4,810,103	1,202,526	(3,607,577)	25.0%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
TOTALS	\$ 52,117,556	\$ 7,718,012	\$ (44,399,544)	14.8%	\$ 54,459,869	\$ 8,060,593	\$ (46,399,276)	14.8%

YEAR-TO-DATE REVENUE COMPARISON

DATE: SEPTEMBER 2012

PAGE 1

BUDGET CLASS.	2011-12 BUDGET	2011-12 YTD REV.	2011-12 OVR/(UNDR) BUDGET	2011-12 %	2012-13 BUDGET	2012-13 YTD REV.	2012-13 OVR/(UNDR) BUDGET	2012-13 %
40110-Current Prop. Tax	\$10,240,500.00	\$0	(10,240,500)	0.0%	\$10,775,000.00	\$0.00	\$(10,775,000)	0.0%
40210-Local Option Sales Tax	6,654,800	566,728	(6,088,072)	8.5%	6,798,775	583,969	(6,214,806)	8.6%
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46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
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46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
46595-Family Resource ARRA	25,000	-	(25,000)	0.0%	-	-	-	N/A
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TOTALS	\$ 52,117,556	\$ 7,718,012	\$ (44,399,544)	14.8%	\$ 54,459,869	\$ 8,060,593	\$ (46,399,276)	14.8%

