

AGENDA

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

I. CALL TO ORDER BY BOARD CHAIR

II. SCHOOL DESIGN

III. BOARD POLICY REVIEW

For Discussion: (*Passed on First Reading*)

SS 7—Student Transportation Services (*Revision*)

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

For Further Discussion:

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

For Discussion:

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

BO 5—School Board Meetings (*Revision*)

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*)

IV. REVIEW OF OCTOBER 23, 2012 DRAFT AGENDA

V. OTHER BUSINESS

VI. ADJOURNMENT

MISSION STATEMENT

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

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. Arrangements shall provide each child transportation to school within the
 31 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 from school more than one and one-half hours
 33 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: <p style="text-align: center;">MAIL, E-MAIL AND DELIVERY SERVICES</p>	Descriptor No: <p style="text-align: center;">SS 10</p>	Date Adopted: <p style="text-align: center;">4/79</p>
Reviewed/Revision Adopted: <p style="text-align: center;">3/01</p>		

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:
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34 T.C.A. §10-7-512

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

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.

14
15 This policy shall be applied only to the extent permitted by and in a manner consistent with the
16 United States and Tennessee constitutions.

17
18 ***MCS OWNED OR CREATED SOCIAL MEDIA***
19

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

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

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

58
59
60 Posting of content prohibited under this policy may subject the poster to banishment from all
61 MCS social media sites in addition to civil and/or criminal penalties under federal and/or state
62 law.

63
64 MCS will approach the use of social media tools, software, hardware and applications in a
65 manner which is consistent system wide. All new tools, software, hardware and applications
66 must be approved by the Director of Schools or written designee.

67
68 For each social media tool or site approved for use by the Director of Schools in accordance with
69 this policy, operational and use guidelines, design or "branding" standards, and processes for
70 managing the account shall be developed and documented in writing. MCS must be able to
71 immediately edit or remove content from its social media sites.

72 73 ***NON-MCS SOCIAL MEDIA SITES***

- 74
75 • An employee or official may not characterize himself or herself on a non-MCS social
76 media site as representing Murfreesboro City Schools, directly or indirectly, in any online
77 posting unless pursuant to the written policies of MCS and, if an employee, the direction
78 of a supervisor.
- 79 • When posting in a non-official capacity on a non-MCS site, an employee or official shall
80 not unnecessarily identify themselves as an official or employee of MCS. However, an
81 employee or official does not violate this policy by stating the type of position held and
82 the employer's name as basic identifying information, e.g. opening a Facebook account.
83 When the identity of an employee or official posting on a non-MCS social media site is
84 apparent, the employee or official shall clearly state that he or she is posting in a private
85 and/or unofficial capacity.

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

101

102 ***OPEN MEETINGS ACT***

103

104 No official of the MCS shall use a MCS owned or created social media site or a non-MCS social
105 media site to discuss or deliberate any matter with another MCS official when such
106 communication is or could reasonably be deemed to be in violation of the Open Meetings Act,
107 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 with
47 a current MCS student(s) through electronic media, written permission from the Director of
48 Schools/designee is required or in emergency situations the school principal must be included in
49 the communication. An employee is not subject to these provisions to the extent the employee
50 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: SCHOOL BOARD MEETINGS	Descriptor No: BO 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 7/98; 2/01; 7/08; 2/11	

1 The Board of Education shall officially transact all business at a lawful meeting of the Board
2 **which may be either regular or special.** The Board Chair shall be responsible for starting all
3 meetings promptly at the appointed hour. The Board shall hold two types of meetings:
4

- 5 1. Regular Meetings—The usual meeting held the fourth Tuesday of each month, and
6
- 7 2. Special Meetings—A meeting called between regularly scheduled meetings. Special
8 meetings may be set by Board action; the Chair in conjunction with the Director of
9 Schools; or by a majority of the members of the Board. **Only business related to the**
10 **call of the meeting, and details related to agenda items shall be discussed or**
11 **transacted by the Board at a special meeting.**²
12

13 ~~All regular and special meetings shall be open to the public and news media.~~
14

15 **Every meeting of the Board, except with the attorney to discuss pending or threatened**
16 **litigation, will open to the public.**¹ Open meetings will be physically accessible to all
17 **students, employees, and interested citizens.**³
18

19 **ELECTRONIC ATTENDANCE**

20
21 **Absent Board members may attend a regular or special meeting by electronic means if the**
22 **member is absent from the county because of work, is unable to attend due to a family**
23 **emergency, or due to the member's military service. Such participation is subject to the**
24 **following:**⁴
25

26 **General Requirements**

27
28 **The following requirements apply to all electronic attendance, regardless of the reason for**
29 **the member's absence:**
30

- 31 1. **A quorum of the Board must be physically present at the meeting in order for any**
32 **members to attend electronically.**
- 33 2. **Any member wishing to participate electronically must do so using technology**
34 **which allows the Chair to visually identify the member.**

- 35 **3. The responsibility for the connection lies with the member wishing to participate**
36 **electronically. No more than three (3) attempts to connect shall be made, unless the**
37 **Board chooses to make additional attempts.**
38

39 **Work-Related Absence**
40

- 41 **1. The Board member must be absent from the county due to work.**
42 **2. The Board member wishing to participate must give the Chair and Director at least**
43 **five (5) days notice prior to the meeting of the member's desire to participate**
44 **electronically.**
45 **3. No member may participate more than twice per year due to a work related**
46 **absence.**
47

48 **Family Emergency**
49

- 50 **1. The Board member must be absent due to the hospitalization of the member or the**
51 **death or hospitalization of the member's spouse, father, mother, son, daughter,**
52 **brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law,**
53 **mother-in-law, brother-in-law, or sister-in-law.**
54 **2. No member may participate more than twice per year due to a family emergency.**
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67 Legal References:
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- 69 **1. T.C.A. §8-44-102**
70 **2. T.C.A. 49-2-202(c)(1)**
71 **3. 28 CFR §§ 36.201(a); 36.202**
72 **4. T.C.A. §49-2-203(c) (2012 Tenn. Pub. Chapter 823)**

MURFREESBORO CITY SCHOOL BOARD POLICY

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.
- 28
- 29
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31

Legal References:

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

MURFREESBORO CITY SCHOOL BOARD POLICY

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

SCOPE

This policy shall apply to Sponsors and potential Sponsors of newly created public charter schools. It shall not apply to public charter schools converted from existing public schools pursuant to TCA 49- 13-106 (b) (2).

DEFINITION

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

The purposes of charter schools are to:²

- (1) Improve learning for all students and close the achievement gap between high and low students;
- (2) Provide options for parents to meet educational needs of students in high priority schools;
- (3) Encourage the use of different and innovative teaching methods, and provide greater decision making authority to schools and teachers in exchange for greater responsibility for student performance;
- (4) Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;
- (5) Create new professional opportunities for teachers; and
- (6) Afford parents substantial meaningful opportunities to participate in the education of their children.

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

57
58 **REVIEW TEAM**

59
60 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter
61 school applications. The team shall be composed of: members of the administrative staff for the
62 district; community members; and, a member of the Board. At the Board meeting in February
63 each year, the Director of Schools shall make a recommendation to the Board of which members
64 of his administrative staff should be appointed to the team. The Board shall name the members
65 of the team at its first meeting in March of each year. The Board shall designate a chairman of
66 the review team as the contact person for answering questions about the application process and
67 receiving applications.

68
69 The Board shall require a procedure of receiving, reviewing and ruling on applications for the
70 establishment of charter schools. The procedure must include a timeline for the application and
71 review process and the means for reviewing and evaluating each application, including the
72 criteria on which the decision to grant or deny a charter will be based. A copy of the procedure,
73 including the review criteria, shall be available to any interested party upon request.

74 The review team shall:

- 75
76 1. Evaluate all charter school applications based on the review criteria adopted by the
77 Board;
78
79 2. Recommend one of the following options to the Board for each application: approve,
80 reject, or reject with stipulations for reconsideration;
81
82 3. Monitor charter school progress; and
83
84 4. Make recommendations for revocation, renewal or non-renewal of charter contracts.
85
86

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, the LEA must
132 conduct an interim review of the charter school according to the guidelines developed by the
133 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 TCA 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

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

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165 **Legal References:**

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167 1. TCA 49-13-105; TCA 49-13-111(1) - (4)(b)(c)

168 2. TCA49-13-106(1)(2)

169 3. TCA49-13-107

170 4. TCA 49-13-108; TRR/MS 0520-14-1-.01 &.02

171 5. TCA49-13-108(a)

172 6. TCA49-13-121(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 based as an aid in improving an employee's performance and as a**
57 **basis 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.**
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62

63 64 Legal References:

65
66 TCA 49-5-5202, 5203 5204, 5205
67 TCA 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)

DRAFT 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
- 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.

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 “Report of System/School Compliance Based on Tennessee State Statutes and State Board of Education Rules, Regulations, and Minimum Standards for Approval of Schools”
- C. Approval of School Fees
- D. Approval of Board Policies—Second Reading

V. ACTION ITEMS

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

VI. REPORTS/INFORMATION

- A. Personnel Update (Tab 3)

B. Monthly Revenue and Expenditure Report (Tab 4)

C. Attendance Report (Tab 5)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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