

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING--
POLICY WORK SESSION
Tuesday, November 13, 2012
6:00 p.m.—Central Administration Building

- I. CALL TO ORDER BY BOARD CHAIR
- II. PROPOSED 2011-12 AND 2012-13 EVALUATION INSTRUMENTS FOR DIRECTOR OF SCHOOLS—DR. TAMMY GRISSOM
- III. GYMNASIUM REROOFING AT MITCHELL-NEILSON ELEMENTARY
- IV. REPORT CARD UPDATE
- V. BOARD POLICY REVIEW

For Further Discussion: (Passed on First Reading)

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

For Further Discussion:

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

For Discussion:

BO 5—School Board Meetings (*Revision*)

STU 35—Tobacco-Free Schools (*Revision*)

STU 44—Care of School Property (*Revision*)

- VI. REVIEW OF NOVEMBER 27, 2012 DRAFT AGENDA
- VII. ADJOURNMENT

MISSION STATEMENT

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

Dr. Linda Gilbert
Murfreesboro
Director of Schools

Proposed
2011-12
Evaluation Instrument

By:
Tennessee School Boards Association
Dr. Tammy Grissom
525 Brick Church Park Drive
Nashville, TN 37207

APPENDIX A
Administrators' Perceptions of Director's Performance Objectives

| | 4- Exceeds Expectations | 3- Consistently Meets Expectations | 2- Usually Meets Expectations | 1- Never Meets Expectations |
|--|-------------------------|------------------------------------|-------------------------------|-----------------------------|
| 1. The director develops clear expectations. | | | | |
| 2. The director models good communication skills. | | | | |
| 3. The director is knowledgeable about the curriculum. | | | | |
| 4. The director ensures that funds are spent wisely. | | | | |
| 5. The director holds me accountable. | | | | |
| 6. The director supports professional growth activities for administrators. | | | | |
| 7. The director maintains positive relationships with administrators. | | | | |
| 8. The director enforces board policy in a fair and consistent manner. | | | | |
| 9. The director ensures the safety of students and school personnel. | | | | |
| 10. The director administers the schools in accordance with state laws. | | | | |
| 11. The director recruits effective employees. | | | | |
| 12. The director takes an active leadership role in the instructional improvement. | | | | |
| 13. The director evaluates my performance in a fair and consistent manner. | | | | |
| 14. The director interacts effectively with system employees. | | | | |
| 15. The director is accessible to administrators. | | | | |
| 16. The director develops good staff morale and loyalty to the system. | | | | |
| 17. The director works effectively with the school board. | | | | |
| 18. The director involves administrators as much as possible in decision-making. | | | | |
| 19. The director listens to suggestions from the administrative staff. | | | | |
| 20. The director demonstrates a caring attitude. | | | | |

APPENDIX B Board Assessment

| BOARD RELATIONSHIP | 4- Exceeds Expectations | 3- Consistently Meets Expectations | 2- Usually Meets Expectations | 1- Never Meets Expectations |
|--|-------------------------|------------------------------------|-------------------------------|-----------------------------|
| 1. Keeps all board members informed on issues, needs and operation of the school system. | | | | |
| 2. Keeps board informed of employment, promotion, and dismissal of personnel. | | | | |
| 3. Has a harmonious relationship with the board. | | | | |
| 4. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. | | | | |
| 5. Maintains a high degree of understanding and respect between staff and the board. | | | | |
| 6. Is accessible to the Board. | | | | |
| Total Mean Score for Board Relationships | | | | |
| COMMUNITY RELATIONSHIPS | | | | |
| 1. Is an effective spokesperson for the school system. | | | | |
| 2. Models the highest professional standards to the community. | | | | |
| 3. Builds public support for the school district. | | | | |
| 4. Develops cooperative relationships with the news media. | | | | |
| 5. Works effectively with public and private agencies. | | | | |
| Total Mean Score for Community Relationships | | | | |
| STAFF AND PERSONNEL RELATIONSHIPS | | | | |
| 1. Develops good staff morale and loyalty to the system. | | | | |
| 2. Treats all personnel fairly. | | | | |
| 3. Delegates authority to staff members appropriately. | | | | |
| 4. Recruits and assigns the best available personnel. | | | | |
| 5. Organizes a planned program of staff evaluation. | | | | |
| 6. Finds a good balance between time in the office and time in the schools. | | | | |
| Total Mean Score for Staff and Personnel Relationships | | | | |

| | 4- Exceeds Expectations | 3-Consistently Meets Expectations | 2- Usually Meets Expectations | 1- Never Meets Expectations |
|--|-------------------------|-----------------------------------|-------------------------------|-----------------------------|
| FACILITIES AND FINANCE | | | | |
| 1. Demonstrates knowledge of school facilities and develops a process that builds support for buildings needs. | | | | |
| 2. Ensures the maintenance of school property and the safety of personnel and property. | | | | |
| 3. Provides accurate and timely reports to the board on the financial condition of the school system. | | | | |
| 4. Ensures that expenditures are within the limits approved by the board. | | | | |
| 5. Evaluates financial needs and makes recommendations for adequate financing. | | | | |
| Total Mean Score for Facilities and Finance | | | | |
| VISION | | | | |
| 1. Works effectively with board, staff, and community to develop long-range strategic plans. | | | | |
| 2. Keeps board and community informed of progress towards long-range goals. | | | | |
| 3. Facilitates a community informed of progress towards long-range plans. | | | | |
| 4. Clearly articulates system's vision, mission and priorities to community and media. | | | | |
| 5. Inspires others to achieve the vision of the school system. | | | | |
| Total Mean Score for Vision | | | | |
| STUDENT ACHIEVEMENT | | | | |
| 1. Develops, implements, promotes and monitors continuous improvement in student achievement. | | | | |
| 2. Applies effective methods of providing, monitoring, evaluating and reporting student achievement. | | | | |
| 3. Promotes academic rigor and excellence for students. | | | | |
| 4. Maintains a current knowledge of developments in curriculum and instruction. | | | | |
| 5. Reviews, reports and reacts appropriately to state accountability measures. | | | | |
| Total Mean Score for Student Achievement | | | | |

APPENDIX C ANNUAL OBJECTIVES

Performance Objective:

Improve student achievement and growth, as indicated by decreasing the achievement gap between subgroups, increasing the TVAAS growth, and increasing the percentage of students who score in the proficient or advanced achievement categories.

| Performance Indicators - The performance objective is complete when the Director of Schools reports: | 4- Exceeds Expectations | 3- Consistently Meets Expectations | 2-Usually Meets Expectations | 1- Never Meets Expectations |
|---|-------------------------|------------------------------------|------------------------------|-----------------------------|
| 1. The improvement agenda is clear and data-based. | | | | |
| 2. Staff regularly examine data, set goals, and stay the course or initiate change as necessary. | | | | |
| 3. Resources are clearly aligned with improvement as indicated by personnel, curriculum expenditures, and professional development. | | | | |
| 4. Principals initiate and support instructional improvement as indicated by involvement in the PLC process. | | | | |
| 5. There are high expectations for teachers as indicated by the final TEAM evaluation score for the majority of teachers' being in the ranges of 4's or 5's. | | | | |
| 6. Teacher and principal evaluations are implemented with fidelity as indicated by the "alignment within one category" between the TVAAS composite and observation scores being at 75% or better. | | | | |
| 7. Schools who were in School Improvement I or II make significant achievement gains. | | | | |
| 8. There are high expectations for students in math as indicated by the district's meeting its achievement goal. a. Grades 3-8 math reach the achievement goal. b. Grade 3 math reaches the achievement goal. | | | | |
| 9. There are high expectations for students in math as indicated by the district's meeting the majority of the achievement gap closure measures (Annual Measureable Objectives—AMO's). a. Grades 3-8 math for the racial ethnic subgroups reach the gap closure goal. b. Grades 3-8 math for the economically disadvantaged subgroup reach the gap closure goal. c. Grades 3-8 math for the LEP subgroup reach the gap closure goal. d. Grades 3-8 math for the students with disabilities subgroup reach the gap closure goal. | | | | |
| 10. There are high expectations for students in reading as indicated by the district's meeting its achievement goal. a. Grades 3-8 reading reach the achievement goal. b. Grade 3 reading reaches the achievement goal. | | | | |

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|--|--|--|--|--|
| <p>11. There are high expectations for students in reading as indicated by the district's meeting the majority of the achievement gap closure measures (Annual Measureable Objectives—AMO's).</p> <p>a. Grades 3-8 reading for the racial ethnic subgroups reach the gap closure goal.</p> <p>b. Grades 3-8 reading for the economically disadvantaged subgroup reach the gap closure goal.</p> <p>c. Grades 3-8 reading for the LEP subgroup reach the gap closure goal.</p> <p>d. Grades 3-8 reading for the students with disabilities subgroup reach the gap closure goal.</p> | | | | |
| <p>12. The system's annual growth standard in reading is at or above the state growth standard.</p> | | | | |
| <p>13. The system's annual growth standard in math is at or above the state growth standard.</p> | | | | |
| <p>14. The system's annual growth standard in science is at or above the state growth standard.</p> | | | | |
| <p>15. The system's annual growth standard in social studies is at or above the state growth standard.</p> | | | | |

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Murfreesboro
Director of Schools

Proposed
2012-13
Evaluation Instrument

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| 4. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. | | | | |
| 5. Maintains a high degree of understanding and respect between staff and the board. | | | | |
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| 3. Builds public support for the school district. | | | | |
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| VISION | | | | |
| 1. Works effectively with board, staff, and community to develop long-range strategic plans. | | | | |
| 2. Keeps board and community informed of progress towards long-range goals. | | | | |
| 3. Facilitates a community informed of progress towards long-range plans. | | | | |
| 4. Clearly articulates system's vision, mission and priorities to community and media. | | | | |
| 5. Inspires others to achieve the vision of the school system. | | | | |
| 6. Work with the Board to develop a long-range strategic plan by June 30, 2013. | | | | |
| Total Mean Score for Vision | | | | |
| STUDENT ACHIEVEMENT | | | | |
| 1. Develops, implements, promotes and monitors continuous improvement in student achievement. | | | | |
| 2. Applies effective methods of providing, monitoring, evaluating and reporting student achievement. | | | | |
| 3. Promotes academic rigor and excellence for students. | | | | |
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| goal. b. Grades 3-8 reading for the economically disadvantaged subgroup reach the gap closure goal. c. Grades 3-8 reading for the LEP subgroup reach the gap closure goal. d. Grades 3-8 reading for the students with disabilities subgroup reach the gap closure goal. | | | | |
| 11. The system's annual growth standard in reading is at or above the state growth standard. | | | | |
| 12. The system's annual growth standard in math is at or above the state growth standard. | | | | |
| 13. The system's annual growth standard in science is at or above the state growth standard. | | | | |
| 14. The system's annual growth standard in social studies is at or above the state growth standard. | | | | |

Johnson + Bailey Architects P.C.

TRANSMITTED VIA E-MAIL

October 15, 2012



Mr. Gary B. Anderson
Finance/Administrative Services Director
Murfreesboro City Schools
2552 South Church Street
Murfreesboro, TN. 37130

Re: Gymnasium Reroofing at
Mitchell-Neilson Elementary School
Murfreesboro City Schools
J+B No. 1210

Dear Mr. Anderson:

Johnson + Bailey Architects has completed plans and specifications for the Gymnasium Reroofing at Mitchell-Neilson Elementary School. The original plan, as documented by Johnson + Bailey Architects e-mail dated April 27, 2012, was to install new metal roofing supported by a new sloped metal overbuild system. This system would be supported by steel stub columns extending through the existing roof system, to the existing steel girders below. The budget for this project was established at \$130,000.00.

We prepared plans for this system and sent them to a metal roofing system manufacturer for review. They advised that the roofing manufacturers non-structural overbuild system would not span between the existing trusses, and would have to be set directly on the existing roof. As you are well aware, the existing building roof deck system is a poured gypsum roof deck that is over sixty (60) years old. Based on past experience at this school, is not advisable to apply additional load to the roof deck. We looked at a system with a sloped structural overbuild system to span between the trusses, but found that the cost would greatly exceed the project budget.

Therefore, we have determined that the following system is the best system available remaining within the \$130,000.00 construction budget:

- 1) Remove two (2) of the existing three (3) built-up roofs. The bottom existing built-up roof is to remain, since removing this roof would likely damage the existing gypsum roof deck.
- 2) Mechanically attach new metal deck across the existing steel joists. This will reduce the roof load on the existing gypsum deck.
- 3) Install new roof insulation and EPDM roofing over the new metal roof deck. Extend the new EPDM up the inside surfaces of the parapet walls.
- 4) Install new overflow scuppers as required by building code.
- 5) Replace the existing metal downspouts.

We will proceed to submit plans and specifications using the above system to the Tennessee State Fire Marshal's Office for review and approval.

If you have any questions concerning this matter, please do not hesitate to call.

Sincerely,

JOHNSON + BAILEY ARCHITECTS, P.C.


R. Lyle Lynch, AIA

cc: Larry Willeford (via e-mail)
City Center • Suite 700
100 East Vine Street
Murfreesboro, Tennessee 37130
615 890 4560 • FAX 615 890 4564

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 *MCS OWNED OR CREATED SOCIAL MEDIA*

- 19
- 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

| | | |
|----------------------------------|--|---|
| 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

30
31 _____
32 **Legal References:**

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

MURFREESBORO CITY SCHOOL BOARD POLICY

| | | |
|---|---|----------------------|
| Descriptor Term: CHARTER SCHOOLS | Descriptor No: BO 46 | Date Adopted: |
| | Reviewed/Revision Adopted: | |

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 **REVIEW TEAM**

59
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 64 Legal References:

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)

MURFREESBORO CITY SCHOOL BOARD POLICY

| | | |
|---|--|----------------------|
| Descriptor Term: EMPLOYEE USE OF SOCIAL ELECTRONIC MEDIA | Descriptor No: PER 46 | Date Adopted: |
| <i>Reviewed/Revision Adopted:</i> | | |

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: 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 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 requires approval from ????. With written permission from the Director of school or
46 designee and the parent/guardian, a faculty member may communicate via electronic media with
47 students. In an emergency situation where permission had not been prviously granted the school
48 principal must be included in the communication. ~~Therefore, employees are highly discouraged~~
49 ~~to communicate with current MCS students through electronic media.~~ **In situations where**
50 **there is a need to communicate with a current MCS student(s) through electronic media,**
51 **written permission from the Director of Schools/designee is required or in emergency**
52 **situations the school principal must be included in the communication.** An employee is not
53 subject to these provisions to the extent the employee has a social or family relationship with a
54 student’s parents.

55
56 The following definitions apply regarding the use of electronic media with students:

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

75
76 Cross Reference:

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78 BO 45—Social Media Use and Internet Posting

kbaker 11/5/12 3:01 PM
Comment: Should the approval be from the Director or Principal?
kbaker 11/5/12 2:59 PM
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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

| | | |
|--|--|---|
| Descriptor Term: TOBACCO-FREE SCHOOLS | Descriptor No: STU 35 | Date Adopted: 1/01 |
| | Reviewed/Revision Adopted: 9/12 | |

1 **PURPOSE**

2
3 All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all
4 school property, including all vehicles owned, leased, or operated by the district effective
5 October 1, 2012. Smoking shall be prohibited in any public seating areas, including but not
6 limited to, bleachers used for sporting events, or public restrooms. **Smoking shall be**
7 **prohibited within fifty feet of a designated school bus stop.**

8 9 10 **SCOPE**

11
12 This policy applies to all faculty, staff, students, contractors, and visitors of MCS and is in effect
13 twenty-four (24) hours a day, year round. This policy applies to all forms of tobacco products
14 including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as
15 smokeless electronic cigarettes and other similar devices.

16
17 School district employees and students enrolled in the district's schools will not be permitted to
18 use tobacco or tobacco products, including smokeless tobacco, while they are participants in any
19 class or activity in which they represent the school district regardless of whether the class or
20 activity is located on school property if students are present.

21 22 23 **COMPLIANCE AND ENFORCEMENT**

24 25 **A. Compliance**

26
27 All faculty, staff, students, parents, contractors and visitors of the MCS shall be
28 responsible for compliance with this policy. It is expected that all faculty, staff, students,
29 parents, contractors, and visitors will voluntarily comply with the spirit and intent of this
30 policy. Violation of this policy may be regarded as a willful safety violation.

31 32 **B. Enforcement of Policy**

33
34 The success of this policy will depend on the thoughtfulness, consideration and
35 cooperation of both tobacco users and non-users. Fines and citations, other than the

36 citations required for minors pursuant to T.C.A. §39-17-1505, will not be part of the basic
37 enforcement of this policy; however, the discipline policies applicable to faculty and staff
38 may be invoked, if necessary, to secure compliance with this policy.
39

40 Violations of this policy will be enforced in the following manner:
41

- 42 1. Violations of this policy by faculty and staff should be brought to the attention of the
43 employee's supervisor;
- 44 2. Violations of this policy by students should be brought to the attention of the
45 principal. Any student who possesses tobacco products shall be issued a citation by
46 the school principal pursuant to T.C.A. §39-17-1505(b). The Director of Schools, in
47 cooperation with the juvenile court and the local police/sheriff department, is
48 responsible for developing procedures for issuance of the citations which shall
49 include the form and content of citations and methods of handling completed
50 citations.
- 51 3. Violations of this policy by visitors should be brought to the attention of principal or
52 facility manager; and
- 53 4. Violations of this policy by contractors should be brought to the attention of the
54 Finance/Administrative Services Director.
55

56 57 **IMPLEMENTATION**

58 59 **A. Signage**

60
61 The Maintenance Department will be responsible for providing appropriate signage and
62 for removing all receptacles for discarding smoking materials in previously designated
63 smoking areas. Signs will be posted throughout the system's facilities to notify students,
64 employees, parents and all other persons visiting the school that the use of tobacco and
65 tobacco products is forbidden. The following notice shall be prominently posted
66 (including at each ticket booth) for elementary school sporting events: "Smoking is
67 prohibited by law in seating areas and in restrooms."
68

69 70 **B. Notice to Contractors**

71 The principal or department head for whom a contractor is working will be responsible
72 for ensuring that contractors performing work for their school or department on property
73 owned or leased by MCS are notified of the requirements of this policy. Construction
74 contractors will be notified by Finance/Administrative Services Director.
75

76 77 **C. Notice to Faculty and Staff**

78 Human Resources will be responsible for implementing procedures to ensure that all
79 current and future faculty and staff are notified of the requirements of this policy.
80 Faculty and staff who wish to stop using tobacco are encouraged to contact Human
81 Resources for information about tobacco cessation resources.
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D. Notice to Students and Parents

Principals will be responsible for implementing procedures to ensure that all current and future students and parents are notified of the requirements of this policy. Parents and students shall be notified of the citation requirement at the beginning of each school year.

Legal References:

- Federal Pro-Children Act of 2001 (20 USCA §7181 through §7184)
- No Child Left Behind Act, Public Law PL 107-110, Title IV, Part C, Sections 4301-4304
- Tennessee Children’s Act for Clean Indoor Air (T.C.A. §39-17-1601 through §39-17-1606)
- T.C.A. §39-17-1604(6)(10); T.C.A. §39-17-1605; T.C.A. §39-17-1606
- T.C.A. §39-17-1505

MURFREESBORO CITY SCHOOL BOARD POLICY

| | | |
|---|--|---|
| Descriptor Term: CARE OF SCHOOL PROPERTY | Descriptor No: STU 44 | Date Adopted: 1/01 |
| Reviewed/Revision Adopted: | | |

1 Students shall help maintain the school environment, preserve school property, and exercise care
2 while using school facilities.

3
4 All system employees **and system contracted employees** shall report all damage or loss of
5 school property to the principal or designee immediately after such damage or loss is discovered.
6 The principal or designee **shall notify the Maintenance Department for assistance in**
7 **determining the extent of any damages and securing the area in question. The Technology**
8 **Department shall also be notified to be made aware of any security camera reviews that**
9 **need to be made.** ~~shall make a full and complete investigation of any instance of damage or loss~~
10 ~~of school property.~~ The investigation shall be carried out in cooperation with law enforcement
11 officials when appropriate.

12
13 School property is defined as buildings, buses, books, equipment, records, instructional
14 materials, or any other item under the jurisdiction of the Board.

15
16 When the person causing damage or loss has been identified and the costs of repair or
17 replacement have been determined **by the Maintenance Department or other appropriate**
18 **entity knowledgeable about the item damaged or lost**, the Director of Schools, in conjunction
19 with the City’s Risk Manager, depending on the type of loss, shall take steps to recover these
20 costs. This may include recommending the filing of a civil complaint in court to recover
21 damages. If the responsible person is a minor, recovery will be sought from the minor’s parent
22 or guardian.

23
24 In addition, the system may withhold the grades, diploma, and/or transcript of the student
25 responsible for vandalism or theft or otherwise incurring any debt to a school until the student or
26 the student’s parent/guardian has paid for the damages. When the minor and parent are unable to
27 pay for the damages, the system shall provide a program of voluntary work for the minor.
28 **Voluntary work will not exceed light duty physical labor; i.e., pulling weeds, washing**
29 **windows at a site where an event occurred.** Upon completion of the work, the student’s
30 grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the
31 student is not at fault.

32 _____
33 Legal Reference:

34
35 T.C.A. §§37-10-101 through 103

DRAFT AGENDA

MURFREESBORO CITY SCHOOL BOARD

Tuesday, November 27, 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

- Presentation of Flags by Christie Southerland, Director/CORE, to MCS Reward Schools: Discovery School and Bradley Academy.
- Inclement Weather/School Closures
- Thanks to The General Mills Foundation for the generous \$10,000 grant for the Franklin Heights Indoor/Outdoor Physical Activity and Learning Center.
- Thanks to Amazon for the donation of 20 Kindles to be used district-wide in special education.
- Thanks to the Oasis Church who will be providing 500 food bags for students at Hobgood the day before Thanksgiving and winter break and to New Vision Baptist Church for their generous donation toward the Backpack Food Program.
- District Food Drive benefiting Rutherford County Food Bank and Greenhouse Ministries

IV. CONSENT ITEMS (Tab 1)

- Approval of minutes of the October 23, 2012 regularly scheduled board meeting and November 13, 2012 Special Called Board Meeting/Policy Work Session
- Approval of School Fees
- Approval of Board Policies – Second Reading
- 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”

E. Approval of Seven-Member Administrative Collaborative Conferencing Team: Ralph Ringstaff, Gary Anderson, Karen Hawkins, Greg Lyles, Angela Fairchild, Don Bartch, Emily Spencer

V. ACTION ITEMS

A. Approval of 2012-2013 School Calendar (Tab 2)

B. Approval of 2011-12 and 2012-13 Evaluation Instruments for Director of Schools (Tab 3)

C. Approval of Board Policies – First Reading (Tab 4)

VI. REPORTS/INFORMATION

A. FY'12 Audit Report

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.