

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—Sixth Grade Students: Samuel McCarty, Bradley Academy and Joseph Howard, The Discovery School
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Presentation of Banners by Christie Southerland, Director/CORE, to MCS Reward Schools: Discovery School and Bradley Academy.
- Read to Succeed/Kory Wells: One Book Program—The Fault in Our Stars by John Green.
- Introduction of Ms. Kim Frank, newly appointed Coordinator of Behavioral Support.
- Congratulations to the recipients of the City Schools Foundation grants. (See attached list)
- 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 40 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.
- Congratulations to Hobgood Art Teacher Dee Dee Potter who won First Place in Watercolor at the Polk County Art Show in Cedartown, Georgia.
- Thanks from Mitchell-Neilson Schools to Petty Officer Steven Daugherty and his U. S. Navy Recruiting Office on Old Fort Parkway who have adopted MNE/P.

IV. CONSENT ITEMS (Tab 1)

- A. Approval of minutes of the October 23, 2012 regularly scheduled board meeting and November 13, 2012 Special Called Board Meeting/Policy Work Session
- B. Approval of School Fees
- C. Approval of Board Policies – Second 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*)
- D. 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 2013-2014 School Calendar (Tab 2)
- B. Approval of Board Policies – First Reading (Tab 3)
 - BO 5— School Board Meetings (*Revision*)
 - STU 35— Tobacco-Free Schools (*Revision*)
 - STU 44— Care of School Property (*Revision*)

VI. REPORTS/INFORMATION

- A. FY’12 Audit Report
- B. Personnel Update (Tab 4)
- C. Monthly Revenue and Expenditure Report (Tab 5)
- D. Attendance Report (Tab 6)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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

2012-13 City School Foundation Grant Recipients

Mary Kinney (Black Fox)

Dewayne Rischer (Bradley)

Debbie Hickerson (CLA)

Angela Bingham (CLA)

Betsy Lynch, Kim Stewart (CLA)

Natalie Hopkins (CLA)

Martha Canada (CLA)

Meredith Davis (CLA)

Kristy Mall (Discovery)

Sarah Svarda (Discovery)

Tracey Bradley (Discovery)

Teresa McCarthy (Discovery)

Stacy Burt (Discovery)

Courtney Ellis (ES)

Gretchen Campbell (ESP)

Chick Knitter (Hobgood)

Meredith Gilliland (Hobgood)

Rebecca Few, Ashleigh Stone, Jennifer Hall, Sia Gilliam, Carla Calvin,

Herman Nelson, Steve Nagy (JP)

Alisha Herbison (JP)

Julie Parish (JP)

Kelly Jones (MNE)

Shannon Minner (MNP)

Sarah Truax Versteeg (Northfield)

Sarah Catalano, Micky Brooks (Northfield)

Jeannette Woods (Scales)

Lisa Bowe (Scales)

Sondra Smith (Scales)

Bonnie Jones (Scales)

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

ATTENDANCE

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

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

Others: Staff Attorney Kelley Baker, Principals Joe Thompson and Regina Payne, and others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the meeting to order at approximately 6:00 p.m. Black Fox sixth grade students Will Priddy and Amy Martinez led the Pledge of Allegiance followed by a moment of silence.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- November 11-17 is American Education Week. Theme—*Great Public Schools: A Basic Right and Our Responsibility*
- The “Excellence in Education Celebration” honoring Dr. Susan Andrews will be held on February 1, 2013, at Stones River Country Club.
- Thanks to the City Schools Foundation that recently awarded \$57,000 in grants to MCS teachers.
- Congratulations to John Pittard Elementary School who are recipients of a \$1,133 Tennessee Arts Commission Student Ticket Subsidy that will allow the second grade to attend a play in Cannon County. And, congratulations to Cason Lane Academy who are also recipients of this grant in the amount of \$615.
- Thanks to Second Harvest Food Bank for providing backpack meals for 100 more children.
- Congratulations to MTSU’s Women in STEM (WISTEM) Center that has been selected to be a SciGirls CONNECT Partner by Twin Cities Public Television.
- The local Colonel Hardy Murfree DAR Chapter will present Hogood with a tree for students to plant to replace one lost during a storm.

- The Board of Regents will be visiting Hobgood this week to look at their partnership with MTSU that puts future teachers in the classroom prior to their student teaching year.
- Congratulations to Mitchell-Neilson Schools Principal Robin Newell and Interventionists Tammie Kee, Kendra Eller, Sheila Sharp, and Craig Nelius who will be presenting at the 2012 Tennessee Reading Association Conference. Their presentation is titled: *SWARM: Intervention and Enrichment to Raise Test Scores*.
- Congratulations to The Discovery School Robotics Team that took fourth place in competition with middle and high school students.

IV. CONSENT ITEMS (Tab 1)

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

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

V. ACTION ITEMS

- A. Approval of New School Design

Mr. Anderson stated that the Board has been provided information regarding a one-story school design and a two-story school design and cost differences. Several Board members traveled to Clovercroft Elementary in Williamson County to tour a two-story elementary school. Mrs. Rainier stated that upon entering the school, one could see all of the way to the end of the building and it was very bright and very homey. She suggested that the Board consider amending their previous decision for the new school to be built for 800 students, and instead build the new school for 1,000 students. Mr. Anderson explained that the Board can increase the capacity of the school from 800 to 1,000 by bidding that as an “add alternate.” After bids come in, the Board can choose to accept the add alternate or to not accept the add alternate.

Mr. Barrett stated that when he visited Clovercroft, he liked the organization of how the school was laid out and that teachers felt it was homey, too. Mrs. Wade also stated that the elevator was in a very appropriate location, as was the gymnasium, cafeteria, and band room. Mrs. Rainier added that she liked the fact that there was a lane dedicated for buses only. All cars were routed for pickup at the back of the building. She stated that

the core area was well thought out, especially for after school programs/visitors. Mrs. Wade added that the cubbies and class restrooms were very well planned.

Mrs. Phillips stated that she had asked questions relative to the safety of elementary students using stairwells, windows on the second floor, and adequate corridor space as well as others. Her questions had been answered satisfactorily. Mr. Anderson pointed out that there is a cost savings due to less expense and maintenance of the roof, operation/utility costs are less, and site preparation would be less. Site permitting, geothermal would also be a part of the design. It was clarified that K-2 classrooms must be on the first floor of the building. Dr. Gilbert added that stairwells have a rail in the middle that helps with safety.

Mr. Charlie Johnson, Johnson and Bailey Architects, pointed out that the second floor contains concrete so it is virtually impossible for fire to penetrate to the second floor. Stairwells are located so that students have quick access to exit the building in the event of a catastrophe, fire, etc. Competitive bidding is more cost efficient. Mr. Barrett stated that he had asked about safety, and the administrator had responded that he was not aware of a second floor being a risk to students on stairwells due to the design, and he has also found that one elevator was sufficient as it is used in emergency situations or for students who cannot use the stairwells.

Mr. Johnson recommended that a generator be included in the new school's design to serve as back-up during an emergency. The use of a generator rather than battery packs for emergency lighting, etc. would be a cost savings to the district. Each wing of the building has a fire stair at the end, and there are eight classrooms in each wing. The center main corridor has two monumental stairs that are open, not fire stairs but can be used as an exit, for a total of six stairwells. The distance from any classroom from a stairwell is the width of two classrooms. Teachers can monitor the stairs which have a rail in the middle with each side being one way. He noted that carpeting stairs makes it quieter and eliminates a trip hazard due to treads that could become loose.

He explained with the add alternate that the cost of adding classrooms is generally \$60-70 per square foot versus the overall cost of \$110 square foot which includes the more expensive cafeteria, kitchen, gym and boiler room areas. Offices, teacher workrooms, and adult bathrooms are located on the first and second floors. Placement of administrator offices is a district decision. There are only two large toilet areas in the entire building with two toilets in each classroom, which is a money saving feature. A recommendation by Clovercroft administrators was to include additional adult bathrooms.

Mrs. Rainier moved to amend their previous decision to increase the capacity of the new school from 800 to 1,000 students as an add alternate to the bid. Dr. Gilbert stated that she prefers smaller schools, but realizes in reality that it is important to build to accommodate the students. Mrs. Phillips seconded the motion. Mr. Anderson stated that this area has the highest potential growth. In response to Dr. Brown's question, Mr. Anderson stated that increasing the student capacity might help with growth on that west

side of town, but the district will have to also deal with growth on the north side of town, such as with John Pittard Elementary, which would not be affected by the new school's increased capacity. He would predict that the next school on the north side of town would be needed within another four years. Dr. Gilbert noted that development around Interstate 840 will also impact growth. Mrs. Rainier stated that there are approximately 667+ lots approved in the I-840 area for a potential increase of about 700 students already. On roll call: Barrett—yes; Brown—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

Mr. Barrett moved to approve the two-story design for the new school; Mrs. Smith seconded the motion. On roll call: Barrett—yes; Brown—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

B. Approval of 2011-12 End-of-Year Budget Amendments (Tab 2)

Mr. Anderson explained that the adjustments to the General Purpose (\$270,378), to the Federal Budget (\$594,366), and to the Food Service Budget (\$272,270) are housekeeping to bring the revenue and expenditure budgets into compliance as the district received additional monies. Mrs. Phillips moved to approve amendments to the General Purpose budget as presented; Mr. Barrett seconded the motion. The motion carried by acclamation. Dr. Brown moved to approve amendments to the Federal budget as presented; Mr. Barrett seconded the motion. The motion carried by acclamation. Dr. Brown moved to approve amendments to the Food Service budget as presented; Mr. Barrett seconded the motion. The motion carried by acclamation.

C. Approval of Professional Services Agreement for Insurance Consultant

Mrs. Baker explained that the contract presented to the Board is to acquire the services of an insurance consultant to develop a proposal to publicly advertise for insurance proposals on life insurance, dental, and vision coverage for the City Schools employees and to review such proposals and make a recommendation to the Board. This is the same process taken by the City. The cost of the services of the consultant would be paid by the company to whom the bid is awarded. Dr. Brown asked that under "Breach", the "seventy-two hour" reference be changed to "three business days." Mrs. Rainier moved to approve acquiring the services of a consultant to take bids on life insurance, dental and vision coverage for the City Schools employees; Mr. Barrett seconded the motion. The motion carried by acclamation.

C. Approval of Board Policies—First Reading (Tab 3)

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

Mrs. Baker stated that BO 45 sets forth the guidelines for the employees' use of social media on behalf of the school district. Mrs. Phillips noted that the Board has worked on this policy during several meetings and care was taken to assure that employees and

students are protected. Mrs. Phillips moved to approve BO 45 on first reading as presented; Mrs. Smith seconded the motion. The motion carried by acclamation.

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

Mrs. Baker stated that PER 46 defines how the use of social media can impact an employee's job as they must be cognizant of confidentiality and professional conduct. Mrs. Smith suggested that the policy be revised in lines 45-49 to allow employees and students to communicate with each other using electronic media with the permission of parents and administrators. And, if there is an emergency situation, that the faculty member be able to communicate with the student but must copy the principal. In essence, students can communicate with their teachers via electronic mail if they have the approval of parents and administrators. Dr. Gilbert stated that principals would have to be copied. Mrs. Baker explained that if a faculty member wishes to use social media to communicate with students, they have to follow the procedures set forth in BO 45. She stated that she could insert a revision to the policy reflecting Mrs. Smith's request for discussion at the next policy session. Mrs. Phillips stated more discussion is needed regarding this proposed revision. Mrs. Rainier stated that this would take us back to where we were before so would also like more discussion. Mr. Barrett moved to table PER 46 for more discussion at the next policy review meeting; Mrs. Phillips seconded the motion. The motion carried by acclamation.

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

Mrs. Baker explained that the revisions as indicated are a result of changes in state statutes. Dr. Brown moved to approve BO 20 on first reading as presented; Mrs. Phillips seconded the motion. The motion carried by acclamation.

BO 46—Charter Schools (*New Policy*)

Mrs. Baker stated that BO 46 is recommended by TSBA and is based on state statutes regarding the Board's responsibilities to review and approve charter school applications. In response to Mrs. Rainier, Mrs. Baker stated that an application to Murfreesboro City Schools would have to follow the district's same grade structure, Pre-K through sixth grade formula. Dr. Brown moved to approve BO 46 on first reading as presented; Mrs. Rainier seconded the motion. The motion carried by acclamation.

PER 17—Evaluation of Staff (*Revision*)

Mrs. Baker pointed out that the revisions to PER 17 are to add non-licensed personnel for evaluations. Mrs. Rainier moved to approve PER 17 on first reading as presented; Mr. Barrett seconded the motion. The motion carried by acclamation.

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

Mrs. Baker stated that STU 60 is a new policy to memorialize the authority of the Board to establish school attendance zones. Mrs. Phillips moved to approve STU 60 on first reading as presented; Mr. Barrett seconded the motion. The motion carried by acclamation.

VI. REPORTS/INFORMATION

A. Collaborative Conferencing Process (Tab 4)

Mr. Ringstaff explained that during October, teachers can petition to have an election to participate in collaborative conferencing, and then must have 15% of the professional employees vote to participate. An equal number of teachers and local board members were appointed to a committee that met on October 15 and established October 23 and 24 as dates for the professional employees to be polled. He pointed out the two questions on the ballot. If the district has 15% of the teachers vote to participate in collaborative conferencing, then 7-11 management members and 7-11 teachers are selected to participate, and they will attend training sessions between January and July. Then negotiations would take place to develop a "memorandum of agreement" over such issues as wages, benefits, insurance, payroll deductions, etc. Mrs. Rainier stated that the dates of October 23 and 24 are during parent/teacher conferences, which caused teachers some concern. Mr. Ringstaff explained that teachers did pick these dates. Dr. Gilbert stated that there was a short turn-around time for this to take place, but it was clarified that everyone would be provided the opportunity to vote.

B. Personnel Update (Tab 5)

C. Monthly Revenue and Expenditure Report (Tab 6)

Mr. Anderson reported that the district has a negative balance of \$2,648,996; however, this time last year the negative balance was \$4,396,000. This is normal for this time of year so the district is in good shape for the first 25% of the fiscal year. Sales tax revenue is up \$17,000 and county revenue up \$49,000. The district is at 14.5% of revenue, same as last year. Expenditures are at 19.5%, but the district has not received the workmen's compensation bill, which is substantial. However, the district is in good financial shape at this time.

D. Attendance Report (Tab 7)

Mr. Anderson reported that the district is up 3.3% over last year at this time, which is 83 students more than projected. The district's total enrollment is 7,268 students. The pupil/teacher ratios are: K-3—19.02; grades 4-6—20.88, which are very good ratios and should assure that the district will receive growth monies in January and in May.

VII. OTHER BUSINESS

Mr. Barrett stated that the City School Board and Rutherford County School Board will meet with legislators at 6:30 p.m. on Thursday, October 25, at the County School Board's central office.

The Board wished Mr. Campbell a quick recovery.

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the board meeting at approximately 7:15 p.m.

Director of Schools

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

MINUTES

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

ATTENDANCE

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

Staff: Director Linda Gilbert, Gary Anderson, Sheri Arnette, Caresa Brooks, Kim Frank, Karen Hawkins, Patty Kennedy, Greg Lyles, Kristina Maddux, and Lisa Trail.

Others: Staff Attorney Kelley Baker, *Daily News Journal* Reporter Mealand Ragland-Hudgins and others.

I. CALL TO ORDER BY BOARD CHAIR

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

II. PROPOSED 2011-12 AND 2012-13 EVALUATION INSTRUMENTS FOR DIRECTOR OF SCHOOLS—DR. TAMMY GRISSOM

Dr. Tammy Grissom provided the Board with evaluation instruments for this past year, 2011-12 and for the current year, 2012-13. She also provided an evaluation timeline. She explained that central office senior management and building principals would complete Appendix A. Board members would complete Appendix B and Appendix C. She explained that Dr. Gilbert would provide the Board an Executive Summary of the district's accomplishments/data information. Mrs. Phillips asked if a staff member should provide the data information/report for the Board. Dr. Grissom stated that Dr. Gilbert is the Board's only employee, and therefore would be the one to report this information to the Board. Dr. Gilbert noted that Mrs. Hawkins will be sharing information that evening on the district's Report Card, AMOs, etc. Dr. Grissom suggested that if the Board has questions regarding this information, they should contact Dr. Gilbert. Mrs. Phillips suggested that Dr. Grissom schedule a meeting, face-to-face, with Board members. Mr. Barrett suggested that this be a personal option. Dr. Grissom stated that she will schedule a meeting with Mrs. Phillips; other Board members will call Dr. Grissom. Mrs. Phillips also suggested that a page be added for comments that could be included in the evaluation. Mrs. Baker clarified that written comments would be open to the public. Dr. Grissom stated that she will add a page for written comments; however, if Board members prefer, they can share their comments with her by phone.

Following discussion, the Board agreed to revise the timeline in that Friday, December 14, is the deadline for Board members and administrators to return completed evaluation forms to Dr. Grissom. Dr. Grissom pointed out that Mrs. Wade added number six on page 4 of the 2013-14 evaluation instrument under "Vision." Mrs. Phillips asked that number five under Vision on both instruments read: *Inspires others to clearly articulate and achieve the vision of the school system.*

Dr. Grissom stated that the 2011-12 evaluation instrument will achieve the evaluation of last year; completion of the 2012-13 evaluation will be used to evaluate Dr. Gilbert in the current year. By summer 2013, the Board should adopt the evaluation instrument that will be used next year, to stay on track. She noted that some revisions may be needed to the timeline regarding when scores will come in for the current year. The Board and Director have a good evaluation document, and Part C can always be updated.

Mrs. Rainier moved to approve the Director of Schools Evaluation Timeline with the December 14 deadline revision; Mr. Barrett seconded the motion. The motion carried by acclamation. Mrs. Phillips moved to approve the 2011-12 evaluation instrument with revisions; Mrs. Smith seconded the motion. The motion carried by acclamation. Mr. Barrett moved to approve the 2012-13 evaluation instrument with revisions; Mrs. Rainier seconded the motion. The motion carried by acclamation.

III. GYMNASIUM REROOFING AT MITCHELL-NEILSON ELEMENTARY

Mr. Anderson explained that as indicated in the attached document, the existing roof deck will not support the non-structural overbuild system. Mrs. Rainier asked if the district could get bids on a system that would work. Mr. Anderson explained that the purchase of a system that would do so would greatly exceed the budget, and Charlie Johnson did not recommend that the district go that route. He outlined in the letter the best system available within budget. Mr. Barrett moved that the district follow the recommendation of Charlie Johnson as listed; Mrs. Phillips seconded the motion. Four Board members (Barrett, Campbell, Phillips, Smith) responded in the affirmative with one Board member (Rainier) voting nay. The motion carried.

IV. REPORT CARD UPDATE

Mrs. Hawkins referenced the Report Card notebooks provided the Board and asked that they also access the district's report on the State's website. She pointed out to the Board that they can go deeper by clicking on additional information. The ELL population has increased which in turn has increased teacher loads. She noted that in reviewing the scores, the Board can see the benefit from the extra teachers they approved for the district to hire last year. She stated that with the NCLB waiver, the district is looking at different

indicators for success. The district met all targets for achievement standards. She discussed the progress with Subgroups. Mrs. Smith asked for clarification on students that took the MAAS. In response to Mrs. Smith's question, Mrs. Hawkins explained that initially the No Child Left Behind law required all students with disabilities had to take TCAP. There have been changes that make the requirements more attainable. One percent of the district's students can take an alternative assessment (Portfolio) where they are evaluated on the skills they are working on. There are students who can also take modified tests. As a result of a miscommunication from the State Department of Education, the district had too many take the MAAS; therefore, the scores of 84 students were not counted in our scores. Although the system did not meet all closures on accountability, the district had strong growth in subgroups. Mrs. Hawkins stated that the district looks at every child and every skill. She is most proud that the scores show that students are moving forward. The district improved in achievement on all subgroups except students with disabilities, as indicated above. In academic achievement, the district moved from a B in math to an A, maintained a B in reading/language arts, moved from a B to an A in social studies, and maintained a B in science. Mrs. Hawkins pointed out that progress was made in the midst of two new textbook adoptions, and teachers have obviously been working very hard to not leave a child behind. On value added, the district moved from a B in Math to an A, maintained a B in reading, and went from a B to an A in Social Studies, and maintained a D in science. She stated that the focus has been on reading, but they are aware that there is work to be done in science, and the district will. She pointed out that in math the district will show more growth when the year indicated on the "red line" on the value-added chart drops off. She asked that as the Board review the data provided, call her if they have questions.

V. BOARD POLICY REVIEW

Mrs. Baker asked if there are any further revisions on any of the following policies. There were no additional recommended revisions. The policies will be brought back to the Board for approval on second reading.

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*)

Mrs. Baker explained that BO 45 is the policy that deals with how employees use social media for district purposes.

PER 46 is the policy that cautions employees on their use of social media. Its purpose is to protect the employee. Pursuant to the policy employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform their job duties, the employee is subject to disciplinary action. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Mr. Campbell stated that he is concerned about exception in line 49 for an employee that has a social or family relationship with a student's parents. Mr. Campbell was concerned that social relationships can change and the employee should still be cautious when communicating with any student's parent regardless of the social relationship between the teacher and parent. Mrs. Baker stated that an employee still has to follow the mandate of BO 45, and the communications are still FERPA protected.

Mrs. Smith stated that students and teachers are using email for homework assignments, etc. They are being taught the proper way to email. She suggested that the policy include: *With written permission from the Director of Schools/Designee and parent/guardian, a faculty member may communicate via electronic media with students. In an emergency situation where permission had not been previously granted the school principal must be included in the communication.* She noted that some fourth, fifth and sixth grade students have district laptops.

Mrs. Rainier stated that she believes this would be problematic. She heard the REA president state that he would not communicate with students via electronic media. Students have access to the class webpage. Mrs. Phillips asked that on line 47, electronic media be changed to e-mail.

Dr. Gilbert stated that she had not been aware that students and teachers were communicating via email. It is her job to protect students and teachers. She would prefer to use drop boxes for student assignments, etc. If the district were to use email, she would prefer to require principals be copied and that only a City Schools email account be used. Mr. Campbell stated that with teacher web pages, students have access to homework, etc. Mrs. Baker stated that if social media is used for teachers to communicate directly with a student rather than a parent, the District should get parental

consent, copy the parent on any emails, and be cognizant of FERPA protected information. Mrs. Hawkins stated that there are email systems that are closed to the classroom (Gaggle). The communications would be kept on the district's network, with a specific email account, etc. The system has filters and alerts if for example student-to-student emails had some bullying language.

Mr. Campbell stated that he has seen repercussions from districts allowing teachers to communicate with students via social media. Dr. Gilbert stated that Mrs. Hawkins will look to see what is out there. Dr. Gilbert stated that principals do see the need for consistency across the district. Mr. Campbell stated that he feels more discussion is needed. Mr. Barrett moved to table PER 46 until the January policy meeting; Mrs. Phillips seconded the motion. The motion carried by acclamation.

For Discussion:

BO 5—School Board Meetings (*Revision*)

Mrs. Baker stated that BO 5 allows a Board member under certain stipulations to participate in a board meeting by electronic means. Mrs. Baker reviewed the stipulations. Mr. Barrett asked that under "Family Emergency," item 1, "grandparent" be added. The policy will be brought to the Board for approval on first reading.

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

Mrs. Baker stated that the revision to STU 35 prohibits smoking within 50 feet of a designated bus stop. The policy will be brought to the Board for approval on first reading. In response to Mrs. Smith, Mr. Anderson stated that signage has been ordered for campuses. The policy will be brought to the Board for approval on first reading.

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

Mrs. Baker stated that this policy revision is to assure that the Maintenance Department is made aware of any damages or losses so they can determine their involvement with the incident. She also clarified that the district can withhold grades, diploma, and/or transcript of the student responsible for vandalism or theft or other debt owed the school district. The policy will be brought to the Board for approval on first reading.

VI. REVIEW OF NOVEMBER 27, 2012 DRAFT AGENDA

Dr. Gilbert stated that she will be taking proposed calendars to the principals for input prior to the Board meeting. One calendar includes a day for parent/teacher conferences. She will also get input from MEA President Ty Batts.

Board Meeting Minutes

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November 13, 2012

Mrs. Phillips complimented Mr. Barrett on his recent letter to the editor of the *Daily News Journal*.

VII. ADJOURNMENT

There being no further business, Mr. Campbell adjourned the meeting at approximately 8:30 p.m.

Director of Schools

MISSION STATEMENT

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

LOCAL FIELD TRIPS FOR BOARD CONSIDERATION AND APPROVAL
NOVEMBER 2012

<i>SCHOOL</i>	<i>GRADE/GROUP PARTICIPATING</i>	<i>INSTRUCTIONAL VALUE OF THE ACTIVITY</i>	<i>COST PER STUDENT</i>	<i>STUDENTS PARTICIPATING</i>	<i>DATE OF TRIP</i>	<i>HOW FUNDED</i>	<i>DESTINATION</i>
BF	K	To recognize contributions of different cultures & to learn the value of family traditions	\$3.00	129	12/12/12	Students	Discovery Center
CL	1	The students will be able to describe the characters, setting and major events in the story	\$7.37	168	11/8/12	Parents	Cannon County Performing Arts
CL	2	This trip is centered around the theme "Everyday is Earth Day Festival."	\$8.00	140	11/14/12	School/students	Discovery Center
CL	3	Hands on investigating of many of the state standards for science curriculum	\$11.25	117	12/13/12	Students	Adventure Science Museum
DSRR	3rd - 6 th	Students will assist as Elves for Bellwood's holiday workshop	\$0.00	40	12/11/12	School/Student Council	Bellwood
HG	1	TSW participate in visual arts performance, listening and expanding ideas of our culture	\$2.00	85	11/5/12	Students	BR Academy Play (The Little Prince)
HG	6	To deliver poinsettias the students have been raising (Community Service Project)	\$0.00	50	12/12/12	Grant	Ruth County Community Care
JP	4	Tennessee history of customs/traditions of various cultures in early TN & their contributions	\$5.00	140	11/2/12	Parents	Oakland's Mansion
NF	5	Will tour a civil war era home on a plantation. Will also discuss the Battle of Franklin	\$8.10	106	11/15/12	Parents	Carnton Plantation
NF	5th & 6th	Share holiday music with the residents of AdamsPlace	\$5.00	60	12/12/12	PTO	AdamsPlace/Lunch
NF	6	Identify and describe ways family groups & community influences daily life and choices	\$2.00	70	12/18/12	Teachers/Parents	Skate Center West
SC	4	To give children the opportunity to view significant locations & landmarks in TN history	\$8.00	170	11/15/12	Parents	Nashville-Historical Tour
SC	4	To give children the opportunity to view significant locations & landmarks in TN history	\$8.00	170	11/20/12	Parents	Nashville-Historical Tour
SC	1	TLW Explore a hands on museum in order to better understand the world around them	\$11.00	144	12/7/12	Parents	Adventure Science Museum

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

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

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

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

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

15

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

18

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

20

- 21 1. The Director will know the standards upon which the evaluation will occur and
22 will be involved in the development of those standards.
 - 23 2. A part of the evaluation may be a composite of the evaluation by individual Board
24 members, but the Board, as a whole, will meet with the Director to discuss the
25 composite evaluation.
 - 26 3. The evaluation shall include a discussion of strengths as well as weaknesses.
 - 27 4. All documentation will be supported by objective evidence.
- 28
- 29
- 30

31

Legal References:

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

MURFREESBORO CITY SCHOOL BOARD POLICY

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

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

58
59 **REVIEW TEAM**

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

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

75
76 The review team shall:

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

87 **APPROVAL, DENIAL OF APPLICATION⁴**

88
89 The Board shall rule by resolution on the approval or denial of a charter application within ninety
90 (90) days of receipt of the completed application or the application shall be deemed approved by
91 law.⁵

92
93 **Approval**

94
95 If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the
96 Board through its designee within the district administration. The Sponsor of a public charter
97 school that is approved by the Board shall enter into a written agreement with the Board, which
98 shall be binding on the charter school's governing body. This agreement, known as the charter
99 agreement, shall be in writing and shall include all aspects of the Sponsor's approved application
100 as well as any reporting requirements prescribed by law.

101
102 To warrant adoption, charter schools must promote and implement new and innovative practices
103 and conditions in delivering public education not typically found in traditional public schools.
104 ~~All charter schools that include high schools (grades 9-12) must be SACS accredited.~~ It is
105 expected that the candidate school status for accreditation will be received during the first year of
106 the charter school operation.

107
108 Charter schools approved by the Board of Education are expected to implement the application
109 as submitted and approved. Substantial deviations from the approved application may result in
110 revocation of the Charter by the Board.

111
112 Charter schools approved by the Board are expected to operate with knowledge of and
113 compliance with all rules, regulations, statutes and policies relevant to that charter school's
114 operations; including but not limited to instruction, human resources, communication,
115 administration, business services, facilities and operations, transportation, food services, safety
116 and student discipline. The Board should not be expected to provide services to charter schools
117 that are not requested during the application process except for those services that are required
118 under state or federal laws. Services agreed to be provided to the charter schools by the Board
119 shall be provided at Board actual cost.

120
121 The Governing Body of an approved public charter school shall make a written report to the
122 Board annually between August 1 and September 1. This reporting requirement shall begin in the
123 year after ~~the year in which~~ the public charter school begins operation. This annual report shall
124 include: a report on the progress of the school in achieving its goals, objectives, pupil
125 performance standards, content standards, and all other terms of the charter agreement; and a
126 financial statement disclosing the financial health of the school including the costs of the
127 administration, instruction and other spending categories of the school.

128
129 New public charter schools, conversion schools, and all renewals of charter agreements are
130 approved for ten year periods. However, following the fifth year of a charter school's initial
131 period of operation or the fifth year of any renewal of a charter school agreement, ~~MCS the LEA~~
132 must conduct an interim review of the charter school according to the guidelines developed by
133 the Department of Education.

134
135 No later than October 1 of the year prior to the year in which the charter agreement expires, the
136 governing body of a public charter school shall submit a renewal application to the Board. The
137 Board shall make its renewal decision based on the progress of the school towards its stated

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

139

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

142

143 **Denial**

144

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

149

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

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165 Legal References:

166

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

168 2. T.C.A. §49-13-106(1)(2)

169 3. T.C.A. §49-13-107

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

171 5. T.C.A. §49-13-108(a)

172 6. T.C.A. §49-13-121(b)

MURFREESBORO CITY SCHOOL BOARD POLICY

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

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

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

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

15 **LICENSED TEACHING PERSONNEL**

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

23 **EVALUATION RECORDS**

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

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

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

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

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

43 LOCAL LEVEL GRIEVANCE PROCEDURE

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

48 NON-LICENSED PERSONNEL

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

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

63 Legal References:

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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 SCHOOLS
2013-2014 PROPOSED Calendar**

**Tues., July 30	Systemwide Inservice
**Wed., July 31	School-Based Inservice
*Thurs., Aug. 1	School-Based Work Day
*Fri., Aug. 2	School-Based Work Day
Mon., Aug. 5	Students First Day—Half-Day
Tues., Aug. 6	Full Day For Students
Mon., Sept. 2	Labor Day (Holiday for All)
Wed., Sept. 4	Student Half-Day (PLC)
Oct. 7-Oct. 11	Fall Break
* Mon., Oct. 21	Day Out for Students
	Parent/Teacher Conferences
Thurs., Nov. 7	Student Half-Day (PLC)
Wed.-Fri., Nov. 27-29	Thanksgiving Break
Fri., Dec. 20	Student Half Day
Mon., Dec. 23-Fri., Jan. 3	Winter Break
Mon., Jan. 6	Students Return
Mon., Jan. 20	Martin Luther King, Jr. Day (Holiday for All)
Tues., Jan. 28	Student Half-Day (PLC)
**Fri., Feb. 14	Inservice (Day Out for Students)
Mon., Feb. 17	Presidents' Day (Holiday for All)
Thurs., March 6	Student Half-Day (PLC)
*Mon., March 24	Day Out for Students
	Parent/Teacher Conferences
March 31-April 4	Spring Break
Fri., April 18	Good Friday (Holiday for All)
Fri., May 23	Last Half-Day for Students
Mon., May 26	Memorial Day (Holiday for All)
*Tues., May 27	Last Day for Teachers

The first eleven days out for inclement weather will be made up according to state law through a seven-hour school day by stockpiling time. Two of the thirteen stockpiled days are used for Staff Development/PLCs.

*Board assigned administrative days	180 Student Days
**Inservice days; the fourth and fifth inservice days are earned through twelve (12) approved points.	5 Board Assigned Admin. Days
	5 Inservice Days
	<u>10</u> Vacation Days
	200

<u>End of Attendance Periods</u>			<u>End of Report Card Periods</u>			<u>Day Report Cards Go Home</u>		
1 st	Aug.	30	1 st	Oct.	14	1 st	Oct. 21--Parent Conf.	
2 nd	Sept.	30	2 nd	Dec.	20	2 nd	Jan.	13
3 rd	Nov.	5	3 rd	March	12	3 rd	March	20
4 th	Dec.	6	4 th	May	23	4 th	May	23
5 th	Jan.	17						
6 th	Feb.	19						
7 th	March	19						
8 th	April	25						
9 th	May	23						

NOTE: February 4, 2014 Writing Assessment
April 28-May 9, 2014 TCAP Testing Window

Board Approved:

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, grandparent, sister, son-in-law, daughter-in-law, step-son, step-daughter,**
53 **father-in-law, 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 A. Compliance

25
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

MCS Resignations, Retirements, Leave of Absence and New Hires as of 11/14/2012

Licensed Personnel Hired

Last Name	First Name	Location	Position/Experience
Christopher	Kimberly	SC	3 rd /MA-6
Hardy	Brittany	MNP	Kind/BS-0
Temple	Daniel	JPE	Sped/MA-10
Frank	Kim	C/O	Behavior Supp. Coord

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location	Position/Experience
McFarland	Latasha	MNE	Media Specialist

Interim Instructional Personnel

Last Name	First Name	Location	Position/Experience
Johnson	Kristi	MNE	Media Sp./MA+30 w3

Resignations Certified

Last Name	First Name	Location
Williams	Terrie	MNE
Price	Jennifer	HG
Crabtree	Kathy	MNP

Resignations Classified

Last Name	First Name	Location
Turney	Angela	EA-BR
Tarrant	Heather	MDA-ESE
Vaughn	Rosie	MDA-BW
Myers	Kristopher	MDA-SC

Classified Personnel Hired

Last Name	First Name	Location	Position
Staggs	Gilda	CO	ESP Secretary
Sulkowski	Julie	ESE	MDA
Pick	Bethany	BW	MDA-SPED
Cajka	Kristin	BW	MDA-SPED

COMPARISON OF BUDGET TOTALS
July 1, 2012 Thru October 31, 2012

TOTAL INCOME	7/1/12 - 10/31/12	\$	12,257,006
TOTAL EXPENSES	7/1/12 - 10/31/12		<u>15,613,852</u>
NET INCOME	10/31/12	\$	<u><u>(3,356,847)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

DATE: OCTOBER 2012

PAGE 1

BUDGET CLASS.	2011-12 BUDGET	2011-12 YTD REV.	2011-12 OVR/(UNDR) BUDGET	2011-12 %	2012-13 BUDGET	2012-13 YTD REV.	2012-13 OVR/(UNDR) BUDGET	2012-13 %
40110-Current Prop. Tax	\$10,240,500.00	\$185	(10,240,315)	0.0%	\$10,775,000.00	\$0.00	\$ (10,775,000)	0.0%
40210-Local Option Sales Tax	6,654,800	1,122,697	(5,532,103)	16.9%	6,798,775	1,190,820	(5,607,955)	17.5%
40000-41110-Other County Rev	1,517,700	363,445	(1,154,255)	23.9%	1,459,000	419,572	(1,039,428)	28.8%
44000-Other Local Revenue	307,600	47,632	(259,968)	15.5%	351,750	38,919	(312,831)	11.1%
46511-Basic Educ. Program	28,075,000	8,434,500	(19,640,500)	30.0%	29,838,000	8,952,000	(20,886,000)	30.0%
46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
46530-Energy Efficient Sch	-	151,251	151,251	N/A	-	-	-	N/A
46990-Other State Funds	455,450	12,819	(442,631)	2.8%	392,241	26,906	(365,335)	6.9%
46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
46595-Family Resource ARRA	25,000	-	(25,000)	0.0%	-	-	-	N/A
46595-SSMS ARRA	-	18,372	18,372	N/A	-	-	-	N/A
47000- Federal Funds	31,403	35,545	4,142	113.2%	35,000	25,421	(9,579)	72.6%
49810-Approp./City Gen. Fund	4,810,103	1,603,368	(3,206,735)	33.3%	4,810,103	1,603,368	(3,206,735)	33.3%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
TOTALS	\$ 52,117,556	\$ 11,789,814	\$ (40,327,742)	22.6%	\$ 54,459,869	\$ 12,257,006	\$ (42,202,863)	22.5%

YEAR-TO-DATE EXPENDITURE COMPARISON

DATE: OCTOBER 2012

PAGE 1

BUDGET CLASS.	2011-12 BUDGET	2011-12 YTD EXP.	2011-12 OVR/(UNDR) BUDGET	2011-12 %	2012-13 BUDGET	2012-13 YTD EXP.	2012-13 OVR/(UNDR) BUDGET	2012-13 %
71100-Reg. Instruction	\$31,132,877.00	\$9,794,457.51	\$ (21,338,419)	31.5%	\$32,360,786.00	\$8,716,129.64	\$ (23,644,656)	26.9%
71200-Sp. Ed. Instr.	3,359,032	970,542	(2,388,490)	28.9%	3,839,162	865,519	(2,973,643)	22.5%
72110-Attendance	82,517	38,682	(43,835)	46.9%	85,545	22,365	(63,180)	26.1%
72120-Health Services	417,785	114,889	(302,896)	27.5%	532,459	123,390	(409,069)	23.2%
72130-Guidance	1,111,999	311,479	(800,520)	28.0%	1,183,009	630,629	(552,380)	53.3%
72210-Reg. Instr. Spprt.	1,342,616	394,591	(948,025)	29.4%	1,332,868	426,230	(906,638)	32.0%
72220-Sp. Ed. Support	756,621	151,285	(605,336)	20.0%	473,963	217,615	(256,348)	45.9%
72310-Bd. Of Educ.	1,059,460	437,582	(621,878)	41.3%	1,168,340	52,696	(1,115,644)	4.5%
72320-Office of Supt.	291,185	99,784	(191,401)	34.3%	301,320	154,369	(146,951)	51.2%
72410-Office of Prin.	2,552,738	851,676	(1,701,062)	33.4%	2,974,650	667,903	(2,306,747)	22.5%
72510-Fiscal Services	510,649	152,430	(358,219)	29.9%	509,164	221,589	(287,575)	43.5%
72520-Personnel Services	291,833	75,135	(216,698)	25.7%	270,032	109,055	(160,977)	40.4%
72610-Oper. Of Plant	4,659,099	1,348,327	(3,310,772)	28.9%	4,623,471	1,261,870	(3,361,601)	27.3%
72620-Maint. Of Plant	1,313,993	410,536	(903,457)	31.2%	1,333,274	652,614	(680,660)	48.9%
72710-Pupil Transp.	1,573,325	659,635	(913,690)	41.9%	1,601,930	803,821	(798,109)	50.2%
72810-Other Support	622,671	423,565	(199,106)	68.0%	689,883	250,917	(438,966)	36.4%
73300-Community Servic	274,032	63,846	(210,186)	23.3%	458,411	112,844	(345,567)	24.6%
73400-Early Childhood Educ	676,364	128,986	(547,378)	19.1%	721,729	164,237	(557,492)	22.8%
76100-Reg. Cap. Outlay	500,000	545,409	45,409	109.1%	370,000	126,726	(243,274)	34.3%
99100-Operating Transfers	-	-	-	N/A	-	33,332	33,332	N/A
TOTALS	\$52,528,796.00	\$16,972,837.05	\$ (35,555,959)	32.3%	\$54,829,996.00	\$15,613,852.32	\$ (39,216,144)	28.5%

