

A G E N D A

MURFREESBORO CITY BOARD OF EDUCATION

Tuesday, February 28, 2012
6:30 p.m.—City Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Announcement of School and System Teachers of the Year (Program sponsored by the Council of Chief State Officers) An awards reception will be held on March 6 at the Oaklands Mansion from 4:30-6:00 p.m.
- Update on Excellence in Education Celebration
- Principal Roseann Barton would like to acknowledge Belle Aire Baptist Church for the programs “I-MOMS” and “ALL PRO DADS” conducted for John Pittard Elementary parents throughout this year, and their generosity in providing lunch for JPE staff on January 24.
- TVA has communicated that MCS will be receiving the \$40,339 Energy Right Solutions for Business incentive for EESI lighting project that was completed this past summer.
- Read Across America—Friday, March 2, 2012
- Congratulations to Board Member Butch Campbell on his induction into the TSSAA Hall of Fame. The ceremony will take place at The Embassy Suites on April 21, with lunch beginning at 11:00 a.m.

IV. CONSENT ITEMS (Tab 1)

- A. Approval of minutes of the regularly scheduled board meeting of January 24, 2012, and the February 14, 2012 Special Called Board Meeting—Policy Work Session.
- B. Approval to Accept Funding from United Way for the Family Resource Center Tutoring Program
- C. Approval of School Fees
- D. Approval of Board Policies—Second Reading

IS 1—Professional Development and Growth (*Revised*)

IS 2—Curriculum Development (*Revised*)

IS 3—Basic Instructional Program (*Revised*)

IS 4—Education of Children with Disabilities (*Revised*)
IS 5—Instructional Resources (*Revised*)
IS 13—A Statement of Homework Policy (*Revised*)
IS 14—Promotion and Retention (*Revised*)

No Recommended Revisions:

IS 19—Changes in Instruction
PER 1—Faculty Meetings
PER 7—Conflict of Interest
PER 8—Credit for Teaching Experience
PER 10—Payroll Deductions
PER 11—Anticipation of Advanced Degree
PER 15—Job Sharing
PER 19—Extended Leave
PER 28—Staff Complaints
PER 33—Seasonal Employees
PER 42—Nepotism

V. ACTION ITEMS

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

IS 9—Field Trips (*Revised—Complete Rewrite*)
IS 10—School Volunteers (*Replaces existing Community Resource Persons*)
IS 16—Relations with Accrediting Agencies (*Revised*)
IS 17—Relations with Education Research and Service Centers (*Revised*)
IS 18—Student Teaching, Internships, and Practicums (*Revised*)

VI. REPORTS/INFORMATION

A. Audit Report Update

B. Personnel Update (Tab 3)

1. Licensed Personnel Hired
2. Leave of Absence
3. Interim Instructional Personnel
4. Resignations
5. Classified Personnel Hired

C. Monthly Revenue and Expenditure Report (Tab 4)

D. Attendance Report (Tab 5)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

MURFREESBORO CITY SCHOOLS
TEACHERS OF THE YEAR
2011-2012

<u>SCHOOL</u>	<u>TEACHER/Grade</u>	<u>LEVEL</u>
Bellwood-Bowdoin Preschool	Stacy Poston, Pre-k	Preschool
Black Fox	Karen Hartley, 3 Kandy Powers, 5	K-4 5-6
Bradley Academy	Diana McKnight, K Kathy Urbina, Reading Interventionist	K-4 5-6
Cason Lane Academy	Laura Roark, 4 Sherri McElroy	K-4 5-6
Discovery School/Reeves-Rogers	Chandra Verbic, 1 Stacey Burt, 6	K-4 5-6
Erma Siegel Elementary	Cindy Peaster, Music Buffy Davenport, 5	K-4 5-6
Hobgood Elementary	Tres Holmes, School Counselor Guna Magnuson, 5	K-4 5-6
John Pittard Elementary	Jennifer Grimes, 4 Francina Jean Austin, 6	K-4 5-6
Mitchell-Neilson Schools	Peggy Currier, 2 Dionne McCullough, 5	K-4 5-6
Northfield Elementary	Sheri Arnette, 4 Kristi Knitter, School Counselor	K-4 5-6
Scales Elementary	Julie S. Ennamorato, 2 Mala Womack, 5	K-4 5-6

District Level Teachers of the Year:

Sheri Arnette, Level K-4
Stacey Burt, Level 5-6

MINUTES
MURFREESBORO CITY SCHOOL BOARD
Tuesday, January 24, 2012
6:30 p.m.—Council Chambers

ATTENDANCE

Board: Chair Mary Wade, Susan Andrews, Butch Campbell, Nancy Duggin, Nancy Phillips, Collier Smith, and Council Liaison Ron Washington.

Staff: Director Linda Gilbert, Gary Anderson, Caresa Brooks, Crystal Farris, Tammy Grizzard, Karen Hawkins, Ralph Ringstaff, Lisa Trail, and Priscilla Van Tries.

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

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade called the meeting to order at 6:30 p.m. followed the Pledge of Allegiance and a moment of silence in remembrance of School Board member Dennis Rainier.

OPENING CEREMONY

Mayor Tommy Bragg presented to the Board a Proclamation in Recognition of School Board Appreciation Week in Tennessee, January 22-28, 2012, thanking them for their service and dedication to the education of the children of our community. Board members voiced their appreciation for the notes, posters, and books donated to school libraries on their behalf.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- Japanese Friendship Project—Dr. Jane Williams, MTSU, introduced Professor Yumiko Ono and Professor Gerard Marchesseau, from Naruto University of Education, Naruto, Japan. Dr. Williams explained that students from these two universities visit the other's university. Professor Ono shared with the Board that two of their education students were visiting schools, currently Scales, sharing ideas with our teachers and learning from each other.
- Congratulations to the Discovery School at Reeves-Rogers on their nomination as a "Blue Ribbon School."
- In the competition sponsored by TETA, Discovery School teacher Kristy Mall won the teacher division for her video "What Tennessee Means to Me," and

her student Gayle Manasca won first place for her story about moving to Tennessee.

- Ms. Deborah Paschal with the Murfreesboro Parks and Recreation Department received a \$47,787 grant for the F.U.N.N. Project, Phase II. Dr. Gilbert explained that this project strives to eliminate child obesity and nature deficits and will be expanded to add Cason Lane and Black Fox to the existing schools it serves, Mitchell-Neilson Schools and Bradley.

IV. CONSENT ITEMS (Tab 1)

On motion by Dr. Andrews and second by Mrs. Phillips, the consent agenda items were approved as presented by acclamation.

A. Minutes of the November 29, 2011 Board Meeting and January 10, 2012 Special Called Board Meeting—Policy Work Session

B. School Fees

C. Board Policies—Second Reading

BO 10—Board Policy Development (*Revision*)

(Combined BO 10 and duplicate Board Policy BO 42—Policy Development/eliminate BO 42)

FM 1—Petty Cash Accounts (*Revised*)

FM 2—Annual Operating Budget (*Revised*)

FM 5—Accounting System, Financial Reports and Records (*Revised*)

FM 8—Purchasing Authority (*Revised*)

FM 9—Sales Calls, Demonstrations and Vendor Relations (*Revised*)

FM 12—Authorized Signatures and Expenditure of Funds (*Revised*)

FM 16—Purchase Requisitions and Purchase Orders (*New*)

FM 17—Payroll Procedures (*New*)

V. ACTION ITEMS

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

Dr. Gilbert thanked MEA President Natalie Hopkins and the association members for their great partnership in developing the calendar. Dr. Gilbert noted that a revised version of the 2012-2013 calendar was placed on the Board's desk. Mr. Campbell asked why the PLCs are scheduled on the dates indicated. Dr. Gilbert explained that the City Schools student half-day PLCs were scheduled to coincide with the County Schools calendar. Although the calendar varies on a few dates from the County Schools calendar, every effort is made to coincide with the county. On motion by Mrs. Smith and second by Dr. Andrews, the 2012-2013 School Year Calendar was approved by acclamation. Mrs. Phillips thanked everyone for their work on the calendar.

B. Approval of District-wide Initiatives and to Request Funding from the City Council (Tab 3)

1. New West Murfreesboro Elementary School

Mr. Anderson explained that enrollment has increased 237 students over last year as indicated on the fourth month attendance report. Enrollment is 189 students above what was projected which reflects that MCS is a growing district. In response to Mrs. Smith, he explained that the request is to construct a new 800-student capacity school (similar to Black Fox and Northfield but with more core space) in the western part of the county to open for the 2014-2015 school year. This project is in the City Council's improvement plan. In response to Mr. Campbell's question, Mr. Anderson stated that the administration will look for land in the western part of the county due to Scales's enrollment at 1,000+ and Cason Lane almost at capacity. Over 800 lots in that area have been approved by the city. Mrs. Duggin stated that this project has been discussed for over a two year period, and noted that the system has looked at all available resources and options including rezoning and feels now is the time to move forward with the new school. Mrs. Phillips stated that she is proud MCS is being proactive to address growth. On motion by Dr. Andrews and second by Mr. Campbell, the Board approved by acclamation to request funding from City Council to build a new school in the western portion of the county at an estimated cost of \$20,950,000.

2. Hobgood Addition and Renovation

Mr. Anderson explained that Hobgood has reached capacity in every class and special area. He is requesting in Phase I the addition of four classrooms and one teacher work area and partial dining room renovation with a scheduled completion date of August 2012. In Phase II, he is requesting a new building entrance to include an office suite, media center, meeting rooms, new kitchen, renovation of existing media center to two classrooms, finalize the dining room renovation, upgrade the HVAC system to VRF HVAC, new parking drives and site lighting to be completed by August 2013. The estimated cost of the project would be \$4,314,440. Mrs. Duggin moved to approve the recommended Hobgood Addition and Renovation as presented; Dr. Andrews seconded the motion. On roll call: Andrews—yes; Campbell—yes; Duggin—yes; Phillips—yes; Smith—yes; Wade—yes. The motion carried.

3. Bradley Elevator

Mr. Anderson explained that Bradley has a second floor; currently, if a student or faculty member are injured or have a disability that prevents them from using the stairs, the entire classroom must be moved to the first floor. With the elevator, Bradley would be ADA compliant. Mr. Anderson met with Johnson and Bailey architects and the company representatives that does this to determine the best location, which would be at the back of the building. The cost of \$250,000 is partially due to the fact that the elevator is commercial grade and the building/grounds area has to be retrofitted. In response to Mr. Campbell, Mr. Anderson stated that he will come back to the Board for approval of

Johnson and Bailey, Architects, for these projects as they have served the system for many years and have extensive knowledge and information from prior projects for MCS. For any project over \$50,000, an architect is required. The system is not required to bid for the architect as it is a professional service. The architect would handle the bidding process for the project itself. Dr. Andrews stated that Johnson and Bailey have been on call and a great resource for the City Schools, offering advice on many occasions at no cost. Mr. Campbell moved for approval to install an elevator at Bradley as presented; Dr. Andrews seconded the motion. The motion carried by acclamation.

4. Scales Portable Classrooms

Mr. Anderson requested approval to lease four portable classrooms for two academic years to be installed at Scales Elementary to address the overcrowding until a new school is built. This would eliminate rezoning students for two years, and then having to move students again when the new school opens. Two locations have been identified that would be adequate for this, the right side of the gym or at the back of the building at the circular drive. They would be placed on concrete and be close to a doorway to the building for easy access to restroom facilities. New and used portables are available but the leasing cost is similar. The buildings will be the same size as our existing classrooms, be made ADA compliant, fire alarm installed, communication technology installed, etc. With the expectation of increased enrollment, this will likely result in hiring more teachers, but the core facility will be able to handle the additional students. Mrs. Smith, Mrs. Phillips, and Mrs. Duggin noted that they are opposed as a rule to portables, concerned about tornadoes, etc., but they understand the necessity to address the overcrowding for the next two years. Mrs. Wade stated that she has faith that the administration will be able to provide the students with a safe learning environment. Mrs. Phillips moved to approve leasing four portable classrooms for two years to be placed on the Scales campus; Dr. Andrews seconded the motion. On roll call: Andrews—yes; Campbell—yes; Duggin—yes; Phillips—yes; Smith—yes; Wade—yes. The motion carried.

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

IS 1—Professional Development and Growth (*Revised*)

Mrs. Baker explained that “Coordinator of Curriculum” was placed on line 3, deleting “Department of Instruction.” On motion by Dr. Andrews and second by Mrs. Phillips, IS 1 was approved as presented by acclamation.

IS 2—Curriculum Development (*Revised*)

Mrs. Baker pointed out the corrections to IS 2 indicated in bold, noting lines 13-14: *Tennessee Curriculum is available on the State Department website, and teachers will be provided inservice on accessing its content.* In response to Mrs. Phillips’ question, Dr. Gilbert assured the Board that teachers are able to access the standards electronically. On motion by Mrs. Duggin and second by Mr. Campbell, IS 2 was approved as presented by acclamation.

IS 3—Basic Instructional Program (*Revised*)

Mrs. Baker pointed out that on line 3, “and the Tennessee State Board of Education” was added as were arts and science as indicated in bold. On line 17, the words “research-based instructional” strategies were added. On motion by Dr. Andrews and second by Mrs. Smith, IS 3 was approved as presented by acclamation.

IS 4—Education of Children with Disabilities (*Revised*)

Mrs. Baker noted the various changes indicated in bold were to update the language, as well as the renaming of the policy to “*Special Education*.” On motion by Mrs. Duggin and second by Mr. Campbell, IS 4 was approved as presented by acclamation.

IS 5—Instructional Resources (*Revised*)

Mrs. Hawkins explained that the Southern Association of Colleges and Schools have merged with AdvancEd, so AdvancEd is the organization that now accredits schools. In response to Mrs. Duggin’s question, Mrs. Baker explained that the regulations are adopted by both the Tennessee Department of Education and State Board of Education but the Commissioner has the authority to implement regulations in addition to the Board. Mrs. Hawkins explained that AdvancEd now looks at much broader standards so it is important to adhere to the regulations of the Department of Education. Dr. Gilbert stated that the system will undergo the systemwide accreditation process next year. On motion by Mrs. Duggin and second by Mrs. Smith, IS 5 was approved as presented by acclamation.

IS 10—Community Resource Persons (*Revised*)

Mrs. Baker noted that lines 6-7 were revised to include the sentence: *The administrative staff shall collaborate with each principal on the utilization of community resources*. In response to Mrs. Smith, Dr. Gilbert stated that this policy will help to assure that different schools don’t go to the same sources for support. Mrs. Hawkins stated that the original policy put the burden on the schools to find community resources, but with a collaboration with the administration would allow the administration to open doors for more opportunities. Mr. Campbell asked if the resource persons must first be approved by the principal. Dr. Gilbert stated that she assumes that would be the case, although it is not currently in an administrative directive. The principal is ultimately the one that would be responsible for the school, so would need to be notified of visitors invited to speak in classrooms. If this becomes burdensome, she will help the principal, but this policy is not intended to prevent principals from accessing resources. The key is that there must be supervision by the professional staff. Mr. Campbell stated that regardless of who the person is, the principal should be made aware of visitors in the classroom or building. Dr. Andrews pointed out that the policy specifies that all community resources must be approved by the principal... After further discussion, it was decided that following approval on first reading, Mrs. Baker would clarify at the next policy meeting who is actually a “resource” person (i.e., would that include a parent coming to speak to a classroom). Mrs. Baker clarified that the safety issue is addressed in the safety policy. She is in the process of developing a procedure for volunteers, perhaps distinguishing volunteers at different levels such as a parent, community resource person, etc.

The policy encourages principals and the administration to reach out to the community for resources to supplement the curriculum and information provided to the students. She believes this policy envisions resource persons to be attorneys, health care professionals, etc. who come into the classroom to share information regarding their profession rather than a parent coming to help in the classroom. She stated that possibly this policy can be revised to more clearly define who is envisioned as a “community resource” person. Mr. Campbell moved that the policy be approved on first reading, but with additional review before approval at second reading; Mrs. Phillips seconded the motion. The motion carried by acclamation.

IS 13—A Statement of Homework Policy (*Revised*)

Mrs. Hawkins explained that the revision “academic feedback” means that the teacher would reference the standard they are working toward and help students make the next step to improve that product. Academic feedback could be a grade or just information about the assignment to give them feedback. In addition, they did not want to require reference materials not readily available in most homes. Teachers could make accommodation for long-term projects so students are not penalized for a lack of available resources. Mrs. Duggin moved to approve IS 13; Dr. Andrews seconded the motion. The motion carried by acclamation.

IS 14—Promotion and Retention (*Revised*)

Mrs. Hawkins explained that this is a complete rewrite of the original policy. The intent is to make sure that as a school district everything possible has been done for students before resorting to retention. The policy spells out what would be considered: 1) Mastery of essential competencies, 2) Conduct, 3) Previous retention, 4) Teacher input, 5) Documentation, and 6) Grade level guidelines, 7) Retention Reporting/Appeal, and 8) Retention Followup. It is important to document what we are doing and what should be done/changed for the student the next year. She also noted that TCA §49-6-3115 has been addressed regarding the fact that “*students in third grade will not be promoted to the next grade level unless they have shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student’s grades or standardized test results. However, the student may be promoted if the student participates in an LEA approved research-based intervention prior to the beginning of the next school year. This does not apply to students who have IEPs pursuant to 20 U.S.C. §1400 et seq.*”

Mrs. Phillips asked that parental/guardian input be placed in the policy. Dr. Andrews pointed out that this is addressed in number 6. Mrs. Phillips asked that this be fleshed out more clearly for the parent/guardian. Dr. Andrews noted that parents are also addressed in lines 38-42 regarding parent notification if retention is being considered followed by a conference with additional notification at least nine weeks before the end of the school year, which she felt was adequate. Mr. Campbell asked if this is not Tennessee Code Annotated; Mrs. Hawkins stated that the final decision rests within the school. Mrs.

Smith asked if an italicized heading titled “Parent Involvement” could be included. Mrs. Phillips moved that this policy would be brought back to the next policy session; Dr. Andrews seconded the motion. The motion carried by acclamation.

VI. REPORTS/INFORMATION

A. Communications Update – Lisa Trail

Lisa Trail, Director of Communications, shared with the Board activities that have taken place or will take place in the school district:

- ~Basketball Championships: Boys—Bradley Academy (undefeated year); Girls--Cason Lane Academy
- ~Murfreesboro City Schools Arts Competition sponsored by the City Arts Commission, February 14-March 24, with artwork displayed in the rotunda. The Mayor’s celebration of this event is March 1st.
- ~Greenhouse Life Skills through outreach team and Greenhouse Ministries provides parents with a four-week series of classes for women held in five locations throughout the district.
- ~MTSU Baseball Clinic—over 100 students participated with MTSU players and coaches. The partnership with MTSU and the Athletic Department continues to grow.
- ~The Soccer Clinic had over 200 of our students participating. The clinic was offered through a partnership with MTSU and the Hispanic Soccer League. The City Schools’ Coordinated School Health Department works hard to offer activities on weekdays and weekends to help keep children healthy.
- ~MTSU’s sports players have adopted a school with all schools have at least one or more sports teams as their adoptors.
- ~The African-American Cultural Events will be held at Bellwood on February 23 and at Bradley on February 24. The event is led by parents and the system’s outreach team and is open to the community.
- ~The City Schools Foundation has just awarded \$30,000 in parity grants to Hobgood, Mitchell-Neilson, Black Fox and Pittard. Teachers receive grants, such as Ms. Mall for robotics. Another grant regarding school health, how the heart works, understanding heart disease, the impact of exercise, etc. is being awarded.

Mrs. Trail shared that the Board and public are invited to attend the Excellence in Education Celebration to be held February 10 honoring John Hood in a roast emceed by Andy Womack. This event is the primary fundraiser for the Foundation. (NOTE: Contact Ms. Trail at 615-893-2313 or lisa.trail@cityschools.net for information.) Mrs. Smith thanked Ms. Trail and Leslie Eatherly for their work and thanked the sponsors for their support. The City Schools Foundation has provided approximately \$300,000 to the city’s schools in the last six years.

B. Inclement Weather Communication – Lisa Trail

Mrs. Trail explained that the inclement weather policy's purpose is to assure student safety with notifications made to parents as early as possible. The administration watches weather reports, contacts the Police Department, etc. Dr. Gilbert and Maintenance Supervisor Larry Willeford also drive the streets early in the morning to try to determine the condition of main and side streets. Mr. Willeford and his crew look at parking lots and sidewalks to determine if they are safe, de-icing where necessary. Mrs. Trail stated that when the decision is made to close schools, she initiates an all-call to parents notifying them. She contacts all media, including City Channel 3, so parents are assured of a way to determine if schools are closed. The ESP Department has changed its policy in that when schools are out for inclement weather, ESP sites are combined. ESP parents have been provided this information which is also on the system's website. Mrs. Smith asked that when the county schools are closed but the city schools are open, that Channel 3 run it across their screen that the City Schools are open. Mrs. Trail stated that Channel 3 did this the last time, and she feels certain will continue to do so.

C. Personnel Update (Tab 5)

1. Licensed Personnel Hired
2. Leaves of Absence—Instructional Personnel
3. Interim Instructional Personnel
4. Resignations
5. Classified Personnel Hired

D. Monthly Revenue and Expenditure Report (Tab 6)

Mr. Anderson reported that sales tax and property tax revenue is lagging behind a little, but this report reflects revenue through October, so does not reflect anticipated revenue from the holiday season. The system has completed 50% of the fiscal year with revenue at 40% and expenditures at 48.5%, so the system is in good shape. Line 72310—Board of Education looks high, but this is due to the worker's compensation bill that was received earlier this year. 76100—Regular Capital Outlay reflects the energy efficiency school initiative's matching money for the grant which had to be shown as an expense first.

E. Attendance Report (Tab 7)

The system has increased 237 students over this time last year; the report reflects enrollment through December 7. Enrollment is up 189 students over the budgeted amount. Total system enrollment is at 7,039, not including pre-k enrollment. Pupil:teacher ratios are: K-3: 18.89; 4-6: 20.82; and, overall at 19.60. Attendance is 95.7%, which is also on target.

Mrs. Duggin thanked Dr. Gilbert and Mr. Anderson for meeting with Senator Jim Tracy and Representative Joe Carr regarding the legislation that proposes raising class size.

Everyone needs to be aware that this is a great concern and would have a direct and tremendous negative impact on funding. Our pupil:teacher ratios are very good here. If these ratios were raised, it would be difficult to continue financially to do that.

Mr. Anderson noted that the Board has been provided an audit report for their review. The auditors will provide a full report at the February board meeting.

VII. OTHER BUSINESS

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the Board meeting at approximately 7:55 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, February 14, 2012
6:30 p.m.—Central Administration Building

ATTENDANCE

Board: Chair Mary Wade, Susan Andrews, Butch Campbell, Nancy Duggin, Collier Smith, and Council Liaison Ron Washington. Absent: Nancy Phillips.

Staff: Director Linda Gilbert, Gary Anderson, Caresa Brooks, Tammy Grizzard, Karen Hawkins, Greg Lyles, Ralph Ringstaff, Lisa Trail, and Priscilla Van Tries.

Others: Staff Attorney Kelley Baker and others.

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the meeting to order at approximately 6:30 p.m.

The Oath of Office was administered to newly appointed Board Member Nancy Rainier by Ms. Diana Primm. The Board welcomed Mrs. Rainier to her first official Board meeting.

II. APPROVAL OF ARCHITECT FOR RENOVATIONS AND NEW BUILDING CONSTRUCTION

Mr. Anderson stated that the Board has previously approved for the administration to move ahead with three projects: Renovation of Hobgood (two phases), installing an elevator at Bradley, and the construction of a new school in the western part of the county. Johnson + Bailey Architects, P.C., have provided the administration with information relative to these projects as indicated in the Board's attachments. Mr. Anderson explained that hiring an architect is considered a professional service. State law does not require bidding out to acquire professional services. Once hired, the architectural firm will take care of the construction/bidding process. He explained that MCS has had a long relationship with Johnson + Bailey, they have first-hand knowledge of the system facilities from past projects, and have waived the 1.25 architectural fee multiplier normally included in renovation work and will offer a reduced fee for construction of the new school, being able to partially re-use the John Pittard Elementary School design. Mrs. Wade agreed that over the years Johnson + Bailey have provided great service to the school system.

Mr. Anderson referred to the proposed construction schedule for Hobgood's renovations, Phase I and Phase II. Mrs. Duggin asked that attention be paid to providing adequate outside lighting. Mr. Anderson explained that outside lighting projects have to be approved the by the Board of Zoning and Appeals, due to residences nearby.

Mr. Campbell moved to approve Johnson + Bailey Architects be hired for the renovations and building construction upon Council approval of funding; Mrs. Smith seconded the motion. The motion carried unanimously by acclamation.

III. DISCUSSION OF DATA MANAGEMENT SYSTEM

Dr. Gilbert explained that the system is in need of a school management system that will allow accounting, personnel, and instruction to share information. The current program requires data to be entered more than once and reports are done in excel; i.e., accounting software does not communicate with personnel. Skyward is a management system that would link these three departments together, with data being input once rather than multiple times. She and other administrators have visited or spoken with systems who use the Skyward school management system: Oak Ridge, Anderson County, Lenoir City Schools, and Lebanon Special School District. She received very favorable reviews from those who work with Skyward in those school systems.

Mr. Anderson stated that the program could be purchased from the Fund Balance/reserves. The other option would be to put a partial payment down and then fund the rest from next year's operating budget, but he did not recommend this. In response to Mr. Campbell's question, he explained that the annual licensing fee would be \$82,521; however, the system pays \$40,000 annually for the current software program and \$5,000 annually for the online application program. We pay \$18,000 annually for the STAR program, with the State typically reimbursing that amount; however, there is no guarantee of that reimbursement from year to year.

In addition to the Accounting and Human Resource departments being able to share information, Mrs. Hawkins stated that the student management part of the system would allow teachers to do electronic report cards, complete student profiles, allow parents to access their student's information through a parent portal, etc. The Skyward district program would also assure that the same grading scale is being used systemwide.

Mrs. Smith inquired about the central office and Family Resource Center not being listed in the ASP Installation. Dr. Gilbert stated that the central office is as it will be the hub,

but the FRC is not; those students' home schools would be able to keep data on those students. In response to Mr. Campbell's question, Dr. Gilbert stated that this does not mean we would lose positions/employees due to having access to so much data that could then be utilized in many ways.

Mrs. Hawkins explained that our system technology trainers would train teachers beginning with taking attendance but most training would be on the gradebook component. Mr. Ringstaff stated that the program is user friendly. Mrs. Hawkins stated that our system must export grades to the state at the end of this school year, and this may be a difficult process as the existing program is not intuitive.

Dr. Andrews moved to approve the purchase of the Skyward School Management System; Mrs. Duggin seconded the motion. The motion carried unanimously by acclamation.

IV. BOARD POLICY REVIEW

CONSENT AGENDA: Passed on First Reading

- IS 1—Professional Development and Growth (*Revised*)
- IS 2—Curriculum Development (*Revised*)
- IS 3—Basic Instructional Program (*Revised*)
- IS 4—Education of Children with Disabilities (*Revised*)
- IS 5—Instructional Resources (*Revised*)
- IS 13—A Statement of Homework Policy (*Revised*)

Mrs. Baker noted that Mr. Campbell had suggested that policies that did not have any recommendations for revisions on first reading be placed under consent agenda at the next policy meeting to allow the Board to move forward in discussions on other policies.

FOR FURTHER DISCUSSION: Passed on First Reading

- IS 10—Community Resource Persons (*Delete and Replace with School Volunteers*)
- IS 10—School Volunteers (*Replaces existing Community Resource Persons Policy*)

Mr. Ringstaff explained that the proposed new policy, IS 10—School Volunteers, was developed with City Legal through review of how other school systems address volunteers in schools. In response to Mr. Campbell's question, Dr. Gilbert stated that line 10 was deleted as it is addressed in the paragraph beginning on line 24. Mrs. Smith stated that the policy seemed very restrictive; she volunteers and works with students on papers that they scored low on. Mrs. Baker stated that sharing a student's grades with

anyone other than that student's parents is a FERPA violation, and student's grades may not be shared with anyone other than the parent without the parent's consent. In the past, parents have been denied the privilege of volunteering in a school due to the fact that they have gossiped/shared information about students.

Mr. Campbell stated that the policy is appropriate as the principal is ultimately responsible for everything that takes place in his/her school. Mr. Ringstaff distributed information that will become the administrative directive relative to IS 10. He pointed out that there are three tiers of volunteers with Tier 1 not requiring an application, Tier 2 requiring an application, and Tier 3 requiring not only the application but also a background check. He noted, however, that most volunteers likely fall in Tier 1. Mrs. Baker stated that a background check is required if a volunteer works with a child without supervision by a school employee. Dr. Andrews asked that #2 on the application be simplified so that all parents will fully understand its meaning.

Mrs. Duggin emphasized that it is imperative that all employees are aware of and have a full understanding of the system's policies and revisions as the Board approves them. The policies should be shared and discussed with new teachers. She stated that the policy is for the safety of our children and shows that we have done everything we could do to assure that safety.

IS 14—Promotion and Retention (*Revised*)

Dr. Gilbert explained that this policy follows the Tennessee State Department of Education promotion and retention guidelines. Lines 9-11 were moved to #9 on the second page with the same verbiage as the state. She noted that the Board raised a concern regarding parent input at the last meeting, but #6 clearly states that a parent will receive notification of the need to schedule a conference nine weeks before the end of school if retention is being considered. The state's requirement is six weeks and, this policy does reflect the Board's desire to have parent involvement. Mrs. Duggin stated that it is a good policy, and asked that #7 be addressed in an administrative directive as it is imperative that if a child is retained, the student receives something different in the year of his retention. Mrs. Hawkins pointed out that students receiving intervention or are below grade level, can be tracked through Aimsweb, etc., providing a system of tracking. Students are addressed every twenty days. Skyward can flag students for interventions, reports can be pulled, so results can be seen. Mr. Campbell agreed with Mrs. Duggin adding that #8 is well stated. Mrs. Hawkins pointed out that as a result of state law, the system is required to address third grade students who do not show "a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results."

For Discussion:

IS 9—Field Trips (*Revised—Complete Rewrite*)

Mrs. Baker reviewed IS 9 in its entirety emphasizing that “school trips authorized by the principal and approved by the Director of Schools or Director’s designee on the standard system school trip form shall be Murfreesboro City School Board sanctioned school trips.” She reviewed the definitions of: A Field Trip, Competitions/Performances, and An Excursion and the requirements that pertain to each. She noted the factors for school trips selections should be:

- (a) value of the activity to the particular class group or class groups;
- (b) relationship of the school trip activity to a particular aspect of classroom instruction;
- (c) suitability of the activity and distance traveled in terms of the age level,;
- (d) mode and availability of MCS Board approved transportation and
- (e) cost.

Mrs. Baker also noted that a field trip that impacts the instructional day must include all students with the school system responsible for any student(s) unable to pay as indicated in the Board Policy SS 12, Student Fees and Fines.

Mrs. Baker explained that field trips taken in Tennessee are covered by the Tennessee Governmental Tort Liability Act. This law caps the system’s liability to \$350,000, which is the maximum. Field trips taken outside of Tennessee are not covered by this law, and there is no cap on the system’s liability if sued. The school system is covered through the City’s Risk Management Self-Insurance fund for Workman’s Compensation and General Liability. She emphasized that school-sponsored trips/excursions which are over-night and/or out-of-state must have prior approval by the Director and Board. If a teacher decides to take children out of state or out of country on a field trip, without the school system’s approval, that teacher could be liable for any lawsuits resulting from the trip and would be solely responsible if sued, even if she indicates it is a school trip using the school name, etc.

Mrs. Duggin stated that some parents who chaperone a field trip, driving to the location in their personal car, ask to take the child home from the field trip instead of the child riding the bus back to school. She would like for this to be addressed, perhaps in an administrative directive, that if the child rides the bus to the field trip location, they must ride the bus back to the school for dismissal. Mr. Campbell agreed. Dr. Grizzard explained that the system, because of the liability, asks parent chaperones to travel in their own cars and siblings must travel in the car with their parent. Mrs. Baker stated that if a parent or sibling of the student rides the system’s bus, the system would be liable.

This policy is designed to simplify the procedure. Dr. Gilbert stated that she would discuss with principals the issue of students traveling back with their parent, but she feels sure they will agree that students ride the bus both to and from a field trip. In response to Mrs. Smith's question, Mrs. Baker stated that out-of-state and out-of-country field trips hold the same liability to the school system—no cap under the Governmental Tort Liability Act if sued. If the City does approve an out-of-state field trip, the school system could be liable for any damages awarded by a court, even if it is in the millions. Mrs. Baker stated that extra insurance coverage should be obtained if they approve a trip out of state.

Mrs. Wade stated that board policies are the primary responsibility of the School Board. It is their charge to develop policies that assure the safety of children, and these policies accomplish this.

IS 16—Relations with Accrediting Agencies (*Revised*)

Mrs. Hawkins noted that AdvancEd is now the accrediting institution.

IS 17—Relations with Education Research and Service Centers (*Revised*)

Mrs. Hawkins explained that #6 was deleted as it is covered in another section of the policy. She also noted that in #7 “the Institutional Review Board” has been added to assure that the research is meaningful. The policy is designed for the protection of the students.

IS 18—Student Teaching, Internships, and Practicums (*Revised*)

Mrs. Hawkins explained that professionals was substituted for “teachers” as other professional staff such as social workers could be involved. She also noted that before implementation of student teaching, internships, and practica, an Agreement of Cooperation/Understanding between MCS and the college/university must be signed by the Director of Schools and a representative of the college or university.

Mrs. Baker stated pursuant to T.C.A §49-5-403(c) that lines 30-32 would be replaced with: *A student teacher shall be accorded the same protection of the laws as a certified teacher and shall comply with all rules and regulations of the Board and observe all duties of teachers as set forth in state statute.* In addition, the following would be added to the policy: *A student teacher may be asked to terminate his or her service upon the mutual consent of the principal, the cooperating teacher and the supervising teacher at any time during the term.*

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Mrs. Wade stated that due to the time, the Board would review the draft February 28 board agenda before adjourning.

Mrs. Baker requested the Board's approval that policies on this agenda for which no revisions have been recommended be moved forward, with the Board focusing at the next policy meeting on the revised policies listed on this agenda. There were no objections from the Board.

IS 19—Changes in Instruction (*No Revisions*)
IS 20—TCAP Security (*Revised—Complete Rewrite*)

PER 5—Equal Opportunity Employment (*Revised*)
PER 6—Staff Rights and Responsibilities (*Revised*)
PER 24—Substitute Teachers (*Revised*)
PER 27—Tennessee Consolidated Retirement System (*Revised*)
PER 32—Drug-Free Workplace (*Revised*)
PER 35—Discrimination/Harassment of Employees (*Revised*)
PER 41—Non-Renewal of Non-Tenured Employees (*Revised*)

SS 9—Child Nutrition Management (*Revised*)

Delete:

IS 15—State and Federal Education Agency Relations
PER 37—Non-Renewal of Non-Licensed Employees
(became obsolete due to revisions made to PER 40—Discipline of Non-Licensed Employees)

No Recommended Revisions:

PER 1—Faculty Meetings
PER 7—Conflict of Interest
PER 8—Credit for Teaching Experience
PER 10—Payroll Deductions
PER 11—Anticipation of Advanced Degree
PER 15—Job Sharing
PER 19—Extended Leave
PER 23—Employee Names and Addresses
PER 28—Staff Complaints
PER 33—Seasonal Employees
PER 42—Nepotism

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V. DISCUSSION OF VOUCHERS AND CHARTER SCHOOLS

VI. REVIEW OF FEBRUARY 28, 2012 DRAFT AGENDA

VII. OTHER BUSINESS

Dr. Gilbert provided the Board with copies of Senate Bill 2210 noting that she believes the bill would be revised. She also stated that the State of Tennessee was granted an NCLB waiver. After reviewing the waiver, she compiled her interpretation of the waiver provided to the Board, but asked that all review the waiver.

Mrs. Wade congratulated Board Member Butch Campbell who is being inducted into the TSSAA Hall of Fame and asked that this be added as a communications item on the next board meeting agenda.

VIII. ADJOURNMENT

There being no further business, Mrs. Wade 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
FEBRUARY 2012

BF	K-6	To see how our community helps children with special needs	\$0	7	1/27/12	Special Kids
BF	1	Expose students to dramatic arts & a live production of a familiar story	\$6	140	2/15/12	Art Center of Cannon County
BR	5th&6th	To hear a professional orchestra and learn more about acoustics	\$9.00	43	2/16/12	Nashville Symphony
BR	4	Recognize the major components of the water cycle	\$0.00	50	2/23/12	Discovery Center
BW	PRE-K	To see how a post office works using numbers & letters	\$1	20	2/10/12	Post Office
BW	PRE-K	TLW shows eagerness & curiosity as a learner in community environment	\$5.00	33	2/29/12	Discovery Center
CL	6	Observe architecture & artifacts as they relate to Greek mythology	\$5.00	102	3/14/12	Parthenon
DSRR	5th&6th	To hear a professional orchestra and learn more about acoustics	\$9.00	43	2/16/12	Nashville Symphony
ES	3	Application of math standards in everyday activities	\$8	104	3/1/12	Smyrna Bowling
ES	6	Outdoor educational activities similar to LBL	\$24	40	5-15 - 5-18-12	MTSU, Cedar Barrens, Greenway
HG	3	To learn about earth & space	\$7.50	45	2/10/12	Discovery Center
HG	3rd -5th	The students are working towards a reading goal to earn a ticket to game	\$1.00	65	5/15/12	Sounds Reading Club Game
MNP	K	To experience other genres of literature	\$6.00	116	2/2/12	Art Center of Cannon County
MNP	K	To experience other genres of literature	\$6.00	116	2/8/12	Art Center of Cannon County
NF	CDC K-6	Demonstrate understanding of differences among culture & community	\$0.00	38	3/2/12	MTSU, Miller Coliseum
OC	PRE-K	Learn where different animals live, what they eat & how to care for them	\$1.25	36	3/1/12	Discovery Center
SC	4th & 5th	Students identified problems in their lives & create inventions to solve	\$		2/23/12	MTSU

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROFESSIONAL DEVELOPMENT AND GROWTH	Descriptor No: IS 1	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 The instructional staff shall participate in an organized professional growth program. Emphasis
2 and activities will be planned annually by a committee of representative teachers, principals,
3 supervisors, and/or other administrators. The **Coordinator of Curriculum Department of**
4 ~~Instruction~~ shall coordinate all planning and recommend to the Director of Schools activities to
5 take place. The Director of Schools has final responsibility for the program and makes
6 recommendations for board approval.

7
8 All inservice education programs adhere to the Tennessee State Board of Education guidelines
9 and to Tennessee Code Annotated 49-6-3004.

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Legal Reference:

T.C.A. 49-6-3004(a)(3)
T.C.A. 49-6-3004(c)(1)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CURRICULUM DEVELOPMENT	Descriptor No: IS 2	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01; 1/05	

1 The Board recognizes that in order to foster the role of education in a democratic society and to
2 ensure equal opportunity to students of different personality characteristics and viewpoints, it
3 must not permit the curriculum to remain static. The Board deems it essential that the school
4 system continually **evaluate the effectiveness** ~~develop~~ and modify its curriculum to meet the
5 changing needs and diversity of our community and to assure the full, rounded, and continuing
6 development of the individual. Curriculum shall be **implemented** ~~developed~~ under the leadership
7 of the **Coordinator of Curriculum** ~~Department of Instruction~~ within the state curriculum
8 framework in each subject area, ~~grades preK-6 and presented to the Board for adoption.~~ The
9 Board authorizes the Director of Schools to organize committees to participate in curriculum
10 improvement, to revise and update curriculum regularly. ~~and to make changes subject to~~
11 ~~approval by the Board.~~

12
13 **Tennessee Curriculum is available on the State Department website, and teachers will be**
14 **provided inservice on accessing its content.**

15
16 ~~At least one copy of the complete state curriculum framework shall be placed in each school. All~~
17 ~~teachers shall be given access to the portion which pertains to their area of instruction through~~
18 ~~the state website. New teachers will be provided inservice on accessing its content and the total~~
19 ~~curriculum.~~

20
21 ~~Experimentation is encouraged with prior approval of the principal.~~ An experimental program
22 requires the approval of the **Principal, Coordinator of Curriculum** ~~Department of Instruction~~,
23 the Director of Schools, and, in some cases, the Board.

24
25 The school principals shall be responsible for administering the instructional program and for an
26 organized plan of program improvement.

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30 Legal References:
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32 T.C.A. 49-1-302(a);(1);(2);(3);(8)
33 TRR/MS 0520-1-3-.05(2)
34 TRR/MS 0520-1-3-.05(1)(a)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: BASIC INSTRUCTIONAL PROGRAM	Descriptor No: IS 3	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 A basic instructional program provides for the intellectual growth of all pupils, pre-kindergarten
2 through sixth grade. The curriculum shall include those subjects required by Tennessee Code
3 Annotated **and The Tennessee State Board of Education** including reading, language **arts**,
4 mathematics, social studies, **science**, music, art, health and physical education.

5
6 The curriculum materials used in Murfreesboro City Schools shall reflect the cultural and racial
7 diversity present in the United States. The curriculum shall foster respect and appreciation for
8 cultural diversity and shall foster an awareness of the rights, duties and responsibilities of each
9 member of our democratic society. The Board shall not discriminate on the basis of sex, race,
10 national origin, creed, age, or marital status in its educational programs or activities.

11
12 Emphasis shall be placed on the student’s acquiring the skills, concepts, content, and attitudes
13 needed for the realization of his/her own personal goals for living in a democracy.

14
15 Students shall be provided opportunities to develop intellectual curiosity, critical thinking,
16 problem-solving abilities, and aesthetic appreciation in such a manner that these will be used
17 throughout a lifetime. A variety of methods, **research-based instructional** strategies, materials,
18 and resources shall be employed and adapted to individual uniqueness in the effort to maximize
19 learning for all students.

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30 Legal References:

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32 Public Law **ADA** 101-336; 42 U.S.C. 12101; **34CFR§106.54**
33 T.C.A. 49-6-1001 through 49-6-1205

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SPECIAL EDUCATION EDUCATION OF CHILDREN WITH DISABILITIES	Descriptor No: IS 4	Date Adopted: 4/79
Reviewed/Revision Adopted: 4/01; 1/05		

1 The Murfreesboro City Schools shall make available a free and appropriate public school
 2 education for all children with disabilities beginning at age three residing within the jurisdiction
 3 of the school system. The plan for implementation of appropriate instruction and special
 4 education services shall be in accordance with the current Rules, Regulations, and Minimum
 5 Standards of the State Board of Education and state and federal laws.

6
 7 The Board shall develop and periodically update a local plan for providing special education
 8 services for students with disabilities. Specifically, the Board assures that:

- 9
- 10 1. All children with disabilities will have available to them a free, appropriate public
 - 11 education.
 - 12
 - 13 2. The rights of children with disabilities and their parents will be protected.
 - 14

15 The plan shall **aim toward meeting the following objectives:**

- 16
- 17 1. Carry out comprehensive screening and assessment emphasizing the early identification
- 18 and evaluation of students with disabilities;
- 19
- 20 2. Ensure that placements are made which educate children with disabilities with non-
- 21 disabled **children** to the maximum extent appropriate in the schools these children would
- 22 normally attend **if not disabled and with age-appropriate peers;**
- 23
- 24 3. Provide each child with disabilities an **individualized** education program (IEP)
- 25 specifically designed to meet the child's unique needs;
- 26
- 27 4. Provide continuing evaluation of the progress of each child with disabilities, including at
- 28 least an annual review of the child's IEP and **consideration for** reevaluation at least
- 29 every three (3) years;
- 30
- 31 5. Ensure that procedural safeguards required by state and federal laws are adhered to; and
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36 6. Involve parents of children with disabilities in a meaningful dialogue with school
37 personnel beginning with initial referral and continuing throughout the student's
38 educational career.

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70 Legal References:

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72 TRR/MS 0520-1-3-.09(3)(b)
73 T.C.A. 49-10-101 et. seq
74 ~~Section 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include~~
75 ~~— individuals with contagious diseases to be handicapped.~~

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: INSTRUCTIONAL RESOURCES	Descriptor No: IS 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 The Board believes that supplies, materials, and equipment appropriate to the needs of the school
2 program must be available to each student and teacher. Available system resources shall be
3 allocated to schools on an equitable basis recognizing system policies and local school needs.

4
5 The Board further believes that:

- 6
7 1. To provide each student with learning experiences suited to the students' aptitudes,
8 interests, maturity, and competence in each subject area, instructional arrangements,
9 equipment, and accommodations based on these needs are necessary.
- 10
11 2. Personnel and resources should adhere to regulations of the Tennessee Department of
12 Education ~~and Southern Association of Colleges and Schools.~~

13
14 Therefore, the Board encourages the proper utilization of available sources—federal, state, and
15 local—in the provision of instructional supplies, materials, and equipment. It is the policy of the
16 Board to make appropriations in these areas to the extent feasible, efficient, and fiscally possible.

17
18 A list of textbooks and instructional materials used by the schools shall be revised annually by
19 the **Coordinator of Curriculum** ~~Department of Instruction~~ and a list of adopted texts shall be
20 made available to the Board and professional staff as a reference. Textbooks and/or instructional
21 materials shall be available for inspection by parents/guardians upon request.¹ The Director of
22 Schools shall develop procedures for inspection of materials and distribute these procedures to
23 each principal.

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31 **Legal References:**

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33 ¹20 USCA §1232h(a)
34 ¹TCR §49-6-7003

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: A STATEMENT OF HOMEWORK POLICY	Descriptor No: IS 13	Date Adopted: 6/89
	Reviewed/Revision Adopted: 4/01	

- 1 Homework shall be assigned to reinforce and strengthen specific areas of instruction and interest.
- 2 It must never be given for punishment. All homework shall be received by the teacher making
- 3 the assignment and **academic feedback credit** given for the student's efforts.
- 4
- 5 Homework assignments shall take into consideration individual differences of students such as
- 6 health, home conditions, and educational resources at home. Homework shall not require the use
- 7 of reference materials not readily available in most homes, ~~the school libraries and the public~~
- 8 ~~libraries.~~

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROMOTION AND RETENTION	Descriptor No: IS 14	Date Adopted: 4/79
	Reviewed/Revision Adopted: 11/98; 4/01; 9/05	

1 The guiding philosophy for determining promotion or retention will be what is in the best
2 interest of the child. Students will normally progress annually in sequential order from
3 grade to grade. The professional staff is expected to place students at the grade level best
4 suited to them academically, socially, and emotionally. Most students will require the
5 normal allotted time to progress through the school curriculum. Retention may be made
6 when, in the judgment of the school personnel, such retention is in the best interest of the
7 student.

8
9 ~~Students identified as high risk or having special needs shall be given special consideration.~~
10 ~~Retention of students with IEPs must be considered by the school administration in~~
11 ~~consultation with the 504 or IEP team.~~

12
13 The following factors shall be considered in making a decision on promotion and retention:

- 14
15 1. *Mastery of essential competencies* – Students should have mastered essential
16 skills sufficiently to ensure a likelihood of success at the next grade level.
- 17
18 2. *Conduct* – Retention shall not be used as a disciplinary measure.
- 19
20 3. *Previous retention* – Except under unusual circumstances, students may ~~shall~~
21 not be retained more than once.
- 22
23 4. *Teacher input* – Teacher input should include the student’s progress from daily
24 work, intervention and progress monitoring documents, and tests. Teachers
25 should provide information on developmental level, attendance and academic
26 achievement commensurate with student ability.
- 27
28 5. *Documentation* of supplemental interventions and student progress within those
29 interventions.
- 30
31 6. *Grade level Guidelines* – In arriving at a decision for either the promotion or
32 retention of a pupil, the combined views of the teachers, principal and Director
33 of Schools or Designee are taken into consideration along with those of the
34 parents. The results obtained from standardized achievement tests and class
35 work assignments will be important factors. The final decision rests with the

36 school personnel.

37
38 As soon as a major problem has been identified which could result in retention,
39 the parents will be notified in writing by the teacher of the need to schedule a
40 conference to discuss such student's need for improvement. At least nine weeks
41 before the end of the school year, the parents will be notified by the teacher in
42 writing of the need to schedule a conference to discuss a possible retention.

- 43
44 7. *Retention Reporting/Appeal* – Before the decision to retain is finalized, the
45 principal shall make a report of each student being considered to the Director of
46 Schools or Designee. The report shall include explicit documentation of student
47 deficiencies and documentation of the differentiated instruction implemented by
48 the teacher/school to support the student being successful. This evidence shall be
49 placed in the student's cumulative record.
- 50
51 8. *Retention Follow-up* – Education experiences for the repeated year should be
52 varied in order to provide an appropriate instructional program. For the
53 purpose of determining the effectiveness of retention toward improving student
54 achievement, the progress of retained students should be monitored for at least
55 three (3) years.
- 56
57 9. *Special procedures of special students*: Students who have been identified
58 as having special problems, including high risk students, students with
59 IEP's, and other students with special needs, should be given special
60 consideration. Retention should not be a substitute for special education,
61 counseling intervention, or social services.

62
63 Pursuant to Tenn. Code Ann. § 49-6-3115, a student in the third grade shall not be
64 promoted to the next grade level unless the student has shown a basic understanding of
65 curriculum and ability to perform the skills required in the subject of reading as
66 demonstrated by the student's grades or standardized test results. However, such student
67 may be promoted if the student participates in an LEA approved research-based
68 intervention prior to the beginning of the next school year. This section shall not apply to
69 students who have IEPs pursuant to 20 U.S.C. § 1400 et seq.

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72 ~~Every effort is made to place the pupil where the pupil is afforded the best opportunity to make~~
73 ~~continuous progress in the instructional structure of the school. In some cases, this results in a~~
74 ~~pupil's being reassigned at the same grade level for a second year. The attempt is then made to~~
75 ~~provide instruction at the pupil's instructional level rather than merely to have him/her repeat a~~
76 ~~given "package" of instruction.~~

77
78 ~~The teacher is responsible for informing parents and the principal early when there is indication~~
79 ~~that the child's achievement will not enable the pupil to progress successfully at the next grade~~
80 ~~level in the following year. The parents are to be involved in such decisions regarding~~
81 ~~placement; however, the final decision rests with the teacher and in controversial cases the~~
82 ~~principal's approval is necessary.~~

83
84 **Legal Reference:**

85
86 **T.C.A. §49-6-3115**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CHANGES IN INSTRUCTION	Descriptor No: IS 19	Date Adopted: 4/79
	<i>Reviewed/Revision Adopted:</i> 4/01	

- 1 Any desired organizational change of any instructional program shall be discussed with the
2 Director of Schools prior to such change. The Director of Schools shall secure Board approval if
3 changes are significant or affect school system finances. Minor changes will be approved by the
4 Director of Schools and reported to the Board as matters of information. Changes shall include
5 but not be limited to the implementation of a new program, method, procedure, organization,
6 publisher's material, or schedule.
7
- 8 Prior to the implementation of any program change, unless an emergency situation exists, it is
9 recommended that thorough planning and study take place and that the involvement of parents,
10 teachers, supervisors, and administrators be solicited.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: FACULTY MEETINGS	Descriptor No: PER 1	Date Adopted: 4/79
	Reviewed/Revision Adopted: 10/10	

- 1 Principals may call faculty meetings in the schools in accordance with Article 23 of the MEA
2 contract. Article 23 of the MEA Contract states the following:
3
4 • By the end of the first twenty (20) days of school, the principal shall notify the teachers
5 of the regular schedule for faculty meetings for the first semester.
6
7 • By the end of the first semester the principal shall notify the teachers of the regular
8 schedule for faculty meetings for the second semester.
9
10 • With the exception of the first and last month of school, faculty meetings shall be limited
11 to two per month, except in the event of an emergency.
12
13 • Faculty meetings shall not be scheduled on Fridays or any day preceding a holiday.
14
15 • No regularly scheduled faculty meeting shall exceed one and one-half hours (1 ½) in
16 length.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CONFLICT OF INTEREST	Descriptor No: PER 7	Date Adopted: 4/79
	Reviewed/Revision Adopted: 8/01	

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

7
8 It is a misdemeanor for the Director of Schools to take any other contract under the Board, to
9 perform any other service for additional compensation, to act as principal or teacher in any
10 school, or to receive additional compensation from the Board other than that allowed for their
11 service as Director of Schools or as secretary to the Board.

12
13
14 **PROFESSIONAL AND SUPPORT PERSONNEL**

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

- 19
20 1. School employees may not purchase for sale to students any goods or equipment
21 or render any service to the school system on a commission basis;
- 22
23 2. Employees who have patented or copyrighted any device, publication, or other
24 item will not receive royalties for use of such item in the school system;
- 25
26 3. Employees will not engage in any type of work where the source of information
27 concerning a customer, client, or employer originates from information obtained
28 through the school system;
- 29
30 4. The Board shall make no purchase of supplies, materials, or equipment from a
31 school system employee; and

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5. Employees shall not solicit for the purpose of selling instructional supplies, equipment or reference books within the City of Murfreesboro. This includes the parents of the children of the school in which the employee is assigned. If there is a question, the employee should ask.

Legal References:

- T.C.A. 49-6-2003
T.C.A. 49-2-301

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CREDIT FOR TEACHING EXPERIENCE OUTSIDE OF CITY	Descriptor No: PER 8	Date Adopted: 5/79
	<i>Reviewed/Revision Adopted:</i> 4/92; 8/01	

- 1 Not more than ten years' teaching experience gained in systems other than Murfreesboro City
- 2 Schools will be allowed when determining salaries for teachers beginning service in
- 3 Murfreesboro City Schools.
- 4
- 5 This policy allows applicants with several years of experience and outstanding credentials to be
- 6 more competitive with younger applicants for positions in the Murfreesboro City System.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PAYROLL DEDUCTIONS	Descriptor No: PER 10	Date Adopted: 4/79
	Reviewed/Revision Adopted: 8/01; 2/10	

1 Deductions made from an employee’s paycheck not mandated by general law are made only
2 upon proper written authorization of the employee or court order.

3

4 Deductions Required by the Federal Government

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- 6 A. Income tax withholding
- 7 B. Social Security
- 8 C. Medicare

9

10 Deductions Required by the State

11

- 12 A. Tennessee Consolidated Retirement (each payday)

13

14 Garnishments, Wage Attachments, Wage Assignments and Other Court Ordered Payments

15

16 Upon notification from Court, an amount specified by the Court will be deducted from an
17 employee’s check. This amount will be deducted each pay period and sent as directed by the
18 Court until each debt is paid in full by the employee.

19

20 Deductions Which May Be Authorized by the Employee

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- 22 A. Medical Insurance
- 23 B. Dental Insurance
- 24 C. Annuities for approved insurance companies
- 25 D. U. S. Savings Bonds
- 26 E. Association Dues
- 27 F. Dependent Care (Section 125)
- 28 G. Medical Care Savings (Section 125)
- 29 H. Out of City/County Student Tuition
- 30 I. Middle Tennessee Medical Center PACE
- 31 J. United Way
- 32 K. Credit unions
- 33 L. Life insurance for approved insurance companies
- 34 M. Disability insurance for approved insurance companies
- 35 N. Unreimbursed medical expenses (Section 125)

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Criteria for Payroll Deductions

The primary purpose for payroll deductions is to provide a service to employees. Payroll deductions may be approved by the Director of Schools, subject to approval by the Board, provided the following conditions are met:

Tax Sheltered Investment programs:

Tax sheltered investment contributions will follow the compliance guidelines set forth in the MCS 403(b) Plan Document as required by the Internal Revenue Service to maintain tax-deferred status for all accounts.

Insurance Programs:

Fifteen (15) participants to begin this program
Ten (10) participants to maintain this program

Other Programs:

Fifteen percent (15%) of eligible employees to begin this program
Ten percent (10%) of eligible employees to maintain this program

Beginning date for payroll deductions shall be with the September payroll.

Compliance with maintenance standards will be reviewed annually in July by the payroll department, and failure to meet the standard will be reported, and the company or agency will have one year to meet the minimum requirement or make other arrangements with the participants for payment.

These policies may be reviewed and amended by the Board at any time, and changes in requirements should allow for sufficient time for participants and the company or agency to attempt to work out alternative solutions for payment.

All employees will be informed annually of the companies and agencies for which deductions are currently being made.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ANTICIPATION OF ADVANCED DEGREE OR ACADEMIC CREDENTIALS	Descriptor No: PER 11	Date Adopted: 4/82
	<i>Reviewed/Revision Adopted:</i> 7/88; 8/01; 11/10	

1 The teacher shall be responsible for securing a license, or certificate, verifying its accuracy,
2 and is responsible for maintaining its validity and registering it with the Murfreesboro City
3 Schools Human Resources Department and meeting the requirements of T.C.A. 49-5-101.
4 Initial salary shall reflect the established degree shown on the Tennessee Department of
5 Education certificate presented at the time of employment.

6
7 For budgetary purposes, all licensed employees who anticipate receiving an advanced degree
8 or additional graduate hours to meet the MA+30 requirement shall report this to the Director
9 of Schools no later than March 1.

10
11 The licensed employee shall be responsible for filing the necessary application papers and the
12 supporting college transcripts with the state certification office once the required course work
13 has been completed or degrees have been awarded. The licensed employee shall be
14 responsible for submitting an official transcript to the Murfreesboro City Schools Human
15 Resource Department showing credits earned for the new degree and/or hours beyond the
16 degree with an accredited university/college by December 1st in order to have retroactive pay
17 to the first of the school year. If the official transcripts are submitted after December 1st, the
18 new pay rate will be effective at the time the official transcripts are submitted.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: JOB SHARING IN PROFESSIONAL STAFF POSITIONS	Descriptor No: PER 15	Date Adopted: 6/00
	<i>Reviewed/Revision Adopted:</i>	

1 The Board of Education believes that job sharing can provide flexibility to professional
2 employees in achieving personal and professional goals. The Board further believes that, in
3 some situations, the school system can accommodate job sharing, but that decisions regarding
4 job sharing must take into consideration the effectiveness of the organization as well as the
5 office/classroom. Therefore, the Board delegates to the Director of Schools the responsibility of
6 developing directives and procedures on the sharing of professional staff positions that will
7 ensure benefits to children and professional employees. Job sharing in professional staff
8 positions shall be limited to special areas only.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: <p style="text-align: center;">EXTENDED PERSONAL LEAVE WITHOUT PAY FOR LICENSED PERSONNEL</p>	Descriptor No: <p style="text-align: center;">PER 19</p>	Date Adopted: <p style="text-align: center;">4/79</p>
Reviewed/Revision Adopted: <p style="text-align: center;">8/01; 12/03 (Effec. 7-1-04); 6/06</p>		

1 Any licensed, tenured person holding a position requiring a license to teach shall be granted
2 leave for military, legislative service, educational improvements, or other sufficient reason
3 without loss of accumulated leave credits, tenure status, or other fringe benefits.
4

5 Any leave requested for reasons which qualify under the FMLA or the Tennessee Maternity Law
6 shall first be granted and taken in accordance with those laws and Board Policy PER 38 and not
7 this policy. A teacher may not take consecutive leaves for the same reason under PER 38 and
8 this policy which would exceed one school year. Military leaves are given at any time and for
9 any length as required by law. All leaves shall be requested in writing at least thirty (30) days in
10 advance on forms provided by the Director of Schools. The 30-day notice may be waived or
11 reduced at the discretion of the Director of Schools based on extenuating circumstances. The
12 application for leave forms shall require:
13

- 14 1. A description of the type of leave requested;
- 15 2. The requested dates for beginning and ending the leave; and
- 16 3. A statement of intent to return to the position from which leave is granted.

17
18 All leaves, except military leave, shall be from a specific date to a specific date. However, any
19 leave may be extended by the Director of Schools upon written request from the teacher. Military
20 leave shall be granted for whatever period may be required. The procedure and condition for
21 extending a leave are the same as those used when originally requesting and granting the leave.
22

23 A maximum of two non-consecutive years of extended personal leave without pay may be taken
24 in a career with Murfreesboro City Schools. In no case may the personal leave include parts of
25 two consecutive school years.
26

27 Positions vacated for less than a school year by teachers on leave shall be filled with an interim
28 teacher. Upon return of the teacher within the twelve (12) months, the interim teacher shall
29 relinquish the position, and the teacher shall return to the position.
30

31 Any teacher on leave shall notify the Director of Schools at least thirty (30) days prior to the date
32 of return if the teacher does not intend to return to the position from which he/she is on leave.
33 Failure to give such notice shall be considered breach of contract.
34

35 The Director of Schools may delay a return from leave when such return is not appropriate
36 timing for the instructional program. Return from leave will be honored at the appropriate
37 intervals in the school year.

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39 All leave granted in conformance with this policy shall be without pay.

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Legal Reference:

T.C.A. 49-5-702 through T.C.A. 49-5-709

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STAFF COMPLAINTS	Descriptor No: PER 28	Date Adopted: 9/80
	Reviewed/Revision Adopted: 9/01	

1 The Board subscribes to an orderly, well-defined grievance procedure for the resolution of
2 problems derived from applications of Board policies and system regulations. The machinery set
3 up for the resolution of "grievances in agreements between the Board and recognized employee
4 organizations" will apply only to grievances as defined in the particular agreement. Grievances
5 will be handled expeditiously in accordance with the following procedure as approved by the
6 Board.

7

8 **GRIEVANCE PROCEDURE**

9

10 A complaint is an assertion by an employee that there has been a violation, misinterpretation, or
11 inequitable application of system policies, regulation and procedures, existing laws, or other
12 actions that adversely and directly affect the employee personally and/or his/her work.

13

14 It is the intent of this procedure that employee complaints will be identified and corrected at the
15 earliest possible time, and at the level where the alleged incident occurred or the alleged
16 condition exists.

17

18 Complaint processing should be viewed as a positive and constructive effort which seeks to
19 establish the facts upon which the complaint is based so that a fair conclusion can be reached.
20 Employees will not be discriminated against nor will reprisal be attempted against an employee
21 because he/she filed a complaint.

22

23 Work Days shall be the work days of the grievant.

24

25 ***Steps***

26

27 Complaints will be processed according to the step-by-step procedures outlined below:

28

29 ***1. Working Site Level (Step 1)***

30

- 31 a. A complaint will be presented orally and informally to the immediate supervisor
32 within ten work days after the alleged offense. If the complaint is not promptly
33 resolved, it will be reduced to writing and submitted to the immediate supervisor.

34

35

36 b. Within five work days of receiving the written complaint, the immediate
37 supervisor will render a decision in writing to the complainant.

38
39 2. *Site Level (Step 2)*

- 40
41 a. Within five work days after receiving the decision of Step 1, the complainant may
42 appeal the decision in writing to the appropriate director or principal with copies
43 to be sent to all involved in the process.
44
45 b. The step 2 supervisor will within ten work days of receipt of the appeal
46 investigate and render a decision in writing to the complainant and the immediate supervisor.
47

48 3. *Director of Schools Level (Step 3)*

- 49
50 a. Within five work days after receiving the decision at Step 2, the complainant may
51 appeal the decision in writing to the Director of Schools or official designee with
52 copies to be sent to the complainant.
53
54 b. The Director of Schools or official designee will, within ten work days of receipt
55 of the appeal, investigate and render a decision in writing to the complainant, the
56 principal or immediate supervisor.
57

58 4. *School Board Level (Step 4)*

- 59
60 a. Within five work days after receiving the decision at Step 3, the complainant may
61 appeal the decision in writing to the Board with copies to be sent to all involved in
62 the process.
63
64 b. The Board Chair may grant or deny a request for appeal. If the request is granted,
65 the Board may or may not schedule a hearing. If a hearing is scheduled, it will be
66 scheduled for the nearest date possible. Any decision made by the Board will be
67 final.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SEASONAL EMPLOYEES AND TEMPORARY EMPLOYEES	Descriptor No: PER 33	Date Adopted: 9/01
<i>Reviewed/Revision Adopted:</i>		

1 An employee eligible for benefits is a person employed to work a minimum of thirty (30) hours
2 per workweek for a continuous period of six (6) months or more. A full-time employee is a
3 person employed to work a minimum of thirty (30) hours per week for a continuous period of six
4 (6) months or more who is not employed as a temporary employee for a limited term. Other
5 employees are either part-time or temporary employees and shall not be entitled to benefits.

6
7 A temporary employee is a person employed for a specific purpose(s) which is recognized to be
8 of limited duration at the time of employment. A temporary employee often is a seasonal
9 employee, but may not be. A temporary employee is not entitled to benefits.

10
11 The definition of a seasonal employee is controlled by the Fair Labor Standards Act (FLSA). A
12 seasonal employee of the Murfreesboro City School System is generally an employee in the
13 Maintenance Department, usually a member of the yard crew. A seasonal employee may be a
14 full-time employee, part-time employee, or temporary employee.

15
16 There are two considerations under FLSA in determining whether employees are engaged in
17 seasonal activity:

- 18
19 1. Whether the activity is a regular and recurring aspect of the employee's work; and
20
21 2. Whether the projected overtime hours during the period of significantly
22 increased demand are likely to result in the accumulation of more than 240 hours
23 of compensatory time hours.

24
25 No matter how the employee is classified, the employee is an employee at will.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: NEPOTISM	Descriptor No: PER 42	Date Adopted: 7/23/02
	Reviewed/Revision Adopted: 9/17/02	

1 The Director of Schools has sole authority to make hiring decisions. This policy does not alter or
2 modify that authority.

3
4 Whenever feasible, the Director shall notify the Board in writing prior to hiring a person who is a
5 family member of a Board member, the Director of Schools, a management team member, a
6 Council member, or a Council-appointed employee; i.e., the City Manager, the City Recorder,
7 City Treasurer, City Judge, and City Attorney.

8
9 Two members of the same family may be assigned to the same building in cases where one
10 relative does not directly supervise the other. In no case is it permissible for one relative to
11 directly supervise another regardless of building assignment.

12
13 No current employee shall be required to change building assignment or position assignment as a
14 result of adoption of this policy.

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32 For purposes of this policy, "family member" or "relative" shall be defined as wife or husband, parents,
33 grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law,
34 son-in-law, brother-in-law and sister-in-law.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: FIELD TRIPS	Descriptor No: IS 9	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/85; 7/99	

PURPOSE

School trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide an effective means for accomplishing general curriculum objectives of the Murfreesboro City Schools through experiential learning, school trips authorized by the principal and approved by the Director of Schools or Director's designee on the standard system school trip form shall be Murfreesboro City School Board sanctioned school trips.

DEFINITIONS

- (a) A *field trip* is defined as travel within the same day and limited to a radius of 150 miles. Same day field trips within a radius of 150 miles and out-of-state (example, Huntsville Space Center or Mammoth Cave) will require the approved Off-Campus Trip Approval Form, but will not be considered an excursion (definition "c").

Students shall not be penalized or rewarded for non-participation in field trips.¹ For field trips, it is the responsibility of the school to provide for students who qualify for financial assistance.

- (b) *Competitions/Performances* are defined as trips made on a scheduled basis and integral to the ongoing operation of an authorized program. Examples include, but are not limited to: athletic contests, music competitions and performance, quiz bowl, Science Olympiad, and math contests. Competitions/Performances which do not involve overnight stays or travel in excess of 150 miles are not considered field trips and will receive blanket approval of the Director and Board when program guidelines and schedules are approved. A competition/performance which involves an overnight stay becomes an excursion (see definition "c") and completion of the approved Off Campus Trip Approval Form must be submitted. A notarized Travel Permission and Emergency Medical Release form is required from each student who participates in the competition or performance for trips classified as excursions.

Legal Reference:

¹T.C.A. §49-2-114

36 (c) An *excursion* is defined as travel involving overnight stays and/or in excess of 150 miles.
37 Examples include, but are not limited to, Land Between the Lakes. This may include
38 competitions or performances. The Off Campus Approval Form and a notarized Travel
39 Permission and Emergency Medical Release Form is required from each student who
40 participates in the excursion. Students shall not be penalized for non-participation in an
41 optional excursion.
42

43 **FACTORS FOR SCHOOL TRIP SELECTION**

44
45 To be educationally beneficial, a school trip requires thoughtful selection, careful advance
46 preparation of the class, and opportunities for students to summarize the experience during and at
47 the conclusion of the trip. To this end, teachers and principals will be expected to consider the
48 following factors in selection of school trips:
49

- 50 (a) value of the activity to the particular class group or class groups;
- 51 (b) relationship of the school trip activity to a particular aspect of classroom instruction;
- 52 (c) suitability of the activity and distance traveled in terms of the age level;,
- 53 (d) mode and availability of MCS Board approved transportation²; and
- 54 (e) cost.
55

56 Unusual opportunities and circumstances should exist when a principal agrees to authorize more
57 than two (2) school trips per class group during a given academic school year.
58

59 In no case will a school trip interfere with the daily pupil transportation program.
60

61 All children shall be permitted to participate in a field trip regardless of handicapping conditions
62 or personal financial limitations.
63

64 **GUIDELINES FOR PLANNING & CONDUCTING FIELD TRIPS & EXCURSIONS**

- 65 (a) Any teacher desiring to take a group of students on an educational field trip must obtain
66 advance approval of the principal.
- 67 (b) The trip must have a definite purpose and reflect careful planning. Students shall be
68 prepared by general class discussion and/or research.
- 69 (c) If bus transportation is required, the principal or principal's designee shall make the
70 necessary arrangements. A fee will be charged to the school when school buses are used.
- 71 (d) Signed parental permission forms must be obtained from every student making an off-
72 campus trip beyond the immediate vicinity of the school. The principal shall ensure that
73 these forms are kept on file for the remainder of the school year. The form for parental
74 permission must include: purpose, date, time of departure and return, travel plans,
75 destination, number of chaperones, personal expense involved, rules of conduct and
76 penalties for violation, and other facts necessary for parents to be fully informed. This
77 information is to be completed by the school before the form is signed by the parent.
78
79
- 80 (e) Trips taken outside normal school hours must be approved by the Director or Director's
81 designee a minimum of twenty (20) working days prior to the trip. The Director or
82 Director's designee will issue notification of approval. All current required forms must
83 accompany the request.
84

85 Legal Reference:

86 ²T.C.A. §49-6-2109; T.C.A. §49-6-2115

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- (f) For all trips outside of normal school hours, the chaperones must be approved by the principal and the Director or the Director’s designee in advance. These groups must be accompanied by at least one regular staff member and others from the school that are appropriate for adequate supervision and shall be responsible for student conduct while away. There must be at least one female and one male chaperone if the trip is for a mixed group.
- (g) Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity.
- (h) All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the Principal and Director or Director’s designee. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.
- (i) Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this section must have prior approval of the Director or the Director’s designee.
- (j) Any school-sponsored trip/excursion which is over-night and/or out-of-state must have prior approval by the Director and Board. All trips/excursions that must be let for bid shall be submitted for approval sixty (60) days prior to the trip. All other trips/excursions that are outside of normal school hours must be approved by the Director or Director’s designee a minimum of twenty (20) working days prior to the trip. The Director or Director’s designee may make exceptions to this requirement in special circumstances, such as a tournament requiring an over-night stay. Notification of approval will be issued by the Director or Director’s designee. A notarized Travel Permission and Emergency Medical Release Form must be obtained from each student on the trip/excursion.

OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

By September 15 of each year, each school shall submit to the Director a listing of proposed overnight or out-of-state field trips (including the annual sixth grade environmental trip). Such listing shall include sufficient information to demonstrate that the trips are educationally beneficial and necessary. The Director or Director’s designee will review the proposed trips and will indicate concurrence or non-concurrence as soon as possible after receipt of the listing. Should unplanned circumstances/opportunities arise during the year for such trips, the Director shall be notified immediately so that approval can be granted before substantial planning takes place. The Director will develop appropriate reporting forms to be distributed for these purposes.

AFTER-SCHOOL HOURS TRIPS

Trips planned by parents or teachers for students during after-school hours which have not received the approval of the principal and the Director shall not be Murfreesboro City School Board approved field trips, even if information concerning the trip refers to a school by name or is made available in a school. No employee shall state or imply that a trip is an authorized field trip if it has not been approved in accordance with this policy. The Murfreesboro City School Board shall have no responsibility or liability for any trip which is not an authorized field trip.

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Legal References:

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141 T.C.A §49-6-2109, T.C.A. §49-6-2115

142 T.C.A.§49-2-114

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145

Cross Reference:

146 Board Policy SS 12—Student Fees and Fines

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MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SCHOOL VOLUNTEERS	Descriptor No: IS 10	Date Adopted:
Reviewed/Revision Adopted:		

1 The Murfreesboro City Schools System (MCS) encourages citizens to become involved in
2 furthering the educational programs in the system. MCS also encourages the utilization of
3 community resources for the enhancement of the programs.
4

5 All volunteers shall comply with any guidelines and standards set forth by the MCS Board of
6 Education, Director of Schools, and local principals/supervisors.
7

8 All volunteers must be approved by the principal/supervisor and shall serve under the immediate
9 supervision and direction of the professional personnel of the district to whom they are assigned.
10 ~~Grading papers is a teacher's responsibility.~~
11

12 Volunteers shall serve without compensation or benefits accorded to employees of the district.
13

14 In all cases, a responsible employee shall retain the final authority over students, school
15 programs, and services.
16

17 All volunteers shall be carefully briefed regarding the extent and nature of their authority and
18 responsibilities on site.
19

20 All volunteers must follow the MCS School Volunteer Approval Procedure. Depending on the
21 level of volunteerism, a volunteer application, and a criminal background and fingerprint check
22 may be required. The expense of the background check may be the volunteer's responsibility.
23

24 While serving as a volunteer, no individual shall have access to any student's confidential
25 medical or educational records, including but not limited to doctors' notes, **classroom grades**,
26 report cards, attendance sheets, discipline records, and cumulative student records.
27
28
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30

31 _____
32 **Legal References:**

33 TCA 49-6-7001, "Parent Educational Participation Act"

34 TCA 29-20-310(e)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: RELATIONS WITH ACCREDITING AGENCIES	Descriptor No: IS 16	Date Adopted: 4/79
	<i>Reviewed/Revision Adopted:</i> 4/01	

- 1 The Murfreesboro City Board of Education believes that all of its schools should meet the
- 2 criteria to be fully accredited by **AdvancED** ~~the Southern Association of Colleges and Schools~~.
- 3 This membership is maintained through cooperation with the Association's evaluation
- 4 procedures, adherence to its requirements, and responsiveness to its recommendations.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS	Descriptor No: IS 17	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 The Director of Schools is authorized to cooperate insofar as possible with colleges, universities,
 2 and other recognized research agencies in promoting potentially useful research. Before
 3 decisions are made in connection with research involving students, teachers, and other
 4 employees, the following factors should be considered:

- 5
- 6 1. The objectives of the research should be clearly stated and the design should show
 7 promise of producing valid and reliable results which will then be **provided available** to
 8 the Murfreesboro City Schools.
- 9
- 10 2. The research should be expected to contribute to the improvement of education or the
 11 general welfare of children.
- 12
- 13 3. Parents of students must give their informed consent in writing before the students may
 14 be used as subjects in the research project and before data may be obtained from student
 15 records.
- 16
- 17 4. The proposed research should be of sufficient scope and depth to justify the time and
 18 effort of the Murfreesboro City Schools' students and staff members.
- 19
- 20 5. Interruption of normal instructional activities will be kept to a minimum.
- 21
- 22 ~~6. The value of the project for individual schools.~~
- 23
- 24 7. Projects involving student researchers must have prior written approval of an advisor of
 25 the institution **and the Institutional Review Board** in which the student is enrolled.
 26 This faculty member must have direct responsibility related to the student's research.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT TEACHING, INTERNSHIPS, AND PRACTICUMS	Descriptor No: IS 18	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 The Board encourages and authorizes the Director of Schools to arrange for the supervision and
2 training of a reasonable number of student teachers, interns, and practicum students in the
3 Murfreesboro City Schools.

4
5 Student teachers **and interns and practicum students** should be placed with experienced
6 **professionals** ~~teachers~~ of demonstrated competence. **The staff member in the Murfreesboro**
7 **City Schools most qualified to provide such supervision normally would be assigned as the**
8 **on-site supervisor.**

9
10 While no staff member of the Murfreesboro City Schools will be required to supervise student
11 teachers, it is expected that teachers will volunteer to do so from time to time. Teachers new to
12 the system and those having three or less years of teaching experience normally will not be asked
13 to undertake such responsibilities. ~~Only exceptionally strong teachers should be permitted to~~
14 ~~take the responsibility of supervising two student teachers (one half semester each) in an~~
15 ~~academic year.~~

16
17 The Board authorizes the Director of Schools to honor reasonable rules, regulations, and training
18 guidelines for student teaching, internships, and practica developed by the teacher training
19 institutions.

20
21 Teacher preparation institutions will be expected to provide liaison personnel who will discuss
22 with the building principal and with the teacher to whom the student teacher is assigned the
23 broad objectives, which the institution believes should be sought for the student. Such personnel
24 will visit the classrooms to observe the student teacher at work.

25
26 **Prior to the implementation of student teaching, internships, and practica, an Agreement**
27 **of Cooperation/Understanding between MCS and the college or university must be signed**
28 **by the Director of Schools and a representative of the college or university.**

29
30 **A student teacher shall be accorded the same protection of the laws as a certified teacher**
31 **and shall comply with all rules and regulations of the Board and observe all duties of**
32 **teachers as set forth in state statute.¹**

33
34 **Legal Reference:**

35 ¹T.C.A. 49-503(a)

36 A student teacher may be asked to terminate his or her service upon the mutual consent of the
37 principal, the cooperating teacher and the supervising teacher at any time during the term.

38

39 ~~Students serving internships and practicums in services other than teaching should have on file~~
40 ~~with the Director of Schools or the Director's designated representative a letter from the~~
41 ~~supervisor of the student at the university stating that the student possesses the necessary skills to~~
42 ~~deliver the proposed services under proper supervision. The staff member in the Murfreesboro~~
43 ~~City Schools most qualified to provide such supervision normally would be designated as the on-~~
44 ~~site supervisor.~~

45

46

47

Legal References:

48

49 T.C.A. 49-5-201

50 TRR/MS 0520-2-3.11(3)

MCS Resignations, Retirements, Leave of Absence and New Hires as of 2/17/2012

Licensed Personnel Hired

Last Name	First Name	Location	Position
Rodgers	Ashlee	HG	3 rd grade
Parks	Barbara	NF	Resource teacher

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location
Carper	Jennifer	ESE

Interim Instructional Personnel

Last Name	First Name	Location
West	Kristin	ESE
O'Boyle	Ann	ESE

Resignations

Last Name	First Name	Location
Golden	Donna	HG (retired)
Sykes	Linda	CO (retired)
Martin	Ann	HG
Perry	Kishara	ESE

Classified Personnel Hired

Last Name	First Name	Location	Position
Polite	Gloria	CLA	MDA (pt)
Blum	Rachel	CO	Accts/Pay Purchasing
Runion	Elizabeth	HG	EA
Smith	Stephen	BF	EA
Helton	Steve	Shop	Maint. Tech
Springer	Mary	ESE	EA
Weatherford	Aisha	CO	HR receptionist (pt)

COMPARISON OF BUDGET TOTALS
July 1, 2011 Thru January 31, 2012

TOTAL INCOME	7/1/11 - 1/31/12	\$	28,990,193
TOTAL EXPENSES	7/1/11 - 1/31/12		<u>29,246,644</u>
NET INCOME	1/31/12	\$	<u><u>(256,451)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

DATE: JANUARY 2012

PAGE 1

BUDGET CLASS.	2010-11 BUDGET	2010-11 YTD REV.	2010-11 OVR/(UNDR) BUDGET	2010-11 %	2011-12 BUDGET	2011-12 YTD REV.	2011-12 OVR/(UNDR) BUDGET	2011-12 %
40110-Current Prop. Tax	\$10,230,300.00	\$5,308,057	(4,922,243)	51.9%	\$10,240,500.00	\$5,147,176.04	\$ (5,093,324)	50.3%
40210-Local Option Sales Tax	6,307,000	2,746,385	(3,560,615)	43.5%	6,654,800	2,765,888	(3,888,912)	41.6%
40000-41110-Other County Rev	1,341,100	774,233	(566,867)	57.7%	1,517,700	713,043	(804,657)	47.0%
44000-Other Local Revenue	257,070	189,835	(67,235)	73.8%	307,600	192,327	(115,273)	62.5%
46511-Basic Educ. Program	27,575,000	16,797,200	(10,777,800)	60.9%	28,075,000	16,869,000	(11,206,000)	60.1%
46530-Energy Efficient Schools	-	-	-	N/A	-	151,251	151,251	N/A
46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
46615-Ext. Contract - ARRA	-	72,515	72,515	N/A	-	72,829	72,829	N/A
46990-Other State Funds	669,201	203,037	(466,164)	30.3%	455,450	211,465	(243,985)	46.4%
46592-CONNECT TEN ARRA	-	19,700	19,700	N/A	-	-	-	N/A
46595-Family Resource ARRA	-	16,700	16,700	N/A	25,000	7,403	(17,597)	29.6%
46595-SSMS ARRA	-	18,052	18,052	N/A	-	18,372	18,372	N/A
47000- Federal Funds	7,000	88,567	81,567	1265.2%	31,403	35,545	4,142	113.2%
49810-Approp./City Gen. Fund	4,810,103	2,805,893	(2,004,210)	58.3%	4,810,103	2,805,893	(2,004,210)	58.3%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
TOTALS	\$ 51,196,774	\$ 29,040,174	\$ (22,156,600)	56.7%	\$ 52,117,556	\$ 28,990,193	\$ (23,127,363)	55.6%

YEAR-TO-DATE EXPENDITURE COMPARISON

DATE: JANUARY 2012

PAGE 1

BUDGET CLASS.	2010-11 BUDGET	2010-11 YTD EXP.	2010-11 OVR/(UNDR) BUDGET	2010-11 %	2011-12 BUDGET	2011-12 YTD EXP.	2011-12 OVR/(UNDR) BUDGET	2011-12 %
71100-Reg. Instruction	\$30,413,933.00	\$16,804,851.31	\$ (13,609,082)	55.3%	\$31,132,877.00	\$17,158,244.08	\$ (13,974,633)	55.1%
71200-Sp. Ed. Instr.	3,114,368	1,717,243	(1,397,125)	55.1%	3,359,032	1,824,866	(1,534,166)	54.3%
72110-Attendance	78,711	51,699	(27,012)	65.7%	82,517	53,596	(28,922)	65.0%
72120-Health Services	392,625	253,797	(138,828)	64.6%	417,785	224,385	(193,400)	53.7%
72130-Guidance	950,134	504,084	(446,050)	53.1%	1,111,999	547,928	(564,071)	49.3%
72210-Reg. Instr. Spprt.	1,453,556	737,807	(715,749)	50.8%	1,342,616	700,279	(642,337)	52.2%
72220-Sp. Ed. Support	641,222	375,591	(265,631)	58.6%	756,621	270,848	(485,773)	35.8%
72310-Bd. Of Educ.	1,068,760	266,161	(802,599)	24.9%	1,059,460	835,200	(224,260)	78.8%
72320-Office of Supt.	312,163	165,682	(146,481)	53.1%	291,185	169,930	(121,255)	58.4%
72410-Office of Prin.	2,425,283	1,383,668	(1,041,615)	57.1%	2,552,738	1,521,418	(1,031,320)	59.6%
72510-Fiscal Services	509,042	276,184	(232,858)	54.3%	510,649	265,342	(245,307)	52.0%
72520-Personnel Services	251,734	204,286	(47,448)	81.2%	291,833	134,160	(157,673)	46.0%
72610-Oper. Of Plant	4,724,602	2,298,135	(2,426,467)	48.6%	4,659,099	2,301,929	(2,357,170)	49.4%
72620-Maint. Of Plant	1,273,339	712,862	(560,477)	56.0%	1,313,993	720,774	(593,219)	54.9%
72710-Pupil Transp.	1,534,636	810,741	(723,895)	52.8%	1,573,325	741,144	(832,181)	47.1%
72810-Other Support	719,895	813,464	93,569	113.0%	622,671	634,096	11,425	101.8%
73300-Community Servic	261,315	213,083	(48,232)	81.5%	274,032	174,306	(99,726)	63.6%
73400-Early Childhood Educ	543,647	310,596	(233,051)	NA	676,364	252,736	(423,628)	37.4%
76100-Reg. Cap. Outlay	500,000	271,884	(228,116)	54.4%	500,000	715,465	215,465	143.1%
TOTALS	\$ 51,168,965	\$ 28,171,819	\$ (22,997,146)	55.1%	\$ 52,528,796	\$ 29,246,644	\$ (23,282,152)	55.7%

MURFREESBORO CITY SCHOOLS
MEMBERSHIP WITH PTR AND ATTENDANCE REPORT

Month 5, December 8 thru January 23, 2012

K-3rd

STATE STANDARD: 20 AVG. (25 MAX.)

SCHOOL	KINDERGRTN.			1ST GRADE			2ND GRADE			3RD GRADE			PUP. #	TEA. #	PTR	MEMBERSHIP (includes Special Ed)			
	K	#	P/T	1	#	P/T	2	#	P/T	3	#	P/T				Current Month	Previous Month		
Discovery	60	3	20.00	80	4	20.00	59	3	19.67	77	4	19.25	276	14	19.71	7006	7039		
Black Fox	131	6	21.83	138	7	19.71	105	5	21.00	115	6	19.17	489	24	20.38	SPECIAL EDUCATION			
Bradley	46	3	15.33	43	3	14.33	52	3	17.33	55	3	18.33	196	12	16.33	# Students # Teachers Ratio			
CLA	170	9	18.89	139	7	19.86	128	7	18.29	139	7	19.86	576	30	19.20	E. Siegel	35	5	7
E. Siegel	112	6	18.67	104	6	17.33	117	6	19.50	104	6	17.33	437	24	18.21	MNE	4	1	4
Hobgood	79	4	19.75	80	4	20.00	67	4	16.75	45	2	22.50	271	14	19.36	Northfield	39	4	9.75
MNE										93	5	18.60	93	5	18.60	Scales	20	3	6.667
MNP	113	6	18.83	95	5	19.00	94	6	15.67				302	17	17.76	Off Site	3		
NE	90	5	18.00	94	5	18.80	94	5	18.80	98	6	16.33	376	21	17.90	BELLWOOD PRE-K			
J. Pittard	170	9	18.89	147	8	18.38	159	8	19.88	132	7	18.86	608	32	19.00	# Students # Teachers Ratio			
Scales	151	8	18.88	155	8	19.38	139	7	19.86	164	8	20.50	609	31	19.65	Regular	396	19	20.84
TOTALS	1122	59	19.02	1075	57	18.86	1014	54	18.78	1022	54	18.93	4233	224	18.90	SpEd	64	7	9.143

4th-6th

STATE STANDARD: 25 AVG. (30 MAX.)

SCHOOL	4TH GRADE			5TH GRADE			6TH GRADE			PUP. #	TEA. #	PTR	REG CLASS PUPIL	REG CLASS TEACH	TOTAL SCHOOL P/T RATIO	TOTAL LICENS. PERSON.	TOTAL SCHOOL RATIO
	4	#	P/T	5	#	P/T	6	#	P/T								
Discovery	60	3	20.00	66	3	22.00	23	1	23.00	149	7	21.29	425	21	20.24	30	14.17
Black Fox	109	5	21.80	113	5	22.60	95	4	23.75	317	14	22.64	806	38	21.21	54.5	14.79
Bradley	50	3	16.67	56	3	18.67	47	3	15.67	153	9	17.00	349	21	16.62	32.8	10.64
CLA	126	7	18.00	131	6	21.83	99	5	19.80	356	18	19.78	932	48	19.42	65.5	14.23
E. Siegel	127	6	21.17	124	6	20.67	39	2	19.50	290	14	20.71	727	38	19.13	60.5	12.02
Hobgood	57	3	19.00	57	3	19.00	37	2	18.50	151	8	18.88	422	22	19.18	37.3	11.31
MNE	82	4	20.50	89	5	17.80	37	2	18.50	208	11	18.91	301	16	18.81	28.83	10.44
MNP													302	17	17.76	28.33	10.66
NE	103	5	20.60	99	5	19.80	63	3	21.00	265	13	20.38	641	34	18.85	54.33	11.80
J. Pittard	148	7	21.14	128	6	21.33	92	4	23.00	368	17	21.65	976	49	19.92	67.33	14.50
Scales	146	7	20.86	158	7	22.57	111	5	22.20	415	19	21.84	1024	50	20.48	71	14.42
TOTALS	1008	50	20.16	1021	49	20.84	643	31	20.74	2672	130	20.55	6905	354	19.51	530.42	13.02

ATTENDANCE INFORMATION

Current Month	95.70%
Previous Month	96.30%
Previous Yr Same Month	95.80%

Total System Licensed Personnel

(includes Spec Ed and Central Office)	556.42
Total School System Pupil/Licens. Personnel Ratio	12.59