

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION

March 27, 2012

6:30 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- School Board Retreat--May 5, 2012, 8 a.m.-3 p.m., Central Administration Building
- Congratulations to Chair Mary Wade who was recently recognized by the First African-Americans in the History of Murfreesboro (F.A.I.T.H.) as the first African-American female to be elected to the MCS Board.
- Thanks to the Mobile Health Unit for their partnership in helping MCS meet the needs of the whole child.
- Congratulations to the 2012 Murfreesboro City School Art Winners. (See listing)
- Congratulations to Discovery School fifth-grade student Evan Smart who won first place in the Colonel Hardy Murfree Chapter of the DAR American History Essay Contest. His essay titled "James Forten and I" will now be entered in the district level competition.
- Northfield Elementary School is proud to announce that Cynthia Yue, a sixth grader in Mrs. Sharon Arnette's class, won the state award for a DAR sponsored poster contest. The theme of the contest was Andrew Jackson and Tennessee Volunteers in the War of 1812. Cynthia will be recognized at the state DAR luncheon on March 31, 2012.
- Mr. Lyles would like to thank the following organizations for their contributions to the Backpack Program: First Baptist Church-Main St.; New Vision Baptist Church; First United Methodist Church; Bethel United Methodist Church.
- Thanks to the MTSU Human Science Department for their \$660 donation to the FRC sponsored by the MTSU Chapter of Fighting World Hunger led by Jennifer Austin, a senior majoring in Child Development Studies.

IV. CONSENT ITEMS (Tab 1)

- A. Minutes of the February 28, 2012 Board Meeting and March 13, 2012 Special Called Board Meeting—Policy Work Session
- B. Recommendation of Music Textbook Adoption Committee--To continue with the current adoption of the Macmillan McGraw-Hill Spotlight on Music Series.

C. Approval of School Fees

D. Approval of Board Policies (*Second Reading*)

IS 10—School Volunteers (*Replaces existing Community Resource Persons Policy*)

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*)

V. ACTION ITEMS

A. Approval of Extended School Program Rate Increase (Tab 2)

B. Approval of Board Policies (*First Reading*) (Tab 3)

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

SS 9—Child Nutrition Management (*Revised*)

IS 20—TCAP Security (*Revised—Complete Rewrite*)

PER 5—Equal Opportunity Employment (*Revised*)

PER 6—Staff Rights and Responsibilities (*Revised*)

PER 8—Credit for Teaching Experience

PER 23—Employee Names and Addresses (*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*)

IS 15—State and Federal Education Agency Relations (*To Delete*)

PER 37—Non-Renewal of Non-Licensed Employees (became obsolete due to revisions made to PER 40—Discipline of Non-Licensed Employees) (*To Delete*)

IS 10—Community Resource Persons (*To Delete—Replaced by School Volunteers*)

VI. REPORTS/INFORMATION

A. Personnel Update (Tab 4)

1. Resignations
2. Classified Personnel Hired

B. Monthly Revenue and Expenditure Report (Tab 5)

C. Attendance Report (Tab 6)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

2012 Murfreesboro City Schools

Student Art Competition Winners

Kindergarten

1st Neveah Keith - Bradley
2nd Kole Winkler - Black Fox
3rd David Membrend - Hobgood

First Grade

1st Mina Kang - Erma Siegel
2nd Treyton Bratton - MNP
3rd Kylie London - Discovery

Second Grade

1st Heather Woodward - MNP
2nd Olivia Rapier - Scales
3rd Nevaeh McKinney - Northfield

Third Grade

1st Sabrina Nanthavong - Black Fox
2nd Jonathon Khambounheung - Black Fox
3rd Abigail Laird - Northfield

Fourth Grade

1st Dawson Myers - John Pittard
2nd Akili Robertson - Hobgood
3rd Destiny McCullough - Black Fox

Fifth Grade

1st Skyland Vanek - Scales
2nd Jordan Claybrooks - John Pittard
3rd Kendall Doliveira - Erma Siegel

Sixth Grade

1st Carolina Herrera - Erma Siegel
2nd Ariayl Vonphakdy - Black Fox
3rd Takiya Johnson - Hobgood

Best of Show **Sebastian Saenz – 6th Grade – Black Fox**
Best Teacher **Kim Garrett - Black Fox**
Best School **Black Fox**



MINUTES

MURFREESBORO CITY BOARD OF EDUCATION

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

ORDER OF BUSINESS

ATTENDANCE

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

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

Others: Staff Attorney Kelley Baker, MEA President Natalie Hopkins, *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 approximately 6:30 p.m. followed by a moment of silence.

II. APPROVAL OF AGENDA

On motion by Nancy Phillips and second by Nancy Duggin, the agenda was approved as presented by acclamation.

III. COMMUNICATIONS

- Dr. Gilbert shared that MCS's TVAAS composite scores for content areas (overall literacy, numeracy, and those combined) for the past three years, teachers have scored solid fives, with the scores actually doubling or tripling in some areas. MCS has outstanding teachers, and she is proud to present the following outstanding teachers. Mrs. Trail explained that building level teachers of the year are selected by their peers. School Level Teachers of the Year (Program sponsored by the Council of Chief State Officers) were recognized (as listed on the attached sheet). Dr. Gilbert congratulated the system level Teachers of the Year, Mrs. Sherri Arnette, Level K-4, and Mrs. Stacy Burt, Level 5-6, who will now compete on the regional level. An awards reception will be held on March 6 at the Oaklands Mansion from 4:30-6:00 p.m.
- Mrs. Lisa Trail provided the Board with an update on the very successful Excellence in Education Celebration, thanking Board member Collier Smith who is a trustee of the Foundation and other trustees for their work on the

Celebration and support of the school system. The Foundation has provided approximately \$300,000 to MCS since its inception. The Foundation supports math and science (STEM) projects and also provides parity funds to assist schools that are not able to raise as much with their fundraising projects as other schools. Scales Elementary, the featured school, worked very hard and did a wonderful job. Dr. Gilbert thanked Honoree John Hood and Emcee Andy Womack for their willingness to take part in the 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.
- Thanks to the Charity Circle for their \$1,000 donation to the City Schools Foundation which will be used to support the Franklin Heights Learning and Family Resource Center.
- Rachel Kirk, an MTSU librarian, received an \$800 Public Service Grant to set up a small library system at the Franklin Heights Learning and Resource Center, through which students will be able to access books online through an information licensing service.
- 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)

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

- Minutes of the regularly scheduled board meeting of January 24, 2012, and the February 14, 2012 Special Called Board Meeting—Policy Work Session.
- Funding from United Way for the Family Resource Center Tutoring Program (\$10,000)
- School Fees
- 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 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*)

Mrs. Baker stated that field trips have been defined in the three categories: Field Trip—taken within the same day and limited to a radius of 150 miles requiring an approved Off-Campus Trip approval form; Competitions/Performances—trips taken on a scheduled basis and integral to the ongoing operation of an authorized program, would receive blanket approval if within a 150-mile radius and do not involve an overnight stay; and, Excursions—trips that involve overnight stays and/or are in excess of 150 miles, and requires the Off-Campus Approval Form and a notarized Travel Permission Form and Emergency Medical Release Form. Mrs. Baker recommended that the title to the policy be changed to “School Trips.”

Mrs. Baker reviewed each section of the policy including factors for field trip selection, guidelines for planning and conducting field trips and excursions, overnight or out-of-state field trips, and after-school-hours trips pointing out what is required for various trips. She emphasized that trips must have the approval of the Director or Director’s designee to be Board approved trips. By September 15, each school shall submit to the Director a listing of proposed overnight or out-of-state trips. Mrs. Baker emphasized that trips planned by parents or teachers during after-school hours which have not been approved by the principal and the Director shall not be MCS Board approved field trips, even if the information concerning the trip refers to the school by name or is made available in a school.

Mrs. Phillips asked about the two-trip limit. Dr. Gilbert pointed out that lines 56-57 indicated that additional trips can be authorized by the principal if it is determined they

support the curriculum; i.e., partnerships with MTSU, etc. Principals have approved additional trips and recognize the value of local trips to organizations with which we have partnerships. Mrs. Phillips asked that the administration assure that parents are not arbitrarily denied the privilege of chaperoning on their child's field trip. Mrs. Smith stated that she is also concerned with stating that there is a two-trip limit, and would not wish for local trips such as MTSU to count as one of the two trips. Dr. Gilbert stated that the policy does indicate that principals can approve additional trips but will revisit this with principals in terms of the number of trips authorized, how local trips are counted, etc. Dr. Andrews stated that the trips are an expense to parents and there is much required to be accomplished in the academic day, so this has been the reasoning behind the two-trip limit, which also assures consistency across the system. Mrs. Rainier asked that in lines 72-73, "in the vicinity" be clarified so that teachers are aware of the requirements for those trips and that permission forms should still be required for those trips.

Mrs. Baker pointed out that as indicated in Board Policy SS 10, Student Fees and Fines, all students must be permitted to participate in field trips taken during the academic day regardless of their ability to pay. Mr. Anderson explained that schools are not charged for gas but are charged for the driver. The recently passed state law requires that the Board approve fees charged for field trips. If a student cannot pay for the trip, the schools are responsible. Individual schools handle this differently with some obtaining funds from organizations such as PTOs, or fundraising for sixth-grade environmental trips, etc. Mrs. Smith added that the Foundation provides parity funds to schools whose fundraisers do not provide as much additional funding as other schools, and has also provided funding for sixth-grade trips. Mrs. Baker stated that the two-trip limit has been in the policy since 1999. Mrs. Duggin stated that when she taught, the two-trip limit was not a problem as additional field trips had been approved. MCS owns the buses so the use of buses has to be considered as well as the cost of gas. Dr. Andrews pointed out that chaperones on these trips would need to follow the volunteer policy so this policy should be referenced. The Foundation helps in two ways: donations for a particular field trip from generous donors and through the parity money. Principals have the responsibility for the use of this money. Mrs. Phillips stated that the two-trip limit does provide a guideline, with flexibility to approve additional trips. Mrs. Rainier suggested that lines 56-67 could be revised to read: *Circumstances may exist when a principal agrees to authorize more than two (2) school trips per class group during a given academic school year.* The policy will be brought back to the Board's policy review meeting with the recommended revisions.

On motion by Mrs. Duggin and second by Mrs. Phillips, the policy was approved on first reading by acclamation.

IS 10—School Volunteers (*Replaces existing Community Resource Persons*)

Mr. Ringstaff explained that the purpose of this policy is to ensure the safety of our students. He provided the proposed administrative directive, School Volunteer Approval Procedure, that would be put in place to support this policy. He reviewed the three tiers

for volunteers: 1) occasional volunteer activity in a highly public setting, 2) regular volunteer activity and volunteer activity with student contact taking place under constant supervision by a MCS employee, and 3) volunteer activity that involves unsupervised contact with students on or off campus. Most volunteers would fall in the first or second tier. Mrs. Duggin asked if background checks from other agencies would be accepted, and Mr. Ringstaff replied yes if TBI/FBI generated. Mrs. Smith stated that although at first she thought the policy was very strict, but after talking with other people, she agrees it is important to the safety of the children. In response to Mrs. Smith, Mr. Ringstaff stated that this application would be required at the beginning of the year. Mrs. Phillips asked that FERPA be explained so that parents understand what it requires. Mrs. Duggin moved to approve IS 10—School Volunteers on first reading; Dr. Andrews seconded the motion. The motion carried by acclamation.

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

Mrs. Baker stated that changing SACS to AdvancEd is the only revision to this policy. Dr. Andrews moved that IS 16 be approved on first reading as presented; Mrs. Rainier seconded the motion. The motion carried by acclamation.

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

Mrs. Baker pointed out that number six has been deleted and in number seven approval by the Institutional Review Board was added. Mrs. Phillips moved to approve IS 17 on first reading as presented; Mrs. Duggin seconded the motion. The motion carried by acclamation.

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

Mrs. Baker stated that on line five, interns and practicum students have been added to include interns in the fields of school counselors, social workers, nurses, etc., and an agreement must be signed between the school system and the university. The following language was added, taken from state statute: *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 observed all duties of teachers as set forth in state statute.* Mrs. Duggin moved to approve IS 18 on first reading as presented; Mrs. Rainier seconded the motion. The motion carried by acclamation.

B. Approval of Construction Bids for Discovery School's HVAC System

Mr. Anderson explained that this project is part of the \$1 million interest-free loan received from the State of Tennessee. The bid received for the HVAC system for Discovery School came in low, so the Board is being asked to approve the low bidder for this part of the project. After bids come in, he hopes to expand the scope of the project to include the cafeteria and gymnasium, which could mean he comes back to the Board in a month for approval with this additional work to begin this summer, too. Dr. Andrews

moved to approve the low bidder as presented; Mrs. Rainier seconded the motion. The motion carried by acclamation.

VI. REPORTS/INFORMATION

A. Audit Report Update

Mr. Anderson thanked Golena Bell for her leadership with the audit and the work of her staff. Mr. Larry Felts, principal of Crosslin & Associates, provided a communication to the Board booklet outlining the process/procedures taken in the FY'11 audit. With assets of over \$80 million, capital outlay assets of \$60 million, and \$70 million in revenue annually, the accounting team has done an outstanding job. He reviewed the communication document, reporting there were no material weaknesses in internal controls, no uncorrected misstatements, no disagreements with management, found no fraudulent activities, and had received complete cooperation of financial staff, and found sound implementation of policies. Financial disclosures were clear and concise. Mr. Felts thanked Dr. Gilbert and Mr. Anderson; he also commended Mrs. Bell for her leadership during the audit. In response to Mrs. Phillips, Mr. Anderson stated that the audit covers ESP and School Nutrition as well as school activity funds. Mr. Felts noted that with the \$5 million added in federal recovery funding, the responsibilities of the financial staff had increased; but the system's special programs were well controlled. Dr. Gilbert added her thanks to Mr. Anderson, Mrs. Bell, and other financial staff members for their work. It was noted that Mrs. Bell has been with MCS for over 30 years.

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)

Mr. Anderson pointed out that the financial status is improving, and sales and property taxes be reflected beginning the end of February. The system has completed 58.3% of the fiscal year. Sales tax revenue was up \$20,000 but is less than anticipated. Property tax revenue is down \$160,000, but this is a timing issue. Expenditures are at 55.7% of anticipated expenditures so the system is in a good position. Timing was an issue with the early receipt of the worker's compensation bill. Regular capital outlay is over due to fund balance accruals for grants and the matching energy efficiency schools grant. Dr. Andrews asked what government funding would be lost next year. Mr. Anderson responded that Race to the Top has two more years. The JOBS Bill funding ends this year, funds that will need to be replaced or will require adjustments to be made to reduce the system's expenditures. Mrs. Duggin asked that the Board be given a detailed

accounting of those specific funds that will need to be replaced at the Board's budget meeting.

D. Attendance Report (Tab 5)

Mr. Anderson reported that enrollment is 7,006 students, which is 229 more than last year and 151 students over the budgeted enrollment. Pupil:teacher ratios are: K-3, 18.90; 4-6, 20.55; and overall districtwide is 19.51. Attendance is 95.7%, which is very good.

Dr. Andrews thanked Dr. Gilbert for her efforts, and for the Board's resolution to legislators, to assure that pupil:teacher ratios remain low, as small classes allow teachers to teach to the individual child.

VII. OTHER BUSINESS

Chair Wade welcomed Mrs. Rainier to her second official board meeting but first televised board meeting.

VIII. ADJOURNMENT

Chair Wade adjourned the Board meeting at approximately 8:00 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, March 13, 2012
6:30 p.m.—Central Administration Building

ATTENDANCE

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

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

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.

II. REQUEST FOR APPROVAL OF RATE ADJUSTMENT FOR THE EXTENDED SCHOOL PROGRAM

Mr. Anderson explained that the Extended School Program has not had a rate increase in several years. He reviewed the proposed rate increases as indicated on the attachment relative to School Year Weekly Attendance Costs and Summer/Break/Intersession/Holiday Attendance Costs. This will not impact students on Free and Reduced lunch as DHS provides funding for them and the increase would be passed on to that funding source. Mrs. Phillips asked that before approval of the increase, the administration look into how many families have multiple children and if they would benefit from a multiple children discount.

III. APPROVAL OF HOBGOOD CONSTRUCTION BID

Mr. Anderson provided the Board with a letter from Johnson & Bailey Architects, the bid opening attendance record, and recording of the bidders and bid amounts. The lowest bidder was Fellowship Construction at \$637,200, which was under the projected bid amount of \$700,000. In response to Mr. Campbell's question, Lyle Lynch, Johnson & Bailey Architects, stated that no bids were received from local companies although the project was sufficiently advertised locally and in construction publications. The relatively small size of the project and the quick turnaround time of 120 days may have been a deterrent to some companies. It appears local companies are actually busy now.

Dr. Andrews moved to accept the Christian Construction bid of \$637,200; Mrs. Rainier seconded the motion. The motion carried by acclamation.

IV. BOARD POLICY REVIEW

CONSENT AGENDA: Passed on First Reading

IS 10—School Volunteers (*Replaces existing Community Resource Persons Policy*)

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*)

Board members did not recommend additional revisions to the policies listed on the consent agenda. They will be brought to the Board for approval on second reading.

For Further Discussion: Passed on First Reading

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

Mrs. Baker pointed out that revisions had been made to IS 9 based on the recommendations by the Board at the last board meeting: Lines 56-57 state that circumstances may exist when a principal agrees to authorize more than two (2) school trips per class group during a given academic year; Lines 73-74 clarified “in the vicinity”; and, lines 88-89 specified that chaperones must adhere to Board Policy IS 10 and Administrative Directive 158. She also noted that Dr. Gilbert had obtained input from the principals regarding the two-trip limit with flexibility to approve additional trips and they are okay with the policy. In response to Mr. Campbell’s question, Mr. Anderson explained that bus drivers are full-time as a result of their morning runs and their afternoon runs. They are hired to drive the system’s buses and are paid on a separate time sheet during the mid part of the school day. The schools are only charged for the driver’s time; the bus and fuel are provided by the system. Mrs. Rainier pointed out that Item (f) needs to be revised to read “For all **Board-approved** trips...”. Board Policy IS 9 will be brought to the Board for approval on second reading with the additional recommended revision.

For Discussion:

SS 9—Child Nutrition Management (*Revised*)

Mr. Anderson stated that the Child Nutrition Program had undergone a Federal audit. The auditors recommended the policy be revised to place the administration of the child nutrition program under the authority of the Supervisor of Child Nutrition. The rationale being that Federal rules and regulations are very specific, with the possibility of Board

violations resulting in the loss of federal funds. Mr. Anderson explained that principals are not familiar with the Federal rules and regulations, therefore should not be in a position to override decisions regarding the procurement, preparation, and serving of food items to students. Mr. Campbell stated that he disagrees as he feels every program and employee is the ultimate responsibility of the principal in the school. The principal should be involved in situations, for example, that involve personnel. Mr. Anderson stated that cafeteria personnel issues could be dealt with in conjunction with the principal, but decisions about the program mandated by Federal rules and regulations should fall under the authority of the Supervisor of Child Nutrition. Mrs. Baker noted that when a recommendation such as this is made by Federal auditors, the system must comply within a window of time to assure that they are not penalized. The system must comply with the recommendation. Dr. Andrews asked if in an administrative directive, the delegation of authority could be specified/shared. In response to Mr. Rainier, Mr. Anderson stated that the Supervisor of Nutrition and central office administration hire cafeteria personnel and are then assigned to the schools where needed. Mrs. Baker stated that it might be helpful to receive input from principals regarding this proposed revision. Dr. Gilbert stated that she will write an administrative directive and share that and this policy with principals for their input. Mrs. Baker cautioned that the administration should be careful with what they put in the administrative directive. Mrs. Phillips asked how the food tastes. Mr. Anderson explained that the ingredients/recipes are Federally mandated, regulating the salt, sugar, fat, etc. content of foods, which can result in a healthier meal with less taste.

IS 20—TCAP Security (*Revised—Complete Rewrite*)

Mrs. Hawkins stated that the specific procedures that were contained in the original TCAP security policy will be placed in a directive due to the fact that procedures can change from year to year and teachers sign off on those procedures. With the new evaluation system and student test scores, TCAP and other assessments, being a part of the teachers' evaluation, the security piece was added. Mrs. Duggin stated that she likes the policy. She also pointed out that teachers who lose their license over an infraction with testing lose their license in all states, not just Tennessee. Mrs. Baker stated that IS 20 will be brought back to the Board for approval on first reading.

PER 5—Equal Opportunity Employment (*Revised*)

Mrs. Baker explained that the policy was revised to expand the coverage from EEOC protected classes to cover Federal changes so that the policy would always be in compliance. The Board did not recommend additional revisions. The policy will be brought back to the Board for approval on first reading.

PER 6—Staff Rights and Responsibilities (*Revised*)

Mrs. Baker explained that the correction on lines 22-23 are also to expand the coverage to keep this policy in compliance. The Board did not recommend additional revisions. The policy will be brought back to the Board for approval on first reading.

PER 8—Credit for Teaching Experience

Mr. Ringstaff explained that the administration is recommending that the Board approve increasing the credit for teaching experience from ten to fifteen years, which would improve the system's ability to recruit veteran teachers. In response to Mrs. Phillips, Mr. Ringstaff stated that only two employees fell in this category last year, so he would suspect that the impact would have been approximately \$10,000. Mrs. Phillips stated that the system offered an early retirement incentive which veteran teachers took advantage of and now will offer this incentive to recruit experienced teachers. Dr. Gilbert stated that the incentive was offered, but allowing more teaching experience when determining salaries will allow us to, when interviewing potential candidates, be more likely to hire a teacher that is believed to be the best candidate for the position to be filled. Mrs. Rainier asked how this might impact a teacher hired last year with only ten years' credit. Mrs. Duggin shared that in another system, the teacher was allowed to recoup lost teaching experience by being credited two years for each year taught in that system until the teacher regained all years' experience. However, grandfathering experience back in might have an impact on our budget. Mr. Campbell stated that Rutherford County Schools does not have a cap on experience. Mr. Ringstaff explained that with the new tenure law, it is hard to recruit tenured teachers.

Mrs. Phillips noted that teacher morale could be impacted if newly hired teachers are given this opportunity. Mrs. Duggin stated that the system would hear from the teachers in the classroom; she believes we should leave it at 15 years. Dr. Grissom stated that the system does need this flexibility to recruit teachers that fit the needs of the system; with the system's existing PLC team approach, she believes this will be okay. Mrs. Phillips stated that some will still feel slighted, and she is not comfortable with removing the cap completely. Mrs. Duggin stated she would like to know what other counties are doing, and she is concerned about the budget issues. Dr. Andrews moved to remove the cap on teaching experience; Mrs. Rainier seconded the motion. On roll call: Andrews--yes; Campbell—no; Duggin—yes; Phillips—no; Rainier---yes; Smith—yes; Wade—no. The motion carried. Mrs. Baker stated that the policy would be brought to the Board for approval on first reading. Mrs. Phillips suggested bringing both policies back.

PER 23—Employee Names and Addresses (*Revised*)

Mrs. Baker explained that TCA has changed and information such as addresses, phone numbers, etc., as indicated on the policy cannot be shared. She also provided the “Schedule of Reasonable Charges for Copies of Public Records” developed by the Tennessee Office of Open Records Counsel. There were no additional recommendations for revisions from the Board. Mrs. Baker stated that the policy will be brought back to the Board for approval on first reading.

PER 24—Substitute Teachers (*Revised*)

Mr. Ringstaff explained that PER 24 was revised to reflect what the system is currently doing as indicated in line 28 and line 32, and also to reflect that teachers now obtain subs by using Subfinder. Thus far, the system has not had a problem obtaining subs, but in an emergency situation, teacher assistants and other support staff can be used. Mrs. Duggin pointed out that on line 36, one hundred days should be revised to read one hundred twenty days. Mrs. Baker stated that PER 24 will be brought back to the Board for approval on first reading.

PER 27—Tennessee Consolidated Retirement System (*Revised*)

Mr. Ringstaff explained that PER 27 was revised to more clearly reflect the purpose and opportunities available to a member of the TCRS. No further revisions were recommended. Mrs. Baker stated that PER 27 will be brought back to the Board for approval on first reading.

PER 32—Drug-Free Workplace (*Revised*)

After discussion, it was recommended that line 22 be revised to read “above no later than **two (2) ~~five (5)~~ calendar** days after conviction. Mrs. Baker stated that PER 32 will be brought back to the Board for approval on first reading.

PER 35—Discrimination/Harassment of Employees (*Revised*)

Mrs. Baker explained that PER 35 was broadened to comply with Federal and state law. In response to Mrs. Rainier’s question, Mrs. Baker explained that flexibility is needed as some cases require an extensive investigation, and the investigation should be thorough and correct.

PER 41 — Non-Renewal of Non-Tenured Employees (*Revised*)

Mr. Ringstaff pointed out that the only revision to PER 41 is to reflect the change in notification of non-renewal of non-tenured employees from May 15 to June 15. Mrs. Baker stated that PER 41 will be brought back to the Board for approval on first reading.

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)

Mrs. Baker explained that it is recommended that IS 15 and PER 37 be deleted.

V. REVIEW OF MARCH 27, 2012 DRAFT AGENDA

Mr. Campbell asked for an update on the Mobile Health Unit at the next board meeting.

VI. OTHER BUSINESS

Mrs. Trail reported that the system will soon kick-off of a new website. The system will also use social networking such as Tweeting, Facebook, and Linked-In as an effective communication tool. Other school systems and the City of Murfreesboro are also using social media. In response to concerns regarding security, Mr. Ringstaff stated the system will have social media policy restrictions.

VII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 8:55 p.m.

Director of Schools

LOCAL FIELD TRIPS FOR BOARD CONSIDERATION AND APPROVAL
MARCH 2012

SCHOOL	GRADE/GROUP	INSTRUCTIONAL VALUE OF THE ACTIVITY	COST PER	STUDENTS	DATE OF	DESTINATION
	PARTICIPATING		STUDENT	PARTICIPATING	TRIP	
BR	6	History	\$0.00	16	3/9/12	Bradley Museum
BW	PRE-K	Explore wild animals in their natural habitats	\$7.00	40	4/5/12	Nashville Zoo
BW	PRE-K	Observe farm animals in natural habitat	\$1.50	40	4/17/12	Cripple Creek Farm
BW	PRE-K	Observe frog, pond life & observe and experience exhibits	\$0.00	40	4/23/12	Discovery Center
BW	PRE-K	TLW investigate the natural world through exploration actively	\$5.00	36	4/10/12	Discovery Center
OC	PRE-K	Explore Murfree Spring Wetland, to see how tadpoles turn into frogs	\$1.50	34	4/17/12	Discovery Center
CLA	6	Environmental field trip to identify environmental conditions	\$65.00	106	5-7--5-9-12	Camp Ridley & Adventure Science Ctr
CLA	4	Literature strategies	\$6.00	127	5/15/12	Cannon County Play House
CLA	6	7th grade orientation	\$0.00	100	5/16/12	Rockvale Middle School
DSRR	K	Students will learn about living things during the nature hike	\$8.25	60	5/22/12	Barfield Wilderness Station
ES	4	Extend novel study of Number the Stars, to hear a holocaust survivor	\$5.15	127	3/16/12	Middle TN Christian School
ES	SPEC ED 2-5	Focusing on individual IEP goals based on language, math and socialization	\$0.00	4	4/12/12	MTSU Track - Special Olympics
ES	6	Receive a hands on experience that provides firsthand knowledge of events	\$12.00	40	5/4/12	Renaissance Festival
ES	4	Investigate different animal habitats & answer questions on a scavenger hunt	\$8.65	128	5/9/12	Nashville Zoo
HG	4	Understand how science affects humans on a daily basis	\$9.50	69	3/12/12	Adventure Science Center
HG	3	Will enjoy presentations, demonstrations and visit the historic museum	\$6.00	42	5/18/12	Oakland's Mansion
MNE	4	Identify major TN political leaders	\$6.43	80	4/9/12	Walking Tour of Nashville
NF	5	Compare geological events & identify adaptations that enable animals	\$10.00	100	3/9/12	Cumberland Caverns
NF	K	To explore reptiles and their habitats and how they change and grow	\$5.00	100	4/27/12	Barfield Wilderness Station
NF	2-6 CDC	Identify which biome animals are found & categorize living/non living	\$11.12	33	5/7/12	Nashville Zoo
SC	2-6 CDC	Socialization and athletic activities (gross motor)	\$0	13	4/12/12	MTSU-Special Olympics

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
29
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. 49-5-403(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)

Murfreesboro City Schools
 Extended School Program

School Year Weekly Attendance Costs

<i>Option</i>	<i>Current</i>	<i>Proposed</i>	<i>Current Add. Child</i>	<i>Proposed Add. Child</i>	<i>Description</i>	<i>Other Info</i>
Option 1	\$42.00	\$45.00	\$32.00	\$35.00	Pickup by 6:00pm/morning care included	
Option 2	\$28.00	\$30.00	\$23.00	\$25.00	Pickup by 4:00pm/morning care included	\$3.00 late charge if attendance is past 4:00pm
Option 3	\$14.00	\$16.00	\$14.00	\$16.00	Daily Drop-in Rate	not registered for regular weekly attendance
Option 4	\$10.00	\$15.00	\$10.00	\$15.00	A.M. Only (6:00am until school starts)	

Summer/Break/Intersession/Holiday Attendance Costs

<i>Option</i>	<i>Current</i>	<i>Proposed</i>	<i>Current Add. Child</i>	<i>Proposed Add. Child</i>	<i>Description</i>	<i>Other Info</i>
Option 1	\$80.00	\$90.00	\$55.00	\$60.00	Full Day Intersession/Break	6:00am/6:00pm
Option 2	\$55.00	\$60.00	\$35.00	\$40.00	Half Day Intersession/Break	Attends 4 consecutive hours or less
Option 3	\$18.00	\$20.00	\$18.00	\$20.00	Summer/Break Daily Drop-in	not registered for regular weekly attendance

MURFREESBORO CITY SCHOOL BOARD POLICY

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

1 **PURPOSE**

2
3 School trips designed to stimulate student interest and inquiry and provide opportunities for
4 social growth and development are considered appropriate extensions of the classroom. To the
5 extent that they provide an effective means for accomplishing general curriculum objectives of
6 the Murfreesboro City Schools through experiential learning, school trips authorized by the
7 principal and approved by the Director of Schools or Director’s designee on the standard system
8 school trip form shall be Murfreesboro City School Board sanctioned school trips.
9

10 **DEFINITIONS**

- 11
12 (a) A *field trip* is defined as travel within the same day and limited to a radius of 150 miles.
13 Same day field trips within a radius of 150 miles and out-of-state (example, Huntsville
14 Space Center or Mammoth Cave) will require the approved Off-Campus Trip Approval
15 Form, but will not be considered an excursion (definition “c”).
16

17 Students shall not be penalized or rewarded for non-participation in field trips.¹ For field
18 trips, it is the responsibility of the school to provide for students who qualify for financial
19 assistance.
20

- 21 (b) *Competitions/Performances* are defined as trips made on a scheduled basis and integral
22 to the ongoing operation of an authorized program. Examples include, but are not limited
23 to: athletic contests, music competitions and performance, quiz bowl, Science Olympiad,
24 and math contests. Competitions/Performances which do not involve overnight stays or
25 travel in excess of 150 miles are not considered field trips and will receive blanket
26 approval of the Director and Board when program guidelines and schedules are approved.
27 A competition/performance which involves an overnight stay becomes an excursion (see
28 definition “c”) and completion of the approved Off Campus Trip Approval Form must be
29 submitted. A notarized Travel Permission and Emergency Medical Release form is
30 required from each student who participates in the competition or performance for trips
31 classified as excursions.
32

33 _____
34 Legal Reference:

35 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 may ~~should~~ exist when a principal agrees to authorize
57 more 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
66 (a) Any teacher desiring to take a group of students on an educational field trip must obtain
67 advance approval of the principal.
68 (b) The trip must have a definite purpose and reflect careful planning. Students shall be
69 prepared by general class discussion and/or research.
70 (c) If bus transportation is required, the principal or principal's designee shall make the
71 necessary arrangements. A fee will be charged to the school when school buses are used.
72 (d) Signed parental permission forms must be obtained from every student making any off-
73 campus trip, **regardless of the distance from the school** ~~beyond the immediate vicinity~~
74 ~~of the school~~. The principal shall ensure that these forms are kept on file for the
75 remainder of the school year. The form for parental permission must include: purpose,
76 date, time of departure and return, travel plans, destination, number of chaperones,
77 personal expense involved, rules of conduct and penalties for violation, and other facts
78 necessary for parents to be fully informed. This information is to be completed by the
79 school before the form is signed by the parent.
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

- 87 (f) For all **school sponsored** trips outside of normal school hours, the chaperones must
88 **comply with the Volunteer approval process set forth in Board Policy IS 10 and**
89 **Administrative Directive 158 and** be approved by the principal and the Director or the
90 Director's designee in advance. These groups must be accompanied by at least one
91 regular staff member and others from the school that are appropriate for adequate
92 supervision and shall be responsible for student conduct while away. There must be at
93 least one female and one male chaperone if the trip is for a mixed group.
- 94 (g) Students shall not be penalized for participating in approved school-sponsored trips and
95 activities. Teachers shall permit students to make up class assignments missed because
96 of a trip or activity.
- 97 (h) All accidents that occur on a school-sponsored trip must be reported by the teacher to the
98 principal immediately upon returning to school. Serious accidents involving personal
99 injury must be reported immediately to the Principal and Director or Director's designee.
100 An emergency shall be dealt with promptly by the teacher or other members of the school
101 staff by taking appropriate action, including sending the student to the hospital or
102 summoning medical aid or ambulance. In cases where it is necessary to send the student
103 to the hospital, reasonable effort must be made to notify the parents.
- 104 (i) Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined
105 in this section must have prior approval of the Director or the Director's designee.
- 106 (j) Any school-sponsored trip/excursion which is over-night and/or out-of-state must have
107 prior approval by the Director and Board. All trips/excursions that must be let for bid
108 shall be submitted for approval sixty (60) days prior to the trip. All other trips/excursions
109 that are outside of normal school hours must be approved by the Director or Director's
110 designee a minimum of twenty (20) working days prior to the trip. The Director or
111 Director's designee may make exceptions to this requirement in special circumstances,
112 such as a tournament requiring an over-night stay. Notification of approval will be issued
113 by the Director or Director's designee. A notarized Travel Permission and Emergency
114 Medical Release Form must be obtained from each student on the trip/excursion.

115 **OVERNIGHT OR OUT-OF-STATE FIELD TRIPS**

116
117
118 By September 15 of each year, each school shall submit to the Director a listing of proposed
119 overnight or out-of-state field trips (including the annual sixth grade environmental trip). Such
120 listing shall include sufficient information to demonstrate that the trips are educationally
121 beneficial and necessary. The Director or Director's designee will review the proposed trips and
122 will indicate concurrence or non-concurrence as soon as possible after receipt of the listing.
123 Should unplanned circumstances/opportunities arise during the year for such trips, the Director
124 shall be notified immediately so that approval can be granted before substantial planning takes
125 place. The Director will develop appropriate reporting forms to be distributed for these purposes.

126 **AFTER-SCHOOL HOURS TRIPS**

127
128
129 Trips planned by parents or teachers for students during after-school hours which have not
130 received the approval of the principal and the Director shall not be Murfreesboro City School
131 Board approved field trips, even if information concerning the trip refers to a school by name or
132 is made available in a school. No employee shall state or imply that a trip is an authorized field
133 trip if it has not been approved in accordance with this policy. The Murfreesboro City School
134 Board shall have no responsibility or liability for any trip which is not an authorized field trip.

138

139

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

147 Board Policy IS 10—School Volunteers

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CHILD NUTRITION MANAGEMENT	Descriptor No: SS 9	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01; 1/06; 6/11	

1 The school system shall operate a nutrition program in each school which shall be under the
2 direction of the **Supervisor of Child Nutrition** ~~school principal~~. The Supervisor of Child
3 Nutrition shall coordinate the school nutrition program systemwide and provide expertise and
4 leadership in the provision of lunch and breakfast programs that meet the federal dietary
5 guidelines.

6
7 The school nutrition program shall include lunch and breakfast through participation in the
8 National School Lunch and Breakfast Program.

9
10 As required for participation in the National School Lunch and Breakfast Programs, the Board
11 agrees to the following regulations:

- 12
- 13 1. That nutritious lunch and breakfast meals which meet the federal dietary guidelines be
14 made available to students.
 - 15 2. That free and reduced price lunch and breakfast meals be provided to those students who
16 cannot afford to pay the price of the lunch or breakfast.
 - 17 3. Charges made to a student for the school lunch/breakfast program cannot exceed three
18 days.

19
20 Students shall also be permitted to bring their lunches from home.

21
22 All monies from students for the NSLP/NSBP must be collected daily. These monies are to be
23 collected and logged in by the teacher in each classroom. The monies and log are then to be sent
24 to the cafeterias prior to serving lunch to avoid student charges.

25
26 Sale of competitive foods is disallowed within the school. Machines and other devices used for
27 food sales shall not be allowed, except in employee lounges for employee use only.

28
29 School food service will be operated on a nonprofit basis and will comply with all rules and
30 regulations pertaining to health, sanitation, and internal accounting procedures. Service of foods
31 will meet all state and federal requirements necessary for participation.

32
33 The system's Supervisor of Child Nutrition ~~and principal~~ will oversee the program and its
34 employees. All products and services necessary for the operation of the food service department
35 shall be procured under the direction of the Supervisor of Child Nutrition.

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The principal shall correlate the food service program with areas of instruction. The principal will be responsible for maintenance of discipline in the lunchroom.

MEAL SERVICE PROCEDURES

Student meals will be served under the USDA School Nutrition Guidelines for “Offer Versus Serve, Traditional Food-Based Menu Planning Option” for grades K-6. **Lunch service on half days and field trips will not follow the “Offer versus Serve” option for grades K-6.**

- During lunch, students will be offered a minimum of five items from four food component groups and students must take a minimum of three items but may take up to five with no price adjustment.
- During breakfast, students will be offered a minimum of four items from three or four food component groups and they must take a minimum of three items but may take all four with no price adjustments.

Preschool will not be on the “Offer Versus Serve” provision. They will be served the appropriate portions and food components, the choice of items served will be determined by the Supervisor of Nutrition and/or the Cafeteria Manager.

According to State/Federal guidelines, meal substitutions will only be made to children with special needs requiring an IEP or 504.

FREE OR REDUCED PRICE MEALS

The criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the principal/Supervisor of Child Nutrition.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

COMPETITIVE FOODS/VENDING MACHINES

Any sale of food and beverages (other than competitive foods) to students during school hours will be under the supervision of the school food service department and the revenue will be deposited to the food service account. Individual components of the reimbursable meals will be sold as separate items during the meal service period. Money received from these sales will accrue to the school food service fund.

Vending machines in the schools will be controlled so that they will not offer competition to the school lunch program or encourage poor eating habits.

Students will be permitted to bring their lunches from home and to purchase beverages and other food items at school.

88 SANITATION

89

90 The Supervisor of Child Nutrition shall be responsible for implementing regulations from the
91 Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness
92 at all times.

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134 Legal Reference:

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136 Child Nutrition & Food Distribution 210.11 Competitive Food Services (1994)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TCAP SECURITY	Descriptor No: IS 20	Date Adopted: 4/93
	Reviewed/Revision Adopted: 4/01	

1 Pursuant to T.C.A 49-1-607:

2
3 Any person found to have not followed security guidelines for administration of the TCAP
4 test or any successor test, including making or distributing unauthorized copies of the test,
5 altering a grade or answer sheet, providing copies of answers or test questions or otherwise
6 compromising the integrity of the testing process shall be placed on immediate suspension,
7 and such actions will be grounds for dismissal, including tenured employees. Such actions
8 shall be grounds for revocation of state license.

9
10 The Director of Schools or designee will appoint a testing specialist as the System Testing
11 Coordinator who shall be responsible for administering, monitoring and maintaining
12 security of all standardized tests to be administered within the school system. The
13 principal of each school shall serve as or designate a Building Test Coordinator who shall
14 be responsible for administering, monitoring and maintaining security of all tests given in
15 his/her school.

16
17 The Director of Schools shall establish a Testing Code of Ethics for test administration.
18 Building Test Coordinators, test administrators and proctors shall be required to sign a
19 statement that the security measures, testing procedures, and testing Code of Ethics were
20 followed. Any breach of test security, to include all MCS standardized assessments,
21 including benchmark assessments, shall be reported to the System Testing Coordinator for
22 investigation.

23
24 The System Testing Coordinator shall report within 24 hours a breach of TCAP security to
25 the Director of Schools and the State Department of Education.

26
27 In any class, grade, and/or school where a security breach is suspected, central office staff
28 may be present during subsequent administration of tests for a period of two years.

29
30 _____
31 **Legal References:**

32
33 T.C.A. §49-1-607
34 TRR/MS 0520-1-3-.0319)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EQUAL OPPORTUNITY EMPLOYMENT	Descriptor No: PER 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 8/01	

1 The Murfreesboro City Schools shall be staffed by the best persons available. The best qualified
2 applicants shall be selected for each position without regard to race, color, religion, national
3 origin, age, sex, marital status, disability, veteran status, **or any other class protected by law.**
4

5 This policy fully embraces equality of opportunity for all employees with respect to all
6 employment matters; i.e., training, hiring, transfer, assignments, promotion, benefits, or
7 discharge.
8

9 The Human Resources Director is designated to coordinate the day-to-day operations of the
10 equal employment opportunity affirmative action plan with regard to all employees.
11

12 All Title IX requirements shall be implemented.
13
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24 _____
25 **Legal References:**
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- 27 U.S. Constitution, Amendment XIV
- 28 Title VII, Civil Rights Act of 1964
- 29 Title VI, Civil Rights Act of 1964
- 30 Title IX, Education Amendments of 1972
- 31 Age Discrimination Act of 1967
- 32 Section 504 of the Rehabilitation Act of 1973
- 33 Public Law 101-336; 42 USC 12101

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STAFF RIGHTS AND RESPONSIBILITIES	Descriptor No: PER 6	Date Adopted: 4/79
	Reviewed/Revision Adopted:	

1 Each employee serves as a representative of the school system. The system is judged by its
2 employees. All employees should strive to maintain standards of ethical behavior which will not
3 detract from the educational process.

4
5 Employees are expected to have the ability to abide by the following minimum standards of
6 ethical behavior:

- 7
- 8 1. To maintain a two-way communication with pupils, parents, staff members, and
9 community.
- 10 2. To solve problems which arise in a just and equitable manner.
- 11 3. To grow in skill and understanding in the job assigned.
- 12 4. To interpret the system's goals and operations to the public.
- 13 5. To refrain from any activities or dealings which would personally enhance the
14 employee to the detriment of the system.
- 15 6. To abide by established procedures for airing complaints and grievances.
- 16

17 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration
18 to the educational welfare of the students to ensure that no conflict exists with their actual duties.

19
20 Each staff member has the right to:

- 21
- 22 1. A work environment free from ~~sexual, racial, ethnic and religious~~
23 discrimination/harassment **in violation of federal or state laws of any form.**
- 24 2. Academic freedom within the confines of state law and board policy in order to create
25 an atmosphere of freedom in the classroom.
- 26

27 Each staff member has the responsibility to:

- 28
- 29 1. Make themselves familiar with and abide by the laws of the state as these affect their
30 work, the policies of the Board, and the procedures designed to implement them.
- 31 2. To adhere to the Code of Ethics of the Tennessee Education Association.
- 32 3. Exercise good judgment in selecting issues for discussion and balance the
33 relative maturity of his/her students and the students' rights to know.
- 34 4. Be courteous and helpful in interacting and responding to parents, visitors and
35 members of the public.

- 36
- 37
- 38
5. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures.
 6. Wear appropriate dress for work according to board guidelines and local school rules.

MURFREESBORO CITY SCHOOL BOARD POLICY

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

- 1 **Murfreesboro City Schools will grant credit for the number of years' teaching experience**
- 2 **gained in other systems which can be verified upon hire to a new teacher when determining**
- 3 **the starting salary.**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EMPLOYEE NAMES AND ADDRESSES	Descriptor No: PER 23	Date Adopted:
	Reviewed/Revision Adopted: 6/00; 8/01	

1 A list of employee names and **the county and city of residence** addresses will be provided to
2 Tennessee citizens making a ~~written request in person (no mailings will be provided)~~ upon
3 payment **for such records for the list** and in accordance with applicable state law.

4
5 **Pursuant to T.C.A. §10-7-504(f)**, members of the public may not obtain **the following:**

- 6
- 7 1. an employee's home ~~unpublished~~ telephone **and personal cell phone** numbers;
- 8 2. bank account **and individual health savings account, retirement account and pension**
- 9 **account information provided financial records of a MCS employee that show the**
- 10 **amounts and sources of contributions to the accounts or the amount of pension or**
- 11 **retirement benefit provided to the employee or former employee by MCS are not**
- 12 **confidential;**
- 13 3. **residential street address;**
- 14 4. social security number; or
- 15 5. driver license information except where driving or operating a vehicle is ~~considered to be~~
- 16 a part of the employee's **job description or job duties or incidental to the performance**
- 17 **of the employee's job**
- 18

19 unless release of **any of the** information **set forth above** is expressly authorized by the
20 employee.

21
22 **The cost for copies of documents shall be in accordance with the “Schedule of Reasonable**
23 **Charges for Copies of Public Records” developed by the Tennessee Office of Open**
24 **Records Counsel.**

25
26
27
28
29
30 _____
31 Legal References:

32 T.C.A. 10-7-504

33 **Tennessee Office of Open Records Counsel Schedule of Reasonable Charges for Copies of**
34 **Public Records**

36 **Instructions for Records Custodians Regarding the**
37 **Schedule of Reasonable Charges for Copies of Public Records**
38

39
40 The Office of Open Records Counsel (“OORC”) released its schedule of reasonable charges
41 (“schedule”) for copies of public records, available for download at
42 www.comptroller.state.tn.us/openrecords. Public Chapter 1179, Acts of 2008, required the
43 OORC to establish the schedule which a records custodian may use as a guideline to charge a
44 citizen requesting copies of public records pursuant to the Tennessee Public Records Act,
45 T.C.A. Sections 10-7-501 et seq.
46

47 T.C.A. Section 10-7-503(a) as amended by Public Chapter 1179, Acts of 2008, effective July 1,
48 2008, specifically states in (7)(A) that a records custodian may not charge for inspection of
49 public records unless otherwise required by law. Until the schedule was developed, Section 10-
50 7-503(a)(2)(C) allowed a records custodian to charge a requestor the actual costs incurred in
51 producing a copy or duplicate, which could include any labor incurred after five (5) hours spent
52 producing the requested material. With the development of the schedule, a records custodian is
53 now authorized by TCA Section 10- 7-503(a)(7)(C)(1) to charge reasonable costs assessed in a
54 manner consistent with the schedule. The schedule has a development date of October 1, 2008.
55

56 All governmental entities must comply with T.C.A. Section 10-7-506(a) in order to charge for
57 copies or duplication of public records requested pursuant to the Tennessee Public Records
58 Act. Any governmental entity desiring to charge for copies or duplication in accordance with the
59 schedule developed by the OORC should consult with legal counsel in order to ensure
60 compliance with T.C.A. Section 10-7-506(a). Additionally, any governmental entity that desires
61 to assess charges higher than those in the schedule for paper copies or duplication of public
62 records or to charge for copies or duplication using a medium other than 8 1/2 x11 or 8 1/2 x14
63 paper is permitted to do so as long as the entity can verify the charges represent its actual cost
64 in producing the request and the charges are assessed in a manner consistent with OORC’s
65 schedule. Charges established under separate legal authority are not governed by this
66 schedule, and are not to be added to or combined with charges authorized under this schedule.
67

68 The schedule sets as reasonable charges fifteen (\$0.15) cents for black and white photocopies
69 on 8 1/2 x11 or 8 1/2 x14 paper and fifty cents (\$0.50) for color photocopies on 8 1/2 x11 or 8 1/2
70 x14 paper. No standard fee is established for copies produced on medium other than that
71 mentioned above, although guidance is given as to the components to be considered in
72 establishing such copying or duplication charges. The schedule provides that a charge for labor
73 may be assessed after one (1) hour is incurred producing the requested material and is in
74 addition to the per page or medium charge.
75

76 For questions about the schedule or to find out more about the Office of Open Records
77 Counsel, please visit www.comptroller.state.tn.us/openrecords or call (615) 401-7891 or 1-866-
78 831-3750.
79

80 Elisha Hodge, Open Records Counsel, Office of Open Records Counsel
81 (615) 401-7891 open.records@tn.gov
82

83
84 Revised December 7, 2010
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92 **SCHEDULE OF REASONABLE CHARGES FOR COPIES OF PUBLIC RECORDS**

93
94 [Section 6 of Public Chapter 1179, Acts of 2008](#) (“Public Chapter 1179”) adds T.C.A. Section 8-
95 4-604(a)(1) which requires the Office of Open Records Counsel (“OORC”) to establish a
96 schedule of reasonable charges (“Schedule of Reasonable Charges”) which may be used as a
97 guideline in establishing charges or fees, if any, to charge a citizen requesting copies of public
98 records under the Tennessee Public Records Act (T.C.A. Sections 10-7-503, et seq.) (“TPRA”).
99 The Schedule of Reasonable Charges has a development date of October 1, 2008. Notification of
100 the development was given to the Tennessee Code Commission on October 31, 2008. This
101 Schedule of Reasonable Charges will be reviewed at least annually by the OORC.

102
103 The TPRA grants Tennessee citizens the right to request a copy of a public record to which
104 access is granted under state law. Public Chapter 1179 adds T.C.A. Section 10-7-503(a)(7)(A)
105 which expressly prohibits a records custodian from charging a fee for inspection under the TPRA
106 unless otherwise required by law. However, the TPRA in T.C.A. Section 10-7-506 does permit
107 records custodians to charge for copies or duplication pursuant to properly adopted reasonable
108 rules.

109
110 This Schedule of Reasonable Charges should not be interpreted as requiring a records custodian
111 to impose charges for copies or duplication of public records. If a records custodian determines
112 to charge for copies or duplication of public records, such determination and schedule of charges
113 must be pursuant to a properly adopted rule and evidenced by a written policy authorized by the
114 governmental entity’s governing authority. Application of an adopted schedule of charges shall
115 not be arbitrary. Additionally, excessive fees and other rules shall not be used to hinder access to
116 non- exempt, public records. A records custodian may reduce or waive, in whole or in part, any
117 charge only in accordance with the governmental entity’s properly adopted written policy.
118 Pursuant to Tennessee case law, a records custodian may also require payment for the requested
119 copies or duplication prior to the production of the copies or duplication.

120
121 **Copy Charges**

- 122 • A records custodian may assess a charge of 15 cents per page for each standard 8 1/2 x11
123 or 8 1/2 x14 black and white copy produced. A records custodian may assess a requestor
124 a charge for a duplex copy that is the equivalent of the charge for two (2) separate copies.
125
- 126 • If a public record is maintained in color, the records custodian shall advise the requestor
127 that the record can be produced in color if the requestor is willing to pay a charge higher
128 than that of a black and white copy. If the requestor then requests a color copy, a records
129 custodian may assess a charge of 50 cents per page for each 8 1/2 x11 or 8 1/2 x14 color
130 copy produced.
131
- 132 • If a records custodian’s actual costs are higher than those reflected above or if the
133 requested records are being produced on a medium other than 8 1/2 x11 or 8 1/2 x14
134 paper, the records custodian may develop its own charges. The records custodian must
135 establish a schedule of charges documenting “actual cost” and state the calculation and
136 reasoning for its charges in a properly adopted policy. A records custodian may charge
137 less than those charges reflected above. Charges greater than 15 cents for black and
138 white, and 50 cents for color, can be assessed or collected only with documented analysis
139 of the fact that the higher charges actually represent such governmental entity’s cost of
140 producing such material; unless there exists another basis in law for such charges.
141
- 142 • The TPRA does not distinguish requests for inspection of records based on intended use,
143 be it for research, personal, or commercial purposes. Likewise, this Schedule of

144 Reasonable Charges does not make a distinction in the charges assessed an individual
145 requesting records under the TPRA for various purposes. Other statutory provisions, such
146 as T.C.A. Section 10-7-506(c), enumerate fees that may be assessed when specific
147 documents are requested for a specific use. Any distinctions made, or waiver of charges
148 permitted, must be expressly permitted in the adopted policy.

149 150 Additional Production Charges

- 151 • A records custodian shall utilize the most cost efficient method of producing the
152 requested records.
- 153
- 154 • Delivery of copies of records to a requestor is anticipated to be by hand delivery when the
155 requestor returns to the custodian's office to retrieve the requested records. If the
156 requestor chooses not to return to the records custodian's office to retrieve the copies, the
157 records custodian may deliver the copies through means of the United States Postal
158 Service and the cost incurred in delivering the copies may be assessed in addition to any
159 other permitted charge. It is within the discretion of a records custodian to deliver copies
160 of records through other means, including electronically, and to assess the costs related to
161 such delivery.
- 162
- 163 • If a records custodian utilizes an outside vendor to produce copies of requested records
164 because the custodian is legitimately unable to produce the copies in his/her office, the
165 cost assessed by the vendor to the governmental entity may be recovered from the
166 requestor.
- 167
- 168 • If the records custodian is assessed a charge to retrieve requested records from archives or
169 any other entity having possession of requested records, the records custodian may assess
170 the requestor the cost assessed to the governmental entity for retrieval of the records.

171 172 Labor Charges

- 173 • "Labor" is defined as the time reasonably necessary to produce the requested
174 records and includes the time spent locating, retrieving, reviewing, redacting, and
175 reproducing the records.
- 176
- 177 • "Labor threshold" is defined as the labor of the employee(s) reasonably necessary to
178 produce requested material for the **first hour** incurred by the records custodian in
179 producing the material. A records custodian is not required to charge for labor or may
180 adopt a labor threshold higher than the one reflected above.
- 181
- 182 • A records custodian is permitted to charge the hourly wage of the employee(s) reasonably
183 necessary to produce the requested records above the "labor threshold." The hourly wage
184 is based upon the base salary of the employee(s) and does not include benefits. If an
185 employee is not paid on an hourly basis, the hourly wage shall be determined by dividing
186 the employee's annual salary by the required hours to be worked per year. For example,
187 an employee who is expected to work a 37.5 hour work week and receives \$39,000 in
188 salary on an annual basis will be deemed to be paid \$20 per hour. Again, a records
189 custodian shall utilize the most cost efficient method of producing the requested records.
- 190
- 191 • In calculating the charge for labor, a records custodian shall determine the number of hours
192 each employee spent producing a request. The records custodian shall then subtract the
193 one (1) hour threshold from the number of hours the highest paid employee(s) spent
194 producing the request. The records custodian will then multiply the total number of hours
195 to be charged for the labor of each employee by that employee's hourly wage. Finally,

196 the records custodian will add together the totals for all the employees involved in the
197 request and that will be the total amount of labor that can be charged.

- 198
- 199 • Example: The hourly wage of Employee #1 is \$15.00. The hourly wage of Employee #2 is
200 \$20.00. Employee #1 spends 2 hours on a request. Employee #2 spends 2 hours on the
201 same request. Because employee # 2 is the highest paid employee, subtract the one hour
202 threshold from the hours employee #2 spent producing the request. Multiply the number
203 of hours each employee is able to charge for producing the request by that employee's
204 hourly wage and then add the amounts together for the total amount of labor that can be
205 charged (i.e. $(2 \times 15) + (1 \times 20) = \50.00). For this request, \$50.00 could be assessed for
206 labor.

207

208 Questions regarding this Schedule of Reasonable Charges should be addressed to the OORC.

209
210 Office of Open Records Counsel
211 505 Deaderick Street, Suite 1600
212 James K. Polk Building
213 Nashville, Tennessee 37243 (615) 401-7891, Fax (615) 741-1551 Toll free number: 1-866-831-3750
214 Email address: open.records@tn.gov
215

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SUBSTITUTE TEACHERS	Descriptor No: PER 24	Date Adopted: 4/79
	Reviewed/Revision Adopted: 9/88; 8/01; 10/02	

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary
2 vacancies. All substitute teachers shall be employed by the Director of Schools. Substitute
3 teachers shall assume the same responsibilities and have the same authority as the regular
4 teacher.

5 6 Application/Qualifications

7
8 Criminal history record checks and fingerprinting of applicants for substitute teaching are
9 required.

10
11 Applicants whose records with the State Department of Education indicate a license or certificate
12 currently in revoked status shall not be hired.

13
14 The substitute teacher lists will be prepared by the Human Resources Director who will maintain
15 a complete file on all substitute teachers. This file will include transcripts, credentials,
16 recommendations and other pertinent information. A list of all approved substitutes shall be
17 provided to all principals. Only those persons on the approved substitute list shall be employed
18 to substitute teach.

19
20 All substitutes shall be responsible for providing correct and current addresses and phone
21 numbers and for notifying the Murfreesboro City Schools Human Resources Department if they
22 wish to terminate their service as substitutes.

23 24 Certification

25
26 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
27 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be
28 taught. When substituting for a teacher ~~without sick~~ on leave for over twenty days, the substitute
29 shall be certified and paid according to the state salary schedule.

30
31 A substitute, teaching for a regular teacher on extended ~~sick~~ leave for more than ~~thirty (30)~~
32 **twenty (20)** consecutive teaching days holding a license with an endorsement in the area of
33 assignment, shall be designated as an interim substitute.

34
35

36 Retired teachers may substitute one-hundred **twenty (120)** days per year without loss of
37 retirement benefits, and may **work the full school year** if the Director of Schools certifies in
38 writing to the State Board of Education that no other qualified personnel are available to
39 substitute teach.

40

41 Emergency Needs

42

43 All teacher ~~aides, secretaries and clerks~~ assistants and other support staff are approved substitute
44 teachers for use in emergency situations. Emergency use shall be defined as less than a full day
45 due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

46

47 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers
48 would receive under similar circumstances or their regular salary, if higher; however, they shall
49 not receive pay for both positions at the same time.

50

51 Training and Orientation

52

53 The Director of Schools shall be responsible for providing appropriate training and development
54 programs for substitute teachers.

55

56 All substitute teachers shall be required to attend an orientation session ~~at the beginning of each~~
57 ~~school year~~ to provide instructions regarding reporting, pay schedules, and other pertinent
58 information and to answer questions.

59

60 All substitute teachers will be given a copy of the local school's guidelines on the first day they
61 substitute in the school.

62

63 These guidelines shall contain, but shall not be limited to:

64

- 65 a. Attendance procedures;
- 66 b. Lunchroom schedule and procedures;
- 67 c. Procedures for supervising student behavior;
- 68 d. Names and assignments of regular staff members;
- 69 e. Emergency evacuation procedures; and
- 70 f. Other helpful information particular to the local school.

71

72 Teacher Responsibilities

73

74 For planned absences, a substitute shall be selected from the approved list. Each principal shall
75 be provided names of all approved substitute teachers.

76

77 When a teacher is unable to meet classes for any reason, ~~the following procedures shall be~~
78 ~~observed~~ the teacher shall follow the proper steps to secure a substitute teacher.

79

- 80 ~~1. The teacher shall notify the principal or his/her designee as soon as possible;~~
- 81 ~~2. The principal or designee shall secure a qualified substitute teacher from the~~
82 ~~approved list, and~~
- 83 ~~3. The regular teacher shall notify the principal or his/her designee the day before~~
84 ~~intending to return to the classroom; upon receipt of notice, the principal or principal~~
85 ~~designee shall notify the substitute teacher.~~

86

87 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher
88 shall make available:

- 89
- 90 1. Daily schedule (academic and supervisory);
 - 91 2. Class rolls; and
 - 92 3. Lesson plans and other information for the day's activities. In case of emergency
93 when plans are not provided, the principal shall provide the substitute with directions
94 for the day.

95

96 Re-employment/Termination

97

98 ~~After thirty (30) days of employment, substitute teachers shall be evaluated using the Board~~
99 ~~approved local evaluation instrument.~~

100

101 ~~Following one hundred (100) days of employment, licensed substitutes shall be evaluated using~~
102 ~~the State Model for Local Evaluation.~~

103

104 On an annual basis, the Director of Schools, with input from the principals, shall determine
105 which substitute teachers performed at an acceptable level. Substitute teachers who performed
106 below an acceptable level shall not be re-employed.

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123 Legal References:

- 124
- 125 TRR/MS 0520-1-2-.04(5)
- 126 T.C.A. 49-5-709
- 127 T.C.A. 49-5-413
- 128 T.C.A. 49-2-203(a)
- 129 T.C.A. 49-3-312(c); TRR/MS 0520-1-2-.04(5)(b)
- 130 T.C.A. 8-36-805

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TENNESSEE CONSOLIDATED RETIREMENT SYSTEM	Descriptor No: PER 27	Date Adopted: 4/79
	Reviewed/Revision Adopted: 9/01	

1 ~~Murfreesboro City School Board employees are required to enroll in the Consolidated~~
2 ~~Retirement System created by a 1972 Legislative Act which consolidated seven separate state~~
3 ~~retirement plans effective July 1, 1972. The Tennessee Teacher Retirement System was one of~~
4 ~~the state retirement plans which was absorbed into the Tennessee Consolidated Retirement~~
5 ~~System on July 1, 1972.~~

6
7 ~~Members of the Tennessee Teachers' Retirement System on that date automatically became~~
8 ~~members of the new retirement system with a continuation of Social Security coverage provided~~
9 ~~the individual had been employed after Social Security became available in 1958 or provided the~~
10 ~~teacher in service on July 1, 1958 elected to have Social Security coverage.~~

11
12 ~~All teachers entering service in Tennessee since July 1, 1958 were automatically enrolled in the~~
13 ~~Teachers' Retirement System with Social Security coverage except for those teachers employed~~
14 ~~within the 90 day period immediately following the establishment of the Consolidated~~
15 ~~Retirement System on July 1, 1972. Teachers employed in Tennessee for the first time within~~
16 ~~that 90 day period had the option of electing or not electing Social Security coverage.~~

17
18 Employees of the Murfreesboro City Schools System are members of the Tennessee
19 Consolidated Retirement System (TCRS) and may retire upon meeting the qualifications for
20 retirement set forth by TCRS.

21
22 In accordance with T.C.A., 8-36-805, retired TCRS members may be eligible for re-employment
23 as substitute teachers, substitute bus drivers, or in any other temporary, interim, part-time, or
24 casual positions providing:

- 25
26
1. The retired TCRS member has been retired 60 days and does not accrue additional retirement credit with TCRS.
 2. The 60-day work period may be waived provided the member renders no more than one-half of the hours he/she worked prior to retirement and the Director of Schools certifies in writing to TCRS that no other qualified persons are available to fill the position. Following the initial 60 days following retirement, the remaining time may be full-time or used over the one year period.
 3. Compensation cannot exceed 60% of the retiree's final year's salary, indexed annually since retirement, or exceed 120 working days per calendar year from the date of re-hire.
- 34
35

36 Retired teachers who are re-employed as substitute teachers may work the full school year for an
37 additional 90 days during the 12-month period providing the Director of Schools certifies there
38 are no other qualified personnel available to perform such work. The pay for substitute teaching
39 for the additional days must not exceed the rate set by the MCS for substitute teachers filling
40 similar vacant positions.

41

42 For TCRS retirees who were not previously employed by the MCS, certification of the final
43 year's salary at the previous employer will be provided to Human Resources before employment.

44

45 Licensed employees of Murfreesboro City Schools contribute to the Consolidated Retirement
46 System. Non-licensed employees are non-contributors.

47

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DRUG-FREE WORKPLACE	Descriptor No: PER 32	Date Adopted: 4/92
Reviewed/Revision Adopted: 3/93; 9/01		

1 ~~No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the~~
2 ~~workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,~~
3 ~~marijuana or any other controlled substance, as defined in federal law. “Workplace” shall~~
4 ~~include any school building or any school premise; any school owned or any other school-~~
5 ~~approved vehicle used to transport students to and from school or school activities; off school~~
6 ~~property during any school sponsored or school approved activity, event or function.~~

7
8 ~~Any employee who violates the terms of this policy shall be suspended and shall be subject to~~
9 ~~dismissal and referral for prosecution.~~

10
11 ~~The Director of Schools shall be responsible for providing a copy of this policy to all school~~
12 ~~system employees.~~

- 13
14 1. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in
15 the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
16 marijuana, alcohol, or any other controlled substance, as defined in federal law.
17 “Workplace” shall include any school building or property, any school-owned or leased
18 vehicle used to transport students to and from school or school activities and off school
19 property during any school-sponsored or school-approved activity.
- 20 2. As a condition of employment, each employee shall notify their supervisor of a
21 conviction of any criminal drug statute ~~for violation occurring in a workplace~~ as defined
22 above no later than **two (2) calendar five (5)** days after conviction.
- 23 3. Any employee who violates the terms of this policy shall be suspended and shall be
24 subject to dismissal.
- 25 4. Employees who are required to drive any school-owned or school-leased vehicle during
26 the performance of their duties are prohibited from using, possessing, distributing,
27 dispensing, manufacturing, or having controlled substances, abused prescription drugs or
28 any other mind altering or intoxicating substances present in their system while at work
29 or on duty. Any employee who violates this provision of the policy shall be discharged.
- 30 5. All other employees will be drug tested for “reasonable suspicion” at a standard set by
31 Murfreesboro City Schools. Reasonable suspicion is a belief based on objective factors
32 either physical, behavioral, or work performance related that are sufficient to lead a
33 reasonable and prudent supervisor to suspect that an employee is using a prohibited drug,
34 alcohol, or substance.

- 35 6. The Director of Schools shall be responsible for providing a copy of this policy to all
36 school system employees.
37 7. If discipline results from this policy it will follow the same procedure as set forth by
38 District policy.

39

40 AWARENESS

41

42 Drug abuse in the workplace has major adverse effects on the welfare of children and personnel
43 in the school system. Employees with drug abuse problems should seek help. It is the policy of
44 Murfreesboro City Schools, in addition to taking appropriate personnel action for those in
45 violation of a drug-free workplace, to provide rehabilitation information for employees with a
46 self-admitted or detected drug or alcohol problem.

47

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57 Legal References:

58

59 Subtitle D Drug Free Workplace Act of 1988

60 34 CFR 86.201

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DISCRIMINATION/ HARASSMENT OF EMPLOYEES <small>(SEXUAL, RACIAL, ETHNIC, RELIGIOUS)</small>	Descriptor No: PER 35	Date Adopted: 3/93
	Reviewed/Revision Adopted: 11/99; 2/00; 9/01; 2/07	

1 All employees shall be provided a work environment free from sexual, racial, ethnic, and
2 religious discrimination/harassment. It shall be a violation of this policy for anyone to
3 discriminate against or harass an employee through conduct or communication that is sexual,
4 racial, ethnic, or religious in nature. The following guidelines are set forth to protect employees
5 from discrimination/harassment.

6
7 Employee discrimination/harassment will not be tolerated. Discrimination/harassment is
8 defined as conduct, gestures, or words (either written or spoken) of a sexual, racial, ethnic or
9 religious nature which:

- 10
11 — 1. Unreasonably interferes with the individual's work or performance; or
12 — 2. Create an intimidating, hostile or offensive work environment; or
13 — 3. Imply that submission to such conduct is made an explicit or implicit term of
14 — employment;
15 — 4. Imply that submission or rejection of such conduct will be used as a basis for an
16 — employment decision affecting the harassed employee.

17
18 **GENERAL STATEMENT OF POLICY**

19
20 The Murfreesboro City Schools Board of Education is committed to safeguarding the rights of all
21 students, employees and third parties within the school system, on school campuses at school
22 events, and on school buses to learn and work in an environment that is free from all forms of
23 harassment and/or sexual harassment.

24
25 It is the policy of the Murfreesboro City Schools Board of Education to maintain a learning and
26 working environment that is free from harassment of any type. The Board prohibits any form of
27 sexual harassment or harassment based upon age, religion, disability, color, and/or race/national
28 origin or any other class protected by law. All persons are required to make a conscientious
29 effort to fully consider and understand the nature and basis of a harassment or sexual harassment
30 complaint.

31
32 It shall be a violation of this policy for any student, teacher, administrator or other school
33 personnel of the Murfreesboro City Schools to harass or sexually harass a student, teacher,
34 administrator or other school personnel through conduct or communication of any form as
35 defined by this policy. The school system will act to promptly investigate all complaints and to

36 promptly and appropriately discipline any student or school personnel who is found to have
37 violated this policy, and/or take other appropriate action reasonably calculated to end the
38 harassment or sexual harassment.

39
40 For the purpose of this policy, school personnel include school board members, employees of the
41 Murfreesboro City Schools, agents, volunteers, contractors, or persons subject to the supervision
42 and control of the Murfreesboro City Schools.

43 44 **HARASSMENT DEFINED AND PROHIBITED**

45
46 A. It is the policy of the Murfreesboro City Schools Board of Education not to discriminate
47 on the basis of sex, race, national origin, color, creed, religion, age, marital status,
48 disability or any other class protected by law in its educational programs, activities, or
49 employment policies as required by the referenced federal and state statutes. Any student
50 or school personnel shall be punished for infractions of this policy when: The harassing
51 conduct is sufficiently severe, persistent or pervasive that it affects the ability of the
52 student or school personnel to participate in or benefit from the educational program or
53 activity or the work environment and/or creates an intimidating, threatening or abusive
54 environment. The harassing conduct has the purpose or effect of substantially or
55 unreasonably interfering with an individual's academic or work performance.

56
57 B. Harassment may include but is not limited to:

- 58 1. Graffiti, notes, or cartoons containing discriminatory language;
- 59 2. Name calling, jokes, or rumors;
- 60 3. Negative stereotypes and hostile acts which are based upon a person's sex, race,
61 national origin, color, creed, religion, age, marital status, disability or any other
62 class protected by law;
- 63 4. Written or graphic material containing discriminatory comments or stereotypes
64 that is posted or circulated and which is aimed at degrading individuals or
65 members of protected classes;
- 66 5. Threatening or intimidating conduct directed at another because of the other's
67 race, national origin, color, creed, religion, age, marital status, disability or any
68 other class protected by law;
- 69 6. A physical act of aggression or assault, or other acts of aggressive conduct, upon
70 another because of, or in a manner reasonably related to, an individual's race,
71 national origin, color, creed, religion, age, marital status, or disability or any other
72 class protected by law.

73 74 **SEXUAL HARASSMENT DEFINED AND PROHIBITED**

75
76 A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors,
77 sexually motivated physical contact, or other verbal or physical conduct or
78 communication of a sexual nature when:

79 Submission to that conduct or communication is made a term or condition, either
80 explicitly or implicitly, of obtaining or retaining employment, or of obtaining an
81 education; or submission to or rejection of that conduct or communication by an
82 individual is used as a factor in decisions affecting that individual's employment or
83 education; or that conduct or communication has the purpose or effect of substantially or
84 unreasonably interfering with an individual's employment or education, or creating an
85 intimidating, hostile or offensive employment or education environment. Any sexual

86 harassment as defined when perpetrated on any student or employee will be treated as
87 sexual harassment under this policy.

88
89 B. Sexual harassment may include but is not limited to:

- 90 1. Sexual advances;
- 91 2. Verbal harassment or abuse;
- 92 3. Subtle pressure for sexual activity;
- 93 4. Touching of a sexual nature, including inappropriate patting or pinching;
- 94 5. Intentional brushing against a student or employee's body;
- 95 6. Demanding sexual favors accompanied by implied or overt threats concerning an
96 individual's employment or educational status;
- 97 7. Demanding sexual favors, especially when accompanied by implied or overt
98 promises of preferential treatment with regard to an individual's employment or
99 educational status;
- 100 8. Graffiti of a sexual nature;
- 101 9. Displaying or distributing sexually explicit drawings, pictures or other written
102 materials, including making and playing sexually explicit audio/video tapes;
- 103 10. Sexual gestures, including touching oneself sexually or talking about ones sexual
104 activities in front of others;
- 105 11. Sexual or "dirty" jokes; or
- 106 12. Spreading rumors about or rating other students as to sexual activity or
107 performance.

108
109 **REPORTING PROCEDURES**

110
111 Persons who believe themselves to be victims of sexual, racial, ethnic or religious
112 discrimination/harassment shall report these incidents immediately. Witnesses to
113 discrimination/harassment are strongly encouraged to report these incidents immediately. This
114 report shall be made to the immediate supervisor except when the immediate supervisor is the
115 offending party. If the immediate supervisor is the offending party, the report may be made to
116 the Federal Rights Coordinator or Director of Schools. Allegations of discrimination/harassment
117 shall be fully investigated. An oral complaint may be submitted, however, such complaint
118 should be reduced to writing to ensure a more complete investigation. The complaint should
119 include the following information:

- 120
- 121 • Identity of the alleged victim and person accused;
- 122 • Location, date, time and circumstances surrounding the alleged incident;
- 123 • Description of what happened;
- 124 • Identity of witness; and
- 125 • Any other evidence available.
- 126

127 The privacy and anonymity of all parties and witnesses to complaints will be respected.
128 However, because of an individual's need for confidentiality must be balanced with obligations
129 to cooperate with police investigations or legal proceedings, to provide due process to the
130 accused, to conduct a thorough investigation or to take necessary action to resolve a complaint,
131 the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals
132 with the need to know.

133
134 A substantiated charge against an employee shall result in disciplinary action up to and including
135 termination. A substantiated charge against a student may result in corrective or disciplinary
136 action up to and including suspension.

137 There will be no retaliation against any person who reports discrimination/harassment or
138 participates in an investigation. However, any employee who refuses to cooperate or gives false
139 information during the course of any investigation may be subject to disciplinary action. The
140 willful filing of a false report will itself be considered harassment and will be treated as such.

141
142 An employee disciplined for violation of this policy may appeal the decision by contacting the
143 Federal Rights Coordinator or the Director of Schools.

144 145 **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURE**

146
147
148 Employees shall notify a complaint manager if they believe the Board, its employees or agents
149 have violated their rights guaranteed by the state or federal Constitution, state or federal statutes
150 or Board policy including:

- 151
152 1. Title II of the Americans with Disabilities Act
- 153 2. Title IX of the Education Amendments of 1972
- 154 3. Section 504 of the Rehabilitation Act of 1973
- 155 4. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and
156 Title IX of the Education Amendments of 1972

157
158 The complaint manager may endeavor to respond and resolve complaints before a written
159 complaint is filed. If a complaint is filed, the complaint manager shall address the complaint
160 promptly and equitably. The right of a person to prompt an equitable resolution of the complaint
161 shall not be impaired by the person's pursuit of other remedies. Use of this complaint procedure
162 is not a prerequisite to the pursuit of other remedies and use of this complaint procedure does not
163 extend any filing deadline related to the pursuit of other remedies.

164 165 *1. FILING A COMPLAINT*

166
167 Any employee who wishes to avail himself or herself of this complaint procedure may do so by
168 filing a complaint with the complaint manager. The employee may request a complaint manager
169 of the same sex. The complaint manager may request the employee to provide a written
170 statement regarding the nature of the complaint. The complaint manager may assist the
171 employee in preparing the written complaint.

172 173 *2. INVESTIGATION*

174
175 The complaint manager will investigate the complaint or appoint a qualified person to undertake
176 the investigation on his or her behalf. The complaint and identity of the complainant will not be
177 disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the
178 complaint; or (3) as authorized by the complainant. The complaint manager shall file a written
179 report within ten (10) school days of the filing of the complaint, of his or her findings with the
180 Director of Schools. If a complaint of harassment contains allegations against the Director of
181 Schools, the written report shall be filed with the Board. The Director of Schools shall keep the
182 Board informed of all complaints.

183 184 *3. DECISION AND APPEAL*

185
186 After receipt of the complaint manager's report, the Director of Schools shall render a written
187 decision within five (5) work days of the receipt of the report which shall be provided to the

188 employee. If the employee is not satisfied with the decision, the employee may appeal the
189 decision to the Board within five (5) work days by making a written request to the complaint
190 manager. The complaint manager shall be responsible for promptly forwarding all materials
191 relative to the complaint and appeal to the Board. Thereafter, the Board shall within thirty (30)
192 days from the date the appeal was received review the report and affirm, overrule or modify the
193 decision and render a finding which shall be provided to the complainant. This complaint
194 procedure shall not be construed to create an independent right to a Board hearing.

195

196 4. APPOINTING COMPLAINT MANAGERS

197

198 The Director of Schools shall appoint at least two complaint managers, one of each gender. The
199 Director of Schools shall publicize the names, addresses and telephone numbers of current
200 complaint managers.

201

202

203

204

205

206

207

208

209

210 Legal References:

211

212 Title VII; 29 CFR 1604.11

213 Title IX (20 U.S.C. 1681-1686)

214 Age Discrimination Employment Act,

215 29 U.S.C. 621

216 Americans with Disabilities Act,

217 42 U.S.C. 12101 et seq.

218 Equal Pay Act, 29 U.S.C. 206(d)

219 Immigration Reform and Control Act,

220 8 U.S.C. 1324a et seq.

221 Rehabilitation Act, 29 U.S.C. 791 et seq.

222 Title VII of the Civil Rights Act,

223 42 U.S.C. 2000e, et seq.

224 Title IX of the Education Amendments,

225 20 U.S.C. 1681, et seq.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: NON-RENEWAL OF NON-TENURED EMPLOYEES	Descriptor No: PER 41	Date Adopted: 9/01
	Reviewed/Revision Adopted:	

1 Non-tenured teachers are subject to the same rules and regulations and are entitled to the
2 privileges of employment enjoyed by tenured teachers except that they have no claim upon
3 continuing employment or tenure protections.
4

5 The principal is responsible for discussing deficiencies as part of the evaluation process with the
6 non-tenured teacher and providing assistance for overcoming these deficiencies.
7

8 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of
9 their contract period. If the Director of Schools determines not to renew the contract of a non-
10 tenured teacher, the following action shall be taken:
11

- 12 1. The Board shall be notified at the next regular board meeting; and
- 13
- 14 2. Written notice of non-renewal shall be hand delivered or sent to the employee by certified
15 mail so that it will be received by the employee prior to ~~May 15~~ **June 15**.
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32 _____
33 Legal Reference:

34
35 T.C.A. 49-5-409(a)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STATE AND FEDERAL EDUCATION AGENCY RELATIONS	Descriptor No: IS 15	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 The Board declares its desire to work in close cooperation and harmony with the State Board of
2 Education and the State Department of Education. The Director of Schools is instructed to pay
3 close attention to this matter and to establish healthy communications and relationships as well
4 as to work cooperatively in every way for the advancement of education and the Murfreesboro
5 City School System.

6
7 In addition to its interest in being informed of the availability of federal education funds, the
8 Board is also desirous that the administrative and instructional staffs be fully informed
9 concerning any services or publications beneficial to our school system that may be available
10 from federal education agencies such as the U. S. Department of Education, the National
11 Institute for Education, and the ERIC Clearinghouses.

12
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TO DELETE

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: NON-RENEWAL OF NON-LICENSED EMPLOYEES	Descriptor No: PER 37	Date Adopted: 9/01
<i>Reviewed/Revision Adopted:</i>		

1 All persons who are employed in a position for which no teaching license is required shall be
2 employed on a year-to-year contract. The Director of Schools shall provide a person who is
3 employed in such a position fifteen (15) days' notice of non-renewal of the contract before the
4 end of the contract period.

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TO DELETE

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33 Legal Reference:

34 T.C.A. 49-2-301(f)(1)(FF)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: COMMUNITY RESOURCE PERSONS	Descriptor No: IS 10	Date Adopted: 4/79
	Reviewed/Revision Adopted: 4/01	

1 The Board of Education recognizes that one of the greatest resources of the school is to be found
2 in the people of the community who have special knowledge and particular talents to contribute
3 to the school program.

4
5 The Board, ~~therefore,~~ encourages the use of community resources and citizens to assist in
6 furthering the educational program. **The administrative staff shall collaborate with each**
7 **principal on the utilization of community resources.** ~~Each principal should study the needs of~~
8 ~~the principals' individual school, survey the resources available in the school community and~~
9 ~~weigh their probable usefulness.~~

10
11 All community resource persons must be approved by the principal and serve under the **constant**
12 supervision of the professional staff of the school.

13
14 ~~The principal shall ensure that appropriate recognition of community resource persons' services~~
15 ~~is made annually.~~

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21 **TO DELETE**
22 **Replaced by IS 10—School Volunteers**
23
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31 Legal References:

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33 T.C.A. 49-6-7001

34 ~~T.C.A. 29-20-310~~

MCS Resignations, Retirements, Leave of Absence and New Hires as of 3/16/2012

Licensed Personnel Hired

Last Name	First Name	Location	Position

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location

Interim Instructional Personnel

Last Name	First Name	Location

Resignations

Last Name	First Name	Location
Parker	Roger	HG

Classified Personnel Hired

Last Name	First Name	Location	Position
Nichols	Brooke	HG	EA
Smith	Sarah	DSRR	EA 1 on 1
Gupton	Annette	SC	CDC EA
Jernigan	Shannon	HG	EA
Tarrant	Heather	ESE	MDA

COMPARISON OF BUDGET TOTALS
July 1, 2011 Thru February 29, 2012

TOTAL INCOME	7/1/11 - 2/29/12	\$	34,316,415
TOTAL EXPENSES	7/1/11 - 2/29/12		34,015,672
			<hr/>
NET INCOME	2/29/12	\$	300,743
			<hr/> <hr/>

YEAR-TO-DATE REVENUE COMPARISON

DATE: FEBRUARY 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	\$6,118,636	(4,111,664)	59.8%	\$10,240,500.00	\$5,983,459.40	\$ (4,257,041)	58.4%
40210-Local Option Sales Tax	6,307,000	3,475,195	(2,831,805)	55.1%	6,654,800	3,556,940	(3,097,860)	53.4%
40000-41110-Other County Rev	1,341,100	877,841	(463,259)	65.5%	1,517,700	802,904	(714,796)	52.9%
44000-Other Local Revenue	257,070	225,813	(31,257)	87.8%	307,600	239,096	(68,504)	77.7%
46511-Basic Educ. Program	27,575,000	19,600,400	(7,974,600)	71.1%	28,075,000	19,998,000	(8,077,000)	71.2%
46530-Energy Efficient Schools	-	-	-	N/A	-	151,251	151,251	N/A
46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
46615-Ext. Contract - ARRA	-	81,098	81,098	N/A	-	72,829	72,829	N/A
46990-Other State Funds	669,201	173,859	(495,342)	26.0%	455,450	243,880	(211,570)	53.5%
46592-CONNECT TEN ARRA	-	19,700	19,700	N/A	-	-	-	N/A
46595-Family Resource ARRA	-	25,025	25,025	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	496,699	489,699	7095.7%	31,403	35,545	4,142	113.2%
49810-Approp./City Gen. Fund	4,810,103	3,206,735	(1,603,368)	66.7%	4,810,103	3,206,735	(1,603,368)	66.7%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
TOTALS	\$ 51,196,774	\$ 34,319,054	\$ (16,877,720)	67.0%	\$ 52,117,556	\$ 34,316,415	\$ (17,801,141)	65.8%

YEAR-TO-DATE EXPENDITURE COMPARISON

DATE: FEBRUARY 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	\$19,605,556.73	\$ (10,808,376)	64.5%	\$31,132,877.00	\$20,129,096.70	\$ (11,003,780)	64.7%
71200-Sp. Ed. Instr.	3,114,368	1,977,617	(1,136,751)	63.5%	3,359,032	2,077,775	(1,281,257)	61.9%
72110-Attendance	78,711	56,249	(22,462)	71.5%	82,517	58,694	(23,823)	71.1%
72120-Health Services	392,625	288,618	(104,007)	73.5%	417,785	264,384	(153,401)	63.3%
72130-Guidance	950,134	573,248	(376,886)	60.3%	1,111,999	624,573	(487,426)	56.2%
72210-Reg. Instr. Spprt.	1,453,556	837,752	(615,804)	57.6%	1,342,616	800,407	(542,209)	59.6%
72220-Sp. Ed. Support	641,222	431,958	(209,264)	67.4%	756,621	307,814	(448,807)	40.7%
72310-Bd. Of Educ.	1,068,760	723,042	(345,718)	67.7%	1,059,460	866,743	(192,717)	81.8%
72320-Office of Supt.	312,163	186,927	(125,237)	59.9%	291,185	191,934	(99,251)	65.9%
72410-Office of Prin.	2,425,283	1,579,099	(846,184)	65.1%	2,552,738	1,751,284	(801,454)	68.6%
72510-Fiscal Services	509,042	317,353	(191,689)	62.3%	510,649	306,564	(204,085)	60.0%
72520-Personnel Services	251,734	228,587	(23,147)	90.8%	291,833	152,178	(139,655)	52.1%
72610-Oper. Of Plant	4,724,602	2,659,152	(2,065,450)	56.3%	4,659,099	2,651,981	(2,007,118)	56.9%
72620-Maint. Of Plant	1,273,339	810,925	(462,414)	63.7%	1,313,993	838,987	(475,006)	63.9%
72710-Pupil Transp.	1,534,636	914,562	(620,074)	59.6%	1,573,325	886,338	(686,987)	56.3%
72810-Other Support	719,895	803,215	83,320	111.6%	622,671	697,083	74,412	112.0%
73300-Community Service	261,315	237,349	(23,966)	90.8%	274,032	198,767	(75,265)	72.5%
73400-Early Childhood Educ	543,647	353,144	(190,503)	65.0%	676,364	298,745	(377,619)	44.2%
76100-Reg. Cap. Outlay	500,000	330,201	(169,799)	66.0%	500,000	912,324	412,324	182.5%
TOTALS	\$ 51,168,965	\$ 32,914,555	\$ (18,254,410)	64.3%	\$ 52,528,796	\$ 34,015,672	\$ (18,513,124)	64.8%

MURFREESBORO CITY SCHOOLS
MEMBERSHIP WITH PTR AND ATTENDANCE REPORT
Month 6, January 24 through February 22, 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	58	3	19.33	77	4	19.25	275	14	19.64	6984	7006		
Black Fox	132	6	22.00	139	7	19.86	106	5	21.20	114	6	19.00	491	24	20.46	6784			
Bradley	43	3	14.33	43	3	14.33	54	3	18.00	54	3	18.00	194	12	16.17	SPECIAL EDUCATION			
CLA	169	9	18.78	140	7	20.00	125	7	17.86	137	7	19.57	571	30	19.03	# Students # Teachers Ratio			
E. Siegel	112	6	18.67	104	6	17.33	117	6	19.50	105	6	17.50	438	24	18.25	E. Siegel	35	5	7
Hobgood	75	4	18.75	81	4	20.25	65	4	16.25	44	2	22.00	265	14	18.93	MNE	5	1	5
MNE										91	5	18.20	91	5	18.20	Northfield	38	4	9.5
MNP	112	6	18.67	95	5	19.00	94	6	15.67				301	17	17.71	Scales	19	3	6.333
NE	88	5	17.60	92	5	18.40	94	5	18.80	96	6	16.00	370	21	17.62	Off Site	3		
J. Pittard	170	9	18.89	147	8	18.38	156	8	19.50	132	7	18.86	605	32	18.91	BELLWOOD PRE-K			
Scales	150	8	18.75	155	8	19.38	139	7	19.86	165	8	20.63	609	31	19.65	# Students # Teachers Ratio			
TOTALS	1111	59	18.83	1076	57	18.88	1008	54	18.67	1015	54	18.80	4210	224	18.79	Regular	399	19	21
																SpEd	66	7	9.429

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	ALL 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	424	21	20.19	30	14.13
Black Fox	107	5	21.40	115	5	23.00	95	4	23.75	317	14	22.64	808	38	21.26	54.5	14.83
Bradley	50	3	16.67	55	3	18.33	47	3	15.67	152	9	16.89	346	21	16.48	32.8	10.55
CLA	127	7	18.14	132	6	22.00	98	5	19.60	357	18	19.83	928	48	19.33	65.5	14.17
E. Siegel	127	6	21.17	125	6	20.83	40	2	20.00	292	14	20.86	730	38	19.21	60.5	12.07
Hobgood	59	3	19.67	55	3	18.33	37	2	18.50	151	8	18.88	416	22	18.91	37.3	11.15
MNE	80	4	20.00	87	5	17.40	38	2	19.00	205	11	18.64	296	16	18.50	28.83	10.27
MNP													301	17	17.71	28.33	10.62
NE	101	5	20.20	98	5	19.60	62	3	20.67	261	13	20.08	631	34	18.56	54.33	11.61
J. Pittard	151	7	21.57	129	6	21.50	93	4	23.25	373	17	21.94	978	49	19.96	67.33	14.53
Scales	148	7	21.14	158	7	22.57	111	5	22.20	417	19	21.95	1026	50	20.52	71	14.45
TOTALS	1010	50	20.20	1020	49	20.82	644	31	20.77	2674	130	20.57	6884	354	19.45	530.42	12.98

ATTENDANCE INFORMATION

Current Month	96.00%
Previous Month	95.70%
Previous Yr Same Month	94.40%

Total System Licensed Personnel

(includes Spec Ed and Central Office)	556.42
Total School System Pupil/Licens. Personnel Ratio	12.55