

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION

May 22, 2012

6:30 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

*OATH OF OFFICE ADMINISTERED BY MAYOR TOMMY BRAGG
TO*

*RE-ELECTED BOARD MEMBERS: BUTCH CAMPBELL AND NANCY PHILLIPS
AND NEWLY-ELECTED BOARD MEMBERS: JARED BARRETT AND ANDY BROWN*

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Congratulations and best wishes to the retiring employees honored by the Board at Doubletree by the Hilton on May 17.
- Announcement: Future School Board meetings held on the second and fourth Tuesdays of the month will start at 6:00 p.m. beginning in June.
- Congratulations to the following BEP Mini-Grant Recipients:
 - ~Julie Caster, Bellwood “Little Leaf Sprout Cooperative”
 - ~Debbie Hickerson, Cason Lane “Who Doesn’t Like Algebra” and “Who Needs Dirt?”
- The Mitchell-Neilson Schools would like to thank the following for their generous donations to our Land Between the Lakes field trip fund. Together they raised over \$900 for students who might not otherwise have been able to afford to attend. Advantage Mini-Storage, Gas World, Arenovation, Haynes Brothers Lumber, Avery Smith, Carl and Suzanne Eubanks, Scott and Gayle Porterfield, Sleep Centers of Middle TN, James and Barbara Jean.
- Congratulations to the following students who submitted original work and are now "published" authors in the "Young Writers of America - 2012" publication. Thousands of entries were reviewed and less than 20% were selected for publication.
Mrs. Ortiz, 4th Grade: Faith Godwin; Mrs. Fulmer, 5th Grade: Tray Berry, Allison Dial, Taylor Dunkin, Tamra Johnson, Hope Sledge, Andrew Thomas; Mrs. Womack, 5th Grade: Bailey Eshleman, Nick Gardner, Madison Hodges, Claire Mense, Meredith Neal, Noah Thomas.

IV. CONSENT ITEMS (Tab 1)

- A. Approval of the Minutes of the April 24, 2012 Board Meeting, May 5, 2012 Board Retreat, and the May 8, 2012 Policy/Special Called Meeting
- B. Approval of Federal Projects Application and Budget: NCLB, IDEA, and Preschool with Director of Schools Authorizations
- C. Approval of Board Policies – Second Reading
 - PER 39 –Suspension/Dismissal of Tenured Teachers (Revision)
 - STU 5– Assignment of Students to Schools and Classes (Revision)

V. ACTION ITEMS

- A. Election of Board Vice Chair
- B. Approval of Board Policies – (First Reading) (Tab 2)
 - PER 22—Personnel Records (*Revision*)
 - STU 18—Child Abuse and/or Neglect (*Complete Rewrite*)
 - STU 43—Use of Personal Communication Devices in School (*Complete Rewrite*)
- C. Approval of Board Policies – (Final Reading)
 - STU 22—Code of Acceptable Behavior and Discipline (*Revision*)
 - STU 23—Discipline Procedures (*Revision*)
- D. Approval of Tenure Recommendation -- Jennifer Harris (Tab 3)

VI. REPORTS/INFORMATION

- A. Discussion Regarding Schedule of Special/Board Policy Review Meetings
- B. Personnel Report (Tab 4)
- C. Monthly Revenue and Expenditure Report (Tab 5)
- D. Attendance Report (Tab 6)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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

MINUTES

MURFREESBORO CITY SCHOOL BOARD

Tuesday, April 24, 2012
6:30 p.m.—Council Chambers

ATTENDANCE

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

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

Others: Staff Attorney Kelley Baker and others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the Board to meeting to order at approximately 6:35 p.m. followed by the Pledge of Allegiance and a moment of silence.

RECOGNITION OF RETIRING BOARD MEMBERS:

~Dr. Susan Andrews

Mrs. Phillips thanked Dr. Andrews for the sixteen years that she served on the Board, for her dedication to the education of the city's children, and for the professionalism she exhibited as business was conducted. She worked hard never taking payment for her services. Her heart was with the teachers and with the students.

~Mrs. Nancy Duggin

Mrs. Wade stated that Mrs. Duggin has been an advocate for all children and has done an exemplary job serving as the Board's Vice Chair. Mr. Campbell thanked Mrs. Duggin for her service on the Board, for looking out for the students and schools for the past four years, and for her knowledge, guidance, and expertise she brought from her extensive experience to help the Board during the decision-making process.

Mrs. Phillips thanked Mrs. Duggin for her service and dedication. She had previously suggested that Mrs. Duggin be recommended to serve in a position that would allow her knowledge and perspective to influence the education of our students at the state level. She read a letter from the Board to Governor Bill Haslam requesting that he consider Mrs. Duggin to serve on committees or in any capacity by which she could share her knowledge from teaching, as a Board member, and in her ventures that took her

state-wide gaining information and input from school systems across the state. Chair Wade presented Mrs. Duggin with a token of appreciation from the Board and school system. Mrs. Duggin received a standing ovation. Mrs. Duggin thanked the citizens for the opportunity to serve on the School Board. She asked that all continue to pay attention to legislation as there has been much activity in the legislature that will affect our school systems.

RESOLUTION IN RECOGNITION OF HARRY GILL,
SUPERINTENDENT OF RUTHERFORD COUNTY SCHOOLS

Dr. Gilbert thanked Superintendent Harry Gill for the contributions he made during his tenure not only as Superintendent of Rutherford County Schools but also as an educator and administrator in the school system. She especially thanked him for the collaborative relationship he has had with her as they worked together to promote the county's two school systems. Dr. Gilbert then read a resolution from the City School Board. Mr. Gill addressed the Board thanking all for their efforts to provide the county school system with a high caliber of students to continue their education in grades 7-12 and for their work with PLCs. He also thanked Dr. Gilbert for the positive relationship she has had working with him and with RCS staff. Mr. Gill received a standing ovation.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- Congratulations to Re-Elected Board members Butch Campbell and Nancy Phillips and Newly elected Board members Dr. Andy Brown and Jared Barrett.
- Teacher Appreciation Week—May 7-11, 2012; National Teacher Day—May 8, 2012
- Retiring employees will be honored at a dinner with the School Board on Thursday, May 17, 6 p.m., at Doubletree by Hilton.
- Murph was honored with an invitation from the First Lady to participate in the Governor's "Egg Roll" held on April 4th to entertain the children, and then was invited to tour the Governor's Mansion.
- Congratulations to the following teachers named to serve as Math Core Coaches: Karen Cook and Rebecca Few.
- Fifty-eight MCS students have been selected to participate in the 2012 4th-6th Grade Duke University Talent Identification Program.
- A special thanks to the Rutherford County Soil Conservation District for awarding a \$500 CROP Grant to Community Initiatives to sponsor a community garden on space donated by Key Memorial United Methodist Church, 802 E. State Street.

- Thanks to MidSouth Bank for their \$250 donation to John Pittard Elementary that will be used for supplementary fourth grade social studies materials.
- Congratulations to Black Fox Elementary named the “City School of the Year” at the recent Read to Succeed Volunteer Luncheon.

IV. CONSENT ITEMS (Tab 1)

On motion by Mr. Campbell and second by Mrs. Smith, the following consent agenda items were approved by acclamation:

A. Minutes of the regularly scheduled board meeting of March 27, 2012, and the Special Board Meetings of April 10, 2012 and April 18, 2012

B. School Fees

C. The 2012-2013 Family Resource Center Advisory Council

D. Board Policies – Second Reading

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 (*Revised*)

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*)

E. Approval of Officer and Foundation Trustees

V. ACTION ITEMS

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

PER 39—Suspension/Dismissal of Tenured Teachers (*Revision*)

Mrs. Baker explained that the revisions to PER 39 are to insert the statutory definitions for the basis for terminating a tenured teacher, that are specific and include incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Additionally, the policy was revised to set out the steps in state statute relative to going through the termination procedure for tenured teachers. Some statutory references will

need to be revised. On motion by Mrs. Duggin and second by Mr. Campbell, PER 39 was approved on first reading as presented by acclamation.

STU 5—Assignment of Students to Schools and Classes (*Revision*)

Mrs. Baker pointed out that the revisions to STU 5 state that students on zone waivers cannot be sent back to their zoned school without the approval of the Director of Schools or the Director's designee. It was also clarified that principals have the authority and responsibility for assigning students to the individual classrooms. On motion by Mrs. Phillips and second by Mrs. Smith, STU 5 was approved on first reading as presented by acclamation.

B. Approval of the FY'13 General Purpose, Cafeteria and ESP Budgets

Chair Wade stated that the Board and administration have met several times to discuss the budget, always keeping in mind how best to provide opportunities to assure students are successful. As a result of those budget review sessions, the administration has provided the Board with the proposed FY'13 budget. She stated that under Tennessee Code Annotated, the Board Chair and Director of Schools are charged to present a budget to the Board. She stated that as Board Chair, she moved that the proposed FY'13 budget be approved as presented with the addition of a 2 ½% across-the-board raise. She asked for a second with discussion to follow. Mrs. Phillips seconded the motion.

Mrs. Duggin stated the Board had excellent, healthy discussions about the budget. She explained that it is important for the public and teachers to realize that when the State mandates a 2.5% raise, they fund a portion of the raise based on the average teacher's salary but the local system must pick up a significant portion of the cost of the raise.

Mrs. Smith stated that the budget was a very detailed and painfully meticulous budget. The Board went through the budget line by line and page by page. She stated that the taxpayers can appreciate the thought that went behind the development of the budget, and that the students and teachers will do well by the budget. Mrs. Phillips stated that in addition the Board will continue planning as there are mandates that will affect the school system's future budget, such as students being required to take TCAPs online, the building of a new school, and the purchase of additional buses. Mrs. Smith and Mrs. Phillips thanked Mr. Anderson, Dr. Gilbert, Mrs. Bell and all staff involved in the budget process.

On roll call: Campbell—yes; Duggin—yes; Phillips—yes; Smith—yes; Wade—yes.
The motion carried.

VI. REPORTS/INFORMATION

A. Personnel Update (Tab 3)

B. Monthly Revenue and Expenditure Report (Tab 4)

Mr. Anderson stated the system's financial situation has improved with a positive fund balance at the 75% benchmark of the fiscal year. Sales tax revenue is up \$142,000 and property tax revenue is up \$597,000 over this time last year. The system is also doing well on the expenditure side at 73.1%.

C. Attendance Report (Tab 5)

Mr. Anderson reported that the system enrollment is 204 students over this time last year and is 140 students over budgeted enrollment. Special education enrollment is 167 students, an increase of one student from last month's report. Teacher:pupil ratio is 18.1 for grades K-3 and 20.66 for grades 4-6. He also noted that attendance is 96%, which is consistent with last month and with this time last year.

Dr. Gilbert thanked Mr. Anderson, Mrs. Bell, the principals, and all involved in the budget process and thanked the Board for their support and dedication to the school system. She also added her sincere appreciation for Dr. Andrews' and Mrs. Duggin's contributions during their service on the Board.

VII. OTHER BUSINESS

Mrs. Smith asked all to tell any students they meet to do well on TCAP and that it is a great opportunity to "show off." She also noted that students, parents, teachers, etc., are all involved in the process.

Mr. Campbell shared that during an honors classroom visit at which he was supervising a teacher, he witnessed the practice test process and how difficult the material is. He also stated that he had recently visited the Mobile Health Unit and noted what an asset it is in providing needed medical attention to our students. He thanked Dr. Gilbert for her role in making the Mobile Health Unit possible.

Mrs. Duggin stated that the Math Core Coaches, Karen Cook and Rebecca Few, had attended a very rigorous training session, and it is quite an honor for MCS to have two teachers selected to serve in this capacity. They will not only serve MCS teachers, but teachers across the state.

Mrs. Wade reminded the Board of their May 5th retreat.

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VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the Board meeting at approximately 7:08 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--
RETREAT/TRAINING
SATURDAY, MAY 5, 2012
8:00 a.m.—Central Administration Building

ATTENDANCE

Board: Chair Mary Wade, Jared Barrett, Andy Brown, Butch Campbell, Nancy Phillips, Nancy Rainier, and Collier Smith.

Staff: Director Linda Gilbert, Linda Ridley and Lisa Trail.

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

Re-elected Board members Butch Campbell and Nancy Phillips and newly elected Board members Jared Barrett and Andy Brown received the oath office by Notary Diana Primm.

I. CALL TO ORDER BY BOARD CHAIR

Chair Mary Wade called the Board meeting to order at approximately 8:11 a.m.

II. SCHOOL BOARD TRAINING—The Schlechty Center

Dr. Gilbert welcomed the Board.

Mr. George Thompson from the Schlechty Center addressed the Board providing them a notebook with agenda and attachments. He stated that the Schlechty Center works with school districts from the classroom to the board room. He stressed the need for School Boards to increase capacity. Students need to be more engaged and school districts must find the tools to build that capacity.

Mr. Thompson asked the Board members why they decided to run for the board, what did they want people to say is their legacy when they leave the board.

Mrs. Rainier stated that she is filling the position left by her husband. She would like to see better collaboration with the city and students and teachers. The system will be building a new school with the help of the city. Mr. Campbell stated that he ran because there was unrest among teachers due to communication issues and the way things were run at the time. He wants to help the system with the growth in the district and keep the

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system moving forward by providing for the teachers so they can provide for the students. Mrs. Phillips stated that she came on the Board twelve years ago when her child was in kindergarten. She was impressed with the system and wanted to be a voice for children. She also wants every aspect of the community to feel valued and wants community engagement. Mrs. Smith stated that she has three children. She wanted to use her fundraising skills to support the teachers/schools and encourage better communication between the schools, parents, and Director. She would like for every school to have their own identity, empower principals, and have cohesiveness. Mr. Barrett stated that he wanted to be in public service, and be a voice for teachers and children because of things going on at the state level. He wants to be forward thinking. Dr. Brown shared that he started out in a one-room classroom, comes from a family of educators, and has been through every aspect of education. He wants an atmosphere where children learn for the joy of knowledge. Mrs. Wade shared that she also has educators in her family. She stated that your voice/legacy is determined every day. She has worked to be a peacemaker, respect and listen to others, and bring all together. Dr. Gilbert stated that she believes this is the place she needs to be. She stressed that the triangle is upside down with students at the top. The PLCs have been important to moving the district forward as they need highly effective teams. Leadership is when the people say, "We did it ourselves." Truth, trust, open communication, and a focus on children first is key.

Mr. Thompson stated that they are learning that the role of school boards is changing in that they are community leaders and builders. Communities have evolved into groups, so how do we bring all the groups together to work for the common purpose. It is the collective board that defines the board; however, one dysfunctional board member can define the board. How the board works together and makes decisions is what the community sees.

More and more decisions are being made at the state and federal level diminishing the power of school boards. He asked how board goals are different from district goals. He encouraged board members to ask what parents need rather than what parents can do for the school system. More and more grandparents are raising grandchildren. He stated that 24% of the adult population have school age children. You can satisfy parents and not satisfy the community. Parents do not understand the acronyms that school systems use. Increased bureaucracy drives parents to place their children in private schools. Schools are actually better now than in the past, but demands have increased and schools are having trouble meeting those demands. Continuity as students move through grade levels is important. Younger teachers are more flexible than veteran teachers and will sacrifice to have flexibility. Social capital means you have social relationships with others. There is more social capital in the elementary schools but that doesn't translate into civic

capacity because social groups are not working together for the common good. Urban poverty has increased.

Our children have grown up with technology. This is a lifestyle generation. Expectations have exceeded our ability to keep up. An example would be school safety. If an incident occurs, everyone knows about it immediately. Safety is a concern of parents. More people are talking about schools today not meeting expectations but expectations have increased. We can relieve parents' stress by showing them we are prepared. When testing is forced on students, how we handle it is important.

Dr. Gilbert stated that the system is treating evaluations as a learning tool. She stated that she is watching what is happening in the legislature and has and will express her ideas.

Mr. Thompson stated that most boards see their role as that of managing internal issues rather than talking to the community. Mrs. Rainier stated that they are a policy making Board and supports the way Dr. Gilbert runs the system. Mrs. Phillips stated that the Board needs to focus on the vision of the school system and be a link between the schools and community. Dr. Brown stated that the Board can support Dr. Gilbert by communicating to the legislature what the public thinks. Mr. Barrett stated that it is important to get the message out letting the public know the issues that are facing the Board. Mrs. Smith stated that they need to be responsive to the community, letting Dr. Gilbert know what they are seeing and hearing.

Mr. Campbell stated that when he receives a call regarding a complaint, it is his responsibility to listen, tell them how to file a complaint, and then talk with Dr. Gilbert. It is important to adhere to board policy and the Code of Ethics. The Board as a whole should support the final vote/decision of the Board. Mrs. Wade stated that this is the way it should be. Mrs. Phillips stated that it is hard to reign in a board member who does not support the will of the Board and does not respect other members of the Board. When one Board member receives information, all Board members will receive the information. Mrs. Rainier stated that it is important for Board members to be visible in the schools, perhaps attending faculty meetings. Mrs. Phillips would like for the schools to come to the Board to share about programs in their schools allowing all board members to learn about the schools at the same time.

Dr. Gilbert stated that she would like for board members to be the external communicators and advocates for the school system. Mr. Thompson stated that they need to develop a plan on how to go about this. Dr. Gilbert stated that what MCS has gone through is remarkable. PLCs have been implemented, and the system has a strong foundation. They need to build pride in the community. Mr. Campbell suggested developing 15-20 minutes of talking points, get on a circuit and give out information,

make presentations, etc. Dr. Brown suggested they have a prepared talk. Mrs. Phillips shared about TSBA's Ambassador program. People want to hear the good news. Mr. Barrett suggested utilizing a Facebook page. Mrs. Smith stated that this should be set up as information only, no comments. Dr. Brown stated that this is how you get community support and that is what is needed to help fix things. Mr. Thompson stated that the book titled Schools Can't Do it Alone has recommendations on leading a great conversation in the community. The school district can prepare a script divided into a formal and informal part. Mrs. Phillips stated that consistency in the message is important. Mrs. Wade stated that board members should attend school programs.

Mr. Thompson referred to the booklet provided board members and reviewed each section. Section 2 was an introduction to the Schlechty Center focusing on *The Learning Organization: Transforming Organizations, Redefining Roles, and Increasing Engagement*. Section 3 focused on the changing role of school boards from: (1) representatives of constituencies and factions to community leaders and builders, (2) from constituency advocates in the schools to advocates for students in the community, and (3) from performance monitors to capacity creators.

Section 4 dealt with the role of the school board in an engagement-focused learning organization. The eight dimensions used are: leadership, collaboration, core business, responsiveness, advocacy, ownership, norms and goals, viewing the board as community leaders, as managers, and as partisans. Quotes shared from Phillip Schlechty were:

Recognize that our most important role in the district is that of community leader rather than educational leader. Your job is to educate the community about education and ensure that what the community wants (and gets) is that which the wisest members of the community would provide if given the opportunity to do so.

The school board must be focused on the core business. It should establish operating norms that result in higher levels of trust between and among the members and with the superintendent. Indeed, such boards establish goals for the board as opposed to just for the district, and one of those goals is to ensure the success of the superintendent.

Board members were provided the opportunity to identify statements that best describe the Board.

Section 8 was the article provided the Board prior to the meeting, "Restoring Civic Capacity and Building Social Capital" which focused on community involvement.

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III. ADJOURNMENT

There being no further business, Chair Wade adjourned the board meeting at approximately 2:30 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, May 8, 2012
6:30 p.m.—Central Administration Building

ATTENDANCE

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

Staff: Director Linda Gilbert, Gary Anderson, Tammy Grizzard, Ralph Ringstaff, Lisa Trail, and Priscilla Van Tries.

Others: Staff Attorney Kelley Baker.

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the board meeting to order at approximately 6:33 p.m.

II. APPROVAL OF SCHOOL FEES

Mr. Anderson explained that some school field trip requests had been submitted after the last Board meeting; therefore, the Board is asked for approval of the fees for field trips as listed on the attachment. Mrs. Rainier pointed out that some fees seemed a little high and asked teachers/administrators to keep in mind the burden this might place on parents. Dr. Gilbert noted that the schools do receive donations from various sources to cover the costs for such activities when parents can't pay. In response to Mrs. Phillips' request, Mr. Anderson stated that he will provide the Board with the document regarding the cost of transportation. Mrs. Rainier moved to approve the School Fees as presented; Mr. Campbell seconded the motion. The motion carried by acclamation.

III. BOARD POLICY REVIEW

For Further Discussion: (Passed on First Reading)

PER 39—Suspension/Dismissal of Tenured Teachers (*Revision*)

Mrs. Baker stated that PER 39 had been approved on first reading by the Board; however, she pointed out that when the policy is brought back for approval on second reading, it will reflect an additional revision on line 3: *The Director of Schools or designee may suspend with or without pay depending on the situation a tenured teacher at any ...*”.

In response to Mr. Campbell's question, Mr. Ringstaff stated that if an employee is accused of abuse or neglect, that employee would be placed on leave. He is required to report the allegation/conviction to the State Department of Education, Department of Teacher Licensing.

STU 5—Assignment of Students to Schools and Classes (*Revision*)

The Board made no recommendations for revisions to STU 5 as presented; Mrs. Baker stated that STU 5 will be brought to the Board for approval on second reading.

For Discussion:

PER 22—Personnel Records (*Revision*)

Mr. Ringstaff explained the time frame for newly hired employees to turn in documents. Mrs. Smith pointed out that November 1 seems to be a long period before documentation is received for prior experience. Dr. Brown asked if the copy of the teacher's license could be received before the teacher reports to work, and how does the system receive the primary source of the teacher's experience. Mr. Ringstaff responded that documentation for prior teaching experience is sent directly to his office from the teacher's previous school system. Principals are required to contact previous employers and document the reference on a form that is placed in the teacher's file prior to employment being approved by the Director. Dr. Gilbert stated that she requires the principal, not a designee, to make the reference contacts, and will not sign an employment letter unless those references are in the candidate's file. Mr. Ringstaff added that he is now able to access the candidate's test scores. A TBI/FBI check is also conducted.

Mrs. Rainier stated that the Board should be cautious about closing the date on when a teacher's license or teaching experience must be received as the candidate is at the mercy of their prior school system or state department to provide documentation. Responses to these requests can take some time. Mr. Ringstaff added that the State Department of Education's staff has also decreased, and also it sometimes takes longer to get documentation from another state. He stated that the system has not encountered a situation where a teacher deliberately misrepresents this information, although a situation may have occurred where a candidate is found to have been lacking a Praxis test.

In response to Mr. Campbell's question, Mrs. Baker stated that a person can request to look at the personnel files of our employees; however, the Human Resource Department is required to redact from that file the employee's information as listed on lines 71-82.

Mrs. Baker stated that PER 22 will be brought back to the Board for approval on first reading.

STU 18—Child Abuse and/or Neglect (*Complete Rewrite*)

Mrs. Baker stated that she will bring this policy back to the Board for approval on first reading, but the policy will then contain revisions based on statutory requirements relative to reporting general abuse or neglect and sexual abuse. The policy will also contain language regarding a person's immunity if they report suspected abuse/neglect and their liability for failure to report suspected abuse/neglect. Dr. Gilbert stated that teachers/employees will receive training in the fall to make them aware of this policy and to help them understand how to address abuse/neglect. Mrs. Baker stated that she will email to the Board the final draft of the policy prior to the Board's meeting at which they will be asked for approval on first reading.

STU 22—Code of Acceptable Behavior and Discipline (*Revision*)

Mrs. Baker explained that Board Policies STU 22 and STU 23 establish the system's code of behavior/conduct and how we respond under state law. She explained that these policies are contained in the parent handbook. In order to have them ready at the beginning of the next school year, she is asking that the Board review the policies at this meeting and allow her to bring the policies to the May 22 board meeting for final approval. This is permissible under board policy. Mrs. Baker reviewed the revisions to STU 22. Dr. Brown asked that line 39 be revised to read "for all adults *and students* on school premises". The policy will be brought to the Board for final approval on May 22.

STU 23—Discipline Procedures (*Revision*)

Mrs. Baker pointed out that a new version of this policy with a couple of additional revisions has been placed on the Board's desk. Dr. Gilbert stated that she was not sure what the terms "social probation" and "modified probation" actually mean. Mrs. Smith stated that she would not like to see children restricted from exercising. In response to Mrs. Smith, Mrs. Baker explained that hazing is contained in Level III and Level IV, but addresses the severity of hazing, and would also take into consideration the age/grade level of students involved. The principal can look at the situation and determine at what level the misbehavior would be addressed. Dr. Gilbert stated that she would like to discuss with principals how they interpret social and modified probation. Mr. Campbell stated that discipline should not carry over from one class to another, as that would require someone other than the classroom teacher to enforce the discipline; i.e., a classroom teacher tells a student he cannot participate in gym. He added that P.E. is a

part of the curriculum. Mrs. Phillips clarified that her earlier comments regarding social probation pertained to recess, not P.E.

Mrs. Baker stated that she had added the following to the policy: *Any of the above listed behaviors committed on a school bus **or at a school bus stop***. She wanted input from the Board regarding the school being responsible for children at a school bus stop where the system does not have staff present to monitor the children's behavior. She noted that traditionally the school system has only assumed responsibility for the children's behavior once the child sets foot on the school bus and is then under the supervision of the bus driver. Mr. Campbell stated that the county takes responsibility when the child leaves the house. Mrs. Rainier stated that the City School System has always maintained that its responsibility begins when the child boards the bus and did not feel the system should accept responsibility beyond the point where we have supervision by an employee. She also added that she does not want the policy to "tie the hands" of teachers when disciplining a student; they need flexibility to deal with misbehaviors on a case-by-case basis. Mrs. Baker will remove the references "or at a school bus stop" from the policy. She will also send this policy to the Board early for review. She encouraged Board members who then have questions regarding STU 22 and STU 23 to call her prior to the May 22 meeting so those policies can be passed on final reading.

STU 43—Use of Personal Communication Devices in School (*Complete Rewrite*)

Mrs. Baker stated that STU 43 has been rewritten to include the definition of personal communication devices and personal electronic devices. She reviewed the definition of a "personal communication device" (PCD) and a "personal electronic device" (PED). She pointed out that the devices can be stored as noted on lines 26-30. The devices cannot be used during the academic day without the approval of the principal or principal's designee or during ESP without the approval of the site director or site director's designee. Lines 39-40 include a reference on the use of these devices to bully.

Mrs. Smith stated that there is inconsistency on how this issue is being handled in schools. She noted that Nooks and Kindles are expensive, and asked what will happen if they are broken. Mrs. Baker pointed out that the school system does not accept responsibility as noted on lines 63-65. Dr. Gilbert stated that she would like to get input from principals as she believes they will want some consistency systemwide. She noted that in past discussions, principals have stated that parents of walkers want their student to carry a cell phone for safety. In response to Mr. Campbell's questions, Mrs. Baker pointed out that these devices cannot be used on a school bus; if devices are taken from the student, they will only be released back to the parent.

Dr. Brown asked that to be consistent personal electronic device be changed to PED. He also asked that on line 50, "A person" be changed to read "Any school personnel." Mrs. Baker stated that on line 63, "assume no responsibility" be changed to "assume any responsibility." She will also add the "bullying" reference to the policy. The policy will be placed in the parent handbook. The policy will be brought back to the Board for approval on first reading.

IV. REVIEW OF May 22, 2012 DRAFT AGENDA

Dr. Gilbert stated that a request has been made for the Board to provide a Resolution to be presented to retiring principal Barbara Sales at her May 20 retirement celebration. Board signatures were obtained, and a copy of the resolution will be emailed to the Board. She stated that "Tentative Assignment Lists" "under Personnel will be removed.

V. OTHER BUSINESS

In response to Mrs. Smith's question regarding "Choice School" offered last year, Dr. Gilbert stated that MNE/P and Bradley are no longer required to offer this. Students who left MNE/P and Bradley as a result of "Choice School" can remain at the school to which they transferred as long as parents can provide transportation.

Mrs. Wade stated that she had been asked to enter into discussion regarding meeting every other month for policy review rather than monthly. Mrs. Baker pointed out that most sections of the policy notebook have been completed, except for the Student section. Mrs. Wade stated that this would provide Mrs. Baker additional time to review and revise policies relative to state statutes. Mrs. Baker stated that the administration would also have additional time for their input. The policies have been under extensive review as many had not been revised for some time; however, with the extensive review of policies taking place, future additional revisions would likely be due to statutory changes. Mrs. Rainier asked if the meetings should be kept for discussions regarding goals and the vision of MCS. Mrs. Phillips suggested those topics be discussed at a retreat. Mr. Washington suggested Board members think about this rather than making a decision at this meeting.

After discussion, it was decided that Alan Bozeman be contacted to determine if the regularly scheduled board meetings on the fourth Tuesday of the month could meet at 6:00 p.m. instead of 6:30 p.m. Mrs. Ridley will contact Mr. Bozeman.

Board Meeting Minutes
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May 8, 2012

VI. ADJOURNMENT

There being no further business, Chair Wade adjourned the board meeting at approximately 8:10 p.m.

Director of Schools

MISSION STATEMENT

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

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SUSPENSION/DISMISSAL OF TENURED TEACHERS	Descriptor No: PER 39	Date Adopted: 9/01
	Reviewed/Revision Adopted:	

1 SUSPENSION

2
3 The Director of Schools or designee may suspend **with or without pay depending on the**
4 **situation** a tenured teacher at any time when deemed necessary, **pending investigation or final**
5 **disposition of a case before the Board or an appeal. If vindicated or reinstated, the teacher**
6 **shall be paid the full salary for the period during which the teacher was suspended.** Before
7 a **tenured teacher** is suspended the teacher shall be: (1) provided with reasons for the
8 suspension; (2) given an opportunity to respond; and (3) given a written decision of the
9 suspension. The causes for which a **tenured teacher** may be dismissed are as follows:
10 incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination as
11 **defined in T.C.A. §49-5-501.**

12
13 **DEFINITIONS**

14
15 Pursuant to T.C.A. §49-5-501(5), “incompetence” means being incapable, lacking adequate
16 power, capacity or ability to carry out the duties and responsibilities of the position. This
17 may apply to physical, mental, educational, emotional or other personal conditions. It may
18 include lack of training or experience, evident unfitness for service, a physical, mental or
19 emotional condition making the teacher unfit to instruct or associate with children or the
20 inability to command respect from subordinates or to secure cooperation of those with
21 whom the teacher must work.

22
23 Pursuant to T.C.A. §49-5-501(6), “inefficiency” means being below the standards of
24 efficiency maintained by others currently employed by the Board for similar work, or
25 habitually tardy, inaccurate or wanting in effective performance of duties. The definition
26 of inefficiency includes, but is not limited to, having evaluations demonstrating an overall
27 performance effectiveness level that is “below expectations” or “significantly below
28 expectations” as provided in the evaluation guidelines adopted by the State Board of
29 Education pursuant to T.C.A. §49-1-302.

30
31 Pursuant to T.C.A. §49-5-501(8), “neglect of duty” means gross or repeated failure to
32 perform duties and responsibilities that reasonably can be expected of one in such capacity
33 or continued unexcused or unnecessary absence from duty.
34

35 Pursuant to T.C.A. §49-5-501(3), “unprofessional conduct” or “conduct unbecoming a
36 member of the teaching profession” may consist of, but not be limited to, one (1) or more of
37 the following:

- 38
- 39 a. **Immorality;**
- 40 b. **Conviction of a felony or a crime involving moral turpitude;**
- 41 c. **Dishonesty, unreliability, continued willful failure or refusal to pay one’s just**
42 **and honest debts;**
- 43 d. **Disregard of the teacher code of ethics in T.C.A. §§49-5-1001 through 49-5-1005**
44 **(see attached), in such manner as to make one obnoxious as a member of the**
45 **profession or**
- 46 e. **Improper use of narcotics or intoxicants.**
- 47
- 48

49 Pursuant to T.C.A. §49-5-501(7), “insubordination” may consist of:

- 50
- 51 a. **Refusal or continued failure to obey the school laws of this state, to comply with**
52 **the rules and regulations of the Board or to carry out specific assignments made**
53 **by the Board, the Director of Schools or the principal, each acting within its own**
54 **jurisdiction, when the rules, regulations and assignments are reasonable and not**
55 **discriminatory;**
- 56 b. **Failure to participate in an in-service training program as set up by the local**
57 **Board of Education and approved by the State Board of Education;**
- 58 c. **Treason, or any effort to sabotage or overthrow the government of the United**
59 **States; or**
- 60 d. **Refusal by the teacher to disclose to the Board whether or not the teacher is, or**
61 **has been, a member of the communist or any other party that advocates the**
62 **overthrow of the government.**
- 63

64 DISMISSAL

65

66 When charges are made **to the Board** against a tenured teacher, charging the teacher with
67 offenses which may justify dismissal, the charges shall be made in writing, specifically stating
68 the offenses which are charged and shall be signed by the party or parties making the charges.

69

70 **If, in the opinion of the Board, charges are of such a nature as to warrant the dismissal of**
71 **the teacher, the Director shall give the teacher a written notice of the Board’s decision,**
72 **together with a copy of the charges and a copy of a form provided by the Commissioner of**
73 **the Tennessee Department of Education, advising the teacher as to the teacher’s legal**
74 **duties, rights and recourse under the terms of T.C.A. §49-5-501 – 49-5-515.**

75

76 A tenured teacher who receives notification of charges pursuant to 49-5-511 may, within thirty
77 (30) days after receipt of the notice, demand a hearing on the charges before an impartial hearing
78 officer selected by the Board as follows:

- 79
- 80 1. The teacher shall give written notice to the Director of Schools of the teacher’s request
81 for a hearing.
- 82 2. The Director of Schools shall, within five (5) days after receipt of the request, name an
83 impartial hearing officer who shall be responsible for notifying the parties of the hearing
84 officer’s assignment. **The hearing officer shall direct the parties or the attorneys for**
85 **the parties, or both, to appear before the hearing officer for simplification of issues**

86 **and the scheduling of the hearing, which in no event shall be set later than thirty (30)**
87 **days following receipt of notice demanding a hearing. In the discretion of the hearing**
88 **officer, all or part of any prehearing conference may be conducted by telephone if**
89 **each participant has an opportunity to participate, to be heard and to address proof**
90 **and evidentiary concerns. The hearing officer is empowered to issue appropriate**
91 **orders and to regulate the conduct of the proceedings.**

- 92 3. The definition of “impartial” means that the selected hearing officer shall have no history
93 of employment with the Board or Director of Schools, no relationship with any Board
94 member and no relationship with the teacher or representatives of the teacher.
- 95 4. **All parties shall have the right to be represented by counsel, the opportunity to call**
96 **and subpoena witnesses, the opportunity to examine all witnesses, the right to**
97 **require that all testimony be given under oath and the right to have evidence**
98 **deemed relevant by the submitting party included in the record of the hearing, even**
99 **if objected to by the opposing party.**
- 100 5. **All witnesses shall be entitled to the witness fees and mileage provided by law, which**
101 **fees and mileage shall be paid by the party issuing a subpoena or calling the**
102 **witnesses to testify.**
- 103 6. **The impartial hearing officer shall administer oaths to witnesses, who testify under**
104 **oath.**
- 105 7. **A record of the hearing, either by transcript, recording or as is otherwise agreed by**
106 **the parties shall be prepared if the decision of the hearing officer is appealed, and**
107 **all decisions of the hearing officer shall be reduced to writing and included in the**
108 **record, together with all evidence otherwise submitted.**
- 109 8. **On request of either party to the hearing, witnesses may be barred from the hearing**
110 **except as they are called to testify. The hearing may be private at the request of the**
111 **teacher or in the discretion of the hearing officer.**
- 112 9. The hearing shall be conducted according to all of the provisions set forth in 49-5-512.
- 113 10. **At appropriate states of the hearing, the hearing officer may give the parties the full**
114 **opportunity to file briefs, proposed findings of fact and conclusions of law and**
115 **proposed initial or final orders. The hearing officer shall, within ten (10) days of**
116 **closing the hearing, decide what disposition to make of the case and shall**
117 **immediately thereafter give the Board and the teacher written findings of fact,**
118 **conclusions of law and a concise and explicit statement of the outcome of the**
119 **decision.**
- 120 11. The teacher has a right to appeal the hearing officer’s decision to the Board within ten
121 (10) working days of the hearing officer’s delivery of the written findings **of fact,**
122 **conclusions and decision to the affected employee.**
- 123 12. **Upon written notice of appeal, the Director shall prepare a copy of the proceedings,**
124 **transcript, documentary and other evidence presented and transmit the copy to the**
125 **Board within twenty (20) working days of receipt of notice of appeal.**
- 126 13. The Board shall hear the appeal on the record and no new evidence shall be introduced.
127 **The affected employee may appear in person or by counsel and argue why the**
128 **decision should be modified or reversed.** The Board may sustain the decision, send the
129 record back if additional evidence is necessary, revise the decision penalty or reverse the
130 decision. **Before any findings and decision are sustained or punishment inflicted, a**

131 majority of the membership of the Board shall concur in sustaining the charges and
132 decision. The Board shall render its decision on the appeal within ten (10) working days
133 after the conclusion of the hearing.

134 **14.** Any party dissatisfied with the decision rendered by the Board shall have the right to
135 appeal to the **Rutherford County Chancery Court within thirty (30) days after receipt**
136 **of the dated notice of the decision of the Board. It shall be the duty of the Board to**
137 **cause the entire record and other evidence in the case to be transmitted to the court.**
138 **The review of the court shall be de novo on the record of the hearing held by the**
139 **hearing officer and reviewed by the Board.**

140 **15.** The Director of Schools shall also have the right to appeal any adverse ruling by the
141 hearing officer to the Board under the same conditions **as set forth above.**

142
143 **Notwithstanding T.C.A. §49-5-511(a), but subject to appeal and review provisions of T.C.A.**
144 **§49-5-512 and 49-5-513, any teacher convicted of a felony listed in T.C.A. §40-35-501(i)(2)**
145 **or convicted of an offense listed in T.C.A. §39-17-417 shall be immediately suspended, and**
146 **dismissed. If the dismissal of the teacher is upheld by the Board and court**
147 **review, the Director shall notify in writing the Commissioner of the Tennessee Department**
148 **of Education as required by T.C.A. §49-5-511(c)(2).**

149
150
151
152
153 **Legal References:**

154
155
156 **T.C.A. §49-5-501**

157 **T.C.A. §§49-5-511 through 49-5-513**

158 **T.C.A. §§49-5-1001 through 49-5-1005, “Teacher Code of Ethics”**

159 **T.C.A. §40-35-501(i)(2)**

160 **T.C.A. §39-17-417**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ASSIGNMENT OF STUDENTS TO SCHOOLS AND CLASS	Descriptor No: STU 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 7/01	

1 Pupils entering the Murfreesboro City Schools will be assigned to the school which serves their
2 respective school zone unless they have been accepted for attendance at a "controlled choice"
3 school. The boundaries of these zones may be adjusted from year to year. An exception made to
4 the above is: Students living outside the city limits may be assigned to schools where there is
5 available space.

6
7 Applications for waivers on school zone requirements must be submitted in writing to the
8 Director of Schools. The Director of Schools may, in hardship cases, grant waivers on school
9 zone requirements. **Students on zone waivers cannot be sent back to their zoned school**
10 **without approval of the Director of Schools or the Director's designee.**

11
12 **Principals have the sole authority and responsibility for assigning students to the individual**
13 **classrooms.**

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31 _____
32 Legal References:

33
34 T.C.A. 49-6-3102 through 3103
35 T.C.A. 49-6-3201

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PERSONNEL RECORDS	Descriptor No: PER 22	Date Adopted: 4/79
	Reviewed/Revision Adopted: 6/00; 8/01; 10/02	

1 ***Records Requirement Upon Employment***

2
3 Various documents are required to be submitted in order to complete an employment file. Any
4 employee who fails to submit the required document(s) within the specified time may be
5 terminated, held off duty or otherwise appropriately counseled or disciplined. These documents
6 include:

7
8 ***Before Beginning Work:***

- 9 1) Documents, as defined by the Department of Homeland Security, needed to complete the
10 I-9 form and establish identity and employment eligibility;
11 2) A receipt verifying completion of fingerprinting by a TBI selected vendor.

12
13 ***By the first pay period:***

- 14 1) Direct Deposit slip from Bank;
15 2) Tennessee Consolidated Retirement form and W-4 form.

16
17 ***Within 30 days:***

- 18 1) Copy of teacher's license;
19 2) Licenses required for position;
20 3) Transcripts, if required for position.

21
22 Certificated Personnel entering the service of Murfreesboro City Schools are required to file
23 affidavits of all public schools teaching experience (outside of Murfreesboro City Schools) up to
24 the year they began employment with the Murfreesboro City School Board of Education. It is
25 the responsibility of the employee to file this documentation with Murfreesboro City Schools and
26 with the Tennessee Department of Education. Experience credit will be given only if proper
27 documentation is filed by November 1 of each year.

28
29 Employees who fail to complete the Sick bank enrollment form and Insurance forms within
30 thirty (30) days may not enroll until the next established open enrollment period.

31
32 Applications and related documents shall be maintained for at least five (5) years after an
33 applicant applies for a position.

34
35

36 College transcripts, and previous employment verification provided within 30 days of
37 employment are used as means for establishing salary for classified employees. Failure to
38 provide this information may result in placement in a lower hiring step.

39
40 An official transcript of all college credits must be placed on file for all new Certificated
41 Personnel entering the system.

42 43 44 *Personnel File*

45
46 Complete personnel records will be maintained for all employees. The Director of Schools or
47 designee(s) shall be authorized to maintain personnel files for all employees and to permit the
48 inspection of the same, except for matters deemed confidential by law. The following personnel
49 records shall be maintained for all employees as appropriate:

- 50
51 1. Employee applications and contracts;
- 52 2. Professional certifications and other documents required by state federal laws and
53 regulations;¹
- 54 3. Evaluations; and
- 55 4. INS Form I-9.²

56
57 The following guidelines shall be followed:

- 58
59 1. Information contained in personnel records shall be limited to job-related matters;
- 60 2. The Director of Schools shall be responsible for notifying all employees of the types of
61 records kept and uses made of such records;
- 62 3. Employees shall be granted an opportunity to respond in writing to material placed in
63 records;
- 64 4. Anonymous material and medical information will not be placed in the employee's
65 personnel file. Medical information shall be maintained in a confidential medical file.
66 Personnel records will be open for inspection during business hours. The name of the
67 person inspecting a record and the date of inspection must be recorded. Fees for copies
68 provided under this policy shall be in accordance with the Tennessee Office of Open
69 Records Counsel Schedule of Reasonable Charges for Copies of Public Records. When
70 records are maintained at multiple sites, the public shall be informed of the various
71 locations when the request to review documents is made. Members of the public may not
72 obtain an employee's home telephone and personal cell phone numbers; bank account
73 and individual health savings account, retirement account and pension account
74 information; provided, that nothing shall limit access to financial records of a
75 governmental employer that show the amounts and sources of contributions to the
76 accounts or the amount of pension or retirement benefits provided to the employee or
77 former employee by the governmental employer; social security number; residential
78 street address; driver license information except where driving or operating a vehicle is
79 part of the employee's job description or job duties or incidental to the performance of
80 the employee's job; and the information listed above of immediate family members or
81 household members. The information made confidential by T.C.A. 10-7-504(f) shall
82 be redacted wherever possible.³
- 83 5. In accordance with federal law, the system shall release information regarding the
84 professional qualifications and degrees of teachers and the qualifications of
85 paraprofessionals to parents upon request for any teacher or paraprofessional who is
86 employed by a school receiving Title I funds and who provides instruction to their child

87 Certificated Personnel records shall contain the following information:

88

89 A. Employment data records including:

90 1. full name

91 2. birthdate

92 3. all educational information with addresses

93 4. military service, if applicable

94 5. employment application

95 6. no less than two recommendations including addresses, one of which is from the
96 previous principal, if applicable

97 7. chronological record of previous teaching and non-teaching positions with dates and
98 addresses

99 B. Academic records and official transcripts or equivalent

100 C. Copies of any professional license required for the position held and superintendent's copy
101 of teacher's license, if applicable

102 D. Retirement system election forms,

103 E. Evaluation forms and/or records, including plans of improvements

104 F. Substantiated complaints which are filed and processed in accord with applicable policies

105 G. Commendations

106 H. Sick Bank election forms

107 I. Letters to the employee regarding transfers, renewal, tenure, and other personnel actions

108 J. Disciplinary actions including but not limited to reprimands, demotions, suspensions,
109 dismissals, and the employees' responses to these actions.

110

111 Classified employee records will contain the same general information insofar as it pertains to
112 their position.

113

114 Documents contained in an employee's personnel file shall not be removed except by a valid
115 court order or as otherwise may be required.

116

117

118

119

120

121

122

123 _____
Legal References:

124

125 ¹T.C.A §49-2-301(b)(1)(BB)

126 ²Immigration Reform and Control Act of 1986

127 T.C.A. §49-2-301(b)(1)(CC)

128 RRMS 0520-1-3-.08(4)(c)3

129 ³T.C.A. §10-7-503-504

130 ⁴20 U.S.C. 6311 § 111(6)(A)

131 Tennessee Office of Open Records Counsel Schedule of Reasonable Charges for Copies of
132 Public Records

133 T.C.A. §10-7-506; §8-5-108

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CHILD ABUSE AND/OR NEGLECT	Descriptor No: STU 18	Date Adopted: 4/79
	Reviewed/Revision Adopted:	

1 All personnel shall be alert of any evidence of child abuse or neglect.

2

3 According to Tennessee law, all persons who have knowledge of or are called upon to render aid
 4 to any child who is suffering from or has sustained any wound, injury, disability, or physical or
 5 mental condition shall report such harm immediately if the harm is of such a nature as to
 6 reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of
 7 available information reasonably appears to have been caused by brutality, abuse or neglect.^{1,8}
 8 Failure to report child abuse or neglect is not only a violation of the law, it also places children at
 9 risk for further harm. As a school system, it is crucial that we treat all incidents of abuse and
 10 neglect with utmost care and concern. All school personnel must be alert for indications and/or
 11 evidence of abuse or neglect, and report those concerns in a timely and appropriate manner in
 12 accordance with this policy and Tennessee law.

13

14 Any school employee who knows or reasonably suspects that a child’s health or welfare has been
 15 or appears to have been harmed as a result of abuse or neglect should report such abuse or
 16 neglect to the Tennessee Department of Children’s Services and the district’s Coordinator of
 17 Social Services. If the allegations of abuse or neglect involve a district employee, the school’s
 18 Principal and district Human Resources Director should also be notified.

19

20 Tennessee law states: “Abuse” exists when a person under the age of eighteen (18) is suffering
 21 from, has sustained, or may be in immediate danger of suffering from or sustaining a wound,
 22 injury, disability, or physical or mental condition caused by brutality, neglect or other actions or
 23 inactions of a parent, relative, guardian or caretaker.

24

25 Reports should be directed as follows:

26

27 Tennessee Department of Children’s Services	1-855-209-4226 or
	1-877-237-0004
28 Social Services Coordinator	615-893-2313
29 Human Resources Director	615-893-2313

30

31 Pursuant to T.C.A. §37-1-410(a)(5), a person acting in good faith and making a report of harm,
 32 as required by T.C.A. §37-1-403, shall not be liable in any civil or criminal action that is based
 33 solely upon:
 34

35

- 36 1. The person's decision to report what the person believed to be harm;
- 37 2. The person's belief that reporting the harm was required by law; or
- 38 3. The fact that a report of harm was made.²

39
40 Pursuant to T.C.A. §37-1-403(i), any school official, personnel, employee or member of the
41 Board who is aware of a report or investigation of employee misconduct on the part of any
42 employee of the school system that in any way involves known or alleged child abuse, including,
43 but not limited to, child physical or sexual abuse or neglect, shall immediately upon knowledge
44 of such information notify the Department of Children's Services, the Juvenile Court Judge, or
45 the Murfreesboro Police Department. If a teacher, school official or any other school personnel
46 has knowledge or reasonable cause to suspect that a child who attends a MCS school may be a
47 victim of child abuse or child sexual abuse sufficient to require reporting and that the abuse
48 occurred on school grounds or while the child was under the supervision or care of the school,
49 then the principal or other person designated by the school shall verbally notify the parent or
50 legal guardian of the child that a report pursuant to this section has been made and shall provide
51 other information relevant to the future wellbeing of the child while under the supervision or care
52 of the school. The verbal notice shall be made in coordination with the Department of Children's
53 Services to the parent or legal guardian within twenty-four (24) hours from the time the school,
54 school teacher, school official or other school personnel reports the abuse to the Department of
55 Children's Services, Juvenile Court Judge or the Murfreesboro Police Department; provided, that
56 in no event may the notice be later than twenty-four (24) hours from the time the report was
57 made. The notice shall not be given to any parent or legal guardian if there is reasonable cause
58 to believe that the parent or legal guardian may be the perpetrator or in any way responsible for
59 the child abuse or child sexual abuse. Once notice is given as required by T.C.A. §37-1-
60 403(i)(2) as described above, the principal or other designated person shall provide to the parent
61 or legal guardian all school information and records relevant to the alleged abuse or sexual
62 abuse, if requested by the parent or legal guardian; provided, that the information is edited to
63 protect the confidentiality of the identity of the person who made the report, any other person
64 whose life or safety may be endangered by the disclosure and any information made confidential
65 pursuant to federal law or by the Tennessee Open Records Law. The information and records
66 described above shall not include records of other agencies or departments.³

67
68 Pursuant to T.C.A. §37-1-605(d), notwithstanding T.C.A. § 37-5-107 or § 37-1-612 or any other
69 law to the contrary, if a school teacher, school official or any other school personnel has
70 knowledge or reasonable cause to suspect that a child who attends Murfreesboro City Schools
71 may be a victim of child abuse or child sexual abuse sufficient to require reporting pursuant to
72 T.C.A. §37-1-605 and that the abuse occurred on school grounds or while the child was under
73 the supervision or care of the school, then the principal or other person designated by the school
74 shall verbally notify the parent or legal guardian of the child that a report pursuant to this section
75 has been made and shall provide other information relevant to the future well-being of the child
76 while under the supervision or care of the school. The verbal notice shall be made in
77 coordination with the Department of Children's Services to the parent or legal guardian within
78 twenty-four (24) hours from the time the school, school teacher, school official or other school
79 personnel reports the abuse to the Department of Children's Services; provided, that in no event
80 may the notice be later than twenty-four (24) hours from the time the report was made. The
81 notice shall not be given to any parent or legal guardian if there is reasonable cause to believe
82 that the parent or legal guardian may be the perpetrator or in any way responsible for the child
83 abuse or child sexual abuse. Once notice is given pursuant to subdivision T.C.A. §37-1-
84 606(d)(1), the principal or other designated person shall provide to the parent or legal guardian
85 all school information and records relevant to the alleged abuse or sexual abuse, if requested by
86 the parent or legal guardian; provided, that the information is edited to protect the confidentiality

87 of the identity of the person who made the report, any other person whose life or safety may be
88 endangered by the disclosure, and any information made confidential pursuant to federal law or
89 the Tennessee Open Records Law. Such information and records disclosed to the parent or legal
90 guardian shall not include records of other agencies or departments.⁴

91
92 The report shall include:

- 93 1. The name, address, telephone number and age of the child;
- 94 2. The extent the child is known by the reporter;
- 95 3. The name, address, telephone number of the parents or persons responsible for care of the
96 child;
- 97 4. The nature and extent of the abuse or neglect; and
- 98 5. Any evidence to the cause or any information that may relate to the cause or extent of the
99 abuse or neglect.⁵

100
101 The person reporting shall be immune from liability and their identity shall remain confidential
102 except when the juvenile court determines otherwise.⁹

103
104 The Director shall develop reporting procedures, including sample indicators of abuse and
105 neglect, and shall disseminate the procedures to all school personnel.¹⁰ These reporting
106 procedures shall include the appropriate notification to the parents of the child pursuant to State
107 law in the event that the suspected abuse occurs on school property or while the child was under
108 the supervision or care of the school. However, nothing in the reporting procedures shall
109 eliminate the staff member's legal responsibility to directly make a report to the authorities stated
110 above.¹

111 112 INVESTIGATIONS

113
114 School administrators and employees have a duty to cooperate, provide assistance and
115 information in child abuse investigations⁶ including permitting child abuse review teams to
116 conduct interviews while the child is at school; the principal may control the time, place and
117 circumstances of the interview, but may not insist that a school employee be present even if the
118 suspected abuser is a school employee or another student. The principal is not in violation of any
119 laws by failing to inform parents that the child is to be interviewed even if the suspected abuser
120 is not a member of the child's household.⁷

123 Legal References:

- 124
- 125 1. T.C.A. §37-1-403
- 126 2. T.C.A. §37-1-410
- 127 3. T.C.A. §37-1-403(i)
- 128 4. T.C.A. §37-1-605(d)
- 129 5. T.C.A. §37-1-403(a)
- 130 6. T.C.A. §37-1-611(b)
- 131 7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)
- 132 8. T.C.A. §37-1-412
- 133 9. T.C.A. §37-1-409
- 134 10. TRR/MS 0520-1-3-.08(2)(e)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL	Descriptor No: STU 43	Date Adopted: 1/01
	Reviewed/Revision Adopted:	

1 ~~Students shall not possess or use personal communication devices, such as pagers and cellular~~
2 ~~phones, while on school property or while attending a school-sponsored activity on or off school~~
3 ~~property unless pre-approved by the school principal.~~
4

5 ~~A “personal communication device” is a device that emits an audible signal, vibrates a message,~~
6 ~~or otherwise summons or delivers a communication to the possessor.~~
7

8 ~~A person who discovers a student in possession of a personal communication device shall report~~
9 ~~the violation to the principal. The device will be confiscated and will be returned only to the~~
10 ~~parent/guardian of the student.~~
11

12 ~~Students who possess a personal communication device are in violation of this policy and school~~
13 ~~rules and are subject to the related disciplinary action.~~
14
15

16 **PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES**

17

18 A "personal communication device" (PCD) such as a cell phone, IPOD, IPAD, etc., is a device
19 that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a
20 communication to the possessor.
21

22 A “personal electronic device” (PED) is a device that can be used as a camera, a recorder, a
23 player, or any such item that electronically transmits or receives a signal, image, sound file, data
24 file or message.
25

26 PCDs and PEDs including but not limited to CD players, iPods, MP3 players, netbooks, laptop
27 or notebook computers or iPads may be stored in backpacks, purses, or personal carry-alls.
28 However, the use of the devices is forbidden during the academic day, on a school-sponsored
29 trip, or during ESP unless approved by the principal or the principal’s designee or the ESP site
30 director or ESP site director’s designee. This is not intended to discourage the use of these
31 devices for instructional purposes, but to establish parameters and appropriate oversight for their
32 use. Improper use or storage of PCDs and PEDs may result in confiscation of the device until it
33 can be released directly to a student’s parents and/or guardians. A student in violation of this
34 policy is subject to related disciplinary action.
35

36 **Inappropriate use of PCD, PED and/or Electronic Devices**

37
38 In addition to the parameters established above, use of a PCD or PED to bully, harass or
39 intimidate others will be subject to related disciplinary action. Using a PCD or PED for any illicit
40 activity including but not limited to take, disseminate, transfer, or share obscene, pornographic,
41 lewd, or otherwise illegal images, photographs, or similar material whether by electronic data
42 transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking,
43 disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or
44 otherwise inappropriate images or photographs of other students or any other under age
45 individual at school, on a school bus or while attending any school event or activity will be
46 subject to the disciplinary procedures of the school district and reported to law enforcement and
47 other appropriate State or Federal agencies.

48
49 Any school employee who discovers a student using, accessing, or displaying a PCD, PED, or
50 electronic device in violation of this policy shall report the violation to the principal. The device
51 will be confiscated. Any student who possesses a PCD, PED, or electronic device in violation of
52 this policy is subject to disciplinary action.

53
54 Students may use cell phones while attending after school activities, not including ESP.

55
56 Cell phones or any other personal communication devices are not to be used, accessed or
57 displayed while on any school bus.

58
59 Possession of a cell phone under the circumstances set forth in this policy is a privilege which
60 may be forfeited by a student who fails to abide by the terms of this policy.

61
62 The Murfreesboro City School Board, its schools, nor its employees assume any responsibility or
63 liability for the loss of or damage to any student's personal communication device, or for the
64 unauthorized use of a student's personal communication device.

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84 _____
84 **Legal Reference:**

85
86 T.C.A. 49-6-4214

87 T.C.A. 49-6-1014 through 1018

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE	Descriptor No: STU 22	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/01	

1 ADMINISTRATION, IMPLEMENTATION, AND POSTING OF THE CODE

2
3 The Director of Schools shall be responsible for the overall implementation and supervision of
4 the Board's Code of Acceptable Behavior and Discipline and shall ensure that students at all
5 schools are subject to a uniform and fair application of the Code.

6
7 The principal of each school shall be responsible for implementation and administration in **their**
8 school and shall apply the Code uniformly and fairly to each student in the school without
9 partiality or discrimination. **This authority shall extend to all activities of the school,**
10 **including all games and public performances of athletic or extracurricular teams, trips,**
11 **excursions, transportation to and from school and other school activities and groups.**

12
13 In accordance with T.C.A. 49-6-4017, a copy of the Code of Acceptable Behavior and Discipline
14 shall be posted at each school, and school counselors shall be supplied copies for discussion with
15 students. The Code shall be referenced in all school handbooks. All teachers, administrative
16 staff, and parents shall be provided copies annually.

17 MISSION AND BELIEFS

18
19
20 The mission of the Murfreesboro City School System is to assure academic and personal success
21 for each child.

22
23 The purpose of the Code of Acceptable Behavior and Discipline of the Murfreesboro City
24 Schools is to assist students, parents, teachers, and school administrators in the maintenance of
25 an environment which will enhance the achievement of that mission. To be fully effective, the
26 Code addresses the roles of the students, the parents, the teachers, and the schools.

27 WE BELIEVE THE STUDENT SHOULD:

- 28
29
30
- Be punctual and present at school.
 - Have materials necessary for work;
 - Respect the property and rights of others;
 - Be responsible for **the student's** own work;
 - Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
34 educational process;
- 35

- 36 • Adhere to rules and regulations set forth by the school and individual teachers; and
37 • Demonstrate respect for all adults **and students** on school premises.

38

39 **WE BELIEVE THE PARENT SHOULD:**

40

- 41 • Be responsible for the child attending school on time daily;
42 • Ensure that the child has materials necessary for work at school;
43 • Encourage the child to conduct himself/herself in a safe and appropriate manner at
44 school;
45 • Provide for the personal cleanliness, physical well being, and grooming of the child;
46 • Keep open communications regarding anything that may affect the child's schoolwork;
47 and
48 • Support the school's instructional program through supervising homework, attending
49 parent conferences, discussing reports from school, etc.

50

51

52 **WE BELIEVE THE TEACHER SHOULD:**

53

- 54 • Maintain an orderly, planned, and varied instructional climate that includes materials and
55 activities of interest to students;
56 • Inform the students of rules that are reasonable for school and classroom behavior;
57 • Manage the behavior of students in a fair, firm, and consistent manner;
58 • Maintain open communication with parents; and
59 • Promote a positive relationship and a feeling of respect among staff and students.
60 • **Assist the principal in maintaining discipline of the total school.**

61

62 **WE BELIEVE THE SCHOOL SHOULD:**

63

- 64 • Foster a feeling of respect for each child, his/her classmates, and the school staff;
65 • Respect and value individual differences among children and staff;
66 • Inform the students and parents of the Code of Acceptable Behavior and Discipline of the
67 Murfreesboro City School System;
68 • Maintain an atmosphere which encourages appropriate behavior;
69 • Plan a program which includes a curriculum to meet the needs of all children;
70 • Provide citizenship experiences necessary to function in a democratic society;
71 • Communicate with parents concerning their child's conduct and progress; and
72 • Maintain a safe environment for children.

73

74

75

76

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78

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81

Legal Reference:

82

83 T.C.A. §49-6-4011, **et seq.**, Student and Employee Safe Environment Act of 1996

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DISCIPLINE PROCEDURES	Descriptor No: STU 23	Date Adopted: 1/01
	Reviewed/Revision Adopted: 8/01; 4/06	

1 **Students are expected to conform to the rules and regulations of the school system and**
2 **apply themselves to the learning process.**

3
4 The following levels of misbehavior and disciplinary procedures and options are designed to
5 protect all members of the educational community in the exercise of their rights and duties.
6

7 **MISBEHAVIOR: Level I**

8
9 Minor misbehavior on the part of the student which impedes orderly classroom procedures or
10 interferes with the orderly operation of the school, but which can usually be handled by an
11 individual staff member.

12
13 **EXAMPLES (not an exclusive listing):**

- 14 Demonstrated lack of respect for school employees or any authorized individual
- 15 Demonstrated lack of respect for fellow students
- 16 Classroom disturbances
- 17 Classroom tardiness
- 18 Cheating and lying
- 19 Abusive language
- 20 Non-defiant failure to do assignments or carry out directions
- 21 Harassment **in violation of** (~~Sexual, Racial, Ethnic, Religious~~) See Board Policy STU 42
- 22 Bullying (See Board Policy STU 53)
- 23 **Any of the above listed behaviors committed on a school bus**

24
25
26 **DISCIPLINARY PROCEDURES:**

- 27 Immediate intervention **by a staff member**
- 28 Determine what offense was committed and its severity
- 29 Determine offender and that **offender** ~~he/she~~ understands the nature of the offense
- 30 Employ appropriate disciplinary options
- 31 **Maintain a written** record of the offense and disciplinary action ~~maintained by staff~~
- 32 **member**

33
34
35

36 DISCIPLINARY OPTIONS:

- 37
- 38 Verbal reprimand
 - 39 Special assignment
 - 40 Restricting activities
 - 41 Assigning work details
 - 42 Counseling
 - 43 Withdrawal of privileges
 - 44 Issuance of demerits which might affect **personal and social development** ~~conduct~~
 - 45 grades
 - 46 Strict supervision study
 - 47 Detention
 - 48 In-school suspension

49

50 **MISBEHAVIOR: Level II**

51

52 Misbehavior **which due to the** ~~whose~~ frequency or seriousness tends to disrupt the learning

53 climate of the school.

54

55 Included in this level are misbehaviors which do not represent a direct threat to the health and

56 safety of others but **the** ~~whose~~ educational consequences are serious enough to require corrective

57 action on the part of administrative personnel.

58

59 EXAMPLES (not an exclusive listing):

- 60
- 61 Continuation of unmodified Level I behaviors
 - 62 School or class tardiness
 - 63 School or class truancy
 - 64 Use of tobacco
 - 65 Using forged notes or excuses
 - 66 Disruptive classroom behavior
 - 67 Harassment **in violation of** (~~Sexual, Racial, Ethnic, Religious~~) See Board Policy STU 42
 - 68 Defiant failure to do assignments or carry out directions
 - 69 Bullying (See Board Policy STU 53)
 - 70 **Possession of a personal communication device (cellular phone, IPOD, IPAD) in**
 - 71 **violation of Board Policy STU 43—Use of Personal Communication Device in**
 - 72 **School**
 - 73 **Creation, transmission or carrying of material that may be considered obscene, as**
 - 74 **defined by T.C.A. §39-17-1901 on school grounds**
 - 75 **Any of the above listed behaviors committed on a school bus**

76

77 DISCIPLINARY PROCEDURES:

- 78
- 79 Student is referred to principal for appropriate disciplinary action.
 - 80 Principal meets with student and teacher.
 - 81 Principal hears accusation made by teacher, permits student the opportunity of explaining
 - 82 **the student's his/her** conduct, denying it, or explaining any mitigating
 - 83 circumstances.
 - 84 Principal takes appropriate disciplinary action and notifies teacher of action.
 - 85 **Principal shall maintain a written** record of **the** offense and disciplinary action ~~is~~
 - 86 ~~maintained by principal.~~

87 DISCIPLINARY OPTIONS:

88

89 Teacher/schedule change

90 Modified probation

91 Behavior modification

92 Social probation

93 Peer counseling

94 Referral for Functional Behavior Assessment and development of a Behavior

95 Intervention Plan

96 In-school suspension

97 Transfer

98 Detention

99 Suspension from school-sponsored activities or from riding school bus

100 Out-of-school suspension (not to exceed ten (10) days)

101 Citation--See Board Policy STU 35

102

103 **MISBEHAVIOR: Level III**

104

105 Acts directly against persons or property but ~~the whose~~ consequences do not seriously endanger
106 the health or safety of others in the school.

107

108 EXAMPLES (not an exclusive listing):

109

110 Continuation of unmodified Level I and II behaviors

111 Fighting (simple)

112 Hazing

113 Vandalism (minor)

114 Stealing

115 Threats to others

116 Harassment **in violation of** (~~Sexual, Racial, Ethnic, Religious~~) See Board Policy STU 42

117 Look-alike drugs

118 Look-alike weapons

119 Bullying (See Board Policy STU 53)

120 **Any of the above listed behaviors committed on a school bus**

121

122 DISCIPLINARY PROCEDURES:

123

124 Student is referred to principal for appropriate action.

125 Principal meets with student and teacher.

126 Principal hears accusation by accusing party and permits offender the opportunity of
127 explaining conduct.

128 Principal takes appropriate disciplinary action.

129 Principal may refer incident to Director of Schools and make recommendations for
130 consequences. If student's school assignment is to be changed, adequate notice shall be
131 given to the student and **the student's** ~~his/her~~ parents of the charges against **the**
132 **student** ~~him/her~~, **the student's right** ~~his/her~~ right to appear at a hearing and to be
133 represented by a person of **the student's** ~~his/her~~ choosing.

134 Any change in school assignment is appealable to the Board.

135 **The Director and/or principal shall maintain a written** record of offense and
136 disciplinary action ~~is maintained by principal or Director of Schools.~~

137

138 DISCIPLINARY OPTIONS:

139

140 In-school suspension

141 Detention

142 Restitution for loss, damage, or stolen property

143 Out-of-school suspension not to exceed ten (10) days

144 Social adjustment classes

145 Transfer

146 Expulsion

147 Referral for Functional Behavior Assessment and development of a Behavior

148 Intervention Plan

149

150 **MISBEHAVIOR: Level IV**

151

152 Acts which result in violence to another's person or property or which pose a threat to the safety

153 of others in the school. These acts are so serious that they usually require administrative actions

154 which result in the immediate removal of the student from the school, the intervention of law

155 enforcement authorities, and/or action by the Board.

156

157 **EXAMPLES:** (not an exclusive listing):

158

159 Unmodified Level I, II, and III behaviors

160 Death threat (hit list)

161 Extortion

162 Bomb threat

163 Possession/transfer of firearm* (See Board Policy STU 38—Zero Tolerance)

164 Possession/use/transfer of dangerous weapons

165 Assault

166 **Battery of a student**

167 **Battery of a teacher, principal, administrator, or any other employee of the school***

168 (See Board Policy STU 38—Zero Tolerance)

169 Hazing

170 Vandalism

171 Theft/possession/sale of stolen property

172 Arson

173 Possession of unauthorized substances* (See Board Policy STU 38—Zero Tolerance)

174 Use/transfer of unauthorized substances

175 **Possession/use/sale/transfer of alcoholic beverages**

176 **Possession, distribution of any drug paraphernalia**

177 **Harassment in violation of** (~~Sexual, Racial, Ethnic, Religious~~)—See Board Policy STU

178 42

179 **Bullying** (See Board Policy STU 53)

180 **Any of the above listed behaviors committed on a school bus**

181

182

183 DISCIPLINARY PROCEDURES:

184

185 Principal confers with appropriate staff member(s) and with the student.

186 Principal hears accusation by accusing party and permits offender opportunity of
187 explaining conduct.

188 Parents are notified.

189 Law enforcement officials are contacted **when appropriate or when a delinquent act**
190 **has been committed.**

191 Incident is reported and recommendations are made to the Director of Schools.

192 Complete and accurate reports are submitted to the Director of Schools.

193 Student is given the right to request a hearing before the Disciplinary Hearing Authority.

194
195 **DISCIPLINARY OPTIONS:**

196
197 Out-of-School Suspension

198 Expulsion

199 ~~Alternative schools~~

200 Other hearing authority or Board action which results in appropriate placement

201 Referral for Functional Behavior Assessment and development of a Behavior

202 Intervention Plan

203
204 *Expulsion/Remand for a period of not less than one (1) calendar year subject to
205 modification by the Director of Schools on a case-by-case basis.

206
207 **ADDITIONAL GUIDELINES:**

- 208
209 1. A student shall not be suspended solely because charges are pending against **the student**
210 ~~him/her~~ in juvenile **court** or **another** court.
- 211 2. A principal shall not impose multiple consecutive short-term suspensions that
212 cumulatively exceed ten (10) days for the same offense.
- 213 3. A teacher or other school official shall not reduce or authorize the reduction of a
214 student's grade because of discipline problems except in **the conduct grade**.
- 215 4. A student shall not be denied the passing of a course or grade promotion solely on the
216 basis of absences.
- 217 5. A student shall not be denied the passing of a course or grade **promotion** solely on the
218 basis of failure to:
- 219 a. pay any activity fee;
- 220 b. pay a library or other school fine; or
- 221 c. make restitution for lost or damaged school property.
- 222
223
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231
232 **Legal References:**

233
234 T.C.A. §49-6-3007(h)

235 T.C.A. §49-6-4011, et. seq., "Student and Employee Safe Environment Act of 1996"

236 T.C.A. §49-6-4101, et. seq., "School Discipline Act"

237 T.C.A. §39-17-1901

238 ~~T.C.A. §49-6-4001 through 49-6-4105; T.C.A. 49-6-4018~~

239

MCS Resignations, Retirements, Leave of Absence and New Hires as of 5/10 /2012

Licensed Personnel Hired

Last Name	First Name	Location	Position

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location	Position
Glover	Kristi	BR	Teacher (full yr LOA)
Carper	Jennifer	ESE	Teacher (full yr LOA)
Browning	Cynthia B.	ESE	Teacher (full yr LOA)
Myers	Amber	JP	Teacher (full yr LOA)
Verbic	Chandra	DSRR	Teacher (full yr LOA)

Interim Instructional Personnel

Last Name	First Name	Location

Resignations

Last Name	First Name	Location
Goslowsky	Carol	Shop
Truax-Versteeg	Sarah	ESE ESP (site director)

Classified Personnel Hired

Last Name	First Name	Location	Position
Wade	Justin	BF	ISS-EA
Arel	Christina	Shop	Office Assistant
Kriesky	Casey	ESE	ESP site director

COMPARISON OF BUDGET TOTALS
July 1, 2011 Thru April 30, 2012

TOTAL INCOME	7/1/11 - 4/30/12	\$	46,539,776
TOTAL EXPENSES	7/1/11 - 4/30/12		<u>42,505,438</u>
NET INCOME	4/30/12	\$	<u><u>4,034,339</u></u>

YEAR-TO-DATE REVENUE COMPARISON

DATE: APRIL 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	\$9,949,760	(280,540)	97.3%	\$10,240,500.00	\$10,161,659.73	\$ (78,840)	99.2%
40210-Local Option Sales Tax	6,307,000	4,270,680	(2,036,320)	67.7%	6,654,800	4,681,053	(1,973,747)	70.3%
40000-41110-Other County Rev	1,341,100	1,127,623	(213,477)	84.1%	1,517,700	1,088,180	(429,520)	71.7%
44000-Other Local Revenue	257,070	319,587	62,517	124.3%	307,600	323,906	16,306	105.3%
46511-Basic Educ. Program	27,575,000	22,789,303	(4,785,697)	82.6%	28,075,000	25,621,000	(2,454,000)	91.3%
46530-Energy Efficient Schools	-	-	-	N/A	-	151,251	151,251	N/A
46512-BEP ARRA	-	2,417,497	2,417,497	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	308,333	(360,868)	46.1%	455,450	362,756	(92,694)	79.6%
46592-CONNECT TEN ARRA	-	20,764	20,764	N/A	-	-	-	N/A
46595-Family Resource ARRA	-	25,025	25,025	N/A	25,000	14,806	(10,194)	59.2%
46595-SSMS ARRA	-	18,052	18,052	N/A	-	18,372	18,372	N/A
47000- Federal Funds	7,000	88,567	81,567	1265.2%	31,403	35,545	4,142	113.2%
49810-Approp./City Gen. Fund	4,810,103	4,008,419	(801,684)	83.3%	4,810,103	4,008,419	(801,684)	83.3%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
TOTALS	\$ 51,196,774	\$ 45,424,707	\$ (5,772,067)	88.7%	\$ 52,117,556	\$ 46,539,776	\$ (5,577,780)	89.3%

YEAR-TO-DATE EXPENDITURE COMPARISON

DATE: APRIL 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	\$24,351,973.80	\$ (6,061,959)	80.1%	\$31,132,877.00	\$25,254,731.78	\$ (5,878,145)	81.1%
71200-Sp. Ed. Instr.	3,114,368	2,449,179	(665,189)	78.6%	3,359,032	2,649,192	(709,840)	78.9%
72110-Attendance	78,711	66,075	(12,636)	83.9%	82,517	68,527	(13,990)	83.0%
72120-Health Services	392,625	367,014	(25,611)	93.5%	417,785	340,682	(77,103)	81.5%
72130-Guidance	950,134	706,312	(243,822)	74.3%	1,111,999	777,710	(334,289)	69.9%
72210-Reg. Instr. Spprt.	1,453,556	1,066,642	(386,914)	73.4%	1,342,616	1,032,953	(309,663)	76.9%
72220-Sp. Ed. Support	641,222	542,427	(98,795)	84.6%	756,621	382,084	(374,537)	50.5%
72310-Bd. Of Educ.	1,068,760	905,892	(162,868)	84.8%	1,059,460	976,213	(83,247)	92.1%
72320-Office of Supt.	312,163	236,398	(75,765)	75.7%	291,185	240,511	(50,674)	82.6%
72410-Office of Prin.	2,425,283	1,957,455	(467,828)	80.7%	2,552,738	2,209,524	(343,214)	86.6%
72510-Fiscal Services	509,042	401,368	(107,674)	78.8%	510,649	383,021	(127,628)	75.0%
72520-Personnel Services	251,734	265,097	13,363	105.3%	291,833	192,742	(99,091)	66.0%
72610-Oper. Of Plant	4,724,602	3,474,948	(1,249,654)	73.6%	4,659,099	3,334,689	(1,324,410)	71.6%
72620-Maint. Of Plant	1,273,339	1,041,012	(232,327)	81.8%	1,313,993	1,079,616	(234,377)	82.2%
72710-Pupil Transp.	1,534,636	1,481,074	(53,562)	96.5%	1,573,325	1,133,757	(439,568)	72.1%
72810-Other Support	719,895	1,158,078	438,183	160.9%	622,671	864,978	242,307	138.9%
73300-Community Service	261,315	295,271	33,956	113.0%	274,032	249,540	(24,492)	91.1%
73400-Early Childhood Educ	543,647	460,793	(82,854)	84.8%	676,364	392,084	(284,280)	58.0%
76100-Reg. Cap. Outlay	500,000	430,179	(69,821)	86.0%	500,000	942,881	442,881	188.6%
TOTALS	\$ 51,168,965	\$ 41,657,185	\$ (9,511,780)	81.4%	\$ 52,528,796	\$ 42,505,438	\$ (10,023,358)	80.9%

MURFREESBORO CITY SCHOOLS
MEMBERSHIP WITH PTR AND ATTENDANCE REPORT

Month 8, March 29 through April 26, 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	59	3	19.67	80	4	20.00	58	3	19.33	77	4	19.25	274	14	19.57	7015	7002
Black Fox	132	6	22.00	141	7	20.14	103	5	20.60	113	6	18.83	489	24	20.38	SPECIAL EDUCATION	
Bradley	45	3	15.00	46	3	15.33	54	3	18.00	55	3	18.33	200	12	16.67	# Students # Teachers Ratio	
CLA	166	9	18.44	139	7	19.86	126	7	18.00	143	7	20.43	574	30	19.13	E. Siegel	37 5 7.4
E. Siegel	113	6	18.83	104	6	17.33	117	6	19.50	105	5	21.00	439	23	19.09	MNE	4 1 4
Hobgood	76	4	19.00	82	4	20.50	65	4	16.25	43	2	21.50	266	14	19.00	Northfield	40 4 10
MNE										86	5	17.20	86	5	17.20	Scales	19 3 6.333
MNP	111	6	18.50	88	5	17.60	94	6	15.67				293	17	17.24	Off Site	2
NE	89	5	17.80	90	5	18.00	92	5	18.40	97	6	16.17	368	21	17.52	BELLWOOD PRE-K	
J. Pittard	175	9	19.44	147	8	18.38	159	8	19.88	137	7	19.57	618	32	19.31	# Students # Teachers Ratio	
Scales	154	8	19.25	157	8	19.63	139	7	19.86	162	8	20.25	612	31	19.74	Regular	402 19 21.16
TOTALS	1120	59	18.98	1074	57	18.84	1007	54	18.65	1018	53	19.21	4219	223	18.92	SpEd	65 7 9.286

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	423	21	20.14	30	14.10
Black Fox	110	5	22.00	116	5	23.20	94	4	23.50	320	14	22.86	809	38	21.29	54.5	14.84
Bradley	49	3	16.33	56	3	18.67	47	3	15.67	152	9	16.89	352	21	16.76	32.8	10.73
CLA	126	7	18.00	136	6	22.67	99	5	19.80	361	18	20.06	935	48	19.48	65.5	14.27
E. Siegel	127	6	21.17	126	6	21.00	39	2	19.50	292	14	20.86	731	37	19.76	60.5	12.08
Hobgood	59	3	19.67	57	3	19.00	37	2	18.50	153	8	19.13	419	22	19.05	37.3	11.23
MNE	80	4	20.00	86	5	17.20	39	2	19.50	205	11	18.64	291	16	18.19	28.83	10.09
MNP													293	17	17.24	28.33	10.34
NE	102	5	20.40	101	5	20.20	63	3	21.00	266	13	20.46	634	34	18.65	54.33	11.67
J. Pittard	155	7	22.14	132	6	22.00	90	4	22.50	377	17	22.18	995	49	20.31	67.33	14.78
Scales	150	7	21.43	157	7	22.43	112	5	22.40	419	19	22.05	1031	50	20.62	71	14.52
TOTALS	1018	50	20.36	1033	49	21.08	643	31	20.74	2694	130	20.72	6913	353	19.58	530.42	13.03

ATTENDANCE INFORMATION

Current Month	96.00%
Previous Month	96.00%
Previous Yr Same Month	97.00%

Total System Licensed Personnel

(includes Spec Ed and Central Office)	556.42
Total School System Pupil/Licens. Personnel Ratio	12.61