

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION

Tuesday, September 25, 2012

6:00 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance—Bradley Students Salma Leija, Sixth Grade, and Corey Greeson, Fourth Grade
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Murfreesboro City Schools participated in Read to Succeed's "Reading in the Schools Day" held on September 21.
- Congratulations to Shannon Minner, MNP's Media Specialist, who has been recognized by the Tennessee Association of School Librarians for her extra efforts to go above and beyond normal library instruction. Ms. Miller will receive a \$500 check for her program.
- Thanks to Georgetown Kroger for their generous donation of \$500 to Mitchell-Neilson Primary.
- Thanks to Believers' Chapel for their donation of school supplies and the offer to purchase coats for students in need at Black Fox Elementary.
- Franklin Heights thanks: Unity Free Well Baptist Church—donations of bread and sweets every week, monthly food boxes, and bottled water to support all outreach activities; Kingwood Church of Christ—snacks for homework help, cleaning supplies, and hygiene items; Troop 150—books for the parent learning centers, bandages, and pajamas.

IV. CONSENT ITEMS (Tab 1)

- Minutes of the August 28, 2012 Regular Board Meeting and September 11, 2012 Special Called Board Meeting/Policy Work Session
- Approval of Certification of Compliance with TCA Section 49-3-310(4)(A)—Textbooks
- Approval of MCS Administrator Extended Learning Plan, 2012-2013
- Approval of the 2012-2013 Extended Learning Programs Proposal
- Approval of School Fees

F. Approval of Board Policies—Second Reading

- STU 35—Tobacco-Free Schools (*Revision*)
- FM 14—Energy Management and Conservation (*New Policy*)
- SS 1—Consultants (*Revision*)
- SS 3—Material/Supply Fees for ESP (*No Revisions*)
- SS 4—Program Contributions (*Rewrite*)
- SS 5—Safety Program (*Revision*)
- SS 6—Buildings and Grounds Management (*Revision*)
- SS 8—Bus Conduct (*Revision*)
- SS 11—Student Wellness (*Revision*)

V. ACTION ITEMS

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

- SS 7—Student Transportation Services (*Revision*)
- SS 10—Mail, Email, and Delivery Services (*Revision*)

B. Approval of Tenure for Lori Lynn Frantz—Previously Tenured in MCS/Returning to System

C. Election of Board Chair and Board Vice Chair

VI. REPORTS/INFORMATION

- A. Personnel Update (Tab 3)
- B. Monthly Revenue and Expenditure Report
- C. Attendance Update (Tab 4)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

MISSION STATEMENT

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

MINUTES
MURFREESBORO CITY BOARD OF EDUCATION
Tuesday, August 28, 2012
6:00 p.m.—Council Chambers

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, Sheri Arnette, Caresa Brooks, Crystal Farris, Patty Kennedy, Christina Maddux, Ralph Ringstaff, and Lisa Trail.

Others: Staff Attorney Kelley Baker and Principals Roseann Barton, Robin Newell, Emily Spencer, and others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade called the meeting to order at 6:00 p.m. The Pledge of Allegiance was led by Mitchell-Neilson students: Maddox Whittenburg, Kindergarten, and Malik Sneed, Sixth Grade. The Pledge was followed by a moment of silence.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- Dr. Gilbert introduced the following newly appointed administrators:
Patty Kennedy, Supervisor of Department for Exceptional Children
Sheri Arnette, Coordinator of Teaching and Learning
Kristina Maddux, Coordinator of Instructional Effectiveness
Kimberly Osborne, Assistant Principal, Hobgood
Terrance Haynes, Assistant Principal, John Pittard Elementary
Maria Johnson, Assistant Principal, Scales Elementary
Jenny Ortiz, Assistant Principal, Bradley/Scales
Laurie Offutt, Assistant Principal, John Pittard/Discovery
- Congratulations to Greg Lyles who was selected as the NAACP's Man of the Year.
- Thanks to Blackman United Methodist Church, First Baptist Church of Castle Street, and Journey Point Church for assisting in the painting projects at the Bellwood-Bowdoin and Mercury Court Preschool locations.
- Murfreesboro City Schools has received the 21st Century Community Learning Centers Grant for the initiative titled S.P.O.T.L.I.G.H.T., Supporting Pupil Opportunities to Learn with Interactive Genuine Hands-on Techniques.

The goal is to have students R.E.A.C.H. for the S.P.O.T.L.I.G.H.T. R.E.A.C.H. is an acronym for Respect, Enthusiasm, Achievement, Citizenship, Hard Work. The grant will impact Bradley, Cason Lane, Hobgood, and the Mitchell-Neilson Schools.

- The following schools have received funding for the 2012-13 school year to operate the Fresh Fruit and Vegetable Program: Bellwood-Bowdoin Preschool--\$21,600; Bradley Academy--\$17,800; Hobgood Elementary--\$21,550.
- Challenged Athletes Playing Equally (C.A.P.E.) has selected Jessica Eisenga, first grade teacher at Erma Siegel Elementary, as their FIRST "Adopt a First Year Teacher" recipient. The C.A.P.E. "Pay it Forward Program" was started as a way for the athletes to have the opportunity to give back to the community that has given so much to them.
- The Back to School Blast held on August 25, 10 a.m.-2 p.m., at Cannonsburgh Village was a big success.
- The Mitchell-Neilson Schools would like to thank the agents of Bob Parks Realty on Northfield Boulevard for their generous donation of school supplies and a Wal-Mart gift card, Georgetown Kroger for their donation of \$500 to MNP, Target who selected Mitchell-Neilson Elementary as the recipient of the \$500 Books for Schools Award.
- School Board Retreat, September 15, 8 a.m.-3 p.m., MTSU Foundation House, Thompson Lane
- Foundation Update—Board Member Collier Smith introduced Foundation President Doug Young, noting he is serving his second term as President and thanking him for his dedication and hard work on behalf of the Foundation and in support of Murfreesboro City Schools. Mr. Young noted that the Foundation is six years old and growing. Upcoming functions include the Fashion Show on September 13 and the Excellence in Education Celebration in honor of Dr. Susan Andrews on February 1. He stated that he works with a dynamic Board of Trustees whose efforts have netted the Foundation a current balance of \$101,000. The Foundation looks forward to receiving grant applications from teachers.
- Looking Forward—Dr. Gilbert stated that the district focuses on the Upside Down Triangle. For 2012, the emphases were Professional Learning Communities, Construction, Communication, Community Partners, Collaborative Learning, and Celebrations. Hobgood received the 2012 Education Consumers Foundation Value Added Achievement Award, and Bradley and The Discovery School have been named 2012 Awards Schools. The Discovery School was nominated to compete to be named a 2012 Blue Ribbon School, and the district hopes to learn if they have won soon. Discovery School Stacy Burt is in competition for Tennessee Teacher of the Year; MCS has more Tennessee Teachers of the Year than any other district in the state. Dr. Gilbert pointed out that the district has seen tremendous growth and attributes these gains to the hard work of the teachers and support

groups: Math increased from 37.3% to 59.2%; Reading increased from 48.4% to 59.7%. The district is 15th in the state for achievement in math and 17th in the state for achievement in reading out of 136 districts. More students are learning more. She pointed out that the district's upcoming endeavors include: planning for a new school, technology initiatives, increasing communication with parents and the community, and developing enrichment in the Extended School Program. The district will plan for a comprehensive approach to science and to behavior. Professional development will also focus on autism, gifted, and leadership. Two phrases to keep in mind are: High Expectations and Deep Learning. Dr. Gilbert thanked the teachers and administration for their hard work to move the district forward.

- Dr. Bob Eaker stated that the district has embraced Professional Learning Communities, and the growth in achievement proves that more students are learning more. He noted that the district is focused on "Are the children learning?" and "How do you know?" Teachers are working in collaborative teams, developing common assessments, identifying the needs of struggling students, and stretching to enrich those who are achieving, focusing efforts kid-by-kid and skill-by-skill. Mrs. Phillips thanked Dr. Gilbert for her leadership. Mrs. Smith stated that she has seen first-hand how teachers are utilizing PLC's to help students improvement achievement. Dr. Brown stated that he appreciated the look back and especially the look forward to see where the district is headed. He also thanked Dr. Eaker for his support of the district.
- Mrs. Phillips stated that the Murph's Fun Run/Murfreesboro Middle Half will be held on October 13 at MTSU, and all are invited to participate.

IV. CONSENT ITEMS (Tab 1)

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

- Minutes of the June 26, 2012 Board Meeting and August 14, 2012 Special Called Board Meeting/Policy Work Session
- Designation of Coordinator of School Health as the individual who is responsible for coordination of all training/communications on HIV/AIDS and OSHA's Bloodborne Pathogens Standard
- Approval of the Pre-K Advisory Board
- Approval of the ESP Advisory Board
- Approval of the Agreement of Understanding with Mid-Cumberland Head Start

V. ACTION ITEMS

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

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

Mrs. Baker reviewed the revisions to STU 35 effective September 1, noting that district campuses will be tobacco-free at all times in all areas of the campus, for all faculty, staff, students, parents, contractors and visitors. It will be easier to control employees than visitors as employees can be subject to disciplinary action. The implementation will involve signage, a notice to contractors, faculty and staff, and a notice to students and parents. Mrs. Smith moved to approve STU 35 as presented. Mr. Barrett seconded the motion. He commented that the policy can be extensively discussed at previous policy review meetings and the final policy has been presented in the best interest of the students' health. Board Policy STU 35 was approved as presented on first reading by acclamation.

FM 14—Energy Management and Conservation (*New Policy*)

Mr. Anderson explained that this policy has been proposed in anticipation of future grants from the state that will require such a policy. He has received word that these grants are now becoming available. On motion by Mrs. Phillips and second by Dr. Brown, FM 14 was approved as presented on first reading by acclamation. Mrs. Phillips and Mrs. Smith recognized Mr. Anderson for his efforts to assure the district is as energy efficient as possible.

SS 1—Consultants (*Revision*)

Mrs. Baker explained that revisions to SS 1 are minor and clarify what the proposal will detail. On motion by Dr. Brown and second by Mr. Campbell, SS 1 was approved as presented on first reading by acclamation.

SS 3—Material/Supply Fees for ESP (*No Revisions*)

Mrs. Baker stated that SS 3 contains no recommended revisions. On motion by Mr. Barrett and second by Dr. Brown, SS 3 was approved as presented on first reading by acclamation.

SS 4—Program Contributions (*Rewrite*)

Mrs. Baker explained that SS 4 as presented delegates the authority to the Director of Schools to accept donations/gifts for the district on behalf of the Board. The administration will notify the Board of such gifts/donations by listing them on the Board's agenda under "Communications." Mrs. Baker reviewed the guidelines as listed

that shall be followed when making/accepting gifts and donations. On motion by Mr. Campbell and second by Dr. Brown, SS 4 was approved as presented on first reading by acclamation.

SS 5—Safety Program (*Revision*)

Mrs. Baker reviewed SS 5 noting that the revisions emphasize that staff members report current and potential dangers to their supervisor. She also pointed out that all visitors to campus must report to the office for proper visitor credentials. All staff members should report any persons appearing to be improperly on campus without proper credentials to the principal or principal's designee. Mrs. Phillips inquired if younger siblings should also be "signed in." Mrs. Baker responded that most younger siblings would be accompanied by an adult who is required to sign in. The district does have a separate visitors policy that works in conjunction with this policy. On motion by Mr. Barrett and second by Mrs. Smith, SS 5 was approved as presented on first reading by acclamation.

SS 6—Buildings and Grounds Management (*Revision*)

Mrs. Baker reviewed that school building custodians are responsible to the building principal and that the principal with the support of the Maintenance Department would develop and maintain a janitorial work schedule detailing the procedures to be followed in cleaning and maintaining the building plant and grounds. Mrs. Rainier stated that she appreciates that principals can evaluate the cleanliness of their schools. On motion by Dr. Brown and second by Mr. Barrett, SS 6 was approved as presented on first reading by acclamation.

~~SS 7—Student Transportation Services (*Revision*) (*Hold for further discussion at next Policy Review Session*)~~

SS 8—Bus Conduct (*Revision*)

Mrs. Baker pointed out that SS 8 was revised to include the bus assistant and teacher as well as the bus driver as individuals to whom students are responsible to when riding a bus. The Rules for Bus Conduct have been removed to be placed in an administrative directive. Mrs. Phillips suggested that bus Rules of Conduct be given to each bus rider. On motion by Dr. Brown and second by Mr. Barrett, SS8 was approved as presented on first reading by acclamation.

SS 10—Mail, E-mail, and Delivery Services (*Revision*)

Mrs. Baker pointed out that SS 10 specifies that only communications directly related to the school district shall be distributed or transmitted through the district's inner-office mail system and e-mail system. Personal use is prohibited. Dr. Brown moved to approve SS 10; Mrs. Rainier seconded the motion.

Mr. Campbell asked if professional teacher organizations could distribute materials through our district e-mail and inner-office mail system. Mrs. Baker stated that the agreement with MEA has expired. Dt. Gilbert stated if organizations ask principals to place materials in employee mailboxes, the principal will be required to call central office and possibly then involve Mrs. Baker's review of the materials. The difficulty is that if the door is opened to one it must be open to all. She would prefer to only distribute materials that would be relative to the education of students or professional development. Mrs. Baker stated that collaborative conferencing is an avenue of communication that is now being proposed for Boards and teacher organizations. Mr. Ringstaff stated that some of the items in the MEA contract could now be dealt with through board policy. Mrs. Baker stated that information about collaborative conferencing can be shared with the Board at the next policy session to see if there are any revisions needed to this policy.

In response to Mrs. Phillips' question regarding political materials, Mrs. Baker responded that line 21 was deleted as no one category should be specified, as all material not related to the school district is prohibited. She did, however, point out that persons who are campaigning might obtain employees' e-mail addresses and send e-mails to those employees. It would be the employees' responsibility to not respond using the district's e-mail system or to respond that they cannot respond on the district's email system. This policy focuses on the employees' use of the district email system.

Dr. Brown rescinded his motion. Mr. Campbell moved to table Board Policy SS 10; Mrs. Phillips seconded the motion. The motion carried by acclamation. Board Policy SS 10 will be brought back to the Board at the September 11 policy review session for further discussion.

SS 11—Student Wellness (*Revision*)

Mrs. Baker stated that revisions to the policy are minor with responsibilities of the advisory council and the factors to be used to evaluate the Child Nutrition program removed. Dr. Gilbert explained that these two items were removed as they are mandated by the state and can change, so will be placed in an administrative directive. On motion by Mr. Campbell and second by Mr. Barrett, SS 11 was approved as presented on first reading by acclamation.

VI. REPORTS/INFORMATION

A. Personnel Report (Tab 3)

B. Monthly Revenue and Expenditure Report (Tab 4)

Mr. Anderson pointed out that the system has a deficit of \$155,671, which is typical of this time due to pay dates, etc.

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Mr. Anderson explained that the three spare buses referenced in the last policy review meeting have been placed in service. The new special ed bus is in Chattanooga having air conditioning installed and should be ready in two weeks. One regular ed bus should be delivered this Friday as the state's inspection is scheduled for Thursday, and the second on Tuesday. The cost for the special ed bus was \$101,657 and for the regular ed buses \$97,978 each. The Fund Balance is \$5.7 million. Mr. Anderson reviewed the bus routes and waiting riding times noting that there are only five bus deliveries that are in the red, with riding times of 76-90 minutes. Those routes are being watched, but he noted that at the beginning of the year, routes tend to take a little longer but improve. He also noted that traffic patterns can also affect the route times. The route times are those determined by the bus route software. He also explained that students are dropped off along routes, so not all who ride the bus ride the entire length of the route. In response to the suggestion that deliveries be made in reverse, he stated that the routes are designed so that the last bus stop is the one most efficient for a bus that goes to a school to run a second route. The spares put into service now will be replaced by the new buses when they are available to the district.

Mrs. Rainier voiced a concern regarding the 3:45-5:11 route time, and also the bus room time before actually traveling home. She asked if the district should purchase more buses. Mr. Anderson stated that all things considered, the transportation of students is going very well, running under state law mandates. Mrs. Phillips voiced concerns asking if the first person picked up in the morning is the last dropped off in the afternoon. She suggested that the district should purchase another bus, but asked that the transportation issue continue to be discussed at the next policy review meeting. Mr. Campbell also voiced his concerns adding that perhaps the district should purchase two buses. Mr. Anderson stated that he would put together information regarding how the purchase of an additional bus or two would impact routes, but it would take more than one bus to make the suggested improvements. It would cost \$100,000 for a new bus, approximately \$30 for a bus driver/benefits, and \$20,000 more for a bus aide and then fuel, insurance, etc. The approximate cost to transport a student is \$1 per mile.

In response to Mrs. Smith's question, Mr. Anderson stated that the length of time for transporting Discovery School children is dictated by the fact that the district transports those students all over town to their home, not within a zone, during rush hour. Transporting special needs children is longer due to wheel chairs, or addressing other special needs. Last year, the district transported 2,300 students, and this year that number has increased to 3,300. Although the system purchases 90-passenger buses, buses will usually hold 65-80 comfortably. The district's transportation system is at capacity. It takes five months to get a bus, unless you purchase one that another district decided not to take, and that would be at that district's purchase price. Mrs. Phillips stated that she is thankful that Discovery students have bus transportation, and added that she is concerned about students riding buses during heat waves. Transportation will be an item on the next policy agenda.

C. Attendance Update (Tab 5)

Mr. Anderson reviewed the 8/27/12 attendance report placed on the Board's desk. He noted that K-3 pupil:teacher ratio is 18.99, grades 4-6 is 20.92, and district is 19.68, which are all under the state mandates. The total BEP-funded student enrollment is 7,242. This is 247 students more than this time last year, and 208 students more than the end of the last school year. The district has 57 more students enrolled than budgeted. Numbers are larger in lower grades which will mean growth in the upper grades. In response to Mr. Campbell's question, Mr. Anderson stated that the system typically loses some of its upcoming sixth grade students (1,033 fifth graders last year compared to 683 this year); however this year, Discovery and MNE both added a sixth grade classroom.

VII. OTHER BUSINESS

Mr. Barrett suggested that the Board hold two or three of the policy review meetings at schools, if it was not too much of an imposition on staff/students. Dr. Gilbert stated that she would discuss this with principals. Mrs. Smith stated that she had visited four schools and was very impressed and encouraged other Board members to also visit schools.

Mrs. Wade stated that Board members should visit schools, but as a courtesy, inform the principal when you will be coming in the event there is something taking place that day that would not make the visit a productive one.

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 7:35 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, September 11, 2012
6:00 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, Sheri Arnette, Caresa Brooks, Karen Hawkins, Greg Lyles, Kristina Maddux, Ralph Ringstaff, and Lisa Trail.

Others: Staff Attorney Kelley Baker.

I. CALL TO ORDER BY BOARD CHAIR

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

II. VOLUNTARY RETIREMENT PLAN

Mr. Jeff Sandvig from Rutherford County Schools explained to the Board the process that his school district went through to change to a single 403(b) provider, maintaining a third party administrator, assuring compliance with IRS regulations, and assuring that the change was beneficial to employees offering them a good product at a reduced cost. He noted that the transition did cause concern among the teachers, but eventually most employees have recognized the benefits of a single provider. Mr. Sandvig reviewed the rates/fees noting the reduced cost to employees. He stated that going to this system was well worth it for the school district as well as for the employees.

Mr. James Smith of Five Points addressed the Board giving a description of a single vendor 403(b) plan that many school systems in the state are switching to, and the benefits of reduced costs—no sales loads, no additional rider fees, no surrender charges for the employee, a 1.25% wrap charge (half of what is typically charged). He noted that Mid-America (current and proposed third party administrator) has a team of professionals that review different products and offer 30-40 funds that undergo peer reviews to assure that they continue to be the best asset. The employee can choose from those funds but does not have to rely on their limited expertise. He concluded that the employee is getting more from their investments due to reduced fees, reduced administrative costs, quality choices from a streamlined product.

Mrs. Phillips voiced a concern that the Board has not been provided information prior to the meeting and has not had enough time to review information. In response to Mr. Campbell's concern, Mr. Smith stated that employees can continue with their existing provider. They can change to the single provider plan offered by the district and make new investments or move their already invested funds to the single provider. The employee needs to make sure to first be aware of any surrender charges with their existing provider before moving that money to the new plan. If the district goes to a single provider, the payroll deduction option would no longer be available to employees for the previous plans.

Mr. Ringstaff stated that employees are given a 403(b) awareness training each year. He added that the system would still maintain the existing third party administrator, Mid-America, even if going to a single provider plan.

Dr. Gilbert stated that she had an individual report to her that she is unhappy with the existing 403(b) plan/provider. She asked Mr. Ringstaff to check into how other districts administer their 403(b) plan. After hearing about Rutherford County's approach and that other surrounding systems had gone to a single provider, she felt it would be beneficial for the Board to be provided information on a single vendor plan. However, tonight is just an information session. The Board is not being asked to take action of any kind. Mrs. Phillips requested that the Board be provided this information in an organized manner with clear points for a more sequential approach. Mr. Campbell and Mrs. Rainier suggested that existing investors be surveyed regarding a possible change.

Dr. Gilbert stated that offering a single provider would not only affect existing investors but all employees as potential investors. She wanted the Board to receive information tonight and let her know if they wished to pursue the possibility of changing to a single provider. She will provide information regarding the pros and cons. Dr. Brown stated that there is no definite timeline so there is time to investigate. He voiced a concern regarding the system's liability, the 30-40 potential plans, and if there can be a balanced risk. The options are to do it yourself or use managers. Many companies do group-based investments, but employees still have a choice.

Mrs. Wade asked that Board members send questions to Dr. Gilbert and Mr. Ringstaff with the topic to be added to the next policy review session's agenda.

III. APPROVAL OF HOBGOOD PHASE II CONSTRUCTION BID

Mr. Anderson provided the Board with information regarding the bid opening for Phase II of the Hobgood administration and food service additions. The Board is being asked to approve the low bidder for the construction project: Robert S. Biscan Co., \$3,590,000

base bid, plus \$260,000 for Add Alternate #2—brick pavers, plus \$273,000 for Add Alternate for Kitchen Equipment for a total of \$4,123,000. He noted that the project came in at \$240,000 more than approved by the City, but he had placed an alternate in the bid process to allow the district's Child Nutrition Department to pay for the purchase of the cafeteria equipment so this is not a problem. He has asked the Water and Sewer Department about the possibility of their paying the difference in the cost of using pavers instead of asphalt in the project. If the Board approves the Robert S. Biscan Co., then he will go to City Council on this Thursday evening for their approval. Both Ms. McGannon and Mrs. Baker have reviewed the contract. In response to Mrs. Smith's question, Mr. Anderson stated that he did not have a local company bid on this project. Mr. Campbell noted that this company has built schools in the county and is a known company, and Mr. Washington added that they are a very reputable company.

Mrs. Phillips moved to approve the Robert S. Biscan Co. for Phase II of the Hobgood additions; Mr. Campbell seconded the motion. The motion carried by acclamation.

IV. BOARD POLICY REVIEW

CONSENT AGENDA (Passed on First Reading) STU 35—Tobacco-Free Schools (*Revision*)

Mrs. Baker stated that the only additional revision recommended for STU 45 would be to change September 1 on line 5 to October 1. There were no other recommended revisions. The policy will be brought back to the Board for approval on second reading.

FM 14—Energy Management and Conservation (*New Policy*) SS 1—Consultants (*Revision*) SS 3—Material/Supply Fees for ESP (*No Revisions*) SS 4—Program Contributions (*Rewrite*)

There were no additional revisions recommended for FM 14, SS 1, SS 3, and SS 4. These policies will be brought back to the Board for approval on second reading.

SS 5—Safety Program (*Revision*)

Dr. Brown recommended that lines 31-32 be revised to read: *All staff members shall report any person on school premises without proper credentials to the principal or principal's designee.* There were no additional revisions recommended. The policy will be brought back to the Board for approval on second reading.

SS 6—Buildings and Grounds Management (*Revision*)

No additional revisions were recommended; the policy will be brought back to the Board for approval on second reading.

SS 8—Bus Conduct (*Revision*)

Mrs. Rainier asked if a student has been suspended from riding a bus to/from school, can they still participate on a field trip? Mrs. Savely stated that field trips are a part of the curriculum so the student can participate in field trips. In response to Mr. Campbell's question, Mr. Anderson stated that there are four cameras on every district school bus.

Mrs. Phillips and Mrs. Rainier stated that they still have transportation concerns. Mr. Anderson noted that these transportation concerns will be addressed as indicated later in the agenda. The policy will be brought back to the Board for approval on second reading.

SS 11—Student Wellness (*Revision*)

No additional revisions were recommended; the policy will be brought back to the Board for approval on second reading.

For Continued Discussion:

SS 7—Student Transportation Services (*Revision*)

Mrs. Phillips referred to lines 8-9, asking if a sentence should be included to note that students residing within 1.5 miles of the school, but in areas that would be deemed unsafe for walkers, would be allowed to ride the bus. Mrs. Savely, Transportation Supervisor, noted that her department makes every effort to determine if there are safe walkways available to walkers, if there are sex offenders residing in these residential areas, etc. Decisions are based on a case-by-case review. Mrs. Baker stated that the policy does allow flexibility as noted in the second paragraph.

Dr. Brown asked that line 22 be reworded: "*Is the program operated as efficiently as possible...*" He also asked that line 43 be revised to read: "*... the building principal or principal designee...*" He asked why lines 46-47 would be included in this policy; Mrs. Baker replied that we do not have another policy that addresses safety inspections of the buses. In response to Dr. Brown's question regarding line 14, Mrs. Savely responded that the transportation system is operated in a sufficient and timely manner. Mrs. Baker stated that SS 7 will be brought back to the Board for approval on first reading with the recommended revisions.

SS 10—Mail, Email, and Delivery Services (*Revision*)

Mrs. Baker stated that at the last Board meeting the Board asked her to bring back information on collaborative conferencing as it pertains to this policy allowing professional organizations to utilize our mail and mail delivery system as a distribution/communication resource. She read T.C.A. §49-5-606(a)(4) which states, “It is unlawful for a board of education or its management to: ... (4) *Refuse to permit any professional employees’ organization to have access at reasonable times before or after the instructional day to areas in which professional employees work, to use institutional bulletin boards, mail boxes or other communication media or to use institutional facilities as permitted by a local board’s policy or procedure for community use at reasonable times for the purpose of hold a meeting concerned with the exercise of the rights guaranteed by this part.*”

Dr. Gilbert stated that she and MEA President Ty Batts had discussed this after the meeting, and she explained to Mrs. Batts that this would be readdressed at this policy review meeting. Mr. Campbell asked if other professional organizations, such as PET, would be allowed to access the same resources as MEA. Mrs. Baker stated that under the current law, any “professional employee’s organization would have this right. She added that the Board may need to amend the facilities use policy to broaden it to include professional organizations as defined by the statute. T.C.A. §49-6-602(9) states, “professional employees’ organizations means any organization with membership open to professional employees, as defined in subdivision (8), in which the professional employees participate and that exists for the purpose of promoting the professional status and growth of educators and the welfare of students.” Dr. Brown asked if the district could request that professional organizations respectfully notify the system before distributing materials, etc. Mrs. Baker stated that this could be done through policy or administrative directive. Dr. Gilbert asked Mrs. Baker to contact TSBA to review what they have which would be helpful in revising this policy. Dr. Gilbert stated that she would also discuss this policy with principals. Mrs. Baker stated that she will provide the Board with additional information at the next board meeting bringing SS 10 back to the Board for approval on first reading.

For Discussion:

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

Mrs. Baker read BO 45—Social Media Use and Internet Posting noting that the policy applies to all officials and employees of MCS. She stated that the policy is verbatim to the social media policy adopted by the City Council with the exception of changing to the district name.

Mrs. Phillips stated that she is concerned about the use of Facebook. She would prefer that any social media that the district uses would not allow anyone to post comments back in an effort to protect the students and the employees. In response to Mrs. Smith's question regarding line 47, Mrs. Baker stated that the district's website or any MCS approved site is not for the purpose of supporting or opposing political campaigns for ballot measures/votes before the public. In response to questions regarding lines 75-78, Mrs. Baker stated that employees must be very careful on non-MCS social media sites to make sure they do not represent their activity on those sites as representing the school district/their position with the school district. Board members cannot discuss or deliberate any matter that would come before them for an official vote on social media with other Board members.

Dr. Brown asked that lines 42-43 be reworded: *The following content, but not limited to the following, is not allowed and may be immediately removed:*" He also asked that FERPA be spelled out on line 99. In response to Dr. Brown's question regarding lines 91-93, Mrs. Baker stated that there may be social websites containing information that could be a resource for instruction, but they must request permission to access those sites during school time. Mrs. Trail stated that other school districts and governmental entities are using social websites that have proven to be great communication resources. Mrs. Phillips reiterated that she does not want anyone to be able to post back to the system as they could post negative comments about students and employees. In response to Mrs. Smith, Mrs. Baker stated that PTO/PTA websites are not district websites. Parent organizations are separate entities from the Murfreesboro City School District.

Mrs. Trail stated that social media sites are not limited to Facebook, but include YouTube, Flickr, etc. so we should not just focus on Facebook. The National School Public Relations Associate endorses the use of social media. Mrs. Phillips stated that she does not want MCS to in any way endanger the well-being of the district's students or employees. Mrs. Trail stated that this policy is more from the employee's point of reference, about how they would utilize social media. Mrs. Baker stated that it clarifies for employees that unless they receive approval for use of a form of social media in their capacity as a Murfreesboro City School employee, the employee or official should clearly indicate that they are not speaking in their official capacity. In response to Dr. Brown, Mrs. Trail stated that we do not currently have any social media sites that the public can access and respond to. Mrs. Phillips reiterated her concern regarding Facebook. The policy will be brought back to the Board for further discussion.

Due to time constraints, the following board policies will be placed on the next policy review meeting's agenda.

PER 46—Employee Use of Social Electronic Media (*New Policy*)
BO 5—School Board Meetings (*Revision*)
BO 20—Director’s Evaluation (*Revision*)
BO 46—Charter Schools (*New Policy*)
PER 17—Evaluation of Staff (*Revision*)
STU 60--School Attendance Zones (*New Policy*)

V. DISCUSSION TO ADDRESS TRANSPORTATION ISSUES

Mr. Anderson provided the Board with three documents regarding bell times, bus route times, and buses currently serving each school. The goal has been to improve those routes indicated in red on previous bus route time sheets previously presented to the Board. He stated that the scheduled times are okay and student riding time on the bus is within legal limits. Each bus purchased would eliminate the second runs for two schools. He explained that to eliminate second runs, therefore decreasing student waiting/riding times, would require the district to purchase seven buses.

Mr. Anderson pointed out that transportation is loaded on the front end. One option for the Board to consider would be to rearrange school bell times. The 7:45 start time at Erma Siegel is not useful in terms of transportation. In addition, students must arrive early to school in order to participate in the universal breakfast program. Another option would be to allow students to eat breakfast in the classroom.

In response to Mr. Barrett’s question, Mr. Anderson stated that bus routes are determined through the use of Edulog, which is used by many local school systems. He stated that the most helpful adjustment that would have a positive impact on transportation would be to rearrange bell times. He added that McKinney-Vento students must be picked up from wherever they reside at the time and be taken to their zoned school. When the a special ed bus is purchased with special ed funding, only special ed students can ride that bus. The new special ed bus was purchased from general funds so all students, regular and special ed, can ride that bus. Mrs. Savely explained that this is actually in line with maintaining the least restrictive environment for special ed students. She also noted that purchasing two buses would put the administration in the position of having to choose which schools would receive their services which would be a tough choice. Mrs. Rainier stated that having this information has not provided a solutions to the transportation issues. Mr. Campbell asked Mr. Anderson what he recommended.

Mr. Anderson stated that the purchase of any new buses would be five months away as there are no other buses available at this time. He would recommend that the Board consider rearranging school bell times for next year. Mrs. Savely added that putting a

bus or two in service at this time would be disruptive to parents and students, and she too would prefer waiting to make adjustments. Mrs. Rainier asked if there have been many parent complaints. Mrs. Savely stated no, not that many. She also shared that bus drivers receive staff development, and she could use additional funding for this training.

VI. REVIEW OF SEPTEMBER 25, 2012 DRAFT AGENDA

Mrs. Baker asked that Board members contact Dr. Gilbert if they have any revisions to the agenda.

VII. OTHER BUSINESS

VIII. ADJOURNMENT

There being no other business, Chair Wade adjourned the meeting at approximately 8:25 p.m.

Director of Schools

MISSION STATEMENT

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

**Certification of Compliance with Tennessee Code Annotated
Section 49-3-310(4)(A)**

“The superintendent and the chairman of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner.”

In conformity with TCA 49-3-310(4)(A) we, the undersigned, hereby certify that all the children attending the schools of Murfreesboro City Schools school system have been furnished all required textbooks.

Chairman, Board of Education

Superintendent

Date

RETURN BY OCTOBER 15 TO:

Morgan Branch, Director
Textbook Services
State Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379

ED-2152
(Rev. 09/05)

**LOCAL FIELD TRIPS FOR BOARD CONSIDERATION AND APPROVAL
SEPTEMBER 2012**

SCHOOL	GRADE/GROUP PARTICIPATING	INSTRUCTIONAL VALUE OF THE ACTIVITY	COST PER STUDENT	STUDENTS PARTICIPATING	DATE OF TRIP	HOW FUNDED	DESTINATION
BF	1	Identify major events, people and patterns in TN	\$6.50	130	9/27/12	Student	Sam Davis Home
BF	K	To view a working farm and see how pumpkins grow, see cows and calves	\$9.00	122	10/23/12	Student	Gentry Farms
BF	2	Will see a play to enrich understanding of storytelling & sequencing of events	\$7.00	120	11/15/12	Student	Arts Center/Cannon County
BR	4th - 6th	Environmental Ed	\$0.00	100	9/21/12	Free	MTSU
BR	5th-6th	To hear the symphony orchestra instruments/conductor perform what we studied	\$0.00	56	9/26/12	Free	Nashville Symphony
BR	K	Observe the life cycle of plants and animals	\$7.00	65	10/31/12	Student	Walden Pumpkin Farm
BW	PRE-K	Learn about animals on a farm & how the food we eat comes from farms	\$9.00	60	10/22/12	Student	Lucky Ladd Farms
BW	PRE-K	Explore and discuss aspects of farm life	\$7.00	60	10/23/12	School	Walden Pumpkin Farm
BW	PRE-K	To be able to describe farm activities & animals & to observe how pumpkins grow	\$7.00	80	10/25/12	Student	Walden Pumpkin Farm
CL	K	How a pumpkin grows from a seed to harvest	\$10.00	138	9/28/12	Student	Lucky Ladd Farms
CL	4	To provide a living experience of what life was like in the 19th century and earlier	\$5.00	140	9/26/12	Student	Travellers Rest
CL	5	To gain real world experience to further our science instruction	\$25.00	120	11/8/12	Student	Mammoth Cave
DSRR	3	Naturalization Ceremony Constitution Day activities	\$0.00	60	9/17/12	Free	MTSU
DSRR	6	Environmental Ed	\$0.00	32	9/21/12	Free	MTSU
DSRR	6	To watch the symphony orchestra/conductor perform a piece of what we studied	\$5.00	32	9/26/12	Student	Nashville Symphony
DSRR	2	To explore the habitats & surroundings of native plants and animals	\$9.00	80	10/12/12	Student	Lucky Ladd Farms
HG	K	The learner will practice classifying living & non-living things on a farm	\$7.50	85	10/11/12	Student	Lucky Ladd Farms
MNP	K	The culminating activity to our study of plant life cycle	\$8.50	129	10/12/12	Student	Lucky Ladd Farms
NF	CDC	Students will practice for Special Olympics bowling	\$0.00	24	9/17/12	Free	Smyrna Bowling
NF	3	Importance of bees to fruit trees/by products/how these interact and the benefit	\$9.00	90	9/20/12	Student	Morning Glory Apple Orchard/Kid's Castle
NF	CDC	Multisensory hands on interaction & encounters with living things	\$7.00	27	10/11/12	Student	Lucky Ladd Farms
NF	K	Observe the world of familiar objects using the senses & tools	\$10.00	100	10/11/12	Student	Gentry Farms
NF	CDC	Students will practice for Special Olympics bowling	\$0.00	24	10/18/12	Special Olympics	Smyrna Bowling
NF	1	Observe various animal habitats & examine what these animals need to survive	\$9.00	96	10/19/12	Student	Nashville Zoo
OAKLAND COURT	PRE-K	To identify and observe farm life and seasonal changes of fall	\$7.00	36	10/17/12	Student	Lucky Ladd Farms
JP	1	Continue their learning of the life cycle of plants	\$6.00	187	10/18/12	Student	Lucky Ladd Farms
JP	2	Recount stories from different cultures & determine their main message	\$7.50	152	11/15/12	Student	Arts Center/Cannon County
SC	CDC	Special Olympics Bowling, solve problems involving addition and subtraction	\$0.00	5	9/14/12	Free	Smyrna Bowling
SC	K	Children's understanding of how living things grow/change	\$9.00	187	10/12/12	Student	Lucky Ladd Farms
SC	CDC	Special Olympics Bowling, solve problems involving addition and subtraction	\$0.00	5	10/18/12	Special Olympics	Smyrna Bowling
ES	Spec Ed 3-6	Focusing on several individual IEP-TCAP-AH goals related to math & social skills	\$9.19	14	9/24/12	Special Olympics	Smyrna Bowling
ES	K	To learn about farm life, to see how some living things come from a seed	\$8.12	117	10/25/12	Student	Walden Pumpkin Farm

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TOBACCO-FREE SCHOOLS	Descriptor No: STU 35	Date Adopted: 1/01
<i>Reviewed/Revision Adopted:</i>		

1 **PURPOSE**

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

7
8
9 **SCOPE**

10
11 This policy applies to all faculty, staff, students, contractors, and visitors of MCS and is in effect
12 twenty-four (24) hours a day, year round. This policy applies to all forms of tobacco products
13 including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as
14 smokeless electronic cigarettes and other similar devices.

15
16 School district employees and students enrolled in the district’s schools will not be permitted to
17 use tobacco or tobacco products, including smokeless tobacco, while they are participants in any
18 class or activity in which they represent the school district regardless of whether the class or
19 activity is located on school property if students are present.

20
21 ~~Notwithstanding the above, use of tobacco will be allowed on MCS property by adults while~~
22 ~~inside private vehicles situated on MCS property.~~

23
24
25 **COMPLIANCE AND ENFORCEMENT**

26
27 A. Compliance

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

33
34
35

36 B. Enforcement of Policy

37
38 The success of this policy will depend on the thoughtfulness, consideration and
39 cooperation of both tobacco users and non-users. Fines and citations, other than the
40 citations required for minors pursuant to T.C.A. §39-17-1505, will not be part of the basic
41 enforcement of this policy; however, the discipline policies applicable to faculty and staff
42 may be invoked, if necessary, to secure compliance with this policy.
43

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

- 45
- 46 1. Violations of this policy by faculty and staff should be brought to the attention of the
47 employee's supervisor;
 - 48 2. Violations of this policy by students should be brought to the attention of the
49 principal. Any student who possesses tobacco products shall be issued a citation by
50 the school principal pursuant to T.C.A. §39-17-1505(b). The Director of Schools, in
51 cooperation with the juvenile court and the local police/sheriff department, is
52 responsible for developing procedures for issuance of the citations which shall
53 include the form and content of citations and methods of handling completed
54 citations.
 - 55 3. Violations of this policy by visitors should be brought to the attention of principal or
56 facility manager; and
 - 57 4. Violations of this policy by contractors should be brought to the attention of the
58 Finance/Administrative Services Director.
59

60
61 **IMPLEMENTATION**

62
63 A. Signage

64
65 The Maintenance Department will be responsible for providing appropriate signage and
66 for removing all receptacles for discarding smoking materials in previously designated
67 smoking areas. Signs will be posted throughout the system's facilities to notify students,
68 employees, parents and all other persons visiting the school that the use of tobacco and
69 tobacco products is forbidden. The following notice shall be prominently posted
70 (including at each ticket booth) for elementary school sporting events: "Smoking is
71 prohibited by law in seating areas and in restrooms."
72

73 B. Notice to Contractors

74
75 The principal or department head for whom a contractor is working will be responsible
76 for ensuring that contractors performing work for their school or department on property
77 owned or leased by MCS are notified of the requirements of this policy. Construction
78 contractors will be notified by Finance/Administrative Services Director.
79

80 C. Notice to Faculty and Staff

81
82 Human Resources will be responsible for implementing procedures to ensure that all
83 current and future faculty and staff are notified of the requirements of this policy.
84 Faculty and staff who wish to stop using tobacco are encouraged to contact Human
85 Resources for information about tobacco cessation resources.
86

87 D. Notice to Students and Parents

88

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

92

93

94

95 Legal References:

96

97 Federal Pro-Children Act of 2001 (20 USCA §7181 through §7184)

98 No Child Left Behind Act, Public Law PL 107-110, Title IV, Part C, Sections 4301-4304

99 Tennessee Children’s Act for Clean Indoor Air (T.C.A. §39-17-1601 through §39-17-1606)

100 T.C.A. §39-17-1604(6)(10); T.C.A. §39-17-1605; T.C.A. §39-17-1606

101 T.C.A. §39-17-1505

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ENERGY MANAGEMENT AND CONSERVATION	Descriptor No: FM 14	Date Adopted:
	<i>Reviewed/Revision Adopted:</i>	

1 It is the policy of Murfreesboro City Schools to ensure that every effort is made to conserve
2 energy and natural resources while exercising sound financial management. To minimize the
3 impact increased energy costs have on the district’s operating budget, energy management
4 efforts are to be implemented district-wide without infringement upon the educational mission of
5 the District.

6
7 The judicious use of the various energy systems of each facility will be the joint responsibility of
8 the Principal and/or Site Director and the Maintenance Supervisor to ensure that an efficient
9 energy posture is maintained on a daily basis. It shall be the responsibility of each District
10 employee and student to actively participate in conservation efforts.

11
12 Accurate records of energy consumption and the cost of energy will be maintained by the
13 District’s Finance Office. The Principal and/or Director will provide leadership and support for
14 energy management and conservation. All operations of District facilities will be governed by
15 established administrative rules and guidelines designed to implement the Board’s intent to
16 manage and conserve the district’s energy resources.

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29 Legal Reference:

30 T.C.A. §49-17-101 et. seq., Energy Efficient Schools Initiative (EESI) 2008

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROFESSIONAL CONSULTANTS	Descriptor No: SS 1	Date Adopted: 4/79
	Reviewed/Revision Adopted: 2/98	

1 The Director of Schools may occasionally engage the services of qualified ~~professional~~
2 consultants.

3
4 Before engaging any consultant, the Director of Schools will require submission of a written
5 proposal which may be incorporated into a contract or purchase order. The proposal will detail:
6

- 7 1. The specific objectives to be accomplished by the consultant;
- 8 ~~2. The specific tasks to be performed;~~
- 9
- 10
- 11 2. The procedures to be used in **meeting the objectives** ~~carrying out the tasks;~~
- 12
- 13 3. The target dates for the completion of **work** ~~tasks;~~
- 14
- 15 ~~4 The method to be used to report results and/or to deliver any "product."~~
- 16
- 17 4. The consultant's billing rates, with estimated hours, or a contract price for the **work**
18 ~~task.~~
- 19

20 The Director of Schools will establish any procedures necessary for developing an efficient
21 working relationship with the consultant(s) and all parties involved.
22

23 Board **approval shall be received prior to entering into** ~~must approve~~ any consulting contracts
24 that exceed \$10,000 annually or \$3,000 for a short-term agreement of one month or less.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: MATERIAL/SUPPLY FEES FOR EXTENDED SCHOOL PROGRAM	Descriptor No: SS 3	Date Adopted: 2/98
<i>Reviewed/Revision Adopted:</i>		

- 1 The Board authorizes the Director of Schools to determine the amount of any material/supply
- 2 fees to be charged for participation in any before or after school program activities. This fee
- 3 would be applied to the cost of instructional supplies and materials which would be used for the
- 4 purpose of implementation of the activity. Charges will be established in advance and be made
- 5 known to the program participants and their parents.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROGRAM CONTRIBUTIONS	Descriptor No: SS 4	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 The Director of Schools is authorized to accept gifts to the school district and may designate
2 others to accept gifts for particular schools on behalf of the Board if such contributions do not
3 conflict with other board policy provisions and acceptance of the gifts will enhance the
4 educational program of Murfreesboro City Schools. Murfreesboro City Schools shall accept
5 donations of money, property or securities from any source for the benefit of the school system,
6 which shall be disbursed in good faith in accordance with the conditions of such gifts. **The**
7 **Director of Schools will inform the Board of these donations/gifts to the school district by**
8 **listing them on the Board’s agenda under “Communications”.**
9

10 All gifts become the property of the Murfreesboro City Board of Education. When gifts are for a
11 particular program, reasonable evidence should demonstrate that the gifts remain for use with
12 that program.
13

14 In accepting gifts and donations, the following guidelines shall be followed:
15

- 16 1. Equipment contributed to Murfreesboro City Schools and the schools becomes the
17 property of the school district and is subject to the same controls and regulations that
18 govern the use of other school-owned property.
- 19 2. Contributions of equipment or services that may involve major costs for installation or
20 maintenance, or initial or continuing financial commitments from school funds shall be
21 presented to the Director of Schools for consideration and approval prior to their
22 acceptance as a gift.
- 23 3. Before accepting any technical equipment gifted to the district, the district’s Technology
24 Department should be called upon to review the equipment’s actual usefulness and
25 compatibility to the district’s technology system.
- 26 4. Individuals or organizations desiring to contribute supplies or equipment will counsel
27 with school officials regarding the acceptability of such contributions in advance of the
28 solicitation of funds or the making of budgetary appropriations.
- 29 5. When cash contributions are made for a specific program, the donation will in no way
30 supplant the financial efforts made by the Board of Education for that program. In all
31 cases, cash contributions will be revenue in addition to the monies furnished by
32 governmental agencies for the operation of the program.
33

34 Legal Reference:
35 T.C.A. §49-6-2006(a)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SAFETY PROGRAM	Descriptor No: SS 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 11/94; 3/01	

1 Within Board policy, the principal shall develop procedures for keeping school facilities safe and
2 free from hazards. Each principal is responsible for seeing that the practice of safety is a part of
3 the instructional program of the school and that it is appropriately geared to students at different
4 grade levels.

5
6 The program shall include:

- 7
- 8 1. Fire prevention
- 9 2. Accident prevention
- 10 3. Warning systems
- 11 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- 12 5. Emergency closings
- 13 6. Traffic safety
- 14 7. Traffic and parking controls
- 15 8. Safety inspections
- 16 9. First aid
- 17 10. A disaster preparedness plan for a nuclear or other major emergency.
- 18
- 19

20 **All staff members shall be periodically reminded of the necessity of their responsibility for**
21 **promptly reporting both current and potential hazards to their supervisors. Supervisors**
22 **are expected to promptly and effectively follow up on these reports.**

23
24 **Only students assigned to the school, the staff of the Murfreesboro City Schools, parents of**
25 **students, and other persons with lawful and valid business on the school premises shall**
26 **enter onto the grounds or into the buildings of the schools during the hours of student**
27 **instruction. Every visitor must have proper visitor's credentials tag from the front office.**
28 **All visitors, including parents, must enter the school building through the office unless**
29 **entering the building for an athletic event in the gymnasium after school hours. ~~If school~~**
30 **~~personnel encounter a person without a visitor's tag, it's their responsibility to escort that~~**
31 **~~person back to the office.~~ All staff members shall report any all person appearing to be**
32 **improperly on school premises without proper credentials to the principal or principal's**
33 **designee.**
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37 The principal shall secure assistance from law enforcement officials when the principal deems it
38 necessary in order to maintain order or security during the school day or during extracurricular
39 activities at school.

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76 Legal References:

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78 T.C.A. §49-6-1003
79 T.C.A. §49-6-2008

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: BUILDINGS AND GROUNDS MANAGEMENT	Descriptor No: SS 6	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 The individual school principal shall be responsible for the care and upkeep of the building and
2 for the supervision of the school custodial services. The buildings and grounds maintenance
3 provided by the district through the maintenance supervisor shall be considered a supplementary
4 and coordinating service. The school principal shall retain the basic responsibility for overseeing
5 buildings and grounds, maintenance, and for supervising the custodial employees in **the**
6 **principal's** ~~his/her~~ buildings who are employees of the Murfreesboro City School **District**
7 **Board**.

8
9 **The school building custodian is responsible to the building principal for the condition and**
10 **appearance of the building at all times.**

11
12 **It shall be the responsibility of each building principal with the support of the Maintenance**
13 **Department to develop and maintain a janitorial work schedule which will detail the**
14 **procedures to be followed in cleaning and maintaining the school plant and grounds.**

15
16 The Director of Schools and/or the Director's designee will coordinate the overall management
17 of the buildings and grounds. This will include but is not limited to (a) constant review of school
18 building needs, (b) determining work and reporting schedules and procedures, (c) planning and
19 supervising building programs, and (d) general and specific evaluation.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: BUS CONDUCT	Descriptor No: SS 8	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/95; 1/01	

1 BUS CONDUCT

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In order to maintain conditions and an atmosphere suitable for safety, no person shall enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver, ~~and bus assistant, and teacher~~ while on ~~the his/her~~ bus, and all reasonable directions given by ~~the bus driver, or bus assistant, or teacher him/her~~ shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that ~~the student's his/her~~ behavior is such as to cause disruption on the bus, or if ~~the student he/she~~ disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student requesting to exit the bus at any point between school and the normal daily drop-off point must have written parental permission and the approval of the principal or principal designee. The principal or principal designee will provide written approval to the bus driver before the student is allowed to proceed.

Any student wishing to ride a bus other than the student's designated bus must have written parental permission and the approval of the principal or principal designee. The principal or principal designee will provide written approval to the bus driver before the student is allowed to proceed.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the assigned school.

36 **The Director of Schools shall develop the district’s “Rules for Bus Conduct” and have them**
37 **placed in the student handbook and/or distributed to all students.**

38
39 **USE OF VIDEO CAMERAS**

40
41 Video cameras may be used to monitor student behavior on school vehicles transporting students
42 to and from school or extracurricular activities.

43
44 Video surveillance shall be used to promote the order, safety, and security of students, staff, and
45 property.

46
47 **RULES FOR BUS CONDUCT**

48
49 ~~Students shall conform to the following rules of bus behavior:~~

- 50
51 ~~1. Students shall take seats promptly after boarding the bus. No seats can be~~
52 ~~reserved. Should the driver assign a student a seat, the student must comply.~~
53 ~~Students shall remain in their seats while the bus is in motion.~~
- 54 ~~2. Students shall not open windows unless asked to do so by the driver.~~
- 55 ~~3. Students must keep hands, arms, and head inside the bus.~~
- 56 ~~4. Students shall not use alcohol, drugs, or tobacco in any form.~~
- 57 ~~5. Students shall not throw objects on the bus or out the windows.~~
- 58 ~~6. Students shall not distract the driver with loud talking, laughing, fighting, or~~
59 ~~unnecessary confusion.~~
- 60 ~~7. Students shall not eat food, drink beverages, or chew gum.~~
- 61 ~~8. Students shall not transport live animals or insects, even in cages or containers,~~
62 ~~for any reason. If it is necessary to bring these to school, parents should arrange~~
63 ~~to transport them.~~
- 64 ~~9. Students shall not litter.~~
- 65 ~~10. Students shall not transport items which may endanger the health or safety of any~~
66 ~~other passengers, such as glass, flower arrangements, or balloons/balloon~~
67 ~~bouquets. Aisles should be kept clear of books, bags, lunches, instruments, and~~
68 ~~school projects. Parents should make arrangements to transport items too large to~~
69 ~~be held on the student’s lap.~~
- 70 ~~11. Students shall not transport weapons.~~
- 71 ~~12. Students shall not use inappropriate language as follows: It is unacceptable to use~~
72 ~~language or gestures that are lewd, obscene, profane, or in general offensive and~~
73 ~~objectionable.~~
- 74 ~~13. Students shall not be disobedient as follows: It is unacceptable to be defiant or~~
75 ~~refuse to obey and follow a legitimate request, command, rule, regulation,~~
76 ~~directive, or order.~~
- 77 ~~14. Students shall not be disrespectful as follows: It is unacceptable to be~~
78 ~~discourteous, impolite, rude, insubordinate, or surly.~~
- 79 ~~15. Students shall not be disruptive as follows: It is unacceptable to interrupt in any~~
80 ~~of its settings the orderly course of transportation affairs by any means, way,~~
81 ~~form, or fashion.~~
- 82 ~~16. Students shall not be abusive or aggressive as follows: It is unacceptable to~~
83 ~~mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock,~~
84 ~~jeer, ridicule, threaten, or use excessive force.~~
- 85 ~~17. Students shall not damage school property.~~

- 86 ~~18. Students should arrive at their bus stop ten minutes prior to their scheduled bus~~
87 ~~arrival time and students are not allowed to change location of authorized bus~~
88 ~~stops.~~
89 ~~19. Students must stand well off the road and clear of the bus until it comes to a~~
90 ~~complete stop. Students should not run towards the bus.~~
91 ~~20. Students must cross the road under the direction of the driver. Students must be~~
92 ~~careful in approaching bus stops they must walk on left side, facing oncoming~~
93 ~~traffic; on exiting the bus, they should cross the road only after the driver has~~
94 ~~signaled that it is safe to do so.~~
95 ~~21. No pens, pencils, markers, crayons, or sharp objects of any kind may be used~~
96 ~~while riding the bus to or from school.~~
97 ~~22. Absolutely no perfumes or fingernail polish may be used while riding the school~~
98 ~~bus.~~
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129 Legal Reference:

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131 T.C.A. §49-6-2008
132 **T.C.A. §49-6-2101 through 2113**
133 **TRR/MS 0520-1-5.014(4)**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT WELLNESS	Descriptor No: SS 11	Date Adopted: 1/06
Reviewed/Revision Adopted:		

1 The Murfreesboro City School Board recognizes the link between nutrition, physical activity and
2 learning. In order to implement overall wellness for students, the plan below shall be followed
3 by all schools in the district.

4 **SCHOOL HEALTH ADVISORY COUNCIL**

5
6
7 ~~An~~ **district level** advisory council shall be established to serve as a resource to school sites for
8 implementing this policy. The council shall consist of individuals representing the school and
9 community, including parents, students, teachers, school administrators, a school board member,
10 health professionals, school food service representatives, and members of the public. ~~The~~
11 ~~primary responsibilities of the council include but are not limited to:~~

- 12
13 ~~1. Developing, implementing, monitoring, reviewing and as necessary, making~~
14 ~~recommendations as to physical activity and nutrition policies;~~
15 ~~2. Ensuring that all schools within the district create and implement an action plan related to~~
16 ~~the modules 1, 3 and 4 from the School Health Index;~~
17 ~~3. Ensuring that the results of the action plan are annually reported to the council; and~~
18 ~~4. Ensuring that school level results include measures of progress on each indicator of the~~
19 ~~School Health Index.~~

20
21 The State Board of Education's Physical Education Policy shall be used as guidance by the
22 Council to make recommendations. The Board may consider recommendations of the Council in
23 making policy changes or revisions.

24 **COMMITMENT TO NUTRITION**

25
26
27 All schools shall offer school meal and snack programs with menus that meet the patterns and
28 nutrition standards established by the U.S. Department of Agriculture and State Board of
29 Education's Minimum Nutritional Standards for Individual Food Items Sold Or Offered For Sale
30 To Pupils In Pre-K through Six. The Supervisor of the **Child** Nutrition Program ~~or a designated~~
31 ~~RN~~ shall be responsible for overseeing the school district's compliance with the State of
32 Education Rules and Regulations for sale of food items in the school district and that this
33 Wellness Policy is being fulfilled by all schools in the district. **The Supervisor of the Child**
34 **Nutrition Program** ~~He/she~~ shall register with the State Department of Education.

36 Students will be given adequate time to enjoy healthy meals **in a clean, safe and relax in a**
37 ~~pleasant~~ environment. Good nutritional habits shall be encouraged.

38

39 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

40

41 The **Director of Schools and Supervisor of the Child Nutrition Program** ~~Board~~ shall monitor
42 **and report to the Board concerning** the effectiveness of the school nutrition program within a
43 wide range of student constituency groups. ~~Factors to be considered shall include, but are not~~
44 ~~limited to:~~

45

- 46 ~~1. Participation rates in school meal programs;~~
- 47 ~~2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on~~
48 ~~children's health, behavior, and school performance and to monitor satisfaction with~~
49 ~~snack choices;~~
- 50 ~~3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on~~
51 ~~children's health, behavior, and school performance and to monitor satisfaction with~~
52 ~~snack choices;~~
- 53 ~~4. Frequency and types of health problems noted on school nurse logs;~~
- 54 ~~5. Frequency and types of mental health and behavioral problems noted on counselor logs;~~
- 55 ~~6. Incidence of student behavior infractions;~~
- 56 ~~7. Teacher surveys of student's classroom behavior, attention span, and memory; and~~
- 57 ~~8. Test scores.~~

58

59 **PHYSICAL ACTIVITY**

60

61 The Board recognizes that physical activity is extremely important to the overall health of a
62 child. Schools shall support and promote physical activity. Physical activity may be integrated
63 into any area of the school program. Physical Education classes shall be offered with moderate
64 to vigorous physical activity being an integral part of the class. Students shall be encouraged by
65 staff whenever possible to be physically active.

66

67 Supervised recess should be offered daily to all elementary school children.

68

69 **CURRICULUM**

70

71 All applicable courses of study should be based on Lifetime Wellness Curriculum Standards, the
72 K-8 Healthful Living Curriculum Standards, and the K-12 Physical Education Curriculum
73 Standards.

74

75 **SCHOOL HEALTH INDEX**

76

77 ~~Beginning July 1, 2006, each school will begin implementation of the School Health Index. The~~
78 ~~State Board of Education Policy on Implementation of School Health Index shall be followed by~~
79 ~~each school within the district. (See, Tenn. State Board of Ed. Physical Activity Policy, Aug. 18,~~
80 ~~2005).~~

81

82 Legal References:

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- 84 1. Section 204 of Public Law 108-265; June 30, 2004
Child Nutrition and WIC Reauthorization Act of 2004
- 85 2. State Board of Education, Policy 4.206, Physical Activity, August 18, 2005
- 86 3. TRR/MS 0520-1-6

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT TRANSPORTATION SERVICES	Descriptor No: SS 7	Date Adopted: 4/79
Reviewed/Revision Adopted: 1/95; 3/01		

1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to
 2 transportation. School buses shall be maintained and operated in accordance with state law and
 3 **Tennessee State Board of Education** Rules and Regulations.
 4

5 The major purpose of school transportation is to transport pupils who live one and one-half miles
 6 or farther from school in an efficient, safe, and economical manner. When space permits and a
 7 bus is on its direct approach to and from the school, students who live closer than one and one-
 8 half miles to their assigned school may be provided transportation service. Those students who
 9 live the farthest from school will be given first priority when space is a consideration. A
 10 secondary purpose is transportation for academic field trips in direct support of the curriculum.
 11

12 Goals for management of school transportation shall be:
 13

- 14 1. Adequacy: Does the program provide both necessary and sufficient
 15 transportation to and from school and for all other school
 16 programs?
 17
- 18 2. Safety: Does the scheduling and operating of the program take into
 19 consideration hazards, potential dangers to pupils, and all
 20 appropriate safeguards?
 21
- 22 3. Efficiency: Is the program operated **as efficiently in as an efficient a manner**
 23 **as possible** after considering the constraints imposed by the criteria
 24 of adequacy and safety?
 25

26 The Supervisor of Transportation shall conduct studies of bus routes in the system in order to
 27 provide the safest, shortest routes, which will get all children to school in the most economical
 28 way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of
 29 routes and busloads and to provide for the full use of buses. These routes shall become the
 30 official routes. Arrangements shall provide each child transportation to school within the
 31 prescribed time limits. Bus routes shall begin no earlier than one and one-half hours before
 32 school opens, and children shall not be in transit from school more than one and one-half hours
 33 after dismissal.
 34

35 The transportation program shall be monitored daily by the principals and the Supervisor of
36 Transportation. The official bus route shall not be extended or changed by anyone until the
37 proposed change has been reported to the Supervisor of Transportation and the change has been
38 checked to determine whether it meets all rules and regulations pertaining to safety, efficiency,
39 and economy.

40
41 When students are being transported to their approved destination, they shall not be put off the
42 bus until reaching their destination unless the appropriate documentation **has been approved by**
43 **the building principal or principal designee and the Transportation Department** to transport
44 the child to another destination.

45
46 All buses and other vehicles owned and operated by the Board shall be given safety inspections
47 by the assigned driver and the Supervisor of Transportation on a regular basis. The
48 transportation supervisor shall develop and maintain a safety inspection record, which shall be
49 filled out and signed by the individual who conducts the inspection. In addition, all buses shall
50 be available for regular safety inspections. Any defects noted by either the regular school or
51 state inspection shall be remedied immediately.

52
53 All accidents, regardless of the damage involved, must be reported to the Supervisor of
54 Transportation, including incidents in which any part of the bus rubs, scrapes, or touches any
55 other object or vehicle. The Supervisor of Transportation shall be responsible for submitting all
56 records and required reports to **the City of Murfreesboro Risk Management Office and** state
57 and local agencies.

58
59 **FIELD TRIPS**

60
61 School buses are available for use when the trip is directly related to the planned instructional
62 program. However, use of the bus during the school day must not interfere with the regular
63 transportation program.

64
65 Annually, the Supervisor of Transportation will provide information related to costs, procedures
66 in arranging for use of buses, and other pertinent information.

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80 **Legal References:**

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82 T.C.A. §49-6-2101 through 2113
83 TRR/MS 0520-1-5-.01(4)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: MAIL, E-MAIL AND DELIVERY SERVICES	Descriptor No: SS 10	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 A mail and delivery service system shall be maintained within the district in order that in-district
 2 communications and communications from outside sources may be delivered to the intended
 3 recipient in the most practicable way. (Referred to as “The Pony Express.”)
 4

5 The use of district mail facilities and personnel for the distribution of materials and
 6 communications shall be restricted mainly to those materials and communications that further the
 7 educational purposes of the district. The Director of Schools **may authorize** certain exceptions
 8 that do not defeat the intent of this policy.
 9

10 Any and all data stored or transmitted on the school district’s computers, including electronic
 11 mail ("e-mail"), belongs to the Board and may be a public record under the public records law
 12 and may be subject to public inspection. Use of a password or the term "private" will not change
 13 the legal status of e-mail. E-mail is not the most appropriate method for transmitting sensitive,
 14 confidential or legally privileged information. E-mail is always subject to being monitored,
 15 retrieved and duplicated.
 16

17 **Only communications directly related to the school district shall be distributed or**
 18 **transmitted through the school district’s inner-office mail system and e-mail system.**
 19 **Personal use of the school district e-mail or inner-office mail is prohibited.**
 20

21 ~~Political materials shall not be distributed through system mail.~~
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31 _____
 32 Legal Reference:
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 34 T.C.A. §10-7-512

_____ **Cross Reference:**
Board Policy PER 44

MCS Resignations, Retirements, Leave of Absence and New Hires as of 9/14/2012

Licensed Personnel Hired

Last Name	First Name	Location	Position/Experience
Taylor	Meredith	JPE	PE part time/ BS-0
Davis-Wright	Kati	MNE	4 th grade/ BS-0
West	Traci	HG	Kindergarten/ BS-1
Watson	Ashley	BW	Pre-K/ BS-3
Wright	Lisa	BF	ELL/ MA-0

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location
Pearcy	Anna	NF
Pepper	Rachel	ESE
Graham	Carrie	DS
Crabtree	Kathy	MNE
Lindstrom	Melinda	CLA
Stiltz	Joni	BF

Interim Instructional Personnel

Last Name	First Name	Loc./Exp.
Beggin	Courtney	NF/BS-0
Bell	Nicole	ESE/MS-0
Nordhoff	Jennifer	DS/ MA-0
Oliver	Amy	MNE/ BS-0
Price	Sharline	CLA/ MA+30-28
West	Kristin	BF/ BS-6

Resignations

Last Name	First Name	Location
Greene	Dominique	BW/ESP
Geroy	Marah	BW/ESP
Jackson	Gary	HG
Harrell	Jennifer	JP
Garcia	Isabel	CLA
Secrest	Bria	BFE/ESP
Raney	Yvonne	BR
Oliver	Amy	MNE
Hobbs	Tonya	C/O
Cheng	Carol	DS
Moore	Mackenzie	BW
Moore	Mackenzie	BW/ESP
Goad	Cristie	ESE

Long	Derek	C/O
Cunningham	Alex	DS
Elliott	Jana	BW
Colvin	Nancy	C/O
Heath	David	ESE/ESP
Heffington	Trina	DS
Trevathan	Amy	BW/ESP

Classified Personnel Hired

Last Name	First Name	Location	Position
Crockett	Jody	SC	MDA
Peeler	Rocky	HG	EA
Smotherman	Carrie	CLA	MDA
Holguin	Stephanie	BW	SPED MDA
Thomas	Scott	HG	SPED EA
Yarbrough	Angie	JPE	MDA
Parker	Julia	BW	SPED MDA
Reed	Amy	ESE	SPED EA
Gustafson	Rachelle	SC	SPED MDA
Church	Amanda	DS	MDA
Baker	Diane	DS	MDA
Brooks	Chelaia	Dist.Wide	Nurse PT

