

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING--
POLICY WORK SESSION
Tuesday, January 8, 2013
6:00 p.m.—Central Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER BY BOARD CHAIR
- II. APPROVAL TO EXTEND CONTRACT WITH JANE D. FRANKS FOR EDUCATIONAL CONSULTING SERVICES
- III. BOARD POLICY REVIEW
 - Passed on First Reading:*
 - BO 5—School Board Meetings (*Revision*)
 - STU 35—Tobacco-Free Schools (*Revision*)
 - STU 44—Care of School Property (*Revision*)
 - For Further Discussion:*
 - PER 46—Employee Use of Social Electronic Media
- IV. VISIONING – DR. GLORIA BONNER
- V. REVIEW OF JANUARY 22, 2013 DRAFT AGENDA
- VI. OTHER BUSINESS
- VII. ADJOURNMENT

MISSION STATEMENT

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

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SCHOOL BOARD MEETINGS	Descriptor No: BO 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 7/98; 2/01; 7/08; 2/11	

1 The Board of Education shall officially transact all business at a lawful meeting of the Board
2 **which may be either regular or special.** The Board Chair shall be responsible for starting all
3 meetings promptly at the appointed hour. The Board shall hold two types of meetings:
4

- 5 1. Regular Meetings—The usual meeting held the fourth Tuesday of each month, and
6
- 7 2. Special Meetings—A meeting called between regularly scheduled meetings. Special
8 meetings may be set by Board action; the Chair in conjunction with the Director of
9 Schools; or by a majority of the members of the Board. **Only business related to the**
10 **call of the meeting, and details related to agenda items shall be discussed or**
11 **transacted by the Board at a special meeting.**²
12

13 ~~All regular and special meetings shall be open to the public and news media.~~
14

15 **Every meeting of the Board, except with the attorney to discuss pending or threatened**
16 **litigation, will be open to the public.**¹ Open meetings will be physically accessible to all
17 **students, employees, and interested citizens.**³
18

19 **ELECTRONIC ATTENDANCE**
20

21 **Absent Board members may attend a regular or special meeting by electronic means if the**
22 **member is absent from the county because of work, is unable to attend due to a family**
23 **emergency, or due to the member’s military service. Such participation is subject to the**
24 **following:**⁴
25

26 **General Requirements**
27

28 **The following requirements apply to all electronic attendance, regardless of the reason for**
29 **the member’s absence:**
30

- 31 1. **A quorum of the Board must be physically present at the meeting in order for any**
32 **members to attend electronically.**
- 33 2. **Any member wishing to participate electronically must do so using technology**
34 **which allows the Chair to visually identify the member.**

- 35 **3. The responsibility for the connection lies with the member wishing to participate**
36 **electronically. No more than three (3) attempts to connect shall be made, unless the**
37 **Board chooses to make additional attempts.**
38

39 **Work-Related Absence**
40

- 41 **1. The Board member must be absent from the county due to work.**
42 **2. The Board member wishing to participate must give the Chair and Director at least**
43 **five (5) days notice prior to the meeting of the member's desire to participate**
44 **electronically.**
45 **3. No member may participate more than twice per year due to a work related**
46 **absence.**
47

48 **Family Emergency**
49

- 50 **1. The Board member must be absent due to the hospitalization of the member or the**
51 **death or hospitalization of the member's spouse, father, mother, son, daughter,**
52 **brother, grandparent, sister, son-in-law, daughter-in-law, step-son, step-daughter,**
53 **father-in-law, mother-in-law, brother-in-law, or sister-in-law.**
54 **2. No member may participate more than twice per year due to a family emergency.**
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67 **Legal References:**
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- 69 **1. T.C.A. §8-44-102**
70 **2. T.C.A. 49-2-202(c)(1)**
71 **3. 28 CFR §§ 36.201(a); 36.202**
72 **4. T.C.A. §49-2-203(c) (2012 Tenn. Pub. Chapter 823)**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TOBACCO-FREE SCHOOLS	Descriptor No: STU 35	Date Adopted: 1/01
	Reviewed/Revision Adopted: 9/12	

1 **PURPOSE**

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3 All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all
4 school property, including all vehicles owned, leased, or operated by the district effective
5 October 1, 2012. Smoking shall be prohibited in any public seating areas, including but not
6 limited to, bleachers used for sporting events, or public restrooms. **Smoking shall be**
7 **prohibited within fifty feet of a designated school bus stop.**
8
9

10 **SCOPE**

11
12 This policy applies to all faculty, staff, students, contractors, and visitors of MCS and is in effect
13 twenty-four (24) hours a day, year round. This policy applies to all forms of tobacco products
14 including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as
15 smokeless electronic cigarettes and other similar devices.
16

17 School district employees and students enrolled in the district's schools will not be permitted to
18 use tobacco or tobacco products, including smokeless tobacco, while they are participants in any
19 class or activity in which they represent the school district regardless of whether the class or
20 activity is located on school property if students are present.
21
22

23 **COMPLIANCE AND ENFORCEMENT**

24 A. Compliance

25
26
27 All faculty, staff, students, parents, contractors and visitors of the MCS shall be
28 responsible for compliance with this policy. It is expected that all faculty, staff, students,
29 parents, contractors, and visitors will voluntarily comply with the spirit and intent of this
30 policy. Violation of this policy may be regarded as a willful safety violation.
31

32 B. Enforcement of Policy

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34 The success of this policy will depend on the thoughtfulness, consideration and
35 cooperation of both tobacco users and non-users. Fines and citations, other than the

36 citations required for minors pursuant to T.C.A. §39-17-1505, will not be part of the basic
37 enforcement of this policy; however, the discipline policies applicable to faculty and staff
38 may be invoked, if necessary, to secure compliance with this policy.
39

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

56 57 **IMPLEMENTATION**

58 59 **A. Signage**

60
61 The Maintenance Department will be responsible for providing appropriate signage and
62 for removing all receptacles for discarding smoking materials in previously designated
63 smoking areas. Signs will be posted throughout the system's facilities to notify students,
64 employees, parents and all other persons visiting the school that the use of tobacco and
65 tobacco products is forbidden. The following notice shall be prominently posted
66 (including at each ticket booth) for elementary school sporting events: "Smoking is
67 prohibited by law in seating areas and in restrooms."
68

69 70 **B. Notice to Contractors**

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

76 77 **C. Notice to Faculty and Staff**

78 Human Resources will be responsible for implementing procedures to ensure that all
79 current and future faculty and staff are notified of the requirements of this policy.
80 Faculty and staff who wish to stop using tobacco are encouraged to contact Human
81 Resources for information about tobacco cessation resources.
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87 D. Notice to Students and Parents

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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.
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126 Legal References:

127 Federal Pro-Children Act of 2001 (20 USCA §7181 through §7184)
128 No Child Left Behind Act, Public Law PL 107-110, Title IV, Part C, Sections 4301-4304
129 Tennessee Children’s Act for Clean Indoor Air (T.C.A. §39-17-1601 through §39-17-1606)
130 T.C.A. §39-17-1604(6)(10); T.C.A. §39-17-1605; T.C.A. §39-17-1606
131 T.C.A. §39-17-1505
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MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CARE OF SCHOOL PROPERTY	Descriptor No: STU 44	Date Adopted: 1/01
Reviewed/Revision Adopted:		

1 Students shall help maintain the school environment, preserve school property, and exercise care
2 while using school facilities.

3
4 All system employees **and system contracted employees** shall report all damage or loss of
5 school property to the principal or designee immediately after such damage or loss is discovered.
6 The principal or designee **shall notify the Maintenance Department for assistance in**
7 **determining the extent of any damages and securing the area in question. The Technology**
8 **Department shall also be notified to be made aware of any security camera reviews that**
9 **need to be made.** ~~shall make a full and complete investigation of any instance of damage or loss~~
10 ~~of school property.~~ The investigation shall be carried out in cooperation with law enforcement
11 officials when appropriate.

12
13 School property is defined as buildings, buses, books, equipment, records, instructional
14 materials, or any other item under the jurisdiction of the Board.

15
16 When the person causing damage or loss has been identified and the costs of repair or
17 replacement have been determined **by the Maintenance Department or other appropriate**
18 **entity knowledgeable about the item damaged or lost**, the Director of Schools, in conjunction
19 with the City’s Risk Manager, depending on the type of loss, shall take steps to recover these
20 costs. This may include recommending the filing of a civil complaint in court to recover
21 damages. If the responsible person is a minor, recovery will be sought from the minor’s parent
22 or guardian.

23
24 In addition, the system may withhold the grades, diploma, and/or transcript of the student
25 responsible for vandalism or theft or otherwise incurring any debt to a school until the student or
26 the student’s parent/guardian has paid for the damages. When the minor and parent are unable to
27 pay for the damages, the system shall provide a program of voluntary work for the minor.
28 **Voluntary work will not exceed light duty physical labor; i.e., pulling weeds, washing**
29 **windows at a site where an event occurred.** Upon completion of the work, the student’s
30 grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the
31 student is not at fault.

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33 Legal Reference:

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35 T.C.A. §§37-10-101 through 103

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EMPLOYEE USE OF SOCIAL ELECTRONIC MEDIA	Descriptor No: PER 46	Date Adopted:
<i>Reviewed/Revision Adopted:</i>		

1 Electronic Media

2 Murfreesboro City Schools realizes the use of electronic media has become increasingly popular.
3 The school district also understands guidelines and procedures must be established and followed
4 in order to ensure such forms of communication are used appropriately.

5
6 Electronic media includes all forms of social media, such as text messaging, instant messaging,
7 electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web
8 sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g.,
9 Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of
10 telecommunication such as landlines, cell phones, and Web-based applications.

11
12 As role models for the district's students, employees are responsible for their public conduct
13 even when they are not acting as district employees. Employees will be held to the same
14 professional standards in their public use of electronic media as they are for any other public
15 conduct. If an employee's use of electronic media interferes with the employee's ability to
16 effectively perform their job duties, the employee is subject to disciplinary action. If an
17 employee wishes to use a social network site or similar media for personal purposes, the
18 employee is responsible for the content on the employee's page, including content added by the
19 employee, the employee's friends, or members of the public who can access the employee's
20 page, and for Web links on the employee's page. The employee is also responsible for
21 maintaining privacy settings appropriate to the content.

22
23 An employee who uses electronic media for personal purposes shall observe the following:

- 24 • The employee may not set up or update the employee's personal social network page(s)
25 using the district's computers, network, or equipment and/or while performing MCS
26 assigned duties.
- 27 • The employee shall not use the district's logo or other copyrighted material of the district
28 without express, written consent.
- 29 • The employee continues to be subject to applicable state and federal laws, MCS school
30 board policies, and any administrative regulations, even when communicating regarding

31 personal and private matters, regardless of whether the employee is using private or
32 public equipment, on or off school grounds. These restrictions include:

- 33 • Confidentiality of student records.
- 34 • Confidentiality of health or personnel information concerning colleagues, unless
35 disclosure serves lawful professional purposes or is required by law.
- 36 • Confidentiality of district records, including educator evaluations and private
37 e-mail addresses.
- 38 • Copyright law
- 39 • Prohibition against harming others by knowingly making false statements about a
40 colleague or the school district.

41 42 Use of Electronic Media with Students

43 Murfreesboro City Schools is comprised of Pre – K through sixth (6th) grade students. The need
44 for an employee to use electronic media to communicate with elementary students instead of
45 parents is remote. ~~Therefore, employees are highly discouraged to communicate with current~~
46 ~~MCS students through electronic media.~~ **In situations where there is a need to communicate**
47 **with a current MCS student(s) through e-mail ~~electronic media~~, written permission from**
48 **the Director of Schools/designee is required or in emergency situations the school principal**
49 **must be included in the communication.** An employee is not subject to these provisions to the
50 extent the employee has a social or family relationship with a student’s parents.

51
52 The following definitions apply regarding the use of electronic media with students:

- 53 • Electronic media includes all forms of social media, such as text messaging, instant
54 messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms),
55 video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and
56 social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also
57 includes all forms of telecommunication such as landlines, cell phones, and Web-based
58 applications.
- 59 • Communicate means to convey information and includes a one-way communication as
60 well as a dialogue between two or more people. A public communication by an
61 employee that is not targeted at students (e.g., a posting on the employee’s personal
62 social network page or a blog) is not a communication: however, the employee may be
63 subject to district regulations on personal electronic communications. Unsolicited
64 contact from a student through electronic means is not a communication.

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71 _____
72 Cross Reference:

73
74 BO 45— Social Media Use and Internet Posting

DRAFT AGENDA
MURFREESBORO CITY SCHOOL BOARD
Tuesday, January 22, 2013
6:00 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence in Memory of Mrs. Golena Bell

OPENING CEREMONY

*Mayor Tommy Bragg – Proclamation in Recognition
of Murfreesboro City School Board
January 20-26, 2013—School Board Appreciation Week in Tennessee*

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Thanks to Mike Defere, USBank, for the generous \$500 donation to the Mitchell-Neilson Schools. MNE/P would also like to thank Julie and Harlan Wilcoxson with Transformations 4 Life and Third Baptist Church for their donations of time, talent, and money.
- Thanks to Second Harvest who received a grant that will provide additional backpack food to serve 60 more MCS students each month for three years.
- Congratulations to Bus 568 driver Mr. Dean Chapman who was selected as WGNS’s “Good Neighbor” on December 6. Mr. Chapman was nominated by his students and parents.
- Black Fox thanks Howard and Sally Wall for their \$5,000 donation and continued support.
- Bradley Academy thanks Jim Brewer and the O-Flex Group for their \$500 donation to the Bradley Buck store that supports the Positive Behavior Support program, and to the Murfreesboro Rotary Club for the donation of 72 English and 48/Spanish English dictionaries that were given to ELL students/families.
- Congratulations to the following schools who are recipients of the Tennessee Arts Commission Student Ticket Subsidy program: Erma Siegel--\$1,260 and Mitchell-Neilson Primary--\$1,300.

IV. CONSENT ITEMS (Tab 1)

- A. Approval of Minutes of the November 27, 2012 Board Meeting and January 8, 2013 Special Called Board Meeting—Policy Work Session
- B. Approval of School Fees

C. Approval of “Report of System/School Compliance Based on Tennessee State Statutes and State Board of Education Rules, Regulations, and Minimum Standards for Approval of Schools”

D. Approval of Board Policies—Second Reading

BO 5—School Board Meetings (*Revision*)

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

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

V. ACTION ITEMS

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

VI. REPORTS/INFORMATION

A. Evaluation of Director of Schools Report—Dr. Tammy Grissom (Tab 3)

B. Personnel Update (Tab 4)

C. Monthly Revenue and Expenditure Report (Tab 5)

D. Attendance Report (Tab 6)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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