

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING--
POLICY WORK SESSION
Tuesday, March 12, 2013
6:00 p.m.—Central Administration Building

- I. CALL TO ORDER BY BOARD CHAIR
- II. APPROVAL TO PURCHASE BUSES
- III. CONSTRUCTION UPDATE
- IV. BOARD POLICY REVIEW

Consent Agenda: (Passed on First Reading)

- PER 18—Professional Learning (*Complete Rewrite*)
PER 3—Teacher Effect Data (TVAAS) (*Complete Rewrite*)
STU 41—Inspection and/or Challenge of Instructional Material (*Complete Rewrite*)
PER 46—Employee Use of Social Electronic Media (*New Policy*)

For Discussion:

- STU 4—Entrance Age (*Revision*)

- V. REVIEW OF MARCH 26, 2013 DRAFT AGENDA
- VI. ADJOURNMENT

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

MEMO TO: MCS School Board Members
Dr. Linda A. Gilbert, DOS

FROM: Gary Anderson

SUBJECT: Purchase of New School Buses

DATE: March 8, 2013

The transportation department is requesting the purchase of three new school buses to be put into service at the beginning of the 2013-2014 school year. The request is for two Special Ed buses with each bus having a student capacity of 49 students and one Regular-Ed bus with a student capacity of 90 students. To receive delivery of these buses in time to start the new school year, we need to place the order this month since they take on average five to six months to build and deliver them.

We have adequate funds in our General Purpose Fund balance account to be able to commit the amount required to purchase the three buses if it is the will of the board.

Therefore, the staff recommends that the Board consider approval of the purchase of two Special Ed buses at an amount not to exceed \$108,750 for each bus and one Regular Ed bus at a cost not to exceed \$104,000. The purchase is to be made with funds currently available in the existing General Purpose Fund Balance Account.

Thank you for your consideration of this request.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROFESSIONAL LEARNING	Descriptor No: PER 18	Date Adopted: 4/79
	Reviewed/Revision Adopted: 8/01; 3/04	

1 Professional learning refers to planned activities designed to increase the competencies needed
2 by all personnel in the performance of their responsibilities. Competencies are defined as the
3 knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum
4 effectiveness.

5
6 *Administrative & Supervisory Employees*

7
8 As a means of supporting the district’s mission, vision, and goals, the administrative and
9 supervisory personnel shall show evidence of continual professional growth by:

- 10 • Attending required professional learning opportunities;
11 • Seeking additional professional learning opportunities that align with individual
12 professional and school/departmental goals;
13 • Completing the required Tennessee Academy of School Leaders training;
14 • Studying professional literature;
15 • Meeting with other professionals for discussion (examples: professional learning
16 communities, study councils, professional organizations, etc.); and
17 • Otherwise being knowledgeable of current best practices and research in methodology,
18 curriculum, and student growth and development or in their area of expertise.

19
20 *Professional Employees*

21
22 A team of professional district and school leaders shall assess system-wide and/or school needs,
23 establish priorities, develop objectives, design activities, and evaluate the professional learning
24 program. Professional learning credit shall not be given while performing duties which are
25 required as part of regular teaching assignments or for activities identified in the Tennessee
26 Department of Education’s inservice guidelines as inappropriate. Individuals who miss such
27 activities without prior approval of the Director of Schools shall have their last salary adjusted to
28 compensate for the day(s) missed.

29
30 *Support Personnel*

31
32 The immediate supervisor shall be responsible for providing the appropriate trainings and/or
33 professional learning opportunities. Absences to attend meetings relating to the employee’s job
34 description may be granted by the Director of Schools without loss of pay to the employee.

35

36 *PROFESSIONAL LEARNING PROGRAM*

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38 The staff development program must be designed to improve student learning by focusing on the
39 following:

40

- 41 • Schools focusing on learning;
- 42 • District and building administrators working with staff to clarify goals and expectations
43 through the School Improvement Plan;
- 44 • Focusing on changes in curricular, instructional, and assessment practices with improved
45 student learning as the goal; and
- 46 • Providing appropriate professional learning experiences at the school level and system
47 level, with fellow assistance from curriculum and supervisory personnel to help
48 incorporate the new teacher learning into ongoing practice.

49

50 Professional learning opportunities for educators will help shape organizational cultures to
51 promote high student performance and learning so that they can meet the challenge of
52 tomorrow’s world and workplace. Professional learning programs and activities shall reflect the
53 national professional learning standards developed by Learning Forward and adopted by the
54 Tennessee State Board of Education and shall reflect the needs identified in school improvement
55 plans. The Board may pay expenses of selected personnel who participate in the professional
56 learning sessions conducted by Tennessee Department of Education or other approved state or
57 national professional development sessions approved by the Director of Schools.

58

59 The Director of Schools shall be responsible for the continuous development of the district’s
60 professional learning plan that is supported by data and is in the best interests of the students,
61 increases teacher effectiveness, and/or results in increased efficiency.

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Legal References:

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State Department of Education
Guidelines for Planning Approvable
In-service Education Activities, 1997

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T.C.A. §49-6-3004(c)(1)

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T.C.A. §49-5-5703(a)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TEACHER EFFECT DATA (TVAAS)	Descriptor No: PER 3	Date Adopted: 10/96
	Reviewed/Revision Adopted: 9/01	

1 Pursuant to T.C.A. §49-1-606(b):

2
3 Annually, data from the Tennessee comprehensive assessment program (TCAP) tests, or their
4 future replacements, will be used to provide an estimate of the statistical distribution of teacher
5 effects on the educational process of students within school districts for grades three through
6 eight (3-8).

7
8 The estimates of specific teacher effects on the educational progress of students will not be a
9 public record, and will be made available only to the specific teacher, the teacher's appropriate
10 administrators as designated by the local board of education ~~and school board members.~~

11
12 The estimates of specific teacher effects may also be made available to the State Board-approved
13 teacher preparation programs of individual teachers. The estimates made available to the
14 preparation programs shall not be personally identifiable with a particular teacher.

15
16 Murfreesboro City Schools believes that the measurable impact that an individual teacher has on
17 student learning is important and essential to making sound educational decisions for students
18 and teachers. The district believes that teacher effect data should be one of multiple inputs used
19 in identifying effective teachers. Analysis of aggregate teacher effect data as part of a larger
20 definition of effectiveness will allow the district to identify district trends in teacher
21 performance; engage in comprehensive district planning; chronicle a teacher's performance over
22 the teacher's years of service with the district; target support to schools and teachers; and address
23 district-wide teacher performance issues that arise in certain subjects and content areas.

24
25 The Murfreesboro Board of Education designates the following as the appropriate administrators
26 to receive and be responsible for teacher effect data:

- 27
28 1. Building Principals, including Assistant Principals, of employees within the principal's
29 school;
- 30 2. **Director of Schools**; and
- 31 3. The **Director of Schools'** designees. The **Director of Schools'** designees may include
32 but are not limited to staff members involved in the teacher evaluation and/or
33 professional development process who have been identified and approved by the
34 **Director of Schools Superintendent**; and the heads of the following departments and
35

36 their designees who have a legitimate employment purpose for accessing and using an
37 individual employee's teacher effect data:

- 38 a. Department of Instruction
- 39 b. Department of Human Resources

40
41 Teacher effect data should be accessed and used only by those with a legitimate employment
42 purpose for accessing and using the data (e.g., evaluation process, employee hiring/placement
43 process, professional development process). The district shall monitor and track the access and
44 use of teacher effect data. Additionally, reproduction of teacher effect data by any means and in
45 any form is strictly prohibited. Violations of this provision and any unauthorized or inappropriate
46 access or use of teacher effect data could result in disciplinary action up to and including
47 termination of employment.

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66 Legal Reference:

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68 T.C.A. §49-1-606(b)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: INSPECTION AND/OR CHALLENGE OF INSTRUCTIONAL MATERIAL	Descriptor No: STU 41	Date Adopted: 5/98
	Reviewed/Revision Adopted: 7/01	

1 The Murfreesboro City Board of Education recognizes the right of citizens to offer suggestions,
 2 criticisms, and complaints concerning the use of instructional materials in the school system.
 3 Instructional materials will include print and non-print materials, and other learning resources.
 4 When the suitability of particular books or other instructional materials is questioned, the
 5 following procedures will be used:

6
 7 Teacher and/or Library Media Specialist

- 8
 9 • Listen courteously to the complaint
 10 • Explain rationale for use of the material
 11 • Refer the complaint to the principal if the attempt to explain is unsuccessful

12
 13 Principal

- 14
 15 • Listen courteously to the complaint
 16 • Explain rationale for the use of the material
 17 • If issue is not resolved, inform the complainant that formal objections to the material may
 18 be filed with the Director of Schools’ designee and provide them the instructions and
 19 form “Citizens Request For Reconsideration of Instructional Materials”
 20 • Determine whether the materials may be sufficiently in question to immediately require
 21 withdrawal from use pending review

22
 23 Procedure for Filing and Processing the Form “Citizens Request For Reconsideration of
 24 Instructional Materials”

- 25
 26 • The complainant will file the complaint form with the office of the Director of Schools
 27 • The materials in question will be reviewed by a media review committee appointed by the
 28 Director of Schools composed of the following:
 29
 30 1. Coordinator of Curriculum, Chair (responsible for record-keeping)
 31 2. Principal of school involved
 32 3. School library media specialist
 33 4. Teacher representing school and subject area involved
 34 5. Lay person (example: PTO officer from school where complaint originated)

- 36 • Committee will consider the material with specific objections in mind and a report will be
37 filed with the Director of Schools describing the review process and stating
38 recommendations of the committee.
- 39 • If the matter was not resolved through the review committee process, the Director of
40 Schools will submit the report to the Board of Education for final action. The Board of
41 Education will report it's decision to the complainant and to each school in the system.
- 42 • Any material that has been through the review process within the past three (3) years will
43 not be reconsidered. The earlier committee action will stand.

44
45 The review of questioned materials shall be treated objectively as an important matter. Invitation
46 shall be extended to those persons or groups filing complaints to meet with the committee at a
47 specified date, time and place to present their opinions. The school librarian, teacher or any other
48 person involved in the selection of the questioned material shall have the same opportunity. The
49 best interests of the students, school and community shall be of paramount consideration.

50
51 Instruction to Media Review Committee

- 52
53 • Base decisions on the principal of freedom to learn rather than on the defense of specific
54 items of instructional material. Freedom of inquiry is vital to education in a democratic
55 society.
- 56 • Study all materials referred and read available reviews on the materials. Consulting
57 standard evaluation aids and the collections of other schools should check general
58 acceptance of the material.
- 59 • Passages should not be taken out of context. Values and faults should be weighed against
60 each other with the decision based on the material as a whole.
- 61 • Committee report should contain both majority and minority opinions as appropriate to
62 the particular review.

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73 Legal Reference:

74
75 T.C.A. 49-6-7003
76 Island Trees/Union Free School District v. Pico. 457 U.S. 853, 102 S. Ct. 2799 (1982)

1 **Murfreesboro City School Board Policy STU 41--Reconsideration of Instructional**
2 **Materials Form**

3
4 Author: _____

5
6 Hard Cover () Paperback ()

7 Title: _____

8 Publisher (if known): _____

9
10 Other Materials ()

11 Identify: _____

12
13 Request by: _____

14
15 Telephone: _____

16
17 Address: _____

18
19 City: _____ Zip Code: _____

20
21 Complainant represents:

22
23 ___ Self

24
25 ___ Organization

26 (Name) _____

27
28 ___ Other (Identify): _____

29
30
31 1. To what in the book/instructional media do you object? (Please be specific; cite pages):

32
33
34 2. What do you feel might be the result of reading this book/instructional media?

35
36
37 3. For what age group would you recommend this book/instructional media?

38
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40 4. Is there anything good about this book/instructional media?

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43 5. Did you read the entire book/instructional media? What parts:

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52 6. Are you aware of the judgment of this book/instructional media by literary critics?

53

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57 7. What do you believe is the theme of this book/instructional media?

58

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61 8. What would you like for your school to do about this book/instructional media?

62

63 _____Do not assign it to my child.

64

65 _____Withdraw it from all students as well as from my child.

66

67 _____Send it back to the _____Dept/office for reevaluation.

68

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72 _____

(Date)

(Signature of Complainant)

MURFREESBORO CITY SCHOOL BOARD POLICY

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

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 **requires approval** is remote. ~~Therefore, employees are highly discouraged to~~
46 ~~communicate with current MCS students through electronic media. In situations where there is~~
47 ~~a need to communicate with a current MCS student(s) through e-mail electronic media,~~
48 ~~written permission from the Director of Schools/designee is required or in emergency~~
49 ~~situations the school principal must be included in the communication.~~ With written
50 permission from the Director of Schools or designee and parent/guardian, a faculty
51 member may communicate via electronic media with students. The school principal or
52 designee must be included in the communication. An employee is not subject to these
53 provisions to the extent the employee has a social or family relationship with a student's parents.

54
55 The following definitions apply regarding the use of electronic media with students:

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

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74 Cross Reference:

75
76 BO 45—Social Media Use and Internet Posting

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ENTRANCE AGE	Descriptor No: STU 4	Date Adopted: 4/79
	Reviewed/Revision Adopted: 9/85; 1/05	

1 **Entry Age for Kindergarten:** Children entering kindergarten for the 2013-2014 school
2 year shall be five (5) years of age on or before August 31. Students shall be five (5) years of
3 age on or before August 15 for all school years thereafter. Students that attended a state
4 approved preschool during 2012-2013 school year and are five (5) years of age on or before
5 September 30 are also eligible to attend.

6
7 Any transfer student who was legally enrolled in an approved school in another state and who
8 will be five years of age no later than December 31 of the current school year **shall** ~~may~~ be
9 enrolled in the Murfreesboro City Schools.

10
11 **Entry Age for First Grade:** No child shall be eligible to enter first grade without having
12 attended an approved kindergarten program. Any transfer pupil applying for admission who has
13 been legally enrolled as a first-grade pupil in another state and who will be six years of age no
14 later than December 31 of the current school year may be enrolled in the Murfreesboro City
15 Schools.

16
17 Any child applying for admission who has been legally enrolled in a state approved kindergarten
18 in another state during the preceding school year and who could have enrolled in the first grade
19 in that state in the current school year may be enrolled in the first grade in the Murfreesboro City
20 Schools, providing the child will be six years of age on or before December 31 of the current
21 year.

22
23 _____
24 **Legal References:**

25
26 **T.C.A. §49-6-201**

27 **T.C.A. §49-6-3001**

28 **T.C.A. §49-6-3008(b)**

29 **T.C.A. §49-6-5001(c)**

30 **TRR/MS 0520-1-3-.03(10)**

31 **20 U.S.C. §1400, et seq**

DRAFT AGENDA

MURFREESBORO CITY BOARD OF EDUCATION

March 26, 2013

6:00 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Congratulations to Greg Lyles who has been appointed by the Governor to serve on the Volunteer Tennessee Board.

IV. CONSENT ITEMS (Tab 1)

A. Minutes of the February 26, 2013 Board Meeting and March 12, 2013 Special Called Board Meeting—Policy Work Session

B. Approval of School Fees

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

PER 46—Employee Use of Social Electronic Media (*New Policy*)

PER 18—Professional Learning (*Complete Rewrite*)

PER 3—Teacher Effect Data (TVAAS) (*Complete Rewrite*)

STU 41—Inspection and/or Challenge of Instructional Material (*Complete Rewrite*)

V. ACTION ITEMS

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

VI. REPORTS/INFORMATION

A. Personnel Update (Tab 3)

B. Monthly Revenue and Expenditure Report (Tab 4)

C. Attendance Report (Tab 5)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

MISSION STATEMENT

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