

AGENDA

MURFREESBORO CITY SCHOOL BOARD

Tuesday, June 25, 2013

6:00 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance—Camp Prism Participants MacKenzie Recher and Adrian Hall
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Congratulations to Board Chair Mary Wade who has been recognized for her community service and accomplishments by the Order of Easter Star.
- Congratulations to Sandy Scheele, our Supervisor of School Nutrition, who was installed on June 13th as the President of the Tennessee School Nutrition Association.
- The City Council has authorized a 2013-14 Community Development Block Grant of \$12,000 for the Franklin Heights project.
- The City Schools Foundation has received \$22,000 from United Way to support The Franklin Heights Homework/Tutoring Program.
- Congratulations to our school nutrition programs as for the school year 2012-13, the health inspections systemwide average was 98% with five schools scoring 100%.
- The Tennessee Department of Education Internal Audit Section completed a review of compliance with State education laws, rules, and regulations in the Murfreesboro City School District and has issued a report with no findings or recommendations.
- Congratulations to several Murfreesboro City students and children of Murfreesboro City teachers who are prominently represented in the Common Core training videos used by the Tennessee Department of Education this summer. Those videos will be viewed by more than 35,000 teachers. Ben Durham, Shelby Jones, Kolby Offutt, Braden and Makenzie Ross, Grace Heath, Anna Hall, Robert and Ainsley Gordon, and Mary Jane Arnette participated in the tapings along with business owner Doug Young. We appreciate the State selecting Murfreesboro City to be part of this endeavor.
- National Night Out will be held on August 6, 5-8 p.m., with Franklin Heights being the kick-off site for this year's community-wide event.
- This summer, the following sites are feeding any child, age 18 or under, a free breakfast and lunch: Franklin Heights, Oakland Court, Patterson Park, McFadden Community Center, Allen Chapel AME Church, Black Fox, Mitchell-Neilson

Elementary, Northfield, Bradley Academy, and John Pittard Elementary. For specific times, check the front page of the City Schools website at www.cityschools.net or call the City Schools administrative office at 893-2313.

IV. CONSENT ITEMS (Tab 1)

- A. Approval of the Minutes of the May 28, 2013 Board Meeting and June 11, 2013 Special Called Board Meeting/Policy Work Session
- B. Approval of the Surety Bond for Gary Anderson in the amount of \$1,508,900 at a cost of 6,417
- C. Approval of the Agreement of Understanding with Mid-Cumberland Head Start

V. ACTION ITEMS

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

STU 59—Special Education Behavioral Support (*New Policy*)
STU 62—Safe Relocation of Students (*New Policy*)
STU 61—Anti-Hazing (*New Policy*)

- B. Approval of FY'13 Budget Amendments (Tab 3)

VI. REPORTS/INFORMATION

- A. Director's Update for Summer Camps and ESP Activities
- B. Distribution of Information to the Board
- C. A Discussion About Recess (Tab 4)
- D. Construction Update (Tab 5)
- E. Personnel Update (Tab 6)
- F. Monthly Revenue and Expenditure Report (Tab 7)
- G. Attendance Report (Tab 8)
- H. Annual Agenda (Tab 9)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

MINUTES

MURFREESBORO CITY BOARD OF EDUCATION

May 28, 2013

6:00 p.m.—Central Administration Building
2552 South Church Street

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, Kim Frank, Karen Hawkins, Patty Kennedy, Kristina Maddux, and Ralph Ringstaff.

Others: Staff Attorney Kelley Baker, *Daily News Journal* Reporter Mealand Hudgins-Ragland, *POST* Reporter Jonathan Fagan, Principals, Teachers, and Others.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

Chair Wade led the audience in the Pledge of Allegiance and asked that all keep Mr. Campbell's granddaughter, McKenna, in their thoughts and prayers during the moment of silence.

II. APPROVAL OF AGENDA

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

III. COMMUNICATIONS

- Congratulations and best wishes to the retiring employees honored by the Board at Doubletree by the Hilton on May 16.
- Congratulations to the following BEP Min-Grant Recipients:

Craig Nelius	Mitchell-Neilson Schools	<i>Making Phonics Fun</i>
Peggy Currier	Mitchell-Neilson Primary	<i>Express Yourself</i>
Denise Crumbaugh	Mitchell-Neilson Schools	<i>Set the B.A.R. High: Boys Are Reading High Interest Books!!!</i>
Karen Fletcher	Discovery School	<i>Seeds of Discovery</i>
Debbie Hickerson	Cason Lane Academy	<i>Who's Up For a Good Old Fashioned Science Fair?</i>
- Congratulations to Social Worker Andrea Bell who received the Certificate of Appreciation for Outstanding Service and Commitment to the Safety and Welfare of Children in Rutherford County from the Department of Children's Services.
- Congratulations to John Pittard fourth grade teacher Rebecca Few who has been selected to serve on the 2013 Constructed Response Assessment

Rangefinding Committee. The purpose of the committee is to set the standards for performance at each score point level for each item, establish “true” scores for a representative sample of responses, and identify live exemplar responses at each score point.

- Thanks to Jim & Judy Smythe (J. Smythe Leasing) for their \$250 donation toward the summer camp for girls, (G.E.M.S.) Girls Empowered and Motivated for Success. During the holidays, they also donated warehouse space for distribution of gifts for MCS's children and their families.

IV. CONSENT ITEMS (Tab 1)

On motion by Mr. Barrett and second by Dr. Brown, the following consent agenda items were approved as presented by acclamation:

- A. Minutes of the April 21, 2013 Budget Review Meeting, April 23, 2013 Regularly Scheduled Board Meeting, and the May 14, 2013 Policy/Special Called Meeting
- B. Board Policies – Second Reading
BO 47—Naming a School (*New Policy*)
- C. School Fees
- D. New Foundation Board Members:
Sandra Parks, Ben Parsley, and Charlie Baum

V. ACTION ITEMS

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

STU 59—Special Education Behavioral Support (*New Policy*)

Mrs. Baker stated that this policy follows state statutes as provided for the Board’s information. She clarified that the policy would apply to all who receive special education services, those with an IEP, etc. The definitions and other wording come straight from law; however, she will provide more detail in the definitions. Chemical restraint would only be used if prescribed by the student’s physician and with parent consent. Mrs. Frank stated that use of isolation or restraint must be reported and the state has provided an electronic form for this reporting. The report must also be entered into Easy IEP. Mrs. Kennedy noted that the semi-annual reporting could be done at mid-year and at the end of the school year. Dr. Gilbert stated that detail of this nature could be included in the administrative directive.

On motion by Mrs. Phillips and second by Mr. Barrett, STU 59 was approved as presented but with revisions to be made as indicated on first reading by acclamation.

STU 62—Safe Relocation of Students (*New Policy*)

Mrs. Baker stated that STU 62 addresses the safe relocation of general education students and includes the form used to report situations that require a student be relocated for the safety of the student, other students, or the district's employees. "CPI" stands for "Crisis Prevention and Intervention." Mrs. Frank explained that the approach of MCS is to focus on de-escalation. A team certified in the proper restraint/relocation techniques is located in each school and would be called to a classroom to assist if a situation could not be de-escalated. In response to Mrs. Smith's request, Dr. Gilbert stated that the procedures to be followed could be itemized in an administrative directive. Mrs. Rainier asked that the district put in place a plan to have the classroom covered for those teachers who are called to assist. Mrs. Frank stated that principals have identified those persons they felt best suited to be on these teams and would have taken into consideration that they would be strategically located. Teachers are empowered to handle the situation themselves in an emergency situation. The first emphasis has been to train teachers in de-escalation, have the ten teachers/administrators certified to handle restraint/safe relocation to train others, etc. Dr. Brown stated that it would be beneficial to review each situation that warrants one of these methods of control to determine what went wrong, how it was addressed, can the approach be improved, etc. Mrs. Frank stated that this is done in restraint, relocation, and de-escalation situations and is called establishing therapeutic rapport.

On motion by Mrs. Rainier and second by Mrs. Smith, STU 62 was approved on first reading by acclamation.

STU 61—Anti-Hazing (*New Policy*)

Mrs. Baker stated that during an audit, it was recommended to the district that the Board adopt a stand-alone anti-hazing policy. Currently, anti-hazing is addressed in discipline policies/administrative directives. Mr. Campbell asked for clarification regarding the district's liability if hazing takes place off campus, on a weekend, or at someone's home, etc. In response to Mrs. Phillips' question, Mrs. Baker stated that this policy may have been written prior to legislation regarding cyber-bullying, but she will also research this issue in relation to the policy. Dr. Gilbert stated that clarification is important as she does not want teachers responsible for students' conduct at home.

Mrs. Phillips moved to approve STU 61 on first reading with the stipulation that further research will be conducted prior to the next policy review session; Mr. Barrett seconded the motion. The motion carried by acclamation.

B. Approval of EESI Grant (Tab 3)

Mr. Anderson explained that the EESC has allocated \$30,534 as a non-matching grant for the implementation of an energy management program, to include smart meters, a dedicated server, necessary hardware and software. He is asking the Board to approve an additional \$38,222 to be able to complete the project as described on page 2 of the NRG

document provided. The system will not impact current data storage as it will have its own server. Mrs. Phillips commended Mr. Anderson for his efforts to conserve energy and decrease the district's utility expenses. Mr. Barrett moved to approve Mr. Anderson's request for \$38,222 to complete the project; Mr. Campbell seconded the motion. The motion carried by acclamation.

C. Approval of Construction Bid for New School (Tab 4)

Mr. Anderson stated that seven companies received bid packets, and five companies responded with bids. The low bid of \$17,018,000 with an add alternate of \$60,000 was received from Robert S. Biscan & Co. Mrs. Phillips stated that she is not familiar with the company. Mr. Washington stated that he has had experience with the company, and they are very reputable. Mr. Charlie Johnson, architect for the project, agreed. He also pointed out that our district has chosen to do a two-story school, and this company built Clovercroft in Williamson County which is the design chosen for MCS's new school. He had zero problems working with the company on that project. Mr. Johnson also pointed out that this school has the potential of costing less than John Pittard Elementary. The district hopes to receive a \$1 million stormwater credit for pavers from the Murfreesboro Water and Sewer Department. Ms. McGannon will review the contract and, if approved, he will then issue a Notice to Proceed with the anticipation that dirt will be moved next week. Mr. Anderson stated that a groundbreaking ceremony has been scheduled for 4 p.m. on June 25, prior to that evening's board meeting.

Mr. Barrett moved to approve the low bid from Robert S. Biscan & Co.; Mrs. Smith seconded the motion. The motion was approved by acclamation.

D. Notice of Charges Against Tenured Teacher

Mrs. Baker stated that the Board has received notification of a charge of conduct unbecoming to a member of the teaching profession, grounds for dismissal under T.C.A. §49-5-511. In response to Dr. Brown's question, Mrs. Baker reviewed the process that will take place as outlined in T.C.A. §49-5-512 and §49-5-513 (see attached in minutes). Mrs. Baker clarified that TSBA provides a list of Hearing Officers, all of whom are attorneys with an understanding of the rules of evidence, and that the attorney selected would have no prior connection to the school district or teacher.

Mrs. Phillips moved to approve the district moving forward with charges against the tenured teacher; Mrs. Smith seconded the motion. On roll call: Barrett—yes; Brown—yes; Campbell—yes; Phillips—yes; Rainier—yes; Smith—yes; Wade—yes. The motion carried.

VI. REPORTS/INFORMATION

A. Multi-Year Financial Planning -- Jared Barrett

Mr. Barrett reviewed information regarding long-range fiscal planning he obtained while attending the NSBA National Conference in April. He noted the long-range planning could assist with: enrollment projections, expenditure/revenue patterns, programming needs, capital needs, facility/space needs, technology updates, etc. Mr. Barrett also pointed out that there are examples/forms available in the PowerPoint that was distributed to the Board. He stated that in the current economy and with legislation passed and/or being presented, it could be difficult to provide a long-range plan. Mrs. Phillips stated that the district had in the past provided a five-year plan to the Board. Mrs. Smith suggested that discussion of a long-range plan in a special session would be beneficial. Mr. Anderson stated that with the new Skyward program, he can access archived information to provide past as well as present information to aid in projecting a long-range plan. Mrs. Rainier pointed out that the City also has archived information. Mrs. Wade also suggested that this information would be good for review at a Board retreat. Mr. Barrett suggested a three-year plan; Mr. Anderson stated that a three-year plan versus a five-year plan would be better.

B. Construction Update (Tab 5)

Mr. Anderson reported that renovations at Hobgood are progressing and provided pictures of the progress. The Bradley elevator is under construction. Construction of MNE's roof begins on this date. Parking lot resurfacing will occur over the summer and is in the city's capital improvement plan. Front door security systems are operational in all schools. The Board received the report on the new school earlier on the agenda.

C. Director's Update Including Follow-Up on Breakfast in the Classroom

Breakfast in the Classroom. Dr. Gilbert stated that after discussions regarding breakfast in the classroom, she went back to principals to talk with them about how they had arrived at their decision to have or to not have the program in their school. She explained that this is how she approaches decisions impacting schools; i.e., participation in the Back to School Program, Heart Walk, Mass Choir, etc. She asked principals to make the decision for the schools, having talked to their faculty/team leaders. Dr. Grizzard explained the process at Hobgood noting that things have moved smoothly. Food is delivered to the classrooms, trash and remaining food are in containers, and are picked up by staff at the classroom doors.

Mrs. Rainier asked if the breakfast in the classroom program changes at this point, would it impact bell times. Mr. Anderson replied that they would have to adjust bus routes, swap things around, but they would make it work.

School Nutrition Supervisor Sandy Scheele responded to some Board member concerns. She noted that the students are able to finish breakfast in time for the instructional day to begin and actually do morning work/homework, multi-tasking, while they eat. She has not had major complaints regarding messes, spills, clean up, etc. Students are offered grain, fruit, and dairy components. The pancake with infused syrup is whole-grain with

non-fat, low sugar syrup. She is required to follow federal guidelines. She noted that if a classroom has 20 students, 20 meals are sent. Parents can send a note stating that their child will not participate; however, Ms. Scheele stated that she would still send 20 meals. Any meals not eaten would be donated to a non-profit unless some of the food items can be used by the school. Mr. Campbell stated that it appears to be waste; Ms. Scheele stated that she gets reimbursements for meals from the state and works within her budget.

Mr. Campbell stated that there was a communication problem in that teachers knew nothing of the program until it came out in the newspaper. Mrs. Phillips stated that nutrition has not been her concern; her concerns are the added responsibility to teachers, messes to clean up, potential bug problem, etc. She still believes it will delay the instructional day. Mrs. Phillips asked if Dr. Gilbert could do a pilot at two schools. Dr. Gilbert responded that nine schools want the program, and it would be difficult for her to decide which two could participate. Mr. Barrett stated that he had visited the program at Hobgood and found it to be smooth. Students finished in a timely manner, and the procedure in place did not seem to present any problems with beginning the instructional day, food containers and trash bags were picked up by staff at the door, etc. Dr. Grizzard stated that students are finished by 7:30 a.m.

Dr. Gilbert stated that she did not survey teachers as she believes it is the principals' responsibility to make decisions for their schools based on what is best for children. She felt it would be undercutting the authority of the principals' decision. Mrs. Phillips and Mr. Campbell voiced their disappointment that teachers had not been surveyed as requested. Mr. Campbell stated that the survey could have informed the administration of what teachers were concerned about. Dr. Brown stated that it is important to listen to the school district's constituents, students/parents and teachers and be responsive.

Mrs. Phillips voiced her concern that students arriving at ESP early in the morning would not be able to eat until perhaps 8:30 a.m. Mrs. Scheele explained that she is talking with ESP about providing morning snacks. No cafeteria workers will lose hours as a result of the program.

Mrs. Rainier stated that she would be in favor if the program helps with the busses issue. She would leave it up to Dr. Gilbert. Mr. Campbell stated that he did not think a pilot program is necessary, and Mr. Barrett stated that if nine schools want the program, they should be able to participate.

Dr. Gilbert stated she will check with ESP about providing snacks and will again discuss the program with principals to assure that those who want the program will be able to participate and that it is not being forced on any school. However, she wants to give all schools the same opportunity.

Mrs. Phillips stated that she wanted to clarify that her concerns are not based on nutrition, but that the voices of those who are affected, teachers, be heard and that the district administration be responsive to include teachers in the future.

Collaboration with Shanghai, China Educators. Dr. Fowler, Dr. Loyd, and Mrs. Newell stated that they are excited about being selected to participate in the TN LEAD Fellowship Program with Vanderbilt University and East China Normal University, funded by the State Department of Education. The principals will travel to China and collaborate with highly effective principals from Shanghai to observe schools there with the goal to gain more insight on developing leadership skills that will result in better student performance. The Shanghai educators will then visit MCS in the spring. The goal will be to develop greater expertise in teacher leadership and instructional capacity including protocols, tools and resources that will help improve student achievement.

Technology Plan. Dr. Gilbert stated that she is in the process of working with the City's IT person, Chris Lilly, on a technology plan and will report back to the Board as that plan develops.

D. Personnel Report (Tab 6)

E. Monthly Revenue and Expenditure Report (Tab 7)

Mr. Anderson reported that the district has completed 83.3% of the fiscal year and is approximately \$800,000 ahead in revenue compared to this time last year. Property tax collections are down \$400,000 and sales tax collections are flat. However, the system is in good shape.

F. Attendance Report (Tab 8)

Mr. Anderson reported that enrollment is 231 students more than the beginning of last year and is 192 students higher than ending enrollment last school year. Enrollment is 41 students over the number projected. Overall pupil:teacher ratio is 19.52. Attendance is at 96.90%, which is excellent.

G. Schedule of 2013-2014 Board Meetings (Tab 9)

Provided for Board information.

VII. OTHER BUSINESS

Mr. Campbell asked Mr. Ringstaff about the procedure used to notify teachers, with a few years in the system up to 30 years in the system, that they are not being renewed or are not being rehired. Mr. Ringstaff responded that letters are not placed in boxes. He prefers to speak to the employee face-to-face. The employee will receive a letter of confirmation. Dr. Gilbert stated that the principals appreciate Mr. Ringstaff's assistance with this responsibility, and principals in the audience responded in the affirmative. Mr. Ringstaff stated that a full personnel report on retirees, resignations, etc. will be provided after the close of the school year.

Mrs. Phillips shared that she and Murph had been to the Tennessee State Museum and suggested that anyone who can, go on September 1st; admission will be free.

Mr. Campbell thanked everyone for the support and prayers for his granddaughter, McKenna, and gave an update from her mother.

VIII. ADJOURNMENT

There being no further business, Chair Wade adjourned the meeting at approximately 8:20 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, June 11, 2013 6:00 p.m.—Council Chambers

ATTENDANCE

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

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

Others: Staff Attorney Kelley Baker and Councilwoman Madeline Scales Harris.

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

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

II. APPROVAL OF THE DISMISSAL HEARING OFFICER LIST

Mrs. Baker explained that TSBA provides a list of dismissal hearing officers, and she is asking Board's approval of the list. If a hearing is needed, the Director would pick an officer, making sure that there is no conflict with the officer selected. Statutorily there are strict timelines that must be followed. Mrs. Rainier stated that Mr. Gilley is local and should be removed from the list. Mr. Barrett moved to approve the list with the exception that Mr. Gilley be removed; Mr. Campbell seconded the motion. The motion carried by acclamation.

III. APPROVAL OF SCHOOL DEBT FY'14 BUDGET

Mr. Anderson explained that this document is included in the city's budget document for the entire city. The money is not handled by the district, does not impact our budget, but recognizes the debt that is for schools. The district is paying some invoices that are being reimbursed as indicated in the second category on the document. Mrs. Phillips moved to approve the school debt document as presented; Mr. Campbell seconded the motion. The motion carried by acclamation.

IV. APPROVAL OF STAFFING ADJUSTMENT REQUEST FOR MITCHELL-NEILSON ELEMENTARY

Dr. Gilbert explained that the Board had approved for the Mitchell-Neilson Schools to each have an art teacher. However, Principal Newell has asked that she be provided an additional resource teacher with that funding rather than an art teacher. Each school has individual needs, and after looking at her scheduling, determined that her students currently receive art instruction once a week, the same as the other schools in the district. The art teacher has an art room in each school. In response to Mrs. Phillips' question, Dr. Gilbert stated that with the way the resource teacher supports intervention, Mrs. Newell's request will provide needed academic support. Mrs. Smith asked why the Mitchell-Neilson schools lost a resource teacher last year. Dr. Gilbert explained that when you look at resources services, you are looking at hours served for students based on their I.E.P. Mrs. Newell was able to use her resource teacher as a resource teacher/interventionist to better meet student needs. The idea of RTI is to prevent students from going in to special education, which would result in a decrease in children needing the services. There are only seven students this year that are not ELL or special ed that are below basic, which is progress. Mrs. Smith stated that she is okay with meeting the needs by adding a resource teacher, but does not want to lose art instruction.

In response to Mr. Campbell's question, Mr. Anderson explained that the art schedule is based on the number of classes, not the number of students. Dr. Gilbert noted that looking at the number of classrooms at Discovery, art instruction could be covered by a part-time art teacher, which is the same situation you have at Mitchell-Neilson. Mrs. Smith stated that to clarify, it is actually art instruction every six days.

Mrs. Phillips stated that she agrees that principals know their individual school needs. However, she stated that she wants to be very careful that we don't inadvertently sidestep the overall vision of the Board for the school district. Mr. Barrett stated that he agrees with Mrs. Newell's request.

Mrs. Phillips moved to approve the staffing adjustment; Mr. Campbell seconded the motion. The motion carried by acclamation.

V. APPROVAL OF UNITED WAY CONTRACT FOR FRANKLIN HEIGHTS TUTORING PROGRAM

Removed as it does not require Board approval.

VI. BOARD POLICY REVIEW

For Discussion: (Passed on First Reading)

STU 59—Special Education Behavioral Support (*New Policy*)

Mrs. Baker stated that the policy is based on state statutes, but she will revise to make sure the definitions in the policy are verbatim to state statutes. Mr. Campbell pointed out that lines 6 and 7 are redundant. Mrs. Baker stated that she will make needed corrections. Mrs. Rainier moved to approve STU 59 be brought back to be Board for approval on second reading with the recommended revisions; Mr. Barrett seconded the motion. The motion carried by acclamation.

STU 62—Safe Relocation of Students (*New Policy*)

Mrs. Baker stated that STU 62 is based on state statutes. Mrs. Rainier moved to bring STU 62 to the Board for approval on second reading; Mrs. Smith seconded the motion. The motion carried by acclamation.

STU 61—Anti-Hazing (*New Policy*)

Mrs. Baker stated that her research showed that the only time the school district is required to react to hazing that takes place off campus is if it meets the definition: *“Hazing” means any intentional or reckless act in Tennessee, on or off school property, by one (1) student acting alone or with others that is directed against any other student that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student’s mental or physical health or safety.*

The training that the state department provides specifies that you would look to see if that conduct resulted because the students were in the same organization or club, such as the band, cheerleading squad, or basketball team. Hazing is associated with being in the same club, etc., and bullying is when one child in school bullies another child in the school with being in the same school as their only relationship. The district did not previously have a hazing policy as the elementary does not run into the same situations as in a high school or middle school.

Mrs. Rainier moved to bring STU 61 back to the Board for approval on second reading; Mr. Barrett seconded the motion. The motion carried by acclamation.

For Discussion:

STU 14—Student Records, Annual Notification of Rights (Revision will be provided at meeting)

Mrs. Baker explained that STU 14 is the policy that refers to parent rights, Family Educational Rights and Privacy Act (FERPA), which requires certain notifications to parents and students each year. The recent changes in those requirements are minor but will require her to make sure the district is using the same language recommended by the U.S. Department of Education.

VII. BOARD SELF-ASSESSMENT

Mrs. Wade asked that TSBA be contacted to send a representative to the August 17 Board retreat to discuss the results of the Board Self-Assessment. With the retreat agenda getting full, she suggested that the Board meet on Friday evening and keep the meeting local.

VIII. REVIEW OF DRAFT JUNE 25, 2013 AGENDA

Mrs. Wade stated that a Naming Committee is being established for the new school. Anyone wishing to submit a name should call the central office at 615-893-2313 and ask for Mrs. Trail.

In response to Mrs. Smith, Dr. Gilbert stated that quick scores are embargoed at this point.

Mrs. Smith asked about the issue with report cards being reprinted. Mrs. Hawkins explained how grades are determined. By state law and board policy, TCAP must also be included in the second semester grade. To determine the final grade, the first nine weeks would be 25%, the second nine weeks would be 25%, the third nine weeks would be 17.5% and the fourth nine weeks would be 17.5% with TCAP being 15% totaling 100%. When grades were pulled from Skyward, it pulled the total point grade rather than the percentage grades for TCAP so they had to work with Skyward and figure a way to pull a numeric rather than a letter grade. When this was done, the report cards were reprinted and mailed to parents. Central office personnel went to the schools to pull the inaccurate report cards and replace them with the reprinted ones. Each grading period was correct until the end of the year when it pulled across the grading periods. Mrs. Smith stated that she appreciated that it was promptly corrected.

Mrs. Phillips asked for a thorough review of recess for each school at the district's convenience. She also asked to add an item for discussion at the next meeting regarding new hires at the administrative level and new positions.

Mr. Campbell asked if there are any administrative positions posted at this time. Mr. Ringstaff responded that an assistant principal's position is posted and advertised as district-wide. Dr. Gilbert stated that the position will be placed when the best fit has been determined. Mrs. Barch has accepted the position as gifted coordinator leaving the position at Discovery and Pittard open.

Mrs. Smith asked for a report on retirees, resignations, and non-renewals at the next meeting. Mrs. Wade suggested Board members call Mr. Ringstaff and Dr. Gilbert for any clarification needed. Mr. Ringstaff stated that the Board would have a full report at the June meeting. Dr. Gilbert stated that the law changed and lists are now made June 15 so that is the reason it will be provided at the June meeting.

Mr. Barrett reminded the Board and audience of the groundbreaking on June 25 at 4 p.m. for the new school.

IX. ADJOURNMENT

There being no further business, Mrs. Wade adjourned the meeting at approximately 6:58 p.m.

Director of Schools

MISSION STATEMENT

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

**Partnership Agreement Between
Mid-Cumberland Community Action Head Start Program and
Murfreesboro City School System**

THIS AGREEMENT is made on July 1, 2013 between Mid-Cumberland Community Action Agency's Head Start Program and the Murfreesboro City School System.

In the event of a conflict in the provisions of any attachments hereto and the provisions set forth in this Agreement, the provisions of such attachments shall govern.

The services listed in the Scope of Services and executed by both Murfreesboro City Schools and Mid-Cumberland Community Action Agency Head Start. Such services are hereinafter referred to as "Services."

Murfreesboro City School District agrees to or to provide (for):

- Participation in ongoing communication & attendance in monthly meetings or as needed with Head Start Site Supervisor to ensure effectiveness of partnership and implementation of services with the Head Start children and families according to the Head Start Performance Standards (CFR 1304).
- Participation by a decision-making representative on the Head Start School Readiness Advisory Team.
- Documentation on shared Head Start children selected by the approved criteria to include: School system's child's application, birth certificate, immunization record, proof of income, CACFP income certification, and physical.
- Classrooms and all maintenance and upkeep necessary to ensure safe and handicapped accessible environments appropriate for pre-school age children with appropriate child-size furniture and equipment;
- Equipment and maintenance for playgrounds with appropriate safety barriers and resilient surfaces;
- Maintenance of facilities and playgrounds to meet the Department of Education's equivalent of Day Care Licensing regulations and compliance with all federal, state and local safety, health, fire regulations and the requirements of the Head Start Performance Standards and, upon request, provide verification documents to MCCA Head Start;
- Provide developmentally appropriate early childhood education services to be implemented by state certified ECE teachers and Assistant Teachers

who meet the minimum requirements of a CDA or equivalent or show progress towards working on this credential.

- Maintain classroom quality at required levels as measured by the Classroom Assessment Scoring System (minimum average score of 4 in Emotional Support, 3 in Classroom Organization, and 2 in Instructional Support)
- Implement a research-based early childhood curriculum that promotes young children's school readiness in the areas of language and cognitive development, early reading and mathematics skills, socio-emotional development, physical development, and approaches to learning; is based on scientifically valid research and has standardized training procedures and curriculum materials to support implementation; is comprehensive and linking to ongoing assessment, with developmental and learning goals and measurable objectives; is focused on improving the learning environment, teaching practices, family involvement, and child outcomes across all areas of development; and is aligned with the Head Start Child Development and Early Learning Framework and TN-ELDS.
- Use research-based, valid and reliable assessment tools in order to support the educational instruction and school readiness of children in the program. Information from these assessment tools should be collected at three different intervals throughout the program year (baseline, mid-point, and end). There should be written documentation of providing individualized education services to children based on information gathered from this assessment.
- Provide breakfast and lunch at no charge to all participating Head Start eligible children in accordance with the CACFP or USDA age appropriate standards for meals and meet the Head Start guidelines for Nutrition services (see separate documents).
- Provide copies of documentation of children's developmental screenings, assessment reports completed at three intervals, two parent/teacher conferences and two education home visits; Individual Education Plans for any Head Start child; and classroom attendance rosters for shared Head Start/PreK children. Assessment results on Head Start children will be aggregated to measure progress towards school readiness goals as defined by Head Start.
- A work space for three Head Start employees.

Mid-Cumberland Head Start agrees to provide (for):

- Participation in ongoing communication and attendance at monthly meetings with School Representative to ensure effectiveness of

partnership and implementation of services with the Head Start children and families according to the Federal Performance Standards;

- Monetary re-imbusement for education services for a minimum of 120 Head Start eligible children not to exceed 140 eligible children.
- Services for at least 10% of children with disabilities, including those in special education classrooms, to include family partnerships services, mental health, staff development and assistance in classroom and with transitions as necessary.
- Health Screenings for all HS preschool children enrolled in the system, including:
Dental Screening, Height and Weight with BMI, Hearing screen, Vision screen, Blood Pressure, Speech Screening (Joint effort). Head Start will provide staff to assist with maintaining the Head Start records. Non Head Start children identified with a failed screening will be referred to the School System's office of Coordinated School Health for follow-up action.
- Family Partnership Services for the Head Start families, including the following: goal setting, referrals, family partnership home visits, parent training, and leadership opportunities such as serving on the Head Start Policy Council and parent committees (2 full-time social workers / parent involvement coordinators will be assigned to assist with these objectives).
- Staff Development services provided by an on-site staff development coordinator, including the following: classroom observations and feedback, positive behavior support, training and technical assistance.
- Mental health services, including the following: access to a Mental Health Coordinator and Mental Health Consultant, classroom observations, and individualized support for children with challenging behavior
- Mid-Cumberland will provide one Family Service Associate/Bus Driver who will assist with record keeping and documentation of other Head Start Services and provide transportation of Head Start children to and from medical/dental appointments as needed.

The Murfreesboro City School System agrees that Mid-Cumberland Head Start or any of its duly authorized representatives shall have ready access to the School District staff, classrooms, students, and any books, documents and records that are specific to the partnership in order to perform and monitor the required services provided for in this contract.

The Murfreesboro City School System agrees that Mid-Cumberland Head Start will be provided with or have access to the following personnel documents for any classroom staff in classrooms with Head Start children, which include:

- Employment Application
- Employment Application
- Fingerprint/Background Check through the Tennessee Bureau of Investigation or other State and/or Federal Bureau of Investigation
- 3 letters of reference & verification
- Verified work history of previous five years
- Job Description
- Pre-employment orientation
- Standards of conduct (code of Conduct and Confidentiality)
- Professional Growth Plan
- Initial health exam with TB, re-exam documentation (if applicable)
- Initial and Ongoing Training (evidence of at least 15 hours of classroom focused professional development each year)
- Corporal & Child Abuse & Neglect Training
- Proof of education qualifications (copy of transcript and/or teaching license)
- Proof of training on Policies & Procedures
- Evaluations (minimum of 1/year)

Mid-Cumberland will ensure all personnel information will be kept in confidential locked files and will be reviewed by federal, state or local authorities as required.

The services shall be performed by Murfreesboro City School System and their staff. Mid-Cumberland shall not be required to hire, supervise or pay any additional staff or assistants to perform the education services described in this agreement.

Rate of Payment for Services

Mid-Cumberland C.A.A. Head Start agrees to pay the Murfreesboro City School System \$13,333.20 per month for education services for a minimum of 120 Head Start eligible children and no more than 140 Head Start eligible children as outlined above for a minimum of 160 days. Parties may agree to increase the number of children if eligible children are enrolled and both parties agree. Payments will be made monthly for a nine month period beginning in September 2013 through May 2014. Payments not to exceed \$13,333.20 per month will be paid by the 28th of each month for nine months as outlined below. The total payments may not exceed \$120,000.00 for the nine month period, beginning September 2013--ending May 2014.

Duration

Either party may cancel this contract with 90 days written notice; otherwise, the contract shall remain in force for a term of the school year, ending May 31, 2014.

Notices

(i). Notices to Mid-Cumberland Head Start may be mailed or e-mailed as follows:

Mid-Cumberland Head Start
P.O. Box 1583
Murfreesboro, TN 37133-1583
Phone Number: 615-893-2267

Attention: Janet Ogles, Head Start Director, x 1026
jogles@mcheadstart.com

Sone-Ser e Batten, Assistant Director, x 1028
sbatten@mcheadstart.com

(ii). Notices to Murfreesboro City School system should be sent to:
Murfreesboro City School System

Address: _____ 2552 S. Church Street _____

_____ Murfreesboro, TN 37127 _____

Attention: _____ Karen Hawkins _____
Name

_____ Instructional Coordinator _____
Title

Linda Gilbert
Director of Schools, Murfreesboro City Schools

Date

Janet Ogles
Head Start/Early Head Start Director
Mid-Cumberland Community Action Agency
Head Start Program

Date

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SPECIAL EDUCATION BEHAVIORAL SUPPORT	Descriptor No: STU 59	Date Adopted:
	Reviewed/Revision Adopted:	

1 The Murfreesboro City school district shall comply with the Tennessee Department of Education
2 restraint and isolation regulations and guidelines pursuant to the Special Education Behavioral
3 Support Act. Maintaining a school environment that is conducive to student learning requires
4 that the environment be orderly and safe. The primary technique used to de-escalate any
5 situation is verbal in nature; however, if the situation warrants physical holding restraint, then
6 physically restraining a student may be necessary. Students in the district are protected by law
7 from the unreasonable, unsafe and unwarranted use of isolation and physical restraint.
8 Murfreesboro City Schools policy has an emphasis on positive behavioral support, prevention
9 and de-escalation, which reduces the risk of injury to both students and program staff. The
10 emphasis is always on the care, safety and well being of our students and staff.

11 Definitions:

- 12
- 13
- 14 (1) “Behavior intervention training program” means a training program in positive behavioral
15 supports, crisis intervention and the safe use of restraint and isolation;
16
- 17 (2) “Chemical restraint” means a medication that is prescribed to restrict a student's freedom of
18 movement for the control of extreme violent physical behavior. Chemical restraints are
19 medications used in addition to, or in replacement of, a student's regular drug regimen to
20 control extreme violent physical behavior. The medications that comprise the student's
21 regular medical regimen, including PRN medications, are not considered chemical restraints,
22 even if their purpose is to treat ongoing behavioral symptoms;
23
- 24 (3) “Emergency situation” means that a child's behavior poses a threat to the physical safety of
25 the student or others nearby;
26
- 27 (4) “Isolation” or “seclusion”:
28
- 29 a. Means the confinement of a student alone in a room with or without a door, or
30 other enclosed area or structure pursuant to § 49-10-1305(g) where the student is
31 physically prevented from leaving. Pursuant to T.C.A. §49-10-1305(g), any space
32 used as an isolation room shall be:
33 i. Unlocked and incapable of being locked;
34 ii. Free of any condition that could be a danger to the student;

- 35 iii. Well ventilated and temperature controlled;
- 36 iv. Sufficiently lighted for the comfort and well-being of the student;
- 37 v. Where school personnel are in continuous direct visual contact with the
- 38 student at all times;
- 39 vi. At least forty square feet (40 sq. ft.); and
- 40 vii. In compliance with all applicable state and local fire, health, and safety
- 41 codes.
- 42 b. Does not include time-out, a behavior management procedure in which the
- 43 opportunity for positive reinforcement is withheld, contingent upon the
- 44 demonstration of undesired behavior; provided, that time-out may involve the
- 45 voluntary separation of an individual student from others;
- 46
- 47 (5) "Isolation room" means any space, structure, or area pursuant to § 49-10-1305(g) used to
- 48 isolate a student. Pursuant to T.C.A. §49-10-1305(g), any space used as an isolation room
- 49 shall be:
- 50 a. Unlocked and incapable of being locked;
- 51 b. Free of any condition that could be a danger to the student;
- 52 c. Well ventilated and temperature controlled;
- 53 d. Sufficiently lighted for the comfort and well-being of the student;
- 54 e. Where school personnel are in continuous direct visual contact with the student at
- 55 all times;
- 56 f. At least forty square feet (40 sq. ft.); and
- 57 g. In compliance with all applicable state and local fire, health, and safety codes.
- 58
- 59 (6) "Mechanical restraint" means the application of a mechanical device, material or equipment
- 60 attached or adjacent to the student's body, including ambulatory restraints, which the student
- 61 cannot easily remove and that restrict freedom of movement or normal access to the student's
- 62 body. Mechanical restraint does not include the use of restraints for medical immobilization,
- 63 adaptive support, or medical protection;
- 64
- 65 (7) "Noxious substance" means the use of any defense spray or substance as defined by
- 66 departmental rule;
- 67
- 68 (8) "Physical holding restraint" means the use of body contact by school personnel with a
- 69 student to restrict freedom of movement or normal access to the student's body;
- 70
- 71 (9) "Positive behavioral supports" means a systematic approach using evidence-based practices
- 72 to improve school environments, and to prevent and respond to problem behavior that:
- 73 a. Is proactive and instructional, rather than reactive and punitive;
- 74 b. Operates on the following three (3) levels:
- 75 i. Individual;
- 76 ii. Group or classroom; and
- 77 iii. The whole school;
- 78 iv. Includes a system of continual data collection;
- 79 v. Utilizes data-based decision-making;
- 80 vi. Applies research-validated positive behavioral interventions; and
- 81 vii. Improves academic and social outcomes for all students, including those
- 82 with the most complex and intensive behavioral needs.
- 83
- 84
- 85
- 86

87 Implementation of Restraint

88

89 Only the principal, or the principal’s designee, may authorize the use of isolation or restraint.
90 Trained school staff may use physical holding restraint only (1) when non-physical interventions
91 have been ineffective and the student’s behavior poses threat of imminent, serious harm to self
92 and/or others and when the student’s behavior is more dangerous than the danger of using
93 physical restraint or (2) pursuant to a student’s IEP or other written plan developed in accordance
94 with state and federal law and approved by the school and parent or guardian. Physical holding
95 restraint will be practiced in strict accordance with the Rules of Tennessee State Board of
96 Education.

97

98 The use of isolation or physical holding restraint as a means of coercion, punishment,
99 convenience or retaliation on any student is prohibited.

100

101 School personnel shall remain in the physical presence of any restrained student and shall
102 continuously observe a student who is in time out, isolation, or being restrained to monitor the
103 health and well being of such student.

104

105 Prohibited Forms of Restraint

106

107 The following forms of restraint are prohibited:

108

- 109 1. Administering a chemical restraint to a student receiving special education services is
110 prohibited; provided, that nothing in this policy shall prohibit the administration of a
111 chemical restraint when administered for therapeutic purposes under the direction of a
112 physician and with the child's parent or guardian's consent to administer such chemical
113 restraint.
- 114 2. Administering a noxious substance to a student receiving special education services is
115 prohibited.
- 116 3. The use of any mechanical restraint on any student receiving special education services is
117 prohibited.
- 118 4. Any form of life threatening restraint, including restraint that restricts the flow of air into
119 a person's lungs, whether by chest compression or any other means, to a student receiving
120 special education services is prohibited.
- 121 5. The use of isolation or physical holding restraint as a means of coercion, punishment,
122 convenience or retaliation on any student receiving special education services is
123 prohibited.
- 124 6. Removing or disabling any equipment or device that a student requires, including, but not
125 limited to, a power wheelchair, brace, augmentative communication device, or walker, as
126 a means of coercion, punishment, convenience, or retaliation on any student receiving
127 special education services is prohibited.
- 128 7. The use of a locked door, or any physical structure, mechanism, or device that
129 substantially accomplishes the function of locking a student in a room, structure, or area,
130 is prohibited.

131

132 Authorized Forms of Restraint

133

134 The use of physical holding restraint in the following circumstances is **not** prohibited. The
135 school is not required to notify the student's parent or guardian in any of the circumstances listed
136 below:

137

- 138 1. The brief holding by an adult in order to calm or comfort;

- 139 2. The minimum contact necessary to physically escort a student from one area to another;
- 140 3. Assisting a student in completing a task or response if the student does not resist, or
- 141 resistance is minimal in intensity or duration; or
- 142 4. Holding a student for a brief time in order to prevent any impulsive behavior that
- 143 threatens the student's immediate safety.

144
145 Actions undertaken by school personnel to break up a fight or to take a weapon from a student
146 are not prohibited; however, these acts shall be reported in accordance with T.C.A. §49-6-4018.

147 Staff Training

148
149
150 Physical restraint should only be used by faculty and staff who have received specific district
151 approved crisis intervention training in the use of physical restraint procedures and non-violent
152 crisis intervention.

153
154 Other school personnel may use physical restraint only in rare and clearly unavoidable
155 emergency circumstances when fully trained school personnel are not immediately available.
156 Untrained staff should request assistance from trained staff as soon as possible.

157 The school must identify specific staff to serve as school-wide resources to assist in ensuring
158 proper administration of physical restraint. These individuals must participate in in-depth
159 training with respect to restraint and implementation.

160 Reporting Requirements and Follow-up

161
162
163 The building administrator or designee must receive a written report documenting the
164 circumstances of the incident. School personnel authorized by MCS shall see and evaluate the
165 student's condition within a reasonable time after the intervention. The student's parent or
166 guardian shall be notified orally and in writing the same day the isolation or restraint was used.
167 School personnel shall be held harmless for failure to notify if reasonable effort has been made to
168 notify the student's parent or guardian.

169
170 A student receiving special education services may be restrained or isolated only if such restraint
171 or isolation is provided for in the student's IEP, except that such student may be restrained or
172 isolated in emergency situations, if necessary, to assure the physical safety of the student or
173 others nearby. If the student's individualized education program does not provide for the use of
174 isolation or restraint for the behavior precipitating such action or if school personnel are required
175 to use isolation or restraint over an extended period of time, an IEP meeting shall be convened
176 within ten (10) days following the use of such isolation or restraint. If the behavior precipitating
177 such action also warrants a change of placement, the child will have all rights provided under
178 applicable state and federal law.

179
180 School personnel who have used isolation or restraint (as defined in this policy) shall provide a
181 written report to the school principal or the principal's designee on the form developed by the
182 Tennessee State Department of Education. A copy of the report form must be provided to the
183 Special Education Supervisor who, after review of the report, will maintain statistics related to
184 the student and the school's use of isolation and/or restraint and discuss findings with the
185 Director of Schools and school principals. Documentation of each incident of restraint and/or
186 isolation will be forwarded immediately to the assigned school psychologist, who will be
187 responsible for completing the Easy IEP portion of documentation.

190 Required Reports

191
192 Each school shall maintain all records of isolation and restraint. On a semiannual basis, using
193 existing student-level data collection systems to the extent feasible, each school shall submit a
194 report to the Board that includes:

- 195
196 (1) The number of incidents involving the use of isolation and restraint since the previous
197 semiannual report;
198 (2) The number of instances in which the school personnel imposing physical restraint or
199 isolation were not trained and certified;
200 (3) Any injuries, deaths, or property damage that occurred;
201 (4) The timeliness of parental notification; and
202 (5) Demographic information to determine whether disproportionate use of these
203 interventions exists.

204
205 The Board shall use the information obtained from records of isolation and restraint in
206 developing its behavior intervention training program. The Board shall submit information to
207 the Tennessee Department of Education each year on the use of isolation and restraint in the
208 school district.

209
210 Attachment: Sample Crisis Plan

211
212 _____
213 Legal References:

214
215 T.C.A. §49-10-1301 through 1306, “Special Education Behavioral Support Act”
216 TRR/MS 0520-01-09-.23, Isolation and Restraint for Students Receiving Special Education
217 Services

Murfreesboro City Schools
Safety /Crisis Intervention Plan

Student: _____

The following procedural steps will take place if said student behaves in a manner that is harmful to the student and or others:

1. Restraint will be utilized if physically harming self or others
2. Parent(S) or guardian(S) will be contacted
3. If student is unable to be calmed within _____ minutes, parents will be contacted to pick student up from school.
4. If parents, guardians, or emergency contacts have been called with NO response within _____ minutes, the following steps WILL be implemented if child is not able to remain calm without being a physical or verbal threat to self and or others:

1. DCS will be contacted
2. Police will be contacted
3. If suicidal or homicidal ideations are verbalized, a mobile crisis unit will be contacted
4. Ambulance will be contacted if medically necessary

* These steps have been put into place if parents, guardians, or other indicated (by documentation of parents) are unable to be reached in the pre-determined time allotment. It is for the safety of the student and only utilized if the child is unable to remain calm and safe.

I _____
(Parent or guardian)

understand and give my permission for _____ to enforce the
(School)
safety plan written for my child: _____.

Date:

Time:

Signatures~

Administration:

Parent/guardian:

School Psychologist:

Guidance Counselor:

Behavioral Support:

Teacher:

c/c: Central office upon completion: attn: SPED



Murfreesboro City Schools
 Special Education
 2552 South Church St
 Murfreesboro, TN 37127
 Phone: 615-893-2313

RESTRAINT REPORT

To be completed immediately following a restraint

Student information:

Student: _____ School: _____ Date: _____

Birthdate: _____ Disability: _____ Grade: _____

Date of isolation or restraint: _____ Time of incident: _____ Location: _____

Description of Incident:

Antecedent(s) to event:

Specific Behavior addressed:

Length of restraint or isolation: _____

Was staff certified in the restraint technique approved and utilized by Murfreesboro City Schools System? Y N

Was the restraint: _____ as provided for in the student's IEP*
 _____ in an emergency/crisis situation

Post restraint:

Student's demeanor: _____ Return to class: Y N

Sent home: Y N Suspension: Y N

Student evaluation for injury:

Injured: Y N

If student is reported injured, specify: _____



Murfreesboro City Schools
 Special Education
 2552 South Church St
 Murfreesboro, TN 37127
 Phone: 615-893-2313

RESTRAINT REPORT

Staff evaluation for injury:

Injured: Y N

If staff is reported injured, specify:

Did staff file C-20 form: Y N

If Yes, attach documentation.

IF ANY OF THE ABOVE ARE NOT SELECTED AND THE STUDENT WAS INJURED AS A RESULT OF THE RESTRAINT:

The incident is to be self reported to the Department of Children’s Services at 1-877-237-0004.

* If use is not provided for in the IEP, or if the action was employed over an extended period of time as defined in department rules, an IEP meeting must be convened within 10 days of the above date.

Was the staff response employed as defined in department rules? ___Yes ___No

Person authorized and administered the above action: _____

Person designated to report the above action: _____

Isolation:

If Isolation was utilized please attach the following:

- a) A certification that any space used for isolation is at least (40) square feet.
- b) A certification that school personnel are in continuous direct visual contact at all times with said isolated student.



Murfreesboro City Schools
Special Education
2552 South Church St
Murfreesboro, TN 37127
Phone: 615-893-2313

RESTRAINT REPORT

Parent Contact:

Parent/Guardian notified on (date) _____ by _____.

Method of notification to parent/guardian

___ Orally ___ Copy of form Other _____

FAX THIS FORM BY THE END OF THE WORK DAY TO The Special Education Supervisor AT CENTRAL OFFICE.

SIGNATURES:

Building administrator: _____ Date: _____

Staff member(s) involved in incident:

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Witness:

_____ Date: _____

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SAFE RELOCATION OF STUDENTS	Descriptor No: STU 62	Date Adopted:
Reviewed/Revision Adopted:		

1 Employees who have received Crisis Prevention and Intervention (CPI) training and who are
2 directly responsible for a student’s education or who otherwise interact within the scope of their
3 assigned duties may relocate a student from the student’s present location to another location
4 when such relocation is necessary for the student’s safety or the safety of others.¹ Such
5 employees may also intervene in a physical altercation between two or more students or between
6 a student and a MCS employee. Reasonable force may be used to physically relocate or
7 intervene in a conflict if a student is unwilling to cooperate.² Pursuant to T.C.A. §49-6-4018(a),
8 the extent of reasonable or justifiable force allowed is defined in T.C.A. §§39-11-603, 39-11-
9 609, 39-11-610, 39-11-612, 39-11-613, 39-11-614, 39-11-621, and 39-11-622.³

10
11 If steps beyond the use of reasonable or justifiable force are required, the student shall be
12 allowed to remain in place until such a time as local law enforcement officers can be summoned
13 to relocate the student or take the student into custody until such a time as a parent or guardian
14 can retrieve the student.

15
16 In the event that physical relocation becomes necessary, the employee shall immediately file a
17 brief report of the incident with the building principal. If the student’s behavior constitutes a
18 violation of the Board’s zero tolerance policy, then the report shall be placed in the student’s
19 permanent record. Otherwise, the report shall be kept in the student’s discipline record, and not
20 become a part of that student’s permanent record. The principal or principal’s designee shall
21 notify the employee involved of the actions taken to address the behavior of the relocated
22 student.

23
24 The Director of Schools shall create procedures to implement this policy consistent with State
25 law. Each building principal shall fully support the authority of an employee in the principal’s
26 school to relocate a student under T.C.A. §49-6-4018 and this policy and fully implement the
27 policy and procedures of the system.

28
29 Relocation, restraint or isolation of students receiving special education services shall be in
30 compliance with the student’s IEP and the Special Education Behavioral Supports Act and
31 Tennessee Department of Education rules and regulations.⁴

32
33 _____
34 Legal References:

35 1.T.C.A. §49-6-4018

- 36 2.T.C.A. §39-11-603, 609-614, 621-622
- 37 3.T.C.A. §49-6-4018(a)
- 38 4.T.C.A. §49-10-1301 et seq.

Description of the antecedents that immediately preceded the use of isolation or restraint and the specific behavior being addressed:

STUDENT Demeanor

Observed physical and verbal behavior at the end of the isolation or restraint

INJURIES

Physical Injury to:

Student

Y N
Circle One

Medical Care Provided

Y N
Circle One

If yes to either or both, describe:

Physical Injury to:

School Personnel

Y N
Circle One

Medical Care Provided

Y N
Circle One

If yes to either or both, describe:

PROPERTY DAMAGE

Property Damage

Y N
Circle One

If yes, describe:

***** This form should be placed in the student's behavior intervention file by the school counselor. A copy of this form should be faxed to Caresa Brooks at Central Office.**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ANTI-HAZING	Descriptor No: STU 61	Date Adopted:
	Reviewed/Revision Adopted:	

1 “Hazing” means any intentional or reckless act in Tennessee, on or off school property, by one
2 (1) student acting alone or with others that is directed against any other student that endangers
3 the mental or physical health or safety of that student or that induces or coerces a student to
4 endanger that student’s mental or physical health or safety.

5
6 “Hazing” does not include customary athletic events or similar contests or competitions and is
7 limited to those actions taken and situations created in connection with initiation into or
8 affiliation with any organization.

9
10 Hazing is prohibited by any student and organization operating under the sanction of the
11 Murfreesboro City School District.

12
13 Notice of this policy shall be included in the Parent/Student Handbook which is distributed to
14 and/or made available to each student at the beginning of the school year.

15
16 During the first month of each new school year, time shall be set aside **for teachers and**
17 **students** to specifically discuss this policy and its ramifications as a criminal offense and the
18 potential disciplinary actions for violation of this policy.

19
20 Violation of this policy may result in discipline in accordance with Board Policy STU 23.

21
22
23
24 _____
25 Legal Reference:
26 T.C.A. §49-2-120

27 _____
28 Cross Reference:
29 STU 23
30 STU 40

**MEMO TO: BOARD MEMBERS,
LINDA GILBERT, LINDA RIDLEY, KELLEY BAKER**

FROM: GARY ANDERSON

DATE: JUNE 18, 2013

SUBJECT: FISCAL YEAR END 2013 BUDGET AMENDMENTS

At the end of each fiscal year, we present you with Budget Amendments that need to be approved by the Board for the annual financial report and to fulfill our State requirements. As pointed out in the letter from Melissa Wright to the Mayor and City Council, this year these amendments need to be finalized on or before the last day of the fiscal year which is June 30th.

Previously, we have provided you with this "housekeeping" amendment after the completion of our audit based on actual figures. This year, we will be using estimates to satisfy this requirement and meet the deadline.

Included with this memo is a copy of the memo that Melissa Wright, City Recorder/Finance Director sent to the Mayor and City Council and a copy of the resolution that the City Council will be considering for approval. We are asking that the Board approve the budget amendments we are presenting so we can forward them on to City Hall for their official financial records.

If you have any questions about this issue, please feel free to contact me. Thank you!



... creating a better quality of life

June 18, 2013

Honorable Mayor and Members of City Council:

RE: Fiscal Year 2013 Budget Amendments

As an item for the agenda for the June 20, 2013 City Council meeting it is requested that two resolutions for amending the fiscal year 2013 budget be approved. This is a state requirement.

Background

Each year the Council is presented with a list of budget amendments that are needed for the annual financial report. City projects are presented throughout the year and Council is alerted if a project is not budgeted or bids have come in over budget. Many times other projects come in under budget so a budget amendment is never needed.

Staff is in the process of projecting the appropriate numbers for amending our Insurance Fund, Risk Management Fund, State Street Aid Fund, Gateway Fund, Fleet Services Fund, Airport Fund and Drug Fund. In some cases we are preparing an amendment because we want to be sure we have covered items that can be unpredictable, such as insurance claims. In others cases we are trying to be sure we have amended the budget for items that arose during the year that may now require us to spend more than we originally budgeted

Likewise, the school staff is in the process of making the same projections for their budgets. The school board is aware of the school projects, just as Council oversees the City projects, and they also approve budget amendments, as needed.

This year the State has notified municipalities that the budget amendments need to be finalized on or before the last day of our fiscal year. As you are aware this traditionally has been done in December in conjunction with the completion of our audit based on actual figures.

In order to meet this deadline, staff at the city and the Schools are pulling together spending projections to be used to compute any recommended budget amendments to be sure we are covered at year-end. As a result, rather than actual figures based on an audit, these amendments are based on projections. Staff is still calculating the projections at the time of the agenda preparation. The attachment with the projections will be emailed to you before the meeting and a hard copy placed on the dais.

Recommendation

It is recommended that you approve the budget amendment resolutions.


Melissa B. Wright
City Recorder/Finance Director

RESOLUTION 13-R-19 amending 2012-2013 budgets for the Murfreesboro City Schools.

WHEREAS, the City Council adopted budgets for the 2012-2013 Murfreesboro City Schools for the general purpose fund, the federal projects fund, the ESP fund, the cafeteria fund and the debt service fund by motion; and,

WHEREAS, the City Council adopted an appropriations ordinance, Ordinance 12-O-15 on June 21, 2012 and Schools Budget Resolution 12-R-09 on June 21, 2012, to implement the 2012-2013 Schools Budget; and,

WHEREAS, it is now desirable and appropriate to adjust and modify the 2012-2013 Schools Budget for the general purpose fund, the federal projects fund and the cafeteria fund by this Resolution to incorporate expenditure decisions made during the 2012-2013 fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MURFREESBORO, TENNESSEE, AS FOLLOWS:

SECTION 1. The 2012-2013 School Budget adopted by the City Council for the general purpose fund is hereby revised and amended as shown on Exhibit A, attached hereto.

SECTION 2. This Resolution shall be effective immediately upon its passage and adoption, the public welfare and the welfare of the City requiring it.

Passed: _____

Tommy Bragg, Mayor

ATTEST:

APPROVED AS TO FORM:

Melissa B. Wright
City Recorder

Susan Emery McGannon
City Attorney

MURFREESBORO CITY SCHOOLS
2012-2013 BUDGET AMENDMENTS

DESCRIPTIONS	PRIOR BUDGET	FINAL BUDGET	AMENDMENT INCREASE (DECREASE)
<u>OTHER STUDENT SUPPORT</u>			
FROM CASH (INCLUDED IN FUND BALANCE):	0	\$7,500	<u>\$7,500</u>
EXPENDITURES	\$1,183,009	\$1,190,509	<u>\$7,500</u>
<u>SUPPORT SERVICES-DIRECTOR OFFICE</u>			
FROM CASH (INCLUDED IN FUND BALANCE):	0	\$5,000	<u>\$5,000</u>
EXPENDITURES	\$301,320	\$306,320	<u>\$5,000</u>
<u>SUPPORT SERVICES-PERSONNEL</u>			
FROM CASH (INCLUDED IN FUND BALANCE):	0	\$5,000	<u>\$5,000</u>
EXPENDITURES	\$270,032	\$275,032	<u>\$5,000</u>
<u>SUPPORT SERVICES-TRANSPORTATION</u>			
FROM CASH (INCLUDED IN FUND BALANCE):	0	\$316,418	<u>\$316,418</u>
EXPENDITURES	\$1,601,931	\$1,918,349	<u>\$316,418</u>
<u>SUPPORT SERVICES-TECHNOLOGY</u>			
FROM CASH (INCLUDED IN FUND BALANCE):	\$0	\$50,000	<u>\$50,000</u>
EXPENDITURES	\$689,883	\$739,883	\$50,000
<u>COMMUNITY SERVICES</u>			
FROM CASH (INCLUDED IN FUND BALANCE):	\$0	\$10,000	<u>\$10,000</u>
EXPENDITURES	\$458,410	\$468,410	<u>\$10,000</u>

**MEMO TO: BOARD MEMBERS,
LINDA GILBERT, LINDA RIDLEY, KELLEY BAKER**

FROM: GARY ANDERSON

DATE: JUNE 18, 2013

SUBJECT: FISCAL YEAR END 2013 BUDGET AMENDMENTS BY CATEGORY

Background information on the proposed amendments:

Other Student Support

Amendment is to incorporate some minor adjustments to the original budget estimates for: Social Workers, Dental Insurance, Communication, Evaluation and Testing, and Travel

Support Services - Director's Office

Amendment is to incorporate some minor adjustments to the original budget estimates for: Retirement, Dues and Memberships, Other Contracted Services, Staff Development and Other Charges.

Support Services - Personnel

Amendment is to incorporate some minor adjustments to the original budget estimates for: Clerical Personnel, Health Insurance, Communication.

Support Services – Transportation

Amendment is to incorporate the cost of the purchase of three new buses previously approved by the board and paid out of fund balance.

Support Services – Technology

Amendment is to incorporate the expense of the technology equipment purchased to support the district's infrastructure needs.

Community Services

Amendment is to incorporate some minor adjustments to the original budget estimates for which line item funded some salaries, travel, other contracted services, supplies and material and equipment.

If you have any questions about this background information, please feel free to contact me.
Thank you!

June 19, 2013

Board:

The following are the times reported by principals to be in the schedules for recess in their schools.

SCHOOL	TIME
Bellwood	25
Black Fox	20-30 minutes, depending on the grade level
Bradley	15
Cason Lane	20
Discovery	30
Hobgood	20-25
Mitchell-Neilson	30
Northfield	20
John Pittard	20
Scales	20-25 + 5 minute exercise at announcements
Siegel	20

I have not set a requirement for the minimum or maximum time for recess, but I expect principals to use their judgment. However, I do request a copy of the master schedule for each school as well as individual teacher schedules. The only discussion we have had regarding recess (and put in writing) is that recess should not be used for punishment.

Regarding recommendations concerning recess:

The National Association for Sport and Physical Education (NASPE) recommends that “elementary school children should be provided with at least one daily period of recess of at least 20 minutes in length.”

In the State Department of Education’s page titled *Physical Education/Activity: FAQ’s*, http://tennessee.gov/education/schoolhealth/physed/physed_faqs.shtml, there is the following question and response:

Question: Does the DOE have guidelines for Recess in the elementary schools?

Response: The state does not have a rule or policy on recess. It is a local decision.

The National Association for Sports and Physical Education (NASPE) does have some recommendation for Recess:

It is the position of NASPE that all elementary school children should be provided with at least one daily period of recess at least 20 minutes in length.

MURFREESBORO CITY SCHOOLS
DISTRICT-WIDE CONSTRUCTION, RENOVATION AND MAJOR MAINTENANCE PROJECTS UPDATE
June 17, 2013

This information is being provided to you so that you will know where we are on all construction, renovation and major maintenance projects throughout the district.

HOBGOOD NEW ADMINISTRATION AND FOOD SERVICE AREAS

Demolition of Kitchen and Dining Room complete and new walls are now going up. Installation of fan coils on new HVAC in existing building is in process with approximately 90% of the work complete. Only refrigeration lines remain to be done. Wet Weather is hampering progress on exterior work. Inside work is continuing. Building is still scheduled for completion on July 8, 2013.

BRADLEY ELEVATOR

Construction continues on the exterior of the school building. Penetration of the main hallway is now also underway. The work is scheduled to be completed by July 18, 2013.

MITCHELL-NEILSON ELEMENTARY GYM ROOF

Construction is in process with approximately 40% completed as of this date. All materials are on job site. Completion date is still targeted for July 28th. Weather permitting, we could see this project finish earlier than scheduled.

PARKING LOT RESURFACING FOR MNE, MNP, DSRR, BW

These projects are all scheduled to occur over the summer. Work is now beginning at all the schools on "milling" the surf of the parking areas to "feather-in" area to the sidewalks or other concrete surfaces. Bellwood is the first one scheduled for the resurfacing projects. The total budget for these projects is \$370,000. Anticipated completion date remains prior to the beginning of school on all of these projects.

NEW WEST MURFREESBORO ELEMENTARY SCHOOL

Ground breaking ceremony is scheduled for June 25, 2013. Temporary gravel road to the site is now in place. Presentation to the Water and Sewer Board for funds from the waste water fund is scheduled for June, 25, 2013. Construction contracts have been issued and construction is ready to progress. Estimated completion date is July, 2014.

MCS Resignations, Retirements, Leave of Absence and New Hires as of 6-17-13

Licensed Personnel Hired

Last Name	First Name	Location	Position/Experience

Leave Of Absence ~ Instructional Personnel

Last Name	First Name	Location	Position/Experience

Interim Instructional Personnel

Last Name	First Name	Location	Position/Experience

Retirements/ Certified

Last Name	First Name	Location
Schmidt	Cheryl	BW
Bennett	Kathy	BW
Ward	Bonnie	BFE
Johnston	Jane	BFE
Houk	Amantina	CLA
Willis	Suzanne	CLA
McPhee	Elizabeth	DS
Keith	Thomas	ES
Alsup	Gail	MNE
Gaines	Blendia	SC
Harrison	Brooks	ES

Resignations/Certified

Last Name	First Name	Location
Spires	Susan	BW
Richey	Missy	BFE
Campbell	Holly	BR
Nichols	Brooke	BR
Gonzalez	Brittany	BR
Ray	Melissa	BR
Locke	Sarah	BR
Rischer	Dewayne	BR
Lindstrom	Melinda	CLA
Richardson	Cara	CLA
Honea	Lindsey	CLA

Caruthers	Claire	DS
Carney	Rachael	DS
Bradley	Tracey	DS
Carper	Jennifer	ES
Jernigan	LaVar	HG
Reed	Tjuana	HG
Farmer	Melissa	JP
Gilbert	Janice	SC
Jones	Bonnie	SC

Resignations/Retirements/Terminations- Classified

Last Name	First Name	Location
Franks	Rebecca	BW
Aiko	Jikel	BW
Smith	Julie	BFE
Prater	Deborah	BR
Sexton	Cherrylye	BR
Keene	Terri	ES
Cole	Alana	ES
Thomas	Scott	HG
Parker	Nayeli	NFE
Carter	Heddie	NFE
Conn	Shelby	SC
Hayes	Melva	SC

Classified Personnel Hired

Last Name	First Name	Location	Position

Assignment List for Certified Personnel
2013-2014

Bellwood

AMY	ADCOCK
MICHELLE	BRUCE
ERICA	CALHOUN
JULIE	CASTER
TANIA	CLAYTON
TONYA	DAVENPORT
ASHLEY	DODSON
ROXANNA	DOVE
JENNY	DUDLEY
JERNIKA	FRAZIER
STEPHANIE	GILLUM
JACQUELINE	HAMILTON
KELLEY	HEFLIN
DEBORAH	LASSETER
SHAE	MIGA
ASHTON	NEESMITH
DIMPLE	PAYNE
STACY	POSTON
BETHANY	POWERS
AMY	STEVENSON
ALICIA	SWAIN
SARA	TEMPLETON
KATHY	URBINA
LASHEEKA	WALLACE

FRANKLIN HEIGHTS

ELLEN	SUMMERS
TERESA	WATTS

OAKLAND COURT

HEATHER	HOSKINS
MEREDITH	WARRINGTON

MERCURY COURT

LILLIAN	BLASINGAME
LANA	HURT

Assignment List for Certified Personnel

2013-2014

BLACK FOX

CYNDY	ALLEN	DEE	STEPHENS
MARTHA	APPLETON	TAMMY	STOUT
ANDREA	BARGATZE	LANE	SUPPA
AUDREY	BLACK	JOE	THOMPSON
KRISTA	BROWN	SARAH	TODD
BENTLEY	BRYANT	DENNIS	VAN DYKE
JENNIFER	CLUNIE	MICHAEL	VAUGHN
ZENOBIA	CRAIG	KRISTIN	WILLIAMS
JESSICA	DAVENPORT	LISA	WRIGHT
PAMELA	DE PEDER		
ANNA	DENT		
TIM	DUNCAN		
CAREN	EVANS		
JANE	FAIN		
KIMBERLY	GAMBILL		
KIM	GARRETT		
KENESHA	HARPER		
KAREN	HARTLEY		
SHARRON	HAWKS		
BEVERLY	HOLLAND-JOHNSON		
HOPE	JENNETTE		
LORI	JOHNSON		
MARY	KINNEY		
KAREN	LOYD		
LAURIE	LYLES		
KIMBERLY	MARGETJAK		
HELEN	MCKNIGHT		
ANDREW	MCKNIGHT		
RHONDA	MELSON		
KIMBERLY	NELSON		
CARRIE	NEWBERG		
ERIN	NUNLEY		
MEREDITH	PATRUM		
KATHRYN	PEEK		
TAMMY	PIRTLE		
KANDY	POWERS		
WUATEENA	PUCKETT		
SHAUNTA	RISCHER		
CHRISTY	ROBINSON		
LAUREN	RUTH		
JON	SIMMONS		
FLORA	SMITH		
REBECCA	SMITH		
SANITA	SMITH		

Assignment List for Certified Personnel
2013-2014

BRADLEY

AMANDA	ADAMS
MARY	ALLISON
CHARLES	AVENT
JELECIA R J	BEVERLEY
KAREN	BLOODING
ELIZABETH	CROWLEY
EDWARD	DILLARD
MICHELLE	EATON
NEELY	EMBREE
KIMBERLY	FOWLER
ADRIENNE	GRAHAM
DIANA	HADLEY
GINGER	HAZELBAKER
CATHERINE	HOLT
DANIEL	HONEYMAN
ALLISON	ISOM
TIMOTHY	JONES
FREDA	KRAMER
REBECCA	KRAMER
PATTI	MCCLOY
JENNY	MCCRERY
MELINDA	MCFARLIN
JACQUELINE	MILLIGAN
JENNY	ORTIZ
JESSICA	PETERSON
ANDREW	RESH
KRISTI	SYKES
KIMBERLY	THERBER
STEPHANIE	TURNER
LAUREN	WILLARD
SUSAN	WOODS

Assignment List for Certified Personnel
2013-2014

CASON LANE

NATALIE	ADCOCK	LOIS	O'BRIEN
LETTIE	ALLEN	ANGELA	PITTS
MARY	AUSTIN	GEORGE	POPOVICH
TENA	BAILEY	ASHLEY	PROW
TYSHA	BATTS	AMY	REASONOVER
CHERYL	BAXTER	LAURA	ROARK
ANGELA	BINGHAM	SARA	RYAN
COURTNEY	BROWN	GINA	SENNE
CARLA	BURTON	KAYLA	SHADE
MARTHA	CANADA	AMY	SMITH
TAMMY	COOP	KIMBERLY	SNOW
SHERRY	CRAIG	KIMBERLY	STEWART
TERRY	DAVIDSON	HEATHER	TAYLOR
LAURA	DAVIS	KRISTINA	TIMBERLAKE
MEREDITH	DAVIS	KERI	VICTORY
LAURA	DUNLAP	MARY	VITANTONIO
LEATHA	FIELDER	KAREN	WHITAKER
PATRICIA	FISHER	LEE	WILKERSON
SUSAN	FOLLIS	DEREK	WOODS
CAROLENE	GOFF		
CHRISTA	GORDON		
CHRISTOPHER	GREENE		
CARRIE	HARRIS		
AMY	HARRISON		
DEBORAH	HICKERSON		
NATALIE	HOPKINS		
JASON	HUDDLESTON		
CAROLYN	HUNT		
CHARLOTTE	JACKSON		
ANNA	JOHNSON		
TABA	KARNA		
DIANA	KELLUM		
DENA	KIMBERLY		
KATHY	LATONDRESS		
DEBORAH	LOCK		
BETSY	LYNCH		
SHANNON	MARTIN		
SHERRI	MCELROY		
MARY	MCKENZIE-YORK		
ANNA	MCREE		
MARY	MELVIN		
AMY	MILLER		
RACHEL	NADEAU		
AMY	NUNLEY		

Assignment List for Certified Personnel
2013-2014

DISCOVERY

LEA	BARTCH
EMILY	BOSHERS
CYNTHIA	BROWNING
ANGELA	BUNYI
STACEY	BURT
MELISSA	CARNES
KAREN	CARR
LINDA	CLARK
KAREN	COOK
MARY	CUNNINGHAM
ROBIN	DESALVATORE
LAURA	FILTNESS
BETH	FITCH
JULIA	HUDSON
KRISTEN	JACKSON
KRISTYNA	MALL
TERESA	MCCARTHY
JENNIFER	NORDHOFF
LAURIE	OFFUTT
LAURA	PAYNE
HOLLY	RAY
KIM	RICHARDSON
SARAH	ROSENBERGER-SVARDA
ELIZABETH	SHEPHERD
LORA	TAYLOR
LORI	TURNBOW
KATHLEEN	WALDECKER
CHARLOTTE	YOUNG

Assignment List for Certified Personnel
2013-2014

ERMA SIEGEL

JENNIFER	ANDERSON	JILLIAN	TAYLOR
BARBARA	ARNOLD	LAUREN	TAYLOR
ANDREA	BELL	WILLIAM	TEMPLETON
JAMES	BJORK	DARLENE	THOMAS
ALICE	BONDS	PATRIC	THOMAS
DONLEY	BRAGG	ROBIN	THOMAS ALSTON
CYNTHIA	BROWNING	ELIZABETH	UTTER
RITCH	CAMPBELL	MARGARET	WALKER
EMILY	CLARK	ERYN	WILSON
SANDRA	CLEMMONS	KELLEY	WILSON
RACHEL	CROCKER		
BUFFY	DAVENPORT		
PATRICIA	DODD		
JESSICA	EISENGA		
COURTNEY	ELLIS		
EMILY	FORD		
LORI	FRANTZ		
MICHELE	GOOD		
REBEKAH	GREENE		
CARLA	HALL		
JULIA	HARRIS		
TRACY	HARRIS		
SHANNON	HARVEY		
RACHEL	HIXSON		
MARGARET	LANE		
LAUREN	LEVESQUE		
JENNIFER	MARLATT		
ELMA	MCKNIGHT		
ANEDRA	NEWMAN		
ANN	O'BOYLE		
CATHERINE	OWEN-DAVIS		
MARTHA	PAGE		
TRACY	PARSONS		
CYNTHIA	PEASTER		
JACQUELINE	POLK		
ANGELA	POPE		
KELLI	ROLLINS		
CAROL	SCHROER		
JENIFER	SCOTT		
ALICIA	SHEA		
MICHAEL	SMITH		
EMILY	SPENCER		
MASHAE	STOCKARD		
JANA	SUMMAR		

Assignment List for Certified Personnel
2013-2014

HOBGOOD

TINA	BARRETT
QUINENA	BELL
LINDSEE	BERNET
AMY	BROOKS
SARA	BROWN
EMMALEIGH	CASADA
DORIS	COFFEY
KIMBERLY	GATES
MEREDITH	GILLILAND
TAMMY	GRIZZARD
TERRI	GUESS
JUDI	HINDS
TRES	HOLMES
JANE	HUTCHESON
ALICIA	JOHNSON
DIANE	JOHNSON
MARCIA	JONES
CHARLES	KNITTER
HEATHER	KNOX
TERESA	LAMBERT
CATHERINE	LEPHEW
SALOME	MATANO
JANNA	MCCLAIN
BRENDA	MULANDA
AMANDA	NORED
KIMBERLY	OSBORNE
ERIN	PHILLIPS
DEIDRA	POTTER
CHERI	PURDIE
MARTIN	RIDGLEY
ASHLEE	RODGERS
LAURA	SMITH
REBECCA	SUBLETT
ANDREA	SUMRALL
KRISTEN	TREINEN
TRACI	WEST
ANDRE	WHITE
SARAH	WYLIE
KRISTEN	YEARGAN
SUSAN	ZUMBRO

Assignment List for Certified Personnel
2013-2014

MNE

BROOKE	CANTRELL
TAMMY	CASE
MATTHEW	CLARADY
CARISSA	CRISMON
JENNIFER	DEFERE
KENDALL	HAMPTON
JENNIFER	HARRIS
TERRANCE	HAYNES
ASHLEY	HEROD
JESSICA	HOLLAND
CAREY	HORTON
LINDA	JARRELL
KELLY	JONES
KELLEY	KLEPPINGER
KRISTY	LEWIS
JENNIE	LOVVORN
DIONNE	MCCULLOUGH
LATASHA	MCFARLAND
ALISON	MURPHY
AMY	OUELLETTE
GAYLE	PORTERFIELD
SHEILA	SHARP
LYNN	TATE
RIKI	TEMPLETON
KATI	WRIGHT-DAVIS

Assignment List for Certified Personnel
2013-2014

MNP

ROBIN	BAILEY
DONNA	BEERS-HILL
DELORES	BROWN
JENNIFER	BURKS
DENISE	CRUMBAUGH
PEGGY	CURRIER
BRENDA	DALE
BRANDY	DOTSON
KENDRA	ELLER
CATRYNIA	GANNON
BRITTANY	HARDY
CHRISTINA	HONEY
TAMMIE	KEE
ALINA	KONGTHALATH
MARY	KYLE
KAREN	LAMB
AMANDA	MASTELLER
GEORGIA	MCDOUGALL
SHANNON	MINNER
PAULA	MYERS
ROBIN	NEWELL
PAULA	POLK
RACHEL	PRATER
SAYWARD	RATLIFF
CASEY	SIMS
CASEY	SMOTHERMAN
SHAREEN	STAPLES

Assignment List for Certified Personnel
2013-2014

NORTHFIELD

JEFFREY	BAKER	MARY	ST JOHN
LAUREN	BEARD	LAURIE	STRICKLAND
KACY	BONDURANT	KENECIA	SULLIVAN
BRENDA	CARDWELL	TAMMY	SUTTON
SARAH	CATALANO	BILLIE	THOMPSON
TERESA	COLLINS	LISE	TRIGGS
AMBRE	COOKE	SARAH	TRUAX VERSTEEG
ERICA	CRABTREE	PAMELA	TRUITT
ROSALIND	DEMONBREUN	DONALD	WHITMORE
LUKE	DICKERSON	JULIA	WILLIAMS
BRITTNEY	ENGLAND	CODIE	YOUNG
SHIRELLE	FORD-JACKSON	STACI	YOUNG
LORI	GAILBREATH		
KIMBERLY	GLOVER		
KAREN	GODWIN		
GWENDOLYN	GREENE		
JUDY	GRITTON		
KELLY	HARRIS		
KRISTI	HEATH		
REBECCA	HOGGATT		
LORI	HOLLIS		
AMANDA	HOLLOWAY		
SARA	IRWIN		
KAREN	JOHNSON		
MEGAN	KING		
KRISTI	KNITTER		
GREGORY	LAWSON		
DIANE	LEWIS		
DAVID	LOYD		
CAROL	MANAUGH		
J	MCCLANAHAN		
TRACIE	MCGRATH		
MARY	MILLER		
MELANIE	MOCK		
MARY	ORCUTT		
JANET	PASCHAL		
ANNA	PEARCY		
JANICE	PHARIS		
DIANA	POLK		
MELANIE	RICHARDSON		
KELLEY	RUTH		
LESLIE	SANDERS		
JESSICA	SCHNEIDER		
JARED	SHELTON		

Assignment List for Certified Personnel

2013-2014

PITTARD

MARTHA	AIKEN	KATHERINE	MORRIS
FRANCINA	AUSTIN	RITA	MYERS
JENNIFER	AUSTIN	KATHRYN	NANNEY
SAMANTHA	BANKS	TAMMY	NEELY
ANITA	BARTLETT SPANN	CRAIG	NELIUS
ROSEANN	BARTON	HERMAN	NELSON
JENNIFER	BEETS	JULIE	PARRISH
CYNTHIA	BJORK	VALERIE	RAINS
JACLYN	BURNETT	SARA	ROEDIGER
DIANE	BYRD	SASHA	SLOAN
CARLA	CALVIN	DONYA	STAATS
TONYA	CANNON	ASHLEIGH	STONE
NIKKI	CILETTI	STEPHANIE	STUMP
JENNIFER	CLEMANS-STANLEY	REBEKAH	TATE
DEBORAH	COLLIER	DANIEL	TEMPLE
KATHERINE	CRUME	MARILYN	TENPENNY
SANDRA	DANIEL	DONNA	WEHOFER
KELLIS	DEES	JENNIFER	WELLS
TAMMIE	ELKINS	JENNIFER	WHITLOW
REBECCA	FEW	REBECCA	WILSON
LEAH	FOLLIS	WHITNEY	WILSON
MARY	FRANCIS		
MONICA	GADSON		
MELISSA	GALLIGANI		
SARA	GALYON		
ANASTASIA	GILLIAM		
GINA	GRAHAM		
LAUREN	GRANDEY		
SUMMER	GRAY		
JENNIFER	GRIMES		
STANLEY	GRIMES		
JENNIFER	HALL		
KELLIE	HARRIS		
MICKEY	HASTON		
LAURA	HEATH		
SUSAN	HEISER		
ALISHA	HERBISON		
LAUREN	IVEY		
BETHANY	JACKSON		
MORGAN	JONES		
AMY	MARTIN		
TARA	MCCAMEY		
KENNE	MCWHORTER		
KATHERINE	MONTGOMERY		

Assignment List for Certified Personnel
2013-2014

SCALES

RICHARD	ALEXANDER	QUENTIN	MASTIN
JULIA	BARRETT	MELANIE	MCCURRY
DONALD	BARTCH	STEVEN	NAGY
JESSICA	BLOOM	CRAIG	OFFUTT
LISA	BOWE	JOHN	ORMAN
SARAH	BRASIER	LYNN	REYNOLDS
ANDREA	BROCK-PIERCE	AMBER	ROBESON
TYISHA	BROOKS	MARLA	ROSE
JESSICA	BURNS	CHERRY	ROSS
RANDII	CARTER	ELIZABETH	RUEBY
KIMBERLY	CHRISTOPHER	MALLORY	RUNDELL
LINDSAY	COLE	MEGAN	SCHMITT
CHERRY	CRUM	CHARLOTTE	SCOTT-MOORE
JANETTA	DAVENPORT	JOY	SHEPHERD
LINDSAY	DENTON	SONDRA	SMITH
JULIE	DIBBLE	BEVERLY	SOAPES
HANNELORE	DICKERSON	HEATHER	STEELE
AMBER	EAST	RYAN	STEWART
JULIE	ENAMORATO	TIFFANY	STREVEL
RACHEL	EVERETT	RAESHON	TORRES
MARIANNE	FAULK	HOLLY	TROGLEN
AMY	FULMER	KENNETH	VANEK
AMBER	GREENE	JESSICA	WALLACE
KYLE	GREENE	BENJAMIN	WHITE
SHELLEY	GURDA	CHERYL	WHITFIELD
JOHN	HARDING	MALA	WOMACK
LUKE	HILL	STEPHEN	WOMACK
KRISTA	HOEKSTRA	JEANNETTE	WOODS
RACHEL	HOLT		
MARY	HUFF		
KARISSA	HUFFMIRE		
LILIANA	HUMPHRIES		
CARLA	JACKSON		
KRISTIN	JACKSON-MESSICK		
MARVA	JEUB		
MARIA	JOHNSON		
AMBER	KELLY		
AMBER	KOENIG		
XAN	LASKO		
FRANCES	LAWSON		
BRITTNEY	LENEAVE		
MELANIE	LOUPE		
TRISHA	LUNTE		
CYNTHIA	MARTIN		

Assignment List for Certified Personnel
2013-2014

System Wide

SHERI	ARNETTE
MARY	BAKER
LEA	BARTCH
MICHAEL	BROOKS
JAMES	CHEEVES
ANGELA	FAIRCHILD
CRYSTAL	FARRIS
KIM	FRANK
LINDA	GILBERT
CATHRINE	GORDON
JESSICA	GRAYUM
KAREN	HAWKINS
BERNARD	LYLES
KRISTINA	MADDUX
KAREN	MCGEE
ALISON	PAYNE
KATINNA	RAINS
DEBRA	SAVELY
MELISSA	SNYDER

COMPARISON OF BUDGET TOTALS
July 1, 2012 Thru May 31, 2013

TOTAL INCOME	7/1/12 - 5/31/13	\$	48,439,263
TOTAL EXPENSES	7/1/12 - 5/31/13		46,781,404
			<hr/>
NET INCOME	5/31/13	\$	1,657,859
			<hr/>

YEAR-TO-DATE REVENUE COMPARISON

MAY 2013

PAGE 1

BUDGET CLASS.	2011-12 BUDGET	2011-12 YTD REV.	2011-12 OVR/(UNDR) BUDGET	2011-12 %	2012-13 BUDGET	2012-13 YTD REV.	2012-13 OVR/(UNDR) BUDGET	2012-13 %
40110-Current Prop. Tax	\$10,240,500.00	\$10,254,249	13,749	100.1%	\$10,775,000.00	\$9,853,831.00	\$ (921,169)	91.5%
40210-Local Option Sales Tax	6,654,800	5,329,563	(1,325,237)	80.1%	6,798,775	5,325,274	(1,473,501)	78.3%
40000-41110-Other County Rev	1,517,700	1,173,531	(344,169)	77.3%	1,459,000	1,204,198	(254,802)	82.5%
44000-Other Local Revenue	307,600	385,439	77,839	125.3%	351,750	292,908	(58,842)	83.3%
46511-Basic Educ. Program	28,075,000	25,621,000	(2,454,000)	91.3%	29,838,000	26,944,800	(2,893,200)	90.3%
46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
46530-Energy Efficient Sch	-	151,251	151,251	N/A	-	-	-	N/A
46615-Ext. Contract-ARRA	-	72,829	72,829	N/A	-	-	-	N/A
46990-Other State Funds	455,450	414,408	(41,042)	91.0%	392,241	383,569	(8,672)	97.8%
46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
46595-Family Resource ARRA	25,000	14,806	(10,194)	59.2%	-	-	-	N/A
46595-SSMS ARRA	-	18,372	18,372	N/A	-	-	-	N/A
47000- Federal Funds	31,403	35,545	4,142	113.2%	35,000	25,421	(9,579)	72.6%
49810-Approp./City Gen. Fund	4,810,103	4,008,419	(801,684)	83.3%	4,810,103	4,409,262	(400,841)	91.7%
49820-Operating Transfers	-	-	-	N/A	-	-	-	N/A
TOTALS	\$ 52,117,556	\$ 47,479,412	\$ (4,638,144)	91.1%	\$ 54,459,869	\$ 48,439,263	\$ (6,020,606)	88.9%

YEAR-TO-DATE EXPENDITURE COMPARISON

MAY 2013

PAGE 1

BUDGET CLASS.	2011-12 BUDGET	2011-12 YTD EXP.	2011-12 OVR/(UNDR) BUDGET	2011-12 %	2012-13 BUDGET	2012-13 YTD EXP.	2012-13 OVR/(UNDR) BUDGET	2012-13 %
71100-Reg. Instruction	\$31,132,877.00	\$27,851,900.92	\$ (3,280,976)	89.5%	\$32,360,786.00	\$ 27,555,100.45	\$ (4,805,686)	85.1%
71200-Sp. Ed. Instr.	3,359,032	2,941,524	(417,508)	87.6%	3,839,162	2,992,863	(846,299)	78.0%
72110-Attendance	82,517	73,129	(9,388)	88.6%	85,545	56,197	(29,348)	65.7%
72120-Health Services	417,785	381,428	(36,357)	91.3%	532,459	397,605	(134,854)	74.7%
72130-Guidance	1,111,999	904,921	(207,078)	81.4%	1,183,009	1,022,792	(160,217)	86.5%
72210-Reg. Instr. Spprt.	1,342,616	1,387,068	44,452	103.3%	1,332,868	1,219,809	(113,059)	91.5%
72220-Sp. Ed. Support	756,621	418,830	(337,791)	55.4%	473,963	438,961	(35,002)	92.6%
72310-Bd. Of Educ.	1,059,460	1,080,138	20,678	102.0%	1,168,340	916,803	(251,537)	78.5%
72320-Office of Supt.	291,185	270,537	(20,648)	92.9%	301,320	274,562	(26,758)	91.1%
72410-Office of Prin.	2,552,738	2,439,758	(112,980)	95.6%	2,974,650	2,616,422	(358,228)	88.0%
72510-Fiscal Services	510,649	522,500	11,851	102.3%	509,164	462,377	(46,787)	90.8%
72520-Personnel Services	291,833	275,491	(16,342)	94.4%	270,032	253,385	(16,647)	93.8%
72610-Oper. Of Plant	4,659,099	3,685,374	(973,725)	79.1%	4,623,471	3,690,900	(932,571)	79.8%
72620-Maint. Of Plant	1,313,993	1,217,021	(96,972)	92.6%	1,333,274	1,199,272	(134,002)	89.9%
72710-Pupil Transp.	1,573,325	1,311,530	(261,795)	83.4%	1,601,930	1,720,778	118,848	107.4%
72810-Other Support	622,671	911,584	288,913	146.4%	689,883	685,128	(4,755)	99.3%
73300-Community Serv	274,032	273,627	(405)	99.9%	458,411	359,098	(99,313)	78.3%
73400-Early Childhood Educ	676,364	435,194	(241,170)	64.3%	721,729	569,107	(152,622)	78.9%
76100-Reg. Cap. Outlay	500,000	916,925	416,925	183.4%	370,000	251,197	(118,803)	67.9%
99100-Operating Transfers	-	-	-	N/A	-	99,048	99,048	N/A
TOTALS	\$52,528,796.00	\$47,298,479.92	\$ (5,230,316)	90.0%	\$54,829,996.00	\$ 46,781,404.45	\$ (8,048,592)	85.3%

ANNUAL AGENDA
2013-2014
MURFREESBORO CITY SCHOOLS BOARD OF EDUCATION

The following items appear on your agenda each month:

- Approval of Minutes
- Approval of School Fees
- Approval of Board Policies
- Attendance Report
- Personnel Update
- Monthly Revenue/Expenditure Report

Appear as Needed:

- Board Self-Assessment (in the Spring of Odd years; i.e., 2013, 2015, etc.)
- Residential Developments/Zoning
- Budget Adjustments/Amendments
- Construction Update
- Five-Year Plan for New Construction, Zoning, and Related Issues Update
- Master Plan
- Sick Leave Bank Appointments

The following list of items appear annually within the month listed:

JULY (TBD)

AUGUST

Recommendations

- Extended School Advisory Board
- Approval 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
- If changes are made, the Extended Contract Plan for Administrators would need to be approved.
- Approval of Extended Contract Proposal

Reports

- Enrollment Update

SEPTEMBER

Recommendations

- Election of Board Chair and Vice Chair (Attends TSBA's October "New Board Chair Orientation" session; assumes office at November board meeting.)
- Approval of Textbook Adoption Committee Members
- Certification of Compliance with TCA Section 49-3-310(4)(1)--Textbooks
- Report of School System/School Compliance--Tennessee Statutes/Rules, Regs, and Min. Standards
- Approve Contract with Fiscal Auditor (when needed)

OCTOBER

Recommendations

- Teacher Waivers or Permits (if any)

Reports

NOVEMBER

Recommendations

Reports

- Audit Report
- Selection of Facilitator and Document for Evaluation of Director of Schools
- Board Chair and Vice Chair assume duties of their office
- The Results of State Testing (or when embargo is lifted)
- TSBA Leadership Conference and Convention
- American Education Week
- Inclement Weather/School Closings Procedure
- BEP Mini-Grant Winners

DECEMBER (TBD)

JANUARY

Recommendations

Certified Sick Leave Bank Trustees Annual Meeting (to take place prior to January Board meeting).

Reports

- Budget Calendar
- ESP Enrichment and Activities

- Tennessee School Board Week
- Proposed School Year Calendars

FEBRUARY

Recommendations

- Approval of New School Year Calendars
- Approval to Apply to United Way
- Approval of Evaluation of Director of Schools

Reports

- Evaluation of Director of Schools
- System Teachers of the Year and MEA Distinguished Teachers of the Year

MARCH

Recommendations

- Textbook Adoption Committee Recommendation
- Inservice Education Steering Committee
- Recommendations for Tenure

Reports

- Budget Discussion (or special meeting--date to be determined)

APRIL

Recommendations

- Approval of Advisory Board/Family Resource Center
- Approval of General Fund, Federal, and ESP Budgets/Cafeteria Budgets
- NCLB (No Child Left Behind) Project Proposal (approval to apply) (Due May 1)
(includes Safe and Drug Free Schools Grant)

Reports

- Announce date and time of Retirement Dinner
- Budget Discussion (or special meeting)
- Announce May Teacher Appreciation Day/Week

MAY

Recommendations

- Budget Revisions (if needed)
- Teacher Non-Renewals (if any)

Reports

- Instructional/Program Updates (as needed)
- Staff Development Report
- Update on Out-of-City Enrollment
- Upcoming Year's Board Meeting Dates
- Review Board Policies (Especially pertinent to enrollment, etc., at beginning of year)

JUNE

Recommendations

- Sick Leave Bank/Recommendation for Trustees (when needed) to take effect August 1
- Approval of Surety Bond for Finance Director
- Pre-K Advisory Council
- Contract Between United Way of Rutherford County/Cannon County and MCS
- Approval of Agreement with Mid-Cumberland Head Start
- Approval of Positions to Serve on Disciplinary Hearing Authority

Reports

- Tentative Assignment Lists